

Department of Land Conservation and Development



Application for Technical Assistance Grants

2015-2017

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TECHNICAL ASSISTANCE GRANTS

PROGRAM DESCRIPTION

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

DLCD's 2015-2017 budget has been approved by the Legislature, and the department invites Technical Assistance grant applications for the biennium. The department will target grants to fund 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 **September 30, 2015**.

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 local governments
- A recognized Tribal Government or group of tribal governments
- A regional planning agency
- A port district

GRANT PROGRAM CONTACTS

DLCD staff are available to answer your questions regarding application requirements and status. **The first point of contact is the regional representative for your jurisdiction.** You can find the regional representative assigned to your jurisdiction or region at http://www.oregon.gov/LCD/Pages/contact_us.aspx#Regional_Representatives_by_City_and_County.

Tribal governments are encouraged to contact Gary Fish at 503-934-0030 or gary.fish@state.or.us.

If you cannot contact your regional representative, please contact:

Rob Hallyburton, Grant Program Manager, at 503-934-0018 or rob.hallyburton@state.or.us.

ELIGIBLE PROJECTS AND EVALUATION CRITERIA

Technical Assistance grants are used to help complete projects that update comprehensive plans and implementing regulations, plan for specific areas, or support planning activities. The *2015-2017 Grants Allocation Plan*, approved by the Land Conservation and Development Commission, lists the program priorities for use of Technical Assistance grant funds as follows (additional detail is provided below):

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

These are listed in priority order. Those needing to complete planning projects that do not match these priorities are encouraged to apply; grants for these projects will be awarded based on the merits of the application as funds allow.

The Technical Assistance grant evaluation review criteria, explained in 1 through 7 below, address the program priorities, considerations to ensure appropriate use of funds, and other program objectives. Projects are not expected to satisfy the non-mandatory criteria, but those that rate well under one or more of them will have improved likelihood of success.

1. Project Objectives

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

2. Program Priorities

The project addresses the program priorities as follows:

The project is ***directly related to increasing economic development opportunities***. Examples from past biennia include updated economic opportunities analyses and a public infrastructure finance plan for an industrial site. Other examples could include a transportation refinement plan or public facilities plan for job-producing land. These are the highest-priority applications.

The project ***benefits economic development efforts***. Examples from the past biennium include planning for an industrial site heavily impacted by wetlands and preparing a redevelopment toolbox for a commercial strip. Other eligible projects could include a citywide public facilities element, an intergovernmental agreement to carry out a public facilities plan, or planning for workforce housing in an area with a deficit of opportunities.

The project updates plans or codes to *streamline local government land use approval processes*. Several Technical Assistance grants in past biennia were used to update zoning codes to streamline permitting processes by removing unnecessary barriers to economic and other development.

The project results in new or updated *plans for addressing natural hazards*. This is a new priority for Technical Assistance grants and is intended for assistance with creating local natural hazard mitigation plans or for incorporating new hazards data, and the response to the data, into comprehensive plans and zoning regulations.

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

The project *updates a comprehensive plan or implementing code to respond to changes in state law*. Many local codes haven't been updated in years, and this is an opportunity for assistance in modernizing local regulations. These projects are the lowest-tier among the priority projects, but are more apt to be funded than non-priority proposals.

3. Project Description

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. Grantee Capacity

The application and past performance on grant-funded projects (where applicable) demonstrate that there is *adequate local capability* to successfully manage the project.

5. RST Priorities

The project advances [*Regional Solutions Team \(RST\) priorities*](#). Each regional advisory committee sets priorities for the region, and grant applications will be assessed to determine whether the project furthers one or more of these priorities. *This is not mandatory*. That is, projects that do not closely align with RST priorities are eligible for a grant award. However, those with that clearly advance an RST priority will score better than those that do not, compared to others in the same program priority category (listed in 2, above).

6. Multiple Jurisdictions

The project *benefits multiple jurisdictions* or entities. This can be accomplished through a joint application by more than one local government, tribe, or service district, with the grant products benefitting each. Or the products of the grant may include a guidebook, template, or toolbox that will benefit the public or local governments or regions that did not receive the grant. *This is not mandatory*. Grantees are encouraged to work regionally or to create products with broad application, while DLCDC recognizes that the products of many projects will benefit only the grantee.

7. Leverage

The applicant demonstrates commitment to the project through contribution of *matching funds*. Matching funds are *not mandatory* for an application to be successful, but a demonstration of local commitment can tip the balance in favor of some proposals. Matching funds do not need to be from the applicant's budget – they could come from another state agency (particularly through the Regional Solutions Team), a federal agency, or a foundation. In-kind and other non-cash match are also considered.

REVIEW PROCESS

Grant applications will be reviewed considering the program priorities in the Grants Allocation Plan and the evaluation criteria explained above. The department will award those grants that best satisfy these criteria. 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 agreement are not eligible project costs. This includes costs of preparing the grant application and preparing a statement of work for the grant agreement.

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

OTHER INFORMATION

DLCD reserves the right to condition grant agreements to ensure proper grant administration, progress report(s) and successful completion of grant product(s).

APPLICATION INSTRUCTIONS

1. **Complete the grant application.** Be specific and thorough in describing all proposed grant products. Submit application materials **by September 30, 2015** to:

By e-mail (preferred) to: DLCD.GFgrant@state.or.us

By mail to: Larry French
Grants Administrative Specialist
Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, Oregon 97301-2540

2. **Include a resolution or letter from the governing body of the city, county, district, or tribe demonstrating support for the project.** If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included.

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