Community Development Block Grant (CDBG) Workshop

March 10, 2016
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.
The Indiana Office of Community and Rural Affairs 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
PLANNING GRANT

Planning Grants are funded with Federal Community Development Block Grant (CDBG) dollars from the U.S. Department of Housing and Urban Development (HUD). The goal of the program is to encourage communities to plan for long-term community development. Community leaders can apply for projects relating to such issues as infrastructure, downtown revitalization, and community facilities. To be competitive, projects must demonstrate:

- They meet a goal of the Federal Act;
- The particular planning initiative addresses established long-term community priorities;
- The funds granted will have a significant impact on the overall project;
- The community has a strong commitment to the project; and
- The project is ready to proceed upon the grant being awarded and will be completed within 12 months.

If you have any questions on the Planning Grant program, then please contact your Community Liaison. Click HERE for the Community Liaison district map and their contact information.

Click on the link below to access the Planning Grant application:

- Planning Grant Application (rev Mar 2014)
- Planning Grant Instructions (rev Apr 2015)
- Planning Grant Policy Statement
- Planning Grant Readiness to Proceed Guidelines

Comprehensive Plans,OCRA Technical Requirements
Downtown Revitalization Plans,OCRA Technical Requirements
Economic Development Plans,OCRA Technical Requirements
Historic Preservation Plans,OCRA Technical Requirements
Community Facilities Plans,OCRA Technical Requirements
Planning Fund ($1,428,483):

- Accepting applications on a rolling basis. Awarded monthly.
- Environmental infrastructure studies are limited as follows:
  - $35,000 for a study on a single utility,
  - $45,000 for a study on two utilities, and
  - $50,000 for a master utility study (water, wastewater, and storm water).
- Dam or Levee System Evaluations will be limited to $75,000.
- Comprehensive plans are limited as follows:
  - Populations over 10,000 are limited to $50,000, and
  - Populations under 10,000 are limited to $40,000
Planning Fund (cont.):

- Downtown revitalization plans are limited as follows:
  - Populations over 2,000 are limited to $40,000, and
  - Populations under 2,000 are limited to $30,000
- Economic development plans are limited to $40,000.
- Public facilities plans will be limited to $20,000.
- Historic preservation plans will be limited to $20,000.
- Environmental Remediation Plan grant amounts will be determined by OCRA on a case by case basis.
Round 2 Competitive Programs

Wastewater Drinking Water (WDW)
Stormwater Improvements Program (SIP)
Public Facilities Program (PFP)
Blight Clearance Program (BCP)
Main Street Revitalization Program (MSRP)
Workforce Development Program (WDP)
CDBG 2016 – Competitive Cycle

Round 2 Competitive Programs

Applications Due: Friday, October 14th

Awards Announcement: Thursday, December 1st

OCRA Awards Ceremony: Thursday, December 8th
A. Public Facilities Program ($3,500,000):

The amount of CDBG funds granted will be based on a $5,000 cost per project beneficiary.

The maximum grant award for the Public Facilities Program is $500,000.
B. Blight Clearance Program ($1,400,000):

- Indiana’s Comprehensive Site Redevelopment Program (CSRP)
  - Office of Community and Rural Affairs (OCRA)
  - Indiana Finance Authority’s (IFA) Brownfield Program
- Comprehensive Brownfield remediation and clearance projects.

The competitive Blight Clearance Program (BCP) portion of the Comprehensive Site Redevelopment Program (CSRP) shall have a maximum grant amount of $350,000.
C. Stormwater Improvements Program ($3,500,000):

The amount of CDBG funds granted will be based on a $5,000 cost per project beneficiary.

The maximum grant award for the Stormwater Improvements Program is $500,000.
D. Wastewater/Drinking Water ($8,000,000):

The amount of CDBG funds granted will be based on a $5,000 cost per project beneficiary.

The maximum grant award amounts are based upon user rate information, as follows:
### Funding Amounts – 2017

#### Wastewater Projects Under $1 million in total project costs

<table>
<thead>
<tr>
<th>Maximum Grant Amounts</th>
<th>User Rates (Over $50)</th>
<th>User Rates ($30 to $50)</th>
<th>User Rates (Under $30)</th>
</tr>
</thead>
<tbody>
<tr>
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#### Wastewater Projects Over $1 million in total project costs

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# Funding Amounts – 2017

## Drinking Water Projects Under $1 million in total project costs

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E. Main Street Revitalization Program ($1,500,000):

The amount of CDBG funds granted will be based on a $5,000 cost per project beneficiary.

The maximum grant award for the Main Street Revitalization Program is $500,000.
F. Workforce Development Program ($1,250,000):

The amount of CDBG funds granted will be based on a $5,000 cost per project beneficiary.

The maximum grant award for the Workforce Development Program is $250,000.
Local Match

- Local match must be provided by the applicant or a third-party based on the following minimum requirements:
  - 20% Wastewater Drinking Water (WDW)
  - 10% Stormwater Improvements Program (SIP)
  - 10% Public Facilities Program (PFP)
  - 10% Blight Clearance Program (BCP)
  - 20% Main Street Revitalization Program (MSRP)
  - 20% Workforce Development Program (WDP)

*Match percentage is based on total project cost*
2016 Changes

• Multi-disciplinary Rapid Improvement Event
• Assume a **4:00 PM** Eastern Time Zone deadline
• Letter of Intent (LOI) has replaced Proposal
  • Utilize info@ocra.in.gov for submittal
• No original copies, unless otherwise stated
  • No electronic signatures
Letter of Intent (LOI)

• Packaged as one PDF document
  • Page numbers, beginning with first Applicant Information page
  • Include all documentation from the checklist.

• Submitted electronically to info@ocra.IN.gov, OR by mail on disc/thumb drive.

• Invitation to submit full application will be sent to CEO by email.
  • CEOs will be contacted by an OCRA community liaison to arrange a site visit.
  • An invitation to apply does not guarantee funding or competitiveness.
Letter of Intent (LOI)

• Written letter from local unit of government
  • max. (2) printed pages
  • follow the sample provided
  • signed by the CEO
• Color map of site/area, location/boundaries clearly defined
• Max (2) pages of supporting documentation
  • Must include captions or descriptions.
• 1st Public Hearing prior to LOI
  • Copy of the published 1st Public Hearing Notice
  • Minutes of public hearing
• Infrastructure and Gap Calculation pages apply to infrastructure projects only.
Project Development Issues (PDIs)

- Project Description
- Project Need
- Financial Impact
- Specific Project Type
  - PFP – Daycare Centers (3 questions)
  - PFP – Fire Stations (4 questions)
  - PFP – Healthcare Center (1 question)
  - PFP – Historic Preservation (3 questions)
  - PFP – Libraries (2 questions)
  - BCP – Blight Clearance (3 questions)

- Community Performance Indicators
Certain metrics, over time, are indicators of the economic vitality of a community:

- Gross Assessed Valuation
- Population Growth
- Public School Enrollment
- Educational Attainment
- Per Capita Personal Income

• Please answer one or more in 500 characters
Applicants

• Must not have:
  • any unresolved monitoring/audit findings;
  • any overdue grant reports or close-out documents;
  • for cities and towns: two (2) open CDBG Grants at the time of application;
  • for counties: three (3) open CDBG Grants at the time of application;
Technical Assistance

5 C’s of Grantwriting

Complete
Concise
Clear
Consistent
Compelling
Technical Assistance

• All programs: 7 year point reduction policy

• All normal Readiness Requirements apply
  
  F – Financing in Place
  E - Environmental
  E - Engineering
  P - Permits
  S – Site Control

• May not be on the CDBG Findings list
  
  • IHCDA and OCRA projects apply
Technical Assistance

- Project Development Issues Format
- Must match detailed budget
- Must not include normal maintenance costs
- Keep appendices streamlined
  - Do not include documentation that is not explained in the narrative
Technical Assistance

- **General Administration**
  - Eight percent (8%) of Grant Amount w/$40,000 max
  - WDP is only exception

- **Environmental Review**
  - $3,000 maximum

- **Labor Standards**
  - $5,000 maximum

- Must be procured if using CDBG
Public Hearing/Resolution Documentation

- Applicant MUST advertise public hearing notice a minimum of 10 days prior to meeting.
  - Hearing MUST take place prior to application

- Application Must Include:
  - Original Publishers Affidavit
  - Original/Signed Public Hearing Minutes
    - Thoroughly document meeting
    - Authorization to Conduct Hearings (if applicable)
  - Original Sign-in Sheet
  - Original Resolutions
Post Award Deadlines

• ER Deadline – two months
  • Publish locally
  • Submit documentation to OCRA

• Bid Deadline – six months
  • IFB Notice (original)
  • Proof of Publication
  • Certified Bid Tabulation

• ROF Deadline – eight months
  • See checklist on website

• CHOICE LIMITING ACTIONS!
CDBG 2017 – Competitive Cycle

Competitive Programs

Round 1: WDW, SIP, PFP, BCP, MSRP

Round 2: WDP, WDW, SIP, PFP, BCP, MSRP

Dates to be announced soon!
Training Opportunities

CDBG Continuing Education Courses

September 27th
Procurement, Contract Development & Civil Rights

October 5th & 19th
Fundamentals of Project Management

November 2nd & 15th
Financial Management, Recordkeeping & Grant Closeout
Place Making Investment Programs

Programs Available:

- Downtown Enhancement Grant
- Place Based Investment Fund
- Historic Renovation Grant Program
Historic Renovation Grant Program

PROGRAM PURPOSE & GOAL

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

Application Details

Max Request is $100,000

No greater than 35% of eligible total project costs

Minimum Request is $10,000

Maximum dollar request should NOT serve as a target amount
### Program Guidelines

#### 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 only if used to facilitate affordable housing</td>
</tr>
</tbody>
</table>
HISTORIC PROPERTY MUST BE:

- At least fifty (50) years old **AND**
- Listed on register of Indiana historic sites and historic structures **OR**
- Listed on the National Register of Historic Places **OR**
- Listed as a contributing resource in a National Register District

**Must confirm with DHPA or SHPO**
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 ACTIVITIES

Limited to the Exterior

Include measures to sustain the form, integrity and material of a building or structure including stabilization and maintenance of historic building material.
Application Dates

Competitive Programs

Round 1 Announcement – November 3rd

Round 2 Open Call in October

Dates to be announced soon!
### 2016 OCRA Calendar

#### OCRA 2016 COMPETITIVE CYCLES

<table>
<thead>
<tr>
<th>Program/Open/ Call for LOIs</th>
<th>Webinar/ Workshop</th>
<th>Log-in Requests/ LOIs Due</th>
<th>Welcome Invitations Sent</th>
<th>Site Visits</th>
<th>Overdue Document/ InKind Due</th>
<th>Applications Due</th>
<th>Award Announcement</th>
<th>Grant Agreement Issued/Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Rd 1 (WDW, SIP, PFP, BCP)</td>
<td>Monday, February 29</td>
<td>Thursday, March 10 (tentative)</td>
<td>Friday, April 8</td>
<td>Friday, April 15</td>
<td>Monday, April 18 - Friday, May 13</td>
<td>Friday, May 27</td>
<td>Friday, July 1 (Finalist SIPs Due)</td>
<td>TBD</td>
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<tr>
<td>Stellar Communities Program</td>
<td>January</td>
<td>Webinar: Weds, Jan 13 Workshop: Weds, Jan 27</td>
<td>Tuesday, April 5 (Finalists Announced)</td>
<td>Monday, July 11 - Friday, July 28</td>
<td>-</td>
<td>-</td>
<td>TBD</td>
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<tr>
<td>Historic Renovation</td>
<td>TBD</td>
<td>Wednesday, April 13 (tentative)</td>
<td>Friday, May 6</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Friday, July 1</td>
<td>Tbd</td>
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<tr>
<td>DEG Rd 1</td>
<td>Thursday, January 14</td>
<td>-</td>
<td>Friday, March 4</td>
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<td>Friday, March 11</td>
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<tr>
<td>PBIF Rd 1</td>
<td>Monday, February 8</td>
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<td>Friday, April 1</td>
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<td>Friday, April 8</td>
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<td>HCI Rd 1</td>
<td>Spring Date TBD</td>
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<td>CDBG Rd 2 (WDW, SIP, PFP, BCP)</td>
<td>Monday, June 20</td>
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<td>Friday, August 19</td>
<td>Friday, August 26</td>
<td>Monday, August 29 - Thursday, Sept 22</td>
<td>Friday, September 29</td>
<td>Friday, October 14</td>
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<td>MSRP</td>
<td>Monday, June 20</td>
<td>Wednesday, April 13 (tentative)</td>
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*All due dates assume a 4:00pm EST submission deadline to the OCRA office, unless otherwise noted. The Stellar Communities Program assumes a 5:00pm EST deadline. Dates are subject to change. Please visit OCRA’s calendar for all programatic and event dates: [http://www.in.gov/ocra/2307.htm](http://www.in.gov/ocra/2307.htm)*

Update 2.10.16
Questions?

Office of Community & Rural Affairs
Community Liaison

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**Southeast District**
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Office of Community & Rural Affairs