

**From:** [Hughes, Jennifer](#)  
**To:** [Phillips, Lori](#); [Bell, Cheryl](#)  
**Cc:** [Johnson, Dan](#); [Buehrig, Karen](#); [Fritzie, Martha](#)  
**Subject:** FW: Letter of support - DLCD grant application for HB2001 implementation  
**Date:** Tuesday, June 22, 2021 4:35:44 PM  
**Attachments:** [BCC Letter of Support DLCD HB 2001 Grant 2021\\_final.docx](#)

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Hi Lori and Cheryl,

I confirmed with Dan that this can go to Issues for next week, but as Dan is on vacation, Cheryl will be the presenter. I am also on vacation, but Karen and/or Martha can be available to provide support as needed.

**Jennifer Hughes** | Planning Director  
Clackamas County Planning and Zoning Division | 150 Beaver Creek Road | Oregon City, OR 97045 | 503-742-4518

**From:** Fritzie, Martha <MFritzie@clackamas.us>  
**Sent:** Tuesday, June 22, 2021 12:58 PM  
**To:** Johnson, Dan <danjoh@clackamas.us>  
**Cc:** Buehrig, Karen <KarenB@clackamas.us>; Hughes, Jennifer <jenniferh@clackamas.us> **Subject:** Letter of support - DLCD grant application for HB2001 implementation

Dan-

We would like to have the BCC sign the attached letter of support for a DLCD grant request to support public outreach for the code amendment work we will be doing for HB 2001. This letter is a requirement for the grant application. Can you please have this placed on ISSUES on the June 29<sup>th</sup> BCC Issues agenda? We need to submit the grant application by the next day, June 30<sup>th</sup>.

Clackamas County was awarded grant funds from DLCD in July of 2020 which were used to develop an initial public engagement plan to support the implementation of HB 2001. That award also funded multi-cultural outreach to build connections and explore how best to engage with communities not typically involved with land use planning, which, in Clackamas County, the consultants identified as the Vietnamese, Chinese, Slavic, Latinx, Native American, and Black communities.

As part of the grant-funded consultant deliverables received from the first DLCD grant, the county was provided recommendations for next steps in community engagement as the county moves into the code-writing phase of HB 2001 implementation. As was expected, these recommendations include continuing the dialogue with the Vietnamese, Chinese, Slavic, Latinx, Native American, and Black communities. As we have seen from past efforts to effectively engage multicultural communities, hiring members of each specific community increases involvement and creates meaningful opportunities for staff to listen to voices not always heard during outreach efforts.

Presently, we are wrapping up the outreach conducted using the first grant from DLCD, but that funding needed to be expended by June 18, 2021. DLCD has opened up a new round of funding that can be used to support work to implement HB 2001. The intent of our grant application is to build on the work recently completed and continue to implement multi-cultural outreach through the code amendment process.

This new request for funds will allow Clackamas County staff to deepen connections and continue outreach with the communities not usually involved with land use planning processes, and to implement the identified engagement activities during development and adoption of the HB 2001 code amendments into the county's Zoning & Development Ordinance (ZDO).

We are requesting \$60,000 in grant funding to support these activities.

Please let me know if you need anything else from me regarding this letter of support.

Thanks,  
Martha

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Martha Fritzie, Principal Planner  
Clackamas County DTD | Planning & Zoning Division  
150 Beavercreek Road | Oregon City, OR 97045

(503) 742-4529  
Office hours 7:30am to 6:00pm | Monday – Thursday

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# Grant Application Lifecycle Form

Use this form to track your potential grant from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

## \*\* CONCEPTION \*\*

*Note: The processes outlined in this form are not applicable to disaster recovery grants.*

### Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: Transportation and Development Application for:  Subrecipient funds  Direct Grant  
Grant Renewal?  Yes  No

**If renewal, complete sections 1, 2, & 4 only**

Name of Funding Opportunity: 2021-22 Planning Assistance Direct Grant Application - HB 2001 Code Assistance  
Funding Source:  Federal  State  Local: \_\_\_\_\_  
Requestor Information (Name of staff person initiating form): Martha Fritzie, Principal Planner  
Requestor Contact Information: mfritzie@clackamas.us  
Department Fiscal Representative: Diedre Landon, Administrative Services Manager  
Program Name or Number (please specify): Long Range Planning  
Brief Description of Project:

Inclusive and broad-based community engagement is essential throughout the process of revising our Zoning & Development Ordinance (ZDO) to implement the requirements of HB 2001. While staff will prepare updates to land use regulations in the Clackamas County Zoning & Development Ordinance (ZDO) to comply with HB 2001, we need consultant support to engage, inform, build understanding and gather input from the public regarding housing needs, including where triplexes, quadplexes, townhouses and cluster cottages would be appropriate. In July 2020, Clackamas County was awarded grant funds from DLCD to develop an initial public engagement plan to support the implementation of HB 2001. That award also funded multi-cultural outreach to build connections and explore how best to engage with communities not typically involved with land use planning. This new DLCD grant will continue to augment the work of county staff by providing consultant support for the public outreach, to ensure that communities not typically involved in planning discussions have the opportunity to continue to stay are engaged this process.

Name of Funding (Granting) Agency: Department of Land Conservation and Development

Agency's Web Address for Grant Guidelines and Contact Information:

Gordon Howard, Community Services Division Manager  
email - DLCD.GFGrant@State.or.us Website <https://www.oregon.gov/lcd/CPU/Pages/Community-Grants.aspx>

**OR**

Application Packet Attached:  Yes  No

Completed By: Karen Buehrig, Long Range Planning Manager June 29, 2021  
Date

**\*\* NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE \*\***

### Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant  Non-Competing Grant  Other Funding Agency Award Notification Date: \_\_\_\_\_  
CFDA(s), if applicable: [State Funding - not federal.]  
Announcement Date: \_\_\_\_\_ Announcement/Opportunity #: \_\_\_\_\_  
Grant Category/Title: DLCD Planning Assistance Grants Max Award Value: \$ 60,000  
Allows Indirect/Rate: No Match Requirement: Not required, but encouraged.  
Application Deadline: 06/30/2021 Other Deadlines: \_\_\_\_\_  
Grant Start Date: \_\_\_\_\_ Other Deadline Description: \_\_\_\_\_  
Grant End Date: \_\_\_\_\_  
Completed By: \_\_\_\_\_ Program Income Requirement: N/A  
Pre-Application Meeting Schedule: \_\_\_\_\_

**Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff**

**Mission/Purpose:**

1. How does the grant support the Department and/or Division's Mission/Purpose/Goals?

The grant supports progress toward the Strategic Results goals in DTD's MRF plan of :DTD customers will experience improved engagement regarding projects and policies, as evidenced by:  
By 2022, DTD will see an increase in underrepresented communities participating in project and policy community engagement efforts. [ADMIN]  
It will also support the Long Range Planning Program Strategic Result goal of: 75% of the adopted work program completed within the planned year

2. What, if any, are the community partners who might be better suited to perform this work?

The grant would support working with community partners to undertake public engagement with communities that typically are not involved in these type of projects.

3. What are the objectives of this grant? How will we meet these objectives?

The primary objective/goals of this grant are to: (1)Conduct outreach in a way that will build trust of government, (2) Continue to strategically collaborate with community partners by implementing recommended actions identified by multicultural outreach conducted in spring 2021; and (3) Advance socioeconomic, racial and transportation equity in the county through strategic collaboration with community partners, by ensuring the implementation of HB2001 will be responsive to the different needs of different communities.

4. Does the grant proposal fund an existing program? If yes, which program? If no, what is the purpose of the program?

If successful, in addition to funding a consultant to lead the public outreach, the grant will fund the staff time needed to manage, review and implement the consultant tasks on the HB 2001 portion of the Housing Strategies project.

**Organizational Capacity:**

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant timeframe?

Yes, the organization has adequate staff to manage the consultant hired using the grant funding. Yes, a consultant can be hired within the grant time frame.

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

No partnership efforts are required.

3.If this is a pilot project, what is the plan for sunsetting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

This is not a pilot program.

4. If funded, this grant would create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

The grant funds will not be used to create a new program.

**Collaboration**

1. List County departments that will collaborate on this award, if any.

DTD has been collaborating with Health, Housing and Human Service (H3S) on the Housing Strategies project, as well as with staff from the Public Health division and the Housing Authority.

**Reporting Requirements**

1. What are the program reporting requirements for this grant?

N/A

2. How will grant performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

Grant performance is evaluated through review of deliverables in the contract with the consultant.

3. What are the fiscal reporting requirements for this grant?

Grant funds are provided on a reimbursement basis for products in accordance with the reimbursement schedule specified in the grant.

**Fiscal**

1. Will we realize more benefit than this grant will cost to administer?

Yes, we will realize more benefit that this grant will cost to administer.

2. Are other revenue sources required? Have they already been secured?

No matching funds are required for this grant. Staff time for the Housing Strategies project is included within the 2021-22 Long Range Planning program budget

3. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, Local Grant, etc.)?

N/A - there is no matching requirement, but a match of some type is encouraged.

4. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

No -- they are not eligible. Grant funds may be expended only for direct project-related costs associated with the funded project. Eligible costs include salary of staff assigned to the project, consultant fees, postage, supplies, and printing. Equipment purchases and indirect costs, including general administrative overhead and software costs, are not eligible. Costs incurred prior to signing a grant agreement are not eligible project costs. This includes costs of preparing the grant application and preparing a statement of work for the grant agreement.

Program Approval:

Karen Buehrig	June 22, 2021	<i>Karen Buehrig</i>
Name (Typed/Printed)	Date	Signature

**\*\* NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR \*\***

**\*\*ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN.\*\***

**Section IV: Approvals**

<b>DIVISION DIRECTOR (or designee, if applicable)</b>		
Cheryl A Bell	06/23/21	cbell@co. clackamas.or.us
Name (Typed/Printed)	Date	Signature <small>Digitally signed by: cbell@co. clackamas.or.us DN: CN = cbell@co.clackamas.or.us Date: 2021.06.23 10:57:27 -07'00'</small>

<b>DEPARTMENT DIRECTOR or ELECTED OFFICIAL (or designee, if applicable)</b>		
Dan Johnson	6/23/2021	Dan Johnson
Name (Typed/Printed)	Date	Signature <small>Digitally signed by Dan Johnson Date: 2021.06.23 11:03:44 -07'00'</small>

<b>FINANCE GRANT MANAGER (or designee, if applicable; FOR FEDERALLY-FUNDED APPLICATIONS ONLY)</b>		
Elizabeth Comfort	6.23.2021	<i>Elizabeth Comfort</i>
Name (Typed/Printed)	Date	Signature

**Section V: Board of County Commissioners/County Administration**

*(Required for all grant applications. If your grant is awarded, all grant **awards** must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

**For applications less than \$150,000:**

<b>COUNTY ADMINISTRATOR</b>	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

**For applications greater than \$150,000 or which otherwise require BCC approval:**

BCC Agenda item #:  Date:

**OR**

Policy Session Date:

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County Administration Attestation

**County Administration: re-route to department contact when fully approved.**

**Department: keep original with your grant file.**

June 29, 2021

Gordon Howard, Community Services Division Manager  
Department of Land Conservation and Development  
DLCD.GFgrant@state.or.us

**Re: DLCD Grant Application for Continued Public Engagement Support for the Middle Housing Code Updates – Clackamas County**

To Grant Selection Committee:

The Clackamas County Board of County Commissioners strongly supports the *Continued Public Engagement Assistance for Middle Housing Code Updates* grant application submitted by the Planning and Zoning Division of Clackamas County. We approved the Department of Land Conservation and Development (DLCD) grant application submission on June 29, 2021.

Inclusive and broad-based community engagement is essential throughout the process of revising our Zoning & Development Ordinance (ZDO) to implement the requirements of HB 2001. In July 2020, Clackamas County was awarded grant funds from DLCD to develop an initial public engagement plan to support the implementation of HB 2001. That award also funded multi-cultural outreach to build connections and explore how best to engage with communities not typically involved with land use planning. That initial phase of outreach, completed in June 2021, has created a strong foundation for continued inclusive engagement as the county works through the process of developing and adopting HB 2001 zoning code language. This new DLCD grant will continue to augment the work of county staff by providing consultant support for the public outreach, to ensure that communities not typically involved in planning discussions have the opportunity to continue to stay engaged in this process.

We appreciate this opportunity to expand inclusive public engagement on this important topic. It supports our ability to apply an equity lens to the public engagement activities. These actions are needed to create successful and meaningful modifications of the DLCD model code to fit the unique needs in urban unincorporated Clackamas County by increasing the ability to engage, inform, build understanding and gather input from the public, especially those communities not historically engaged in these processes.

Thank you for your time and consideration.

Sincerely,

Chair Tootie Smith  
Clackamas County Board of County Commissioners