

COMMUNITY
SERVICE PROJECT
INFORMATION

← OBSERVATION D

LATTA CUT-OFF

CITY OF COPPELL
2022-2023

READY TO PARTNER ON YOUR SERVICE PROJECT?

Coppell Community Experiences is proud to act as beneficiary for community service projects completed within the parks system. One of the primary purposes of the service project program is to learn and enhance leadership skills through creation, coordination, and implementation.

The applicant must be the leader and primary point of contact throughout the project and should make every effort to stay on schedule through the process and completion. Please note that Coppell Community Experiences has limited resources and expects that the applicant provides all details and materials to complete the project.

To apply for a community service project spot, please look over the following guidelines and complete the application process.

CITY OF COPPELL SERVICE PROJECT PROCESS AND GUIDELINES:

1. Read packet guidelines and requirements and choose a service project that most interests you from the City of Coppell approved list.
2. Complete the City of Coppell Community Service Project Application
 - a. If you have a service organization workbook, please complete it thoroughly and attach it to the City of Coppell Application.
3. Submit the application and supporting documents online at www.Coppelltx.gov/ServiceProjects
4. City of Coppell staff will be in contact with you regarding your proposal and any questions you may have.
5. If the project is approved, a meeting will be scheduled to meet in-person with City staff to discuss further details, logistics, and requirements. Staff will provide a list of information and items to bring to that meeting.
6. The project owner must maintain monthly communication with City staff regarding project updates and timelines created by the applicant.
7. The project owner must obtain final signatures from City staff to complete the project.

COMMUNITY SERVICE PROJECT TIMELINE: FY 2022-23

The City of Coppell will allow a limited number of projects to be conducted during a specific period. Applications will be reviewed in the order they were received and will be awarded approval upon all requirements being met. A total of four projects will be accepted per year.

PHASE 1

October 1:	Project Workbooks available on-line
October 1 – 31:	Project Workbooks can be submitted electronically on-line
November 1 – 7:	Staff review period for submittals
November 7:	Interview Date #1 (5:30 p.m. before Park Board Meeting)
December 5:	Interview Date #2 (5:30 p.m. before Park Board Meeting if the November date does not work for both parties)
December 6 – 9:	Project owners notified whether their projects have been approved
December 9 – 23:	Project meetings held to discuss plans for projects that have been accepted between the project owner and City of Coppell staff
January 3:	Commencement for Phase 1 projects
March 31:	Deadline for project completion (staff approval needed)

NOTE

The City understands that extenuating circumstances can happen in life and if something were to happen that prevents the project owner from completing the project within the approved timeline, the City of Coppell does have the ability to extend the timeline for a reasonable amount of time (1-3 months) for the project to be completed.

COMMUNITY SERVICE PROJECT TIMELINE (CONTINUED)

PHASE 2

(Contingent on number of project submittals in Phase 1)

February 20 – March 22:	Project Workbooks can be submitted electronically on-line
March 23 – April 2:	Staff Review Period for Submittals
April 3:	Interview Date #1 (5:30 p.m. before Park Board Meeting)
May 1:	Interview Date #2 (5:30 p.m. before Park Board Meeting if the April date does not work for both parties)
May 2 – 5:	Project owners notified whether their projects have been approved
May 5 – 19:	Project meetings held to discuss plans for projects that have been accepted between the project owner and the City of Coppell staff.
June 5:	Commencement for Phase 2 projects
August 31:	Deadline for project completion (staff approval needed)

NOTE

The City understands that extenuating circumstances can happen in life and if something were to happen that prevents the project owner from completing the project within the approved timeline, the City of Coppell does have the ability to extend the timeline for a reasonable amount of time (1-3 months) for the project to be completed.

PROJECT CONTACTS

We understand during this process the applicant may have questions. If that is the case, please email Parks Operations Manager, Dave Ellison at dellison@coppelltx.gov.

To assist City of Coppell staff in serving requests in a timely manner, please ensure the subject line of the email includes the following:

For information before application submittal: CSP Inquiry – First and last name

For information after application submittal: CSP Application Update – First and last name

For specific information regarding Community Service Projects, we prefer an email sent using the above information. However, if the applicant needs to speak to someone immediately, please reach out to Coppell Community Experiences directly at 972.462.5100 or CommunityExperiences@coppelltx.gov.

PRE-APPROVED COMMUNITY SERVICE PROJECT LIST

- Mulching
- Install fence railing
- Painting (Examples: fencing or electrical boxes)
- Step Improvements (Example: along nature trail)
- Trash Can Containments
- Arbors
- Plot Marker/Numbers
- Install Kiosk
- Monarch Waystation & Wildflower Seeding
- Create Field Guides (Example: At Coppell Nature Park)
- Orienteering course

NOTE The City welcomes any project ideas that you may that are not listed above.

INSURANCE REQUIREMENTS

The City of Coppell requires that anyone conducting work or services on City property must supply insurance. Insurance can be purchased through the applicant's own personal insurance company with the requirements listed below or through a third-party insurance company for local governments (TULIP).

TYPE OF INSURANCE AMOUNT

Worker's Compensation	As set forth in the Worker's Compensation Act.
Commercial General Liability (Public)	\$1,000,000 Each Accident/Occurrence. \$1,000,000 Aggregate \$1,000,000 Products & Completed Operations Aggregate.
Owner's Protective Liability Insurance	\$600,000 per occurrence \$1,000,000 aggregate
Excess/Umbrella Liability Endorsement CG 2503	\$1,000,000 per occurrence w/drop down coverage Amendment Aggregate Limit of Insurance per Project or Owner's and Contractor's Protective Liability Insurance for the Project.
Automobile Liability	\$500,000 Combined single limit per occurrence.

INCLUSION OF ENDORSEMENT PAGE

In addition to general liability insurance, all programs taking place on City of Coppell property must provide an endorsement page. The City of Coppell must be listed as an "Additional Insured" in the amount of \$1 million on both the general liability and endorsement pages. The City of Coppell reserves the right to increase the insurance limits based on the nature and degree of risk to the public.

TO OBTAIN TULIP INSURANCE

- Website, www.onebeaconentertainment.com – click on TULIP (purchase or quote)
- Enter City of Coppell ID code: 0501 BMT
- Qualify your event
- Get your quote