



Department of Land Conservation and Development

2021-23 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 October 1, 2021.**

Date of Application: September 29, 2021

Applicant: City of Canby

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

Street Address: 222 NE 2nd Avenue

City: Canby

Zip: 97013

Contact name and title: Don Hardy, Planning Director

Contact e-mail address: hardyd@canbyoregon.gov

Contact phone number: 503 266-0775

Grant request amount (in whole dollars): \$49,770

Local Contribution (recommended but not required): \$22,000

Project Title:

Economic Opportunity Analysis

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

Canby seeks grant funding to complete an Economic Opportunity Analysis (EOA). The EOA will serve as the foundation for updating the Economic Element of the Comprehensive Plan, meeting the requirements of Statewide Planning Goal 9. Grant assistance is needed to retain professional consulting services for preparation of the EOA.

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 stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

Goals

The EOA will be a stand-alone project. The City's purpose for this project is to conduct an Economic EOA in order to identify Canby's current and future economic market conditions, and to come into compliance with Statewide Planning Goal 9. Grant assistance is needed to retain professional consulting services for preparation of the EOA.

Canby has completed various economic studies over the last ten years, however no EOA has been completed as part of those studies. Changes in economic trends at the national, state, and local levels have occurred hence an EOA will provide pertinent information necessary for Canby to determine whether it has the appropriate range of suitable employment sites to accommodate its continued growth in the region. The EOA will provide an in-depth economic assessment that can be used by the City to develop a cohesive strategy to update the Economic Element of the Comprehensive Plan, thus meeting the requirements of Statewide Planning Goal 9.

Canby is home to the Canby Pioneer Industrial Park, a 367-acre area with "shovel ready" sites of various sizes. However, the Industrial Master Plan was adopted in 1999, and there are no doubt implementation strategies that need updating, as well as a renewed look at the adequacy of transportation facilities and potential new infrastructure to support the continued economic growth of the Industrial Park. The EOA will help the City identify local barriers and challenges to economic development, market trends to inform City decisions, as well as updated policies to the Economic Element of the Comprehensive Plan.

Canby will use the EOA as an informative, data driven document that will assist the City in its focus for economic opportunities that are critical for its long-term viability in the employment, housing, and tourism sectors. Lastly, it is anticipated the information contained in the EOA, in concert with the DLCD Housing Needs Analysis grant work anticipated to start in November 2021 will both be essential to the comprehensive plan update anticipated to start in 2022. The last comprehensive plan update was in 1984.

Objectives

1. Update the City's economic data to support the presence and scale of demand for industrial and commercial land based on anticipated employment growth rates by sector.
2. Identify employment trends and identify whether the City has the appropriate range of suitable employment sites to accommodate expected growth over the 2021 to 2041 planning period.
3. Verify and summarize the City's inventory of vacant and partially vacant industrial and commercial land, and potential sites for redevelopment/reuse within the City's urban growth boundary;
4. Develop a cohesive and inclusive community and stakeholder-based vision and strategy for long-term, continued economic development within the city;
5. Develop policies for the Economic Element of the Comprehensive Plan to ensure identified employment needs are met; and,
6. Promote economic development and job creation that is sustainable over the 20-year planning period for a diverse and inclusive workforce.

- B. Products and Outcomes.** Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

Products:

The product of this project will be an Economic Opportunities Analysis (EOA) in compliance with Goal 9. The EOA will provide the following six elements:

1. Community Economic Development Vision and Objectives: Develop policies that promote economic development and ensure sufficient availability of commercial and industrial lands to achieve desired balance of employment and housing availability.
2. Economic Trends Analysis: Provide an overview of the national, state, and local economic trends likely to expand or locate in Canby, including targeted industry typologies, as well as retail trends, employment growth, population projections, and demographic profile.
3. Site Suitability Analysis: Identify the types of sites needed to successfully implement Canby's economic development objectives. (Land Demand)
4. Inventory of Suitable Sites: Provide an inventory, mapped and documented, and assessment of suitable commercial and industrial land to determine whether supply meets the demand. (Land Supply)
5. Assessment of Potential (Reconciliation of Demand and Supply)
6. Recommendations: provide implementation policies and action measures.

Outcomes:

The EOA will identify current and future economic market conditions which will be important in helping the city define markets and acreage needed to attract desired business. A sizeable portion of the 367 Canby Industrial Park has been developed or in the process of being developed. The EOA buildable lands assessment will provide an update on remaining acreage and needed land supply including urban boundary expansion and that will inform the anticipated comprehensive plan update starting in 2022. The EOA will be developed with current population and employment information and will evaluate buildable lands and forecasts to provide an informative, data driven document that will assist the City in its focus for economic opportunities that are critical for its long-term viability in the employment, housing, and tourism sectors. It is anticipated the information contained in the EOA, in concert with the DLCD Housing Needs Analysis grant work anticipated to start in November 2021 will both be essential elements to the comprehensive plan update anticipated to start in 2022. The last comprehensive plan update was in 1984.

- C. Equity and Inclusion Considerations.** Using the [TA Grant Equity Guidance](#), identify priority populations in the project planning area. Describe the anticipated impact of your proposed project on priority populations. Describe a preliminary outreach and engagement plan with specific goals and outcomes for participation of priority populations in the project. Include specific tasks and products related to the outreach and engagement plan in sections D and E.

Equity and Inclusion are defined in detail in the Work Plan, Attachment A, including an outreach and public engagement plan, identifying priority populations, community and stakeholder surveys, community meetings, social equity needs analysis and post project evaluation.

D. Work Program, Timeline & Payment.

The City Of Canby will work in partnership with a consultant to complete the tasks described in the Work Plan in Attachment A with work occurring between October 2021 and December 2022.

- 1. Tasks and Products:** List and describe the major tasks and subtasks, with:

- The title of the task
- Steps to complete task
- The interim and final products for each task

Tasks and Products are described in Attachment A, Work Plan.

- 2. Timeline:** List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

Timeline are identified in in Attachment A, Work Plan.

- 3. Payment Schedule:** Develop a requested payment schedule showing amount of interim and final payments. Include the products that will be provided with each payment request. The payment schedule should generally include no more than two payments – an interim and final payment.

The payment schedule will include four payments. The first covering task 1 to 4 (\$9,020), the second Task 5/6 (\$21,250) the third task 7 (\$14,000) and the fourth task 8 (\$5,500).

- E. Evaluation Criteria.** Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).

The primary objective of this project is to assess, address, and promote economic development opportunities for the City of Canby, as well as provide implementation policies and action measures to subsequently enable the City to update the Economic Element of the Comprehensive Plan, both of which are identified priorities for the Technical Assistance Grant.

- F. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.).

The project partners will include local community members and stakeholders, City of Canby staff, Canby Area Chamber of Commerce, Clackamas County Economic Development staff, Oregon Department of Land Conservation and Development and other local and regional stakeholders.

- G. Advisory Committees.** List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program. Include specific goals for participation by priority populations in advisory committees.

The City will work with the consultant in assembling a Project Advisory Committee (PAC) anticipated to include at least one City Council member, at least one Planning Commissioner, at least one Chamber of Commerce member, at least one City of Canby Economic Development staff member, at least one City of Canby Planning staff member, at least one community member, and any other stakeholders the City feels should participate. The PAC will guide the consultant's research, as well as community engagement activities based on their knowledge of local and regional conditions. The PAC will also assist with promoting and publicizing the Community Input Workshops.

- H. Cost-Sharing and Local Contribution.** DLCD funds are only a part of overall project costs; please identify sources and amounts of other funds or services that will contribute to the project's success. Cost-sharing (match) is not required but could be a contributing factor to the success of the application.

The City of Canby will contribute up to \$22,000 in In-Kind project labor related expenses such as printing, supplies, and staff time.

Will a consultant be retained to assist in completing grant products? Yes ☒ No ☐

For cities with populations under 10,000 that are requesting a comprehensive plan update, do you have interest in using a DLCD-provided consultant to complete your project? Yes ☐ No ☐

Does the applicant intend to seek technical assistance from DLCD's equity and inclusion consultant? Yes ☐ No ☐ ([See TA Grant Equity Guidance](#))

Local Official Support

The application ***must 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 application will not be complete if it does not include this item.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before a grant is awarded.

The Canby City Council will meet on October 6, 2021 to approve a letter of support for this project. The city will provide this to DLCD after the October 6 hearing and before grant assistance is awarded.

Product Request Summary

Product	Grant Request	Local Contribution	Total Budget
1 Consultant Selection/Negotiation	\$ _____	\$ <u>3,000</u>	\$ <u>0</u>
2 Preparation and Project Advisory Committee	\$ <u>770</u>	\$ <u>2,000</u>	\$ <u>770</u>
3 Economic Development Vision and Objectives	\$ <u>2,500</u>	\$ <u>2,500</u>	\$ <u>2,500</u>
4 Economic Trends Analysis	\$ <u>5,750</u>	\$ _____	\$ <u>5,750</u>
5 Buildable Lands Inventory and Site Suitability Analysis	\$ <u>12,250</u>	\$ <u>3,500</u>	\$ <u>12,250</u>
6 Implementation Policies and Action Measures	\$ <u>9,000</u>	\$ <u>4,000</u>	\$ <u>9,000</u>
7 Prepare Economic Opportunity Analysis	\$ <u>14,000</u>	\$ <u>1,500</u>	\$ <u>14,000</u>
8 Social Equity and Inclusiveness	\$ <u>5,500</u>	\$ <u>5,500</u>	\$ <u>5,500</u>
TOTAL	\$ <u>49,770</u>	\$ <u>22,000</u>	\$ <u>49,770</u>

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail (preferred): DLCD.GFGrant@dlcd.oregon.gov

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

Phone: 503-503-856-6935

APPLICATION DEADLINE: October 1, 2021

Canby Economic Opportunities Analysis (EOA)

The City of Canby has been one of the fastest growing urban areas within the greater Portland-Vancouver MSA (especially since the outbreak of the COVID-19 pandemic) and is now home to some of region's largest employers, and many *home grown* local businesses.

The Canby Economic Opportunities Analysis will result in a new Economic Element of the City's Comprehensive Plan, with a new community development vision statement and related economic development objectives and policy measures.

This work will benefit from cost efficiencies realized from recent economic trends analysis by FCS GROUP that was completed during the Covid-19 global pandemic (2020). The EOA process will revisit the 2013 Canby Economic Strategy (by FCS GROUP), and the 2013 Canby Vision.

Canby Diversity, Social Equity and Inclusion

This TA grant work plan will advance social equity and inclusion by engaging priority population members of the community through interviews, workshops, and community surveys.

Diversity, social equity and inclusion efforts are integrated into each of the EOA work tasks, and a focused Social Equity and Inclusion work task is described in Task 8. Task 8 itemizes the work elements required to ensure that diversity, social equity and inclusion guidelines are met and exceeded with separate deliverables that address:

1. Identification of priority populations within Canby
2. A description of anticipated impacts and outcomes, including benefits and burdens on priority populations that may result from the EOA update.
3. An outreach and public engagement plan designed to involve impacted priority populations; and
4. A post-project evaluation of representation of and participation by priority populations in citizen and technical advisory groups.

Specific highlights of the EOA work plan includes:

- Identification of priority populations (as well as local community organizations, minority owned and women owned businesses and local and non-profits) that will be included in the EOA process (as part of Task 2). Latino, Hispanic and other ethnic business and community members will have opportunities to provide input throughout the EOA process, with public meeting notices and community surveys (in English and Spanish). **Related Deliverables:** *8B Identification of Priority Populations (appendix to Outreach and Public Engagement Plan).*
- A community outreach plan (included in Task 2) will be developed with input provided by the DLCDC Equity Consultant as well as business and economic development staff from Clackamas County. **Related Deliverables:** *8A Outreach and Public Engagement Plan (Paper)*
- Each PAC meeting will include opportunities for community members to provide input and comments on issues that are most pressing to economic wellbeing, and policies that they would like the City to consider. **Related Deliverables:** *PAC, PC/CC and Community Meeting Summaries (included in Deliverables #4, #9, #12 and #8C as part of Tasks 3, 5 and 6).*

Attachment A Work Plan

- Stakeholder outreach activities shall also include interviews with diverse community organizations and business representatives (part of Task 3), as well as a separate community meeting event (in Task 6). This work shall entail a review of current hiring and work force training practices of major businesses (with more than 100 workers). **Related Deliverables:** 8C and 6A as part of Tasks 3.
- The input and feedback received from the Community Survey, stakeholder interviews, and public meetings/events will be used to assess the needs of priority populations in Canby. Local economic development objectives pertaining to priority populations, work force training and local hiring shall be incorporated into the EOA policies (Task 6). **Related Deliverables:** #10 and 8E (included in Task 6).
- A post-project evaluation of representation of and participation by priority populations in the citizen outreach and technical advisory group is included as part of this Task. **Related Deliverable:** 8F Post Project Evaluation (Canby Staff Report).

Task 1. Consultant Selection/Negotiation

The City of Canby will prepare a PSA and select a qualified economic and/or land use planning consultant to provide technical assistance, analysis and support relative to the preparation of an economic opportunities analysis for the Canby.

Schedule: October 2021

Product 1: Final PSA.

Budget: Product 1, \$0 Grant Funds/City In-Kind Services \$3,000

Task 2. Preparation and Project Advisory Committee

The City and Consultant will work together to finalize a detailed scope of work and schedule of future meetings and deliverables. Concurrently, the City will form a Project Advisory Committee (PAC) comprised of local and regional stakeholders.

The consultant and City will convene a kickoff meeting to collect and discuss background materials and identify at least one (1) city council member, at least one (1) planning commissioner, and membership from stakeholder groups, such as the Canby Public Works Department, Chamber of Commerce, Clackamas County, DLCD and local businesses.

As part of Task 2, the City will work with the DLCD Equity Consultant and Clackamas County Business and Economic Development staff to identify priority populations and to prepare an outreach and public engagement plan which shall be inclusive of Canby's diverse population and businesses.

Schedule: October – December 2021

Product 2: Final work scope/schedule.

Product 3: PAC membership list

Product 8A: Community Outreach and Public Engagement Plan

Product 8B: Identification of Priority Populations

Budget: Product 2, Consultant \$770 Grant Funds

Product 3, \$0 Grant Funds/City In-Kind Services \$2,000

Products 8A-8B, budget referenced in Task 8

Task 3. Economic Development Vision and Objectives

The City and Consultant will work with the PAC to develop an economic development vision and objectives. During Task 3, the consultant will work with the City to conduct a community outreach survey, along with interviews (via video conference) with local business managers, tenant recruitment specialists from Business Oregon, and commercial/industrial real estate brokers active in Canby.

The City and consultant will formulate an internet-based Canby Community & Business Survey in both English and Spanish translations. The survey will linked to the City's main website and query local residents and workers about their perceptions regarding local business opportunities, land needs, building space needs, infrastructure needs and work force training needs.

Each PAC meeting will be advertised to the public, and opportunities for public input shall be provided during each meeting. The initial PAC meeting will include discussion of the prior 2013 Community Vision and Canby Economic Strategy, and current market trends updates by FCS GROUP.

PAC Meeting #1 Agenda

- *Project Background*
- *Regulatory issues, objectives and requirements*
- *Draft economic development vision and community economic development objectives.*

Schedule: December 2021 – January 2022

Product 4: PAC meeting #1 summary

Product 5: Draft Vision and Objectives

Product 8C: Canby Community & Business Survey

Budget: Product 4, PAC Meeting #1, Consultant \$1,500 Grant Funds/City \$1,500 In-Kind Services

Product 5, Draft Vision Consultant \$1,000 Grant Funds/City \$1,000 In-Kind Services

Product 8C, Community Survey Questionnaire (budget referenced in Task 8)

Task 4. Economic Trends Analysis

The consultant with assistance from the City will help to identify economic opportunities, including targeted industry typologies, retail trends, employment growth, population projections, and demographic profile of the Canby Market Area (to be defined by staff/city/consultant).

To inform the EOA, the project team will prepare a highly customized Economic Trend Analysis and employment growth forecast. Updates to the 2020 Canby Market Trends Analysis (by FCS GROUP), will include a customized business and industry clusters analysis that depicts which specific businesses are already clustered in the primary market area and those that are projected to grow or decline. The analysis will include a review of historic (actual) market absorption of jobs and sites by land use type and size/public facility requirements.

Attachment A Work Plan

A retail sales trade analysis will also be conducted to document current retail sales inflow and outflow from the Canby Market Area. This analysis will quantify specific market opportunities for store group categories, such as restaurants, personal services, general merchandise, building supplies, and auto-repair.

Results from the Canby Community & Business Survey (from Task 3) shall be tallied up by the Consultant to provide findings regarding business development issues and opportunities, with reference to specific input received from diverse populations and minority businesses.

With this information, the project team will catalog the range of site types suitable for target industries and allow us to identify precise economic development strategies geared to specific industry types.

Schedule: January 2022 – March 2022

Product 6A: Economic Trends/Analysis Memo

Product 6B: Retail Trade Flow Analysis and Community Survey Results

Budget: Product 6A, \$3,000 (Grant)

Product 6B, \$2,750 (Grant)

Task 5. Buildable Lands Inventory and Site Suitability Analysis

The consultant using GIS shapefiles and input from the City will conduct a Buildable Land Inventory (BLI) and site suitability analysis to determine the amount of buildable employment lands. The consultant will also inventory suitable sites (by size, location, configuration, access, etc.) to see if supply meets demand. PAC meeting #2 will be held to share and discuss findings of Tasks 4-5.

Building upon local GIS shapefiles, county assessor data, and other county/state data sources, the consultant team will update the City's buildable lands inventory to identify suitable sites for industrial and other employment uses. This task will rely upon the *DLCD Planning for Residential Growth, and Industrial and Other Employment Lands Analysis guidebook (by FCS GROUP et.al.)* and *Oregon Administrative Rules* to guide development of this work. The BLI will include an assessment of the availability of existing and planned public services and other characteristics.

PAC Meeting #2 Agenda:

■ *Buildable Lands Inventory and Site Suitability Analysis*

■ *Economic trends analysis and employment growth forecast, City's Gap analysis of economic potential and other potential strategies.*

Schedule: March 2022 – May 2022

Product 7A-7B: Buildable Land Inventory with inventory of available sites suitable for employment uses likely to expand or locate in the study area within the planning period. The resultant summary shall be mapped in ArcGIS utilizing the City's most recently completed 2018 Vacant and Partially Vacant Commercial and Industrial Lands maps and shapefile with current updates.

Product 8: Site Suitability Analysis Memo

Product 9: PAC meeting #2 summary

Attachment A Work Plan

Budget: Product 7A-B, Consultant \$7,000 Grant Funds/City \$1,500 In-Kind Services
Product 8, Consultant \$3,250 Grant Funds/City \$500 In-Kind Services
Product 9, Consultant \$2,000 Grant Funds/\$1,500 City In-Kind Services (to manage PAC/community meeting and record minutes)

Task 6. Implementation Policies and Action Measures

The consultant with assistance from the City will develop a list of recommended economic development implementation policies to serve as the Comprehensive Plan Economic Element. Text amendments will be considered by the City and subsequently adopted to carry forward the EOA policies into a regulatory framework. The citywide policies and action measures shall include a *Priority Populations Needs Analysis* that reflects the results of the input and feedback received from the community engagement process.

PAC meeting #3 shall be held to discuss draft findings and implementation strategies.

PAC Meeting #3 Agenda

- *Draft economic development implementation strategies including policies and associated strategies.*
- *Draft economic opportunities analysis findings.*

Using input from the PAC meeting and stakeholder input received through interviews and community survey results, the consultant and city shall conduct a joint Planning Commission and City Council work session to review the draft EOA findings, economic vision and community development objectives.

Schedule: June 2022 – Sept. 2022

Product 10: Implementation Policies and Actions Memo

Product 8E: Social Equity Needs Analysis (Appendix to Product 10) Budget reflected in Task 8.

Product 11: PAC Meeting #3 summary

Product 8D: Community Meeting

Product 12: Joint Planning Commission / City Council Work session summary

Budget: Product 10, Consultant \$5,000 Grant Funds / City \$500 In-Kind Services

Budget: Product 8E, Social Equity Needs Analysis (budget included in Task 8)

Budget: Product 11 & 8D, Consultant \$2,000 Grant Funds / \$2,000 City In-Kind Services

Budget: Product 12, Consultant \$2,000 Grant Funds / \$1,500 City In-Kind Services

Task 7. Prepare Economic Opportunities Analysis (EOA)

The consultant will incorporate the findings from previous task items into a draft EOA report to be reviewed by the PAC, City, DLCD, stakeholders and community members. Subsequent to the draft review period, the final EOA will be presented to the City Council for review and subsequent adoption. City staff shall compile the comments received on the draft EOA and forward them to the

Attachment A Work Plan

consultant for consideration/inclusion into the final EOA.

Schedule: October 2022 – December 2022

Product 13: Draft EOA

Product 14: Final EOA

Budget: Product 13, Consultant \$9,000 Grant Funds / City \$1,000 In-Kind Services
Product 14, Consultant \$5,000 Grant Funds / City \$500 In-Kind Services

Task 8. Social Equity and Inclusiveness

Task 8 itemizes that specific work elements that the city shall undertake to ensure that diversity, social equity and inclusion guidelines are met and exceeded. Key elements include:

- Identification of priority populations (as well as local community organizations, minority owned and women owned businesses and local and non-profits) that will be included in the EOA process (as part of Task 2). Latino, Hispanic and other ethnic business and community members will have opportunities to provide input throughout the EOA process, with public meeting notices and community surveys (in English and Spanish). **Related Deliverables:** *8B Identification of Priority Populations (appendix to Outreach and Public Engagement Plan).*
- A community outreach plan (included in Task 2) will be developed with input provided by the DLCDD Equity Consultant as well as business and economic development staff from Clackamas County. **Related Deliverables:** *8A Outreach and Public Engagement Plan (Paper)*
- Each PAC meeting will include opportunities for community members to provide input and comments on issues that are most pressing to economic wellbeing, and policies that they would like the City to consider. **Related Deliverables:** *PAC, PC/CC and Community Meeting Summaries (included in Deliverables #4, #9, #12 and #8C as part of Tasks 3, 5 and 6).*
- Stakeholder outreach activities shall also include interviews with diverse community organizations and business representatives (part of Task 3), as well as a separate community meeting event (in Task 6). This work shall entail a review of current hiring and work force training practices of major businesses (with more than 100 workers). **Related Deliverables:** *8C and 6A as part of Tasks 3.*
- The input and feedback received from the Community Survey, stakeholder interviews, and public meetings/events will be used to assess the needs of priority populations in Canby. Local economic development objectives pertaining to priority populations, work force training and local hiring shall be incorporated into the EOA policies (Task 6). **Related Deliverables:** *#10 and 8E (included in Task 6).*
- A post-project evaluation of representation of and participation by priority populations in the citizen outreach and technical advisory group is included as part of this Task. **Related Deliverable:** *8F Post Project Evaluation (Canby Staff Report).*

Schedule: Project Duration

Product 8A Outreach and Public Engagement Plan (included in Task 2)

Product 8B Identify Priority Populations (included in Task 2)

Attachment A Work Plan

- Product 8C Community Survey (included in Tasks 3-4)
- Product 8D Community Meeting Event (included in Task 6)
- Product 8E Social Equity Needs Analysis (included in Task 6-7)
- Product 8F Post Project Evaluation (Canby staff report provided in Task 8)

Budget

- Product 8A: Consultant \$1,000 Grant Funds; City \$500 In-Kind Services
- Product 8B: Consultant \$1,000 Grant Funds; City \$500 In-Kind Services
- Product 8C: Consultant \$1,500 Grant Funds; City \$1,500 In-Kind Services
- Product 8D City \$1,500 In-Kind Services
- Product 8E Consultant \$2,000 Grant Funds; City \$500 In-Kind Services
- Product 8F City \$1,000 In-Kind Services

Project Budget

The following tables provide a comparison of the prior and current work plan. The Canby EOA work plan includes significant cost efficiencies with the assumption that 70% of the prior grant investment will result in reductions in future EOA consultant labor costs. After expending \$18,350 on draft EOA work deliverables in 2020, this results in \$12,845 in cost savings on future work activities (prior results will require updates which will cost 30% of the original budget amount). After accounting for inflationary price increases, the net prior TA grant value or cost efficiency estimate is \$12,080 below the original 2020 TA grant budget. The overall base cost estimate for the EOA work program works out to \$36,520.

After accounting for cost efficiencies from prior work, the 2021-2023 Canby EOA work program budget is \$49,770, and includes \$13,250 for *supplemental* work tasks added to broaden community and stakeholder outreach, comply with social equity and inclusiveness guidelines, and expand the buildable land inventory and market analysis work tasks (see table).

Summary Comparison of Prior and Future Canby EOA Project Costs (grant amounts)					
Total TA Grant Value Received in 2020					\$18,350
Est. Efficiency Cost Savings for 2021-22 EOA	@70% of prior Grant				\$12,845
Less Labor Cost Inflation (@6%)*					(\$765)
Net Prior TA Grant Value (= Cost Efficiencies in 2021)					\$12,080
EOA Work Tasks			Prior EOA Grant Award	Current EOA Grant Amt.	Difference
Task 1 Consultant Selection			\$0	\$0	\$0
Task 2 Preparation and PAC Formation			\$3,750	\$770	(\$2,980)
Task 3 Community Econ. Dev. Vision			\$4,600	\$2,500	(\$2,100)
Task 4 Economic Trends Analysis			\$10,000	\$3,000	(\$7,000)
Task 5 Buildable Lands Analysis			\$11,250	\$11,250	\$0
Task 6 Implementation Policies			\$5,000	\$5,000	\$0
Task 7 Final EOA			\$14,000	\$14,000	\$0
Subtotal			\$48,600	\$36,520	(\$12,080)
New Work Added in 2021 EOA Scope		New Work Products Added			
Task 8, Social Equity	Products 8A-F		\$0	\$5,500	\$5,500
Task 4, Retail Market Analysis	Product 6B		\$0	\$2,750	\$2,750
Task 5, Full BLI Update (employment lands)	Product 7B		\$0	\$1,000	\$1,000
Task 6, Community Meeting	Product 8D		\$0	\$2,000	\$2,000
Task 6, Joint City PC/CC Work session	Product 12		\$0	\$2,000	\$2,000
Additional Scope/Budget Adjustments			\$0	\$13,250	\$13,250
Canby 2021 EOA Grant Request			\$48,600	\$49,770	\$1,170
*Estimate based on U.S. Bureau of Labor Statistics, Inflation Calculator: Jan. 2020 to Aug. 2021 (Index).					

Attachment A Work Plan

This TA grant budget for the 2021-2023 Work Plan is detailed below.

Canby EOA Project Budget, 2021-23 Work Plan

Task	2021 Cost		
	Deliverables	City (In-Kind)	Consultant/Grant
1. Consultant Selection	Product 1, PSA	\$3,000	\$0
2. Preparation & PAC	Product 2, Final Scope/Schedule	\$0	\$770
	Product 3, PAC Membership	\$2,000	
	Product 8A, Social Equity Outreach Plan	see Task 8	
	Product 8B, I.D. Priority Populations		
Subtotal		\$2,000	\$770
3. Community Economic Development Vision and Objectives	Product 4, PAC Meeting #1	\$1,500	\$1,500
	Product 5, Draft Vision	\$1,000	\$1,000
	Product 8C, Community Survey	see Task 8	
Subtotal		\$2,500	\$2,500
4. Economic Trends Analysis	Product 6A Trends Memo		\$3,000
	Product 6B Retail Trade Flow Analysis		\$2,750
Subtotal			\$5,750
5. Buildable Land Inventory and Site Suitability Analysis	Product 7A+7B, BLI	\$1,500	\$7,000
	Product 8, Site Suitability Analysis	\$500	\$3,250
	Product 9, PAC Mtg. #2	\$1,500	\$2,000
Subtotal		\$3,500	\$12,250
6. Implementation Policies and Action Measures	Product 10, Policies & Actions Memo	\$500	\$5,000
	Product 11A + 8D, PAC Mtg. #3 AND Comm. Mtg. (8D)	\$2,000	\$2,000
	Product 12, Joint PC/CC Mtg.	\$1,500	\$2,000
Subtotal		\$4,000	\$9,000
7. Prepare Final EOA	Product 13, Draft EOA	\$1,000	\$9,000
	Product 14, Final EOA	\$500	\$5,000
Subtotal		\$1,500	\$14,000
8. Social Equity and Inclusion	Product 8A, Outreach Plan	\$500	\$1,000
	Product 8B, I.D. Priority Populations	\$500	\$1,000
	Product 8C, Community Survey	\$1,500	\$1,500
	Product 8D, Community Meeting	\$1,500	see Deliverable 10
	Product 8E, Social Equity Needs Analysis	\$500	\$2,000
	Product 8F, Post-Product Evaluation	\$1,000	\$0
Subtotal		\$5,500	\$5,500
TOTAL		\$22,000	\$49,770

Attachment A Work Plan

Grant payments shall be made in four installments based on the completion of work deliverables as follows:

Installment #1 Tasks 1 - 4 = \$9,020

Installment #2 Tasks 5- 6 = \$21,250

Installment #3 Task 7 = \$14,000

Installment #4 Task 8 = \$5,500