

## 2011 CDBG POLICY UPDATES

**Sent:** Wednesday, December 21, 2011 11:56 AM

**Subject:** CDBG info from OCRA: New Income Limits

The 2012 Income Limits have been set by HUD and are effective IMMEDIATELY for all OCRA CDBG grants. You can find them attached to this email and also on OCRA's website under CDBG resources. Any community in the process of an income survey should notify OCRA immediately. If you have questions, please contact Grant Support at 800-824-2476.

**Sent:** Wednesday, November 23, 2011 2:14 PM

**Subject:** CDBG info from OCRA: 2012 Community Focus Fund Program

Dear Community Leader,

As you are aware, the U.S. Congress is currently constructing our federal government's next operating budget. Their priority for the budget is reducing the national debt, in the midst of lower revenues due to a sluggish economy. Most federal programs will experience a significant reduction in funding.

Following the trend set by the previous CDBG annual state allocations, an additional funding cut of approximately 12% in the State of Indiana's CDBG program is anticipated.

Because the state is already receiving considerably less CDBG funding than just a few years ago, the Office of Community and Rural Affairs (OCRA) is adapting the way the program is administered to better fit the current allocation of dollars. It is no longer necessary to fund the Community Focus Fund program in two rounds per year. OCRA will still fund the maximum number of grants possible as determined by the State's annual CDBG allocation; however, applications will only be accepted once per year and more grants will be funded at that time. This change will streamline the program's application process and allow OCRA to operate more efficiently.

Although shifting from two Community Focus Fund Rounds to one round per year will change the structure of the program, it will not change OCRA's commitment to funding infrastructure and quality of life projects which allow Hoosier communities to become more economically successful.

A calendar of the due dates for the next CDBG program year is available at <http://www.in.gov/ocra/2307.htm>.

Sincerely,



David Terrell  
Executive Director  
Office of Community and Rural Affairs

**Sent:** Wednesday, October 05, 2011 2:29 PM

**Subject:** MSRP Application Reminder

As the due date for MSRP applications near, we wanted to send out a reminder of the information that will need to be included in the application for the National Objective Identification Slum/Blight Projects points.

1. Letter from Indiana Main Street stating that the community is in good standing, has attended a training, and has fulfilled reporting requirements for the year.
2. If the local Main Street organization has completed a business recruitment/retention plan it needs to be included in the application.
3. National Register of Historic Places:
  - a. If a building within the project area or if the entire district is listed in the National Register of Historic Places, there must be documentation from the State Historic Preservation Office proving that designation. If you have lost your documentation, you may contact the State Historic Preservation Office with the following contact information: Frank Hurdis, Assistant Director of Preservation Services. His email is [FHurdis@dnr.IN.gov](mailto:FHurdis@dnr.IN.gov) or his phone number is 317-232-3494.
  - b. You must also provide documentation or proof that your building or district is eligible to be listed on the National Register to receive the 10 points. This documentation may be from the State Historic Preservation Office, your local Indiana Landmarks regional office, or if you have other documentation from another source that would show that it is eligible.

If you have questions about any of these areas, please contact your Community Liaison from our Office of Community and Rural Affairs.

**Sent:** Wednesday, September 14, 2011 2:05 PM

**Subject:** CDBG Info from OCRA: Acquisition policy reminder

For all CDBG grants administered by OCRA: When obtaining a receipt for the delivery of the HUD Information Brochure, the only acceptable documentation verifying receipt of the brochure is a certified mail receipt or a signed and dated receipt specifying the date of delivery of the brochure. The date of delivery of the brochure can be included in the waiver form for disclosure purposes, but will not be considered a delivery receipt.

Please contact OCRA's Grant Support with questions at 800.824.2476.

**Sent:** Wednesday, August 31, 2011 2:34 PM

**Subject:** CDBG Info from OCRA: Procurement Requirements

When procuring professional service contracts for CDBG grants through the Office of Community and Rural Affairs, please ensure the evaluation criteria points outlined in the Request for Proposal or Request for Qualifications are the same as those utilized on the scoring sheets used to short list

firms. Categories and point assignments **MUST** be the same in the ad and on the evaluation sheets to ensure consistency through the advertising and scoring process.

Please contact OCRA's Grant Support with questions at 800.824.2476.

**Sent:** Thursday, August 18, 2011 10:43 AM

**Subject:** Indiana Water Map Modernization

Indiana DNR is releasing new preliminary flood hazard maps for several counties in Indiana. When final, the maps will show flood risk throughout each updated county map and determine whether property owners, with a federal or federally insured loan, are required to carry flood insurance. Many counties in Indiana have outdated maps which were made before new technology and risk-modeling techniques were available and are in need of significant updates. These maps will be available for the public to view and comment at a series of open houses.

Locations of Open Houses:

Decatur County Flood Risk Open House  
Greensburg City Hall Gym, 314 West Washington Street, Greensburg, IN

Shelby County Flood Risk Open House  
Intelliplex Conference Center, 2154 Intelliplex Drive, Shelbyville, IN

Tipton County Flood Risk Open House  
4-H Community Building, Tipton County 4-H Fairgrounds, 1200 South Main Street, Tipton, Indiana

Steuben County Flood Risk Open House  
317 Wayne Street, Angola, IN

More information about these open houses and Water Map Modernization in Indiana can be found here: <http://www.in.gov/dnr/water/3484.htm>.

**Sent:** Thursday, July 14, 2011 5:06 PM

**Subject:** CDBG Info from OCRA: Main Street Revitalization Program FAQ's

The Office of Community and Rural Affairs has developed a Frequently Asked Questions reference sheet for the new Main Street Revitalization Program (MSRP), which is part of the Community Development Block Grant Program.

More information about the MSRP can be found on our website at: <http://www.in.gov/ocra/2583.htm>. Please contact your Community Liaison for more information. Community Liaison contact information can be found at: <http://www.in.gov/ocra/2330.htm>.

**Sent:** Tuesday, July 05, 2011 3:11 PM

**Subject:** CDBG info from OCRA: Handbook and Forms update

Since March 7, 2011 when the new CDBG Handbook was introduced, there have been some changes made to the chapters and the forms. Please be aware that if you downloaded and saved the forms when they became available on our website, you may encounter some problems with those original forms which have since been revised. -Please use the most recent forms.

Also, there are a few other corrections to be made to the handbook and forms so this will likely be a continuing process for a few months. If you find a form that does not work properly, please let us know so that we may work on getting it revised as soon as possible.

Thank you for your patience as we continue to make the handbook as helpful as possible! If you have questions, please contact Grant Support at 800.824.2476.

**Sent:** Tuesday, July 05, 2011 1:26 PM

**Subject:** CDBG info from OCRA: LAP/LEP info

Effective immediately, CDBG grant applicants should include the signed Four-Factor Analysis and Language Access Plan (if applicable) in the proposal and application documents. The application must include the original documents. Photocopies of the documents are acceptable for the proposal.

If you have any questions, contact OCRA's Grant Support at 800.824.2476.

**Sent:** Monday, June 13, 2011 4:05 PM

**Subject:** CDBG info from OCRA: Main Street Revitalization Program Announced

The Office of Community and Rural Affairs has announced the dates for the newly created Main Street Revitalization Program (MSRP), which is part of the Community Development Block Grant Program.

The grant funding is targeted for Downtown Revitalization projects. Applicants must have a designated Indiana Main Street organization to apply for this funding.

- Proposal Due Date: August 15, 2011 – 5pm – Due to One North Capitol, 6<sup>th</sup> floor
- Application Due Date: October 14, 2011 – 5pm – Due to One North Capitol, 6<sup>th</sup> floor
- Maximum Grant Amount: \$250,000
- Local Match Required: 20%

More information about the MSRP can be found on our website at: <http://www.in.gov/ocra/2583.htm>. Please contact your Community Liaison for more information. Community Liaison contact information can be found at: <http://www.in.gov/ocra/2330.htm>.

**Sent:** Monday, June 06, 2011 4:31 PM

**Subject:** CDBG info from OCRA: FEEPS meeting attendance requirement

Due to the recent changes with the OCRA's grant administration findings tracking process, the agency is now requiring that the grant administrator of record attend the FEEPS meetings. They will now be required to sign-off that they are indeed the person of record. This is to ensure that should there be any deficiencies or findings on the project, the appropriate person will be held accountable. This policy will go into effect immediately and should be followed with the current FEEPS meetings that are in the process of being set-up.

Please contact Grant Support with questions at 800.824.2476.

**Sent:** Wednesday, June 01, 2011 3:57 PM

**Subject:** CDBG info from OCRA: New income limits from HUD

New income limits from HUD for 2011 are available for CDBG grants administered through the Indiana Office of Community and Rural Affairs. The new limits are effective **today, June 1, 2011**. Any income surveys that are already in progress using 2010 income limits will be approved on a case by case basis by Grant Support.

FY2011 Income Limits are the first to use American Community Survey 5-year data collected between 2005 and 2009. Use of this data allowed HUD to base almost all areas on the 5 year ACS data and remove the reliance on the 2000 Decennial Census data that has served as the basis of income limits for several years.

Please contact OCRA's Grant Support with questions at 800.824.2476

**Sent:** Wednesday, June 01, 2011 3:31 PM

**Subject:** CDBG Info from OCRA: New sub recipient agreement

For current CDBG projects administered by the Office of Community and Rural Affairs, the new subrecipient agreement document (attached) must be used for all projects which have NOT yet received Release of Funds.

Also, The Lien and Restrictive Covenant (also attached) must accompany the new agreement if the project involves the purchase, construction, or renovation of a building.

Please contact OCRA's Grant Support with questions at 800.824.2476.

**Sent:** Friday, April 01, 2011 2:55 PM

**Subject:** CDBG info from OCRA: Income Surveyor Re-Certification

All income surveys that were conducted and certified prior to March 7, 2011 under the previous guidelines can ONLY be re-certified if they are certified using the current guidelines. The certifier will be required to re-evaluate each document with the new rules and determine if it meets those standards. If not, they cannot re-certify.

Surveys that were started but not actually certified PRIOR to the new requirements being announced will only be accepted on a case by case basis with approval from OCRA.

Please contact OCRA's Grant Support at 800.824.2476 with questions.

**Sent:** Friday, April 01, 2011 1:51 PM

**Subject:** CDBG info from OCRA: Waterway Debris Program CLOSED

The CDBG Waterway Debris Program, funded by Disaster Recovery Appropriation 2 funds, has been closed and will no longer accept applications. OCRA will continue processing applications that have previously been received to date to determine eligibility.

Please contact OCRA's grant support at 800/824.2476 with any questions.

**Sent:** Monday, March 28, 2011 8:51 AM

**Subject:** CDBG info from OCRA: Updated Grant Administrator Certification Policy

An updated copy of the Grant Administrator Certification Policy has been updated to the OCRA website, [www.ocra.in.gov](http://www.ocra.in.gov). It reflects revisions regarding monitoring findings and grant administrator violations to be more in line with OCRA's monitoring letter process.

Please contact OCRA's Grant Support at 800/824/2476 with questions.

**Sent:** Friday, February 18, 2011 9:23 AM

**Subject:** CDBG info from OCRA: DR2 Dams and Levees Program closing 2/28

The CDBG DR2 Dams and Levees program through the Indiana Office of Community and Rural Affairs (OCRA) will be closing on February 28. In order for grants to be considered for funding, they must be received by OCRA by 5:00 pm on the 28th. If you have questions, please contact OCRA's Grant Support at 800.824.2476.

**Sent:** Thursday, February 10, 2011 4:53 PM

**Subject:** CDBG info from OCRA: Revised CDBG Income Survey Manual

Please find a revised copy of the “How to Conduct an Income Survey” manual attached to this email.

Effective immediately, all income surveys must utilize the process, forms, and methodology outlined in the manual regarding Community Development Block Grants administered by the Office of Community and Rural Affairs (OCRA). If you are currently mid-process in conducting an income survey, please contact Grant Support for information on how to proceed.

The new “How to Conduct an Income Survey” manual will also be discussed at the CDBG Handbook workshop hosted by the Office of Community and Rural Affairs on March 7<sup>th</sup>. If you’d like to register for this workshop, please visit [www.ocra.in.gov](http://www.ocra.in.gov) and download a registration form. (Click on “Community Development Block Grants” then click on “Training Opportunities” to locate the form). There is no registration fee to attend.

If you have any questions, please contact OCRA’s Grant Support at 800/824-2476.

**Sent:** Tuesday, February 08, 2011 4:26 PM

**Subject:** New CDBG Handbook and Workshop

The Indiana Office of Community and Rural Affairs (OCRA) has created a new handbook which outlines all regulations and guidelines for administering CDBG grants through OCRA. The handbook will be available on OCRA’s website in late February.

OCRA will host a workshop to discuss the new handbook, recent changes and additions to the CDBG program, and frequently asked questions on March 7 from 1:00-3:00 pm. The workshop will be held at the Indiana Government Center South Auditorium (IGCS). There is no cost to attend. A registration form is attached.

For more information, please contact OCRA’s grant support at 800/824-2476.

**Sent:** Friday, February 04, 2011 4:03 PM

**Subject:** CDBG info from OCRA: New Planning Grant Maximum Amounts

New Planning Grant Maximum Amounts, Effective March 1, 2011:

| Type of Planning Grant   | Maximum Grant Amount |
|--|----------------------|
| Comprehensive Plans  | \$50,000             |
| Downtown Revitalization Plans  | \$50,000             |
| Economic Development Plans   | \$50,000             |
| Environmental Infrastructure (one utility)                                     | \$30,000             |
| Environmental Infrastructure (two utilities)                                   | \$40,000             |
| Environmental Infrastructure (master utility study- water, sewer, waste water) | \$50,000             |
| Levee System Evaluations   | \$50,000             |
| All Other Plans  | \$30,000             |

**Sent:** Friday, February 04, 2011 3:38 PM

**Subject:** CDBG info from OCRA: new CCR number

Community Focus Fund Grant Applications submitted to the Office of Community and Rural Affairs now require a CCR number in addition to a Federal I.D. number and a DUNS number.

#### **What is a CCR number?**

CCR stands for Central Contractor Registration. This is a new requirement under FFATA (Federal Funding and Transparency Act). All grantees MUST have one.

#### **How do I get one?**

Log on to CCR.GOV, which takes you to bpn.gov. There is a CCR link to click on at the top left that will take you to the registration/login page.

For more information, please contact OCRA's Grant Support division at (800) 824-2476.

**Sent:** Thursday, February 03, 2011 4:05 PM

**Subject:** CDBG info from OCRA: New Application Forms

Several Community Focus Fund and Planning Grant documents have been updated and have been uploaded to the OCRA website at [www.ocra.IN.gov](http://www.ocra.IN.gov). These include:

- Planning grant instructions
- Planning grant application
- Community Focus Fund proposal
- Community Focus Fund application
- Community Focus Fund instructions



Effective immediately, these documents are required for submission of CDBG grants to the Office of Community and Rural Affairs. Please disregard any saved copies you may have of older versions of these documents. Documents referenced as being available in the new CDBG Handbook are available on the OCRA website.

If you have questions, please contact OCRA's Grant Support Department at (800) 824-2476.

**Sent:** Thursday, February 03, 2011 10:51 AM

**Subject:** CDBG info from OCRA: Questions about new GA certification process

Here's some additional guidance regarding the e-blast sent earlier about OCRA's new CDBG Grant Administrator certification process.

**Q. What if I am currently certified and have already enrolled and paid for the course offered in April?**

A. GA's who do not regularly administer CDBG grants are encouraged to take the course again. If you choose not to, you must contact Ball State University for a refund at (765) 285-2773.

**Q. If I am currently certified, when do I need to have my continuing education hours completed?**

A. Your Accredited certification will not have an expiration date, but all grant administrators are required to complete 12 hours every two years to remain certified. So, anyone who is currently certified will need to complete their continuing education hours by 12/31/12.

**Q. What courses are currently offered and can I sign up for any right now?**

A. A CDBG 101 course is scheduled for April. More offerings will be available throughout the year, and you will be notified via email blast of dates and times. Course offerings will also be posted on the OCRA website.

Please contact OCRA's Grant Support Division at (800) 824-2476 with questions.

**Sent:** Thursday, February 03, 2011 10:06 AM

**Subject:** CDBG info from OCRA: New Grant Administrator Certification Process

Over the past several months, the Office of Community and Rural Affairs has worked to revise its grant administrator certification process to better serve Hoosier communities. There is an overview of the process below and the complete Certification Policy is attached. The new certification process is effective immediately.

If you are currently a certified grant administrator in good standing, you will be recognized at the **Accredited** level. The Continuing Education requirement will replace the re-certification training that was previously required.

**OVERVIEW OF NEW PROCESS:**

### **CDBG 101: BASIC COURSE**

This course is the first step to becoming a CDBG certified grant administrator. City, town, county elected officials and others interested in learning more about CDBG are also welcome at this course.

Three day training course and half day test typically offered in spring months.

### **CONDITIONAL CERTIFICATION COURSE**

Additional subjects relevant to administration of CDBG grants will be covered. Successful completion of this course certifies an individual to administer CDBG planning grants ONLY.

- Financial Management– 4 Hours
- Civil Rights, Fair Housing, MBE/WBE– 4 Hours
- Procurement– 2 Hours

*Must successfully complete CDBG 101 prior to enrollment.*

### **ACCREDITED CERTIFICATION COURSE**

Successful completion of this coursework certifies an individual to administer all types of CDBG grants.

- Environmental Review– 8 Hours
- URA (Acquisition)– 8 Hours
- Labor Standards– 8 Hours
- Recordkeeping and Modifications– 4 Hours
- Closeout and Monitoring– 4 Hours

*Must successfully complete CDBG 101 and the Conditional Certification Course prior to enrollment.*

### **CONTINUING EDUCATION REQUIREMENT**

The Accredited Grant Administration Course certification is effective for two years. During that time, at least 12 hours of continuing education must be earned in order to maintain accredited status for an additional two years. Continuing education classes will be offered throughout the year. Dates and course offerings will be available on the OCRA website and via email blast.

### **MASTER LEVEL GRANT ADMINISTRATOR**

After five years of active involvement with CDBG grants through the Office of Community and Rural Affairs, an Accredited Grant Administrator may apply for the Master Level Designation. To be considered for the Master Level Designation, the grant administrator must successfully manage many types complex of CDBG projects.

***If you have questions regarding the new certification process, please contact the Office of Community and Rural Affairs' Grant Support Department at (800) 824-2476.***

**Sent:** Monday, January 10, 2011 4:30 PM

**Subject:** CDBG Info from OCRA: Semi-Annual report deadline change

REMINDER: Semi-Annual reports for DR1-B and DR2 projects are due **January 15 and July 15** at HUD's request. The deadlines have been moved up from the previous January 31 and July 31 deadlines. The semi-annual reports should include a thorough description in the Table I (Description of Activity) and Table V (Narrative) sections.

Semi-annual reports for regular program CDBG projects (non-disaster recovery funded) are not affected by this change and will be due on January 31 and July 31.