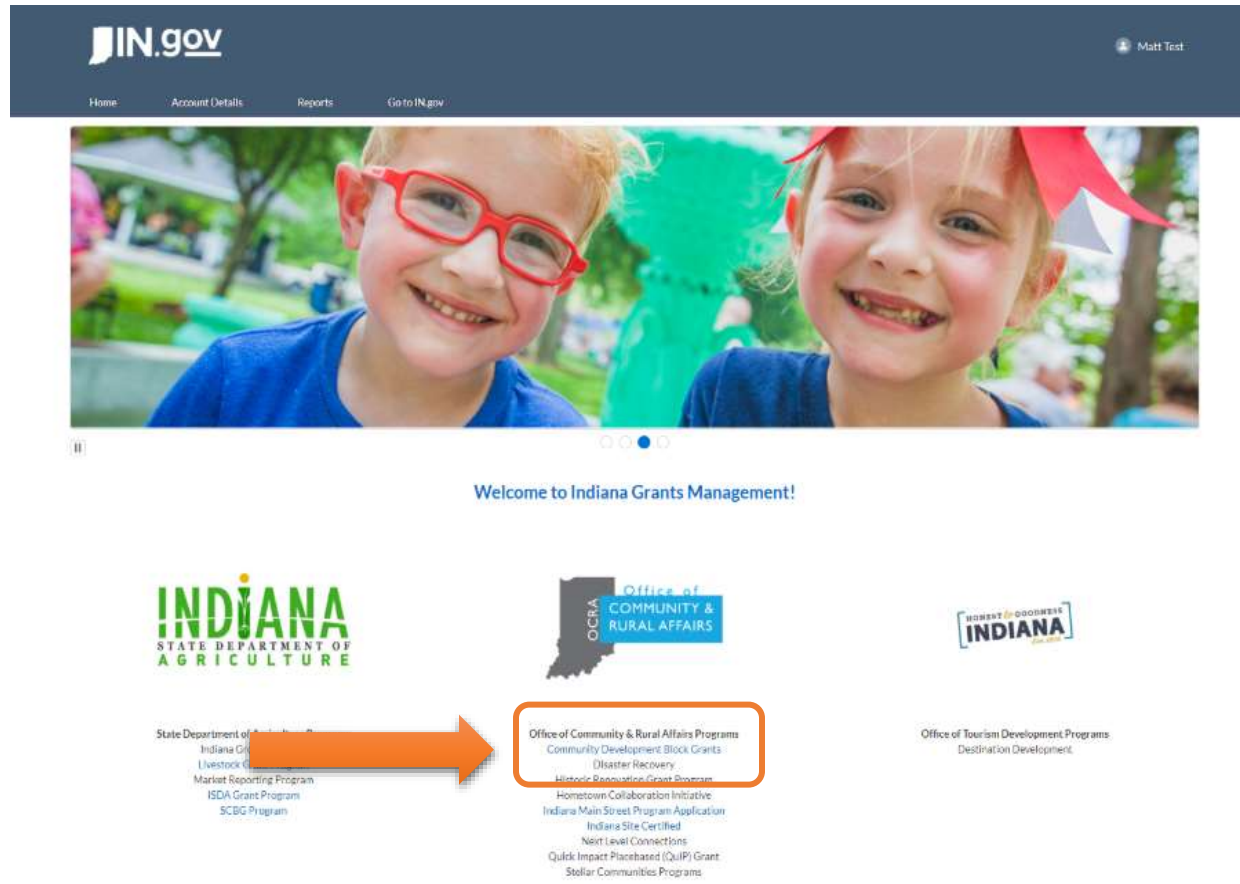


Step By Step Guide – Submitting a Proposal for Covid-19 Response Phase 2: Long-Term Grant



This guide provides step by step instructions to applicants wanting to complete a 2020 Covid-19 Response Phase 2: Long-Term Recovery Grant.

All OCRA CDBG grants must be completed through our online system. This guide assumes that you have already contacted your Community Liaison and set up your Indiana Electronic Grants Management System (GMS) at <https://indianaegms.force.com/Grants/>. After logging in you should see the home screen here:



Getting Started

At the bottom you should select the blue hyper link titled: **Community Development Block grants**



This screen should pop up. to bring up the next page where at the very bottom you should select [Click Here to View Application](#) (Clicking this link will always create a new application).

The screenshot shows the IN.gov website interface. At the top, there is a dark blue header with the IN.gov logo on the left and a user profile for "Matt Test" on the right. Below the header is a navigation bar with links for "Home", "Account Details", "Reports", and "Go to IN.gov". The main content area features the OCRA logo and the title "Community Development Block Grants". A paragraph of text describes the OCRA's mission to provide federal funds to rural communities for various projects. Below this is a section titled "General CDBG Information" which lists four criteria for competitive projects. A large orange arrow points from the text in this section down to a button labeled "Click Here to View Application" in a white box. At the bottom of the page, a copyright notice reads "Copyright © 2019 State of Indiana - All rights reserved."

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You should see a new application, similar this this one:

If you close out and need find your proposals you should click the Account Details highlighted below from your home screen:

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Bringing you to a page that looks like this:

Application Number	Application Status	Lead Applicant	Record Type	Application Year	Program Name	Program	Project Description
1. ADM-1782	In Progress		CDBG Proposal	2020			
2. ADM-1784	In Progress		CDBG Proposal	2020			
3. ADM-1785	In Progress		CDBG Proposal	2020			
4. ADM-1787	In Progress		CDBG Proposal	2020			
5. ADM-1892	In Progress		CDBG Proposal	2020			
6. ADM-1982	In Progress		CDBG Proposal	2020			
7. ADM-1983	In Progress		CDBG Proposal	2020			

Select the small black triangle (See Arrow) and select My CDBG Grant Proposals to see all of the proposals you've created. You should then select the ADM-Number that matches the grant you created:

Grant Application
ADM-1983

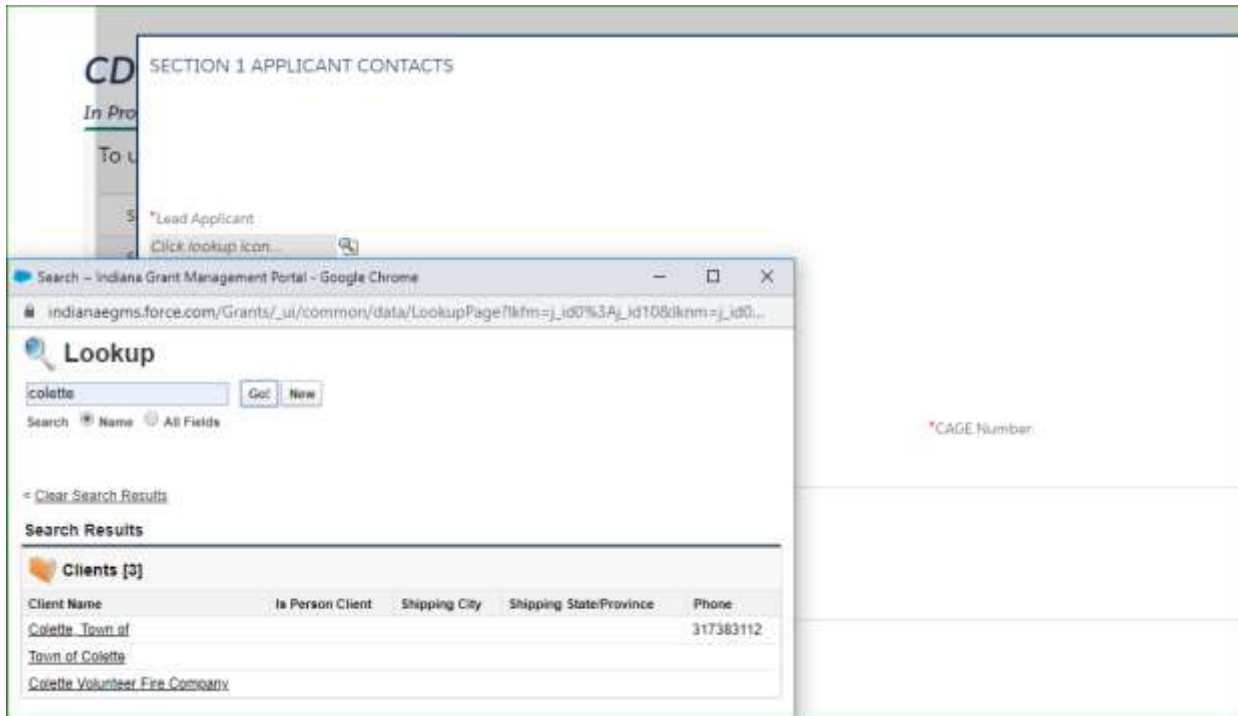
Record Type: CDBG Proposal
Application Status: In Progress
Lead Applicant:
Program Name:

Completing the Application Sections:

In this portion of the guide will walk through each section of the application showing what fields need to be filled out (highlighted), those that need to be filled out with a specific fake data that needs to be done to complete the section (underlined in red), and finally fields that can ignored all together (left blank). The red asterisks you see indicate that this is a required field, however not all of these are required for Proposal, only Application.

Section 1:

Start by selecting the Magnifying Glass next to the Lead Applicant field to bring up a new screen seen below. Try typing in the name of your City, Town, or County without and selecting Go! In this example to find the Town of Colette we only type in Colette to show below:



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If your applicant is a city or town, select “Town of, Colette” or “City of, Colette” if they are multiple options. If you do not see your community please select New to bring of the following window:

A screenshot of a web browser window showing a 'Lookup' form. The browser's address bar displays the URL: 'lgfull-indianaegms.cs32.force.com/Grants/_ui/common/data/LookupPage?lkfm=j_id0%3Aj_id10&l...'. The page title is 'Lookup'. Below the title is a search bar with a magnifying glass icon, a 'Search...' placeholder, and 'Go!' and 'New' buttons. Below the search bar are radio buttons for 'Name' (selected) and 'All Fields'. The main form area contains several fields: 'Client Name' (with 'Colette, Town of' entered), 'Billing Address', 'City', 'State', 'Zip/Postal Code', 'Country', 'Phone', 'Fax', and 'Website'. At the bottom of the form are 'Save' and 'Cancel' buttons. To the right of the form, there is a label '*CAGE Number:'.

Enter the name of you community in Client Name like seen above. Add any other relevent information and select Save. Only add a new community if you **cannot** find you community through the search. Complete the fields hightlighted below, again search for your Chief Elected Official an Clerk Treasurer if they exist already in the GMS or add them if neccessay much like the Lead Applicant field as seen before:

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This screenshot shows the 'SECTION 1 APPLICANT CONTACTS' form. At the top right, there is a logo for the Office of Community & Rural Affairs and the official seal of the state. The form contains several input fields: 'Fiscal Agency' (a text box), 'ICRIS County Code' (a dropdown menu currently showing '137 Ripley County'), 'Fiscal ID / EIN' (a text box), '*DUNS Number' (a text box), '*CAGE Number' (a text box), and '*SAMS Expiration Date' (a date picker). Below these are three more text boxes labeled 'Chief Executive Official Contact', 'Chief Financial Officer Contact', and 'Chief Technical Contact', each with a small 'Go' button to its right.

Finally at the bottom complete the last two fields and click Save:

This screenshot shows the bottom portion of the form. It includes a dropdown menu with the text 'With the applicant unit of government have open CDOS grants at the time of application' and a value of '-None-'. To its right is a text box with the label '*Fiscal Section' and an example 'Ex: W-22-111, if No, write N/A'. At the bottom left, there is a red 'Submit' button, and at the bottom center, there are 'Save' and 'Cancel' buttons.

You should now see all application sections and Section 1 should read as Completed:

CDBG Proposal
In Progress

To update application information, please select the buttons below for each Application Section.

Section 1: Applicant Contacts	<input checked="" type="checkbox"/>	Completed	Click To Edit Section
Section 2: Project Information	<input type="checkbox"/>	Pending	Click To Edit Section
Section 3: National Objective	<input type="checkbox"/>	Pending	Click To Edit Section
Section 4: Project Description	<input type="checkbox"/>	Pending	Click To Edit Section
Section 5: Project Need	<input type="checkbox"/>	Pending	Click To Edit Section
Section 6: Financial Impact	<input type="checkbox"/>	Pending	Click To Edit Section
Section 7: Financials & GAP	<input type="checkbox"/>	Pending	Click To Edit Section
Section 8: Public Hearing	<input type="checkbox"/>	Pending	Click To Edit Section
Section 9: Environmental Review	<input type="checkbox"/>	Pending	Click To Edit Section
Section 10: Readiness to Proceed	<input type="checkbox"/>	Pending	Click To Edit Section
Section 11: Uploads	<input type="checkbox"/>	Pending	Click To Edit Section
Section 12: Utility Rates	<input type="checkbox"/>	Pending	Click To Edit Section
Section 13: Legal	<input type="checkbox"/>	Pending	Click To Edit Section

Once you have completed all the sections, you will be able to submit your application.

[Submit Application](#)

In order to be able to submit your application each one of these sections will need to read as Completed.

Section 2: In this section please select Main Street Revitalization in the Program Field, you will also fill in Eligible Activity with Grants to Businesses to Retain LMI Jobs or Loans to Businesses to Retain LMI Jobs. Then please fill out the rest of the highlighted section below and select Save:

*Program Main Street Revitalization		*Eligible Activity Grants to Business to Retain LMI Jobs	
*Estimated # of Beneficiaries: <input type="text"/>			
*Project Address <input type="text"/>	*Project City <input type="text"/>	*Project Zip <input type="text"/>	
*Project County Available 001 Adams County 003 Allen County 005 Bartholomew County	<input type="button" value="▶"/> <input type="button" value="◀"/>	Chosen <input type="text"/>	
General Information			
*Method Of Procurement - Grant Administrator --None--		*Method Of Procurement - Architect/Engineer --None--	
*Year Fair Housing Ordinance Adopted --None--			
What is the grant number for the CDBG Planning Grant pertaining to this project? <input type="text"/>			
State Senator --None--	State Representative --None--		
US Representative --None--			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Sections 4-6:

These are the narrative sections of the applications, it is suggested that you first write your narratives in a word processor before copying and pasting below. Each field allows for 8,000 characters which is about 2.5 pages single spaced. The only section with multiple fields is Section 4, please add your narrative portion under the first section “Summarize any Planning...” the “Summary of Work” Should be no more than two paragraphs that will be used for media releases when discussing the project. See the example below:

SECTION 4: Project Description

Project Description
Provide a detailed description, in non-technical terms, of the proposed project and expected outcomes, which are measurable, at the conclusion of the grant period. Include including both eligible and ineligible items.
*Summarize any planning efforts that have already occurred for this project.

Narrative for Project Description, should be limited to about two pages of text

*Summary of Work
Media portion, should only be about 4 - 8 sentences long. Will summarize the work being completed so media can understand the scope of the project

Save Cancel

Section 7:

Here you will need to add specific budget information. In the first row, add in Administration Costs. If you do not have any Administration costs, please leave this row blank. If you intend to use CDBG dollars to pay for administration, include up 2.5% of your project budget under the CDBG column, if you are using local funds you would add those in the next column, Local match (with eligible in-kind). In the example below we are using \$2,000 for Administration coming out of CDBG funds.

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In the next row, Construction Costs, is where you will add you request for funds to use as loans or grants in the CDBG column. If you are supplying a local match for these funds you would included those funds in the Local (with eligible in-kind) column. You are not required to have local match for this project; therefore, the example below does not have a local match.

Finally, all applicants will put \$65,000 in the Local (with eligible in-kind) column under Land Acquisition. You should by the nature of this grant have no other Land Acquisition fees. If you your local match (with eligible in-kind) does not equal at least 20% of your total project budget, the system will not allow you to save.

SECTION 7 Financials & GAP

OCRA Office of COMMUNITY & RURAL AFFAIRS

Summary Budget Table

Complete the table based on the detailed budget. Amounts should be rounded to the nearest dollar.
Please enter "0" if no value is applicable.

Activity	CDBG	Local (with eligible In-Kind)	Ineligible	Total
Administration (Max 8% of CDBG)	2,000.00	0.00	0.00	\$2,000.00
Construction Costs	200,000.00	0.00	0.00	\$200,000.00
Land Acquisition (if any)	0.00	62,500.00	0.00	\$62,500.00
Professional Fees	0.00	0.00	0.00	\$ 0.00
Environmental Review (\$5,000 max)	0.00	0.00	0.00	\$ 0.00
Labor Standards (\$5,000 max)	0.00	0.00	0.00	\$ 0.00
Total	\$202,000.00	\$62,500.00	\$ 0.00	\$264,500.00

Note: Do not include any miscellaneous, contingency, general or other costs in budget.
In-kind match up to 8% of the grant amount or \$25,000, whichever is less, may be included in the Local column of the budget.
For in-kind match to be considered, approval prior to application must be obtained from the CDBG Program Director, and a copy of the approval must be included with the application.

You will also need to fill out the Local Match Sources table directly below the Summary Budget Table. If you added a local match select the Source of the match for Source Type, a brief description of the Source and the Amount. Add another Source Type of Other, and Source of None, with the total amount of \$62,500:

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Local Match Sources
List the sources of local match and leveraged funds. Amounts should be rounded to the nearest dollar.
Enter amount values without commas (e.g. 100000).

Source Type	Source	Amount
Other ▼	Other	02500.00
--None-- ▼		0.00
--None-- ▼		0.00
--None-- ▼		0.00
--None-- ▼		0.00
Total Local Match		02500

****THE TOTAL AMOUNT IN THIS TABLE MUST MATCH THE TOTAL LOCAL AMOUNT FOR THE SUMMARY BUDGET TABLE ABOVE****

You can skip the final table and click Save.

Section 8:

Fill in dates for the Notice and Date of the first public hearing. If you have not held the public hearing yet, you will enter the date you plan on hosting the public hearing. Public hearings must be held at least ten days after posting notice. See below for an example:

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SECTION 8: PUBLIC HEARING

Two public hearings must be held at different stages of project development. One public hearing must be held prior to the submission of the proposal and the second must be held prior to the submission of the full application. For the proposal, if the dates of the second public hearing are known, please include them.

Note: New public hearings must be held for each grant cycle, regardless of prior application(s).

Required at Proposal:

*Notice of first public hearing:

*Date of first public hearing:

Required at Application:

*Notice of second public hearing:

*Date of second public hearing:

3rd Party Authorization -- By checking this box, I affirm that all of the above information is correct and fully authorize an investigation to confirm the validity thereof. I understand that any misrepresentation or omission of facts may result in a rejection of my proposal/application.

Authorized 3rd Party Name:


Section 9:

For this section all applications will have the ER Type you should choose “Exempt” from the dropdown menu and no agencies will be required so you should select “Yes” from the second dropdown menu. The rest of the questions should be filled in with N/A or a placeholder date “1/1/1800” as seen below:

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SECTION 9 ENVIRONMENTAL REVIEW



As Chief Executive Officer (CEO) of the Applicant, I hereby certify that the subject project activity will require the following type of environmental review pursuant to 24-OS Part 59.

Except for an exempt activity, I further certify that all applicable local, state and federal agencies have been contacted in writing and the present status of the environmental review process for this project is as follows (you must check one box for every field)

SEI Type:
Exempt

All agencies have been contacted and all responses by those agencies have been received. No negative environmental comments received.
Yes

All agencies contacted - any negative responses listed below (if none enter N/A)
N/A

The Indiana Department of Natural Resources has indicated that an archeological reconnaissance be conducted, and this reconnaissance has been conducted, and no negative findings identified. OR, negative findings reported and the following mitigation steps are necessary. (See them below)
N/A

Special 3 Endorsement completed (N/A for Categorically Excluded)
N/A

Development assessment completed - Review of the Significant Impact (RSI) determined - ready to publish combined notice (N/A for Categorically Excluded)
N/A

Notice of Intent to Request Review of Funds - ready to be published (Categorically Excluded only)
N/A

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*ER DNR-DHPA Contacted <input type="text" value="1/1/1800"/>	*ER DNR-DHPA Comment Received <input type="text"/>
*ER DNR-DFW Contacted <input type="text" value="1/1/1800"/>	*ER DNR-DFW Comment Received <input type="text"/>
*ER USI-FW Contacted <input type="text" value="1/1/1800"/>	*ER USI-FW Comment Received <input type="text"/>
*ER IDEM Contacted <input type="text" value="1/1/1800"/>	*ER IDEM Comment Received <input type="text"/>
*ER USDA-NRCS Contacted <input type="text" value="1/1/1800"/>	*ER USDA-NRCS Comment Received <input type="text"/>
*ER GS Contacted <input type="text" value="1/1/1800"/>	*ER GS Comment Received <input type="text"/>
*ER ISDH Contacted <input type="text" value="1/1/1800"/>	*ER ISDH Comment Received <input type="text"/>
*ER Tribal Contacted <input type="text" value="1/1/1800"/>	*ER Tribal Comment Received <input type="text"/>

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*ER EPA-GWDW Contacted <input type="text" value="1/1/1800"/>	*ER EPA-GWDW Comment Received <input type="text"/>
*ER County Planning Contacted <input type="text" value="1/1/1800"/>	*ER County Planning Comment Received <input type="text"/>
*ER County Health Contacted <input type="text" value="1/1/1800"/>	*ER County Health Comment Received <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

When you have filled placeholder “1/1/1800” dates in all of the first column dates, click save. You do not need to add placeholder dates for the 2nd column at this time.

Section 10:

Scroll down to the section titled Site Control Status and select “N/A” for all of the drop down sections seen below:

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As the Applicant's Legal Counsel and Project Engineer or Architect, respectively, we hereby mutually certify that the following activities have been completed respective to all interests in real property which are related or involved with the commencement and completion of CDBG-assisted activities in accordance with the federal Uniform Relocation and Acquisitions Policies Act of 1970, as amended, hereinafter referred to as "URA":

*All project-related sites, parcels, easements and other real property interests have been identified.
N/A ▼

*All title searches and title opinions have been completed.
N/A ▼

*All subject parcels, easements or interests are unencumbered to the extent that the same may be dedicated to the project by the owner(s) of title.
N/A ▼

*OCRA's real property acquisition questionnaire has been completed for each parcel, easement or other interest.
N/A ▼

*The owner(s) of record for each parcel, easement or other interest has been furnished the HUD-1041-CPD brochure entitled "When a Public Agency Acquires Your Property", and certified that the owner(s) has read and understood the brochure.
N/A ▼

*Written notifications to owners of right to accompany appraiser for all parcels or easements have been completed and are on file.
N/A ▼

*Completion of all fee and review appraisals for all parcels, or market value estimate if below \$10,000.
N/A ▼

*Where applicable, written waiver of rights in accordance with the URA has been obtained from all applicable owner(s) of record.
N/A ▼

After completing the last drop down question, scroll to the bottom and click save.

Section 11:

For this section you will need to upload a document for each of the files listed under "Proposal Required Files." If you do not have the actual documentation for each of these required areas please upload a placeholder PDF or Excel file with "documentation not required" or "documentation forthcoming."

The following files must be uploaded in order for you to be able to submit the application:

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SECTION 11: UPLOADS

Please Upload Files (Your file MUST be smaller than 10MB to upload)

Proposal Required Files	Application Required Files	File Type
	Applicant W-9	PDF
	Applicant Direct Deposit	PDF
FH Ordinance	FH Ordinance	PDF
Drug Free Policy	Drug Free Policy	PDF
	Floodplain	PDF
Scope of Work	Scope of Work	PDF
Project Area Map	Project Area Map	PDF
Applicant Financials	Applicant Financials	PDF
Detailed Budget	Detailed Budget	Excel
1st PH Ad	1st PH Ad	PDF
1st PH Publisher Affidavit	1st PH Publisher Affidavit	PDF
1st PH Sign-in	1st PH Sign-in	PDF
1st PH Minutes	1st PH Minutes	PDF
	2nd PH Ad	PDF
	2nd PH Publisher Affidavit	PDF
	2nd PH Sign-in	PDF
	2nd PH Minutes	PDF
4 Factor Analysis	4 Factor Analysis	PDF
	Site Control Documentation	PDF
	Displacement Plan	PDF

To upload, scroll to the bottom and click the “Select Document” dropdown then select the document that you would like to upload that corresponds with one of the required files for proposals highlighted above. In this case we will be selecting “FH Ordinance.”

Next we’ll click the “Choose File” button to the right:

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A screenshot of a web form for file upload. At the top left, there is a dropdown menu with the text 'FH Ordinance'. To its right is a yellow button labeled 'Choose File' followed by the text 'No file chosen'. Below the dropdown menu is a button labeled 'Upload Selected File'. To the right of this button is the text 'Please Select File'.

And open the file saved on your computer:

A screenshot of a Windows File Explorer window titled 'Open'. The address bar shows the path 'This PC > Desktop > Applicatin Uploads'. The left sidebar shows the navigation pane with 'Desktop' selected. The main pane displays a table of files:

Name	Date modified	Type	Size
FH Ordinance	6/3/2020 10:02 AM	Adobe Acrobat D...	179 KB

At the bottom of the window, the 'File name' field is empty, and the file type is set to 'All Files'. There are 'Open' and 'Cancel' buttons at the bottom right.

Below the file explorer window, the same web form from the previous screenshot is visible, but the 'Choose File' button is now disabled and greyed out.

Finally, select the “Upload Selected Files” button and you should see the completed upload below:

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FILE NAME	FILE DESCRIPTION
2020-06-03_ADM-1892_FH Ordinance.pdf	FH Ordinance

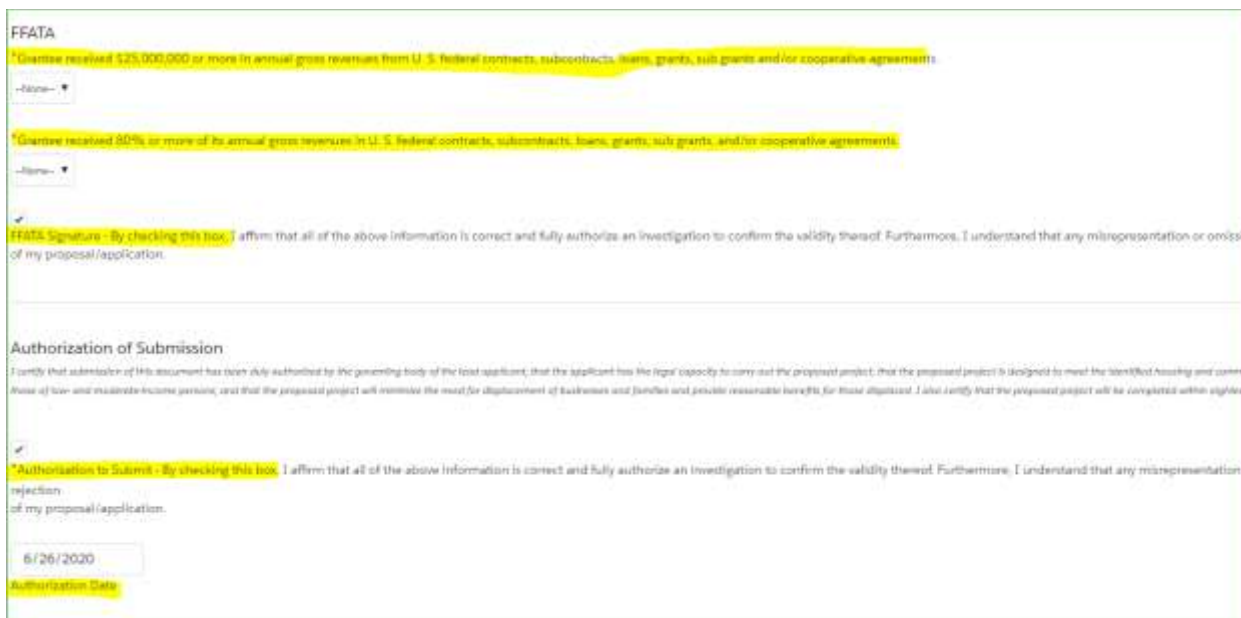
Repeat the above steps for each of the required file types, then select Save.

Section 12:

This section should already be marked “Completed” if you selected Main Street Revitalization as the Program in Section 2.

Section 13:

This section only requires you to fill out two sections, FFATA and Authorization of Submission. Please answer “Yes” or “No” for the first two dropdown then select the checkbox below. Then finally you will need to check the checkbox under Authorization of Submission and then select today’s date. You can then scroll down to the end and click save.



FFATA

*Gross revenue received 125,000,000 or more in annual gross revenues from U. S. federal contracts, subcontracts, loans, grants, sub grants and/or cooperative agreements

--None--

*Gross revenue received 50% or more of its annual gross revenue in U. S. federal contracts, subcontracts, loans, grants, sub grants, and/or cooperative agreements

--None--

FFATA Signature: By checking this box, I affirm that all of the above information is correct and fully authorize an investigation to confirm the validity thereof. Furthermore, I understand that any misrepresentation or omission of my proposal/application.

Authorization of Submission

I certify that submission of this document has been duly authorized by the governing body of the local applicant, that the applicant has the legal capacity to carry out the proposed project, that the proposed project is designed to meet the identified housing and community development needs of low- and moderate-income persons, and that the proposed project will minimize the need for displacement of businesses and families and provide reasonable benefits for those displaced. I also certify that the proposed project will be completed within eighteen months of the start of construction.

Authorization to Submit: By checking this box, I affirm that all of the above information is correct and fully authorize an investigation to confirm the validity thereof. Furthermore, I understand that any misrepresentation or omission of my proposal/application.

6/26/2020

Authorization Date



Submitting Your Application:

Once you have completed all sections you the “Submit Application” Button should go from red to clear with a black outline. You can now submit your application.

CDBG Proposal		
<i>In Progress</i>		
To update application information, please select		
Section 1: Applicant Contacts	<input type="checkbox"/>	Pending
Section 2: Project Information	<input checked="" type="checkbox"/>	Completed
Section 3: National Objective	<input type="checkbox"/>	Pending
Section 4: Project Description	<input type="checkbox"/>	Pending
Section 5: Project Need	<input type="checkbox"/>	Pending
Section 6: Financial Impact	<input type="checkbox"/>	Pending
Section 7: Financials & GAP	<input type="checkbox"/>	Pending
Section 8: Public Hearing	<input type="checkbox"/>	Pending
Section 9: Environmental Review	<input checked="" type="checkbox"/>	Completed
Section 10: Readiness to Proceed	<input checked="" type="checkbox"/>	Completed
Section 11: Uploads	<input type="checkbox"/>	Pending
Section 12: Utility Rates	<input checked="" type="checkbox"/>	Completed
Section 13: Legal	<input checked="" type="checkbox"/>	Completed
Once you have completed all the sections, you will be able to submit your application.		
Submit Application		

CDBG Proposal		
<i>In Progress</i>		
To update application information, please select		
Section 1: Applicant Contacts	<input checked="" type="checkbox"/>	Completed
Section 2: Project Information	<input checked="" type="checkbox"/>	Completed
Section 3: National Objective	<input checked="" type="checkbox"/>	Completed
Section 4: Project Description	<input checked="" type="checkbox"/>	Completed
Section 5: Project Need	<input checked="" type="checkbox"/>	Completed
Section 6: Financial Impact	<input checked="" type="checkbox"/>	Completed
Section 7: Financials & GAP	<input checked="" type="checkbox"/>	Completed
Section 8: Public Hearing	<input checked="" type="checkbox"/>	Completed
Section 9: Environmental Review	<input checked="" type="checkbox"/>	Completed
Section 10: Readiness to Proceed	<input checked="" type="checkbox"/>	Completed
Section 11: Uploads	<input checked="" type="checkbox"/>	Completed
Section 12: Utility Rates	<input checked="" type="checkbox"/>	Completed
Section 13: Legal	<input checked="" type="checkbox"/>	Completed
Once you have completed all the sections, you will be able to submit your application.		
Submit Application		

****ONCE YOU SUBMIT THE APPLICATION YOU WILL NOT BE ABLE TO EDIT IT FURTHER****

Congratulations, you're done! If you have any technical questions, contact Mwakefield@ocra.in.gov or your Community Liaison.

Thank you for all you do for your communities!