



## 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 30<sup>th</sup>, 2021

**Applicant:** Grant County

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

**Street Address:** 201 S. Humbolt Street, Ste. 280

**City:** Canyon City

**Zip:** 97820

**Contact name and title:** Tory Stinnett, Director Grant County Economic Development

**Contact e-mail address:** TStinnett@GrantCountyOregon.net

**Contact phone number:** (541)575-1555

**Grant request amount** (in whole dollars): \$150,000.00

**Local Contribution** (recommended but not required): In-kind value of \$15,500

**Project Title:**

Cities of Grant County Housing Needs Analysis Work Program

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

Consultant works with the County/ Cities, verifying appropriate zoning/ UGB maps/ ordinances, ensuring consistency with DLCD records, while identifying needed resources to update the State's Goal 10: HNA for the Cities. Updated HNA was identified in the EOA (Oregon State Planning Goal 9), prepared for Cities of Grant County in 2019.

**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.

**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.

**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.

**D. Work Program, Timeline & Payment.**

**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

**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.

**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.

**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”).

**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.).

**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.

**I. 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.

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.

### **Product Request Summary**

| <b>Product</b> |    | <b>Grant Request</b> |    | <b>Local Contribution</b> |    | <b>Total Budget</b> |
|----------------|----|----------------------|----|---------------------------|----|---------------------|
| 1              | \$ | <u>150,000.00</u>    | \$ | <u>10,000.00</u>          | \$ | <u>160,000.00</u>   |
| 2              | \$ | _____                | \$ | <u>5,500.00</u>           | \$ | <u>5,500.00</u>     |
| 3              | \$ | _____                | \$ | _____                     | \$ | _____               |
| 4              | \$ | _____                | \$ | _____                     | \$ | _____               |
| 5              | \$ | _____                | \$ | _____                     | \$ | _____               |
| 6              | \$ | _____                | \$ | _____                     | \$ | _____               |
| 7              | \$ | _____                | \$ | _____                     | \$ | _____               |
| 8              | \$ | _____                | \$ | _____                     | \$ | _____               |
| <b>TOTAL</b>   | \$ | <u>150,000.00</u>    | \$ | <u>15,500.00</u>          | \$ | <u>165,500.00</u>   |

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail (preferred): [DLCD.GFGrant@dlcd.oregon.gov](mailto: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**

# Cities of Grant County Housing Needs Analysis- Project Description & Work Program

**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.

The purpose of this project is for Grant County Cities to assess current and projected housing needs and buildable land supply, then have identified strategies to address housing barriers. It is imperative to analyze and address the varying types of housing needs across the spectrum. This ensures City and County leaders are able to accurately strategize and execute the specific housing needs of each community. There is a large gap of available housing in the region, that is negatively impacting the local economy.

The first portion of this project, a consultant will work with the County and Cities, in verifying appropriate zoning and urban growth boundary maps and ordinances, ensuring they are consistent with DLCD records. There are likely mapping discrepancies within some of the communities. This project will require more extensive research into foundational mapping. A consultant will work with the County and Cities, in verifying appropriate zoning and urban growth boundary maps and ordinances, ensuring they are consistent with DLCD records, while identifying needed resources so as to update the State's Goal 10: Housing Needs Analysis for the Cities.

This project is not specifically part of a longer multi-year program, though this project will align the Cities with the proper resources and tools for successful and equitable future planning. This project was also identified in the 2019 Economic Opportunities Analysis (Oregon State Planning Goal 9), prepared for Cities of Grant County, Oregon:

***Updated Goal 10 Housing Needs Analysis:*** An important challenge to economic development identified in many parts of Grant County is the availability of appropriate housing, at affordable price points to the workforce that the area would like to attract. In some cases, employment may be available, but the potential workforce finds it difficult to find attractive housing options. This situation leads to difficulty in recruiting and maintaining staffing levels, and tends to encourage longer-distance commuting. The cities should review the status of their latest Goal 10 Housing Needs Analysis (HNA), which forecasts 20-year housing needs and inventories residential land. An updated HNA and Housing Chapter to the Comp Plan can help identify and remedy gaps in the local housing inventory.

## *Specific Objectives:*

- Cities will have verified appropriate zoning and urban growth boundary maps and ordinances, ensuring they are consistent with DLCD records
- Cities will have identified resources and plans established for any planning discrepancies identified that are outside of the projects scope of work

- An assessment of current housing supply and projected needs, and an assessment of residential buildable land supplies, will equip the Cities with critical decision-making information regarding housing needs
- The housing sections of Cities' Comprehensive Plans will be updated, including related sections of Development Code if necessary
- Strategies and resources will be identified to address potential housing needs

**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.

Participating Grant County Cities will have appropriate mapping and materials in place, along with an updated Housing Needs Analysis. Cities will be better equipped and organized to function at a higher level while ensuring compliance with State requirements. By the Cities functioning at a higher planning capacity, this will also help to incorporate social determinates of health into future planning and will greatly impact each of our Cities functioning and health as a whole. Having an updated Housing Needs Analysis for our cities, will assist with future strategic planning and orderly growth, while ensuring adequate land is available inside of the UGB to accommodate projected housing growth. This will also identify potential housing policies the Cities could consider to improve housing availability and affordability. Cities will be able to develop and update long-range planning policies in a manner that preserves the character of the cities, while helping to achieve a high quality of life.

### **Development**

There is currently a shortage of housing within the County. Although the population has decreased, the amount of available housing has also decreased. Houses that used to have a family of five, now have an occupancy of one to two. Grant County has the largest aging demographic in the State. 35.7% of Grant County Citizens are over the age of 65. 18.6% of the States citizens are over the age of 65.

Being able to address which populations are in need of housing and what type of housing that is, will change the trajectory to healthy manageable growth.

*Product:* Organization, proper planning materials, assessment

*Outcome:* Cities will be organized and equipped with the proper tools that will enable them to strategize for future growth and development.

### **Livability**

Grant County having a large senior population and a dwindling working class demographic, mixed with lack of available and affordable housing, has left major employers in the community in desperate need of workers. Many of the major employers are for health care and resources that an aging population relies on. Addressing specific housing needs for specific demographics will widen the availability of housing for working class families that are trying to move to the area, but are unable to find housing.

*Product:* Resources for strategic growth

*Outcome:* Targeted growth specific to each community, that greatly impacts the resources and amenities available to the community as a whole.

### **Socioeconomic Gains**

Due to population decline, dilapidated homes, and lack of available buildable land, there are poor living conditions across the socioeconomic spectrum. There is strong evidence to suggest living conditions correlation with health. Housing stability, quality, safety, and affordability directly affect health outcomes.

*Product:* In depth analysis and planning opportunities

*Outcome:* Healthier living conditions results in healthier populations. Healthier community health leads to healthier economic outcomes.

**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.

Being able to better identify housing deficiencies for the vulnerable populations within the communities, will allow the Cities to better plan and serve those vulnerable populations.

Currently many of the major employers are struggling to fill vacant positions due to housing deficiencies, regardless of a historically low unemployment rate of 7%. Some employees have left the communities or have had to turn down job opportunities, due to the lack of available housing. Attracting younger families with housing availability will not only significantly impact the local labor force, the local school systems that have been facing decline, will also be greatly affected.

Many long-term residents, including the senior population with fixed incomes, have moved outside of the County due to rentals being sold and having no alternative options. Since July 6<sup>th</sup> 2021, Community Connections of Northeast Oregon has assisted in housing 28 adults and 11 children in motel rooms costing \$46,000. Several Veterans have asked for assistance, but were over income or not eligible.

This project will greatly support the frontier communities and the vulnerable populations within them. Vulnerable populations that will be addressed include but are not limited to; persons affected by homelessness, Veterans, low-income families, people with disabilities and seniors. By identifying and quantifying the housing needs in the communities, the Cities will be able to be more project ready for housing in the future. Diligent and strategic efforts will be made for vulnerable populations to easily participate in the project. Diligent efforts include reaching beyond radio and newspaper ads, but include coordinating with; Senior Services, Seniors and Peoples with Disabilities, Veteran Services, and Community Connections of North East Oregon.

Holding community meetings, identified in section D and having the project be transparent and accessible to the public will ensure more community participation and feedback. Having questionnaires and requesting feedback at the end of the project will also help to improve the process for future projects and engagements as well.

#### **D. Work Program, Timeline & Payment.**

- 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
- 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.
- 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.

#### **Task 1: Project Kick-Off**

**Timeline:** *January 2022-February 2022*

The purpose of the project kick-off is for the Consultant to become familiar with local conditions and with Cities' planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the Cities and County to prepare for the Project. The Consultant will contact the Cities and County via conference call, or in person to inquire about establishing project expectations and familiarize themselves with city-specific concerns. The Consultant will verify the action items identified through this initial conference call with the participating Cities and County, and will develop and share a proposed schedule for the actions required for the completion of all tasks. The level of detail required for the proposed project schedule should be determined and with mutual agreement by the Cities, County and the Consultant.

#### **Task 1 Consultant Deliverables:**

- Summary of major tasks and action items for the Project
- Proposed Project schedule

#### **Task 1 City Deliverables:**

- Copies of relevant comprehensive plan and code sections and zoning/UGB maps

#### **Task 2: Identified Resources**

**Timeline:** *February 2022- July 2022*



The Consultant will work closely with the cities, determining if current mapping and ordinances match the records DLCD has on file

Cities will work closely with the Consultant so the tasks are completed in a timely manner

**Task 2 Consultant Deliverables:**

- Identify needed resources to update mapping and/or ordinances
- Identify the route forward to bring incomplete documents/processes to fully approved form

**Task 2 City Deliverables:**

- Cities will address these identified needs within a reasonable timeline for completion

**Task 3: Housing Needs Projection**

**Timeline:** *July 2022- August 2022*

The Consultant will prepare a draft housing needs projection consistent with OAR chapter 660, divisions 7 or 8, as applicable. The housing needs projection will be used to determine the Cities' residential land need in Task 4. The housing needs projection will be developed based on discussion with a project advisory committee at one or more committee meetings.

The City will schedule, and provide notice and an agenda, for one advisory committee (AC) (per City) meeting to review the draft housing needs projection product. The Consultant will coordinate with Cities and County on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

**Task 3 Consultant Deliverables:**

- Draft housing needs projection
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (AC #1)
- Advisory committee meeting notes

**Task 3 City Deliverables:**

- Advisory committee appointments
- Advisory committee meeting notices and agendas

**Task 4: Buildable Lands Inventory (BLI)**

**Timeline:** *August 2022- October 2022*

The Consultant will prepare a draft inventory of buildable land consistent with OAR chapter 660, division 7 or 8, as applicable. The BLI will be used to determine the Cities' residential land need

in Task 5. The BLI will be developed based on discussion with a project advisory committee at one or more committee meetings.

The Cities will schedule and provide notice and an agenda for one advisory committee meeting to review the draft BLI product. Consultant will coordinate with Cities on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

The Cities will schedule one public workshop or open house to present draft housing needs and buildable lands data and findings. Cities will solicit input from the public on the draft deliverables. The Consultant will coordinate with the Cities on meeting arrangements and facilitate the public meeting(s).

#### **Task 4 Consultant Deliverables:**

- Draft BLI
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (AC #2)
- Advisory committee meeting notes
- Public meeting summary

#### **Task 4 City Deliverable:**

- Advisory committee meeting notices and agendas
- Public meeting notice(s)

#### **Task 5: Residential Land Needs Analysis (RLNA)**

**Timeline:** *October 2022- January 2023*

Based on the outcomes of Tasks 2, 3 and 4, Consultant will prepare a draft RLNA that addresses how much land and what zoning the Cities need to accommodate their Housing Needs, comparing the demand and supply provided in the deliverables produced in Tasks 2, 3, and 4. The RLNA will be developed based on discussions with a project advisory committee at one or more committee meetings.

If the analysis shows that the Housing Need cannot be accommodated by the Cities' existing comprehensive plan or land area or zone designations, the RLNA will be developed concurrently with Task 6 in order to consider accommodating Housing Needs through changes to the comprehensive plan and land use regulations as required by OAR chapter 660, divisions 7 or 8 and 24.

Cities will schedule and provide notice and an agenda for one advisory committee meeting to review the draft RLNA product. The Consultant will coordinate with the Cities and County on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

**Task 5 Consultant Deliverables:**

- Draft RLNA
- Presentation materials to introduce preliminary residential land need analyses and findings to the advisory committee, the public, and interest groups (AC #3)
- Advisory committee meeting notes

**Task 5 City Deliverable:**

- Advisory committee meeting notices and agendas

**Task 6: Measures to Accommodate Needed Housing**

**Timeline:** *January 2023-May 2023*

The Consultant will identify options for changes to the Cities' comprehensive plan and land use regulations to address housing and residential land needs determined in previous tasks. This task may be completed concurrently with Task 5.

Cities will schedule and provide notice and an agenda for one or two advisory committee meeting to review the housing-accommodation product. Consultant will coordinate with Cities on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

Cities will schedule one public workshop or open house to present draft residential land need and housing accommodation data, findings, and recommendations. Cities will solicit input from the public on the draft deliverables. Consultant will coordinate with Cities on meeting arrangements and facilitate the public meeting(s).

**Task 6 Consultant Deliverables:**

- Options for changes to Cities' comprehensive plan and land use regulations to address housing and residential land needs
- Presentation materials to introduce housing accommodation recommendations to the advisory committee, the public, and interest groups (AC #4, AC #5 if needed)
- Advisory committee meeting notes
- Public meeting summary
- Final draft hearings-ready HNA

**Task 6 City Deliverables:**

- Advisory committee meeting notices and agendas
- Public meeting notice(s)

**Task 7: Adoption (if applicable)**

**Timeline:** *May 2023*

Local Government will schedule and provide notice and an agenda for hearings to adopt the Housing Needs Analysis and associated updates to the Local Government's comprehensive plan and development code. The Consultant will coordinate with Local Government on hearing arrangements and present updates to the hearings body or bodies.

**Task 7 Consultant Deliverable:**

- Presentation materials to explain final draft updates to the hearings body or bodies

**Task 7 Local Government Deliverables:**

- Hearings notices, agendas, and minutes

**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").

This project is a multiple jurisdiction project that will verify the status and accuracy of city comprehensive plan maps, including urban growth boundary areas, in order to accurately perform Housing Needs Analysis for each participating city within Grant County. The clarification of zone designation is critical for each city and the County to be able to adequately administer land use activities. The Housing Needs Analysis will assist with future strategic planning and orderly growth, while ensuring adequate land is available inside of the UGB to accommodate projected housing growth. The inclusion of vulnerable populations through outreach and public meetings will ensure better accuracy in the Housing Needs Analysis.

This project aligns with Regional Solutions Priority Projects for Eastern Oregon. By assisting the Cities with the outcomes from this project, the Cities will be able to work towards workforce housing availability projects.

**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.).

Grant County will be a lead support in the programs functioning, including Economic Development Department, Planning Department, and County Surveyor; Potential Participating Cities: Seneca, Dayville, Monument, Long Creek, Prairie City, Canyon City, Mount Vernon; will work closely with the consultant and provide deliverables that are addressed in section D. Cities will also concurrently plan for addressing future goals that are identified, but aren't in the scope of the project. GEODC will be a supporter of this

project and will assist as they are able to; DLCD will provide a knowledgeable consultant that will work closely with the Cities and provide deliverables that are addressed in section D.

**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 advisory committees will consist of; city representation, citizen volunteers that represent different planning and construction fields. Special accommodations will go into equity inclusions for the advisory committees, by engaging and encouraging underserved populations to participate in the process. There will be advisory committees for each city. Being able to have diverse backgrounds in each of the committees to fully represent each city will ensure a well-rounded and accurate Housing Needs Analysis for each of the Cities. Reaching out to various sectors that serve underserved populations will help to address additional accommodations that maybe needed as well.

**I. 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.

In-kind work will be utilized as match for this project. It is expected that each city will contribute by preparing and publishing notifications of meetings, providing or securing meeting locations and facilitating distribution of information as needed to interested parties. Each city will be working closely with the consultant ensuring deliverables detailed in section D, are completed in a timely and efficient manner. The County will contribute by working closely with the cities and consultant. This project is a collaboration with multiple jurisdictions and is a continuation of the EOA that was completed in 2019.

Contributed staff hours \$10,000.00

Contributed materials and notices \$5,500

**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.

- Grant County is submitting Letter of Support
- City of Prairie City is submitting Letter of Support
- City of Seneca is submitting Letter of Support
- City of Mount Vernon will have a Resolution after next City Council Meeting on 10/12/2021

- City of Monument will have Resolution after next City Council Meeting on 10/13/2021
- City of Dayville unknown until next City Council Meeting 10/13/2021
- City of Long Creek unknown until next City Council Meeting on 10/14/2021
- Town of Canyon City unknown until next Town Council Meeting on 10/19/2021