



# **2026 CDBG Planning Grants Application Workshop**

Terie Taylor-Wolf | Project Manager  
Iowa Economic Development Authority



Before You Apply

# PROGRAM REQUIREMENTS

# PLANNING GRANTS

## ○ Scope:

- Communities across Iowa face growing challenges in maintaining safe, resilient, and sustainable infrastructure systems, as well as preserving the historic character that anchors local identity.
- Non-Entitlement applicants have the opportunity to seek funding for **Capital Improvement Plans**, **Asset Management Plans**, and **Historic District Surveys**
- Goal is to help communities understand their needs, prioritize investments, and create long-term strategies for protecting public health, strengthening local economies, and sustaining critical infrastructure.
- The State recognizes the importance of equipping communities with the data, analysis, and forward-looking guidance necessary to make informed decisions, reduce risks, and enhance quality of life.

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- **Program Available Budget:** \$60,522.00
- **Fund Ceilings:** \$15,000 with required Dollar-for-dollar match
- **Cost Caps:**
  - Contingency: NTE 10% total project cost
  - Admin / Project Delivery: NTE 5% total project cost
- **Eligible Applicants:**
  - Units of general local government (UGLGs) Non-entitlement communities must work with a Council of Government or IEDA-approved consultant
- **Eligible Activities:**
  - Capital Improvement Plans
  - Asset Management Plans
  - Historic District Surveys

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- **Ineligible Activities – 24 CFR 570.207**
  - General government expenses;
  - Political activities;
  - Purchase of equipment;
  - Project Design Documents;
  - Construction;
  - Operating and maintenance;

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- **Application Cycle:**

- Application Submission Window is 3/02/2026 – 5/01/2026

- **National Objective:**

- None-however plans developed with CDBG funds must include development of future CDBG projects

- **Application Requirements:**

- All UGLGs must work with a council of government or IEDA approved consultant

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- **Program Specific Documentation:**
  - Proof of procurement for project delivery;
  - Support documentation for the project budget;
  - Evidence of Dollar-for-dollar local match of cash;
  - Project Schedule of critical milestones;

If required documentation is not submitted with the application, the application will not be reviewed

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## **Threshold Criteria: (Must be present to be scored!)**

- Applicant has an Active SAM.gov account and Unique Entity Identifier (UEI) #;
- Grant amount requested does not exceed the program cap;
- Project Delivery / Admin fee does not exceed program cap;
- Required Uploads are provided, complete and fully executed;
- NOFA Public Hearing Minutes are complete with the 9 elements;
- Project Budget is correct;
- Evidence of Match is provided;

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## General Scoring Criteria:

- Magnitude of need for the project;
- Degree to which the project is ready to proceed;
- Degree to which the project can be completed in a timely fashion ;
- Degree to which the project can be leveraged by other funds;
- Consistency with local or regional plans;
- Connection to future CDBG Projects:

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## Scoring Criteria: Capital Improvement Plans:

- Identify infrastructure categories addressed (waters, sewer, stormwater, streets, etc.);
- Describe how CIP priorities serve LMI areas / populations;
- Demonstrated Infrastructure need (e.g., regulatory driven compliance vs deferred maintenance);
- Plan integration with fiscal plans / comprehensive plans;

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## Scoring Criteria: Asset Management Plans:

- Identify infrastructure categories addressed (waters, sewer, stormwater, streets, etc.);
- Are assets already inventoried;
- How the AMP will be used for applicant decision making (maintenance prioritization, capital planning, etc.);
- Methodology inclusive of condition assessments, failure risk scoring, lifecycle cost analysis
- Include planning for capacity building
- Commitment to implementation & maintenance from applicant;

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## Scoring Criteria: Historic District Surveys:

- Identify infrastructure categories addressed (streets, storefronts, mixed-used spaces, etc.);
- Clear purpose and future use (e.g., local district historic designation, design guidelines, revitalization planning, etc.);
- Nexus to community development outcomes (e.g., downtown revitalization, LMI neighborhood stabilization, rehab programs, façade programs, etc.);
- Demonstrated SHPO coordination;
- Demonstrated community support;
- Readiness to act on findings;

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## Claims:

- Procured consultants must provide billing to Subrecipients at stipulated intervals of the Activity to accommodate Subrecipient Claims submissions not less than quarterly to remain in alignment with the grant agreement T's & C's;
- To facilitate this, the Subrecipient shall establish milestones for Task completion that align with the consultants scope of work;
- Common examples used:
  1. Project Initiation / Coordination;
  2. Data Collection / Inventory;
  3. Community Engagement;
  4. Needs Assessment / Analysis;
  5. Draft Plan & Client Review;
  6. Final Plan & Adoption Support;

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## Closeout:

- For preparing the project for Closeout and meeting the 3 primary deliverables are required:
  - 1) Community Adoption of the Plan by Resolution;
  - 2) Copy of the Plan provided to IEDA;
  - 3) Intended future CDBG project for the Applicant;

## RESOURCES:

- **Planning Grants Webpage:**

<https://opportunityiowa.gov/community/community-infrastructure/cdbg-programs/planning-grant-program>

*PROGRAM GUIDE FOUND ON THIS PAGE!*

- **CDBG Training Resources:**

<https://opportunityiowa.gov/community/community-infrastructure/cdbg-resources/training-resources>

- **CDBG Management Guide:**

<https://opportunityiowa.gov/community/community-infrastructure/cdbg-resources/management-guide>

- **CDBG Program Guidance and Related Resources:**

<https://opportunityiowa.gov/community/community-infrastructure/cdbg-resources/cdbg-program-guidance-resources>

# Questions?





**THANK YOU**

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