

# *Grant Administrator Update*



Wednesday,  
April 1, 2026  
10-11:30 a.m.

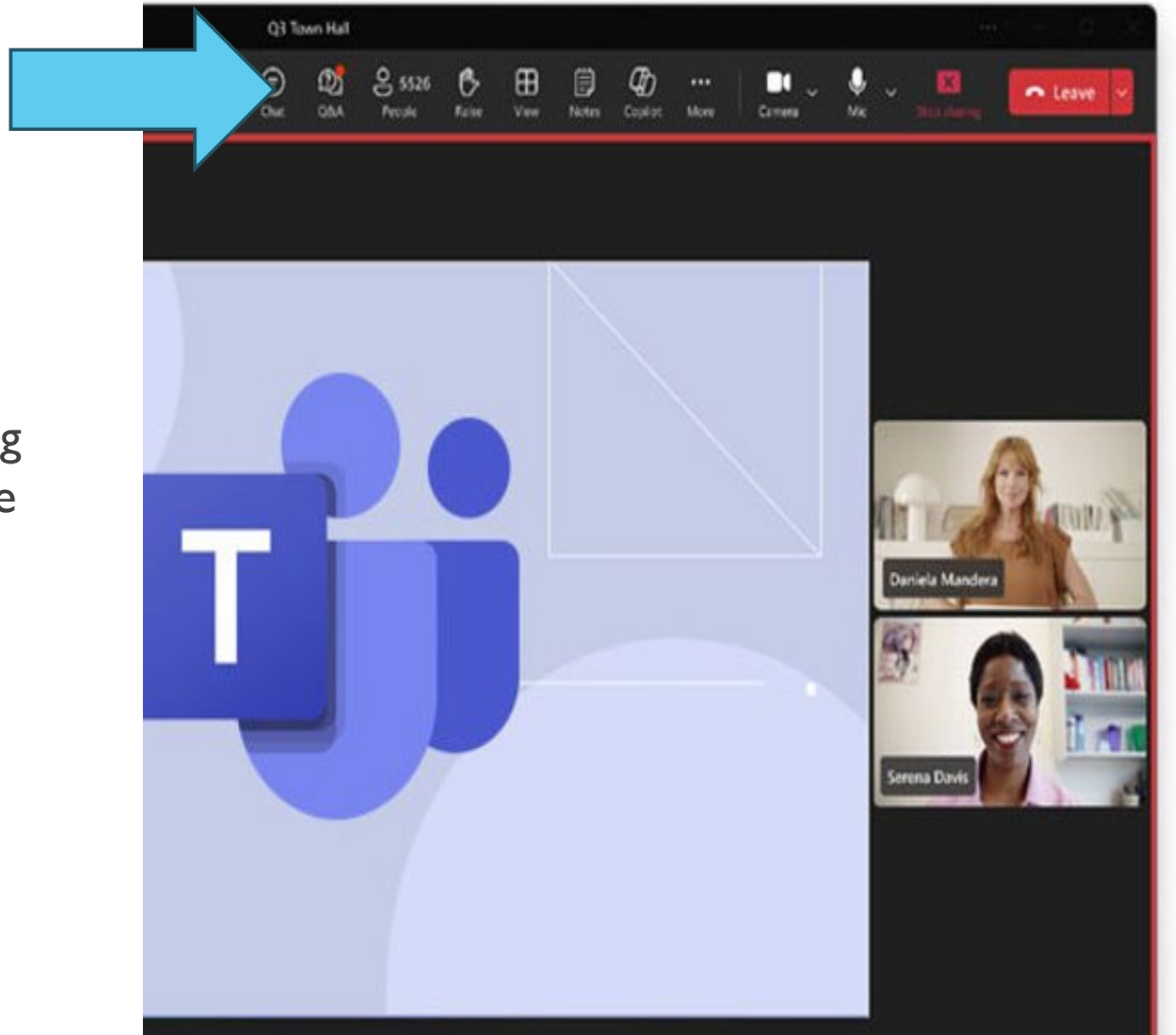
*Agency under the Office of Lieutenant Governor Micah Beckwith*

# Housekeeping

- ▶ You will not be able to use your audio or video.
- ▶ If you are having any issues connecting, reach out to [CDBG@ocra.in.gov](mailto:CDBG@ocra.in.gov) for assistance.
- ▶ The webinar materials, including the PowerPoint presentation and recording, will be available on OCRA's CDBG Grant Administrator Continuing Education webpage, approximately one week after this event concludes.

## Q&A Function

If you have any questions during the presentation, please use the Q&A function located at the top of your screen. A panelist will respond to your inquiry as soon as possible or we will provide answers during the session.



# During this meeting, you will receive updates from:



OCRA CDBG Team



Grant Services Team



Special Guest, Jennifer Stoloff, from Econometrica, Inc.

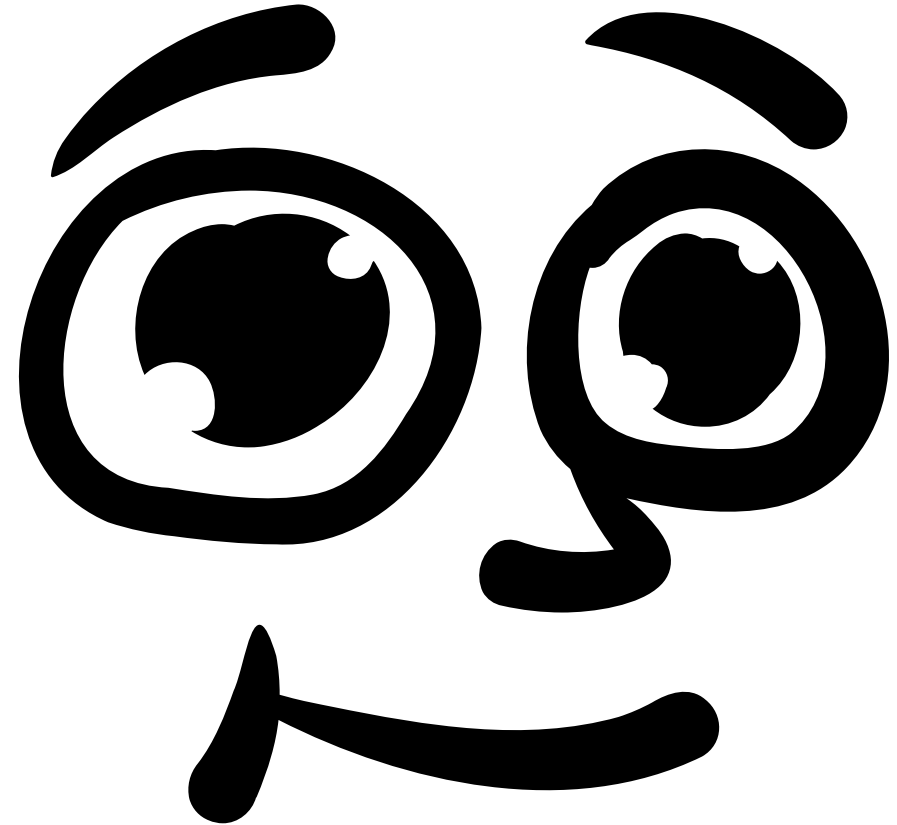


# Office of Community and Rural Affairs

## Personnel Updates

# OCRA Staffing Updates

- ▶ Quinn Kissane
  - ▶ CDBG Program and Policy Manager
  - ▶ Phone: 317-409-0754
  - ▶ Email: [Qkissane@ocra.in.gov](mailto:Qkissane@ocra.in.gov)



# OCRA Staffing Updates

- ▶ Positions
  - ▶ CDBG Program Manager Position
  - ▶ OCRA Community Liaison - Central Region



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# WELCOME!

2025 OCRA Certified Grant Administrator Cohort

Community Development

CDBG

Block Grant

*Community First.*



*Community Always.*

# CDBG Team Updates

# CDBG Mission Statement

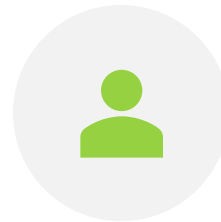
Indiana's state-administered Community Development Block Grant program fosters growth and resilience in rural cities and towns by investing in local initiatives that encourage communities to build, strengthen and thrive.



# Econometrica, Inc.



Jennifer Stoloff,  
PhD



Senior Research  
Associate &  
Project Manager

# Introduction

## ECONOMETRICA, INC.



Consulting firm based in Bethesda, MD.



Housing



Health



Transportation



Finance



Data



Mix of federal, state, and private contracting

## Jennifer Stoloff

- ▶ Worked on CDBG guidance for HUD
- ▶ Worked in research office at HUD HQ
- ▶ At Econometrica:



Housing



Health



Transportation



# Project Overview

- ▶ CDBG Handbook
- ▶ Income Survey Guidance
- ▶ Grant Administrator Manual

# Updated CDBG Handbook

## Updated

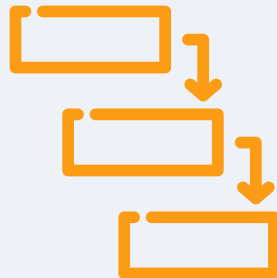
➔ **Cross-Cutting Requirements**

**Financial Management  
and Reporting**



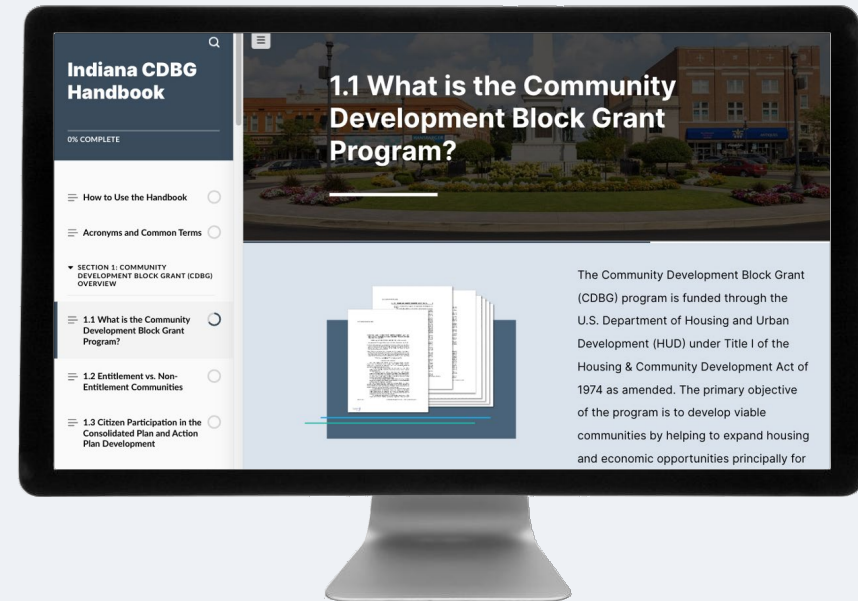
## New

**Step-By-Step GA  
Timeline for Planning,  
Construction, RHP,  
and OOR Grants**



## New

**Interactive Web Format**



# Income Survey Guidance

## Updated



Appendix to Updated CDBG Handbook



Ensures Conformance with Current HUD Regulations



Accessible Web-Based Format



Clear Instructions and Several Options for Conducting Survey

# Grant Administrator Manual

**New**

**Professional Standards and Code of Conduct**

**Maintaining and Renewing Certification**

**Step By Step Guide to Certification**

z

# Survey – Grant Administrator Manual

► **Survey Link:** <https://forms.cloud.microsoft/r/eiVwuLYpEF>

State of Indiana Grant  
Administrator Manual--Opinion  
Survey



**What should be included?**

**What info is hard to find?**

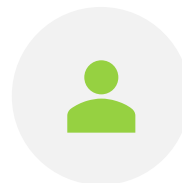
**What advice would you give?**



# Welcome Grant Administrators!



Steve St. John



CDBG  
Program  
Director

# 2026 Upcoming CDBG Calendar Highlights

# 2026 Construction Round I is Open: Important Due Dates and Reminders



Proposals are due **Sunday, April 5, 2026**. Submit via eGMS by 11:59 p.m. ET.



**Due at Proposal Submission:** In-kind Request (use In-kind Form) and Income Survey. **Due at Application Submission:** Any bonus considerations via eGMS.



Pre-approval items must be submitted to OCRA by **May 22, 2026**. Please email all requests to our CDBG inbox at [cdbg@ocra.in.gov](mailto:cdbg@ocra.in.gov).

# 2026 Construction Round I is Open: Important Due Dates and Reminders



The eGMS Program Page will reopen four (4) days after the final site visit is completed.



Applications are due **Sunday, June 7, 2026**. Submitted via eGMS by 11:59 p.m. ET.



Upload or reference documents (in eGMS) using the Application Instructions numbering system.

# Upcoming CDBG Dates and Reminders



2026 CDBG Action Plan Public Hearings: **April 20**, 12-1 p.m. ET and **April 22**, 5-6 p.m. ET (Comment Period 4/1 to 4/30)



Planning and OOR Cycle 2 opens **June 11, 2026**



Planning and OOR Cycle 2 Application deadline is **July 12, 2026**



Construction Round 2 opens **Sept. 3, 2026**

# Upcoming CDBG Dates and Reminders



NEXT GA Update is **Sept. 30, 2026**, 10-11:30 a.m. ET



CDBG Annual Action Plan public announcement was released March 16 at <https://www.in.gov/ocra/cdbg/consolidated-and-action-plans/>



Recovery Housing Program Amendment comment period will open this summer; be on the lookout for the public announcement!



No 2026 OCRA Certified Grant Administrator Cohort

# OCRA Reminders



OCRA is hosting five (5) Regional Community Exchanges to share information and provide networking opportunities



Review the OCRA Calendar for other agency events at <https://www.in.gov/ocra/about/calendar/>

# Mark Your Calendar!

## April 6-10, 2026



- Organize an event
- Educate your community
- Build partnerships
- Talk with local media

Provides the opportunity to increase awareness & support of the CDBG program

# 2025 CDBG Annual Business Review

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# 2025 CDBG In Review: Highlights



3,000 residents or stakeholders provided feedback for the Consolidated Plan



Community resiliency score replaced regional bonus points allowing communities more control over their scores



Facilities program expanded to include historic preservation



Support for disaster-impacted communities: additional bonus points awarded to communities located in disaster counties to facilitate recovery

# Recent Policies & Changes Recap

## In-Kind Contribution Policy

- **Effective January 12, 2026**
- OCRA increased the allowable in-kind contribution toward the local match
- New Cap: 10% of total project cost up to \$75,000 maximum
- **Eligible Contributions Include:**
  - Volunteer Work: Valued at average private hourly rate (BSL)
  - In-Kind Donations: Valued at fair market rate
  - Force Account Work: Valued at regular pay rate per employee

## Lien and Covenants Policy

### **Effective 2025 Round 2 Awarded Projects (in 2026)**

- OCRA will require Lien and Covenants for:
  - All newly funded facilities projects
  - All blight clearance projects
- Applies with or without subrecipients

### **Key Details:**

- Lien and Covenants will remain in effect for 5 years following grant closeout
- Designed to ensure long-term accountability and project sustainability

# Recent Policies & Changes Recap

## OOR Housing Projects Policy

- **Effective January 12, 2026**
- Policy covers:
  - Conflict of Interest
    - Defines individuals where perceived conflict may arise
  - Overrun Fees
    - Public disclose local funds
    - Local funds = Non-Federal Sources examples
  - Environmental Review for Housing Projects
    - Associated Cost
    - Comply w/ Radon & Lead
    - Scope of Work Priority

## Blight Clearance Residential Properties Policy

### On Hold

- Acquiring residential properties that require demolition, clearance, or remediation activities
- Updating to better align with State Code

# 2025 CDBG In Review

## Submitted Application History

| Program            | Reviewed Applications | Total Requested     | Total Funded | Percentage (%) | Total Awarded       |
|--------------------|-----------------------|---------------------|--------------|----------------|---------------------|
| Planning           | 38                    | \$2,386,129         | 18           | 47%            | \$1,127,284         |
| OOR                | 16                    | \$6,650,000         | 13           | 81%            | \$5,600,000         |
| Construction       | 43                    | \$29,207,017        | 30           | 70%            | \$21,075,179        |
| <b>Grand Total</b> | <b>97</b>             | <b>\$38,243,146</b> | <b>61</b>    | <b>62.9%</b>   | <b>\$27,802,463</b> |

# 2025 CDBG In Review

## 18 Funded Applications Breakdown

### ► Planning

| TYPE                    | PERCENTAGE (%) |
|-------------------------|----------------|
| Comprehensive Study     | 33.4           |
| Feasibility Study       | 5.5            |
| Utility Study           | 38.9           |
| Water Infrastructure    | 5.5            |
| Downtown Revitalization | 16.7           |

# 2025 CDBG In Review

## 30 Funded Applications Breakdown

### ► Construction

| TYPE                                | PERCENTAGE<br>(%) |
|-------------------------------------|-------------------|
| Blight Clearance (BCP)              | 6.7               |
| Public facilities (PFP)             | 13.3              |
| Stormwater Improvement (SIP)        | 3.3               |
| Wastewater/Drinking Water<br>(WDW)* | 76.7              |
| Mainstreet Revitalization (MSRP)    | 0                 |

\* Drinking Water Projects (13 of 30) \$9,075,179

# 2026 CDBG Action Plan Proposed Modifications

# 2026 Annual Action Plan Proposed Modifications

## Method Of Distribution

### WDW

- ▶ Increase total project costs by \$50,000 for each rate

| Maximum Grant Amounts                            | Rates for 4,000 gallons   |                              |                            |
|--|---------------------------|------------------------------|----------------------------|
|  | User Rates<br>(Over \$50) | User Rates<br>(\$30 to \$50) | User Rates<br>(Under \$30) |
| Projects over \$1 million in total project cost  | \$800,000                 | \$750,000                    | \$700,000                  |
| Projects under \$1 million in total project cost | \$750,000                 | \$700,000                    | \$650,000                  |

- ▶ Maximum amount \$800,000

# 2026 Annual Action Plan Proposed Modifications

## Method Of Distribution

### MSRP

#### Added

- ▶ Aspiring-Indiana Accredited Mainstreet (Aspiring-IAMS) as eligible organizations

#### Removed

- ▶ IAMS “must be at least three years old” condition

#### Relocated

- ▶ Downtown Revitalization Plan moved from Prerequisite to Program Specific review

# 2026 Annual Action Plan Proposed Modifications

## ▶ Grant Evaluation Criteria

Point ranges are refined into smaller, more precise categories, expanded to better capture incremental progress, encourage improvement, and deliver a more accurate evaluation to the current community condition.

A. While the point ranges are the same, they are broken down more for:

- New Administrator Experience (OOR)
- Supplemental Input and Community Engagement (PL)
- Financial Certification (WDW)
- Project Sustainability (PL/PFP)

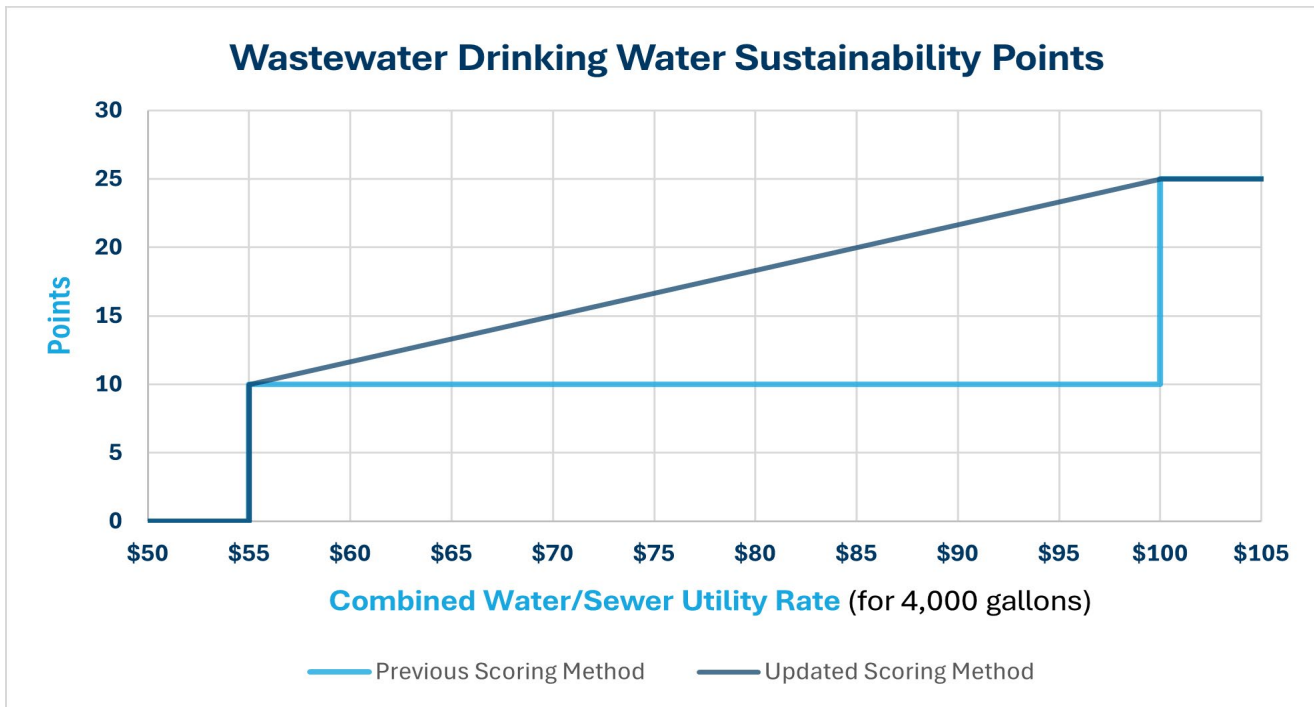
*Based upon PFP Philanthropic Contribution format currently being used*

## B. Testing New Method

Points are calculated using a formula-based linear scale to convert the Standards criteria into an assigned value.

- ▶ Project Sustainability (WDW & SIP)

WDW Example, Combined rates below \$55 receive 0 points, beginning with 10 points will increase along the scale to the maximum score of 25 points for combined rates of \$100 or higher.



### Current WDW Scale

0 points

< \$55 combined user rates

10 points

\$55-\$100 combined user rates

25 points

\$100+ combined user rate

# 2026 Recovery Housing Program (RHP) Amendment Proposed Modification

- ▶ RHP Amendment Submittal, August 2026
  - ▶ Will provide a status update action on effective date during Fall GA Update
- ▶ Open applications, submit anytime throughout the year whenever a community & organization are ready to proceed!
  - ▶ Notice of Intent to Apply required

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# Grant Administrator Program

# Redesigned GA Roster & Contact Form



## Indiana Office of Community and Rural Affairs

# CDBG Certified Grant Administrators

**Grant Administrator Purpose:** To ensure eligible units of general local government in Indiana have sufficient capacity to access federal and state funding administered through OCRA. An OCRA Grant Administrator is a credentialed individual who successfully completes the Community Development Block Grant (CDBG) certification program and is thereby authorized to manage and administer OCRA grants for a community.

Last Updated 03/08/2026

| Name | Organization/Business | Yrs Active | Email | Phone | Service Area | Project Specialization |
|------|-----------------------|------------|-------|-------|--------------|------------------------|
|------|-----------------------|------------|-------|-------|--------------|------------------------|

# Roster & Contact Info



OCRA will keep an up-to-date list of certified grant administrators posted on the website for the general public



Review the new form to ensure your contact information is correct! \*COMING SOON: Business or Organization website link



You must keep your contact info up to date with OCRA. Any notice sent to your listed email counts as official.



An updated Grant Administrator Communication Form is available on the CDBG Grant Administrators page



1. Notify OCRA of contact information changes throughout the year 2. Voluntarily withdraw from being an active GA

# Continuing Education Log Now Available

- ▶ New changes started Fall 2025
  - ▶ IN.gov portal
  - ▶ Enter your CE credits here going forward
  - ▶ Screenshots available
  - ▶ **Resource:** MSR 2025-005, Grant Administrator Continuing Education Guidelines on website
- ▶ Email us with questions or request first-time GMS access at [cdbg@ocra.in.gov](mailto:cdbg@ocra.in.gov)
- ▶ GMS Administrator: [Kajohantges@lg.in.gov](mailto:Kajohantges@lg.in.gov)

# General Code of Ethics

- ▶ Certified grant administrators must follow high standards of professionalism, honesty, and fairness when working with local governments, OCRA, and the public.
  - ▶ **Adhering to Professional Conduct & Integrity**
  - ▶ **Represent the Public Interest**
  - ▶ **Maintain Legal Compliance** (follow policies)
  - ▶ **Remove Conflicts of Interest** (actual or perceived)
  - ▶ **Obligations to Local Governments**
  - ▶ **Obligations to OCRA as the certifying agency**
  - ▶ **Provide Professional Courtesy and Communication**
  - ▶ **Ensure Continuing Education**

# Grant Administrator Update Continuing Education Unit (CEU)

- ▶ Your attendance will be documented by completing the Microsoft Form link, now placed in the Chat.
- ▶ No further action is needed to receive credit toward your certification requirement.

~ 1 CEU ~



# CDBG Programmatic

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# HUD's Timely Distribution of Funds Requirements

## What are HUD's Obligation & Announcement Requirements?

- ▶ The date the State officially announces the award selection to the public
- ▶ State annual grant (excluding state administration) must be obligated and announced within 15 months of the State signing the grant agreement with HUD
- ▶ In addition, HUD encourages states obligate and announce 95% of funds within 12 months.
- ▶ What must OCRA do?
  - ▶ 2026 Construction Round 1 & 2 started 15 days earlier than 2025
  - ▶ 2027 will also start earlier (exact dates TBD)

## What are HUD's Expenditure Requirements (from Announcement)?

- ▶ 15 months for planning and 18 months for everything else (extension not included)
- ▶ 30 months final expenditure
- ▶ What Must You Do: Follow your submitted project plan (fewer extensions)!

# REMINDER

Submit your  
claims on a  
timely basis!



# Successful Application Submission Reminders

## General

- ▶ Read the instructions! There may be subtle changes for round/cycle or program to program.
  - ▶ For example, beginning 2026 Construction Round I, Local Match will not be part of Project Design Factors, as it is already reviewed under Program Specific.

## Labeling/Formatting

- ▶ Number each narrative section to match/align with each question on instructions (5.4.a)
- ▶ Label document uploads succinctly and appropriately
  - ▶ Reference each relevant document in the narrative specific to that narrative
- ▶ For long documents, reference which page numbers are relevant
- ▶ Leave a space between each numbered question/section in the narrative

# Successful Application Submission Reminders

## ▶ **Telling Your Story**

- ▶ A written narrative must be provided to receive points. Also, write the narrative to concisely explain the condition as well as make the connection to any uploaded supporting documents.
- ▶ Provide information (narrative or documents) that are specifically relevant to your project (quality over quantity)
- ▶ Photos are not documentation

## ▶ **Finally**

- ▶ Double check all attachments (and their pages) and narrative responses before submitting.



## Next Up Is...



Tanaha Peton



CDBG  
Program  
Manager

# Resiliency Reminders

The background of the slide is white with abstract blue geometric shapes on the right side. These shapes include overlapping triangles and polygons in various shades of blue, from light sky blue to dark navy blue. The shapes are layered, creating a sense of depth and movement.



INDIANA OFFICE OF THE  
LIEUTENANT GOVERNOR

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DIVISION OF GRANT SERVICES

Indiana Office of the Lieutenant Governor

Grant Services



## Next Up Is...



Adam Moschell



Director of  
Grant Services

# Grant Services Updates



**GRANT  
TOUCH  
THIS!**



## Application Notes

- ▶ Resolution to Submit Application & Resolution of Matching Funds
  - ▶ Must include an “around or about” date for submission
  - ▶ New resolution for each round
  - ▶ Matching Funds letter(s) should be attached or included separately
- ▶ OOR Applications
  - ▶ National Objective will always be LMI Housing
  - ▶ Beneficiaries is based on homes, not people

If CDBG funds are paying for Administration; the community must procure a GA prior to award.

# Grant Services Updates



**GRANT  
TOUCH  
THIS!**



- ▶ New checklists for OOR will be published shortly
  - ▶ Pre-RoF, RoF, and Monitoring
- ▶ Invitation for Bid, updated language
  - ▶ Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity has revoked Executive Order 11246 of (Equal Employment Opportunity)
- ▶ Contracts for Professional Services (Including Radon) can be signed prior to Release of Funds, but **NOT** before Environmental Clearance
  - ▶ OOR, after Tier I release

Planning Grants; be aware of the time needed between submission of draft and final plans.

# Grant Services Updates



**GRANT  
TOUCH  
THIS!**



## ▶ **Timeliness Report**

- ▶ FEPS deadlines will appear in the April report
- ▶ Failure to submit a Timeliness Report will result in a finding
- ▶ Avoid Copy/Paste reports from month to month

## ▶ **Project Closeout**

- ▶ DO NOT request closeout prior to project completion
  - ▶ Completion includes all activities
  - ▶ Final Inspection report should be signed after completion
- ▶ Issues with monitoring wage rates throughout project
  - ▶ Minimizes restitution and avoids finding(s)
  - ▶ **There is NO minimum limit for restitution**

# Stay connected!

Sign up for press releases and announcements at [bit.ly/OCRA-signup](https://bit.ly/OCRA-signup)

Find your regional Community Liaison's contact information:

<https://www.in.gov/ocra/about/community-liaisons/>



# Mark Your Fall Calendars!

Next GA Update

Wednesday, Sept. 30,  
10-11:30 a.m.

**Special Guest:** Camille Meiners, Director of Technical Review for the State Revolving Fund (SRF) Loan at Indiana Finance Authority



OCRA

Office of  
COMMUNITY &  
RURAL AFFAIRS

# Questions?

Contact: [cdbg@ocra.IN.gov](mailto:cdbg@ocra.IN.gov)

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