



Iowa Smart Planning: Local Comprehensive Planning Grant Program

Application Guidelines

Issued July 2010

Introduction

The Iowa Local Comprehensive Planning Grant Program is funded through supplemental disaster Community Development Block Grant (CDBG) funds provided through the United States Department of Housing and Urban Development. The grants are intended to support development and adoption of forward thinking comprehensive plans that will guide long-term recovery efforts and subsequent decisions that reduce existing or future development in disaster-risk areas. The Program is based on the Iowa Smart Planning Principles and local comprehensive planning guidance contained in Senate File 2389 and signed into law on April 26, 2010. The Smart Planning components of SF2389, along with the Smart Planning Legislative Guide, can be found here: <http://rio.iowa.gov/resources/legislation.html>. Local comprehensive plans that incorporate strong implementation strategies attract economic development, protect and preserve community resources, improve resiliency to disasters, and encourage a strong community identity.

This document contains instructions for preparing a complete application. Applicants must use the Local Comprehensive Planning Grant Program Application Form.

Eligible Applicants

Supplemental disaster CDBG funds can only be used in counties that are Presidentially declared disaster areas. Eligible applicants for this Program include any of the 85 counties that were declared Presidential disaster areas from the storms of 2008 (DR-1763 – see table below), as well as any city government within those counties.

Eligible Counties – Presidentially Declared Disaster Areas, 2008 Storms (DR-1763)

Adams	Adair	Allamakee	Appanoose
Audubon	Benton	Black Hawk	Boone
Bremer	Buchanan	Butler	Carroll
Cass	Cedar	Cerro Gordo	Cherokee
Chickasaw	Clarke	Clayton	Clinton
Crawford	Dallas	Davis	Decatur
Delaware	Des Moines	Dubuque	Fayette
Floyd	Franklin	Fremont	Greene
Grundy	Guthrie	Hamilton	Hancock
Hardin	Harrison	Henry	Howard
Humboldt	Iowa	Jackson	Jasper
Johnson	Jones	Keokuk	Kossuth
Lee	Linn	Louisa	Lucas
Lyon	Madison	Mahaska	Marion
Marshall	Mills	Mitchell	Monona
Monroe	Montgomery	Muscatine	Page
Palo Alto	Pocahontas	Polk	Pottawattamie
Poweshiek	Ringgold	Scott	Story
Tama	Taylor	Union	Van Buren
Wapello	Warren	Washington	Wayne
Webster	Winnebago	Winneshieki	Worth
Wright			

Entities submitting an application must commit to preparing and adopting a comprehensive plan. Cities and counties are encouraged to submit multi-jurisdictional comprehensive planning applications. A multi-jurisdictional plan includes at least two neighboring local governments. In the case of a multi-jurisdictional plan, a lead city or county must be named as the applicant on behalf of all partnering governmental entities. The applicant should be the intended entity to contract with the Iowa Department of Economic Development to receive and manage grant funds. Cities and counties may contract with councils of government, regional planning commissions, or other private planning consultants to implement the planning process. Should applicants choose to utilize the services of a consultant, a request for proposals (RFP) process must be utilized to select the consultant.

Eligible Activities

This grant program is designed to assist local governments in the development of new or updated comprehensive plans. Eligible services and activities for grant reimbursement must be reasonably related to the development of a comprehensive plan. The Rebuild Iowa Office (RIO) and Iowa Department of Economic Development (IDED) reserve the right to amend proposed activities if some are deemed to be outside of the development of a comprehensive plan and will not provide reimbursement for such activities.

Eligible services and activities include:

- Contracting for planning consultant services, staff time devoted to plan production and coordination, public planning sessions, educational activities, purchase of computerized planning data, and planning software and hardware required to utilize planning data or software.
- Development of the plan document, including printing costs.
- Public participation and outreach activities, including educational materials, citizen surveys, internet activities, and newsletters.
- Development, purchase, and documentation of data, maps, and computerized information used within the plan.
- Other activities reasonably necessary for the development and preparation of a comprehensive plan.

Ineligible services and activities include:

- Segmented activities not related to the development of a comprehensive plan, such as corridor plans, outdoor recreation plans, site plans, and trail development plans.
- Planning activities and plan development costs incurred by the applicant prior to the execution of the grant agreement (signature by both parties). Planning efforts already underway will be considered for grant funding, but funds will be awarded for those activities not yet conducted.
- Costs incurred to the applicant to prepare the grant application.
- Food for any purpose is not an eligible expense.

All costs must be documented and will be paid via reimbursement.

Required Comprehensive Plan Components

The Iowa Smart Planning bill outlines Iowa Smart Planning Principles and provides guidance concerning appropriate elements of a local comprehensive plan. All plans funded under this

program must meaningfully apply each of the ten Smart Planning Principles and address each of the 13 elements of a comprehensive plan. The plan elements do not need to follow the order listed in Iowa code and may be combined or divided differently so long as each component is addressed at some point in the plan. Additionally, local governments are encouraged to go above and beyond the basic elements and to be innovative and creative in planning for the future. The Iowa Smart Planning Legislative Guide outlines the Smart Planning Principles and comprehensive planning guidance, and is available at http://rio.iowa.gov/resources/legislation/2010_Iowa_Smart_Planning_Overview.pdf.

The comprehensive plans must also reference the participating jurisdiction’s hazard mitigation plan(s) approved by the Federal Emergency Management Agency and include actions that reduce risk associated with natural disasters. Additionally, plans that are coordinated with the local watershed management authority (House File 2459, sections 4-7), if established, or that commit to incorporating establishment of a watershed management authority as a strategy and action item within the local comprehensive plan will receive priority over other proposals.

Grant Award Process & Funding Guidelines

Applications must be complete in order for them to be reviewed. Part III of the application includes questions and answers that will be reviewed and scored by a grant panel. Multi-jurisdictional plans and those that are coordinated with or include a commitment to establish a watershed management authority will receive priority. The grant review panel will recommend which applications to fund and the level of funding to award to each application. The Rebuild Iowa Office Executive Director will then consider those recommendations and make the final determination.

This program is supported by \$1 million in disaster supplemental CDBG funds via the United States Department of Housing and Urban Development. Up to \$50,000 may be requested for each participating governmental entity. Applicants must provide a one-to-one match, of which 50% can include in-kind services. Documented staff time dedicated to the planning process, within reason, is permitted as match. Pro bono services, such as technical assistance or printing services, can be used as local match so long as the value of the services as listed in the application does not exceed fair market value. The grant may not be matched by other federal funds.

Example funding requests:

Applicant(s)	Total Grant Eligibility	Total Planning Costs	Grant Request	Total Match Required	Limit of In-kind Match Value
1 Medium City	\$50,000	\$40,000	\$20,000	\$20,000	\$10,000
2 Large Cities	\$100,000	\$225,000	\$100,000	\$100,000	\$50,000
1 County, 3 Cities	\$200,000	\$150,000	\$75,000	\$75,000	\$37,500
2 Counties, 6 Cities	\$400,000	\$900,000	\$400,000	\$400,000	\$200,000

The State of Iowa may choose to award grant funds at levels lower than requested depending on the overall applicant pool and availability of funds. An application will be rejected if it is determined any representation, warranty, or statement made in connection with this application is incorrect, false, misleading, or erroneous in any material respect. If a grant is awarded prior to discovery of the incorrect, false, or misleading representation, the grantee may be required to reimburse the State of Iowa for grant funds issued.

An applicant may withdraw their grant application materials from the grant review process by providing written notice to the Rebuild Iowa Office.

Reporting and Monitoring

The grant period begins on the date that all parties execute the grant agreement. All activities eligible for reimbursement must be completed within two years of the grant award. At the end of the first and second years of funding, each grant recipient must submit a progress report outlining efforts to-date to the Iowa Department of Economic Development. The final report must outline how participating entities plan to implement plan recommendations and strategies, and maintain a comprehensive planning process into the future. The final payment of 25% of the total grant award will be withheld until all participating governing bodies have adopted the comprehensive plan and one hardcopy and one electronic copy of the plan has been submitted to the Iowa Department of Economic Development. The plan may be posted on a website owned by the State of Iowa.

The Iowa Department of Economic Development will provide reimbursement forms and guidelines, and annual reporting guidelines with grant award letters.

Application Deadline

Applicants must submit one (1) original signed application and five (5) hardcopies, and one (1) electronic copy (in either Word or pdf format on a CD or flash drive) of the completed application form and any supporting materials by September 30, 2010 (this is not a postmark deadline) to:

Rebuild Iowa Office
Attn: Aaron Todd
Wallace State Office Building
502 East 9th Street, 2nd Floor
Des Moines, IA 50319

Please allow six weeks for application review and award notification. Questions can be directed to Aaron Todd at aaron.todd@rio.iowa.gov or 515-242-5299.