



Department of Land Conservation and Development

2015-17 TECHNICAL ASSISTANCE GRANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. Submit completed applications by **September 30, 2015**.

Application Date: September 23, 2015

Applicant: Harney County

(If council of governments, please also include the recipient jurisdiction name if applicable)

Address: 450 N. Buena Vista Ave

City: Burns

Zip: 97720

Phone: 541-573-6655

Contact name and title: Brandon McMullen, Planning Director

Contact e-mail address: Brandon.mcmullen@co.harney.or.us

Grant request amount (in whole dollars): \$160,000.00

Local Contribution (recommended but not required): \$25,500.00

Project Title:

Harney County Comprehensive Goal 5 Update Program

Project summary: (Summarize the project and products in 50 words or less)

The goal of the Harney County Comprehensive Goal 5 Update Program is to analyze and produce contemporary changes in the natural resource inventories and corresponding programs within the Harney County Comprehensive Plan and possibly Harney County Zoning Ordinance. This grant will help fund specific technical assistance to make the Harney County community available for economic opportunities and a more sustainable protection of both natural resources and the community.

Project Description & Work Program

Please describe the proposed project, addressing each of the following in an attachment.

A. Goals and Objectives. State the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a one-biennium, stand-alone project or is part of a longer multi-biennium program. If it is the latter, describe subsequent phases and expected results, any previous work completed, and how work beyond this project will be funded.

Product Request Summary

Product	Grant Request	Local Contribution	Total Budget
1	\$ <u>0</u>	\$ <u>3,000</u>	\$ <u>3,000</u>
2	\$ <u>15,000</u>	\$ <u>5,000</u>	\$ <u>20,000</u>
3	\$ <u>115,000</u>	\$ <u>10,000</u>	\$ <u>125,000</u>
4	\$ <u>30,000</u>	\$ <u>7,500</u>	\$ <u>37,500</u>
5	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
TOTAL	\$ <u>160,000</u>	\$ <u>25,500</u>	\$ <u>185,500</u>

Submit your application with all supplemental information to:

Larry French, Grants Administrative Specialist

E-mail (preferred): DLCD.GFGrant@state.or.us

Mail: Department of Land Conservation and Development
635 Capitol Street N.E., Suite 150
Salem, OR 97301

Phone: 503-934-0054

APPLICATION DEADLINE: September 30, 2015

Harney County Comprehensive Goal 5 Update Program

Scope of Work

Project Purpose Statement

Coordinating with DLCD, Harney County has found that no Goal 5 updates have occurred since the Comprehensive Plan was acknowledged by LCDC in 1984, with the exception to the Aggregate sections of the plan zoning ordinance. In 2002, Harney County completed its last periodic review which introduced (at the time) the latest changes to the state administrative rules. The Goal 5-related update from that process came in the form of a new zoning overlay for newly proposed aggregate sites (MARO Zone).

Since the Comprehensive Plan was established in the early 1980's, the local labor industry has been affected tremendously by Federal and State regulations that have caused the elimination of the timber/wood industry in Harney County and resulted in not only a population decline, but a cultural shift. New state and federal regulations aimed at preventing endangered species listing of a number of animals pose a further threat to the vitality of the Harney County Community, most notably agriculture.

This project offers Harney County an opportunity to explore Goal 5 program updates which more accurately reflect our community's perspectives related to the interface between the people of our community and our area's natural resources. An accurate and contemporary approach to these programs will provide more economic opportunity and certainty to our local community.

Project Goal

The goal of the Harney County Comprehensive Goal 5 Update Program is to analyze and produce contemporary changes in the natural resource inventories and corresponding programs within the Harney County Comprehensive Plan and possibly Harney County Zoning Ordinance. This grant will help fund specific technical assistance to make the Harney County community available for economic opportunities and a more sustainable protection of both natural resources and the agricultural industry.

Project Objectives

Harney County aims to accomplish this program through a number of objectives:

- Inform local decision-makers and community on the state and local Goal 5 program
- Prepare and review an analysis of the present-day inventories for accuracy and consistency
- A large emphasis will be on public involvement and outreach throughout the process. A Public Meeting and Facilitator role is being added to the proposal to meet this objective. In addition, monthly press releases will be posted with both the local newspaper and county website to further this objective.
- Formulate and execute a project plan for removing outdated information and collecting additional inventory data for consideration of significant resources

- Provide a Technical Advisory Group (TAC) inventory information and identify any uses that conflict with the resource
- Perform the analysis of economic, social, environmental and energy consequences (ESEE) for conflicting uses with the resource (What are the consequences that could result from a decision to allow, limit, or prohibit a conflicting use. Conflicting uses and other Goal 5 resources will be evaluated collectively)
- Determine the level of protection to be afforded a resource site. Select/establish a program to protect the significant sites by developing clear and objective standards which are guided by program policies and implementation measures

The update program will be *organized into three different phases*, further described within each task listed under the Work Program and Timeline below.

Project Overview and Management

Overall management of the Project will be the responsibility of Harney County, and assisted by the DLCDD (Department of Land Conservation and Development) Grant Manager as well as a Project Lead and any required subcontractors. The Harney County Planning Director is considered the Project Manager of this update program, however Harney County will hire a Project Lead (Lead Consultant Role). Harney County will also be assisted by other State agencies such as the Department of Fish and Wildlife, and Department of Geology and Mineral Industries as necessary. Specific Project management duties of Harney County will include:

- a. Overall project coordination and budget monitoring;
- b. Organizing and managing any advisory or technical committees;
- c. Selecting a Project Lead and contracting for consultant (subcontractor) services;
- d. Overseeing Project Lead work described in this scope of work;
- e. Scheduling and managing meetings, including activities such as, preparing and distributing meeting notices, agendas, and summaries; and assisting the Project Lead with meeting facilitation.

Advisory Committees

TAC members shall generally consist of representatives from Harney County, Harney County Planning Commission, and the Harney County Court. The DLCDD Representative and other appropriate local and state agencies may also serve in an advisory capacity. The TAC will also play a significant role related to public involvement and outreach. The TAC will seek membership of between 5-7 private landowners, and be advertised as public meetings. Additional representatives from other affected agencies and organizations may serve as recommended by TAC members.

The TAC will meet on an as needed basis to review technical analysis and recommendations prepared by the Project Manager and the Project Lead. Individual TAC members will be responsible for communicating with officials from their respective jurisdictions and to assure that policy issues are incorporated into technical work at the appropriate time and in the most effective way.

Agency Role

DLCD will provide financial, administrative and technical assistance to the Project. DLCD will support the program objectives and agrees to work with Harney County with flexible, fair, and consistent help to assure that state and local interests are optimized.

Project Lead Role

The Project Lead will inform the TAC, Planning Commission, and County Court on the state and local Goal 5 program, analyze existing information and provide alternatives for updating existing inventories and connecting protection programs/code amendments in a timely and efficient manner. The Project Lead is expected to attend regular meetings of the TAC and to assist local planning staff in presentations to planning commissions and elected officials.

Public Facilitator Role

Public outreach and participation is vital to the project's success. The Public Facilitator will guide and oversee productive information exchange in all public meetings. Additionally, the facilitator will be responsible for public outreach outside of the meeting schedule by producing monthly press releases and fielding any public inquires (coordinated with the Project Manager and Project Lead).

Subcontractor Role

The Project will use subcontractors specialized in collecting and analyzing biological and technical data related to identified significant resources identified by the TAC. Harney County desires to establish alternative mapping of significant resources within Harney County. New mapping may be incorporated into an updated County wildlife map and will be a contributing factor to updated local policy and implementation strategies for local protection provisions of habitat areas.

Project Meeting Materials

Written Project documents or memorandum prepared by the Project Lead shall be provided to Harney County in digital format (pdf and Word) one week prior to any scheduled TAC meeting.

Harney County shall prepare meeting agendas and summaries for each TAC meeting. Harney County shall distribute meeting materials electronically to project committee members at least five (5) working days prior to any scheduled meeting.

Project Deliverables Schedule

The deliverables or "Products" or "Work Products" schedule identified throughout this scope of work refers to months after the Contract's Effective Date.

Expectations about Written and Graphic Deliverables

In accord with Section 2 of the DLCD Special Award Conditions, all reports, studies, and other documents produced under this scope of work must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD and Bear the following legend: “This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.”

The Project Lead shall provide digital media as described in Sections 5 and 6 of the DLCD Special Award Conditions of the final Products to Harney County. Harney County shall reproduce and distribute Digital Media of the final Products to DLCD.

Work Program and Timeline: Harney County Comprehensive Goal 5 Update Program

Describe tasks in detail:

Task 1 – Scope development and coordination meeting(s), sign agreement

Meet with the DLCD for a coordination meeting to finalize the scope of the update program.

Harney County Deliverables:

- a. Draft Scope of Work document

DLCD Deliverables:

- a. Final Scope of Work document
- b. Grant agreement document

Timeline: This task is anticipated to be complete by December 18, 2015.

Task 1 budget: \$0. This task work is not reimbursable under the grant.

Task 2 – Hire Project Lead & Public Facilitator

This task will involve preparing and issuing an RFP (Request for Proposals) to seek a Project Lead to perform the technical work under the grant for the project. This task will include selecting a Project Lead & Public Facilitator through a process to include the Harney County Planning Director, a Harney County Planning Commission Member, and a Harney County Court member that will help review the responses to the RFP and interview the applicants.

Harney County Deliverables:

- a. Request for Proposal documents
- b. Project Lead & Public Facilitator selection meetings

Project Lead Deliverables:

- a. Responses to RFP

Timeline: This task is anticipated to be completed between 1/4/2016 through 1/22/2016.

Task 2 budget: \$3,000 (The funding for this task will be from in kind dollars from Harney County to pay for the time of the Project Manager to perform the work.)

Task 3 – (Phase I) Review Background Information, Assemble TAC, and Present Goal 5

This task (Phase I) will involve Harney County providing background materials to the Project Lead and the Project Lead's review of the background materials to assess the current goal 5 inventories. County Planning Staff will work to establish the membership of the TAC and meeting schedule of Phase I work. Project Lead will work with staff to the Public Facilitator to host two or more meetings of the TAC:

- a) Introduction of Goal 5 Planning & initial assessment of local inventories and programs
- b) Final review and draft project outline for inventory needs and protection program updates

Harney County Deliverables:

- a. Initial background materials
- b. TAC membership and schedule for Phase I

Public Facilitator Deliverables:

- a. Press releases for TAC Meetings and other outreach materials (This will be a consistent deliverable throughout the program)

Project Lead Deliverables:

- a. Initial background assessment for TAC introductory meeting
- b. Draft project outline for Phase II of update program

Timeline: This task is anticipated to be completed between 2/19/2016 through 3/18/2016.

Task 3 budget: \$20,000 (The funding for this task will include both kind dollars from Harney County to pay for the time of the Project Manager (Harney County Planning Director) to perform the work as well as grant dollars to pay for the Project Lead's work. It is anticipated that the amounts associated with this task will be \$5000 of in kind money, \$10,000 of grant money for the Project Leads work, and \$5,000 for the Public Facilitator's work

Payment One (1): Reimbursement on or before April 3, 2016, of **up to \$15,000** upon submittal of Harney County , Public Facilitator, and Project Lead Deliverables listed under Task 3; and a signed Attachment C - DLCDC Reimbursement Form request acceptable to DLCDC.

Task 4 – (Phase II) Conduct Inventory Data Collection & Identify Conflicting Uses

This task involves the Project Lead working with DLCDC and the Project manager to select any subcontractors needed for inventory data collection and assessment. It is anticipated that Harney County will look to establish alternative mapping of significant resources. Harney County will prepare and issue an RFP (Request for Proposals) to seek a Subcontractor (consultant) to perform the technical work under the grant for any specialized inventory data collection which requires

distinct educational background and credentials. This task will include selecting a subcontractor through a process to include the Harney County Planning Director, a Harney County Planning Commission Member, and a Harney County Court member that will help review the responses to the RFP and interview the consultants.

Project Lead, working together with the Project Manager and DLCD, will prepare assessments of potential conflicting uses related to new inventory data collection. These assessments will be reviewed by the TAC for Planning Commission analysis.

Harney County Deliverables:

- a. Request for Proposal document (Subcontractor)
- b. Consultant selection meeting
- c. Work with contractors to draft any mapping resulting from new inventory data
- d. TAC schedule and materials for Phase II

Project Lead Deliverables:

- a. Data collection for consideration of additional significant resources, and draft summary report for TAC. Report will also contain all information gathered and analyzed by Subcontractors
- b. Draft conflicting uses report for proposed additions to resource inventories to be reviewed by TAC

Subcontractor Deliverables:

- a. Collection and analysis of new specialized inventory data & mapping
- b. Final inventory report for Harney County (*Work Product 1*)

Work Product: Send one (1) copy of the Work Product(s) (*Final inventory Report for Harney County*) in digital media to the Grant Administrative Specialist and one (1) copy of the Product(s) in digital media to the Grant Manager at the addresses listed in **Attachment B – DLCD Contact Information**.

Timeline: This task is anticipated to be completed between 2/19/2016 through 9/16/2016.

Task 4 budget: \$125,000 (The funding for this task will include both kind dollars from Harney County to pay for the time of the Project Manager to perform the work as well as grant dollars to pay for the consultant(s) work. It is anticipated that the amounts associated with this task will be \$10,000 of in kind money, \$25,000 of grant money for the Project Lead's work, \$5,000 for the Public Facilitator's work, and \$85,000 for the Subcontractor's work.

Payment Two (2): Reimbursement on or before October 3, 2016, of **up to \$115,000.00** upon submittal of Work Product(s) listed under Task 4; and a signed Attachment C - DLCD Reimbursement Form request acceptable to DLCD.

Task 5 – Final Analysis & Adoption

(Phase III) will involve final ESEE analysis by the Planning Commission and draft recommendations of policy statements and implementation measures for review and final adoption by the County Court.

Harney County Deliverables:

- a. Planning Commission hearings and meeting materials
- b. County Court hearings and meeting materials
- c. Review draft staff reports for all TAC, Planning Commission, and County Court meetings, provide comments and recommended changes
- d. Prepare final order/ordinances for county adoption (*Work Product 2*)

Project Lead Deliverables:

- a. Draft Staff reports for Planning Commission & County Court related to ESEE analysis, policy statements, and implementation measures
- b. Prepare final Staff Report for County Court (*Work Product 3*)

Work Product: Send one (1) copy of the Work Product(s) in digital media to the Grant Administrative Specialist and one (1) copy of the Product(s) in digital media to the Grant Manager at the addresses listed in **Attachment B – DLCD Contact Information**.

Timeline: This task is anticipated to be completed between 12/30/2016 through 3/31/2017.

Task 5 budget: \$37,500 (The funding for this task will include both in kind dollars from Harney County to pay for the time of the Project Manager to perform the work as well as grant dollars to pay for the Project Lead’s work. It is anticipated that the amounts associated with this task will be \$7,500 of in kind money, \$10,000 of grant money for Public Facilitator, and \$20,000 of grant money for the Project Lead’s work.

Final Payment: Reimbursement on or before April 28, 2017, of **up to \$30,000.00** upon submittal of Work Product(s) listed in Tasks 1-5; and a signed Attachment C - DLCD Final Reimbursement Form request acceptable to DLCD.

Submit, no later than June 30, 2017 (30 days after the closeout): one (1) copy each of the work product(s) in digital media to the DLCD Gant Manager, and one (1) copy each Work product(s) in digital media to the Grant Administrative Coordinator to addresses listed in Attachment B – DLCD Contact Information.

Send Attachment C – Final Reimbursement Form, and the accompanying product(s) to the Grant Administrative Specialist. Payment will not be made until all copies are received in the Salem office and approved by DLCD.

Budget Summary

Task 1 –	0
Task 2 –	3,000
Task 3 –	20,000
Task 4 --	125,000
Task 5 –	<u>37,500</u>
TOTAL	\$185,500