

Take it for Granted

A quarterly newsletter released by Office of Community & Rural Affairs

Updates from the CDBG Program Director

By Eric Ogle



We are off and running in 2019! We have several exciting projects coming up this year and we appreciate everyone's help. Here are just a few:

Grant Management System

We have started to develop a fully digital Grant Management System (GMS), which will bring a number of efficiencies to a few the Lt. Governor's Family of Business' programs, including OCRA. Specifically for CDBG, the system will help grant administrators' manage grants through online applications, automatic reminders and notifications. The system is on track to be ready for Round 2 of 2019. Trainings and other details will be announced over the coming months.



Consolidated Plan

We will begin working on the 2020-2024 Consolidated Plan in the second half of the year. The Consolidated Plan is the document that guides how all the State's CDBG funds will be used for a five year period. As the plan is developed, we will be seeking input from GAs, communities and other stakeholders about current and future programming. This input is vital to ensure our programs meet the needs of Indiana's rural communities. More information will be announced later this year.

GA Advisory Sessions

Based on recent feedback, we have transitioned the GA Working Group to GA Advisory Sessions (GAAS). The sessions will be held to provide feedback and advice on future policies, programs, applications and are open to all grant administrators who wish to attend. The first session is scheduled for Thursday, February 21 at 1:30 p.m. (ET) in the first floor conference room at One North Capitol in Indianapolis. An agenda will be posted on OCRA's website for the session on Monday Feb. 18. A full list of dates can be found on page four, the updated calendar.

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2019 GA Certification Training

Registration is now open for all the CDBG courses, which are scheduled on the following dates and costs:

- 101: April 10 (\$40)
- 201: July 9-11 (\$120)
- 301: September 4-6 (\$120)
- 401: Case Study (no cost)

Reserve your seat today by [registering here](#)



All of the courses will be held in the Blue Heron Ballroom at The Garrison (6002 N Post Rd, Indianapolis, IN 46216) which is located just outside of Fort Benjamin Harrison State Park. Lunch is provided each day giving participants a chance to network. Parking is free and located directly in front the building.

Funds are available for Blight Clearance applications

By Matt Wakefield



We are pleased to announce we have roughly \$2 million in funding that is available for our Blight Clearance Program. Its available on a first come, first served basis.

Communities with potential projects are encouraged to reach out to their [OCRA Community Liaison](#) for more information about next steps in applying!

Planning and Blight Clearance applications continue to be accepted on a monthly, rolling basis. Planning grants no longer require a site visit with your Community Liaison. However, its highly recommend that you make your CL

aware of the project before submitting an application to receive technical assistance and feedback. Blight Clearance, like CDBG construction grants, still requires a site visit after the submission of a proposal.

New planning grant process may still come with questions

We have received a few questions pertaining to the new process that we would like to highlight below:

If a planning grant was not funded in a prior round does the community need to hold another public hearing prior to resubmitting?

Yes, the new application is a unique grant application and requires that the public be notified of the community's intent to apply. OCRA will do its best to provide notice and feedback in a timely manner to allow the community to resubmit as soon as possible, if interested in coming back in with an application.

What are the minimum plan requirements?

Minimum plan requirements can be found on [OCRA's website](#). Applicants should use the minimum plan requirements issued after November 1, 2018. If you are not sure what plan requirements to use please contact [Matt Wakefield](#) at call (317) 650-8499.

Reminders when submitting Semi-annual Reports

We just wrapped up another round of reporting and want to express our gratitude for all your hard work. We would like to highlight a few areas where we have received the most questions and provide you with some template for future reports.



Grant Progress (narrative section)

In the narrative section, provide an estimate of work completed for the project in the form of a percentage. This assists in measuring progress during the life-cycle. Below are a few examples of language for various stages of projects that can be used as samples when drafting future reports:

1. Received Release of Funds (ROF) on December 1, 2018. Held pre-construction meeting on December 15, 2018. It is anticipated construction will begin the second week of January 2019. No delays anticipated on this project.
2. Construction is approximately 90% complete. It is anticipated that construction will be finished by the end of April 2019.
3. The city has procured an engineer and the engineer is currently working on final design. The design is currently 40% complete and construction has not yet begun. We do not anticipate any delays.
4. The plan is complete and has been approved by OCRA and the city. The city is in the process of closing out the grant and the project is 95% complete.

Contract Award Information

When listing contractor information, please remember to include the contractor ID (IRS EIN or tax id). Please list both the sub-contractor's ID and the ID of the prime contractor for which the sub is working.

Final Reports

If the project is complete before semi annuals are due, but the closeout process is not finished, a report is required. Projects are not considered closed out until Forms 2 and 3 are processed.

Sub-recipient Semi-annual Reports

Don't forget to include proof of insurance for the property – building, vehicle, etc.

Claim forms & deposits

Please submit claim forms in a timely manner upon preparation and to the listed invoice date. Any forms submitted with a significant delay from when they were prepared will be returned and asked to provide an updated claim with a more recent date.

Moving forward, forms with inaccurate values in the "Total Expenses to Date" column must be sent back for correction. It is the responsibility of the grantee to maintain an accurate account, per line item, of expenses. The "Total Expenses to Date" column includes values from the "Expense Amount" column and any previous claim amounts, per line item.

Please review the [claim form instructions](#) for further explanation.

The State is currently paying claims anywhere from two to four weeks from submittal. In order to keep up-to-date on a deposit, and to avoid any five day rule violations, the grantee must have a valid email address in their vendor file. This email address will receive a notification of an ACH deposit from the state. Grantees may contact [Accounting](#) to confirm or update their contact information.

Updates have been made to the CDBG calendar

OCRA has made a few small updates to the 2019 CDBG calendar. The updates are related to trainings or other meetings GAs are welcome to attend. Dates for the grant rounds have not changed. New or updated dates are green. All times are listed in Eastern Time.

February

21 – GA Advisory Session at 1:30 PM, Indianapolis

March

14 – GA Update 1 South (TBD)

18 – GA Update 1: Rochester Public Library

25 – Round 1 opens

27 – Round 1 webinar at 2 PM

April

10 – CDBG 101

May

3 – Round 1 Proposals due by 4 PM

16 – GA Advisory Session at 1:30 PM, Indianapolis

20 – Round 1 site visits begin

June

7 – Round 1 Site Visits end

21 – Round 1 Overdue Documents/In-Kind Request/
Bonus Points Request due by 4 PM

28 – Round 1 Applications due by 4 PM

July

9 – CDBG 201

10 – CDBG 201

11 – CDBG 201

August

~~14 – GA Update~~

8 – GA Advisory Session at 1:30 PM, Indianapolis

15 – Round 1 Awards announced

19 – Round 2 opens

21 – Round 2 webinar at 2 PM

22 – GA Update 1: Rochester Public Library

23 – GA Update 1 South (TBD)

September

~~4 – GA Update~~

4 – CDBG 301

5 – CDBG 301

6 – CDBG 301

~~18 – CDBG 101~~

October

4 – Round 2 Proposals due by 4 PM

21 – Round 2 site visits begin

November

7 - GA Advisory Session at 1:30 PM, Indianapolis

8 – Round 2 site visits end

15 – Round 2 Overdue Documents/In-Kind Request/
Bonus Points Request due by 4 PM

22 – Round 2 Applications due by 4 PM

December

No CDBG Dates

January 2020

9 – Round 2 Awards announced

- [Download a copy here.](#)



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