2007-2009 Periodic Review and Technical Assistance Grants
Department of Land Conservation and Development
APPLICATION

Please type or print

Date: _____   **Note: All Boxes below are check boxes.**

Type of Grant: ☐ Periodic Review ☐ Technical Assistance
☐ Technical Assistance Infrastructure

Applicant: _____

Address: _____

Phone: _____   **Fax:** _____

Contact Person and Title: _____

Email Address: _____

Amount of grant request: $ _____

Local Contribution (not required): $ _____

Project Title:

Abstract (Use up to 50 words to describe the project and products):

Project Narrative

(Please use additional sheets)

1. Goals and Objectives:

State the goals or overall purpose of the project. Describe particular objectives you hope to accomplish in terms of meeting planning, technical, or information needs beyond basic planning activities in your jurisdiction, or as appropriate, among partner jurisdictions. Please indicate whether this is a one-biennium, stand-alone project or is part of a longer, multi-year/multi-biennium program. If it is the latter, describe how this work would contribute to the longer-term project and how the work beyond this project would be funded.

2. Products and Outcomes:

Clearly describe the products and outcomes you expect from work under this grant. Briefly describe any anticipated significant effect it would have on development, livability, process efficiencies, compliance with federal requirements, socioeconomic gains, and other relevant factors. If the proposed project relates to work under a periodic review work program, identify the PR work task(s). If the project is part of a longer multi-year effort, please describe subsequent phases and expected results, any previous work completed, and how work beyond this project will be funded.

3. Work Program, Timeline & Payment (best if combined):

A. Tasks
List and briefly describe the major tasks and subtasks, in sequence of starting dates, the resulting products, and the status of products at the time of delivery (*e.g.*, adopted, hearing ready, draft).

B. Timeline
List beginning and end dates of project start-up, tasks, progress milestones, interim products, and project completion. If the project is to be part of a longer, multi-year effort, provide an overview of the expected timeline and describe subsequent phases to be completed.

C. Payment Schedule
Indicate a requested payment schedule, showing the number, timing, and amount of interim and final payments. Relate interim payments to products, if applicable.

4. Review Criteria

For Technical Assistance grant applications, include a statement in the narrative that addresses the approval criteria presented in the application instructions.

5. Project Partners

List other local governments, special districts, state agencies, or other entities, if any, that will participate in the project, and briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc).

6. Cost-Sharing, and Local Contribution

If the funds from the DLCD are only a part of overall project costs, identify sources and amounts of other funds or services that will contribute to the project's success. Cost-sharing (match) is not required on general fund grants, but will be a contributing factor to the success of the application, all else being equal. Describe the kinds and list the amounts of local contribution for the grant (see page 4 of this application).

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

Grant Budget Summary

	Grant Request	Local Contribution	Total Budget
Personal Services	$	$	$
Supplies	$	$	$
Contract services	$	$	$
Other	$	$	$
TOTAL	$	$	$

Explain "Other" expenses: Use additional paper to explain as necessary.

Grant Product Cost Summary
(Use Additional Sheets if Needed)

Product	Grant Request	Local Contribution	Total Budget
1	$	$	$
2	$	$	$
3	$	$	$
4	$	$	$
TOTAL	$	$	$

Please submit your application with all supplemental information to
Attn: Larry French, Grants Administrative Specialist
Community Services Division

Department of Land Conservation and Development   Phone: 503-373-0050 x283
635 Capitol Street NE, Suite 150   Fax: 503-378-5518
Salem, Oregon 97301   larry.french@lcd.state.or.us

For State General Fund Grants:

All contributions, whether cash or in-kind, shall be accepted as part of the grantee's matching or cost sharing when such contributions are:

a. Identifiable from the grantee's records,

b. Not included as contributions for any other grant or contract, and

c. Necessary and reasonable for proper and efficient accomplishment of project objectives.

In-kind contributions are made in some form other than money. They may represent the value of goods and services, which benefit the grant program and are specifically identifiable to that program. They may be made by the grantee, other public agencies, private organizations, appointed members of advisory committees, and/or individuals. Items which qualify as in-kind contributions and the methods for assessing their value include:

a. Volunteer services – Rates for volunteers should be consistent with regular rates paid for similar work in state and local government. If there is no similar work in state or local government, the rates should reflect the grantee's local labor market. When another employer donates an employee's regular services to the grantee, those services are valued at the employee's normal pay rate.

b. Contributed materials – This includes office supplies or other supplies directly related to the project. The price assessed should be reasonable. It should be based on fair market value when charged to the project.

c. Donated equipment, building, land or use of space – Include depreciation and use charges for equipment and buildings and fair rental charges for land.

d. Employees of other organizations – Services are within same skill for which employee is normally paid. Valuation: Employee rate including fringe but excluding overhead.

In-kind paid for in cash is accounted for by normal accounting procedures. However, in-kind for which you establish value should be accounted for as follows:

a. Services – Maintain record for those attending meetings; their hours, date and place of meeting, just as you record employee hours.

b. Documentation – Document your method of computing at the hourly rate for personal services and the cost of materials, equipment, buildings and land charges.

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