
STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT



2023-2025 CFEC Scenario Planning Grant

AGREEMENT COVER SHEET	
This cover sheet is informational and not a part of the agreement	
Offer Date: 01/30/2024	Grant No. CFEC-25-005
Grantee City of Coburg 91136 N. Willamette Street Coburg, OR 97408	DLCD Planning Grants Coordinator Ashley Edwards 971-718-4194 ashley.edwards@dlcd.oregon.gov
GRANT AMOUNT: \$13,500.00	CLOSING DATE: 05/31/2025

INSTRUCTIONS – READ CAREFULLY

In order to receive this grant, Grantee must sign this Agreement and scan it and e-mail it to DLCD at Ashley.edwards@dlcd.oregon.gov by **02/09/2024**. Alternatively, the signed Agreement may be mailed to:

Ashley Edwards
Department of Land Conservation and Development
635 Capitol St. NE, Suite 150
Salem, OR 97301

If the Agreement is not signed and returned without modification by Grantee by the due date, DLCD may withdraw the grant offer. Upon receipt of the signed Agreement, the DLCD Planning Grants Coordinator will obtain a countersignature for the Agreement and return an electronic file containing the executed Agreement to Grantee.

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

**2023-2025 CFEC SCENARIO PLANNING GRANT
AGREEMENT**

DLCD Grant Number: CFEC-25-005

City of Coburg

This agreement (“Agreement”) is made and entered into by and between the **State of Oregon, acting by and through its Department of Land Conservation and Development**, hereinafter referred to as “DLCD,” and **City of Coburg**, hereinafter referred to as “Grantee,” and collectively referred to as the “Parties.”

1. **Effective Date and Availability of Grant Funds.** This Agreement is effective on the date on which every party has signed this Agreement and all required State approvals have been obtained (“Effective Date”). Grant Funds under this Agreement are available for eligible costs as defined in Sections 4 and 6 incurred beginning on the Effective Date and ending on the earlier of the termination of this Agreement or the Project End Date provided in Attachment A. DLCD’s obligation to disburse Grant Funds under this Agreement ends 60 days after the earlier of termination of this Agreement or the Project End Date.
2. **Agreement Documents.** The Agreement consists of this agreement (without any attachments) and the following Attachments, all of which are attached hereto and incorporated by reference:

Attachment A: **Project Description and Budget**
Attachment B: **DLCD Contact Names and Addresses**
Attachment C: **Payment Request Form and Instructions**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows: this Agreement without Attachments; Attachments as listed, in descending order of precedence.

3. **Grant Funds.** The maximum, not-to-exceed, grant amount that the DLCD will pay to Grantee is **\$13,500** (the “Grant Funds”). Disbursements will be made only in accordance with the schedule and requirements contained in this Agreement, including Attachment A.
4. **Project.** The Project is described in Attachment A. Grant Funds may be used solely for the Project described in Attachment A and may not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by DLCD by amendment pursuant to Section 9 hereof. Grantee agrees to implement the Project in accordance with the terms and conditions of this Agreement and complete the Project no later than the Project End Date.
5. **Reports.** Grantee shall submit the reports required by this section to the DLCD Land Use and Transportation Planner and DLCD Planning Grants Coordinator in writing by personal delivery, e-mailing, or mailing at the address or number set forth in Attachment B or to such other addresses or numbers as DLCD may specify by notice to Grantee in accordance with Section 8 hereof.

- a. **Financial Reimbursement Reports.** In order to receive payment, Grantee must submit to DLCD payment requests for deliverables as provided in Attachment A, on the form provided in Attachment C. Grantee shall submit a final payment request to DLCD within 30 days after the termination of the Agreement or the Project End Date, whichever is earlier, on the form provided in Attachment C.

6. Disbursement and Recovery of Grant Funds.

- a. **Disbursement Generally.** DLCD will disburse the Grant Funds as reimbursement for eligible costs incurred to produce Products in carrying out the Project, up to the amount provided in Section 3, and subject to the timelines and limits for each Task, as specified in Attachment A. Grantee may request a reimbursement after completion of a Product. Reimbursements will be made by DLCD within 30 days of DLCD's approval of a request for reimbursement. Eligible costs are the reasonable and necessary costs incurred by Grantee, during the period specified in Section 1, in performance of the Project and that are not excluded from reimbursement by DLCD, either by this Agreement or by exclusion as a result of financial review or audit.
- b. **Conditions Precedent to Disbursement.** DLCD's obligation to disburse Grant Funds to Grantee is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. DLCD has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Grantee is in compliance with the terms of this Agreement.
 - iii. Grantee's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
 - iv. Grantee has provided to DLCD a request for reimbursement in accordance with Section 5.b hereof. Grantee must submit its final request for reimbursement no later than 30 days after the earlier of termination of this Agreement or the Project End Date. Grantee will not disburse Grant Funds in response to reimbursement requests submitted after that date.

7. Representations and Warranties of Grantee. Grantee represents and warrants to DLCD as follows:

- a. **Organization and Authority.** Grantee is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Grantee of this Agreement (1) have been duly authorized by all necessary action of Grantee and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Grantee's organizational documents, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or

registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.

- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Grantee and constitutes a legal, valid and binding obligation of Grantee, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. **Notices.** Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, e-mailing, or mailing the same by registered or certified mail, postage prepaid, to the Grantee's Grant Representative or DLCDC's Planning Grants Coordinator, as the case may be, at the address or number set forth in Attachment B, or to such other addresses or numbers as either party may indicate pursuant to this section. Any notice delivered by e-mail shall be effective on the day the party receives the transmission if the transmission was during normal business hours of the receiving party, or on the next business day if transmission was outside normal business hours of the receiving party. Any notice given by personal delivery shall be effective when actually delivered. Any notice given by mail shall be effective three days after deposit in the mail.
9. **Amendments.** The terms of this Agreement will not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the Parties (or in the case of a waiver, by the party against whom the waiver is sought to be enforced). If the Grantee wishes to amend the Agreement, the Grantee must submit a written request, including a justification for any amendment, to the DLCDC Planning Grants Coordinator at least 90 calendar days before the Project End Date.
10. **Default.** Reimbursements to Grantee may be withheld or reduced if DLCDC determines that Project performance under this Agreement is unsatisfactory, or if one or more terms or conditions of this Agreement have not been met. The amount of Grant Funds withheld will be based on the best professional judgment of the DLCDC Planning Grants Coordinator and DLCDC Program Manager.
11. **Ownership of Product(s).**
 - a. **Definitions.** As used in this Section 11 and elsewhere in this Agreement, the following terms have the meanings set forth below:
 - i. **"Grantee Intellectual Property"** means any intellectual property owned by Grantee and developed independently from the Project.
 - ii. **"Third Party Intellectual Property"** means any intellectual property owned by parties other than DLCDC or Grantee.
 - iii. **"Product(s)"** means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Grantee is required to deliver to DLCDC or create pursuant to the Project, including but not limited to any Product(s) described in Attachment A.

- b. **Non-Exclusive License.** Grantee hereby grants to DLCD, under Grantee Intellectual Property and under intellectual property created by Grantee pursuant to the Project, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Product(s) for governmental purposes, and to authorize others to do the same on DLCD's behalf. If a Product(s) created by Grantee pursuant to the Project is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the pre-existing elements of the Third Party Intellectual Property employed in the Product(s), and to authorize others to do the same on DLCD's behalf. If a Product(s) is Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the Third Party Intellectual Property, and to authorize others to do the same on DLCD's behalf.

12. Indemnity.

- a. **GENERAL INDEMNITY.** SUBJECT TO THE LIMITS OF THE OREGON CONSTITUTION AND STATE OF OREGON TORT CLAIMS ACT, IF APPLICABLE TO GRANTEE, GRANTEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS DLCD, THE STATE OF OREGON AND THEIR AGENCIES, SUBDIVISIONS, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY FEES, ARISING OUT OF, OR RELATING TO THE ACTS OR OMISSIONS OF GRANTEE OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS AGREEMENT.
- b. **CONTROL OF DEFENSE AND SETTLEMENT.** GRANTEE SHALL HAVE CONTROL OF THE DEFENSE AND SETTLEMENT OF ANY CLAIM THAT IS SUBJECT TO SECTIONS 12.a; HOWEVER, NEITHER GRANTEE NOR ANY ATTORNEY ENGAGED BY GRANTEE SHALL DEFEND THE CLAIM IN THE NAME OF THE STATE OF OREGON OR ANY AGENCY OF THE STATE OF OREGON, NOR PURPORT TO ACT AS LEGAL REPRESENTATIVE OF THE STATE OF OREGON OR ANY OF ITS AGENCIES, WITHOUT FIRST RECEIVING FROM THE OREGON ATTORNEY GENERAL, IN A FORM AND MANNER DETERMINED APPROPRIATE BY THE ATTORNEY GENERAL, AUTHORITY TO ACT AS LEGAL COUNSEL FOR THE STATE OF OREGON. NOR SHALL GRANTEE SETTLE ANY CLAIM ON BEHALF OF THE STATE OF OREGON WITHOUT THE APPROVAL OF THE ATTORNEY GENERAL. THE STATE OF OREGON MAY, AT ITS ELECTION AND EXPENSE, ASSUME ITS OWN DEFENSE AND SETTLEMENT IN THE EVENT THAT THE STATE OF OREGON DETERMINES THAT GRANTEE IS PROHIBITED FROM DEFENDING THE STATE OF OREGON, OR IS NOT ADEQUATELY DEFENDING THE STATE OF OREGON'S INTERESTS, OR THAT AN IMPORTANT GOVERNMENTAL PRINCIPLE IS AT ISSUE AND THE STATE OF OREGON DESIRES TO ASSUME ITS OWN DEFENSE.

13. **Recovery of Grant Moneys.** Any Grant Funds disbursed to Grantee under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination of this Agreement or the Project End Date must be returned to DLCD. Grantee shall return all Misexpended Funds to DLCD promptly after DLCD's written demand and no later than fifteen (15) days after DLCD's written

demand. Grantee shall return all Unexpended Funds to DLCD within fifteen (15) days after the earlier of termination of this Agreement or the Project End Date.

14. Termination:

- a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Agreement:
 - i. **For its convenience** upon thirty (30) days' prior written notice by DLCD to Grantee;
 - ii. **Immediately upon written notice** if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to continue to make disbursement under this Agreement; or
 - iii. **Immediately upon written notice** if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Agreement, DLCD may terminate this Agreement immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, after the occurrence of any of the following events:
 - i. **Grantee is in default** because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - ii. **Grantee is in default** because Grantee commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement, fails to perform any of its obligations under this Agreement within the time specified herein or any extension thereof, or so fails to pursue its work hereunder as to endanger Grantee's performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.
- c. **Grantee's Right to Terminate for Cause.** Grantee may terminate this Agreement by written notice to DLCD if DLCD is in default because DLCD fails to pay Grantee any amount due pursuant to the terms of this Agreement, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or
- d. **Termination** under Section 14 shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.

15. **Accounting and Fiscal Records:** Grantee shall maintain its fiscal records related to this Agreement in accordance with generally accepted accounting principles. The Grantee shall maintain records of the receipt and expenditure of all funds subject to this Agreement for a period of six (6) years after the Project End Date, or for such longer period as may be required by applicable law or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Accounting records related to this Agreement will be separately maintained from other accounting records.

16. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between DLCD (or any other agency or department of the State of Oregon) and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
17. **Audit.** The Oregon Secretary of State, Attorney General of the State of Oregon and the Director of DLCD or any other duly authorized representative of DLCD shall have access to and the right to examine any records of transactions related to this Agreement for six (6) years after the final disbursement of Grant Funds under this Agreement is authorized by DLCD.
18. **Counterparts.** This Grant Agreement may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all the parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
19. **Survival.** All agreements, representations, and warranties of Grantee shall survive the execution and delivery of this Agreement, any investigation at any time made by DLCD or on its behalf and the making of the Grant.
20. **Successors and Assigns.** Recipient may not assign this Agreement or any right hereunder or interest herein, in whole or in part, without the prior written consent of DLCD. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective permitted successors and assigns.
21. **Validity and Severability.** If any provision of this Agreement is held to be invalid, such event shall not affect, in any respect whatsoever, the validity of the remainder of this Agreement and the remainder shall be construed without the invalid provision so as to carry out the intent of the parties to the extent possible without the invalid provision.
22. **Relationship of the Parties.** Nothing contained in this Agreement or any acts of the parties hereto shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture or of any other association other than that of independent contracting parties.
23. **No Third Party Beneficiary Rights.** No person not a party to this Agreement is an intended beneficiary of this Agreement, and no person not a party to this Agreement shall have any right to enforce any term of this Agreement.

DLCD Scenario Planning Grant Information and Signature Page

This grant, approved by the Director of DLCD, acting on behalf of the Land Conservation and Development Commission, constitutes an obligation of funds in return for the work described herein. By signing the document, Grantee agrees to comply with the provisions contained in and attached to this Agreement. Upon acceptance by Grantee, the signed Agreement shall be returned to DLCD.

By signing this Agreement, the Parties each represents and warrants that it has the power and authority to enter into this Agreement and that the Agreement is executed by its duly authorized representative. By signing the document, Grantee agrees to comply with the terms of this Agreement.

Grantee Jurisdiction Name Coburg		E-mail Address adam.hank@ci.coburg.or.us	
Mailing Address, City, State, Zip code 91136 N Willamette St. PO Box 8136 Coburg, OR 97408			
Telephone Number 541-682-7871		Fax Number	
Print Name of Authorized Official for the Grantee Adam Hanks		Title City Administrator	Date
Signature of Authorized Official for the Grantee			
Print name of Authorized Official for DLCD Brenda Bateman		Title Director	Date
Signature of Authorized Official for DLCD			

2023-2025 CFEC - Central Lane Scenario Planning Implementation Grant

Project Description and Budget

PROJECT PURPOSE STATEMENT

Program Summary

The Land Conservation and Development Commission launched the Climate-Friendly and Equitable Communities program to help put the state back on track to meeting Oregon’s climate pollution reduction targets. The Commission updated administrative rules governing Oregon’s planning system in Oregon’s eight most populated areas (Albany, Bend, Corvallis, Eugene-Springfield, Grants Pass, Medford-Ashland, Portland Metro, and Salem-Keizer).

The rules require that cities and counties in Oregon’s largest metropolitan areas prepare a regional scenario plan to meet the states’ greenhouse gas reduction targets provided in Oregon Administrative Rules (OAR) 660-044.

The following scope of work describes activities and deliverables that City of Coburg (“City” or “Grantee”) will complete as a participant in the Central Lane Scenario Planning Implementation Grant effort (“Project”).

Project Objectives and Outcomes

The project will result in an update to the Central Lane Scenario Plan (CLSP) with jointly developed regional performance measures and jurisdictional targets to track progress toward implementing the Central Lane Preferred Scenario and meeting the region’s greenhouse gas emissions reduction target. The project will also provide an addendum to the CLSP report that will update details on strategies - such as capital investments and the adoption of strategies or programs - that the jurisdictions and agencies will undertake to reduce greenhouse gas emissions and increase equitable outcomes for underserved populations.

PROJECT ROLES & RESPONSIBILITIES

Overall management and development of work products for the Project will be the responsibility of the Oregon Department of Transportation’s consultant team led by Parametrix.

Grantee: Grantee role will include attending meetings, engagement events, and providing feedback on memos and reports to the consultant team. The Grantee will appoint a Project Manager to be the principal contact person representing the Grantee on all matters relating to the Project.

DLCD: DLCD will provide financial, administrative, and technical assistance to the Project. DLCD will participate in advisory committees. Additional technical assistance may be provided as requested by the Grantee. DLCD will review Grantee’s work, invoices, and progress reports. Additionally, DLCD will review the Grantee’s performance and deliverables prior to paying invoices received by the Grantee. DLCD will assist issues with the Project or deliverables.

PROJECT REQUIREMENTS

Grantee agrees to carry out the Project and submit Products in accordance with the requirements in this section.

1. Grantee will produce and submit to DLCD those Products as specified in this Agreement and this Project Description and Budget.
2. Grantee will provide copies of all final Product(s) produced under this Agreement to DLCD in the manner described in this Project Description, Attachment A, and the DCLD Land Use and Transportation Planner listed on Attachment B.
3. All final reports, studies, and other documents produced under the Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD by bearing the following statement: "This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon."
4. Grantee will identify the location of the originals of any Product(s) if a copy is submitted to DLCD or if the product is one-of-a-kind document.
5. Grantee will provide all letters, memos, reports, charts, products, and maps produced under this Agreement in a digital media format.
6. Grantee will obtain DLCD approval of any chosen facilitator, contractor, or consultant before signing an agreement or contract to perform all or a portion of the Project.
7. Grantee will provide a legible copy of the signed agreement between the jurisdiction and the contractor no later than three business days after both parties have signed the agreement.
8. Grantee will, in performing the Project under this Agreement, ensure consistent, coordinated use of population, employment, housing, and land needs projections associated with the following activities: (1) the periodic review work programs and related tasks; (2) the transportation system plans being prepared pursuant to OAR 660-012-0000; (3) any post-acknowledgment plan and land use regulation amendments proposed by the Grantee.
9. Any notice issued by Grantee that is eligible for reimbursement under ORS 227.186 – Notice to county property owners for costs incurred for Measure 56 – is not reimbursable under this Agreement.
10. Any notice issued by Grantee that is eligible for reimbursement under ORS 215.503 – Notice to county property owners for costs incurred for Measure 56 – is not reimbursable under this Agreement.
11. Grantee will coordinate and provide notice to DLCD, Lane County, and any other agencies and organizations listed of public meetings, workshops, work sessions, and hearings to develop, review or approve products prepared under this Agreement.

12. Grantee will consult with the DLCDC Project Manager in the development of Products and provide an opportunity for timely review of all draft Products.

GIS Requirements

13. If a new comprehensive map or zoning map is created or an existing map is revised or updated, the Product(s) must be submitted in an electronic form compatible with Environmental Systems Research Institute's (ESRI) file formats (coverage, shapefile, or geodatabase).

14. Geospatial data should be free of topological errors and metadata must comply with the current State of Oregon Metadata Standards accessible at <http://www.oregon.gov/geo/Pages/standards.aspx>, "Oregon GIS Data Standards and Best Practices." The projection of the data may be determined by the jurisdiction. All data should have the projection defined with the dataset and must be documented in the metadata.

15. DLCDC may display appropriate Product(s) on its web interface including corporate GIS data generated under this Agreement and any additional data provided that is not specifically restricted into state agency databases, acknowledging that Grantee and agents of Grantee are not responsible for the accuracy of such data. DLCDC may also share the data specifically generated under this Agreement with other agencies and organizations, as this is data that DLCDC owns as Product(s) under Grant Agreement Section 11.

16. If GIS capability is not available to the Grantee, map Product(s) on digital media will be accepted with the written approval of the DLCDC Project Manager.

PROJECT SCHEDULE, PRODUCTS, AND BUDGET

Project Schedule

The schedule identified in "Project Schedule, Products, and Budget" section of this Project Description will be observed by the Grantee. DLCDC may require an amendment to this Agreement if the timeframes in the schedule are not satisfied. The Project End Date is **May 31, 2025**.

Project Products

Task 1: Scenario Plan Review

The purpose of this task is to review the 2015 CLSP Preferred Scenario. Minor updates may be needed to reconfirm it as the basis of the region's greenhouse gas emissions reduction plan and associated actions per OAR 660-044. This includes reviewing the latest local adopted plans against the Preferred Scenario to monitor to-date progress towards the regional greenhouse gas emissions reduction target for performance measure target-setting and to recognized changes that may have occurred between since 2015.

1. 1. Metropolitan Policy Committee Meeting #1

Grantee shall review and comment on meeting materials and attend Metropolitan Policy Committee Meeting #1 to kickoff project, describe overall process, confirm workplan, and discuss next steps.

1. 2. Draft Policy Updates Memo

Grantee shall review and comment on Draft Policy Updates Documentation memo reviewing the 2015 CLSP and comparing the Preferred Scenario against the latest local adopted plans against

the Preferred Scenario to monitor to-date progress towards the regional greenhouse gas emissions reduction target for performance measure target-setting and to recognized changes that may have occurred between since 2015.

1. 3. Draft Reference and Preferred Scenario Results Memo

Grantee shall review and comment on Draft Reference and Preferred Scenario Results memo summarizing the reference scenario inputs and assumptions, including land use.

Task 1 Deliverables:

- Review and Comment on Metropolitan Policy Committee Meeting #1 materials
- Attendance at Metropolitan Policy Committee Meeting #1
- Review and Comment on Draft Policy Updates Memo
- Review and Comment on Draft Reference and Preferred Scenario Results Memo

Timeline: February to July 2024

Task 1 budget: \$3,400

Task 2: Identify Performance Measures and Targets

The purpose of this task is to develop a set customized performance measure metrics and future-year performance targets based on adopted plans and the 2015 CLSP Preferred Scenario. The city will review performances measures in OAR 660-012-0905 and OAR 660-012-0910 and outcomes contained in the Preferred Scenario for further discussion with the MPC.

2. 1. Project Management Meeting #1

Grantee shall attend Project Management Meeting #1 to review assessment of progress toward Preferred Scenario based on current regional policy and take feedback on the assessment. VisionEval model update and data needs/status; start performance measure discussion.

2. 2. Project Management Meeting #2

Grantee shall attend Project Management Meeting #2 to review draft results from the updated VisionEval model for the reference scenario and how results compare to the greenhouse gas target. Review Preferred Scenario assumptions to support the updated modeling. Review and discuss draft performance measures.

2. 3. Metropolitan Policy Committee Meeting #2

Grantee shall review and comment on meeting materials and attend Metropolitan Policy Committee Meeting #2 to check-in with MPC to review and refresh results of the updated reference scenario, review draft performance measures, and hear feedback from the MPC. Note: no feedback on the scenario inputs or assumptions will be sought.

2. 4. Project Management Meeting #3

Grantee shall attend Project Management Meeting #3 to review results of Preferred and reference scenarios, discuss the gap and policies/actions to take to address the gap. Target-setting discussion: overall approach to setting targets, seek initial agreement on approach to begin developing targets.

2. 5. Draft Performance Measures and Targets Memo

Grantee shall review and comment on Draft Performance Measures/Targets Memo including performance measures, benchmarks, and associated data for the region and each jurisdiction.

Task 2 Deliverables:

- Attendance at Project Management Meeting #1
- Attendance at Project Management Meeting #2
- Review and Comment on Metropolitan Policy Committee Meeting #2 materials
- Attendance at Metropolitan Policy Committee Meeting #2
- Attendance at Project Management Meeting #3
- Review and Comment on Draft Performance Measures and Targets Memo

Timeline: March to September 2024

Task 2 Budget: \$4,300

Task 3: Scenario Plan Implementation Chapter

The purpose of this task is to develop an updated implementation chapter or addendum to the 2015 CLSP report. The implementation chapter or addendum will guide future jurisdiction CFEC reporting as determined through the work plan. A CFEC compliance memo will demonstrate compliance with CFEC requirements.

3. 1. Project Management Meeting #4

Grantee shall attend Project Management Meeting #4 to confirm targets and actions/policies to support implementation of the Preferred Scenario.

3. 2. Draft Implementation Chapter

Grantee shall review and comment on Draft Implementation Chapter/Addendum

3. 3. Metropolitan Policy Committee Meeting #3

Grantee shall review and comment on meeting materials and attend Metropolitan Policy Committee Meeting #3 to review and confirm performance measures and targets.

3. 4. Project Management Meeting #5

Grantee shall attend Project Management Meeting #5 to review draft updated scenario chapter/addendum.

3. 5. Metropolitan Policy Committee Meeting #4

Grantee shall review and comment on meeting materials and attend Metropolitan Policy Committee Meeting #4 to review and approve the Final Implementation Chapter Development Memo, updated scenario chapter/ addendum, and summary of project work.

3. 6. Draft CFEC Compliance Memo

Grantee shall review and comment on Draft CFEC Compliance Memo that demonstrates compliance with applicable CFEC requirements.

Task 3 Deliverables:

- Attendance at Project Management Meeting #4
- Review and Comment on Draft Implementation Chapter
- Review and Comment on Metropolitan Policy Committee Meeting #3 materials
- Attendance at Metropolitan Policy Committee Meeting #3

- Attendance at Project Management Meeting #5
- Review and Comment on Draft CFEC Compliance Memo
- Review and Comment on Metropolitan Policy Committee Meeting #4 materials
- Attendance at Metropolitan Policy Committee Meeting #4

Timeline: July to December 2024

Task 3 Budget: \$5,800

Budget and Schedule

Task	Schedule	Amount
Task 1: Scenario Plan Implementation for CFEC Requirements		
Metropolitan Policy Committee #1	January 2024 - June 2024	\$1,000
Draft Policy Updates Documentation Memo	January 2024 – June 2024	\$1,200
Draft Reference and Preferred Scenario Results Memo	January 2024 – June 2024	\$1,200
Task 2: Identify Performance Measures		
Project Management Meeting #1	March to September 2024	\$700
Project Management Meeting #2	March to September 2024	\$700
Metropolitan Policy Committee Meeting #2	March to September 2024	\$1,000
Project Management Meeting #3	March to September 2024	\$700
Performance Measures and Targets Memo	March to September 2024	\$1,200
Task 3: Scenario Plan Implementation Chapter		
Project Management Meeting #4	July to December 2024	\$700
Draft Implementation Chapter Development Memo	July to December 2024	\$1,200
Metropolitan Policy Committee Meeting #3	July to December 2024	\$1,000
Project Management Meeting #5	July to December 2024	\$700
Draft CFEC Compliance Memo	July to December 2024	\$1,200
Metropolitan Policy Committee Meeting #4	July to December 2024	\$1,000
TOTAL		\$13,500

DLCD 2023-2025 Scenario Planning Grant

Contact Information

For questions regarding your grant, please contact:

DLCD Land Use and Transportation Planner:

Cody Meyer
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

Office: 503-373-0050
Mobile: 971-239-9475
E-mail: cody.meyer@dlcd.oregon.gov

OR

DLCD Program Manager:

Matt Crall
DLCD Salem Office
635 Capitol Street NE Suite 150
Salem, Oregon 97301-2540

Mobile: 503-798-6419
E-mail: matt.crall@dlcd.oregon.gov

Payment requests should be sent to:

DLCD Planning Grants Coordinator

Ashley Edwards
DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Mobile: 971-718-4194
E-mail: ashley.edwards@dlcd.oregon.gov

2023-2025 CFEC Scenario Planning Grant

PAYMENT REQUEST FORM

Grantee City of Coburg	Grant No. Assigned by DLCD CFEC-25-005	Grant Funds – Already Dispersed \$XX,XXX	
Funding / Grant Period From:	Funding / Grant Period To: 05/31/2025	Summary of Grant Deliverables Provide a brief description of grant deliverables that were worked on from the Project Description and Budget in the space provided below. In many cases a sentence or two is all that is required but we welcome as much information as you can provide.	
DLCD Grant Task Number	Amount Due Per Task		
1.			
2.			
3.			
4.			
5.			
6. Total Reimbursement Request (add lines 1, 2, 3, 4, 5)			
11. Certification: I certify to the best of my knowledge and belief that the information on this form is correct, complete, and that all reimbursement requests are for the purposes set forth in the award document. I further certify that all grant records are available upon request, and the grant records will be retained for SIX (6) YEARS after the Final Deliverables and Payment are received.			
13. Typed or Printed Name and Title (required)		14. Mailing Address: Include City, State and Zip Code (required)	
15. Authorized Certifying Official Signature (required)		16. Date (required)	
PLEASE DO NOT WRITE BELOW THIS LINE			
DLCD CERTIFICATION (for DLCD use only) I certify, as a representative of the Department of Land Conservation and Development, that the grantee: ___ has met the terms and conditions of the grant and that all deliverables have been received and approved. ___ has not met the terms and conditions of the grant for the reasons stated on the attached sheet.			
Signature of DLCD Planning Grants Coordinator		Date Signed	
Signature of DLCD Program Manager		Date Signed	
BATCH #/DATE _____	VOUCHER#/DATE _____	PCA _____	
OBJ. CODE _____	VENDOR NO. _____	AMOUNT _____	

Grant Payment Request Form Attachment - Instructions

Instructions for 2023-2025 Climate-Friendly and Equitable Communities Grant

If you have questions about the grant reimbursement form or what the grant can be used for, please contact the DLCDC Planning Grants Coordinator: Ashley Edwards at 971-718-4194 or ashley.edwards@dlcd.oregon.gov

- In the second row of the closeout report, please fill in the Starting Date (“Funding / Grant Period From”). This will be the date the grant agreement was signed by all parties and fully executed.
- **DLCD Grant Task Number:** For items 1–5 enter the grant task numbers from the Project Description and Budget (Attachment A) that were completed for this payment request. Only enter as many grant task numbers as needed and leave the rest of the numbered spaces blank.
- **Amount Due Per Task:** Enter the amount to be paid per task per the Project Description and Budget.
- **Total Reimbursement Request:** Add up the total of all of the amounts due per task.
- **Certification (box 11): Please read and understand the certification statement.** If you have questions, please contact Ashley Edwards at 971-718-4194 or ashley.edwards@dlcd.oregon.gov
- Boxes 13–16 are for documenting responsibility for the information being submitted and requesting payment. Please use dark blue or black ink so the information shows when copied or scanned.

13. Print Name and Title legibly.

14. Print the mailing address where payment should be sent.

15. Signature of Authorized Certifying Official: by signing this box this person takes responsibility of the information and accuracy of the information.

16. “Date” is the date the closeout form was signed. It must be sent by the closeout date.

- The “Summary of Grant Deliverables” box, located on the top right side of form, must be completed. Please provide a brief description of grant deliverables that were worked on for this payment request. The Project Description and Budget (Attachment A) describes in detail the projects and activities allowed. (If you have questions, please contact Ashley Edwards at 971-718-4194 or ashley.edwards@dlcd.oregon.gov)

It is important that you retain all grant-related records in a grant file maintained in your jurisdiction for six (6) years from the closeout date, including but not limited to documentation of grant deliverables and payments.

Two ways to submit the Payment Request Form:

1. E-mail a PDF file of the payment request form to ashley.edwards@dlcd.oregon.gov
2. Send the hard copy of the signed payment request form and cover memo via US Mail to:

Ashley Edwards
Department of Land Conservation and Development 635
Capitol Street NE, Suite 150
Salem, Oregon 97301-2540