



## 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:** *October 1, 2021*

**Applicant:** *City of McMinnville*

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

**Street Address:** *231 NE Fifth Street*

**City:** *McMinnville*

**Zip:** *97128*

**Contact name and title:** *Heather Richards, Planning Director*

**Contact e-mail address:** *Heather.Richards@mcminnvilleoregon.gov*

**Contact phone number:** *503-474-5107*

**Grant request amount (in whole dollars):** *\$75,000*

**Local Contribution (recommended but not required):** *\$800,000*

**Project Title:**

*Planning for Public Facility Equity in McMinnville's Lowest Income Neighborhoods*

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

*This is an evaluation of public facility amenities and utilities in ten census block groups in McMinnville with the lowest family median incomes, highest number of households living in poverty, and highest percentage of residents that identify as Hispanic, Asian and Multi-Race, with a lens of equity to inform McMinnville's transportation system plan, wastewater conveyance plan, water master plan and Parks and Recreation Master Plan updates that are scheduled over the next three years.*

**Project Description & Work Program**

Please describe the proposed project, addressing each of the following in an attachment.

*Please see attached.*

**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>
Public Facility Equity Plan for McMinnville's Ten Lowest Income Census Block Groups	\$ <u>75,000</u>	\$ <u>0</u>	\$ <u>75,000</u>
2	\$ _____	\$ _____	\$ _____
3	\$ _____	\$ _____	\$ _____
4	\$ _____	\$ _____	\$ _____
5	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____	\$ _____

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**



PLANNING DEPARTMENT, 231 NE Fifth Street, McMinnville, Oregon 97128  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

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**DLCD TA GRANT APPLICATION – CITY OF MCMINNVILLE  
PLANNING FOR PUBLIC FACILITY EQUITY IN MCMINNVILLE’S  
LOWEST INCOME NEIGHBORHOODS**

**“GROWING MCMINNVILLE MINDFULLY”**

**A. GOALS AND OBJECTIVES:**

GOAL: The City of McMinnville’s goal for this project is to evaluate ten Census Block Groups that represent the block groups with the lowest family median income for public facilities and amenities deficiencies with a lens of intentional equity, identify an action plan of implementation to rectify those deficiencies and then incorporate that plan into the City’s upcoming public facility updates per Oregon Land Use Goals #8 (Recreation), #11 (Public Facilities and Services), and #12 (Transportation).

The City of McMinnville has planned for and budgeted the necessary funds to update its Transportation System Plan, Water Reclamation Facility Master Plan, Wastewater Conveyance Plan, Stormwater Master Plan, Water Master Plan and Parks and Recreation Master Plan over the next two-three years as part of its “Growing McMinnville Mindfully” program, with a focus on land recently amended into the city’s urban growth boundary.

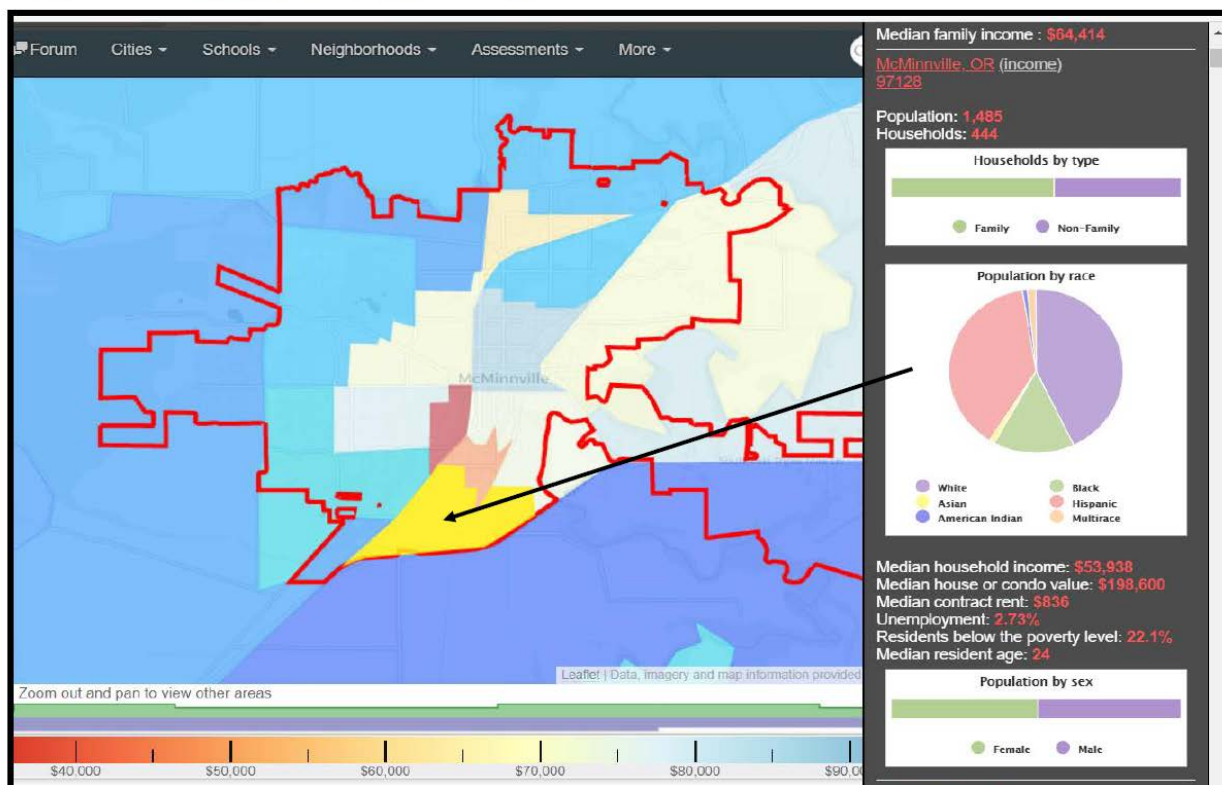
In February, 2021, the City of McMinnville hosted a training with the Fair Housing Council of Oregon that raised awareness of the sometimes intentional and sometimes unintentional consequences of land use planning on marginalized populations in communities. The McMinnville City Council was so impacted that they requested to host the **“Anywhere but Here: The History of Housing Discrimination in Oregon, a Portable Museum Quality Exhibit”** for the month of March in McMinnville.

At the same time, in response to the City’s goal of promoting diversity, equity and inclusion, the McMinnville City Council appointed a Diversity, Equity and Inclusion Advisory Committee (DEIAC), comprised of community volunteers to advise the City on how to evaluate City programs, policies and projects for diversity, equity and inclusion.

The DEIAC met with City Department Heads to discuss their programs and how the departments could better incorporate the values of diversity, equity and inclusion in their work and outcomes. To prepare for the discussion, the planning team conducted a quick exercise mapping census block groups in McMinnville utilizing census data to try and understand better the make-up of McMinnville's neighborhoods and identify any trends from the data.

It became apparent fairly quickly that McMinnville's lowest income neighborhoods also had the highest percentages of residents who identified as Hispanic, Asian and Multi-Race, and that they were in some of the oldest developed areas of town with access to limited amenities. Please see example census block group map below.

### CENSUS BLOCK GROUP 41071.30802.3

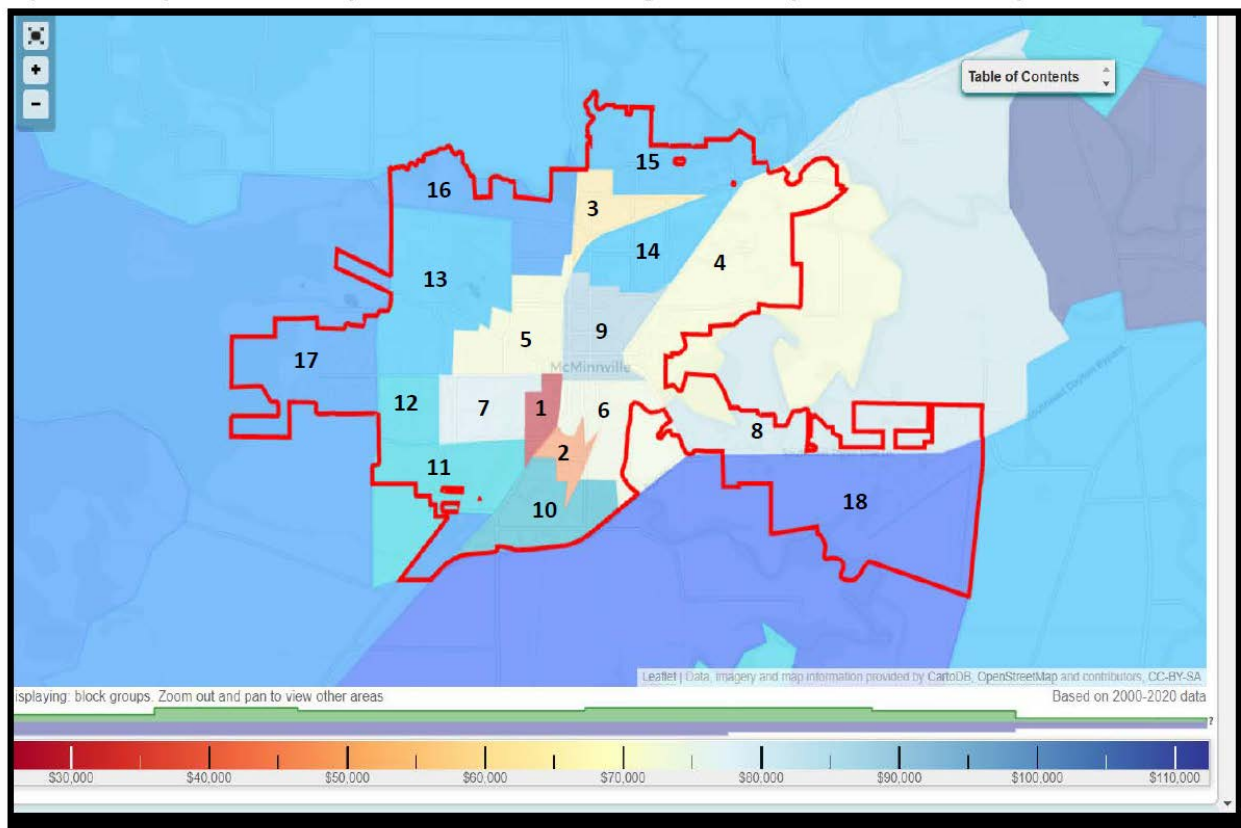


One of the actions identified out of that effort was to evaluate these census block groups for deficiencies of levels of service for public facilities and amenities and to develop an implementation for rectifying those deficiencies if necessary. The evaluation would include an analysis of aging infrastructure such as sewer and stormwater that create inequitable living situations for these neighborhoods – for example surcharging during wet weather events. The evaluation would also include an analysis of access to parks and open space, street trees for climate management, and complete streets for multi-modal mobility.

Due to the emerging discussion over the past year the City did not budget for this type of evaluation in this fiscal year as part of its public facility updates. The City of McMinnville would like to utilize a DLCD Technical Assistance grant to hire a consultant to work with the DEIAC and a citizen advisory committee comprised of neighborhood residents and business owners to develop this analysis, evaluation and action plan that can be implemented into the planned public facility updates.

Ten Census Block Groups have been identified per the map below (census block groups numbered 1 – 10).

**MEDIAN FAMILY INCOME BY BLOCK GROUP, CITY DATA**  
**(Ranked by lowest family median income to highest family median income)**



Specifically, the ten Census Block Groups to evaluate are:

- 41071.30702.2
- 41071.30802.2
- 41071.30801.1
- 41071.30601.1
- 41071.30701.1

- 41071.30802.1
- 41071.30702.4
- 41071.30601.2
- 41071.30801.2
- 41071.30802.3

This product will be part of a multi-year public facility update at the City of McMinnville. The City is currently committed to updating its Transportation System Plan, Wastewater Reconveyance Plan, Water Master Plan and Parks and Recreation Master Plan in the next two-three years per the chart below. This product will be used to inform all of those public facility updates. Currently the City of McMinnville has \$800,000 in its FY 21/22 budget for the Transportation System Plan, the Wastewater Conveyance Plan, and the Water Reclamation Facilities Plan. McMinnville Water and Light has budgeted \$250,000 to update is Water Master Plan in FY 21/22 and FY 22/23. The City plans to budget another \$1,000,000 in its FY 22/23 and 23/24 budgets to complete the Transportation System Plan and Wastewater Conveyance System Master Plan, and initiate and complete the Storm Drainage Master Plan and Parks and Recreation Master Plan. McMinnville Water and Light has budgeted \$250,000 to update is Water Master Plan in FY 21/22 and FY 22/23.

Plan	Timeframe	Estimated Costs	Funding Sources
Transportation System Plan	2021-2023	\$500,000	GF / Trans SDC's / Street Fund
Water Reclamation Facilities Plan	2021-2023	\$300,000	Rates / Sanitary SDC's
Wastewater Conveyance System Master Plan	2021-2023	\$400,000	Rates / Sanitary SDC's
Water Master Plan	2021-2023	\$250,000	McMinnville Water and Light
Storm Drainage Master Plan	2022-2024	\$300,000	Loan from Wastewater Services Fund
Parks Master Plan	2023-2024	\$300,000	GF/OPRD Plan Grant

OBJECTIVES:

1. Create a collaborative process that is diverse and inclusive with a focus on equity.
2. Through a comprehensive public process that is inclusive and informed, evaluate public facilities and amenities in ten census block groups in the City of McMinnville for achievement of adopted levels of service with a lens of equity and where deficiencies

are discovered develop an implementation plan for equity that can be incorporated into the City's public facility updates.

3. Improve the lives of the city's residents in the census block groups with the lowest family median incomes, highest percentage of populations that identify as Hispanic, Asian and Multi-Race and highest number of households living in poverty by publicly investing in public facilities and amenities.
4. Raise awareness of systemic inequities within the City facilities and the value and need to rectify inequities.
5. Engage residents that identify as Hispanic, Asian and Multi-Race in the planning process, in such a way that empowers them to inform the analysis and solutions.
6. Engage residents of physical disabilities in the planning process in such a way that empowers them to inform the analysis and solutions.
7. Develop a communications engagement program that attracts and embraces the participation of people who have not normally participated in city planning programs previously in such a way that they feel comfortable, informed and heard.
8. Empower the City of McMinnville's Diversity, Equity and Inclusion committee to make meaningful impact in McMinnville.
9. Develop a model for other communities to replicate in public facility updates.

## **B. PRODUCTS AND OUTCOMES:**

The City of McMinnville would like to utilize a DLCD Technical Assistance grant to hire a consultant to work with the McMinnville Diversity, Equity and Inclusion Advisory Committee, the Planning Commission and a citizen advisory committee comprised of census block group neighborhood residents and business owners to develop this analysis, evaluation and action plan that can be implemented into the planned public facility updates.

The final product should evaluate transportation infrastructure (complete streets), wastewater capacity, stormwater management, water capacity, and parks, recreation and open space amenities in ten census block groups, identifying and mapping deficiencies and then developing an implementation plan including a capital improvement plan and recommended financing options that can be included in the City's upcoming public facility updates.

## **C. EQUITY AND INCLUSION CONSIDERATIONS:**

Recent 2020 census data indicates that 23.9% of McMinnville's population identifies as Hispanic or Latino, 5.9% as Multi-Race and 1.3% as Asian. However, in the census block groups chosen for the planning study area, the census data shows a much higher percentage of Hispanic, Asian and Multi-Race residents living in those neighborhoods than the city's average.

## McMinnville city

### 2020 Census Summary

**INTRODUCTION** Results of the 2020 Census released in August, 2021 provide counts of the population in households and group quarters and allow us to measure racial and ethnic diversity at the block level for the first time in a decade.

	2010		2020		Change	
<b>TOTAL POPULATION</b>	32,187	100.0%	34,319	100.0%	2,132	6.6%
In households	30,471	94.7%	32,473	94.6%	2,002	6.6%
In group quarters	1,716	5.3%	1,846	5.4%	130	7.6%
Institutionalized	396	1.2%	407	1.2%	11	2.8%
Non-institutionalized	1,320	4.1%	1,439	4.2%	119	9.0%
Under age 18	8,301	25.8%	7,565	22.0%	-736	-8.9%
Age 18 and older	23,886	74.2%	26,754	78.0%	2,868	12.0%
Persons per square mile (land area)	3,043		3,244		201	6.6%
<b>TOTAL HOUSING UNITS</b>	12,389	100.0%	13,257	100.0%	868	7.0%
Occupied	11,674	94.2%	12,490	94.2%	816	7.0%
Vacant or seasonally occupied	715	5.8%	767	5.8%	52	7.3%
Average household size	2.61		2.60		-0.01	-0.4%
<b>HISPANIC OR LATINO ORIGIN BY RACE</b>						
Not Hispanic/Latino Total	25,557	79.4%	26,124	76.1%	567	2.2%
American Indian or Alaska Native	347	1.1%	286	0.8%	-61	-17.6%
Asian	481	1.5%	459	1.3%	-22	-4.6%
Black or African American	186	0.6%	179	0.5%	-7	-3.8%
Native Hawaiian or Pacific Islander	59	0.2%	86	0.3%	27	45.8%
Some other race	54	0.2%	199	0.6%	145	268.5%
White	23,693	73.6%	23,182	67.5%	-511	-2.2%
Two or more races	737	2.3%	1,733	5.0%	996	135.1%
Hispanic or Latino Total	6,630	20.6%	8,195	23.9%	1,565	23.6%
American Indian or Alaska Native	55	0.2%	241	0.7%	186	338.2%
Asian	13	0.0%	16	0.0%	3	23.1%
Black or African American	47	0.1%	21	0.1%	-26	-55.3%
Native Hawaiian or Pacific Islander	2	0.0%	2	0.0%	0	0.0%
Some other race	3,375	10.5%	3,823	11.1%	448	13.3%
White	2,762	8.6%	1,823	5.3%	-939	-34.0%
Two or more races	376	1.2%	2,269	6.6%	1,893	503.5%
<b>RACE ALONE OR IN COMBINATION*</b>						
American Indian or Alaska Native	816	2.5%	1,469	4.3%	653	80.0%
Asian	796	2.5%	895	2.6%	99	12.4%
Black or African American	364	1.1%	467	1.4%	103	28.3%
Native Hawaiian or Pacific Islander	160	0.5%	238	0.7%	78	48.8%
Some other race	3,765	11.7%	6,544	19.1%	2,779	73.8%
White	27,494	85.4%	28,900	84.2%	1,406	5.1%

**Portland State University City Profiles**

Based on the census data for the ten census block groups that comprise the study area the priority populations in the planning area include but are not limited to:

- Persons of Color (specifically people who identify as Hispanic, Asian, Multi-Race and Black or African American)
- Community Members with Limited English Proficiency
- People with disabilities

This project should impact the priority populations identified by increasing their quality of life and livability in their neighborhoods with a targeted focus of the need for equitable public investment and public facilities levels of service in the ten selected census block groups. The project should identify where there are public facility deficiencies and an action plan to rectify those deficiencies.

The public engagement plan will focus on going to the priority populations in the neighborhoods rather than having them come to the city. Meetings will be conducted in the ten census block groups in spaces that are accessible and known by the priority populations such as churches, community meeting halls, schools, and community leader homes. Documents will be translated into Spanish, translators will be provided at all meetings, and several hands-on activities will be planned that will not rely on English proficiency. Childcare and food will be provided.

## **D. WORK PROGRAM, TIMELINE AND PAYMENT**

### ***Planning for Public Facility Equity in McMinnville's Lowest Income Neighborhoods***

#### **1. TASKS AND PRODUCTS**

**Task 1: Consultant Selection:** The City will hire a consultant team based upon a informal proposal process. *(Commence immediately upon award. In-kind staff time)*

*Task 1 Consultant Deliverables: None*

*Task 1 City Deliverables:*

- *Consultant Contract*

*Task 1 Timeframe: 1 – 2 Months*

*Task 1 Budget: City In-Kind*

**Task 2: Project Advisory Committee Selection:** The City will appoint a citizen advisory committee comprised of interested citizens from the ten census block groups with a focus on the identified priority populations, members of the Diversity, Equity and

Inclusion Advisory Committee, representatives of the Planning Commission, representatives of Unidos and the Latino Advisory Committee. The City will advertise the opportunity to participate in both English and Spanish and distribute flyers at prominent gathering locations for the identified priority populations in the census block groups. The City will also distribute flyers through Unidos and the Latino Advisory Committee. The City will also ask for help from McMinnville Water and Light, McMinnville Chamber of Commerce, McMinnville School District, Yamhill County, Department of Land Conservation and Development, and Oregon Housing and Community Services staff. *(Commence immediately upon award. In-kind staff time)*

*Task 2 Consultant Deliverables: None*

*Task 2 City Deliverables:*

- *Appoint Project Advisory Committee*

*Task 2 Timeframe: 1 – 2 Months*

*Task 2 Budget: City In-Kind.*

**Task 3: Project Kick-Off Meeting:** The selected consultant will meet with the Project Advisory Committee (PAC). At this meeting the following items would be discussed:

- Project Charter: Clarification of the project's purpose, role of the PAC, Goals and Objectives.
- Clarification of the project scope and schedule
- Public Involvement Plan – including goals for participation and evaluation of success of public involvement plan.

*Task 3 Public Engagement:*

- *One PAC Meeting*

*Task 3 Consultant Deliverables:*

- *Project Charter Memorandum*
- *Public Involvement Plan Memorandum*
- *Background Review Memorandum*
- *Meeting Agendas, Presentations and Notes*

*Task 3 City Deliverables:*

- *Meeting Notices and Coordination*

*Task 3 Timeframe: 1 Month*

*Task 3 Budget: \$3,500*

**Task 4: Review of City Policies and Levels of Service** (based on ORS 197.296)

The purpose of this task is to review all of the cities policies relative to the provision of public facilities and any significant levels of service identified. These should then be discussed with the PAC and adjusted as necessary through the lens of equity for the census block groups.

*Task 4 Public Engagement:*

- *One PAC Meeting*

*Task 4 Consultant Deliverables:*

- *Draft Memorandum of existing policies and levels of service, and adjusted levels of service for equity if identified.*
- *Meeting Agendas, Presentations and Notes*

*Task 4 City Deliverables:*

- *Meeting Notices and Coordination*
- *Existing plans and documents as requested.*

*Task 4 Timeframe: 1 Month*

*Task 4 Budget: \$6,500*

**Task 5: Analysis of Existing Conditions.** Identify existing conditions through infrastructure mapping and modeling analysis, as well as feedback from census block group residents with an emphasis on the identified priority populations.

- Identify existing conditions as demonstrated through data – map and memo.
- Identify existing conditions as perceived by residents of census block groups through neighborhood open houses and gatherings – map and memo.
- Layer data map and perception map together.
- Identify differences.

*Task 5 Public Engagement:*

- *Three Community Gatherings and Open Houses in Census Block Groups (food, childcare and translation services provided)*

- *One PAC Meeting*

*Task 5 Consultant Deliverables:*

- *Memorandum – Existing Conditions - Data*
- *Memorandum – Existing Conditions – Residents’ Perception*
- *Memorandum – Commonalities and Differences between Data and Perception.*
- *Meeting Agendas, Presentations and Notes (English and Spanish)*

*Task 5 City Deliverables:*

- *Meeting Notices and Coordination*

*Task 5 Timeframe: 2 Months*

*Task 5 Budget: \$27,500*

**Task 6: Identification of Deficiencies and Remedies**

The purpose of this task is to identify the public facility deficiencies and remedies for the deficiencies.

*Task 6 Public Engagement:*

- *Two Community Gatherings and Open Houses in Census Block Groups (food, childcare and translation services provided)*
- *One PAC Meeting*

*Task 6 Consultant Deliverables:*

- *Memorandum – Identified Deficiencies – Maps and Text*
- *Memorandum – Remedies and Financing Options*
- *Memorandum - Suggested Capital Improvement Program*
- *Meeting Agendas, Presentations and Notes*

*Task 6 City Deliverables:*

- *Meeting Notices and Coordination*
- *Public Engagement Advertising, Noticing and Coordinaton*

*Task 6 Timeframe: 2 Months*

*Task 6 Budget: \$22,500*

**Task 7: Implementation Plan and Capital Improvement Program:**

The purpose of this task is to identify an implementation plan and capital improvement program.

*Task 7 Public Engagement:*

- One meeting with PAC

*Task 7 Consultant Deliverables:*

- *Memorandum – Implementation Plan and Capital Improvement Program*
- *Meeting Agendas, Presentations and Notes*

*Task 7 City Deliverables:*

- *Meeting Notices and Coordination*

*Task 7 Timeframe: 1 Months*

*Task 7 Budget: \$10,000*

**Task 8: Evaluation of Public Engagement**

The purpose of this task is to evaluate the effectiveness of the public engagement.

*Task 8 Public Engagement:*

- *Three community gatherings and open houses in the census block group neighborhoods targeting identified priority population groups (provide food, childcare and translation services)*
- *One meeting with PAC*

*Task 8 Consultant Deliverables:*

- *Memorandum – Evaluation of Public Engagement. Lessons learned.*
- *Meeting Agendas, Presentations and Notes*

*Task 8 City Deliverables:*

- *Meeting Notices and Coordination*

*Task 8 Timeframe: 1 Months*

*Task 8 Budget: \$5,000*

**City of McMinnville Staff Roles and Responsibilities:**

- Review and comment on all draft work products.
- Appoint CAC and TAC members and serve as key contact for committee members.
- Participate in strategy meetings and conference calls with consultant approximately twice per month.
- Serve as regular contact for communication with public and local media representatives.

**2. TIMELINE**

The anticipated project timeframe is 7 months from start to completion, with a project start shortly after contract signatures. It is expected that some of the tasks outlined above will occur concurrently.

**3. PAYMENT SCHEDULE**

The City of McMinnville will enter into a contract with the consultant that has a payment schedule based upon monthly invoices showing completion or partial completion of tasks outlined in the agreed upon scope of work, and then will request payment from DLCD grant at the conclusion of Task 8.

**E. EVALUATION CRITERIA**

***Program Priorities:*** This project addresses two of the program priorities as outlined below:

- Provide infrastructure financing plans for urbanizing areas.
- Update comprehensive plans

***Regional Solutions Team Priority:*** This project addresses the Mid-Valley Regional Solutions Team Priorities of: Engage in local government infrastructure to support development.

***Multiple Jurisdictions:*** This project hopes to develop a new model for public facility updates from a lens of equity in communities for priority populations.

***Equity and Inclusion:*** This project's core value is equity and inclusion.

**Leverage:** This project will be used to help inform \$1,800,000 of public facility updates over the next two-three years.

## **F. PROJECT PARTNERS**

Unidos  
Latino Advisory Committee  
McMinnville School District  
McMinnville Water and Light

## **G. ADVISORY COMMITTEES**

The City of McMinnville will establish a Project Advisory Committee that is comprised of both a Citizen Advisory Committee and a Technical Advisory Committee.

The Citizen Advisory Committee will be comprised of residents and business owners from the planning study area with an emphasis on Hispanic, Asian and Multi-Race, people with disabilities, and residents with limited English proficiency. Representatives from the City of McMinnville’s Diversity, Equity and Inclusion Advisory Committee and the Planning Commission will also be asked to join the Citizen Advisory Committee. And the City will ask for representatives from Unidos and the Latino Advisory Committee to participate as well.

## **H. COST-SHARING AND LOCAL CONTRIBUTION**

The City of McMinnville anticipates contributing \$1,800,000 to the overall project costs with the planned public facility updates that this project will inform. \$800,000 is budgeted in FY 21/22 and \$1,000,000 is expected to be budgeted in FY 22/23 and FY 23/24.



# City of McMinnville

Office of the Mayor

October 1, 2021

RE: CITY OF MCMINNVILLE DLCD Technical Assistance Grant – Planning for Public Facility Equity in McMinnville's Lowest Income Neighborhoods

To whom it may concern:

The City of McMinnville appreciates the opportunity to apply for a Department of Land Conservation and Development (DLCD) Technical Assistance grant to help fund our analysis of public facility equity in our lowest income neighborhoods. The City of McMinnville would like to apply for \$75,000 for this effort.

The City of McMinnville has made a commitment to update our Transportation System Plan, Wastewater Conveyance Plan, Water Master Plan and Parks and Recreation Plan over the next two – three years. Recently, after working with the Fair Housing Council of Oregon and the new McMinnville Diversity, Equity and Inclusion Committee, we have learned that we have a disparate range of census block groups within the city in terms of race, family income and households living below poverty. A recent census data analysis showed that our central city neighborhoods had the lowest median family income, highest percentage of households living below poverty levels and the highest percentage of people who identify as Hispanic, Asian and Multi-Race. These are also the neighborhoods where we have the oldest infrastructure and public amenities. As part of our upcoming public facility updates we would like to hire a consultant to work with our planning team, our Diversity, Equity and Inclusion committee and a Citizen Advisory Committee to evaluate these neighborhoods for public facilities and utilities to ensure that we are investing in our public facilities with a lens of equity in addition to the strictly functionality lens that is the typical analysis of public facility updates. Our hope is that this study will inform the public facility updates in a unique and transformational way for our community, and that it could be a model for other communities.

Yours Sincerely,

Scott A. Hill, Mayor  
City of McMinnville