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2040 Planning and Development Grants: Concept Planning Application Handbook

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Cycle 10 | October 2022

Grant timeline and key dates

October 20	Application materials for Cycle 10 grants available.
Nov. 3, 3:00 pm	Optional informational conference call for all interested parties.
November 14 - 18	Applicants have the option to submit a draft application in ZoomGrants by November 10 , then meet with Metro staff to obtain feedback on their proposal.
November 29	Deadline to submit final application for Cycle 10 grants.
December – January	Metro staff collaborate with applicants on project scoping and development of draft grant agreements, including requests for proposals for project consultants. Resolutions for grant finalists must be submitted.
January 1	All scopes and draft agreements complete.
Early January	Metro Council action to award Cycle 10 grants.
January - March	Execution of inter-governmental agreements (IGAs) between Metro and grantees; Grantee initiates procurement/selection of project consultant teams.

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Program overview and eligibility

HISTORY, PURPOSE AND GOALS

Metro’s 2040 Planning and Development Grants program supports a range of local planning projects and activities. The grants help remove barriers to private investment in development, promote planning activity that makes land ready for development, and help to implement the Portland region’s long term plan for livability, outlined in the 2040 Growth Concept. Since 2006, Metro has awarded over \$24 million to fund more than 100 projects across the region.

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 AND INVESTMENT CATEGORIES

The 2040 Planning and Development Grant funds available in this cycle support planning and pre-development activities necessary to make land ready for development. Eligible planning projects include the activities required for the physical, economic and community development of a specific geographic area. Grants will be awarded in the concept planning category during cycle 10 with the following categories opening in early 2023: Equitable development, and Community engagement, and Industrial readiness planning.

	Grant Purpose	Eligible Grant Expenses*	Grant Awards
Concept Planning	Projects develop a concept plan that is compliant with Functional Plan Title 11. Projects may include planning for a range of land uses, necessary infrastructure services and associated cost estimates, and proposed methods to finance the systems and services. Projects must include a robust community engagement strategy demonstrating best practices for advancing racial equity and involving historically marginalized communities in the planning process.	Grants cover consultant work and direct project expenses. Funds may be utilized to fund the work of a community organization or an individual community liaison to facilitate outreach/ engagement. Governments must fund public agency staff time for the project.	Grant requests up to \$300,000 typical, unless council approves larger grant due to size or complexity of area to be planned.
<i>*Refer to Specific Requirements and Review Process sections of handbook for complete eligibility rules.</i>			

CONCEPT PLANNING GRANTS: SPECIFIC REQUIREMENTS AND REVIEW PROCESS

General requirements. Concept planning facilitates the future development of complete communities and supports work by cities and counties to comply with Title 11 of the Urban Growth Management Functional Plan. This type of grant is intended solely for concept planning in urban reserve areas. Proposals will specifically address how they will seek to comply with Title 11. Award of a Concept Planning Grant does not indicate a commitment by Metro to add the urban reserve area to the UGB in the next growth management decision. Projects must develop a concept plan that is compliant with Functional Plan Title 11. Projects may include planning for a range of land uses, necessary infrastructure services and associated cost estimates, and proposed methods to finance the systems and services. Projects must include a robust community engagement strategy demonstrating best practices for advancing racial equity and involving historically marginalized communities in the planning process.

Eligible Applicants. Cities and counties that have urban reserves within their planning area are allowed to submit one concept planning application per grant cycle.

Applicant Commitments and Grantee Contributions. Applications should reflect commitment by the applicant and key project partners to participate in the planning effort. All grant requests must include a resolution of support by the governing body that explicitly confirms the availability of adequate staff resources to successfully implement the proposed project. The resolution will also outline any additional financial contributions the applicant and project partners have committed to the project. For cycle 10, a draft resolution is sufficient for the grant application; a resolution approved by the governing body is required before a grant recommendation is made by the Metro COO.

Eligible Expenses. Consultant costs and other direct project expenses are eligible for reimbursement with grant funds. Concept Planning grants can cover costs associated with technical planning and/or pre-development work by consultants. The city or county must fully fund staff resources for the project.

Staff time for community-based organizations, individuals serving as community liaisons, or other non-profit partners consulting on grant projects may be reimbursed with grant funds. Individuals should be aware that receipt of grant funds in form of a stipend will be considered taxable income that will be reported to the IRS. Direct costs for community engagement such as materials, printing and translation services and meeting expenses are also eligible grant costs.

Funds from 2040 Planning and Development Grants cannot be used as support for general planning budgets, to cover certain costs of capital projects such as land acquisitions, development implementation or construction, or for the ongoing operation of organizations. Costs associated with planning or development activities which are contracted for or conducted prior to the execution of a grant agreement are not eligible for reimbursement with grant funds.

Evaluation criteria. Proposed projects must meet the requirements of Metro Code Section 3.07.1110 while considering activities to achieve a range of housing types, tenure and prices and employment opportunities, served by a well-connected multi-modal transportation system, parks and recreation opportunities. Projects should help realize community plans and goals and may maximize existing

community assets such as parks, natural features or nearby employment areas. Projects will also be evaluated upon the extent to which they utilize best practices for public involvement, including strategies for meaningfully engaging neighbors, businesses, property owners, key stakeholders and historically marginalized communities, including people with lower incomes and communities of color.

Staff review. Metro staff will review all final applications received by the deadline to ensure that applicants and projects meet all criteria for program eligibility. Applications not submitted and fully complete by the application deadline will not be evaluated. Applications for Concept Planning Grants will be reviewed by Metro Planning, Development and Research Staff, who assess the strengths and weaknesses of each application and will make a funding recommendation to the Metro COO.

Metro Chief Operating Officer (COO) recommendation. The Metro COO will review the staff recommendation and will submit her final funding recommendation to the Metro Council.

Metro Council review and approval. Following receipt of the Metro COO's recommendation, the Metro Council will review the recommendation and funding requests. The Metro Council will decide, in a public hearing, whether or not to approve funding of any grants, and the amount of each grant.

How and when to submit your application

ZOOMGRANTS APPLICATION SYSTEM

Metro accepts grant applications via the online system ZoomGrants. Applicants may access ZoomGrants and register with the system via the link on the [2040 Grants](#) page or connect directly at <https://www.zoomgrants.com/gprop.asp?donorid=2199&limited=4300>

If you have questions about ZoomGrants, you may use the help button at the top of each ZoomGrants page. For more information, visit [Zoomgrants University](#) or contact the ZoomGrants help desk at Questions@ZoomGrants.com. To ensure you receive emails from Metro regarding your grant application, please add the email address Notices@ZoomGrants.com to your “safe senders list.” A confirmation email will be sent by ZoomGrants once a full application has been submitted. If you do not receive a confirmation, please contact Laura Dawson-Bodner by email at laura.dawson-bodner@oregonmetro.gov

OPTIONAL INFORMATIONAL CONFERENCE CALL: NOVEMBER 3 @ 3:00PM

All potential applicants are invited to participate in an optional conference call with Metro staff on November 3, 2022 at 3:00 pm. Staff will provide a very brief overview of the grant application process, but the primary purpose of the call will be to answer questions from interested parties. To participate in the call, please register by Thursday, November 3, by emailing 2040@oregonmetro.gov and use the subject “Register for 2040 Grants Conference Call”. Staff will send out instructions for joining the call to all registered parties on Friday, October 28. Interested parties not able to participate in the call may also contact Laura Dawson Bodner directly at the email listed on Page 1.

OPTIONAL PRE-APPLICATION CONFERENCE: SUBMIT DRAFT APPLICATION BY NOVEMBER 10

All applicants who wish to receive preliminary feedback on their application from Metro staff are invited to submit a draft application through ZoomGrants by close of business on November 10. Upon receipt of a draft, Metro staff will follow up to schedule a meeting between November 14-18 with the applicant to discuss the project and provide feedback on how to strengthen the grant application. Pre-application conferences will be scheduled on a first-come, first-served basis, and only after a draft is submitted. Early submittal of a draft application is strongly encouraged to ensure adequate lead time for scheduling and to maximize the applicant’s time to revise the proposal as needed prior to the November 29 submission deadline.

FINAL GRANT APPLICATION AND REQUIRED SUBMITTALS: DEADLINE NOVEMBER 29

ZoomGrants short questions. There are three short answer questions that applicants are required to complete by directly entering their response into ZoomGrants under the “Short Questions” tab.

Project narrative. The application template (fillable Word document) is available for download from ZoomGrants (see the Required Uploads tab) or from the web page. The form allows applicants to format responses (with headings, bullets, tables etc. as desired). Responses to the questions should make a

convincing case that the application meets the intent of the grant program and has the necessary commitments and partnerships in place to achieve the expected outcome within the budget and schedule proposed. Applicants should respond to all questions as thoughtfully and succinctly as possible and address each component of every question. However, it is not necessary to use the full space allotted for each answer. Once complete, a PDF of the Project Narrative must be uploaded into ZoomGrants under the “Required Uploads” tab.

Budget table. Applicants should prepare the Project Budget Table Excel workbook available for download from ZoomGrants (see the required uploads tab) or from the web page. The project budget should be clear, cost-effective and consistent with the approach and scope of work outlined in the project narrative. The budget table should reflect project costs as accurately as estimates allow, but please round off the total grant request up to the nearest \$100.

Required uploads. The following required and some optional materials must be individually uploaded to the Required Uploads tab in ZoomGrants. **All materials must be in PDF format.**

- **Project narrative.** Refer to instructions above to complete the Project Narrative Template.
- **Project budget table.** Refer to additional instructions above.
- **Draft Resolution.** All grant requests must include a resolution of support by the governing body that explicitly confirms the availability of adequate staff resources to successfully implement the proposed project. A draft resolution is sufficient for the grant application; a resolution approved by the governing body is required before a grant recommendation is made by the Metro COO.
- **Location map.** Provide vicinity map(s), site maps, or aerial photos as applicable to show the location of the project and project boundaries. Include up to 3 pages of maps as needed.
- **Project images.** If desired, applicants may include an additional PDF of up to 4 pages containing site photos, project plans, design images or other supplemental graphic material.
- **Combined Application PDF.** Combine all application materials into a single PDF attachment, ordered in the sequence listed above; upload this combined PDF file under the Required Uploads tab. Please note: ZoomGrants allows document uploads to be up to 4mb in size. In the event your completed combined application PDF exceeds 4mb and it is not possible to reduce the file size, the combined application PDF may be split into two documents, with the location maps and optional images in the second document.



Application templates

ZoomGrants application questions

PLEASE NOTE: This outline of the ZoomGrants questions and required responses is provided as a convenience to applicants. Responses to the following short questions must be entered directly into ZoomGrants online.

GENERAL INFORMATION (enter responses directly into ZoomGrants)

Project Title (Short titles strongly encouraged; limit to 50 characters)

Grant Funds Requested \$ _____

Additional cash contributions pledged, if any \$ _____

Applicant Information

Organization Information

Official Primary Contact

Additional contacts for this application

Brief project description (1-2 sentences)

Short questions (enter responses directly into ZoomGrants)

1. What is the location and/or geographic reach of the concept plan? Provide a brief description. Under the "Required Uploads" tab, provide a location map or maps showing where the project and/or participating communities are located and project boundaries, if applicable. [2000 characters]
2. Provide demographic information including race, ethnicity, age, and income of the neighborhood or community that will benefit from the project and who you anticipate will be involved in the concept plan. Indicate the data source and describe how the project geography relates to the data provided. If appropriate, include not only residential data but also relevant information (even if anecdotal) regarding local businesses, employers or commercial districts. [2000 characters]
3. Metro Council district(s) of project. Check all that apply.
 - District 1 – Shirley Craddick
 - District 2 – Christine Lewis
 - District 3 – Gerritt Rosenthal
 - District 4 – Juan Carlos Gonzalez
 - District 5 – Mary Nolan
 - District 6 – Duncan Hwang

Required uploads

Under the "Required Uploads" tab in ZoomGrants, upload the required documents and any optional documents in PDF format. Each upload may be up to 4mb in size.

2040 Planning and Development Grant Application | Concept Planning

Project:

Grant funds requested:

Please respond to the following questions using 11 point black text and a standard font. Your total response (including the questions and headings as formatted below) must be limited to 6 pages. Be thorough but succinct; it is not necessary to use all of the space allowed. You may use text styles, bullet lists, or other formatting as needed to improve the clarity of your responses. Demographic information provided under question #2 must also be included in the short questions section in ZoomGrants. Refer to the application handbook for more detailed instructions regarding additional required attachments.

Project purpose and need

1. Describe the geographic area to be concept planned and the housing or employment land need that the concept plan area is intended to fulfill. Correlate the housing or employment need to your documented future growth needs and how the plan will meet the long-term vision for the city. Describe how urbanization of the reserve area relates to any specific community plans and goals and maximizes existing community assets. Explain the desired timeline for an urban growth boundary expansion.

Proposed scope of work

2. Provide a bulleted list outline of the major project elements and deliverables needed to meet the requirements of Metro Code Section 3.07.1110 Planning for Areas Designated Urban Reserve. Briefly describe the scope for each phase, key deliverables and general timeframe to complete the project.

Project Manager

3. Describe the skills and experience of the lead staff person who will manage all aspects of the grant project and oversee the project team's collaboration and consultant work.

Project partners and roles

4. Clearly describe the roles and responsibilities of each of the key project partners. Describe the level of commitment from service providers to meet the goals of the project, including your process for hiring consultants.

Community engagement

5. Describe how the community engagement strategy will utilize best practices to meaningfully engage neighbors, property owners, key stakeholders and historically marginalized communities. Specifically describe your approach for advancing racial equity and involving communities of color in the planning process. Provide examples the city has used or is currently using to meaningfully involve diverse community members in planning processes.

Proposed project budget

6. Use the budget table template provided to show the estimated project costs by major phase or element. The budget table should reflect the bulleted outline provided in #2. Indicate estimated cost for consultant work as well as other direct project expenses. In the space below, describe the methodology used for estimating project costs, and identify any additional funds (if any) that have been pledged by project partners or other sources.

If you picnic at Blue Lake or take your kids to the Oregon Zoo, enjoy symphonies at the Schnitz or auto shows at the convention center, put out your trash or drive your car – we’ve already crossed paths.
So, hello. We’re Metro – nice to meet you.

In a metropolitan area as big as Portland, we can do a lot of things better together. Join us to help the region prepare for a happy, healthy future.

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