



# Transportation & Growth Management Program

## 2021 Application Packet

**Application Deadline: 11:59 p.m. PDT on Friday, July 30, 2021**

Apply at

<https://www.cognitofrms.com/ODOT2/2021TransportationGrowthManagementGrantApplication>

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### TGM MISSION

Oregon’s Transportation and Growth Management Program supports community efforts to expand transportation choices. By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit, or drive where they want to go. <https://www.oregon.gov/lcd/TGM>

## Introduction

The Transportation and Growth Management Program (TGM) invites you to apply for funding in the 2021 grant cycle. The TGM Program provides long range planning resources to help Oregon communities address pressing transportation, land use, and growth management issues.

TGM is a joint effort of two state agencies: the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD). TGM is primarily funded by the federal transportation legislation, Fixing America’s Surface Transportation (FAST) Act, under an agreement with the Federal Highway Administration. Additional staff support and funding is provided by the State of Oregon. TGM administers awarded projects on behalf of a local jurisdiction according to state and federal requirements.

The mission of TGM is to support community efforts to expand transportation choices. By linking land use and transportation planning, TGM works with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

## 2021 Emphasis

### Equity

All TGM projects are expected to address equity both in purpose and approach.

### Climate Change

Consistent with Governor Brown’s March 2020 [Executive Order 20-04](#) TGM will:

- A. prioritize actions that reduced greenhouse gas (GHG) emissions in a cost-effective manner, and
- B. prioritize actions that will help vulnerable populations and impacted communities adapt to climate change impacts.

TGM projects in metropolitan areas should support state GHG reduction goals, or more stringent goals adopted by a metropolitan planning area.

### Fire Recovery

TGM encourages grant applications that would help burned communities recover from fires consistent with TGM objectives. These projects are both timely and urgent for the program.

## Direction to Applicants

Although always part of TGM, Equity and GHG Reduction will be a focus and expectation for the program going forward.

Fire Recovery is an emphasis for 2021.

## **TGM Objectives**

The TGM Program works in partnership with local governments and other stakeholders to accomplish the following interrelated goals and objectives:

- 1 **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
  - 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
  - 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
  - 1.3 Mobility choices for underserved communities and those with limited options.
  - 1.4 Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.
- 2 **Create communities** composed of vibrant neighborhoods and lively centers linked by accessible transportation.
  - 2.1 Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages, incomes and abilities.
  - 2.2 Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
  - 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.
- 3 **Support economic vitality and growth** by planning for land uses and the movement of people and goods.
  - 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
  - 3.2 Well-located and accessible industrial and employment centers.
  - 3.3 Housing with access to education, jobs, and services.
- 4 **Save public and private costs** with compact land uses and well-connected transportation patterns.
  - 4.1 Urban growth accommodated within existing communities, thus minimizing, delaying, or providing an alternative to an urban growth boundary expansion.
  - 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
- 5 **Promote environmental stewardship** through sustainable land use and transportation planning.
  - 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

## **Eligible Applicants**

Eligible applicants include cities, counties, councils of government on behalf of a city or county, and tribal governments. Certain special districts are eligible, such as transportation districts, metropolitan planning organizations, ports, mass transit districts, parks and recreation districts, and metropolitan service districts.

School districts, and public colleges and universities, may be eligible as part of a joint application with a local government for an otherwise eligible project. Eligible applicants may join together to propose a project, such as a multi-county TSP or multi-city or city-county corridor plan.

## **Eligible Projects**

TGM grants are for planning work leading to local policy decisions. Projects should result in the development of an adoption-ready plan or land use regulation or amendments to an existing plan or land use regulation.

Projects that primarily do research or outreach, study an issue, compile data, or inventory information are generally not eligible for grant funding. TGM grants also cannot fund preliminary engineering, engineering, or construction work. If in doubt, discuss with your [Region TGM planner](#) about whether your proposed work is eligible.

There are two categories of grants: Transportation System Planning (Category 1) and Integrated Land Use and Transportation Planning (Category 2).

## **Category 1- Transportation System Planning**

### *Purpose*

To help local governments develop and update transportation system plans (TSPs) and implementing measures that implement the Transportation Planning Rules (OAR 660-012-0045); implement the Oregon Transportation Plan and other statewide modal and topic plans; increase opportunities for walking, biking, and transit; or reduce reliance on the state highway for local travel needs.

### *Eligible Uses*

Projects in this category will result in a transportation decision. Projects will plan for transportation facilities inside Urban Growth Boundaries (UGB's), in urban unincorporated communities, and along rural highway corridors. Projects proposed for areas being considered in a UGB amendment process may be eligible, but must demonstrate they are timely and reasonably achievable. Category 1 projects typically include preparation and adoption of:

- TSPs, including analysis to determine transportation needs, and planning for such elements as local street networks, bicyclists and pedestrians, safety including safe routes to school, transit, and freight.
- TSP updates, in whole or part, to address new needs, comply with new state or federal regulations, maintain consistency with a regional transportation plan, plan for areas newly

brought into the UGB, reduce greenhouse gas emissions, or make the transportation system more resilient to the impacts of natural hazards.

- TSP implementation, such as streetscape plans, cost estimate refinement, capital improvement and other funding plans, and land use regulations required by the Transportation Planning Rule.
- TSP refinement, such as corridor plans, multimodal safety plans, interchange area management plans, or other planning to implement Oregon statewide modal and topic plans.
- Transit Development Plans that provide long term vision and policy for existing and future transit service.
- Other innovative transportation-related planning projects that are consistent with TGM Objectives.

## **Category 2- Integrated Land Use and Transportation Planning**

### *Purpose*

To help local governments develop integrated land use and transportation plans and implementing measures that encourage livable, affordable, and accessible communities for all ages and incomes; promote compact, mixed-use, walkable development to increase walking, biking, and transit; or support physical, social, and economic needs.

### *Eligible Uses*

Projects in this category will result in a land use decision. Projects will combine land use planning with supportive transportation facility planning inside UGBs, urban unincorporated communities, and urban reserve areas. Category 2 projects typically include preparation and adoption of:

- Specific area plans for land uses in a downtown, main street, commercial or employment area, neighborhood, corridor, or interchange.
- Land use and transportation concept plans for areas brought into a UGB.
- Transportation-efficient land use plans for an entire urban area, such as location efficiency of housing and employment or reducing greenhouse gas emissions from transportation.
- Implementing measures, such as code amendments, infill and redevelopment strategies, and intergovernmental agreements.
- Other innovative land use and transportation-related planning projects that are consistent with TGM Objectives.

If you are not sure if your project is eligible for a TGM grant, you can search the lists of TGM grants - <https://www.oregon.gov/lcd/TGM/Documents/TGM-Complete-Active-Projects.pdf> - and TGM final grant products - <https://www.oregon.gov/lcd/TGM/Pages/Final-Grant-Products>.

If your project is not eligible for a TGM grant, one of TGM's Community Assistance programs – Quick Response, Code Assistance, Education and Outreach, or TSP Assessment – may be able to help. See: <https://www.oregon.gov/lcd/TGM>.

## **Grant Basics**

### **Grant Selection Overview**

The TGM Program awards grants on an annual basis. TGM typically awards between \$2 and \$2.5 million statewide per cycle. Projects are selected on a competitive basis within each of the five ODOT regions. The regional allocation – funds available for projects – is based on a formula that considers the number of cities and the population within a region. Award amounts generally range between \$100,000 and \$250,000.

Projects are selected primarily on the points scored under the grant award criteria; also considered are the grant amounts requested, the estimated amounts TGM believes may be required to complete a project, the amount of grant dollars available for award within a geographic region, and the balance of grant dollars between Category 1 and Category 2 projects.

TGM also consults with other state agencies to gain further insights about proposed projects. A consideration in scoring is ensuring a fair distribution of grant funds to smaller or economically distressed communities.

### **Grant Project Overview**

In September 2021, successful applicants will receive a grant award letter. The grantee and a TGM grant manager will work together to prepare a project statement of work, select a consultant (as appropriate), and complete an intergovernmental agreement (IGA).

Initial project statement of work negotiations must be completed within [TGM's timeline](#) or the grant award may be withdrawn. The grant award is not final until the IGA between ODOT and local grantee is signed by all parties.

Grants generally have two years after award to be negotiated, conducted, and completed; projects that will take longer than three years from award to completion are not suitable for TGM grant funds. Project extensions are subject to available funding and continued project eligibility.

### **Use of Consultants**

For projects using consultants, ODOT, rather than local grantees, will contract with consultants. Using ODOT policies and procedures that meet state and federal requirements, TGM staff will work with jurisdictions to select the project consultant that best fits the specific planning services needed.

### **Grantee Obligations**

#### *Match*

TGM requires a local grant match of 12% of the total project cost. Grantees typically provide match in the form of cash or direct project costs, such as time and materials which are directly related to the project. Time that may be counted as project match includes that from grantee staff, grantee contract planners and engineers, or certain volunteers, such as project committee

members. Communities defined as “distressed” by the Oregon Business Development Department may request a partial match waiver. The list of distressed communities is available online at: <http://www.oregon4biz.com/Publications/Distressed-List/>.

The ways to fulfill match requirements vary:

- Grantees not using consultants will bill TGM for eligible project costs, such as in-house staff labor or other eligible expenditures. TGM will reimburse the grantee for those costs, less the required match amount.
- Grantees using consultants and *not* being partially reimbursed for their own work will submit match reports that document eligible local project costs to meet the match requirement.
- Grantees using consultants and being partially reimbursed for their own work will bill all of their work and be reimbursed for those costs less the required match. Consultants will bill and be paid at 100%.
- Grantees have the option to send cash directly to TGM at IGA signing for the full match amount.

**Note:** As an award condition, grantees with unmet match obligations from previous TGM projects must document that the match was provided or pay the balance of unmet match within three weeks of notice of new grant award, or the award will be withdrawn.

#### *Eligible Costs*

TGM grants and required match can be spent only on direct project-related costs. Eligible costs include salary of local government employees assigned to the project, postage, travel, supplies, and printing.

Equipment purchases and indirect costs, including general administrative overhead, are not eligible costs unless you have a federally approved indirect cost plan. Local expenses for persons or firms who contract with a local government to provide planning or other services are *not* eligible for reimbursement, but may be counted as match.

Costs incurred prior to signing an intergovernmental agreement are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work, and selecting a consultant.

#### *Project Management*

Local commitment is key to a successful project. As a condition of award, grantees will be asked to provide written commitment that they will meet all grantee obligations in a timely manner. Grantees must provide a project manager who has the time and the capability to oversee project work and will:

- serve as principal contact person for the project;
- help to develop a statement of work;

- monitor and coordinate work, including consultant work, to ensure completion of all work on time and within budget;
- review consultant work products and payment requests;
- make logistical arrangements and provide public notification for local meetings and public events;
- provide legal notice, including [post-acknowledgement plan amendments](#) notice;
- prepare progress reports, match reports, reimbursement requests, and the closeout report; and;
- keep local decision-makers informed about the project.

**Note:** As an award condition, grantees with unmet project management obligations from previously completed TGM projects must fulfill their obligations within three weeks of notice of new grant award, or TGM will withdraw the award.

*Title VI/Environmental Justice/Americans with Disabilities*

Awarded projects are expected to abide by [Title VI](#) and related authorities including [Executive Order 12898 \(Environmental justice\)](#) which prohibit discrimination on the basis of race, color, national origin, or income, and other demographic characteristics. They are intended to make planning and decision-making more inclusive and to more equitably share the impacts and benefits of projects that receive federal funding. The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. In addition, grants that include planning for pedestrians must consider [Americans with Disabilities Act requirements](#).

**Grant Timeline**

July 30, 2021	Grant Applications due by 11:59 p.m.
August – September 2021	Application scoring and ranking
September 2021	Project award announcements
January – March 2022	Grantees must have agreed on a detailed statement of work sufficient to select a Consultant, or to prepare an IGA if no consultant will be used
June – July 2022	IGA and personal services contracts must be signed and projects underway
June 14, 2024	Expected 2021 TGM project completion
December 13, 2024	All 2021 TGM Projects <u>must</u> be completed for ODOT to meet FHWA obligations



## More Information

Download the Application Instructions and the required Racial and Ethnic Impact Statement at <https://www.oregon.gov/LCD/TGM/Pages/Planning-Grants>.

For general questions about the application process, contact Elizabeth Ledet at [elizabeth.l.ledet@odot.state.or.us](mailto:elizabeth.l.ledet@odot.state.or.us) or Bill Holmstrom at 971-375-5975 or [bill.holmstrom@state.or.us](mailto:bill.holmstrom@state.or.us).

Contact Rachael Levasseur at 503-986-4155 or [Rachael.Levasseur@odot.state.or.us](mailto:Rachael.Levasseur@odot.state.or.us) for assistance with filling out the [online form](#).

## Equity Populations Defined

Your application responses should define what populations are relevant for your community. Here is the definition that TGM uses from [The State of Oregon Equity Framework \(June 2020\)](#)

“... the definition of our historically and currently underserved communities include Oregonians who are:

- Native Americans, members of Oregon’s nine federally recognized tribes, American Indians, Alaska Natives;
- Black, Africans, African Americans;
- Latinx, Hispanic;
- Asian, Pacific Islanders;
- Immigrants, refugees, asylum seekers;
- Undocumented, DREAMers;
- Linguistically diverse;
- People with disabilities;
- LGBTQ+;
- Aging/older adults;
- Economically disadvantaged;
- Farmworkers, migrant workers; and
- Living in rural parts of the state.”

The [ODOT website](#) has additional resources such as the [ODOT Title VI Implementation Plan \(2021\)](#).

## Grant Eligibility

Applications are reviewed on a pass/fail basis on each of the following three criteria. Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

### 1) Clear Transportation Relationship

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must entail analysis, evaluation and selection of alternatives, development of implementation actions, and public involvement that results in a long range transportation plan, land use plan, or other product that addresses a transportation problem, need, opportunity, or issue of local or regional importance.

### 2) Adoption of Products to meet Project Objectives

A proposed project must include preparation of an adoption-ready product or products that lead to a local policy decision and that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects are expected to include adoption hearings (or equivalent) by the governing body or to prepare products which will be adopted as part of a larger project.

### 3) Support of Local Officials

A proposed project must clearly demonstrate that local officials, both the primary applicant and any co-applicants, understand the purpose of the grant application and support the project objectives. A resolution of support, meeting minutes, or authorized letter from the governing body of all applicants (e.g. City Council, Board of Commissioners, or Transit Board) must be submitted with the application to meet this requirement.

## Grant Award Criteria

Up to 100 points are based on an applicant's written responses to five award criteria. *Please consult [Application Instructions](#) before beginning.*

### 1) Proposed Project Addresses a Need and Supports TGM Objectives **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.

**2) Proposed Project is Timely and Urgent** **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 supporting a Governor’s Regional Solutions Team priority; or
- 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.

**3) Proposed Project Approach Supports Policy Decision s** **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.

**4) Proposed Project has Community Support** **5 Points**

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

## Executive Order 20-04

Under Governor Brown’s [Executive Order 20-04](#), ODOT and DLCD must consider and integrate climate change, climate change impacts, and the state’s GHG emissions reduction goals into their decisions. This means that within the grant award criteria, TGM will emphasize actions that reduce GHG emissions, and actions that will help vulnerable populations and impacted communities adapt to climate change impacts.

## 5) Proposed Project Sponsor is Ready and Capable

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.

### Project Innovation

Up to 10 bonus points may be awarded if the project would be innovative in subject matter, approach, or expected outcomes. Examples of this could include:

- addressing evacuation planning as part of a TSP or TSP update,
- considering the role of transportation as part of the public realm including social spaces,
- using scenario planning tools to change current development policies to address the impacts of climate change,
- using available tools such as REMIX to locate bike share stations as a first/last mile strategy to increase transit access for priority communities or for Safe Routes to Schools planning, and
- expanding safety data sources and analyses in TSPs to consider sidewalk falls/injuries and demographic patterns in crashes.

Applicants are **not** asked to write a separate response about how their project meets this criterion; scorers will award points based on the entirety of the application. By the nature of the criterion, most projects will not receive any bonus points

## Region Contacts

For advice on preparing an application for your specific project, contact our lead [ODOT Region](#) TGM planners, listed below.

ODOT

<a href="#">Region 1</a>	Glen Bolen (Portland)	<a href="mailto:glen.a.bolen@odot.state.or.us">glen.a.bolen@odot.state.or.us</a>
<a href="#">Region 2</a>	David Helton (Springfield)	<a href="mailto:david.i.helton@odot.state.or.us">david.i.helton@odot.state.or.us</a>
<a href="#">Region 3</a>	John McDonald (Roseburg)	<a href="mailto:john.mcdonald@odot.state.or.us">john.mcdonald@odot.state.or.us</a>
<a href="#">Region 4</a>	Devin Hearing (Bend)	<a href="mailto:devin.hearing@odot.state.or.us">devin.hearing@odot.state.or.us</a>
<a href="#">Region 5</a>	Cheryl Jarvis-Smith (La Grande)	<a href="mailto:cheryl.jarvis-smith@odot.state.or.us">cheryl.jarvis-smith@odot.state.or.us</a>