



Indiana Office of Community and Rural Affairs

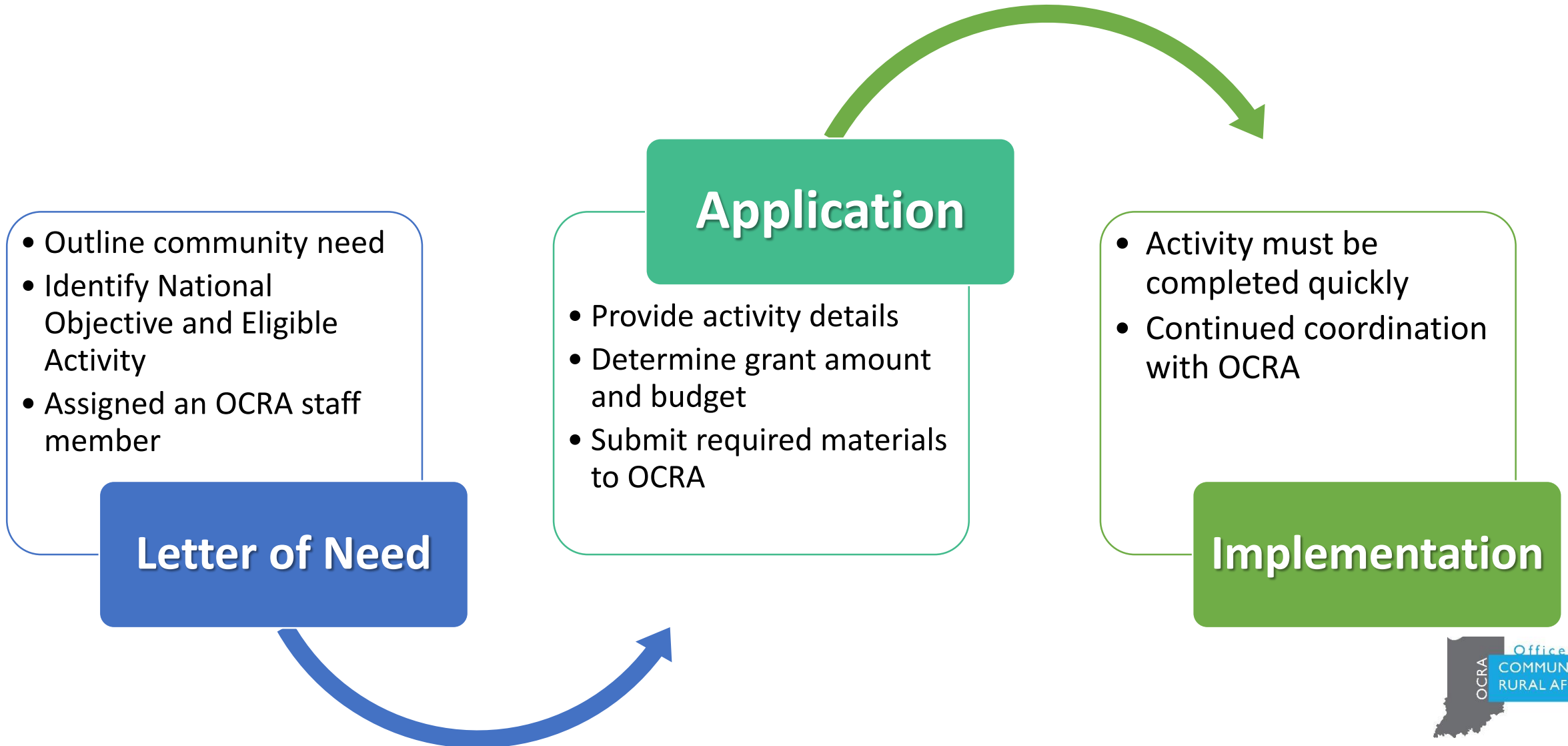
COVID-19 Response Program **Immediate Response**

April 1, 2020

Immediate Response to COVID-19

- Address the immediate impacts of COVID-19 on Indiana's rural communities
- Funds derived from the State's annual Community Development Block Grant (CDBG) allocation
- Applicants apply for up to \$250,000 per community
- Activities should be immediate, within the next 3 months
- Long-Term Recovery phase coming in the future

Application Process



Letter of Need Template

- Available on OCRA's COVID-19 website
- Must be on official Letterhead
- Submit as a PDF to info@ocra.in.gov

April 1, 2020

Ms. Golden,

The **(INSERT COMMUNITY NAME)** is applying for assistance in responding to the COVID-19 pandemic and requests Community Development Block Grant Funds (CDBG) from the Office of Community and Rural Affairs (OCRA) in the amount of **(INSERT REQUESTED AMOUNT)** from the COVID-19 Response Program.

These funds will be used to **(INSERT SUMMARY OF PROPOSED ACTIVITY – Limit 3-4 sentences)**.

We understand that funds are based on a first-come, first-serve basis and that at any point, funds may become unavailable. We also know that any funds awarded must meet all CDBG laws, regulations, and policies, including, but not limited to, National Objective, Eligible Activity, Citizen Participation, Environmental Review, Procurement, Site Control, and Labor Standards.

Program Criteria

- Must be a non-entitlement Local Unit of Government
- Cannot have any unresolved findings or overdue documents
- Must meet a National Objective and Eligible Activity
- Must hold at least one Public Hearing before Release of Funds, and a second at Closeout
- Applicant can show they have the capacity to complete the activity
 - Activity is considered an Exempt or Categorically Excluded Subject To activity for Environmental Review
 - Applicant has already achieved site control

Program Criteria

- OCRA staff will be working with communities through the entire process which includes providing ongoing technical assistance, completing the application, etc
- Procurement of Grant Administration is open but optional
- Administration costs from CDBG funds is limited to 2.5% of the request

Eligible Activities

Public Facilities

Convert a Public Building

National Objective

- LMI Area Benefit
 - Census Data
 - Income Survey

Activity

- Testing, diagnosis, or treatment
- Minor adjustments to the facility that assist in addressing immediate needs related to COVID-19*
 - Split rooms for smaller rooms with temporary walls
 - Expand electrical and other utilities to meet the needs of medical equipment

Rehabilitate a Facility to Centralize Treatment

National Objective

- LMI Area Benefit
 - Census Data
 - Income Survey
- LMI Limited Clientele
 - Intake Documentation
 - Presumed Class

Activity

- Treatment
- Convert building that had a prior use (ex. hotel or old school)
- Focus on a specific group of patients
- Minor adjustments to the facility that assist in addressing immediate needs related to COVID-19*

Environmental Review for Public Facilities

To be considered Exempt from Environmental Review, work done must be of a limited scope to address immediate needs related to COVID-19.

If the work has a longer-term benefit or would broaden the use of the facility after the COVID-19 pandemic then a Categorically Excluded Subject To Review would need to be completed.

Eligible Activities

Public Services (15% cap)

Provide Testing, Diagnosis, or Other Services

National Objective

- LMI Area Benefit
 - Census Data
 - Income Survey
- LMI Limited Clientele
 - Intake Documentation
 - Presumed Class

Activity

- Supplies and operations
- Fixed or mobile location
- Everyone in an area or focus on a specific group

Increase Capacity of Local Health Services

National Objective

- LMI Area Benefit
 - Census Data
 - Income Survey
- LMI Limited Clientele
 - Intake Documentation
 - Presumed Class

Activity

- Bring in outside health service providers
- Fixed or mobile location
- Everyone in an area or focus on a specific group

Establish a Delivery Service to Provide Supplies

National Objective

- LMI Limited Clientele
 - Intake Documentation
 - Presumed Class

Activity

- Deliver needed supplies to quarantined individuals or those that are medically vulnerable
- Focus on a specific group
- Supplies could include:
 - Meals
 - Medications
 - Hygiene Supplies

Eligible Activities

Economic Development

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 Operations
- Support Remote Work

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 business operations
- Support remote work

Requirements

- Requires existing Revolving Loan Fund or similar instrument
- Loans must be made at 0% interest
- Can be forgivable

Community Liaisons

Northwest

Gerry White

(317) 694-8372

West Central

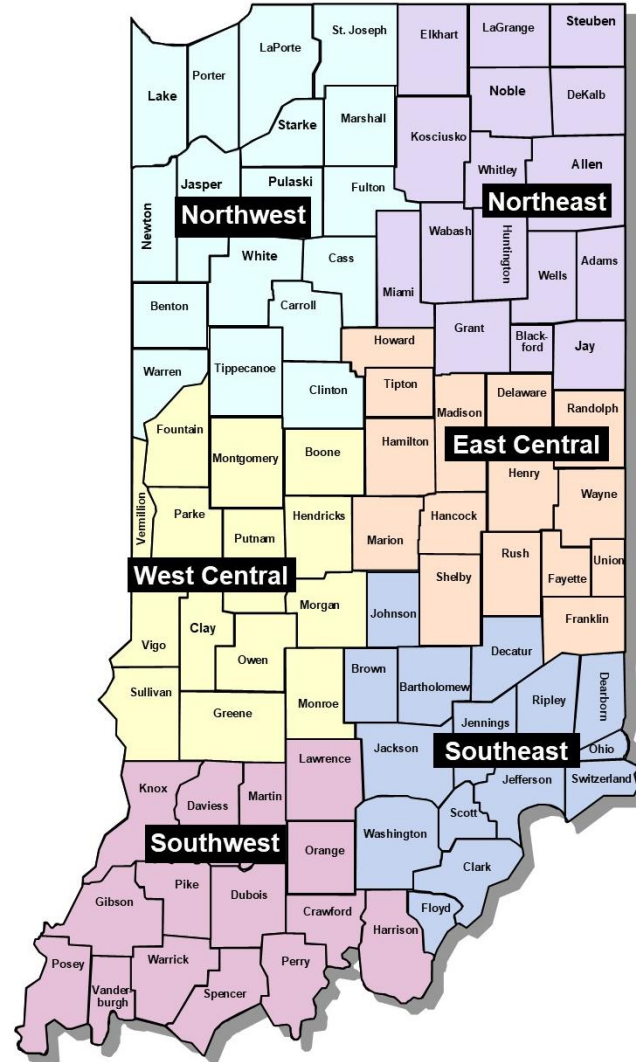
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Questions?

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