

Transportation and Growth Management Program Planning Grants to Local Governments



2016 Application Packet

Application Deadline:
4:00 p.m.
Friday, June 10, 2016

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

Better Ways to Better Places

TGM APPLICATION CHECKLIST

Download the Cover Sheet, Application Form, Racial and Ethnic Impact Statement, and this Application Packet at: <http://www.oregon.gov/LCD/TGM/Pages/grants.aspx>. Also on the web page are examples of successful TGM applications, a list of all TGM grants to date, and help for developing a project approach and budget.

Application materials MUST be submitted BOTH electronically and in hard copy

Electronically submitted application materials must include:

- Cover Sheet (Electronically submit cover sheet in its original format; not printed and scanned. An authorized signature is necessary only on the mailed paper copy.)
- Grant Application Form (in its original format) – must not exceed 8 pages. Pages in excess of 8 will be discarded.
- Project area map
- Resolution or letter of support from governing body of applying jurisdiction(s)
- Optional additional letters of support from stakeholders (for award criterion #4)
- Racial and Ethnic Impact Statement

Electronic applications are due 4:00 p.m, Friday, June 10, 2016. Email them to TGMGrantApps@odot.state.or.us. If your materials exceed 9 MB, divide them into two emails. Put the jurisdiction name and project name in the subject line, along with *1 of 2* and *2 of 2*. Request a Read Receipt if you want confirmation that your application has been received.

If you encounter any issues with the electronic submittal process, contact:

Rebecca Coffelt, Planning Section Web Coordinator
Rebecca.D.COFFELT@odot.state.or.us (503) 986-4254

- Also mail or hand-deliver 1 paper copy** of all electronically submitted application materials. Paper copy must have an original signature and be submitted on white, three-hole punched, 8-1/2" x 11" recycled paper. NO covers or additional binding.

Mailed applications must be be POSTMARKED by Friday, June 10, 2016 and sent to:

Cindy Lesmeister
Transportation and Growth Management Program
ODOT Mill Creek Building
555 13th Street NE, Suite 2
Salem, OR 97301

INTRODUCTION & GRANT BASICS

The Transportation and Growth Management (TGM) Program invites you to apply for funding in the 2016 grant cycle. The TGM Program provides resources to help Oregon communities prepare transportation and land use plans to respond to pressing transportation, land use, and growth management issues.

The TGM Program is a joint effort of two state agencies: the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD). The TGM Program is primarily funded by the federal transportation legislation, Fixing America's Surface Transportation (FAST) Act, under an agreement with the Federal Highway Administration, with additional staff support and funding provided by the State of Oregon. Awarded projects are administered by TGM on behalf of a local jurisdiction according to state and federal requirements.

The mission of TGM is to support community efforts to expand transportation choices. By linking land use and transportation planning, TGM works with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

TGM OBJECTIVES

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

ELIGIBLE APPLICANTS

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, park 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.

GRANT SELECTION OVERVIEW

The TGM Program awards grants on an annual basis. Grants generally have two-years for projects to be negotiated and completed. If your project will take longer than two years state this in your application. Award amounts generally range between \$75,000 and \$200,000.

Projects are selected on a competitive basis within each of the five ODOT regions (see map on page 14). Projects must meet the eligibility requirements on page 10. Applications are scored using the criteria starting on page 11.

In August 2016, successful applicants will receive a grant award letter. The grantee and a TGM grant manager will work together to prepare a project statement of work, select a consultant (as appropriate), and complete an intergovernmental agreement (IGA).

Initial project statement of work negotiations must be completed within TGM's timeline or the grant award may be withdrawn. The grant award is not final until the IGA between ODOT and local grantee is signed by all parties.

USE OF CONSULTANTS

For projects using consultants, ODOT, rather than local grantees, will contract with consultants. Using ODOT policies and procedures that meet state and federal requirements, TGM staff will work with jurisdictions to select the project consultant that best fits the specific planning services needed.

GRANTEE OBLIGATIONS

MATCH: 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 includes that 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/>.

The ways to fulfill match requirements vary:

- Grantees not using consultants will bill TGM for eligible project costs, such as in-house staff labor or other eligible items. TGM will reimburse the grantee for those costs, less the required match amount.

- Grantees using consultants and **not** being partially reimbursed for their own work will submit match reports that document eligible local project costs to meet the match requirement.
- Grantees using consultants and being partially reimbursed for their own work will bill all of their work and be reimbursed for those costs less the required match. Consultants will bill and be paid at 100%.
- Grantees may send cash directly to TGM at IGA signing for the full match amount.

Note: As an award condition, grantees with unmet match obligations from previous TGM projects must document that the match was provided or pay the balance of unmet match within three weeks of notice of new grant award, or the award will be withdrawn.

ELIGIBLE COSTS: TGM grants and required match can be spent only on “direct project-related costs.” Eligible costs include salary of local government employees assigned to the project, postage, travel, supplies, and printing.

Equipment purchases and indirect costs, including general administrative overhead, are not eligible costs unless you have a federally approved indirect cost plan. Local expenses for persons or firms who contract with a local government to provide planning or other services are **not** eligible for reimbursement, but may be counted as match.

Costs incurred prior to signing an intergovernmental agreement are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work, and selecting a consultant. For more information on eligible costs, see *TGM Reimbursement and Match Requirements Explained*, on our TGM Grants page:

<http://www.oregon.gov/LCD/TGM/docs/Grants/ReimbursementAndMatchRequirements.pdf>

PROJECT MANAGEMENT: Local commitment is key to a successful project. As a condition of award, grantees will be asked to provide written commitment that they will meet all grantee obligations in a timely manner. Grantees must provide a project manager who will:

- serve as principal contact person for the project;
- help to develop a statement of work;
- monitor and coordinate work, including consultant work;
- keep local decision-makers informed about the project;
- make logistical arrangements;
- provide public notification for local meetings and public events;
- work with the TGM grant manager to ensure completion of all work on time and within budget;
- review consultant work products and payment requests; and,
- prepare progress reports, match reports, and reimbursement requests.

TITLE VI/ENVIRONMENTAL JUSTICE/AMERICANS WITH DISABILITIES: Awarded projects are expected to abide by Title VI and related authorities including Executive Order 12898 (Environmental justice) which prohibit discrimination on the basis of race, color, national origin, or income, and other demographic characteristics. They are intended to make planning and decision-making more inclusive and to more equitably share the impacts and benefits of projects that receive federal funding. The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. In addition, grants that include planning for pedestrians must consider Americans with Disabilities Act requirements.

For more information, see:

http://www.fhwa.dot.gov/environment/environmental_justice/

<http://www.justice.gov/crt/about/cor/coord/titlevi.php>

http://www.ada.gov//2010ADASTandards_index.htm

TIMELINE

June 10, 2016	Grant Applications due by 4:00 p.m.
June-August 2016	Application scoring and ranking
August 2016	Project award announcements
December 2016-January 2017	Grantees must have agreed on a detailed statement of work sufficient to select a Consultant, or to prepare an IGA if no consultant will be used
April-May 2017	IGA and personal services contracts must be signed and projects underway

At time of award, grants will be designated as either Fast Track, with earlier negotiation deadlines, or Standard Timeline. These designations will be based on estimated time needed for scoping, considering factors as size, complexity, and uniqueness of the project .

Grant projects generally have a two-year period to be negotiated and completed. Projects designed to take more than two years from award to completion should be identified as such in your application and may be programmed beyond the two year grant period. Project extension is subject to available funding and continued project eligibility.

ELIGIBLE PROJECTS

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.

If your project is not eligible for a TGM grant, one of TGM's Community Assistance programs – Quick Response, Code Assistance, Education and Outreach, or TSP Assessment – may be able to help. See: <http://www.oregon.gov/LCD/TGM/pages/index.aspx>

There are two categories of grants: Transportation System Planning and Integrated Land Use and Transportation Planning.

A link to all TGM final grant products is on our Grants page: <http://www.oregon.gov/LCD/TGM/docs/Grants/TGM%20Grants%20-%20UG%20to%20TGM14.pdf>. Also there is a listing of all TGM projects that have been completed or are underway. The list is searchable using CTRL or CMD Find.

CATEGORY 1 – TRANSPORTATION SYSTEM PLANNING

PURPOSE

Help local governments develop and update transportation system plans (TSPs) and implementing measures that implement the Transportation Planning Rule (OAR 660-012-0045), 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 USES

Projects in this category plan for transportation facilities inside Urban Growth Boundaries (UGB's), in urban unincorporated communities, and along rural highway corridors. Projects proposed for areas being considered in a UGB amendment process may be eligible, but must demonstrate they are timely and reasonably achievable (TGM scoring criteria #2 and 3). Category 1 projects typically include preparation and adoption of:

- 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, multimodal safety 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

PURPOSE

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

ELIGIBLE USES

Projects in this category combine planning that results in a land use decision with associated transportation facility planning inside UGBs, urban unincorporated communities, and urban reserve areas. Category 2 projects may include preparation and adoption of:

- Specific area plans, such as for a downtown, mixed-use commercial area, or 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
- Land use and transportation 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

GRANT ELIGIBILITY REQUIREMENTS

Applications are reviewed on a pass/fail basis on each of the following three criteria. Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

Instructions: Briefly enter your responses to each eligibility requirement on the TGM Grant Application Cover Sheet. Attach a letter or resolution of support for the project from your governing body that clearly demonstrates they support the objectives of your proposed project.

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 CRITERIA & INSTRUCTIONS

Examples of awarded TGM applications, links to Final TGM Grant Products, and other resources are on the TGM Grants Page: <http://www.oregon.gov/LCD/TGM/Pages/grants.aspx>

Applications may receive a total of 110 points.

- Up to 100 points are based on an applicant's written responses to five award criteria.
- Up to 10 bonus points may be awarded for **Project Innovation**: *the application must demonstrate that the project will be innovative in subject matter, approach, or expected outcomes.* Some examples of this could include considering public health objectives and collaborating with local public health officials, doing analyses aimed at reducing transportation-related greenhouse gas emissions, or incorporating innovative multimodal analysis or safety tools. **Do not** write a separate response about how your project meets this criterion; scorers will award points based on the entirety of the application. By the nature of the criterion, most projects will not receive any points:

Projects are selected primarily 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. TGM consults with other state agencies to gain further insights about proposed 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 Objectives 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](#) listed on Page 3 of this packet.

Instructions: State the project purpose and describe the transportation or transportation-related land use relationships and benefits. Relate the project to specific TGM Objectives. List only those objective(s) your project supports. Projects that address one or several TGM Objectives in a substantial, integral way will receive more points than projects that meet TGM Objectives superficially.

2) Proposed Project is Timely and Urgent 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.

Instructions: Explain why it is important to do the project at this time, and how it relates to other local or regional plans, developments, or initiatives. Projects or project elements that are not clearly timely or urgent will receive fewer points. Projects that simply update an older transportation system plan or land use plan, without a clear indication of why and which specific elements of the plan need updating, will receive fewer points. If applying to update your Transportation System Plan and you completed a TGM TSP Assessment, what were the key recommendations and how do they relate to your proposed project?

3) Proposed Project Approach is Reasonable

20 Points

The application demonstrates a clear approach to achieving the expected outcome and results in consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), the mechanisms and responsibilities for the coordination are clear.

Instructions: Describe the major project tasks, deliverables, and expected timeline. If a consultant will be used, clearly identify what work will be done by the grantee and what will be done by the consultant. The approach should consider/address:

- How will the work described support the development of the final deliverable and the decision to be made?
- What data and analyses will be needed, who will provide it, and are there any that must be completed *before* the project can begin?
- What key elements of a public involvement process are desired?
- How will coordination with other initiatives be handled?
- Which government entities (e.g., city, county, state agency, transit district, etc.) will need to take action to adopt the final product?

- If TGM funds are proposed to leverage another outside source of funding for the project, identify discrete tasks that TGM will fund to be completed within the TGM timetable.

Project approaches will score higher if they clearly address project need, are achievable given project scope and objectives, and are at a level of detail appropriate to the community.

See *Help for Developing a Project Approach and Budget* on the TGM Grants Page: <http://www.oregon.gov/LCD/TGM/docs/Grants/ProjectApproachAndBudgetDevelopment.pdf>

4) Proposed Project has Community Support 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.

Instructions: Projects with written support from stakeholders including partner jurisdictions, community institutions, or businesses will receive more points. Letters of support should demonstrate a clear understanding of the project. A letter of support will score higher if it shows independent understanding of the project by the signer and is not identical in text to others that are submitted for a project.

5) Proposed Project Sponsor Readiness and Capacity 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.

Instructions: Projects with a clear description of the jurisdiction’s project manager capabilities and experience relative to the complexity of the proposed project will receive more points. Projects that lack a clear description of how and by whom the project will be managed will receive fewer points.

You must list prior TGM-funded projects your community received (grants or Community Assistance service) within the last 10 years and provide their outcomes. If TGM-funded plans have not been adopted, explain why. If you are unsure what previous TGM project funding your jurisdiction has received, see a list of all TGM grants on the TGM Grants page: http://www.oregon.gov/LCD/TGM/docs/Grants/TGM_GrantProjects.pdf. For TGM Community Assistance projects, contact Cindy Lesmeister at cindy.l.lesmeister@odot.state.or.us

TGM STAFF CONTACTS

For general questions about the application process and for assistance with filling out your grant application, contact Cindy Lesmeister at 503-986-4349 or cindy.l.lesmeister@odot.state.or.us.

For specific advice on project approach and objectives, contact our lead Region TGM planners, listed below.

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

