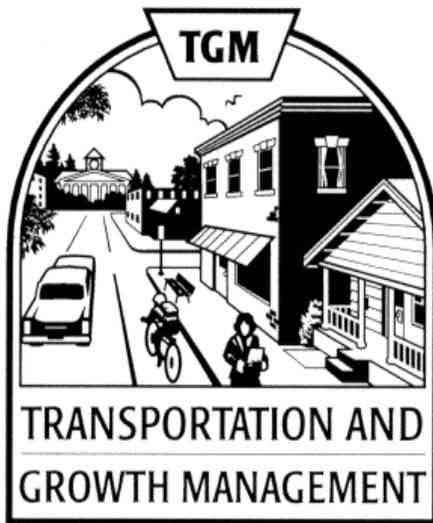


2012

**Transportation and Growth Management
Grants to Local Governments**

Application Packet

Application Deadline:
4:00 p.m.
Friday, June 15, 2012



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A joint program of the
Oregon Department of Transportation and the
Oregon Department of Land Conservation and Development

Better Ways to Better Places

TGM APPLICATION CHECKLIST

The electronic Cover Sheet, Application Form, and this Application Packet can be downloaded at: <http://egov.oregon.gov/LCD/TGM/grants.shtml>

- Email the electronic Cover Sheet to cindy.l.lesmeister@odot.state.or.us
- Mail **3 paper copies** and **one CD copy** of each complete application. One project per application.

Mailed applications must include:

- Printed electronic Cover Sheet.
- Downloaded and printed Application Form (please limit to 8 pages)
- 8-1/2" x 11" project area map.
- Letters or resolutions of support. *Note: these may be submitted separately from the application. Letters and resolutions of support may be submitted through June 29, 2012. Those submitted after June 15, 2012 must be submitted electronically to cindy.l.lesmeister@odot.state.or.us.*

Format: All copies must be submitted on white, three-hole punched, 8-1/2" x 11" recycled paper. NO covers or additional binding.

Consultants: Consultants may prepare the jurisdiction's application. Please be aware that, pursuant to federal and state rules, uncompensated consultants are not eligible to participate in the project itself. Consultants who are paid to prepare the application may be eligible to participate in the project. Contact Cindy Lesmeister if you have questions.

Applications must be received by 4:00 p.m. Friday, June 15, 2012.

Deliver applications to:

**Cindy Lesmeister
Transportation and Growth Management Program
ODOT Mill Creek Building
555 13th Street NE, Suite 2
Salem, OR 97301**

Introduction & Grant Basics

The Transportation and Growth Management (TGM) Program invites you to apply for funding in the 2012 grant cycle. The TGM Program provides resources to help Oregon communities prepare transportation and land use plans to respond to pressing transportation-related growth management issues.

The TGM Program is a joint effort of two state agencies: the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD). The mission of TGM is to support 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.

TGM supports local government planning that accomplishes one or more of the following objectives:

- A transportation system or development pattern that results in a balanced, multi-modal transportation system that increases and enhances opportunities for walking, bicycling, or using public transportation.
- Increased opportunities for those who have difficulty obtaining transportation because of age, income, or mental or physical disability, including for students to safely walk or bicycle to school.
- Alternatives to, or delay of the need for, a major transportation improvement. A well-connected and efficient transportation system, including for areas that have been added to or are being considered for inclusion in an urban growth boundary.
- Well-planned key industrial sites (including certified sites) and employment centers that contribute to economic revitalization by being ready for development with no unresolved transportation or land use issues.
- Preservation or enhancement of the "through movement" function of a state highway.
- Alternatives to, or delay of the need for, expansion of an urban growth boundary through increased efficiency in the use of land.
- Transportation system or land use pattern that reduces transportation-related emissions that contribute to climate change.

TGM is funded with federal funds from the 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. Awarded projects are administered by TGM on behalf of a local jurisdiction according to state and federal requirements.

The TGM Program awards grants on an annual basis. All grants have a two year period for projects to be completed. Award amounts generally range between \$75,000 and \$200,000.

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

[Oregon Main Street Revitalization Programs](#)

[ODOT - Safe Routes to School Program](#)

[ODOT - Bicycle & Pedestrian Program](#)

[ODOT - Transportation Enhancement Program](#)

[ODOT - Public Transit Division](#)

[ODOT - Flexible Funds Program](#)

[DLCD – Periodic Review Grants and Technical Assistance Grants](#)

Eligible Applicants

Cities, counties, some special districts, councils of governments (COGs) (working on behalf of member governments), tribal governments, metropolitan planning organizations (MPOs), and metropolitan service districts. Special districts – such as school districts – may be eligible as part of a joint application with a local government for an otherwise eligible project.

Grant Selection

Projects are selected on a competitive basis within each of the five ODOT regions. Applications are scored using the grant criteria on page 9. Consideration will be given to ensuring a fair distribution of grant funds to smaller communities. TGM consults with other state agency staff to gain further insights about proposed projects.

In October 2012, successful applicants will receive a grant award offer. The successful applicant and a TGM grant manager will prepare a statement of work, select a consultant (as appropriate), and complete an intergovernmental agreement.

Initial statement of work negotiations must be completed by mid-February 2013 or the grant award will be withdrawn. The grant award is not final until the intergovernmental agreement with ODOT and the local government is signed by all parties.

Use of Consultants

For projects using consultants, ODOT, rather than local grantees, will contract with consultants, using pre-qualified teams already under contract to the TGM Program. Using ODOT policies and procedures that meet state and federal requirements, TGM staff will work with jurisdictions to select the project consultant that best fits the specific planning services needed.

Grantee Obligations

Match: Grantees must provide a match of 11% or more of the total project cost. This may be in the form of cash or staff time and direct project expenses. Communities defined as “distressed” by the Oregon Business Development Department may request a partial match waiver. The list of communities meeting the definition of distressed is available at:

<http://www.oregon4biz.com/Oregon-by-the-numbers/oregon-economic-data/Distressed-Areas-in-Oregon/>

The ways to fulfill match requirements vary:

- Grantees not using consultants will bill TGM for eligible project costs, such as in-house staff labor or other eligible items. TGM will reimburse the grantee for those costs, less the required match amount.
- Grantees using consultants must submit match reports that document eligible local project costs to meet the match requirement.
- Grantees using consultants and being partially reimbursed for their own work will bill all of their work and be reimbursed for those costs less the required match. Consultants will bill and be paid at 100%.
- Grantees may send cash directly to TGM.

Please Note: As a grant award condition, unmet match obligations from any previous TGM grant projects must be documented or paid within three weeks of notice of new grant award or the award will be withdrawn.

Statement of Work: Grantees are expected to help prepare a project statement of work. This is done before an intergovernmental agreement is signed and is not a reimbursable expense.

Project Management: Local commitment is the key ingredient to a successful TGM grant project. Grantees must provide a project manager who will:

- monitor and coordinate work, including consultant work;
- work with the TGM grant manager to ensure completion of all work on time and within budget;
- serve as principal contact person for the project;
- review consultant work products and payment requests;
- prepare progress reports and reimbursement requests; and
- prepare match reports.

Eligible Costs TGM grants and required match can be spent only on “direct project-related costs.” Eligible costs include salary of local government employees assigned to the project, postage, travel, supplies, and printing.

Equipment purchases and indirect costs, including general administrative overhead, are not eligible costs unless you have a federally approved indirect cost plan. Local expenses for persons or firms who contract with a local government to provide planning or other services are *not* eligible costs.

Costs incurred prior to signing an intergovernmental agreement are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work for the intergovernmental agreement, and selecting a consultant.

Title VI/Environmental Justice/Americans with Disabilities: Awarded projects are expected to consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. Grants that include planning for pedestrians must consider Americans with Disabilities Act requirements.

For more information, see:

<http://www.fhwa.dot.gov/environment/ej2000.htm>

<http://www.justice.gov/crt/about/cor/coord/titlevi.php>

http://www.ada.gov//2010ADASTandards_index.htm

Timeline

June 15, 2012	Grant Applications due by 4:00 p.m.
June-September 2012	Application scoring and ranking
October 1, 2012	Project award announcements
February 14, 2013	Must have reached agreement on a detailed statement of work sufficient to select a Consultant or prepare an intergovernmental agreement if no consultant will be used
April 4, 2013	Must have completed consultant selection, if applicable
July 1, 2013	Work on grant projects may begin
September 30, 2014	Grant projects completed

Projects designed to take more than two years from award to completion should be identified as such in your application and may be programmed beyond the two year grant period. Continued funding beyond the two year grant period is subject to available funding and continued eligibility of the project.

ELIGIBLE PROJECTS

CATEGORY 1 – TRANSPORTATION SYSTEM PLANS

Purpose

To help local governments develop and update transportation system plans and implementing measures that implement the Transportation Planning Rule (OAR 660-012-0045), 1999 Oregon Highway Plan, and 2006 Oregon Transportation Plan, or reduce reliance on the state highway for local travel needs.

Eligible Uses

Projects in this category 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 TGM will give careful consideration to whether the proposed project is reasonably achievable and timely (TGM scoring criteria #1 and 3). Category 1 projects typically include preparation and adoption of:

- Complete Transportation System Plan (TSP) preparation and adoption that results in a balanced, multi-modal system that addresses and accommodates a range of transportation needs, including movement of freight;
- Discrete portions of TSPs, including such elements as: local street system plans, bike and pedestrian plans, transit plans, transportation system management plans, demand management plans, safe routes to school-related plans, parking plans, freight plans, etc.;
- 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.
- TSP implementing measures, such as street design plans, subdivision and site design standards, safe routes to school-related plans, capital improvement plans and other funding strategies and programs, and ordinance amendments required by the Transportation Planning Rule;
- Refinement plans included in an adopted TSP such as corridor plans, highway segment designation, interchange area management plans, or other planning to implement the 1999 Oregon Highway Plan;
- Project-level planning for facilities or improvements included in an adopted TSP that results in resolving important transportation and land uses issues required to move projects forward toward funding consideration;
- Detailed access and circulation planning to improve readiness of key employment centers;
- Other innovative transportation-related projects that are consistent with TGM objectives – contact our staff to discuss your ideas.

CATEGORY 2 – INTEGRATED LAND USE AND TRANSPORTATION PLANNING

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 bicycling; or reduce reliance on the state highway system for local travel needs.

Eligible Uses

Projects in this category combine land use planning with transportation facility planning to meet transportation needs inside UGBs, urban unincorporated communities, and urban reserve areas. Category 2 projects may include preparation and adoption of:

- 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 that contribute to climate change;
- Land use and transportation concept plans for areas that have been brought into a UGB;
- Interchange Area Management Plans (if land use focused);
- Specific development, redevelopment, and area plans for a downtown, mixed-use commercial area, or neighborhood, including designation of a multimodal mixed-use area (MMA, as defined in OAR660-012-060(10)) as part of such a plan;
- Implementing measures, such as TSP amendments, code amendments, infill and redevelopment strategies, funding strategies and programs, and intergovernmental agreements;
- Transportation and land use planning related to the Oregon Main Streets Program;
- Other innovative land use and transportation planning-related projects that are consistent with TGM objectives – contact our staff to discuss your ideas.

GRANT ELIGIBILITY REQUIREMENTS

The following are pass/fail requirements for all applicants.

1. A proposed project must have a clear transportation relationship and benefits. A project must entail research, analysis, evaluation of alternative scenarios, development of implementation measures, or public involvement that results in a transportation plan, land use plan, or other product that addresses a transportation problem, need, opportunity, or issue of local or regional importance.
2. A proposed project must result in adoption of a specific product or products that directly address the project objectives, such as a comprehensive plan amendment or element, land use regulation, or intergovernmental agreement (e.g., an urban service agreement or access management agreement). Projects that result in adoption-ready products also are eligible. Projects that will primarily do outreach, study an issue, or compile data generally are not eligible.
3. A proposed project must clearly demonstrate that local officials understand the purpose of the grant application and support the outcomes of the project.

GRANT AWARD CRITERIA

1. The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity, and demonstrates a clear statement of expected and reasonably achievable outcomes.
15 points
2. The project is focused on achieving one or more of the following TGM objectives.
30 Points
 - a. A transportation system or development pattern that results in a balanced, multi-modal transportation system that increases and enhances opportunities for walking, bicycling, or using public transportation.
 - b. Increased opportunities for those who have difficulty obtaining transportation because of age, income, or mental or physical disability, including for students to safely walk or bicycle to school.
 - c. Alternatives to, or delay of the need for, a major transportation improvement. A well-connected and efficient transportation system, including for areas that have been added to or are being considered for inclusion in an urban growth boundary.
 - d. Well-planned key industrial sites (including certified sites) and employment centers that contribute to economic revitalization by being ready for development with no unresolved transportation or land use issues.
 - e. Preservation or enhancement of the "through movement" function of a state highway.
 - f. Alternatives to, or delay of the need for, expansion of an urban growth boundary through increased efficiency in the use of land.
 - g. Transportation system or land use pattern that reduces transportation-related emissions that contribute to climate change.

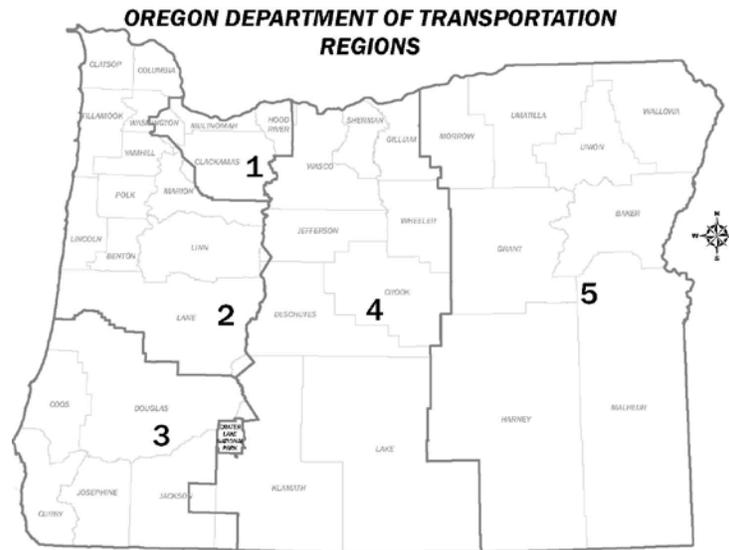
3. The project is timely. *30 Points*
- a. Readiness — The local government and its partners are ready and able to begin the project within the TGM timetable.
 - b. Urgency — The project is needed now to enable the jurisdiction to:
 - 1) Address pressing local transportation and land use issues.
 - 2) Make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements, or regional plans.
 - 3) Make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans including growth, changes in land use patterns, or changes in available funding.
 - 4) Build on, complement, or take a necessary step toward completing other high priority community initiatives.
 - 5) 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 (for example, five to seven years).
4. The approach, budget, and products are reasonable considering scope, objectives, and benefits of the project. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), the mechanisms and responsibilities for the coordination are clear. *15 points*
5. The application demonstrates that there is local commitment and capability to manage the project considering the complexity of the project, the size of the jurisdiction, and performance on previous TGM projects. *10 points*

TGM Staff Contacts

For general questions about the grant application process, contact Cindy Lesmeister at cindy.l.lesmeister@odot.state.or.us or 503.986.4349.

For specific advice on your project and assistance with filling out your grant application, contact our TGM planners, listed below.

ODOT Region 1 Portland	Lidwien Rahman 503.731.8229 lidwien.rahman@odot.state.or.us
ODOT Region 2 Salem	Naomi Zwerdling 503.986.2836 naomi.zwerdling@odot.state.or.us
ODOT Region 3 Roseburg	John McDonald 541.957.3688 john.mcdonald@odot.state.or.us
ODOT Region 4 Bend	Devin Hearing 541.388.6388 devin.hearing@odot.state.or.us
ODOT Region 5 La Grande	Cheryl Jarvis-Smith 541.963.1574 cheryl.jarvis-smith@odot.state.or.us
DLCD - Statewide	Matt Crall 503.373.0050 extension 272 matthew.crall@state.or.us



 <http://egov.oregon.gov/ODOT/TD/TDATA/gis/docs/REGIONMAPS/RegionMap.pdf>