

**2012 Metropolitan Council Livable Communities Demonstration Account (LCDA)
CALL FOR APPLICATIONS**

Application materials updated: April 23, 2012

The City of Minneapolis Department of Community Planning and Economic Development (CPED) is soliciting applications for the 2012 Metropolitan Council Livable Communities Demonstration Account (LCDA) Development Grant program. CPED will evaluate proposals through an established selection method and make recommendations to the Minneapolis City Council on up to three (3) applications to submit to the Metropolitan Council (for 2012, only three applications may be submitted per city). Final funding decisions are expected from the Metropolitan Council in December 2012. ***Please note that the City is only soliciting applications for the Development Grant program, and not the Pre-Development Grant program.**

City administrative procedures for 2012:

In 2010, the City Council adopted a City LCDA application processing fee and a LCDA grant award administration fee. The application fee of \$750 is due with each LCDA pre-application submitted to the City. In 2011, application fees were returned for projects that were not approved by the City Council for submittal to the Metropolitan Council. Staff will be recommending that starting in 2012, all application fees be retained regardless of whether an application is ultimately submitted to the Metropolitan Council. If the Metropolitan Council awards LCDA funds to a project, the City will also collect a 3% grant award administration fee, which will be collected at the time of execution of the subrecipient agreement between the City and the developer. Funds are not available until the project is fully-funded and ready to begin construction. No City or Metropolitan Council funds may be used to pay either fee.

Application Materials:

The City pre-application materials listed below are updated from the previous RFP notice. The following items are required for a complete City pre-application submittal:

1. [Metropolitan Council LCDA Project Concept Plan Submittal](#) (word)
2. [Metropolitan Council LCDA Project Concept Plan Uses](#) (xls)
3. An aerial map and land use map, described on the last page of the [Project Concept Plan Submittal](#)
4. Up to five one-page images or graphics of your choice.
5. A financial analysis, if one has been completed.
6. \$750 application fee, made payable to the City of Minneapolis
7. A separate sources and uses statement for the overall project, including status of each source: committed, pending, or when to be applied for.
8. A 1-page project schedule
9. City staff may request additional information, once your application is under review.

Informational Materials:

1. [Metropolitan Council LCDA Project Concept Plan Guide](#)
2. [City of Minneapolis 2012 LCDA Ranking Tool](#)

All applications within the City of Minneapolis, including those mailed to the address below, **must be received no later than 4:00 p.m. on Wednesday, May 2, 2012.** Applications received after that time will not be accepted.

Send one paper copy and one electronic copy of the pre-application and attachments to:

Minneapolis Community Planning and Economic Development Department
ATTN: Purchasing (Metropolitan Council LCDA RFP)
Crown Roller Mill
105 Fifth Avenue South, Suite 200
Minneapolis, MN 55401-2534

The electronic copy may be submitted via email to Amy Geisler at amy.geisler@minneapolismn.gov

Important note: All applicants must review the Metropolitan Council's LCDA Funding Guidelines and Eligible Uses of Funds before completing the application. There are a number of important program changes this year. Applicants are encouraged to monitor the Metropolitan Council's and the City's website, as updated materials become available.

The City reserves the right to make changes to applications up to the time they are submitted by the City to the Metropolitan Council. The City also reserves the right to accept or reject all funding requests, and rescind the request for proposals.

Anticipated Schedule for City of Minneapolis 2012 Metropolitan Council LCDA Process:

May 2	City Pre-Application due at CPED (above address) by 4:00 PM
June 5	City Council Community Development Committee reviews Pre-Applications
June 15	City Council approves Pre-Applications
TBD	Pre- and Final Application deadlines for the Metropolitan Council

Applicants will be notified of the City Council's decision on which applications will be forwarded to the Metropolitan Council after Friday, June 15, 2012, including instructions on preparing the final application for selected applicants.

Contact Amy Geisler at (612) 673-5266 or amy.geisler@minneapolismn.gov with any questions regarding the City of Minneapolis process for this program.

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