

Livable Communities Act News

March 2010

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2009 LCA awards

Eight Livable Communities Demonstration Account (LCDA) grants totaling \$4 million were awarded on January 13th to five cities.

Grantee	Project	Award
Eden Prairie	Presbyterian Homes	\$848,300
Minneapolis	Capri Block	\$869,000
Minneapolis	Gateway Lofts	\$74,000
Roseville	Sienna Green II	\$202,100
Saint Paul	Harriet Island / West Side Flats	\$750,000
Saint Paul	The Penfield	\$610,000
Saint Paul	2700 the Avenue II	\$280,282
Watertown	South Lewis Avenue Redevelopment	\$366,318

Also in January, the Council awarded two Tax Base Revitalization Account (TBRA) grants, totaling \$191,500.

Grantee	Project	Award
Minneapolis	Lyndale Green	\$170,000
Saint Paul	Renaissance Box II	\$21,500

In early February, the Council awarded \$1.8M in Local Housing Incentives Account (LHIA) grants to four cities.

Grantee	Project	Award
Blaine	Northgate Woods	\$400,000
Golden Valley	Dover Hill	\$150,000
Minneapolis	Riverside Plaza	\$575,000
Saint Paul	East Side Commons	\$575,000
Wayzata	Boulevard Apartments	\$100,000

The Council also awarded one \$440,000 Land Acquisition for Affordable New Development (LAAND) loan to the City of Hopkins for the Park Nicollet project.

Grant payments now available via electronic funds transfer

Would you like to get your LCA grant payments faster? Sign up to receive your payments via Automated Clearing House (ACH) electronic payment processing. The Council would prefer to make its payments via ACH because of the cost savings and processing efficiencies.

If your agency is not already registered with the Council to receive electronic payments, please contact Deb Jensen to make the necessary arrangements.

Grants expiring in June

Grantees with grants scheduled to expire in June 2010 are reminded to notify LCA staff as early as possible if a request to extend the grant term is necessary. Although administrative extensions require at least 30 days' notice, subsequent extensions require a longer review and approval period and grantees should give 90 days' notice.

The Council updated its procedures on Livable Communities grants extensions in 2009. Need more information? See our web site, at <http://www.metrocouncil.org/services/livcomm/LCAGrantExtensions.htm>.

Grant administration tips

It is in your best interest to present clear and appropriately detailed information when submitting your payment requests.

1. If you are not claiming the full amount of an invoice, please **mark the invoice** to clarify which line items are included in your request. Cross out unclaimed items, highlight claimed items, or use some combination of the two. Then, based on those items clearly noted as being claimed, check the total.
2. If you are deriving the claimed portion of an invoice through a percentage or some other

formula, please **note that formula on the face of the invoice** so your method is clear.

3. List each invoice separately on the payment request form, noting the full amount of the invoice **and the claimed amount for that same invoice.**
4. Please **do not substitute other spreadsheets** for the detail required on the payment request form.
5. **All invoices for professional services, including consulting, must contain sufficient information to determine how that billable time was spent.** LCA staff must be able to ascertain that ineligible activities, such as time spent in meetings or traveling to and from the project site, or time spent on administrative items (including project budget reviews, etc.), has been properly excluded from the claimed amount. The lists of eligible and ineligible costs for the LCDA, LHIA, and TBRA grant accounts are available on our web site at <http://www.metrocouncil.org/services/livcomm/LCAresources.htm>
6. If you are not certain if you've included enough detail in your payment request, **consider having someone in your office – who isn't familiar with the invoices – review the request** to determine if s/he can arrive at the same claimed amount.
7. If for any reason we are unable to determine the exact basis for the claim based on the documentation provided, the payment request will **be returned to the grantee for rework.**
8. Remember that you may submit your payment request by mail, or **you may scan your signed payment request and supporting documentation and email** it to deb.jensen@metc.state.mn.us. Please do not send your documents via fax because of difficulties with print clarity.



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