

RDPO Project Pipeline

Capability Development Plan

The RDPO requires a Capability Development Plan for Work Groups submitting proposals that request recurring funding year over year. The purpose of the Capability Development Plan is to assist the Steering Committee in making deliberate and well-informed decisions about the funding of projects that may require multi-year funding from the RDPO. This includes any request in personnel, equipment, supplies, etc. over multiple years. This is an additional requirement and shall be submitted with the other application materials. All projects must also meet all requirements outlined in the application (e.g., equipment items are on the [FEMA Authorized Equipment List](#), project aligns with goals and objectives of [RDPO Strategic Plan](#), etc.).

An effective Capability Development Plan should improve the strength of the application by ensuring thorough justification, strategy development, and stakeholder coordination—and should address the following elements. If these requirements haven't been resolved by the Work Group, describe how your Work Group will resolve those questions and issues, including a timeline. Work Groups may use existing plans that cover some or all these elements, such as communications assessments or strategies and cybersecurity plans. Submit an addendum to address any elements that are not addressed in the existing plan.

Committee/Work Group/Task Force:

Concept Title:

Name and Email for Project Manager:

Total Amount of Funding Requested:

- 1. Describe the stakeholder group (e.g., members of your Work Group, other RDPO Work Groups, community partners, etc.) involved in development of this Capability Development Plan. All direct stakeholders should be involved in the development and approval of this plan.**

Your answer here.

2. **Describe the overarching capability¹ that will be built or enhanced by this multi-year project and how the need for this capability was determined. Also:**
- Why is it important to develop this capability?
 - If requesting equipment, why is the requested equipment critical to development of the capability?
 - If requesting FTE, describe the anticipated multi-year work plan.
 - What is the desired end state?

Your answer here.

3. **Describe each strategy or alternative the Work Group considered for meeting the desired capability. Explain why each strategy was accepted or rejected. Also:**
- Is it the Work Group's intent to eventually develop the full capability (i.e., meeting 100% of the need)? Please explain.
 - What resourcing or funding alternatives were considered?
 - Will the participants contribute funding or other resources to the development of the capability, for example, other funds, materials, or personnel time? Please describe.
 - If requesting equipment, estimate the quantity of equipment it will take to meet the entire need and estimate the schedule for procuring equipment (e.g. 10 pieces of equipment are required; we will purchase two pieces of equipment per year for the next five years). Describe how you developed this estimate.

Your answer here.

4. **If requesting equipment, describe the commitment of the stakeholders to support and maintain the equipment that may be purchased over multiple years as well as the underlying capability supported by the equipment.**
- Describe the extent to which organizations that may receive equipment in future funding cycles have been identified. List any organizations that will consider receiving equipment.

¹ The RDPO defines 'capability' as a distinct critical element or capacity in one or more of the RDPO's five mission areas of preparedness (Prevention, Protection, Mitigation/Resilience, Response, and Recovery) the RDPO partners have expressly decided to maintain or have expressed as a need or gap in the RDPO Strategic Plan and/or THIRA/Stakeholder Preparedness Reports. To receive a copy of the THIRA/SPR, contact Toni Slightam at tonia.slightam@portlandoregon.gov.

- Describe the extent to which these organizations have recognized and accepted responsibility for the ownership, maintenance, training, and administrative management (e.g., licensing, insurance, depreciation, etc.) of the equipment.
- Describe the plan for replacement of the equipment at end of life and the long-term maintenance of the underlying capability supported by the equipment

Your answer here.

5. **Describe any strategies the stakeholder group will use to minimize costs and ongoing reliance on RDPO-managed funds.**

Your answer here.