**County Opportunity Grant Program**

**Pre-Application Worksheet**

for **“Planning Project”** Grant Requests

This worksheet is designed to help applicants prepare answers, in advance, for the COG online application. Once answers are competed here, they can be easily cut and pasted to the online application.

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**⦁ Brief Description of Project** (Please limit answer to 40 words or less.)

**⦁ Project Cost Estimates** (Prepare a project Budget that includes all main Work Elements and associated Costs):

NOTE: A line item for “**Contingency**” in the Project Budget is not permitted in this grant program. Please distribute any contingency amount throughout the entire project budget.

**⦁ Sources of Funding** (Include County Match participation and Grant request):

**⦁ Attachments** (Be prepared to upload the following attachments. If a Planning project is not directly related to a specific park site, we understand that some of the requested documents will not be relevant.) If an attachment is not relevant for the project, attach a WORD document as a placeholder that says *Not Applicable*.

* Construction Drawings / Concept Drawings
* Land Use Compatibility Statement
* Letters of Support
* Map – Location / Vicinity (Project location in relation to the State or County)
* Map – Park Boundary
* Map – Project Area (Project location in relation to the Campground or Park)
* Site Plan – Map of the actual project site
* Other (if needed)
* Photos (Photos of the proposed project site)
* Property Deed / Lease Agreement
* Resolution to Apply for a Grant – Completed

**⦁ Application Questions** (Please limit answers to each question to 400 words or less.)

**1. COUNTY PARKS OVERVIEW –** Please describe your county park system:

a) Size of park system, number of parks and park attendance figures (if available):

b) Predominant uses of county park system (camping, day use, etc.):

c) Location, size and major uses of the park associated with this grant request:

**2. PLANNING PROJECT DESCRIPTION -** Please describe the proposed project:

a) What type of planning project will this be, i.e., “park master planning,” or “feasibility study?”

b) What is the overall purpose for the plan or study?

c) Describe the basic contents and format of the plan?

d) Describe the methodology for developing the plan. Who will do the work? How will citizen input be obtained? Who will manage the plan to assure it is completed satisfactorily?

e) What are the proposed start and end dates of the planning project?

**3. NEED / BENEFITS OF THE PROJECT (10 Points) –** Please explain the need for, and the benefits of, the project:

a) What local or regional needs will be met, who will be the primary users of the project and how many people will benefit, annually?

b) How far away is the next closest campground or similar facility and what agency operates it?

c) What social, economic or other benefits will result from the project?

d) Will the project meet any needs identified in the Oregon Outdoor Recreation Plan (SCORP)?

**4. EXCEPTIONAL NEED (10 Points)**

a) Does your county have an exceptional need for a grant, such as limited parks operating budget, the lack of public camping opportunities within the county, or the overall lack of county parks and recreation areas and facilities? If so, please explain:

**5. PLANNING AND PUBLIC INVOLVEMENT (10 Points) -** Please describe any planning and public involvement efforts that led to the selection of the project, including:

a) The need for a park master plan or other county parks plans:

b) Citizen involvement through public workshops, meetings or hearings:

c) Involvement of county parks board or local citizens' committees:

d) Other public involvement:

**6. ACCESSIBILITY FOR PEOPLE WITH DISABILITIES (10 Points) –**

a) Does the County or Parks Department have an ADA Transition Plan?

b) How will ADA requirements be incorporated into your planning document?

**7. SOURCE OF FUNDING (10 Points) -** Please provide additional information about the sources of funding that will be used as the local match, including the following:

a) How firm is your local match - have the matching funds been committed to this project by your board or commission?

b) Describe any in-kind donations (volunteer labor, donated materials, etc.) in the project.

c) Will funds be available to begin development after the planning project is complete?

**8. SUSTAINABILITY (5 Points) –** Describe to what degree, and how, sustainability will be incorporated into this plan or study.

**9. DIVERSITY, EQUITY and INCLUSION (0-5 points) -** Diversity, equity, and inclusion strategies guide organizations to address inequity in the communities they serve, ensure diverse representation in the planning and decision-making process, and promote welcoming environments for all visitors, employees, and volunteers.

a) If your organization has an inclusion strategy or is working towards an inclusion strategy, describe that here. If applicable, describe your organization’s diversity, equity, and inclusion strategy as it relates to this project.

**10. READINESS TO PROCEED** – If this project is selected for funding, what will be the next step in the process? E.g. set planning goals, solicit bids, select a planning contractor, etc.

**11. ACTIVE AND PAST GRANTS PERFORMANCE -** Describe your performance and compliance with all active and past OPRD grant awards.