

OCCRA

Office of

COMMUNITY &
RURAL AFFAIRS

Grant Administrator Update

JUNE 7, 2023



Housekeeping


This GA update is provided with Teams Live. While using Teams Live, you will not be able to use your audio or video. To ask a question, please use the chat function.

If you are having any issues connecting, please contact Jana Heritier at:

jheritier@ocra.in.gov

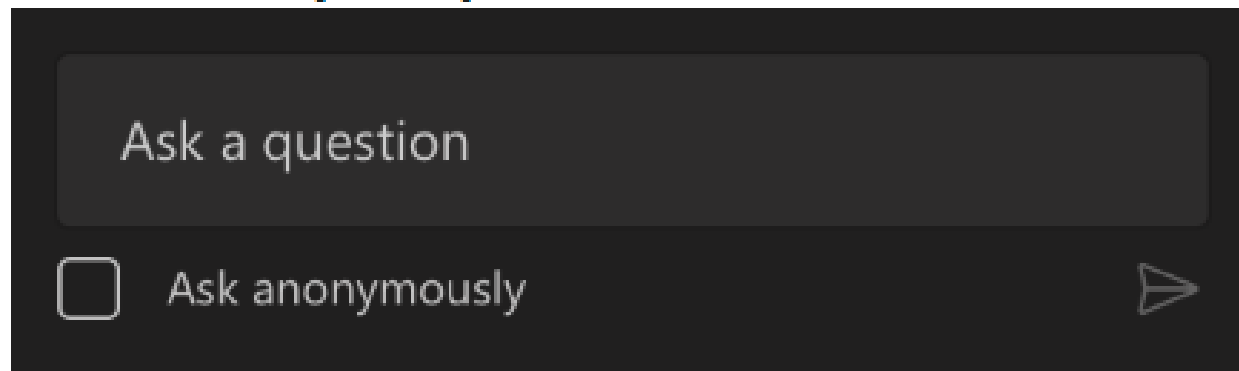
Ask a question

If you're an attendee and want to ask a question, just:

Select **Q&A**  on the right side of the screen.

Note: The Q&A panel only appears if the [organizer](#) has set it up.

Type your question in the compose box, and then select **Send**. If you want to ask your question anonymously, select **Ask anonymously**.



A screenshot of the Q&A interface. It features a dark grey background. At the top is a large, rounded rectangular text input field with the placeholder text "Ask a question" in a light grey font. Below the input field, on the left, is a white square checkbox followed by the text "Ask anonymously" in a light grey font. On the right side of the input field, there is a white right-pointing triangle icon, which serves as the "Send" button.

GA Update Credit

Due to technology limitations in Teams, we are unable to keep attendance in real time.

To receive credit for attending this GA Update, please fill out the form linked below.

This link has been placed in the chat and will be shared with all certified grant administrators on our listserv via email at the conclusion of this meeting.

[Virtual Exit Ticket](#)

During this meeting, you will receive updates from the following teams:



CDBG Team



Strategic Initiatives



Grant Services



STAFFING UPDATES

Ethan Edwards,
Broadband Project Manager

Lisa Marchino,
Broadband Project Manager

Sydney Granlund,
CDBG Program Manager

Ryan Kommes,
Communications Manager

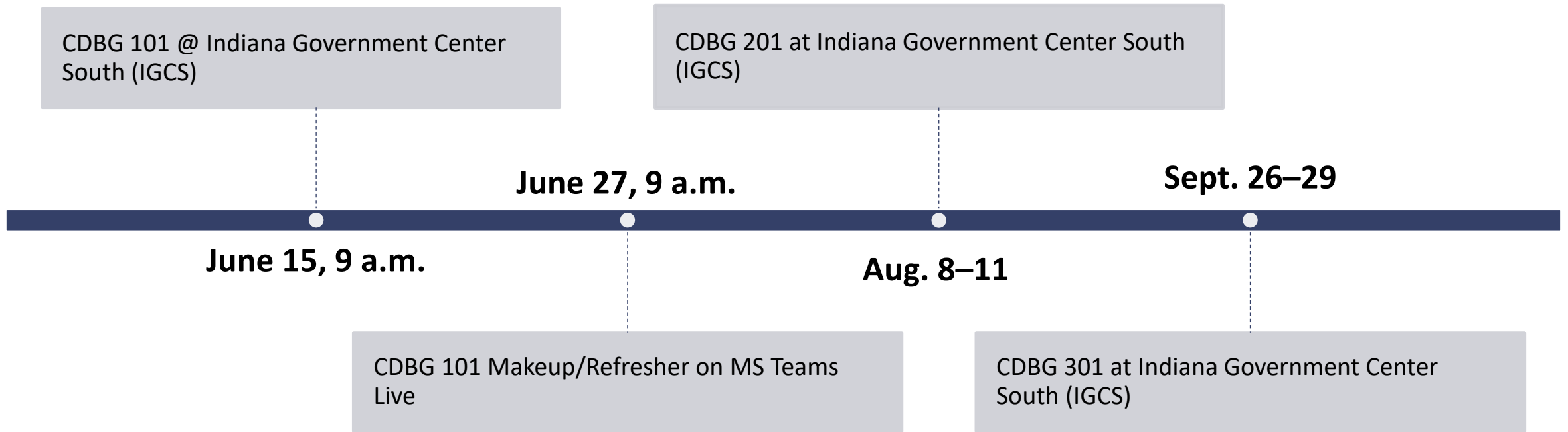


OPEN POSITIONS

[CDBG Program Manager](#)

[Broadband Data Analyst](#)

Southeast Community Liaison



The 2023 Grant Administrator Training schedule is live!
Register on our website: [in.gov/ocra/cdbg/grant-administrator-certification/](https://www.in.gov/ocra/cdbg/grant-administrator-certification/)

2023 Round 1: Important Due Dates and Reminders

Application due Friday, June 30, 2023!

Applications must be submitted via eGMS by 11:59 p.m. ET.

Pre-approval items (income surveys, bonus points, in-kind, etc.) must be submitted to OCRA by June 16.

Please email all requests to our CDBG shared inbox at cdbg@ocra.in.gov.

Remember to double check all contact details for anyone assigned an application role in eGMS.

Income Survey Tips (Proposal)

Remember, if an income survey will be used to meet National Objective, it ***must*** be started before the proposal due date.

Income Survey Tips (Application)

If using an income survey that was approved under OCRA's previous income survey policy (before June 5, 2022), please upload:

1. All completed income survey documents with the application.
2. Original pre-approval email to conduct an income survey from OCRA CDBG program staff.

If using an income survey that was initiated under OCRA's current policy (effective June 5, 2022):

1. All completed income survey documentation for this round should be submitted for final approval in eGMS by June 16, 2023, to ensure OCRA has 10 business days to complete its review.
2. All income surveys for this round must be approved by OCRA in eGMS ahead of the application due date of June 30, 2023.

Proposal and Application Process

There are two stages to the application process: the Proposal Stage and the Application Stage.

The Proposal Stage

- The proposal should be a principally completed draft of the application.
- Project information submitted to OCRA is reviewed by staff to determine whether it meets a national objective and is an eligible activity.
- Information from the site visit will also be considered when determining if the proposal can be approved to move forward to the application stage.

Proposals with missing or incomplete information will not be invited to move forward to application.

Proposal and Application Process

Determinations are only made after careful review and consideration of all proposals submitted, including any supporting documents provided.

They are, in no way, a negative assessment of the project itself.

The Application Stage

- Preparing a full application is a complex process that requires a substantial investment of time and resources.
- OCRA receives more applications in each grant cycle than can be funded.
- Applicants are strongly urged to take advantage of their Community Liaison's assistance in order to submit the most competitive application.

Build America Buy America (BABA) Update

The Build America, Buy America Act (BABA or the Act), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all federal financial assistance obligated for infrastructure projects after May 14, 2022.

The domestic content procurement preference or the Buy America Preference (BAP) requires that all iron, steel, *manufactured products and construction materials* used in covered infrastructure projects are produced in the United States, including CDBG-funded projects.

Since the enactment of the Act, HUD has been working to implement the BAP.

What does this mean?

BABA will apply to OCRA CDBG construction projects funded with FY2023 dollars, except for OOR.

OCRA is still waiting for guidance from HUD on how to implement BAP waivers available under specific conditions.

2023 Round 2: Important Reminders

New grant evaluation criteria (outlined in the 2023 AP) will be implemented in this round.

Application instructions will be updated and available once the round opens. Be sure to review them for details.

Program-specific point changes for BCP, WDW, PFP.

Revised Community Distress Index Methodology.



Recovery Housing Program Overview

The Recovery Housing Program (RHP) provides funding for states to support stable, transitional housing for individuals in recovery from a substance use disorder.

The funding covers a period of up to two years or until the individual secures permanent housing, whichever is earlier.

RHP was authorized under Section 8071 of the Support for Patients and Communities (SUPPORT) Act.

Special RHP Waivers and Flexibilities

1. Eligible applicants include both entitlements and non-entitlements.
2. Limited clientele national objective amended.
3. CDBG requirements amended for this grant:
 - Open grants limit has been waived.
 - \$5,000 cap per beneficiary has been waived.
 - Local Match: none required for this grant. Communities are encouraged to pay for administration with grant dollars.

2020 RHP Action Plan Amendment Two

Maximum Grant Award Amount: Increased from \$600k to \$750k

Eligible Activities include:

- **Public Facilities and Improvements**
- **Acquisition of Real Property**
 - Surveying and appraisal costs
 - Legal costs related to the acquisition
 - Actual purchase costs of land or easement provided URA is followed, and the property is not purchased before release of funds.
- **Grant Administration**
 - Reasonable and eligible costs associated with the local administration of the proposed project.
 - Maximum of 8% of the grant

2020 RHP Action Plan Amendment Two

- **Program Specific Points:**
 - 10 points if the applicant is a **non-entitlement community**.
 - 10 points if the applicant has **RHP-specific planning documentation or PER** dated within the last 12 months.
 - 10 points for **project sustainability** if National Opioid Settlement funds are being used as a local match source.
 - 10 points for **beds available for pregnant women or women with dependent children** – A maximum of 1 point will be awarded per new bed that is provided by the facility for pregnant women or women with dependent children.
 - 10 points for **individuals with justice involvement** - A maximum of 1 point will be awarded per new bed that is provided by the facility for persons involved in court ordered rehabilitation or re-entry programs.

Are you
looking to
expand
transitional
housing in your
area?



Scan the QR Code!

COVID-19 Response Program Income Reporting

Presented by:

Pamela Guerrero, Senior CDBG Program and Policy Analyst

CDBG-CV Loans

- Require an existing Revolving Loan Fund or similar financial instrument.
- Up to \$25,000 per business.
- Three- to five-year term.
- Up to 2% interest.
- Up to 1% loan administration fee.
- Monthly, quarterly or annual payments.
- **Remaining balance can convert to a grant if business retains jobs for at least two years.**
- Payments can be deferred for first six months at 0% interest.
- Grantees are required to submit annual reporting by the community in perpetuity.



Revolving Loan Funds

- A revolving loan fund is a separate fund/account for specific activities that generate repayments for reuse with similar activities. In this case, small business assistance to retain LMI jobs.
- In order to ensure program income from RLFs is not making a CDBG grantee untimely, it is crucial that the funds are actively revolving.
- Grantees should continue issuing revolving loan funds to small businesses that meet the initial characteristics of the local program structure approved by OCRA.
- Units of government should follow their own local program structure.

Program Income

Program Income from a revolving loan fund includes, but is not limited to, the following:

1. Payments of principal and interest on loans made using CDBG funds.
2. All Revolving Fund income, regardless of amount, is considered Program Income.

Program income funds may be used to fund an eligible CDBG activity that meets all state requirements. Prior to disbursement of any program income, an application requesting approval for the use of program income must be submitted to OCRA. **These funds are CDBG federal funds!**

Purpose of the Report

Information for Program Income Report

- This report requires disclosure of the status of any delinquent or non-performing loans.
- The current balance, and the activity of the Revolving Loan Fund, such as administrative expenses, repayments, financial institution information and local contact details.
- Information provided in this report will be used to track any program income generated and to evaluate whether grantee-issued loans will be forgiven.

Additional Reporting

- It will also help OCRA estimate any additional resources and guidance needed.
- **Important:** Grantees who do not forgive any loans issued will continue to generate program income and **must continue to report on job retainage in perpetuity** on each loan and any program income collected until all payments have been paid-in-full, forgiven or written off.

How to Submit the Report & Deadline

- **Visit:** OCRA's [COVID-19 Response Program Website](#)
 - [Program Income Reporting Instructions](#)
 - [CDBG-CV Program Income Report Part 1](#)
 - [CDBG-CV Program Income Report Part 2](#)
- Completed reports must be emailed to Pamela Guerrero at pguerrero@ocra.in.gov or CDBG@ocra.in.gov
- **Due date:** no later than **July 31, 2023.**

Tips to Fill out the Report: You will need



Review and read [Program Income Reporting Instructions](#) for step-by-step guidance.



Revolving Loan Fund information, including basic information, date established with CDBG-CV funds, starting and ending balance, etc.



The list of businesses that were provided with the loans.



Loan amounts and payments received statements.



Recent statements from the Revolving Loan Fund.



The most recent 2022 Job Retention Report approved by OCRA.



If a community received more than one round of COVID-19 Response Program awards. Example: Clay County received Phase 1 and Phase 2 for Economic Activities. Grantee should prepare two reports for each phase.



Information from the local unit of government on the likelihood of forgiving the loans.

Questions?



Pamela Guerrero

– Program income questions?

Hosting office hours on **June 16**

- 1st Office Hours: 8 - 10 a.m.
- 2nd Office Hours: 1 - 3 p.m.

Reminder:

2023 Job Retention reports are due **July 31st, 2023**, submit through eGMS.

Follow us on LinkedIn:

[Indiana Office of Community and Rural Affairs](#)



OFFICE OF COMMUNITY AND RURAL AFFAIRS

Andrea Kern,
Director of Strategic Initiatives
Office of Community and Rural Affairs



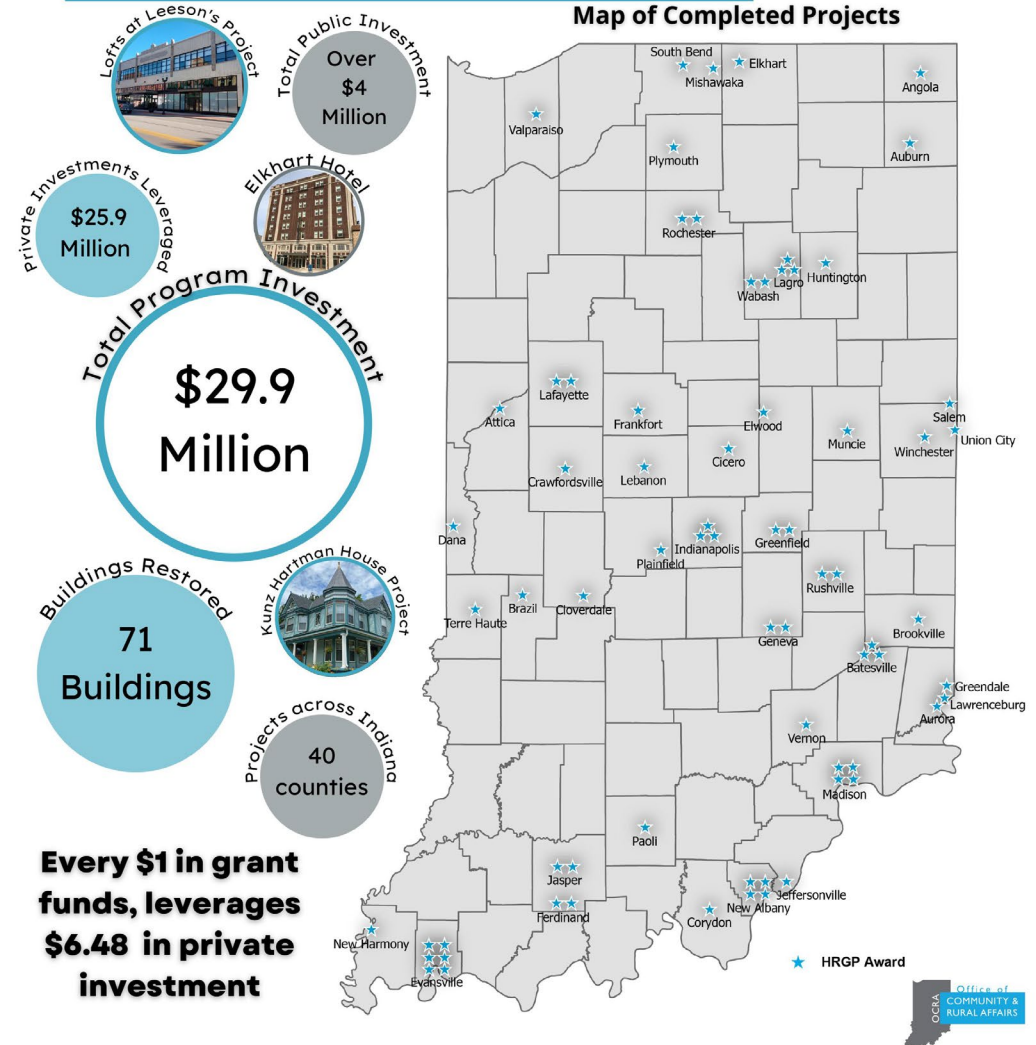
Historic Renovation Grant Program

The 2023 – 2025 biennial budget for the state of Indiana does not include funding for the Historic Renovation Grant Program. OCRA will continue to work with previously funded projects and recipients, but no additional grants from this program will be awarded.

The Indiana General Assembly did approve legislation establishing the Historic Rehabilitation Tax Credit to be administered by the Indiana Economic Development Corporation. OCRA is working with IEDC to determine the most impactful way to deploy resources to support historic rehabilitation projects across the state. Additional details on the Historic Rehabilitation Tax Credit will be forthcoming.

Historic Renovation Grant Impact

Since 2016, the Office of Community and Rural Affairs Historic Renovation Grant Program promotes public and private investment in restoring and preserving Indiana's historic buildings.



Preserv**ING** Main Street



PROGRAM OVERVIEW

- \$2 million in CDBG funds will be used for transformational façade and building improvements over the two years.
- The Main Street organization along with the community foundation and LUG will be responsible for raising a 10% match (\$200,000) for the project, which could include a mix of private and local funds.
- Indiana Landmarks will work with the Main Street organization and the building/business owners to provide training and conditions assessments for preservation projects in downtown.

Preserv**ING** Main Street



PROGRAM OVERVIEW

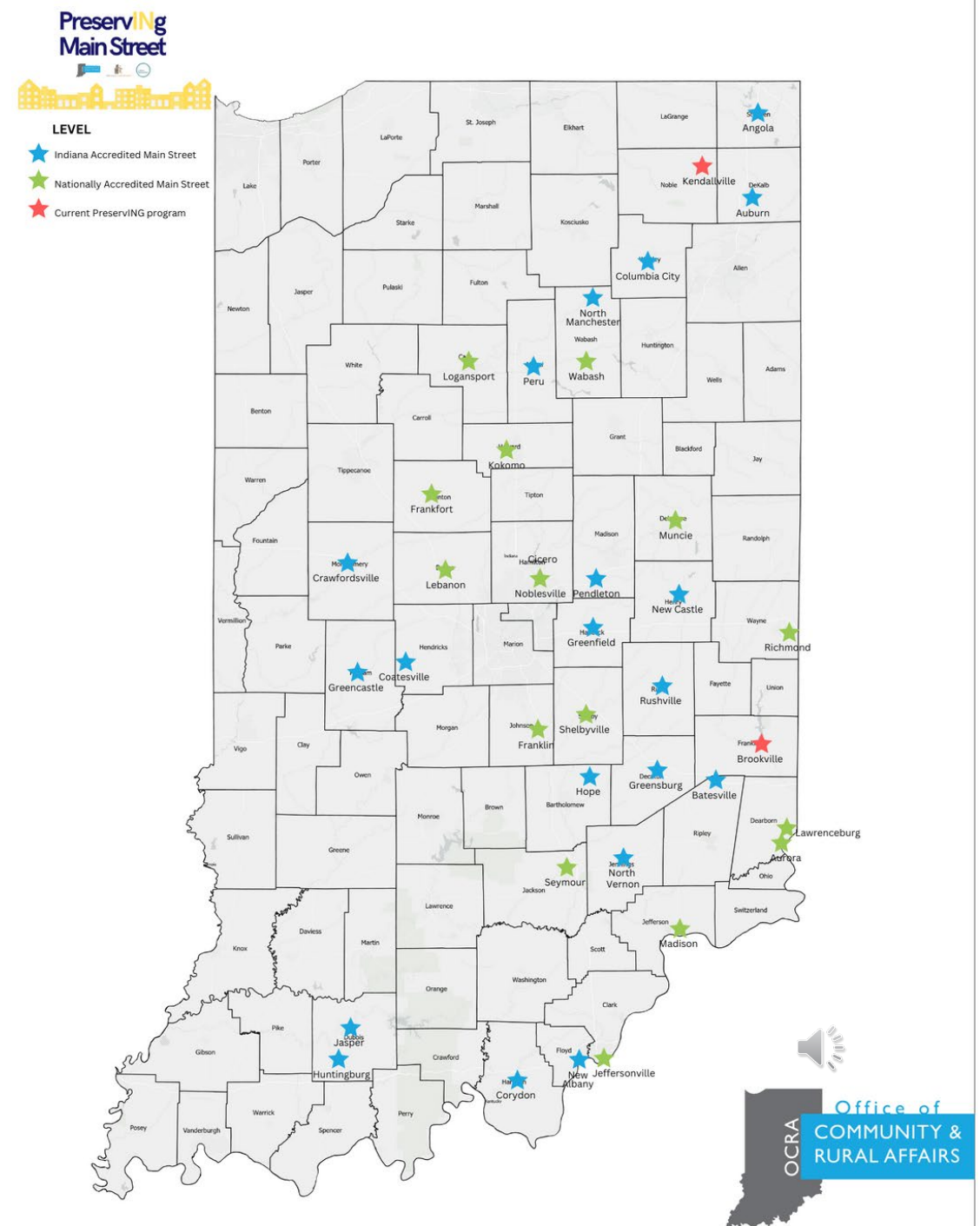
- Local Unit of Government, along with Indiana Landmarks and OCRA Program Director, will assist in using the Indiana state enabling law and model ordinance to develop and adopt a local preservation ordinance, formation of a preservation commission, and designation of a downtown local historic district within the first 18 months.
- Main Street organization will also implement two humanities-based programs and activities using a \$10,000 Indiana Humanities Grant distributed in two tranches.

2023 CHANGES

- The Local Unit of Government will be responsible for paying for the project planning or update the current downtown plan if over 5-years old. Through this planning process, building owners will work with the selected design firm to apply for PreservINg funding. The locally developed PreservINg CDBG Team, OCRA and Indiana Landmarks will partner to score and award applications.
 - Building owners will be required to contribute at least a 10% match for their projects, and this percentage could be increased, but not reduced, if decided by the local PreservINg CDBG team.
- More structured local “teams” with defined roles and responsibilities. Takes a more active approach to soliciting construction firms to bid on projects.

Eligible Communities

- ✓ Must have an already listed National Register downtown historic district.
- ✓ Must be a current NAMS or IAMS community in good standing with OCRA. Aspiring - IAMS are not eligible.
- ✓ Must be in a non-entitlement community.
- ✓ Main Street organization, in good standing with OCRA.
 - Required partners:
 - Local Unit of Government (LUG)
 - IMS organization
 - Local community foundation
 - Business / building owners



TO DATE...

- Program funds will be used on 18 buildings in two communities. Both communities are increasing funding or re-establishing local façade grant programs to continue the PreservINg momentum for additional downtown buildings.
- Total raised for organizational sustainability projects:
 - Kendallville: \$431,432 + \$290,062 in CDBG Match
 - Brookville: \$219,787 + \$77,682 in CDBG match
- Nine educational workshops in 2022.
- Both communities have legally established local preservation commissions and begun reviewing COAs for downtown projects.
- 10 new businesses opened in both downtowns in 2022.
- Both communities have become Nationally Accredited Main Street organizations.



Application Process Overview



1

Application opens in
the eGMS system



2

Select Three Finalist
communities



3

Each Finalist
Receives a Site Visit



4

Community is
Selected



5

Kick-off Celebration



Application Timeline

<https://www.in.gov/ocra/preserving-main-street/>

May 16

Application opens

*All applications must be submitted in the eGMS system

May 19

10 - 11 a.m. ET

Live “office hours” for communities to bring open questions to the program director and talk through any eligibility concerns

July 13

4 p.m. ET

Applications DUE

Aug. 17

Finalists notified.

Aug. 28 –

Sept. 22

Finalist Site Visits.

*No site visits will be scheduled outside these dates.

Oct. 12

Community Announced.

October/
November

Kick-off!

•**Northeast:** 4 p.m. Thursday, June 29, 2023, 2545 Silveus Crossing, Warsaw, IN 46582.

•**West Central:** 4 p.m. Thursday, June 15, 2023, The Tenzer Hub For Entrepreneurship, 19.5 S Indiana Street, Greencastle, IN 46135.

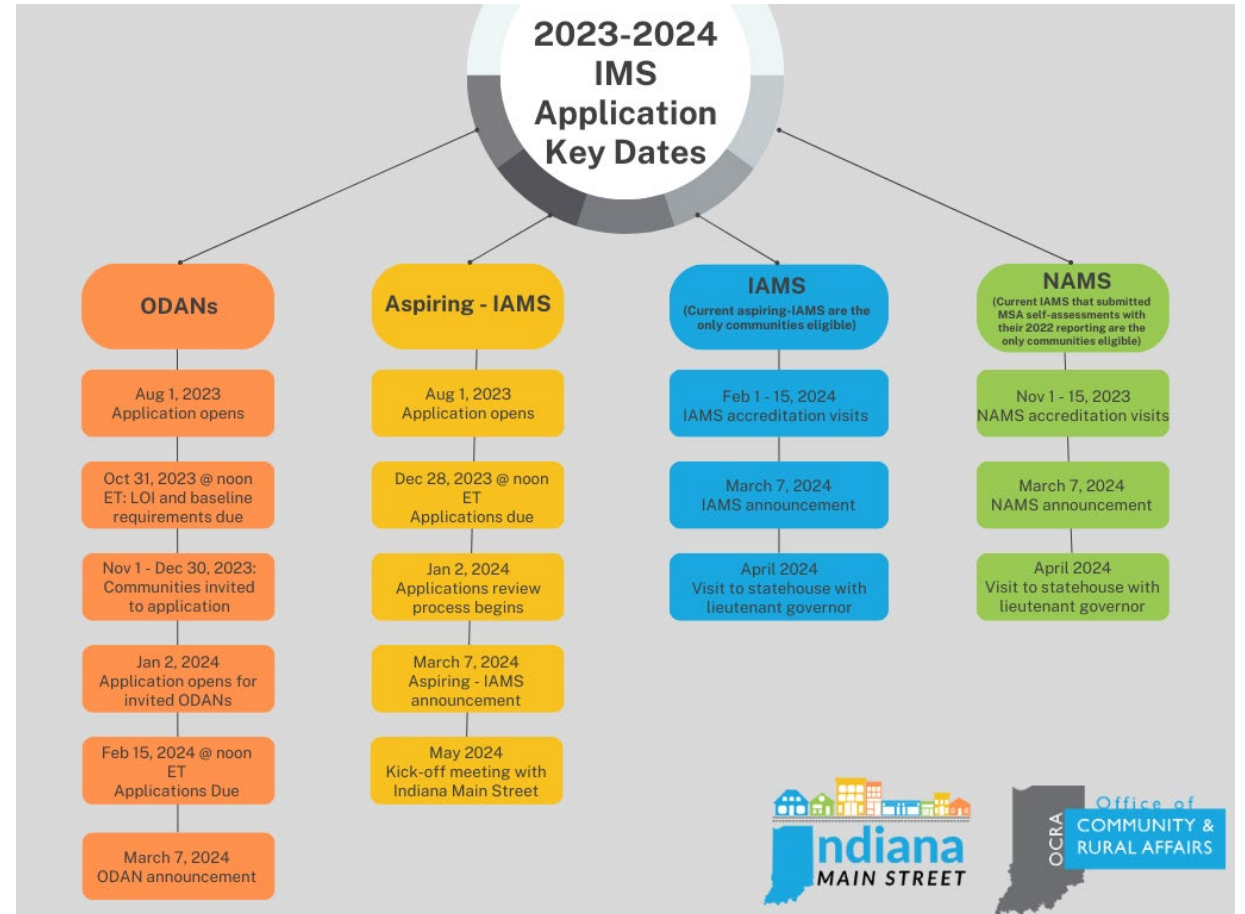
•**East Central:** 4 p.m. Tuesday, June 13, 2023, Lizabuth Ann's Kitchen at the Riley Home and Museum, 250 W Main Street, Greenfield, IN 46140.

•**Southeast:** 4 p.m. Tuesday, June 20, 2023, Dearborn County Library Sally Stegner Depot Room, 150 Mary Street, Lawrenceburg, IN 47025.

•**Indianapolis:** 11 a.m. Monday, August 7, 2023, Indiana Government Center South, 302 W Washington Street, Indianapolis, IN 46204.

•**Indianapolis:** 11 a.m. Thursday, August 17, 2023, Indiana Government Center South, 302 W Washington Street, Indianapolis, IN 46204.

INDIANA MAIN STREET – OPEN FOR APPLICATIONS!





**GRANT
TOUCH
THIS!**



Grant Services Updates

BY ADAM MOSCHELL



Grant Services Update

- Reminder the Section 3 reporting is done on an annual basis.
- When discussing Displacement in public hearing ads be sure to include persons AND businesses!
- Completion/Closeout Date reminder.
- For GMS Admin issues, please start using the new inbox: lggmsadmins@office365groups.in.gov
- NLC projects in need of Grant Admins. Are you interested?

Over the course of this update, we have updated you on the following:



CDBG Team



Strategic Initiatives



Grant Services



Questions?
