

SMALL PLANNING GRANT GUIDELINES

OVERVIEW

The Community Development Office (CDO) provides an expedited review process for **small planning grants** defined as grant requests of **up to \$50,000**. Applicants can submit **one small planning grant application per fiscal year** (July 1–June 30).

The small planning grant review process expedites funding and alleviates the time consuming review of eligible small planning grants. Since planning cannot be accommodated as a loan, eligibility is based on defined funding criteria:

- Follows procurement process
- Engaged leadership
- Demonstrated need for plan/study
- Demonstrated community preparation
- Use of best practices
- Demonstrated community benefit

GENERAL GUIDANCE AND GRANT INFORMATION

IMPORTANT DATES Applications are to be submitted on a trimester basis by **5 p.m., on the application due date – June 1, October 1 and February 1**. Please review the application information section on the Permanent Community Impact Board Fund (CIB) website at:

jobs.utah.gov/housing/community/cib/index.html.

APPLICATION The CIB Application Form can be downloaded from:

<https://jobs.utah.gov/housing/community/cib/documents/cibapplication.docm>

Applications must include all required attachments, including a Planning Addendum found at:

<https://jobs.utah.gov/housing/community/cib/documents/planninggrantaddend.docx>

REVIEW PROCESS After receiving a complete application package, CDO staff will review and score applications based upon the defined funding criteria. Information for vetting projects is provided through responses on the application, required attachments, and an interview with the applicant. Projects are assigned a final score with awards to those scoring above a defined threshold. Applicants will be notified of a funding decision **within 60 days of the trimester due date – August 1, December 1, April 1**. Grant recipients will be mailed a contract for signature and can begin reimbursement requests for eligible expenses once the contract is fully executed.

MATCH REQUIREMENTS CDO small planning grants are matching grants. The project applicant is required to commit financially with a **minimum 50% cash match** to the project in order to apply. CIB will not fund more than 50% of the total project cost or more than \$50,000, whichever is lower.

REIMBURSEMENTS Funds are disbursed on a reimbursement basis meaning the entity pays the contractor and CIB reimburses the entity at 50% of invoice. Project funds expended prior to grant award cannot be reimbursed. Invoices submitted on a monthly or bimonthly basis are preferred.



ELIGIBLE APPLICANTS To apply directly as the applicant, an organization must be an eligible applicant under Title 35A/Chapter 8/35A-8-S301. Applicants can submit one small planning grant application per fiscal year (July 1–June 30).

TIMELINE FOR COMPLETION Planning grants are required to be completed **within two years of the grant award date**. Further planning grants cannot be awarded until previously awarded planning grants are completed. Final planning documents are to be submitted to the CDO upon completion.

ELIGIBLE PROJECT TYPES CIB planning funds are available for general planning, master plans, hazard mitigation studies, environmental impact studies, water resource plans, soils analysis and feasibility studies. Other types not specifically mentioned shall be reviewed for eligibility. Planning projects must be strategic and forward thinking in nature.

ELIGIBLE PROJECT COSTS Consultant costs, professional services such as facilitation, professional planning, costs that directly relate to the planning activity such as inventories, GIS/mapping, printing, advertising expenses for required public hearing(s), focus groups, surveys, and web based outreach.

INELIGIBLE PROJECT COST/IN-KIND MATCH Grant writing or administration costs; volunteer time; future costs of land acquisition and facility development; costs of existing operations; indirect costs; events, publications, advertising and/or similar items for fundraising or public meetings; construction/architectural design; any permitting costs.

SUCCESSFUL PROJECTS Successful applicants will: fully follow their own procurement process; have highly engaged leadership who are working with the Association of Governments Regional Planner on scoping this project and working on community development essentials; have the financial ability to implement the plan; and submit their completed application on time. Successful projects will be clearly defined with costs clearly justified; have a demonstrated and compelling need for the study; have prepared for the project; be for a community-wide benefit; and implement best practices. Robust public engagement is strongly encouraged.

WATER & SEWER APPLICATIONS All water and sewer applications require a department of environmental quality review. Utah Department of Environmental Quality (DEQ) staff act as technical advisors to the CIB on drinking water and wastewater projects. Applicants for proposed drinking water and wastewater funding **must complete and submit** the Drinking Water & Waste Water Project Supplement to DEQ with the CIB application. DEQ Supplemental form is located on CIB website: <https://jobs.utah.gov/housing/community/cib/documents/deqform.doc>



CONTACT

It is recommended that applicants contact the Community Development Office in advance to discuss projects and address any questions or concerns. Our team wants to see your project be successful and will provide assistance to make that happen. We encourage potential applicants to attend one of the annual CIB Application Tutorials, request sample grant applications, and submit a draft application for review. Contact your AOG Regional Planner for assistance. We look forward to working with you and your community.

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