



Department of Land Conservation and Development

2023-25 TECHNICAL ASSISTANCE GRANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. **Submit completed applications by October 2, 2023.**

Date of Application: October 2, 2023

Applicant: City of Sweet Home

(If council of governments, please also include the recipient jurisdiction name if applicable)

Street Address: 3225 Main Street

City: Sweet Home, OR

Zip: 97386

Contact name and title: Blair Larsen, Community & Economic Development Director

Contact e-mail address: blarsen@sweethomeor.gov

Contact phone number: 541-818-8036

Grant request amount (in whole dollars): \$60,000

Local Contribution (recommended but not required): \$10,000

Project Title:

City of Sweet Home Comprehensive Plan Update

Project summary: (Summarize the project and products in 50 words or fewer)

The goal of this project is to update the City's Comprehensive Plan, in order to reflect changes in State Law, local conditions, and local needs. The last significant update to the existing Comprehensive Plan was in 2010, but much of it remains unchanged since 2001.

Project Description & Work Program

Please describe the proposed project, addressing each of the following in an attachment.

A. Goals and Objectives. State the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

B. Products and Outcomes. Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on

development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

C. Equity and Inclusion Considerations. Using the [TA Grant Equity Guidance](#), identify priority populations in the project planning area. Describe the anticipated impact of your proposed project on priority populations. Describe a preliminary outreach and engagement plan with specific goals and outcomes for participation of priority populations in the project. Include specific tasks and products related to the outreach and engagement plan in sections D and E.

D. Work Program, Timeline & Payment.

1. Tasks and Products: List and describe the major tasks and subtasks, with:

- The title of the task
- Steps to complete task
- The interim and final products for each task

2. Timeline: List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

3. Payment Schedule: Develop a requested payment schedule showing amount of interim and final payments. Include the products that will be provided with each payment request. The payment schedule should generally include no more than two payments – an interim and final payment.

E. Evaluation Criteria. Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).

F. Project Partners. List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.).

G. Advisory Committees. List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program. Include specific goals for participation by priority populations in advisory committees.

I. Cost-Sharing and Local Contribution. DLCDD funds are only a part of overall project costs; please identify sources and amounts of other funds or services that will contribute to the project’s success. Cost-sharing (match) is not required but could be a contributing factor to the success of the application.

Will a consultant be retained to assist in completing grant products? Yes No

Does the applicant intend to seek technical assistance from DLCD's equity and inclusion consultant? Yes No ([See TA Grant Equity Guidance](#))

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city, county, district, or tribe demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. *The application will not be complete if it does not include this item.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before a grant is awarded.

Product Request Summary

Product	Grant Request	Local Contribution	Total Budget
1	\$ <u>60,000</u>	\$ <u>10,000</u>	\$ <u>70,000</u>
2	\$ _____	\$ _____	\$ _____
3	\$ _____	\$ _____	\$ _____
4	\$ _____	\$ _____	\$ _____
5	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
TOTAL	\$ <u>60,000</u>	\$ <u>10,000</u>	\$ <u>70,000</u>

Submit your application with all supplemental information to:

DLCD's Grant Administrator

E-mail (required): DLCD.GFGrant@dlcd.oregon.gov

Mail: Department of Land Conservation and Development
635 Capitol Street N.E., Suite 150
Salem, OR 97301

Phone: 971-239-2901

APPLICATION DEADLINE: October 2, 2023



Community and Economic Development Department

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-8969
Fax 541-367-5007
www.sweethomeor.gov

October 2, 2023

DLCD 2023-25 Technical Assistance Grant Application Attachment 1

A. Goals and Objectives.

The objective of this stand-alone project is to update the City's existing Comprehensive Plan with a new version that takes into account changes in State Law (most notably from changes in mandated residential zoning) as well as shifts in conditions and demographics within the City of Sweet Home.

The City population is now over 10,000 people, and the demographics of the current population are far different than when the existing comprehensive plan was written. The City now attracts different people, different businesses, and different land uses. The Comprehensive Plan needs to recognize these changes and plan for the next 20 years of residential, commercial, and industrial needs.

B. Products and Outcomes.

The product and outcome of this effort is a fully updated and adopted Comprehensive Plan. Such a plan will affect the trajectory of all development in the City of Sweet Home by shaping the policies and regulations governing buildings and uses of every kind. In particular, the updated Comprehensive Plan will ensure that residential, commercial, and industrial development not only meets the needs of the community but does so in an equitable and just manner that promotes housing and employment for all disadvantaged groups. Finally, updating the plan will bring it into compliance with State and Federal regulations that have changed since the plan was written in 2001.

C. Equity and Inclusion Considerations.

This project will include outreach and engagement of priority populations, including persons of color, residents with limited English proficiency, people with disabilities, extreme low-income individuals and unsheltered (homeless) persons. During the procurement process, all documents (RFP, scope of work, etc.) will include this outreach, and the ability to do this work will be one of the evaluation criteria.

Deliverables from the selected firm will include:

- Identification of priority populations within the City of Sweet Home
- Description of anticipated impacts and outcomes affecting (both negatively and positively) priority populations.
- An outreach and public engagement plan for the project targeting priority populations
- Post-project evaluation of representation of and participation by priority populations

D. Work Program, Timeline & Payment.



- a. Tasks and Products:
 - i. Procurement: City issues a Request for Proposals, evaluates submissions, and approves a contract with the selected consultant.
 - ii. Planning and Public Outreach: Consultant conducts initial research, engages in general public outreach and specific outreach to priority populations, and works with City Staff to develop a draft, and later, recommended comprehensive plan.
 - iii. Adoption: Planning Commission and City Council review the recommended plan, hold public hearings, make any necessary adjustments, and adopt the final plan.
- b. Timeline:
 - January, 2024: City Issues Request for Proposals
 - February, 2024: Proposals Received and Evaluated
 - March, 2024: Contract with selected consultant signed
 - April, 2024: Start of Project
 - December, 2024: Public Hearings Start
 - January, 2024: New Plan is Adopted
- c. Payment Schedule:
 - First Payment: August, 2024
 - Second and Final Payment: January, 2025

E. Evaluation Criteria.

This project fits perfectly within the grant evaluation criteria. Not only is it explicitly a project to update an outdated comprehensive plan (program priority 5), but this project will also:

- Promote economic development (program priority 1) by clearing regulatory hurdles for employment land and housing needed for our growing workforce.
- Resolve local planning issues and challenges arising from changes in statewide planning goals and laws (program priority 3) since the existing plan was adopted.
- Focus on outreach to and involvement of priority populations, including persons of color, persons with disabilities, those with extremely low income, and homeless individuals within the City of Sweet Home.

F. Project Partners.

- City Staff: Will perform some of the work on this project, mostly by seeking and selecting a qualified consultant, who will do the bulk of the work. City Staff will also provide local assistance for the selected consultant.
- City of Sweet Home Planning Commission: Will act as the public advisory committee for the project and serve as the primary connection between residents and the project.



- City of Sweet Home City Council: Will provide oversight, input, and the final adoption of the finished project.
- Sweet Home School District: The City will seek local input and advice from this partner.
- Sweet Home Fire and Ambulance District: The City will seek local input and advice from this partner.
- Linn County: The City will seek county-level input and advice from this partner.
- Oregon Cascades West Council of Governments: The City will seek regional input and advice from this partner.
- Oregon Department of Land Conservation and Development: The City will seek state-level input and advice from this partner.

G. Advisory Committees.

The City of Sweet Home Planning Commission will act as the advisory committee for this project.

H. Cost-Sharing and Local Contribution.

The City expects that the overall project will cost up to \$70,000, of which \$60,000 is requested from DLCDC via this technical assistance grant program. The remaining \$10,000 will come from the City of Sweet Home General Fund.