**2024 LCDA & TOD Development Grant Sponsorship Application Guide**

**City of Minneapolis**

Please use this form to prepare your online sponsorship application located at: <https://app.smartsheet.com/b/form/e979ff60755a4f569df3a6c8cfd01c41>. Once you start the online form, you are unable to save the information; you can save your responses in this Guide. **Do not submit this guide as your sponsorship application** **unless discussed with staff prior to submission**.

The online pre-application is due no later than 4:00 p.m. on April 12, 2024. The $750 application fee is due to CPED offices (505 4th Avenue S, Suite 320, Minneapolis, MN 55415) by the application deadline. Fee must be paid by check payable to the City of Minneapolis. Deliver check with attention to Linnea Graffunder-Bartels.

If you have any questions, please contact Linnea Graffunder-Bartels at [linnea.graffunder-bartels@minneapolismn.gov](mailto:linnea.graffunder-bartels@minneapolismn.gov) or 612-673-5102.

For reasonable accommodations or alternative formats please call 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users can call 612-263-6850. Para asistencia 612-673-2700, Yog xav tau kev pab, hu 612-673-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.

\*Indicates required fields in online form.

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| **PROJECT NAME\*** |  |
| **DEVELOPER INFORMATION** | |
| Development Entity Name\* |  |
| Street Address\* |  |
| City, State Zip Code\* |  |
| **PRIMARY CONTACT INFORMATION**  Identify and provide contact information for the person that will be the primary contact for this project. | |
| Mr./Ms./Mx.\*: |  |
| First Name:\* |  |
| Last Name\* |  |
| Business Name |  |
| Street Address\* |  |
| City, State Zip Code\* |  |
| Email Address\* |  |
| Telephone Number\* |  |

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| **PROJECT TEAM** | | | |
| Project Team Composition\*  Do women, people of color, and/or indigenous people have at least a 51% ownership stake in your development team? | | | Select all that apply:   * Women * People of color * Indigenous people |
| Project Team Development\*  Was an effort made for the team to be reflective of and responsive to those under-represented and most impacted by this project? Does the project team have a direct connection to the project area, or the community being served by the project?  Limit to 250 words. | | |  |
| **SITE INFORMATION & EXISTING CONDITIONS** | | | |
| Site Address\* | | |  |
| Parcel Identification Number(s)\* | | |  |
| Area of site (acres)\* | | |  |
| Is this site City-owned?\* | | | Yes | No |
| Existing Land Use  (Select all that apply.) | | | Residential | Commercial | Office | Industrial | Parking | Vacant |
| Is there an existing structure on this site? | | | Yes | No |
| If yes, will the project renovate or fully demolish the existing structure? | | | Renovate | Fully demolish |
| Is the site in a Metropolitan Council defined TOD area?\* | | | Yes | No |
| Go to the [LCA Project Data Profile Mapping Tool](https://arcgis.metc.state.mn.us/portal/apps/webappviewer/index.html?id=6a09c0f72603433faa297dacd1221c78) and view the TOD Grant Area layer to determine if the project is in a TOD area. | | |  |
| Please describe the existing conditions of the site.\* Limit to 250 words. | | | |
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| **PROJECT INFORMATION** | | | |
| What is the scope of this project?  Please describe how your project enhances existing or creates new:   * Housing choice and new jobs * Connections between uses, such as between housing, jobs, and parks via transit, pedestrian, and bike infrastructure * Public realm amenities and public art * Environmental and climate resiliency through use of green building, site design, landscaping, or/and stormwater systems * Community building through building design, programming, and/or service provision * Economic mobility, economic stability, and/or wealth creation   If this project is part of a multi-phase project, limit the description to that which will occur during this phase.  Limit to 500 words. | | | |
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| **Existing City Funding** | | | |
| Has this phase of the project been awarded funds through another City-sponsored program? | Yes | No | | |
| If yes, what City program has committed funds to this phase of the project? |  | | |
| **Proposed Land Uses** | | | |
| Please enter the gross floor area of each land use listed below. | | | |
| Residential (square feet) |  | | |
| Retail (square feet) |  | | |
| Office (square feet) |  | | |
| Industrial (square feet) |  | | |
| **Parking** | | | |
| Structured or Underground Parking (# of spaces) |  | | |
| Surface Parking (# of spaces) |  | | |
| **PROJECT READINESS** | | | |
| **Site Control** | | | |
| What level of site control do you have on the project property?  No formal control | Option | Purchase agreement | Exclusive development rights | Fee title | Other | | | |
| If other, please explain status of site control: | | | |
| **Project Timing** | | | |
| Expected Start Date | |  | |
| Expected Completion Date | |  | |
| **City Approvals** | | | |
| Please select all approvals that this project has received.  Rezoning | Planned Unit Development | Conditional Use Permit | Variance(s) | Heritage Preservation | Site Plan Review | Construction Permits | State Environmental Review (EAW, EIS, or AUAR) | Other | | | |
| If other, please describe the approval(s) received. | |  | |
| **FUNDING REQUEST & FINANCIAL COMMITMENTS** | | | |
| *\*\*Note: The City will determine the program to which this project applies.\*\** | | | |
| LCDA/TOD Development Funding Request | |  | |
| What is your total development cost? | |  | |
| Applicants need to complete the Sources and Uses Table located at: <https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/Grant-sources-uses-table-Financial-Status.xlsx> and upload the completed document at the end of the online form submission. | | | |

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| **GRANT-FUNDED ACTIVITIES AND OUTCOMES** | | |
| Please complete the following sections for the grant-funded activities for which you anticipate requesting funding. Each program has a Program Essentials Guide that identifies eligible and ineligible activities, please reference these guides for additional details about grant-funded activities.  [LCDA Program Essentials](https://metrocouncil.org/Communities/Services/Livable-Communities-Grants/LCA/2023-LCDA-Program-Essentials.aspx" \t "_blank)  [TOD Program Essentials](https://metrocouncil.org/Communities/Services/Livable-Communities-Grants/LCA/2023-TOD-Program-Essentials.aspx) | | |
| **Activities** | **Elements (Select all that apply)** | **Description of Outcomes** |
| Environmental Sustainability | * Infiltration swales or tanks * Landscaping that is an integrated part of the stormwater management system * Pervious pavement * Green roofs * Geothermal heat pumps * Fuel cells * Wind turbines * Project specific or district-wide stormwater management, heating/cooling management, and waste management systems * EV charging infrastructure or installation costs * Photovoltaic cells |  |
| Project Site | * Lighting (Public space) * Landscaping (Public space) * Seating and furnishings (Public space) * Sidewalks and paths (Public space) * Wayfinding elements (Public space) * Public restrooms (Public space) * Public art design process * Public art features (such as murals, mosaics, and sculptures) * Playgrounds or outdoor recreational areas (affordable housing) * Outdoor amenities spaces (affordable housing) * General landscaping (affordable housing) * Construction costs (affordable housing or commercial) * Public community gardens or community gardens (affordable housing) * Demolition * Grading * Soil correction |  |

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| **Activities** | **Elements (Select all that apply)** | **Description of Outcomes** |
| Improved Connections | * New streets or street extensions (local public streets) * Public sidewalks, trails, or bike infrastructure * Site-integrated transit shelters * Outdoor public bike facilities * Outdoor bike facilities (affordable housing) * Extensions or modifications of local public utilities that directly serve the development project * Publicly available portion of shared-use parking structures * Enhanced broadband connections (affordable housing) * Universal design elements to improve site accessibility * Landscaping to improve the experience of walking, biking, or rolling to/through the site |  |
| Design & Community Engagement | * Design workshops and community engagement activities that center those least represented and most impacted by historic racial inequities * Design and engineering fees for grant requested activities (up to 10% of the activity cost) |  |
| Site Acquisition | * Site acquisition for affordable housing or jobs projects * Holding costs (the lesser of up to 5% of the awarded acquisition amount or $100,000) |  |
| Preservation and/or Rehab | * Exterior improvements to bring the building to code or improve energy efficiency of the building * Mechanical system replacement * Improvements to interior of affordable units/commercial spaces to bring building to code, increase energy efficiency, and improve the quality of life for current/future residents or tenants of commercial spaces. * Improvements to indoor community spaces. * Improvements to building grounds and outdoor community gathering spaces |  |

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| **PROJECT OUTCOMES** | |
| The following section quantifies and describes the overall project outcomes for this project, including housing units and employment. | |
| **Housing Outcomes** | |
| *Unit Tenure* | |
| How many ownership or rental units will this project create or retain/preserve? Enter numbers below. | |
| New Ownership Units |  |
| New Rental Units |  |
| Retained/Preserved Ownership Units |  |
| Retained/Preserved Rental Units |  |
| *New Market-Rate and Income-Restricted Units* | |
| How many income-restricted units will this project create or retain/preserve? How many market-rate units? Enter numbers in the table below.  To qualify as an affordable unit in the City of Minneapolis, a project's income-restricted units must have a 30-year affordability term. Under the City's Unified Housing Policy, housing projects receiving LCDA/LDCA-TOD pass-through funding must have at least 20% of the units affordable to households earning 60% of area median income (AMI) for a minimum of 30 years. Go to the HUD Income Limits notice to find the current income and rent limits.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Unit Type** |  |  | **Income Restriction at Percent of AMI** | | | | **Market-rate Units** | | **≤30% Units** | **≤40% Units** | **≤50% Units** | **≤60% Units** | **≤70% Units** | **≤80% Units** | | **Efficiency** |  |  |  |  |  |  |  | | **1-bedroom** |  |  |  |  |  |  |  | | **2-bedroom** |  |  |  |  |  |  |  | | **3-bedroom** |  |  |  |  |  |  |  | | **4-bedroom+** |  |  |  |  |  |  |  | | |
| **Employment Outcomes:** Enter the number of full time equivalent new, retained, and living-wage jobs below. | |
| New Jobs |  |
| Retained Jobs |  |
| Living-Wage Jobs  *The Metropolitan Council defines a living-wage job to be those that earn at least 185% of the poverty guideline for a family of four, which is currently $* 57,700*/year.* |  |

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| **PROJECT PROCESS** |
| **Responding to a Specific Community Need**  How is the project responsive to the culture and needs identified by the communities/populations it will impact? Who will benefit from the project, now and in the future? How has your project included culturally relevant and responsive planning and design to best meet the needs of future project users?  Limit to 250 words. |
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| **Equitable Community Engagement Strategies**  How has your team planned for meaningful community engagement? How is your engagement plan responding to the community demographics and development history of the project area? How will public engagement plans include those historically left out of community engagement and give those participants power in the process (e.g., communities of color, first generation immigrants, non-English speaking residents, persons with disabilities)?  Limit to 250 words. |
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| **Required Attachments**  Please attach the following documents at the bottom of the online form:   1. Site plan and elevations 2. Grant sources and uses table 3. Signed acknowledgements form 4. Financial analysis/pro forma, if available |