



Scope of Services

USF Sustainable Cities Initiative Program Support

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Submitted by:

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Introduction and Purpose

The Office of Community Engagement and faculty in various colleges across the University of South Florida are interested in establishing a Sustainable Cities Initiative (SCI) program at USF. SCI brings together faculty, students, and practitioners from multiple disciplines to engage in timely issues of importance to communities. It does this by reaching out to communities interested in engaging students and faculty in addressing specific locally desired projects. The program then matches a multidisciplinary set of courses to a community-identified set of projects over an academic year.

The process relies on existing classes, existing instructors, and existing curricula through an opt-in, faculty-driven model. This in turn helps advance sustainability considerations across the curriculum, and can eventually include professional training and certification programs, as well.

SCI-type programs are as diverse as the curriculum of a University and the interests of its faculty and student body. Example topics addressed by other SCI University programs include:

Active Transportation	Corridor Planning
Walkable & Bikable Communities	Sustainable Urban Design
Civic Engagement	Urban Ecology
Public Transportation + Land Use	Green Building
Economic Development	Technology Applications

Despite widespread interest in SCI, leadership and staff support will be essential to a successful launch of this effort given the many competing demands on faculty time. The National Center for Transit Research at the University of South Florida proposes to assist the Office of Community Engagement at USF in this effort by providing staff support to increase the potential for program success in its early phases.

Description

This project will provide on-going staff support in the form of a .25 FTE program manager who would be responsible for assisting with program coordination. The direct costs of this staffing would be \$71,535.

A long term goal is to demonstrate the value and viability of the program to attract additional funds both from within USF, as well as specifically from partner communities/agencies and other identified sources to support the continued staffing of the program.

Tasks

Task 1: Establish SCI Advisory Committee

The SCI program manager will coordinate and periodically convene an SCI advisory committee comprised of key faculty and stakeholders with an interest in advancing the program. Ideally, the committee will also include selected individuals within the community interested in partnering on such a venture with the University.

Task 2: Establish Website

A website will be established in coordination with the Office of Community Engagement, to serve as a portal for information sharing on program activities and to create visibility for the program.

Task 3: Identify Faculty Collaborators and Courses

The SCI program manager will coordinate with the Advisory Committee and other groups, including the USF Office of Community Engagement, to identify a range of faculty collaborators and courses to contribute to launching the program in the Spring Semester. This will include faculty that expressed interest during the February 2015 SCI dialogue. Faculty will be contacted for their interest and meetings will be held to address questions and discuss options. Those willing to participate will be included in the program directory, along with specific details on their pertinent courses and skill sets.

Task 4: Identify Community and Agency Partners and Needs

The SCI program manager will reach out to potential partners identified during the February 2015 SCI dialogue and begin to identify others that may be interested through the SCI Advisory Committee and individual meetings. It is anticipated that a master agreement will be negotiated in Year 1 for an initial partnership with an area City willing to work with USF to on a demonstration project(s) to launch the program. Others willing to participate will be included in the program directory for inclusion in the RFP process in future years of the program.

Task 5: Demonstration Project(s)

The SCI program manager will work with faculty and partner agencies to identify an initial demonstration project or set of projects to help launch the program. A goal will be to demonstrate how the program could work to advance STEM and other disciplines, while helping address community needs that relate to public transportation, walking, and cycling, as well as related livability, economic development and sustainability issues. The results of this effort will be documented in final written reports to the participating community.

Task 6: RFP and Program Action Plan

The program manager will prepare an RFP to solicit additional partners in future years along with a specific action plan for continuation of the program.

Implementation Schedule

The project will begin on April 1, 2015 and the project duration will be 14 months from the notice to proceed.

Budget

Categories	Budget Amount	Explanatory Notes
Managerial, Technical & Professional	\$31,910	Faculty salaries (0.25 FTE 522 hours@\$61.13)
Fringe Benefits	\$15,940	Computed based on fringe benefit rates of researchers assigned to the project
Direct Costs	\$47,850	
Overhead	\$23,686	49.5% Full Federal Indirect Rate
TOTAL	\$71,535	

USF has agreed to match the grant with two 20 hour per week graduate assistants (one dedicated to the NCTR project manager), faculty stipends, and funding for travel to the official SCI training workshop, as indicated below. In addition, USF will provide in-kind faculty time of two co-Principal Investigators from OCEP and the Office of Sustainability.

USF SCI Match

Graduate Assistants (2 at 0.50 FTE each, \$20,000+ \$2,161 for health insurance)		\$44,401
• in-kind tuition waivers for 24 hrs over 3 semesters		
SCI Conference for up to 2 participants:	\$1571.50 per person	\$3143
Stipends (\$3,000 per class, up to 10 classes)		<u>\$30,000</u>
	TOTAL USF Match:	\$77,544