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**Echo 2023-2025 Grant Agreement**  
**Contract Obligations and Grant Tasks**  
**Organizational Meeting with City Manager**  
**February 23, 2024**

This memorandum provides a simplified outline of the Project Requirements and the Schedule, Products, and Budget from the Grant Agreement. Italicized notes are inserted after most items for discussion and agreement as to responsibility as well as to generate an understanding of the process. This listing of responsibility is identified to be submitted to DLCD in item 8a.

My intent is to use this memorandum throughout the grant to track accomplishment of both the Project Requirements and the Schedule, Projects and Budget listed below.

**Project Requirements:**

1. Grantee will produce and submit to DLCD those Products as specified in this Agreement and this Project Description and Budget.  
*This is a requirement of the City but will be executed primarily by the project consultant.*
2. Grantee will provide copies of all final Product(s) produced under this Agreement to DLCD in the manner described in this Project Description.  
*This is a requirement of the City but will be executed primarily by the project consultant.*
3. All reports, studies, and other documents produced under the Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD by bearing the following statement: "This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon."  
*This is a requirement of the City but will be executed primarily by the project consultant.*
4. Grantee will identify the location of the originals of any Product(s) if a copy is submitted to DLCD or if the product is one-of-a-kind document.  
*This is a requirement of the City but will be supported by the project consultant.*
5. Grantee will provide all letters, memos, reports, charts, products and maps produced under this Agreement in a digital media format.  
*This is a requirement of the City but will be primarily supported by the project consultant.*
6. Grantee will obtain DLCD approval of any chosen facilitator, contractor, or consultant before signing an agreement or contract to perform all or a portion of the Project.  
*DLCD knew going in that the primary consultant on this project would be Carla McLane Consulting, LLC. Correspondence will need to occur with DLCD related to the use of Anderson Perry for the GIS component of this work.*
7. Grantee will provide a legible copy of the signed agreement between the jurisdiction and the contractor no later than three business days after both parties have signed the agreement.  
*We haven't met the timeline for the agreement with Carla McLane Consulting LLC but we should be able to for the agreement with Anderson Perry for GIS work. Once the Organizational Meeting is*

*concluded, the Carla McLane Consulting LLC Agreement can be submitted by either the City or the project consultant.*

8. Grantee will complete the following by April 1, 2024:
  - a. Identify the name and e-mail address of those persons who will be completing the project and which of tasks listed under the Project Description for this Agreement they will work on.
  - b. Identify the name and e-mail address of those persons who are members of the PAC or other committee formed to carry out work on this Agreement.
  - c. Identify relevant impacted priority populations and devise a community outreach and inclusion plan.

*This can be accomplished by April 1, 2024, with either the City or the project consultant providing the requested information once it is known.*

9. Any final product must be proposed under Attachment D, Form 1, "Notice of Proposed Change," at least 35 days before the first evidentiary hearing as set forth in ORS 197.610 and OAR 660-018-0020, -0021, and -0022. The products must be adopted by the governing body and submitted under Attachment E, Form 2, "Notice of Adoption" as set forth in ORS 197.615 and OAR 660-018-0040.

*This is a requirement of the City but will be executed primarily by the project consultant.*

10. Grantee will consult closely with the DLCDC Grant Manager to ensure that adoption of Product(s) under the post-acknowledgment plan amendment process is completed on or before the Project End Date.

*This is a requirement of the City but will be executed primarily by the project consultant.*

11. A draft Product may be accepted for approval instead of an adopted Product when requested in writing and received in the DLCDC Salem office at least 60 days prior to Project End Date. The request will be reviewed and approved in writing by DLCDC if substantial progress has been made toward adoption and adoption is scheduled to occur on or before the date that is 120 days after the Project End Date.

*This is a contingency that is available should the project experience any bumps along the way.*

12. Any final draft product (e.g., ordinances, maps, websites, databases, supporting documents, and photographs) shall be a hearings-ready draft.

*This is a requirement of the City but will be executed primarily by the project consultant.*

13. Grantee will coordinate and provide notice to DLCDC, Umatilla County, and any other agencies and organizations identified as interested parties of public meetings, workshops, work sessions, and hearings to develop, review or approve products prepared under this Agreement.

*This is a requirement of the City but will be executed primarily by the project consultant.*

14. Grantee will consult with the DLCDC Grant Manager and any other entities in the development of Products and provide an opportunity for timely review of all draft Products.

*This is a requirement of the City but will be executed primarily by the project consultant.*

15. Grantee will submit written status reports throughout the duration of the project. These reports must indicate which tasks have been completed, which tasks are yet to be completed, and, if tasks are expected to be delayed beyond the identified schedule of completion, a description of the grantee's work plan to complete the tasks in a timely manner. Should grantee need to delay or eliminate tasks, the status report should include a request to amend the grant agreement accordingly. Progress reports must be submitted by July 1, 2024, and December 2, 2024.

*This is a requirement of the City but will be executed primarily by the project consultant.*

16. Payments under this Agreement may be reduced if Product(s) scheduled to be completed are not completed by the timeline provided in the Project Description. DLCDC's payment obligations under this Agreement are conditioned upon DLCDC receiving funding, appropriations, limitations, allotments or other expenditures authority sufficient to allow DLCDC in the exercise of its reasonable administrative discretion, to meet its payment obligations under this Agreement.

*This is an out if the Legislature should remove funding for the DLCD grants program.*

### **GIS Requirements**

17. If a new comprehensive map or zoning map is created or an existing map is revised or updated, the Product(s) must be submitted in an electronic form compatible with Environmental Systems Research Institute's (ESRI) file formats (coverage, shapefile or geodatabase).  
*This is a requirement of the City but will be executed primarily by the project consultant and the GIS consultant.*
18. Geospatial data should be free of topological errors and metadata must comply with the current State of Oregon Metadata Standards accessible at <http://www.oregon.gov/DAS/CIO/GEO/pages/standards/standards.aspx>, "Oregon GIS Data Standards and Best Practices." The projection of the data may be determined by the jurisdiction. All data should have the projection defined with the dataset and must be documented in the metadata.  
*This is a requirement of the City but will be executed primarily by the project consultant and the GIS consultant.*
19. DLCD may display appropriate Product(s) on its web interface including corporate GIS data generated under this Agreement and any additional data provided that is not specifically restricted into state agency databases, acknowledging that Grantee and agents of Grantee are not responsible for the accuracy of such data. DLCD may also share the data specifically generated under this Agreement with other agencies and organizations, as this is data that DLCD owns as Product(s) under Grant Agreement Section 11.  
*This is DLCD indicating that it will use the GIS data generated for this project.*
20. If GIS capability is not available to the Grantee, map Product(s) on digital media will be accepted with the written approval of the DLCD Grant Manager.  
*This would not be applicable.*

### **Schedule, Products, and Budget**

#### **Task 1: Equity and Inclusion Outreach Plan**

Equity and Inclusion Plan: This project component will be developed early and presented to the Project Advisory Committee (PAC) to ensure support. The consultant, with guidance from the PAC, will develop an inclusive outreach and engagement plan that supports participation of priority populations in steering or citizen advisory committees.

Review of the Plan's success would be evaluated concurrent with the adoption process.

**Task 1 Products:** Identification of impacted priority populations in project plan area, outreach and engagement plan for priority populations, an evaluation framework for inclusive participation.

**Task 1 timeline:** February 1, 2024 to February 20, 2024

**Task 1 budget:** \$2,500.00

*See included proposed Plan to meet this requirement.*

#### **Task 2: Comprehensive Plan Audit, Review and Edits**

Audit and review of the current Comprehensive Plan and interviews of staff and stakeholders.

**Task 2 Products:** Draft Comprehensive Plan audit with edit recommendations

**Task 2 timeline:** February 20, 2024 to January 31, 2025

**Task 2 budget:** \$7,500.00

**Task 3: Development Code Audit, Review and Edits**

Review of the current Development Code and interviews of staff and stakeholders would begin and review work and meetings of the Project Advisory Committee to occur.

**Task 3 Products:** Draft Development Code audit with edit recommendations

**Task 3 timeline:** February 20, 2024 to January 31, 2025

**Task 3 budget:** \$17,000.00

**P1 – Interim Payment**

Reimbursement **by July 1, 2024, of up to \$ 27,000.00** upon submittal of pre-task reports, the Product(s) listed in Tasks 1– 3. Submit Product(s) and a signed Attachment C, Request for Reimbursement Form on digital media to the Grant Manager and the Grant Administrative Specialist to the e-mail addresses listed in Attachment B, DLCD Contact Information.

**Task 4: Municipal Code Audit, Review and Edits**

Review of the current Municipal Code and interviews of staff and with review work and meetings of the Project Advisory Committee.

**Task 4 Products:** Draft Municipal Code audit with edit recommendations

**Task 4 timeline:** February 20, 2024 to January 31, 2025

**Task 4 budget:** \$5,000.00

**Task 5: Comprehensive Plan and Zoning Map Audit, Review and Edits**

Review of the current Comprehensive Plan and Zoning Map with review work and meetings of the Project Advisory Committee.

**Task 5 Products:** Draft Comprehensive Plan and Zoning Map audit results with edit recommendations.

**Task 5 timeline:** February 20, 2024 to January 31, 2025

**Task 5 budget:** \$7,500.00

**Task 6: UGB Expansion Report, and Equity & Inclusion Self-Assessment**

The work of updating the full suite of planning documents should clarify the needs for and timing of an urban growth boundary expansion.

Grantee to complete equity and inclusion self-assessment using evaluation framework developed in Task 1. Report describing grantee’s performance against its goals for inclusive outreach and engagement for the project to be provided to DLCD.

**Task 6 Products:** Draft UGB Expansion Report with Equity & Inclusion Self-Assessment

**Task 6 timeline:** August 1, 2024 to May 15, 2025

**Task 6 budget:** \$8,000.00

**P2 – Interim Payment**

Reimbursement **by December 2, 2024, of up to \$ 20,500.00** upon submittal of the Product(s) listed in Tasks 4– 6. Submit Product(s) and a signed Attachment C, Request for Reimbursement Form on digital

media to the Grant Manager and the Grant Administrative Specialist to the e-mail addresses listed in Attachment B, DLCD Contact Information.

**Task 7: Public Works Standards Audit, Review and Edits**

If deemed necessary, this work would be concurrent with Tasks 2 through 4.

**Task 7 Products:** Draft Public Works Development Standards audit with edit recommendations.

**Task 7 timeline:** February 20, 2024 to January 31, 2025

**Task 7 budget:** \$5,000.00

**Task 8: Adoption, all proposed amendments, and ancillary reports**

Adoption, starting with a Work Session and continuing with public hearings, would commence in February 2025 with anticipated adoption by the end of May 2025.

**Task 8 Products:** Adoption of updated Comprehensive Plan, Development Code, Municipal Zoning Code with Public Works Standards. In addition, adoption of a report to support the Future Urban Growth Boundary Expansion as an ancillary document to the Comprehensive Plan.

**Task 8 timeline:** February 1, 2025 to May 15, 2025

**Task 8 budget:** \$7,500.00

**FP – Final Payment**

Reimbursement of **up to \$12,500.00** and the balance of previously unused grant funds from P1 and P2 upon submittal of Product(s) listed in Tasks 7-8. Submit the Product(s) and a signed Attachment C, Final Closeout Form acceptable to DLCD on digital media to the Grant Manager and the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information **no later than May 31, 2025.**

**Budget Summary**

Task 1 – Equity and Inclusion Outreach Plan	\$2,500
Task 2 – Comprehensive Plan Audit, Review and Edits	\$7,500
Task 3 – Development Code Audit, Review and Edits	\$17,000
Task 4 – Municipal Code Audit, Review and Edits	\$5,000
Task 5 – Comprehensive Plan and Zoning Map Audit, Review and Edits	\$7,500
Task 6 – UGB Expansion Report, and Equity & Inclusion Self-Assessment	\$8,000
Task 7 – Public Works Standards Audit, Review and Edits	\$5,000
Task 8 – Adoption, all proposed Amendments and Ancillary Reports	<u>\$7,500</u>
<b>TOTAL</b>	<b>\$ 60,000</b>