



# Oregon

Theodore R. Kulongoski, Governor

## Transportation & Growth Management Program

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TO: Potential Applicants  
FROM: Robert Maestre, Oregon Department of Transportation  
Rob Hallyburton, Oregon Department of Land Conservation & Development  
DATE: October 30, 2009  
SUBJECT: **Pre-Applications for 2010 TGM Program Services**

A Joint Program  
of the  
Department of  
Transportation  
and the  
Department of  
Land Conservation  
and  
Development

The Oregon Transportation and Growth Management (TGM) Program invites your ideas for ways the TGM Program can assist you. This packet provides information on TGM services, some of which are available now and some, such as grants, that will be available beginning July 2010. TGM provides the following types of services:

- **Grants** for transportation and land use planning projects – *now awarded on an annual basis* (page 3).
- **Code Assistance** for zoning ordinance updates to better integrate land use and transportation planning (page 6).
- **Education and Outreach Workshops** on transportation-efficient, smart development, community visioning, Main Street planning, and school siting/Safe Routes to School (page 6).
- **Quick Response** to assist with planning and design of imminent development projects (page 7).
- **TSP Assessment** to assist with evaluating whether and how to update Transportation System Plans (TSPs) (page 7).

**Pre-application Deadline: December 11, 2009.** (Although not required to obtain services, you are encouraged to send us a pre-application at this time, especially for potential grant projects.)

If you have questions about the TGM Program or about preparing a pre-application, we would be glad to assist you. Contact a TGM staff member at the phone number or e-mail address listed on page 10.

### How you benefit from submitting a pre-application

***Increase the chances that your project will be funded.*** Pre-applicants receive direct assistance from TGM staff to develop a TGM grant application or secure other TGM services. A TGM representative will contact each pre-applicant to discuss project ideas and assist with submitting a qualifying grant project application or request for other TGM community assistance services.

***Remain on the mailing list.*** If you send a pre-application, you will automatically receive a grant application packet in January.

## What is TGM?

Oregon's Transportation and Growth Management Program is a joint effort of two state agencies: the Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD). The mission of the TGM Program is to support community efforts to expand transportation choices for people. 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.

TGM supports local government planning that accomplishes these objectives:

- A transportation system or development pattern that results in a balanced, multi-modal transportation system and that enhances opportunities for walking, bicycling or using transit in areas planned for transit service;
- Preservation or enhancement of the "through movement" function of a state highway;
- Increased convenience or availability of alternative modes of transportation;
- Alternatives to, or delay of the need for, expansion of an urban growth boundary;
- Increased efficiency in the use of land, including areas planned for future urban development;
- Reduced emissions that contribute to climate change through changes to transportation or land use plans that reduce expected automobile vehicle miles traveled.

TGM serves local governments through a grant program and a program of direct community assistance. For more information about TGM and our services, visit our website:

<http://egov.oregon.gov/LCD/TGM/index.shtml>

The TGM Program is primarily funded by the federal Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU), with additional staff support and funding provided by the State of Oregon.

TGM is committed to coordinating with and supporting other state programs. TGM planning grants and services can help local governments to compete for state funding from such programs as the following:

- Oregon Business Development Department - Main Street Program,
- ODOT - Safe Routes to School Program,
- ODOT - Bike and Pedestrian Grant Program,
- ODOT - Transportation Enhancement Grant Program, and
- ODOT - Public Transit Grant Program.

# **TGM Program Services**

## **TGM Grants**

TGM provides funding for planning projects that lead to more livable, economically vital, transportation-efficient, sustainable, pedestrian-friendly communities. Grants may reimburse local governments for staff time and materials and be used for consultant services. Grants are awarded on a competitive basis within ODOT regions (see map on page 10) to fund either Transportation System Planning or Integrated Land Use and Transportation Planning. Grants entail an intergovernmental agreement between TGM and grantees and if consultants are used, TGM will hire them on your behalf.

Eligible applicants include cities, counties, Councils of Government on behalf of a city or county, transportation districts, tribal governments, Metropolitan Planning Organizations, and Metro. Special districts – such as school districts – may be eligible as part of a joint application with a local government for an otherwise eligible project.

## **Annual Award Cycle**

The TGM Program now awards grants on an annual, rather than biennial basis, to be more responsive to the needs of local communities and provide planning assistance closer to when it is needed. Grant awards are made both at the start and then again near the midpoint of a state budget biennium. All grants will still have a two year period for projects to be negotiated and completed. Please note, however, that our new timelines require that projects must be initiated prior to the next round of awards or a grant award may be withdrawn.

## **Transportation System Planning Grants**

### **Purpose**

To help local governments develop and update transportation system plans (TSPs) that implement the Transportation Planning Rule, 1999 Oregon Highway Plan, and 2006 Oregon Transportation Plan.

### **Eligible Projects**

Projects that plan for transportation facilities inside Urban Growth Boundaries (UGBs), in areas that are being considered in a UGB amendment process, in rural communities, and along rural highway corridors. These projects typically include:

- TSP preparation and adoption, including such elements as analysis to determine transportation needs, planning for local street networks, bike and pedestrian plans, Safe Routes to School-related plans, transit plans, and freight plans.
- TSP implementing measures such as streetscape design plans, Safe Routes to Schools-related plans, capital improvement plans, and land use regulations required by the Transportation Planning Rule.
- TSP refinements such as plans for highway segment designation, access management plans, or other planning to implement the Oregon Highway Plan.
- TSP updates, for example, to address new needs, comply with new state or federal regulations, maintain consistency with a regional transportation plan, or plan for areas newly brought into the UGB.

## **Integrated Land Use and Transportation Planning Grants**

### **Purpose**

To help local governments develop integrated land use and transportation plans that promote compact, mixed-use, pedestrian-friendly development; increase opportunities for transit, walking, and cycling; or reduce reliance

on the state highway for local travel needs.

### **Eligible Projects**

Projects combine land use planning with transportation facility planning to meet transportation needs inside UGBs, urban unincorporated communities, and urban reserve areas. Projects may include:

- Transportation-efficient land use plans for an entire urban area – in metropolitan areas, such plans should be designed to address state goals for reducing greenhouse gas emissions by reducing vehicle miles traveled.
- Land use and transportation concept plans for areas brought into a UGB.
- Interchange Area Management Plans.
- Specific development and refinement plans for a downtown, mixed-use commercial area, or residential neighborhoods.
- Implementing measures, such as code amendments, infill and redevelopment strategies, and intergovernmental agreements.
- Transportation and Land Use Planning related to the Oregon Main Streets Program.

### **Award Criteria/ Focus Areas**

Addressing climate change is an issue of state, national and worldwide importance and changes to land use and transportation plans will be a key part of the state's emerging strategy to reduce emissions that contribute to climate change. TGM grant award criteria encourage projects that change transportation and land use plans to support compact growth, increase the availability and convenience of alternative modes of transportation and reduce the need for automobile travel. Additional information on the TGM award criteria and how land use and transportation planning can help reduce greenhouse gas emissions is available on the TGM website.

### **Key Requirements for TGM Grants**

Projects must meet several prerequisites to be eligible for TGM funding.

- **Local support.** Projects are only funded if there is clear support from local officials.
- **Planning work.** TGM grants are for planning work. Projects should result in the development of an adoption-ready plan or land use regulation amendment. Projects that primarily do research or outreach, study an issue, compile data, or inventory information are generally not eligible for grant funding.
- **Clear transportation relationship.** Projects must involve transportation planning or clearly and directly address transportation needs. Preparation, refinement and update of transportation system plans are a high priority for grant funding.
- **Meeting state mandates.** A major purpose of TGM grants is to help local governments prepare and update local plans to implement state requirements, including the Transportation Planning Rule and the 1999 Oregon Highway Plan. Progress in meeting mandates is an important consideration in TGM grant award decisions.
- **Match requirement.** For grant projects, TGM requires a local match of approximately 11 percent of the project cost. Grantees typically provide match in the form of cash or direct project costs, such as time and materials directly related to the project. Communities defined as “distressed” by the Oregon Business Development Department may request a partial match waiver.

## **Timeline for Grant Process**

TGM has an annual grant award cycle. Projects will still have up to two years to be completed. The Annual Cycle Schedule is as follows.

<b>December 11</b>	<b>Mid-January</b>	<b>March 12</b>	<b>April-May</b>	<b>June through December ►</b>
Pre-applications due	Grant application packet mailed	Applications due	Application review and score	Grantee notification Negotiation of statement of work prior to final grant award Consultant selection (if required) IGA and personal services contracts signed; projects underway

## **More Information**

More information on TGM grant pre-application is available on the TGM website. <http://www.oregon.gov/LCD/TGM/> (click on Grants and Incentives). The website includes additional information on the following topics:

- **Grant Award Criteria & Focus Areas**
- **Climate Change**
- **TGM Program Contacts**
- **List of Typical Projects**
- **On-line Pre-application Form**

If you have a specific question, you can also call or e-mail a TGM staff person. See page 10 for contact information.

## **TGM Direct Community Assistance Programs**

In addition to grants, TGM provides a variety of services to local governments to help with land use and transportation planning issues. These Community Assistance projects have a more narrow scope than those typically addressed by grant projects and operate on a first-come, first-served basis throughout the biennium. Community Assistance projects do not require a local match, but local staff are expected to provide administrative and logistical support for the projects.

Because Community Assistance projects are not awarded through a competitive process, there is less need for the “pre-application” process. Nevertheless, we encourage you to submit a pre-application if you anticipate needing Community Assistance Program services. You may also contact a Community Assistance Program Manager directly.

## **Code Assistance**

Code Assistance helps local governments to evaluate and amend their comprehensive plan policies and development code regulations so as to remove barriers to compact, mixed-use, transportation-efficient development. Consultants under contract to the TGM Program work with local communities to help identify policy and code obstacles and come to agreement on needed amendments. Code Assistance projects may comprehensively review a community's policies and development regulations or may address a specific problem identified by a community, such as a code that does not allow mixed uses.

For more information about eligibility and selection guidelines for Code Assistance projects, go to <http://www.oregon.gov/LCD/TGM/codeassistance.shtml>.

If you have questions, contact Rachel Ferdaszewski at 503-373-0050, ext. 252 or by email at [Rachel.Ferdaszewski@state.or.us](mailto:Rachel.Ferdaszewski@state.or.us).

## **Education and Outreach**

Through outreach workshops, lectures or lecture series, and other educational forums, TGM works with local governments to expand transportation choices of Oregonians while strengthening the economic vitality and livability of their communities. TGM workshops typically fall into one of four categories: (1) Smart Development, (2) Main Street, (3) School Siting & Safe Routes to School; and (4) Climate Change: Greenhouse Gas Reductions through Land Use, Transportation & Community Design Strategies.

### **Workshops on Smart Development**

Available to local governments, civic groups, school districts, and other public agencies, TGM workshops and forums introduce “smart development” principles to communities. Workshops are typically tailored to meet the specific needs of the community involved. Workshops may serve as a general introduction to smart development concepts or kick off a larger planning project funded by other resources.

Communities may request a workshop (or support for a lecture or lecture series) any time in the biennium to address a new issue of interest to their council or commission. However, *if you are aware of an existing topic of interest or know that you would like a presentation to complement or kick-off a larger planning project, **please let us know now via this pre-application.***

### **Main Street Road Show Workshops**

The Main Street Road Show is intended to introduce smaller Main Street communities to creative ways of solving transportation-related land use, urban design, and growth management challenges. The Road Show builds on TGM's previous work on Main Streets, including the publication of *Main Street... When a Highway Runs Through It: A Handbook for Oregon Communities*. (See <http://www.oregon.gov/LCD/TGM/docs/mainstreet.pdf>) TGM's Main Street workshops support the economic revitalization goals of the Oregon Main Street Program administered by the Oregon Business Development Department.

## **School Siting & Safe Routes to School Workshops**

TGM's school siting and safe-routes-to-school workshops are intended to help school districts and local governments identify ways to make it easier and safer for students to walk or bicycle to school. These workshops may be coordinated with ODOT's Safe Routes to School and/or Bicycle-Pedestrian programs.

## **Climate Change: Greenhouse Gas Reductions through Land Use, Transportation & Community Design Strategies**

TGM outreach can support lectures or workshops on ways to reduce greenhouse gas emissions through land use, transportation planning, and community design strategies, including scenario planning.

A full description of Outreach services is included on the TGM website at <http://egov.oregon.gov/LCD/TGM/outreach.shtml>.

If you have questions, contact Constance Beaumont at 503-373-0050, ext. 277, or by email at [constance.beaumont@state.or.us](mailto:constance.beaumont@state.or.us).

## **Quick Response**

The TGM Quick Response program provides teams of design and planning professionals to provide timely assistance with pressing, short-range development issues. In response to local requests, stakeholders – property owners, local and state officials, neighbors, and others – come together to review development proposals, develop innovative design solutions, and overcome regulatory obstacles to land use, transportation, and site design issues.

Projects often bring together several adjacent developments that were originally proposed separately in order to provide a cohesive neighborhood plan. Typical plans include connected street systems; neighborhood mixed-use centers; pedestrian, bicycle, and transit facilities; and parks and open space. They are also likely to emphasize pedestrian-friendly street design such as trees, narrower street widths, wide sidewalks, pedestrian-scale lighting, and access to transit.

For more information about Quick Response, go to <http://egov.oregon.gov/LCD/TGM/quickresponse.shtml>.

If you have any questions, please contact Matt Crall at 503-373-0050, ext. 272, or by email at [matthew.crall@state.or.us](mailto:matthew.crall@state.or.us)

## **TSP Assessment**

The TSP Assessment program is designed to help local governments evaluate their existing Transportation System Plans and identify needed changes, updates or revisions.

If you are considering applying for a TGM grant to update your TSP and would like assistance with identifying the scope of update work needed, the TSP Assessment program can help. Information from the TSP assessment should lead to a better grant application and may increase the likelihood of funding.

For more information about the TSP Assessment program, contact Bill Holmstrom at 503-373-0050, ext. 265, or by email at [bill.holmstrom@state.or.us](mailto:bill.holmstrom@state.or.us).

# Pre-Application Instructions

## Contact Information

Under “Project Contact” please list only one person – typically the person who will be responsible for preparing the grant application and managing the project on behalf of the applicant.

## Type of Request

Check the box that you think best fits your project.

## Project Title

Provide a short, descriptive title.

*Example: Beaverwood Downtown Revitalization Plan*

## Description of Issue

Provide a short description of the issue or need that would be addressed by the project.

*Example: Over time, Beaverwood’s (pop. 7236) downtown has lost several businesses, while there are continued requests for more commercial zoning along the highway. The addition of commercial development along the highway is creating traffic congestion on the highway and draining vitality from downtown.*

## Project Objectives/Expected Outcomes

Describe the desired outcome of the project.

*Example: Beaverwood would like to develop a plan for a vibrant downtown and avoid increasing traffic congestion along the highway outside of downtown. The project will result in a plan that accommodates future retail and office uses in its downtown, provides for residential development in downtown, and limits commercial development along the highway outside of downtown.*

## Estimated Budget

Provide a rough estimate of the anticipated cost of your proposed project. Your estimate is not binding and will provide TGM staff a starting point from which to help you prepare a formal grant application or a request for other TGM services.

### **Sending It to Us**

Submitting the fillable form on-line is preferred, but we will also accept email, mail, or fax:

E-mail: [cindy.l.lesmeister@odot.state.or.us](mailto:cindy.l.lesmeister@odot.state.or.us)

Cindy Lesmeister, TGM Grants & Contracts Program Manager  
Transportation and Growth Management Program  
555 13th St., NE, Suite 2  
Salem, Oregon 97301

Fax: 503-986-4174

# PRE-APPLICATION

(For electronic version go to <http://www.oregon.gov/LCD/TGM/grants.shtml>  
TGM Program Services 2010

*Please submit a separate pre-application for each project idea.*

## Pre-Applicant Information

Contact \_\_\_\_\_

Jurisdiction \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

City/Zip \_\_\_\_\_

## Type of Request

### Grant Project

- Transportation System Planning
- Integrated Land Use and Transportation Planning

### Direct Community Assistance

- Code Assistance
- Quick Response
- TSP Assessment

### Outreach

- School Siting/ Safe Routes to School*
- Smart Development*
- Main Street Road Show*
- Climate Change*

**Project Title:** \_\_\_\_\_

**Description of Issue:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Objectives/Expected Outcomes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Budget \$** \_\_\_\_\_

# TGM Program Contacts

*Please feel free to contact any of the following program staff for questions about our services.*

## Grant Program

TGM grants are managed through ODOT regions – see map below.

ODOT Region 1	<b>Lidwien Rahman</b> (Portland)	503-731-8229	<a href="mailto:lidwien.rahman@odot.state.or.us">lidwien.rahman@odot.state.or.us</a>
Region 2	<b>Sue Geniesse</b> (Salem))	503-986-4442	<a href="mailto:sue.geniesse@odot.state.or.us">sue.geniesse@odot.state.or.us</a>
Region 3	<b>Lisa Cortes</b> (Roseburg)	541-957-3643	<a href="mailto:lisa.cortes@odot.state.or.us">lisa.cortes@odot.state.or.us</a>
Region 4	<b>Devin Hearing</b> (Bend)	541-388-6388	<a href="mailto:devin.hearing@odot.state.or.us">devin.hearing@odot.state.or.us</a>
Region 5	<b>Cheryl Jarvis-Smith</b> (La Grande)	541-963-1574	<a href="mailto:cheryl.jarvis-smith@odot.state.or.us">cheryl.jarvis-smith@odot.state.or.us</a>
Statewide	<b>Bob Cortright</b> (Salem)	503-373-0050 x241	<a href="mailto:bob.cortright@state.or.us">bob.cortright@state.or.us</a>

## Direct Community Assistance Programs

Code Assistance	Rachel Ferdaszewski	503-373-0050 x 252	<a href="mailto:rachel.ferdaszewski@state.or.us">rachel.ferdaszewski@state.or.us</a>
Outreach Workshops	Constance Beaumont	503-373-0050 x 277	<a href="mailto:constance.beaumont@state.or.us">constance.beaumont@state.or.us</a>
Quick Response	Matt Crall	503-373-0050 x 272	<a href="mailto:matthew.crall@state.or.us">matthew.crall@state.or.us</a>
TSP Assessment	Bill Holmstrom	503-373-0050 x 265	<a href="mailto:bill.holmstrom@state.or.us">bill.holmstrom@state.or.us</a>

