



# 2025 “Community Planning for a Livable Future” Technical Assistance Program

## Frequently Asked Questions

### **How is the Community Planning for a Livable Future Technical Assistance Program funded and administered?**

The technical assistance program is administered by the RI Division of Statewide Planning (RIDSP) and funded with Federal Highway Administration (FHWA) Metropolitan Planning funds. The RIDSP provides technical assistance to the awarded community/ies via consultant services provided through a contract negotiated and administered by the RIDSP.

### **Does the awarded community directly receive grant funding?**

No. The award consists of technical assistance in the form of planning and design assistance provided via a selected consultant. This consultant and the assistance provided to the municipality is administered by the RIDSP on behalf of the awarded communities. The RIDSP hires the planning consultants on behalf of the awarded municipality via the state procurement process. The municipality cannot choose the consultant, but is fully involved in helping RIDSP draft the RFP.

### **Is engineering or surveying work an eligible activity?**

No. This technical assistance program provides contractor assistance for planning projects only. Engineering, design work, construction and surveying work are ineligible.

### **What constitutes a final deliverable for a grant project?**

Final project deliverables will vary by technical assistance project and will be outlined in the cooperative agreement. A final deliverable will be a final draft of any one of the eligible activities as outlined in the “Community Planning for a Resilient Future” Application for Technical Assistance. Generally, a final product will consist of electronic and hard copies of the final plan(s), rendering(s), or report(s) as completed and approved by the municipality and the RIDSP.

### **What are acceptable/eligible means for meeting the match requirement?**

Eligible match includes cash donations, in-kind contributions from staff time (with fringe), donated space, volunteer time, or equipment for the project. Proper documentation of match will be required, such as timesheets and spreadsheets of employees matching their time to the project, hours and dates of space or meeting rooms utilized for match, and source and availability of cash match. Generally, the match requirement is agreed upon by a municipality and the RIDSP through a cooperative agreement.

Additionally, neither the cost nor the value of in-kind contributions may count towards satisfying a cost sharing or matching requirement of another cooperative agreement if they have been or will be counted towards satisfying a cost sharing or matching requirement of another Federal grant agreement, a federal procurement contract, or any other award of Federal funds.

### **How is the in-kind match calculated?**

Employees of the municipal agency – Municipal staff personnel time commitment may be valued at the employee’s regular salary. including a reasonable valuation of fringe benefits.

Volunteers and/or donated services - Unpaid volunteer services provided to a municipality by individuals will be valued at rates consistent with those ordinarily paid for similar work in the municipality’s organization. If the municipality does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount of fringe benefits may be included in the valuation.

Employees of other organizations – When an employer other than the municipality furnishes free of charge, the services of an employee in the employee’s normal line of work, the services will be valued at the employee’s regular rate of pay exclusive of the employee’s fringe benefits and overhead costs.

Third party donated supplies, loaned equipment or space – If a third party donated supplies, the contribution will be valued at the fair market value of the supplies at the time of donation. If a third party donates the use of equipment or space in a building but retains title, the contribution will be valued at the fair rental rate of the equipment or space.

### **What about ownership of data created during the project?**

The RIDSP and the selected municipality/ies will retain ownership of data products produced as part of the project.

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### **Are revisions to an executed cooperative agreement permitted?**

Changes to the scope of work, project timeline, budgeted line items, project deliverables, or key personnel in a cooperative agreement must be approved by the RIDSP in writing prior to the expenditure of funds contrary to an executed cooperative agreement.

### **Who should I contact with questions?**

Please direct all questions to Josh O’Neill, Supervising Planner with the Division of Statewide Planning at 401-222-4849 or [Joshua.oneill@doa.ri.gov](mailto:Joshua.oneill@doa.ri.gov)