Please respond to the following questions using 11-point black text and a standard font. Your total response must be limited to **6 pages**. A detailed project scope and budget may be included as attachments and do not count toward the 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](https://www.oregonmetro.gov/sites/default/files/2024/05/22/2040-Grants-2024-handbook_final_updated.pdf) for more detailed instructions regarding additional required attachments. PLEASE DELETE THIS BLOCK OF INSTRUCTIONS PRIOR TO SUBMITTING YOUR FINAL APPLICATION.

**Project Name:**

**Funds requested:**

1. **Project description**

Describe the proposed planning project, its intended purpose, and key desired outcomes.

1. **Link to development or redevelopment**

Describe how the proposed planning project will facilitate development or redevelopment within the urban growth boundary. In this context, development means new construction of buildings and structures and associated improvements (landscaping, parking, streets, etc.). Redevelopment means significant expansion or alteration to existing buildings to improve their capacity for occupancy. Redevelopment does not mean interior changes to an existing building (for example, tenant improvements are not considered redevelopment).

1. **Project readiness**
	1. **Capacity and expertise**
* Describe the staff members and any community partners that will lead and/or help facilitate the project. Explain how their capacity and level of expertise will enable them to oversee the work and implement the plan.
* Describe what type of technical or consultant support, if any, will be needed and the tasks that will be completed by consultants. Specific private firms should not be named in the application unless they have already been selected through a public procurement process.

* 1. **Project scope and schedule.** Provide a detailed scope of work that includes defined tasks, associated outcomes, and deliverables. For each task, include an estimated timeline. The scope should clearly identify all project milestones and each step necessary to achieve the desired outcomes for the work.

* 1. **Project budget.** Use the budget template provided to show the estimated project costs. The budget table should align with the scope of work and include the tasks and deliverables identified in question 3B. Indicate estimated costs for technical/consultant work as well as other direct project expenses. In the space below, describe the methodology used for estimating project costs, and identify additional funds (if any) that have been pledged by project partners or other sources.

* 1. **Project support.** Describe the support for the proposed project including how it aligns with other agency-led plans and projects, commitment by local government to implement the resulting plan, and leadership support.

1. **Community engagement**

Identify the communities that will be impacted by the proposed work and summarize available data or information about them (race, income, educational level, languages spoken, etc.). Describe the plan for conducting meaningful engagement with those communities, particularly with communities that have been historically under-represented in planning processes. Explain how and when engagement will occur throughout the project and how that input will impact project milestones. Be specific about how community input will be accurately reflected and how it will be used to impact final outcomes. If impacts are minimal or difficult to quantify, discuss how information about this work will be shared with the public to provide transparency.

Metro encourages mutually beneficial partnerships with community-based and non-profit organizations. Describe any plans for coordination with organizations or individuals who can serve as liaisons and trusted resources in the communities impacted by the proposed work. Include information about how those organizations will be selected and how their participation will be supported.

1. **Alignment with 2040 Growth Concept**

If the proposed project is within an identified land use designation per the [2040 Growth Concept map](https://www.oregonmetro.gov/sites/default/files/2023/12/14/2040-growth-concept-map-20231214.pdf), list the designation here (for example, project is within a designated center, station community, or is employment land). Describe how the proposed project will support one or more of [Metro’s six desired outcomes](https://www.oregonmetro.gov/six-desired-outcomes) for the region. Those desired outcomes include:

* Climate change adaptation or mitigation
* Advancement of racial equity
* Economic growth and prosperity
* Complete and vibrant communities
* Provision of housing options
* Safe and reliable transportation