



2040 Planning & Development Grants Application Handbook



Cycle 11 | May 2023

Grant timeline and key dates - 2023

May 24	Application materials for Cycle 11 grants available.
June 7	Optional in-person open house for interested parties. 9:30 – 11:00 AM at Metro Regional Center.
June 23	Deadline to submit letters of interest.
July 14	Metro staff provides feedback to applicants who submitted a letter of interest.
July 19	Optional meetings with Metro staff to discuss feedback (in-person and virtual options available, must be requested by applicant).
Aug 11	Deadline to submit final applications for Cycle 11 grants.
Aug-Sept	Metro staff and Screening Committee review and evaluate applications.
Sept 8	Metro staff will notify short-listed applications and invite them for interviews with the Screening Committee.
Sept 19 <i>(tentative)</i>	Interviews with Metro staff and Screening Committee <i>(all applicants should hold this date for potential interviews)</i> .
Sept 29	Metro notifies selected applicants.
Oct-Nov	Metro staff works with selected applicants on project scoping and draft grant agreements, including requests for proposals for project consultants.
November	Metro Council action to award Cycle 11 grants.
Nov – Dec	Execution of inter-governmental agreements between Metro and grantees; initiate procurement/selection of project consultant teams.

Note: Concept Planning grants will be processed on an expedited timeline if needed to meet deadlines associated with the 2024 urban growth decision (<https://www.oregonmetro.gov/urban-growth-boundary>).

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Program Overview

PROGRAM CONTEXT

Metro's 2040 Planning & Development Grants program supports a range of local planning projects and activities. The grants help remove barriers to housing development, support economic growth, promote planning that makes land ready for development, and implement Metro's long-term plan for livable and equitable communities, outlined in the [2040 Growth Concept](#). Since 2006, Metro has awarded over \$27 million to fund more than 120 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.

The construction excise tax is administered according to Metro Code Section 7.04, which can be found here: [Metro Code](#)

The administrative rules that govern the 2040 Planning & Development Grants program can be found here under Title VII: [2040 Grants Admin Rules](#)

FUNDING AVAILABILITY AND GRANT CATEGORIES

For the 2023 grant cycle (Cycle 11), Metro intends to award approximately \$3.0 million in grant funds. Grants will be awarded in four different categories:

- **Concept planning.** Concept planning grants facilitate planning for new urban areas on land currently designated as Urban Reserves. Concept planning efforts must plan for complete communities that comply with Title 11 of the Urban Growth Management Functional Plan.

Approximate funding in Cycle 11: **\$500,000**

- **Equitable development.** Equitable development grant projects will spur implementation of the communities envisioned by the 2040 growth concept while advancing specific equity-focused projects, programs or strategies that improve opportunities and quality of life for people of color and historically marginalized communities.

Approximate funding in Cycle 11: **\$1,250,000**

- **Community engagement.** Community engagement grants are intended to help local governments expand access to opportunities, influence, and decision-making in public planning processes throughout the region.

Approximate funding in Cycle 11: **\$250,000**

- **Industrial land readiness.** These grants will fund work with city and county partners to advance industrial site readiness through site-specific, industry-specific, or obstacle-specific planning efforts.

Approximate funding in Cycle 11: **\$1,000,000**

GRANT CATEGORIES: SPECIFIC REQUIREMENTS AND CRITERIA

CONCEPT PLANNING GRANTS	
CONCEPT PLANNING GRANTS	<p>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 will 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 also include a robust community engagement strategy demonstrating best practices for advancing racial equity and involving historically marginalized communities in the planning process.</p>
	<p>Eligible applicants Cities and counties that have urban reserves within their planning area are allowed to submit one concept planning application per grant cycle.</p>
	<p>Commitments and 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.</p>
	<p>Evaluation criteria Proposed projects must demonstrate consistency with Metro Code Section 3.07.1110 while considering activities to achieve a range of housing types and employment opportunities, all served by a well-connected multi-modal transportation system with access to parks and recreation. 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.</p>

EQUITABLE DEVELOPMENT GRANTS	
EQUITABLE DEVELOPMENT GRANTS	<p>General requirements</p> <p>Equitable development grants are significant, multi-year grants that will spur implementation of the communities envisioned by Metro’s 2040 Growth Concept* while advancing specific equity-focused projects, programs or strategies that improve opportunities and quality of life for people of color and historically marginalized communities. Projects may be site-specific development or redevelopment planning projects located in a center, main street, corridor, station area, or employment area. Eligible projects may include area-specific community development plans, parking studies, climate strategies, creation of funding tools, or economic development strategies that help local cities and counties and their partners build more equitable communities and create pathways to prosperity.</p> <p>Please note that housing projects that will be seeking Metro Affordable Housing Bond funding are not eligible to receive 2040 Planning & Development Grant funds for pre-development planning.</p> <p>*Link to the 2040 Growth Concept: 2040 Growth Concept</p>
	<p>Eligible applicants</p> <p>Project teams must include at least one city or county partner and at least one community partner. Community partners may be non-profit or private organizations or individual property owners. Other local governments, as defined in ORS 174.116, may also apply for grants if they are partnered with a city or county government and at least one community partner. Most local governments may submit only one equitable development grant request per cycle. However, the City of Portland is allowed to submit up to three equitable development grant applications per cycle. The cities of Hillsboro, Gresham, and Beaverton, and Washington and Clackamas Counties will each be allowed to submit up to two equitable development grant applications per cycle.</p>
	<p>Commitments and contributions</p> <p>Applications should reflect commitment by the applicant and key project partners to participate in the planning effort. All grant requests must include a letter signed by the governing body (executed by both elected leaders and administrators) confirming support for the effort and their intent to fully fund staff resources for the project. Letters of commitment from community partners must also be included, confirming their pledge of any contributions and the nature of their involvement in the project.</p>
	<p>Evaluation criteria</p> <p>Applications will be evaluated on the extent to which the project partners present a compelling project concept with specific, achievable, and impactful outcomes. Projects must help to facilitate or implement community development plans and projects that are aligned with the region’s 2040 Growth Concept and that will meaningfully advance racial equity and deliver benefits to historically marginalized communities. Exemplary projects will deliver equitable planning and development outcomes using thoughtful, focused strategies to ensure that the benefits of community investments are delivered to populations with the greatest needs. Reviewers will also consider the extent to which the project partners have the capacity and authority to implement actions/investments as needed to successfully bring the project to fruition. Applications must demonstrate how historically marginalized communities and people of color will be meaningfully engaged in the work and how they will specifically benefit from implementation of the project.</p>

COMMUNITY ENGAGEMENT GRANTS	
COMMUNITY ENGAGEMENT GRANTS	<p>General requirements</p> <p>Community Engagement Grants are shorter-term grants intended to help city and county governments meaningfully involve diverse community members in planning and development decisions that help to implement the 2040 Growth Concept. The grants expand access to opportunities, influence, and decision-making in public planning processes and help to ensure that the perspective of these communities is more fully represented in planning decisions. Grants will support collaboration with community-based organizations (CBOs) around a particular process or issue and may include hiring a community member to serve as a liaison and provide input into the engagement plan, technical work, and public decision-making processes. Involvement of CBOs or liaisons in a consulting role to the city or county may be for community engagement, community organizing, project development, project implementation or advocacy related to the planning project.</p> <p>Relevant planning processes may include regional and town or neighborhood center plans; main street and corridor planning; employment area plans and strategies; plans and strategies for equitable housing; or code and policy work to align with the 2040 Growth Concept vision.</p>
	<p>Eligible applicants</p> <p>Local city or county governments may apply in partnership with a community-based organization (CBO) or they may wait to select a partner until a grant has been awarded. If a CBO(s) and local government apply in partnership, at least one CBO must have significant program experience and demonstrated success serving historically marginalized communities and people of color. Local governments may also apply without a designated community partner if they are seeking to hire a community liaison for a specific project. Community liaisons must be people of color or represent a historically marginalized community.</p> <p>Most local governments may submit only one community engagement grant request per grant cycle. The City of Portland is allowed to submit up to three community engagement grant applications per cycle. The cities of Hillsboro, Gresham, and Beaverton, and Washington and Clackamas Counties are allowed to submit up to two community engagement grant applications per cycle.</p>
	<p>Commitments and contributions</p> <p>Applications should reflect commitment by the applicant and key project partners to participate in the planning effort. All grant requests must include a letter signed by the governing body (executed by both elected leaders and administrators) confirming support for the effort and their intent to fully fund staff resources and technical/planning consultants for the project. If a CBO is designated as a partner in the application, a letter of commitment from the organization's executive must be included, confirming their intent to collaborate on the project.</p>
	<p>Evaluation criteria</p> <p>Grant applications will be evaluated based on how well the proposed activities, partnership(s), and/or community liaison will help the local government meaningfully engage historically marginalized communities including low-income individuals and communities of color. Factors to be considered include the extent to which the project approach will provide these communities true access and a voice in decision-making processes, and how public input will be incorporated to strengthen community planning and development outcomes.</p>

INDUSTRIAL LAND READINESS GRANTS	
INDUSTRIAL LAND READINESS GRANTS	<p>General requirements</p> <p>Industrial land readiness grants will fund work with city and county partners to advance industrial site readiness through site-specific, industry-specific, or obstacle-specific planning efforts. Industrial land readiness means the subject land has the regulatory structure, utilities, and transportation infrastructure planned or in place to facilitate development of industrial uses. Grant projects must produce land readiness strategies focused on a particular site or area, a particular industry in which the local jurisdiction has a competitive advantage, or a particular obstacle to development faced by multiple industrial sites in the jurisdiction, including the identification of related costs and any financial gaps for implementation.</p> <p>Grant projects should focus on land located in a designated Employment Area per the 2040 Growth Concept Map.</p> <p>Additionally, grant projects must engage with communities most impacted by the development of any site and incorporate community perspectives into plans and strategies.</p> <p>Note: <i>Recipients of industrial land readiness grants will be asked to attend one or more coordination meetings to foster regional collaboration around industrial land planning. This will be reflected in the intergovernmental agreements that are drafted once grants are awarded.</i></p>
	<p>Eligible applicants</p> <p>Grant applicants must be a city or county within the Metro boundary. Applicant teams may also include community partners and other local governments (as defined in ORS 174.116). Community partners may be non-profit organizations or individual landowners.</p>
	<p>Commitments and contributions</p> <p>Applications should reflect commitment by the local government and any key project partners to participate in the planning effort. All grant requests must include a letter signed by the governing body (executed by both elected leaders and administrators) confirming support for the effort and their intent to fully fund staff resources for the planning project and anticipated implementation for industrial land readiness. Letters of support from any community partners must also be included, confirming their pledge of any contributions and the nature of their involvement in the project.</p>
	<p>Evaluation criteria</p> <p>Applications will be evaluated on the extent to which the project team presents a compelling project concept with specific, achievable, and impactful outcomes. Metro may choose to prioritize applications that most closely align with competitive industry clusters identified in the region’s Comprehensive Economic Development Strategy*. Grantees are also encouraged to incorporate equity strategies into their planning effort and intended outcomes. Grant application reviewers will also consider the extent to which the project partners have the capacity and authority to implement actions/investments as needed to successfully bring the project to fruition.</p> <p>*Greater Portland Comprehensive Economic Development Strategy: CEDS</p>

ELIGIBLE GRANT EXPENSES

Local governments are required to provide all staff time and overhead as may be needed to successfully implement the grant project and deliver the project outcomes.

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. Concept planning, equitable development, and industrial readiness grants may also cover costs associated with technical planning and/or pre-development work by consultants.

Funds from 2040 Planning & 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.

GRANT APPLICATION REVIEW PROCESS

CONCEPT PLANNING GRANTS

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 will assess the strengths and weaknesses of each application and will make a funding recommendation to the Metro Chief Operating Officer (COO).

COO Recommendation. The Metro COO will review the staff recommendation and will submit their final funding recommendation to the Metro Council.

Council awards. 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 to approve funding of any grants, and the amount of each grant awarded.

Note: Concept Planning grants will be processed on an expedited timeline if needed to meet deadlines associated with the 2024 urban growth decision (<https://www.oregonmetro.gov/urban-growth-boundary>).

ALL OTHER GRANTS

Staff review. Staff will review full applications and forward all complete applications to the Grants Screening Committee, along with an assessment of each application's relative strengths and weaknesses. Applications not submitted and fully complete by the deadline will not be evaluated.

Grants screening committee. The 2040 Grants Screening Committee, appointed by the Metro COO, will review and score the applications after the initial screening by staff. Metro's administrative rules call for the Screening Committee membership to include seven to eleven private and public sector representatives with experience in a range of areas relating to urban planning, real estate, economic development, community engagement, environmental sustainability, community development, and social equity. The Screening Committee will select the strongest applicants to be short-listed and invited for an interview. Following the interviews, the Screening Committee will recommend finalists to the Metro COO.

COO Recommendation and Council endorsement. The Metro COO will review the Screening Committee recommendation for finalists and will forward their recommendation to the Metro Council. The Metro Council will endorse finalists in a Council work session.

Project scoping and development. Metro staff will closely collaborate with each of the finalists to refine the scope of work and budget for each project and develop draft grant agreements.

Metro Council final approval. The Metro Council will review the draft grant agreements, project scopes, and budgets and will make a final decision regarding grant awards in a public hearing.

Letters of interest

Prospective applicants are encouraged to submit a letter of interest prior to submittal of a full application. The intent of the letters of interest is to provide Metro staff an opportunity to review proposed project ideas and give early feedback to applicants to ensure more complete applications. Metro staff will provide early feedback to applicants within 2 to 3 weeks of submittal of the letters.

Metro staff will also hold optional meetings with applicants to discuss proposed projects if requested by the applicant. To request a meeting during that time, please email Laura Dawson-Bodner at 2040@oregonmetro.gov. Meetings will be scheduled for **July 19**; additional dates will be added if needed.

Letters of interest should not exceed two pages and should include the following information.

- ✓ The grant category and a general overview of the project
- ✓ The applicant team, including local government and community partners and their roles and responsibilities (see specific grant categories above for requirements)
 - Official letters of support from project partners are not required at this time, but please indicate that partnerships have been established and involved partners are committed to the work.
 - Please briefly describe capacity and capabilities of project partners to complete the project.
- ✓ Description of the proposed project approach and how it will generally meet evaluation criteria (see specific grant categories above for criteria)
- ✓ Estimated timeline for the work
- ✓ Initial estimate of grant amount (dollars requested)

Letters of interest are strongly encouraged but not required.

Letters of interest should be created on the template provided and uploaded to ZoomGrants in PDF format. Templates are available on the 2040 grants webpage ([2040 Grants](#)) and in ZoomGrants. See below for additional instructions regarding ZoomGrants.

LETTERS OF INTEREST ARE DUE JUNE 23, 2023.

How to submit application materials

ZOOMGRANTS APPLICATION SYSTEM

Metro accepts grant applications via the online system ZoomGrants. Applicants may access ZoomGrants and register with the system directly at [ZG 2040 Grants Cycle 11](#). If you are new to ZoomGrants, you must create an account to get started.

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 letter of interest or full application has been submitted. If you do not receive a confirmation, please contact please contact Laura Dawson-Bodner by email at 2040@oregonmetro.gov.

FINAL GRANT APPLICATION AND REQUIRED SUBMITTALS

Final grant applications must include the materials listed below. Incomplete applications will not be evaluated.

- A. Project information.** General project information must be entered directly into ZoomGrants.
- B. ZoomGrants short questions.** There are five questions that applicants are required to complete by directly entering their response into ZoomGrants under the “Short Questions” tab.
- C. Application PDF upload.** The following materials must be combined into a **single PDF document, ordered in the sequence listed below, and uploaded** under the “Required Uploads” tab. *Please note: ZoomGrants allows document uploads to be up to 4mb in size. If 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.*
 - 1. Project narrative.** The narrative templates (fillable Word document) for each grant category are available for download from ZoomGrants (see section titled “Templates”) or from the [2040 Grants](#) web page. The template allows applicants to format responses (with headings, bullets, tables etc. as desired). Responses to the questions should demonstrate 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 address each component of every question and respond as thoughtfully and succinctly as possible. However, it is not necessary to use the full space allotted for each answer.
 - 2. Budget table.** Applicants should prepare the project budget table Excel workbook available for download from ZoomGrants (see the “Required Uploads” tab) or from the [2040 Grants](#) 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 the total grant request up to the nearest \$100.

3. **Local government letter of commitment.** Refer to instructions above regarding requirements specific to each grant category.
4. **Community partner letter(s) of commitment.** Refer to instructions above regarding requirements specific to each grant category.
5. **Resolution of support (concept planning grants only).** All concept planning grant applications 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.
6. **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.
7. **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.

FULL AND COMPLETE GRANT APPLICATIONS ARE DUE AUGUST 11, 2023.

Late or incomplete applications will not be evaluated.