



Indiana Office of Community and Rural Affairs

COVID-19 Response Program

Phase 2

June 4, 2020

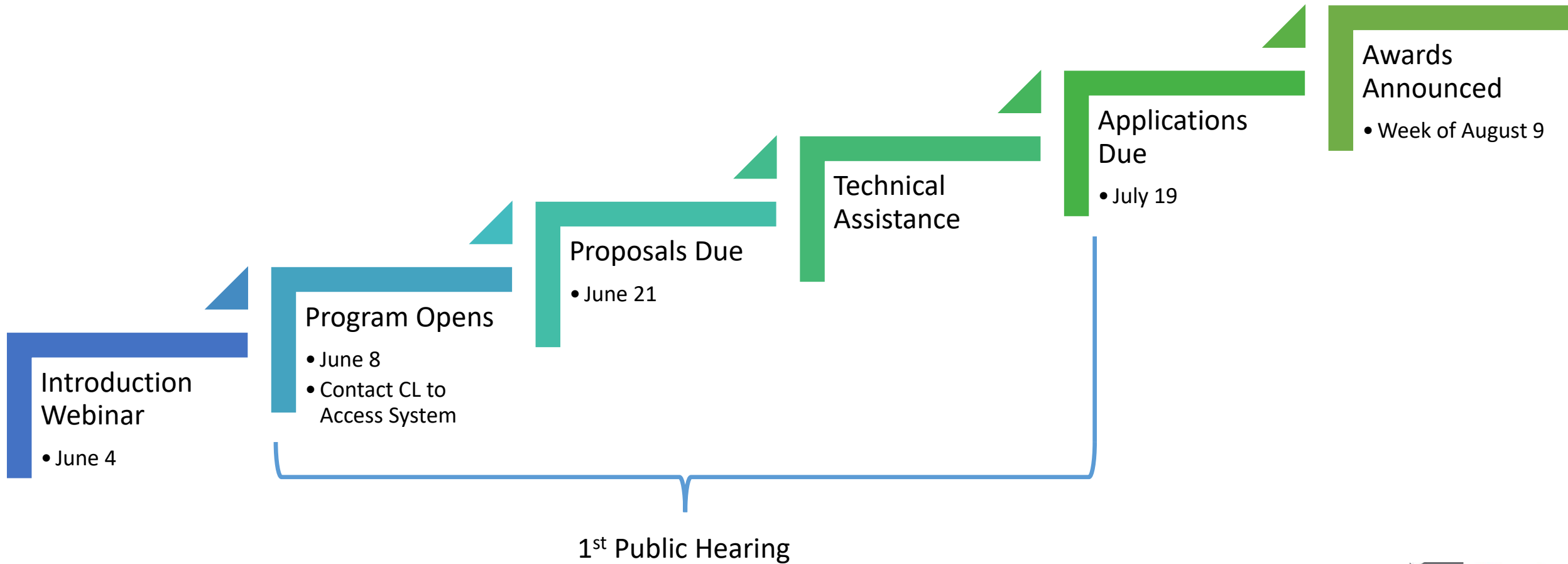
Phase Criteria

- Must be a non-entitlement Local Unit of Government
- Cannot have any unresolved findings or overdue documents
- Must hold at least one public hearing before application, and a second by closeout
- Maximum Grant Request \$250,000
- Maximum of 2.5% of Request for Grant Administration
 - Use of a certified Grant Administrator is optional

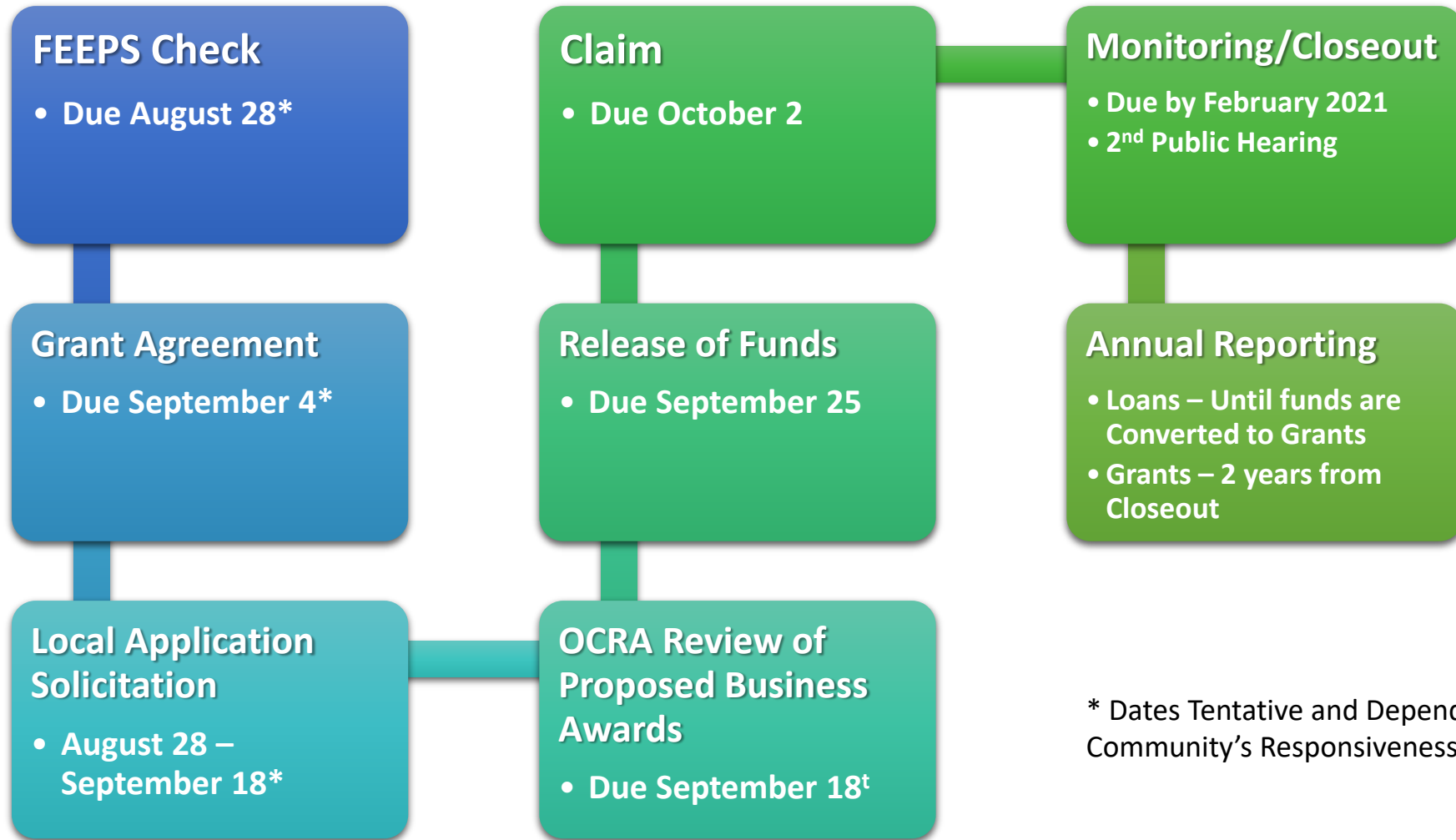
Phase 2 vs Phase 1

- Phase 2 is a competitive process
- Phase 2 we are requested more information up-front to reduce after award administration
- Communities that received award in phase 1 can apply for phase 2
- Communities that applied in phase 1 and did not receive an award:
 - Get 10 points automatically
 - Their phase 1 economic recovery application can be reopened

Application Process



Administration Process



* Dates Tentative and Dependent on Community's Responsiveness

Eligible Activities

Eligible Business Recipients

- For-profit enterprises with:
 - Small Businesses (100 employees or less)
 - Microenterprises (5 employees or less, one must be the owner)
- Meet the National Objective of 51% LMI Job Retention by using:
 - Income Verification and OCRA's Full-Time Equivalency (FTE) Worksheet
 - If a microenterprise, documenting the owner(s) are LMI
- Document that the jobs being retained would be lost if not for the grant/loan

Loans to Business to Retain LMI Jobs

National Objective

- LMI Job Retention
 - 51% of jobs retained are held by LMI persons
 - Documentation that jobs would be lost if not for CDBG assistance

Activity

- Working Capital
- Continue Operations
- Support Remote Work

Loans to Business to Retain LMI Jobs

Requirements:

- Up to \$25,000 per business
- 3-5 year term
- Up to 2% interest
- Up to 1% loan administration fee
- Monthly, quarterly, or annual payments
- Balance can convert to a grant if business retains jobs for at least 2 years
- Payments can be deferred for first 6 months at 0% interest
- Requires annual reporting by the community in perpetuity

Grants to Business to Retain LMI Jobs

National Objective

- LMI Job Retention
 - 51% of jobs retained are held by LMI persons
 - Documentation that jobs would be lost if not for CDBG assistance

Activity

- Working capital
- Continue business operations
- Support remote work

Requirements:

- Up to \$10,000 per business
- 2 years of annual reporting after Closeout

Scoring Criteria

Scoring Criteria Overview

- Total of 400 points possible
- Minimum score of 175 points to be considered for funding
- Scores are a mixture of data-based and scoring committee factors
 - Data-based factors are based on publicly available data
 - Scoring Committee factors are scored by a committee comprised of:
 - Program Manager from OCRA
 - Program Specialist from Grant Services
 - OCRA Community Liaison that does not represent a community being scored

Data-Based Factors

- Community Data – 80 points
 - Community's LMI percentage from HUD data – 60 points
 - Educational Attainment – 10 points
 - Per Capita Market Income – 10 points
 - Labor Force Participation – 10 points
- Weekly Continued Unemployment Claims – 50 points
- Status of existing RLF or Grant Program – 10 points
 - All funds are currently obligated or expended – 5 points
 - A waiting list exist – 5 points

Data-Based Factors

- Local Match – 20 points
- Minority-, Women-, and Veteran-Owned Business Support – 10 points
- Collaboration with local Main Street organization – 5 points
- Regional Collaboration – 10 points
- Participation in Hometown Business Preservation Initiative (HBPI) – 5 points

Scoring Committee Factors

- Program Description (*normally called Project Description*) – 50 points
 - Application and selection process
 - Terms of the grants/loans
 - Selection criteria
 - Program history
- Program Need (*normally called Project Need*) – 70 points
 - Impact of COVID-19 on the community, residents, and local businesses
 - Impact of the CDBG funds if awarded

Scoring Committee Factors

- Program Management (*normally call Financial Impact*) – 70 points
 - Selection committee
 - Program management
 - Financial management and stability
 - Draft program materials
 - Application
 - Strategic Marketing Plan
- Community Input from Residents – 10 points
 - Comments from first Public Hearing
 - Survey results
 - Social media posts
 - Letters of support

Questions?

Questions can always be sent to your
Community Liaison or CDBG Program Staff.

Community Liaisons

Northwest

Gerry White

(317) 694-8372

West Central

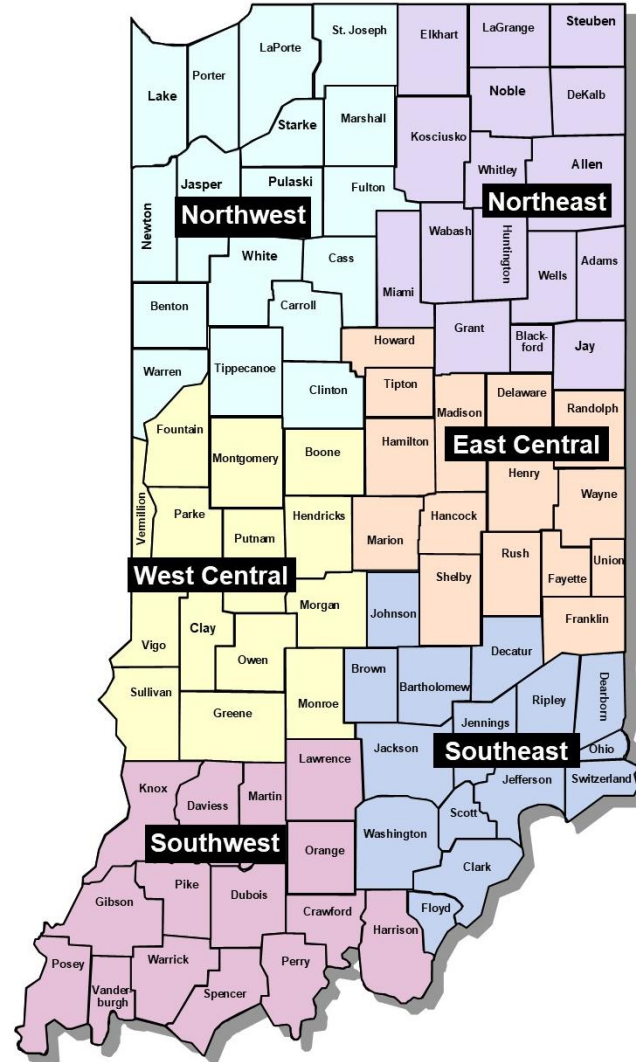
DeeDee Leonard

(317) 450-5078

Southwest

Lisa Muench

(317) 504-6965



Northeast

Andrea Kern

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East Central

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