

# Community Development Block Grants (CDBG) 101

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OCRA & GRANT SERVICES



# What is the purpose of this class?

As an OCRA stakeholder, it's important to have a general understanding of CDBG.

This course will help you answer basic questions about the Indiana CDBG program.

It's also a foundational course to become a certified grant administrator.



# After completing this course, you will be able to do the following:

1. Explain the dynamics of the CDBG program.
2. List, define and differentiate between the three national objectives.
3. Determine eligible and ineligible activities.
4. Practice evaluating projects to determine if they can be funded by CDBG.
5. Define the project development and application processes and identify key OCRA stakeholders.
6. List the CDBG Knowledge areas.
7. Name and summarize the grant phases and differences between construction and planning grants.
8. Define key terms of the CDBG administration processes.

# CDBG: Module 1

## Who We Are And What We Do

BY THE CDBG TEAM

During  
this module,  
we will...

Introduce the CDBG Team.

Review key terms and definitions

Explain the dynamics of CDBG funding.

List, define and differentiate between the three national objectives.

Determine eligible and ineligible activities.

Practice evaluating projects to determine if they can be funded by CDBG.

# CDBG Team



**Christmas Hudgens**  
CDBG Program Director



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Senior CDBG Program  
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CDBG Program Manager



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CDBG Program Manager



# Pre-Course Knowledge Check

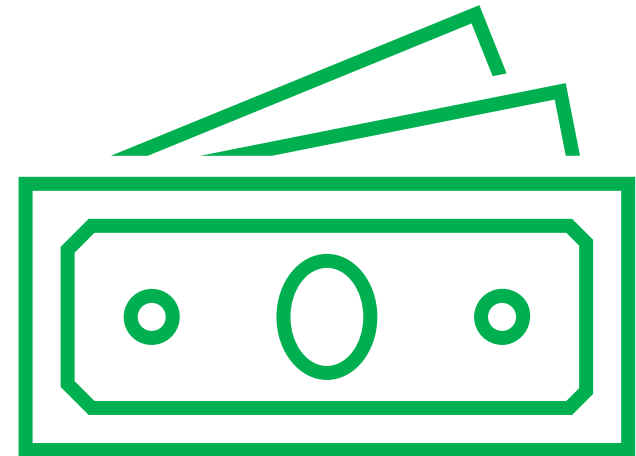
KAHOOT!

# What Are Grants?

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A grant is a way the government funds your ideas and projects to provide public services and stimulate the economy.

Grants support critical recovery initiatives, innovative research and many other programs listed in the Catalog of Federal Domestic Assistance (CFDA).<sup>1</sup>





# Programs and Projects

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A program is defined as a group of related projects managed in a coordinated way. <sup>2</sup>



A project is a temporary endeavor with a finite end to create a unique product, service or result.



CDBG is a federal grant program that funds eligible projects that meet the National Objective.

# What is CDBG?

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CDBG stands for the **Community Development Block Grant**.

The CDBG program is funded through the U.S. Department of Housing and Urban Development (HUD) under Title I of the Housing & Community Development Act of 1974 as amended.

The primary objective of the CDBG program is to develop viable communities by helping to expand housing and economic opportunities principally for persons of Low-to-Moderate Income.

# What is CDBG?

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Indiana receives approximately \$31 million in CDBG funds annually.

The Indiana Office of Rural and Community Affairs (OCRA) oversees and administers these CDBG funds on behalf of the state.

Under this program, OCRA provides CDBG assistance to **non-entitlement** units of general local government (UGLGs) for activities that help build stronger and more resilient communities.

# Entitlements vs Non-Entitlements

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## ENTITLEMENTS

Communities with more than 50,000 residents.

Receive money directly from HUD.

## NON-ENTITLEMENTS

Communities with less than 50,000 residents

Receive money from OCRA.

**Note:** Unincorporated areas must apply through the county in which they are located.

# State of Indiana Entitlement Communities

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City of Anderson	City of Bloomington	City of East Chicago	City of Elkhart	City of Evansville	City of Ft. Wayne
City of Greenwood	City of Gary	City of Goshen	City of Hammond	City of Indianapolis	City of Jeffersonville
City of Kokomo	City of Lafayette	City of West Lafayette	City of Michigan City	City of Mishawaka	City of Muncie
City of New Albany	City of South Bend	City of Terre Haute	Hamilton County	Lake County	

**Note:** Hamilton County and the City of Indianapolis are highlighted because select areas are non-entitlements within those areas.

# Other Communities Eligible for CDBG Funds

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Indianapolis virtually makes up the entire portion of Marion County; known as Marion County/Indianapolis UniGov.

However, there are a few communities within Marion County, such as Speedway, Lawrence, Beech Grove and Southport that are not part of UniGov and therefore would be eligible for CDBG assistance.

Hamilton County contains communities that are eligible for State CDBG funds.

Note: The Process of a non-entitlement becoming an entitlement is very rare. They need a population of at least 50,000 or more. For a county to become an entitlement it must have at least a population of 200,000. Then they will need to formally request it through the HUD.

# OCRA determines activities and funding distributions by the following:

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The Consolidated Plan is a comprehensive document that identifies the state's housing and community development needs, priorities, goals and strategies for the next three to five years.

It includes a one-year action plan that stipulates how CDBG funds will be allocated to local governments.

Each year, OCRA submits an updated Action Plan to HUD.

For the Indiana CDBG program, the annual Action Plan must contain the revised Method of Distribution (MOD).

More information on these terms can be found at the link: [OCRA Consolidated & Action Plans](#)

National Objective



# What's the National Objective?

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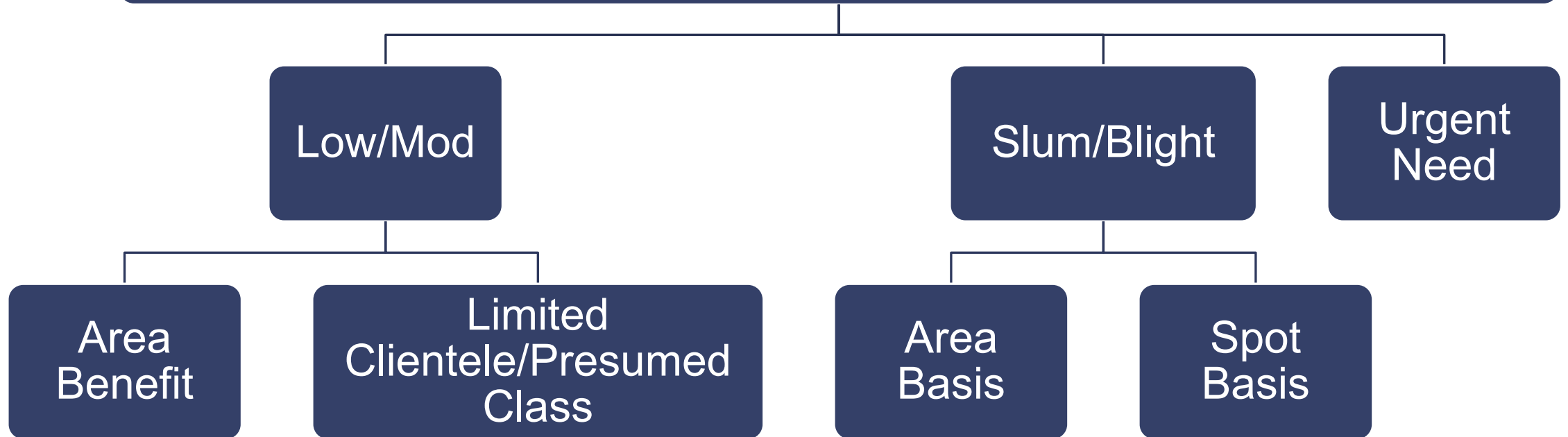
For CDBG, each funded activity must meet one of three named national objectives.

Those three objectives are identified as: Benefiting Low-to-Moderate Income Persons; Preventing or Eliminating Slums or Blight; and Meeting Urgent Needs.

OCRA must ensure that at least 70 percent of its expenditures for each funding year must be used for activities that qualify under the first of those national objectives.



# National Objectives



# The Three National Objectives

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LMI	Provide benefits to Low to Moderate-Income persons.
Slum/blight	Aid in the prevention or elimination of slums or blight.
Urgent Need	Provide funding for projects that have a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.

National Objective:  
LMI Benefit



## Area Benefit to Low-to Moderate Income (LMI) Persons

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The area benefit category is the most used national objective for activities that benefit a residential neighborhood.

An area benefit activity is one that benefits all residents in a particular area, where at least **51%** of the residents are LMI persons.

Low-to Moderate Income: (also referred to as LMI) means family or household annual income less than 80 percent of the area median income, as established by HUD.

# LMI: Area is determined through following:

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## CENSUS DATA

HUD census data is the primary way of determining LMI.

Census = 100% survey of service area.

You can find this data utilizing the most recent Census data located at the website below:

[HUD Maps](#)

## INCOME SURVEYS

Conducted when a community OR a specific area within a community does not meet the required 51% LMI through the Census.

# LMI: Limited Clientele

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The limited clientele category is a second way to qualify specific activities under the LMI benefit national objective.

Under this category, 51% of the beneficiaries of an activity must be LMI persons.

It is not the LMI concentration of the service area that determines whether the activity will qualify or not, but the actual number of LMI persons who will benefit from the activity.



# LMI: Presumed Class

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Activities in this category provide benefits to a specific group of persons rather than everyone in an area.

It may benefit persons without regard to their residence, or it may be an activity that provides a benefit to only particular persons within a specific area





# LMI: Presumed Class

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HUD designated eight presumed classes that automatically qualify as meeting the benefit of low-to-moderate income are:

Abused  
Children

Battered  
Spouses

Senior  
Citizens  
(62+)

Illiterate  
Adults

Severely  
Disabled  
Adults

Homeless

Persons  
With HIV-  
AIDS

Migrant  
Farm  
Workers

National Objective:  
Slum/Blight

## Prevention or Elimination of Slums or Blight:

According to HUD, a structure is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety and public welfare.





## Prevention or Elimination of Slums or Blight: Two Obtainment Methods

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Area Basis: clearly eliminating signs of slums or blight in a defined area.

Spot Basis: strictly limited to eliminating specific instances of blight outside such an area and is a single property.

Federal Regulation: Spot basis (SB) or an area basis (SBA) (24 CFR 570.208(b))

National Objective:  
Urgent Need

# Urgent Need: Project MUST meet all of the following criteria...

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Existing conditions must pose a serious and immediate threat to the health and welfare of the community.

Condition must have been recent or recently became urgent within the last 18 months.

The community is unable to finance the activity on its own or is unable to obtain funding through other sources



Break

# Module 2: Eligible Activities



# Once a project meets a national objective...

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CDBG regulations define eligible activities and the National Objectives that each activity must meet.

As the recipient of CDBG funds, OCRA is charged with ensuring that each project funded meets one of the National Objectives *and* that the project is an eligible activity.

Acquisition of real property	Disposition of real property	Clearance & demolition of real property	Rehabilitation of publicly- or privately-owned commercial or industrial buildings	ADA Code enforcement
Historic preservation	Renovation of closed buildings	Privately-owned utilities	Public facilities	Public Services
Economic Development – microenterprise assistance	Commercial rehabilitation	Special economic development activities	Assistance to nonprofit development organizations for: community revitalization, community economic development, and energy conservation	Other types of activities included in the statute

# CDBG Eligible Activities/ Projects

Buildings for the general conduct of government (e.g., city hall)

General government expenses

Financing for political activities or to engage in other partisan political activities

Purchase of equipment is generally ineligible

Purchase of personal property, including equipment, fixtures, motor vehicles, furnishings or other personal property

Operating and maintenance expenses (of public facilities, improvements and services)

Lobbying activities

CDBG-assisted facilities may not be used as collateral during any part of the grant period or subrecipient reporting period.

## CDBG Ineligible Activities/ Projects

# Eligibility vs. Fundability

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Eligibility varies within the CDBG program depending on the needs for that year.

Fundability= Eligibility + National Objective



# Activity 1



# CDBG 101: National Objectives

Determine if the scenario would be eligible for CDBG funding. If it is, mark the option **most likely** to be used to prove National Objective:

Scenario	Eligible for CDBG?	LMI Area by census	LMI Area by survey	LMI Housing	LMI Limited Clientele	LMI Jobs	Slum and Blight	Urgent Need
Community A has an unsafe building downtown. The current owner has no means to demolish it.	YES						✗	
Community B has a neighborhood that needs owner-occupied homes rehabilitated.	YES			✗				
Community Z wants to build a new community center to serve its growing population that is currently sitting at around 100,000 people.	NO							
Community C desires to use CDBG funds to construct a wastewater treatment plant. Census data shows their LMI at 55%.	YES	✗						
A Senior Center in Community D needs funds to install a ramp and bring restrooms up to ADA compliance.	YES				✗			
County X has a Public Water Supply District and wants CDBG assistance to build a water tower to improve pressure for the southern half of its customer base. Census data shows their LMI at 48%, but several businesses in the area have closed since that data was published.	YES		✗					
Community Y wants to build a new town hall since their current one is deteriorating.	NO							
Community E is replacing wastewater lines and must support the regular waterlines while they are excavating the dirt. The pipes, made of asbestos concrete, begin to fail during this process, creating a public safety issue and overall emergency.	YES							✗
The Acme Dynamite Company needs assistance finding working capital as they are still struggling with the impacts of COVID-19. County Y would like to assist.	YES					✗		

# Module 3: Project Development

PROCESSES, COMMUNITY LIAISONS, WHO IS INVOLVED AND  
HOW IT ALL WORKS TOGETHER.



# What is Project Development?

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The progressive, ongoing process of actively communicating with stakeholders, and managing and maintaining federal, state and legal requirements on a grant.

Aligns resources and ideas so a CDBG project can reach its goals.

It ensures the community has everything it needs to execute the project successfully.





# Project Development Process

Community Engagement: Gather input from residents to identify needs and project ideas



Strategic Planning: Find resources that align with the project's goals and objectives.



Evaluate Details: Engage community liaison early and continually as the project is developed



# Why is Community Engagement Important?

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Encourages residents to actively participate in all phases of the project development process.

Educates residents on the inner workings of state, local and federal resources available.

Uses input gathered to set priorities and to make informed decisions that reflect the best interest of your residents.

Residents are the project's primary beneficiaries! You are their advocate.

# Community Engagement: Project Stakeholders

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## RESIDENTS

Chief Elected Officials

Local Economic  
Development Leaders

Non-Profits

Civic Organizations

Business Owners

Utility Operators



# What Does Community Engagement Look Like?



Public Hearings



Surveys



Social Media Posts



Letters from Residents and Businesses



Regional partnerships



petitions



customer service surveys from local businesses

# Strategic Planning: Why is it important

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Strategic planning helps communities to better understand their needs, priorities and the availability of corresponding resources.

A strong strategic plan will set out clear objectives for potential projects, while developing specific action items on how to move those projects forward.

Ultimately, planning gives communities the opportunity to take control of their own vision, turning project ideas into reality.

# What Does Strategic Planning Look Like?



Convene Key Stakeholders



Gather/Review Community Input



Review Existing Plans



Identify Needs



Prioritize Activities



Identify Resources Available



Engage OCRA Community Liaison

# Strategic Planning: Finding Resources

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Every project needs resources to be successful.

Effective project development includes the identification and steering of any capital funding available.

Research funding possibilities at the local, regional, state and federal level.



# Strategic Planning: Finding Resources

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Review eligibility criteria for any funding sources identified.

Determine alignment with projects goals and objectives.

For CDBG, this means evaluating all alternatives and affirming CDBG dollars as the funds of 'last resort'.

# Evaluating the Details

WHO ARE YOU GOING TO CALL?

# Who are Community Liaisons

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Community Liaisons (CL) are strategically located throughout the state to assist communities in accomplishing the goals set forth by the local government.

They represent the interests of Indiana, the Lieutenant Governor and OCRA.

They serve as a front door to state government and act as a two-way conduit between communities and state agencies.

# Community Affairs



**Doug Hess**  
Community Affairs  
Director



**Gerry White**  
Northwest



**Allie Daugherty**  
Northeast



**Sarah Froderman**  
West Central



**Garrett Conway**  
East Central



**Jill Hahn**  
Southwest



**Jarrad Holbrook**  
Southeast



# Community Liaison Map

# Why is Engaging your Community Liaison Important?



Communities should start discussing a project with a community liaison soon as possible and before an application effort is initiated.



CL's proactively work to locate funding and other resources for community and economic development projects.



CLs facilitate the meeting of local officials, state and federal agencies, and other entities and provide information and access to the necessary resources.



CL's provide technical assistance on all OCRA programs and can help communities to evaluate project details for CDBG eligibility and fundability.

# Application Management

A BRIEF OVERVIEW OF APPLICATIONS FROM THE  
COMMUNITY LIAISON PERSPECTIVE

# Application Management

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Proposal and Application requirements/administration



Feedback & Technical Assistance



Thresholds



Scoring



# Readiness to Apply

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If a community is eligible to receive CDBG funding, there are still other grant management principles and requirements that are essential before applying. (i.e., a SAMS, UEI, etc.)



Read the instructions and announcements.



Pay special attention to the instructions and communicate with the Community Liaisons throughout the process.

# Lunch after a Short Video Message

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What Should  
Other Grant  
Administrators  
Know?

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Lunch Break

# The OCRA Certified Grant Administrator

THE REQUIREMENTS, THE DUTIES, THEIR ROLE IN HOOSIER  
COMMUNITIES AND THE VISION



# Grant Administrator Notes: How Important is the Role of a GA in a Community?

<https://web.microsoftstream.com/video/af25562e-2795-4245-b5bd-1250643d50b4>

# The Requirements

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All potential Grantees who wish to apply for a CDBG grant from OCRA must use a grant administrator certified by OCRA.

Grant administrators must be procured in accordance with federal and state guidelines if their professional service fees are to be paid from grant funds.

If local funds will be used to pay for grant administration services, the Grantee should use local procurement policies.





# The Duties

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Follows all federal, state and local laws, regulations, and guidance while administering grants.

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Advises communities openly and honestly.

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Avoids any conflicts of interest and discloses any conflicts of interest when they exist.

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Interacts in a professional manner with community members, OCRA staff and other stakeholders at all times.

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Holds the interests of the community above their own interests.

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Fosters new and innovative ideas by sharing best practices and other resources.



# OCRA Grant Administrators help advance OCRA's Vision.

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In a community, a grant administrator can take on several different roles depending on their ability and backgrounds.

Grant administrators can act as project managers and grant writers.

OCRA's vision statement is, "The Indiana Office of Community and Rural Affairs (OCRA) works with communities to build relevant and economically thriving places where people want to live, work and grow."

As an OCRA CDBG Certified Grant Administrator, that means that YOU are a part of this mission and will serve communities alongside us, helping them to grow and prosper for years to come.





# What's Next?

If you are interested in becoming a certified Grant Administrator, take the exam at the end of this course. Then, you will need to complete GA 201, 301, and 401.

201 – Intro to Income Surveys & Project Development

301- Planning and Construction Grant Application and Administration

401- Exam

# The Schedule

## CDBG 101

- Thursday, April 18, 9 a.m. to 5 p.m. - CDBG 101
- Tuesday, June 19, 9 a.m. to 5 p.m. – VIRTUAL CDBG 101 Makeup/Refresher

## CDBG 201

- Tuesday, August 6, through Friday, August 9
  - Tuesday – Thursday: 9 a.m. to 5 p.m.
  - Friday: 9 a.m. to 12 p.m.

## CDBG 301

- Tuesday, September 24, through Friday, September 27
  - Tuesday – Thursday: 9 a.m. to 5 p.m.
  - Friday: 9 a.m. to 12 p.m.

## CDBG 401

- Monday, October 15 – CDBG Exam 401 Opens
- Friday, October 28 – CDBG Exam 401 Due

# The Office of Community and Rural Affairs

This is to certify that

## Your Name Here

THE INDIANA OFFICE OF COMMUNITY AND RURAL AFFAIRS (OCRA) AND ITS GRANT SUPPORT DIVISION CERTIFY THAT THE ABOVE NAMED INDIVIDUAL HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS FOR ACCREDITATION AS A CDBG GRANT ADMINISTRATOR. WE ARE PLEASED TO RECOGNIZE THIS ACHIEVEMENT. CONTINUED ACCREDITATION WILL ENSURE THE PROPER IMPLEMENTATION AND ADMINISTRATION OF THE OFFICE OF COMMUNITY AND RURAL AFFAIRS' FEDERALLY-FUNDED CDBG PROGRAM AND BENEFIT INDIANA RESIDENTS.

### Certified Grant Administrator



*Denny Spinner*  
Executive Director



*Christmas Hudgens*  
CDBG Director



# Could this be your name?

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# Knowledge Check

KAHOOT!

# The Basic Phases of Project Management

# The Basics

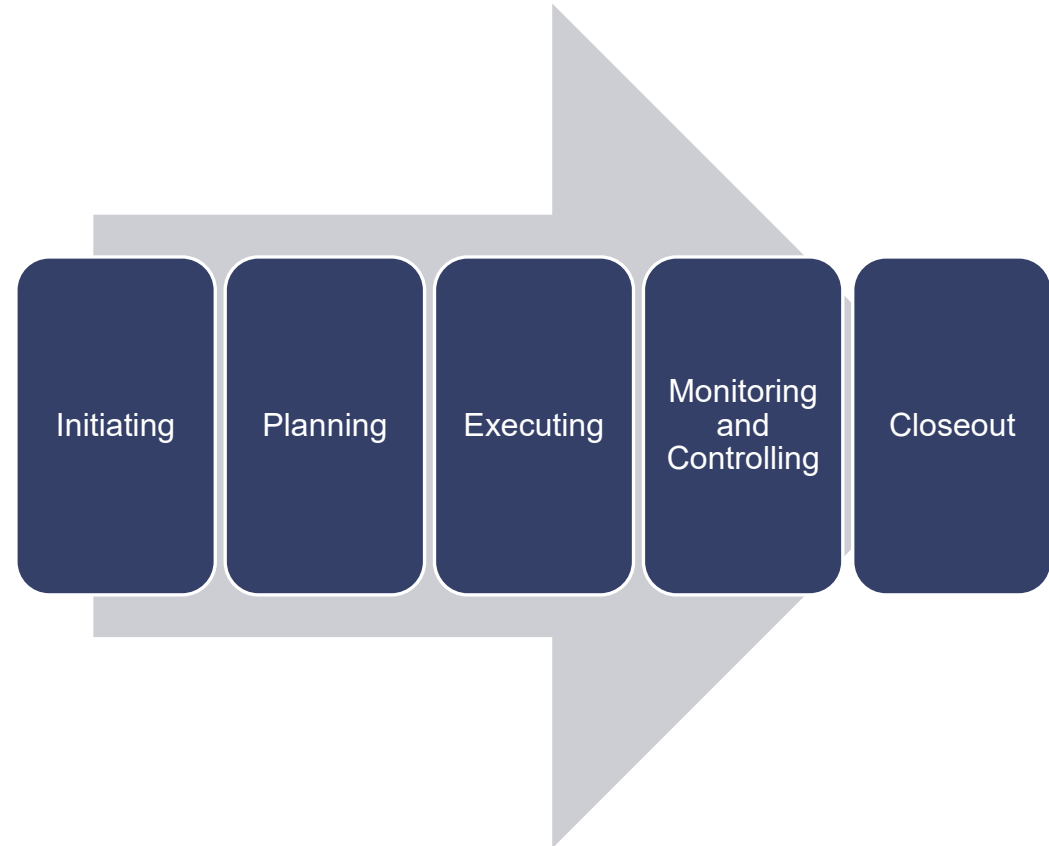
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All projects, regardless if they are CDBG projects, typically follow the **same** industry standard project management process.

As a GA, you may see these phases articulated in a different manner depending on who you are communicating and collaborating with.

Specifically, for grants you will notice that the process will follow the grant cycle.

Please note this as you are establishing timelines for CDBG Programs.



# The OCRA CDBG Phases

HOW WE LOOK AT CDBG PROGRAMS

# CDBG Knowledge Areas





A blue-tinted photograph of a construction site. In the foreground, a worker in a hard hat and safety vest is kneeling behind a metal safety fence, working with a large pipe. In the background, several workers in hard hats are gathered around large spools of pipe. A pickup truck is parked on the right side of the site. The overall scene is busy and industrial.

# Planning and Construction Grants

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THE PROCESSES, THE PURPOSE AND TYPES

# CDBG Planning & Construction Grants

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## Planning

- The main goal of the plan is to provide the municipality with enough information to make well informed, logical decisions.

## Construction

- Implements corrective capital improvements to solve an identified & planned community development need.

# Planning vs. Construction Grants: The Application Differences

## Planning

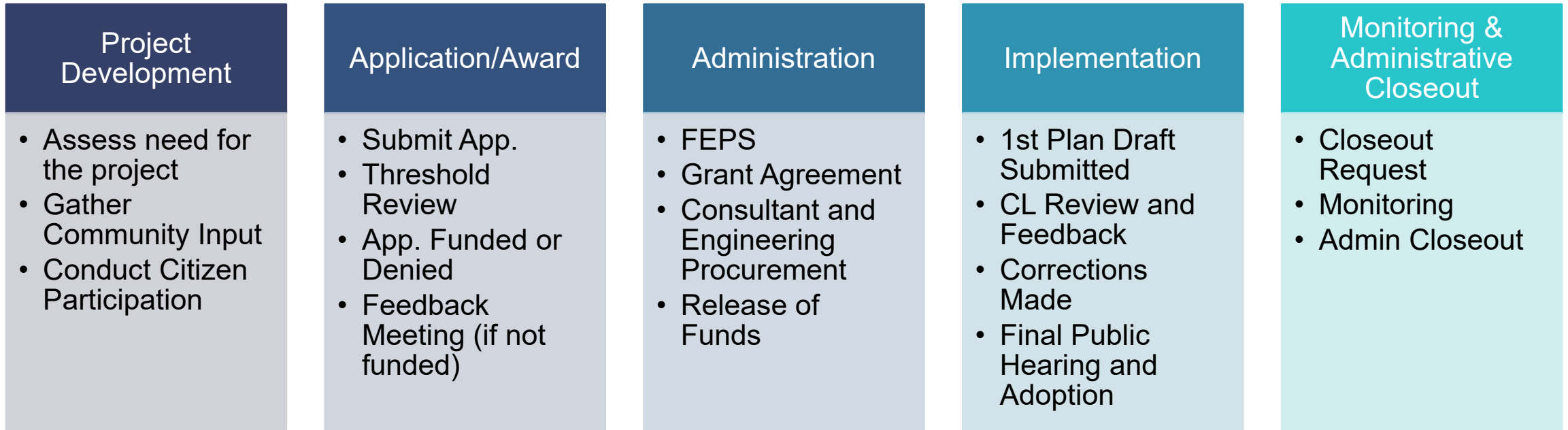
- Planning grants require **only** one application.
- 4-month application process.
- Requires one public hearing prior to the application and one public hearing before closeout.
- Applications are quarterly

## Construction

- Construction grants require a proposal and an application.
- Administration process is more extensive.
- 12-month application process (18 months total).

# Planning Grants

PURPOSE: ENCOURAGE COMMUNITIES TO PLAN FOR LONG-TERM  
HOLISTIC COMMUNITY DEVELOPMENT.



# Planning Grants

# Types of Planning Projects

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Comprehensive Plans



Economic Recovery Plan



Functional Plans: economic development; feasibility studies, historic preservation; etc.)



Broadband Readiness Plan

# Amount Of Grant Request & Local Match

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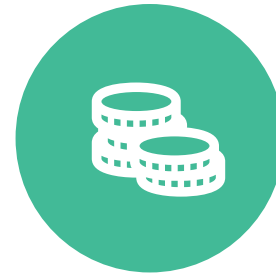
Note: All projects will require a minimum of a 10% local match.



\$90,000 FOR A MASTER UTILITY STUDY (WATER, WASTEWATER, AND STORM WATER)



FOR COMPREHENSIVE PLANS:  
POPULATIONS OVER 10,000 LIMITED TO \$60,000,  
POPULATIONS UNDER 10,000 LIMITED TO \$50,000



ECONOMIC RECOVERY PLANS ARE LIMITED TO \$50,000.



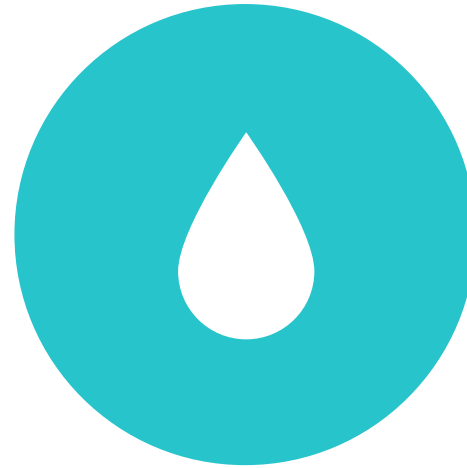
BROADBAND READINESS PLANS ARE LIMITED TO \$70,000

# What are the two most common plans?

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COMPREHENSIVE



WATER  
INFRASTRUCTURE



# Water Infrastructure Plans

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These plans typically study water systems within a community.

Note: this is not a PER (Preliminary Engineering Plan). The water infrastructure plan is more comprehensive.

We require a community to complete a holistic study of their systems.

This means if you have a municipally-owned stormwater, wastewater and drinking water utility available, you will need study all 3 systems.

Note: Some utilities are privately owned and may choose not to participate in the study. If you run into an issue like this, please contact OCRA to discuss options.

# Comprehensive Plans

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Comprehensive plans are more general in nature.

Comprehensive Planning grants are designed to aid communities in assessing assets and identify opportunities to address current needs.

They should include actions items to promote the achievement of future goals and objectives of a city or town.

Additionally, plans should include analysis by subject matter.

For CDBG, we require the following topics to be discussed:

Land Use

Government and Fiscal Capacity

Public Facilities and Services

Placemaking

Economic Development

Housing

Transportation

Agriculture

Natural Resources

Parks and Recreation

Broadband Access

Historic and Archaeological Resources

Hazard Mitigation

# Minimum Planning Requirements

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**When a community is awarded CDBG funding for planning, they are required to create a plan that meets the MPRs or Minimum Planning Requirements.**

MPRs: <https://www.in.gov/ocra/cdbg/planning-grants/>

**OCRA's water infrastructure plans were developed with Rural Utilities Services (RUS) Bulletin in mind. The relevant sections of the bulletin are cited next to each corresponding subheading in the MPRs to aid your review.**

RUS Bulletin: [https://www.rd.usda.gov/files/UWP\\_Bulletin\\_1780-2.pdf](https://www.rd.usda.gov/files/UWP_Bulletin_1780-2.pdf)

**Additionally, comprehensive plans were developed to follow all aspects of IC 36-7-4-500.**

IC 36-7-4-500: <http://iga.in.gov/legislative/laws/2017/ic/titles/036/#36-7-4-500>



Break

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# Construction Grants

PURPOSE: IMPLEMENT CORRECTIVE CAPITAL IMPROVEMENTS TO SOLVE AN IDENTIFIED & PLANNED COMMUNITY DEVELOPMENT NEED.

# Construction Grants

01

Address a well documented public need.

02

Are equally supported by the public at large.

03

Ultimately, improve the quality of life for the project beneficiaries.

## Project Development

- Submit Proposal
- Threshold and Site Visit

## Application/Award

- Submit Proposal
- Threshold & Site Visit
- Submit App.
- Threshold & Scoring
- Application Approved or Denied
- Feedback Meeting (if not awarded)

## Administration

- FEPS
- ERR
- Grant Agreement
- PRE-ROF
- ROF
- Labor Release

## Implementation

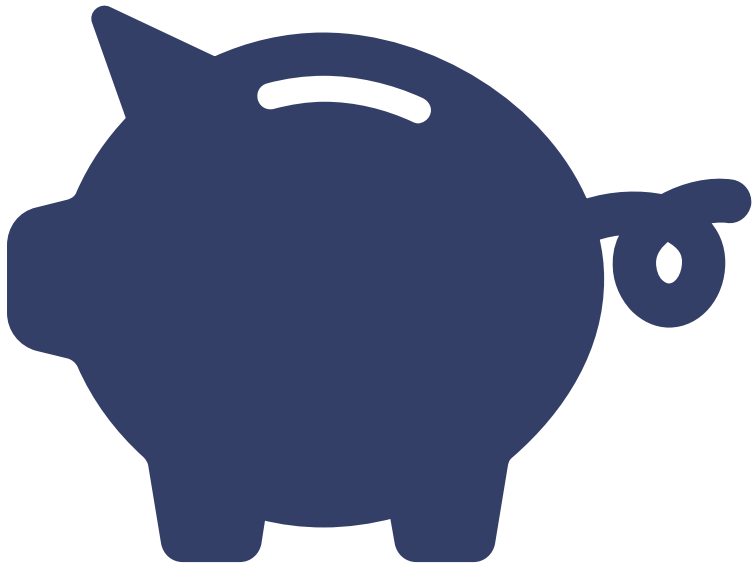
- Construction
- Claims Submission

## Monitoring & Administrative Closeout

- Closeout Request
- Monitoring
- Admin Closeout
- 5-Year Follow-up Verification

# Construction Grants





What programs  
does OCRA  
fund?

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# Construction Grant Programs

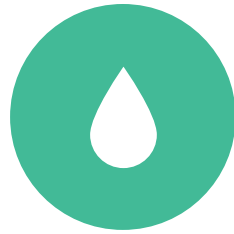
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BLIGHT  
CLEARANCE  
PROGRAM



STORMWATER  
IMPROVEMENTS  
PROGRAM



WASTEWATER  
DRINKING WATER



PUBLIC  
FACILITIES  
PROGRAM



MAIN STREET  
REVITALIZATION,  
PROGRAM

# Wastewater and Drinking Water (WDDW) Program

## Goals

- Protect the health and environment
- Reduce utility rates for low-to-moderate income communities
- Improve rural infrastructure to enable long-term economic growth

## Examples

- Installing new transmission mains
- Constructing a new well or lift station
- Elevated tank, and pump improvements.
- Replacing old treatment plants



10. | GAO-15-567



# Stormwater Improvements (SIP) Program

## Goals

Reduce flooding  
Cut stormwater treatment and energy costs  
Protect rivers, lakes, and vital landscape

## Examples

Combined sewer separation  
Storm sewer replacement  
Replacement of existing, severely deteriorated, storm drainage lines and inlets.



# Public Facilities Program (PFP)

## Goals

- Improve quality of place
- Generate jobs
- Spur economic revitalization

## Examples

- Renovating a daycare
- Constructing a new fire station
- Creating a library



# Blight Clearance Program (BCP)

## Goals

- Improve quality of place
- Generate jobs
- Spur economic revitalization

## Examples

- Demolishing old and deteriorated buildings
- Demolishing unsafe/ harmful buildings
- Renovating/ rehabilitating blighted areas
- Environmental Remediation



# Mainstreet Revitalization Program (MSRP)

## Goals

- Business retention and creation
- Increased tourism
- Historic preservation
- Improved accessibility

## Examples

- Revitalize a Town Square with streetscape improvements
- Demolish and replace sidewalks for ADA compliance



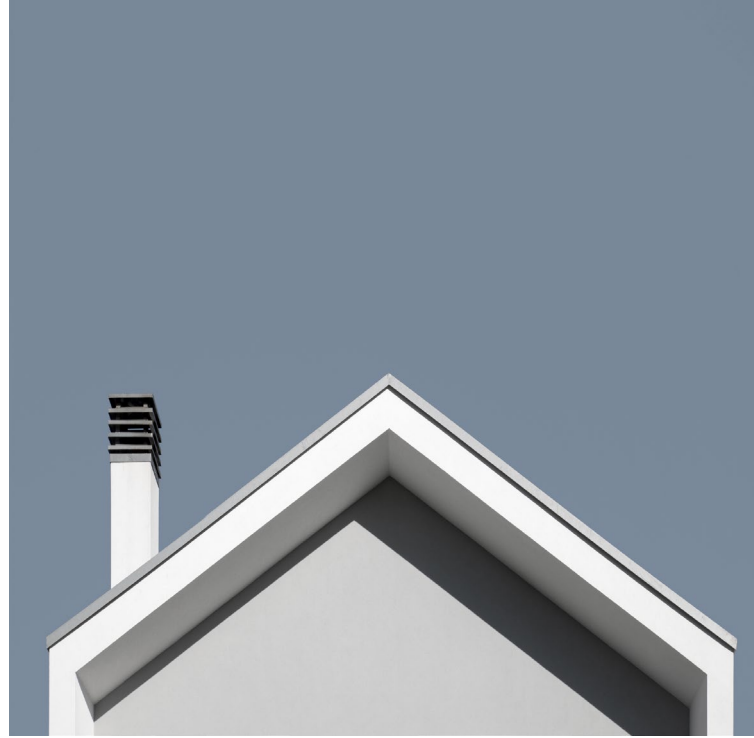
# Owner Occupied Rehabilitation (OOR)

## Goals

- Improve housing stock for LMI residents
- Increase accessibility for disabled homeowners
- Make needed repairs for elderly homeowners to age in place

## Examples

- Roof Replacement,
- Heating, cooling, and water heater replacement
- Lighting and electrical upgrades
- ADA accessibility modifications up to the threshold of the home.





# Key Terms and Definitions

MAXIMUM GRANT AMOUNT, LOCAL MATCH, AND IN-KIND  
MATCH REQUIREMENTS FOR PLANNING AND  
CONSTRUCTION GRANTS

# What is a maximum grant amount?

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The **maximum grant amount** is the maximum amount of money that a community can apply for a CDBG Grant.

The maximum award is not intended to serve as a target figure for requests for grant assistance.

OCRA will review the level of grant assistance requested and will consider the appropriateness of the project's scope, the level of demonstrated need, and the financial resources of the applicant.

If OCRA determines that a lesser amount is appropriate, it may be necessary to revise the project before it is submitted in final form.

Maximum Grant Amounts	Rates for 4,000 gallons		
	User Rates (Over \$50)	User Rates (\$30 to \$50)	User Rates (Under \$30)
Projects over \$1 million in total project cost	\$700,000	\$600,000	\$550,000
Projects under \$1 million in total project cost	\$600,000	\$550,000	\$500,000

# Water and Wastewater Amounts

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Program	Maximum Grant Amount
Planning	Up to \$90,000
Wastewater Drinking Water (WDW)	Up to \$700,000
Stormwater Improvements Program (SIP)	Up to \$600,000
Public Facilities Program (PFP)	Up to \$500,000
Blight Clearance Program (BCP)	Up to \$500,000
Main Street Revitalization Program (MSRP)	Up to \$600,000
Owner Occupied Rehabilitation (OOR)	Up to \$500,000

# CDBG Programs

# What is Match?

## Local Match

CDBG requires communities to spend a percentage from their own operating funds to support a project.

A minimum local match of 10% of the total project cost will be required for funding consideration.

Eligible local match can be local cash, debt, or in-kind sources. Federal, state and local government grants are considered eligible match.

## In-Kind Match

Funds from sources other than a community.

In-kind sources may be allocated towards eligible local match for the project. In-kind match allocated as eligible local match is limited to 5% of the total project budget or a maximum of \$25,000.

Use of in-kind donations as eligible match requires approval from the CDBG Program Director approximately one week before application submission (date of the deadline will be announced each round).

# Reviewing the Differences between Planning Grants and Construction Grants

## Planning

- The main goal of the plan is to provide the municipality with enough information to make well informed, logical decisions.
- Planning grants are a one-stage process.
- 4-month application process.
- Requires one public hearing.
- OCRA funds 4 types of planning projects.

## Construction

- Implements corrective capital improvements to solve an identified & planned community development need.
- Construction grants are a two-stage process
- FEPS process is more extensive.
- 12-month application process (18 –months total).
- OCRA funds 5 types of construction projects.



Activity

# Programs:

- Public Facilities Program (PFP)
- Blight Clearance Program (BCP)
- Stormwater Improvements Program (SIP)
- Wastewater Drinking Water Program (WDW)

1. **County A** is awarded \$500,000 for the rehabilitation of an existing 4,500 square foot historic building. This will allow a range of services to be provided to abuse victims in a single location including family assistance and access to therapy services.
  - a. **Program:** \_\_\_\_\_
2. **Town M** is awarded \$700,000 to make improvements to current water utilities. The project includes replacing all home meters, replacing the filter media and aeration media at the water plant, rehabilitating the water tower with minor repairs, adding a new potable water well, raw water line, and replacing an existing 6 inch water main.
  - a. **Program:** \_\_\_\_\_
3. **City E** is awarded \$500,000 to address several buildings, all located in the city's downtown area, that are vacant with crumbling facades and exterior walls collapsing due to severe structural issues. These issues include failing roof systems, interior asbestos and mold, broken windows, unrepaired vandalism, and growth of vegetation.
  - a. **Program:** \_\_\_\_\_
4. **City G** is awarded \$600,000 to make improvements to current stormwater infrastructure and improve stormwater drainage into a local creek. This project will reconstruct a failing culvert and provide ditch stabilization, while also reducing stormwater impacts in residential neighborhoods.
  - a. **Program:** \_\_\_\_\_
5. **Town L** is awarded \$700,000 to support the completion of a water utility improvement project. The project will extend the useful life of the town's existing water towers, thereby helping to sustain water pressure and fire protection throughout the entire service area. In addition, the water main improvements will decrease the number of water outages and boil orders throughout the entire community.
  - a. **Program:** \_\_\_\_\_



1. **County A** is awarded \$500,000 for the rehabilitation of an existing 4,500 square foot historic building. This will allow a range of services to be provided to abuse victims in a single location including family assistance and access to therapy services.
  - a. Program:           PFP
  
2. **Town M** is awarded \$700,000 to make improvements to current water utilities. The project includes replacing all home meters, replacing the filter media and aeration media at the water plant, rehabilitating the water tower with minor repairs, adding a new potable water well, raw water line, and replacing an existing 6 inch water main.
  - a. Program:           WDW
  
3. **City E** is awarded \$500,000 to address several buildings, all located in the city's downtown area, that are vacant with crumbling facades and exterior walls collapsing due to severe structural issues. These issues include failing roof systems, interior asbestos and mold, broken windows, unrepaired vandalism, and growth of vegetation.
  - a. Program:           BCP
  
4. **City G** is awarded \$600,000 to make improvements to current stormwater infrastructure and improve stormwater drainage into a local creek. This project will reconstruct a failing culvert and provide ditch stabilization, while also reducing stormwater impacts in residential neighborhoods.
  - a. Program:           SIP
  
5. **Town L** is awarded \$700,000 to support the completion of a water utility improvement project. The project will extend the useful life of the town's existing water towers, thereby helping to sustain water pressure and fire protection throughout the entire service area. In addition, the water main improvements will decrease the number of water outages and boil orders throughout the entire community.
  - a. Program:           WDW

# Break after a Short Video Message

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What are some benefits of being a grant administrator?

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Break

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**GRANT  
TOUCH  
THIS!**



# Administration

By Grant Services

# Grant Services



**Adam Moschell**  
Director



**Tim Parthun**  
Senior Grants Manager



**Katherine Johantges**  
Grants Manager



**John Hayden**  
Grants Manager



**Bryce Gorman**  
Grants Manager



**Alissa Ferguson**  
Grants Manager

# Grant Services: Who We Are and What We Do.

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Grant Services is a division within the Business Office of the Lieutenant Governor.

Their main function is to support initiatives within the various agencies under the Lt. Governor through grant administration.

The CDBG Program, under the Indiana Office of Community & Rural Affairs (OCRA) is one of longest running and most successful of the many grant projects.



# The Importance of Administration

THE WHAT AND THE WHY

# CDBG Knowledge Areas





# Grant Administration requires adherence to the following:

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Grant  
Agreements

Procurement

Environmental  
Review

Citizen &  
Community  
Participation

Site Control

Labor  
Standards

Implementation  
& Modifications

Closeout

# Best Practices = Grant Compliance

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Diligent project management & organization



Working knowledge of grant regulations and CDBG procedures.



Asking questions for accurate information from the proper sources



Strong Ethics



Ability to communicate with various types of stakeholders

# Threshold

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The legal and regulatory check that occurs before and after an application is awarded.

During a threshold  
Grant Services  
typically assesses the  
following:

- Applicant Past Performance
- National Objective & Eligible Activity
- Budget Review
- Beneficiaries
- Citizenship Participation
- Readiness to Proceed
- Legal Review
- Subrecipients

# Citizen Participation: Public Hearing

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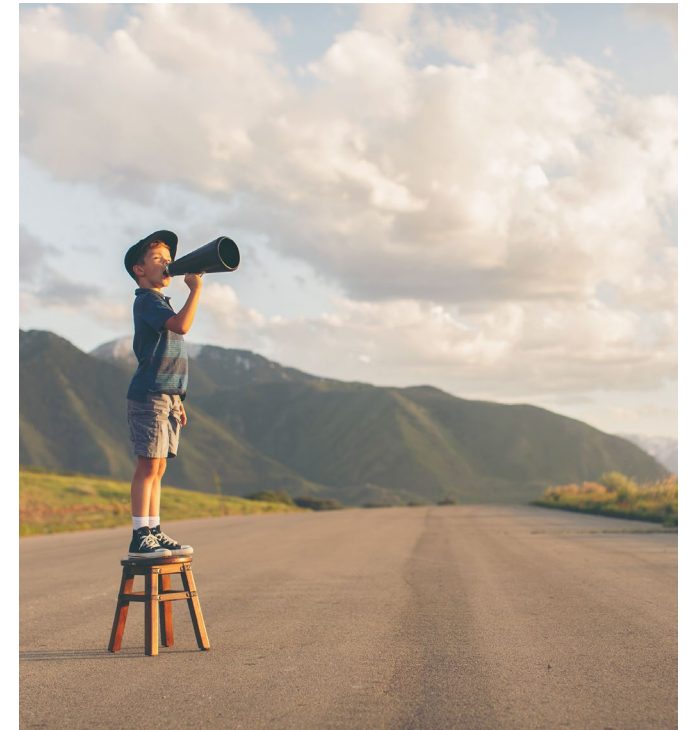
Discuss & inform the public of a proposed government action

- Community & Economic Development

Encourage community involvement

Solicit comments from the public

Open forum for discussion



# FEPS – A Readiness to Proceed Check

\*Requirements vary based on the project type. Planning Projects require limited FEPS review (no permits or site control). Construction Projects require full FEPS review.



At FEPS, Grant Services reviews documentation to determine Grantees' readiness to proceed before a Grant Agreement is issued.



**F is for Financial** – confirmation of local match contributions and detailed budget



**E is for Engineering** – confirmation that engineering/architectural plans are complete



**P is for Permits** – identification of all \*applicable project permits



**S is for Site Control** – identification of needed property or easements for \*applicable projects

# Grant Agreements

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The grant agreement is an agreement between the State of Indiana and the Community.

When you receive a grant agreement, make sure that it is accurate.

Once the agreement is signed by the CEO of the Community they are officially entered into an agreement with the State.

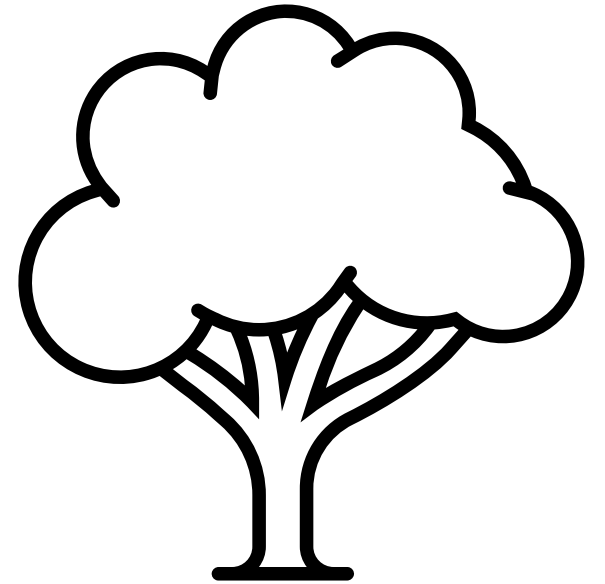


# Environmental Review (ER)

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The purpose of the environmental review is to analyze the effects the proposed project will have on the natural environment and human health within/around the project area.

The National Environmental Policy Act (NEPA), 24 CFR Part 58, and related statutes/regs govern the ER process.



# Procurement

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The process to obtain professional and construction services for the administration and implementation of the project.

Examples of the types of services procured with CDBG are the following:

- Engineering/Architectural
- Grant Administration
- Construction/Demolition



# Claims/Drawdowns

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The purpose of a claim is to request a drawdown of grant funds from the Business Office of the Lt. Gov.

Claims for administrative services are permitted after the ROF (Release of Funds) Report has been approved.

Claims for construction costs are permitted after the Construction Release Report has been approved.



# Modifications

When changes are needed to maintain goals, the grantee can submit a **modification request** to Grant Services for approval.

The following modifications can be requested:

- Time/Deadline Extensions
- Budget Modifications (+/- 20% of total project)
- Scope Changes

# Milestones of Grant Administration

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Environmental Release: Report submitted to request removal of environmental conditions for the project after completing environmental review



Pre-ROF (Release of Funds): Report submitted to determine proper steps are being taken prior to release of funds.



ROF: Report submitted to release grant funds for budgeted administrative costs that incur for the project. (Engineering, Grant Administrators, Environmental Release)



Construction Release: Report submitted to review labor standards conformance and release grant funds for budgeted construction costs that incur during the project.



Semi-Annual Reports: Report submitted to provide project updates

# Closeout/Monitoring Process

The closeout process is the end phase of the CDBG project administration.

The Grantee is to initiate closeout in the Grant Management System after project completion.

Once closeout has been initiated Grant Services will conduct a monitoring of the project.



# Knowledge Check

KAHOOT!

# After completing this course, you have learned how to do the following:

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Explain the dynamics of CDBG federal and state allocations.

List, define and differentiate between the three national objectives.

Determine eligible and ineligible activities.

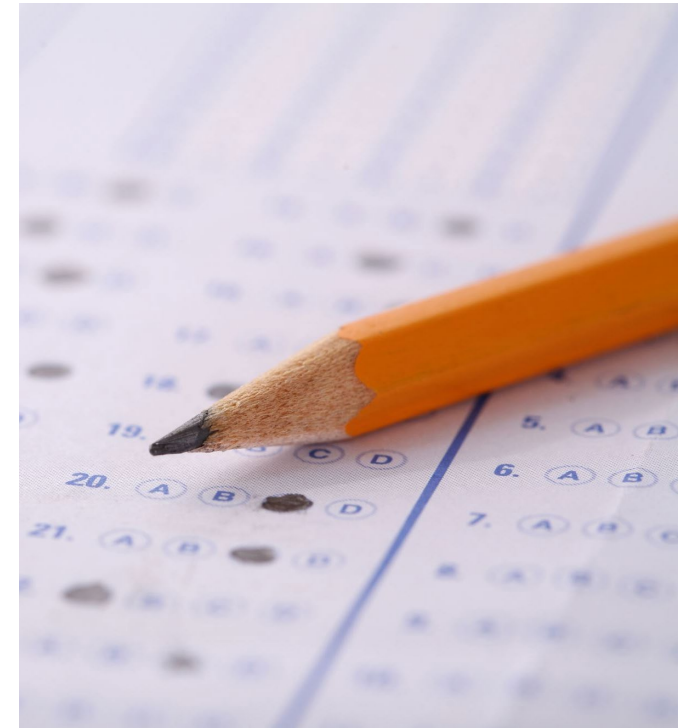
Practice evaluating projects to determine if they can be funded by CDBG.

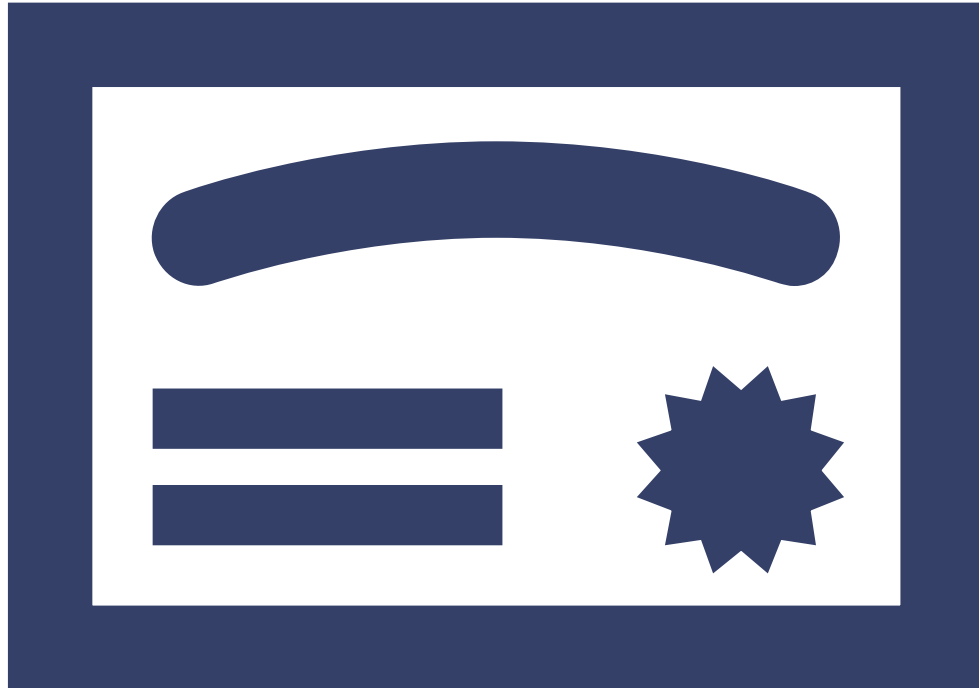
Define the application, project development processes and identify key OCRA stakeholders.

List the CDBG Knowledge areas.

Name and summarize the differences between construction and planning grants.

Define key terms of the CDBG administration processes.





Outside Class Work: If you are taking this class for the GA certification, you have until Friday, April 26th @ 11:59 p.m. to take the exam. If you are taking this class as a refresher or observing, the exam is optional.

[2024 CDBG 101 Exam](#)



## Review Time: Liked, Learned and Challenged.

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Take about 2-3 minutes and analyze today's presentation. Name one thing that you liked, one thing you learned, and one thing you found challenging to understand. When you are ready, please post your comment in the chat or raise your hand.

After this activity, take the [Post Training Survey](#). We'll also send this out along with the Knowledge Check Answer Key.



# The Schedule

## CDBG 101

- Thursday, April 18, 9 a.m. to 5 p.m. - CDBG 101
- Tuesday, June 19, 9 a.m. to 5 p.m. – VIRTUAL CDBG 101 Makeup/Refresher

## CDBG 201

- Tuesday, August 6, through Friday, August 9
  - Tuesday – Thursday: 9 a.m. to 5 p.m.
  - Friday: 9 a.m. to 12 p.m.

## CDBG 301

- Tuesday, September 24, through Friday, September 27
  - Tuesday – Thursday: 9 a.m. to 5 p.m.
  - Friday: 9 a.m. to 12 p.m.

## CDBG 401

- Monday, October 15 – CDBG Exam 401 Opens
- Friday, October 28 – CDBG Exam 401 Due

Thank You for  
Attending CDBG 101.