



## 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 22, 2021

**Applicant:** Wasco County Planning Department

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

**Street Address:** 2705 E 2<sup>nd</sup> St

**City:** The Dalles

**Zip:** 97058

**Contact name and title:** Kelly Howsley Glover, Interim Planning Director

**Contact e-mail address:** kellyg@co.wasco.or.us

**Contact phone number:** 541-506-2565

**Grant request amount** (in whole dollars): \$8,000

**Local Contribution** (recommended but not required): \$5,000

**Project Title:**

County Comprehensive Plan Update Guidebook

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

Staff will produce a guidebook, based on recent Periodic Review experience, to help underresourced Counties update their Comprehensive Plans by offering templates, recommendations and case studies.

**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

Wasco County has secured interest and a quote from a trusted graphic artist partner who will perform the graphic art portion of the project.

**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>8000</u>	\$ <u>5000</u>	\$ <u>13,000</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**

## **Project Description & Work Program**

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

### **A. Goals and Objectives.**

The goal of the Comprehensive Plan Update Guidebook is to share lessons learned, resources, and templates for Counties wanting to update their Comprehensive Plan from Wasco County's Periodic Review experience. This is a stand-alone project we anticipate will be helpful for many years, particularly for our under resourced County partners who need to update their Comprehensive Plan.

### **B. Products and Outcomes.**

Wasco County proposes to develop a 50-75 page work book that includes the following information: template for developing a Comprehensive Plan update work plan; details on significant timelines and building out a project scope; case studies on critical lessons learned through Periodic Review with emphasis on Goal 5; templates for a Public Participation Plan and Outreach Results Report; resources for low or no cost for outreach and communications; Diversity, Equity and Inclusion recommendations for rural populations; and recommendations for the update process.

### **C. Equity and Inclusion Considerations.**

In rural Oregon, the primary priority populations are extremely low income, community members with limited English Proficiency, homeless populations, and people with disabilities. This is often exacerbated by limited access to high speed internet, significant distance between rural communities and therefore public meetings, and the lack of public transportation.

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

#### **1. Tasks and Products:**

*Task Name: Guidebook Template*

*Steps to Complete the task: Build outline for content, Subcontract graphic artist, discuss layout and overall design*

*Interim/Final Products: Draft and Final Guidebook Template*

*Task Name: Draft*

*Steps to complete the task: Write narrative content, produce templates, finalize the draft*

*Interim/Final Products: Draft Guidebook*

*Task Name: Final Draft*

*Steps to complete the task: Share draft with graphic artist for clean-up and finalization of images, page numbers, and overall design*

*Interim/Final Products: Draft Guidebook and Guidebook*

*Task Name: Distribution*

*Steps to complete the task: Coordinate with AOC PD to share final product at meeting, provide a link on the project website and email to County and State partners*

*Interim/Final Products: Guidebook in .doc and .pdf format available for download*

**2. Timeline**

**3. Payment Schedule**

Task Name	Description	Commence	Complete	Payment Schedule
Guidebook Template	Subcontract for guidebook template	1-Jan-22	1-Mar-22	
Draft	Drafting materials, producing boilerplate templates	1-Jan-22	1-Sep-22	
Finalize Draft	Subcontract for graphic artist clean up	1-Aug-22	1-Nov-22	\$4,000
Distribution	Share with partners via AOC PD meeting, email, and website	15-Nov-22	31-Dec-22	
Final				\$8,000

**E. Evaluation Criteria.**

This project is proposed by Wasco County to address the Update comprehensive plan and implementing codes, which are listed as an eligible project. The project objective is summarized in A. Wasco County has two team members with slated time and an available subcontractor to complete the work. The project will be supported by matched time for development and distribution, in addition to resources created during Periodic Review.

**F. Project Partners.**

The goal of the project is ultimately to connect and share with other rural counties in Oregon. We have already collected survey data from AOC PD members to indicate the type of information they are most interested in seeing, and will use that as a foundational element for the outline of materials.

**G. Advisory Committees.**

N/A

***I. Cost-Sharing and Local Contribution.***

Wasco County has dedicated staff to achieve much of the work; a portion of the work will be completed by a graphic artist. Many of the templates will be derived from work completed as a component of Periodic Review, and will form the basis of the written narrative and template documents available in the guidebook. We also intend to dedicate over the 100 hours of staff time for the development of the project, estimating an additional 50-75 hours of staff time to compile, review, and distribute.

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

Wasco County has secured interest and a quote from a trusted graphic artist partner who will perform the graphic art portion of the project.

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



**BOARD OF COUNTY COMMISSIONERS**

511 Washington St, Ste. 101 • The Dalles, OR 97058  
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Grants Administrative Specialist  
Department of Land Conservation and Development  
[DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov)

September 1, 2021

Director Rue, Mr. Howard, and DLCD Staff;


The Wasco County Planning Department has the full support of the Board of County Commissioners in their pursuit of a Technical Assistance Grant to support their work to produce a workbook for Oregon counties, based on their experience with Periodic Review, on how to update a County Comprehensive Plan.

As part of the overall mission of Periodic Review, Wasco County would like to continue to serve as a resource for other Oregon counties on managing successful Comprehensive Plan updates with a special focus on the procedural and process elements, and how to create an affordable but inclusive communications and outreach plan that focuses on citizen involvement with underrepresented populations.

Wasco County found many benefits to updating our Comprehensive Plan, including increased citizen engagement, streamlining regulation while maintaining resource protections, and developing with the citizens creative solutions to housing and economic challenges. The intent of the workbook is to package the many lessons learned throughout that process in a practical, how to manual that other counties, particularly under resourced counties, can utilize.

Thank you for your consideration,

Wasco County Board of Commissioners

  
\_\_\_\_\_  
Scott C. Hege, Chair

  
\_\_\_\_\_  
Kathleen B. Schwartz, Vice-Chair

  
\_\_\_\_\_  
Steven D. Kramer, County Commissioners





September 17, 2021

Department of Land Conservation and Development  
c/o Gordon Howard  
[DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov)

Dear Mr. Howard and DLCD Staff,

The Association of Oregon County Planning Directors (AOC PD) is an associate member of the Association of Oregon Counties (AOC). This letter is to convey the support and endorsement of Wasco County's pursuit of a technical assistance grant to produce a comprehensive plan update guidebook.

Wasco County has presented, over the years, their experience with Periodic Review and some of the lessons learned. In addition, they have expressed an interest in producing a guidebook to be used by other Counties to help support comprehensive plan updates and planning directors have had the opportunity to provide input on content of interest for a guidebook.

Our organization believes the guidebook will be a useful tool to counties interested in updating their comprehensive plan, and supports Wasco County's application for a technical assistance grant.

Cordially,

A handwritten signature in blue ink, appearing to read 'Holly Kerns', is positioned above the typed name.

Holly Kerns  
AOC PD President