

**CITY OF PALMETTO
COMMUNITY REDEVELOPMENT AGENCY
ADVISORY BOARD MEETING
March 1, 2016
2:00 PM**

*PLEDGE OF PUBLIC CONDUCT
We may disagree, but we will be respectful to one another.
We will direct all comments to issues.
We will avoid personal attacks.*

715 4th Street West
Palmetto, Florida 34221

(941) 723-4988
<http://www.palmettofl.org>

**Barbara Gaulien
Roberto Gonzalez
McArthur Sellars**

Call the meeting to order, followed by a moment of silence and the Pledge of Allegiance.

1. CRA ADVISORY BOARD AGENDA APPROVAL

Action Request: Motion to approve the March 1, 2016 CRA Advisory Board agenda.

2. PUBLIC COMMENT

Comments shall be limited to two minutes.

3. CRA BUDGET ADJUSTMENT (J. Burton)

Action Request: Motion to approve the CRA Budget Adjustment.

If any person desires to appeal any decision of the City Commission, CRA Board, or of any other Board of the City, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (FS §286.0105).

The City of Palmetto does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status or handicapped status in employment or in the provision of services. Handicapped individuals may receive special accommodation in services on forty-eight hours notice (FS §286.26). Anyone requiring reasonable accommodation for this meeting as provided for in the American with Disabilities Act should contact the City Clerk by telephone at 941-723-4570, fax 941-723-4576 or e-mail jfreeman@palmettofl.org or afoley@palmettofl.org.

POSTED: February 24, 2016

Fund 190 - CRA Special Revenue Fund

GL NUMBER	DESCRIPTION	2013-14	2014-15 AMENDED	2014-15 PROJECTED	ITEMIZED	2015-16 REQUESTED		
ESTIMATED REVENUES								
1	190-000-337-4000		\$6,000.00	\$6,000.00		\$1,000.00		
2	190-000-347-4500	\$11,178.00	\$44,000.00	\$44,000.00		\$10,000.00		
3						\$279,000.00	Carry Over from 2015	
4	190-000-381.0100	\$9,700.00	\$17,393.00	\$5,270.00		\$15,000.00		
5	190-000-389.4700	\$1,374,869.00	\$1,462,657.00	\$1,462,656.00		\$1,615,479.00		
6	190-000-389.4900	\$1,250,198.00	\$1,326,531.00	\$1,326,531.00		\$1,504,604.00		
7	190-000-381.9000		\$1,664,763.00			\$873,434.00		
8						\$0.00		
9	ENDING FUND BALANCE	\$2,645,940.00	\$4,521,344.00	\$2,844,297.00		\$4,293,537.00		
OPERATING EXP								
PERSONNEL								
12	190-559-511.0100	EXECUTIVE SALARIES	\$87,027.00	\$90,196.00	\$87,767.00	\$93,480.00		
13		CRA DIRECTOR				\$93,480.00		
14	190-559-512.0100	REGULAR SALARIES	\$54,153.00	\$74,525.00	\$77,741.00	\$79,295.00		
15		Exec Administrative Assistant - 1258				\$79,295.00		\$41,155.71 1.071026
16		Exec Administration Assistant - 1473				\$35,568.00		\$85,895.64 1.077119
17	190-559-513.0100	PART TIME WAGES	\$79,949.00	\$66,654.00	\$42,722.00	\$15,000.00		Closing Strategic Planner Position
18		GIS SPECIALIST - 2470				\$0.00		
19	190-559-514.0100	OVERTIME	\$5,424.00	\$7,500.00	\$7,500.00	\$5,000.00		
20	190-559-521.0100	FICA TAXES	\$17,197.00	\$18,274.00	\$15,827.00	\$14,787.00		
21	190-559-522.2100	RETIREMENT GENERAL EMPLOYEE	\$42,280.00	\$22,849.00	\$23,499.00	\$23,027.00		
22	190-559-522.2900	MATCHING DEFERRED COMP		\$27,654.00	\$26,291.00	\$26,969.00		
23	190-559-523.0100	HEALTH INSURANCE	\$10,317.00	\$10,659.00	\$10,217.00	\$21,555.00		
24		HEALTH INSURANCE - EMPLOYEE				\$10,348.00		
25		HEALTH INSURANCE - FAMILY				\$11,207.00		
26	190-559-523.0200	HEALTH INSURANCE-DEPENDENT SUBSIDY	\$1,744.00					
27	190-559-523.0300	LIFE INSURANCE & EAP	\$404.00	\$614.00	\$481.00	\$648.00		
28	190-559-524.0100	WORKERS' COMPENSATION	\$914.00	\$884.00	\$934.00	\$715.00		
29								\$280,997.00
CONTRACT SERVICES								
31	190-559-531.0100	CONSULTING	\$54,488.00	\$95,000.00	\$110,000.00	\$389,000.00		
32		Community Garden				\$0.00		removing from budget
33		Model Affordable Rental Unit Plan				\$0.00		removing from budget
34		Habon Blvd				\$0.00		removing from budget
35		Seahorse				\$96,000.00		bedroom
36		MMLC Project				\$0.00		removing from budget
37		General Consulting				\$125,000.00		includes USF CSPP (\$70K)
38		NLE Phase II				\$0.00		removing from budget
39		GIS				\$0.00		removing from budget
40		Setton/Lamb updates				\$0.00		removing from budget
41		Third Party Managerial Audit				\$0.00		removing from budget
42		VFW				\$50,000.00		Renovation plan for VFW
43		Edenfield				\$48,000.00		Environmental Cleanup
44		Riverside				\$70,000.00		Environmental Cleanup
45	190-559-531.0300	MEMBERSHIP DUES	\$11,370.00	\$11,470.00	\$11,620.00	\$7,120.00		
46		Brownfield				\$100.00		
47		EDC				\$5,000.00		
48		Florida Department of Economic Opportunity				\$175.00		
49		Florida Housing Coalition				\$200.00		
50		Florida Redevelopment Association				\$1,245.00		
51		Council of Development Finance Agencies				\$400.00		Finance Training
52	190-559-531.0500	ATTORNEY FEES	\$47,350.00	\$48,947.00	\$48,947.00	\$59,800.00		
53		GENERAL LEGAL FEES - 19%				\$40,800.00		
54		MISC EXPENSES - RECORDING FEES				\$30,000.00		
55	190-559-531.1600	CONTRACT SERVICES	\$14,819.00	\$57,961.00	\$40,000.00	\$38,174.00		
56		5th Street				\$8,004.00		
57		ALARM SYSTEM				\$408.00		
58		CLEANING SERVICES				\$3,900.00		
59		DRINKING WATER SERVICE				\$390.00		
60		Habon Blvd				\$8,496.00		
61		HVAC ANNUAL MAINTENANCE				\$216.00		
62		General Repairs				\$10,000.00		
63		Newspaper				\$180.00		
64		Pest Control				\$120.00		
65		Snackworks				\$359.00		
66		Gateway sign				\$2,000.00		
67		Sutton signs				\$4,000.00		
68	190-559-534.4200	BLDG DEMOLITION	\$3,284.00			\$5,000.00		
69								\$489,094.00
OPERATIONS								
71	190-559-540.5100	TRAVEL AND PER DIEM	\$14,976.00	\$24,850.00	\$24,850.00	\$11,950.00		
72		CDFA Conference				\$3,000.00		Finance Training
73		Florida Housing Coalition				\$750.00		
74		FRA CONFERENCE				\$4,200.00		
75		MISCELLANEOUS				\$3,500.00		
76		FRA Certification				\$1,500.00		
77		CDFA Florida Roundtable						
78	190-559-541.1100	COMMUNICATIONS	\$1,668.00	\$1,825.00	\$1,500.00	\$1,500.00		
79	190-559-542.1200	POSTAGE/MAILING SERVICES	\$135.00	\$950.00	\$950.00	\$200.00		
80	190-559-543.0000	UTILITY SERVICES	\$4,261.00	\$4,500.00	\$4,500.00	\$4,500.00		
81		CITY OF PALMETTO UTILITY				\$1,500.00		
82		FPL				\$3,000.00		
83	190-559-544.0500	OPERATING LEASE	\$2,608.00	\$5,100.00	\$5,100.00	\$5,100.00		
84		Canon 5248				\$2,700.00		
85		Canon maint				\$2,400.00		
86	190-559-544.1500	RENTAL EXPENSES	\$30,750.00	\$25,451.00	\$25,151.00	\$24,000.00		
87	190-559-545.1700	INSURANCE	\$10,186.00	\$6,497.00	\$8,200.00	\$10,752.00		
88		D-S EXECUTIVE TRAVEL AD&D				\$52.00		
89		GENERAL LIABILITY, AUTO AND PROPERTY				\$6,500.00		
90		4TH OF JULY				\$4,200.00		
91		MULTICULTURAL				\$0.00		Did not need
92	190-559-546.3400	REPAIR & MAINTENANCE	\$2,312.00	\$2,350.00	\$1,750.00	\$7,500.00		
93	190-559-546.4000	VEHICLE REPAIR & MAINTENANCE	\$101.00	\$100.00	\$100.00	\$1,400.00		
94		OIL CHANGES				\$200.00		
95		DETAILED				\$200.00		
96		MISCELLANEOUS				\$1,000.00		
97	190-559-547.5100	PRINTING AND BINDING		\$50.00	\$50.00	\$50.00		
98	190-559-548.9100	PROMOTIONAL ADVERTISING	\$19,776.00	\$23,500.00	\$23,500.00	\$22,500.00		
99		ADVERTISING				\$1,000.00		
100		EDC				\$5,000.00		
101		Bags				\$3,000.00		
102		Pans				\$1,000.00		
103		SOCIAL MEDIA ADVERTISING				\$7,500.00		
104		CRA ANNUAL REPORT				\$5,000.00		Required by statute
105		TRUMBDRIVES				\$0.00		
106	190-559-549.3000	SALES TAX		\$100.00	\$100.00			
107	190-559-549.9600	BANK SERVICE CHARGES	\$6,451.00	\$4,500.00	\$5,400.00	\$5,000.00		
108	190-559-551.1200	OFFICE SUPPLIES	\$600.00	\$1,250.00	\$1,000.00	\$3,957.00		New Laptop
109	190-559-552.1500	FUEL AND LUBRICANTS	\$584.00	\$1,500.00	\$4,500.00	\$1,500.00		
110	190-559-552.2300	OPERATING EXPENSES	\$5,324.00	\$12,100.00	\$7,500.00	\$9,100.00		
111		BUSINESS RECRUITMENT				\$2,000.00		

112		GENERAL OPERATING EXPENSES				\$5,000.00		
113		Office Jobs				\$2,100.00		
114		Awards				\$1,900.00		
115	190-559-552.4200	SMALL TOOLS/EQUIPMENT	\$4,758.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
116	190-559-552.5100	UNIFORM PURCHASES			\$300.00	\$500.00	\$500.00	
117		BUILDING PERMIT FEES				\$20,000.00	\$20,000.00	
118		PLANNING FEES				\$30,000.00	\$30,000.00	
119								\$161,509.00
120		FESTIVALS						
121	190-559-552.7100	FESTIVALS	\$181,871.00	\$126,000.00	\$126,000.00	\$116,181.00		
122		4TH OF JULY				\$80,000.00		
123		MULTI-CULTURAL FESTIVAL				\$30,000.00		
124		Palmetto Ragatta				\$0.00		
125		Movies				\$6,131.00		
126	190-559-552.7200	PALMETTO HISTORICAL PARK	\$30,025.00	\$9,795.00	\$10,000.00	\$9,800.00	\$9,800.00	
127	190-559-552.7400	AG MUSEUM	\$6,684.00	\$7,800.00	\$7,800.00	\$7,800.00	\$7,800.00	
128	190-559-554.0100	NON-CAPITALIZED EQUIPMENT	\$750.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
129								\$134,731.00
130		TRAINING						
131	190-559-554.1200	PUBLICATIONS	\$137.00	\$500.00	\$500.00	\$330.00		
132	190-559-555.1300	TECHNICAL/TRAINING	\$8,474.00	\$15,375.00	\$15,375.00	\$13,470.00		
133		FRA CONFERENCE				\$2,700.00		
134		Burton		\$460.00				
135		Silverio		\$460.00				
136		Bryant		\$460.00				
137		Williams		\$460.00				
138		Davis		\$460.00				
139		Sellers		\$460.00				
140		CRA CERTIFICATION				\$2,670.00		
141		Burton/Housing		\$395.00				
142		Davis/Op&Cap		\$495.00				
143		Davis/Incentives		\$495.00				
144		Misc/Incentives		\$395.00				
145		Sellers/Housing		\$495.00				
146		Freeman/101		\$395.00				
147		CONTINUED EDUCATION/TRAINING				\$2,800.00		
148		FLORIDA HOUSING COALITION				\$395.00		
149		Burton		\$395.00				
150		Kilgore		\$9.00				
151		CDFA				\$3,045.00		Finance Training
152		CDFA Training (6 courses - Loan)		\$3,700.00				Finance Training
153		Florida Roseadele		\$145.00				Finance Training
154		CDFA Annual Conference		\$500.00				Finance Training
155		MISC.				\$1,000.00		
156								\$13,800.00
157		POLICE						
158	190-559-582.1200	POLICE DEPARTMENT	\$630,179.00	\$646,755.00	\$646,755.00	\$517,131.00		
159								\$517,131.00
160		INCENTIVES/GRANTS						
161	190-559-582.1100	COMMERCIAL RENOVATION	\$85,580.00	\$50,000.00	\$50,000.00	\$50,000.00		
162	190-559-582.1500	REDEVELOPMENT INCENTIVES		\$125,194.00	\$125,194.00	\$117,270.00		
163		IT WORKS! GLOBAL				\$61,026.00		
164		PALMETTO ANIMAL CLINIC				\$9,491.00		
165		PALMETTO THEATER				\$40,291.00		
166		DOLLAR GENERAL				\$6,462.00		
167	190-559-582.1800	GENERAL PROPERTY UPGRADES	\$1,175.00					
168	190-559-582.2100	RESIDENTIAL REVITALIZATION PROGRAM	\$57,821.00	\$50,000.00	\$50,000.00			
169								\$167,270.00
170		CAPITAL OUTLAY-OTHER						
171		LANDSCAPING						
172	190-559-582.1400	CRA COMMUNITY	\$3,690.00	\$2,100.00	\$4,000.00	\$60,000.00		
173		EDCOM LANDSCAPING				\$10,000.00		
174		WCOMMD LANDSCAPING				\$0.00		
175		Haben Bow				\$50,000.00		Landscaping etc.
176								\$60,000.00
177		LAND						
178	190-559-561.0000	LAND	\$7,032.00	\$168,760.00	\$108,760.00	\$460,000.00		
179		MLK ADDITIONS				\$10,000.00		
180		Seahorse replacement recreational land				\$200,000.00		Required by Federal Grant contract
181		HOUSING PROGRAM				\$250,000.00		
182								\$460,000.00
183		CAPITAL IMPROVEMENTS						
184	190-559-562.0000	Building Improvements				\$175,582.00		
185		CRA Office				\$175,582.00		VIW Purchase and Improvements
186	190-559-566.0100	MACHINERY/EQUIPMENT/SOFTWARE	\$20,722.00	\$68,000.00	\$80,000.00	\$0.00		
187		Gateway Sign				\$0.00		
188	190-559-565.0000	IMPRVMTS NOT BUILDINGS	\$1,266,167.00	\$1,808,300.00	\$850,355.00	\$1,500,000.00		
189		Seawall				\$0.00		
190		MMEC Phase #1				\$1,500,000.00		
191								\$1,675,582.00
192		DEBT						
193	190-559-571.6100	PRINC - CR CRA LOAN	\$219,750.00	\$824,097.00	\$824,097.00	\$719,750.00	\$219,750.00	
194	190-559-572.6900	INT EXP - CR CRA LOAN	\$85,544.00	\$85,000.00	\$60,000.00	\$60,000.00	\$60,000.00	
195		SEAWALL DEBT				\$0.00		
196								\$279,750.00
197		CITY TRANSFERS						
198	190-559-591.0100	TRANSFER OUT - ADMIN SERVICES	\$45,798.00	\$48,410.00	\$49,410.00	\$43,673.00		
199		FINANCE				\$19,577.00		
200		HR				\$5,136.00		
201		CITY CLERK - AGENDA SERVICES				\$1,608.00		
202		IT SERVICES				\$17,352.00		
203								\$43,673.00
204						\$4,799,537.00		
205						\$0.00		



Community Sustainability Partnership Program

Request for Applications for the 2016-2017 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 collaborator 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 collaborator to tap into the vast network of faculty expertise and students of USF and its regional institutions.

- **Service area:** The service area for this program includes the counties of Hillsborough, Pasco, Pinellas, Polk, and Sarasota.
- **Community collaborators:** Collaborators may include, but are not limited to, municipal and county governments, special districts, transportation authorities, regional planning agencies, economic development agencies, non-profits, businesses, or a combination of entities.
- **Program period:** Applications are being accepted for the 2016/2017 academic year. The collaboration will begin in August 2016 and end in May 2017.
- **Program requirements:** Collaborators 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 **March 11th, 2016**. Please e-mail completed applications to Harold Keller (hkeller@usf.edu).

What is CSPP?

CSPP is a new 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 economic development, transportation, environmental sustainability, public health, cross-cultural understanding, and community engagement, 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 collaborator.

How does CSPP work?

The community collaborator 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 collaborator 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. Collaborators will receive copies of student work throughout the semester, including design plans, data sets, needs assessments, or other course products.

Each individual project will conclude in a final deliverable that is presented to the collaborator 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 collaborator 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:

Collaborators

- Collaborators receive a high return on investment with thousands of work-hours dedicated to high-priority projects in their communities.
- Collaborators 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.

Local Governments

- 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 collaborators 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 members have increased opportunity for ongoing research and collaborations across disciplines.
- Faculty and students can make a difference in the quality of life of participating communities.

Identifying Appropriate Projects

A CSPP collaborator should have staff and funding capacity to support approximately 7-10 community-related projects per semester. Because not all projects will have a suitable match with existing courses during the academic year, CSPP recommends that the collaborator propose at least 15 projects for possible course placement, 10 of which will be selected by CSPP. A smaller number of projects may be considered; however, no fewer than 7 projects/courses will be programmed in a given semester to ensure that the program is impactful. Including a large number and wide range of project options allows for easier and more specific placement of projects with appropriate courses. **Collaborators 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 collaborators to ensure adequate project scope and scale. Modifications to proposed projects

may be necessary in order to match CSPP's capacity with the collaborator's goals. All modifications will be agreed upon by both CSPP and the collaborator. 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
- 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 collaborators 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 collaborators.

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 are produced with the assistance of a graphic designer and professionally printed. Students will also typically deliver 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 1) a detailed project description, 2) an explanation of methods, 3) an overview of results or findings, 4) a detailed description of alternative student proposals, including stakeholder feedback and modifications informed by that feedback, and 5) a comprehensive set of short and long-term recommendations.

Timeline for Collaborator 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 collaborator applications and project implementation are outlined below:

March 11, 2016: Final date to submit collaborator applications. Applications must include a written proposal with a proposed project list, and a letter of commitment from executive leadership.

March 21, 2016: CSPP notification and confirmation of its choice for the 2016-17 collaborator.

March 22, 2016: Public announcement of 2016-17 CSPP collaborator. CSPP and selected collaborator prepare the Memorandum of Agreement (MOA) and begin matching proposed projects with academic courses and faculty.

July 29, 2016: CSPP and the selected collaborator execute MOA including scopes of work for each project/course. The selected collaborator transmits background information and documents for the projects to CSPP faculty.

August 24 – December 11, 2016: Fall courses work on CSPP projects. Final student deliverables for the Fall semester submitted to the collaborator in January/February 2017.

January 11 – May 6, 2017: Spring courses work on CSPP projects. Final student deliverables for the Spring semester submitted to the collaborator in June/July 2017.

(Optional) Summer 2017: CSPP follow-up support and communication with the collaborator.

Expected Financial Support and Staff Resources

The cost to community collaborators 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 collaborators 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 collaborator must have one or more representatives working closely with USF CSPP representatives. This person will preferably be a city/county/district manager who has the ability to motivate staff to participate in the program. The collaborator will also be asked to identify a community coordinator, as well as a specific project lead 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 collaborator and USF and work closely with the CSPP Manager to oversee administration and coordination of the project and to ensure overall quality of the partnership program. The community coordinator should expect to commit approximately 5-10 hours weekly to the program. This may vary depending on how many CSPP projects are adopted for each semester.

Project Leads

The community collaborator 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 the faculty and overseeing the project to completion. Project leads typically must dedicate 5 hours a week per assigned project. Activities include supplying information and feedback to students, connecting relevant stakeholders with students and faculty, accompanying site visits, and participating in meetings and presentations of student work. Prior to the start of each semester, the project lead will supply faculty with project-related materials and documents, such as data sets, GIS maps and layers, aerial photographs, and agency plans or studies.

Application Components

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

- **Contact Information** – Provide the name of the organization, the city/council/district manager’s name, in addition to the contact information (email, phone, address, department, and staff role) for the primary contact person for the application. 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.
- **Project List** - Provide a summary for each of the proposed projects. This summary should be no longer than 1-2 paragraphs and will include each project’s impact on the community and the designated staff project lead.
- **Project Details** – Supplementary to the project list, the details of each identified project should be further explained. This includes, but is not limited to, maps of each project site or other visuals (if applicable), information about the staff involved in the projects, potential funding sources, and the role of potential partner organizations. 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.

- **Financial Support:** State the dollar amount the applicant will commit to the program. Identify sources of funding and other pertinent details.
- **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 following the criteria listed below:

1. **Real Impact** – Projects directly relate to the goals of the collaborator and have measurable positive impacts 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 could relate to multiple academic disciplines. Do projects consider various stakeholder perspectives and have the potential for a comprehensive impact on the community?
4. **Financial Support** – The collaborator's cost for participation in CSPP is \$10,000 per course/project for 14 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.
5. **Academic Calendar and Logistics** – Projects must be compatible with USF's academic calendar of two twelve-week semesters (fall and spring). For collaborators with more than a two-hour travel time from Tampa, please describe any special arrangements to address issues of collaboration and coordination.
6. **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.
7. **External Involvement** – Projects that involve external 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, transportation districts, business organizations, non-profits, research institutions, or 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.

Harold Keller

CSPP Program Director
Office of Community Engagement and
Partnerships
hkeller@usf.edu
813-974-4829

Kristine Williams

CSPP Program Manager
Center for Urban Transportation Research
kwilliams@cutr.usf.edu
(813) 974-9807

*Join us for an informational
question and answer session for
prospective applicants on Friday,
February 12 from 11:00 am to
12:00 pm. Visit www.usf.edu/cspp
for instructions on connecting to
the web meeting and to add it to
your calendar.*

Exhibit A

Community Sustainability Partnership Program Application Form

Below is an overview of required application contents. See also the Application Components section of the Request for Applications.

CONTACT INFORMATION

Provide the name of the applicant organization, primary contact person for the application, and contact information (email, phone, address, department, and staff role). Also include a list of any proposed partner organizations, key contacts for each organization, and brief description of their roles in CSPP.

STATEMENT OF INTENT

Describe your interest in collaborating with CSPP. Include overall goals of the applicant and/or reference a sustainability action plan, strategic plan, or other adopted document showing the applicant's commitment to sustainability.

PROJECT PROPOSALS

Identify and provide descriptions for 14-20 projects for the academic year. Provide a 1-2 paragraph summary of each of the proposed projects and the designated staff project lead. Explain how each project will positively influence the community. Under each project summary provide additional details such as project goals, community issues addressed, information about the staff involved in the projects, specific problems students may focus on, and suggested deliverables, potential funding sources, and the role of potential partner organizations if applicable.

FINANCIAL SUPPORT

State the dollar amount the applicant will commit to the program and which shall be paid to CSPP. Identify sources of funding and other pertinent details.

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).