

# Department of Land Conservation and Development



## Application for Housing Planning Assistance Grants & Consultant Support

**2025-2027**

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# HOUSING PLANNING ASSISTANCE GRANT PROGRAM OVERVIEW

## PROGRAM

### DESCRIPTION

The Housing Division and Housing Accountability and Production Office (HAPO) within the Department of Land Conservation and Development (DLCD) provide resources to help Oregon communities prepare and update local land use plans and implement ordinances that respond to identified housing needs, growth management, and resource protection issues.

By the end of the 2025 legislative session, DLCD anticipates the Oregon Legislature to appropriate funds to DLCD for the purpose of providing planning assistance to local governments to:

- 1) Develop, adopt, and implement plans needed to support housing production, affordability, and choice, including Housing Capacity Analyses (HCA) and Housing Production Strategies (HPS) under Statewide Planning Goal 10 - Housing.
- 2) Develop, adopt, and implement urbanization and public facilities plans to support development readiness or amend an Urban Growth Boundary where a need is identified.
- 3) Update local development codes and comprehensive plans to comply with applicable state housing statutes and reduce regulatory barriers to housing production, especially laws adopted by the 2025 Legislature.

To provide as much time as practicable to support project timelines, DLCD is beginning the application process before the close of the 2025 Legislative session.

**Please note that, at the time of publication of these application materials, the Legislature has not yet approved funding for certain kinds of housing planning assistance. As such, while DLCD can confirm some funding availability, the full scope and amount of funding availability is tentative at this time and is subject to change.**

**The deadline for all housing planning assistance applications is August 4, 2025.**

### WHO CAN APPLY

Planning Assistance applications will be accepted from the following applicant types. For applicants requesting multiple services, please submit a separate application form for each project.

### **Cities and Counties**

- Any city or county with an applicable statutory requirement related to housing, including:
  - Goal 10 planning (housing capacity analysis and housing production strategy) for cities above 10,000 population
  - Goal 14 planning (Urban Growth Boundary amendments, land exchanges, and urban/rural reserves) where a need has been identified
  - Middle housing requirements under ORS 197A.420
  - Other housing-related statutory requirements, such as accessory dwelling units, manufactured/prefabricated homes, and clear and objective standards.
- A city or county optionally seeking to facilitate housing production, affordability, and choice within their community.

### **Regional Entities**

- Counties, regional governments, or councils of government seeking to pursue a regionally-based project or support one or more cities or counties with a housing-related project or projects.

### **Tribal Governments**

- In May 2025, the legislature passed, and Governor Kotek signed, House Bill 2347. This bill, among other provisions, removes a previously existing prohibition on DLCD's ability to fund housing planning related projects conducted by federally-recognized tribes. Specifically, the bill states that DLCD may fund housing planning projects that *"enable local governments and tribes to take other actions to incentivize the production of needed housing within the jurisdiction of the local government or tribe or on lands owned or managed by a federally recognized Indian tribe"*.

## **GRANT PROGRAM CONTACTS**

DLCD staff are available to answer your questions regarding application requirements and status. The first point of contact is the regional representative for your jurisdiction. You can find the regional representative assigned to your jurisdiction or region at <https://www.oregon.gov/lcd/CPU/Pages/Regional-Representatives.aspx>.

If you cannot contact your regional representative, please contact:

For Housing Programmatic questions, please contact the housing team:  
[Housing.dlcd@dlcd.oregon.gov](mailto:Housing.dlcd@dlcd.oregon.gov)

For HAPO compliance-related questions, please contact the HAPO team:  
[Dlcd.HAPO@dlcd.oregon.gov](mailto:Dlcd.HAPO@dlcd.oregon.gov)

## **AWARD TYPES**

DLCD offers two types of grant funding awards to provide flexibility for jurisdictions 1) Government-to-government “direct” grants between DLCD and the applicant and 2) DLCD “consultant-provided” contracts on behalf of the applicant. When applying for grant funding under this application, jurisdictions must select which award type they are seeking. The award types are described in more detail below.

### **“Direct” Grants**

A “Direct” grant is an award that DLCD provides directly to a jurisdiction to implement the project. In this case, the local government is can use grant funds to fund their own staff or contractors to complete the project. Direct grants between DLCD and the local government are typically completed quicker than DLCD “consultant-provided” contracts because any procurement or external party contracting responsibility is that of the local government.

### **“Consultant-Provided” Contracts**

DLCD has procured and contracted with several consulting teams to support local governments to complete projects funded under the Housing Planning Assistance Grant program. If a jurisdiction does not wish to take on the responsibility of their own procurement process to find a qualified contractor to support the work of their project, DLCD may contract with a consultant on behalf of the local jurisdiction. DLCD would manage the administration of the contract including but not limited to invoicing, amendments, and contract close-out on behalf of the local jurisdiction.

## **ELIGIBLE PROJECTS AND EVALUATION CRITERIA**

Housing Planning Assistance is used to help complete projects necessary for local governments to achieve the following priorities:

### **Award Evaluation Criteria and Priorities**

1. *The project fulfills a housing-related statutory obligation* including adoption of a Housing Capacity Analysis or Housing Production Strategy
2. *The project facilitates housing production, affordability, and choice* where it is needed most, including in tribal governments, and
3. *The project emphasizes fair and equitable housing outcomes.*

To evaluate applications against the priorities above, DLCD will use the Planning Assistance evaluation review criteria, explained in sections 1 through 5 below. Please address these, as applicable, in your application attachment.

Projects are not expected to satisfy non-mandatory criteria, but those that rate well under one or more of them will have an improved likelihood of receiving grant funds.

## 1. Project Objectives

The *project objectives* are clearly stated; address the problem, need, opportunity, and issues; are defined in a manner consistent with the statewide planning goals; and directly relate to a clear statement of expected outcomes. The project objectives need to be reasonably achievable within the project budget and timeline.

## 2. Program Priorities

The project addresses the *program priorities* as follows:

### **1. The project fulfills a housing-related statutory obligation.**

First priority for grant and consultant support will be for projects fulfilling a housing-related statutory obligation, including the on-going implementation of Goal 10 and related provisions. Funding will be awarded in consideration of statutory applicability, deadlines, and local capacity to fulfill statutory requirements. Examples of projects include, but are not limited to projects in which a local government is required to:

- Develop a housing capacity analysis in accordance with ORS 197A.270 or ORS 197A.335 and OAR 660-008-0000 to OAR 660-008-0035.
- Adopt a housing production strategy in accordance with ORS 197A.100 and OAR 660-008-0000 to OAR 660-008-0035.
- Adopt a housing coordination strategy in accordance with House Bill 2001 (2023 Session).
- Amend local development codes to comply with the provisions of ORS 197A.420 allowing middle housing.
- Amend local development codes to comply with other housing-related statutory requirements, including:
  - ORS 197A.400 – clear & objective requirements
  - ORS 197A.425 – accessory dwellings
  - ORS 197.475 – manufactured/prefabricated housing
  - Other housing-related statutory requirements
- Amend an Urban Growth Boundary when a housing need is identified in a housing capacity analysis.

## **2. The project facilitates housing production, affordability, and choice where it is needed most, including in tribal governments.**

Additional prioritization will be given to projects that substantially encourage housing production, affordability, and choice, especially in communities facing severe disparities in cost burden and other housing outcomes. This includes prioritization for smaller, capacity-constrained jurisdictions, and tribal governments seeking to support housing production. Examples of potential projects include, but are not limited to:

- Any project included in criterion #1 that is not statutorily required.
- Develop or adopt a plan or action that facilitates housing production, affordability, and choice, such as a code audit/amendment, local affordable housing funding strategy, or local program related to housing.
- The adoption of urban reserves to facilitate future Urban Growth Boundary amendments where a need is identified.
- Facilitate an Urban Growth Boundary land exchange to bring land into the Urban Growth Boundary that is more likely to support the development of needed housing.
- Adopt or amend a concept area & development readiness plan that enables and facilitates housing production in an identified area within an Urban Growth Boundary.

## **3. The project emphasizes fair and equitable housing outcomes.**

Additional prioritization will be given to projects that emphasize equitable outcomes & engagement and affirmatively further fair housing. As provided in ORS 197A.100(9), affirmatively furthering fair housing means:

“meaningful actions that, when taken together, address significant disparities in housing needs and access to opportunity and replace segregated living patterns with truly integrated and balanced living patterns to transform racially and ethnically concentrated areas of poverty into areas of opportunity and foster and maintain compliance with civil rights and fair housing laws.”

## **3. Project Description**

The *approach, budget (if requesting a direct grant), products, and timing* are defined for every task and are reasonable considering the benefits of the project and the work proposed is reasonably likely to achieve the project objectives.

Several sample work programs are provided as attachments to this grant packet that jurisdictions may use to inform their own project description. If an applicant expects the project to look substantially similar to the template, they do not need to submit a separate project scope. However,

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if the applicant expects the project to include significant differences from the provided templates, *they must submit a project scope thoroughly outlining the expected work for the project* (see the attached application for detail on what to include).

Priority will be given to applications that provide detailed project descriptions with well-defined tasks, products, and timelines.

#### 4. Grantee Capacity

The application and past performance on grant-funded projects (where applicable) demonstrate that there is *adequate local capability* to successfully manage the project. DLCD may consider past performance on grant-funded projects as a prioritization factor of submitted applications.

#### 5. Leverage

*Local matching contributions* demonstrating commitment to the project. Matching contributions are *not mandatory* for an application to be successful, but a demonstration of local commitment can tip the balance in favor of some applications. Matching funds do not need to be from the applicant's budget – they could come from another state agency, a federal agency, or a foundation. In-kind and other non-cash match are also considered, such as staff time dedicated to a project.

### **REVIEW PROCESS**

Applications will be reviewed considering the evaluation criteria explained above. DLCD will award those applications that best satisfy these criteria.

DLCD will notify applicants of award decisions at the earliest time possible. To start projects as soon as possible, DLCD is aiming to notify applicants of award decisions within 30 days of the application period close, but this is subject to change. Unsuccessful applications may be reconsidered if additional assistance becomes available throughout the 2025-2027 biennium.

Once awards are determined, the assigned DLCD grant manager will work closely with the awardee to complete the statement of work and execute agreements. This will be completed at the earliest time possible; past experience indicates this phase usually takes 60 to 90 days after notice of award to complete a grant agreement and up to several months to execute a contract with a DLCD-provided consultant. DLCD staff aims to **execute grant agreements by approximately November 1, 2025 and consultant contracts by January 1, 2026**. This process can take longer depending on the complexity of the statement of work.

## ELIGIBLE COSTS

Grant funds may be expended only for direct project-related costs associated with the funded project. Eligible costs include salary of staff assigned to the project, consultant fees, postage, supplies, and printing. Equipment purchases and indirect costs, including general administrative overhead and software costs, are not eligible.

**Costs incurred prior to the execution date of the grant agreement are not eligible project costs and cannot be reimbursed.** This includes costs of preparing the grant application, preparing a statement of work, and any other work completed before grant agreement execution.

Grant funds are provided on a reimbursement basis for products in accordance with the reimbursement schedule specified in the grant agreement.

## APPLICATION INSTRUCTIONS

**1. Complete the grant application.** Be specific and thorough in describing all anticipated grant products as described in the application form. Submit application materials **by midnight August 4, 2025** to:

By e-mail to: [housing.dlcd@dlcd.oregon.gov](mailto:housing.dlcd@dlcd.oregon.gov)

*Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to DLCD by emailing [housing.dlcd@dlcd.oregon.gov](mailto:housing.dlcd@dlcd.oregon.gov). Contact as soon as possible.*

**2. Include a resolution or letter from the governing body of the city or county demonstrating support for the project.** The application must include a resolution or letter from the governing body of the city or county demonstrating support for the project. If the applicant is a regional entity applying for a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, how it must be received before planning assistance is awarded.

**3.** DLCD will confirm receipt of applications by e-mail, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of our decision.

## **RESERVATION OF RIGHTS**

DLCD reserves all rights regarding this funding opportunity, including but not limited to, the right to:

- Amend or cancel this funding opportunity without liability if DLCD decides to do so.
- When appropriate, DLCD will issue revisions, substitutions, or clarifications as addenda to this funding opportunity. Changes and modifications to the funding opportunity shall be recognized only if in the form of written addenda issued by DLCD and posted on the website:  
<https://www.oregon.gov/lcd/Housing/Pages/Assistance-Funding.aspx>
- Set a maximum award amount per recipient organization and set a maximum amount per client.
- Waive any minor informality or non-conformance with the provisions or procedures of this funding opportunity.
- Seek clarification of any application.
- Negotiate the requirements described in this funding opportunity.
- Reject any application upon a finding by DLCD that accepting the application may impair the integrity of the solicitation process or that rejecting the application is in the best interest of DLCD as determined by DLCD, in its sole discretion.
- Verify any information or endorsements included in the application or letters of support to ensure accuracy.
- Approve funding awards for less than the amount requested by an applicant.
- Adjust the amount of funding and negotiate modifications to the applicant's project and budget prior to the execution of a grant agreement and related legal documents for the award.

Approval of an application will be conditional and subject to further review and execution of a grant agreement. Grant agreements may also be subject to review and approval by the Oregon Department of Justice.

Applicants will not receive awarded funds until documents required in the Notice of Intent to Award and any follow-up documents have been submitted and are deemed satisfactory by DLCD and a grant agreement is executed.

Pre-award costs are not eligible for funding unless expressly authorized by DLCD, in its sole discretion.

DLCD also reserves the right to amend any grant agreement that is issued as a result of this funding opportunity.

## Important Housing Planning Assistance Dates

| Date                     | Planning Assistance Milestone                                                                                          |
|--------------------------|------------------------------------------------------------------------------------------------------------------------|
| June 2, 2025   1:30 – 3p | Open Forum for follow-up question & answer<br><a href="#">Zoom link</a>   Meeting ID: 821 4886 4505   Passcode: 598033 |
| June 3, 2025             | Application period opens; materials distributed                                                                        |
| August 4, 2025           | Application period closes; materials submittal deadline                                                                |
| Early September          | Anticipated funding decision; award notices sent                                                                       |
| October – November 2025  | Direct grant agreements anticipated execution                                                                          |
| November – December 2025 | Consultant contract anticipated execution                                                                              |
| June 15, 2027            | Project completion deadline                                                                                            |