



## Community Sustainability Partnership Program

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### Request for Applications for the 2018-2019 Academic Year

#### Summary

The University of South Florida (USF) is now accepting applications within its service area for participation in the USF Community Sustainability Partnership Program (CSPP). The goal of the program is to advance the livability and sustainability objectives of the selected community partner by engaging University faculty and students, through their coursework, in projects of strategic importance to the community. The successful applicant will benefit from thousands of hours of innovative applied research conducted by students under faculty supervision over a broad range of disciplines. As such, CSPP enables the selected community partner to tap into the vast network of USF resources, faculty expertise, and student innovation.

- **Service area:** The service area for this program includes the counties of Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota.
- **Community Partners:** Community Partners may include, but are not limited to, municipal and county governments, special districts, transportation authorities, regional-planning agencies, agencies planning community resilience and other non-profits, or a combination of entities.
- **Program period:** Applications are being accepted for the academic year 2018-2019. The collaboration will occur over two academic semesters: August 2018 to December 2018 and January 2019 to May 2019.
- **Program requirements:** Community partners must be prepared to support the effort through staff time and the payment of a fee.
- **Program fee:** Variable depending upon the number of community projects undertaken over the academic year (see Expected Financial Support and Staff Resources section).
- **Application Deadline:** Applications are due **January 19, 2018**. Please e-mail completed applications to Mazi Ferguson ([mferguson1@usf.edu](mailto:mferguson1@usf.edu)).

## What is CSPP?

CSPP is a USF initiative that engages students and faculty from multiple courses across the University in community-identified projects that relate to existing curricula. Project themes may include community resilience, transportation, environmental sustainability, public health, cross-cultural understanding, community engagement, and emergency planning to name a few. Projects may focus on a range of issues important to the community, such as urban reuse and brownfield redevelopment, food access and nutrition, multimodal transportation, parks and public spaces, age-friendly communities, economic opportunity, energy conservation and so on. Projects could take the form of asset/needs assessments, policy or design proposals, program evaluations, or economic feasibility analysis, any of which can translate into tangible results for the community partner.

## How does CSPP work?

The community partner will propose a variety of projects for students and faculty to address. Projects will then be considered for their applicability to the curriculum. The USF CSPP program manager and staff will work directly with USF faculty and the community partner to connect each project with an existing course through an iterative scoping process.

Faculty and undergraduate/graduate students engaged in CSPP courses will employ a variety of approaches to complete the project. Citizen and stakeholder engagement are typically conducted in order to fully understand area needs and the potential impacts of identified project proposals. Community partners will receive copies of student work throughout the semester, including design plans, data sets, needs assessments, or other course products as agreed upon in a Scope of Work between faculty and community partner project leaders.

Each individual project will conclude in a final deliverable that is presented to the community partner following course completion and transmitted as a final report. CSPP's dedicated management team will ensure efficient and effective communication between USF staff and the selected community partner throughout this process.

## Benefits of Participation

Multiple stakeholders benefit from the collaboration with USF, each gaining positive outcomes in unique ways. Benefits of participation with CSPP include:

### Community Partners

- Community partners receive a high return on investment with thousands of work-hours dedicated to high-priority projects in their communities.
- Community partners gain extensive access to the depth and range of knowledge, innovation, and expertise at USF on a multi-disciplinary level through a process coordinated by CSPP.

- Communities may gain media attention, resulting in a greater volume of visitors, tourists, and investors.
- Faculty/student projects typically explore a wide range of alternatives, often providing a broader and more creative set of solutions than might be feasible for departmental staff or consultants.
- Expands opportunities for open dialogue with residents, business owners, and policy makers and provides political space for policy makers to innovate.
- Innovative solutions energize the community and engage participation.
- Sustainable solutions to local needs help minimize strain on available resources and bolster economic vitality.
- Projects can act as a catalyst for comprehensive changes and partnerships with other organizations and stakeholders.

### Faculty and Students

- Students gain training for future employment. Experience with CSPP and its community partners helps to shape skills and knowledge of the future workforce.
- Interdisciplinary projects spark innovation and well-rounded perspectives on how to address the issues of today.
- Detail-oriented projects will help students hone skills in areas of interest.
- Relationships derived from CSPP result in networking opportunities with potential future employers.
- Faculty and students can make a difference in the quality of life of participating communities.
- Faculty members have increased opportunity for ongoing research and collaborations across disciplines.

### Identifying Appropriate Projects

A CSPP community partner should have staff and funding capacity to support approximately 6-10 community-related projects per semester. Because all projects may not have a suitable match to an existing course during the academic year, CSPP recommends that the community partner propose at least 15-20 projects for possible course placement per semester. CSPP will then find up to 10 faculty with existing courses for matches to the proposed projects. Including a large number and wide range of project options allows for easier and more specific placement of projects with appropriate courses. **Community partners are encouraged to cooperate with other entities (e.g. counties, school districts, private funders, foundations, or business organizations) to define projects and share costs.**

Prior to executing the agreement, CSPP representatives will maintain open dialogue with the community partner to ensure adequate project scope and scale. Modifications to the number

and nature of proposed projects may be necessary in order to match CSPP's capacity with the community partner's goals. All modifications will be agreed upon by both CSPP and the community partner. Projects may be matched with courses spanning a wide array of disciplines including, but not limited to:

- Aging Studies
- Anthropology
- Architecture
- Biology
- Business
- Communications
- Economics
- Emergency Management
- Engineering
- Geography
- Graphic Design
- Political Science & Public Administration
- Public Health
- Social Work
- Urban Planning

Projects must be of appropriate size and scope for the period in which they will be completed. Each project must be compatible with USF's semester schedule: Fall (August-December) and Spring (January- May). Project timelines should generally fit within a single semester. Projects spanning two semesters may be feasible where appropriate courses are available. CSPP and community partners will work together to complete a final Scope of Work for each project prior to the start of the semester. The Scope of Work will define the parameters of the project and clarify the responsibilities of the faculty, students, and community partner.

Strong support from the city/county/district executive leadership level is ideal. In addition, adequate resources, including funding and staff availability, are critical. We encourage applicants to consider their existing assets, short and long term goals, and changes happening in their communities. Taking into consideration the priorities of the community will produce the greatest impact.

### Project Deliverables

Each project will culminate in a final written report prepared by student groups, and reviewed by faculty. Final reports will be professionally printed. Students will also typically provide a visual presentation as a part of the overall deliverable. The written report will capture all aspects of the project over the semester. Example contents include: a detailed project description; an explanation of methods; an overview of results or findings; a detailed description of alternative student proposals, including stakeholder feedback and modifications informed by that feedback, and a comprehensive set of short and long-term recommendations.

## Timeline for Community Partner Selection and Program Implementation

CSPP projects are connected to the University of South Florida's academic calendar. It is therefore necessary that projects comply with semester timelines. Deadlines for community partner applications and project implementation are outlined below:

**January 19, 2018:** Final date to submit community partner applications. Applications must include a written proposal with a proposed project list, and a letter of commitment from executive leadership.

**February 2, 2018:** CSPP notification and confirmation of its choice for the 2018-19 community partner.

**March 2018:** Public announcement of 2018-19 CSPP community partner. CSPP and selected community partner begin matching proposed projects with academic courses and faculty.

**July 27, 2018:** CSPP and the selected community partner execute scopes of work for each project/course. The selected community partner transmits background information and documents for the projects to CSPP faculty.

**August 20 – December 6, 2018:** Fall courses work on CSPP projects. Final student deliverables for the Fall semester submitted to the community partner in January/February 2019.

**January 7 – May 2, 2019:** Spring courses work on CSPP projects. Final student deliverables for the Spring semester submitted to the community partner in June/July 2019.

**(Optional) Summer 2019:** CSPP follow-up support and communication with the community partner.

## Expected Financial Support and Staff Resources

The cost to community partners of participating in CSPP varies according to the number of projects and scope of work. The standard cost is \$10,000 per course/project. Services covered by the fee include: access to USF CSPP staff support and coordination; student and faculty site visits; compilation, printing, and distribution of final student reports; publicity and media attention; and hosting of kickoff and final events celebrating the partnership program and its results. USF encourages community partners to reach out to other public, private sector and nonprofit groups such as developers, business organizations, private foundations, and chambers of commerce, to access supplemental funding streams.

Community staff involvement is a critical factor of project success. The community partner must have (a) community coordinator(s), one or more representatives working closely with USF CSPP representatives. This person(s) will preferably be a city/county/district manager who has the ability to motivate staff to participate in the program. In addition to the community coordinator, the community partner will also be asked to identify specific project leads for each

project. The following describes in greater detail the roles and responsibilities of the community coordinator and each project lead.

### *Community Coordinator*

The community coordinator will serve as the primary liaison between the community partner and USF. They will work closely with the CSPP Manager to oversee administration and coordination of the project and to ensure the overall quality of the partnership. The community coordinator should expect to commit approximately .1 to .2 FTE hours weekly to the program. This may vary depending on how many CSPP projects are adopted for each semester.

### *Project Leads*

The community partner must assign a project lead for each project who will work closely with corresponding faculty and students assigned to that project throughout each term. The project lead will be responsible for compiling a scope of work in collaboration with USF faculty and overseeing the project to completion. Project leads typically dedicate .1 FTE hours a week per assigned project. Activities include supplying information and feedback to students, connecting relevant stakeholders with students and faculty, accompanying site visits when necessary, and participating in meetings and presentations of student work. Prior to the start of each semester, the project lead may need to supply students and faculty with project-related materials and documents, including but not limited to, GIS maps, community data sets, aerial photographs, architectural renderings, historical documents, and strategic plans.

## Application Components

Applications should include the following (see Exhibit A for additional details):

- **Cover Page**
- **Table of Contents**
- **Contact Information** – Provide the name of the organization, the city/council/district manager’s name, and contact information (email, phone, address, department, and staff role), in addition to the contact information for the Community Coordinator. Please include a list of identified or proposed partner organizations and briefly describe their roles in CSPP.
- **Statement of Intent** – Describe your interest in collaborating with CSPP, including overall goals and how CSPP may help in accomplishing those goals. Reference any sustainability action plan, strategic plan, or other adopted document that demonstrates a commitment to sustainability.
- **Potential Course/Project List** - Provide a list for each of the proposed projects for USF courses.
- **Project Details** – Provide a 1-3 paragraph summary of each project’s impact on the community. Also included should be a description of project goals, community issues

addressed, specific problems students may focus on, and suggested deliverables from CSPP-identified courses.

- **Supplementary Project Documentation** – Provide any additional details of each identified project. This includes, but is not limited to, maps of each project site or other visuals (if applicable), potential funding sources, and the role of potential partner organizations.
- **Financial Support** - State the dollar amount the applicant will commit to the program. Identify sources of funding and other pertinent details. The community partner’s cost for participation in CSPP is \$10,000 per course/project for 12 to 20 courses/projects annually. Although a formal commitment of funds is not required at the time of selection, include expected sources of funding in the application. It is anticipated that one-quarter of the funding will be delivered at the start of the academic year, one-quarter in December, and the remainder at the conclusion of the program.
- **Letters of Commitment and Support** - Attach a letter of commitment signed by an authorized signatory of the applicant (e.g., city/county/district manager) and associated letters of support from applicable stakeholders, such as the applicant’s elected governing body, identified or proposed third-party organizations, and identified or proposed funding entities (if applicable).

### Application Evaluation Criteria

Applications will be evaluated based on the following criteria:

1. **Project Relevance and Real Impact** – Projects are well formulated and directly relate to the short-term and long-term goals of the community partner. Projects have the potential for a measurable positive impact on the community. Ideally, the success of CSPP projects will be monitored after program completion. Does the applicant have a strategy for monitoring impacts or for communication with CSPP on future implementation of strategies?
2. **Top-Level Support** – City/Council/District Manager and elected officials are willing to direct staff to provide resources, devote time, and actively participate in CSPP projects.
3. **Diversity of Projects** – Applications include a diverse range of projects that span or relate to multiple academic disciplines. Do projects consider various stakeholder perspectives and have the potential for a comprehensive impact on the community?
4. **Community Engagement** - Application demonstrates a commitment to meaningfully and appropriately engage residents throughout the partnership as a means of integrating local knowledge, and strengthening and broadening support for sustainability efforts.

5. **Financial Support** – The financial contribution indicates community commitment and the value attributed to the partnership. Applicants are encouraged to seek partnerships to support their contribution (see #8).
6. **Academic Calendar and Logistics** – Projects must be compatible with USF’s academic calendar of two twelve-week semesters (fall and spring). For community partners with more than a two-hour travel time from Tampa, please describe any special arrangements to address issues of collaboration and coordination.
7. **Likelihood of Faculty and Course Match** – Projects must be within the capability of USF faculty and staff participating in CSPP. As a part of the application review, CSPP will identify and tentatively match each proposed project to USF faculty and existing courses. CSPP understands that applicants may not be familiar with USF courses; the selection committee will consider whether the potential exists to achieve a strong match.
8. **External Partnerships** – Projects that involve other organizations must indicate the lead organization, role of each external entity, and how the partnerships would function. Other organizations may include, but are not limited to, non-profits, research institutions and school districts.

## Contact Information

The CSPP contacts noted below are available to answer any questions you may have regarding the details of CSPP and associated applications. For further information visit our website at [www.usf.edu/cspp](http://www.usf.edu/cspp).

### **Lillian Wichinsky, Ph.D**

Director

Office of Community Engagement and Partnerships

[lwichinsky@usf.edu](mailto:lwichinsky@usf.edu)

### **Mazi Ferguson, MBA**

CSPP Program Manager

Office of Community Engagement and Partnerships

[mferguson1@usf.edu](mailto:mferguson1@usf.edu)

(813) 974-0697

## USF Community Sustainability Partnership Program: Example Proposal

### Sample Project Descriptions

#### Detailed Project Descriptions

##### A. Main Street Analysis and Retrofit

The Main Street neighborhood is situated between a large transportation corridor, bustling big box commercial center, and a large industrial warehouse area. It is a neighborhood with very few traditional residential nuances and is often plagued by above average levels of criminal activity. This may be a multi-term or phased project with phase 1 resulting in students researching the area to identify the negative and positive characteristics and related trends and phase 2 determining design ideas and actions to positively respond to or change development habits.

This information might be used in a multitude of ways, ranging from increased social outreach and program development to the implementation of specific design standards aimed at changing the identified negative trends.

Supporting Council Goal(s):	To Encourage Community and Economic Development Revitalization; To Effectively Create a Positive Environment that Values Diversity and Encourages Inclusion; To Enhance Public Safety; To Preserve the Hometown Feel, Livability and Environmental Quality
Student Deliverable(s):	Main Street Neighborhood Analysis, Re-Design Concepts
Partnering City Department(s):	Economic Development, Public Works, City Manager's Office
Department(s) Contact Information:	John Smith, Director, Economic Development; (234)123-4567, <a href="mailto:john.smith@csppcity.org">john.smith@csppcity.org</a> Jane Doe, Director, Public Works; (234)765-4321, <a href="mailto:jane.doe@csppcity.org">jane.doe@csppcity.org</a>
Potential Funding Source(s):	General Fund, CRA Funding

##### B. Bike Path Connectivity Plan

The City's Park and Recreation Department is responsible for maintaining the City's bike paths. The current bike path system is disconnected, with multiple dead ends and paths that were not necessarily developed in congruence with one another.

Students would analyze the current bike path system, identifying the dead ends and gaps and propose connections to make the system complete. This would be a system-wide project, including areas not yet incorporated into city limits. A possible final product would include a Bike Path Connectivity Plan to be reviewed and potentially adopted into future plans.

Supporting Council Goal(s):	To enhance public safety; To maintain and improve infrastructure and facilities; To Preserve the Hometown Feel, Livability and Environmental Quality
Student Deliverable(s):	Bike Path Inventory and Analysis, Bike Path Connectivity Plan
Partnering City Department(s):	Parks and Recreation Department, Planning and Development Department
Department(s) Contact Information:	John Smith, Director, Parks and Recreation; (234)123-4567, <a href="mailto:john.smith@csppcity.org">john.smith@csppcity.org</a> Jane Doe, Planning Manager, Planning and Development; (234)765-4321, <a href="mailto:jane.doe@csppcity.org">jane.doe@csppcity.org</a>
Potential Funding Source(s):	General Fund

# Sample Financial Support Document



## City of [REDACTED] CRA Agenda Item

Meeting Date:

June 6, 2016

Presenter: [REDACTED] Director Department: Community Redevelopment Agency

Title: University of South Florida Community Sustainability Partnership Program

**OBJECTIVE:**

The [REDACTED] Community Redevelopment Agency (CRA) wishes to partner with the University of South Florida to plan for the reduction of reduce slum and blight in the CRA area.

**BACKGROUND –**

[REDACTED] is very interested in receiving the outside third-party expertise that the University of South Florida's Community Sustainability Partnership Program can provide. This partnership will strengthen [REDACTED]'s commitment to sustainable community growth and development. Areas of key interest include community health, safety, conservation, economic opportunities and social advancement.

[REDACTED] wishes to focus on sustainable development practices that encourage energy and utility efficiency and the reduction of greenhouse gases. The USF CSPP can assist the City organize and develop aligned land use and multimodal policies and practices. The University program can also assist the City identify existing utility systems and future sustainable protocols.

With the adoption of its Community Redevelopment Agency, the City signaled its desire for a sustainable community. Public entities, such as the CRA, are created and governed through mandates (Federal, State and local laws) that establish a mission and minimum benchmarks for financial, legal and ethical professionalism. Accountability to those benchmarks is crucial for the Agency's sustainability, mission effectiveness and health.

With the Assistance of the USF CSPP, the CRA looks forward to refining its mission related performance. The CRA is particularly interested in economic development and housing sustainability as it relates to a healthy tax base.

The [REDACTED] Community Redevelopment Advisory Board recommends that the Downtown Studio including Historic Preservation, Water sensitive urban design, Transportation Design, Community Wayfinding and App, Land Development Codes, Downtown Incentives, Downtown Design Code, Community Engagement and the Multimodal Linear Park and Housing Plan relate to the CRA Plan and should be fully funded by and placed under the authority of the CRA.

The [REDACTED] Community Redevelopment Advisory Board also recommends that the Comprehensive Plan Multimodal Element, Victimology, Community Policing Evaluation also relate to the intent of the CRA Plan and should be partially funded in partnership with the City of [REDACTED] with CRA participation.

## Sample Financial Support Document

Budget Amount:  Budget Page:  Available Amount:  Expenditure Amount:

Additional Budget Information:

Funding Source(s):  Sufficient Funds Available:  Yes  No Budget Amendment:  Yes  No Sources:

City Attorney reviewed:  Yes  No  N/A Advisory Board Recommendation:  For  Against  N/A Consistent With:  Yes  No  N/A

Potential Motion/Direction Requested:

**MOTION:** Move that the Downtown Studio including Historic Preservation, Water sensitive urban design, Transportation Design, Community Wayfinding and App, Land Development Codes, Downtown Incentives, Downtown Design Code, Community Engagement and the Multimodal Linear Park and Housing Plan relate to the CRA Plan and should be fully funded by the CRA and placed under the authority of the CRA.

**MOTION 2:** Move that the Comprehensive Plan Multimodal Element, Victimology, Community Policing Evaluation also relate to the intent of the CRA Plan and should be partially funded in partnership with the City of Palmetto with CRA participation.

Attachments:

Exhibit A

# Community Sustainability Partnership Project

2018-2019

Proposal for:

## Table of Contents

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## Contact Information

### Primary Application Contact

Name:

Staff Role/Department: ,

Address:

Phone Number:

Email Address:

### Community Coordinator

Name:

Staff Role/Department: ,

Address:

Phone Number:

Email Address:

### Proposed Partner Organizations

# Statement of Intent

## Project List

A. Project Name	AA.
B.	BB.
C.	CC.
D.	DD.
E.	EE.
F.	FF.
G.	GG.
H.	HH.
I.	II.
J.	JJ.
K.	KK.
L.	LL.
M.	MM.
N.	NN.
O.	OO.
P.	PP.
Q.	QQ.
R.	RR.
S.	SS.
T.	TT.
U.	UU.
V.	VV.
W.	WW.
X.	XX.
Y.	YY.
Z.	ZZ.

## Project Details

### Project A.

Project Goal(s):	List the goals of the proposed project.
Student Deliverable(s):	Identify desired student deliverables for the proposed project.
Partnering City Department(s):	List the City Department(s) that will be involved in the proposed project.
Department(s) Contact Information:	Provide contact information for the City Department(s) listed above.
Potential Funding Source(s):	List potential funding sources for the proposed project.
Additional Information:	Provide any additional information related to the proposed project.

### Project B.

Project Goal(s):	List the goals of the proposed project.
Student Deliverable(s):	Identify desired student deliverables for the proposed project.
Partnering City Department(s):	List the City Department(s) that will be involved in the proposed project.
Department(s) Contact Information:	Provide contact information for the City Department(s) listed above.
Potential Funding Source(s):	List potential funding sources for the proposed project.
Additional Information:	Provide any additional information related to the proposed project.

# Project Supplements

Project A.

Project B.

Project C.

# Financial Support

## Letters of Commitment and Support