

1. For the public hearing, does this have to be advertised as a Public Notice, or can we utilize press release/article in the local newspaper?

The CDBG OOR policy states that this must be a legal notice. The original tear sheet of the publication or the original publisher's affidavit which include the date of the hearing and the date of publication are required documentation.

2. If a publication for a public hearing to be held on 6/16 is published in the local newspaper on 6/6 is this considered in compliance?

Yes. The legal notice for the hearing must be published ten calendar days prior to the public hearing.

3. When does the HUD Part 5 definition come into effect?

Beneficiaries must be income verified per the HUD Part 5 definition at monitoring. However, it is pertinent that the grantee know the intended beneficiary is absolutely income qualified at the time of construction or the grantee may be liable to repay funds to IHCD.

4. What constitutes a "unique program feature?"

Anything specific to your project that makes it unique to the community or to your organization.

5. This may be covered in a separate section, but for the environmental review record, does the Intent to Request Release of Funds for the Tier 1 environmental review need to be published prior to application submission?

No. You may only publish this notice after you are awarded; IHCD will issue a "Proceed to Publish" notice that authorizes the grantee to publish the FONSI/ROF public notice. Samples of these notices can be found in Chapter 11 Exhibits of the HOME and CDBG Program Manual.

6. In the instructions it mentions that the uploaded PDF must be searchable? How do we assure that?

Scanned application will not be searchable, however, if you convert the excel application into a PDF, it will be searchable. Please submit the application as such via the FTP site.

7. Do the signature pages of the application have to be searchable as well?

No, those pages do not need to be searchable as they will be scanned in as part of the application.

8. Can you expand on the 2 inspections: specifically the completion of documented scope of work? IHCD receives the scope before it goes out to bid. What else needs to be done?

All IHCD-assisted units must be inspected twice during the award period. The **first inspection** is conducted by the award recipient upon completion of the scope of work and must be performed by the local code official, licensed home inspector, architect, engineer, or IHCD approved third-party building inspector.

The recipient shall inspect each unit within 30 days of completion of all repairs noted in their scope of work. The award recipient may request someone from within their agency or the administrator to conduct the inspections. Qualifications detailing the person's construction and code inspection experience needs submitted to the IHCD Design & Construction Review Analyst for review and approval.

If paid staff of the award recipient completes work on a home, then a qualified third-party inspector, listed above, must conduct the first inspection. Once the recipient's inspector has verified all the work is in compliance with the Indiana State Building Code and signs the Inspection Certification form, the recipient shall contact the IHCD Design & Construction Review Analyst and coordinate the final inspection.

To request the **second (final) inspection**, the scope of work, Inspection Certification form, and Lead Based Paint Form (exhibit C in Funds Management section) needs submitted to the IHCD Design & Construction Review Analyst. The average award has between 5-20 homes; therefore, you should contact the IHCD Design & Construction Review Analyst and coordinate final inspections in groups of at least 3 to 5 units rather than waiting until all the units are complete.

After the final inspection, you will receive an inspection report listing any issues observed. The recipient will have approximately 30 days to address issues noted in the report. If needed, an extension can be coordinated pending review of the circumstances and approval from IHCD. The final inspection and repairs must be completed before the award can close-out.

9. Does Weatherization money count for the public funds %. If so, how do we document it?

Yes. Public funds include federal, state, or local government funds; this can include funds awarded from other federal or state agencies. To receive points in this category, provide a letter from the appropriate authorized official approving the funds. The letter must include a description of the type of approved funding for the proposed development and the amount of funding.

Please note that a new version of the CDBG Application Form and Policy will soon be uploaded to the IHCD website. This updated version removes language listing Referral Agreements as required documentation for the "Serving Individuals with Disabilities" scoring category. No Referral Agreements are required to receive points in this category. As only minor changes are being made, applicants using the older uncorrected form will not be required to start over using the new form.

IHCD performs an interim and a final inspection. The grantee should hire a qualified inspector to sign off on the work prior to IHCD's final inspection.

FOR MORE INFORMATION ABOUT THE 2016 CDBG OWNER-OCCUPIED REHAB PROGRAM VISIT: www.in.gov/myihcda/cdbg.htm