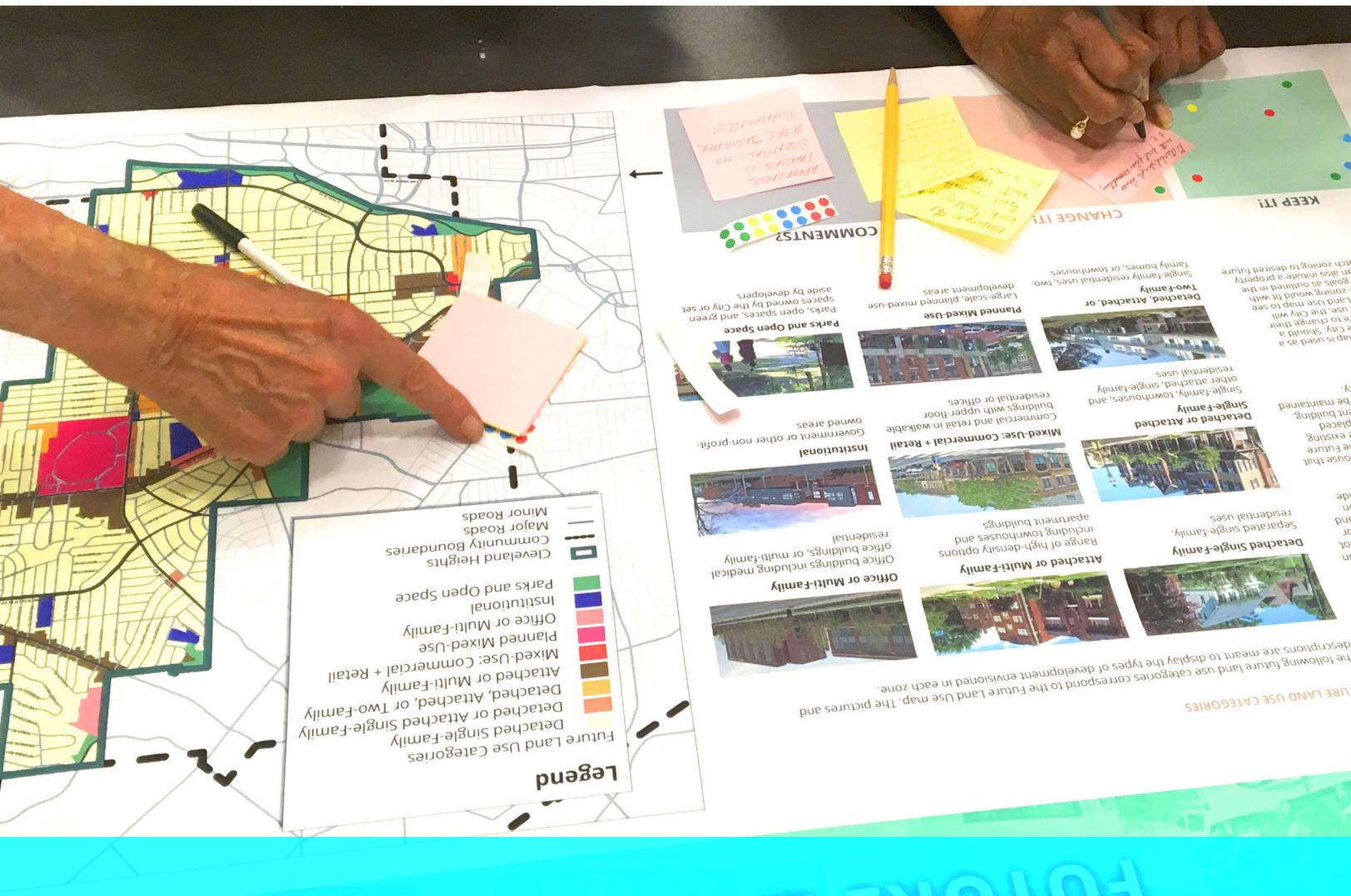


PROGRAM MANUAL

2022 COMMUNITY PLANNING GRANTS



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REQUEST FOR APPLICATIONS

The Cuyahoga County Planning Commission (County Planning) is soliciting project applications for the 2022 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. The County Executive appoints eight (8) members, County Council appoints two (2) members, and the City of Cleveland nominates one (1) member that is then approved by the County Executive. 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 Reviews;
- 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.

GOAL OF THE COMMUNITY PLANNING GRANT PROGRAM

The primary goal of the Community Planning Grant Program is to further the mission of County Planning. Offering our planning services can help strengthen local planning and promote best practices. We help develop and update tools, strategies, and regulations to improve the environment, economic development, and quality of life for the residents, businesses, and visitors of Cuyahoga County. These activities will:

- Identify short-and-long range goals to match community priorities and needs;
- Prepare communities, residents, and businesses for the future development;
- Provide opportunities for community input and engagement; 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. Based on feedback from communities and given limited resources for full-scale master plans, County Planning is limiting eligible activities to more targeted planning projects in the 2022 Community Planning Grant Program. Eligible activities include planning and zoning projects focused on targeted geographical areas, corridors or topics, including, but not limited to, the following:

- Corridor studies;
- Neighborhood/Small Area Plans;
- Business District Revitalization Plans;
- Build-out Analyses;
- Data Mapping/Spatial Analyses;
- Target Zoning Code or Chapter Updates
- Updates to Zoning Maps and Development of Online Resources;
- Park and Open Space Planning
- Active Transportation Planning
- Sidewalk Inventories;
- Walkability Analyses; and,
- Community Surveys

The following project types are ineligible and not being considered for funding for the 2022 Community Planning Grant Program:

- Community-wide master plans
- Comprehensive zoning code updates

Many current and past projects completed by County Planning can be found online at www.countyplanning.us/projects/. Interested communities are encouraged to contact Jim Sonnhalter at County Planning at (216) 443-3713 or jsonnhalter@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

As part of the Community Planning Grant Program, County Planning reserves the right to award funds, in whole or in part, for in-kind professional planning services, personnel costs, and reasonable incidental costs for those projects selected. Based on the recent survey results, 70% of respondents indicated they had an ability to contribute to the cost of their project if selected through this competitive program. In Program Year 2022, County Planning will require communities to pay 20% of the total project, which will be determined once a scope of services is mutually agreed upon. However, County Planning reserves the right to reduce or waive the required contribution for communities that have a significant percentage of their population located in a Cuyahoga County identified Equity Zone. This is part of County Planning's commitment to address historic inequities by providing services at a reduced cost to those areas. See Cuyahoga County Equity Zone Map [here](#). More details will be available to the communities prior to entering into a Memorandum of Understanding (MOU) with County Planning.

SCHEDULE

The PY2022 Community Planning Grant Program schedule is as follows:

- Application materials will be made available on September 15, 2022 on the County Planning website at www.countyplanning.us/2022grants/.
- Deadline for questions is Friday, September 30, 2022.
- Complete applications must be received by County Planning no later than 4:00pm on October 14, 2022.
- Awards will be made on or before December 15, 2022.

EVALUATION CRITERIA

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

- Detailed Project Description (20 points);
- Creativity, Innovation and Engagement (20 points);
- Community Need and Support (30 points);
- Project Impact (20 points); and
- Diversity, Equity and Inclusion (DEI) (10 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 scope and 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 MOU with County Planning. 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 ongoing and ever-changing restrictions resulting from the COVID-19 pandemic, it is expected that all awardees are willing to be flexible in exploring alternative public engagement activities for the project, if restrictions are placed on traditional in-person public meetings and open houses. County Planning can help facilitate virtual meetings as needed throughout the project.
- Utilizing County Planning staff, this program provides in-kind professional planning and technical services to execute awarded activities. In providing such services, County Planning accounts for a limited amount of incidental costs, such as copying and printing costs, as well as mileage reimbursement to staff for meetings and site visits. However, certain activities, if awarded and mutually agreed upon, 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 Memorandum of Understanding (MOU).

SUBMISSION INSTRUCTIONS

Applicants must download and use the fillable PDF application document provided at www.countyplanning.us/2022grants/ to complete the application. The application including any supporting materials shall not be longer than twelve (12) pages.

Please submit proposals via email or hardcopy no later than 4:00pm on October 14, 2022 to the following:

Email: planning@cuyahogacounty.us

Hardcopy: Cuyahoga County Planning Commission
ATTN: Community Planning Grant Program
2079 East 9th Street, Suite 5-300
Cleveland, Ohio 44115

QUESTIONS

Deadline for questions is Friday, September 30, 2022. All questions should be submitted to jsonnhalter@cuyahogacounty.us. Before submitting a question, please visit the Community Planning Grant Program website at www.countyplanning.us/2022grants/ 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