Metro

2040 Planning & Development Grants Application Handbook

Cycle Year 2024

Updated May 2024

Grant timeline and key dates – 2024

May 15 & 16	Optional open houses for interested parties. Virtual and in-person options available.
June 21	Deadline to submit letters of interest for this cycle.
July 12	Metro staff provides feedback to applicants who submitted a letter of interest.
July 17-24	Optional meetings with Metro staff to discuss feedback (must be requested by applicant).
September 6	Deadline to submit final applications for this cycle.
September - October	Metro staff and Screening Committee evaluate applications and forward recommendation to Metro Chief Operating Officer. Grant finalists are notified.
October	Metro Chief Operating Officer endorses grant finalists and makes funding recommendation to Metro Council.
November 14	Metro Council action to award grants.
November - December	Metro staff works with grantees to develop project scopes and grant agreements.
December - January	Execution of grant agreements; initiate procurement/selection of project consultant teams.

Table of contents

Metro staff contacts

Applications and general information:

- ➢ **Miriam Hanes**
  2040@oregonmetro.gov

2040 Planning & Development Grants Manager:

- ➢ **Serah Breakstone**
  Serah.Breakstone@oregonmetro.gov
  971.438.7410

Program Overview

PROGRAM CONTEXT

Metro's 2040 Planning & Development Grants program supports a range of local planning projects and activities. The grants provide funding for local governments, tribes and unincorporated communities interested in incorporating. The funds support efforts to 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 $30 million to fund more than 130 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

QUARTERLY GRANT CYCLES

The 2040 grants program has shifted to a rolling cycle. This means that applicants may apply anytime, and Metro will review and award grants at the end of each quarter, starting with the fourth quarter of 2024. Each quarter will have a timeline with due dates for letters of interest (LOIs) and final grant applications; applicants must submit by those deadlines to be considered for an award that quarter. Detailed timelines will be published on the 2040 grants webpage and in this handbook. The graphic below provides a general timeline for grant cycles within one calendar year.

2040 Grants Schedule - Rolling Cycle with Quarterly Review & Awards

January	February	March	April	May	June	July	August	September	October	November	December
	Q2 Reminders out to interested parties	Q2 LOIs due, optional meetings, feedback	Q2 Applications due (early Apr.), Screening Committee reviews (late Apr.)	Q2 Notice to finalists, COO endorsement, Q2 Council Awards (late May)	Scoping & agreements (3-4 weeks), executed IGAs						
				Q3 Reminders out to interested parties	Q3 LOIs due, optional meetings, feedback	Q3 Applications due (early Jul.), Screening Committee reviews (late Jul.)	Q3 Notice to finalists, COO endorsement, Q3 Council Awards (late August)	Scoping & agreements (3-4 weeks), executed IGAs			
							Q4 Reminders out to interested parties	Q4 LOIs due, optional meetings, feedback	Q4 Applications due (early Oct.), Screening Committee reviews (late Oct.)	Q4 Notice to finalists, COO endorsement, Q4 Council Awards (late November)	Scoping & agreements (3-4 weeks), executed IGAs
										Q1 Reminders out to interested parties	Q1 LOIs due, optional meetings, feedback
Q1 Applications due (early Jan.), Screening Committee reviews (late Jan.)	Q1 Notice to finalists, COO endorsement, Q1 Council Awards (late February)	Scoping & agreements (3-4 weeks), executed IGAs									

FUNDING AVAILABILITY AND GRANT CATEGORIES

For the 2024 grant cycle, Metro may award up to $4 million in grant funds. Grants will be awarded in two 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.

➢ **Planning inside the UGB.** These grants are intended for planning projects that facilitate equitable development and redevelopment and/or promote economic growth. Projects funded in this category must align with the goals of the 2040 Growth Concept.

Grants are also available for comprehensive plan development and are intended solely for comprehensive planning of areas recently brought into the urban growth boundary. Comprehensive planning grants are considered by Metro Council as part of its urban growth management decision and are not part of the typical quarterly 2040 grant cycle.

GRANT CATEGORIES: SPECIFIC REQUIREMENTS AND CRITERIA

CONCEPT PLANNING GRANTS	
General requirements	Concept planning facilitates 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.
Eligible applicants	Cities and counties that have urban reserves within their planning area are allowed to submit one concept planning application per calendar year.
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.
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.

COMPREHENSIVE PLANNING GRANTS	
General requirements	This type of grant is intended solely for comprehensive planning of areas recently brought within the Urban Growth Boundary (UGB). Projects must develop a comprehensive plan that is guided by the adopted concept plan and is compliant with Functional Plan Title 11. Projects may include adopting comprehensive plan and zone designations and provisions for annexation to a city and any necessary service districts. Projects must include a robust community engagement strategy demonstrating best practices for advancing racial equity and involving historically marginalized communities in the planning process. Comprehensive planning grant proposals from cities will be considered in conjunction with the Metro Council's urban growth management decision process under ORS 197A.362. Grant funds will also be available in the event the Metro Council elects to consider and approve a mid-cycle amendment to the UGB under Metro Code section 3.07.1427, and in the event the Metro Council approves a UGB land exchange.
Eligible applicants	Grant applicants may be cities within the Metro boundary that are seeking Metro Council approval to bring lands designated as Urban Reserves into the UGB. Cities are limited to one comprehensive planning grant proposal per urban growth management decision cycle.
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. The resolution will explicitly confirm 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.
Evaluation criteria	▪ Proposed projects must demonstrate consistency with Metro Code Section 3.07.1120 while identifying specific plan designation boundaries that ensure zoned capacity for expected number and types of housing units, needed public school and park facilities and provisions for financing public facilities and services. ▪ Projects must accommodate expected population and employment growth. ▪ 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

PLANNING INSIDE THE UGB	
General requirements	Projects in this category are intended to produce planning work that helps facilitate development and redevelopment, supports economic growth and stability, engages communities, and implements Metro's goals for livable and equitable communities as outlined in the 2040 Growth Concept. Most local governments may submit only one grant application per calendar year, with the following exceptions: ▪ The City of Portland may submit up to three applications per calendar year. ▪ The cities of Hillsboro, Gresham, and Beaverton may submit up to two applications per calendar year. ▪ Washington and Clackamas Counties may submit up to two applications per calendar year.
Eligible applicants	The following entities are eligible to apply for and receive grants in this category: ▪ Cities and counties within the Metro boundary ▪ Urban unincorporated area community groups who are seeking to incorporate or annex ▪ Federally recognized Tribes of Oregon Applicant teams may also include community partners and other local governments that are partnered with an eligible applicant. Metro encourages partnerships that bring community members and their experiences and expertise into the planning process in impactful ways.
Project types	The following types of projects are eligible for funding in this category: ▪ Center, main street, corridor, and station area plans ▪ Community visioning and redevelopment plans ▪ Equitable development strategies ▪ Economic development strategies and funding tools ▪ Site-specific redevelopment plans ▪ Community engagement for planning and development projects ▪ Plans and strategies for industrial land readiness ▪ Parking studies and management plans ▪ Other, similar types of projects that support 2040 Growth Concept goals and facilitate development and redevelopment

PLANNING INSIDE THE UGB	
Commitments and contributions	Applications should reflect commitment by the applicant and any key project partners to participate in the planning effort. All grant requests must include a letter signed by the governing body, Tribal leader, or community group leader, as applicable, confirming support for the effort and their intent to allocate staff and/or resources for the project. Letters of support from community partners, if applicable, must also be included, confirming their pledge of any contributions and the nature of their involvement in the project.
Evaluation criteria	Grant applications for planning inside the UGB must be able to demonstrate consistency with the following criteria: 1. The proposal helps to facilitate development or redevelopment within the UGB. 2. The proposed work is ready to begin. Project readiness is evaluated based on several factors, including: a. The applicant has capacity and expertise to lead the work b. The project has a clear scope with well-defined tasks, deliverables, and desired outcomes c. A reasonable budget and schedule for the project has been established d. There is a support framework for the project (political support, ability to implement, alignment with other projects, etc.) 3. The proposal presents a plan for meaningful and transparent engagement with those communities that will be impacted by the work, with an emphasis on communities that are historically under-represented in planning processes. Metro encourages partnerships with community-based organizations, cultural groups or other organizations trusted by community for effective community engagement. 4. The proposal aligns with Metro's 2040 Growth Concept map and one or more of the six desired outcomes for the region. Those desired outcomes include: a. Climate change adaptation or mitigation b. Advancement of racial equity c. Economic growth and prosperity d. Complete and equitable communities e. Provision of housing options f. Safe and reliable transportation When evaluating applications, Metro will also consider whether the applicant jurisdiction has existing 2040 grants that are not yet complete.

ELIGIBLE GRANT EXPENSES

The following expenses are eligible for reimbursement with 2040 grant funds:

➢ Technical consultant services and direct project expenses for project planning, program development, and implementation. Direct project expenses may include the cost of meals, travel, printing, virtual communication platforms, and other similar expenses directly related to completing project scopes as determined in grant agreements.

➢ Staff time for nonprofit or community partners, if applicable.

➢ City, county, or Tribe staff time, with the limitation that a maximum of 20% of the total grant amount may be used toward paying for staff time spent on direct management or facilitation of the grant project.

Expenses for work contracted for or initiated prior to execution of a grant agreement with Metro are not eligible for reimbursement.

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 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.

➢ **COMPREHENSIVE PLANNING GRANTS**

Staff review. Applications for comprehensive 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 COO.

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

Council awards. The Metro Council will approve final grant awards in conjunction with its urban growth management decision.

- **GRANTS FOR PLANNING INSIDE THE UGB**

    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 in that quarter.

    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 applications and recommend finalists to the Metro COO.

    COO recommendation. The Metro COO will review the Screening Committee recommendation and forward their recommendation to the Metro Council.

    Metro Council awards. The Metro Council will review the recommendation of the Screening Committee and COO and make a final decision regarding grant awards in a public hearing.

    Project scoping and development. Metro staff will closely collaborate with each of the grantees to refine the scope of work and budget for each project and develop grant agreements. Grant agreements will be executed upon signatures from the grantee and the Metro COO.

Letters of interest

For planning grants inside the UGB, prospective applicants are strongly 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 feedback to applicants within 2 to 3 weeks of submittal of a letter of interest.

Metro staff will also hold optional meetings with applicants to discuss proposed projects if requested by the applicant. To request a meeting, email Miriam Hanes at 2040@oregonmetro.gov. Meetings may be requested at any time before or after a letter of interest has been submitted.

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

✓ The grant category and a general description of the project

✓ The applicant team, including local government staff and any community partners and their roles and responsibilities

✓ Brief description of the capacity and capabilities of project team to complete the project.

✓ Brief overview of the project scope and key outcomes

✓ Estimated timeline for the work

✓ Initial estimate of grant amount (dollars requested)

✦ **Letters of interest may be emailed directly to Serah Breakstone at <u>serah.breakstone@oregonmetro.gov</u>.**

✦ **Letters of interest may be submitted at any time.**

✦ **To be considered for a grant in <u>this</u> cycle (2024), letters of interest must be submitted by JUNE 21, 2024.**

How to submit application materials

(This section is applicable to concept planning grants and planning grants inside the UGB. For submittal of comprehensive planning grants, please contact Serah Breakstone at serah.breakstone@oregonmetro.gov.)

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 Year 2024. 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 an application has been submitted. If you do not receive a confirmation, please contact please contact Miriam Hanes 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). Applicants should address each component of every narrative 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, if applicable.**

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.

✶ **Applications may be submitted at any time.**

✶ **To be considered for a grant in <u>this</u> cycle (2024), complete applications must be submitted by SEPTEMBER 6, 2023.**