



Better Ways To Better Places
Since 1993

TGM BY THE NUMBERS

- Over 2.5 million dollars available this year
- Over 800 planning grants funded since 1993
- In the last 10 years, TGM has awarded 136 grants to:
 - 71 cities
 - 13 counties
 - 3 tribal governments
 - 15 districts

TGM MISSION

Oregon's Transportation and Growth Management Program supports community efforts to expand transportation choices.

By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit, or drive where they want to go.

www.oregon.gov/LCD/TGM

Transportation and Growth Management Program

2024 APPLICATION PACKET

JOINT PROGRAM OF THE OREGON DEPARTMENT OF
TRANSPORTATION AND THE OREGON DEPARTMENT OF
LAND CONSERVATION AND DEVELOPMENT

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Application and Selection Overview

Application Deadline

11:59 p.m. PDT on Wednesday, July 31, 2024

Application Portal

TGM uses an [online form](#).

Application Scoring and Ranking

Projects are selected on a competitive basis within each of the five ODOT regions. The regional allocation - funds available for projects - is based on a formula that considers the number of cities and the population within a region. Award amounts generally range between \$150,000 and \$300,000.

Projects are selected primarily on the points scored under the grant award criteria. TGM also considers the amounts requested, the estimated amounts TGM believes may be required to complete a project, the amount available for award within a geographic region, the balance between Category 1 and Category 2 projects, and a fair distribution of funds to smaller or economically distressed communities. TGM also consults with other state agencies to gain insights into proposed projects.

Award Announcements

Late September 2024

Assistance

For general questions about the application process and eligibility, contact [Elizabeth Ledet](#) at 503-986-3205 or [Bill Holmstrom](#) at 971-375-5975.

For advice on preparing an application for your specific project, contact our lead TGM planners, listed below.

Region 1 Clackamas, Hood River, Multnomah, and eastern Washington counties	Glen Bolen	503-539-8454
Region 2 Clatsop, Columbia, Tillamook, Yamhill, Polk, Marion, Lincoln, Linn, Benton, Lane, and western Washington counties	David Helton	541-726-2545
Region 3 Douglas, Curry, Coos, Josephine, and Jackson counties	Virginia Elandt	541-957-3635
Region 4 Wasco, Sherman, Gilliam, Jefferson, Wheeler, Crook, Deschutes, Lake, and Klamath counties	Devin Hearing	541-480-7532
Region 5 Morrow, Umatilla, Union, Wallowa, Baker, Grant, Harney, and Malheur counties	Cheryl Jarvis-Smith	541-963-1574

Application Basics

Eligible Applicants

Eligible applicants include cities, counties, councils of government on behalf of a city or county, and tribal governments. Certain special districts are eligible, such as transportation districts, metropolitan planning organizations, ports, mass transit districts, parks and recreation districts, and metropolitan service districts.

School districts, and public colleges and universities, may be eligible as part of a joint application with a local government for an otherwise eligible project. Eligible applicants may partner to propose a project, such as a multi-county TSP or multi-city or city-county corridor plan.

Eligible Projects

There are two categories of grants: Transportation System Planning (Category 1) and Integrated Land Use and Transportation Planning (Category 2).

Category 1- Transportation System Planning

Purpose

To help local governments develop and update transportation system plans (TSPs) and implementing measures that implement the Transportation Planning Rules (OAR 660-012-0045); implement the Oregon Transportation Plan and other statewide modal and topic plans; increase opportunities for walking, biking, and transit; or reduce reliance on the state highway for local travel needs.

Eligible Uses

Projects in this category will result in a transportation decision. Projects will plan for transportation facilities inside Urban Growth Boundaries (UGB's), in urban unincorporated communities, and along rural highway corridors. Projects proposed for areas being considered in a UGB amendment process may be eligible, but must demonstrate they are timely and reasonably achievable. Category 1 projects typically include preparation and adoption of:

- TSPs and TSP updates, in whole or part, to address transportation needs for all users, comply with new state or federal regulations, maintain consistency with a regional transportation plan, plan for areas newly brought into the UGB, reduce greenhouse gas emissions, or make the transportation system more resilient to the impacts of natural hazards. TSP implementation, such as streetscape plans, cost estimate refinement, capital improvement and other funding plans, and land use regulations required by the Transportation Planning Rules.
- TSP refinement, such as corridor plans, multimodal safety plans, interchange area management plans, or other planning to implement Oregon statewide modal and topic plans.

Projects that primarily do research or outreach, study an issue, compile data, or inventory information are generally not eligible for grant funding. TGM grants also cannot fund preliminary engineering, surveying, or construction work. If in doubt, discuss with your [Region TGM planner](#) about whether your proposed work is eligible.

- Transit Development Plans that provide long term vision and policy for existing and future transit service.
- Other innovative transportation-related planning projects that are consistent with TGM Objectives.

Category 2- Integrated Land Use and Transportation Planning

Purpose

To help local governments develop integrated land use and transportation plans and implementing measures that encourage livable, affordable, and accessible communities for all ages and incomes; promote compact, mixed-use, walkable development to increase walking, biking, and transit; or support physical, social, and economic needs.

Eligible Uses

Projects in this category will result in a land use decision. Projects will combine land use planning with supportive transportation facility planning inside UGBs, urban unincorporated communities, and urban reserve areas. Category 2 projects typically include preparation and adoption of:

- Specific area plans for land uses in a downtown, main street, commercial or employment area, neighborhood, corridor, or interchange area.
- Land use and transportation concept plans for areas brought in to a UGB.
- Transportation-efficient land use plans for an entire urban area, such as location efficiency of housing and employment or reducing greenhouse gas emissions from transportation.
- Implementing measures, such as code amendments, infill and redevelopment strategies, and intergovernmental agreements.
- Other innovative land use and transportation-related planning projects that are consistent with TGM Objectives.

Housing

TGM is emphasizing projects that reduce barriers to a broader range of housing types and prices and increase accessibility.

See page 19 for more information.



Eligible Applications

Applications are reviewed on a pass/fail basis on each of the following three criteria. Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

1) Clear Transportation Relationship

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must address a transportation problem, need, opportunity, or issue of local or regional importance.

2) Adoption of Products to Meet Project Objectives

A proposed project must include preparation of an adoption-ready product or products that lead to a local policy decision and that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects are expected to include adoption hearings (or equivalent) by the governing body or to prepare products which will be adopted as part of a larger project.

3) Support of Local Officials

A proposed project must clearly demonstrate that local officials, both the primary applicant and any co-applicants, understand the purpose of the grant application and support the project objectives. Application must include from the governing body of all applicants either 1) a resolution of support or 2) an authorized letter with associated meeting minutes.

Advice

Please schedule your governing body meeting well in advance of the application deadline.

Grant Basics

The grant award is not final until the Intergovernmental Agreement (IGA) between ODOT and local grantee is signed by all parties. Grantees must meet a number of state and federal requirements.

Grant Timeline

Grants generally have three years after award to be negotiated, conducted, and completed; projects that will take longer than four years from award to completion are not suitable for TGM grant funds. Project extensions are subject to available funding and continued project eligibility.

February - March 2025

Certified Local Public Agencies -
Supplemental Project Agreement executed.

OR

All others - Have an agreed upon statement of work sufficiently detailed to select a consultant or to prepare an IGA if no consultant will be used.

Mid-Late 2025

Projects underway.

June 2027

Expected 2024 TGM project completion.

May 31, 2028

All 2024 TGM Projects must be completed for TGM to meet its obligations.

Grantee Obligations

Match

TGM requires a local grant match of 10.27% of the total project costs, approximately 11.5% of the TGM funds. Grantees typically provide match in the form of:

- Payment of non-federal funds when the IGA is signed or
- documenting direct project costs incurred after the IGA is executed. Eligible costs include salary of local government employees assigned to the project, postage, travel, supplies, and printing. Grantees being paid will be reimbursed at a percentage to capture the required match amount.

Local expenses for persons or firms who contract with a local government to provide planning or other services are *not* eligible for reimbursement but may be counted as match. Time of volunteers, such as project committee members may also be counted as match.

If awarded, communities defined as "distressed" by the Oregon Business Development Department may request a partial match waiver, typically 50% of the full match requirement. Match waiver requests will be reviewed by TGM managers when the IGA is prepared; match waiver approval is *not* guaranteed.

Project Management

Local commitment is key to a successful project. Grantees must provide a project manager who has the time and the capability to oversee project work from beginning to end.

Note: As an award condition, grantees with unmet project obligations from earlier TGM projects must fulfill their obligations within three weeks of notice of new grant award, or TGM will withdraw the award. Obligations include but are not limited to: interim match reports, completion of final project documentation, or payment of the balance of unmet final match obligations.

Title VI/Environmental Justice/Americans with Disabilities

Awarded projects are expected to abide by [Title VI](#) and related authorities including [Executive Order 12898 \(Environmental justice\)](#) which prohibit discrimination on the basis of race, color, national origin, or income, and other demographic characteristics. They are intended to make planning and decision-making more inclusive and to more equitably share the impacts and benefits of projects that receive federal funding. The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. In addition, grants that include planning for pedestrians must consider [Americans with Disabilities Act requirements](#).

Use of Consultants

ODOT will contract with consultants for most projects using ODOT policies and procedures that meet state and federal requirements. TGM staff will work with grantees to select the project consultant that best fits the specific planning services needed.

[Certified Local Public Agencies](#) will prepare the solicitation and contract themselves.

The Application

Instructions

Required information is presented on the left and instructions are on the right; instructions are not provided for all required information.

Applicants are encouraged to familiarize themselves with the [online form](#) well in advance of the deadline.

You can begin your application and save your progress by clicking the "Save" button at the bottom of the form; you will receive a link to return to your form to complete your submission.

Documents to upload as part of application

Required

- A resolution of support or authorized letter from the governing body of all applicants (e.g. City Council, Board of Commissioners, or Transit Board) for Eligibility Criterion 3
- [Title VI: Racial & Ethnic Impact Statement](#)

Recommended

- Project Area Map
- Letters of Support for Award Criterion 4

More online resources

[Developing a Project Approach and Budget](#)

General questions about the application process

[Elizabeth Ledet](#) at 503-986-3205 or [Bill Holmstrom](#) at 971-375-5975

Assistance with filling out the [online form](#)

Contact [Rachael Levasseur](#) at 503-986-4155

TGM is hosting a webinar to answer your questions about changes to the application, how to fill out the online form, and what are common mistakes.

Webinar Date: June 11, 2024 from 10:30 AM to 12:00 PM Pacific Time

[Register in advance here.](#) Contact [Kathy Kleczek](#) if you have problems registering.

Applicant Information

Primary applicant jurisdiction

Mailing address

Website (optional)

Contact person name

Contact person title (optional)

Contact phone

Contact email

The contact person is the primary contact during the application phase and typically the proposed project manager.

Name of person empowered to sign the agreement with ODOT, if different from the applicant contact (optional)

Title of above named person (optional)

Phone (optional)

Email (optional)

The person who is authorized to make decisions and sign a funding agreement with ODOT should your project be chosen for funding. This is usually a department head, City or County Administrator, or the Mayor or County Commission Chair.

**List co-applicants if a joint project (optional)
Providing match?**

List other jurisdictions if a joint project. You do not need to list jurisdictions who are only in a review or advisory role.

Upload your resolution or authorized letter with associated meeting minutes from the governing body of applying jurisdiction(s) here

A resolution of support, or authorized letter from the governing body of all applicants (e.g. City Council, Board of Commissioners, or Transit Board).

This document corresponds to Eligibility Criterion #3: Support of Local Officials on page 5.

Project Information

Project title	The project name should be brief and often matches the name of the final document. The name you provide will be used in summary reports, ODOT web pages, and other published materials.
Project area	Either attach a map of the project area or describe the area your project is located in. <i>Maps must be pdfs only, 1 file maximum, 2mb file size limit.</i>
ODOT region (1-5)	Refer to the region map if you are unsure.
Type of grant	Category 1 will result in a transportation decision. Category 2 will result in a land use decision. See pages 3 and 4 for more detail
Summary description of project	Provide a brief description of the proposed project to be used in summary reports, ODOT web pages, and other published materials. The summary should describe the purpose of your project and how the expected outcomes will address a transportation problem, need, opportunity, or issue. (Maximum characters: 750)

Project Cost Table

TGM funds requested

Consultant
Local reimbursement
Total TGM funds requested (calculated)

See [Developing a Project Approach and Budget](#) and the Advice on page 12 for more assistance in preparing your funds request.

Local match (calculated)

TGM requires a local grant match of 10.27% of the total project amount, approximately 11.5% of the TGM funds. See the Advice on page 12 for more on match.

Match to be provided

Labor, supplies and services during project
Payment when Intergovernmental
Agreement is signed

If applicant is providing a cash match, it will be applied to the consultant amount so be certain to account for that after developing your cost estimate and while entering your request above. See Advice on page 12.

Advice

How to find your perfect match (and funds request)

How can the 10.27% match requirement be fulfilled?

- Funds provided to ODOT at IGA signing for the full match amount or for a portion of the match with the remainder provided through match reports,
- Quarterly match reports, or
- If being paid, reimbursement requests for direct costs eligible for reimbursement; ODOT will reimburse the grantee at a percentage to capture the required match amount.

What counts as eligible direct costs?

- *Direct Costs Eligible for both Match and Reimbursement* - Most direct project costs incurred by the local government are eligible for use as match or for reimbursement. This includes Labor Costs for public employees actively engaged in direct project-related activities. Supplies and Services that are purchased and used entirely as part of the project are also eligible.
- *Direct Costs Eligible Only for Match* - Contract staff, the direct project costs of local governments which are not party to the IGA, and monetized volunteer hours can be counted towards the match requirement.

Examples please!

Consultant Contract of \$220,000, No Local Reimbursement

1. Cash Match: \$22,600 cash match (ODOT funds request is \$197,400)
2. Direct costs during project: \$25,180 of costs eligible for match or reimbursement. (ODOT funds request is \$220,000)
3. Combo: \$15,000 cash match + \$8,465 costs eligible for match or reimbursement. (ODOT funds request is \$205,000)

No Consultant, Local Reimbursed \$220,000

4. Grantee incurs \$245,180 of costs eligible for reimbursement and is reimbursed at 89.73% to meet the \$25,180 match. (ODOT funds request is \$205,000)

Consultant Contract of \$200,000, Local Reimbursed \$20,000

5. Grantee incurs \$56,885 of costs eligible for reimbursement and is reimbursed at 44.3% to meet the \$25,180 match. (ODOT funds request is \$220,000) *Note: Applicants are strongly urged to contact [Elizabeth Ledet](#) if considering this option.*

Award Criterion 1

Proposed Project Addresses a Need and Supports TGM Objectives (up to 40 points)

The application demonstrates the proposed project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM Objectives.

Prompts

What is the transportation or transportation-related land use issue, problem, need, or opportunity the proposed project will address?

Describe the issues the proposed project will address.

Provide context for the proposed project and the issues. This can include the history of the problem, the regulatory context, or other initiatives or events that affect the project area or need to be coordinated with, as well as constraints or controversies.
(Maximum characters: 3,000)

What are the proposed Project Objectives? How will the Project Objectives achieve one or more of the TGM Objectives?

Describe what the proposed project is hoping to achieve and how the desired outcomes correspond to larger goals of the community. Describe specific, measurable deliverables and strategies and how they will address the issue, problem, need, or opportunity. Identify the related TGM Objectives.
(Maximum characters: 3,000)

Eligibility Criteria

This response corresponds to Eligibility Criterion #1: Clear Transportation Relationship.

TGM Objectives

The TGM Program works in partnership with local governments and other stakeholders to accomplish the following interrelated goals and objectives:

- 1 **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
 - 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
 - 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
 - 1.3 Mobility choices for underserved communities and those with limited options.
 - 1.4 Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.
- 2 **Create communities** composed of vibrant neighborhoods and lively centers linked by accessible transportation.
 - 2.1 Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages, incomes and abilities.
 - 2.2 Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
 - 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.
- 3 **Support economic vitality and growth** by planning for land uses and the movement of people and goods.
 - 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
 - 3.2 Well-located and accessible industrial and employment centers.
 - 3.3 Housing with access to education, jobs, and services.
- 4 **Save public and private costs** with compact land uses and well-connected transportation patterns.
 - 4.1 Urban growth accommodated within existing communities, thus minimizing, delaying, or providing an alternative to an urban growth boundary expansion.
 - 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
- 5 **Promote environmental stewardship** through sustainable land use and transportation planning.
 - 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

Award Criterion 2

Proposed Project is Timely and Urgent (up to 25 points)

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues;
- make amendments to local plans or regulations necessitated by changes in local conditions or in federal regulations, state requirements, or regional plans;
- build on, complement, or take a necessary step toward completing or implementing other high priority community initiatives, including supporting a Governor's Regional Solutions Team priority; or
- resolve transportation- or land use-related issues affecting the project readiness of local, regional, or state transportation projects for which funding is expected to be obligated within the near future.

Prompts

Why it is important to do the proposed project in this grant cycle?

This response will necessarily relate to the need identified in Award Criterion #1.
(Maximum characters: 2,500)

What local actions are needed to move the proposed project forward? Have these actions been taken and if so, when? If those efforts are underway, when will they be completed?

Examples of local actions include adopting an urban growth boundary amendment or completing a buildable lands inventory.
(Maximum characters: 1,000)

How does the proposed project relate to other planning efforts, developments, or initiatives? Which of those are completed, underway, or waiting on the completion of this project?

Examples of related efforts include the development or update of a regional plan, a corridor scheduled for construction in 10 years, or private development interest in an area.
(Maximum characters: 1,000)

Advice

Keep in mind that most TGM planning grants will start in mid to late 2025 and end two to three years later.

Award Criterion 3

Proposed Project Approach Supports Policy Decision (up to 20 points)

The application demonstrates a clear approach to achieving the expected outcome and includes consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

Prompts

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

See [Developing a Project Approach and Budget](#) and Advice box below.
(Maximum characters: 750 per task)

How will the project approach support investment decisions for Safe Systems, Climate Action, and Equitable Outcomes?

Explain how the work described in the tasks furthers the goals of the Oregon Transportation Plan and the Transportation Planning Rules.
(Maximum characters: 1,000)

If adoption hearings will be held as part of a larger project, when will that be and as part of what project? (optional)

Explain how the governing body will accept the proposed project's final document(s) and how the proposed project's findings and recommendations fit into the larger planning effort.
(Maximum characters: 500)

Advice

Clearly identify which tasks or deliverables will be done by the applicant and which by the consultant (if one is used). Where local reimbursement is requested, identify specific deliverables developed by the applicant that support the development of the final document(s) and the adoption decision.

Award Criterion 4

Proposed Project has Community Support (up to 5 points)

The application demonstrates that there is local support for the project objectives, a commitment to participate, and a desire to implement the expected outcome.

Prompt

Upload letters of support here

Letters of support should demonstrate a clear understanding of the proposed project and support for its objectives and outcomes. A letter of support will score higher if it shows willingness of the signer to participate in project processes.

A single combined .pdf of the letters is highly appreciated.

Advice

Request letters of support well in advance of the application deadline.

Applicants who score well for community support have typically submitted letters from:

- A diverse range of interest groups such as community institutions and groups, businesses, and especially community-based organizations that serve historically and currently underserved communities, and
- Partner jurisdictions and key agencies with a clear interest in the project.

In all cases, the letters should be specific to the writer's interest in the proposed project.

The resolution or authorized letter of the governing body does not count as a letter of support for Award Criterion 4.

Letters of support should be addressed (but not sent) to the [Region Lead](#).

Award Criterion 5

Proposed Project Sponsor is Ready and Capable (up to 10 points)

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage and complete the project. The application demonstrates, if applicable, successful performance on previous TGM projects.

Prompts

Describe the experience and availability of key staff.

Describe the applicant's project manager capabilities and experience relative to the complexity of the proposed project.
(Maximum characters: 1,500)

Explain how the applicant has the capacity to scope the proposed project during the next 15 months and manage it to completion within 3 years

Describe the availability of the applicant's project manager and other staff to scope the proposed project and participate in tasks.
(Maximum characters: 1,500)

If applicable, list applicant's TGM projects within last 10 years and their status

Search the list of [TGM grant projects](#) and address the status of any projects between 2012 and 2021 that involved the applicant.
(Maximum characters: 300)

Bonus Points

Up to 10 bonus points may be awarded if the project addresses barriers to a broad range of housing types and affordability or works to link the location of future workforce housing to walkable/bikeable areas with good transit. Examples of this could include:

- Policies and strategies to repurpose or redevelop remnant lands owned by governmental entities and to increase infill and redevelopment of privately owned lands.
- Reassessment of development requirements such as lot size, setbacks, and parking mandates.
- Plans to improve transportation choices through identification of site-specific multimodal needs in existing residential areas.

Prompt

How will the adoption of the final document(s) address barriers to a broad range of housing types and affordability or work to link the location of future workforce housing to walkable/bikeable areas with good transit? (optional)

List the specific elements of the final document(s) that will address barriers or plan for linkages. Estimate the additional dwelling units that could be developed/redeveloped or that would have better accessibility.
(Maximum characters: 500)

Required Forms

Title VI: Racial & Ethnic Impact Statement form

Upload your form here. *pdfs only*

Certifications

Eligibility Criteria

1. This application demonstrates a clear transportation relationship

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must address a transportation problem, need, opportunity, or issue of local or regional importance.

Check the box if met.

2. This application demonstrates adoption of products to meet project objectives

A proposed project must include preparation of an adoption-ready product or products that lead to a local policy decision and that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects are expected to include adoption hearings (or equivalent) by the governing body or to prepare products which will be adopted as part of a larger project.

Check the box if met.

3. This application demonstrates support of local officials

A proposed project must clearly demonstrate that local officials, both the primary applicant and any co-applicants, understand the purpose of the grant application and support the project objectives. Application must include from the governing body of all applicants either 1) a resolution of support or 2) an authorized letter with associated meeting minutes.

Check the box if met.

Preparation of Application

- This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions
- This application was prepared by the following COMPENSATED consultant (indicate below):
- This application was prepared by the following UNCOMPENSATED consultant (indicate below):

Check the appropriate box. Enter information if prepared by consultant.