



City of Cleveland | Community Projects in Parks Program

Administrator

Mayor's Office of Capital Projects

Email: mocap@clevelandohio.gov

Hello and welcome to the Community Projects in Parks Program (CP3)! The CP3 is the official City of Cleveland initiative to help facilitate community-driven improvements to City Parks. The City is grateful for your interest in improving and maintaining our City Parks, so the CP3 is designed to make the process easy to navigate and consistent, and to provide clear requirements and expectations.

To start your project, fill out Page 1 and email it and the required attachments for your category type to the Administrator noted above. Please do not hesitate to reach out with any questions, concerns, or comments.

Applicant Contact Information

Project Sponsor:

Primary Contact Name:

Primary Contact Phone Number:

Primary Contact Email Address:

Community Project Information

Park(s):

Category Type (Select One) – see descriptions on pages 2 and 3:

Annual Agreement

One-Time Major Project

One-Time Minor Project

Brief Description:

Community Project Context – check all that apply

The City Council representative:

Has been involved in developing the project

Is supportive of the project

Is aware of the project

The community:

Has been engaged in developing the project

Is generally supportive of the project

Is generally aware of the project

Required Attachments Checklist – see pages 4 through 6 on what needs to be included in your application submission along with this page.

Community Projects in Parks Program

Category Types

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**Annual Agreements** are reserved for established associations or organizations that would like to make a yearlong commitment to care for or make improvements to one or more parks. Any entity that can provide an Ohio Secretary of State issued articles of incorporation and provide documentation of a fiscal agent or sponsorship (if applicable) can be considered an established association or organization, including but not limited to: Community Development Corporations, Block Groups, Friends of Park Groups, or other non-profits. If an entity is not incorporated with the Ohio Secretary of State, it can be partner with an entity that is incorporated as long as the incorporated entity agrees to covers all liabilities on its behalf and the partnership is documented in the Annual Work Plan, including roles and responsibilities.

Annual Agreements require the association or organization submit an Annual Work Plan that details the projects and/or activities to be accomplished over the year. All projects in the Annual Work Plan must include a maintenance plan and commitment from the Project Sponsor, and provide an estimate of its useful life.

Examples of projects and activities in an Annual Agreement include, but are not limited to:

- General landscape maintenance and/or upkeep
  - Planting, mulching, weeding, and watering flower beds
  - Picking up trash and/or debris
  - Removing invasive species
  - Pruning trees and shrubs
- Painting or staining picnic tables, shelters, playgrounds, etc.
- Repairing or replacing existing amenities
- Constructing or installing new amenities (shelters, playgrounds, courts, etc.)
- Tree planting – see additional requirements below.
- Hosting community events – see additional requirements below.
- Public art – see additional requirements below.

*Note: once an Annual Work Plan is approved, additional projects and/or activities can be added pending review and approval by the CP3.*

**One-Time Major Projects** are less than 1-year projects that typically involve demolition, significant earth moving, and/or construction that could pose safety hazards or risks to the participants or public. Due to this complexity, if the Project Sponsor is not an established association organization required for Annual Agreements, documentation of a fiscal agent or sponsorship must be provided. If the proposed Major Project is within a park with an Annual Agreement by another entity, the agreement holder must approve the Major Project and accordingly get it approved in part of their Annual Work Plan, including the related maintenance plan and estimate of its useful life. Examples of Major Projects include, but are not limited to:

- Constructing a new shelter, concession stand, playground, trail, etc.
- Renovating an existing large-scale amenity, such as mill & filling tennis courts, replacing a shelter, etc.
- Public art – see additional requirements below.

**One-Time Minor Projects** are less than 1-year projects that are typically small-scale and generally do not pose safety hazards or risks to the participants or public. Therefore, there is no limitation on who can propose a Minor Project for any park, including individual or groups of residents. If the proposed Minor Project is within a park with an Annual Agreement by another entity, the agreement holder must approve the Minor Project,

but is not required to have it approved in part of their Annual Work Plan. However, all projects must include a related maintenance plan. Examples of Minor Projects include, but are not limited to:

- General landscape maintenance and/or upkeep
  - Planting, mulching, weeding, and watering flower beds
  - Removing invasive species
  - Pruning trees and shrubs
- Painting or staining picnic tables, shelters, playgrounds, etc.
- Tree planting – see additional requirements below.

### ***Projects with Additional Requirements***

**Tree Plantings** projects in parks require a Forestry Tree Work Permit issued by the Department of Parks and Recreation's Division of Urban Forestry. If the tree planting is a standalone project, the Forestry Tree Work Permit must be submitted to Urban Forestry first. Once approved, the CP3 will review the tree plantings for impact on operations and maintenance, and overall cohesion within the park. If the tree plantings is one part of a larger project, this should be described in the Annual Work Plan or Project Description and the CP3 will provide guidance on when to submit the Forestry Tree Work Permit as needed.

**Hosting Events** in parks require a separate permit issued by the Department of Parks and Recreation's Division of Special Events: <https://www.clevelandohio.gov/city-hall/departments/public-works/divisions/special-events/permit-applications>. If an event is associated with a CP3 project, it should be described in the Annual Work Plan or Project Description, and the CP3 will provide guidance on when to submit the Division of Special Events permit, if approved. However, an event not associated with a CP3 project can proceed with the Division of Special Events permit at any time.

**Public Art** projects in parks require multiple approvals. First, the public art project should be described in the Annual Work Plan or Project Description in order for the CP3 to review its impacts on operations and maintenance, and overall cohesion within the park. Second, the public art will be reviewed by the City Planning Commission, including Design Review Committee. Third, the CP3 will review the public art again based on the approved design by the City Planning Commission.

Depending on the scale and complexity, the public art may need additional review by the City Building & Housing Department, and other applicable City departments, for structural soundness, which may include providing a structural/foundation plan and/or civil site plan stamped by a licensed engineer.

If the public art artist would like to retain ownership of the public art, an agreement with the City is required that stipulates the duration of the public art installation and maintenance throughout the installation period. If the artist does not remove the public art after the installation period or does not maintain the public art according to the agreed upon maintenance, the City reserves the right to remove the public art. The installation period and maintenance may be modified if agreed upon in writing by both the artist and City.

If the artist does not want to retain ownership, an agreement with the City is required that includes documentation that the artist gifts the public art to the City and waives the Visual Artists Right Act (VARA), provides a written maintenance plan for City use, and recognizes the City will maintain the public art to its best ability, which may include removing it if deemed necessary. This agreement must be approved by the Cleveland City Council, unless the Department of Parks & Recreation, or other applicable department, commits in writing to maintain the public art according to the provided written maintenance plan for the duration of anticipated life span of the public art.

## Community Projects in Parks Program Required Attachments Checklist

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<i>Annual Agreement</i>	<i>One-Time Major Project</i>	<i>One-Time Minor Project</i>
Annual Work Plan	Project Proposal	Project Proposal
Articles of Incorporation	Documentation of Fiscal Agent or Sponsorship	Certificate of Insurance*
Documentation of Fiscal Agent or Sponsorship (if applicable)	Certificate of Insurance	<i>* Not intended as a requirement dependent on a review by the Department of Law</i>
Certificate of Insurance		

Annual Work Plan

Please provide as much details as possible, including photographs, conceptual designs, renderings, etc.

1. Prepared on letterhead of association or organization
2. Description of the association or organization
 - Mission
 - Membership
 - Any demonstrated ability to accomplish the proposed work plan or similar
3. 8" x 11.5" map of the park(s) showing locations of the proposed work plan elements
 - The City can provide a park map for use (as requested)
4. Detailed description of the proposed work plan
 - What are the projects?
 - Where are the projects?
 - What is the goal of the projects?
 - How will the projects get accomplished?
 - Hired contractors, volunteer labor, etc.
 - What is the sequencing of projects over the one-year period?
 - Will existing amenities or uses be temporarily or permanently displaced?
 - What is the useful life of the projects?
5. Detailed description of maintenance plan/commitments
 - Who, what, where, and when?
6. If Public Art projects are proposed, see 'Additional Details For Public Art Projects' below

Project Proposal

Please provide as much details as possible, including photographs, conceptual designs, renderings, etc.

1. Prepared on letterhead of association or organization (if applicable)
2. Description of the association, organization, or other group proposing the project
 - Mission
 - Membership
 - Any demonstrated ability to accomplish the proposed project or similar
3. 8" x 11.5" map of the park showing location of the proposed project
 - The City can provide a park map for use (as requested)

4. Detailed description of the proposed project
 - What is the project?
 - Where is the project?
 - Who is the target audience?
 - What is the goal?
 - How will the project get accomplished?
 - Hired contractors, volunteer labor, etc.
 - What is the timeline?
 - Will existing amenities or uses be temporarily or permanently displaced?
 - What is the useful life of the projects?
5. Detailed description of maintenance plan/commitments
 - Who, what, where, and when?
6. Approval by Annual Agreement holder (if applicable)
7. If Public Art projects are proposed, see 'Additional Details For Public Art Projects' below

Additional Details for Public Art Projects

Please provide as much details as possible.

1. Current resume of artist and portfolio of previous work
2. 8" x 11.5" map of the park showing the exact location of the proposed public art
 - The City can provide a park map for use (as requested)
3. Detailed summary of the proposed public art, as applicable:
 - Conceptual design and/or rendering
 - Photographs
 - Dimensions
 - Weight
 - How will the public art be visible to and/or interacted with the public?
 - How was/is/will the community involved and supportive?
 - Is City Council involved and/or supportive?
4. Detailed description of the delivery and installation process, as applicable:
 - How will the public art be delivered to the site?
 - How will the public art be installed?
 - Foundation? Mural paint? Mounting?
 - What is the anticipated installation time and length of time to install?
 - Will installation be done by the artist or by hired contractors?
5. Detailed description of maintenance plan/commitment
 - Who will be responsible for maintaining the public art while on display?
 - How will the public art be maintained?
 - What is the length of commitment to provide maintenance?
6. Anticipated duration of the public art installation
 - Will the public art be permanent or temporary?
 - If temporary, what is the duration?
 - If permanent, what is the anticipated life span of the public art?

Articles of Incorporation

The purpose of providing articles of incorporation is to validate the existence of the association or organization proposing the project. The following State of Ohio website can be used to download articles of incorporation: <https://businesssearch.ohiosos.gov/>

Documentation of Fiscal Agent or Sponsorship

The purpose of providing documentation of a fiscal agent or sponsorship, if applicable, is to validate the association or organization proposing the project is financially capable of executing the project.

Certificate of Insurance

The purpose of providing a certificate of insurance (COI) is to validate the association or organization proposing the project has adequate insurance to cover third-party claims of injury, property damage, or negligence. The COI must (1) cover at least \$1,000,000, (2) list the City of Cleveland as additionally insured, and (3) list the location of the proposed project in the “description of location” box.

Please note: a COI is not intended to be required for small-scale projects at this time; however, the Department of Law is reviewing this provision, so a COI may be required until a final determination is made.

Community Projects in Parks Program

Project Review Process

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Project Sponsor emails the application and required attachments to the CP3 Administrator, which is reviewed for completeness.

If the application is complete and received by deadline (see Review Timeline and Committee section), it is distributed to the CP3 Review Committee and put on agenda for their next scheduled meeting.

If not complete, the application is returned with guidance.



#### **CP3 Review Committee Meeting #1**

Project is introduced and the CP3 Review Committee discusses the project with potential actions:

1. Approve the project.
2. Deny the project with justification and guidance provided.
3. Table for additional discussion at the next CP3 Review Committee meeting.
4. Request additional information - if requested information is received by deadline (see Review Committee section), the project is further discussed at the next CP3 Review Committee meeting.
5. Request modifications - if modifications are received by deadline (see Review Timeline and Committee section), the project is further discussed at the next CP3 Review Committee meeting.



#### **CP3 Review Committee Meeting #2**

The project is further discussed if tabled from Meeting #1, if additional information was received, or if modifications were received. Thereafter, the CP3 Review Committee can take the same potential actions from Meeting #1.

If the project is not approved or denied, the same review cycle continues until approved or denied.



Once the project is approved by the CP3 Review Committee, it is forwarded to the Director of the Parks & Recreation Department for review and action:

1. Approve the project.
2. Deny the project with justification and guidance provided.



#### **Project approval does not mean you can begin your project immediately.**

All projects require both the Project Sponsor and City to enter into a License Agreement.

License Agreements will be drafted by the Division of Real Estate and the Law Department, which can take between 2 weeks and 2 months (or more) depending on the project's complexity.

#### **Please anticipate this additional time for your project.**

Public art projects require even more additional time as outlined in the *Projects with Additional Requirements* section. The City's Public Art Coordinator will help coordinate and provide assistance.

## **Community Projects in Parks Program**

### ***Review Timeline and Committee***

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CP3 Review Meetings occur on the first and third Wednesday of every month at 9AM.

The initial CP3 application must be submitted by the close of business (5PM) the Friday before the next scheduled meeting in order to get on its agenda.

All other follow-up requests to the CP3 must be submitted by the close of business (5PM) the Monday before the next scheduled meeting to allow enough time to disseminate to Review Committee Members.

The CP3 Review Committee includes:

Department of Parks and Recreation

- Assistant Director
- Commissioner of Parks Maintenance
- Commissioner of Recreation
- Commissioner of Urban Forestry
- Manager of Urban Forestry (Tree Planting Permits only)

Mayor's Office of Capital Projects

- Site Development Section Chief, Division of Architecture and Site Development
- Senior Landscape Architect/Designer
- Parks and Recreation Planning Manager
- Division of Real Estate representative
- Commissioner of Real Estate (Public Art Projects only)

City Planning Commission

- Public Art Coordinator (Public Art Projects only)