Oregon Community Assistance Planning Program

**Application for Community Planning Workshop**

The Oregon Community Assistance Planning Program (CAPP) provides free planning assistance to local governments and community-based organizations throughout Oregon who need planning support to address specific problems or challenges. The primary service CAPP offers is developing and facilitating a two-day Community Planning Workshop (see below for details). CAPP also offers early consultation to communities or organizations that need help exploring and outlining a community-based planning process, equitable community engagement, or other similar planning work. And we have specialized offerings for Oregon’s wildfire-impacted communities to assist with recovery planning. The ultimate goal of the program is to make planning resources available to organizations that would otherwise not have access to these services or expertise.

*This application is for requesting pro bono assistance with a two-day Community Planning Workshop. For those wishing to access our other consultation and wildfire-recovery planning services, please reach out directly to* [*deb@communitasplanning.com*](mailto:deb@communitasplanning.com)*, the CAPP lead, to discuss options and opportunities.*

Community Planning Workshop

A sampling of the types of planning a CAPP workshop could address: strategic planning, neighborhood visioning, housing strategies, natural hazard preparation, resiliency planning, urban design framework, transportation and parking, redevelopment strategies, economic development, main street revitalization, and/or resource protection. Other planning ideas are welcome.

The CAPP workshop is an intensive planning exercise, during which the chosen community will receive assistance from a team of experienced planning practitioners from around the state. The workshop will include opportunities for the community at-large and other stakeholders to engage in helping the CAPP team understand the planning challenge and develop recommendations. Each CAPP workshop will generally take several months to organize and complete, culminating in a two-day, onsite planning workshop. The planning services are provided free of cost, but host communities will need to cover travel expenses for the visiting planners and the small costs that come with hosting a community event (limited funding from OAPA may also be available to help defray volunteers’ travel costs).

How it works

1. **Identify the problem and sponsoring organization.** Applicant reviews evaluation criteria and completes the short application form below.
2. **Project selection.** CAPP volunteers will review applications to determine if the proposed idea is workable and there are adequate volunteer resources (see selection criteria below). A planner may contact you with additional questions or to discuss ways to shape the project to meet the program guidelines. Applicants should be notified of selection within two weeks of application.
3. **Meet the CAPP workshop team.** The CAPP leader will assemble a team of planning volunteers who have the skills needed to devise and carry out the workshop and work through problem solving with community members.
4. **Develop the project.** Once assembled, the CAPP workshop team will begin developing the project more completely and setting up the project in partnership with the host community. CAPP volunteers will meet with the host community (by phone or in person) to refine the problem statement, outline host’s obligations, and to plan the event. The team leader will draft an agreement for the host community that summarizes the goals and expected outcomes of the workshop. With assistance from the host community, the team will also develop a background summary memo that outlines existing conditions and further defines the planning problem.
5. **Schedule and organize the workshop.** Once a date is picked the host will reserve the work space, arrange any needed catering and supplies and, most importantly, organize and prepare community members to participate in the workshop. The team will draft the workshop agenda and assist with promotional materials.
6. **Hold planning workshop.** The CAPP team and host will engage stakeholders to develop community-based recommendations, including a step-by-step strategy for moving forward. While the actual agenda will depend upon the community and the problems to be solved, a general outline of activities may include group brainstorming, walking and/or driving tours, small group work on solutions, and a public open house.
7. **Implementation.** At the workshop the CAPP team will craft a presentation with recommendations and strategies for the defined problem statement. Host communities commit to pursuing implementation of ideas that come from the community process and/or CAPP recommendations, as suitable for their community. While feasibility and recommendations cannot be known ahead of time, the host communities enter the process with a commitment to pursue solutions to their community problem. CAPP team members are on-call to offer advice during implementation.

Selection Criteria

The CAPP workshop offers a considerable amount of work and expertise, but topics/projects must be focused enough to accomplish the objectives. The timing must also be right. The selection criteria outlined below provide guidance for how to submit a successful application.

* **Suitability for a CAPP workshop**: The project/concept put forward in the application is distinct and identifiable, and there is a reasonable expectation that the applicant is prepared to consider CAPP recommendations and take action to address the planning issues.
  + Is the community ready to address the issues or goals of the project? How will the CAPP build on previous efforts?
* **Commitment to community-based planning**. Applicant can demonstrate a willingness to conduct an open and public planning process.
  + Does your community have the ability and time to commit to implement solutions? What do you intend to change as a result of a project?
* **Alignment with planning objectives**. A project must primarily relate to the practice of and body of knowledge that constitutes the field of planning and intended to meet the CAPP objectives outlined herein. The project needs to be aligned with the principles, goals, and aspirations of the American Planning Association, Oregon Chapter of the APA, and the American Institute of Certified Planners.
* **Capacity to carry out the workshop**. The applicant has adequate staff and volunteer support to coordinate the logistics of the workshop and can describe the extent they are prepared to help with event and/or travel expenses.

OAPA Program Contact

If you have questions or need assistance with completing the application, please contact program volunteer, Deb Meihoff at [deb@communitasplanning.com](mailto:deb@communitasplanning.com) or 503.358.3404.

Application Form

**Section 1: Sponsoring organization and contact**

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| **Applicant:** The official name and contact information for the organization making the application. The primary contact should be the person who will be the main coordinating contact with the CAPP team. | |
| Sponsoring Organization |  |
| Primary contact |  |
| Title |  |
| Mailing Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Telephone Number |  |
| Website |  |
| Email |  |
| Other applicant contact(s), as applicable |  |

**Section 2: Identify the planning need**

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| Note the primary areas or issues your community is most interested in getting assistance with. |
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| Provide a brief description of your need for planning assistance. Briefly explain why it is important to the community. |
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**Section 3: Describe desired assistance**

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| What type of assistance are you most interested in receiving (e.g. site planning, sub-area planning, visioning, downtown planning, etc…)? |
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| What are your goals or desired outcomes for a one- or two-day workshop? |
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| Why is this the most appropriate time to work with a Community Assistance Planning team? |
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**Section 4: Discuss Commitment**

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| Describe the support within your community for a CAPP workshop (e.g., Council/Board support, adopted resolution, stakeholder support, etc…). Please also tell us about who is responsible for planning in your community and how or if they would be involved in this effort.  Are you willing and able to organize and publicize a CAPP workshop within the next year (as public health directives will allow)? |
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| Briefly describe the skills and availability of the primary contact for this project.  *CAPP projects are a collaborative effort. The primary contact person is a vital component to every project. The contact is responsible for many aspects of a project, including tasks such as: conducting outreach to ensure community participation, participating in coordinating phone calls with the CAPP team, organizing stakeholders for the workshop, securing locations and other local logistics, providing maps and other background materials, and other needs of the project.* |
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