WORKING WITH THE CCDR

The CCDR is committed to working in partnership with communities to address real-life planning and design issues through an inclusive, participatory process that requires a meaningful commitment of time and resources by both the community and the CCDR faculty, staff and students. The goal is both to educate our students in design and planning, and provide community leaders and citizens with new tools, knowledge and techniques to help build strong, sustainable communities.

The CCDR works with a variety of organizations, associations and agencies, including, but not limited to:
- Municipal officials and departments
- Neighborhood associations
- Community development associations
- Not-for-profit organizations and institutions
- Citizen groups

The CCDR can not work with private property owners or on individual private properties that are not part of larger community projects.

Project Eligibility & Requirements:

In keeping with the philosophy and mission of the CCDR, all projects must involve the following:
- All projects must be in the public interest.
- All projects must engage stakeholders in active dialogue.
- Each project must have a project lead organization, committee or community group that will work closely with the CCDR staff and students to provide local logistical support for all project activities including meetings, public workshops, site visits and other project-related activities.
- Project lead organizations must be prepared to commit time and resources to work closely with CCDR students and staff over the entire duration of the project.

Specific scope, timing, geographical limitations and general cost requirements for specific types of services are outlined below:

Bootstrap Sessions
- **Scope and duration of work**: Consultations between community leaders and SUNY Faculty regarding identified community issues and future strategic actions that the community might consider.
- **Timing**: 3 to 4-hour sessions, which require a minimum of 4 weeks to schedule and to give communities time to prepare briefing materials.
- **Distance**: There is no distance limitation when community members travel to the SUNY ESF campus to meet with the faculty consulting team.
- **Cost**: There is no or minimal cost when faculty travel is not required.

Foundation and Thematic Studios
- **Scope and duration of work**: Faculty partner with communities to develop projects that address community needs/concerns while providing an opportunity for students to engage
their academic work through problem-based service learning activities. Projects vary in scope and in time of engagement (from 2 to 4 weeks to a full 15 week semester).

- **Timing:** Faculty conduct projects during the fall and spring academic semesters. Faculty members require a semester’s lead-time to prepare for a community project and integrate it in their teaching schedule.
- **Distance:** Studio courses are generally limited to work within the region (1½ hour driving distance from Syracuse).
- **Cost:** The community partner is expected to cover travel expenses, materials, reproduction, printing and mailing costs, which are typically less than $500. (The CCDR may have a small amount of funding available to cover a portion of these costs for organizations working in neighborhoods with limited financial resources). There is no charge for the student or faculty time given to the project during the semester.

**Community Vision Planning**

- **Scope and duration of work:** CCDR faculty, staff and students work with communities in a participatory process that establishes community dialogue and collaboration and allows citizens and community stakeholders to identify common values and shared goals. The resulting citizen-based vision plan creates a framework and action steps to guide growth and change. Vision planning projects take 4 to 6 months to complete.
- **Timing:** Scheduling and preparation for vision planning projects require a 6-month lead-time.
- **Distance:** These projects are generally limited to work within the geographic region.
- **Cost:** The cost for Vision Planning generally ranges from $15,000 to $20,000. Grants to fund all or a portion of Vision Plan preparation may be available through several state agencies and local foundations. The CCDR will assist in preparation of grant proposals for appropriate Vision Plans.

**Graduate Capstone and Thesis Research**

- **Scope and duration of work:** This work is generally focused on a specific design project or research question. One student and an advising faculty mentor will work with the community on the project or research question over the course of one to two years depending on degree requirements.
- **Timing:** Projects, partnerships and research proposals can take a minimum of 6 months to develop.
- **Distance:** These projects are generally, but not always, limited to work within the geographic region. If the work is carried out over the summer, students may be able to relocate during that time and take on projects across the state.
- **Cost:** The community partner is expected to compensate the graduate student through a tuition waiver and/or stipend and to cover the student’s expenses incurred during the project (see above, studio costs). There is generally no charge for the faculty advisor’s time or the use of college equipment and facilities.

**Student Interns**

- **Scope and duration of work:** The scope of an intern’s work should be clearly focused but the duration of the work may vary. Students are able to work part time (10-20 hours per week) during the semester and full time over the summer. Interns can work individually or as part of a team and they require a faculty or professional mentor to supervise and review work.
- **Timing:** 4 to 6 weeks may be required to develop the project and recruit students.
- **Distance:** During the school year internships tend to be regionally based. During the summer internships can work on campus with faculty supervision or may relocate and work
under the supervision of a not-for-profit organization, or government agency in the community.

- **Cost:** Students are generally paid an hourly wage and faculty supervisors (when involved) are compensated for their supervision.

**Project Selection**

Although the CCDR receives numerous requests for assistance, it is able to accommodate only a limited number of requests each year. Projects are selected based on a number of important factors, which include:

- ** Appropriateness:** Does the proposed project match the academic goals of a particular class, studio, and/or graduate student? Does the project match faculty interest and expertise?

- **Relevance:** Is the proposed project relevant or instructive beyond the specific site or community?

- **Timing:** Can the project be planned into the academic cycle? Can the project be completed within the available timeframe?

- **Community support:** Does the community support the proposed project?

- **Organization capacity:** Does the applicant have sufficient organizational capacity to manage the proposed project and to follow through on recommendations?

- **Funding:** Is there adequate funding for the proposed project?

**Use of CCDR Design Studies for Construction**

Project reports and design studies produced by the staff and students working with the CCDR are prepared under the guidance of qualified faculty members. However, design studies generated through the CCDR or the Faculty of Landscape Architecture cannot be used for construction. After working with the CCDR, organizations that intend to construct site improvements should retain a professional landscape architect to prepare necessary documentation for construction.

**Memorandum of Understanding**

If selected, the applicant will be expected to sign a Memorandum of Understanding (MOU) with the CCDR, which will include the goals of the project and expected outcomes, the responsibilities of the applicant and of the CCDR.

**HOW DO I APPLY FOR ASSISTANCE?**

If you would like to apply for our services, please fill out and return the attached application to:

The Center for Community Design Research
Faculty of Landscape Architecture
SUNY College of Environmental Science and Forestry
One Forestry Drive
Syracuse, NY 13210-4721

If you have questions, please contact the CCDR at 315-470-4721 or ccdr@esf.edu.