



# Oregon

Kate Brown, Governor

## Transportation and Growth Management Program

A joint program of the Department of Transportation and  
the Department of Land Conservation and Development

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TO: Potential Applicants

FROM: Michael Rock, Oregon Department of Transportation  
Matt Crall, Oregon Department of Land Conservation & Development

DATE: February 1, 2016



SUBJECT: **Pre-Applications for 2016 TGM Program Services**

The Oregon Transportation and Growth Management (TGM) Program offers a range of services to assist with planning for your community. Our pre-application period begins today and runs through March 11, 2016. Although a pre-application is not required to obtain services, we encourage you to send us one at this time, especially for potential grant projects. This packet provides information on the range of TGM's services, some of which are available now and some, such as grants, that can be applied for starting in April 2016.

TGM offers planning grants that are competitively awarded and other, non-grant assistance that is awarded throughout the year on a non-competitive basis. **We recently expanded the types of non-grant assistance offered.** We encourage you to read about these services to see whether they can be helpful in your community.

TGM provides the following types of services to local governments:

- **Grants** for transportation and land use planning projects (page 4)
- **Code Assistance** for zoning ordinance updates to better integrate land use and transportation planning (page 9)
- **Education and Outreach** workshops, conferences, and speakers (page 9)
- **Quick Response** to help communities implement adopted transportation and land use plans and assist with small-scale, multi-modal problem solving.(page 10)
- **TSP Assessment** to assist with evaluating whether and how to update Transportation System Plans (TSPs) (page 11)

In some cases, we may be able to combine these services to provide you with a more complete solution, such as an Outreach parking workshop followed by a parking-related Code Assistance project.

**Pre-application Deadline: Friday, March 11<sup>th</sup>, 2016**

If you have questions about the TGM Program or preparing a pre-application, we can assist you. Contact a TGM staff member at the phone number or e-mail address listed on page 12.

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## **How You Benefit from Submitting a Pre-application**

*A pre-application can increase the chance that your project will be funded.* Pre-applicants receive direct assistance from TGM staff to develop a TGM grant application or secure other TGM services. A TGM representative will contact each pre-applicant to discuss project ideas and assist with submitting a qualifying grant project application or request for other TGM community assistance services.

## **What is TGM?**

The TGM Program is a joint effort of two state agencies: the Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD). The mission of the TGM Program is to support community efforts to expand transportation choices. By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go. The TGM Program is primarily funded by federal transportation funds, with additional staff support and funding provided by the State of Oregon.

The TGM Program works in partnership with local governments and other stakeholders to accomplish the following goals and objectives:

- 1 **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
  - 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
  - 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
  - 1.3 Mobility choices for underserved communities and those with limited options.
  - 1.4 Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.
  
- 2 **Create communities** composed of vibrant neighborhoods and lively centers linked by convenient transportation.
  - 2.1 Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages, incomes and abilities.
  - 2.2 Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
  - 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.

- 3 **Support economic vitality** by planning for land uses and the movement of people and goods.
  - 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
  - 3.2 Well-located and accessible industrial and employment centers.
  
- 4 **Save public and private costs** with compact land uses and well-connected transportation patterns.
  - 4.1 Urban growth accommodated within existing communities, thus minimizing, delaying, or providing an alternative to an urban growth boundary expansion.
  - 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
  
- 5 **Promote environmental stewardship** through sustainable land use and transportation planning.
  - 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

TGM is committed to coordinating with and supporting other state programs. TGM planning grants and services can help local governments compete for state funding from such programs as:

- [Oregon Main Street Revitalization Program](http://www.oregon.gov/oprd/HCD/SHPO/pages/mainstreet.aspx)  
(<http://www.oregon.gov/oprd/HCD/SHPO/pages/mainstreet.aspx>)
- [ODOT – Enhance Funding](http://www.oregon.gov/ODOT/TD/TP/Pages/stip_guide.aspx)  
([http://www.oregon.gov/ODOT/TD/TP/Pages/stip\\_guide.aspx](http://www.oregon.gov/ODOT/TD/TP/Pages/stip_guide.aspx))
- [ODOT - Public Transit Division](http://www.oregon.gov/ODOT/PT/Pages/index.aspx)  
(<http://www.oregon.gov/ODOT/PT/Pages/index.aspx>)
- [Department of Land Conservation & Development](http://www.oregon.gov/LCD/Pages/grants.aspx)  
(<http://www.oregon.gov/LCD/Pages/grants.aspx>)

# TGM Program Services

TGM serves local governments through a competitive grant program and other non-competitively awarded community assistance programs. For more information about TGM and our services, visit our website: <http://oregon.gov/LCD/TGM/index.shtml>.

## TGM Grants

TGM funds planning projects that accomplish the goals and objectives listed in the previous section. An applicant may choose from one of two categories of grants: Transportation System Planning or Integrated Land Use and Transportation Planning. Both categories of grants are awarded on a competitive basis within ODOT regions (see map on page 12). Award amounts generally range between \$75,000 and \$200,000. Grants may be used for consultant services and to reimburse local governments for staff time and materials. Grants require an intergovernmental agreement between TGM and grantees. If consultants are used, TGM will hire them on the grantee's behalf.

Eligible applicants include cities, counties, councils of government on behalf of a city or county, and tribal governments. Certain special districts are eligible, such as transportation districts, metropolitan planning organizations, ports, mass transit districts, parks and recreation districts, and metropolitan service districts. School districts may be eligible as part of a joint application with a local government for an otherwise eligible project. Eligible applicants may join together to propose a project, such as a multi-county TSP or multi-city or city-county corridor plan.

In recent grant cycles, TGM has received fewer Land Use and Transportation Planning applications than Transportation System Planning applications. While there is an important need for communities to keep their transportation systems plans updated and TGM will continue to provide funding to do so, we would like to hear your ideas for innovative projects that plan for both land use and transportation in an integrated way.

We are also interested in projects that demonstrate innovation in objectives, approach, or end product. Some examples of this could include considering public health objectives and collaborating with local public health officials in the planning process, doing analyses aimed at reducing transportation-related greenhouse gas emissions, or incorporating innovative multimodal analysis tools, such bicycle level of traffic stress or pedestrian safety planning.

The TGM Program awards grants on an annual basis. Grants generally have a two-year period for projects to be negotiated and completed. Projects must be negotiated and initiated as per TGM's negotiation timeline or a grant award may be withdrawn.

### **Category 1: Transportation System Planning Grants**

**Purpose.** To help local governments develop and update transportation system plans (TSPs) that implement the Transportation Planning Rule, 1999 Oregon Highway Plan, 2006 Oregon Transportation Plan, and other applicable statewide plans; that increase opportunities for walking, biking, and transit; or reduce reliance on the state highway for local travel needs.

**Eligible Projects.** Projects that plan for transportation facilities inside Urban Growth Boundaries (UGBs), in areas that are being considered in a UGB amendment process, in rural communities, and along rural highway corridors. These projects would typically include:

- TSP preparation and adoption, including such elements as analysis to determine transportation needs, planning for local street networks, bikes and pedestrians, safe routes to school, transit, and freight
- TSP updates, for example, to address new needs, comply with new state or federal regulations, maintain consistency with a regional transportation plan, or plan for areas newly brought into the UGB
- TSP implementation, such as streetscape design plans, cost estimate refinement, capital improvement and other funding plans, and land use regulations required by the Transportation Planning Rule
- TSP refinement, such as corridor plans, or other planning to implement the Oregon Highway Plan
- Other innovative transportation-related projects that are consistent with TGM objectives – contact our staff to discuss your ideas

### **Category 2: Integrated Land Use and Transportation Planning Grants**

**Purpose.** To help local governments develop integrated land use and transportation plans that promote compact, mixed-use, pedestrian-friendly development; increase opportunities for walking, biking, and transit; or reduce reliance on the state highway for local travel needs.

**Eligible Projects.** Projects combine land use planning with transportation facility planning to meet transportation needs inside UGBs, urban unincorporated communities, and urban reserve areas. Projects may include:

- Specific area plans, such as for a downtown, mixed-use commercial area, or an entire neighborhood
- Land use and transportation concept plans for areas brought into a UGB
- Implementing measures, such as code amendments, infill and redevelopment strategies, and intergovernmental agreements
- Interchange Area Management Plans where there is a land use-related component
- Transportation and land use planning related to the Oregon Main Streets Program
- Transportation-efficient land use plans for an entire urban area – in metropolitan areas, such plans should address state goals for reducing greenhouse gas emissions from transportation
- Other innovative land use and transportation-related projects that are consistent with TGM objectives – contact our staff to discuss your ideas

### **Key Requirements for TGM Grants**

Projects must meet several prerequisites to be eligible for TGM funding.

**Planning work.** TGM grants are for planning work leading to local policy decisions. Projects should result in the development of an adoption-ready plan or land use regulation amendment. Projects that primarily do research or outreach, study an issue, compile data, or inventory information are generally not eligible for grant funding. TGM grants also cannot fund

preliminary engineering, engineering, or construction work. If in doubt, discuss with your Region TGM planner about whether your proposed work is eligible.

**Match requirement.** TGM requires a local grant match of 12% of the total project cost. Grantees typically provide match in the form of cash or direct project costs, such as time and materials directly related to the project. Time that may be counted as project match may be from grantee staff, grantee contract planners and engineers, or certain volunteers, such as project committee members. Communities defined as “distressed” by the Oregon Business Development Department may request a partial match waiver. The list of distressed communities is available online at: <http://www.oregon4biz.com/Publications/Distressed-List/>.

**Project management.** Grantees must provide a project manager who has the time and the capability to oversee project work, which at a minimum includes helping to develop the project work scope, coordinating the review of project deliverables, keeping local decision-makers informed about the project, making logistical arrangements, and providing public notification for local meetings and public events. As part of the pre-application follow-up, we can discuss with you the best ways to approach these project management responsibilities.

### **Grant Eligibility Requirements**

Grant applications must meet three pass/fail eligibility requirements. Applications that do not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

#### **1. Clear Transportation Relationship**

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must entail analysis, evaluation of alternative scenarios, development of implementation measures, and public involvement that results in a transportation plan, land use plan, or other product that addresses a transportation problem, need, opportunity, or issue of local or regional importance.

#### **2. Adoption of Products to meet Project Objectives**

A proposed project must include preparation of an adoption-ready product or products that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects that will primarily do outreach, research, study an issue, compile data, or prepare maps are not eligible. Projects are expected to include adoption hearings or will be part of a larger project to be adopted.

#### **3. Support of Local Officials**

A proposed project must clearly demonstrate that local officials understand the purpose of the grant application and support the project objectives. A letter or resolution of support from the governing body of the applying jurisdiction (e.g. City Council, Board of Commissioners) must be submitted with the application to meet this requirement.

## **Grant Award Scoring Criteria**

Applications are primarily scored on applicants' responses on five criteria and may receive up to 100 points. When scoring applications, TGM scorers may additionally award up to 10 bonus points for project innovation. Projects are selected primarily based on the points scored; also considered are the grant amounts requested, the estimated amounts TGM believes may be required to complete a project, the amount of grant dollars available for award within a geographic region, and the balance of grant dollars between Category 1 and Category 2 projects. A consideration in scoring is ensuring a fair distribution of grant funds to smaller or economically distressed communities.

### **1. Proposed Project Addresses a Need and Supports TGM Goals and Objectives Up to 40 Points**

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM objectives, as listed on page 2 of this packet.

### **2. Proposed Project is Timely and Urgent Up to 25 points**

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues;
- make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements, or regional plans;
- make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans including growth or lack of growth, changes in land use patterns, or changes in available funding;
- build on, complement, or take a necessary step toward completing or implementing other high priority community initiatives, including supporting a Governor's Regional Solutions Team priority; or
- resolve transportation- or land use-related issues affecting the project readiness of local, regional, or state transportation projects for which funding is expected to be obligated within the near future.

### **3. Proposed Project Approach is Reasonable Up to 20 points**

The application demonstrates a clear approach to achieving the expected outcome and project objectives that will result in consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

### **4. Proposed Project has Community Support Up to 5 points**

The application demonstrates that there is local support for the project objectives, a commitment to participate, and a desire to implement the expected outcome.

**5. Proposed Project Sponsor Readiness and Capacity**

**Up to 10 points**

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage the project considering the complexity of the project, the size of the jurisdiction, and performance on previous TGM projects. Where substantial coordination with other local, regional, and state planning efforts will need to occur, all of the partners are ready and able to begin the project within the TGM timetable.

**6. Proposed Project is Innovative**

**Up to 10 Bonus Points**

The application demonstrates that the project will be innovative in its subject matter, approach, or expected outcomes. For example, the project will use health impact assessments or economic impact analysis as part of the evaluation of transportation alternatives.

**Timeline for Grant Process**

TGM has an annual grant award cycle. Projects will have up to two years from award for completion. The Annual Cycle timeline is as follows.

<b>March 11, 2016</b>	<b>April 8, 2016</b>	<b>June 10, 2016</b>	<b>June-August 2015</b>	<b>August 2016 through June 1st 2017▶</b>
Pre-applications due  TGM staff contact pre-applicants to discuss projects	Grant application period begins with issuance of application packet	Applications due	Application review and scoring	Grantee notification  Negotiation of project statement of work prior to final grant award (by mid-January, 2017)  Consultant selection (if required)  IGA and personal services contracts signed. Projects must be underway no later than June 1 <sup>st</sup> 2017.

**More Information**

More information on TGM grants is available on the TGM website. <http://www.oregon.gov/LCD/TGM/Pages/grants.aspx>. The website includes additional information, including a list of recently awarded grant projects and the previous grant application packet.

If you have a specific question, you may also call or e-mail a TGM staff person. See page 12 for contact information.

## **TGM Community Assistance Programs**

In addition to grants, TGM provides a variety of other services to help resolve land use and transportation planning issues. These Community Assistance projects have a more narrow scope than typically addressed by grant projects and are awarded throughout the year on a non-competitive basis.

Community Assistance projects do not require a local match, but those receiving assistance are expected to provide administrative and logistical support for the projects and encouraged to record federal match-eligible expenditures. An intergovernmental agreement may be required with some services.

Although Community Assistance projects are not awarded through a competitive process, we encourage you to submit a pre-application if you anticipate needing Community Assistance Program services. You may also contact a Community Assistance Program Manager directly.

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***New for 2016:*** TGM has expanded the types of Community Assistance services we can consider.  
*For more detail, see the descriptions below.*

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### **Code Assistance**

Code Assistance helps local governments evaluate and amend their development codes to remove barriers to compact, mixed-use, transportation-efficient development. Local communities work either with consultants under contract to the TGM Program or with TGM staff to help identify code obstacles and come to agreement on needed amendments. Code Assistance projects may comprehensively review a community's policies and development regulations or may address a specific problem identified by a community, such as a code that does not allow mixed uses. Projects typically consist of an initial assessment of the current land development regulations, and then preparation of code amendments for consideration by local decision-makers. The work may be done in one or two phases.

For information about Code Assistance project eligibility and selection guidelines, see <http://www.oregon.gov/LCD/TGM/codeassistance.shtml>. If you have questions, contact Laura Buhl at 503-934-0073 or by email at [laura.buhl@state.or.us](mailto:laura.buhl@state.or.us).

### **Education and Outreach**

Through the Education and Outreach program, TGM works with local governments, school districts, other public agencies, and civic groups to expand local transportation choices while strengthening the economic vitality and livability of communities. TGM workshops and presentations can address a variety of topics related to community design and land use and transportation planning. These include:

- Active transportation (walking and bicycling) for better health
- Parking management strategies to revitalize Main Streets and downtowns and to manage transportation demand

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- Transportation options
- Safe routes to school
- School siting practices (to shorten walking/biking distances to schools)
- Transportation-efficient community design to accommodate all modes
- Smart growth
- Density and design
- Transit-oriented development
- Transit facility planning, design, and siting in small cities
- Pedestrian-friendly community design
- Main Street revitalization strategies – especially for communities with Main Streets that also serve as state highways (see TGM’s publication: *Main Street...When a Highway Runs Through It: A Handbook for Oregon Communities* – at <http://www.oregon.gov/LCD/TGM/Pages/publications.aspx>). These workshops support the economic revitalization goals of the Oregon Main Street Program.
- Strategies for reducing carbon footprints (based on TGM’s *Cool Planning Handbook*, at <http://www.oregon.gov/LCD/TGM/Pages/publications.aspx>)

TGM workshops and presentations are generally tailored to meet the specific needs of a community. Communities may request a workshop any time in the biennium to address an issue of interest to their council or commission. However, if you are aware of an existing topic of interest or know that you would like a presentation to complement or kick-off a larger planning project, please let us know now via this pre-application.

A full description of Education and Outreach services is included on the TGM website at <http://oregon.gov/LCD/TGM/outreach.shtml>. If you have questions, contact Evan Manvel at 503-934-0059, or by email at [evan.manvel@state.or.us](mailto:evan.manvel@state.or.us).

### **Quick Response**

TGM has recently expanded the services we can consider under the Quick Response program. Traditionally, Quick Response design and planning consultants have worked with a local jurisdiction, community residents, a private developer, and other stakeholders to ensure that imminent development projects address the community’s vision for efficient transportation and quality development. Typical plans have included connected street systems; neighborhood mixed-use centers; pedestrian, bicycle, and transit facilities; and parks and open space.

In addition to the traditional Quick Response projects described above, we can now consider funding these project types:

- Public facility siting and conceptual design so facilities can be conveniently reached by walking, biking, and transit
- Safety assessments of school parking, circulation, and loading to address concerns related to students walking and biking to school
- Multi-modal streetscape planning
- Intermodal connection feasibility assessments and design concepts

For more information about Quick Response, see <http://oregon.gov/LCD/TGM/quickresponse.shtml>.

If you have questions, please contact Ali Turiel at 503-934-0064 or by email at [ali.turiel@state.or.us](mailto:ali.turiel@state.or.us).

### **TSP Assessment**

A TSP Assessment service is available to help local governments evaluate their existing transportation systems plans. The TSP Assessment service can assist with identifying any of the following:

- Strengths and weaknesses of a TSP
- Need for and timing of a potential TSP update
- Potential methods of solving problems without a full TSP update
- An appropriate scope of work for a TSP update

We will discuss the issues with you, review your current TSP, and give you a brief report outlining our findings.

The TSP Assessment service is one step toward finding out what your next steps should be. We can identify other TGM resources to help move forward on updating your TSP, and assist you in obtaining them. The TSP Assessment service can help if you are considering applying for a TGM grant to update your TSP and need assistance with producing a proposed scope of work.

For more information about the TSP Assessment service, contact Gary Fish at 503-934-0030, or by email at [gary.fish@state.or.us](mailto:gary.fish@state.or.us).

# TGM Program Contacts

*Please feel free to contact any of the following program staff for questions about our services.*

## Grant Program

TGM grants are managed through ODOT regions – see map below.

### ODOT

Region 1	Lidwien Rahman (Portland)	503-731-8229	<a href="mailto:lidwien.rahman@odot.state.or.us">lidwien.rahman@odot.state.or.us</a>
Region 2	Naomi Zwerdling (Salem)	503-986-2836	<a href="mailto:naomi.zwerdling@odot.state.or.us">naomi.zwerdling@odot.state.or.us</a>
Region 3	John McDonald (Roseburg)	541-957-3688	<a href="mailto:john.mcdonald@odot.state.or.us">john.mcdonald@odot.state.or.us</a>
Region 4	Devin Hearing (Bend)	541-388-6388	<a href="mailto:devin.hearing@odot.state.or.us">devin.hearing@odot.state.or.us</a>
Region 5	Cheryl Jarvis-Smith (La Grande)	541-963-1574	<a href="mailto:cheryl.jarvis-smith@odot.state.or.us">cheryl.jarvis-smith@odot.state.or.us</a>
Statewide for DLCD	Bill Holmstrom	503-934-0040	<a href="mailto:bill.holmstrom@state.or.us">bill.holmstrom@state.or.us</a>

## Community Assistance Programs

Code Assistance	Laura Buhl	503-934-0073	<a href="mailto:laura.buhl@state.or.us">laura.buhl@state.or.us</a>
Education and Outreach	Evan Manvel	503-934-0048	<a href="mailto:evan.manvel@state.or.us">evan.manvel@state.or.us</a>
Quick Response	Ali Turiel	503-934-0064	<a href="mailto:ali.turiel@state.or.us">ali.turiel@state.or.us</a>
TSP Assessment	Gary Fish	503-934-0030	<a href="mailto:gary.fish@state.or.us">gary.fish@state.or.us</a>

