



# Office of Community and Rural Affairs



# Office of Community and Rural Affairs

## Today's Overview:

**What OCRA Grants are Available**

**What to Do Once You Receive a Grant**

**What is Necessary While in Agreement**

**Grant Closeout Process**



# Office of Community and Rural Affairs

## OUR VISION

OCRA works with Indiana communities to build relevant and economically thriving places where people want to live, work and grow.



# Office of Community and Rural Affairs

## OUR MISSION

Work with local, state, and national partners to provide resources and technical assistance to aid communities in shaping and achieving their vision for economic development.



# OCRA 2015 Impact

**115** communities assisted through OCRA.

Programs have secured **\$27 million** to help communities improve the quality of place.



# 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.



# Office of Community and Rural Affairs

## WHY WE DO WHAT WE DO

Our biggest challenges throughout Indiana are our declining populations, declining school enrollment and increasing age. We want to change the trajectory of these items and help create the quality of places where people want to live, work and grow within the community.



# Office of Community and Rural Affairs



# Stellar Communities Designation Program

Designation Program



Stellar  
Partners



Indiana State  
Department of Health

# Stellar Communities Designation Program

## PROGRAM GOALS

Foster Regional Investments

Improve quality of life through comprehensive and transformative investments

Encourage sustainability and capacity building

Highlight effective civic leadership and community support



# Quick Impact Placemaking Grant(QuIP)

Creation of this project should create a small change that spurs conversation and community engagement. The space should in some way be transformed for the better. Existing and underutilized assets should include a new or additional use.

# Planning and Development

**Planning Grants** encourage communities to plan for long-term development through projects concerning infrastructure, downtown revitalization and community facilities.

**Comprehensive Site Redevelopment Programs** help local government address blighted properties.

# Public Facilities, Drinking/Storm/Waste Water Systems

\$20 million+ for competitive communities funding a variety of projects to improve their quality of life and ensure the health and safety of their citizens.

**Examples:** Libraries, museums, community centers and performance spaces



# Downtown Enhancement Grant

Designed to cultivate innovative approaches to downtown development activities that support and promote community partnerships, projects and programs to revitalize the downtown area.



# Main Street Revitalization Program (MSRP)

Encourage communities to focus on long-term community development within the downtown area leveraging local investment, job creation and entrepreneurship.



# Historic Renovation Grant Program

To preserve and rehabilitate historic properties in order to further incentivize downtown economic development.



# Program Guidelines

## LEAD APPLICANT MAY BE:

**Individual**

**Joint venture**

**Partnership**

**Limited liability company**

**Firm**

**Corporation**

**Association**

**Non-profit affordable housing organization**

# Program Guidelines

## HISTORIC PROPERTY MUST BE:

### **Located in Indiana within either:**

Designated Indiana Main Street District in city or town

Non-entitlement community in accordance with HUD listing



# Program Guidelines

## HISTORIC PROPERTY MUST BE:

At least fifty (50) years old

Listed or eligible for the register of Indiana historic sites and historic structures

Listed or eligible for the National Register of Historic Places

Listed as a contributing resource in a National Register District

**To be determined eligible must submit State Form 56286 – Request for Determination of Eligibility with LOI**

# Program Guidelines

## HISTORIC PROPERTY MUST BE:

Actively used in a trade or business

Held for the production of income

Held for the rental or other use in the ordinary course of the person's trade or business

Must follow guidelines established by Secretary of Interior

Will be reviewed by SHPO and DHPA

# Program Guidelines

## ELIGIBLE ACTIVITY EXAMPLES

Windows, doors, and historic entryways

Brick rehabilitation and tuck-pointing

Roof rehabilitation and replacement

Exterior foundation rehabilitation

Rehabilitation of exterior architectural characteristics



# Grant Services

# Grant Administration

# Preparing for application

## Grant Administration

Take an active role in procuring

Check References

Talk with other C/T's

Don't assume you should only solicit from those nearby

Ask tough question

# Preparing to Apply

## Responsibilities during application process

Publish Ads

Providing financial documentation

Assist with Income Survey process

Assist with Site Control process

Procurement of Grant Administrator

Arrange and Attend Public Hearings



# Grant Services

**You Received a Grant**

# UGLG Roles and Responsibilities

## 24 CFR 570.486

### Management and Oversight

UGLG, through elected officials, are legally, financially, contractually and programmatically responsible for CDBG project

UGLG is responsible to the State and the Federal government even if they have a grant administrator or a sub-recipient relationship

# Preparing to Apply

## Documents needed from GA

Income survey documents

Reports

Claims

Payrolls

Correspondence

Modifications

# UGLG Roles and Responsibilities

## Day to Day Admin Management

Grantee must designate a certified grant administrator to represent their needs and interests on a day to day basis

Grant Administrator should implement terms of the Grant Agreement, coordinate and direct all grant activities including overseeing contracts with third parties involved in the CDBG project

# UGLG Roles and Responsibilities

## Financial Management

Proper accounting of funds

Accurate identification of project costs and cash balances

Proper internal controls

Funds must be maintained in a separate account or fund

# UGLG Roles and Responsibilities

## Project Files

Establish a system for CDBG files to ensure that they are complete, accurate and open for public review and inspection where applicable

Maintain files for period of time after closeout as required by applicable laws and regulations

# UGLG Roles and Responsibilities

Check Grant Agreement for the following info:

The Environmental Release Date

Required Bid Opening Date

Release of Funds Date

Budget Page

# UGLG Roles and Responsibilities

Check Grant Agreement for the following info:

Exhibit A: Description & National Objective

Exhibit B: Project Budget

Exhibit C: Information regarding federal funds – CFDA #

Exhibit D: Steps for ROF

Exhibit E: Sub-recipient requirements and reporting

Exhibit F: Section 3

Exhibit G: Guidelines for filing annual reports in DLGF



# Grant Services

**While Under Agreement**

# Financial Management

## State Standards-Draw Down Process

\$5,000/3 day rule

Draw down process

Direct deposit forms

Percentage of draw down based on local match from grant

# Financial Management

## State Standards-Grant Agreement Process

Electronic signatures

CEO

OCRA ED

Other State Agencies (DOA, Budget, AG)

# Financial Management

## Monitoring Process

Invoices

Checks

Ledgers

Income Survey Documents

Claims

Payrolls

# UGLG Roles and Responsibilities

## Annual Audit Requirements

Requires entities that expend \$750,000 or more during a fiscal year\* in federal awards (from all sources) have a Single Audit

Audits must be in accordance with Generally Accepted Government Auditing Standards

# UGLG Roles and Responsibilities

## Certification of Completion

Only issued once Audit is completed or

Submission of Single Annual Audit (Form 4) and Sub-recipient Notification of Single Annual Audit (Form 5) if applicable.

# UGLG Roles and Responsibilities

## Conclusion

Sample documents available on [www.ocra.in.gov](http://www.ocra.in.gov)

Feel free to contact OCRA or Grant Services with any questions



# Community Liaisons



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