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
OUR VISION

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

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

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.
$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.
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.
### LEAD APPLICANT MAY BE:

<table>
<thead>
<tr>
<th>Individual</th>
<th>Joint venture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership</td>
<td>Limited liability company</td>
</tr>
<tr>
<td>Firm</td>
<td>Corporation</td>
</tr>
<tr>
<td>Association</td>
<td>Non-profit affordable housing organization</td>
</tr>
</tbody>
</table>
Located in Indiana within either:
Designated Indiana Main Street District in city or town
Non-entitlement community in accordance with HUD listing
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least fifty (50) years old</td>
<td></td>
</tr>
<tr>
<td>Listed or eligible for the register of Indiana historic sites and historic structures</td>
<td></td>
</tr>
<tr>
<td>Listed or eligible for the National Register of Historic Places</td>
<td></td>
</tr>
<tr>
<td>Listed as a contributing resource in a National Register District</td>
<td></td>
</tr>
<tr>
<td>To be determined eligible must submit State Form 56286 – Request for Determination of Eligibility with LOI</td>
<td></td>
</tr>
</tbody>
</table>
**Program Guidelines**

<table>
<thead>
<tr>
<th>HISTORIC PROPERTY MUST BE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actively used in a trade or business</td>
</tr>
<tr>
<td>Held for the production of income</td>
</tr>
<tr>
<td>Held for the rental or other use in the ordinary course of the person’s trade or business</td>
</tr>
<tr>
<td>Must follow guidelines established by Secretary of Interior</td>
</tr>
<tr>
<td>Will be reviewed by SHPO and DHPA</td>
</tr>
<tr>
<td>ELIGIBLE ACTIVITY EXAMPLES</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>Windows, doors, and historic entryways</td>
</tr>
<tr>
<td>Brick rehabilitation and tuck-pointing</td>
</tr>
<tr>
<td>Roof rehabilitation and replacement</td>
</tr>
<tr>
<td>Exterior foundation rehabilitation</td>
</tr>
<tr>
<td>Rehabilitation of exterior architectural characteristics</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publish Ads</td>
</tr>
<tr>
<td>Providing financial documentation</td>
</tr>
<tr>
<td>Assist with Income Survey process</td>
</tr>
<tr>
<td>Assist with Site Control process</td>
</tr>
<tr>
<td>Procurement of Grant Administrator</td>
</tr>
<tr>
<td>Arrange and Attend Public Hearings</td>
</tr>
</tbody>
</table>
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
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
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
Check Grant Agreement for the following info:

<table>
<thead>
<tr>
<th>Exhibit A: Description &amp; National Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit B: Project Budget</td>
</tr>
<tr>
<td>Exhibit C: Information regarding federal funds – CFDA #</td>
</tr>
<tr>
<td>Exhibit D: Steps for ROF</td>
</tr>
<tr>
<td>Exhibit E: Sub-recipient requirements and reporting</td>
</tr>
<tr>
<td>Exhibit F: Section 3</td>
</tr>
<tr>
<td>Exhibit G: Guidelines for filing annual reports in DLGF</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoices</td>
</tr>
<tr>
<td>Checks</td>
</tr>
<tr>
<td>Ledgers</td>
</tr>
<tr>
<td>Income Survey Documents</td>
</tr>
<tr>
<td>Claims</td>
</tr>
<tr>
<td>Payrolls</td>
</tr>
</tbody>
</table>
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.
Conclusion

Sample documents available on www.ocra.in.gov

Feel free to contact OCRA or Grant Services with any questions
Community Liaisons

Northwest District
Gerry White
317.694.8372
gewhite@ocra.in.gov

North Central District
Jennifer Vandeburg
317.460.4234
jvandeburg@ocra.in.gov

Northeast District
Ashlee Fiandaca
317.607.4821
afiandaca@ocra.in.gov

East Central District
Susie Ripley
317.416.3281
sripley@ocra.in.gov

Southwest District
Lori Buelhman Daniel
317.439.8905
ldaniel@ocra.in.gov

Southeast District
Andrea Deutsch
317.690.9736
adeutsch@ocra.in.gov

West Central District -TBD
Interim Contact:
Christmas Hudgens
317.499.6563
chudgens@ocra.in.gov

Indianapolis Office
Phone (317) 233-3762
Toll free 800.824.2476
One North Capitol, Suite 600
Indianapolis, IN 46204

www.ocra.in.gov

OCRAIndiana IndianaOCRA