



# Oregon

John A. Kitzhaber, M.D., Governor

## Department of Land Conservation and Development

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**TO:** Cities of Forest Grove, Hermiston, Keizer, Lake Oswego, Pendleton, Portland, The Dalles, Tigard, and Troutdale

**FROM:** Rob Hallyburton, Grant Program Manager

**RE:** Periodic Review Grant Applications

The Land Conservation and Development Commission has made periodic review grants among the highest priorities for use of state General Fund planning grant dollars. The grant fund for the 2013-15 biennium has been reduced relative to previous biennia, but LCDC continues to be committed to assisting in completion of periodic review programs.

### **Periodic Review Grant Applications Now Being Accepted**

The application for the 2013-15 biennium is attached. The July 31 submittal date is not characterized as a “deadline” since we will not disqualify applications that arrive after that date because we know we’re requesting a short turnaround. If you can submit your application, or at least an indication of how much your application will be for, by that date it will assist DLCD’s larger grants allocation decision-making process. If DLCD decides to apply a hard deadline for applications, we will let you know.

Periodic Review grants will be awarded to assist in completing mandatory tasks on existing periodic review work programs. Requests for grants will be reviewed to ensure the proposed scope of work agrees with the periodic review work program, that the work can be accomplished in the allotted time, and that the grant amount requested is appropriate for the work that needs to be completed.

### **Eligible Costs**

Grant funds may be expended only for direct project-related costs associated with the funded 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, are not eligible costs.

Grant funds are provided on a reimbursement basis for documented expenses in accordance with the payment schedule specified in the grant agreement. Costs incurred prior to signing a grant agreement are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work for the grant agreement, and selecting a consultant.

### **Application Instructions and Information**

Applicants are expected to contact their DLCD regional representative before submitting the grant application to discuss the scope and amount of the grant.

No local match is required. However, applicants are encouraged to show a local cash or in-kind contribution that will clearly be used to aid in completing the grant product(s).

An electronic, fillable form is provided. DLCD will accept applications electronically or in hard copy. Submit the application form and scope of work according to the instructions on the form.

DLCD will confirm receipt of applications, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of our decision.

DLCD reserves the right to condition grant agreements to ensure proper grant administration, progress reporting and successful completion of grant products.

DLCD will prepare and send two original 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 sent back to the local government for its file.

Once signed by the jurisdiction and the department, the grant agreement is a legal contract between the grantee and the state of Oregon.

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

Unless an earlier date is specified in the grant agreement, the deadline for expending grant funds is June 30, 2015. The department cannot reimburse for work performed after that date.

### **For Further Information**

Please contact your regional representative if you have questions or concerns regarding applying for or receiving a DLCD Periodic Review grant.