



Oregon

John A. Kitzhaber, M.D., Governor

Transportation and Growth Management Program

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

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TO: Potential Applicants

FROM: Robert Maestre, Oregon Department of Transportation
Matt Crall, Oregon Department of Land Conservation & Development

DATE: January 31, 2014



SUBJECT: **Pre-Applications for 2014 TGM Program Services**

The Oregon Transportation and Growth Management (TGM) Program invites your ideas for ways the TGM Program can assist you with planning for your community. This packet provides information on TGM services, some of which are available now and some, such as grants, that can be applied for starting in April 2014. TGM provides the following types of services to local governments:

- **Grants** for transportation and land use planning projects (page 4)
- **Code Assistance** for zoning ordinance updates to better integrate land use and transportation planning (page 9)
- **Education and Outreach** workshops and speakers to assist with a discussion in your community of topics such as parking management; planning for active transportation; transportation-efficient, pedestrian-friendly community design; transit-oriented development, designing for density; Main Street revitalization; strategies for smaller carbon footprints; and safe routes to school/school siting (page 9)
- **Quick Response** to assist with planning and design of imminent development projects (page 10)
- **TSP Assessment** to assist with evaluating whether and how to update Transportation System Plans (TSPs) (page 11)

Pre-application Deadline: March 14th, 2014

Although a pre-application is not required to obtain services, we encourage you to send us one 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 12.

How You Benefit from Submitting a Pre-application

It increases 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.

The Oregon Transportation & Growth Management Program – Better Ways to Better Places

What is TGM?

The TGM 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. The TGM Program is primarily funded by the federal Moving Ahead for Progress in the 21st Century (MAP-21), with additional staff support and funding provided by the State of Oregon.

TGM has the following program goals:

1. Help local governments plan for well-connected, multi-modal transportation systems that serve land use objectives and meet the requirements and intentions of the Transportation Planning Rule.
2. Help local governments plan for sustainable and efficient transportation systems, land use, and development patterns that meet transportation needs and promote economic vitality.
3. Strengthen the capacity of local governments to manage urban growth and to translate plans into how communities get built.
4. Minimize the cost of transportation facilities and other infrastructure recognizing the very limited funding available for system completion and expansion for all modes, and maximize the return on investment through good planning.
5. Help local governments contribute to meeting transportation-related statewide greenhouse gas emission reduction goals.
6. Educate decision makers and the public on transportation and land use best practices that provide modal choice and enhance urban livability.
7. Partner with and support state agencies and programs where their actions advance TGM goals and objectives.

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

Provide transportation choices to support communities with the balanced and interconnected transportation networks necessary for mobility and economic growth.

- a. A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
- b. Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and services
- c. Mobility choices for those with limited options.
- d. Safe and convenient walking, biking, and public transportation opportunities to support an active lifestyle.

Create communities composed of vibrant neighborhoods and lively centers linked by convenient transportation.

- e. Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages and income.
- f. Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
- g. A healthful, safe, and pleasing physical environment supportive of the social and cultural needs of all the community residents.

Support economic vitality by planning for land uses and the movement of people and goods.

- h. Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents and businesses.
- i. Well-located and accessible industrial and employment centers.

Save public and private costs with compact land uses and efficient transportation patterns.

- j. Urban growth accommodated within existing communities, thus minimizing, delaying or providing an alternative to an urban growth boundary expansion.
- k. Future transportation needs accommodated within the existing or improved system thus minimizing, delaying or providing an alternative to constructing additional major infrastructure projects.

Promote environmental stewardship through land use and transportation planning.

- l. Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce air pollution and greenhouse gas emissions.

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

- [Oregon Main Street Revitalization Program](http://www.oregon.gov/OPRD/HCD/SHPO/Pages/mainstreet.aspx)
(<http://www.oregon.gov/OPRD/HCD/SHPO/Pages/mainstreet.aspx>)
- [ODOT – Enhance Funding](http://www.oregon.gov/ODOT/TD/TP/Pages/stip_guide.aspx)
(http://www.oregon.gov/ODOT/TD/TP/Pages/stip_guide.aspx)
- [ODOT - Public Transit Division](http://www.oregon.gov/ODOT/PT/Pages/index.aspx)
(<http://www.oregon.gov/ODOT/PT/Pages/index.aspx>)
- [Department of Land Conservation & Development](http://www.oregon.gov/LCD/Pages/grants.aspx)
(<http://www.oregon.gov/LCD/Pages/grants.aspx>)

TGM Program Services

TGM serves local governments through a grant program and programs providing direct community assistance. For more information about TGM and our services, visit our website: <http://www.oregon.gov/LCD/TGM/pages/index.aspx>.

TGM Grants

TGM provides funding for planning projects that accomplish the objectives listed in the previous section. An applicant may choose from one of two categories of grants: Transportation System Planning or Integrated Land Use and Transportation Planning. Both categories of grants are awarded on a competitive basis within ODOT regions (see map on page 12). Award amounts generally range between \$75,000 and \$200,000. Grants may be used for consultant services and to reimburse local governments for staff time and materials. Grants require an intergovernmental agreement between TGM and grantees, and, if consultants are used, TGM will hire them on the grantee's behalf.

Eligible applicants include cities, counties, councils of government on behalf of a city or county, transportation districts, tribal governments, metropolitan planning organizations, 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. Eligible applicants may join together to propose a project, such as a multi-county TSP or multi-city or city-county corridor plan.

In recent grant cycles, TGM has received fewer Land Use and Transportation Planning applications than Transportation System Planning applications. While there is an important need for communities to keep their transportation systems plans updated and TGM will continue to provide funding to do so, we are especially interested in hearing your ideas for innovative projects that plan for both land use and transportation in an integrated way.

The TGM Program awards grants on an annual basis. Grants generally have a two-year period for projects to be negotiated and completed, and timelines require that projects must be negotiated and 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; that increase opportunities for transit, walking, and cycling; or reduce reliance on the state highway for local travel needs.

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 and planning for local street networks, bikes and pedestrians, safe routes to school, transit, and freight

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- 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 streetscape design plans, capital improvement plans, and land use regulations required by the Transportation Planning Rule
- TSP refinements, such as plans for highway segment designation, corridor plans, or other planning to implement the Oregon Highway Plan
- Other innovative transportation-related projects that are consistent with TGM objectives – contact our staff to discuss your ideas

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 from transportation
- Land use and transportation concept plans for areas brought into a UGB
- Interchange Area Management Plans where there is a land use-related component
- Specific development and refinement plans, such as for a downtown, mixed-use commercial area, or an entire neighborhood
- 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
- Other innovative land use and transportation-related projects that are consistent with TGM objectives – contact our staff to discuss your ideas

Key Requirements for TGM Grants

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

Planning work. TGM grants are for planning work leading to local policy decisions. 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. TGM grants also cannot fund preliminary engineering, engineering, or construction work. If in doubt, discuss with your Region TGM planner about whether your proposed work is eligible.

Match requirement. TGM requires a local grant match of 12% of the total 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. The list of distressed communities

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is available online at: <http://www.oregon4biz.com/The-Oregon-Advantage/Oregon-Economic-Data/Distressed-Areas-in-Oregon/>.

Project management. Grantees must provide a project manager who has the time and the capability to oversee project work, which at a minimum includes helping to develop the project work scope, coordinating the review of project deliverables, keeping local decision-makers informed about the project, making logistical arrangements, and providing public notification for local meetings and public events. As part of the pre-application follow-up, we can discuss with you the best ways to approach these project management responsibilities.

Grant Eligibility Requirements

Applications are reviewed on a pass/fail basis on each of the following three eligibility 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 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. Adoption of Products to meet Project Objectives

A proposed project must include preparation of an adoption-ready product or products that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment or element, land use regulation, or intergovernmental agreement. Projects that will primarily do outreach, research, study an issue, or compile data are not eligible.

3. Support of Local Officials

A proposed project must clearly demonstrate that local officials understand the purpose of the grant application and support the outcomes of the project. A letter or resolution of support from the governing body of the applying jurisdiction is required to be submitted with the application to meet this requirement.

Grant Award Scoring Criteria

Applications are scored on a range of criteria and receive up to 100 points. Projects are selected based on the points scored, the grant amounts requested, the estimated amounts TGM believes may be required to complete a project, the amount of grant dollars available for award within a geographic region, and the balance of grant dollars between Category 1 and Category 2 projects.

1. Proposed Project Addresses a Need and Supports TGM Objectives

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need and addresses one or more of the TGM objectives, as shown on page 2.

Up to 40 points: Projects that address an issue, problem, need, or opportunity with a clear expected outcome will receive more points. Projects that meet one or several TGM objectives in a **substantial, integral** way will receive more points than projects that meet one or more TGM objectives superficially.

2. Proposed Project is Timely and Urgent

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 federal regulations, state requirements, or regional plans;
- 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;
- build on, complement, or take a necessary step toward completing other high priority community initiatives; 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.

Up to 25 points: Projects that match well with the TGM grant timeline will receive more points. Projects or project elements that are not clearly timely or urgent will receive fewer points.

3. Proposed Project Approach is Reasonable

The application demonstrates a clear approach to achieving the expected outcome and results in consideration of the project's products for adoption. 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.

Up to 15 points: Project approaches will receive more points if they clearly address the project need, are achievable considering scope, objectives, and benefits of the project, and are at a level of detail appropriate to the community.

4. Proposed Project has Community Support

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

Up to 5 points: Projects with written support from stakeholders including partner jurisdictions, community institutions, or businesses will receive more points. Letters of support should demonstrate a clear understanding of the project.

5. Proposed Project Sponsor Readiness and Capacity

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 the project considering the complexity of the project, the size of the jurisdiction, and performance on previous TGM projects. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), all of the partners are ready and able to begin the project within the TGM timetable.

Up to 5 points: Projects with a clear description of the jurisdiction’s capabilities and experience relative to the complexity of the proposed project will receive more points. Projects that lack a clear description of how the projects will be managed will receive fewer points. Projects that do not include a description of previous TGM projects (if any) and their performance will receive fewer points.

6. Proposed Project is Innovative

The application demonstrates that the project will be innovative in its subject matter, approach, or expected outcomes. For example, the project will use health impact assessments or economic impact analysis as part of the evaluation of transportation alternatives.

Up to 10 points: By the nature of this criterion, most projects will not receive any points. Projects may receive some points for innovative project elements. Projects with innovative subject matter will receive more points.

Timeline for Grant Process

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

March 14, 2014	April 11, 2014	June 13, 2014	June-September 2014	September 2014 through July 1st 2015 ►
Pre-applications due	Grant applications period begins with issuance of application packet	Applications due	Application review and scoring	Grantee notification Negotiation of statement of work prior to final grant award (by January 31, 2015) Consultant selection (if required) IGA and personal services contracts signed. Projects must be underway no later than July 1 st 2015.

More Information

More information on the TGM grant pre-application is available on the TGM website. <http://www.oregon.gov/LCD/TGM/Pages/grants.aspx>. The website includes additional information on the following topics:

- List of Typical Projects
- On-line Pre-application Form
- Previous Grant Application Packet

If you have a specific question, you may also call or e-mail a TGM staff person. See page 12 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. Community Assistance projects do not require a local match, but those receiving assistance are expected to provide administrative and logistical support for the projects. An intergovernmental agreement may be required with some services.

Although Community Assistance projects are not awarded through a competitive process, 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 evaluate and amend their development codes to remove barriers to compact, mixed-use, transportation-efficient development. Local communities work either with consultants under contract to the TGM Program or with TGM staff to help identify 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. Projects consist of an initial assessment of the current land development regulations, and then preparation of code amendments for consideration by local decision-makers. The work may be done in one or two phases.

For information about Code Assistance project eligibility and selection guidelines, see <http://www.oregon.gov/LCD/TGM/pages/codeassistance.aspx>. If you have questions, contact Laura Buhl at 503-934-0073 or by email at laura.buhl@state.or.us.

Education and Outreach

Through Education and Outreach workshops, public lectures, and other forums, TGM works with local governments, civic groups, school districts, and other public agencies to expand local transportation choices while strengthening the economic vitality and livability of communities.

TGM workshops and lectures can address a variety of topics related to community design and land use and transportation planning. These include:

- Parking management strategies to revitalize Main Streets and downtowns and to manage transportation demand
- Safe routes to school
- School siting practices (to shorten walking/biking distances to schools)
- Active transportation (walking and bicycling) for better health
- Transportation-efficient community design to accommodate all modes
- Smart growth
- Density and design
- Transit-oriented development
- Transit facility planning, design, and siting in small cities
- Pedestrian-friendly community design
- Main Street revitalization strategies – especially for communities with Main Streets that also serve as state highways (see TGM’s publication: *Main Street... When a Highway Runs Through It: A Handbook for Oregon Communities* – at <http://www.oregon.gov/LCD/TGM/Pages/publications.aspx>). These workshops support the economic revitalization goals of the Oregon Main Street Program.
- Strategies for reducing carbon footprints (based on TGM’s *Cool Planning Handbook*, at <http://www.oregon.gov/LCD/TGM/Pages/publications.aspx>)

TGM workshops, public lectures, and forums are generally tailored to meet the specific needs of a community. Communities may request a workshop (or support for a lecture) any time in the biennium to address an 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.

A full description of Education and Outreach services is included on the TGM website at <http://www.oregon.gov/LCD/TGM/pages/outreach.aspx>. If you have questions, contact Constance Beaumont at 503-934-0048, or by email at constance.beaumont@state.or.us.

Quick Response

The TGM Quick Response program provides teams of design and planning professionals to provide timely assistance with imminent development projects that may meet local code requirements but may not address the community’s vision for efficient transportation and quality development. The Quick Response program can also help when a developer proposes an intense development that complies with the community’s goal of using land efficiently, but encounters opposition from neighboring residents or property owners. 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

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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, see <http://www.oregon.gov/LCD/TGM/pages/quickresponse.aspx>.

If you have questions, please contact Bill Holmstrom at 503-934-0040 or by email at bill.holmstrom@state.or.us.

TSP Assessment

A TSP Assessment service is available to help local governments evaluate their existing transportation systems plans. The TSP Assessment service can assist with identifying any of the following:

- Strengths and weaknesses of a TSP
- Need for and timing of a potential TSP update
- Potential methods of solving problems without a full TSP update
- An appropriate scope of work for a TSP update

We will discuss the issues with you, review your current TSP, and give you a brief report outlining our findings.

The TSP Assessment service is one step toward finding out what your next steps should be. We can identify other TGM resources to help move forward on updating your TSP, and assist you in obtaining them. The TSP Assessment service can help if you are considering applying for a TGM grant to update your TSP and need assistance with producing a proposed scope of work.

For more information about the TSP Assessment service, contact Gary Fish at 503-934-0030, or by email at gary.fish@state.or.us.

TGM Program Contacts

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

Grant Program

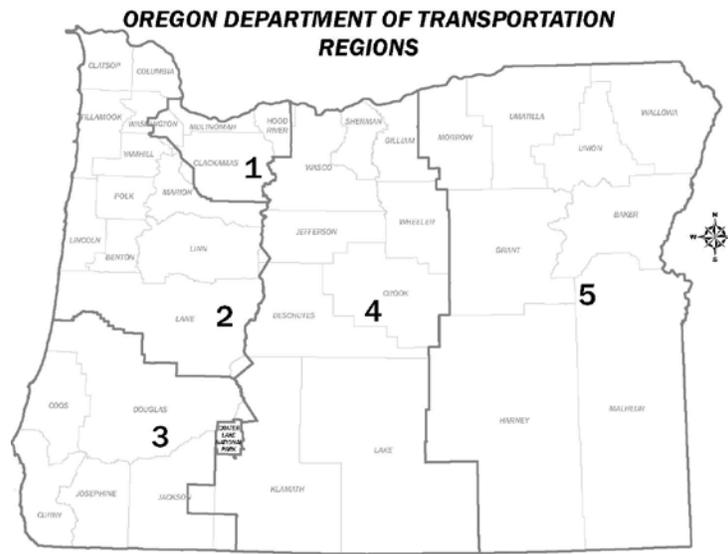
TGM grants are managed through ODOT regions – see map below.

ODOT

Region 1	Lidwien Rahman (Portland)	503-731-8229	lidwien.rahman@odot.state.or.us
Region 2	Naomi Zwerdling (Salem)	503-986-2836	naomi.zwerdling@odot.state.or.us
Region 3	John McDonald (Roseburg)	541-957-3688	john.mcdonald@odot.state.or.us
Region 4	Devin Hearing (Bend)	541-388-6388	devin.hearing@odot.state.or.us
Region 5	Cheryl Jarvis-Smith (La Grande)	541-963-1574	cheryl.jarvis-smith@odot.state.or.us
Statewide for DLCD	Bill Holmstrom	503-934-0040	bill.holmstrom@state.or.us

Direct Community Assistance Programs

Code Assistance	Laura Buhl	503-934-0073	laura.buhl@state.or.us
Outreach Workshops	Constance Beaumont	503-934-0048	constance.beaumont@state.or.us
Quick Response	Bill Holmstrom	503-934-0040	bill.holmstrom@state.or.us
TSP Assessment	Gary Fish	503-934-0030	gary.fish@state.or.us



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Pre-Application Instructions

Contact Information

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

Type of Request

Check the box that 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 and safety concerns 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: TGMGrantApps@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

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PRE-APPLICATION

(For electronic version go to <http://www.oregon.gov/LCD/TGM/pagesgrants.aspx>)

TGM Program Services 2014

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 Categories

Transportation System Planning

Integrated Land Use and
Transportation Planning

Direct Community Assistance Programs

Code Assistance

Quick Response

Education and Outreach

TSP Assessment

Project Title: _____

Description of Issue: _____

Project Objectives/Expected Outcomes: _____

Estimated Budget \$ _____