

# ANNUAL PLAN FOR DISTRIBUTION METROPOLITAN LIVABLE COMMUNITIES FUND 2023

This annual plan for distribution of the metropolitan livable communities fund, based on the criteria for project and applicant selection, satisfies the requirements of Minn. Stat. 473.25 (d); 1995 Minn. Laws Chap. 255 Art. 1 Sec. 1.



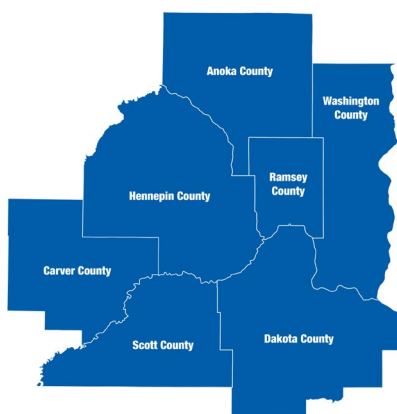
METROPOLITAN  
COUNCIL

# The Council's mission is to foster efficient and economic growth for a prosperous metropolitan region

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The Metropolitan Council is the regional planning organization for the seven-county Twin Cities area. The Council operates the regional bus and rail system, collects and treats wastewater, coordinates regional water resources, plans and helps fund regional parks, and administers federal funds that provide housing opportunities for low- and moderate-income individuals and families. The 17-member Council board is appointed by and serves at the pleasure of the governor.

On request, this publication will be made available in alternative formats to people with disabilities. Call Metropolitan Council information at 651-602-1140 or TTY 651-291-0904.

# PRE-DEVELOPMENT

## Funding

**Available Funding:** \$2,000,000 (includes Policy Development)

**Award Limit:** \$300,000 per city per round (includes up to \$50,000 in Policy Development funding)

**Application Limit:** No more than six per city or county per round

**Local Match:** None

**Grant Term:** Two years (up to one year extension possible)

**Distribution:** 50% of the award will be disbursed upfront when an agreement is signed between city and project team\*

*\*Not all cities will participate. Contact city staff to learn more.*

## Key Dates

**Round One Due:** April 21, 2023

**Round One Decision:** June, 2023

**Round Two Due:** July 21, 2023

**Round Two Decision:** September, 2023

## Pre-Development Eligible Costs

### WHAT: PROPOSED PROJECT OUTCOMES

#### Environmental Sustainability

- Soil testing to determine feasible land uses that increase diversity or intensity on the project site (not environmental testing)
- Project-specific or district-wide stormwater management plans, district-wide heating and cooling plans, and district-wide waste management plans that conserve natural resources and mitigate impacts on climate change
- Passive building design and energy efficient improvement planning to conserve natural resources and reduce Greenhouse Gas emissions
- Development of Travel Demand Management Plan or other strategies to reduce emissions in and around the project site
- Landscaping plans that will conserve natural resources, increase greenspace, and prioritize native plants and pollinators
- Sustainability assessments, design and engineering (for example project/district stormwater management and district heating/cooling)

#### Site Planning

- Development of site plans, public realm plans, and/or outdoor recreation plans
- Public art design process to create an intentionally designed piece of public art. The design process should include an artist or arts organization.
- Phasing or staging plans for an identified parcel or multiple contiguous parcels
- Site selection between 2 -3 potential sites
- Additional design work to include Universal Design or other accessibility features beyond local requirements
- Culturally specific site design and planning to best reflect priorities of the community/ies being served by the project
- Architectural design services (schematic design and design development)

#### Program Coordinators

stephen.klimek@metc.state.mn.us (Hennepin County)

hannah.gary@metc.state.mn.us (all other counties)



# PRE-DEVELOPMENT

## Eligible Costs

### WHAT: PROPOSED PROJECT OUTCOMES

#### Acquisition and Preservation/Rehab

- Physical or capital needs assessment or energy audits for rehab of affordable housing buildings and/or units (only eligible for units affordable at 60% of AMI with income restrictions in place for a minimum of 15 years) or jobs that meet outlined scoring criteria.
- Appraisal for site acquisition
- Strategies for site acquisition

#### Financial Models

- Financial modeling to determine finance structure for project development and long-term management of affordable housing and jobs projects located in low income areas
- Feasibility studies to determine project feasibility, a housing mix that increases housing choice or commercial mix to support living wage jobs, or a market study to determine the demand for the proposed development project or project elements

### HOW AND WHO: PROPOSED PROJECT PROCESS AND PROJECT PARTNERS TO SUPPORT EQUITABLE DEVELOPMENT STRATEGIES

- Design workshops and community engagement activities that center those least represented and most impact by historic racial inequities (including but not limited to compensation for consultants leading work, participants, advisory committee members, childcare, food for engagement events\*)
- Community Benefits Agreement
- Understanding history of discrimination and land ownership in and around the project site and using that information to inform the future project
- Health Impact Assessment, displacement risk assessment and/or mitigation plan, equity analysis impact analysis
- Wealth building planning
- Developer mentoring for new and/or small developers
- Displacement prevention planning

## Ineligible Costs

- Corridor, small area or station area plans
- Area analysis of alternatives for market mix or financial feasibility
- Strategies for land banking
- Generic traffic study, environmental review such as AUAR, EAW, or EIS, appraisals, permits, etc...
- Administrative overhead
- Soft costs which are not directly related to an awarded grant activity
- Work done before the grant was awarded

#### Program Coordinators

stephen.klimek@metc.state.mn.us (Hennepin County)  
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# PRE-DEVELOPMENT

## Pre-Development Scoring Table

While we recognize there are different types of inequities based on identity and circumstance, LCA is focused on addressing racial inequity in the region given race is the largest predictor of inequitable outcomes in jobs, housing, and other LCA goals. Projects addressing racial equity will be prioritized in scoring. Projects addressing other inequities will earn points towards how they address those inequities but will not receive full points unless they also consider the intersection of racial inequity.

### What: Pre-Development Project Outcomes

The goals and vision of the proposed project would meet one or more of the following LCA and/or Thrive goals:

Criteria:		Points
<b>LCA and Thrive Goals</b>	Add new housing types and create affordable housing. Priority for projects with deep affordability and/or serving populations who have barriers to finding housing	<b>10</b>
	Create or preserve long-term living wage jobs or support economic opportunity for people experiencing the most economic hardships	
	Increase density on the site and make it easier for people to travel between housing, jobs, services, and amenities	
	Minimize climate impact by reducing greenhouse gas emissions and conserving natural resources	
	Further equity outcomes by fostering regional connections, mitigating climate impacts and implicit bias, removing barriers to access affordable housing, creating living wage jobs, and supporting the creation of small businesses owned and operated by a historically marginalized population	
<b>How: Pre-Development Project Process</b>		
<b>Process</b>	Show an understanding of who will benefit most from the project and in what ways, and use this understanding to shape equitable development strategies and outcomes	<b>12</b>
	Engagement is or will be scaled to the size of the project and harnesses the power of community to co-create the development project	
<b>Who: Proposed Project Team</b>		
<b>Who Is Involved</b>	The strength of the partnership between the applicant (City/County/HRA/EDA) and development partner(s), including the level of support and engagement the applicant has with the project	<b>10</b>
	Those with decision-making power reflect the community the project will serve or the predevelopment activities will build a reflective team	
<b>Total</b>		<b>32</b>
<b>Applications must score at least 22 of the 32 points available</b>		

# POLICY DEVELOPMENT

## Funding

**Available Funding & Award Limits:** Included in Pre-Development available funding. Limit of \$50,000 per city including match.

**Application Limit:** One per city or county applicant

**Local Match:** 25% Reimbursable Match

**Grant Term:** Two years (up to one year extension possible)

## Key Dates

**Round One Due:** April 21, 2023

**Round One Decision:** June, 2023

**Round Two Due:** July 21, 2023

**Round Two Decision:** September, 2023

## Eligible Costs

### WHAT: PROPOSED POLICY OUTCOMES

#### Policy Development

- Consultant services to develop an eligible policy that will further LCA and Thrive goals
- Staff time directly related to developing an eligible policy that will further LCA and Thrive goals

## Ineligible Costs

- Work done before the grant was awarded
- General staff time not directly related to policy development

**Program Coordinator**

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# POLICY DEVELOPMENT

## Policy Development Scoring Table

While we recognize there are different types of inequities based on identity and circumstance, LCA is focused on addressing racial inequity in the region given race is the largest predictor of inequitable outcomes in jobs, housing, and other LCA goals. Projects addressing racial equity will be prioritized in scoring. Projects addressing other inequities will earn points towards how they address those inequities but will not receive full points unless they also consider the intersection of racial inequity.

<b>WHAT: POLICY DEVELOPMENT OUTCOMES</b>		
Criteria:		Points
The goals and vision of the proposed policy would meet one or more of the following LCA and/or Thrive goals associated with physical development:		
<b>LCA and Thrive Goals</b>	Support affordable housing by allowing for more development of new affordable housing or preservation of existing affordable housing	<b>30</b>
	Support wealth building and economic opportunity for residents experiencing most economic hardships	
	Minimizing climate impact by reducing greenhouse gas emissions and conserving natural resources	
	Realize more equitable outcomes in affordable housing, living wage jobs, climate impacts, transportation, and regional connections	
	Support more equitable development outcomes in physical developments and/or through city process to approve physical developments	
<b>HOW: POLICY DEVELOPMENT PROCESS</b>		
<b>Process</b>	The process will include analysis of who will benefit most from the policy and in what ways, and use findings to influence equitable development strategies and outcomes	<b>10</b>
<b>WHO: POLICY DEVELOPMENT TEAM</b>		
<b>Who Is Involved</b>	The project team has a defined scope of work with tangible goals	<b>10</b>
<b>Total</b>		<b>50</b>
<b>Applications must score at least 25 of the possible 50 points</b>		

# LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT (LCDA) DEVELOPMENT

LCDA  
DEV

## Funding

**Available Funding:** \$9.3 million

**Award Limit:** No more than 40% of funds to Minneapolis and Saint Paul if applications from other cities/counties exceed 60%

**Application Limit:** Three per city or county applicant

**Grant Term:** Three years (up to two year extension possible)

## Key Dates

**Application Due:** August 14, 2023

**Step One Decision:** October 2023

**Funding Decision:** December 2023

## Development Eligible Costs Table

- All affordable housing must be affordable for a minimum of 15 years at 60% or lower of AMI
- Design and engineering fees for eligible activities can be up to 10% of the total award amount.
- Site acquisition is only eligible for affordable housing units or for jobs projects that improve access for low-income residents.
- Holding costs can be up to 5% of the requested site acquisition support or \$100,000, whichever is less
- Support for activities that are eligible only for affordable housing units will be prorated to the percentage of affordable units in the project.

## Eligible Costs

### 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; and Wind turbines
- Project specific or district-wide stormwater management, heating/cooling management, and waste management systems
- EV charging infrastructure or installation costs
- Photovoltaic cells

**Program Coordinator**

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# LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT (LCDA) DEVELOPMENT

Development Eligible Costs Table Continued

## Eligible Costs

- Public space that is open to the general public. Elements can include, but are not limited to:
  - lighting
  - landscaping
  - seating and furnishings
  - sidewalks and paths
  - Wayfinding elements
  - public restrooms (does not include SAC charges)
- Public art design process to create an intentionally designed piece of public art which contributes to the identity or sense of place of the development project and/or surrounding neighborhood. The design process should include an artist or arts organization.
- Public art features, including but not limited to murals, mosaics, and sculptures, which contribute to the identity or sense of place of the development project and/or surrounding neighborhood. To be considered public art, it must be led and fabricated by a professional artist and/or art organization.
- Playgrounds or outdoor recreational areas intended to serve residents of affordable housing developments
- Public community gardens or community gardens at affordable housing developments
- Demolition and removal of existing structures.
- Grading and soil correction to prepare a site for construction
- Outdoor resident amenity spaces for affordable housing projects
- General landscaping elements for affordable housing projects
- Construction costs for affordable housing or economic opportunity projects

## Ineligible Costs

### Project Site

- City or neighborhood parks
- Parks, playgrounds, or areas that are primarily for the use of the development project's tenants or residents of market rate residential buildings
- Demolition, abatement, cleanup, removal, hauling or disposal of contaminated materials or debris.
- Cleanup, removal, hauling or disposal of contaminated soil or debris.

**Program Coordinator**

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# LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT (LCDA) DEVELOPMENT

LCDA  
DEV

Development Eligible Costs Table Continued

## Eligible Costs

### Improved Connections

- New streets or street extensions only for local public streets
- Public sidewalks, trails, or bike infrastructure that enhance the pedestrian environment and connect the project to nearby uses and amenities
- Site-integrated transit shelters (work with Metro)
- Transit early if including a transit shelter)
- Bike facilities that are open to the public, are in affordable housing buildings, or in jobs projects
- Extensions or modifications of local public utilities that directly serve the development project
- Publicly available portion of shared-use parking
- Enhanced broadband connections for affordable housing projects
- Universal design elements to improve accessible connections to and within the project site
- Landscaping to improve the experience for people walking, biking, or rolling to/through the site

## Ineligible Costs

- County road improvements
- Private sidewalks, amenities or amenity spaces specifically serving market rate residential development projects
- Perimeter sidewalks or boulevards that do not improve the bike or pedestrian experience
- Surface parking and parking without a shared public component
- Expansion or extension of local public utilities not directly related to the development project
- Transit infrastructure or capital investments e.g., transit stations, station platforms, and park-and-ride facilities.
- Regional parks or trails and trails that would otherwise be included within a city's capital improvement budget
- Trail, sidewalk, or road connections that do not directly connect to or support the project site.

## Eligible Costs

### Design & Community Engagement

- Design workshops and community engagement activities that center those least represented and most impacted by historic racial inequities (including but not limited to compensation for consultants leading work, participants, advisory committee members, childcare, food for engagement events\*)
- Design and engineering fees for grant eligible activities (up to 10% of the total award)

\* Food costs should be within Council limits and prioritize DBE or DBE qualifying vendors

## Ineligible Costs

- Architectural and engineering fees related to the general site or building or not related directly to grant-funded elements specifically listed as "eligible"
- Traditional public meetings or other engagement activities required by law

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# LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT (LCDA) DEVELOPMENT

Development Eligible Costs Table Continued

## Eligible Costs

### Acquisition for Affordable Housing and Economic Opportunity

- Site acquisition for affordable housing projects or projects focused on bringing jobs to low- income areas. Eligible sites acquired after the date of award or for sites acquired within 12 months before the application is due are eligible
- Holding costs up to 5% of the awarded acquisition amount or \$100,000, whichever is less.
  - Eligible holding costs include property maintenance, insurance, and interest.

## Ineligible Costs

- Sites purchased more than 12 months before the application due date
- Acquisition for market rate housing or jobs not in low-income areas
- Sites purchased from a project partner who will gain financially from the purchase
- Site assembly for lands to be used for transit infrastructure.

## Eligible Costs

### Preservation and/or Rehab for Affordable Housing or Economic Opportunity

- Exterior improvements to bring the building to code or improve energy efficiency of the building. Examples include window replacement, roof replacement, exterior finishing replacement (brick siding, etc.), or mechanical system replacement (Savings from energy efficiency should be passed on to the residents or tenants/occupants of commercial buildings))
- Improvements to interior of affordable units or commercial building to bring building to code, increase energy efficiency, and improve the quality of life of current or future residents. Examples include low flow plumbing fixtures or energy savings appliances.
- Improvements to indoor communal spaces. Examples include improvements to community gathering rooms, fitness centers, and areas in which supportive services are offered.
- Improvements to building grounds and outdoor community gathering spaces. Examples include landscaping, playgrounds, greenspace, and community gardens.

*Affordable and market rate units should be identical and evenly distributed throughout the building(s)*

## Ineligible Costs

- Legal fees associated with preservation
- Upgrades to market rate units
- Relocation costs

**Program Coordinator**

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# LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT (LCDA) DEVELOPMENT

## LCDA Scoring Table

While we recognize there are different types of inequities based on identity and circumstance, LCA is focused on addressing racial inequity in the region given race is the largest predictor of inequitable outcomes in jobs, housing, and other LCA goals. Projects addressing racial equity will be prioritized in scoring. Projects addressing other inequities will earn points towards how they address those inequities but will not receive full points unless they also consider the intersection of racial inequity.

Step One- Scored by staff		Step Two- Scored by LCAC		
Criteria	Points	Points	Criteria	Points
Housing	Build or preserve affordable housing; priority given for projects that serve residents not who have barriers to finding safe, affordable housing, for projects with the deepest affordability, and for those including supportive services or other needed services	8	Meet the needs of current and/or future residents through design, programming, or services	4
	Create new affordable housing that helps the City meet their share of the region's need for affordable housing at needed affordability levels; OR Preserve and rehabilitate affordable housing, prioritizing communities at highest risk of losing Naturally Occurring Affordable Housing (NOAH) and/or communities with more housing cost burdened households			
	Further equity outcomes in housing access*	2*		
Environment and Livability	Create or preserve permanent jobs OR Create workforce development and/or training opportunities; priority for projects with full-time living wage jobs	8	Support economic opportunity and/or growth for those experiencing the largest economic hardships through the business model, training programs, or project mission	4
	Create economic opportunity in health care, technology or environmental sustainability fields; advance strategic city job growth priorities; and/or create or preserve industrial jobs with access to regional transit systems			
	Further equity outcomes in access to economic opportunity*	2*		

# LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT (LCDA) DEVELOPMENT

LCDA Scoring Table continued

WHAT: PROPOSED PROJECT OUTCOMES				
Step One			Step Two	
	Criteria	Points	Criteria	Points
Compact, Connected Development	Increase density or intensity of land use in the project area; <b>OR</b> Use an existing building that brings more activity to the project site.	8	Make it easier and more comfortable for people to walk, bike, roll, or use other kinds of transportation in and around the project site. Connect to walking, biking, or transit networks around the project site.	4
	Add new uses to the project area to better meet residents' needs.			
	Further equity outcomes in housing access*	2*		
Environment and Livability	Improve access to local and regional parks and trails and green space through outreach, site design, or programming	8	Mitigate negative environmental impacts on residents or workers in the area; priority for projects in areas most impacted by past environmental harms	4
	Minimize greenhouse gas emissions to the greatest extent possible			
	Conserve natural resources, including reuse/preservation of an existing building and/or sustainable site design; priority for a focus on equitable development outcomes			
	Further equitable access to local and regional parks and/or address environmental sustainability in locations where residents have been most impacted by environmental harms*	2*		
<b>Subtotal Outcomes</b>		<b>40</b>	<b>Subtotal Outcomes</b>	<b>16</b>

**Program Coordinator**

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# LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT (LCDA) DEVELOPMENT

LCDA Scoring Table continued

HOW: PROPOSED PROJECT PROCESS				
Step One			Step Two	
	Criteria	Points	Criteria	Points
CoProject Process	Increase density or intensity of land use in the project area; <b>OR</b> Use an existing building that brings more activity to the project site.	5	Make it easier and more comfortable for people to walk, bike, roll, or use other kinds of transportation in and around the project site. Connect to walking, biking, or transit networks around the project site.	4
	Add new uses to the project area to better meet residents' needs.			
	Further equity outcomes in housing access*	3*		
<b>Subtotal Process</b>		<b>8</b>	<b>Subtotal Process</b>	<b>4</b>
WHO: PROPOSED PROJECT TEAM				
Project Team	City efforts to contribute to the project financially, considering the city capacity	4	The project and the team use a strategic and integrated approach to addressing equity issues and the intended impacts of the project will result in more equitable outcomes	5
	Those with decision making power for the project are reflective of the community the project is intending to serve*	2*		
<b>Subtotal Team</b>		<b>6</b>	<b>Subtotal Outcomes</b>	<b>5</b>
<b>Step One Total</b>		<b>54</b>	<b>Step Two Total</b>	<b>25</b>
Applications must score at least 32 of the total Step One points to move to Step Two with 12 of the 18 equity points (*) awarded				
Applications must score at least 47 of the total available points to be eligible for funding				

**Program Coordinator**

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# TRANSIT ORIENTED DEVELOPMENT (TOD)

TOD

## Funding

**Available Funding:** \$5.3 million

**Award Limit:** \$2 million per city

**Application Limit:** Three per applicant

**Grant Term:** Three years (up to two year extension possible)

**Eligible Areas:** 1/2 mile from existing and planned transit corridor stations, and 1/4 mile from High-frequency bus routes. Use the the online [“Make-a-Map” tool to verify eligibility](#)

## Key Dates

**Application Due:** August 14, 2023

**Step One Decision:** : November 2023

**Funding Decision:** December 2023

## Development Eligible Costs Table

- All affordable housing must be affordable for a minimum of 15 years at 60% or lower of AMI
- Design and engineering fees for eligible activities can be up to 10% of the total grant award.
- Site acquisition is only eligible for affordable housing units or for jobs projects that improve access for low-income residents.
  - Holding costs up to 5% of the requested site acquisition support or \$100,000, whichever is less.
- Support for activities that are eligible only for affordable housing units (site acquisition, rehab, in-unit upgrades, resident amenities) will be prorated to the percentage of affordable units in the project.

### Eligible Costs

### Ineligible Costs

#### 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; and Wind turbines
- Project specific or district-wide stormwater management, heating/cooling management, and waste management systems
- EV charging infrastructure or installation costs
- Photovoltaic cells

**Program Coordinator**

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# TRANSIT ORIENTED DEVELOPMENT (TOD)

TOD

Development Eligible Costs Table continued

## Eligible Costs

### Project Site

- Public space that encourages social interactions through design or programming. Elements to create welcoming spaces can include, but are not limited to:
  - lighting
  - landscaping
  - seating and furnishings
  - sidewalks and paths
  - Wayfinding elements
  - public restrooms (does not include SAC charges)
- Public art design process to create an intentionally designed piece of public art which contributes to the identity or sense of place of the development project and/or surrounding neighborhood. The design process should include an artist or arts organization.
- Public art features, including but not limited to murals, mosaics, and sculptures, which contribute to the identity or sense of place of the development project and/or surrounding neighborhood. To be considered public art, it must be led and fabricated by a professional artist and/or art organization.
- Playgrounds or outdoor recreational areas intended to serve residents of affordable housing developments
- Public community gardens or community gardens at affordable housing developments
- Demolition and removal of existing structures.
- Grading and soil correction to prepare a site for construction
- Outdoor resident amenity spaces for affordable housing projects
- General landscaping elements for affordable housing projects
- Construction costs for affordable housing projects

## Ineligible Costs

- General landscaping elements
- City or neighborhood parks
- Parks, playgrounds, or areas that are primarily for the use of the development project's tenants or residents of market rate residential buildings
- Demolition, abatement, cleanup, removal, hauling or disposal of contaminated materials or debris.
- Cleanup, removal, hauling or disposal of contaminated soil or debris.

**Program Coordinator**  
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# TRANSIT ORIENTED DEVELOPMENT (TOD)

TOD

Development Eligible Costs Table continued

## Eligible Costs

### Improved Connections

- New streets or street extensions only for local public streets
- Public sidewalks, trails, or bike infrastructure that enhance the pedestrian environment and connect the project to nearby uses and amenities
- Site-integrated transit shelters (work with Metro Transit early if including a transit shelter)
- Outdoor public bike facilities or outdoor bike facilities for residents of affordable housing developments
- Extensions or modifications of local public utilities that directly serve the development project
- Publicly available portion of shared-use parking
- Enhanced broadband connections for affordable housing projects
- Universal design elements to improve accessible connections to and within the project site
- Landscaping to improve the pedestrian experience

## Ineligible Costs

- County road improvements
- Private sidewalks, amenities or amenity spaces specifically serving market rate residential development projects
- Perimeter sidewalks or boulevards that do not improve the bike or pedestrian experience
- Surface parking and parking without a shared public component
- Expansion or extension of local public utilities not directly related to the development project
- Transit infrastructure or capital investments e.g., transit stations, station platforms, and park-and-ride facilities.
- Regional parks or trails and trails that would otherwise be included within a city's capital improvement budget
- Trail, sidewalk, or road connections that do not directly connect to or support the project site.

## Eligible Costs

### Design & Community Engagement

- Design workshops and community engagement activities that center those least represented and most impacted by historic racial inequities (including but not limited to compensation for consultants leading work, participants, advisory committee members, childcare, food for engagement events\*)
- Design and engineering fees for grant requested activities (up to 10% of the total award)

\* Food amounts should be within Council limits and be purchased from DBE or DBE qualifying vendors

## Ineligible Costs

- Architectural and engineering fees related to the general site or building or not related directly to grant-funded elements specifically listed as "eligible"
- Traditional public meetings or other engagement activities required by law

**Program Coordinator**

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# TRANSIT ORIENTED DEVELOPMENT (TOD)

TOD

Development Eligible Costs Table continued

## Eligible Costs

### Acquisition for Affordable Housing and Jobs

- Site acquisition for affordable housing projects or projects focused on bringing jobs to low-income areas. Eligible sites acquired after the date of award or for sites acquired within 12 months before the application is due are eligible
- Holding costs can be up to 5% of the awarded acquisition amount or \$100,000, whichever is less.
  - Eligible holding costs include property maintenance, insurance, and interest.

## Ineligible Costs

- Sites purchased more than 12 months before the application due date
- Acquisition for market rate housing or jobs not in low-income areas
- Sites purchased from a project partner who will gain financially from the purchase
- Site assembly for lands to be used for transit infrastructure..

## Eligible Costs

### Affordable Housing Preservation and/or Rehab

- Exterior improvements to bring the building to code or improve energy efficiency of the building. Examples include window replacement, roof replacement, exterior finishing replacement (brick siding, etc.), or mechanical system replacement (Savings from energy efficiency should be passed on to the residents)
- Improvements to interior of affordable units to bring building to code, increase energy efficiency, and improve the quality of life of current or future residents. Examples include low flow plumbing fixtures or energy savings appliances.
- Improvements to indoor communal spaces. Examples include improvements to community gathering rooms, fitness centers, and areas in which supportive services are offered.
- Improvements to building grounds and outdoor community gathering spaces. Examples include landscaping, playgrounds, greenspace, and community gardens.

## Ineligible Costs

- Legal fees associated with preservation
- Upgrades to market rate units
- Relocation costs

*Affordable and market rate units should be identical and evenly distributed throughout the building(s)*

**Program Coordinator**  
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# TRANSIT ORIENTED DEVELOPMENT (TOD)

## Development Scoring Table

While we recognize there are different types of inequities based on identity and circumstance, LCA is focused on addressing racial inequity in the region given race is the largest predictor of inequitable outcomes in jobs, housing, and other LCA goals. Projects addressing racial equity will be prioritized in scoring. Projects addressing other inequities will earn points towards how they address those inequities but will not receive full points unless they also consider the intersection of racial inequity.

WHAT: PROPOSED PROJECT OUTCOMES				
STEP ONE - SCORED BY STAFF			STEP TWO - SCORED BY LCAC	
Criteria		Points	Criteria	
Housing	Build or preserve affordable housing; priority given for projects that serve residents not who have barriers to finding safe, affordable housing, for projects with the deepest affordability, and for those including supportive services or other needed services	8	Meet the needs of current and/or future residents through design, programming, or services	4
	Create new affordable housing that helps the City meet their share of the region's need for affordable housing at needed affordability levels; <b>OR</b> Preserve and rehabilitate affordable housing, prioritizing communities at highest risk of losing Naturally Occurring Affordable Housing (NOAH) and/or communities with more housing cost burdened households			
	Further equity outcomes in housing access*	2*		
Economic Opportunity	Create or preserve permanent jobs OR Create workforce development and/or training opportunities; priority for projects with full-time living wage jobs	8	Support economic and/or growth for those experiencing the largest economic hardships through the business model, training programs, or project mission	4
	Create economic opportunity in priority high-growth and high-opportunity sectors of the region's economy including health care, technology or environment; and/or advance city job growth priorities, and/or create/preserve industrial jobs with access to regional transit systems			
	Further equity outcomes in access to economic opportunity *	2*		

# TRANSIT ORIENTED DEVELOPMENT (TOD)

Development Scoring Table Continued

WHAT: PROPOSED PROJECT OUTCOMES			
STEP ONE		STEP TWO	
Criteria		Points	Criteria
			Points
<b>Compact, Connected Development</b>	Increase the level of station area activity through greater density and/or intensity of land use on the site; <b>OR</b> Use an existing building in a way that brings more activity to the project site	<b>16</b>	Provide design-led strategies, specific to the population the project is intending to serve, that support or expand infrastructure for people to safely and effectively walk, bike, roll or use other kinds of transportation in and around the project site; priority for projects that connect to walking, biking, or transit networks around the project site
	Provide uses that will diversify station area activity and better meet residents' needs and/or provide greater access to services and amenities; Priority for projects with a focus on complementary uses and fostering human-centered experiences		
	Generate greater transit ridership, a higher diversity of trip purposes viable via transit, and reduce the need to use and own a personal vehicle		Catalyze or position the station area for additional transit-oriented development in a way that leverages public infrastructure and avoids displacement of existing residents or businesses
	Further the transit-oriented nature of the station area as a node and/or district of TOD given the specific context of its communities and transit corridor; priority for projects that implement part of a broader adopted plan or vision for the transit station or corridor		
	Further equitable access transit, services, and amenities*	<b>2*</b>	

9

# TRANSIT ORIENTED DEVELOPMENT (TOD)

TOD

Development Scoring Table Continued

WHAT: PROPOSED PROJECT OUTCOMES			
STEP ONE		STEP TWO	
Criteria		Points	Criteria
		Points	Points
Environment and Livability	Improve access to local and regional parks and trails and green space through outreach, site design, or programming	8	Mitigate negative environmental impacts on residents or workers in the area; priority for projects in areas most impacted by past environmental harms
	Minimize greenhouse gas emissions to the greatest extent possible		
	Conserve natural resources, including reuse/ preservation of an existing building and/or sustainable site design; priority for a focus on equitable development outcomes		
	Further equitable access to local and regional parks and/or address environmental sustainability in locations where residents have been most impacted by environmental harms*	2*	
Subtotal Outcomes		48	Subtotal Outcomes
			21

# TRANSIT ORIENTED DEVELOPMENT (TOD)

TOD

Development Scoring Table Continued

<b>HOW: PROPOSED PROJECT PROCESS</b>				
<b>STEP ONE</b>			<b>STEP TWO</b>	
Criteria		Points	Criteria	Points
Process	The need for the project was determined by residents and/or workers most impacted by inequities*	5*	Engagement is scaled to the project, meaningful, and efforts center those under- represented and most impacted by inequities	4
	The City is taking steps toward addressing inequities at the local level, especially efforts to implement equitable development practices*	3*		
<b>Subtotal Process</b>		<b>8</b>	<b>Subtotal Process</b>	<b>4</b>
<b>WHO: PROPOSED PROJECT TEAM</b>				
Project Team	City efforts to contribute to the project financially, considering the city capacity	4	The funding sources identified, not necessarily committed, for the project reasonably reflect what is necessary to complete the project	5
<b>Subtotal Team</b>		<b>6</b>	<b>Subtotal Team</b>	<b>5</b>
<b>Step One Total</b>		<b>62</b>	<b>Step Two Total</b>	<b>30</b>
Applications must score at least 38 of the total 62 Step One points to move to Step Two with 12 of the 18 equity points (*) awarded.				
Applications must score at least 58 of the total 92 available points to be eligible for funding				

## Funding

**Available Funding:** \$125,000 per round

**Award Limit:** \$50,000 per project

**Local Match:** 25%

**Grant Term:** One Year (no extension)

**Application Limit:** None

## Key Dates

**Round One Due:** May 1, 2023

**Round One Decision:** July 2023

**Round Two Due:** November 1, 2023

**Round Two Decision:** January 2024

## Site Investigation Eligible Sites Table

### Eligible Sites

- Properties with contamination that exceeds or is perceived to exceed safe standards set by the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Agriculture (MDA) or the Minnesota Department of Health (MDH) for the intended use.
- Properties that are publicly-owned or privately-owned that will
  - increase the tax base and
  - add or preserve jobs and/or
  - add or preserve affordable housing
  - after redevelopment is completed.

### Ineligible Sites

- A party likely responsible for the contamination has been identified and is also likely financially capable of carrying out the investigation in the foreseeable future
- No known or suspected environmental contamination is demonstrated
- TBRA funding is not needed in order for the redevelopment to proceed
- Redevelopment proposals that will not generate property taxes or payments in lieu of taxes (PILOT/PLT)
- The application does not score at least 50% (35 points) of the total possible points (70 points)

Applications may also be determined ineligible for funding if:

- adequate investigation funding is available from other public and private sources;
- any part of a redevelopment site that will be funded by the State or Federal Superfund Program in the current or following fiscal year
- the redevelopment requires extensive new regional infrastructure beyond that which is already planned
- the redevelopment is not consistent with the redevelopment component of the municipality's comprehensive plan

**Program Coordinator**

Marcus Martin

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## Site Investigation Eligible Sites Table

### Eligible Activities

- Creating or updating environmental investigation documents\* including:
  - Phase I environmental site assessment
  - Phase II environmental site assessment work plans
  - Phase II environmental site assessment
  - Hazardous building materials assessment\*\*
  - Development of a Response Action Plan\*\*\*
  - Abatement plans
  - Asbestos emissions control plans (ECP)
- limited demolition (as necessary to assess contamination only),
- environmental oversight

### Ineligible Activities

- “soft costs” such as:
  - administrative overhead,
  - travel expenses,
  - legal fees,
  - bonds,
  - insurance,
  - permits,
  - licenses or authorization fees,
  - costs associated with preparing grant proposals or applications or bids,
  - applicant’s project coordination costs, operating expenses, planning costs, and prorated lease and salary costs,
- cleanup or abatement costs,
- construction costs (e.g., geotechnical or structural assessments),
- costs for environmental assessments outside of the redevelopment site (as identified in the application).

\* The costs for the investigation work incurred within 180 days before the application submission deadline may be considered as matching funds.

\*\* Costs associated with asbestos and lead-based paint assessments must meet state standards established by the Minnesota Department of Health and Minnesota Occupational Safety and Health Administration (OSHA) as well as federal standards including Asbestos Hazard Emergency Response Act (AHERA) and the Toxic Substances Control Act (TSCA) and the EPA Renovation, Repair and Painting Rule.

\*\*\* Response Action Plan (RAP) - and amendments, if any - must be submitted to the MPCA or MDA for the redevelopment being proposed.

The Council considers the following additional factors when reviewing future costs to be paid using grant funds:

- To minimize the amount of funds needed to replace contaminated soils, applicants are encouraged to design and implement projects in a way that minimizes the amount of backfill needed to replace the contaminated soils (e.g., underground parking, basements). Any underground use must be consistent with the approved RAP.
- Future mitigation costs associated with soil vapor mitigation must be based on data provided that shows soil vapors are over 33 times the MPCA intrusion screening value thresholds.
- Contractor markups for subcontractor costs are eligible but limited to 10% or less.

**Program Coordinator**

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## Site Investigation Scoring Table

WHAT: PROPOSED PROJECT OUTCOMES		
<b>Tax Base</b>	Increase to the tax base of the recipient municipality	<b>5</b>
<b>Jobs and Housing</b>	Build or preserve affordable housing with priority given to projects that serve residents who have barriers finding safe, affordable housing or new housing units affordable to households with income at or below 30% of the median income	<b>5</b>
	Create or preserve long-term job opportunities with priority given to projects with living-wage jobs	
<b>Compact, Connected Development</b>	Develop vacant lots or re-use vacant buildings	<b>15</b>
	Increase the use of transit and alternatives such as walking or biking	
	Support efficient growth in the region through adaptive reuse, infill development or redevelopment	
	Demonstrate a market demand for future redevelopment proposals	<b>5</b>
<b>Environmental Impact</b>	Investigate contaminated sites with the greatest potential to improve the environment and reduce risk to human health	<b>12</b>
	Potential to support equitable environmental protection based on project location and potential impact of exposure	<b>6</b>
<b>Subtotal Outcomes</b>		<b>48</b>

Site Investigation Scoring Table continued

HOW: PROPOSED PROJECT PROCESS		
Process	Address a residential and/or workforce need that was identified by or with residents or workers most impacted by inequities	4
	The city is taking steps toward addressing racial and other inequities at the local level, especially efforts to implement equitable development practices	3
<b>Subtotal Process</b>		<b>7</b>
WHO: PROPOSED PROJECT TEAM		
Capacity	Project team's capacity to begin an environmental investigation and commit sources for required matching fund contribution	15
	The team demonstrates a need for public financing	
	The project team, including partners, is designed to reflect and be responsive to those underrepresented and most impacted by the project; or the predevelopment activities will seek to build such partnerships in a meaningful way	
	Demonstrate public applicant's capacity to oversee environmental investigations	
<b>Subtotal Team</b>		<b>15</b>
<b>Total</b>		<b>70</b>
<b>Applicants must score at least 35 of the 70 available points</b>		

**Program Coordinator**

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## Site Investigation Checklist

### TBRA Site Investigation Application Contents

- 2023 TBRA Site Investigation Form (Online Form in WebGrants Funding Opportunity)

### Application Attachments

- Resolution from applicant authorizing TBRA application submission (PDF).  
Name the file “TBRA Resolution – [Project Name].”
- Legal Description of Site (PDF).  
Name the file “TBRA Legal Descrip – [Project Name].”

### Maps (include project boundary)

- Parcel Map using LCA online mapping tool – a street map showing parcels and parcel identification numbers (including a unique county ID) for the redevelopment project.(PDF)
- Aerial Map using LCA online mapping tool – An aerial map showing the redevelopment project boundary. (PDF)
- Overview Map using LCA online mapping tool – An aerial map showing ¼ mile and ½ mile radius from the project site. (PDF)

### Project Images and Figures

- Current Conditions (Include image(s) of building interiors for abatement requests.) Name the file “TBRA Current Images – [Project Name].”
- Proposed Development (e.g., elevations, architectural renderings, concept sketches, etc.).  
Name the file “TBRA Development Images – [Project Name].”

### Environmental Reports

- RAP (PDF)  
Name the file “TBRA RAP– [Project Name].”and/or
- Phase II Environmental Site Assessment (PDF)  
Name the file “TBRA Phase II ESA – [Project Name].”
- Phase I Environmental Site Assessment (PDF)  
Name the file “TBRA Phase I ESA - [Project Name]”
- Other prior environmental reports e.g., Limited Site Investigation, Limited Hazardous Materials Report, Asbestos or Lead-based paint Survey, etc.

# TAX BASE REVITALIZATION ACCOUNT (TBRA) CLEANUP

TBRA

## Funding

**Available Funding:** \$2,375,000 per round round

**Award Limit:** 50% of available funding per city and no more than 75% of available funding in Minneapolis and St. Paul

**Local Match:** None

**Grant Term:** Three years (up to two year extension possible)

**Application Limit:** None

## Key Dates

**Round One Due:** May 1, 2023

**Round One Decision:** July 2023

**Round Two Due:** November 1, 2023

**Round Two Decision:** January 2024

## Cleanup Eligible Sites Table

### Eligible Sites

- Properties with contamination that exceeds safe standards set by the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Agriculture (MDA) or the Minnesota Department of Health (MDH) for the intended use.
- Properties that are publicly-owned or privately-owned that will
  - increase the tax base **and**
  - add or preserve jobs **and/or**
  - add or preserve affordable housing
  - after redevelopment is completed
- Total cleanup costs are over 1% of the total development cost excluding the cost of site acquisition

### Ineligible Sites

- A responsible party has been identified and is likely financially capable of carrying out the cleanup in the foreseeable future;
- TBRA funding is not needed in order for the redevelopment to proceed;
- Eligible cleanup costs are equal to one percent or less than the total project development costs excluding the cost of site acquisition;
- Redevelopment proposals that will not generate property taxes or payments in lieu of taxes (PILOT/PLT);
- The application does not score at least 50% (75 points) of the total possible points (150 points)

Applications may also be determined ineligible for funding if:

- adequate cleanup funding is available from other public and private sources;
- any part of a redevelopment site that will be funded by the State or Federal Superfund Program in the current or following fiscal year
- the redevelopment requires extensive new regional infrastructure beyond that which is already planned
- the redevelopment is not consistent with the municipality's comprehensive plan

**Program Coordinator**

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# TAX BASE REVITALIZATION ACCOUNT (TBRA) CLEANUP

TBRA

## Cleanup Eligible Activities Table continued

The Council considers the following additional factors when reviewing future costs to be paid using grant funds:

- Eligible activities for contaminated soil remediation include excavation, transportation, disposal fees for removal of contaminated soil conducted according to the RAP submitted with the application.
- The costs for replacing contaminated fill with clean fill and grading of clean soil are eligible as long as
- the volume of clean soil requested to be paid with grant funds is equal or less than the volume of contaminated soil removed.
- To minimize the amount of funds needed to replace contaminated soils, applicants are encouraged to design and implement projects in a way that minimizes the amount of backfill needed to replace the contaminated soils (e.g., underground parking, basements). Any underground use must be consistent with the approved RAP.
- Costs associated with soil vapor mitigation must be based on data provided that shows soil vapors are over 33 times the MPCA intrusion screening value thresholds.
- Actions documenting environmental monitoring systems or the successful implementation of a RAP such as technical writing are eligible for reimbursement.
- We recommend applicants use separate line items when bidding work to be paid by grants to simplify the review of reimbursement requests if a grant is awarded.
- Contractor markups for subcontractor costs are eligible but limited to 10% or less.

**Program Coordinator**

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# TAX BASE REVITALIZATION ACCOUNT (TBRA) CLEANUP

TBRA

## Cleanup Scoring Table

WHAT: PROPOSED PROJECT OUTCOMES		
Tax Base	Increase to the city tax base	25
	Add tax revenue in the near term.(Projects not in or not expected to be in a Tax Increment Finance district(s) earns 5 points because all the affected tax jurisdictions benefit after construction is complete.)	
Jobs and Housing	Create or preserve affordable housing opportunities with priority given to projects that serve populations not currently served by the local housing market and for projects with the deepest affordability	25
	Create new affordable housing that furthers the City's ability to meet their share of the region's need for affordable housing, considering what the need is across affordability levels; <b>OR</b>	
	Preserve and rehabilitate affordable housing, prioritizing communities at highest risk of losing Naturally Occurring Affordable Housing (NOAH) and/or communities with higher rates of housing cost burdened households	
	Create or preserve permanent employment opportunities with priority	
	Create jobs in priority high-growth and high-opportunity sectors of the region's economy including health care, technology or environment; and/or advance city job growth priorities	
	Increase permanent living wage jobs in a qualified Seeding Equitable Environmental Development (SEED) eligible area	
Compact, Connected Development	Support efficient growth in the region through adaptive reuse, infill development or redevelopment	20
	Increase the use of transit and alternatives such as walking or biking	
	Support efficient growth in the region through adaptive reuse, infill development or redevelopment	5
	Demonstrate a market demand for future redevelopment proposals	
Environmental and Livability	Cleanup contaminated sites with the greatest potential to improve the environment and reduce risk to human health	25
	Improve access to local and regional parks and trails through outreach, site design, or programming	20
	Conserve vital existing regional natural resources features and functions	
	Conserve, restore or protect the region's water resources through environmentally sound opportunities for recharging groundwater with best management practices for stormwater	
	Commitment to resilient energy infrastructure using renewable and/or district energy sources	
	Increase job opportunities within micro-enterprises, worker-owned businesses, or other business models that support wealth creation	
Support equitable environmental protection for projects in areas most impacted by prior contaminants, pollutants, or hazardous substances that reduce potential impact of exposure		

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# TAX BASE REVITALIZATION ACCOUNT (TBRA) CLEANUP

TBRA

Cleanup Scoring Table continued

HOW: PROPOSED PROJECT PROCESS		
Process	Address a residential and/or workforce need that was identified by or with residents or workers most impacted by inequities	10
	The city is taking steps toward addressing racial and other inequities at the local level, especially efforts to implement equitable development practices	4
<b>Subtotal Process</b>		<b>14</b>
WHO: PROPOSED PROJECT TEAM		
Capacity	Demonstrate public applicant's capacity to oversee environmental cleanups	16
	The team demonstrates a need for public financing	
	The project team, including partners represents the community the project will serve; or predevelopment activities will build a representative team	
	Project team's readiness to proceed with project site cleanup and construction	
<b>Subtotal Team</b>		<b>15</b>
<b>Total</b>		<b>150</b>
<b>Applicants must score at least 75 of the 150 available points</b>		

**Program Coordinator**

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## Cleanup Checklist

### TBRA Site Investigation Application Contents

- 2023 TBRA Site Investigation Form (Online Form in WebGrants Funding Opportunity)

### Application Attachments

- Resolution from applicant authorizing TBRA application submission (PDF).  
Name the file “TBRA Resolution – [Project Name].”
- Legal Description of Site (PDF).  
Name the file “TBRA Legal Descrip – [Project Name].”

### Maps (include project boundary)

- Parcel Map using LCA online mapping tool – a street map showing parcels and parcel identification numbers (including a unique county ID) for the redevelopment project.(PDF)
- Aerial Map using LCA online mapping tool – An aerial map showing the redevelopment project boundary. (PDF)
- Overview Map using LCA online mapping tool – An aerial map showing ¼ mile and ½ mile radius from the project site. (PDF)

### Project Images and Figures

- Current conditions (Include images of site, and/or existing building exteriors for all requests. Include image(s) of building interiors for abatement requests.)  
Name the file “TBRA Current Images – [Project Name].”
- Before image (JPG or GIF)
- Proposed site plan figure.  
Name the file “TBRA Site Plan – [Project Name].”
- Proposed development (e.g., elevations, architectural renderings, concept sketches, etc.).

Name the file “TBRA Development Images – [Project Name].”

- Proposed soil excavation location with estimated volume (for soil cleanup grant requests).  
Name the file “TBRA Proposed Excavation– [Project Name].”

### Environmental Reports

- RAP (PDF) Name the file “TBRA RAP– [Project Name]”
- Phase II Environmental Site Assessment (PDF)  
Name the file “TBRA Phase II ESA – [Project Name].”
- Phase I Environmental Site Assessment (PDF)  
Name the file “TBRA Phase I ESA – [Project Name].”
- Hazardous materials report (PDF) for asbestos or lead-based paint
- Response Action Plan approval from MPCA (PDF) for soil or ground water cleanups.  
Name the file “TBRA RAP Approval – [Project Name].”

### Budgets (Excel spreadsheet)

- Detailed contamination cleanup budget
- Line-item budget for asbestos and lead-based paint
- Construction Financing Commitment(s)

### Other

- Letters of local support
- Demonstration of community engagement

**Program Coordinator**

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# TBRA SEEDING EQUITABLE ENVIRONMENTAL DEVELOPMENT (SEED)

TBRA

## Funding

**Available Funding:** \$250,000 per round

**Award Limit:** \$50,000 for investigation; 50% of total funding per city

**Local Match:** None

**Grant Term:** Two years (no extensions)

**Application Limit:** None

## Key Dates

**Round One Due:** May 1, 2023

**Round One Decision:** July 2023

**Round Two Due:** November 1, 2023

**Round Two Decision:** January 2024

## SEED Eligible Sites Table

### Eligible Sites

- Site must be in an equitable development area (as determined by the Metropolitan Council).
- Properties with contamination that is not safe for the intended future use according to the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Agriculture (MDA) or the Minnesota Department of Health (MDH) for the intended use.
- Properties that are publicly owned or privately owned that have the potential to
  - increase the tax base and
  - add or keep jobs and/or
  - add or keep affordable housing
  - after redevelopment is completed.

### Ineligible Sites

- An individual or organization likely responsible for the contamination has been identified and is also likely financially capable of carrying out the investigation or a cleanup.
- TBRA funding is not needed for the redevelopment to proceed.
- Redevelopment proposals that will not generate property taxes or payments in lieu of taxes (PILOT/PLT).
- The application does not score at least 50% (35 points) of the total possible points (70 points)

Applications may also be determined ineligible for funding if:

- adequate cleanup funding is available from other public and private sources;
- any part of a redevelopment site that will be funded by the State or Federal Superfund Program in the current or following fiscal year
- the redevelopment requires extensive new regional infrastructure beyond that which is already planned
- the redevelopment is not consistent with the municipality's comprehensive plan

**Program Coordinator**

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# TBRA SEEDING EQUITABLE ENVIRONMENTAL DEVELOPMENT (SEED)

## SEED Eligible Costs Table

### Eligible Costs

- Creating or updating environmental investigation\* documents including:
  - Phase I environmental site assessment
  - Phase II environmental site assessment work
  - plans
  - Phase II environmental site assessment
  - Hazardous building materials assessment
  - Abatement plans
  - Asbestos emissions control plans (ECP)
- hazardous building materials abatement or mitigation\*\* (asbestos and/or lead-based paint only) including:
  - Abatement area containment
  - Implementing asbestos emissions control plan
  - Asbestos removal or encapsulation
  - Lead-based paint removal or stabilization
  - Loading, transport, and disposal of asbestos and/or lead-based paint wastes
- For sites with an approved cleanup plan and developer site control:
  - contaminated soil remediation
  - groundwater remediation
  - soil vapor mitigation
- limited demolition (as necessary to assess or access contamination only)
- environmental oversight

### Ineligible Costs

- “Soft costs” such as
  - administrative overhead,
  - travel expenses,
  - legal fees,
  - bonds,
  - insurance,
  - permits,
  - licenses or authorization fees,
  - costs associated with preparing grant proposals or applications or bids,
  - applicant project coordination costs, operating expenses, planning costs, and prorated lease and salary costs.
- non-hazardous wastes, such as household waste, construction debris and solid waste (e.g., old tires)
- regulated materials found in buildings, such as mercury in thermostats, oils in door closers, and other issues related to heating, ventilation, and air conditioning systems
- geotechnical costs
- managing excess clean soil
- construction costs
- costs for assessment or cleanup work outside of the redevelopment site (as identified in the application & cleanup plan)

\* If an application is only for environmental investigation, costs incurred prior to award are not eligible for reimbursement with grant funds. Investigation work incurred within 180 days before the application submission deadline may be considered as matching funds.

\*\* If an application is primarily for abatement and includes some recently incurred investigation costs (within 180 days before the application submission deadline), the costs for the investigation work included in a cleanup abatement grant request will only be reimbursed if the SEED applicant’s overall project is recommended for funding.

Costs associated with asbestos and lead-based paint abatement must be for activities that meet state standards established by the Minnesota Department of Health and Minnesota Occupational Safety and Health Administration (OSHA) as well as federal standards including Asbestos Hazard Emergency Response Act (AHERA) and the Toxic Substances Control Act (TSCA) and the Environmental Protection Agency’s Renovation, Repair and Painting Rule.

The Council will consider the following additional factors when reviewing costs to be paid using grant funds.

- We recommend applicants use separate line items when bidding work to be paid by grants to simplify the review of reimbursement requests, if a grant is awarded.
- Contractor markups for subcontractor costs are eligible but limited to 10% or less.

**Program Coordinator**

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# TBRA SEEDING EQUITABLE ENVIRONMENTAL DEVELOPMENT (SEED)

## SEED Scoring Table

WHAT: PROPOSED PROJECT OUTCOMES		
Tax Base	Increase the tax base <b>OR</b> Potential to increase the city tax base from expected changes to the property classification <b>OR</b> the preferred land use in a current Request For Proposals for redevelopment	5
Jobs and Housing	Potential to add or preserve living-wage jobs or affordable housing based on the proposed development <b>OR</b> existing land use designation and proximity to existing employment centers	5
Compact, Connected Development	Develop vacant lots or re-use vacant buildings	20
	Potential to increase the use of transit and alternatives such as walking or biking	
	Interim use that increases visibility or improves market potential of the redevelopment opportunity	
	Demonstrate a market demand for the proposed redevelopment <b>OR</b> future redevelopment proposals	
Environmental and Livability	Identify or reduce risk to human health from suspected or known environmental contaminants, pollutants, hazardous substances or hazardous building materials and likely impact of risks particularly to vulnerable populations (e.g., infants, children, and elderly) based on the current property use at or adjacent to the subject property	15
	Potential to support equitable environmental protection based on project location and potential impact of exposure	6
HOW: PROPOSED PROJECT PROCESS		
Process	Address a residential and/or workforce need that was identified by or with residents or workers most impacted by inequities	4
	The city is taking steps toward addressing inequities at the local level, especially efforts to implement equitable development practices	3
WHO: PROPOSED PROJECT TEAM		
Capacity	Project team's capacity to begin an environmental investigation or cleanup	12
	The team demonstrates a need for public financing	
	The project team, including partners represents the community the project will serve; or predevelopment activities will build a representative team	
	Public applicant's capacity to oversee environmental investigations or cleanup	
<b>Total</b>		<b>70</b>
<b>Applicants must score at least 35 of the 70 available points</b>		

# TBRA SEEDING EQUITABLE ENVIRONMENTAL DEVELOPMENT (SEED)

TBRA

## SEED Checklist

### TBRA SEED Application Contents

- 2023 TBRA SEED form (online form in WebGrants Funding Opportunity)

### Application Attachments

- Resolution from public applicant authorizing TBRA application submission (PDF). Name the file “TBRA Resolution – [Project Name].”
- Legal description of site (PDF). Name the file “TBRA Legal Descrip – [Project Name].”

### Maps (include project boundary)

- Parcel map using Livable Communities Act online mapping tool – a street map showing parcels and parcel identification numbers (including a unique county ID) for the redevelopment site. (PDF)
- Aerial map using Livable Communities Act online mapping tool – An aerial map showing the redevelopment project boundary. (PDF)
- Overview map using Livable Communities Act online mapping tool – An aerial map showing ¼ mile and ½ mile radius from the redevelopment site. (PDF)

### Project Images and Figures

- Current conditions (Include image(s) of building interiors for abatement requests.) Name the file “TBRA Current Images – [Project Name].”

### Environmental Reports

- Phase II Environmental Site Assessment (PDF) Name the file “TBRA Phase II ESA – [Project Name].” (Submit if analytical tables not included in RAP)
- Phase I Environmental Site Assessment (PDF) Name the file “TBRA Phase I ESA – [Project Name].”
- Hazardous Materials Report (PDF) for asbestos or lead-based paint
- Response Action Plan Approval from PCA (PDF) for soil or ground water cleanups. Name the file “TBRA RAP Approval – [Project Name].”

### Budgets (Submit if requesting funding for abatement or other cleanup; Excel spreadsheet)

- Detailed Contamination Cleanup Budget
- Line-item Budget for Asbestos and Lead-Based Paint
- Other Redevelopment Incentives or Public Funding commitments
- Response for Proposals (RFPs for subject property) (Demonstrating preferred development guidelines) Construction Financing Commitment(s)

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## Program Details

**Available Funding:** \$3,500,000

**Local Match:** 100% dollar per dollar

**Grant Term:** Three years

**Award Limit:** None

**Application Limit:** None

## Key Dates

**Consolidated RFP Released:** April 12, 2022

**Applications Due:** July 13, 2022

**Awards Made:** January 2024

## Application Process

The Metropolitan Council considers multi-family and single family affordable housing proposals by partnering with Minnesota Housing in their Consolidated Request for Proposals (RFP) process, as well as consulting with cities and counties designated as tax credit suballocators that may have additional recommendations for affordable housing projects eligible for LHIA: Minneapolis, Saint Paul, Washington County and Dakota County. Projects can apply to the Consolidated RFP requesting only state funds, only LHIA funds, or both, however funds must be granted directly to a city or county/port development authority. Funds can then be sub-granted to the project developer.

To confirm this, Consolidated RFP applicants must submit an Acknowledgment of Receptivity form, which certifies that the housing development, for which the application is submitted, is located in a municipality that participates in the Metropolitan Council's Livable Communities program, and that the city or development authority will be the grant recipient. Receptivity forms are provided in Minnesota Housing's applicant portal and on LHIA's Metropolitan Council webpage.

Grantees must match LHIA awards on a dollar-for-dollar basis with a source of funding that is either directly from, or is designated by, the participating city or development authority; sources include CDBG, HOME, TIF, Housing Trust Fund dollars, tax abatements, local housing revenue bonds, and the appraised value of donated land.

## Eligible Costs Table

### Eligible Costs

- Gap financing costs\*, including land acquisition
- Property (structure) acquisition
- Demolition
- Site preparation (e.g., water, sewer, roads)
- General construction/structural additions
- Alterations and rehabilitation
- Interior and exterior finishing
- Roofing
- Electrical, plumbing, and/or heating and ventilation

*\* For single family awards, development gap funds are limited to no more than half of the difference between the purchase price of the home and the total per-unit hard costs, unless a mechanism is in place to ensure a minimum affordability term of 15 years.*

### Ineligible Costs

- Soft costs, or administrative overhead
- Bonds and insurance
- Legal fees
- Permits
- Travel
- Grant/bid preparation costs
- Cleanup/abatement costs
- Resident services and/or operations

**Program Coordinator**

Marcus Martin

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## Application Scoring

The LHIA helps expand and preserve lifecycle and affordable housing, both rented and owned. The LHIA annual base funding includes \$500,000 transferred from the LCDA tax levy plus \$1 million from the Council's general fund.

### Threshold Criteria

- A significant component of the project must serve households with incomes at or below 60% of Area Median Income (AMI) with a minimum affordability term of 15 years, for rental projects.
- Grantees must have an adopted Fair Housing Policy in order to receive Livable Communities Act funding.
- Projects must have affirmative fair housing marketing plans.

### Competitive Criteria

- Rental proposals creating or preserving affordability for persons at or below 30% of AMI;
- New affordable housing that furthers the City's ability to meet their share of the region's need for affordable housing, considering what the need is across affordability bands **OR**
- Preserved/rehabilitated affordable housing, prioritizing communities at highest risk of losing Naturally Occurring Affordable Housing (NOAH) and/or communities with higher rates of housing cost burdened households.
- Proposals that serve large families by providing three or more-bedroom units;
- Proposals meeting the needs of individuals and households experiencing long-term homelessness;
- Proposals that provide a housing type not currently available or serve a population not currently served in or near the project area.

**Program Coordinator**

Ashleigh Johnson

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## Funding

**Available Funding:** \$2.9 million

**Local Match:** Dollar for dollar

**Grant Term:** Three years

**Award Limit:** None

**Application Limit:** None

## Key Dates

**Applications Due:** October 2022

**Awards Made:** January 2024

The LHIA Affordable Homeownership Pilot will provide grants to support affordable homeownership development, including acquisition and rehabilitation, for projects that best meet the following two priorities:

- **Racial Equity Priority:** create homeownership opportunities for Black, Indigenous, and other ethnic or racial groups that own homes at disproportionately lower rates than white households in the region; and
- **Geographic Choice Priority:** create affordable homeownership opportunities in parts of the region where it is most challenging to do so.

## Affordable Homeownership Pilot Eligibility

Only LCA participating cities will be able to apply for grants through the pilot program.

Additional eligibility criteria includes:

- Ensure a dollar-for-dollar local match
- Provide an affordable homeownership opportunity for a household earning 80% Area Median Income (AMI) or less
- Provide a minimum affordability term of 15 years
- Require Home Stretch or similar homeowner education for first-time homebuyers

## Eligible Costs Table

### Eligible Costs

- Gap financing costs, including land acquisition
- Property (structure) acquisition
- Demolition
- Site preparation (e.g., water, sewer, roads)
- General construction/structural additions
- Alterations and rehabilitation
- Interior and exterior finishing
- Roofing
- Electrical, plumbing, and/or heating and ventilation

### Ineligible Costs

- Soft costs, or administrative overhead
- Bonds and insurance
- Legal fees
- Permits
- Travel
- Grant/bid preparation costs
- Cleanup/abatement costs
- Resident services and/or operations

**Program Coordinator**

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## Affordable Homeownership Pilot Scoring

Pilot proposals that meet eligibility requirements are reviewed by a team of Metropolitan Council staff and be scored in the following three categories:

- Pilot priorities
- Equitable access
- Unique needs and affordability

The pilot scoring structure includes two steps:

### Step 1: Scoring for Pilot Priorities

Scoring in step one evaluates the project location's ability to achieve the pilot program's priorities of racial equity and geographic choice. A minimum score of 5 points, out of a maximum of 17, is required to move forward to Step 2. Council data is available to complete Step 1 scoring internally as long as the project location is known.

RACIAL EQUITY		Points
Criteria		
Project is in a city with higher racial disparities in homeownership than the regional average		5
<b>OR</b>	Project is in a census tract with higher racial disparities in homeownership than the regional average	3
<b>OR</b>	Project is in a census tract with a higher share of Black, Indigenous, and other residents of color than the regional average	2
<b>Highest possible subtotal for racial equity</b>		<b>8</b>
GEOGRAPHIC CHOICE		Points
Criteria		
Project is in a city with an average home sale price higher than what is affordable to a household earning 80% AMI		5
<b>OR</b>	Project is in a city with an average home sale price higher than what is affordable to a household earning 60% AMI	3
Project is in a city where the share of single-family housing stock is higher than the regional average		2
Project is in a city with an affordable housing need less than 20 <b>OR</b> more than 50% of their need is in the 51-80% affordability level.		2
<b>Highest possible subtotal for geographic choice</b>		<b>9</b>
<b>Highest possible subtotal for both pilot priorities</b>		<b>17</b>
A minimum of 5 points would be required to ensure the project sufficiently addresses one or both pilot priorities		



# LHIA AFFORDABLE HOMEOWNERSHIP PILOT

## Step 2: Scoring for Equitable Access & Unique Needs and Affordability

Step two evaluates the individual project’s ability to achieve pilot program goals; ensuring populations with lower homeownership rates than white residents have equitable access to the affordable homeownership opportunity that’s being funded, the proposal’s ability to meet unique local needs, and the proposal’s ability to provide deeper and/or longer affordability.

EQUITABLE ACCESS	
Criteria	Points
Developer or program partner has a demonstrated record of serving Black, Indigenous, and/or other households of color in homeownership at rates equal to or greater than the city and or region’s homeownership rates for those same groups	3
Developer or program partner has current waiting list consisting of Black, Indigenous, or other households of color at levels equal or greater to the regional and/or city population	3
Project team includes a lender, realtor, or other homebuyer-facing team member that is reflective of the Black, Indigenous, or other households of color that have disparate homeownership rates in the region	2
Project will be made available to a first-generation homebuyer	2
Marketing efforts for sale of the project affirmatively further fair housing	1
Other efforts as described by applicant that further equitable access to homeownership	Up to 11
<b>Total for Equitable Access</b>	<b>22</b>
UNIQUE NEEDS AND AFFORDABILITY	
Criteria	Points
Project addresses a need specific to the community in which the project is located, through financing, marketing, design, size or other unique need	3
Project will be affordable to homebuyers earning less than 80% AMI	3
Project will remain affordable upon resale for more than 15 years	3
Project is located in a city with a net fiscal disparity of \$200 or more per household	1
<b>Total for Unique Needs and Affordability</b>	<b>10</b>
<b>Total Step 1 and Step 2</b>	<b>38</b>



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