

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

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

**2009 – 2011**

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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 2009-2011 budget is now approved by the legislature, and the department invites grant applications. About \$2.2 million is expected to be available for grants to local jurisdictions during the biennium, similar to the amount available in 2007-2009. 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 2009-2011** 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 November 1, 2009.** Applicants are encouraged to work with department staff to submit complete applications as soon as possible.

The *2007-2009 General Fund Grant Allocation Plan* included a set of priorities for the use of general fund grants. The criteria reported in the Eligible Projects and Evaluation Criteria section of this document are largely unchanged from that plan.

**All application materials must be submitted to the DLCD Salem office at:  
635 Capitol Street N.E., Suite 150  
Salem, Oregon 97301-2540.**

**All application materials may be submitted by e-mail in Microsoft Word documents (preferred), or by mail with one hard copy and CD of Microsoft Word documents.**

## 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 one jurisdiction as the contact,
- Multiple Cities and Counties with one jurisdiction as the contact,
- Regional Planning Agencies,
- Councils of Government (COG)  
on behalf of one or more jurisdictions,
- Recognized Tribal Governments.

## GRANT CATEGORIES

**Periodic Review** grants will generally be used to complete existing tasks on current work programs. Work program preparation is also an eligible use of Periodic Review Grants Funds, after existing work program work task projects are funded.

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

## GRANT PROGRAM CONTACTS

DLCD staff are available to answer your questions regarding application requirements and the status of an application. **The first point of contact is the regional representative for your jurisdiction.** You can find the representative assigned to your region at:

<http://www.oregon.gov/LCD/replist.shtml>

Tribal Governments are encouraged to contact  
Doug White at 541-318-8193 or [doug.white@state.or.us](mailto:doug.white@state.or.us)

If you cannot contact your regional representative, please feel free to contact:

Larry French, Grants Administrative Specialist at 503-373-0050 x283  
Or [larry.french@state.or.us](mailto:larry.french@state.or.us)

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 2009-2011 grant allocation plans 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 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 to be completed.

## TECHNICAL ASSISTANCE

Projects that are not part of a periodic review work program and non-mandatory tasks on a work program are eligible for Technical Assistance grants. 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. Intergovernmental agreements
4. Update coordinated county-wide population projections
5. Infrastructure financing plans

Projects outside of these formal criteria are also encouraged to apply and will be awarded based on the merits of the application. The criteria for review of Technical Assistance grant applications address the priorities above as well as factors to ensure appropriate use of funds. Consequently, there will be a greater “first-come, first-served” component to grant awards this biennium. However, timing alone will not ensure an award; the project will still be more likely to be funded if it corresponds to the priorities described below.

1. The **project objectives** are clearly stated; address the problem, need, opportunity, issues, and products clearly defined in a manner consistent with the statewide planning goals; and directly relate to a **clear statement of expected outcomes**. The project goals need to be demonstrated as reasonably achievable.

2. The project addresses the priorities as follows:

The project is **directly related to increasing economic development opportunities** (High priority). Examples from last biennium include: updated economic opportunities analysis, land needs analysis for job-producing lands, and integrating an economic development strategies into the comprehensive plan. Other examples include a transportation refinement plan or public facilities plan for job-producing land.

The project **benefits economic development efforts** (High priority). Examples from last biennium include: residential land needs analysis in conjunction with Goal 9 analysis and a town center plan. Other eligible projects could include a citywide public facilities element, an 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). Several Technical Assistance grants last biennium were 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 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. The **approach, budget and products** are defined for every task and are reasonable considering the benefits of the project and the work proposed is reasonably likely to achieve the project objectives.

4. The application and past performance on grant-funded projects (where applicable) demonstrates that there is adequate **local commitment and capability** 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 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 costs, are not eligible.

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, or selecting a consultant.

# APPLICATION INSTRUCTIONS & INFORMATION

1. All 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 the attached grant application. Be specific and thorough in describing all proposed grant products.

**Submit one copy of all application materials in Microsoft Word documents to:**

**By email (preferred) to:**  
[larry.french@state.or.us](mailto:larry.french@state.or.us)

**Or by mail with one hard copy and CD of Microsoft Word documents to:**

Larry French  
DLCD Grants Administrative Specialist  
635 Capitol Street NE, Suite 150  
Salem, Oregon 97301-2540

4. No local match is required. Applicants are encouraged to show 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 May 31, 2011**. The department cannot reimburse for work performed after that date.