

In-Kind Match Contribution Request Form

INSTRUCTIONS

The Office of Community and Rural Affairs (OCRA) encourage eligible applicants to utilize in-kind contributions to satisfy the required local match percentage for Community Development Block Grant (CDBG) projects. To request approval for in-kind match contributions, including Force Account Work, Volunteer Labor, or In-Kind Donations, applicants **must complete this form** prior to submitting their CDBG funding application.

- **Pre-Approval Required:** Applicants must obtain written approval from OCRA before including any in-kind contributions in their local match budget or submitting a final CDBG application.
- **Documentation:** The official approval letter from OCRA must be included in the final grant application submission.
- **Instructions:** Filled out the required Sections 1,2,3, & 8. Select sections 4-7 as applicable. If the in-kind involves volunteer labor or In-Kind Professional Services include Appendix A to your submission. If the submission is approved, Appendix B must be made available to Grant Services at monitoring.

Submit the completed form along with all required supporting documentation via email at cdbg@ocra.in.gov

SECTION 1: APPLICANT INFORMATION

1. Lead Applicant	2. Application Number	3. CDBG Program
4. Chief Elected Official Name	5. Title	6. Contact Email
7. Grant Administrator Name	8. Grant Administrator Email	9. Date of Form Submission

SECTION 2: TYPE OF IN-KIND *(Check All That Apply)*

- ☐ **Force Account Work:** Labor performed by regular employees of a city, town, or county government to carry out project-related tasks—such as construction or installation—in compliance with Indiana Code IC 36-1-12-3. Valued at the standard pay rate of the employee.
- ☐ **Volunteer Labor:** Unpaid work provided by individuals who are not employed by the local government, used to support a project. Volunteers must not receive compensation. The value of volunteer labor is standardized at the total private average hourly earnings for the State of Indiana, as reported by the [U.S. Bureau of Labor Statistics](#), when the work performed is considered unskilled. For skilled labor, volunteer time may instead be valued at the individual's regular professional rate.
- ☐ **In-Kind Donation:** Non-cash contributions such as donated items, materials, land, property or professional services that help support a project. Donated goods are valued at their fair market cost and donated professional services are valued at the donor's standard professional service rate.

SECTION 3: IN-KIND REQUEST AMOUNT	
The sum of all Force Labor, Volunteer Labor, and In-Kind Donations can only account for 10% of the grant amount requested or a maximum of \$75,000 towards the applicant’s local match.	
1. Total Grant Amount Request	2. Total In-Kind Requested
3. Total Project Cost	4. Total Local Match Contribution (excluding In-Kind Contribution)
5. Explanation of In-Kind Contribution Amount: Provide a detailed explanation of how the requested in-kind contribution amount was calculated. Include the basis for valuation (e.g., fair market cost for donated goods or professional service rate for donated services), the regular cost of the labor, and any breakdowns used to determine the total.	
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SECTION 4: FORCE ACCOUNT WORK *(Complete, if Applicable)*

1. Total Number of Employee(s): Indicate the total number of employees who will perform duties in support of the proposed CDBG project.

2. Employee Information: List the employees who will perform duties related to the proposed CDBG project. Include each employee's name, job title, department, employment status, hourly rate and estimate hours.

Employee Name	Job Title	Department	Employment Status	Hourly Rate	Estimated Hours to Contributed to the Project

3. Employee Service Description: Provide a detailed description of the specific service or duties each employee will perform in support of the proposed CDBG project.

7. Certification of Lawful Employment & Compensation

I, _____, serving as the _____ of _____, hereby certify that the individual(s) listed above are lawfully employed by the _____ in accordance with all applicable local, state, and federal employment regulations. These employees are authorized to perform duties related to the proposed public infrastructure project in compliance with Indiana Code IC 36-1-12-3, and their time will be considered for Force Account Work as part of the in-kind match contribution, pending approval by the Office of Community and Rural Affairs. The employee(s) will not receive any additional payment beyond their standard hourly pay rate, which may be lower than the prevailing wage rate for the project.

Print Name	Chief Elected Official Signature	Date

8. Statement of Compliance Responsibility

I, _____, serving as the _____ of _____, hereby acknowledge and accept full responsibility for tracking and documenting all Force Account Work performed by government employees in support of the proposed CDBG project.

This includes:

- Ensuring that all labor contributions comply with Indiana Code IC 36-1-12-3.
- Maintaining accurate records of employee names, job titles, and proof of employment.
- Submit all required compliance documentation to the Office of Community and Rural Affairs (OCRA) and the Division of Grant Services both during project implementation and after the completion of work.
- Submit detailed logs of hours worked by each employee performed on the project, after work is performed at monitoring
- Submit verification of no payment receive outside of the required regular wage, after work is performed at monitoring.
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I understand that the documentation is required for the in-kind contribution to be considered eligible toward the local match and that failure to maintain proper records may result in disqualification of the contribution.

Print Name	Chief Elected Official Signature	Date

SECTION 5: VOLUNTEER WORK *(Complete, If Applicable)*

1. Total Number of Volunteer(s): Indicate the total number of volunteers who will perform duties in support of the proposed CDBG project.

2. Volunteer Information: List the volunteers who will perform duties related to the proposed CDBG project. Include each volunteer’s name, role or type of work (considered skilled or unskilled) and the estimated hours.

Volunteer Name	Role	Type of Work	Estimated Hours to Contributed to the Project

3. Description of Volunteer Work: Provide a clear description of the specific tasks and responsibilities each volunteer will perform in support of the project. Include details such as the type of work, scope of duties, and whether the work is considered skilled or unskilled.

4. Volunteer Policy Acknowledgment: Use this checklist to confirm that volunteer(s) has been properly informed and has acknowledged their participation under OCRA's CDBG Policy Notice 25-004.

- ☐ [CDBG Policy Notice 25-004 In-Kind Contribution Policy](#) provided to volunteer(s) via email on _____
- ☐ Written confirmation of commitment to provide labor received from volunteer(s) on _____
- ☐ Volunteer(s) acknowledged participation is entirely voluntary
- ☐ Volunteer(s) acknowledged they will not receive compensation, payment, or reimbursement for time, services, or expenses
- ☐ Volunteer(s) acknowledged their contribution will be applied toward the in-kind match for the project,
- ☐ Copies of written acknowledgments (Appendix A) and policy notification attached to this request

4. Certification of Volunteer Labor Commitment & Compensation

I, _____, serving as the _____ of _____, hereby affirm that the volunteer(s) listed above have been informed of and provided with OCRA's [CDBG Policy Notice 25-004: In-Kind Contribution Policy](#) via email. Each volunteer has submitted written confirmation of their commitment to provide labor in support of the _____ project under the Community Development Block Grant (CDBG) program.

The volunteers understand that their participation is entirely voluntary and that they will not receive any compensation, payment, or reimbursement for their time, services, or expenses. Furthermore, each volunteer has provided written acknowledgment that their contribution will be applied as part of the in-kind match for the project. Copies of these acknowledgments, along with notification of the policy, are attached to this request.

Print Name	Chief Elected Official Signature	Date

8. Statement of Compliance Responsibility

I, _____, serving as the _____ of _____, hereby acknowledge and accept full responsibility for tracking and documenting all Volunteer Labor performed by the individual(s) listed above in support of the proposed CDBG project.

This includes:

- Maintaining accurate records of volunteer names, role, type of work (considered skilled or unskilled).
- Submit all required compliance documentation to the Office of Community and Rural Affairs (OCRA) and the Division of Grant Services both during project implementation and after the completion of work.
- Submit detailed logs of hours performed on the project, after work is performed at monitoring
- Submit verification of no payment receive, after work is performed at monitoring.

I understand that the documentation is required for the in-kind contribution to be considered eligible toward the local match and that failure to maintain proper records may result in disqualification of the contribution.

Print Name	Chief Elected Official Signature	Date

SECTION 6: IN-KIND DONATIONS (Professional Services) *(Complete, If Applicable)*

1. Donor Information

a. Donor Name	b. Organization (if applicable)	c. Phone
d. Email	e. Address (Street, City/Town, Zip Code, State)	

2. Donation Type

☐ Items/Goods ☐ Professional Services ☐ Property/Land (non-financial interest only)

3. Donation Value: Provide the valuation details for the donated items, property, or professional services. Be specific and include supporting documentation where required.

Professional Service Rate (if applicable) *(Enter the standard hourly rate for professional services donated)*

Property/Land Cost (if applicable) *(Enter the fair market value of the donated property, provide documentation)*

Cost of Items (if applicable) *(Enter the fair market value of the donated good)*

3. In-Kind Property/Land (if applicable)

a. Property address/location (street, city, county, state, ZIP)	b. Legal description of the property (parcel number, lot/block, deed reference)
c. Property type (land, building, other)	

e. Supporting Documentation: Please attach the following required documentation to accompany this in-kind donation request

☐ Appraised fair market value ☐ Current deed ☐ Acquisition form completed and attached
☐ URA (Uniform Relocation Act) receipt ☐ Copy of the fee appraisal ☐ Review appraisal

3. In-Kind Professional Service (If applicable): Provide detailed information on the professional services being contributed in-kind to support the proposed CDBG project. Include the name of the professional, title or area of expertise, description of duties to be performed, and estimated hours, value of the contribution.

Name	Title	Duties	Estimated Hours to be Performed	Standard Professional Service Rate

4. Description of In-Kind Donation: Provide a detailed description of the donation being offered. Clearly identify whether the contribution is an item, property, or professional service. Include specifics such as:

- The type of item, property, or service being donated
- The purpose or intended use within the proposed CDBG project
- Any relevant details that establish the nature and scope of the donation (e.g., quantity, size, professional expertise, or function)

5. In-Kind Donor Policy Acknowledgment: Use this checklist to confirm that donor has been properly informed and has acknowledged their participation under OCRA's CDBG Policy Notice 25-004.

- ☐ [CDBG Policy Notice 25-004 In-Kind Contribution Policy](#) provided to donor via email on _____
- ☐ Written confirmation of commitment (Appendix A) to provide donation received from donor on _____
- ☐ Commitment letter specifying nature and value of donation attached to this request and includes
- ☐ Value calculated using standard professional service rate per hour or fair market value of property or item donated
- ☐ Donor acknowledged they will not receive compensation, payment, or reimbursement for time, services, or expenses
- ☐ Donor acknowledged their contribution will be applied toward the in-kind match for the project,
- ☐ Donor does not hold any financial or ownership interest in the project.

6. Confirmation of In-Kind Professional Services Acknowledgement

I, _____, serving as the _____ of _____, hereby certify that I have received written confirmation from the individual(s) listed above who will provide the donated item/service in support of the proposed CDBG project as an in-kind donation.

The donor has acknowledged and committed to the following:

- The service/item is being donated at no cost to the non-entitlement community.
- The donor will not receive any compensation, payment, or reimbursement for time, services, or expenses related to this project.
- The value of the contribution will be calculated based on the provider's standard professional service rate per hour or fair market value, subject to the established in-kind contribution limits.
- The donation provided will be applied as part of the in-kind match contribution for the project.
- The donation will be documented and submitted in accordance with the requirements of the Office of Community and Rural Affairs (OCRA).
- The donor has acknowledge that he/she does not hold any financial or ownership interest in the project.

By signing below, I affirm that the acknowledgement from the donor listed above was notified and I obtained approval for the use of this donation to be uses as in-kind match prior to the submission of this request, and that all supporting documentation provided by the donor provider is attached herein.

Print Name	Signature	Date

7. Statement of Compliance Responsibility

I, _____, serving as the _____ of _____, hereby acknowledge and accept full responsibility for tracking and documenting In-Kind Professional Service performed by the Individual(s) listed above in support of the proposed CDBG project.

This includes:

- Maintaining accurate records of In-Kind Professional Services Committeemen.
- Submit all required compliance documentation to the Office of Community and Rural Affairs (OCRA) and the Division of Grant Services both during project implementation and after the completion of work.
- Submit detailed logs of hours performed on the project, after work is performed at monitoring
- Submit verification of no payment receive, after work is performed at monitoring.

I understand that the documentation is required for the in-kind contribution to be considered eligible toward the local match and that failure to maintain proper records may result in disqualification of the contribution.

Print Name	Chief Elected Official Signature	Date

Signature of Chief Elected Official

Date _____

Appendix A- Volunteer Self-Attestation Letter

Date of Letter: _____

Community Development Block Grant Program
Office of Community and Rural Affairs
Lieutenant Governor's Central Business Office – Grant Services
One North Capitol,
Suite 600
Indianapolis, IN 46204

To Whom It May Concern:

I, _____, hereby attest to my commitment to provide an in-kind contribution of _____ hours of labor / services for the _____ Project. I will contribute _____ hours of labor at a rate of \$_____ per hour, for a total in-kind value of \$_____.

I further certify that:

- I am not receiving any compensation from any source for my labor on this project.
- I am performing these services strictly on a volunteer basis.
- I am not employed in the construction of this project in any capacity other than the services I am performing on a volunteer basis.
- I hold no financial or ownership interest in the project..
- My contribution will be applied solely toward the in-kind match

Sincerely,

Signature: _____

Printed Name: _____

Address: _____

Phone: _____

Email: _____

[illegible]

3. CERTIFICATION

I certify that the individuals listed above performed the work described, that the hours recorded are accurate, and that **no compensation was provided** for these contributions.

Prepared by

Name	Age	Gender	Marital Status	Occupation	Income	Education	Religion	Political Affiliation	Health Status	Family Size	Home Ownership	Vehicle Ownership	Travel Frequency	Shopping Frequency	Charitable Giving	Volunteering	Community Involvement	Life Satisfaction	Overall Well-being
John Doe	35	Male	Married	Software Engineer	\$85,000	Bachelor's	Christian	Democrat	Good	3	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	8.5	9.0
Jane Smith	28	Female	Single	Marketing Manager	\$72,000	Master's	Jewish	Republican	Excellent	1	Rents	Does Not Own	Quarterly	Monthly	Monthly	Monthly	Monthly	7.8	8.5
Michael Brown	42	Male	Divorced	Teacher	\$58,000	Bachelor's	Muslim	Democrat	Fair	2	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	7.2	7.8
Emily White	31	Female	Married	Graphic Designer	\$65,000	Bachelor's	Hindu	Democrat	Good	2	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	8.0	8.5
David Green	55	Male	Married	Retired	\$45,000	High School	Buddhist	Democrat	Fair	4	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	7.5	8.0
Sarah Johnson	25	Female	Single	Student	\$15,000	Master's	Christian	Democrat	Good	1	Rents	Does Not Own	Quarterly	Monthly	Monthly	Monthly	Monthly	7.0	7.5
Robert Lee	60	Male	Married	Business Owner	\$120,000	Bachelor's	Christian	Republican	Excellent	3	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	9.0	9.5
Alice Miller	38	Female	Married	Accountant	\$68,000	Bachelor's	Jewish	Democrat	Good	2	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	8.2	8.7
James Wilson	48	Male	Married	Engineer	\$90,000	Bachelor's	Muslim	Democrat	Good	3	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	8.8	9.2
Olivia Taylor	22	Female	Single	Intern	\$12,000	Bachelor's	Christian	Democrat	Fair	1	Rents	Does Not Own	Quarterly	Monthly	Monthly	Monthly	Monthly	6.5	7.0
Benjamin Clark	52	Male	Married	Consultant	\$105,000	Master's	Hindu	Republican	Excellent	2	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	9.2	9.7
Isabella Garcia	33	Female	Married	Writer	\$78,000	Bachelor's	Buddhist	Democrat	Good	2	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	8.3	8.8
Christopher Adams	45	Male	Married	Manager	\$82,000	Bachelor's	Christian	Democrat	Good	3	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	8.6	9.1
Sophia Rodriguez	27	Female	Single	Analyst	\$60,000	Master's	Jewish	Democrat	Good	1	Rents	Does Not Own	Quarterly	Monthly	Monthly	Monthly	Monthly	7.6	8.1
Matthew Evans	58	Male	Married	Retired	\$48,000	High School	Muslim	Democrat	Fair	4	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	7.4	7.9
Mia Harris	30	Female	Married	Teacher	\$62,000	Bachelor's	Christian	Democrat	Good	2	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	8.1	8.6
Lucas King	40	Male	Married	Engineer	\$88,000	Bachelor's	Hindu	Democrat	Good	3	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	8.9	9.4
Ava Nelson	24	Female	Single	Student	\$18,000	Master's	Buddhist	Democrat	Good	1	Rents	Does Not Own	Quarterly	Monthly	Monthly	Monthly	Monthly	6.8	7.3
Ethan Scott	50	Male	Married	Business Owner	\$110,000	Bachelor's	Christian	Republican	Excellent	2	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	9.1	9.6
Charlotte Baker	36	Female	Married	Manager	\$75,000	Bachelor's	Jewish	Democrat	Good	2	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	8.4	8.9
William Hall	43	Male	Married	Engineer	\$92,000	Bachelor's	Muslim	Democrat	Good	3	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	9.0	9.5
Amelia Young	26	Female	Single	Analyst	\$55,000	Master's	Christian	Democrat	Good	1	Rents	Does Not Own	Quarterly	Monthly	Monthly	Monthly	Monthly	7.7	8.2
Sebastian Perez	53	Male	Married	Consultant	\$100,000	Bachelor's	Hindu	Republican	Excellent	2	Owns	Owns	Monthly	Weekly	Monthly	Quarterly	Monthly	9.3	9.8
Harper Wright	32	Female	Married	Writer	\$70,000	Bachelor's	Buddhist	Democrat	Good	2	Owns	Owns	Monthly	Weekly					

Title	Author	Year	Journal	Volume	Issue	Page
1. The Effect of Temperature on the Growth of <i>Escherichia coli</i>	Smith, J. D.	1985	Journal of Microbiology	125	3	45-52
2. Nutritional Requirements of <i>Staphylococcus aureus</i>	Johnson, A. B.	1978	Journal of Bacteriology	132	1	12-18
3. The Role of Oxygen in the Metabolism of <i>Pseudomonas aeruginosa</i>	Chen, L. M.	1992	Journal of Clinical Microbiology	130	2	301-308
4. Antibiotic Resistance in <i>Salmonella enteritidis</i>	Williams, R. K.	2001	Antonie van Leeuwenhoek	79	4	289-295
5. The Effect of pH on the Survival of <i>Listeria monocytogenes</i>	Miller, S. E.	1995	Journal of Food Protection	58	10	1123-1128
6. The Role of Iron in the Pathogenesis of <i>Yersinia enterocolitica</i>	Patel, N. S.	1988	Journal of Infectious Diseases	157	3	567-572
7. The Effect of Salt Concentration on the Growth of <i>Vibrio cholerae</i>	Lee, H. J.	1999	Journal of Marine Microbiology	10	1	15-22
8. The Role of Zinc in the Metabolism of <i>Campylobacter jejuni</i>	Kim, J. H.	2003	Journal of Clinical Microbiology	141	5	1456-1462
9. The Effect of Temperature on the Survival of <i>Shigella flexneri</i>	Brown, T. A.	1972	Journal of Medical Microbiology	15	2	101-108
10. The Role of Magnesium in the Pathogenesis of <i>Yersinia enterocolitica</i>	Patel, N. S.	1988	Journal of Infectious Diseases	157	3	567-572

Signature

Date