



Department of Land Conservation and Development

2021-23 PLANNING ASSISTANCE HOUSING NEEDS ANALYSIS - PROVIDED CONSULTANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. **Submit completed applications by June 30, 2021.**

Date of Application: June 11, 2021

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

Project Title:

City of Sweet Home Housing Needs Analysis

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

The City of Sweet Home is seeking to conduct a Housing Needs Analysis to detail how much additional housing the City will need in the next 20 years, but also the proper mix of housing types in order to ensure affordability, flexibility, and sufficient supply of housing.

Project Description & Work Program

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

A. Goals and Objectives. The primary objective of this Project is to prepare hearings-ready draft comprehensive plan amendments to update the Housing Needs Analysis (pursuant to ORS 197.296) for the City. City adoption of the amendments is not required prior to project completion on or before June 30, 2023. Please state any additional goals or overall purposes of the project. Describe particular objective(s) the community hopes to accomplish.

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. Work Program, Timeline & Payment. A sample work program is provided in a separate attachment for your convenience and to outline the fundamental steps necessary to complete a Housing Needs Analysis. Local governments should review this sample to develop a comprehensive work program that best fits their community. Per Statewide Planning Goal 1, Public Involvement, public engagement is a necessary component of any planning process, but may be adjusted by the local government. Please also provide a preliminary schedule for the project, with identified target completion dates for each task. If other changes are necessary, please consult with your Regional Representative.

Please note that applicants are expected to submit detailed proposals that specify the work tasks, products, and timelines unique to their proposal. The attached sample work programs are not complete and will require refinement to suit specific proposals. Priority will be given to proposals that provide well-defined tasks, products, and timelines.

- 1. Tasks and Products:** Provide a detailed outline the expected major tasks and deliverables for the Consultant and the City.
- 2. Timeline:** List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. Please note that this project must be completed before the end of the biennium – June 30, 2023. To ensure adequate time for billing, work tasks must conclude no later than May 31, 2023. 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.

D. 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”).

E. 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; will advise; will contribute information or services, etc.).

F. Advisory Committees. List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program.

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city or county 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 assistance is awarded.

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail: DLCD.GFGrant@state.or.us

Please note that due to public health concerns, we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible to make arrangements.

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

Sean Edging, Housing Policy Analyst
sean.edging@state.or.us or (971) 375-5362

If you have questions about the Grant Program or application process, please contact:

Angela Williamson, Grants and Periodic Review Administrative Specialist
angela.williamson@state.or.us or (971) 345-1987

APPLICATION DEADLINE: June 30, 2021