

2026 COMMUNITY PLANNING SERVICES PROGRAM (CPSP) MANUAL

Request for Applications

The Cuyahoga County Planning Commission (County Planning) is soliciting project applications for the 2026 Community Planning Services Program (CPSP). Formerly known as the “Community Planning Grant Program,” the CPSP continues our practice of providing professional planning and technical services at a reduced cost for awardees.

About County Planning:

Our Vision - *Inspiring all of our communities to thrive.*

Our Mission - *To advance Cuyahoga County's social, economic, and environmental health through equitable community planning.*

Our Core Values - *Inclusion, Collaboration, Communication, Accountability, Respect, and Excellence*

County Planning is an independent public agency with extensive, multi-disciplinary experience in providing professional planning services to local governments, County Departments, and other public agencies. Our 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 eleven (11)-Member independent governing body. Eight (8) members are appointed by the County Executive and confirmed by County Council; the County Executive (or his appointment); and two (2) members of County Council appointed by the Council President.

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:

- Community Master Plans;
- Regional Studies & Plans;
- Corridor Studies;
- Zoning Codes & Maps;
- Community Surveys;
- GIS Mapping & Analyses;
- Data Research & Analyses;
- 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 Services Program

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

- Identify short-and-long range goals to match community priorities and needs;
- Prepare communities, residents, and businesses for future development;
- Provide opportunities for community input and engagement; and,
- Give a competitive advantage when communities are applying for grant funding for project implementation.

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 Community Development Corporations (CDCs) or other organizations, or other neighboring communities. Only one application can be submitted per eligible community.

Eligible Activities

Through CPSP, County Planning staff will provide planning and technical services to complete various planning, zoning, and related technical projects proposed by Cuyahoga County communities. Eligible activities include both community-wide projects and targeted planning projects that focus on specific geographic areas, corridors, or topics. Eligible projects include, but are not limited to, the following:

- **Community Plans**
 - Master Plans* (a maximum of two will be awarded);
 - Transit-Oriented Development (TOD) Planning and Zoning;
 - Corridor Studies, including multi-jurisdictional efforts;
 - Neighborhood/Small Area Plans;
 - Business District Revitalization Plans;
 - Park and Greenspace Inventories, Assessments, and Open Space Planning;
 - Active Transportation Planning;
- **Technical Services**
 - Data Mapping/Spatial Analyses;
 - Targeted Zoning Code Analyses or Chapter Updates (e.g., Overlay Districts, Model Sign Codes, Parking Standards, Accessory Dwelling Units (ADUs), and Sustainability (e.g., EV Charging, Solar Panels);
 - Updates to Zoning Maps and Development of Online Resources;
 - Community Surveys.

*With one exception—Communities that have completed a Master Plan through this program within the last ten (10) years are ineligible to apply for another Community Master Plan.

Projects that complement regional plans, Countywide development efforts, and/or strategic initiatives, as well as those projects that promote the implementation of local or multi-jurisdictional planning efforts are encouraged. Examples of regional initiatives include the Cuyahoga Greenways Plan, Lakefront Public Access Plan, Transit-Oriented Development Zoning Study, and Single-Family Zoning Analysis.

Current and past projects completed by County Planning can be found online at www.countyplanning.us/projects/. Interested communities are encouraged to contact Planning Manager Jim Sonnhalter at (216) 443-3713 or jsonnhalter@cuyahogacounty.gov prior to applying to discuss any anticipated project and its appropriateness for the Community Planning Services Program.

Available Funding

Through the Community Planning Services Program, County Planning provides in-kind professional planning services to awardees but does not provide direct funding. County Planning reserves the right to award services, in whole or in part, for professional planning services, personnel costs, and reasonable incidental costs associated with projects. Based on past survey results, 70% of community respondents indicated they had an ability to contribute to the cost of their project if selected through this competitive program.

In Program Year 2026, County Planning will require communities to contribute up to 50% of the estimated project cost, 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 substantial resident populations that meet the criteria for Low-to-Moderate Income (LMI) as established by the U.S. Department of Housing and Urban Development (HUD). Reducing the percentage of contributory project cost for such communities demonstrates County Planning's commitment to advance Cuyahoga County's social, economic, and environmental health through equitable community planning. Please note that applications will be evaluated on how existing LMI populations are proposed to be engaged in the planning process. See Cuyahoga County Low-Mod Block Group Community Table on page 6 of this document. More details will be available to the communities prior to entering into a contract with County Planning.

Schedule

The 2026 Community Planning Services Program schedule is as follows:

- **Monday, April 20, 2026** – The application materials will be made available on the County Planning website at www.countyplanning.us/2026csp/.
- **Friday, May 8, 2026** – Applicants have until this date to ask questions about the grant and grant application process.
- **Wednesday, May 20, 2026, no later than 3:00 PM** – This is the **deadline** for submission of applications to County Planning.
- **By Wednesday, July 1, 2026** – CPSP awards will be announced.

Evaluation Criteria

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

- Detailed Project Description (up to 30 points);
- Priority, Capacity, and Support (up to 30 points);
- Project Impact (up to 25 points); and
- Community-wide Engagement (up to 15 points)

Additional Considerations

When preparing the application, please consider the following:

- This is a competitive program and only applications that are completed and submitted on time will be considered.
- Depending on the number of responses to this request for applications and subsequent review, it may be necessary for County Planning 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 agreed upon Scope of Work and schedule. It is expected that 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. Please note that County Planning reserves the right to determine project start dates based upon its current and ongoing project commitments.
- Awardees will be required to enter into a contract with County Planning, and that contract will need to be approved by the County Planning Commission Board. Failure to execute a contract with County Planning within 120 days of notice of the award may result in forfeiture of the award for the current program year.
- Utilizing County Planning staff, this program provides professional planning and technical services to execute awarded activities at a reduced cost. 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, a mailed community survey, if requested, 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 prior to the final agreed upon scope of services and the execution of a contract.

Submission Instructions

Applicants must download and use the fillable PDF application document provided at www.countyplanning.us/2026csp/ to complete the application. The application, including any supporting materials, can be no longer than twelve (12) pages.

Submit proposals via email or hardcopy **no later than 3:00 PM on Wednesday, May 20, 2026**, to:

Email: info@countyplanning.us
Hardcopy: Cuyahoga County Planning Commission
ATTN: Community Planning Services Program
2079 East 9th Street, Suite 5-300
Cleveland, Ohio 44115

Questions

The deadline for questions is **Friday, May 8, 2026**. All questions should be submitted to jsonnhalter@cuyahogacounty.gov. Be sure to add "CPSP Questions" in the subject line. Before submitting a question, please visit the Community Planning Services Program website at www.countyplanning.us/2026csp/ 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.

Cuyahoga County Low-Mod Block Group Community Table

NAME	LMI POPULATION	TOTAL POPULATION	LMI PERCENT	CPSP POINTS
Bay Village	2,155	15,075	14.30%	1
Beachwood	2,080	10,850	19.20%	1
Bedford	6,720	12,535	53.60%	3
Bedford Heights	5,465	10,520	51.90%	3
Bentleyville	50	810	6.20%	1
Berea	6,205	16,255	38.20%	2
Bratenahl	350	1,450	24.10%	2
Brecksville	2,145	13,375	16.00%	1
Broadview Heights	4,050	19,035	21.30%	2
Brook Park	7,985	18,345	43.50%	3
Brooklyn	5,545	10,765	51.50%	3
Brooklyn Heights	375	1,545	24.30%	2
Chagrin Falls	605	4,020	15.00%	1
Cleveland	251,310	370,465	67.80%	4
Cleveland Heights	19,015	43,280	43.90%	3
Cuyahoga Heights	170	605	28.10%	2
East Cleveland	13,450	16,615	81.00%	5
Euclid	27,615	46,220	59.70%	3
Fairview Park	5,805	16,210	35.80%	2
Garfield Heights	15,230	27,270	55.80%	3
Gates Mills	295	2,125	13.90%	1
Glenwillow	235	810	29.00%	2
Highland Heights	1,615	8,290	19.50%	1
Highland Hills	235	410	57.30%	3
Hunting Valley	30	620	4.80%	1
Independence	915	7,145	12.80%	1
Lakewood	22,005	49,685	44.30%	3
Linndale	300	335	89.60%	5
Lyndhurst	3,515	13,235	26.60%	2
Maple Heights	14,290	22,050	64.80%	4
Mayfield	610	3,390	18.00%	1
Mayfield Heights	7,785	18,445	42.20%	3
Middleburg Heights	4,090	15,125	27.00%	2
Moreland Hills	385	3,310	11.60%	1
Newburgh Heights	1,140	1,800	63.30%	4
North Olmsted	10,390	31,145	33.40%	2
North Randall	540	935	57.80%	3
North Royalton	8,155	29,845	27.30%	2
Oakwood	1,555	3,465	44.90%	3
Olmsted	3,120	13,340	23.40%	2
Olmsted Falls	1,810	8,835	20.50%	2
Orange	970	3,255	29.80%	2

Cuyahoga County Low-Mod Block Group Community Table

NAME	LMI POPULATION	TOTAL POPULATION	LMI PERCENT	CPSP POINTS
Parma	32,060	77,580	41.30%	3
Parma Heights	9,245	19,685	47.00%	3
Pepper Pike	605	5,995	10.10%	1
Richmond Heights	4,590	10,055	45.60%	3
Rocky River	4,305	19,820	21.70%	2
Seven Hills	2,960	11,580	25.60%	2
Shaker Heights	6,725	26,970	24.90%	2
Solon	3,050	22,725	13.40%	1
South Euclid	9,245	20,695	44.70%	3
Strongsville	9,080	44,325	20.50%	2
University Heights	3,235	11,175	28.90%	2
Valley View	490	2,075	23.60%	2
Walton Hills	470	2,090	22.50%	2
Warrensville Heights	8,490	13,060	65.00%	4
Westlake	6,720	31,350	21.40%	2
Woodmere	365	750	48.70%	3

Source:

[LMISD Map Application 2016-2020](#)