

Department of Land Conservation and Development



Application for Technical Assistance Grants

2023-2025

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TECHNICAL ASSISTANCE GRANTS

PROGRAM DESCRIPTION

The Department of Land Conservation and Development (DLCD) provides resources to help Oregon communities prepare and update local land use plans and implementing ordinances to respond to growth management and resource protection issues and changes in state agency programs and requirements. Technical Assistance grants are typically used to complete needed planning requirements that are not on periodic review work programs, or to satisfy local planning needs.

DLCD's 2023-2025 budget has been approved by the Legislature, and the department invites Technical Assistance grant applications for the biennium. The department will target grants to fund projects that result in the highest priority outcomes, as explained in the "Eligible Projects and Evaluation Criteria" section of this application packet.

The general fund grant program this biennium will have only one round of applications. The deadline for all applications is **October 2, 2023**.

WHO CAN APPLY

Technical Assistance grants will be accepted from the following:

- A city or county
- Cities and counties jointly with one jurisdiction as the contact
- Multiple cities and counties with one jurisdiction as the contact
- A council of governments on behalf of one or more local governments
- A recognized Tribal Government or group of tribal governments
- A regional planning agency
- A port district

GRANT PROGRAM CONTACTS

DLCD staff are available to answer your questions regarding application requirements and status. **The first point of contact is the regional representative for your jurisdiction.** You can find the regional representative assigned to your jurisdiction or region at <https://www.oregon.gov/lcd/CPU/Pages/Regional-Representatives.aspx>.

Tribal governments are encouraged to contact Gordon Howard, Grant Program Manager, at 503-856-6935 or gordon.howard@dlcd.oregon.gov.

If you cannot contact your regional representative, please contact:

Gordon Howard, Grant Program Manager, at 503-856-6935 or gordon.howard@dlcd.oregon.gov.

ELIGIBLE PROJECTS AND EVALUATION CRITERIA

Technical Assistance grants are used to help complete projects that update comprehensive plans and implementing regulations, plan for specific areas or support inclusive planning activities. The *2023-2025 Grants Allocation Plan*, approved by the Land Conservation and Development Commission, lists the program priorities for use of Technical Assistance grant funds as follows (additional detail in “Program Priorities,” below):

1. Promote economic development.
2. Plan for resilience to natural hazards and climate change
3. Plan for resolution of a local planning issue, challenges in integrating conflicting statewide planning goals, or problem of statewide concern that can provide a framework, solutions, or guidance for similar programs to be implemented by other local governments around the state.
4. Provide infrastructure financing plans for urbanizing areas.
5. Update comprehensive plans and implementing codes to respond to changes in state law, regulatory streamlining, or significantly changed local conditions since the last plan update.

These are listed in priority order. Those planning projects that do not match these priorities are eligible, but the department will consider such projects after it has considered all projects that match these priorities; grants for these projects will be awarded based on the merits of the application as funds allow.

The Technical Assistance grant evaluation review criteria, explained in sections 1 through 8 below, address program priorities, considerations to ensure appropriate use of funds, and other program objectives. Please address these, as applicable, in your application attachment.

Projects are not expected to satisfy the non-mandatory criteria, but those that rate well under one or more of them will have an improved likelihood of success.

1. Project Objectives

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

2. Program Priorities

The project addresses the program priorities as follows:

1. Promote economic development. This priority is for planning or implementation projects that establish or further a community’s economic or community development objectives. This may include completing an economic opportunities analysis or a main street plan, establishing an urban renewal district, completing public facilities plans

for employment lands, or a variety of other projects that directly increase employment and economic development opportunities or benefit economic and community development efforts.

2. Plan for resilience to natural hazards and climate change. This priority is for grants that assist with: (a) creating or updating local natural hazards mitigation, climate adaptation, pre-disaster recovery, and planning to reduce climate pollution; (b) other studies and activities supporting local resilience to natural hazards, climate adaptation, pre-disaster recovery, and climate mitigation; (c) incorporating new natural hazards, climate adaptation, climate pollution reduction, and pre-disaster recovery data and policies, and related state goals, policies, and regulations, into comprehensive plans, land use and zoning regulations.

3. Plan for resolution of a local planning issue, challenges in integrating conflicting statewide planning goals, or problem of statewide concern that can provide a framework, solutions, or guidance for similar programs to be implemented by other local governments around the state. Examples include but are not limited to: plans for designation of non-resource lands under the provisions of ORS 215.788 to 215.794; zoning code revisions providing clear and objective standards for housing development applications on lands that are identified as being protected by Statewide Planning Goals 5, 6, 7, 15, 16, 17, and 18; implementation of climate-friendly areas rulemaking required by OAR 660-012-0310 to 0920; or utilization of the Collaborative Regional Problem Solving process of ORS 197.652 to 197.659.

4. Provide infrastructure financing plans for urbanizing areas and areas with redevelopment or infill potential. This priority is for projects that help a local government complete an infrastructure financing plan to prepare for and fund local infrastructure to support growth and development.

5. Update comprehensive plans and implementing codes to respond to changes in state law, regulatory streamlining, or significantly changed local conditions since the last plan update. Many local codes have not been updated in years. Technical assistance grants are often an opportunity to help modernize local regulations.

3. Project Description

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. Grantee Capacity

The application and past performance on grant-funded projects (where applicable) demonstrate that there is *adequate local capability* to successfully manage the project.

5. RST Priorities

The project advances [*Regional Solutions Team \(RST\) priorities*](#). Each regional advisory committee sets priorities for the region, and grant applications will be assessed to determine whether the project furthers one or more of these priorities. *This is not mandatory*. That is, projects that do not closely align with RST priorities are eligible for a grant

award. However, those that clearly advance an RST priority will score better than those that do not.

6. Multiple Jurisdictions

The project *benefits multiple jurisdictions* or entities. This can be accomplished through a joint application by more than one local government, tribe, or service district, with the grant products benefitting each. Or the products of the grant may include a guidebook, template, or toolbox that will benefit the public or local governments or regions that did not receive the grant. *This is not mandatory*. Grantees are encouraged to work regionally or to create products with broad application, while DLCDC recognizes that the products of many projects will benefit only the grantee.

7. Equity & Inclusion

The applicant demonstrates a commitment to inclusion of priority populations. All proposals are expected to include deliverables related to inclusive outreach and engagement strategies. However, those that aim to address local and regional inequities related to local or regional land use planning issues through inclusive planning processes will receive additional points.

8. Leverage

A local cash or in-kind match is not required for individual grants. Typically for a local government to provide a cash match, the match must be budgeted ahead of time, which increases the lead time for project planning. Cash matches may also be particularly difficult for small jurisdictions. The required lead time and the uncertainty of grant awards present barriers to participation for some communities and may result in missed opportunities for the program. Regardless of any hard match requirement, however, a local government must provide in-kind resources for grant administration and must facilitate the local decision-making process.

REVIEW PROCESS

Grant applications will be reviewed considering the program priorities in the Grants Allocation Plan and the evaluation criteria explained above. The department will award those grants that best satisfy these criteria.

The department will notify applicants of award decisions at the earliest time possible, usually within 60 days. Unsuccessful applications may be reconsidered if additional grant funds become available.

Once awards are determined, the DLCDC grant manager will work closely with the grantee to complete the scope of work and execute a grant agreement. Again, this will be completed at the earliest time possible; it usually takes 60 to 90 days after the award but can take longer depending on the complexity of the scope of work.

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 and preparing a statement of work for the grant agreement.

Grant funds are provided on a reimbursement basis for products in accordance with the reimbursement schedule specified in the grant agreement.

APPLICATION INSTRUCTIONS

1. Complete the grant application. Be specific and thorough in describing all proposed grant products as described in the application form. Submit application materials **by October 2, 2023** to:

By e-mail (**required**) to: DLCD.GFGrant@dlcd.oregon.gov

By mail to: Grants Administrative Specialist
Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, Oregon 97301-2540

2. Include a resolution or letter from the governing body of the city, county, district, or tribe demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before a grant is awarded.

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