Department of Land Conservation and Development

Application for Technical Assistance Grants

2017-2019

Contents

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 2017-2019 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 13, 2017**.

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 http://www.oregon.gov/LCD/Pages/contact_us.aspx#Regional_Representatives_by_City_and_County.

Tribal governments are encouraged to contact Rob Hallyburton, Grant Program Manager, at 503-934-0018 or rob.hallyburton@state.or.us.

If you cannot contact your regional representative, please contact:

Rob Hallyburton, Grant Program Manager, at 503-934-0018 or rob.hallyburton@state.or.us.

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 planning activities. The *2017-2019 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. Promote provision of affordable and workforce housing
3. Plan for resilience to natural hazards
4. Provide infrastructure financing plans for urbanizing areas
5. Update comprehensive plans and implementing codes to respond to changes in state law or advance regulatory streamlining

These are listed in priority order. Those planning projects that do not match these priorities are eligible; 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 7 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. The project is ***directly related to increasing economic development opportunities***. Examples from past grant cycles include updated economic opportunities analyses and an industrial area master plan. Other examples could include a targeted industry analysis, transportation refinement plan or public facilities plan for job-producing land. These are the highest-priority applications. Projects focused on primarily justifying an urban growth boundary amendment may not be rated as highly if the applicant could pursue an amendment under OAR chapter 660, division 38 (Streamlined Urban Growth Boundary Method).

2. Program Priorities (cont.)

The project ***benefits economic development efforts***. Examples of past projects include a wetland inventory and mitigation plan for an industrial site and preparing a redevelopment toolbox for a commercial strip. Other eligible projects could include a citywide public facilities element, an intergovernmental agreement to carry out a public facilities plan, or planning for workforce housing in an area with a deficit of opportunities. Those projects that benefit economic development efforts will not be rated as highly as those that directly relate to increasing economic development opportunities, but are still considered a priority especially when paired with another priority.

2. The project updates a plan or code to ***promote the provision of affordable and workforce housing***. This is a new priority that includes comprehensive plan or development code amendments or other provisions that are expected to result in an enhanced supply of housing for low- and moderate-income residents. This may include permitting additional housing types, increasing efficiency of land use, or other actions to implement a housing needs analysis. Completing a housing needs analysis may qualify under this priority if the applicant demonstrates that it is needed in order to implement subsequent affordability measures. A residential land needs analysis will not generally rate well under this priority.

3. The project results in a new or updated ***plan for addressing resilience to natural hazards.*** This priority is for creating or updating local natural hazard mitigation plans or for incorporating new hazards data, and the response to the data, into comprehensive plans and zoning regulations.

4. The project helps a local government ***complete an infrastructure financing plan*** to prepare for and fund local infrastructure to support growth and development.

5. The project ***updates a comprehensive plan or implementing code to respond to changes in state law or advance regulatory streamlining***. Many local codes haven't been updated in years, and this is an opportunity for assistance in modernizing local regulations, including procedures sections that could impose barriers to appropriate development. These projects are the lowest-tier among the priority projects, but are more apt to be funded than non-priority proposals.

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.

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 DLCD recognizes that the products of many projects will benefit only the grantee.

7. Leverage

The applicant demonstrates commitment to the project through contribution of *matching funds*. Matching funds are *not mandatory* for an application to be successful, but a demonstration of local commitment can tip the balance in favor of some proposals. Matching funds do not need to be from the applicant's budget – they could come from another state agency (particularly through the Regional Solutions Team), a federal agency, or a foundation. In-kind and other non-cash match are considered, but matching funds will boost the application's rating more.

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 DLCD 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 13, 2017** to:

By e-mail (preferred) to: DLCD.GFgrant@state.or.us

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.