



# Workforce Development Program (WDP) Workshop



April 13, 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

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# CDBG 2016 – Competitive Cycle

## Round 2 Competitive Programs

**Workforce Development Program (WDP)**

Wastewater Drinking Water (WDW)

Stormwater Improvements Program (SIP)

Public Facilities Program (PFP)

Blight Clearance Program (BCP)

Main Street Revitalization Program (MSRP)



# Local Match

- Local match must be provided by the applicant or a third-party based on the following minimum requirements:
    - **20%**     **Workforce Development Program (WDP)**
    - **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)
- \* *Match percentage is based on total project cost*



## 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)
- Wastewater and Drinking Water Program (WDW)



## Workforce Development Program

### OBJECTIVE

To provide communities access to resources to develop and maintain a high quality workforce increasing the skills of current members of the workforce.

### [INFORMATION SHEET](#)

### [FAQ Sheet](#)

### [Workforce Development Application Instructions](#)

One (1) electronic application (flash drive or CD) must be received in the Office of Community and Rural Affairs by 5 pm on the due date to be considered for funding:

Indiana Office of Community and Rural Affairs  
CDBG Program Manager  
One North Capitol, Suite 600  
Indianapolis, IN 46204  
(317) 232-1703  
1-800-824-2476

### [Workforce Development Proposal](#)

### [Workforce Development Application](#)

### [View the July 22, 2015 PowerPoint](#)

Upcoming Workshop to take place on April 13, 2016 from 10 am - noon. [REGISTER HERE](#)

## 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 can my community get involved in the Indiana Main Street Program?
4. How do I know if my community is defined as "rural"?

[More FAQs »](#)



# 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

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

# Workforce Development Program (WDP)

## Goal:

To encourage communities to focus on workforce development as a long-term economic development strategy.

## Projects must address one or more the following:

- **Sector-based** strategies focusing on a specific need in the community/region  
(welding, heavy equipment operator, etc)
- **Problem-focused** strategies  
(life-skills, interviewing, basic math, etc.)



# Program Guidelines

## Eligibility

- The lead applicant must be a non-entitlement city, county or incorporated town.
- The lead applicant may contract with a 501c organization to carry out the activities of an eligible project, provided that the organization can document its not-for-profit status.

# Program Guidelines

## Eligibility (continued)

- The proposed project must meet a **national objective** and be an **eligible activity** under the federal Community Development Block Grant (CDBG) Act.
- To do so, the project must benefit a clientele whose population is **at least** 51% low- and moderate-income.
- Only Indiana residents are eligible for training

# Funding Amounts – Round 2

Final 2016 Round 2 funding amounts will be FINALIZED 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.



# Anticipated Funding

- \$1,250,000 AVAILABLE FUNDS
- \$250,000 MAXIMUM GRANT AMOUNT
- \$5,000 PER BENEFICIARY LIMIT



# 2016 General CDBG 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](mailto:info@ocra.in.gov)** for submittal
  - Include a read receipt for your assurance
- No original signatures needed
  - No electronic signatures



# Letter of Intent (LOI)

- Packaged as one PDF document
  - Must include page numbers, beginning with first Applicant Information page
  - Include all documentation from the checklist.
- Submitted electronically to [info@ocra.IN.gov](mailto:info@ocra.IN.gov), OR by mail on disc/thumb drive.
  - Received by **4:00pm, Friday, August 19, 2016.**
- Invitation to submit full application will be sent to CEO by email on or before **4:00pm, Friday, August 26, 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
- Max (2) pages of supporting documentation
  - Must include captions or descriptions.
- 1<sup>st</sup> Public Hearing prior to LOI
  - Copy of the published 1st Public Hearing Notice
  - Minutes of public hearing



# Applications

Coming Soon!

Applications and instructions will be available on or before **Monday, June 20**

Register for **GovDelivery** for updates



# EVALUATION CRITERIA

## Project Development Issues (PDIs)

1. Program Design
2. Local Effort & Economic Conditions
3. Financial Impact & Local Match

# Program Design

- What training and services will be provided? Will training result in certification? If known, who will provide the training?
- What is the estimated enrollment in trainings per calendar year? What is the estimated completion of trainings per calendar year? What is the estimated number of jobs created/retained?

# Program Design Continued

- Where will the training occur? What are the conditions and locations of the existing training facility (if applicable)? Please attach color pictures with captions of current conditions.
- How will the program be marketed? Who is the target clientele? How will eligibility be determined?
- What is the screening process for applications? Who will be responsible for the screening process and tracking success of trainees?
- Describe the strategy for job-placement assistance upon completion of training?



# Local Effort & Economic Conditions

- What brought this project to the forefront (i.e., is there a need for specific certifications)? What data is available to support it (survey results, studies, prior planning, community input, or other data)? Please reference and attach applicable copies of the information.
- Explain any staff and/or volunteer commitments for the program.
- Who is anticipated to be served (i.e. city, town, county, region, etc) (reference map as applicable)?



# Local Effort & Economic Conditions Continued

- Who are the partners/organizations committed to providing programs and services? A partnership agreement from all outside agencies is required along with the organization's mission statement and key staff resumes.
- Are there any other organizations doing similar training? If so, please explain how this program is not a duplication.
- If this is the expansion of a current program, describe the expansion (i.e., new service, extended service, additional target clientele, etc.)



# Financial Impact & Local Match

- What resources are being contributed to the program?
- Who will be providing the local match (cash, debt or in-kind sources)? Are private industries contributing? Are local and/or economic development organizations contributing?
- What is the strategy for sustaining the program locally past the award period?



# 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 or less**



# 2015 WDP

## By the Numbers:

18 - Proposals Received

16 - Full Applications received - representing approx. 35 counties (see map on Exhibit B)

8 - Projects Awarded at \$250,000 each





# 2015 Takeaways

## **Funded Projects excelled at the following:**

- Identified sectors
- Identified type of training to be offered
- Identified skills gaps
- Clear how budgets were created
- Data driven
- Involvement of local/regional industry
- Strong partnerships
- Addressed future sustainability
- Well-developed/unique marketing plans



# APPLICATION REQUIREMENTS

Federal CDBG  
Requirements are in Place

# Detailed Budget Page

## Must Include:

CDBG Dollars

Local Match

Ineligible Expenses

# Local Match Documentation

## Application Must Include:

- Letter of Commitment from Clerk/Treasurer or Auditor indicating amount of funding and sources of all funding.
- Resolution committing funds (all sources)
- In-Kind approval letter from OCRA
  - Must get new approvals each round
- Updated Fair Housing Ordinance



# Section 3 & Limited English Proficiency

- Section 3

- Although no jobs are being created, you want to make sure you are reaching out to the Section 3 population
- All job placement activities should include Sec3 verification

- Limited English Proficiency

- Must do 4 Factor Analysis
- Must do a Language Access Plan
- Must complete prior to public hearing



# Public Hearing / Resolution Documentation

- Application Must Include:

- Original Publishers Affidavit
- Original Public Hearing Minutes
- Original Sign-in Sheet
- Authorization to Conduct Hearings (if applicable)
- Original Resolutions

- Applicant must advertise public notice 10 days prior to meeting.

- One hearing MUST take place prior to **LOI**
- One hearing MUST take place prior to **application**



# Applicants

## Must not have:

- 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



# General Notes

- Answer the Questions
- Reference supporting documentation
- The **5 C's**
  - Complete
  - Concise
  - Clear
  - Consistent
  - Compelling
- Page numbers

# Eligible Costs

## **Workforce Development**

- Labor
- Equipment
- Materials

## **Program Delivery** (maximum 10% of total project costs)

- Supplies
- Overhead (room rental, lease expense)
- Marketing

## **Grant Administration**

- Maximum 5% of grant if paid with CDBG
- Certified CDBG Grant Administration expenses



# Program Deadlines

- LOI Deadline – [August 19](#)
- Overdue Document/In-kind Request Deadline – [Sept. 30](#)
- Application Deadline – [October 14](#)
- Award Announcement– [December 1](#)
- Follow-up Site Visits – request as soon as you're ready



# 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
- **NO CHOICE LIMITING ACTIONS!**



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



# Grant Services Contacts

April Bailey	232-8031	<a href="mailto:apbailey@lg.in.gov">apbailey@lg.in.gov</a>
Neil Brook	234-1911	<a href="mailto:nbrook@lg.in.gov">nbrook@lg.in.gov</a>
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