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MAKING A GREAT PLACE

Metro

# Community planning and development grants: Grant application handbook

Cycle 4 | 2015

## About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area. A regional approach simply makes sense when it comes to providing services, operating venues and making decisions about how the region grows. Metro works with communities to support a resilient economy, keep nature close by and respond to a changing climate. Together we're making a great place, now and for generations to come.
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**Public Information**

All applications are subject to the Oregon Public Records Law.

**Translation Services**

Translation and interpretive services are available upon request at no cost to you. For more information, contact Crista Gardner at 503-797-1627 or crista.gardner@oregonmetro.gov.

# Important Dates

**Pre-Application Meeting**
**Wednesday, March 25, 2015**
**9:30 to 11:00 a.m.**
**Metro Regional Center, Council Chamber**

**Upcoming Dates**

| | |
|---|---|
| March 25th | Pre-Application meeting at Metro |
| April 16th | Letters of Interest (LOIs) due to Metro staff |
| April 17th | Screening Committee start to review LOIs |
| April 30th | Metro respond to LOIs |
| June 1st | Deadline for applications |
| June and July | Screening Committee evaluations and recommendations |
| August | Metro Council action |
| Fall 2015 | Negotiation of intergovernmental agreements between Metro and grantees |

## Community Planning and Development Grants: Summary

**Purpose and Intent**
The Metro Council seeks to encourage good local planning leading to catalytic action plans, strategic plans and visioning plans that remove barriers to private investment in development, ready land for development and improve the livability of the region. The intent of Metro's Community Planning and Development Grants program is to support these efforts throughout the region. The grants are funded by a regional construction excise tax.

**Eligibility**

- Planning and development projects are eligible for grant funding. Funds cannot be used to support general budget needs, construction or operating costs of proposed projects or any other costs than are not directly attributable to the planning work for which funds are sought.
- Local governments (cities and counties) within Metro's service district are eligible to apply. They may submit as sole applicants, with other government entities or in partnership with non-profit, business or community organizations. If two or more government entities mutually apply for one grant, they must submit one application on which one entity must lead. Neighboring jurisdictions embarking on similar community planning and development planning projects are encouraged to coordinate or combine their projects into one application.

**Source of Metro's Community Planning and Development Grants**
Grant funds are generated from a regional excise tax on construction permits issued within the Metro service district. The tax is assessed at 0.12 percent of the total value of the improvements for which a permit is sought. Permits valued below $100,000 and those issued to 501(c)(3) nonprofits for affordable housing projects are exempt from the tax. Permits for construction valued at more than $10 million are assessed a flat fee of $12,000.

**Funding availability**
Metro estimates $5 million to be available for Cycle 4 grant awards. The amount of funding available is based on an estimate of the construction excise tax generated through December 2016 when the current collection and distribution for Cycle 4 ends. The actual funding may exceed or be less than the estimate of $5 million, depending on tax generated. Any additional funds may be added to the funding available for this cycle or to future cycles.

Seventy to 75 percent of projected revenue is earmarked for planning within the existing regional urban growth boundary. The remaining 25 to 30 percent of projected revenue is available for concept planning and comprehensive planning for urban reserves and new urban areas. If the amount of qualified grant requests for the new urban areas and urban reserves does not equal or exceed the earmarked amounts, the remainder of funds shall be allocated to grant request for planning inside the urban growth boundary.

**Deadlines and key dates**

The application process involves submission of a letter of intent (LOI) and a full application. Metro's Screening Committee and staff will review the letter of intent to determine eligibility and identify opportunities for the applicant to strengthen the application to address the evaluation criteria. Metro staff will host a pre-application submission meeting to answer questions about the application process. The following is the grant schedule:

- March 25, 2015 Pre-submission meeting information for applicants
- April 16, 2015 Letter of Intent due to Metro
- June 1, 2015 Full application due to Metro
- August 2015 Metro Council awards grant funding

**Additional Information**

Further clarification on eligibility, the evaluation process and application requirements are included in this Grants Application Handbook and in the Administrative Rules establishing the procedures for implementation of the construction excise tax and Community Planning and Development Grants program. For more information, visit the website at www.oregonmetro.gov/planninggrants or contact Gerry Uba, Community Planning and Development Grant project manager at 503-797-1737 or gerry.uba@oregonmetro.gov

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## PROGRAM BACKGROUND

Metro's Community Planning and Development Grants program is intended to remove barriers to private investment in development and promote planning activity that makes land ready for development and improves the livability of the region.

This is the fourth cycle for Metro's Community Planning and Development Grants. Cycle 1 began in 2006 after the Metro Council adopted Ordinance No. 06-115. This ordinance authorized Metro to collect and distribute a construction excise tax (CET) within the Metro service district to support planning for making land ready for development. Overall in Cycle 1, the Metro Council dedicated $6.3 million to fund concept planning in urban growth boundary expansion areas.

In June 2009 the Metro Council approved Ordinance No. 09-1220, which extended the Community Planning and Development Grants until September 2014. The Metro Council approved this ordinance with the recommendation from the 2009 CET advisory group, comprising various regional stakeholders. This group recommended that areas inside the UGB, along with UGB expansion areas and urban reserves, be eligible for funding. Metro's chief operating officer included these recommendations in the Administrative Rules (Metro Code section 7.04.220) that directed how the program funds would be collected and distributed.

Cycle 2 in 2010 supported planning projects with regional benefit and with potential to lead to on the-ground development outcomes. In this cycle, the Metro Council awarded $3.7 million to 17 planning projects for areas inside the UGB.

Cycle 3 in 2013 was intended to support both projects inside the UGB and projects in urban reserves and areas added to the UGB since 2009. This cycle earmarked 50 percent of projected CET revenues for planning in urban reserves and areas added to the UGB since 2009, and required that if the amount of qualified Grant Requests for these areas did not equal or exceed the earmarked amounts, the remainder of funds may be allocated to grant requests for planning inside the UGB. In this cycle, the Metro Council awarded $4.5 million to 19 planning projects. Planning projects funded and/or awarded in Cycle 1, Cycle 2 and Cycle 3 are described in the Community Planning and Development Grants brochure, available at www.oregonmetro.gov/planninggrants.

### Cycle 4

For Cycle 4, the Metro Council has adopted administrative rules earmarking 70 to 75 percent of projected revenue for planning within the existing UGB and 25 to 30 percent of projected revenue for concept planning and comprehensive planning for urban reserves and new urban areas.

## Eligible applicants

Local governments (cities and counties) may submit applications, as sole applicants, or with other government entities or in partnership with non-profit, business or community organizations. Other local governments, as defined in ORS 174.116, may apply for a grant in partnership with a city or county within the Metro service district. Neighboring jurisdictions embarking on similar community planning and development planning projects are encouraged to coordinate or combine their projects. If two or more government entities apply for one grant, one must be lead for the application and submit only one application. A letter of intent must be submitted before submitting an application.

## Eligible projects

The Community Planning and Development Grants support planning activities that remove barriers to development, are necessary to make land ready for development and existing development ready for redevelopment. Eligible planning projects include the activities required for the physical, economic and community development of a specific geographic area. These planning activities include:

A. **Strategy for short term action:** Activities that specify clearly near-term actions that will result in development in less than five years. Key products of short term strategy may be a Catalytic Action Plan specifying critical actions, such as formal commitments and development agreements; incentives created or to be created; and code updates and creation that will lead to development on the ground.

B. **Strategy for policy development:** Activities that specify long-term actions that will result in development in five to ten years. One of the key products of long-term strategies may be Strategic Plans specifying how certain kinds of development could take place by adopting policies that set regulatory conditions for development including funding strategies, zoning updates, incentives and changes in internal procedures and processes. Other next steps in a Strategic Plan could include identification of additional community issues to be resolved in order to support development.

C. **Vision**: Activities that gather community input to propose a vision of the community's future. One of the key products of visioning activity is securing community support and identifying follow-up issues to be addressed in order to realize physical, community and economic development of a specific geographic area of the community, or in the entire community.

In order to better evaluate and communicate the success of this grant program, Metro commissioned a "Logic Model" study. The study recommended adjustment of the program goal so that proposed projects can increase development readiness and achieve on-the-ground development quickly and efficiently. The study clarified the types of planning activities funded by the grants as the eligible projects shown above. Additional information and recommendations in the Logic Model can be found in the study posted on the CPDG webpage: http://www.oregonmetro.gov/tools-partners/grants-and-resources/community-planning-and-development-grants

For Cycle 4 grants, eligible projects may be located:

- Within the existing UGB, including areas that were added to the UGB prior to 2009.
- Within areas added to the UGB after 2009 and areas designated as urban reserves.

Community Development and Planning Grants cannot be used as support for general planning budgets, to cover the costs of implementation or construction, or for the operation of programs or projects. Reimbursement of planning activities conducted prior to signing of a grant intergovernmental agreement is also ineligible, although applicants can describe previous investments to illustrate community readiness for the proposed project. Eligible project expenses include local government staff support directly related to the project, consultant work on the project and overhead directly attributable to the project. The budget section provides more information on project-related expenses.

**Funding availability**

Grant funding available for Cycle 4 is estimated to be $5 million, based on the latest estimates of revenue that will be generated by the construction excise tax. Of this amount, the program will allocate 70 to 75 percent of projected revenue for planning within the existing UGB, and 25 to 30 percent of projected revenue for concept planning and comprehensive planning for urban reserves and new urban areas. If the amount of qualified requests for urban reserves and new urban areas does not equal or exceed the earmarked amounts, the remainder of funds may be allocated to grant requests for planning in other areas.

**Partner and match requirements**

A 10 percent match level is required. This match can be in the form of either in-kind or direct financial contribution by the applicant or partners who are actively engaged in leveraging financial or in-kind services to the project.

Applicants must demonstrate the existence of partnerships in their proposed project with a letter of commitment. Partnerships are encouraged to promote creativity in project funding and demonstrate the commitment to the project.

**Letters of commitment**

All applications must include a letter of endorsement for the project from the lead applicant and letters of commitment from those who are providing matched or leveraged resources. The local approval process for these letters will vary, depending on local procedures for securing approval from the local governing body.

**Planning tools to consider for planning projects**

*Metro's Community Investment Toolkit*

In 2007 and 2008, Metro released Community Investment Toolkits containing best practices successfully implemented across the nation that achieved results in attracting development and redevelopment. Two volumes of the Community Investment Toolkit, "Innovative Design and Development Codes" and "Eco-Efficient Employment," contain strategies to promote development that helps achieve community visions in centers and corridors, residential neighborhoods and employment and industrial areas. Some of the strategies describe how a community can make graceful physical transitions from suburban development patterns to denser districts, apply code flexibility through creative design approaches to help new developments fit within the context of an

existing community, and provide and manage parking to reduce congestion and demand for parking to achieve desired levels of density and urban form.

The third volume, "Financial Incentives," contains information about incentives local governments can use to stimulate projects that promote mixed use development in centers, corridors, station communities and main streets.

For more details about the Toolkits, go to: http://www.oregonmetro.gov/tools-partners/guides-and-tools/community-investment-toolkit

*Thriving Cities Alliance's "Development Readiness Assessment Diagnostic Tool"*

Transforming local aspirations requires multidisciplinary technical expertise. The Thriving Cities Alliance is a collaborative partnership of multidisciplinary expertise including public, private and non-profit entities with the goal of promoting smart growth and quality of life in the Portland region. One of the alliance's missions is to "improve community readiness for, and management of, quality infill, industrial and new development." The Alliance promotes its Development Readiness Assessment Diagnostic Tool to help local governments identify core community needs and reduce or eliminate barriers to community-friendly development.

For more details about the Thriving Cities Alliance's Development Readiness Assessment Diagnostic Tool, go to: http://thrivingcitiesalliance.org/

## Evaluation criteria

Applications for projects in areas inside the urban growth boundary prior to 2009 will be evaluated using a different set of criteria than projects in urban reserves and areas added to the urban growth boundary since 2009. The different criteria reflect the different level of readiness and planning needs for these different areas.

For proposed projects located within the pre-2009 urban growth boundary, applications will be competitively evaluated based on how well the proposed project achieves the goals expressed in each of the criteria listed in **Box 1** in page 12. Applicants are encouraged to describe the reasons why they believe the proposed project will achieve these criteria. Examples include:

*Expected development outcome*: Describe key barriers to development in the location of the proposed project. Describe partnerships with property owners and other entities, or other conditions that affect your estimate that the proposed project will lead to issuance of development permits within five years. For community readiness, describe past investments and actions that will support the expected outcomes of the project.

*Regional significance:* Describe the elements of the project that will support vibrant communities, economic prosperity, safe and reliable transportation, sustainability, a healthy environment and equity.

*Centers, Corridors, Station Communities and Main Streets*: Describe the community aspiration for the project area, past effort in identifying and removing development barriers, and proposed effort to identify barriers and actions and investment to remove the barriers to development and advance the objective of making these areas the principal centers of urban life in the region.

*Other locations:* Describe how the proposed project will facilitate investments in employment and industrial areas on the 2040 Growth Concept map, and/or addressing the needs of underserved and underrepresented groups in the community.

*Best practices:* Highlight the elements of the proposed project that reflect best practices and describe the community's commitment to share the expected outcomes from the project.

*Leverage:* Describe how the proposed project will leverage past or future public or private investments such as investments in high capacity transit station areas.

*Match fund/potential:* Describe the match potential, committed or pending, and document same in the proposed budget and in letters of commitment and support.

*Growth absorption*: Describe if and how this project will help the jurisdiction handle projected population and employment growth.

*Public involvement:* Describe how the public, including citizens, businesses and appointed advisory committees, will be involved in the proposed project.

*Governing body:* Highlight roles of the governing body that reflect decision makers' understanding of, and commitment to, the final recommendations of the planning project.

*Capacity of applicant:* Describe the skill set of the key people who will be involved in carrying out the planning project.

For projects located within areas added to the UGB since 2009 and urban reserves, applications will be competitively evaluated based on how well the proposed project achieves criteria drawn mostly from Metro's Urban Growth Management Functional Plan, Title 11 – see **Box 2** in page 16. The Functional Plan defines the requirements for concept planning for urban reserve areas and for comprehensive plans for areas in the UGB. These plans are intended to be comprehensive and include demonstration of:

- Efficient use of public systems and facilities
- Development that supports pedestrian and bicycle travel
- Housing types, tenure and prices to meet need
- Sufficient employment opportunities
- Well-connected street, bike, park, trail, transit system
- Well-connected park, natural area, open space system
- Protection of natural ecological system and landscape features
- Avoidance or minimization of impacts to farm and forest practices and landscape features

For proposed projects in urban reserves and areas added to the UGB since 2009, each applicant is required to prepare governance agreements and finance plans suitable for the concept planning or comprehensive planning stage. Metro policy calls for concept plans to be completed prior to a Metro Council decision to bring an area into the UGB. After inclusion in the UGB, jurisdictions can adopt the comprehensive plans, establish governance agreements and develop financial plans to support planned development.

To illustrate how the proposed project addresses these criteria, the applicant should describe:

> *Title 11 elements*: Describe which of the elements will be included in the plan, why and at what level of detail. Specify how the governance and finance plans will be developed for all proposed projects, including ones that will not result in a complete concept plan or comprehensive plan. For the full text of Title 11 in the Metro's Urban Growth Management Functional Plan go to: http://www.oregonmetro.gov/urban-growth-management-functional-plan
>
> *Regional significance:* Describe the elements of the project that will support vibrant communities, economic prosperity, safe and reliable transportation, sustainability, a healthy environment and equity.
>
> *Partnerships* – Describe the partnerships that are necessary for the desired outcomes of the plan area and demonstrate the commitment of these partners to the planning process. At the completion of these planning projects, Title 11 requires governance agreements to be secured.

**BOX 1**

**A. <u>Grant Request Evaluation Criteria for Proposed Projects within the current UGB</u>. For proposed projects within the UGB, the Grant Request shall specifically address how the proposed grant achieves, does not achieve, or is not relevant to, the following criteria ("CPDG Evaluation Criteria"), based on the intent of the Urban Growth Management Functional Plan.**

1) Expected Development Outcomes

Explain what planning activities are proposed to be undertaken with the planning and development grant, and how those activities will identify and reduce barriers to developing complete communities. Include:

a. Identification of opportunity site/s within the boundary of the proposed project area with catalyst potential that focus on job growth and/or housing. Explain the characteristics of the site/s and how the proposed project will lead to a catalytic investment strategy with private and public sector support.

b. Clearly articulated and realistic desired outcomes from the planning grant that increase community readiness for development. Describe sources of the data for measuring the outcome and how to assist in the gathering of the data.

c. A description of the level of community readiness and local commitment to the predicted development outcomes. Considerations include:

   1. Track record of successful implementation of community development projects and/or past CPDG plan implementation;
   2. Development sites of adequate scale to generate critical mass of activity;
   3. Existing and proposed transportation infrastructure to support future development;
   4. Existing urban form providing strong redevelopment opportunities;
   5. Sound relationship to adjacent residential and employment areas;
   6. Compelling vision and long-term prospects.

d. Describe the roles and responsibilities of the applicant and other local governments and relevant service providers for accomplishing the goals of the proposed project.

2) Regional Significance

Clearly identify how the proposed planning grant will benefit the region in achieving established regional development goals and outcomes, including sustainability practices, expressed in the 2040 Growth Concept and the six desired outcomes below, adopted by the Metro Council to guide future planning. Clarifications on how to address some of the outcomes are provided.

a. People live and work in vibrant communities where their everyday needs are easily accessible;

b. Current and future residents benefit from the region's sustained economic competitiveness and prosperity;

c. People have safe and reliable transportation choices that enhance their quality of life;

   *Explain how the proposed project will identify and incorporate access by all transportation modes, including pedestrian, bicycle and transit; further completion of the regional transit, pedestrian and bicycle networks; include opportunities for transportation system management options; and increase transportation safety for all modes of travel.*

d. The region is a leader in minimizing contributions to climate change;

   *Explain how the proposed project will identify and apply approaches most appropriate to local and regional conditions in reducing greenhouse gas emissions. Refer to Appendix A of this handbook for the list of actions included in the Climate Smart Strategy ordinance adopted by the Metro Council in December 2014.*

e. Current and future generations enjoy clean air, clean water and healthy ecosystems;

f. The benefits and burdens of growth and change are distributed equitably.
   *Explain how the proposed project will meet the need of areas with concentrations of underserved and underrepresented groups by identifying increased opportunities to be created in those areas for quality jobs, living wages, affordable housing, safe and reliable transportation and a healthy environment. The Regional Equity Atlas and Opportunity Maps are tools that can be consulted for identifying what inequities and lack of opportunity exist in the proposed project area, or in the community. The atlas and maps were produced by Metro, Coalition for Livable Future and other partners and available on the Coalition for Livable Future website (clfuture.org).*

3) Centers, Corridors, Station Communities and Main Streets in the 2040 Growth Concept and the Metro Regional Framework Plan have been recognized as the principal centers of urban life in the region. Each of these areas in the region has its own character and is at different stages of development. For planning projects proposed for, or within these areas, address how the planning work elements identified in Title 6 of the Metro Urban Growth Management Functional Plan have been previously addressed or will be addressed as part of the proposed application. This includes establishing an area boundary, performing assessment of the areas, and adopting a plan of actions and investments.

Applications will be evaluated based on their contribution towards meeting the region's goal for Centers, Corridors, Station communities or Main Streets. Address:

a) Whether the boundary of the area is consistent with the general location shown in the Regional Framework Plan, and in the case of a Corridor, how segments of the Corridor that pass through a Regional Center were included in the boundary, and if the boundary has been adopted, or will be adopted, by the city council or county board.

b) Whether an assessment of these 2040 Growth Concept areas has been conducted, or will be conducted analyzing physical and market conditions, physical and regulatory barriers, development code that applies to the area, existing and potential incentives, in order to encourage mixed use pedestrian-friendly and transit supportive development.

c) Whether a plan of actions and investments to enhance these 2040 Growth Concept areas has been developed or will be developed based on the assessment of:
   i) actions to eliminate, overcome or reduce regulatory and other barriers, and based on revisions to the comprehensive plan and land use regulations to allow for mix and intensity of uses
   ii) revisions to the comprehensive plan and land use regulations will support mix and intensity of uses in Corridors and Station Communities in Industrial Areas to support public transportation at the level prescribed in the Regional transportation Plan
   iii) public investment to support mixed use pedestrian-friendly and transit supportive development
   iv) Plans to achieve the non-SOV mode share targets adopted by the local government, including transportation system designs, system management and demand management plans, and parking management program for these 2040 Growth Concept areas.

4) Other locations

Discuss whether and how the proposed planning grant facilitates development or redevelopment of:

a. Employment & Industrial Areas;

b. Areas recently brought into the UGB where concept planning has been completed but where additional planning and implementation work is needed in order to make these areas development ready; and/or

c. Areas with concentration of underserved or underrepresented groups demonstrating how planning activities will identify and address the needs of these groups.

5) Best practices

Consideration will be given to applications that can be easily replicated in other locations and

demonstrate best practices. Discuss how lessons learned from the planning project will be shared with other communities in the region.

6) Leverage

Discuss whether and how the proposed planning grant will leverage outcomes across jurisdictions and service providers, or create opportunities for additional private/public investment. Investments can take the form of public or private in-kind or cash contributions to the overall planning activity.

7) Matching fund/potential

A 10 percent local match is required either as direct financial contribution or in-kind contribution. Discuss whether any portion of the total project cost will be incurred by the applicant and/or its partners. Explain specific portions of the work scope that the match would fund.

8) Growth absorption

Discuss how this project will create opportunities to accommodate expected population and employment growth consistent with local planning.

- Refer to Appendix B and Appendix C for information on the 2035 forecast household and employment for areas and sectors of the region.

9) Public involvement

Discuss whether and how the public, including neighbors to the project, businesses, property owners and other key stakeholders, and disadvantaged communities including low-income and minority populations, will be involved in the project and describe how their input will be used to strengthen the project outcomes and increase likelihood of implementation.

10) Governing body

Describe the role of the governing body in relation to:

a. Type of action to be taken to implement the final product

b. When and where applicable, how public voting requirements for annexation and transit improvements will be addressed so that the outcome of proposed planning projects can be realized.

11) Capacity of applicant:

Describe the skill set needed and the qualifications of the staff or proposed consulting

teams to carry out the planning project.

**BOX 2**

**B. Grant Request Evaluation Criteria for Proposed Projects within urban reserves and areas added to the UGB since 2009.**

The grant request for proposed projects in urban reserves and areas added to the UGB since 2009 shall specifically address how the proposed grant achieves, does not achieve, or is not relevant to the following criteria, drawn from the Urban Growth Management Functional Plan (UGMFP). While the UGMFP's Title 11 (Planning for New Urban Areas) calls for completion of a concept plan prior to a Council decision to add the area to the UGB, Metro Council award of grants for concept planning in urban reserves should not be interpreted as a commitment by the Council to add the area to the UGB in the next cycle. Applications should note whether the planning project includes an urban reserve area. The Screening Committee shall emphasize using available funds to spur development.

1) Title 11 requirements
   Address Title 11 requirements for a concept plan or comprehensive plan. Clearly describe how the proposed planning grant will address the requirements for either a concept plan or comprehensive plan or both as described in Title 11.

   a. If not proposing to complete a full plan, describe how the portion proposed will result in an action that secures financial and governance commitment that facilitates the next steps in the planning process.
   b. If not proposing a planning grant for the full Urban Reserve area, describe how the proposal will still allow for coordinated development of the entire area as a complete community and address any applicable principles for concept planning of urban reserves contained in the urban and rural reserve intergovernmental agreement between Metro and the county.

   For the full text of Title 11 in the Metro's Urban Growth Management Functional Plan go to:
   http://www.oregonmetro.gov/urban-growth-management-functional-plan

2) Regional significance
   Unless addressed in criteria # 1, describe how the proposed planning grant will benefit the region in achieving established regional development goals and outcomes, including sustainability practices, expressed in the 2040 Growth Concept and the below six desired outcomes, adopted by the Metro Council to guide future planning. Clarifications on how to address some of the outcomes are provided.

   a. People live and work in vibrant communities where their everyday needs are easily accessible;

   b. Current and future residents benefit from the region's sustained economic competitiveness and prosperity;

c. People have safe and reliable transportation choices that enhance their quality of life;

*Explain how the proposed project will identify and incorporate access by all transportation modes, including pedestrian, bicycle and transit, furthers completion of the regional transit, pedestrian and bicycle networks, include opportunities for transportation system management options, and increase transportation safety for all modes of travel.*

d. The region is a leader in minimizing contributions to climate change;

*Explain how the proposed project will identify and apply approaches most appropriate to local and regional conditions in reducing greenhouse gas emission. Refer to Appendix A [i.e. Exhibit E to Ordinance No. 14-1346B] of this handbook for the list of climate smart actions included in the Climate Smart Strategy ordinance adopted by Metro Council in December 2015.*

e. Current and future generations enjoy clean air, clean water and healthy ecosystems;

f. The benefits and burdens of growth and change are distributed equitably.

*Explain how the proposed project will meet the need of areas with concentrations of underserved and underrepresented groups by identifying increased opportunities to be created in those areas for quality jobs, living wages, stable and affordable housing, safe and reliable transportation and a healthy environment. The Regional Equity Atlas and Opportunity Maps are tools that can be consulted for identifying what inequities and lack of opportunity exist in the proposed project area or in the community. The atlas and maps were produced by Metro, Coalition for Livable Future and other partners and available on the Coalition for Livable Future website (clfuture.org).*

3) Local and regional needs
Describe the elements of the project that will support vibrant communities, economic prosperity, safe and reliable transportation, sustainability, a healthy environment and equity on both a regional and local scale.

4) Jurisdiction and service provider commitments
Applications should reflect commitment by county, city and relevant service providers to participate in the planning effort and describe how governance issues will be resolved through or prior to the planning process. Describe the roles and responsibilities of the county, city and relevant service providers for accomplishing the commitments.

5) Land readiness

For applications in areas added to the UGB since 2009 and urban reserves, demonstrate that market conditions would be ready to support development and efficient use of land or define the steps that the project would undertake to influence market conditions.

6) Best Practices
Consideration will be given to applications that can be easily replicated in other locations and demonstrate best practices. Discuss how lessons learned from the planning project will be shared with other communities in the region.

7) Leverage
Discuss whether and how the proposed planning grant will leverage outcomes across jurisdictions and service providers, or create opportunities for additional private/public investment. Investments can take the form of public or private in-kind or cash contributions to the overall planning activity.

8) Matching fund/potential:
A ten percent (10%) local match is required either as direct financial contribution or in-kind contribution. Discuss whether any portion of the total project cost will be incurred by the applicant and/or its partners. Explain specific portions of the work scope that the match would fund.

9) Growth absorption
Explain how this project will create opportunities to accommodate expected population and employment growth consistent with local planning.

Refer to Appendix B and Appendix C for information on the 2035 forecast household and employment for areas and sectors of the region.

10) Public involvement
Discuss whether and how the public, including neighbors, businesses, property owners and other key stakeholders, and disadvantaged communities including low income and minority populations, will be involved in the progress of the project and how their input will be used to strengthen the project outcomes and increase likelihood of implementation.

11) Governing Body
Describe the role of the governing body in relation to:

a. Type of action to be taken to implement the final product

b. When and where applicable, how public voting requirements for annexation and transit improvements will be addressed so that the outcome of proposed planning projects can be realized.

12) Capacity of applicant
Describe the skill set needed and the qualifications of the staff or proposed consulting teams to carry out the planning project.

## GENERAL APPLICATION AND APPROVAL PROCESS, AND GRANT AGREEMENTS AND DEADLINES

### Letter of intent review

Potential applicants must submit a letter of intent (LOI) describing the proposed project and how it meets the eligibility requirements and the evaluation criteria. The purpose of the LOI is for the applicant to receive feedback from the Metro Screening Committee and staff on how to strengthen the grant application, ensure it meets eligibility requirements and make it more competitive. This review may include follow-up communication with the applicant. The Screening Committee and staff may indicate that certain application elements need strengthening to be more competitive or that the project does not meet evaluation criteria.

It is the applicant's responsibility to ensure the project is sufficiently defined according to the program criteria and goals so that the Screening Committee and staff can efficiently review the project. The applicant is encouraged but not required to modify the grant request using Metro Screening Committee and staff feedback.

### Full application review

The full application will be reviewed by Metro staff and evaluated by the CPDG Screening Committee prior to final review and grant award by Metro Council**.**

**Metro staff review:** Metro staff will review the applications for eligibility and completeness. Staff will forward all eligible and complete applications, along with comments, to the Screening Committee. Applications that are not complete will be returned to the applicant with comments. Applicants may resubmit the revised application with clarifications as requested. Applications not (re)submitted by the deadline will not be reviewed.

**Grant Screening Committee:** The Screening Committee, appointed by the Metro chief operating officer (COO), will review and score the applications after the initial screening by staff. Metro Code establishes the Screening Committee membership to include six to nine private and public sector representatives with experience in a range of areas relating to economic development and planning. The member categories and the role of the Screening Committee is listed in Appendix D of this packet. The Screening Committee will discuss each application and submit funding recommendations to the Metro COO, who will forward the recommendations to the Metro Council for approval. The Metro COO may also submit a separate recommendation to the Metro Council.

**Council Review and approval:** Following the Metro COO's submission of the recommendations to the Metro Council, one or more members of the Screening Committee will be available to present the committee's recommendations to the Metro Council and answer questions. The Metro Council will review the recommendations and funding requests to make the final selection of applications for funding levels and formally approve the grant awards.

## Key Dates and Deadlines

Key dates and deadlines for this grant cycle are:

- March 25, 2015 Pre-submission meeting information for applicants
- April 16,2015 Letter of Intent due to Metro
- June 1, 2015 Full application due to Metro
- August , 2015 Metro Council awards grant funding

For the specific time and place for the pre-submission information meeting and the Council meeting, please refer to the Metro Community Development and Planning Grants web page at www.oregonmetro.gov/planninggrants

## Grant Award Agreements

Projects selected to be funded must enter into an intergovernmental agreement (IGA) with Metro to establish agreed-upon scope of work, budget, expected milestone and deliverable completion dates and grant payment dates. Grant funding will be distributed in incremental payments connected to the completion of milestones and deliverables set forth in the IGAs. Grantees must submit progress reports documenting the completion of the work tasks and milestones prior to receiving payment. Progress reports must also document the financial contributions that were included as a match or leverage in the grant application and described in the proposed budget.

Payments will be made at the completion of the project's major milestones set forth in the IGA for:

(1) Execution of the grant IGA
(2) Draft or proposed plan or report as specified in the project proposal
(3) Final plan or report as specified in the project proposal
(4) Applicant's action on the final plan or report as specified in the project proposal
(5) Proposed outcome measures specific for the project and source of the data and information for application of the measures
(6) Proposed method of sharing lessons learned during the planning

Grantees must work closely with the Metro staff liaison for their projects, and include them in the appropriate advisory committee for the project.

Metro requires that grantees meet Federal non-discrimination requirements on projects.

Metro reserves the right to reprogram the funds if the IGA is not completed within a reasonable timeframe.

**Grant Award and agreements**

- Grantees must enter into IGA with Metro within six months of grant award. If this standard is not met, Metro may cancel the grant award.
- Grantees are expected to complete the project within the period stated in the IGA, or within the period agreed upon in an amended IGA. Metro retains the right to terminate a CPDG award if the milestones set forth in the IGA are not met.

## SECTION 2: APPLICATION INSTRUCTIONS

## PREPARING AND SUBMITTING A LETTER OF INTENT

All potential applicants must submit a letter of intent (LOI) describing the proposed project. The letter of intent should represent a fully developed concept for the proposal without the detailed budget and match commitments and letters of support that will accompany the full application. The letter of intent should include specific information on how the proposed project meets the grant eligibility requirements and achieves, does not achieve, or is not relevant to, the evaluation criteria.

Applicants are encouraged and expected to contact Metro staff for assistance in project scoping and the application process as early as possible. Staff will use the LOI as the primary basis to determine the project's eligibility to the grant program and provide feedback on how the project can best address the intent and criteria of the program.

**Letter of Intent Contents**

The letter of intent should include:

1. **Application Cover Sheet:** The cover sheet (Appendix E) summarizes key information about the proposal. This is the same cover sheet that will be used for the full application. Please be sure to check the LOI box for the Letter of Intent. It should include the project name and applicant, contact or contact information. The contact person may or may not be the same as the project manager, depending on your organization. Indicate whether or not the proposal is for a project within the UGB, or in areas added to the UGB since 2009 or urban reserves, and describe the project location and summary. The project summary **should be less than 50 words** and provide a short, stand-alone description of the project that can be used to inform people who will not be reading the full letter of intent.

   A separate application cover sheet, project narrative, project map, and budget document is required for each proposal. Please indicate your preliminary estimates of grant funding request and total project cost, along with the ranking of the proposal if you plan to submit more than one. The cover sheet should be signed by the person who has the authority to apply for grants and commit the resources included in the proposal. The title of the person may vary by organization and could include the city manager or planning director, for example.

2. **Project Narrative:** The project narrative should be written on 8 ½ x 11" paper, double-sided whenever possible and with a font size no smaller than 11 point. **Please do not exceed four pages**. The narrative should make a convincing case that the application meets the intent of the grant program, has the necessary commitments, partnerships and resources in place to lead to a expected outcome within the budget and schedule proposed. The project narrative should address the following.

   a. *Project Description*: Describe the location and preliminary scope of the project and outcomes that will be achieved as a result of this project. Briefly describe the project background, how the project need was identified, and other planning work or investments that have been completed in the study area that set the stage for success for your proposed project.

b. *Evaluation Criteria*: Describe how the proposal addresses the evaluation criteria described earlier in this handbook. It is important to build the case for the project utilizing the evaluation criteria.
c. *Collaborations*: Describe partners that will actively engage with you in this project, either financial or with in-kind contributions. Include those that have already committed and those whom you intend to invite to participate.
d. *Statement*: A brief statement at the end of the letter of intent should indicate that the applicant has vetted the project to their governing body and that this body has given approval to submit the LOI. The entity submitting the LOI should adhere to the local government's internal policies for approval required to submit a LOI.
e. *Project Management*: Include the name of project management staff likely to be communicating with Metro staff and the contact name, if different.

3. **Budget Documents:** At the LOI phase, the budget for the project proposal may not be developed at the level of detail that will ultimately be required at the full application phase. If the project is at a phase where budget information is available, please submit it with the LOI. Budget information helps illustrate the scope and intent of the project.

   The LOI should include as much information about the budget as is available, based on the preliminary scope and partnership commitments. It should include a:
   - Budget narrative that describes the cost assumptions and how the estimate was established for each of the major milestones that are described in the project narrative.
   - Line-item budget for specific tasks and cost elements with as much detail as is possible at this stage.
   - Statement of matching funds, including resources that are not yet secured with information about how and when these resources will be secured is provided.

   More information on preparing the budget documents is included under "Preparing and Submitting a Full Application" on page 24 in this handbook and budget forms are included in the appendix.

4. **Location and Project Maps:** Attach maps that help illustrate the project scope and location, including:
   - a location/vicinity map that shows where the project is located within the region
   - a project map that shows planning area boundaries and other local attributes that are important to your project
   - available photos that show some of existing development and/or landmark.

**Submitting the letter of intent**

The letter of intent should be addressed to the Metro Chief Operating Officer. The letter of intent should be double-sided whenever possible with a paper clip in the upper left hand corner only. Do not staple. Submit one hard copy to:

Metro
ATTN: Gerry Uba
Community Development and Planning Grants
600 NE Grand Ave.
Portland, OR 97232

Also, **you must submit a copy electronically** to: Gerry.Uba@Oregonmetro.gov with a cc: to Paulette.Copperstone@Oregonmetro.gov

## PREPARING AND SUBMITTING A FULL APPLICATION

After submitting a letter of intent and reviewing Metro comments on it, applicants may submit a full application. The full application includes a fully developed work plan and budget, addresses the evaluation criteria and demonstrates that the proposal has the support of the governing body, partner commitments and community support. The applicant can consider comments from Metro on the letter of intent and may consult Metro staff directly for clarification.

### Full application packet

Building on the information in the letter of intent, the full packet includes:

1. **Application Cover Sheet**: This is the same cover sheet that was used for the letter of intent. Please be sure to check the "full application" box. The project summary **should be less than 50 words** and provide a short, stand-alone description of the project that can be used to inform people who will not be reading the full application.

2. **Cover letter**: The cover letter should include a statement indicating that the appropriate governing body has approved the application. If more than one application is being submitted, include a statement about the project's priority in relation to the other projects. The letter should be signed by the person who has authority to commit resources and submit the application.

3. **Project Narrative**: The project narrative will be written on 8 ½ x 11" paper, double-sided whenever possible and with a font size no smaller than 11 point. **Please do not exceed eight pages**.

   To ensure that all required information is included in the project narrative and to assist the CPDG Screening Committee in evaluating each application, please follow the outline below. Information should be presented in a manner that is clear and concise, with each heading indicating the major areas of required information.

   a. *Project descript*ion: Provide an in-depth description of the project goals and expected outcomes. The project's complexity should be illustrated with sufficient detail so that viability can be assessed. The project description can be detailed further in the budget section.

   b. *Project site description*: Include site boundaries, maps, nature of existing development, demographics, zoning, etc. and other information that describes the development context.

   c. *Project background*: Describe the previous efforts that have led to the need for this project and how they set the stage for the proposed project, including: How was the need for the project identified? How did the proposed planning project evolve? Who has been involved to date and what other planning work has been conducted on the study area?

   d. *Evaluation criteria*: Fully describe how the proposed project achieves, does not achieve, or is not relevant to, all the evaluation criteria described earlier in this handbook.

e. *Collaborations: A "*partner" is actively engaged in the project, either financially or with in-kind support. With that in mind, list the names of organizations involved, provide their contact information, and describe the roles each will play in the project.

f. *Proposed milestones and deliverables*: If approved, the applicant will be required to enter into an IGA with Metro that outlines the schedule for payments. Grant payments will be made upon the completion of project milestones and submission of deliverables. Please propose four project milestones (or more) by which to evaluate the progress of the proposed project. The milestones should be directly linked to the expected deliverables in the work scope for the project in the project description. The approach to achieving these milestones and deliverables should be described in the budget narrative. Milestones and grant payment allocations should follow the following general guidelines:

   i. Execution of the CPDG IGA

   ii. Grant Applicant staff's draft or proposed plan, report, code change, zoning change, redevelopment plan, Urban Growth Diagram, Concept Plan, urban services delivery plan, or other plan or agreement consistent with the CPDG;

   iii. Grant Applicant staff's final recommended plan, report, code change, redevelopment plan, zoning change, Comprehensive Plan or Comprehensive Plan amendment, development agreement, urban services delivery plan, or other plan or agreement consistent with the CPDG, addressing compliance with the Urban Growth Management Functional Plan, the applicable conditions of the CPDG, and applicable state laws and regulations; and

   iv. Grant Applicant's action on final plan, report, code change, redevelopment plan, zoning change, Comprehensive Plan or Comprehensive Plan amendment, urban services delivery plan, or other plan or agreement consistent with the CPDG, consistent with the Functional Plan, the applicable conditions of the CET Grant and applicable state law.

   v. Grant Applicant's proposed outcome measures specific for the project and source of data and information for Metro's use for evaluation of the progress of this grant program.

   vi. Grant Applicant's proposed method of sharing lessons learned during the planning, which may include any of the following or combination of them: presentation to Metro Technical Advisory Committee, presentation to Metro Policy Advisory Committee, brownbag at Metro, posting on the grantee's website.

g. *Project management*: Include the name of project management staff likely to be managing the project and communicating with Metro staff and the contact name, if different.

4. **Budget documents:** The budget should be clear, appropriate and sufficient to complete the project. Costs should clearly support the proposed tasks consistent with the project narrative. Applicants must submit the following three budget documents:
    - Budget narrative: This describes the scope or approach to achieving the expected outcomes and milestones.
    - Line item budget: This describes the resources dedicated to the major tasks.
    - Statement of matching funds: This identifies the source of the matching funds and indicates whether or not the funding is committed or pending. A statement is needed that commits the matching funds as part of the grant application. Some match may be pending, for example, included in the budget for the next fiscal year which has not been approved. The statement of commitment indicates the commitment or intent to commit.

See "Preparing the Budget Documents" below for greater detail on the budget documents.

5. **Supplemental attachments** (attach all that apply)
    - Vicinity map
    - Site map
    - Sample of photos of existing development and/or landmark in the project site
    - Letters of commitment for match by project partners
    - Letters of support from the community and project partners.

## PREPARING THE BUDGET DOCUMENTS

The project budget must identify resources to support all elements of the proposed project. It must be clear, cost-effective and consistent with the project described in the project narrative and reflect the expected outcomes and milestones. Please use the budget form in Appendix F and match form in Appendix G.

### Identifying costs

The budget narrative explains the expected project costs, including the share of the project that will be funded by the grant and the share funded by match. Project costs that are not eligible for grant funding may be included as part of the applicant's matching fund contribution.

The following expenses will be considered eligible expenses for grant consideration:

a. Local government staff support directly related to project
b. Consultants' work on project
c. Overhead directly attributable to project.

**Instructions for preparing a budget narrative**

The budget narrative describes the approach that is used to achieve the expected outcomes and produce the milestones. The budget narrative facilitates review of the level of effort and cost for the tasks and improves understanding of the key areas of focus in the proposal. The budget narrative is essential for grant reviewers to analyze whether the budget supports the proposed project and is reasonable. The more clearly the budget information is presented, the better.

The budget narrative and the line item summary for the budget should include costs for personnel, consultants and overhead/indirect costs. An application submitted by more than one local governments (e.g., two cities, or city and county) should explain the lead jurisdiction, and clearly show personnel and overhead/indirect costs for each local government.

*Applicant personnel*
This includes salary or wage expenses for applicant staff positions directly related to the proposed project. Do not include costs for consultants or staff of other organizations here; these should be included in a separate line item that can be labeled "consultant," "agency" or "non-profit" staff.
The budget narrative should list each staff position title, the position's salary, estimated time to be devoted to the project, and a description of the activities to be performed by the person. The budget narrative should identify whether these costs will be covered by the grant funding or used as match.

*Consultant and other partners*
It is expected that the applicant will make sure that the scope of work developed by consultant after grant award will match closely with the scope of work in the grant application. The budget narrative should list and describe all consultant services, such as design development and cost estimation. The budget narrative should also identify whether the cost estimation will be covered by the grant funding or used as match. This line item can also include services provided by project partners and pro bono professional services, which can be used toward the project match, as long as appropriate documentation is provided and is defensible. The budget can list contributions by other partners, such as other agency or non-profit organizations, in the same format as consultants (not broken out by position) on additional lines in the line-item budget. The role of these other partners should be described in the narrative.

*Overhead/Indirect costs*
Overhead costs are intended to include expenses incurred by the organization for indirect costs that are identifiable and benefit the project. Depending on the relationship of the cost to the project, overhead costs might include accounting and financial resources and systems; management, planning or support resources and systems; and space and other equipment. All overhead costs must directly relate to the successful completion of the project.

## Instructions for preparing a line item budget

The budget form (Appendix F) is provided in Microsoft Excel and is available on the grant program's website. A hard copy is attached in the appendix. The applicant should edit this worksheet to include specific line items for the proposal. The line item budget should include <u>all</u> projected costs associated with the project, including both grant funds and matching funds.

The form includes columns to indicate which line item will be grant-funded and which will be funded with matching resources. However, if the project's match will be 100 percent financial (with no in-kind services) all the costs can be placed in the "Total" column and an appropriate percentage to grant funds can be

assigned in the bottom row. For example, if the total project cost is $150,000, the bottom row of the line item budget will show that the grant request is $50,000 and matching funds will cover $100,000.

### Instructions for preparing a statement of matching funds

The match form (Appendix G) describes which project costs identified in the budget narrative and the line item budget will be supported by which organization, including the applicant. This form also identifies cash versus in-kind contributions and secure versus pending sources.

The "notes" field should be used to more specifically describe the funding source, the dates the funds will be available, the notification date of other pending grant application(s), and any other information that is pertinent to the pending potential matching funds.

### Submitting the full application

- Copies should be double-sided whenever possible.
- Paper clip application in the upper left hand corner only. Do not staple.
- Cover letter of grant request addressed to the Metro Chief Operating Officer
- The checklist in Appendix H should be used to make sure that the application packet is complete before sending it to Metro.
- Submit **ten** copies of the full application to:

  Metro
  ATTN: Gerry Uba
  Community Development and Planning Grants
  600 NE Grand Ave.
  Portland, OR 97232

- Also, **you must submit a copy electronically** to Gerry.Uba@oregonmetro.gov with a cc: to Paulette.Copperstone@oregonmetro.gov.

## APPENDICES AND FORMS

All application forms are available electronically on the program's website at www.oregonmetro.gov/planninggrants

When possible, please use the electronic versions of these documents for the application. Metro staff will e-mail electronic versions of these forms upon request.

| | |
|---|---|
| Appendix A | Climate Smart Actions: Exhibit E to Ordinance No. 14-1346B |
| Appendix B | 2035 Household Projection |
| Appendix C | 2035 Employment Projection |
| Appendix D | Grants Screening Committee role and membership |
| Appendix E | Cover Sheet for Letter of Intent and full Application |
| Appendix F | Budget Form |
| Appendix G | Match Form |
| Appendix H | Checklist for letter of intent and full application |

# Appendix A – Climate smart actions

# Exhibit E to Ordinance No. 14-1346B

**December 11, 2014**

## A SHORT LIST OF CLIMATE SMART ACTIONS FOR 2015 AND 2016

**BACKGROUND**

The Climate Smart Communities project responds to a 2009 legislative mandate to develop and implement a regional strategy to reduce per capita greenhouse gas emissions from cars and small trucks by 2035. After a four-year collaborative effort, community leaders have shaped a Climate Smart Strategy that exceeds the state mandate while supporting local city and county plans that have already been adopted in the region. When implemented, the strategy will also deliver significant public health, environmental and economic benefits to households and businesses in the region.

**WORKING TOGETHER TO DEVELOP SOLUTIONS FOR OUR COMMUNITIES AND THE REGION**

Building on existing activities and priorities in our region, the project partners have developed a *Toolbox of Possible Actions* that recommends immediate steps that can be taken individually by local, regional and state governments to implement the Climate Smart Strategy. The toolbox does not mandate adoption of any particular policy or action, and instead was developed with the recognition that existing city and county plans for creating great communities are the foundation for reaching the state target and some tools and actions may work better in some locations than others. The toolbox emphasizes the need for diverse partners to work together in pursuing those strategies most appropriate to local needs and conditions.

The toolbox includes some regional actions that produce particularly high returns on investment, and require local and regional officials to work together. Seeing the opportunity to act quickly, the Metro Policy Advisory Committee (MPAC) and the Joint Policy Advisory Committee on Transportation (JPACT) have identified three toolbox actions that are key for the region to work together on now:

**CLIMATE SMART ACTIONS FOR 2015 AND 2016**

| | |
|---|---|
| **Action 1** | **Advocate for increased federal, state, regional and local transportation funding for all transportation modes as part of a diverse coalition, with top priorities of maintaining and preserving existing infrastructure, and implementing transit service enhancement plans and transit-supportive investments.** *This action will advance efforts to implement adopted local city and county plans, transit service plans, and the 2014 Regional Transportation Plan.* |
| **Action 2** | **Advocate for federal and state governments to advance Oregon's transition to cleaner, low carbon fuels, and more fuel-efficient vehicle technologies.** *This action will accelerate the fuel and vehicle technology trends assumed in the state target.* |
| **Action 3** | **Seek opportunities to advance local and regional projects that best combine the most effective greenhouse gas emissions reduction strategies.** *This action will implement adopted regional, city and county policies or plans and identify locally tailored approaches that integrate transit and active transportation investments with the use of technology, parking and* |

| | |
|---|---|
| | *transportation demand management strategies to show how these strategies, if implemented together, can achieve greater cost-effectiveness and greenhouse gas emissions reductions than if implemented individually.*<br><br>*The action means the region will seek seed money for demonstration projects that leverage (1) local, regional, state and federal resources and (2) state and regional technical assistance to plan for and implement community demonstration projects that combine the following elements:*<br>• *investments in transit facility and/or service improvements identified in TriMet Service Enhancement Plans or the South Metro Area Regional Transit (SMART) Master Plan, including community-based services that complement regional service, such as the GroveLink service in Forest Grove*<br>• *local bike and pedestrian safety retrofits that also improve access to transit, schools and activity centers*<br>• *investments in transportation system management technologies, such as traffic signal timing and transit signal priority along corridors with 15-minute or better service, to smooth traffic flow and improve on-time performance and reliability*<br>• *parking management approaches, such as bicycle parking, preferential parking for alternative fuel vehicles, and shared and unbundled parking*<br>• *transportation demand management incentives or requirements to increase carpooling, biking, walking and use of transit*<br>• *optimize built road capacity through improved geometric design and other operational improvements to address bottlenecks and improve traffic flow on existing multi-modal arterials.*<br><br>*Seed funding could be sought from multiple sources, such as the Regional Flexible Funding Allocation process, Metro's Community Planning and Development Grant program, Oregon's Transportation Growth Management grant program, and federal grant programs such as the Building Blocks for Sustainable Communities.* |

**PARTNERSHIPS TO IMPLEMENT EARLY ACTIONS CAN DRIVE POSITIVE CHANGE**

Adoption of the Climate Smart Strategy presents an opportunity for the region to work together to continue demonstrating leadership on climate change while addressing the need to step up funding to implement our adopted local and regional plans. Working together on these early actions presents an opportunity to lay a foundation for addressing our larger shared challenges through a collaborative approach. The actions recommended are achievable, but require political will and collaboration among regional partners to succeed.

This collaborative effort will require full participation from not only MPAC, JPACT, and the Metro Council, but also the region's cities and counties, transit agencies, port districts, parks providers, businesses, non-profits as well as state agencies, commissions and the Oregon Legislature. Coordinated work plans for addressing these priority actions will be developed by MPAC and JPACT and the Metro Council in 2015.

# Appendix B – Household Forecast

## EXHIBIT A (Ordinance No. 1292A)
## 2035 Reviewed Houshold Forecast Distribution by Jurisdiction
## (MetroScope "Gamma" TAZ Forecast)

***Revised Draft 1/15/2013*** *(source: Scen #1221)*

Note: Jurisdiction geographies are approximate, and based on TAZs.
Urban Reserves are considered outside the UGB.

| | 2010 Reviewed HH | | | 2035 Reviewed HH | | | 2010-2035 Change | | |
|---|---|---|---|---|---|---|---|---|---|
| **Inside UGB:** | **SF** | **MF** | **Total** | **SF** | **MF** | **Total** | **SF** | **MF** | **Total** |
| **Beaverton** | 18,128 | 21,953 | 40,081 | 20,038 | 30,479 | 50,517 | 1,910 | 8,526 | 10,436 |
| **Cornelius** | 2,467 | 1,051 | 3,518 | 3,428 | 2,085 | 5,513 | 961 | 1,034 | 1,995 |
| **Damascus** | 3,322 | 205 | 3,527 | 11,700 | 217 | 11,916 | 8,378 | 12 | 8,389 |
| **Durham** | 550 | 8 | 558 | 560 | 26 | 586 | 10 | 18 | 28 |
| **Fairview** | 1,677 | 1,954 | 3,631 | 1,927 | 2,076 | 4,003 | 250 | 122 | 372 |
| **Forest Grove** | 4,775 | 2,717 | 7,492 | 6,999 | 3,380 | 10,379 | 2,224 | 663 | 2,887 |
| **Gladstone** | 2,831 | 1,356 | 4,187 | 3,097 | 1,779 | 4,876 | 266 | 423 | 689 |
| **Gresham** | 19,781 | 18,243 | 38,024 | 25,394 | 25,656 | 51,051 | 5,613 | 7,413 | 13,027 |
| **Happy Valley** | 4,162 | 273 | 4,435 | 9,898 | 512 | 10,410 | 5,736 | 239 | 5,975 |
| **Hillsboro** | 18,575 | 14,251 | 32,826 | 21,762 | 23,211 | 44,973 | 3,187 | 8,960 | 12,147 |
| **Johnson City** | 268 | 0 | 268 | 268 | 0 | 268 | 0 | 0 | 0 |
| **King City** | 1,172 | 583 | 1,755 | 1,190 | 579 | 1,769 | 18 | -4 | 14 |
| **Lake Oswego** | 10,887 | 5,180 | 16,067 | 12,307 | 6,984 | 19,291 | 1,420 | 1,804 | 3,224 |
| **Maywood Park** | 282 | 18 | 300 | 288 | 18 | 306 | 6 | 0 | 6 |
| **Milwaukie** | 5,934 | 2,307 | 8,241 | 7,166 | 2,574 | 9,740 | 1,232 | 267 | 1,499 |
| **Oregon City** | 8,463 | 3,511 | 11,974 | 12,186 | 4,861 | 17,047 | 3,723 | 1,350 | 5,073 |
| **Portland** | 143,519 | 104,897 | 248,416 | 165,348 | 204,050 | 369,398 | 21,829 | 99,153 | 120,982 |
| **Rivergrove** | 123 | 0 | 123 | 124 | 0 | 124 | 1 | 0 | 1 |
| **Sherwood** | 4,971 | 1,505 | 6,476 | 5,553 | 1,716 | 7,269 | 582 | 211 | 793 |
| **Tigard** | 12,035 | 6,632 | 18,667 | 15,120 | 10,877 | 25,997 | 3,085 | 4,245 | 7,330 |
| **Troutdale** | 3,981 | 1,806 | 5,787 | 4,506 | 2,126 | 6,632 | 525 | 320 | 845 |
| **Tualatin** | 5,391 | 4,847 | 10,238 | 5,980 | 5,190 | 11,170 | 589 | 343 | 932 |
| **West Linn** | 7,670 | 2,582 | 10,252 | 9,237 | 2,751 | 11,988 | 1,567 | 169 | 1,736 |
| **Wilsonville** | 3,471 | 4,509 | 7,980 | 5,625 | 5,883 | 11,508 | 2,154 | 1,374 | 3,528 |
| **Wood Village** | 458 | 1,081 | 1,539 | 488 | 1,121 | 1,609 | 30 | 40 | 70 |
| **Uninc. Clackamas Co.** | 21,106 | 13,559 | 34,665 | 28,424 | 16,650 | 45,074 | 7,318 | 3,091 | 10,409 |
| **Uninc. Multnomah Co.** | 1,715 | 314 | 2,029 | 3,260 | 847 | 4,107 | 1,545 | 533 | 2,078 |
| **Uninc. Washington Co.** | 49,376 | 21,004 | 70,380 | 70,948 | 28,578 | 99,526 | 21,572 | 7,574 | 29,146 |
| **Inside UGB Subtotal** | 357,090 | 236,346 | 593,436 | 452,823 | 384,225 | 837,048 | 95,733 | 147,879 | 243,612 |
| **Outside UGB:** | | | | | | | | | |
| **Clackamas County** | 40,749 | 4,202 | 44,951 | 60,792 | 5,600 | 66,392 | 20,043 | 1,398 | 21,441 |
| **Multnomah County** | 3,776 | 97 | 3,873 | 4,243 | 122 | 4,365 | 467 | 25 | 492 |
| **Washington County** | 11,259 | 101 | 11,360 | 27,369 | 5,401 | 32,770 | 16,110 | 5,300 | 21,410 |
| **Clark County** | 114,638 | 43,472 | 158,110 | 164,207 | 64,185 | 228,392 | 49,569 | 20,713 | 70,282 |
| **Outside UGB Subtotal** | 170,422 | 47,872 | 218,294 | 256,610 | 75,309 | 331,919 | 86,188 | 27,437 | 113,625 |
| **Tri-County Total** | 412,874 | 240,746 | 653,620 | 545,226 | 395,348 | 940,575 | 132,352 | 154,602 | 286,955 |
| **Four-County Total** | 527,512 | 284,218 | 811,730 | 709,433 | 459,534 | 1,168,967 | 181,921 | 175,316 | 357,237 |

# Appendix C – Employment Forecast

## EXHIBIT B (Ordinance No. 12-1292A)
## 2035 Reviewed Employment Forecast Distribution by Jurisdiction
## (MetroScope "Gamma" TAZ Forecast)

**Revised Draft 11/15/2012** (source: Scen #1221)

Notes: Jurisdiction geographies are approximate, and based on TAZs. Urban Reserves are considered to be outside the UGB.

| | 2010 Employment Geocode | | | | 2035 Jurisdiction Review | | | | 2010 - 2035 Change | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Inside UGB:** | Retail | Service | Other | Total | Retail | Service | Other | Total | Retail | Service | Other | Total |
| **Beaverton** | 11,041 | 19,261 | 21,539 | 51,841 | 14,254 | 33,282 | 27,822 | 75,358 | 3,213 | 14,021 | 6,283 | 23,517 |
| **Cornelius** | 693 | 711 | 1,680 | 3,084 | 1,611 | 1,880 | 4,440 | 7,931 | 918 | 1,169 | 2,760 | 4,847 |
| **Damascus** | 260 | 357 | 908 | 1,525 | 902 | 1,613 | 1,894 | 4,409 | 642 | 1,256 | 986 | 2,884 |
| **Durham** | 1 | 213 | 318 | 532 | 1 | 307 | 458 | 766 | 0 | 94 | 140 | 234 |
| **Fairview** | 236 | 497 | 1,878 | 2,611 | 558 | 3,293 | 3,724 | 7,575 | 322 | 2,796 | 1,846 | 4,964 |
| **Forest Grove** | 882 | 2,018 | 2,617 | 5,517 | 1,747 | 3,455 | 5,343 | 10,545 | 865 | 1,437 | 2,726 | 5,028 |
| **Gladstone** | 702 | 546 | 883 | 2,131 | 903 | 1,040 | 1,092 | 3,035 | 201 | 494 | 209 | 904 |
| **Gresham** | 7,353 | 8,871 | 16,408 | 32,632 | 12,334 | 20,154 | 26,079 | 58,567 | 4,981 | 11,283 | 9,671 | 25,935 |
| **Happy Valley** | 241 | 256 | 621 | 1,118 | 789 | 1,842 | 1,616 | 4,247 | 548 | 1,586 | 995 | 3,129 |
| **Hillsboro** | 9,584 | 14,449 | 34,227 | 58,260 | 12,152 | 25,518 | 55,733 | 93,403 | 2,568 | 11,069 | 21,506 | 35,143 |
| **Johnson City** | 0 | 0 | 8 | 8 | 0 | 0 | 8 | 8 | 0 | 0 | 0 | 0 |
| **King City** | 137 | 269 | 64 | 470 | 173 | 511 | 137 | 821 | 36 | 242 | 73 | 351 |
| **Lake Oswego** | 2,553 | 7,024 | 8,670 | 18,247 | 2,323 | 11,584 | 8,879 | 22,786 | -230 | 4,560 | 209 | 4,539 |
| **Maywood Park** | 0 | 5 | 23 | 28 | 0 | 5 | 23 | 28 | 0 | 0 | 0 | 0 |
| **Milwaukie** | 1,403 | 3,527 | 6,658 | 11,588 | 1,944 | 5,751 | 7,712 | 15,407 | 541 | 2,224 | 1,054 | 3,819 |
| **Oregon City** | 3,081 | 3,727 | 7,580 | 14,388 | 5,418 | 6,990 | 10,077 | 22,485 | 2,337 | 3,263 | 2,497 | 8,097 |
| **Portland** | 65,150 | 139,111 | 170,053 | 374,314 | 76,134 | 218,142 | 214,176 | 508,453 | 10,984 | 79,031 | 44,123 | 134,139 |
| **Rivergrove** | 0 | 0 | 6 | 6 | 0 | 0 | 6 | 6 | 0 | 0 | 0 | 0 |
| **Sherwood** | 1,103 | 1,206 | 1,907 | 4,216 | 1,643 | 2,604 | 5,005 | 9,252 | 540 | 1,398 | 3,098 | 5,036 |
| **Tigard** | 9,072 | 11,901 | 16,196 | 37,169 | 10,764 | 23,818 | 19,650 | 54,232 | 1,692 | 11,917 | 3,454 | 17,063 |
| **Troutdale** | 1,272 | 493 | 2,361 | 4,126 | 2,039 | 2,357 | 5,615 | 10,011 | 767 | 1,864 | 3,254 | 5,885 |
| **Tualatin** | 4,372 | 6,140 | 12,460 | 22,972 | 5,066 | 8,868 | 21,305 | 35,239 | 694 | 2,728 | 8,845 | 12,267 |
| **West Linn** | 966 | 1,593 | 1,693 | 4,252 | 1,517 | 2,683 | 2,331 | 6,531 | 551 | 1,090 | 638 | 2,279 |
| **Wilsonville** | 2,480 | 4,839 | 9,754 | 17,073 | 3,536 | 9,733 | 14,150 | 27,419 | 1,056 | 4,894 | 4,396 | 10,346 |
| **Wood Village** | 1,261 | 242 | 531 | 2,034 | 1,783 | 1,158 | 1,489 | 4,430 | 522 | 916 | 958 | 2,396 |
| **Uninc. Clackamas Co.** | 11,506 | 13,302 | 20,330 | 45,138 | 15,519 | 26,628 | 25,761 | 67,908 | 4,013 | 13,326 | 5,431 | 22,770 |
| **Uninc. Multnomah Co.** | 109 | 377 | 396 | 882 | 749 | 1,658 | 2,367 | 4,774 | 640 | 1,281 | 1,971 | 3,892 |
| **Uninc. Washington Co.** | 5,929 | 13,844 | 17,097 | 36,870 | 8,659 | 23,012 | 31,142 | 62,813 | 2,730 | 9,168 | 14,045 | 25,943 |
| **Inside UGB Total** | 141,387 | 254,779 | 356,866 | 753,032 | 182,518 | 437,886 | 498,034 | 1,118,439 | 41,131 | 183,107 | 141,168 | 365,407 |
| **Outside UGB:** | | | | | | | | | | | | |
| **Clackamas County** | 4,803 | 5,218 | 15,348 | 25,369 | 8,182 | 11,295 | 22,359 | 41,836 | 3,379 | 6,077 | 7,011 | 16,467 |
| **Multnomah County** | 361 | 479 | 1,513 | 2,353 | 384 | 876 | 1,945 | 3,205 | 23 | 397 | 432 | 852 |
| **Washington County** | 854 | 1,640 | 5,881 | 8,375 | 2,363 | 6,659 | 18,084 | 27,106 | 1,509 | 5,019 | 12,203 | 18,731 |
| **Clark County** | 25,375 | 42,061 | 59,831 | 127,267 | 40,864 | 80,963 | 100,193 | 222,020 | 15,489 | 38,902 | 40,362 | 94,753 |
| **Outside UGB Total** | 31,393 | 49,398 | 82,573 | 163,364 | 51,793 | 99,793 | 142,581 | 294,167 | 20,400 | 50,395 | 60,008 | 130,803 |
| **Tri-County Total** | 147,405 | 262,116 | 379,608 | 789,129 | 193,447 | 456,716 | 540,422 | 1,190,586 | 46,042 | 194,600 | 160,814 | 401,457 |
| **Four-County Total** | 172,780 | 304,177 | 439,439 | 916,396 | 234,311 | 537,679 | 640,615 | 1,412,606 | 61,531 | 233,502 | 201,176 | 496,210 |

# Appendix D – Grant Screening Committee

**Role of Grant Screening Committee**

The Screening Committee supports the objectives of the Community Development and Planning Grant program by leveraging the experiences, expertise and insight of its members to give a quality assessment on the development potential of each grant request. Screening Committee members are not directly responsible for managing application activities or for project success. Screening Committee members will:

- adhere to program selection criteria when conducting assessments
- evaluate and judge the development potential of each application
- be able to make assumptions about the development implications of proposed projects
- vote and make funding recommendations on grant requests.

The Committee shall advise and recommend to the Metro Chief Operating Officer the ranking and recommended grant amounts, and whether to grant a full, partial or no award. Upon reviewing the recommendations, the COO will forward her/his own grant recommendations, along with the recommendations of the Committee, to the Metro Council for final grant decisions in a public hearing.

**Membership**

Members of the committee, including the committee chair, are selected by the Metro COO. The committee will be composed of six to nine individuals representing a variety of expertise from public and private interests, plus one non-voting Metro Councilor to serve as a Metro Council liaison. A committee member may have more than one area of expertise. The committee will be composed of individuals with the following expertise:

- Economic development
- Urban planning
- Real estate and finance
- Infrastructure finance relating to development or redevelopment
- Local government
- Urban renewal and redevelopment
- Business and commerce
- Service on a neighborhood association or community planning commission with an understanding of community livability issues
- Environmental sustainability relating to development or redevelopment
- Social equity relating to community planning, development and redevelopment.

# Appendix E

## Coversheet for Letter of Intent and Full Application

Check one:
☐ Letter of Intent
☐ Full Application

**Community Planning and Development Planning Grant Cover Sheet**

| | | | |
|---|---|---|---|
| Project Name | | Applicant Organization | |
| Contact Name | | Address | |
| Phone | | Fax | |
| Email | | Fed. Tax ID # | |

| | |
|---|---|
| Fiscal Agent Organization (if different from applicant) | |

| | | | |
|---|---|---|---|
| Contact Name | | Address | |
| Phone | | Fax | |
| Email | | | |

Project Location Description (25 words or less)

Project Summary (50 words or less)

CPDG funding request $

Total project cost $

If submitting more than one proposal, please rank this proposal in order of priority

Metro Council District of Project

*We, the undersigned, attest that to the best of our knowledge the information in this application is true and that all signatories have authorization to submit this grant application to Metro's Community Planning and Development Grants Program.*

**Applicant**

Organization Name

Printed Name

Signature Date

**Fiscal Agent**

Organization Name

Printed Name

Signature Date

**To ensure complete letter of intent or full application, please see section 2 of the CPDG Application Handbook for a complete list of necessary documents for submittal.**

Print Form

# Appendix F – Budget Form

## Community Planning and Development Grants Program
## Project Budget Form

**Project Costs**

1) Estimate the hours of work directly related to your project for agency personnel, consultants, and non-profit personnel. You can delete rows that do not apply and/or add more specific descriptors.

2) Explain the tasks each is expected to complete in the budget narrative (i.e., design development, construction estimates, public involvement, technical research, code analysis, etc.).

| **Personnel Costs** | **Financial Match** | **InKind Match** | **CPDG Grant Request** | **TOTAL** |
|---|---|---|---|---|
| Agency staff | | | | |
| Consultants | | | | |
| Non-profit staff | | | | |
| Other, please list | | | | |
| **Total for Planning Services** | | | | |

| **Other Costs** | | | | |
|---|---|---|---|---|
| Overhead/Indirect costs | | | | |
| **Total for Other Costs** | | | | |

| **TOTAL PROJECT COSTS** | | | | |
|---|---|---|---|---|

*Note: See pages 26--28 of this Application Handbook for detail instructions.*

# Appendix G – Match Form

**Instructions**: If your "Match Source" is a professional or technical service received as "In-kind," use the market average or actual salary or bid for that individual or service. Use the "Notes" field to document methodology.

Community Planning & Development Grant Program
F2 - Match Form

**Instructions**: If your "Match Source" is a professional or technical service received as "In Kind," use the market average or actual salary or bid for that individual or service. Use the "Notes" field to document methodology.

| Match Source | Choose One | | Choose One | | Amount | Notes |
|---|---|---|---|---|---|---|
| | ○ Financial | ○ In Kind | ○ Pending | ○ Secured | $ | |
| | ○ Financial | ○ In Kind | ○ Pending | ○ Secured | $ | |
| | ○ Financial | ○ In Kind | ○ Pending | ○ Secured | $ | |
| | ○ Financial | ○ In Kind | ○ Pending | ○ Secured | $ | |
| | ○ Financial | ○ In Kind | ○ Pending | ○ Secured | $ | |
| | ○ Financial | ○ In Kind | ○ Pending | ○ Secured | $ | |
| | ○ Financial | ○ In Kind | ○ Pending | ○ Secured | $ | |
| | ○ Financial | ○ In Kind | ○ Pending | ○ Secured | $ | |
| | ○ Financial | ○ In Kind | ○ Pending | ○ Secured | $ | |

Total $ 0.00

# Appendix H – Checklist

## Checklist for letter of intent and full application

| | Letter of Intent | Full Application |
|---|---|---|
| Letter of intent addressed to the Metro Chief Operating Officer | X | |
| Cover letter of grant request with statement of commitment of resources addressed to Metro Chief Operating Officer | | X |
| Application cover sheet | X | X |
| Project description with expected outcomes | X | x |
| Project site description | | X |
| Project background | | X |
| Evaluation criteria | X | X |
| Intended collaborations/partners description | X | |
| Committed collaborations, partners with letters | | X |
| Proposed milestones | | X |
| Project manager/contact name | X | X |
| Budget narrative | | X |
| Intended grant request and match | X | |
| Line item budget with grant request and match | | X |
| Match(pending or secured) | | X |
| Attached resolution from governing body with resource commitment and grant support | | X |
| Partner letters of commitment | | X |
| Letters of support | | X |