



Department of Land Conservation and Development 2023-25 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 COB July 31, 2023.**

Date of Application: 7/28/23

Applicant: City of Wilsonville

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

Street Address: 29799 SW Town Center Loop East

City: Wilsonville

Zip: 97070

Contact name and title: Daniel Pauly, Planning Manager

Contact e-mail address: pauly@ci.wilsonville.or.us

Contact phone number: 503-570-1536

This \$90,000 budget is to help cover City staff time. It is in addition to the DLCD-provided consultant. See also supplemental materials.

Requested Service:

	Direct Grant (& budget estimate)		DLCD-Provided Consultant	
Housing Planning Assistance Projects				
Development Code Amendment	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>
Housing Capacity Analysis (HCA) ¹	<input checked="" type="checkbox"/>	\$ 30,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Housing Production Strategy (HPS)	<input checked="" type="checkbox"/>	\$ 60,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Housing Implementation Plan (not an HCA or HPS)	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>
Urbanization Planning Assistance Projects				
Urban Growth Boundary Land Exchange	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>
Urban Growth Boundary Amendment ²	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>
Urban Reserves	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>
Public Facilities Area Plan	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>

1. DLCD does not recommend commencing a housing capacity analysis in the 2023-25 biennium as administrative rules will be updated by January 1, 2025, consistent with [House Bill 2001 \(2023 Session\)](#). If your city has an upcoming HCA deadline, please contact the housing team at housing.dlcd@dlcd.oregon.gov

2. A UGB amendment requires a land deficiency identified in a Housing Capacity Analysis (HCA).

Project Title:

WILSONVILLE HCA/HPS "Housing Our Future" Phase 3

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

Complete Wilsonville's HCA began in early 2023, develop Wilsonville's HPS building on action items from Wilsonville's Equitable Housing Strategic Plan adopted in 2020.

Project Description & Work Program

Please carefully review the attached Sample Work Program. 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 scope 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 proposing distinct or unique projects are expected to submit detailed proposals that specify the work tasks, products, and timelines unique to their proposal. Priority will be given to proposals that provide well-defined tasks, products, and timelines.*

Is this project expected to be similar to the attached Sample Work Program? 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. 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.

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 May 31, 2025;
- For direct grant projects, anticipated budget for the task; and
- Expected local contribution, including budget, staff time, and resources.

Important Planning Assistance Dates

Date	Planning Assistance Milestone
June 1, 2023	Application period opens; materials distributed
June 5, 2023 10:30a – 12p	Open Forum for follow-up question & answer Zoom link Meeting ID: 265 799 1542 Passcode: 664570
July 31, 2023	Application period closes; materials submittal deadline
September 1, 2023	Anticipated funding decision; award notices sent
October – November 2023	Direct grant agreements anticipated execution
November – December 2023	Consultant contract anticipated execution
May 31, 2025	Project completion deadline

Task	Title	Timeline (Month, Year)	Estimated Budget*	Local Contribution
1	(HCA/HPS) Project Kick-off and Management	<u>12/23</u> to <u>05/25</u>	\$ <u>5,000</u>	\$ <u>1,000</u>
2	(HCA) Residential Lands Needs Analysis	<u>12/23</u> to <u>3/24</u>	\$ <u>17,500</u>	\$ <u>3,500</u>
3	(HPS) Contextualized Housing Need	<u>3/24</u> to <u>6/24</u>	\$ <u>10,000</u>	\$ <u>2,000</u>
4	(HPS) Strategies to Accommodate Future Housing Need/ (HCA) Measures to Accommodate Needed Housing	<u>4/24</u> to <u>8/24</u>	\$ <u>17,500</u>	\$ <u>3,500</u>
5	(HPS) Draft and Final HPS Report	<u>9/24</u> to <u>1/25</u>	\$ <u>25,000</u>	\$ <u>5,000</u>
6	(HCA/HPS) Adoption	<u>2/25</u> to <u>5/25</u>	\$ <u>15,000</u>	\$ <u>3,000</u>
7		_____ to _____	\$ _____	\$ _____
8		_____ to _____	\$ _____	\$ _____
TOTAL		_____ to _____	\$ <u>90,000</u>	\$ <u>18,000</u>

* Budget estimates are only required for Direct Grant requests. Applicants requesting DLCD-provided consultants can leave this field blank.

This \$90,000 estimated budget is to help cover City staff time. It is in addition to the DLCD-provided consultant. See also supplemental materials.

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.

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”). Please see attached supplemental material.

- 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 project team will partner with relevant service providers and other local government around outreach efforts, availability of services impacted by strategies, and coordinated housing efforts. Some will have representatives on the advisory committee, others will only contribute specific requested information and feedback. Anticipated partners include West Linn-Wilsonville Schools,

- 3. Advisory Committees.** List any advisory committee or other committees that will participate in the project.
The City has a Planning Commission whose primary role is to act as a policy advisory committee. This project also plans to have a separate project advisory committee. See more information in attached supplemental material.

- 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. **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:

Ethan Stuckmayer, Housing Program Division Manager
E-mail: DLCD.GFGrant@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

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

Angela Williamson, Grants and Periodic Review Administrative Specialist
DLCD.GFGrant@dlcd.oregon.gov or (971) 239-2901

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

APPLICATION DEADLINE: July 31, 2023

Introduction

The City of Wilsonville requests grant funding of Phase 3 of the “Housing Our Future” Project, which is the City’s Housing Needs and Capacity Analysis and Housing Production Strategy. The City began work on the project in January 2023. Phase 1 of the project, focused on initial steps including an outreach plan and Buildable Lands Inventory, was completed in June 2023 under DLCD grant funding from the prior biennium. Phase 2 of the project is currently underway, consisting of City-funded outreach efforts to build project awareness and gather additional context on the community’s housing needs while awaiting funding for Phase 3. See below under “project description” for a list of tasks completed in Phase 1 and planned for Phase 2.

For Phase 3, the City request two separate types of financial support from the grant funds. First, the City requests a DLCD-provided consultant to manage and complete much of the work. Second, the City requests \$90,000 to help cover City staff time on the project. This is the same funding approach as Phase 1 of the same project during the 2021-2023 biennium. DLCD both provided a consultant and helped cover the cost of City staff time.

Project Criteria and Additional Information

Project Objectives/Program Priorities:

The requested grant will fund Phase 3 of Wilsonville’s ongoing efforts to complete the **statutory obligation** of the Housing Capacity Analysis (HCA) and Housing Production Strategy (HPS). The local project name is “Housing Our Future”. The HCA component commenced during the 2021-2023 biennium. This combined HCA/HPS “Housing Our Future” will build upon and continue Wilsonville’s housing planning and implementation efforts that include the following over the last decade:

2014	Residential Land Study (HNA)
2015	Frog Pond Area Plan
2017	Frog Pond West Master Plan
2018	UGB Expansion (Frog Pond East and South)
2019	Town Center Plan
2020	Residential Development Code Updates Equitable Housing Strategic Plan
2021	Middle Housing in Wilsonville
2022	Frog Pond East and South Master Plan

Building on these prior efforts, the project will explore a wide variety of strategies and options to facilitate housing production, particularly affordable housing, including by removing barriers and identifying strategic partnerships. Building on these prior efforts leverages them to move forward actions that **facilitate production of needed housing particularly**

focused on affordability and a variety of choices in a high housing-demand area of Metro Portland. These prior actions have emphasized **fair and equitable housing outcomes** and this project will continue that emphasis. Specific examples from prior planning that this project aims to build on include:

- Focus on additional housing opportunities as Wilsonville’s town center redevelops as a mixed-use urban area per the 2019 Town Center Plan.
- The removal of regulatory barriers to and the encouraging of the development of a variety of needed housing types, especially ADUs and middle housing, in the 2020 Residential Code Update, 2021 Middle Housing in Wilsonville Project, and the 2022 Frog Pond East and South Master Plan.
- Creation of two tiers of housing actions for the City to take as part of the 2020 Equitable Housing Strategic Plan. Tier 1 being actions to initiate in the near term, four of five of which have been taken as of 2022. Tier 2 are additional actions that need further research and community discussion that will be further considered during the current project.

Project Description of "Housing Our Future" Phases 1 and 2 Completed or In Process (These phases are not funded by this grant request, information provided for context)

Phase 1 (supported by DLCD grant during 2021-2023 biennium)

January 2023 to June 2023

Completed Tasks/Deliverables:

- Outreach plan covering all project phases
- Housing Capacity Analysis Background Research and Memorandum
- Updated Buildable Lands Inventory
- Preliminary Draft 2024-2044 Housing Needs and Capacity Analysis

Phase 2 (City funded, \$21,870 consultant cost, no grant support)

July 2023 to approximately November 2023

Planned tasks

- Publish information on Phase 1 work on the City’s online engagement platform “Let’s Talk, Wilsonville!”
- Conduct public survey per Outreach Plan developed in Phase 1
- 1 or 2 public tabling events to gather input from diverse community members per Outreach Plan
- Rent Burdened Public Meeting

Project Description of "Housing Our Future" Phase 3 (to be funded by this grant request):

Phase 3 of the project will generally follow the standard HCA/HPS tasks as identified in the sample work programs. However, some modifications will be needed to acknowledge the work, outlined above, completed as part of Phase 1 and Phase 2 of the project as well as the desire to work on components of the HCA and HPS concurrently and, in the end, adopt them concurrently. See the specific break down of deliverables for consultant and City by task below:

Task	Title	Consultant Deliverables	City Deliverables
1	(HCA/HPS) Project Kick-off and Management	<ul style="list-style-type: none"> • Summary of major tasks and action items for the Project • Proposed Project schedule 	<ul style="list-style-type: none"> • Redlines of draft consultant deliverables • Copy of relevant comprehensive plan and code sections • A copy of the pre-HPS survey, which includes a list of measures already adopted by the City that promote the development of needed housing • Additional/updates on permit and housing data not shared during Phase 1 of project • Participation in project management meetings
2	(HCA) Residential Lands Needs Analysis	<ul style="list-style-type: none"> • Refined draft residential land need analysis building on what was completed in Phase 1. • Presentation materials to introduce preliminary residential land need analysis and findings to the advisory committee, the public, and interest groups • Outreach tasks (see outreach plan information below) 	<ul style="list-style-type: none"> • Redlines of draft consultant deliverables • Advisory committee and Planning Commission/City Council meeting notices and agendas • Outreach tasks (see outreach plan information below)

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3	(HPS) Contextualized Housing Need	<ul style="list-style-type: none">• Analysis of contextualized housing needs including:<ul style="list-style-type: none">• Socio-economic and demographic trends of a jurisdiction’s population, disaggregated by race to the extent possible with available data;• Market conditions affecting the provision of needed housing;• Existing and expected barriers to the development of needed housing;• Housing need for those experiencing homelessness, using the best available data;• Percentage of Rent Burdened Households;• Housing by Tenure (owner vs renter);• Percentage of housing stock that is market rate vs. subsidized; and• Units that are in the development pipeline by housing type;• Outreach tasks (see outreach plan information below)• Summary Document<ul style="list-style-type: none">• Outline of suggested questions and topics for outreach meeting with staff to plan for engagement with	<ul style="list-style-type: none">• Review and collaboration on analysis• Outreach tasks (see outreach plan information below)• Redlines of draft consultant deliverables
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		<p>housing consumers and producers; and</p> <ul style="list-style-type: none"> Contextualized Housing Needs memorandum. 	
4	<p>(HPS) Strategies to Accommodate Future Housing Need/ (HCA) Measures to Accommodate Needed Housing</p>	<ul style="list-style-type: none"> Options for changes to City’s comprehensive plan and land use regulations to address housing and residential land needs Memorandum summarizing existing measures, previously identified strategies, and additional strategies for consideration to address contextualized housing needs; Memorandum providing additional evaluation and refinement of selected strategies; Memorandum summarizing the information required per the list is sample work program for each strategy; Final draft hearings-ready HNA Up to eight documented discussions with housing producers and/or service providers to seek input on the potential housing strategies; Agendas and presentations/meeting materials for Advisory Committee meetings; and 	<ul style="list-style-type: none"> Redlines of draft consultant deliverables Advisory committee and Planning Commission/City Council meeting notices and agendas Outreach tasks (see outreach plan information below)

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		<ul style="list-style-type: none"> • Presentation materials to introduce housing accommodation recommendations to the advisory committee, the public, and interest groups • Other outreach tasks (see outreach plan information below) 	
5	(HPS) Draft and Final HPS Report	<ul style="list-style-type: none"> • Public Review Draft HPS; • Agenda and presentation/meeting materials for one Advisory Committee meeting; • Presentation to Planning Commission and City Council; and • Final Housing Production Strategy 	<ul style="list-style-type: none"> • Redlines of draft consultant deliverables • Advisory committee and Planning Commission/City Council meeting notices and agendas
6	(HCA/HPS) Adoption	<ul style="list-style-type: none"> • Additional drafts of HCA/HPS documents as needed • Presentation materials to explain final draft updates to the hearings body or bodies 	<ul style="list-style-type: none"> • Redlines of draft consultant deliverables • Hearings notices, agendas, and minutes

Below, from the Public Engagement Plan developed as part of Phase 1, is (1) a description of planned public engagement activities with activities planned as part of Phase 3 noted ***in bold italics*** and (2) a division of responsibilities between the consultant and City.

Engagement Activity	Description
Project Advisory Committee (PAC)	<p>The PAC will be composed of people involved in real estate development (nonprofit and for profit) and agency partners with existing industry knowledge and experience around housing and housing development. The City may extend invitations for additional optional attendees, beyond these stakeholders, such as community members with unmet housing needs. <i>The PAC is part of Phase 3 of the project.</i></p> <p>The PAC will provide feedback, insight, and ideas throughout the project. Meetings will be in person.</p>

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	<ul style="list-style-type: none"> ▪ Meeting 1: Project Kickoff and Buildable Lands Inventory ▪ Meeting 2: Preliminary Housing Needs and Land Sufficiency <p>Meetings 3 through 6 will primarily focus on housing measures and potential strategies to address housing need.</p> <ul style="list-style-type: none"> ▪ Meeting 3: Existing housing policy, barriers to accessing housing, and potential actions to overcome the barriers ▪ Meeting 4: Refine and narrow actions ▪ Meeting 5: Refine and narrow actions ▪ Meeting 6: Finalize strategies
<p>Interviews, focusing on groups affected by housing affordability issues</p>	<p>Consultant will conduct 5 to 6 interviews with people such as: service providers for people experiencing homelessness, members of the Hispanic/Latine community, service providers, policy makers, and residents of Wilsonville confronting housing affordability issues. The focus of the interviews is on people with unmet housing needs in Wilsonville, especially communities who are typically underrepresented in public discussions. <i>The interviews are part of Phase 3 of the project.</i></p> <p>Interviews will focus on better understanding nuances of unmet housing need, barriers to attaining affordable housing, barriers to developing housing including land and infrastructure constraints, opportunities for preservation of existing affordable housing, approaches to limiting displacement of existing residents, and approaches to addressing the issues identified through the project. Consultant will review interviews conducted for similar past projects and will work with City staff to develop questions for the interviews. Interviews will be held by phone, video conference, or in person.</p>
<p>Public Events</p>	<p>The project includes up to seven public events, some of which will be held in-person and some will be online. The events may include:</p> <ul style="list-style-type: none"> ▪ Draft HNCA Results and Public Survey. This will be online information where we present key findings of the HNCA and solicit feedback about accessing housing and potential high-level approaches to addressing unmet housing need. This includes Spanish translation of materials. (July-September 2023): Phase 2 ▪ Wilsonville Annual Block Party. This will be an in-person event where we present key findings of the HNCA, discuss participants' personal housing concerns, needs for future housing, and solicit feedback about potential high-level approaches to addressing unmet housing need. (August 25, 2023): Phase 2 ▪ Rent Burdened Public meeting. This will be an open meeting to the public that engages in meaningful conversation regarding renters that experience cost burden and severe cost burden and their unique housing needs. The findings from the Draft HNCA and Online Public survey will be presented for discussion. Discussion will focus on barriers to accessing housing and potential approaches to overcoming these barriers. The Wilsonville Planning Commission will host this public meeting as a Committee for Community Involvement event. (November 8, 2023) Phase 2 ▪ Public Event TBD. This will be a 2 hour in person event where we present key findings of the HNCA, discuss participants' personal housing concerns, and solicit feedback about potential approaches to addressing unmet housing need. (options include Farmers' Market, Back to School Night, etc.) Phase 2.

	<ul style="list-style-type: none"> ▪ Culturally Specific Community Event. This will be an in-person event where we present key findings of the HNCA, discuss participants’ personal housing concerns, and solicit feedback about potential approaches to addressing unmet housing need. Specific events and dates are still to be determined and will be discussed with the Wilsonville DEI Committee. <i>(Phase 3, schedule TBD)</i> ▪ Housing Strategies Open House. This will be an in-person event (possibly at a PC meeting) where we will present results of the HNCA and solicit feedback on the proposed housing strategies. <i>(Phase 3, schedule TBD)</i> ▪ Final results. This will be an online open house event where we will present results of the entire project and solicit feedback, focusing on the Housing Production Strategy. <i>(Phase 3, schedule TBD)</i> <p>We will work with city staff, the PAC, and the Wilsonville DEI Committee to solicit participation in the public events. Key informational materials will be made available in both English and Spanish to help educate the community about the goals and objectives of the project</p>
<p>Wilsonville Housing Conversation Guide</p>	<p>To obtain rich community feedback from residents who do not necessarily interact with the City’s traditional forms of input, the plan seeks to empower project participants to host conversations with friends, family, and colleagues to discuss housing needs and helpful supports the City could offer. <i>The Housing Conversations are part of Phase 3 of the project.</i></p> <p>The City will need to recruit people to host these conversations. Some source of hosts may include members of the DEI Committee, PAC members, decision makers, and other interested knowledgeable community members. Consultant will develop guidance for people hosting Housing Conversations. The guidance will provide background information about the project, instructions on how to host the conversations (including ideas for outreach), key questions for discussion, direction on documenting feedback from the discussions, and details about how to submit the results of the conversations (the key take-aways).</p> <p>Execution of Housing Conversations will be dependent on availability of funding and interest in community members and leaders to lead the conversations, with support from Consultant.</p> <p>Our estimate is that the Wilsonville Housing Conversations are concluded and the results of the conversations should be completed by summer 2024.</p>
<p>Planning Commission and City Council meetings</p>	<p>Consultant will present updates to the Planning Commission and City Council, including the final draft of the HNCA and HPS. The purpose will be to inform and educate the commission and Councilors of the findings, implications, and gather feedback that will be incorporated into the final HNCA and HPS. Once the final HNCA and HPS are complete the HNCA will go through a formal legislative process and the HPS may be formally adopted or acknowledged by resolution of the City Council. Consultant will provide presentation materials for this process but will not be otherwise involved in the hearing adoption process. Aside from the Planning Commission meeting in Phase 1 of the project, <i>these meetings are part of Phase 3 of the project.</i></p>

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Engagement Activity	Consultant Lead	City Lead
Project Advisory Committee Meetings (PAC)	Draft agendas and notices Meeting materials Logistics Facilitation Prepare meeting notes	Appoint committee members Obtain space for meetings Send notices and agenda Feedback on materials
Interviews	Interview questions Arrange & conduct interviews Interview Summary	Confirm list of groups and organizations Review and input on questions
Public Events	Activity format Secure place for events Advertise event Communications Logistics Event materials Facilitation Summaries	Obtain space for events when needed Post information to the City's website and social media Review event materials
Wilsonville Housing Conversations	Wilsonville Housing Conversation Guide Compiling results of the conversations Answering PAC member questions	Receiving feedback returned for each conversation Helping with logistics
Planning Commission and City Council meetings	Materials Facilitation	Notices and agenda Logistics Meeting minutes

Grantee Capacity:

The City of Wilsonville has planned this as part of the work program during the proposed project timeline, including planning adequate staff to manage and support the project. The City has a history of successfully managing grants with adequate staff capacity. Specific examples of recent successful housing-related grant projects managed by the same Wilsonville Planning staff that will be managing this project include:

- Equitable Housing Strategic Plan (2020) (Metro grant funded)
- Middle Housing in Wilsonville (2021) (DLCD grant funded)
- Engagement Framework Focused on Latinx Community (Metro grant funded)
- Frog Pond East and South Master Plan (2022) (Metro and DLCD grant funded)

Leverage:

Specifically for this project, the funding will leverage the City's commitment to fund a portion of City staff's time on the project as well as the City fully

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funding Phase 2 of the project during the gap between the State grant funding cycles from the 2021-2023 biennium and 2024-2025 biennium.

In addition, the State funding builds on and leverages a long-running work program in the City focused on housing as outlined under Project Objectives/Program Priorities above.