

# SMALL PLANNING GRANT GUIDELINES

## OVERVIEW

The Community Development Office (CDO) provides an expedited review and funding process for **small planning grants**, defined as grant requests of **\$50,000 or less of CIB funds**.

Funding eligibility is based on five defined criteria:

1. Eligible Applicant
2. Eligible Project
3. On the One Year CIB Application list.
4. Completed Application
5. Interview with CDO

## 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](https://jobs.utah.gov/housing/community/cib/index.html).

**APPLICATION** The CIB Application Form is located on the website: <https://jobs.utah.gov/housing/community/cib/documents/cibapplication.docm>  
Applications must include all required attachments.

**REVIEW PROCESS** Complete applications will be reviewed based upon defined funding criteria and provided documentation. Information for vetting projects is provided through responses on the application, required attachments, and an interview between CDO and the applicant. Applicants with complete and submitted applications will be notified of a funding decision **within 60 days**. Grant recipients will receive a dated notice of award wherein expenses incurred for the approved project scope are eligible for reimbursement. A grant contract will be routed for signature; reimbursement for eligible expenses may commence once the contract is fully executed.

**MATCH REQUIREMENTS** CIB small planning grants are matching grants. The applicant is required to commit financially a **minimum 50% cash match** to the project in order to apply. The small planning grants program **will not** fund more than 50% of the total project cost or more than \$50,000, whichever is lower. Planning project applications requesting funding above the \$50,000 threshold must apply as a regular CIB application requiring CIB board approval. All planning funding requires 50% cash match.

**REIMBURSEMENTS** Funds are allocated through a reimbursement process. The entity pays the contractor; CIB reimburses the entity up to 50% of the invoice. Project expenses incurred prior to the award cannot be reimbursed. Invoices submitted on a monthly or bimonthly basis are preferred.

**ELIGIBLE APPLICANTS** An applicant must be eligible under Title 35A/Chapter 8/35A-8-S301.



**TIMELINE FOR COMPLETION** A small planning grant contract is a two year contract and must be completed **within two years of the grant award date**. Final versions of completed plans must be submitted through [cib@utah.gov](mailto:cib@utah.gov) prior to final reimbursement.

**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 should address future considerations of a community's needs.

**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** CIB will not reimburse for applicant staff expenses, grant writing or administration costs; volunteer time; future costs of land acquisition and facility development; expenses for existing operations; indirect costs related to events not included under the "Eligible Project Costs" section, publications, advertising, and/or similar expenses for fundraising or public meetings; construction/architectural design (these expenses must be affiliated with a physical construction project); any permitting costs; or costs related to consumables.

### **SUCCESSFUL PROJECTS**

Successful applicants:

- Follow State Procurement Code 63G-6a-603;
- engage with the local Association of Governments Regional Planner on scoping the project;
- Have the ability to implement any plans developed;
- Submit an application by the deadline. No late applications will be considered.

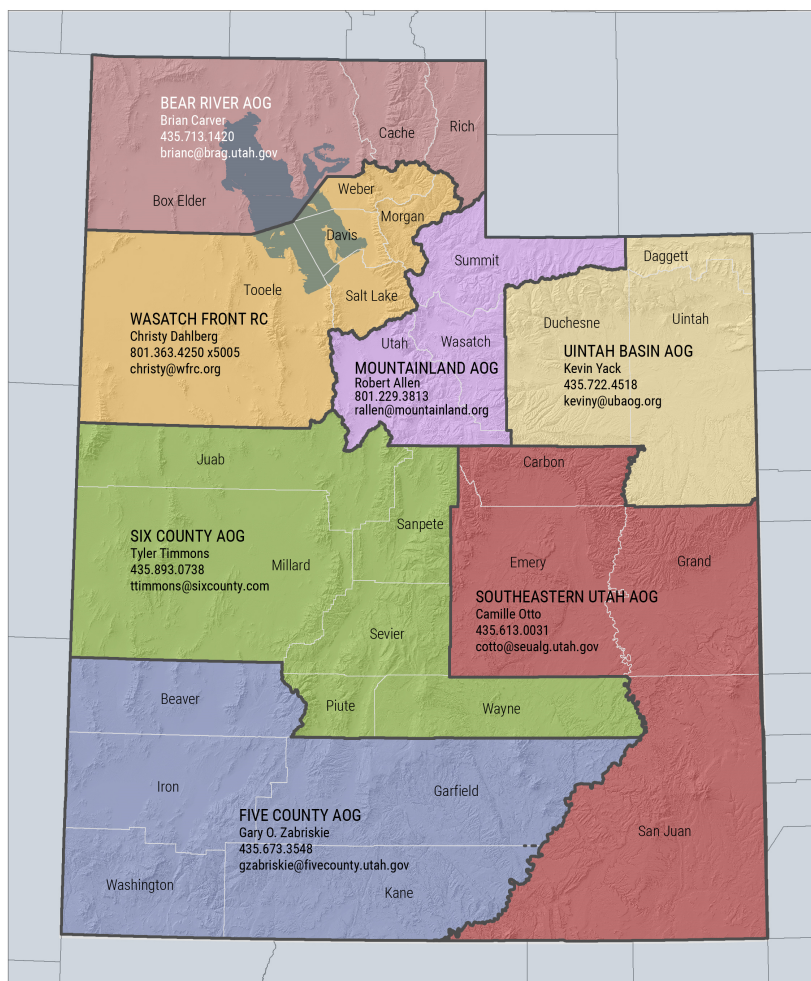
Successful projects:

- clearly define and justify costs;
- demonstrate a compelling need for the study;
- are thoughtfully considered and ready to proceed;
- clarify a community-wide benefit;
- are consistent with best practices.
- include robust public engagement.

**WATER & SEWER PLANNING APPLICATIONS** Applicants for proposed drinking water and wastewater funding, including projects that are planning by nature, **must complete and submit** the Drinking Water & Waste Water Project Supplement to DEQ with the CIB application. DEQ Supplemental form is located on CIB's website: <https://jobs.utah.gov/housing/community/cib/documents/deqform.doc>

## CONTACT

It is **recommended** that applicants contact their regional planner to discuss and scope your project. If you have concerns or questions about the Small Planning Grant guidelines, please contact the Community Development Office prior to applying to address any questions or concerns. The CDO team encourages potential applicants to attend one of the annual CIB Application Tutorials, request sample grant applications, or submit a draft application early for review. Contact your assigned AOG Regional Planner for assistance.



**BEAR RIVER**  
Brittany Alfau / Brian Carver  
435.713.1423  
brittanya@brag.utah.gov

**WASATCH FRONT** Christy Dahlberg  
801.363.4250 x 5005  
christy@wfrc.org

**MOUNTAINLAND**  
Robert Allen  
801.229.3813  
rallen@mountainland.org

**UINTAH BASIN**  
Kevin Yack  
435.722.4518  
keviny@ubaog.org

**SIX COUNTY**  
Tyler Timmons 435.893.0738  
ttimmons@sixcounty.com

**SOUTHEASTERN**  
Camille Otto  
435-227-5476  
cotto@seualg.utah.gov

**FIVE COUNTY**  
Gary Zabriskie 435.673.3548  
gzabriskie@fivecounty.utah.gov