

Department of Land Conservation and Development



Application for Technical Assistance Grants

2013-2015

PROGRAM DESCRIPTION

The Department of Land Conservation and Development (DLCD) offers resources to help Oregon communities prepare and update land use plans to respond to growth management issues and changes in state agency programs and requirements. Technical Assistance grants are typically used to satisfy local planning needs or to complete needed planning requirements that are not on periodic review work programs.

DLCD's 2013-2015 budget has been approved by the legislature, and the department invites Technical Assistance grant applications for the biennium. The department must target these funds to focus on projects that result in the highest priority outcomes, as explained in the "Eligible Projects and Evaluation Criteria" section of this application packet.

The general fund grant program this biennium will have only one round of applications. The deadline for all applications is **October 4, 2013**. DLCD will review the applications and decide which best satisfy the priorities established by the Land Conservation and Development Commission in the *2013-2015 Grants Allocation Plan* and other selection criteria. The priorities and criteria are reported in the "Eligible Projects and Evaluation Criteria" section of this document.

WHO CAN APPLY

Technical Assistance grants will be accepted from the following:

- A city or county
- Cities and counties jointly with one jurisdiction as the contact
- Multiple cities and counties with one jurisdiction as the contact
- A council of governments on behalf of one or more jurisdictions
- A metropolitan service district
- A recognized Tribal government or group of Tribal governments

GRANT PROGRAM CONTACTS

DLCD staff are available to answer your questions regarding application requirements and status. **The first point of contact should be the regional representative for your jurisdiction.** You can find the regional representative assigned to your region at <http://www.oregon.gov/LCD/repstlist.shtml>.

Tribal governments are encouraged to contact Gary Fish at 503-373-0050, extension 254 or gary.fish@state.or.us.

If you cannot contact your regional representative, please contact:

Larry French, Grants Administrative Specialist, at 503-373-0050, extension 283 or larry.french@state.or.us

Rob Hallyburton, Grant Program Manager, at 503-373-0050, extension 239 or rob.hallyburton@state.or.us.

ELIGIBLE PROJECTS AND EVALUATION CRITERIA

Projects that are not on a periodic review work program, and non-mandatory tasks on a work program, are eligible for Technical Assistance grants. The Grants Allocation Plan lists the priorities for use of Technical Assistance grant funds as follows:

1. Promote economic development
2. Advance regulatory streamlining
3. Provide infrastructure financing plans for urbanizing areas
4. Update comprehensive plans and implementing codes to respond to changes in state law
5. Provide coordinated population projections

Projects outside of these priorities are also encouraged to apply and will be awarded based on the merits of the application. In addition to the priorities, the criteria for awarding Technical Assistance grants address factors to ensure appropriate use of funds, as explained in sections 3 and 4 below.

The project will be most likely to be funded if it includes a narrative addressing the following elements.

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

2. The project addresses one of the Grants Allocation Plan *priorities* as follows:

The project is ***directly related to increasing economic development opportunities*** (high priority). Examples from past biennia include: updated economic opportunities analysis, land needs analysis for jobs-producing lands, and integrating an economic development strategy into the comprehensive plan. Other examples include a transportation refinement plan or public facilities plan for job-producing land.

The project ***benefits economic development efforts*** (high priority). Examples from past biennia include: residential land needs analysis in conjunction with Goal 9 analysis and a town center plan. Other eligible projects could include a citywide public facilities element, an intergovernmental contracts to carry out a public facilities plan, or identification of constrained employment lands.

The project updates plans or codes to ***streamline local government land use approval process*** (high priority). Several Technical Assistance grants in past biennia were used to update zoning codes to streamline permitting processes.

The project helps a local government ***prepare an infrastructure financing plan*** to prepare for and fund local infrastructure to support growth and development (priority).

The project ***updates a comprehensive plan or implementing code to respond to changes in state law*** (priority). Many local codes haven't been updated in years, and this is an opportunity for assistance in modernizing local regulations.

The project ***updates coordinated population projections*** (priority).

3. The *approach, budget and products* are defined for every task and are reasonable considering the benefits of the project and the work proposed is reasonably likely to achieve the project objectives.

4. The application and past performance on grant-funded projects (where applicable) demonstrates that there is *adequate local commitment and capability* to successfully manage the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included.

Grant applications will be reviewed considering the priorities in the Grants Allocation Plan and the criteria explained above. The department will award those grants that best satisfy these factors. The department will notify successful and unsuccessful applicants at the earliest time possible. Unsuccessful applications may be reconsidered if additional grant funds become available.

ELIGIBLE COSTS

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

Costs incurred prior to signing a grant contract are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work for the grant contract, or selecting a consultant.

ADDITIONAL APPLICATION INSTRUCTIONS & INFORMATION

1. Complete the grant application. Be specific and thorough in describing all proposed grant products. Submit all application materials **by October 4, 2013**:

By e-mail (preferred) to: larry.french@state.or.us.
Please attach files in .doc, .docx, or compatible format.

By mail to:

Larry French
DLCD Grants Administrative Specialist
635 Capitol Street NE, Suite 150
Salem, Oregon 97301-2540

Please include a CD with the application materials in .doc, .docx, or compatible format.

2. No local match is required. However, applicants are encouraged to show a local cash or in-kind contribution that will be used to aid in completing technical assistance grant products.

3. Grant funds are provided on a reimbursement basis for documented expenses in accordance with the payment schedule specified in the grant contract. DLCD will not reimburse for grant preparation work or any other project expenses incurred prior to the date the grant contract becomes effective.

4. DLCD will confirm receipt of applications, review applications promptly, contact applicants if additional information is needed to complete its review, and notify applicants of our decision.

5. DLCD reserves the right to condition grant contracts to ensure proper grant administration, progress reporting and successful completion of grant products.

6. DLCD will prepare and send an original complete grant contract to the local government for signature via e-mail. The grantee will digitally sign or print and sign the contract. The original with the grantee's signature must be returned to DLCD, preferably via e-mail. The contract is in effect and grant costs can be incurred upon co-signing by DLCD. DLCD will return a digital copy of the signed original to the grantee for its records.

7. Once the grant contract is signed by the grantee and DLCD, the grant contract is a legal binding contract between the grantee and the state of Oregon.

8. Progress reports, payment requests, final closeouts, grant products and related documentation must be submitted to DLCD in accordance with state and DLCD grant requirements and provisions of the signed grant contract.

9. Unless an earlier date is specified in the grant contract, *the deadline for expending grant funds is May 29, 2015*. The department cannot reimburse for work performed after that date.