



Community Development Block Grant (CDBG) Workshop



March 10, 2016

Office of Community and Rural Affairs

OUR VISION

The Indiana Office of Community and Rural Affairs works with Indiana communities to build relevant and economically thriving places where people want to live, work and grow.



OCRA Overall Impact

Since 2005, OCRA has secured more than **\$820 million** in funds for communities across Indiana to assist communities in completing projects using financial and technical assistance from OCRA.



Community Liaisons



Indianapolis Office

Phone (317) 233-3762
Toll free 800.824.2476

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www.ocra.IN.gov

OCRAIndiana IndianaOCRA



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OCRA HOME

- Contact Us
- Community Liaisons
- Calendar of Events
- Newsroom
- Lt. Governor Eric Holcomb
- Photo Galleries

PROGRAMS

- Community Development Block Grants
- Community Entrepreneurship Initiative
- Community Readiness Initiative
- Comprehensive Site Redevelopment Program
- Disaster Recovery
- Downtown Enhancement Grant
- Hometown Collaboration Initiative
- Indiana Main Street
- Indiana Site Certified
- Joint Land Use Study
- Main Street Revitalization Program (MSRP)
- Place Based Investment Fund
- Planning Grant
- Public Facilities Program (PFP)
- Stellar Communities Designation Program
- Stormwater Improvements Program (SIP)

PLANNING GRANT

Planning Grants are funded with Federal Community Development Block Grant (CDBG) dollars from the U.S. Department of Housing and Urban Development (HUD). The goal of the program is to encourage communities to plan for long-term community development. Community leaders can apply for projects relating to such issues as infrastructure, downtown revitalization, and community facilities. To be competitive, projects must demonstrate:

- They meet a goal of the Federal Act;
 - The particular planning initiative addresses established long-term community priorities;
 - The funds granted will have a significant impact on the overall project;
 - The community has a strong commitment to the project; and
 - The project is ready to proceed upon the grant being awarded and will be completed within 12 months.
- If you have any questions on the Planning Grant program then please contact your Community Liaison. Click [HERE](#) for the Community Liaison district map and their contact information.

Click on the link below to access the Planning Grant application:

- [Planning Grant Application \(rev Mar 2014\)](#)
- [Planning Grant Instructions \(rev Apr 2015\)](#)
- [Planning Grant Policy Statement](#)
- [Planning Grant Readiness to Proceed Guidelines](#)

[Comprehensive Plans OCRA Technical Requirements](#)

[Downtown Revitalization Plans OCRA Technical Requirements](#)

[Economic Development Plans OCRA Technical Requirements](#)

[Historic Preservation Plans OCRA Technical Requirements](#)

[Community Facilities Plans OCRA Technical Requirements](#)

Online Services

- Request a Public Record
- Grant Search Database
- Planning Grant application
- Forms.IN.gov

[MORE ONLINE SERVICES »](#)

[SUBSCRIBER CENTER »](#)

Top FAQs I Want To...

1. What grants are available for my community?
2. Is broadband Internet service available in my area?
3. How do I know if my community is defined as "rural"?
4. How can my community get involved in the Indiana Main Street Program?

[More FAQs»](#)

CDBG Non-Competitive

Planning Fund:

- Accepting applications on a rolling basis. Awarded monthly.
- Letters of Intent to Adam Moschell at amoschell@lg.in.gov
- Planning grants applications submitted prior to **July 1, 2016** shall adhere to the posted maximum grant amounts. New amounts will be available in the 2016 Consolidated Plan update.
 - <http://www.in.gov/ocra/cdbg.htm>



CDBG Non-Competitive

Planning Fund:

- Environmental infrastructure studies are limited as follows:
 - \$35,000 for a study on a single utility,
 - \$45,000 for a study on two utilities, and
 - \$50,000 for a master utility study (water, wastewater, and storm water).
- Dam or Levee System Evaluations will be limited to \$75,000.
- Comprehensive plans are limited to \$40,000.
- Downtown revitalization plans are limited as follows:
 - Populations over 2,000 are limited to \$40,000, and
 - Populations under 2,000 are limited to \$30,000
- Economic development plans are limited to \$40,000.
- Public facilities plans will be limited to \$20,000.
- Historic preservation plans will be limited to \$20,000.
- Environmental Remediation Plan grant amounts will be determined by OCRA on a case by case basis.



2016 Competitive Funding Calendar



OCRA 2016 COMPETITIVE CYCLES	Program Open/ Call for LOIs	Webinar/ Workshop	Log-in Requests/ LOIs Due	Welcome Invitations Sent	Site Visits	Overdue Document/ InKind Due	Applications Due	Award Announcement	Grant Agreements Issued/Due
CDBG Rd 1 (WDW, SIP, PFP, BCP)	Monday, February 29	Thursday, March 10 (tentative)	Friday, April 8	Friday, April 15	Monday, April 18 - Friday, May 13	Friday, May 27	Friday, June 10	Thursday, July 21	Friday, Aug 26 / Friday, Sept 9
Stellar Communities Program	January	Webinar: Weds, Jan 13 Workshop: Weds, Jan 27	Friday, March 11	Tuesday, April 5 (Finalists Announced)	Monday, July 11- Friday, July 28	-	Friday, July 1 (Finalist SIPs Due)	TBD Aug 15-21	TBD
Historic Renovation	TBD	Wednesday, April 13 (tentative)	Friday, May 6	-	-	-	Friday, July 1	Late Fall Date TBD	TBD
DEG Rd 1	Thursday, January 14	-	Friday, March 4	-	-	-	Friday, March 11	Thursday, April 7	TBD
PBIF Rd 1	Monday, February 8	-	Friday, April 1	-	-	-	Friday, April 8	Thursday, May 5	TBD
HCI Rd 1	Spring Date TBD	TBD	-	TBD	TBD	-	TBD	TBD	TBD
CDBG Rd 2 (WDW, SIP, PFP, BCP)	Monday, June 20	-	Friday, August 19	Friday, August 26	Monday, Aug 29- Thursday, Sept 22	Friday, September 30	Friday, October 14	Thursday, December 1	Friday, Jan 6, 2017 Friday, Jan 20, 2017
MSRP	Monday, June 20	Wednesday, April 13 (tentative)	Friday, August 19	Friday, August 26	Monday, Aug 29- Thursday, Sept 22	Friday, September 30	Friday, October 14	Thursday, December 1	Friday, Jan 6, 2017 Friday, Jan 20, 2017
WDP	Monday, June 20	Wednesday, April 13 (tentative)	Friday, August 19	Friday, August 26	Monday, Aug 29- Thursday, Sept 22	Friday, September 30	Friday, October 14	Thursday, December 1	Friday, Jan 6, 2017 Friday, Jan 20, 2017
DEG Rd 2	Monday, June 27	-	Friday, August 19	-	-	-	Friday, August 26	Thursday, September 22	TBD
PBIF Rd 2	Monday, August 1	-	Friday, September 23	-	-	-	Friday, September 30	Thursday, October 27	TBD
HCI Rd 2	TBD	TBD	-	TBD	TBD	-	TBD	TBD	TBD

* All due dates assume a 4:00pm EST submission deadline to the OCRA office, unless otherwise noted. The Stellar Communities Program assumes a 5:00pm EST deadline.

* Dates are subject to change. Please visit OCRA's calendar for all programmatic and event dates: <http://www.in.gov/ocra/2307.htm>.

update 2.10.16

<http://www.in.gov/ocra/2307.htm>

CDBG 2016 – Competitive Cycle

Round 1 Competitive Programs

Wastewater Drinking Water (WDW)
Stormwater Improvements Program (SIP)
Public Facilities Program (PFP)
Blight Clearance Program (BCP)



CDBG 2016 – Competitive Cycle

Round 2 Competitive Programs

Wastewater Drinking Water (WDW)

Stormwater Improvements Program (SIP)

Public Facilities Program (PFP)

Blight Clearance Program (BCP)

Main Street Revitalization Program (MSRP)

Workforce Development Program (WDP)

Funding Amounts – Round 1

A. Public Facilities Program:

The amount of CDBG funds granted will be based on a \$5,000 cost per project beneficiary.

The maximum grant award for the Public Facilities Program is **\$400,000.**



Funding Amounts – Round 1

B. Blight Clearance Program:

- Indiana's Comprehensive Site Redevelopment Program (CSRP)
 - Office of Community and Rural Affairs (OCRA)
 - Indiana Finance Authority's (IFA) Brownfield Program
- Comprehensive Brownfield remediation and clearance projects.

The competitive Blight Clearance Program (BCP) portion of the Comprehensive Site Redevelopment Program (CSRP) shall have a maximum grant amount of **\$350,000**.



Funding Amounts – Round 1

C. Stormwater Improvements Program:

The amount of CDBG funds granted will be based on a \$5,000 cost per project beneficiary.

The maximum grant award for the Stormwater Improvements Program is **\$500,000**.



Funding Amounts – Round 1

D. Wastewater/Drinking Water Improvements Program:

Maximum grant amounts are based upon user rate information, as follows:

Wastewater

Projects Under \$1 million in total project costs

Maximum Grant Amounts	Rates for 4,000 gallons		
	User Rates (Over \$50)	User Rates (\$30 to \$50)	User Rates (Under \$30)
Tier III – LMI% 62.0 and higher	\$600,000	\$550,000	\$500,000
Tier II – LMI% 57.0 to 61.9	\$550,000	\$500,000	\$450,000
Tier I – LMI% 51.0 to 56.9	\$500,000	\$450,000	\$400,000

Wastewater

Projects Over \$1 million in total project costs

Maximum Grant Amounts	Rates for 4,000 gallons		
	User Rates (Over \$45)	User Rates (\$25 to \$45)	User Rates (Under \$25)
Tier III – LMI% 62.0 and higher	\$700,000	\$650,000	\$600,000
Tier II – LMI% 57.0 to 61.9	\$650,000	\$600,000	\$550,000
Tier I – LMI% 51.0 to 56.9	\$600,000	\$550,000	\$500,000



Funding Amounts – Round 1

Drinking Water

Projects Under \$1 million in total project costs

Maximum Grant Amounts	Rates for 4,000 gallons		
	User Rates (Over \$45)	User Rates (\$25 to \$45)	User Rates (Under \$25)
Tier III – LMI% 62.0 and higher	\$600,000	\$550,000	\$500,000
Tier II – LMI% 57.0 to 61.9	\$550,000	\$500,000	\$450,000
Tier I – LMI% 51.0 to 56.9	\$500,000	\$450,000	\$400,000

Drinking Water

Projects Over \$1 million in total project costs

Maximum Grant Amounts	Rates for 4,000 gallons		
	User Rates (Over \$45)	User Rates (\$25 to \$45)	User Rates (Under \$25)
Tier III – LMI% 62.0 and higher	\$700,000	\$650,000	\$600,000
Tier II – LMI% 57.0 to 61.9	\$650,000	\$600,000	\$550,000
Tier I – LMI% 51.0 to 56.9	\$600,000	\$550,000	\$500,000



Local Match

- Local match must be provided by the applicant or a third-party based on the following minimum requirements:
 - **20%** Wastewater Drinking Water (WDW)
 - **10%** Stormwater Improvements Program (SIP)
 - **10%** Public Facilities Program (PFP)
 - **10%** Blight Clearance Program (BCP)
 - **20%** Main Street Revitalization Program (MSRP)
 - **20%** Workforce Development Program (WDP)

** Match percentage is based on total project cost*



Funding Amounts – Round 2

2016 Round 2 funding amounts will be announced on or before **Monday, June 20, 2016** based upon public input and feedback received during the Consolidated Plan process.

Application materials will also become available at or before that time.



2016 Changes

- Multi-disciplinary Rapid Improvement Event
- Assume a **4:00pm** Eastern Time Zone deadline
- Letter of Intent (LOI) has replaced Proposal
 - Utilize info@ocra.in.gov for submittal
- No original copies, unless otherwise stated
 - No electronic signatures



Letter of Intent (LOI)

- Packaged as one PDF document
 - Page numbers, beginning with first Applicant Information page
 - Include all documentation from the checklist.
- Submitted electronically to info@ocra.IN.gov, OR by mail on disc/thumb drive.
 - Received by OCRA by **4:00pm, Friday, April 8, 2016.**
- Invitation to submit full application will be sent to CEO by email on or before **4:00pm, Friday, April 15, 2016.**
 - CEOs will be contacted by an OCRA community liaison to arrange a site visit.
 - An invitation to apply **does not guarantee** funding or competitiveness.



Letter of Intent (LOI)

- Written letter from local unit of government
 - max. (2) printed pages
 - follow the sample provided
 - signed by the CEO
- Color map of site/area, location/boundaries clearly defined
- Max (2) pages of supporting documentation
 - Must include captions or descriptions.
- 1st Public Hearing prior to LOI
 - Copy of the published 1st Public Hearing Notice
 - Minutes of public hearing
- Infrastructure and Gap Calculation pages apply to [infrastructure projects only](#).



Letter of Intent (LOI)

- Applicant Information (2 pages):
 - These must serve as the cover page of the LOI
 - Is Local Match the required minimum % of Total Project Cost? (based on individual program requirements)
- Letter of Intent from Applicant (1-2 pages):
 - All information inputted
 - Signature of Chief Elected Official
- Color Map (1 page):
 - Boundaries or location clearly defined.
- Supporting documentation (optional 0-2 pages):
 - Maximum of 2 pages
- Proposed Budget (1 page):
 - All sections completed and add up
- In-Kind/Local Match (1 page):
 - Totaled amounts are reflected correctly on budget page
- Citizen Participation (2-5 pages):
 - Copy of the published 1st Public Hearing Notice included
 - Minutes of public hearing included. Are minutes signed?
- Infrastructure Page (1 page, if applicable)
- Gap Calculation page (1 page, if applicable)



Project Development Issues (PDIs)

- Project Description
- Project Need
- Financial Impact
- Specific Project Type
 - PFP – Daycare Centers (3 questions)
 - PFP – Fire Stations (4 questions)
 - PFP – Healthcare Center (1 question)
 - PFP – Historic Preservation (3 questions)
 - PFP – Libraries (2 questions)
 - BCP – Blight Clearance (3 questions)
- Community Performance Indicators



Project Development Issues (PDIs)

EXAMPLE

3.) If applicable, describe the partners/organizations committed to providing programs and services.

Limit 500 characters (not counting spaces):

4.) Scope of work, including any ineligible items.

Limit 1,000 characters (not counting spaces):

5.) From PER, please provide in Appendix:

- Map of existing service area
- Detailed project area map, indicating locations of improvements
- Alternatives and recommendations

***Fill all grey boxes!**



Community Performance Indicators (CPIs)

Certain metrics, over time, are indicators of the economic vitality of a community:

- Gross Assessed Valuation
 - Population Growth
 - Public School Enrollment
 - Educational Attainment
 - Per Capita Personal Income
-
- Please answer **one or more** in **500 characters**
 - Will provide a public dashboard of info soon



Applicants

- Must not have:
 - any unresolved monitoring/audit findings;
 - any overdue grant reports or close-out documents;
 - for cities and towns: two (2) open CDBG Grants at the time of application;
 - for counties: three (3) open CDBG Grants at the time of application;



Technical Assistance

5 C's of Grantwriting

Complete
Concise
Clear
Consistent
Compelling

Technical Assistance

- DO NOT bind application in any way
- DO NOT include a cover sheet
- Applicant Information Page is the VERY FIRST page of the application
 - DO NOT include the provided checklist
 - Do NOT change the formatting of the Applicant Information Page



Technical Assistance

- All programs: 7 year point reduction policy
- All normal Readiness Requirements apply
 - F – Financing in Place
 - E - Environmental
 - E - Engineering
 - P - Permits
 - S – Site Control
- May not be on the CDBG Findings list
 - IHEDA and OCRA projects apply



Technical Assistance

- Project Development Issues Format
- Must match detailed budget
- Must not include normal maintenance costs
- Keep appendices streamlined
 - Do not include documentation that is not explained in the narrative



Technical Assistance

- General Administration
 - Eight percent (8%) of Grant Amount
- Environmental Review
 - \$3,000 maximum
- Labor Standards
 - \$5,000 maximum
- Must be procured if using CDBG



Income Surveys

- Grant Administrators should verify:
 - Service area (beneficiaries) match survey area
 - The survey was properly completed
 - Community information
 - Proper # of responses
 - Consistency throughout the survey
- Valid for 4 years
- Income Survey Booklet (online):

http://www.in.gov/ocra/files/Income_Survey_Booklet_10.22.15.pdf



Public Hearing/ Resolution Documentation

- Applicant MUST advertise public hearing notice a minimum of 10 days prior to meeting.
 - Hearing MUST take place prior to application
- Application Must Include:
 - Original Publishers Affidavit
 - Original/Signed Public Hearing Minutes
 - Thoroughly document meeting
 - Authorization to Conduct Hearings (if applicable)
 - Original Sign-in Sheet
 - Original Resolutions



Post Award Deadlines

- ER Deadline – **two months**
 - Publish locally
 - Submit documentation to OCRA
- Bid Deadline – **six months**
 - IFB Notice (original)
 - Proof of Publication
 - Certified Bid Tabulation
- ROF Deadline – **eight months**
 - See checklist on website
- CHOICE LIMITING ACTIONS!



CDBG Handbook

- **GOAL:**
 - Update and revisions published by November 2016
- Email notable changes to adunston@ocra.in.gov



Additional Learning Opportunities

Consolidated Plan Public Hearings

Tuesday, March 22, 2016 from 4:00 pm – 6:00 pm

- Indiana State Fairgrounds
Discovery Hall, Suite 201
1202 East 38th Street
Indianapolis, IN 46205
- Purdue Extension Office
Courthouse Annex, Suite 202
354 North Jefferson Street
Huntington, IN 46750
- Rensselaer
Purdue Extension Office
2530 North McKinley Avenue Suite 1
Rensselaer, IN 47978
- Purdue Extension Office
1 East McClain Ave., Ste. 30
Scottsburg, IN 47170
- Purdue Extension Office
4259 North Purdue Road
Vincennes, IN 47591



Additional Learning Opportunities

OCRA Regional Conferences

9:00 am – 3:00 pm

- March 16th - The LaPorte Civic Auditorium
1001 Ridge Street, LaPorte 46350
- March 18th - Westgate Academy Conferencing and Training Center
13598 East WestGate Drive, Odon 47562
- April 1st - Eagle Glen Event Center
125 S. Eagle Glen Trl, Columbia City 46725
- April 7th - Lawrenceburg Event Center
777 Hollywood Blvd., Lawrenceburg 47025

Questions?



Grant Services Contacts

- **National Objective/Eligible Activities; Citizen Participation** - All
- **Acquisition/Relocation** - Beth G.
- **Civil Rights** – Neil/Tammy
- **Environmental** – Neil/Claire
- **Financial Management**- April/Beth G./Tammy
- **Force Account or Volunteer Labor** – Claire/Tammy/Neil
- **In-kind** – Beth G./Tammy
- **Income Survey**- Tammy/Beth G./Neil
- **Labor** – Claire/Tammy
- **Overdue Documents** – Beth G./April
- **Procurement** – Neil/Tammy
- **Planning Grants (process)** – Adam

Please continue to CC adunston@ocra.IN.gov



Grant Services Contacts

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