Equitable Housing Planning and Development Grants: Application Handbook

Cycle 1 | 2016

About Metro

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Public Information

All applications are subject to the Oregon Public Records Law.

Important Dates

Pre-application Meeting
Friday, May 13, 2016
9:30-11:00 a.m.
Metro Regional Center, Council Chambers

APPLICATION TIMELINE

May 13, 2016	Pre-application meeting at Metro
June 8, 2016	Letters of interest (LOIs) due to Metro staff
July 1, 2016	Metro responds to LOIs
Aug. 12, 2016	Deadline for applications
August-September 2016	Screening Committee evaluations and recommendations
November 2016	Metro Council action
November 2016-January 2017	Negotiation of intergovernmental agreements between Metro and grantees

Equitable Housing Planning and Development Grants Program

SUMMARY

The Metro Council seeks to inspire and foster innovative projects that support the creation of equitable housing—defined as *diverse, quality, physically accessible, affordable housing choices with access to opportunities, services and amenities*. Local governments can adopt regulatory and administrative reforms, create incentive programs and partner with developers to eliminate barriers to equitable housing development on a specific site or area. As a subset of Metro's Community Planning and Development Grant (CPDG) program, Metro's Equitable Housing Planning and Development Grant ("Equitable Housing Grant") program will make $500,000 available in 2016 to support local planning to eliminate barriers to equitable housing development. Funding is made possible by a regional construction excise tax.

Eligibility requirements
Cities and counties within the Portland regional urban growth boundary can apply for grants, either solely or in partnership with other government entities, nonprofit organizations or businesses. Partnerships are encouraged to promote creativity and alignment with community-based efforts.

Proposed projects must fulfill the following minimum requirements to be considered:

- The total grant request must be between $50,000 and $100,000
- The proposed use of grant funds must be for planning and development; grants cannot be used to support general budget needs, construction or operating costs.
- Applicants must match grant funds with outside funding or in-kind services equivalent to 10 percent of the grant request.
- Applicants must provide a letter of endorsement from a governing body.

Examples of eligible projects
Grants will be administered in accordance with the code and administrative rules that currently govern the CPDG program. Eligible Equitable Housing Grant projects fall into two categories:

1) **Opportunity site identification and analysis:** Conduct predevelopment work on potential affordable or mixed-income housing development sites in centers and corridors (as identified in Title 6 of Metro's Urban Growth Management Functional Plan).

   Examples of potential projects:
   - site identification
   - environmental analysis and brownfield site assessments
   - financial feasibility analysis and funding strategy development
   - parking analysis
   - schematic design

2) **Policy evaluation and implementation:** Conduct evaluation and develop tools to support modification of local code, zoning or permitting processes or create incentives that eliminate barriers to equitable housing development.

   Examples of potential projects:

- zoning/code changes to eliminate barriers to and/or create incentives for the development of "missing middle" housing and creative infill housing, such as accessory dwelling units or cottage clusters
- evaluation and implementation of a regulatory or incentive program, such as Vertical Housing Tax Credits, tax exemptions for affordable units, or inclusionary zoning
- implementation of streamlined permitting for affordable housing projects

Criteria

Project proposals will be evaluated based on how well they achieve the goals of the Regional Framework Plan, which identifies regional policies to implement the 2040 Growth Concept.

Criteria include:

- expected development outcome
- regional significance
- ability to support vibrant Centers, Corridors, and Main Streets
- addressing the needs of underrepresented or underserved groups (equity)
- use of best practices
- leveraging past or future public and private investments, such as transit projects
- available matching funds
- absorbing projected growth in the community
- public involvement
- commitment for action by a governing body
- capacity of applicant

Full descriptions of the criteria are available on pages 9-10 of this Application Handbook.

Application timeline

Letters of interest will be accepted from interested local governments through June 8, 2016. Full applications will be accepted by invitation only.

May 13, 2016	Pre-application meeting to provide information to applicants
June 8, 2016	Final deadline to submit letters of interest
July 1, 2016	Invitation for eligible projects to submit applications
Aug. 12, 2016	Deadline to submit applications
November 2016	Metro Council awards grant funding

More information about equitable housing

In January 2016, after a yearlong research and engagement process, Metro's Equitable Housing Initiative released a collaborative framework for equitable housing in the Portland region. The framework identifies four overarching strategies and a range of tools within each strategy to support equitable housing. The framework is available at oregonmetro.gov/equitable-housing.

Contact

The program is governed by the Administrative Rules establishing the procedures for implementation of the construction excise tax and Community Planning and Development Grants program. Contact Emily Lieb at 503-797-1921 or emily.lieb@oregonmetro.gov to discuss your idea, get advice on project planning, connect with potential partners and talk about successful models and tools.

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General Program and Funding Information

PROGRAM BACKGROUND

In 2006, Metro Council Ordinance No. 06-115 authorized Metro to collect and distribute a construction excise tax within the Metro service district to support planning to make land ready for development. Since then the program, known as Community Planning and Development Grants (CPDG), has allocated $19.2 million in grants to support 77 local government projects in urban growth expansion areas as well as in areas inside the urban growth boundary. Descriptions of these grant projects are available at oregonmetro.gov/planning-grants.

In 2015, Metro's chief operating officer found that construction excise tax revenue was projected to exceed the grant amounts awarded in that year's grant cycle. The Metro Council decided to create the Equitable Housing Planning and Development Grant ("Equitable Housing Grant") program to use the unallocated funds to support local planning projects that help facilitate the creation of equitable housing -- defined as *diverse, quality, physically accessible, affordable housing choices with access to opportunities, services and amenities.*

In 2016, Metro's Equitable Housing Initiative led a yearlong research and engagement process that culminated in the creation of a collaborative framework for equitable housing and the convening of a regional equitable housing leadership summit. More information is available at oregonmetro.gov/equitable-housing.

The Equitable Housing Grant program will specifically support local government projects that eliminate barriers to equitable housing development— while also helping build a body of regional projects that support regional innovation and knowledge-sharing.

WHO CAN APPLY?

Cities and counties within the Portland regional urban growth boundary can apply for grants, either solely or in partnership with other government entities, nonprofit organizations or businesses. Partnerships are strongly encouraged to promote creativity and promote alignment with community-based efforts. A letter of interest must be submitted before submitting an application.

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. Only one application may be submitted for each project.

FUNDING AVAILABILITY

Based on unallocated funding from Cycle 4 of the CPDG program and revenue projections, approximately $500,000 will be available in 2016 for Equitable Housing Planning and Development Grants. Letters of interest will be accepted through June 8, 2016; full applications will be accepted by invitation only.

The interest of the program is to fund significant planning and development projects. Therefore, grant requests must be for a minimum of $50,000. A maximum request of $100,000 has been established for the 2016 funding round.

LOCAL MATCH

A 10 percent local match is required either as direct financial contribution or in-kind contribution. All applications must include a letter of endorsement for the project from the lead applicant and letters of commitment from any partners 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.

TYPES OF ELIGIBLE PROJECTS

Grants will be administered in accordance with the code and administrative rules that currently govern the CPDG program. Grant funds must be used for planning and development; grants cannot be used to support general budget needs, construction or operating costs.

Eligible projects fall into two general categories:

1) **Opportunity site identification and analysis:** Conduct predevelopment work on potential affordable or mixed-income housing development sites in centers and corridors (as identified in Title 6 of Metro's Urban Growth Management Functional Plan).

   Examples of potential projects:
   - site identification
   - environmental analysis and brownfield site assessments
   - financial feasibility analysis and funding strategy development
   - parking analysis
   - schematic design

2) **Policy evaluation and implementation:** Conduct evaluation and develop tools to support modification of local code, zoning or permitting processes or create incentives that eliminate barriers to equitable housing development.

   Examples of potential projects:
   - zoning/code changes to eliminate barriers to and/or create incentives for the development of “missing middle” housing and creative infill housing, such as accessory dwelling units or cottage clusters
   - evaluation and implementation of a regulatory or incentive program, such as Vertical Housing Tax Credits, tax exemptions for affordable units, or inclusionary zoning
   - implementation of streamlined permitting for affordable housing projects

Consistent with previous recommendations from evaluations of the CPDG program, the program will prioritize applications that demonstrate strong potential to achieve on-the-ground development results in the near term. Applications will be required to demonstrate a commitment for action as well as articulating performance measures and providing a plan for sharing lessons learned with other jurisdictions across the region.

EVALUATION CRITERIA

Project proposals will be competitively evaluated based on how well they achieve the following criteria, based on the interest of the Urban Growth Management Functional Plan. Applicants are encouraged to respond to all applicable criteria.

Criteria	What we're looking for
Expected development outcome	Describe barriers to equitable housing development in the location of the proposed project (whether a site, district, jurisdiction or multiple jurisdictions). Be sure to include key information that demonstrates the ability of the project to lead to real, on-the-ground development results. Depending on the proposed project, this could include: • clear description of the desired outcome(s), including a description of the kind and scale of equitable housing development opportunity that could be achieved as a result of the project • description of relationships with property owners or developers • description of partnerships and how project partners will work together to achieve goals • identification and description of specific opportunity sites • description of the community readiness or local commitment (including from elected officials) to take action as a result of the project and to achieve the desired outcomes. For the purpose of the Equitable Housing Grant program, Metro is using a working definition of equitable housing as *diverse, quality, physically accessible, affordable housing choices with access to opportunities, services and amenities.*
Regional significance	Clearly identify how the proposed planning grant will benefit the region in achieving established regional development goals and outcomes expressed in the 2040 Growth Concept and the six desired outcomes adopted by the Metro Council: • *Vibrant communities:* People live and work in communities where their everyday needs are easily accessible. • *Economic prosperity:* Current and future residents benefit from the region's sustained economic competitiveness and prosperity. • *Safe and reliable transportation:* People have safe and reliable transportation choices that enhance their quality of life. • *Sustainability:* The region is a leader on global climate change, on minimizing contributions to global warming. • *Healthy environment:* Current and future generations enjoy clean air, clean water and healthy ecosystems. • *Equity:* Equity exists relative to the benefits and burdens of growth and change to the region's communities. For the Equitable Housing Grants, equity is a key criterion to address. Applicants are encouraged to describe how the proposed project will

	facilitate investments that address the needs of underserved and underrepresented groups and ensure that the benefits and burdens of growth are distributed equitably. In accordance with Fair Housing laws and with the guidance set forth by the Office of Housing and Urban Development (HUD) for Affirmatively Furthering Fair Housing (AFFH), applicants are encouraged to identify how their projects address a legacy of racial segregation and housing inequities by affirmatively promoting integration and investment in housing. Information and resources relative to AFFH are available on HUD's website at huduser.gov/portal/affht_pt.html.
Centers, Corridors, Station Communities and Main Streets	Describe the community aspiration for the project area and any past efforts to remove development barriers. Describe how the proposed effort will support the objective of thriving centers throughout the region. A map of the 2040 Growth Concept is available at oregonmetro.gov/2040-growth-concept.
Best practices	Highlight elements of the proposed project that reflect best practices or present opportunities to test innovative new approaches. Describe how the project will yield lessons learned or develop new models that could be replicated in other places around the region.
Leverage investments	Describe how the proposed project will leverage past or future public or private investments, such as investments in high-capacity transit station areas or new/future transit corridors.
Match fund/potential	A 10 percent local match is required either as direct financial contribution or in-kind contribution. Describe any portion of the total project cost that will be incurred by the applicant and/or its partners. Explain specific portions of the work scope that the match would fund, and document the match 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. Refer to Appendix B for information on the 2040 household forecast distribution by jurisdiction.
Public involvement	Describe how the public, including the neighbors to the project, businesses, property owners, other key stakeholders, and disadvantaged communities, including low-income and minority populations, will be involved in the project. Describe how their input will be used to increase the likelihood of implementation and strengthen the ability of the project to achieve its desired outcomes.
Commitment of governing body	Describe the role of the governing body in relation to the type of action that will be taken to implement the final product, and demonstrate willingness to take action to implement recommendations of the planning project.
Capacity of applicant	Describe the skill sets of the key people who will be involved in carrying out the project.

Application and Approval Process, Deadlines and Agreement

LETTER OF INTEREST REVIEW

Potential applicants must submit a letter of interest describing the proposed project and how it meets the eligibility requirements and the applicable evaluation criteria. The purpose of the letter of interest is for the applicant to receive feedback from Metro 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 applicant is encouraged but not required to modify the grant request using Metro staff feedback.

FULL APPLICATION REVIEW

The full application will be reviewed by Metro staff and evaluated by a screening committee prior to final review and grant award by the 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: A 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 are listed in Appendix C. 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:

- May 13, 2016 — Pre-application meeting to provide information to applicants
- June 8, 2016 — Final deadline to submit letters of interest
- July 1, 2016 — Invitation for eligible projects to submit applications
- Aug. 12, 2016 — Deadline to submit applications
- November 2016 — Metro Council awards grant funding

For the specific time and place for the pre-application meeting and Council meetings, please refer to the program web page at oregonmetro.gov/housing-grants.

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 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 the Metro staff liaison 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.

Requirements for grant agreements include:

- 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 an award if the milestones set forth in the IGA are not met.

Application Instructions

PREPARING AND SUBMITTING A LETTER OF INTEREST

A letter of interest (LOI) is required for staff to determine eligibility and offer technical assistance and advice on creating a competitive proposal. Staff will use the letter of interest as the primary basis to determine the project's eligibility for the grant program and to provide feedback about how the project can best address the interest and criteria of the program. Applicants are encouraged and expected to contact Metro staff for assistance in project scoping and the application process as early as possible.

The letter of interest should describe a fully developed concept for the proposal without the detailed budget, match commitments and letters of support that will accompany the full application. It should include specific information about how the proposed project meets the relevant grant eligibility requirements, and should describe how the project will lead to equitable housing development results.

Letter of Interest Checklist:

Application Cover Sheet: The cover sheet (Appendix D) 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. The project summary **should be fewer than 50 words** and should provide a short, stand-alone description of the project that can be used to inform people who will not be reading the full application. 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.

1. **Project Narrative:** The project narrative should be written on 8½ x 11-inch paper, double-sided whenever possible and with a font size no smaller than 11 point. **Please try not to exceed six pages**. The narrative should make a convincing case that the application meets the interest of the grant program and has the necessary commitments, partnerships and resources in place to lead to an expected outcome within the budget and schedule proposed. Information should be presented in a manner that is clear and concise and 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 a successful project.
    b. *Evaluation Criteria*: Describe how the proposal addresses the applicable evaluation criteria described in the program handbook.
    c. *Partnerships*: Partnerships are strongly encouraged to promote creativity and alignment with community-based efforts. Describe partners that are currently on board and those that you anticipate approaching. A partner is more than a supportive individual or organization; rather, it is an individual or organization that participates in project design, and contributes financial or in-kind resources to support the project.
    d. *Statement*: A brief statement at the end of the letter of interest 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. *Primary staff*: Provide the name and contact information of the staff point of contact for the application process. If different/known, also provide the name of staff who would serve as project manager if the project is funded.

2. **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 interest 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.
   - a line-item budget for specific tasks and cost elements with as much detail as possible at this stage.
   - a statement of matching funds, including resources that are not yet secured with information about how and when these resources will be secured.

   More information on preparing the budget documents is included under "Preparing and Submitting a Full Application" on pages 15-17 in this handbook and budget forms are included in the appendix.

3. **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 existing development, landmarks or other visuals that reinforce the project narrative

Submitting a Letter of Interest

The letter of interest should be addressed to the Metro Chief Operating Officer. The letter 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
Development Center
Equitable Housing Planning & Development Grants
600 NE Grand Ave.
Portland, OR 97232

Also, **you must submit a copy electronically** to: DevelopmentCenter@oregonmetro.gov.

PREPARING AND SUBMITTING A FULL APPLICATION

After submitting a letter of interest and reviewing any Metro comments on it, eligible applicants will be invited to 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 interest and may consult Metro staff directly for clarification.

Full application packet

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

1. **Application cover sheet**: This is the same cover sheet that was used for the letter of interest. 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 8½ x 11-inch paper, double-sided whenever possible and with a font size no smaller than 11 point. **Please try not to exceed six pages**.

   To ensure that all required information is included in the project narrative and to assist the 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: Describe 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 area or site description*: Include site boundaries, maps, nature of existing development, demographics, zoning 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. 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 the applicable 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 IGA
   ii. Applicant staff's draft or proposed recommendations
   iii. Applicant staff's final recommendations, including implementation actions
   iv. Applicant's action on final recommendations (e.g., code change, redevelopment plan adoption, zoning change, incentive program, administrative change, Comprehensive Plan or Comprehensive Plan amendment, or other action consistent with eligible program activities)
   v. 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. Examples of appropriate performance measures include: number of incentives created, number of regulatory/code barriers removed, number of process barriers streamlined, number of housing units permitted/built, number of regulated affordable housing units permitted/built, number of acres rezoned, amount of investment leveraged.
   vi. 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, staff presentation at Metro or posting on the applicant'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 interest 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 E and match form in Appendix F.

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 a city and a 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 "nonprofit" 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 a 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 nonprofit 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 E) 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 all projected costs and revenues 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 F) 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 G 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
  Development Center
  Equitable Housing Planning & Development Grants
  600 NE Grand Ave.
  Portland, OR 97232
- Also, **you must submit a copy electronically** to: DevelopmentCenter@oregonmetro.gov.

APPENDICES AND FORMS

All application forms are available electronically at **oregonmetro.gov/housing-grants**.

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

Appendix A	Resources and Links
Appendix B	2040 Household Projection
Appendix C	Grant Screening Committee
Appendix D	Coversheet for Letter of Interest and Full Application
Appendix E	Budget Form
Appendix F	Match Form
Appendix G	Application Checklist

Appendix A – Resources and Links

RESOURCES

Resources and data that could be relevant for informing project planning include:

- **Metro 2016 report: Opportunities and Challenges for Equitable Housing.** In 2016, Metro's Equitable Housing Initiative researched equitable housing tools and strategies from our region and around the country and engaged stakeholders to develop a shared understanding of challenges and opportunities. That work is summarized in a report exploring the nature of the region's housing challenge and providing a four-part strategic framework to respond. oregonmetro.gov/sites/default/files/EquitableHousingReport-20160122.pdf

- **Metro Urban Growth Report**. Oregon law requires that every six years the Metro Council evaluate the capacity of the Portland region's urban growth boundary to accommodate a 20-year forecast of housing needs and employment growth. The Urban Growth report includes forecasts for population, residential demand and employment growth through 2035; analysis of residential development trends; assessments of local comprehensive plans; and estimates of land available for development. oregonmetro.gov/urban-growth-report

- **Metro 2040 Growth Concept.** Adopted by the Metro Council in 1995, the 2040 Growth Concept describes a 50-year vision for growth in the Portland metropolitan area. oregonmetro.gov/2040-growth-concept

- **MetroMap.** This is Metro's web mapping service where you can view and print maps or data specific to your area of interest. MetroMap allows you to view map-based information about a location of your choice. View information on parcel and tax assessment, zoning, political boundaries, planning, flood plain and special districts. The results can be displayed in text-only format or on a map. gis.oregonmetro.gov/metromap

- **Regional Equity Atlas.** Using maps, policy analysis and community-based research, the Equity Atlas assesses how well different populations across the four-county Portland-Vancouver region can access key resources necessary for meeting their basic needs and advancing their health and well-being. equityatlas.org.

- **HUD Affirmatively Furthering Fair Housing data and mapping tool**. Affirmatively Furthering Fair Housing (AFFH) is a legal requirement that federal agencies and federal grantees further the purposes of the Fair Housing Act. This obligation to affirmatively further fair housing has been in the Fair Housing Act since 1968. In 2015, the Office of Housing and Urban Development (HUD) adopted a new AFFH rule to provide an effective planning approach to aid program participants in taking meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination. HUD's AFFH resource guide includes a publicly available data and mapping tool with summary data on race/ethnicity, national origin, housing choice vouchers and housing burden. www.hudexchange.info/resource/4867/affh-data-and-mapping-tool

- **HUD Location Affordability Portal.** Housing and transportation costs consume about half of the average household budget, but transportation costs are difficult to track and account for. HUD's Location Affordability Portal provides estimates of household housing and transportation costs at the neighborhood level to help consumers, policymakers and developers make more informed decisions about where to live, work and invest. www.locationaffordability.info

- **Fair Housing Council of Oregon's summary of regulatory barriers.** FHCO has compiled specific strategies local governments can employ to ensure that outdated, exclusionary and unnecessary regulations don't block the construction or rehabilitation of affordable housing. fhco.org/information-for-jurisdictions/removal-of-regulatory-barriers.

- **Local consolidated plans.** All jurisdictions that receive federal Community Planning and Development (CPD) block funds are required to complete a consolidated plan every five years to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify priorities that align and focus funding from the block grant programs: Community Development Block Grants (CDBG), HOME Investment Partnerships Program, Emergency Solutions Grant (ESG) Programs, and Housing Opportunities for Persons with AIDS (HOPWA) Program. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER). www.hudexchange.info/programs/consolidated-plan/consolidated-plan-process-grant-programs-and-related-hud-programs

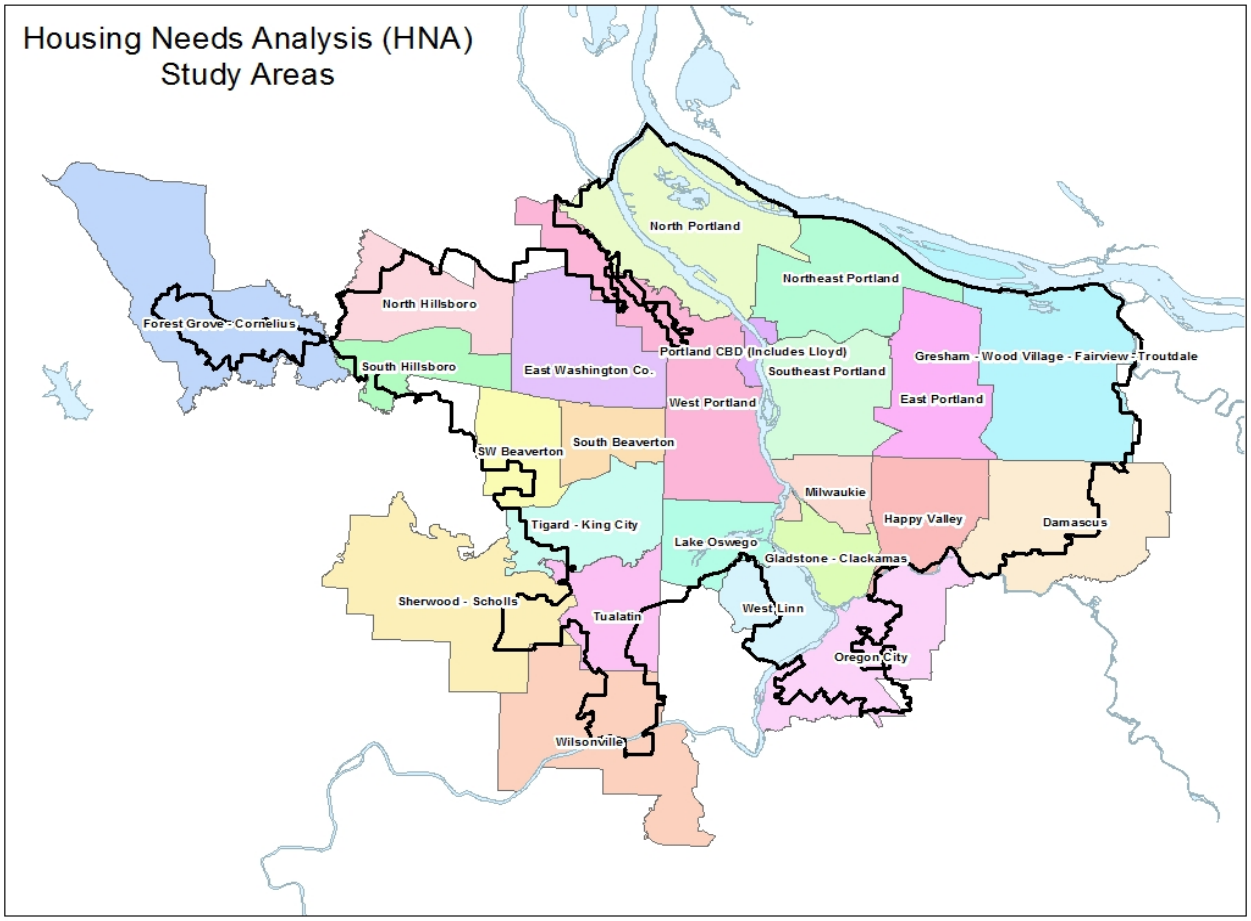
- **Local comprehensive plans.** Oregon law requires each city and county to adopt a comprehensive plan and the zoning and land-division ordinances needed to put the plan into effect. Plans must be consistent with the Statewide Planning Goals. Plans are reviewed for such consistency by the state´s Land Conservation and Development Commission (LCDC). Based on Statewide Planning Goal 10, each comprehensive plan is required to have a Housing Element, as described here: oregon.gov/LCD/docs/goals/goal10.pdf

Appendix B – Household Forecast

HNA Study Area	2010 HH	2015 HH	2040 HH
Portland CBD (Includes Lloyd)	13,770	18,153	32,538
Northeast Portland	45,345	47,936	65,194
Gresham - Wood Village - Fairview - Troutdale	49,728	51,026	60,896
East Portland	47,684	49,168	63,734
Southeast Portland	70,125	73,279	106,841
West Portland	49,039	53,052	84,151
North Portland	24,264	26,041	40,475
Lake Oswego	16,983	17,284	19,561
Gladstone - Clackamas	16,199	16,436	17,892
Milwaukie	16,870	17,052	19,654
Happy Valley	16,399	17,769	26,136
Damascus	5,553	5,779	15,496
Oregon City	15,157	15,823	22,345
West Linn	10,770	10,729	12,505
Wilsonville	9,955	11,264	15,962
North Hillsboro	20,736	23,200	32,917
East Washington Co.	44,398	46,914	58,092
South Beaverton	22,070	22,544	25,294
Tigard - King City	27,569	28,317	42,558
Tualatin	10,246	10,731	12,646
Sherwood - Scholls	7,939	8,316	15,199
SW Beaverton	25,357	25,743	36,380
South Hillsboro	21,760	22,965	27,581
Forest Grove - Cornelius	12,345	12,817	21,391
UGB Total	600,261	632,338	875,438

Source: Metro 2040 TAZ Forecast, by Housing Needs Analysis (HNA) study areas (see HNA map on the following page).

Forecast released January 22, 2016 (jurisdiction review and accepted by Metro Research Center).


Housing Needs Analysis (HNA)
Study Areas
North Portland
Northeast Portland
North Hillsboro
Forest Grove - Cornelius
South Hillsboro
East Washington Co.
Portland CBD (Includes Lloyd)
Southeast Portland
Gresham - Wood Village - Fairview - Troutdale
West Portland
East Portland
South Beaverton
SW Beaverton
Milwaukie
Happy Valley
Damascus
Tigard - King City
Lake Oswego
Gladstone - Clackamas
Sherwood - Scholls
Tualatin
West Linn
Oregon City
Wilsonville

Appendix C – Grant Screening Committee

Role of Grant Screening Committee

The Screening Committee supports the objectives of the Equitable Housing 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 request

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 Metro COO will forward their 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

Metro Appendix D

Equitable Housing Planning & Development Grant Cover Sheet

Check one:
☐ Letter of Interest
☐ Full Application

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)

Equitable Housing 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 Construction Excise Tax Planning Grants Program.

Applicant

Organization Name _____

Printed Name _____

Signature _____ Date _____

Fiscal Agent

Organization Name _____

Printed Name _____

Signature _____ Date _____

To ensure complete letter of interest or full application, please see pp. 13-14 of the Equitable Housing Grant Application Handbook for a complete list of necessary documents for submittal.

Appendix E – Budget Form

Equitable Housing 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**	**In-kind Match**	**Grant Request**	**TOTAL**
Agency staff				
Consultants				
Nonprofit staff				
Other, please list				
Total for Planning Services				

Other Costs				
Overhead/Indirect costs				
Total for Other Costs				

TOTAL PROJECT COSTS				

Note: This form is available for download at oregonmetro.gov/housing-grants.

Appendix F – Match Form

Equitable Housing Grants Program
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

Note: This form is available for download at oregonmetro.gov/housing-grants.

Appendix G – Checklist

Equitable Housing Grants Program
Letter of Interest and Application Checklist

	Letter of interest	**Full application**
Letter of interest 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