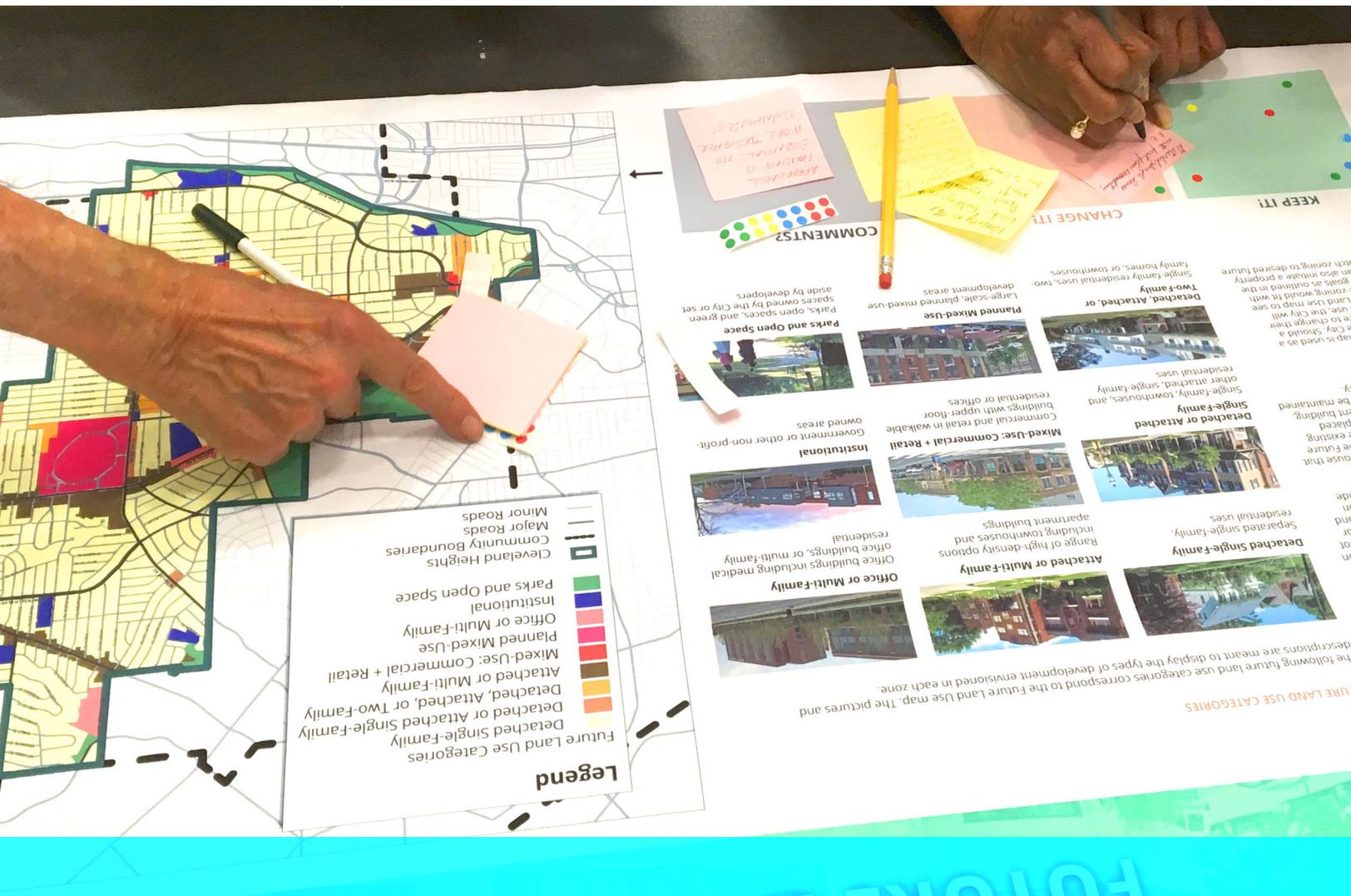


# PROGRAM MANUAL

## 2020 COMMUNITY PLANNING GRANT



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### REQUEST FOR APPLICATIONS

The Cuyahoga County Planning Commission (County Planning) is soliciting project applications for the 2020 Community Planning Grant Program.

### ABOUT COUNTY PLANNING

It is the mission of County Planning to inform and provide services in support of the short and long-term comprehensive planning, quality of life, environment, and economic development of Cuyahoga County and its cities, villages and townships.

County Planning functions as a public sector-based consulting agency with extensive, multi-disciplinary experience in providing professional planning services to local governments, County Departments, and other public agencies. This agency defines and studies issues, articulates visions, builds consensus, and identifies pragmatic implementation strategies to address issues that impact the quality of life of our region, our communities, and our future.

County Planning was established pursuant to Ohio Revised Code (ORC) Section 713.22 and reports to an independent governing body whose Members are appointed by the County Executive and County Council. County Planning provides a wide range of professional planning and technical services to its regional partners and the communities of Cuyahoga County. These services include, but are not limited to:

- Master Plans;
- Regional Studies & Plans;
- Corridor Studies;
- Zoning Codes & Maps;
- Community Surveys;
- GIS Mapping & Analyses;
- Data Research & Analysis;
- Economic Development Plans;
- Site Analyses;
- Environmental Action Plans;
- Development Plan & Subdivision Review; and,
- Grant Administration.

More information about County Planning, the services provided, and examples of current and completed projects can be found on our website at [www.countyplanning.us](http://www.countyplanning.us). All of these services are available to communities applying for this Community Planning Grant Program.

## GOAL OF THE COMMUNITY PLANNING GRANT PROGRAM

The primary goal of the Community Planning Grant Program is to further the mission of County Planning by offering in-kind professional services that can help strengthen local planning and promote best practices by developing and updating tools, strategies, and regulations that improve the environment, economic development, and quality of life for the residents, businesses, and visitors of Cuyahoga County. In turn, these activities will:

- Shape future development to match community priorities and needs;
- Prepare communities, residents, and businesses for the future;
- Provide opportunities for community input; and,
- Give a competitive advantage when communities are applying for grants and funding for project implementation.

## ELIGIBLE ACTIVITIES

Through the Community Planning Grant Program, County Planning staff will provide planning and technical services to complete various planning, zoning, and related technical projects proposed by Cuyahoga County communities. Historically this program exclusively provided services to develop and update community master plans. While this remains the focus of the program, both County Planning and county communities recognized a need for additional services that in many cases help implement the recommendations set forth in community master plans. As a result, the Community Planning Grant Program now offers a full range of services within the mission and capabilities of County Planning that respond to the diverse planning needs of the County. These activities include, but are not limited to:

- Community master plans;
- Corridor studies;
- Neighborhood / small area plans;
- Business district revitalization plans;
- Site profiles / economic analyses;
- Build-out analyses;
- Data mapping / spatial analyses;
- Zoning Code update, or amendment in whole or part;
- Updates to Zoning Maps and development of online resources;
- Park and open space planning and conceptual designs;
- Trail and bikeway planning;
- Sidewalk inventories;
- Walkability analyses;
- Parking studies;
- Pavement condition rating inventories; and,
- Community and business surveys.

Many current and past projects completed by County Planning can be found online at [www.countyplanning.us/projects/](http://www.countyplanning.us/projects/). Interested communities are encouraged to contact County Planning at (216) 443-3700 or [planning@cuyahogacounty.us](mailto:planning@cuyahogacounty.us) to discuss any project and its appropriateness for the Community Planning Grant Program prior to applying.

## ELIGIBILITY

All 59 communities in Cuyahoga County are eligible to participate, including those that have previously received awards. Cities, villages, and townships must be the primary applicant. Communities are encouraged to partner with local groups, organizations, or other neighboring communities. Only one application can be submitted per eligible community.

## AVAILABLE FUNDING (VIA IN-KIND SERVICES)

A minimum of \$150,000 in County Planning in-kind personnel costs and reasonable incidental costs are available for funding projects as part of this competitive Community Planning Grant Program. County Planning reserves the right to award funds in whole or part.

## SCHEDULE

The PY2020 Community Planning Grant Program schedule is as follows:

1. Application materials will be made available on May 21, 2020 on the County Planning website at [www.countyplanning.us/2020grants/](http://www.countyplanning.us/2020grants/).
2. Complete applications must be received by County Planning no later than **4:00pm on June 30, 2020**.
3. Awards will be made on or before August 5, 2020.

## SUBMISSION INSTRUCTIONS

Applicants must download and use the fillable PDF application document provided at [www.countyplanning.us/2020grants/](http://www.countyplanning.us/2020grants/) to complete the application.

Please submit proposals via email or hardcopy no later than 4:00pm on June 30, 2020 to the following:

Email: [planning@cuyahogacounty.us](mailto:planning@cuyahogacounty.us)  
Hardcopy: Cuyahoga County Planning Commission  
ATTN: Community Planning Grant Program  
2079 East 9th Street, Suite 5-300  
Cleveland, Ohio 44115

The application including any supporting materials shall not be longer than ten (10) pages.

## EVALUATION CRITERIA

Each application will be evaluated based on the following criteria totaling 100 points:

Implementation strategy and schedule	10 points
Creativity and innovation in approach and efforts to engage the community and/or regional collaboration	20 points
Demonstration of meaningful local and/or regional impact by project	35 points
Community need for planning or technical services	35 points

## ADDITIONAL CONSIDERATIONS

In preparing an application, please review the following additional considerations:

- This is a competitive grant program and only those applications that are submitted on-time and are complete will be considered.
- Depending on the number of responses to this request for applications and subsequent review, it may be necessary to conduct interviews with the highest-ranking applicants. The information provided in the interviews will be used to re-score the applications using the same evaluation criteria and determine the awardees.
- Upon notice of award, County Planning staff will work with each awardee to develop a mutually agreeable schedule. In this regard, it is expected awardees will be timely in their obligations to submit project agreements, schedule meetings, review documents, respond to questions and requests for information, and other activities.
- Grant recipients will be required to enter into a Memorandum of Understanding (MOU) with County Planning. A template copy of the MOU is attached to this Program Manual. Failure to execute an MOU with County Planning within 120 days of notice of the award may result in forfeiture of the award for the current program.
- Due to restrictions resulting from the COVID-19 pandemic, there are currently limitations on public gatherings. It is not known when these restrictions will be removed. However, while these restrictions are in effect, it is expected that all awardees are willing to engage in alternative public engagement activities that do not include traditional in-person public meetings and open houses. County Planning can help facilitate such meetings using its own resources and/or those of the awardee.
- This program provides in-kind professional planning and technical services through the use of County Planning staff to execute awarded activities. In providing such services, County Planning accounts for a limited amount of incidental costs, such as copying / printing costs and mileage reimbursement to staff for meetings and site visits. However, certain activities, if awarded, will result in more significant incidental costs. As an example, if a mailed community survey is requested it has associated printing and postage costs. In such cases, these costs will be paid by the awardee. Such expenses will be identified as part of the project evaluation and discussed with any potential awardee in advance of any award and identified in the execution of any MOU.

## QUESTIONS

Questions can be submitted to [planning@cuyahogacounty.us](mailto:planning@cuyahogacounty.us) or submitted using an online form provided at [www.countyplanning.us/2020grants/](http://www.countyplanning.us/2020grants/). Before submitting a question please visit the web link to determine if a response to a similar inquiry has been made. All questions and answers will be posted at the provided link within three (3) business days of receipt.



## County Planning

CUYAHOGA COUNTY  
PLANNING COMMISSION