Please respond to the following questions using 11 point black text and a standard font. Your total response (including the questions and headings as formatted below) must be limited to **6 pages**. Be thorough but succinct; it is not necessary to use all the space allowed. You may use text styles, bullet lists, or other formatting as needed to improve the clarity of your responses. Refer to the 2040 Grants Handbook for more detailed instructions regarding additional required attachments. PLEASE DELETE THIS BLOCK OF INSTRUCTIONS PRIOR TO SUBMITTING YOUR FINAL APPLICATION.

**Project:**

**Funds requested:**

**Project purpose and need**

1. Describe the geographic area to be concept planned and the housing or employment land need that the concept plan area is intended to fulfill. Correlate the housing or employment need to your documented future growth needs and how the plan will meet the long-term vision for the city. Describe how urbanization of the reserve area relates to any specific community plans and goals and maximizes existing community assets. Explain the desired timeline for an urban growth boundary expansion.

**Proposed scope of work**

2. Provide a bulleted list outline of the major project elements and deliverables needed to meet the requirements of Metro Code Section 3.07.1110 Planning for Areas Designated Urban Reserve. Briefly describe the scope for each phase, key deliverables and general timeframe to complete the project.

**Project manager**

3. Describe the skills and experience of the lead staff person who will manage all aspects of the grant project and oversee the project team’s collaboration and consultant work.

**Project partners and roles**

4. Clearly describe the roles and responsibilities of each of the key project partners. Describe the level of commitment from service providers to meet the goals of the project.

**Community engagement**

5. Describe how the community engagement strategy will utilize best practices to meaningfully engage neighbors, property owners, key stakeholders and historically marginalized communities. Specifically describe your approach for advancing racial equity and involving communities of color in the planning process. Provide examples the city has used or is currently using to meaningfully involve diverse community members in planning processes.

**Proposed project budget**

6. Use the budget table template provided to show the estimated project costs by major phase or element. The budget table should reflect the bulleted outline provided in #2. Indicate estimated cost for consultant work as well as other direct project expenses. In the space below, describe the methodology used for estimating project costs, and identify any additional funds (if any) that have been pledged by project partners or other sources.