

**Department of Land Conservation  
And Development (DLCD)**



**Application for Periodic Review and  
Technical Assistance Grants**

**2011 – 2013**

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## PROGRAM DESCRIPTION

### INTRODUCTION

The Department of Land Conservation and Development (DLCD) provides resources to help Oregon communities prepare and update local land use plans to respond to growth management and development.

DLCD's 2011-2013 budget is now approved by the legislature, and the department invites grant applications. About \$1.7 million is expected to be available for grants to local jurisdictions during the biennium, similar to the amount available in 2007-2011. The department must target these funds to focus on projects that result in the highest priority outcomes, as explained in the "Grants Allocation Plan" section of this packet.

This application packet is also available on the DLCD website at [www.oregon.gov/LCD/grants.shtml](http://www.oregon.gov/LCD/grants.shtml).

**NEW FOR 2011-2013** The general fund grant program this biennium will have only one round of applications and grant funds will be awarded to eligible applicants on a first come, first served basis. **The deadline for all applications is September 1, 2011.** Applicants are encouraged to work with department staff to submit complete applications as soon as possible.

The *2011-2013 General Fund Grant Allocation Plan* established priorities for general fund grants. Those priorities are reported in the Eligible Projects and Evaluation Criteria section of this document.

**All application materials must be mailed to:**

**DLCD General Fund Grants Program**

635 Capitol Street N.E., Suite 150  
Salem, Oregon 97301-2540.

- OR -

[dlcd.grants@state.or.us](mailto:dlcd.grants@state.or.us)

*Application materials may be submitted by e-mail or by mail with one hard copy and CD.*

## **WHO CAN APPLY**

General Fund Grant Applications for Periodic Review and Technical Assistance grants will be accepted from the following:

- Cities or Counties,
- Cities and Counties jointly with a single jurisdiction contact,
- Multiple Cities and Counties with a single jurisdiction contact,
- Regional Planning Agencies,
- Councils of Government (COG) on behalf of a jurisdiction(s),
- Recognized Tribal Governments.

## **GRANT CATEGORIES**

**Periodic Review** grants may be awarded to complete existing tasks on current work programs.

**Technical Assistance** grants may be used to complete needed planning requirements that are not on periodic review work programs.

## **GRANT PROGRAM CONTACTS**

DLCD staff are available to answer questions regarding application requirements, the status of an application, and grant awards.

Cities and Counties please contact the regional representative for your jurisdiction at: <http://www.oregon.gov/LCD/repstlist.shtml>

Tribal Governments please contact:

Jon Jinings at 541.325.6928 or [Jon.Jinings@state.or.us](mailto:Jon.Jinings@state.or.us)

If you are unable to contact your regional representative, please contact:

Darren Nichols, Grant Program Manager at 503-373-0050 x255

Or [Darren.Nichols@state.or.us](mailto:Darren.Nichols@state.or.us)

# ELIGIBLE PROJECTS AND EVALUATION CRITERIA

## PERIODIC REVIEW

Periodic Review grants will be awarded to complete mandatory tasks on existing periodic review work programs. The 2011-2013 grant allocation plan identifies the completion of current periodic review tasks as the highest priority for use of general fund grants. Requests for grants to complete mandatory tasks will be reviewed to ensure the proposed scope of work is consistent with the city's periodic review work program, the work can be accomplished in the allotted time, and the grant amount requested is sufficient to complete the work within the biennium.

## TECHNICAL ASSISTANCE

Projects that are not part of a periodic review work program and non-mandatory tasks on a work program may be eligible for a Technical Assistance grant. The grant allocation plan lists the priorities for use of Technical Assistance grant funds as follows:

1. Economic development
2. Streamlining planning and zoning processes
3. Pre-2007 Periodic Review work programs
4. Update coordinated county-wide population projections
5. Infrastructure/public facility financing plans

Projects outside of these priorities are also encouraged to apply; project proposals will be evaluated and awarded based on the merits of the application. The criteria for Technical Assistance grant applications address the priorities above and other factors to ensure the effective use of state resources.

Projects will be evaluated based in part on how well the application meets the following criteria:

1. **Project objectives** – Clearly define the problem, need, opportunity, issues, and products in a manner consistent with the statewide planning goals. Directly relate the project to **a clear statement of expected outcomes**. Project goals must be demonstrated as reasonably achievable.
2. Address **Project Priorities** – **Directly relate the project to increasing economic development opportunities** (High priority). Examples include: updated economic opportunities analyses, land needs analysis for employment lands, integrating economic development strategies into a comprehensive plan. Other examples transportation refinement plans or public facilities plan to support employment lands.

The project **benefits economic development efforts** (High priority). Examples include: residential land needs analyses in conjunction with Goal 9 Economic Development analyses and a downtown mainstreet plan. Other eligible projects could include a citywide public facilities element, intergovernmental agreements to carry out a public facilities plan, or identification of constrained employment lands.

The project updates plans or codes to **streamline local government land use approval process** (High priority). Technical Assistance grants may be used to update zoning codes to streamline permitting processes.

The project **updates the plan or code to comply with federal requirements** (Priority). Examples include: updates to address changes in the Columbia River Gorge scenic area plan and implementation of TMDLs (Total Maximum Daily Loads).

The project **updates coordinated county-wide population projections** (Priority.) Example and successful requests will be to update 20-year population projections for all cities within a county.

The project helps a local government **prepare an infrastructure financing plan** to prepare for and fund local infrastructure to support growth and development.

3. Define the **approach, budget** and **products**. Each task must be reasonable considering the costs and benefits of the project and each task must be reasonably likely to achieve project objectives.

4. The applicant's past performance on grant-funded projects (where applicable) must demonstrate adequate **local commitment and capacity** to successfully manage the project. If the applicant is a Council of Governments the application must also include a letter or resolution from the City Council supporting the application on behalf of a city.

## ELIGIBLE COSTS

Grant funds may be expended only for "direct project-related costs" associated with an approved project. Eligible costs include salary of staff assigned to the project, consultant fees, postage, supplies, and printing. Equipment purchases and indirect costs, including general administrative overhead and software costs, are not eligible.

Costs incurred prior to signing a grant agreement are not eligible for reimbursement. Costs of preparing the grant application or statement of work, and the cost of selecting a consultant, are also not eligible for reimbursement.

# APPLICATION INSTRUCTIONS & INFORMATION

1. Oregon cities and counties, regional agencies, councils of governments, and Tribes are eligible to apply.
2. All potential applicants are expected to contact their DLCD regional representative *before* preparing their grant applications. Please find a list of current regional representatives at:  
<http://www.oregon.gov/LCD/replist.shtml>.

Electronic versions of all materials are available in Microsoft Word format.

3. Complete and submit the attached grant application and a description of proposed grant products no later than September 1, 2011.

## **Submit application materials to:**

### **DLCD General Fund Grants Program**

635 Capitol Street NE Suite 150  
Salem, Oregon 97301-2540.

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[DLCD.Grants@state.or.us](mailto:DLCD.Grants@state.or.us)

*\* Applications may be submitted by e-mail or mail (hard copy and CD)*

4. Local matching funds are not required. In order to compete for grant funding, however, applicants are encouraged to include where possible a local cash or in-kind contribution that will clearly be used to aid in completing periodic review or technical assistance grant product(s).
5. Grant funds are provided on a reimbursement basis for documented expenses in accordance with the payment schedule specified in the grant agreement. DLCD will not reimburse for grant preparation work or any other periodic review or technical assistance project expenses incurred prior to the date the grant agreement becomes effective.
6. DLCD will confirm receipt of applications, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of award decisions.
7. DLCD reserves the right to condition grant agreements to ensure proper grant administration, progress report(s) and successful completion of grant product(s).
8. DLCD will prepare and send two original complete grant agreements to the local government for signature. Both originals (not faxes) must be signed and returned to DLCD and signed by DLCD before the agreement

is in effect and grant costs can be incurred. One signed original will be returned to the local government.

9. Once the grant agreement is signed by the jurisdiction and DLCD, the grant agreement is a legal binding contract between the Grantee and the State of Oregon.

10. Progress reports, payment requests, final closeouts, grant products and related documentation must be submitted to DLCD in accordance with state and DLCD grant requirements and provisions of the signed grant agreement.

11. Unless an earlier date is specified in the grant agreement, **the deadline for expending grant funds is April 30, 2013**. The department will not reimburse grant projects for work performed after that date.

Department of Land Conservation and Development  
Community Services Division  
635 Capitol Street NE, Suite 150  
Salem, Oregon 97301

Phone: 503-373-0050 x283  
Fax: 503-378-5518  
[DLCD.Grants@state.or.us](mailto:DLCD.Grants@state.or.us)  
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