



Department of Land Conservation and Development 2025-2027 HOUSING PLANNING ASSISTANCE APPLICATION

Please complete each section in the form below. Fill out the requested information in the spaces provided. **For applicants requesting multiple services, submit a separate form for each. Submit completed applications by midnight on August 4, 2025.**

Date of Application: 8/15/2025

Applicant (Jurisdictional Entity): City of Tualatin

If applying on behalf of a jurisdiction or pursuing a joint project, please also include the recipient jurisdiction name(s)

Contact Name and Title: Erin Engman, Senior Planner

Contact e-mail address: eengman@tualatin.gov

Contact phone number: (503) 691-3024

Requested Service:

	Direct Grant (& budget estimate)	DLCD-Provided Consultant
Housing Planning Assistance Projects		
Development Code Amendment	<input type="checkbox"/> \$	<input type="checkbox"/>
Housing Capacity Analysis (HCA) ¹	<input type="checkbox"/> \$	<input checked="" type="checkbox"/>
Housing Production Strategy (HPS)	<input type="checkbox"/> \$	<input type="checkbox"/>
Housing Implementation Plan (Housing planning activities other than an HCA or HPS)	<input type="checkbox"/> \$	<input type="checkbox"/>
Urbanization Planning Assistance Projects		
Urban Growth Boundary Land Exchange	<input type="checkbox"/> \$	<input type="checkbox"/>
Urban Growth Boundary Amendment ²	<input type="checkbox"/> \$	<input type="checkbox"/>
One-Time Urban Growth Boundary Amendment ³	<input type="checkbox"/> \$	<input type="checkbox"/>
Urban Reserves	<input type="checkbox"/> \$	<input type="checkbox"/>
Public Facilities Area Plan	<input type="checkbox"/> \$	<input type="checkbox"/>
<p>1. Housing Capacity Analyses initiated under this Housing Planning Assistance Program are expected to be conducted under the Oregon Administrative Rules implementing the Oregon Housing Needs Analysis that the Land Conservation and Development will adopt in December 2025.</p> <p>2. A UGB amendment requires a land deficiency identified in a Housing Capacity Analysis.</p> <p>3. As provided in SB 1537 (2024) Section 48-60.</p>		

Project Title: Tualatin Housing Capacity Analysis

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

The purpose of this Project is to prepare a Housing Capacity Analysis for the City of Tualatin, including hearings-ready draft comprehensive plan amendments, as described in ORS 197A.350 or 197A.335 with DLCD-provided consultant assistance. The results will inform the development of a subsequent Housing Production Strategy for which the city will seek a separate DLCD grant. City staff will seek a resolution of support for the grant at a council hearing on August 25, 2025.

Project Description & Work Program

Please carefully review the attached Sample Work Program applicable to your jurisdiction's proposed project. The work programs included represent typical tasks and work products associated with common project types. If you expect the project to be substantially similar (i.e. there may be minor variations, but major project deliverables align with applicant expectations) to the project included in the Sample Work Program, the applicant does not need to submit a work plan.

However, if the applicant anticipates a proposal for a project that is substantially different from the projects included in the Sample Work Program, please include an attachment detailing the proposed project, addressing each of the following in an attachment. *Applicants applying for distinct or unique projects are expected to submit detailed applications that specify the work tasks, products, and timelines unique to their project. Priority will be given to applications that provide well-defined tasks, products, and timelines.*

Is the jurisdiction planning to utilize the applicable Sample Work Program as the project statement of work? Yes ☒ No ☐

If "yes", please skip to the "Tasks, Timelines, and Budget" section below. If "no", please attach a detailed work program including the following.

A. Goals and Objectives. The purpose of housing planning assistance projects is outlined in the attached Sample Work Program for reference. Please 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. Please describe the product(s) and outcome(s) expected from the proposed project in detail, including a brief description of any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with state/federal requirements, equitable socioeconomic benefits, or other relevant factors.

C. Work Program, Timeline & Payment. Please include a comprehensive work program describing the specific tasks, timelines, expected budget, and deliverables. Public engagement is a necessary component of any planning process but may be tailored to fit the project context. Some projects, such as code amendment or technical projects, may not require extensive engagement in comparison to major projects with substantial local policy impacts. If other changes are necessary, please consult with your Regional Representative. * Budget estimates are only required for Direct Grant requests. Applicants requesting DLCD-provided consultants can leave this field blank.

Tasks, Timelines, and Budget

List and describe the major tasks, including:

- The title of the task;
- Anticipated timeline for each task, including the tentative start date after the grant agreement or consultant contract is executed, task completion dates, and project completion date. Note that all tasks must be completed before the end of the biennium. We request that project timelines conclude no later than June 15, 2027;
- For direct grant projects, anticipated budget for all tasks; and
- Expected local contribution, including budget, staff time, and resources.

Task	Title	Timeline (Month, Year)	Estimated Budget*	Local Contribution
1	Project Kick-Off and Management	June 2026 to July 2026	\$ _____	\$ <u>Staff Match</u>
2	Housing Need Allocation Review	July 2026 to Aug 2026	\$ _____	\$ _____
3	Buildable Lands Inventory (BLI)	Aug 2026 to Dec 2026	\$ _____	\$ _____
4	Development Ready Lands Inventory (DRLI)	Sept 2026 to Dec 2026	\$ _____	\$ _____
5	Residential Land Need Analysis	Oct 2026 to Dec 2026	\$ _____	\$ _____
6	Needed Housing Accommodation Measures	January 2027 to March 2027	\$ _____	\$ _____
7	Adoption _____	March 2027 to June 2027	\$ _____	\$ _____
8	_____	_____ to _____	\$ _____	\$ _____
TOTAL		_____ to _____	\$ _____	\$ _____

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. **If the following spaces are not sufficient for your responses, you may attach a separate document with additional information. Please clearly indicate the question number and/or prompt with each response to ensure it aligns with the application form.**

We anticipate that the project will be completed within a year as indicated in the time line above. This is of course dependent on having an executed contract in place with DLCD that meets the needs of the consultant and city. Our last Housing Needs Analysis was completed in 2019 by ECONorthwest.

Project Criteria and Additional Information

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

1. The Tualatin Housing Capacity Analysis fulfills a housing-related statutory obligation per ORS.
2. This project is the first step to facilitating housing production, affordability, and choice where it is needed most by reviewing housing need allocation, a buildable land inventory, evaluation of development ready lands, a residential land needs analysis, and identifying measures to accommodate needed housing within the existing city limits and Urban Growth Boundary. This will be the precursor to developing a Housing Production Strategy.
3. The project will emphasize fair and equitable housing outcomes through a robust public engagement process and the analysis of demographic, market, and household data. The project will also evaluate recent housing permit information from the city, including middle housing types, mixed-use, and multi-family products.

2. 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.). If the project includes multiple jurisdictions, briefly describe the capacity and support of those jurisdictions to support and participate in the project.

The following boards and committees may provide input / be informed about the project through regular staff communications:

Tualatin Planning Commission
Tualatin City Commission
Tualatin Urban Renewal Agency

Staff from the following government entities may provide ad-hoc technical input and support:

Clackamas County Planning and Zoning
Washington County Planning and Zoning
Washington County Housing Authority
Metro
Clean Water Services

Staff from the following entities and non-profits may be asked to provide input on the HCA:

Northwest Housing Alternatives
Community Alliance of Tenants

3. Advisory Committees. List any advisory committee or other committees that will participate in the project.

Tualatin Citizen Involvement Organizations (CIO)
Tualatin City Youth Advisory Council (YAC)
Tualatin Inclusion Diversity Equity and Access Advisory Committee (IDEA)
Tualatin Parks Advisory Committee (TPARK)

4. Cost-Sharing and Local Contribution. DLCD funds may comprise a portion of overall project costs; if so, please identify sources and amounts of other funds, staff time, or services that will contribute to the project's success. Cost-sharing (match) is not required, but recommended.

Tualatin planning staff will contribute staff time and expertise, while assisting with project outreach and coordination, project management, printing and publishing of meeting materials as applicable, seeking input and coordination with the various boards and committees, and management of the legislative adoption process.

While we anticipate that the bulk of the HCA work will be completed by the consultant, there will be a minimum of one staff member assigned to work with the consultant throughout the duration of the project. Mostly likely this will be assigned to Senior Planner Erin Engman. The legislative adoption process would typically comprise a greater proportion of staff time than the development of the HCA itself.

A specific estimate of staff time (hours) to be dedicated to this project will be determined as the scope of work is finalized.

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

Will you be utilizing this funding to dedicate your own staff resources in completing grant products? Yes ☐ No ☒

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 regional entity proposing a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before planning assistance is awarded.

Submit your application electronically with all required information to:

E-mail: housing.dlcd@dlcd.oregon.gov

Please note that 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.

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

DLCD Housing Team: housing.dlcd@dlcd.oregon.gov

DLCD HAPO Team: dlcd.hapo@dlcd.oregon.gov

For all correspondence, please include the appropriate [Regional Representative](#).

Mid-Willamette Valley	Melissa Ahrens	melissa.ahrens@dlcd.oregon.gov
Central Oregon	Angie Brewer	angie.brewer@dlcd.oregon.gov
North Coast & Lower Columbia	Brett Estes	brett.estes@dlcd.oregon.gov
Eastern Oregon	Dawn Hert	dawn.hert@dlcd.oregon.gov
Portland Metro (West)	Laura Kelly	laura.kelly@dlcd.oregon.gov
Southern Oregon	Josh LeBombard	josh.lebombard@dlcd.oregon.gov
Portland Metro (East)	Kelly Reid	kelly.reid@dlcd.oregon.gov
South Coast	Hui Rodomsky	hui.rodomsky@dlcd.oregon.gov
South Willamette Valley	Patrick Wingard	patrick.wingard@dlcd.oregon.gov

Important Housing Planning Assistance Dates

Date	Housing Planning Assistance Milestone
June 2, 2025 1:30 – 3p	Open Forum for follow-up question & answer Zoom link Meeting ID: 821 4886 4505 Passcode: 598033
June 3, 2025	Application period opens; materials distributed
August 4, 2025	Application period closes; materials submittal deadline
Early September	Anticipated funding decision; award notices sent
October – November 2025	Direct grant agreements anticipated execution
November – December 2025	Consultant contract anticipated execution
June 15, 2027	Project completion deadline

APPLICATION DEADLINE: August 4, 2025