



Metro Community Planning and Development Grants

2012-2013

Application Handbook

January 2013

Metro Community Planning and Development Grants

Important Dates

Pre-Application Meeting
Date: January 16, 2013
Time: 1:30 to 2:30 p.m.
Place: Metro Regional Center, Room 370 A & B

Tentative Upcoming Dates

Jan. 16 th , 2013 (1:30 - 2:30 pm)	Pre-Application meeting at Metro
February 15 th	Letter of Interest (LOI) due to Metro staff
Week of Feb. 25 th	Screening Committee review of LOIs
Week of Mar. 4 th	Metro respond to LOIs
Apr. 18 th	Deadline for applications
April and May	Screening Committee evaluations and recommendations
June	Metro Council action
Summer 2013	Initiate intergovernmental agreements between Metro and grantees

Community Planning and Development Grants: Summary

Purpose and Intent

The Metro Council seeks to encourage good planning that readies land for development, removes barriers to private investment in development and improves the livability of the region. The intent of the Community Planning and Development Grants is to support these efforts throughout the region. The grants are funded with construction excise tax (CET).

Eligibility

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

Funding availability

Metro estimates \$3.7 million to be available for this cycle of grant awards. Of this amount, 50% is earmarked for planning in areas that Metro Council added to the Urban Growth Boundary (UGB) since 2009 and for Urban Reserves. The remaining 50% is available for areas within the UGB, including areas added to the UGB before 2009. If the amount of qualified grant requests for the areas added since 2009 and Urban Reserves does not equal or exceed the earmarked amounts, the remainder of funds shall be allocated to grant requests for planning inside the UGB.

The amount of funding available is based on an estimate of the CET generated up to September 14, 2014, when the current authorization to collect and distribute the CET expires. The actual funding may exceed or be less than the estimate of \$3.7 million, depending on tax generated. Any additional funds may be added to the funding available for this cycle or to future cycles.

Deadlines and key dates

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

- January 16, 2013 Pre-submission meeting information for applicants
- February 15, 2013 Letter of Intent due to Metro
- April 18, 2013 Full application due to Metro
- June 2013 Metro Council awards grant funding

Additional Information

Further clarification on eligibility, the evaluation process and application requirements are included in this Grants Application Handbook. For more information, visit the website at www.oregonmetro.gov/planninggrants or contact Gerry Uba, Community Planning and Development Grant Project Manager, at 503-797-1737 or email gerry.uba@oregonmetro.gov.

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PROGRAM BACKGROUND

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

This is the third cycle for Metro's Community Planning and Development Grants. Cycle 1 began in 2006 after the adoption of Ordinance No. 06-115. This ordinance authorized Metro to collect and distribute construction excise tax (CET) collected within the Metro service district to support planning that helps make land ready for development. In this cycle, Metro Council dedicated \$6.3 million to fund concept planning in urban growth boundary expansion areas.

In June 2009 the Metro Council approved Ordinance No. 09-1220 which extended the Community Planning and Development Grants an additional five years until September 2014. The Metro Council approved this ordinance with the recommendation from the 2009 CET advisory group comprised of various regional stakeholders. This recommendation included suggestions for program guiding principles, allocation of funds, grant cycles, and grant evaluation. This group recommended that new UGB expansion areas, Urban Reserves and areas inside the UGB be eligible for funding. Metro's Chief Operating Officer included these recommendations in the Administrative Rules (Metro Code section 7.04220) that directed how the program funds would be collected and distributed.

Cycle 2 was intended to support planning projects that have regional benefit and have potential to lead to on the ground development outcomes. During this cycle, in 2010, Metro Council awarded \$3.7 million to 17 planning projects for areas inside the UGB. Planning projects funded and/or awarded in Cycle 1 and Cycle 2 are described in the Community Planning and Development Grants brochure, available at www.oregonmetro.gov/planninggrants.

For this cycle, Cycle 3, the Administrative Rules calls for 50% of the funds to be used to plan for areas added to the UGB since 2009 and Urban Reserves, following Metro Council's growth management decisions in 2010 and 2011 that established these areas. The CET Administrative Rules Advisory Committee reconvened in 2012 for the purpose of proposing criteria for evaluating grant applications for projects proposed in the areas added to the UGB since 2009 and Urban Reserves. Their recommendations have been included in revisions to the Administrative Rules for the award of Cycle 3 grants.

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

Eligible applicants

Local governments (cities and counties) may submit applications, either as sole applicants or in partnership with non-profit, business or other government entities. Other local governments, as defined in ORS 174.116, may apply for a grant in partnership with a city or county within the Metro service district. If two or more government entities apply for one grant, one must be the lead agency for the application and submit only one application.

Eligible projects

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

For this Cycle 3 grants, eligible projects may be located:

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

Funding availability

Grant funding available for this cycle is estimated to be \$3.7 million, based on the latest estimates of revenue that will be generated by the construction excise tax. Of this amount, the program will allocate fifty percent (50%) of these revenues for planning grants in areas added to the UGB after 2009 and Urban Reserves areas. If the amount of qualified requests for new urban areas and urban reserves does not equal or exceed the earmarked amounts, the remainder of funds will be made available to other qualifying grant requests for planning in other areas.

Because revenues that contribute to these grants are linked to the construction economy, it is difficult to estimate the precise amount of funding available for competitive grants in each funding cycle. During the five year period authorized (2009-2014) for CET collection and distribution, the CET is estimated to generate grant funding of \$7million to \$10 million. Of this, \$3.7 million was awarded in 2010 – the second cycle. If tax receipts exceed expectations, the additional funds may be added to the funding available for this cycle or to future cycles.

Partner and match requirements

No specific match level is required. If a match is provided, it can be in the form of either in-kind or cash contributions by the applicant or partners who are actively engaged in leveraging financial or in-kind services to the project. Promotion of partnerships is intended to promote creativity in project funding and demonstrate the commitment to the project. The applicant must demonstrate the existence of partnerships with a letter of commitment. Letters of support, without specific match or leverage contributions, do not count as partners.

Letters of commitment

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

Evaluation criteria

Applications for projects within the pre-2009 urban growth boundary will be evaluated using a different set of criteria than for projects in areas added since 2009 and designated Urban Reserves. The different criteria reflect the different level of readiness and planning needs for these different areas.

For proposed projects located within the urban growth boundary (pre-2009), applications will be competitively evaluated based on how well the proposed project achieves, does not achieve, or is not relevant to, the goals expressed in each of the criteria listed in [Box 1](#) below. Applicants are encouraged to describe the reasons why they believe the proposed project will achieve these criteria. Examples include:

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

Regionally significant: Describe the elements of the project that will support vibrant communities, economic prosperity, safe and reliable transportation, sustainability and climate smart communities, the healthy environment and equity, considering disadvantaged populations and other needs.

Location: Describe how the proposed project will promote the vision for centers and corridors, employment and industrial areas on the 2040 Growth Concept map.

Best practices: Highlight the elements of the proposed project that reflect best practices and how the expected outcomes from the project will be shared.

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

Match Fund/Potential: Describe the match potential, committed or pending, and document same in the proposed budget and in letters of commitment and supports.

Equity: Describe the extent that your community has or has not received grants funded through the CET and the extent that your community generates these funds. Describe the special resource needs for your jurisdiction.

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

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

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

- Avoidance or minimization of impacts to farm and forest practices and landscape features

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

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

Title 11 elements – Which of the elements will be included in the plan, why and at what level of detail. Specify how the governance and finance plans will be developed for all proposed projects, including ones that will not result in a complete concept plan or comprehensive plan.

Regional significant – Describe how the project will support vibrant communities, economic competitiveness and prosperity, safe and reliable transportation, sustainability and climate smart communities, healthy environment and equity, considering disadvantaged populations and other needs.

Partnerships – Describe the partnerships that are necessary for the desired outcomes of the plan area and demonstrate the commitment of these partners to the planning process. At the completion of these projects, Title 11 requires governance agreements to be secured.

BOX 1

Evaluation criteria for projects located within the current Urban Growth Boundary (pre 2009)

Expected Development Outcomes: Explain how the proposed planning and development grant will increase ability to achieve on-the-ground development/redevelopment outcomes. Address:

- a) Identification of opportunity site/s within the boundary of the proposed project area with catalyst potential that focus on jobs growth and/or housing. Explain the characteristics of the site/s and how the proposed project will lead to a catalytic investment strategy with private and public sector support.
- b) The expected probability that due to this planning and development grant, development permits will be issued within two years;
- c) The expected probability that due to this planning and development grant, development permits will be issued within five years;
- d) The level of community readiness and local commitment to the predicted development outcomes; considerations include:
 - 1) Development sites of adequate scale to generate critical mass of activity;
 - 2) Existing and proposed transportation infrastructure to support future development;
 - 3) Existing urban form provides strong redevelopment opportunities;
 - 4) Sound relationship to adjacent residential and employment areas;
 - 5) Compelling vision and long-term prospects;
- e) Describe the roles and responsibilities of the applicant and county or city, and relevant service providers for accomplishing the goals of the proposed project.

Regionally Significant: Clearly identify how the proposed planning grant will benefit the region in achieving established regional development goals and outcomes, including sustainability practices¹, expressed in the 2040 Growth Concept and the six Desired Outcomes adopted by the region to guide future planning, which include:

- a. People live and work in vibrant communities where they can choose to walk for pleasure and to meet their everyday needs;
- b. Current and future residents benefit from the region's sustained economic competitiveness and prosperity;

¹ Explain how the proposed project will incorporate sustainability practices, such as using centers and corridors to refocus urban land uses, fostering urban redevelopment that uses existing infrastructure and recycling existing buildings, incorporating eco-industrial and eco-district development concepts, consideration of the impact of housing and transportation costs in planning and development decisions, incorporating natural areas, open spaces and green infrastructure development for treating waste and storm water, and incorporating urban agriculture and other means of enriching the regional food system.

- c. People have safe and reliable transportation choices that enhance their quality of life;
- d. The region is a leader in minimizing contributions to global warming;
- e. Current and future generations enjoy clean air, clean water and healthy ecosystems;
- f. The benefits and burdens of growth and change are distributed equitably.

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

- a. Centers;
- b. Corridors/Main Streets;
- c. Station Centers; and/or
- d. Employment & Industrial Areas
- e. Areas where concept planning has been completed but where additional planning and implementation work is needed in order to make these areas development ready.

Best Practices Model: Consideration will also be given to applications that can be easily replicated in other locations and demonstrate best practices.

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

Matching Fund/Potential: Discuss whether any portion of the total project cost will be incurred by the applicant and/or its partners. Explain specific portions of the work scope the match money would fund.

Equity: Discuss whether and how the proposed planning grant will further the equitable distribution of funds, based on collections of revenues, past funding, and planning resource needs.

Public Involvement: Discuss whether and how the public, including neighbors to the project, businesses, property owners and other key stakeholders, and disadvantaged communities including low income and minority populations, will be informed on the progress of the project and how their input will be used to strengthen the project outcome.

BOX 2

Grant Evaluation Criteria for projects located within areas added to the UGB since 2009 and Urban Reserves

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

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

- a) If not proposing to complete a full plan, describe how the portion proposed will result in an action that secures financial and governance commitment for the next steps in the planning process.
- b) If not proposing a planning grant for the full Urban Reserve area, describe how the proposal would address the intent for complete communities as described in the urban reserve legislative intent, Urban and Rural Reserve intergovernmental agreements between Metro and counties, and Title 11.

Addresses how the proposed projects will meet local needs and also contribute solutions to regional need: Describe how the proposal will meet a variety of community needs, including land uses such as mixed use development and/or large lot industrial sites which are anticipated to continue to be regional needs.

Demonstrates jurisdictional and service provider commitments necessary for a successful planning and adoption process: Applications should reflect commitment by county, city and relevant service providers to participate in the planning effort and describe how governance issues will be resolved through the planning process. Describe the roles and responsibilities of the county, city and relevant service providers for accomplishing the commitments.

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

Best Practices Model: Consideration will also be given to applications that can be easily replicated in other locations and demonstrate best practices.

Leverage: Discuss whether and how the proposed planning grant will leverage outcomes across jurisdictions and service providers, or create opportunities for additional private/public

investment. Investments can take the form of public or private in-kind or cash contributions to the overall planning activity.

Matching Fund/Potential: Discuss whether any portion of the total project cost will be incurred by the applicant and/or its partners. Explain specific portions of the work scope the match money would fund.

Equity: Discuss whether and how the proposed planning grant will further the equitable distribution of funds, based on collections of revenues, past funding, and planning resource needs.

Public Involvement: Discuss whether and how the public, including neighbors to the project, businesses, property owners and other key stakeholders, and disadvantaged communities including low income and minority populations, will be informed on the progress of the project and how their input will be used to strengthen the project outcome.

GENERAL APPLICATION AND APPROVAL PROCESS

Letter of intent review

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

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

Full application review

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

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

Grant Screening Committee: The Screening Committee, appointed by the Metro Chief Operating Officer (COO), will review and score the applications after the initial screening by staff. The Screening Committee will discuss each application and submit funding recommendations to the Metro Chief Operating Officer, who will forward the recommendations to the Metro Council for approval. The Metro COO may also submit a separate recommendation to the Metro Council. Metro Code establishes the Screening Committee membership to include nine private and public sector representatives with experience in a range of areas relating to

economic development and planning. The member categories and the role of the Screening Committee is listed in [Appendix A](#) of this packet.

Council Review and Approval: Following the submission of the recommendations to the Metro COO 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:

- January 16, 2013 Pre-submission meeting information for applicants
- February 15, 2013 Letter of Intent due to Metro
- April 18, 2013 Full application due to Metro
- June, 2013 Metro Council awards grant funding

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

Grant Award Agreements

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

Payments will be made at the completion of the project's major milestones 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 adoption of the final plan or report as specified in the project proposal.

Metro requires that grantees meet Federal non-discrimination requirements on the projects. Metro reserves the right to reprogram the funds if the IGA is not completed within a reasonable timeframe.

SECTION 2: APPLICATION INSTRUCTIONS

PREPARING AND SUBMITTING A LETTER OF INTENT

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

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

Letter of Intent Contents

The letter of intent (LOI) should include:

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

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

- 2. Project Narrative:** The project narrative should be written on 8 ½ x 11" paper, double-sided whenever possible and with a font size no smaller than 11 point. Please do not exceed four pages. The narrative should make a convincing case that the application meets the intent of the grant program, has the necessary commitments, partnerships and resources in place to lead to an expected outcome within the budget and schedule proposed. The project narrative should address the following:
 - a. *Project Description:* Describe the location and preliminary scope of the project and outcomes that will be achieved as a result of this project. Briefly describe the project background, how the project need was identified, and other planning work or investments that have been completed in the study area that set the stage for success for your proposed project.
 - b. *Evaluation Criteria:* Describe how the proposal addresses the evaluation criteria. It is important to build the case for the project utilizing the evaluation criteria.

- c. *Collaborations*: Describe partners that will actively engage with you in this project, either in financially or in-kind contributions. Include those that have already committed and those whom you intend to invite to participate.
 - d. *Statement*: A brief statement at the end of the letter of intent should indicate that the applicant has vetted the project to their governing body and that this body has given approval to submit the LOI. The entity submitting the LOI should adhere to the local government's internal policies for approval required to submit a LOI.
 - e. *Project Management*: Include the name of project management staff likely to be communicating with Metro staff and the contact name, if different.
3. **Budget Documents**: At the LOI phase, the budget for the project proposal may not be developed at the level of detail that will ultimately be required at the full application phase. If the project is at a phase where budget information is available, please submit it with the LOI. Budget information helps illustrate the scope and intent of the project.

The LOI should include as much information about the budget as is available, based on the preliminary scope and partnership commitments. It should include a:

- Budget narrative that describes the cost assumptions and how the estimate was established for each of the major milestones that are described in the project narrative.
- Line-item budget for specific tasks and cost elements with as much detail as is possible at this stage.
- Statement of matching funds, including resources that are not yet secured with information about how and when these resources will be secured is provided.

More information on preparing the budget documents is included in page 17 of this handbook and budget forms are included in the appendix.

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

Submitting the Letter of Intent:

The letter of intent should be addressed to the Metro Chief Operating Officer. The letter of intent should be double-sided whenever possible with a paper clip application in the upper left hand corner only. Submit one hard copy to:

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

Also, you must submit a copy electronically to: gerry.uba@oregonmetro.gov with a cc: to paulette.copperstone@oregonmetro.gov

PREPARING AND SUBMITTING A FULL APPLICATION

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

Full application packet

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

1. **Application Cover Sheet:** This is the same cover sheet that was used for the letter of intent. Please be sure to check the “full application” box. The project summary should be less than 50 words and provide a short, stand-alone description of the project that can be used to inform people who will not be reading the full application.
2. **Cover letter:** The cover letter should include a statement indicating that the appropriate governing body has approved the application. If more than one application is being submitted, include a statement about the project’s priority in relation to the other projects. The letter should be signed by the person who has authority to commit resources and submit the application.
3. **Project Narrative:** The project narrative will be written on 8 ½ x 11 paper, double-sided whenever possible, and with a font size no smaller than 11 point. Please do not exceed eight pages.

To ensure that all required information is included in the project narrative and to assist the Grant 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 description:* Provide an in-depth description of the project goals and expected outcomes. The project’s complexity should be illustrated with sufficient detail so that viability can be assessed. The project description can be detailed further in the budget section.
- b. *Project site description:* Include site boundaries, nature of existing development, demographics, zoning, etc. and other information that describes the development context.
- c. *Project background:* Describe the previous efforts that have led to the need for this project and how they set the stage for the proposed project, including for example: How was the need for the project identified? How did the proposed planning project evolve? Who has been involved to date and what other planning work has been conducted on the study area?
- d. *Evaluation criteria:* Fully describe how the proposed project achieves, does not achieve, or is not relevant to, all the evaluation criteria.

- 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 CET Grant IGA
 - ii. Grant Applicant staff’s draft or proposed plan, report, code change, zoning change, redevelopment plan, Urban Growth Diagram, Concept Plan, urban services delivery plan, or other plan or agreement consistent with the CET Grant;
 - iii. Grant Applicant staff’s final recommended plan, report, code change, redevelopment plan, zoning change, Comprehensive Plan or Comprehensive Plan amendment, development agreement, urban services delivery plan, or other plan or agreement consistent with the CET Grant, addressing compliance with the Urban Growth Management Functional Plan, the applicable conditions of the CET Grant, and applicable state laws and regulations; and
 - iv. Grant Applicant’s adoption of final plan, report, code change, redevelopment plan, zoning change, Comprehensive Plan or Comprehensive Plan amendment, urban services delivery plan, or other plan or agreement consistent with the CET Grant, consistent with the Functional Plan, the applicable conditions of the CET Grant, and applicable state law.
 - 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 next fiscal which has not been approved. The statement of commitment indicates the commitment or intent to commit.

See “Instructions for Preparing a Budget Estimate” below for greater detail on the budget documents.

5. Supplemental attachments (attach all that apply)

- Vicinity map
- Site map
- Photos of 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 C and match form in Appendix D.

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; and
- 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.

Applicant personnel

This includes salary or wage expenses for applicant staff positions directly related to the proposed project. Do not include costs for consultants or staff of other organizations here; these should be included in a separate line item that can be labeled “consultant,” “agency” or “non-profit” staff.

The budget narrative should list each staff position title, the position’s salary, estimated time to be devoted to the project, and a description of the activities to be performed by the person. The budget narrative should identify whether these costs will be covered by the grant funding or used as match.

Consultant and other partners

It is expected that the applicant will make sure that the scope of work developed by consultant after grant award will match closely with the scope of work in the grant application. The budget

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

Overhead/Indirect costs

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

Instructions for preparing a line item budget

The budget form (Appendix C) is provided in MS Excel and is available on the 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 associated with the project, including both grant funded 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 D) 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.
- Cover letter of grant request addressed to the Metro Chief Operating Officer
- The checklist in Appendix E should be used to make sure that the application packet is complete before sending it to Metro.
- Submit ten copies of the full application to:
Metro
ATTN: Gerry Uba
Community Development and Planning Grants
600 NE Grand Ave.
Portland, OR 97232
- Submit an electronic copy to gerry.uba@oregonmetro.gov with a cc: to paulette.copperstone@oregonmetro.gov.

APPENDICES AND FORMS

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

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

Appendix A	Grants Screening Committee role and membership
Appendix B	Cover Sheet Form
Appendix D	Budget Form
Appendix C	Match Form
Appendix E	Checklist for letter of intent and full application

Appendix A

Grant Screening Committee

Role of screening committee

It is intended that the Screening Committee support the objective of the Community Development and Planning Grant program, to provide planning grants that make land ready for development, 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; and
- Vote and make funding recommendations on grant requests.

Membership

Members of the committee, including the committee chair, are selected by the Metro COO. In appointing committee members, the Metro COO will make every effort to avoid disproportionate geographic representation on the committee. The committee will be composed of 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 expertise. The nine-member committee will be composed of the following:

- One member with expertise in economic development;
- One member with expertise in urban planning;
- At least one member with expertise in real estate and finance;
- One member with expertise in infrastructure finance relating to development or redevelopment;
- One member with expertise in local government;
- One member with expertise in urban renewal and redevelopment;
- One member with expertise in business and commerce;
- One member from a neighborhood association or community planning commission with an understanding of community livability issues; and
- One member with expertise in environmental sustainability relating to development or redevelopment.

Appendix B Coversheet for Letter of Intent and full Application

Check one:
 Letter of Intent
 Full Application

Community Planning and Development Grant Cover Sheet

Project Name	<input type="text"/>	Applicant Organization	<input type="text"/>
Contact Name	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Fed. Tax ID #	<input type="text"/>

Fiscal Agent Organization (if different from applicant)

Contact Name	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

Project Location Description (25 words or less)

Project Summary (50 words or less)

Construction Excise Tax Grant funding request	\$ <input type="text"/>	If submitting more than one proposal, please rank this proposal in order of priority <input type="checkbox"/>	Metro Council District of Project <input type="checkbox"/>
Total project cost	\$ <input type="text"/>		

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	<input type="text"/>	
	Printed Name	<input type="text"/>	
	Signature	<input type="text"/>	Date <input type="text"/>
Fiscal Agent	Organization Name	<input type="text"/>	
	Printed Name	<input type="text"/>	
	Signature	<input type="text"/>	Date <input type="text"/>

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

Appendix C Budget Form

Community Planning and Development Grant Program F1 - 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.).

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

Other Costs				
Overhead/Indirect costs				
Total for Other Costs				

TOTAL PROJECT COSTS				
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Note: See pages 18 and 19 of the Application Handbook for detail instructions.

Appendix D Match Form

Community Planning and Development Grants Program F2 - Match Form

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

Match Source	Choose One		Choose One		Amount	Notes
	<input checked="" type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured		
	<input checked="" type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	

Total \$ 0.00

Appendix E

Checklist for letter of intent and full application

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