

# 2023 Transportation Growth Management Grant Application

## Instructions

Be sure to download and review the [2023 Application Packet](#) and [2023 Application Instructions](#) before filling out this grant application.

You can save your progress and revisit this form at any time by clicking the "Save" button at the bottom of the page.

***Applications must be received by July 27, 2023 at 11:59 p.m. (PDT)***

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## Applicant information

**Instructions:** Complete this information for the applicant. Provide both a designated contact and an authorized representative (if different than the designated contact) for your entity.

Response instructions are on page 3 of the 2023 Application Instructions.

### Primary applicant jurisdiction

City of Sheridan

### Mailing address

120 SW Mill St.

Address Line 1

Address Line 2

Sheridan

City

Oregon

State

97378

Zip Code

### Website

<https://www.cityofsheridanor.com/>

### Contact person name

Heidi

First

Bell

Last

**Contact person title****Contact phone****Contact email****Name of person empowered to sign the agreement with ODOT, if different from the applicant contact**

First

Last

**Title of above named person****Phone****Email****List co-applicants (if a joint project)****List co-applicants (if a joint project)****Providing match?****Upload your resolution, minutes or authorized letter from governing body of applying jurisdiction(s) here:**

Res 2023-BB Support TGM Transportation Grant App.pdf

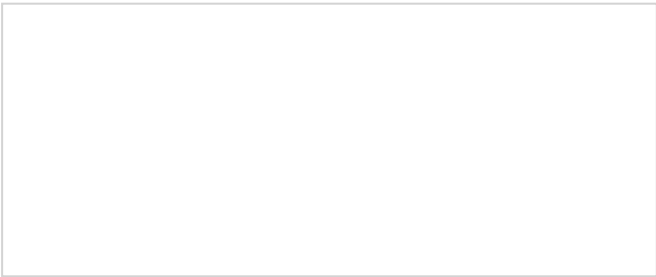
*PDFs only.*

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**Project information****Response instructions are on page 4 of the 2023 Application Instructions.****Project title****Project area:** *Using either of the two fields below, attach a map of the project area or describe the area your project is located in.***Option 1: Project area map**

Clty of Sheridan map.pdf

*PDFs only, 1 file maximum, 3mb file size limit.***Option 2: Project area description**



**ODOT region (1-5)**

Region 2

[ODOT Region Map](#)

Refer to the region map if you are unsure of your region.

**Type of grant**

Category 1: Transportation System Planning

**Summary description of project**

The Sheridan Transportation System Plan Project will produce an updated TSP plan to enhance and address concerns such as safety, accessibility, connectivity, community health, environmental stewardship, economic vitality which are affected by and impact transportation.

The plan must also result in tools to address gaps in City’s Transportation Network, with specific focus on its bicycle and pedestrian network, with the outcome of establishing a better connected, safer, and inviting bicycle and pedestrian route network between existing bicycle and pedestrian lanes and the Yamhill county bicycle routes. The plan will also address gaps in the City’s pedestrian routes with particular emphasis on safe and inviting walking routes in neighborhoods and to schools.

The City plans to seek adoption of an updated Sheridan Transportation System Plan (TSP). The TSP was last updated in 2015.

*Describe the purpose of your project and how the expected outcomes will address a transportation problem, need, opportunity, or issue. (Maximum characters: 750)*

**Project cost table**

Response instructions are on page 5 of the 2023 Application Instructions.

<b>TGM funds requested for the work identified in Criterion 3</b>	<b>Consultant</b>	<b>Local reimbursement</b>	<b>Total TGM funds requested</b>
	\$130,000.00	\$0.00	\$130,000.00
<b>Local match</b>	<b>Minimum Match (Calculated)</b>		

\$14,879.08  
Approximately 12%

Local governments that are on the [Distressed Communities](#) list are eligible for a partial match waiver.

Click yes if your local government is on the Distressed Communities list and you need to receive a waiver.

☐ Yes ☒ No

**Match to be provided**

**Labor, supplies and services during project**

\$14,879.08

**Payment when Intergovernmental Agreement is signed**

\$0.00

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## Award criteria

### Criterion 1: Proposed project addresses a need and supports TGM objectives (up to 40 points)

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM objectives.

Response instructions are on page 10 of the 2023 Application Instructions.

**Explain how your proposed project addresses a need and supports TGM objectives**



The goal of this Project is to update the Sheridan Transportation System Plan to address various concerns related to safety, accessibility, connectivity, community health, and economic vitality. It aims to develop a designated bicycle and pedestrian route system to achieve several key objectives:

**Support Bicycle Tourism:** The plan intends to create routes that attract bicycle tourists to explore the City of Sheridan and the Yamhill County countryside, promoting local economic growth and vitality through increased tourism. Currently, cyclists accessing the Yamhill County rural Bicycle Loop enter the City of Sheridan and travel down Main St. which is a main arterial for commercial traffic. A more appealing option is to route bicycle traffic north one city block to Yamhill Street which has an extensive tree canopy, shops, and quieter traffic that is well-suited for touring cyclists. Improvements to the street, curbs, and sidewalks would attract cyclists transiting through Sheridan to stay and enjoy a meal at a local restaurant or cafe' as well as attract families and neighbors from existing and planned neighborhoods. This supports TGM Objective 3.1.

**Encourage Active Transportation:** Sheridan suffers from a lack of safe and convenient non-vehicular connections which forces residents to drive for daily activities, missing out on the health benefits of active transportation. By providing safe and convenient routes for pedestrians and cyclists from existing and future planned neighborhoods to access businesses and schools, the project encourages active transportation choices, reducing reliance on motor vehicles and promoting healthier lifestyles. There is a lack of connectivity between neighborhoods, schools, parks and commercial areas of interest that can discourage those who may be interested from choosing bicycling and walking as a form of transportation. This supports TGM Objectives 1.4, 2.2, 2.3, 3.1. And 5.1

**Foster Sustainable Growth for Existing and Future Planned Middle Housing:** Sheridan's older neighborhoods are great for raising families but lack or suffer from poor connections to other areas of the city including bike routes, walking paths, and pedestrian routes. The project seeks to improve existing connections and support connection for planned new middle-housing growth while maintaining and thriving existing neighborhoods and centers, ensuring a balance between development and environmental sustainability. This supports TGM Objectives 1.2, 1.4, 2.1, 2.2, 2.3, 3.1, 3.3, and 5.1

**Reduce Air Pollution and Greenhouse Gases:** Encouraging bicycle and pedestrian travel can contribute to reducing air pollution and greenhouse gas emissions, promoting environmental stewardship and sustainability. There is a lack of connectivity between pedestrian routes, bike lanes, neighborhoods, schools, parks and commercial areas of interest that can discourage those who may be interested from choosing bicycling and walking as a form of transportation. As such, providing clear connectors to rural bicycle routes, inter-city bicycle travel, and pedestrian travel may reduce air pollution and green house gases. This supports TGM Objectives 1.4, 2.3, and 5.1

**Ensure Safe Routes to School:** The project aims to create safe walking routes for school children, enhancing their safety and encouraging walking as a viable transportation option. This supports TGM Objectives 1.2, 1.4, 2.1, 2.2, 2.3, 3.1, 3.3, and 5.1

*Maximum characters: 5,000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

## **Criterion 2: Proposed project is timely and urgent (up to 25 points)**

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues
- make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements or regional plans
- make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans, including growth or lack of growth, changes in land-use patterns or changes in available funding
- build on, complement or take a necessary step toward completing or implementing other high priority community initiatives, including Governor's Regional Solutions Team priority
- resolve transportation or land use-related issues affecting the project readiness of local, regional or state transportation projects for which funding is expected to be obligated within the near future

**Response instructions are on page 12 of the 2023 Application Instructions.**

**Explain how your proposed project is timely and urgent**

The proposed project is timely for an array of reasons; its plan is overdue for review, there is an opportunity to align its plan with the Regional Solutions Team focus on “Expanding agri-tourism opportunities which highlights visitor hospitality amenities and encouraging business retention and expansion ” as well as the Governor’s focus on middle housing, and the City is experiencing growth in its’ residential and commercial areas.

The City of Sheridan TSP is overdue for an update and the City has prioritized the development of a pedestrian and bicycle plan, consistent with a five decades commitment to pedestrian and cycling opportunities. The City has long been a supporter of active transportation choices dating from its 1979 Sheridan Comprehensive Plan which states:

“Travel in Sheridan is primarily by automobile; consequently, the greatest demand in regards to transportation is for improvement of the city’s street network. However, provisions for other forms of transportation means are important to meet the overall transportation requirements to the City. Therefore, Sheridan sees a need to assure that special requirements of rail transportation, public transit, the transportation of disabled, and bicycle and pedestrian transportation are met. “

The City adopted its Transportation Plan in 2000 through Ordinance 2000-5. The City’s plan incorporates the standard set by Transportation Planning Rule requiring the TSP to be reviewed every five years for evaluation and change as needed. Ordinance 2000-5. Goals and Policies. Implementation. Moreover, the plan summary states that the TSP is generally represented by its street system and that if population growth follows expectations, the street system should be sufficient through 2020.

The City’s last update to the TSP occurred in 2015. It is outdated and included in this TSP update a prioritized need for a bicycle and pedestrian plan. This same priority was stated in its 2015 update, the City highlighted the need for bicycle and pedestrian access in its Policy 10 which states “the City shall encourage bicycling and walking by providing for, through appropriate measure, the maintenance of existing bikeways and walkway and the development of bikeways and walkways in future developments.”

The COVID pandemic delayed the City’s ability to update its plan and it is now able to turn its attention to the intended schedule of updates. This grant will provide the resources necessary to complete an important component to the TSP update consistent with a five-decade commitment to pedestrian and cycling opportunities.

The city is focused on updating the bicycle and pedestrian plan following the pandemic due to an increase in cycle tourism, and increase in housing development, and related school enrollment. The City has seen an increase in permits for housing and recently approved a 48 unit apartment development which will provide needed housing inventory for a community the size of Sheridan, population 4300. The city is also actively pursuing efforts to revitalize its downtown commercial district with eateries, retailers, and live-work housing. Correspondingly, the Sheridan School District has experienced growth in student enrollment and shares an interest in developing planned routes to support children walking to school through the city.

*Maximum characters: 3,500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

### Criterion 3: Proposed project approach supports policy decision (up to 20 points)

The application demonstrates a clear approach to achieving the expected outcome and includes consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

Response instructions are on page 13 of the 2023 Application Instructions.

## Tasks and deliverables table

### What are your proposed tasks and deliverables

#### TASK 1 PROJECT INITIATION AND STAKEHOLDER INVOLVEMENT

City gather and Consultant shall review appropriate background Information relevant to the Study Area; City shall organize and prepare Project Management Team and Advisory Team. The purpose of PMT is to coordinate the Project and guide Project management decisions. AC is expected to review and comment on deliverables and provide technical and policy advice according to member expertise. City shall arrange and Consultant shall conduct a Study Area Tour.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

#### 2.1 Draft Memo #1: Existing and Future System Conditions

City shall prepare preliminary and revised Draft Memo #1 that defines and assesses the information in Task 1. Draft Memo #1 must include the existing and future condition of the transportation system, demographics, and attractors/generators based on data developed for City 2015 TSP and other information provided by City. Draft memo #1 must include planned future roadway projects that include bicycle and pedestrian system elements, as well as the estimated timing for implementation of these projects. Draft Memo #1 must analyze the availability of funding for transportation system improvements including bicycle and pedestrian improvements. It must also identify potential funding sources (type, and rough estimate of funding), for consideration in later tasks.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

#### 2.2 Draft Memo #2: Goals and Policies

City shall prepare preliminary and revised Draft Memo #2, which includes transportation goals including pedestrian and bicycle-related goals, policies, and practices found in Background Information, or entirely new goals based upon the analysis and outreach conducted for this Project. Memo shall include evaluation for consideration by the PMT and AC. Evaluation criteria must be used for ranking project alternatives throughout Project. City shall prepare a menu of conceptual-level alternatives for initial discussion and consideration.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update

and which entity or entities will need to take action to adopt them.

**TASK 3 ALTERNATIVE REFINEMENT.** Consultant shall, using information from prior tasks and their own expertise, develop a set of refined project alternatives for consideration by the PMT and AC. Alternatives must include projects that are tied together (for example: corridor-level projects), and ala carte projects (standalone, or isolated projects). Projects must include best ways to connect new bike routes/sharrows to existing bike lanes and Yamhill Bike Tour Routes to surrounding neighborhoods, commercial areas, parks and schools, locations in which the existing Yamhill Route can be expanded and changes to the auto system (i.e. traffic calming measures).

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**TASK 4 FINAL ALTERNATIVES.** Consultant shall, using information from Task 3, develop a menu of project alternatives. Menu must include an updated Transportation System Plan, projects that are tied together (for example: corridor-level projects), and ala carte projects (standalone, or isolated projects). Projects must include best ways to connect new bike routes/sharrows to existing bike lanes and to surrounding neighborhoods, commercial areas, parks and schools, locations in which the existing bicycle and pedestrian routes can be expanded or could be established, and changes to the auto system (i.e. traffic calming measures). Final project alternatives must be displayed via maps, cross-sections, plan-view diagrams as relevant, photo examples, and up to three refined visualizations to aid in communicating the alternatives. Consultant shall develop refined quantitative cost estimates f

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

### 5.1 Draft TSP Outline

Consultant shall prepare and submit a Draft Transportation System Plan Outline which includes; a) The goals for the Sheridan Transportation System Plan; b. The desired transportation network and classification; c. Future transportation system improvements, tiered or ranked as short-, medium-, and long term (implementation should focus first on areas within the city limits, then areas under Yamhill County jurisdiction); d. Maps e. Wayfinding plan, locations, and staging f. Multi-modal transportation promotion and programs and partners

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

### 5.2 Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation

City shall prepare a Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation and submit in accordance with ORS 197.610.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

### 5.3 Adoption Draft Transportation System Plan and Adoption Draft Implementing

Consultant shall revise Draft TSP to respond to PMT, AC and Stakeholder comments. Consultant shall provide Adoption Draft TSP to both City and PMT. City shall revise Draft Implementing Measures to respond to comments.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

5.4 Adoption Hearings. City shall organize and lead an Adoption Hearing of the City Planning Commission, and an Adoption Hearing of the City Council. Consultant shall prepare a Final TSP, incorporating any City Council actions.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

### How will the project approach lead to a successful project?

The approach will lead to a successful project because it builds upon the City's existing TSP and community commitment to active transportation, health, and jobs.

*Maximum characters: 500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**If adoption hearings will be held as part of a larger project, when will that be and as part of what project? (optional)**

*Maximum characters: 500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

### Criterion 4: Proposed project has community support (up to 5 points)

The application demonstrates that there is local support for project objectives, a commitment to participate, and a desire to implement the expected outcome.

**Response instructions are on page 15 of the 2023 Application Instructions.**

**Upload letters of support from stakeholders here**  
Sheridan CDBG CV Food Bank signed May\_2023.pdf

Sheridan TGM Grant Letter of Support.pdf

Ltr City of Sheridan SSD48J.pdf

Planning Chair Ltr of Rec.pdf

*PDFs only. Max 3 mb per file.*

**Criterion 5: Proposed project sponsor is ready and capable (up to 10 points)**

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage and complete the project. The application demonstrates, if applicable, successful performance on previous TGM projects.

**Response instructions are on page 16 of the 2023 Application Instructions.**

**Explain how proposed project sponsor is ready and capable**

The City hopes to blaze new trails with this TSP update, with community engagement, analysis, and project identification. To do this, it will use a combination of in-house talent, consultants, and a partnership with the Council of Governments. Heidi Bell, City Manager, will serve as project manager. She is an experienced city manager having served in that role for both the City of Donald and the City of Sheridan, and prior to which she worked in planning departments for municipalities in Oregon. Cai Cottam will be the Public Works contact and he will be the TSP Update project manager when it begins in two years. Consultants will be brought in to perform traffic modeling, systems analysis, financial forecasting, and engineering. The COG’s well-resourced and talented Planning and GIS team will assist with spatial analysis. The combined talents of in-house and COG staff will conduct background analysis and write the narrative. This will allow the city to be more iterative and responsive in its process.

*Maximum characters: 2,000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**If applicable, list local jurisdiction’s TGM projects within last 10 years and their status**

**If applicable, list local jurisdiction’s TGM projects within last 10 years and their status**

TGM File Code	Project Title	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>
300 character limit.		

## Bonus points: Housing (up to 10 points)

Response instructions are on page 7 of the 2023 Application Instructions.

**How will the adoption of the final document(s) address barriers to a broad range of housing types and affordability or works to link the location of future workforce housing to walkable/bikeable areas with good transit?**

This project direction addresses transportation systems, and specifically pedestrian and bicycling access, within and through the city to employment, entertainment, and education. The project will do a detailed analysis of missing or poor condition connections that keep workers from choosing active transportation modes and students, our future workforce, from accessing a safe route to their education.

*Maximum characters: 500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

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## Required forms

**Title VI: Racial & Ethnic Impact Statement form**  
Racial-Ethnic-Impact-Statement.pdf

[Download the Racial & Ethnic Impact Statement form here](#)

*PDFs only. Max 3 mb per file.*

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## Certifications

Response instructions are on page 8 of the 2023 Application Instructions.

### Eligibility criteria

- ☒ This application demonstrates a clear transportation relationship
- ☒ This application demonstrates adoption of products to meet project objectives
- ☒ This application demonstrates the support of local officials

### Preparation of application

- ☒ This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions
  - ☐ This application was prepared by the following COMPENSATED consultant (indicate below)
  - ☐ This application was prepared by the following UNCOMPENSATED consultant (indicate below)
-



**Would you like to receive TGM news and updates?**

☐ Yes ☒ No ☐ I am already subscribed

*Clicking "Yes" authorizes us to add your email to our e-newsletter mailing list. You can unsubscribe at any time.*

**Today's date**

7/26/2023

**If you encounter any issues with the submittal process, please contact:**

Rachael Levasseur

Planning Section Web Coordinator

[Rachael.LEVASSEUR@odot.oregon.gov](mailto:Rachael.LEVASSEUR@odot.oregon.gov)

## **RESOLUTION 2023-BB**

### **A RESOLUTION DEMONSTRATING THE SHERIDAN CITY COUNCIL'S SUPPORT FOR THE CITY'S APPLICATION TO THE DEPARTMENT OF LAND AND CONSERVATION'S TRANSPORTATION GROWTH MANAGEMENT GRANT PROGRAM TO UPDATE THE CITY'S TRANSPORTATION SYSTEM PLAN (TSP)**

**WHEREAS**, The City of Sheridan's Transportation System Plan is dated October 1999 and is overdue for an update since it is more than 20 years old; and

**WHEREAS**, City Planner Jim Jacks submitted a pre-application for a grant from the State of Oregon, Department of Land Conservation and Management's Transportation Growth Management Program to update the City's TSP; and

**WHEREAS**, The City of Sheridan City Council recognizes that updating the Transportation System Plan (TSP) is important for the quality of life to its residents and economy; and

**WHEREAS**, The City Council and staff receive regular complaints about the severe deficiencies regarding the City's transportation system, including on Sheridan Road a major roadway in the City; and

**WHEREAS**, The City was awarded an ODOT Safe Routes to School planning grant and the report recommends improvements to the transportation infrastructure to build safety for its students, which the Council would like incorporated in the TSP; and

**WHEREAS**, Working with ODOT and Safe Routes to School it was determined that creating a "Greenway" on Yamhill Street would be beneficial for building pedestrian safety, reducing the dependency on automobiles for transportation, and embracing economic development opportunities with the existing cyclists; and

**WHEREAS**, The Council desires to incorporate in the TSP an analysis and a list of the needed corrections of the inconsistencies between the Sheridan Development Code, existing Transportation System Plan, and the Public Works Standards; and

**WHEREAS**, Sheridan is recognized as a key stakeholder of Yamhill County Transit (YCT) and on May 22, 2023 the City was requested to include YCT's Service District Plan into the City's TSP; and

**WHEREAS**, The Council supports studying our existing streets for capacity.

### **NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SHERIDAN, OREGON AS FOLLOWS:**

Section 1: The City Council directs the City Planner to submit a grant application to update the Transportation System Plan to the State of Oregon, Department of

Land Conservation and Development's Transportation Growth Management Program.

Section 2: City Manager Bell is authorized to sign the grant application and any supplemental paperwork required to submit, accept, or gain reimbursement regarding this grant.

Section 3: This Resolution shall take effect immediately.

**PASSED AND ADOPTED** by the City Council this 17<sup>th</sup> day of July, 2023.

AYES: 6-

NAYS: 0

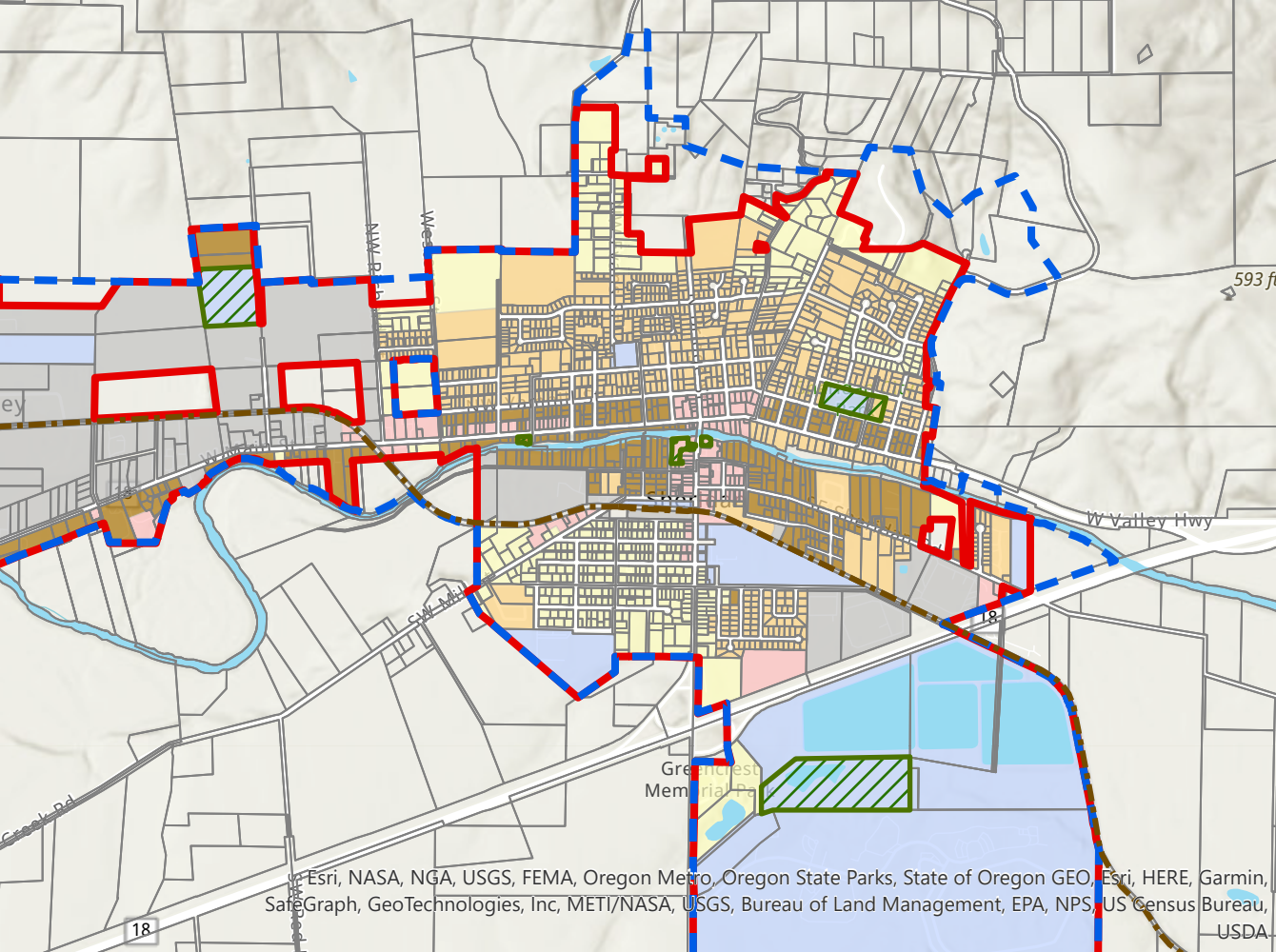
ABSENT: 0

ABSTAIN: 0

**DATED** this 17<sup>th</sup> day of July, 2023

Marianne Thomson  
Marianne Thomson, Mayor

ATTEST: Yvonne Hamilton  
Yvonne Hamilton, CMC, City Recorder





## Community Development Block Grant -

2022 CDBG CV for Non-construction Projects:

Food Bank/ Child Care/ Broadband-Internet for CDL

The appropriate CDBG CV NOVA application guidelines must be read and used in its entirety to complete the application.

### Section 1: General Application Information

#### Section 1 A: Applicant

<b>Organization Name*</b> City of Sheridan	<b>Organization</b> City <small>(Identify the ORS under which entity is formed if potential applicant is an entity other than city or county, such as special district, authority, association, etc.)</small>
<b>Street Address*</b> 120 SW Mill St. Sheridan, OR 97378	<b>Mailing Address*</b> 120 SW Mill St. Sheridan, OR 97378
<b>Office Phone*</b> 503-843-2347	<b>Web URL</b> <a href="https://www.cityofsheridanor.com/">https://www.cityofsheridanor.com/</a>

#### Section 1 B: Project Contact

<b>Name *</b> Heidi Bell	<b>Title *</b> City Manager
<b>Phone *</b> 503-980-6319	<b>Email</b> hbell@cityofsheridanor.com
<b>Phone (cell)</b> 503-320-8325	
<b>Authorized Signature Name</b> Marianne Thomson	<b>Authorized Signature Title</b> Mayor
<b>Authorized Signature Email</b> mthomson@cityofsheridanor.com	

#### Section 1 C: State Representation

<b>Senate District Number*</b> 12	<b>Senator's Name*</b> Brian Boquist
<b>House District Number*</b> 24	<b>Representative's Name*</b> Representative Lucetta Elmer

### Section 1 D: Project Overview

**Project Name\***

Grand Sheramina Food Bank Project

**Project Location** *(impacted areas that will be benefited by this project)*

Sheridan and the surrounding rural areas within 30 miles of Yamhill County, Polk County, and Lincoln County

### Section 1 E: Project Description

**Opportunity/Problem\*** *(Briefly describe nature of need and the impact of COVID-19 to the applicant & project jurisdiction)*

The Grand Sheramina Food Bank has seen dramatically increased customer volume since the pandemic began: from roughly 3,000 households in 2019 to 4,100 in 2022; from distributing 172,717 lbs. of food in 2019 to over 216,523 lbs. in 2021. This year already surpassed both of those numbers and made 11,260 boxes of food.. Although demand continues to rise, the amount of donations has decreased by roughly 50% in the last 12 months. GSFB is now sustained only by bottle and can donations, which pays mostly for the required labor costs and little for overhead and paying for the purchase of food. Volunteers are stretched thin, and the GSFB volunteer headcount has declined due to COVID. The GSFB volunteer base is mostly elderly and compromised in health and COVID is a concern. To respond to the increased need, and to accommodate senior citizens who lack reliable transportation and want to avoid COVID exposure, the City of Sheridan requests CBDG funds to help the Grand Sheramina Food Bank in the following ways:

**Proposal/Solution\*** *(Briefly describe programs relationship to the prevention or response to COVID-19 for the applicant & project jurisdiction)*

To respond to the increased need, and to accommodate senior citizens who lack reliable transportation and want to avoid COVID exposure, the City of Sheridan requests CBDG funds to help the Grand Sheramina Food Bank in the following ways: \$53,000 for the purchase of a Sprinter delivery van, which GSFB will use to deliver food boxes to the Senior Estates Mobile Home Park, apartment complexes, and other locations that express interest. The community has expressed interest in the delivery or pickup of food boxes outside of normal operating hours. The City will pay for the yearly tax for the van. The gas and insurance can be supported by the current GSFB because refunds are issued to volunteers for gas, and the GSFB will be able to use their own van. \$25,000 to support the addition of two part-time temporary staff, one to drive the delivery van and one to help load boxes GSFB is also

requesting \$15,000 to equip the new Sprinter delivery van with refrigeration, ensuring that the food is safe to consume and the GSFB is giving fresh food (meat, cheese, eggs, etc.) in the boxes. \$23,500 for a new walk-in freezer to preserve the increased volume of food. \$20,000 for the purchase equipment upgrades that would support the GSFB in providing food to the community. \$6,900 to purchase a new racking/shelving system for the GSFB, maximizing storage space. \$5,400 for the replacement of a Heat Pump. With the severe decrease in donations, the GSFB is unable to afford the cost for a heat pump and it is broken. \$6,000 for the replacement of an Electric Pallet Jack. With the extra food the aging pallet jack needs to be replaced for efficiency in loading and unloading. \$1,442 for five stainless steel carts to hold more food and/or food boxes

**Detailed Project Description\*** *(clearly describe the proposed project work to be accomplished, and the organization that will be involved in assisting the applicant in implementing the program (if any). Describe the timeline of the project and your expected outcomes and the activities your organization will take to achieve those outcomes.)*



Monetary donations have decreased significantly due to economic hardship caused by COVID -19. CDBG funds would help reduce this burden on the budget and could be used for overhead/utility costs and purchasing food. The GSFB is requesting \$15,000 to equip the new Sprinter delivery van with refrigeration, ensuring that the food is safe to consume and the GSFB is giving fresh food (meat, cheese, eggs, etc.) in the boxes. \$23,500 for a new walk-in freezer to preserve the increased volume of food. \$20,000 for the purchase equipment upgrades that would support the GSFB in providing food to the community. \$6,900 to purchase a new racking/shelving system for the GSFB, maximizing storage space. \$5,400 for the replacement of a Heat Pump. With the severe decrease in donations, the GSFB is unable to afford the cost for a heat pump and it is broken. \$6,000 for the replacement of an Electric Pallet Jack. With the extra food the aging pallet jack needs to be replaced for efficiency in loading and unloading.. \$1,442 for five stainless steel carts to hold more food and/or food boxes

**Will this be a new service or a quantifiable increase to a service already provided?** *If this is a quantifiable increase to an existing service you must document the amount of need in the prior 12 months to the need at the time of application.*

The City is not proposing a new service with this CDBG funding request; however, the GSFB is requesting an opportunity to continue serving Sheridan's vulnerable community with more efficiency and through the lasting impact caused by the COVID-19 pandemic.

### **Section 1 F: Project Work Plan**

Provide a list of achievable milestones ensuring the project will be completed within targeted timeline. Work plan must include, but is not limited to, target timeline with estimated start and completion dates that would address:

- CDBG programmatic requirements, as identified within the most recent CDBG Grant Management Handbook, Chapter 2
- Government/ Regulatory Agency decision making and review time
- Specific project implementation time (including timeline for procurements)

Please use this example as a template to create a work plan for your project. You will be required to attach a completed work plan with the application. (Please label Attachment D).

Section 1 G: DUNS and CCR Registration	
<b>Applicant's DUNS number*</b> LKW9GCJLHML9	<b>Resource on DUNS:</b> <ul style="list-style-type: none"> <li><a href="https://update.dnb.com/it/update/showFaq.htm#f15">https://update.dnb.com/it/update/showFaq.htm#f15</a></li> <li><a href="http://www.dnb.com/duns-number/what-is-duns.html">http://www.dnb.com/duns-number/what-is-duns.html</a></li> </ul>
<b>SAM Registration</b> Please provide the printout (reference Attachment I)	<b>Resource on SAM Registration :</b> <ul style="list-style-type: none"> <li><a href="http://www.Sam.gov">http://www.Sam.gov</a></li> <li>Within SAM.gov site, please go to Help tab to access the User Guides for the most updated information</li> </ul>

## Section 2: Financing Information

Section 2 A*: Project Budget				
Budget Line –item	CDBG Funds	Other IFA Funds	Non-IFA Funds	Total
Temporary Staff	\$25,000			\$25,000
Walk In Freezer	\$23,500			\$23,500
Delivery Van	\$53,000			\$53,000
Delivery Van Upgrades	\$15,000			\$15,000
Equipment (Pallet Jack, Heat Pump, Racking, Carts etc.)	\$20,000			\$20,000
Grant Administration	\$25,000			\$25,000
Food and Supplies	\$88,500			\$88,500
<b>TOTAL</b>	<b>\$250,000</b>			<b>\$250,000</b>

Section 2 B: Status of other funding		
Source of Non-IFA Funds, Cash, and other IFA Funds	Amount	Status (Committed – Provide documentation of funds commitment, reference Attachment J)
Click here to enter text.		Choose an item.
Click here to enter text.		Choose an item.
Click here to enter text.		Choose an item.
Click here to enter text.		Choose an item.
<b>TOTAL</b>		

Section 2 C: Additional Budget Information
Will CDBG funds be used to pay for existing budgeted staff of the applicant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, explain how the CDBG funds will not supplant or substantially reduced the applicant's financial support for other community development activities: The funds should be seen as additional support rather than a replacement for existing sources of funding. This funding will help to enhance and expand the existing staff efforts in community development and allow for the Food Bank to reach a wider audience.
<b>Are there other funding sources available out there for such the project proposed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, what are the other financing sources, and why isn't that source be used? Click here to enter text.

If no, why not?

Business Oregon's CDBG CV program has been the first opportunity identified that specifically addresses the needs of Food Bank organizations impacted by COVID.

**Describe and document your evaluation process to ensure that duplication of benefit is prevented for this project?**

*Note: A duplication occurs when a person, household, business, or other entity receives assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need. The amount of the Duplication Of Benefit (DOB) is the amount received in excess of the total need for the same purpose. When total need for eligible activities is more than total assistance for the same purpose, the difference between these amounts is an "unmet need." Grantees must limit their assistance to unmet needs for eligible activities to prevent a DOB.*

Recognizing the need for improved data collection and to ensure non-duplication of services, the GSFB will use QuickBooks and Google Docs, which provide free inventory and administrative processing tools that will assist the GSFB to better understand who is using their services and assess how to serve longer-term needs. The software can be used at the local level as well as to allow networking amongst other service organizations for increased collaboration and gathering unduplicated client counts. Reports will be generated regularly to provide supporting documentation for the CDBG CV program reporting as well as to inform other community organizations and regional food banks the number of unduplicated individuals and families served.

**Will the proposed project receive local, state, or other federal assistance?**

**If yes, what is the source and how much.**

No

## Section 3: Project Need

### Section 3 A: Activity Information

Select the applicable activities (A-E) and answer the corresponding questions (Reference Attachment F)

#### A. ☐ Childcare Assistance

- Describe the current capacity and the situation that triggered the need for assistance from CDBG:  
[Click here to enter text.](#)
- Will this project involve (select one that applies):
  - Sponsoring LMI kids to an existing childcare services? ☐ Yes ☐ No  
If Yes,
    - o what is the breakdown cost per child and the term of which the proposed fund will cover:  
[Click here to enter text.](#)
    - o Describe the process to ensure that 100% of the children sponsored satisfy the LMI requirements  
[Click here to enter text.](#)
  - Direct cost associated with the provision of new/existing childcare program of which formation was a byproduct of the pandemic ☐ Yes ☐ No  
If yes:
    - o Describe the process to ensure that 51% of the children enrolled satisfy the LMI requirements  
[Click here to enter text.](#)
    - o Will this program involves hiring new people? ☐ Yes ☐ No  
If yes, will the new hires be:
      - o ☐ Limited duration (term of the duration: [Click here to enter text.](#) ), Or,
      - o ☐ Permanent (describe how this position will be funded after COVID-19 response need is abating) [Click here to enter text.](#)
- If new hires are a part of this project what is their income bracket? [Click here to enter text.](#)
- Will there be any LMI job offered? ☐ Yes ☐ No
- What is the non-profit organization you are working with?: [Click here to enter text.](#)
- What is the capacity of the sub-grantee to manage the additional service? [Click here to enter text.](#)
- Can all of eligible families within the applicant jurisdiction access the proposed service and is there fee involved in this service?  
[Click here to enter text.](#)

#### B. ☐ Broadband/ Internet Connection Assistance for LMI K-12 students

- Describe the current capacity and the situation that triggered the need for assistance from CDBG:  
[Click here to enter text.](#)
- Will this project involve:
  - Establishing new internet access (acquiring hotspots, connecting to existing fiber-based internet service? ☐ Yes ☐ No
  - Funding existing monthly internet service (hotspot or other fiber based internet service)? ☐ Yes ☐ No
- Will there be any LMI job offered? ☐ Yes ☐ No
- How did you do price comparison analysis [Click here to enter text.](#)
- Which School District or non-profit organization are you working with in this project?  
[Click here to enter text.](#)



- What would the proposed project accomplish describe any particular segment of beneficiaries. Click here to enter text.
- Can all eligible families within the applicant's jurisdiction access the proposed service and will there be a fee involved for this service? Click here to enter text.

C. ☒ **Food Bank: Increase the capacity and availability of food bank assistance for families impacted by Covid-19**

- Will this project involve:

- Purchasing equipment? ☒ Yes ☐ No

If Yes, how did you do price comparison analysis: Direct contact with vendors and/or providers. (provide cost quote from vendor)

Describe how this equipment will be used for response to COVID-19 and how will it be used after COVID-19 is met?

COVID-19 has stretched GSFB resources and its facility to their maximum capacity. To address capacity issues the City is proposing to expand storage by installing a commercial, energy-efficient, walk-in freezer to provide an increased quantity of perishable food for distribution. With this efficiency upgrade, GSFB will also save on its energy costs by reducing the use of the multiple antiquated freezers currently being used. The unfortunate reality GSFB faces with this pandemic is that COVID is not going away any time soon nor is the demand for GSFB's services. Recognizing this fact, the City and GSFB is requesting CDBG funding to address immediate needs that will serve the facility and the community long-term. GSFB has reached out to a number of contractors to obtain competitive pricing for the equipment identified in this funding request.

- Leasing additional Storage space Yes ☒ No

If yes, what is the location of the additional space and it's proximity to the current building

Click here to enter text.

What are the terms of the lease? Click here to enter text.

- Purchase of additional food supply: ☒ Yes ☐ No

How did you determine the impact of the community and need for additional food?

GSFB has been on the frontlines of response to the Sheridan community's ever-growing need due to the pandemic and has had to face significant capacity limitations. Increased demand for assistance for food services has presented considerable hardships on inventory.

GSFB understands that their increased service numbers will still likely stay in a higher rate due to slow recovery from the impact of COVID-19 on the community and will continue to offer food and supplies. It is important that residents and families have the opportunity to receive the basic essential of food in a safe and welcoming environment.

- With the purchase of additional food how long with the supply last (month, or more)?

With assistance from CDBG funds, GSFB would purchase additional food to serve the community demand. We anticipate purchasing a quantity of essential supplies (i.e.



hygiene, infant needs, etc.) to disburse over a period of months. Non-perishable food items used the most by area residents will be purchased to have on hand for longer-term distribution and perishable items will be purchased more frequently for distribution.

- Operation Cost due for additional services: ☒ Yes    No

- What additional activities or services are you intending to fund due to the impact of COVID-19?

GSFB's staff have been overwhelmed with the increased demand for service due to COVID. In order to withstand the long-term needs of the community, GSFB would like to bring on additional staff to provide services and support. GSFB is proposing to increase the Pantry Manager from part-time to full-time to facilitate disbursement of food boxes and to extend the two temporary Warehouse positions an additional six months. Providing this additional staff the GSFB will be able to continue to serve the needs of Sheridan's most vulnerable population impacted by COVID

If yes, will this project includes hiring new people? ☐ Yes No ☒ If yes, will the

new hires be:

- Limited duration (term of the duration: [Click here to enter text.](#) ), Or,
- Permanent: ☐
  - Describe how this position will be funded after COVID-19 response need is abating  
[Click here to enter text.](#)
  - What is the anticipated duration of this position for the grant period?  
We anticipate the duration of the temporary Warehouse workers for another six months. The Pantry Manager will return to a part-time position once demand has decreased and GSFB is able to resume non-COVID duties.  
☐

If yes, what is the income bracket? N/A

Will there be any LMI job offered? Yes No

- Describe the current capacity and the situation that triggered the need for assistance from CDBG:

The GSFB has been on the front lines of response to the Sheridan community's ever- growing need and is playing a significant role in making sure that area families have nutritious food and supplies during the pandemic. With COVID's safety and social distancing restrictions, GSFB has faced significant capacity and accessibility limitations in their facility. Increased demand for assistance for food services has presented considerable storage and distribution challenges to GSFB. COVID- related restrictions and guidelines have impacted how food distribution is handled at the facility. With limited accessibility inside the facility individuals and families seeking assistance line-up outside exposed to inclement weather and the elements, not to mention safety concerns with passing cars on the well-traveled adjacent streets. While this is not ideal, it is required to accommodate current distribution challenges. GSFB understands that their increased service numbers will likely stay in a higher rate due to slow recovery from the impacts of COVID-19 on the community. However, it is important that residents and families have the opportunity to receive the basic essential of food in a safe and welcoming environment.

- Which non-profit organization are you working with in this project?: Grand Sheramina Food Bank
- What would the proposed project accomplish in providing additional services due to COVID-19 and describe any particular segment of beneficiaries (if any).

We would like to believe that the pandemic will soon end and life will go back to “normal”; however, even with vaccines being administered, COVID cases continue to rise in Sheridan and greater Yamhill County has consistently had some of the highest number of COVID-19 cases in Oregon with Sheridan having high incidence rates within the County (cases per 100,000 residents). The Sheridan area has been identified as having some of the highest rates of COVID-19 in Oregon, with the virus disproportionately impacting the less affluent rural communities with less access to COVID -19 resources.



The GSFB serves such a vital role in the community and efforts must be made to ensure their continued operation providing food and supplies to Sheridan's most vulnerable populations and those individuals and families that have been impacted by COVID-19 and as a result will continue to need services and support for years to come. On average each month, GSFB is providing food assistance to more than 1,500 unduplicated individuals by curbside, home-delivery and mobile distribution methods to ensure access to families in need. GSFB distributes about 83% of the food assistance in Sheridan and provides food assistance to about 9,000 low-income individuals in the Sheridan area annually. With the realization that COVID-19 will continue to have an impact on the Sheridan community, especially the most vulnerable and LMI population served by GSFB, the City is proposing, through this CDBG CV funding request, improvements and measures to allow Sheridan Grand Sheramina Food Bank to continue serving the Sheridan community.

### Section 3 B: National Objective

(Refer to Chapter 3 of Method of Distribution)

*This section must be fully completed – Select one from I – III (reference to attachment G)*

#### I. ☒ LMI – Limited Clientele

- Income and family size information will be collected from to ensure that at all times the project benefits 51% or more LMI. The project has established income and eligibility requirements so that services are ONLY provided to clients that are LMI.

Attach the following (Reference Attachment G): see Table D in Chapter 3 of the MOD

- The form which will be used by the sub-grantee to collect family size and income information. The form which will be used by the sub-grantee to collect race and ethnicity information.
- Guidelines for documenting that the national objective will be met.
  - Eligible individuals:
    - Kids from LMI families (childcare assistance and Broadband/Internet access)
    - Employ low-moderate income individuals
- The written procedures identifying how the low and moderate income national objective will be complied with, monitored, maintained and reported throughout the project, which must include procedures for identifying:
  - How applicants will be screened for: a) Eligibility; b) are not residing within an entitlement area
  - Award process
  - Performance measures reporting process

**NOTE:** Entitlement areas include the counties of Multnomah Washington and Clackamas and the cities of Albany, Ashland, Beaverton, Bend, Corvallis, Eugene, Grants Pass, Gresham, Hillsboro, Medford, Portland, Redmond, Salem and Springfield.

\*Provide the estimated total number of unduplicated persons to be served that will benefit from this program:

4639

\*Provide the estimated total number of LMI persons to be served that will benefit from this program:

4639

#### II. Low-and Moderate Income (LMI) Persons- Area Wide

Provide Area-wide Benefit\* percentage of low and moderate income persons: Click here to enter text.

Was the LMI Area-wide benefit information determined by:

Census: ☒ Yes ☐ No If yes, provide the year: 2020

State approved ☐ Local ☐ Survey: Yes No If yes, provide the date: Click here to enter text.

☒ ☐

**Note: if documentation is State approved local survey, provide a copy of the State approval letter with the application.**

#### III. ☒ Low and Moderate Income Benefit – Nature and Location (food bank project only)

Limited Clientele Based on Nature and Location of the Facility–It must be of such a nature, and be in such a location, that it may be concluded the activity's clientele will primarily be low- and moderate-income persons. (Note: The use of this criteria under the state's program is a rarity.)

*Note: On February 15, 2008, the state received guidance from HUD that food bank/warehouses can qualify as meeting the LMI national objective on the basis of the nature of the service and the location where the services are provided. Food bank projects will no longer have to collect household size and income data to demonstrate compliance with the federal national objective. On May 7, 2008, the department researched and approved of this approach*

### Section 3 C: Performance Measure Indicators

*Federal Objective/ Outcome and Performance Measure*

**REFER TO THE SPECIFIC SECTION OF THE 2020 MOD PERTAINING TO THE PROJECT TYPE REQUESTED TO SEE WHICH ITEMS MUST BE ADDRESSED\*.**

#### 1. Objectives (Select One)

- ☒ Suitable Living Environment - This objective relates to activities designed to benefit communities, families, or individuals by addressing their living environments.
- ☐ Creating Economic Opportunities – This objective applies to economic development, commercial revitalization and job creation.

#### 2. Outcomes (Select One)

- ☒ Availability/Accessibility – This outcome applies to projects that make services, infrastructure, housing, or shelter available or accessible. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available.
- ☐ Sustainability/Promoting Livable or Viable Communities – This outcome applies to projects where the activities are aimed at improving communities or neighborhoods, helping to make them livable or viable through multiple activities or services that sustain communities or neighborhoods. This can be the removal or elimination of slums or blighted areas.

#### Amount of money leveraged:

- Federal: 0
- State: 0
- Local: 0
- Private: 0

**Provide the number of persons assisted with new access to service or benefit:** All of the 1,500 unduplicated individuals currently served by GSFB will receive improved access to services and resources. With increased food capacity and storage, GSFB will be able to serve additional individuals and families in need and those impacted by COVID.

**Provide the number of persons assisted with improved access to service or benefit:** On average each month, GSFB is providing food assistance to more than 1,500 unduplicated individuals by curbside, home-delivery and mobile distribution methods to ensure access to families in need. With improved capacity and accessibility, GSFB will be able to increase its onsite storage, increase staffing, and provide an overall improved quality of distribution and service in which all of the current and future individuals served will receive improved access to service and resources.

**Where the project is used to meet a quality standard or measurably improved quality, provide the number of households assisted that no longer have access to substandard facility:** NA

**For activities impacting jobs (creation/retention)**

**Provide number of Jobs that will be assisted:**

**LMI Job Created:** [Click here to enter text.](#)

**TOTAL Job Created:** [Click here to enter text.](#)

**LMI Job Retained:** [Click here to enter text.](#)

**TOTAL Job Retained:** [Click here to enter text.](#)

**Provide number of communities assisted\*:** 1

**Identify name of the communities assisted\*:** Sheridan

**(Reference Attachment C)**

provide agreement between the participating communities which forms the microenterprise assistance program and designates the applicant as the lead for the CDBG application signed by all parties involved – Attachment B

**Provide the congressional District for the City/ County applicant\*:** 24th

**Provide the congressional District for the project location\* (if different):** [Click here to enter text.](#)

**Provide NAICS (North American Industry Classification System) Code\*:** 921120

**Provide the total compensation and names of the top five executives if the city/county:**

Do you meet the following conditions\*? ☐ Yes ☒ No

- Receives more than 80% or more of your annual gross revenues from the Federal government (including the funded project); or
- Those Federal revenues are greater than \$25 million annually; or
- The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) of 15(d) of the Securities and Exchange Act or section 6104 of the Internal Revenue Code. To determine if the public has access to the compensation information, go to the U.S. Security and Exchange Commission (SEC) total compensation filings at <http://www.sec.gov/answers/excomp.htm>

If yes, complete the following:

- Name:
1. [Click here to enter text.](#)
  2. [Click here to enter text.](#)
  3. [Click here to enter text.](#)
  4. [Click here to enter text.](#)
  5. [Click here to enter text.](#)

Compensation:

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

**Race/Ethnicity of Persons Benefiting from Project: Note: the total number of persons served reported above must be the same as the total number of persons reported in this section \***

Race:	Total #	Ethnicity: # of Hispanic
White	3664	
Black/African American	25	
Asian	56	
American Indian/Alaskan Native	207	
Native Hawaiian/Other Pacific Islander	7	
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaska Native & Black/African American	207	
Other Multi-Racial	473	

Total Number of Persons Benefiting from Project:	4639
Total Number of Low- and Moderate-Income Persons Benefiting from Project	4639

Source of Data:      Race/Ethnicity: <http://factfinder.census.gov> (note Select advance search, 2010 ☒ Censusenter  
☐ "Race" under topic and location under state, county or place; then  
Choose Table QT-P4)

☐ Survey, dated: 2020 enter text

☐ Other, specify: \_\_\_\_\_

## Section 4: Project Feasibility

<b>Section 4 A: Program Requirements/ Project Information</b> <i>(Refer to Chapter 3 of Method of Distribution)</i> <i>This section must be fully completed</i>
<b>What organization will you be working with in implementing the program (if any)?</b> Grand Sheramina Food Bank
<b>Describe the organization which will implement the program. Describe their credentials which will ensure success in the program... (Reference <u>Attachment H</u>)*</b> GSFB has served the Sheridan area providing food boxes, infant supplies, and resources to individuals and families in need. GSFB is playing a significant role in making sure that area families have nutritious food and supplies they need during the pandemic. Food insecurity leads to myriad diet-related health conditions and causes stress and anxiety. Access to nutritious food brings a measure of relief and security during these uncertain times.
<b>Please provide a copy of the draft agreement between the applicant and the organization regarding the program. Include the Duplication of Benefit requirement as part of the agreement (reference Attachment K)</b>
<b>What is the geographic area that will be served by the program?*</b> Sheridan and the surrounding rural areas within 30 miles of Yamhill County, Polk County, and Lincoln County

## Section 4 B: Citizen Participation/ Involvement

*(Refer to Chapter 6 of Method of Distribution – Attachment A)*

Have the following Citizen Participation Requirements been met\*:

- First Public Hearing was conducted prior to the application ☒ Yes ☐ No
- First Public Hearing notice was advertised/posted at least 5 full days in advance of the public hearing time (Documented in attachment B). ☒ Yes ☐ No
- Public Hearing was conducted in accordance with local practice and in accordance to CDBG requirements as outlined in Chapter 6 of the current Method of Distribution? ☒ Yes ☐ No
- First Public Hearing conducted to take comments from citizen about both community development needs and the project proposed for grant funding prior to submitting to an application and it is documented in the approved minutes of the meeting. ☒ Yes ☐ No

*NOTE: Applications must provide documentation that items a-d, referenced within chapter 6 of the Method of Distribution, were included in the public hearing notice and articulated to the citizens attending the public hearing. Failure to include this information will result in the application not moving forward in the scoring*



**Provide location where citizens can review information about the applicant's community development**

**program\*** Sheridan City Hall – 120 Mill St, Sheridan OR

**Is there a significant number (5% or more) of non-English speaking residents in the community? \***

☒ Yes ☐ No

If yes, how were they notified about the public hearing? Public Hearing notices were published in English and Spanish.

**Did any organization that represent low and moderate-income persons ask the applicant for technical assistance in developing project concept that might be eligible for the Community Development Block Grant Program? \***

☐ Yes ☒ No

If Yes, describe the assistance that was provided:

**How will you market the program?** GSFB has served the Sheridan area since providing food, supplies and resources to individuals and families in need. The Food Bank has also been on the front lines of response to the Sheridan community's ever-growing need due to the pandemic. The Grand Sheramina Food Bank continues to provide outreach with area service organizations, informing them of the programs and services offered. The Food Bank will also post its available services and times on its Facebook page.

**How will you ensure all segments of the population within your jurisdiction are made GSFB of the program?**

GSFB provides their program information in English and Spanish to ensure that the broadest segment of the population is well informed. Information will be made available in Russian and other languages if need arises.

#### **Section 4 D: Environmental Assessment\***

*Information about the Environmental Assessment can be found in Chapter 3 of the Grant Management Handbook.*

**Provide level of Environmental Review is expected to be completed within this project (select all that applicable) – reference Attachment L**

- ☒ Environmental Exemption  
☒ Categorically Excluded (not subject to section 58.5)

**STATUS**  
**Draft reviewed & attached**

Choose an item:

## **Section 5: Project Readiness**

### **Section 5 A: Readiness to Proceed**

**Describe what the Applicant and staff will do to ensure implementation and maintenance of Work Plan?**

The City and GSFB will implement work plan tasks throughout the project and as specified in the subgrant agreement attached. The City has designated staff to work directly with GSFB and Business Oregon staff to ensure compliance with CDBG requirements. Periodic and final reporting will be completed by the City and the grant administrator.

*Who at the City/County will oversee the implementation of the work plan?\**

The City has designated staff to work directly with GSFB to ensure compliance with CDBG requirements. Periodic and final reporting will be completed by the City and the grant administrator. Additional City staff will work on implementation and completion of elements of the quarterly work plan and will provide support, as needed, throughout the project.

### Section 5 B: Readiness to Proceed \*

*(Refer to Chapter 5 and 7 of the Method of Distribution)*

**NOTE: To receive credit for this section, clear documentation must be included with the application.**

Have you completed Business Oregon reviewed Limited English Proficiency Plan?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Have you adopted a Fair Housing Resolution?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Section 504 – Self Certification	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
See documents attached.		

## Section 6: Applicant Capacity

### Section 6: Capacity\*

*(Refer to Chapter 7 of Method of Distribution)*

**Has the applicant received CDBG award(s) in the past?** ☒ Yes ☐ No

**If yes,** demonstrate that the applicant has successfully completed and closed out prior CDBG projects or is currently administering a CDBG project within allotted timeframe. This includes an analysis of the applicants CDBG program history and past programmatic performance.

**Does the applicant have a staff member (or more) who is experienced in handling CDBG projects in the past?**

☒ Yes ☐ No

**Describe the applicant's plan to oversee the administration of the CDBG project.**

The City of Sheridan has committed to oversee the administration of the CDBG Food Bank project. The City of Sheridan's staff will work directly with Grand Sheramina Food Bank on the implementation and monitoring of the program. The MWVCOG will provide program oversight to ensure CDBG requirements are met.

**Does the applicant have a staff member (or more) that has experience handling federally funded projects in the past?** ☒ Yes

☐ No

**If Yes, describe.**

City Manger Heidi Bell , is leading this project. Ms. Bell has experience working with both CDBG projects and other federally funded projects including federal transportation projects and federal stimulus funds.



## Section 6: General Certification

### General Certification

I certify to the best of my knowledge all information, contained in this document and any attached supplements, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

Check one:

☐ Yes, I am the highest elected official (e.g. Mayor, Chair or President)

☒ No, I am not the highest elected official so I have attached documentation that verifies my authority to sign on behalf of the application. (Document such as charter, resolution, ordinance or governing body meeting minutes must be attached)

**The department will only accept applications with proper signature authority documentation**

Marganne Thomson

Signature

May 1, 2023

Date

Marganne Thomson

Printed Name

Sheridan Mayor

Printed Title

## REQUIRED ATTACHMENTS – ALL APPLICANTS

	Attachment Description	Please check as you get them ready to be uploaded
A	<p>Minutes of the public hearing held on the area's community development needs and the project. (Final signed copy which record/document the required information items from #3 a-d of Chapter 6 of the MOD.) – along with affidavit of publication of the public hearing notice or certification of posting verifying the notice was advertised or posted at least five (5) days in advance of the time of the hearing, and a copy of the posted public hearing notice.</p> <p>This documentation must include the percentage of non-English speaking residents within the community derived from the most recent decennial census data. If more than 5.0% of the population is non-English speaking than the public hearing notices are required to be published or posted in those languages and the application must include:</p> <p>The affidavit of publication of the non-English public hearing notice; or The certification of posting and copy of the posted non-English public hearing notice</p>	<input checked="" type="checkbox"/>
B	If more than one jurisdiction is benefitted from this project, copy of the agreement between the participating communities which forms the Public Service program benefitted region and designates the applicant as the lead for the CDBG application signed by all parties involved.	<input checked="" type="checkbox"/>
C	Documentation to support the need presented in the application due to the COVID-19 impact within the jurisdiction	<input checked="" type="checkbox"/>
D	Project Work Plan under 1F	<input checked="" type="checkbox"/>
E	Map of the service area covered by the Public Service Program.	<input checked="" type="checkbox"/>
F	Documentation to support answer within Section 3A-Activity Information	<input checked="" type="checkbox"/>
G	Documentation to support each answer within Section 3B- National Objective	<input checked="" type="checkbox"/>
H	Documentation to support each answer within Section 4A – Program Requirements/ Project Information	<input checked="" type="checkbox"/>
I	SAM Registration print out	<input checked="" type="checkbox"/>
J	If the budget includes cash match, attach documentation showing the funds are available and committed (such as loan documents, letters of commitments, bank statements, etc.)	<input checked="" type="checkbox"/>
K	If working with an organization in implementing the program, copy of draft the agreement between the applicant and the organization incorporating the duplication of benefit requirements.	<input checked="" type="checkbox"/>
L	Documentation to support each answer within Section 4D – Environmental Assessment	<input checked="" type="checkbox"/>



To: Oregon Department of Transportation

From: Jill Roszel, Associate Landscape Architect and Planner, Alta Planning + Design

Date: 7/25/2023

Re: Letter of Support for the City of Sheridan's TGM Grant Application

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To Whom It May Concern:

I am writing on behalf of Alta Planning + Design to express our support for the City of Sheridan's application for the TGM Planning Grant for updating their 2015 Transportation System Plan (TSP).

Our firm has collaborated with the City of Sheridan staff on Safe Routes to School planning work, and we can confidently vouch for their dedication and commitment to improving transportation systems. They have demonstrated not only a clear vision for their community, but also the ability to effectively implement this vision, to promote safer, more accessible, and more sustainable conditions for everyone.

The City of Sheridan's values and previous work align seamlessly with the TGM Program's objectives to support balanced and interconnected transportation networks and create vibrant, economically vital communities. Their dedication to providing a range of transportation options and fostering compact land use reflects a commitment to both environmental stewardship and economic vitality.

In conclusion, we at Alta Planning + Design are confident that the City of Sheridan will utilize the TGM Grant to achieve meaningful and lasting improvements in their transportation systems. We fully endorse their application and look forward to seeing their continued commitment to their community's transportation needs.

Thank you for considering our endorsement.

Sincerely,

Jill Roszel, PLA, ASLA, MURP

Associate Landscape Architect and Planner  
Alta Planning + Design, Inc.  
Portland, OR

Email: [jillroszel@altago.com](mailto:jillroszel@altago.com)  
Phone: 503.545.7326



# SHERIDAN

SCHOOL DISTRICT

435 South Bridge Street  
Sheridan, Oregon 97378

*Dorie Vickery, Superintendent*

Phone: (971) 261-6959  
Fax: (503) 843-3505  
[www.sheridan.k12.or.us](http://www.sheridan.k12.or.us)

July 2023

To Whom It May Concern,

Sheridan School District has collaborated with the City of Sheridan on several endeavors, one being that we improve the community's transportation system so our families can safely move about the City. Currently, large numbers of students walk or "roll" to and from school.

The Safe Routes to School grant provided the opportunity to analyze the walk, roll and ride traffic patterns and noted several safety concerns. There are significant repairs, reworking and construction needed around our schools. The analysis found that the City was deficient in ADA access and that there were significant traffic issues surrounding both schools. These issues must be recorded in the City's Transportation Plan.

I ask that you fully support the City of Sheridan's Transportation System Plan grant application. For the safety of our children, and community, we need the funding to improve our transportation system.

Respectfully,

Dorie Vickery, Ed. D  
Superintendent



July 25, 2023

To Whom this May Concern,

I am writing this letter in support of the City of Sheridan's application to the State for a Transportation System Plan update. I Have lived in Sheridan since 1985 and have seen many changes. Our Transportation System Plan should reflect those changes.

I live on Sheridan Road, have since 1991. In that time there has been a great deal of growth on this road. Two large apartment complexes, a housing development, a proposed manufactured home development and a duplex complex and there may be more in the future. Traffic has increased accordingly. Sheridan Road is a collector street and as such should be wider, with parking on one side only to allow for free flowing traffic. It needs to be able to accommodate the eighteen wheelers now traveling on this road. In addition to physical improvements adding a couple public transportation stops would be a great help to those living in the area that do not drive

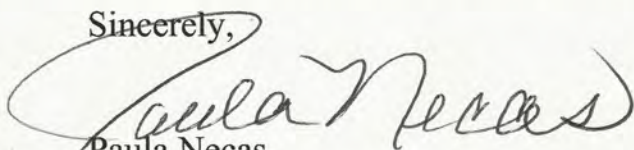
Additional public transportation stops in the south side of town would be a nice improvement. Right now public transportation travels east and west on East and West Main Streets. Increasing stops throughout the community would be an improvement.

I also have a bookstore on East Main St. in Sheridan. Crossing Hwy. 18B is a challenge, or should I say a very dangerous act. Many times I have come very close to being hit by traffic coming into town from Hwy. 18, taking the first exit into Sheridan heading west. They don't slow down. There is a curve about a block and a half east of the crosswalk and drivers do not pay attention to what could be in that crosswalk. Unfortunately, it is usually law enforcement speeding into town, officers looking at their computer screens and not even seeing me in the crosswalk. They have come so close to me that I could have banged on the vehicles as they flew by. Maybe rumble strips to remind drivers to slow down? There is a posted reduced speed zone that is ignored.

We need many improvements in this small community. Safe places to walk with good sidewalks would be a great help. Well marked crosswalks, enforcement of crosswalk safety would bring about pedestrian safety especially that of the children walking to and from school and playing in their neighborhoods.

Your support is needed to make this happen.

Sincerely,



Paula Necas

City of Sheridan Planning Commission Chair

Owner: Main Street Books Revisited

442 SE Sheridan Rd., PO Box 314

Sheridan, OR 97378

## RACIAL AND ETHNIC IMPACT STATEMENT

**This form is used for informational purposes only and must be included with the grant application.**

[Chapter 600 of the 2013 Oregon Laws](#) require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons<sup>1</sup> in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

Women	Asians or Pacific Islanders
Persons with Disabilities	American Indians
African-Americans	Alaskan Natives
Hispanics	

2. The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

Women	Asians or Pacific Islanders
Persons with Disabilities	American Indians
African-Americans	Alaskan Natives
Hispanics	

3. The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

**If you checked numbers 1 or 2 above**, please provide below the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

*By checking this box, I hereby certify the information contained on this form is true, complete, and accurate to the best of my knowledge.*

**Dated:**

Printed Name:

Title:

Agency Name:

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<sup>1</sup> “Minority person” are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African Americans, Hispanics, Asians, or Pacific Islanders, American Indians and Alaskan Natives.