

# 2023 RDPO Project Pipeline Proposal Checklist



**Deadline for submitting proposals is November 30, 2022.**

This checklist is a tool to ensure complete proposals are submitted. Proposers do not need to fill out the checklist or submit it. Assistance is available by contacting Toni Slightam at [tonia.slightam@portlandoregon.gov](mailto:tonia.slightam@portlandoregon.gov).

## **All Applications Must Include:**

- [Project Concept Form](#)
- [Budget Form](#)
- [Project Management Plan](#)
- [Environmental and Historic Preservation Form](#) (Due March 1, 2023)
- A 5–8-minute presentation to the Program Committee (Dec 6 or Jan 10).

## **Some Applications Must Also Include:**

- [Capability Development Plan](#) (required only if the project requests recurring funding year over year.)

## **Other Requirements:**

- Every agency receiving funding must be NIMS compliant at the time of proposal submission.<sup>1</sup>
- Every proposal must be reviewed and approved by at least one RDPO work group. This must be documented by signature on the concept form.<sup>2</sup>
- All proposals must align with [Steering Committee Guidance](#).
- Proposals must describe a connection counterterrorism, response to a terrorist incident, or catastrophic disaster.<sup>3</sup>
- Proposals purchasing radio communications equipment must align with the [Oregon Statewide Communications Interoperability Plan \(SCIP\)](#).
- Implementing agencies must complete the annual federal [Cybersecurity Review](#) by December 31, 2022.
- Projects must be completed and billed within 24 months.

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<sup>1</sup> Projects approved for RDPO locally contributed funds may not require NIMS compliance.

<sup>2</sup> Proposals may be submitted directly by the Program or Steering Committee and those are not required to have workgroup approval.

<sup>3</sup> Projects approved for RDPO locally contributed funds may not require a connection to counter terrorism or responding to a terrorist incident.