

OCCRA

Office of

COMMUNITY &
RURAL AFFAIRS

Grant Administrator Update

OCTOBER 8, 2024



Housekeeping

This GA update is using 'Teams Webinar.' While using this webinar, you will not be able to use your audio or video. To ask a question, please use the Q&A function.

If you are having any issues connecting, reach out to CDBG@ocra.in.gov for assistance.

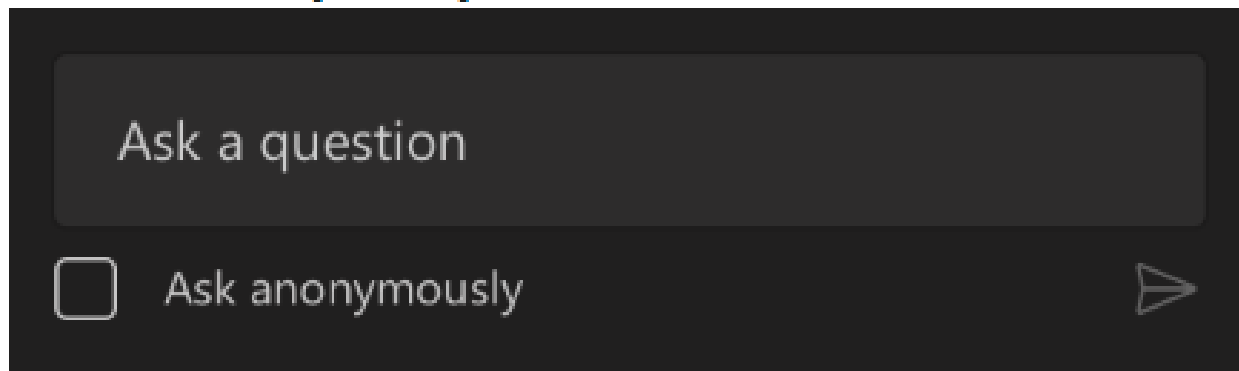
Ask a question

If you're an attendee and want to ask a question, just:

Select **Q&A**  on the right side of the screen.

Note: The Q&A panel only appears if the [organizer](#) has set it up.

Type your question in the compose box, and then select **Send**. If you want to ask your question anonymously, select **Ask anonymously**.



A screenshot of the Q&A interface. It features a dark grey background. At the top, there is a rounded rectangular text input field with the placeholder text "Ask a question" in a light grey font. Below the input field, on the left, is a white square checkbox followed by the text "Ask anonymously" in a light grey font. On the right side of the input area, there is a white right-pointing triangle icon, which serves as the "Send" button.

Grant Administrator Update Credit



By registering and participating in this GA Update, you are receiving credit towards your certification requirement.

We will send an email with this PowerPoint presentation after the webinar ends, along with updating our CDBG Grant Administrator Continuing Education webpage.

During this meeting, you will receive updates from the following teams:



CDBG Team



Strategic Initiatives



Grant Services



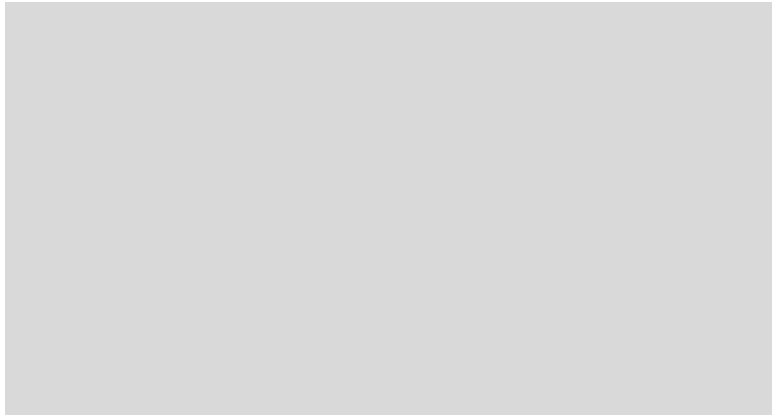
OCRA Staffing Updates

Renea Salyer (upper left)
Northeast Community Liaison



Shelby Farthing (lower right)
Community and Economic
Development Manager

OPEN POSITIONS
CDBG Program Manager



Watch for Updates!



The next virtual Grant Administrator Update will be scheduled in the Spring of 2025.



Reminder: Grant Administrators must attend two GA Updates annually.

Community Development Block Grant (CDBG) Team Updates

2024 Round 2 is Open: Important Due Dates and Reminders

Applications are due Friday, December 20th

Applications must be submitted via eGMS by 11:59 p.m. ET.

Pre-approval items (income surveys, bonus points, in-kind match, etc.) must be submitted to OCRA by December 6th.

Please email all requests to our CDBG shared inbox at cdbg@ocra.in.gov.

Remember to double check all contact details for anyone assigned an application role in eGMS.

Q4 Planning and Q4 OOR Reminders

Both Programs will open for applications on Oct. 17, 2024.

Applications must be submitted in eGMS by 11:59 p.m. ET. on Nov. 15.

Pre-approval items (income surveys, bonus points, in-kind match, etc.) must be submitted to OCRA by Nov. 1.

Please email all requests to our CDBG shared inbox at cdbg@ocra.in.gov.

Remember to double check all contact details for anyone assigned an application role in eGMS.

Planning Program Specific Points Form

This form will be located on our [CDBG Resources](#) webpage



Office of Community and Rural Affairs Planning Grant: Program Specific Points Form

Instructions

To qualify for additional program-specific points on a CDBG Planning Grant Program application, please fill out this form. You must utilize the most recent Grant Evaluation Criteria Program Specific Points found on our [Planning webpage](#), in the Application Instructions (see page 9), to provide the required information.

An application can receive a maximum of 50 points from this section. Submit the completed program-specific points form to OCRA via INeGMS as part of the application submission by the application due date. For any questions, please reach out to cdbg@ocra.in.gov.

Grant Applicant Information

LUG Name: _____

Planning Type: _____

Community Input and Collaboration (A maximum of 25 points)

Connection to Previous Planning Effort (A maximum of 15 points)

Implementation of Previous Plan or First-time Plans (A maximum of 10 points)

Income Survey Policy

The U.S. Department of Housing and Urban Development (HUD) issued CPD Notice 24-04 updating the American Community Survey 5-year estimate. Beginning August 1st, 2024, all new applications submitted to the Office of Community and Rural Affairs must use the new 2016-2020 American Community Survey LMSID

OCRA has officially released the new [Policy Notice 2024-005 Income Survey Policy](#). The policy outlines the three steps involved in the Income Survey process, as well as the required margin of error (MOE) and confidence level that must be used as part of the pre-income survey data when conducting an income survey.

Please note that the Income Survey Manual is currently undergoing revision to ensure that updated resources are provided for your day-to-day use.

Previously Approved Income Surveys

OCRA will allow local units of government to continue using previously approved income surveys so long as:

1. The boundary of the service area is the same as the boundary defined as the service area when the income survey was conducted.
2. The approved income survey is used up until 5 years from the date the **final income survey report was approved (rather than the initial contact)** by OCRA, or until HUD issues LMISD base-data changes with the update to the American Community Survey 5-year estimate or any other data source, whichever occurs first.

Conducting Income Surveys With the New 2016-2020 American Community Survey LMSID data

Any new requests to conduct an income survey submitted to OCRA, on or after August 1st, 2024, must use the 2016-2020 American Community Survey LMSID data to assess the pre-income survey data.

The survey's sample size should be calculated using a minimum confidence level of 90% rather than 95%.

The lifespan of new income surveys will be considered valid for up to 5 years from the final income survey report is approved by OCRA or until HUD changes the LMISD base data by updating the American Community Survey 5-year estimate, whichever occurs firsts.

HUD anticipates that the revisions to the American Community Survey 5-year estimate (2021-2024 American Community Survey) will occur in 2028.

Low- and Moderate-Income Area Data, Map Application, based on 2016-2020 ACS

Butler, IN, USA

Map Layers

Select

Basemap

Print

LMISD by Place: Butler city, Indiana

Zoom to

Geoname	Butler city, Indiana
Source	2020ACS
GEOID	1809532
State	Indiana
STATEFP	18
STUSAB	IN
LOW	810
LOWMOD	1195
LMMI	1740
LOWMODUNIV	2770
LOWMOD_PCT	43.10%
MOE_LOWMODPCT	+/-10.60%
UCLOW	
UCLOWMOD	
UCLOWMOD_PCT	

Low-Moderate Income Data for CDBG Area-Benefit Activities (2016-2020 ACS-Based)

From: HUD's Office of Community Planning and Development

For: CDBG, CDBG-CV, CDBG-PRO, CDBG-PRICE, NSP, CDBG-MIT and CDBG-DR grantees to assist with Low- and Moderate-Income Area Benefit compliance determinations.

Description: These HUD-provided data are the Low Moderate Income Summary Data (2016-2020 ACS) geographically joined to the 2020 National Geodatabase from the U.S. Census Bureau. For more details on the use of these data, please refer to [CPD Notice 24-04](#).

Available Geographies:

- Block Groups (Insular areas have a separate layer)
- Places* (Includes Census Designated Places, Consolidated Cities, and Incorporated Places)
- County Subdivisions, and
- Counties

*Insular Areas data only available at the block group level.

HOW TO USE:

1. ZOOM IN by searching in the box in the top right and DATA Will Appear! Use the text search, navigation controls, or mouse scroll wheel to zoom in to the activity's service area.

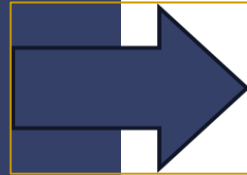
New HUD GIS Mapping tool

Build America Buy America Act (BABA)

REMINDERS ON THE PROCESS & SPECIFICALLY LISTED MATERIAL

Phased Implementation Schedule

Check in!



2023 Round 2	Iron & Steel	HUD obligated funds in FY2023
2024 Round 1	Iron & Steel (Specifically Listed Construction Materials may apply to some projects)	HUD obligated funds in FY2023 & FY2024
2024 Round 2	Iron & Steel, Specifically Listed Construction Materials	HUD obligated funds in FY2024
2025 Round 1	Iron & Steel, Specifically Listed Construction Materials (Not listed Construction Materials may apply to some projects)	HUD obligated funds in FY2024 & FY2025
2025 Round 2	Iron & Steel, Specifically Listed Construction Materials, Not listed Construction Materials and Manufactured Products	HUD obligated funds in FY2025
2026 Round 1	Iron & Steel, Specifically Listed Construction Materials, Not listed Construction Materials and Manufactured Products	HUD obligated funds in FY2025 & FY2026
2026 Round 2	Iron & Steel, Specifically Listed Construction Materials, Not listed Construction Materials and Manufactured Products	HUD obligated funds in FY2026

OCRA as the Cognizant Agency

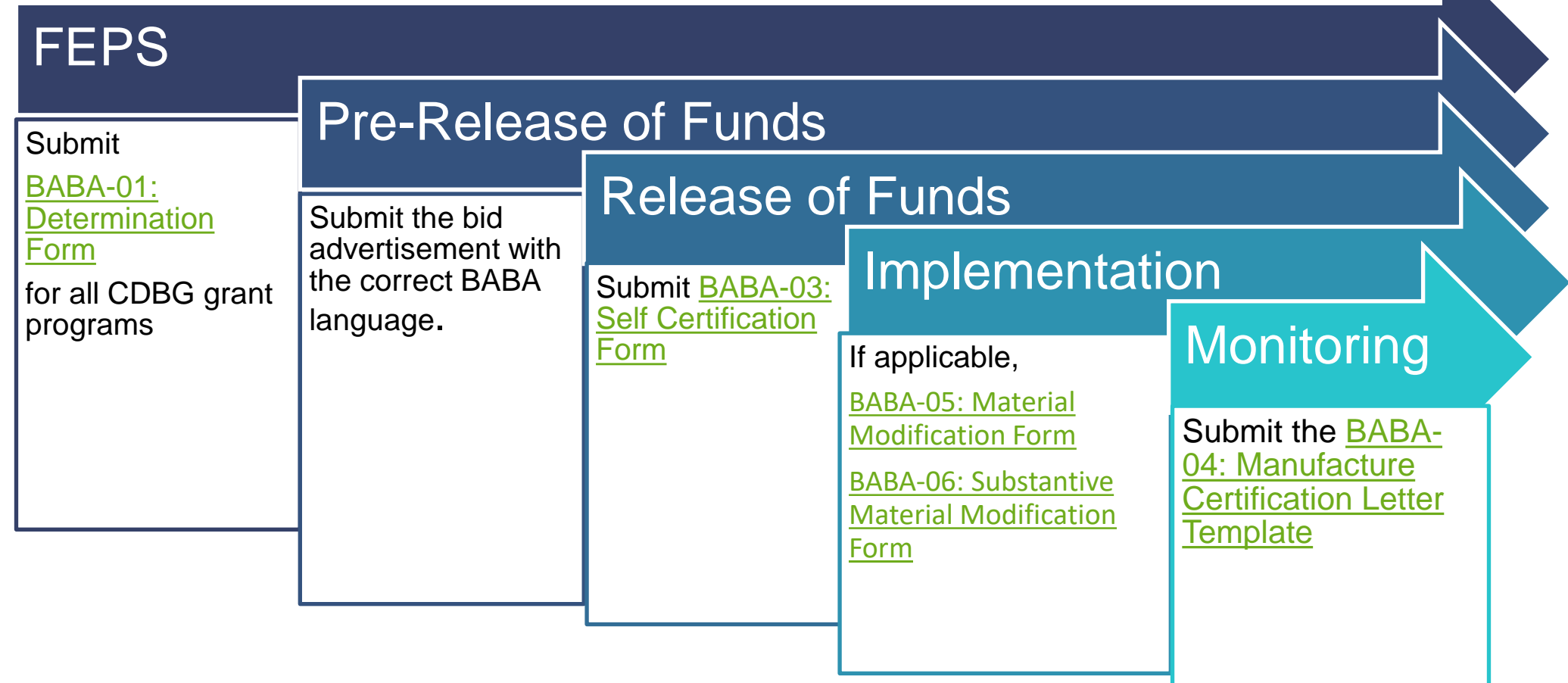
Cognizant agency means a federal agency or a pass-through agency that contributes the most federal funding to an infrastructure project.

When OCRA allocated the most federal funding than RD or SRF, then OCRA becomes the cognizant agency. OCRA is required to document BABA compliance.

There are two separate types of procedures depending on whether OCRA or another agency is the Cognizant Agency.

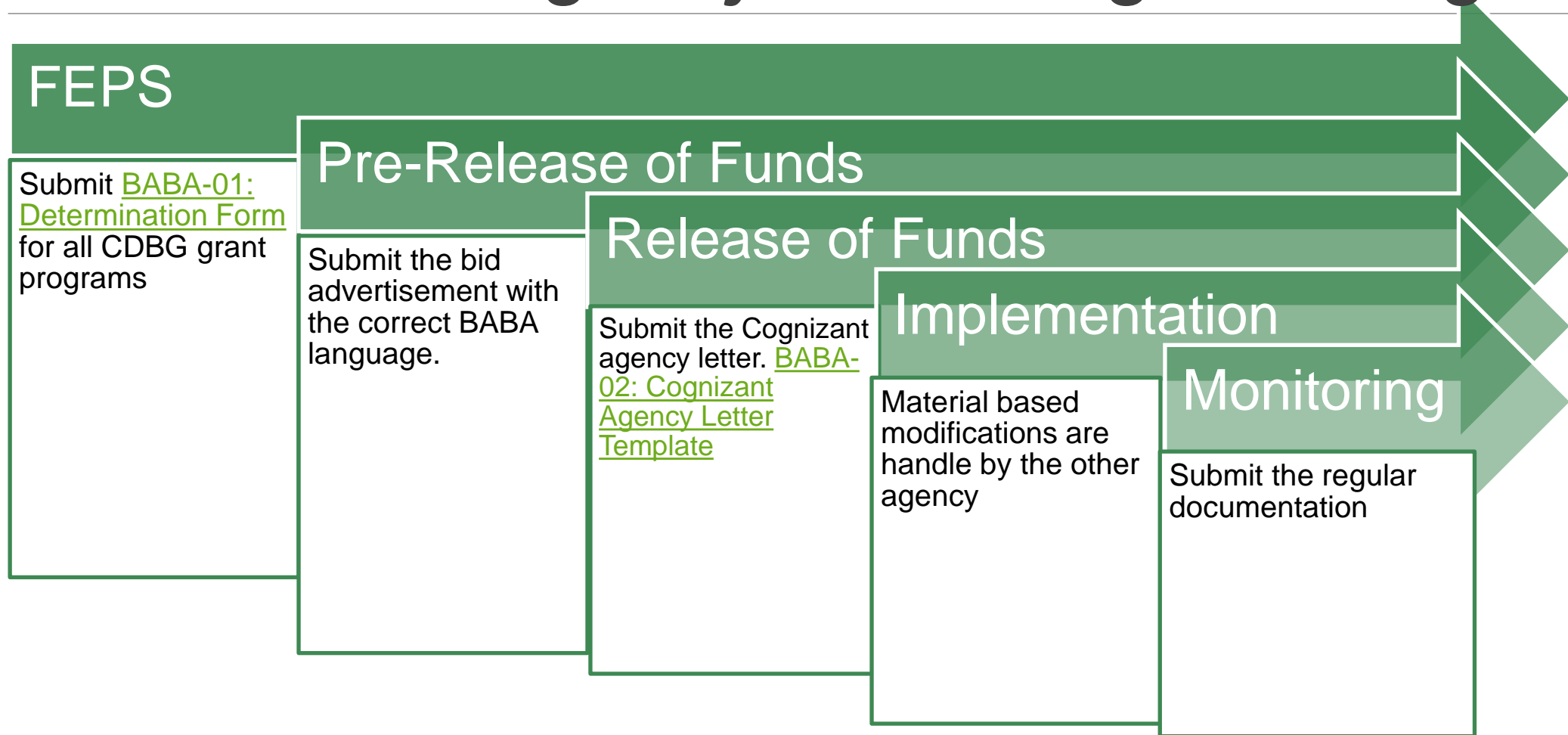
BABA Process Map

When OCRA is the Cognizant Agency



BABA Process Map

When another agency is the Cognizant Agency



A NOTE ON PREDOMINANTLY IRON AND STEEL

If an engineering is purchasing a final “device” for installation from the manufacturer.

- Then the device does not need to be BABA compliant if **the cost of other components** used to produce the device is more than 50% of the iron and steel mill (bar, slab, wire, plate, or sheet), casting, and forgings products cost used in its manufacturing.
- However, if the **cost of other components used to manufacture the device is less** and iron and steel mill products, casting, and forgings exceeds 50% of the cost of the other components used to produce the device, then the device must be BABA compliant and **documented under the iron and steel category**.
- The manufacturer and engineer are only required to provide a good faith estimate of the overall cost of iron or steel to produce the device as compared to other components used.

This is based on the total **costs of all components** used to produce the device rather than the percentage of iron and steel vs other components **required to produce** it.

Useful Resource EPA FAQ <https://www.epa.gov/system/files/documents/2022-11/OW-BABA-Implementation-Procedures-Final-November-2022.pdf>

Specifically Listed Material

- Non-ferrous metals (Copper, titanium, nickel, zinc commercial bronze/brass)
- Lumber;
- Composite building materials; (Concrete, carbon fiber, fiberglass, etc)
- Plastic and polymer-based pipe and tube (Polyethylene comprise more than 90% of the plastic materials used for water distribution systems and Polyvinyl chloride (PVC) is most used in sewer systems)

Fun fact: The most common materials used for sliplining are high-density polyethylene (HDPE), fiberglass-reinforced pipe (FRP), and PVC

Concrete	Paint	Insulation	HVAC Ductwork
Precast Concrete	Drywall	Rollup Doors	Fiberglass Reinforced
Aggregates	PVC Piping	Roofing	Firestopping
Asphalt	HDPE Piping	Mansory	Lumber and Translucent Wall
PVC Waterstop	Doors and Frames	Sealants	Acoustical Ceiling
Fiberglass Reinforced Plastic	Toilet Room Partitions and Accessories	Window and Frames	



OFFICE OF COMMUNITY AND RURAL AFFAIRS

Abby Huff,
Indiana Main Street Senior Program Manager
Office of Community and Rural Affairs

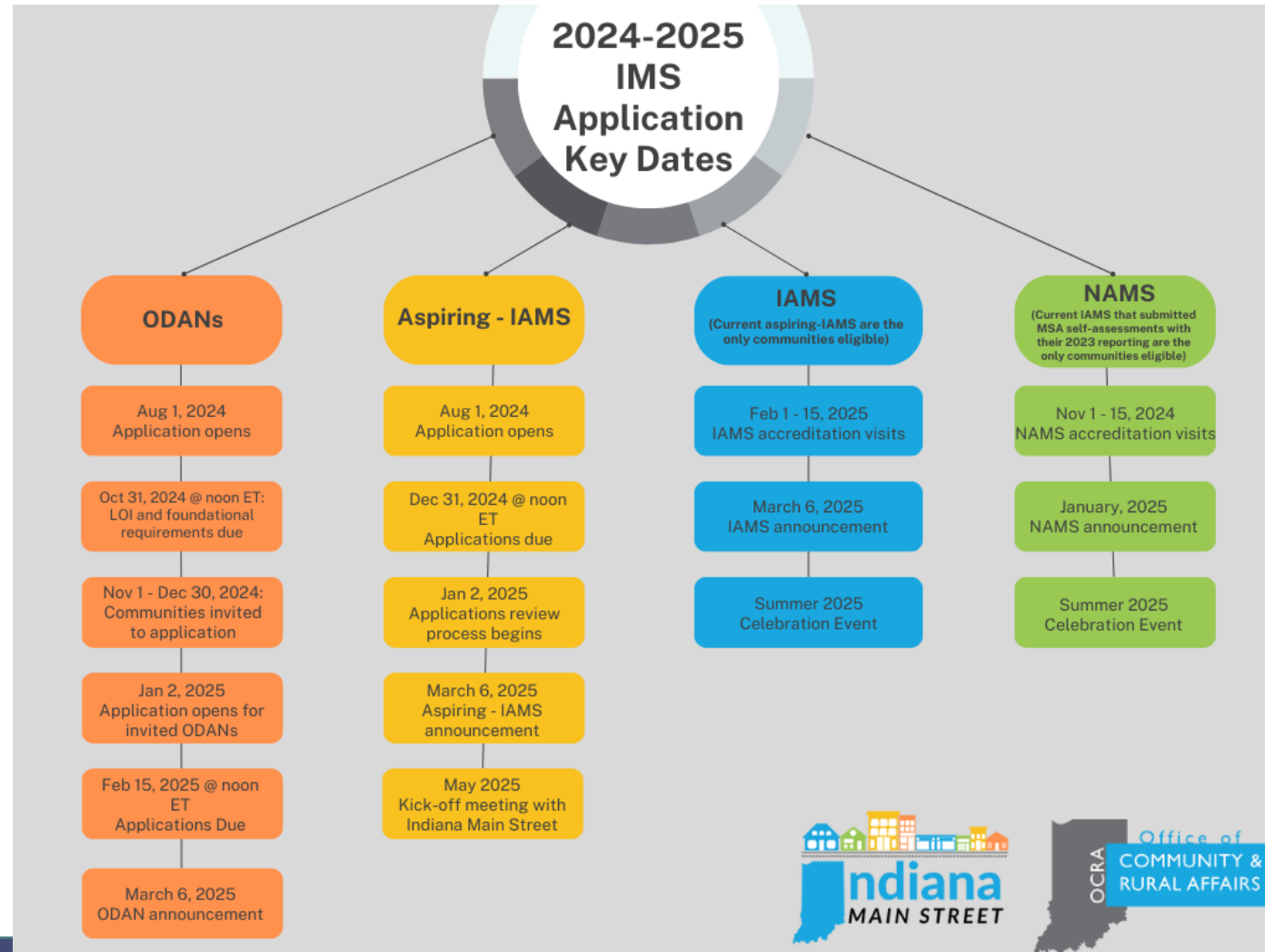


WELCOME SHELBY FARTHING

- Please join us in welcoming Shelby Farthing, our new Community and Economic Development Program Manager, to our team! Shelby will be working on Stellar Pathways, HELP, RED and other Strategic Initiatives team projects. You may see her around some Main Street program events here and there so don't hesitate to introduce yourself.
- Shelby comes to us from Indiana University Foundation, where she held multiple positions over the past two years. Here is a little bit more about Shelby!
- **College/University:** Bachelor of Arts in Religion and English Literature from Greenville University, Master of Public Affairs from Indiana University Bloomington
- **Originally from/grew up in:** Rochester, Indiana
- **What's your favorite quote or advice?** "I never lose. I either win or learn" Nelson Mandela
- **What would be your dream job?** Chief of Staff
- **What's your favorite place you've ever visited?** New York City
- **Which three people, living or dead, would you invite to dinner?** Taylor Swift, Ina Garten, and Georgia O'Keeffe
- *"Growing up in rural Indiana gave me a profound appreciation for the significance of placemaking. My educational background and personal passion for travel stems from a deep curiosity about how various communities approach the art of creating meaningful spaces. I'm thrilled to have joined OCRA and am eager to learn and grow in this role."*



INDIANA MAIN STREET – ALL LEVELS APPLICATION NOW OPEN!



For details visit: www.in.gov/ocra/mainstreet

STELLAR PATHWAYS PROGRAM UPDATES

Finalists:

- LaGrange County
- Wabash County
- Warren County
- Dearborn County

Timeline:

- Working on SIPs for submission on November 1
- Presentations to agencies first week of December.
- Announcement in late December.

RED: RURAL EMPOWERMENT & DEVELOPMENT PROGRAM

PROGRAM SUMMARY

- RED is a capacity-building and planning initiative created by OCRA and the Ball State University Indiana Communities Institute (ICI).
- When we look at successful communities, their progress is attributed to leadership, readiness for change, their vision, partnerships, planning and community engagement.
- The RED program was created to increase communities' readiness to achieve their visions through local collaboration.
- The RED process begins with an intensive, multi-day learning experience that continues over several months with coaching from ICI.
- The community will develop and refine their vision and community engagement plan, work with ICI to analyze community data, review existing plans, then plan and take action to identify issues, opportunities and solutions.

PROGRAM STRUCTURE

- RED is comprehensive program designed to enhance community engagement and implement actionable projects. The four-to-six-month program will be tailored to their specific needs.
- A two-day **Community Development Training** will kickoff the program, provided by ICI, equipping participants with essential skills and knowledge.
 - This two-day training will be hosted by the local team.
 - Each local team will receive a comprehensive data package to provide a clear overview of its community's current landscape.
 - During this initial training, ICI will coach the local team and analyze and discuss the comprehensive data package and plan review.
- Following the initial training, a **Launch Pad** event will be held to identify key issues, opportunities and potential solutions for the community.
- After the training and Launch Pad event, each team will receive individualized coaching from ICI.
 - Coaching will focus on enhancing engagement strategies and refining the processes regarding project selection and prioritization, enabling the community to sustain its developmental efforts and apply their experience.
- Participants from each community will identify and develop between five and 15 actionable projects, which will be given guidance for a successful implementation.
 - Additionally, a complex project will be selected for study or for a facilitated Solutions Charrette to tackle the project's more challenging issues, allowing communities to address immediate needs while building long-term capacity for sustained growth and development.

Eligible Applicants

- ✓ Local teams should be led by either a:
 - County-wide non-profit or,
 - County government.
- ✓ Local teams should include two or more incorporated local units of government within the county boundary.
- ✓ If the applicant includes a municipality, it must have a population under 50,000 to participate. Applicant must not be involved in Stellar Pathways or PreservINg Main Street.
- ✓ Three local teams will be selected for the RED program with staggering start dates throughout 2025.

Project Outcomes

- Comprehensive data package
- Two-Day Community Development Training
- Launch Pad Event
- Individualized coaching and technical assistance
- Process creation for plan prioritization and selection
- Development and identification of 5-15 actionable projects

Evaluation Framework

- OCRA will evaluate applications on the following criteria:
- Local Team Composition and Representation
 - Partnership Strength and Collaboration
 - Community Needs and Opportunities
 - Past Planning
 - Community Engagement and Long-Term Impact
 - Application Completeness

APPLICATION TIMELINE

- Applications open Sept. 25
- Applications close Oct. 30
- Awardee announcement November 2024
- Program kick-off in January 2025 (Staggering start dates over the course of 2025)

MAIN STREET REVITALIZATION PROGRAM –

Examples



LIST OF ELIGIBLE ACTIVITES

Traffic control/pedestrian safety

- Pedestrian level lighting
- Protected bike lanes/raised curbs
- Sidewalk bump-outs/extensions
- Pedestrian crossings
- Lane reduction
- Walkable environment
 - Benches
 - Bike racks
 - Sidewalk expansion
 - Medians/pedestrian refuges

LIST OF ELIGIBLE ACTIVITES



Traffic control/pedestrian safety

- Pedestrian level lighting

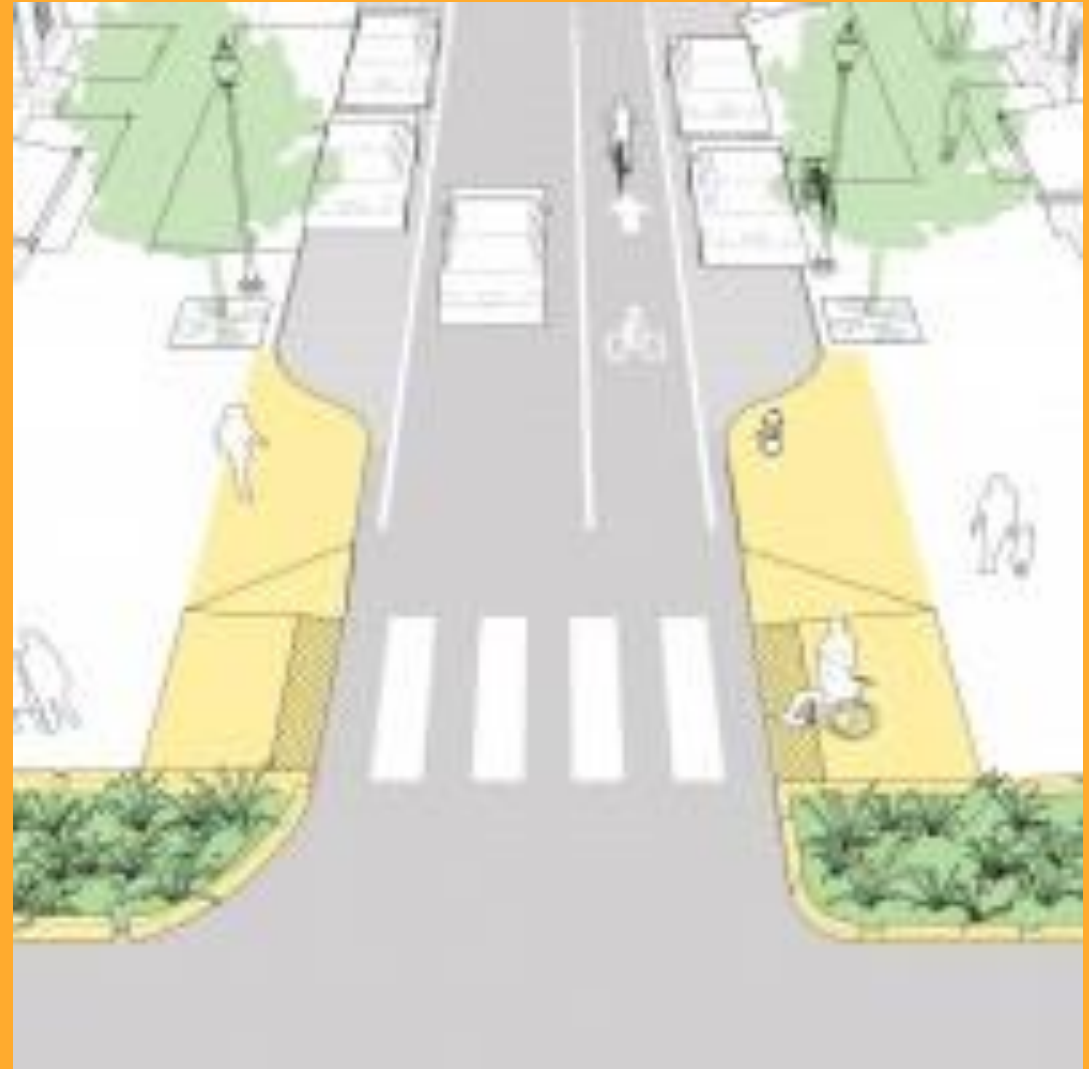


LIST OF ELIGIBLE ACTIVITES



Traffic control/pedestrian safety

- Sidewalk bump-outs/extensions

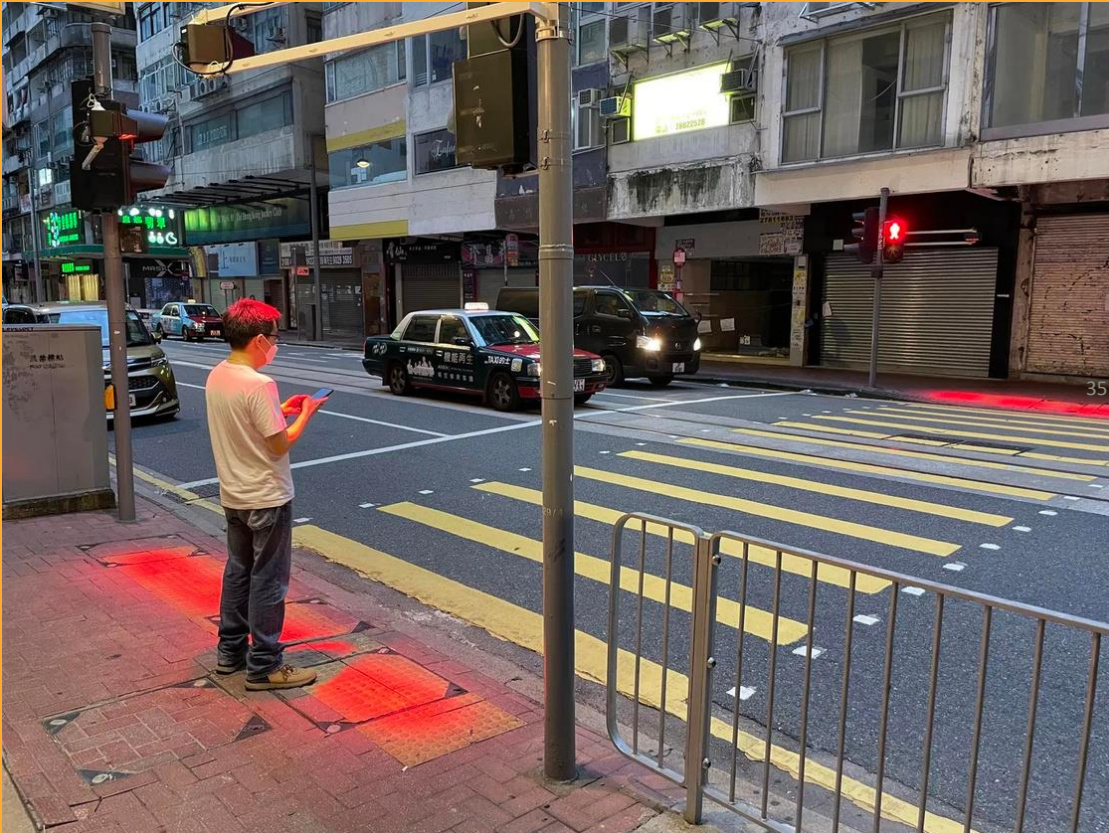


LIST OF ELIGIBLE ACTIVITIES



Traffic control/pedestrian safety

- Pedestrian crossings



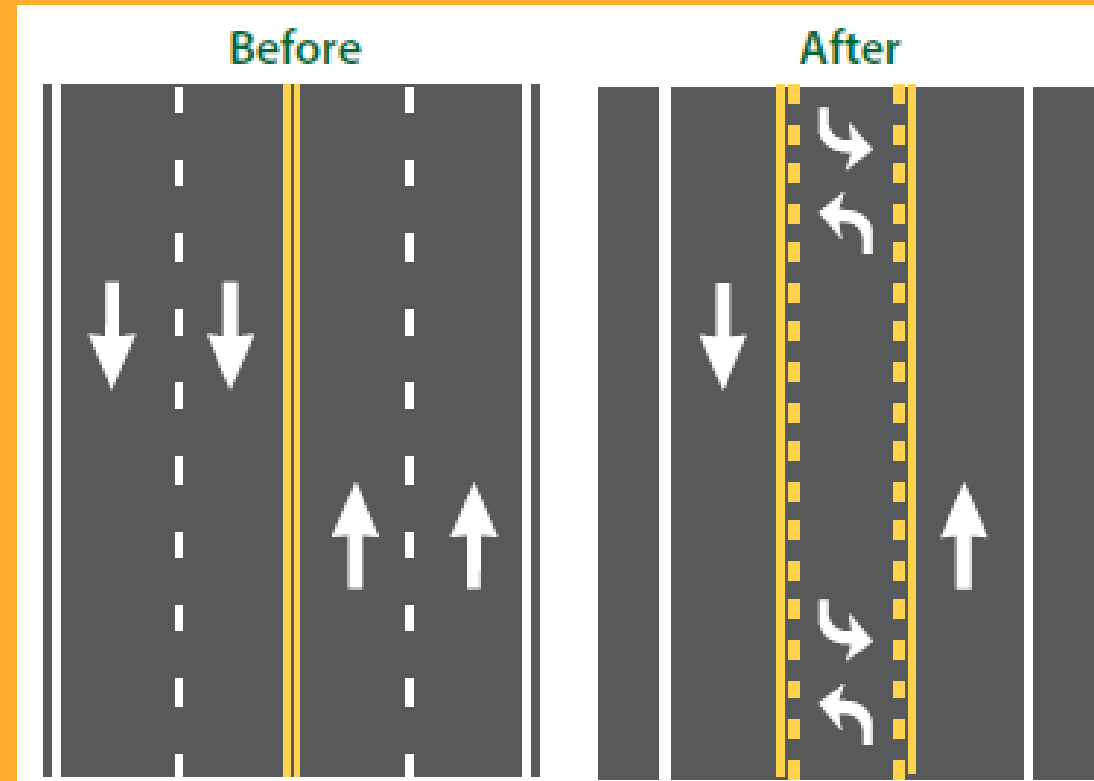
Any street or traffic improvements need to have required approvals and permits

LIST OF ELIGIBLE ACTIVITIES



Traffic control/pedestrian safety

- Lane reduction



Any street or traffic improvements need to have required approvals and permits

LIST OF ELIGIBLE ACTIVITIES



Traffic control/pedestrian safety

- Walkable environment
 - Benches
 - Bike racks
 - Sidewalk expansion
 - Medians/pedestrian refuges



LIST OF ELIGIBLE ACTIVITES



Functional Art

- Bike racks
- Lighting
- Wayfinding and/or gateway signage
- Paver patterns
- Planters
- Benches

LIST OF ELIGIBLE ACTIVITIES



Functional Art

- Bike racks



LIST OF ELIGIBLE ACTIVITIES



Functional Art

- Lighting

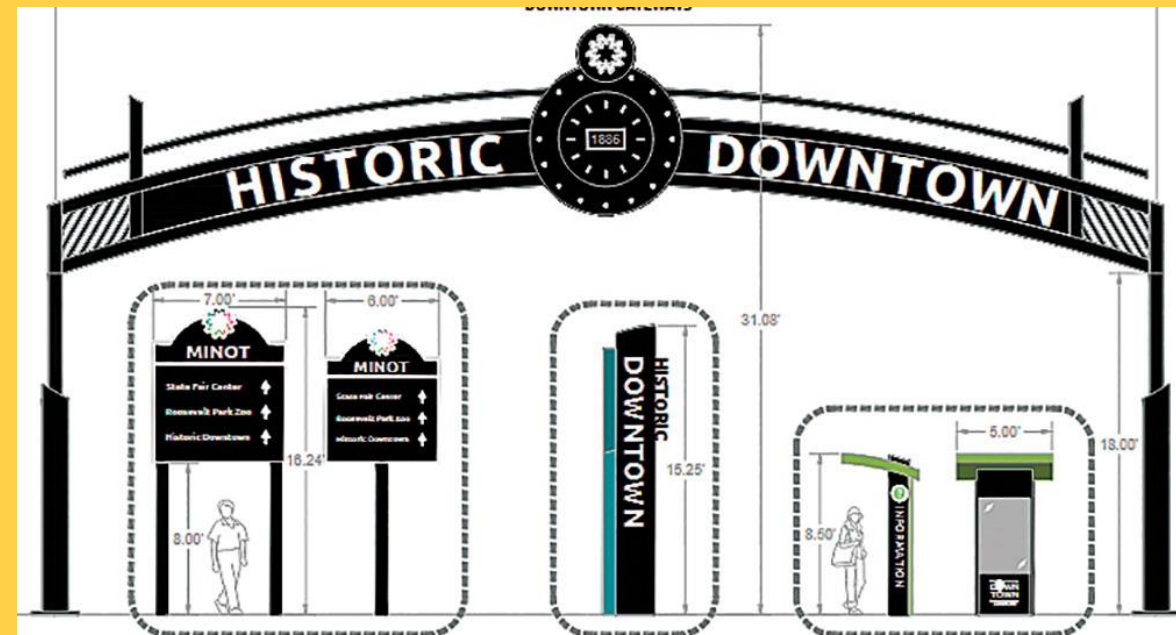


LIST OF ELIGIBLE ACTIVITES



Functional Art

- Wayfinding and/or gateway signage



LIST OF ELIGIBLE ACTIVITIES



Functional Art

- Paver patterns



Any street or traffic improvements need to have required approvals and permits

LIST OF ELIGIBLE ACTIVITES



Functional Art

- Planters
 - Actual plants ineligible



LIST OF ELIGIBLE ACTIVITES



Functional Art

- Benches



LIST OF ELIGIBLE ACTIVITES



Environmental

- Pavers
- Water management
- Energy efficiency
- Planting area allocations



ADA Improvements

- ADA curb ramps
- Sidewalk rehabilitation or additions
- Signage or utility relocation for accessibility

LIST OF ELIGIBLE ACTIVITES



Environmental

- Pavers



LIST OF ELIGIBLE ACTIVITES



Environmental

- Water management
 - Actual plants ineligible



Rain garden infrastructure

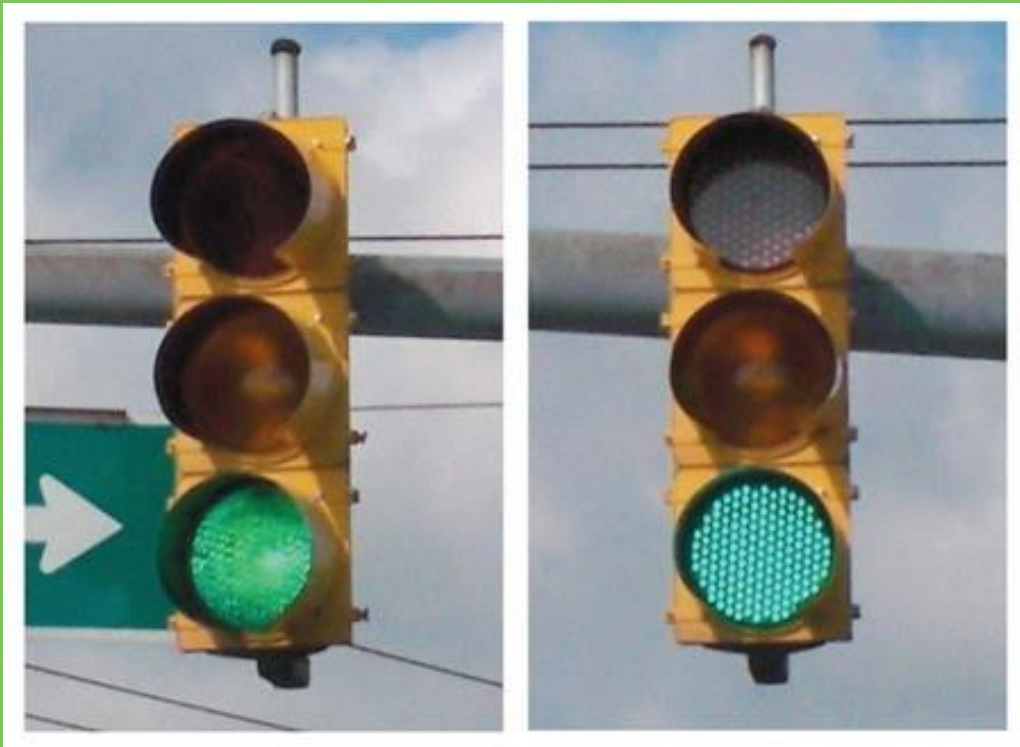


Pervious pavement

LIST OF ELIGIBLE ACTIVITES

✓ Environmental

- Energy Efficiency



LED traffic lights and signals



LED streetlights

Any street or traffic improvements need to have required approvals and permits

LIST OF ELIGIBLE ACTIVITES



Environmental

- Planting area allocations
 - Actual plants ineligible



LIST OF ELIGIBLE ACTIVITES



ADA Improvements

- ADA curb ramps

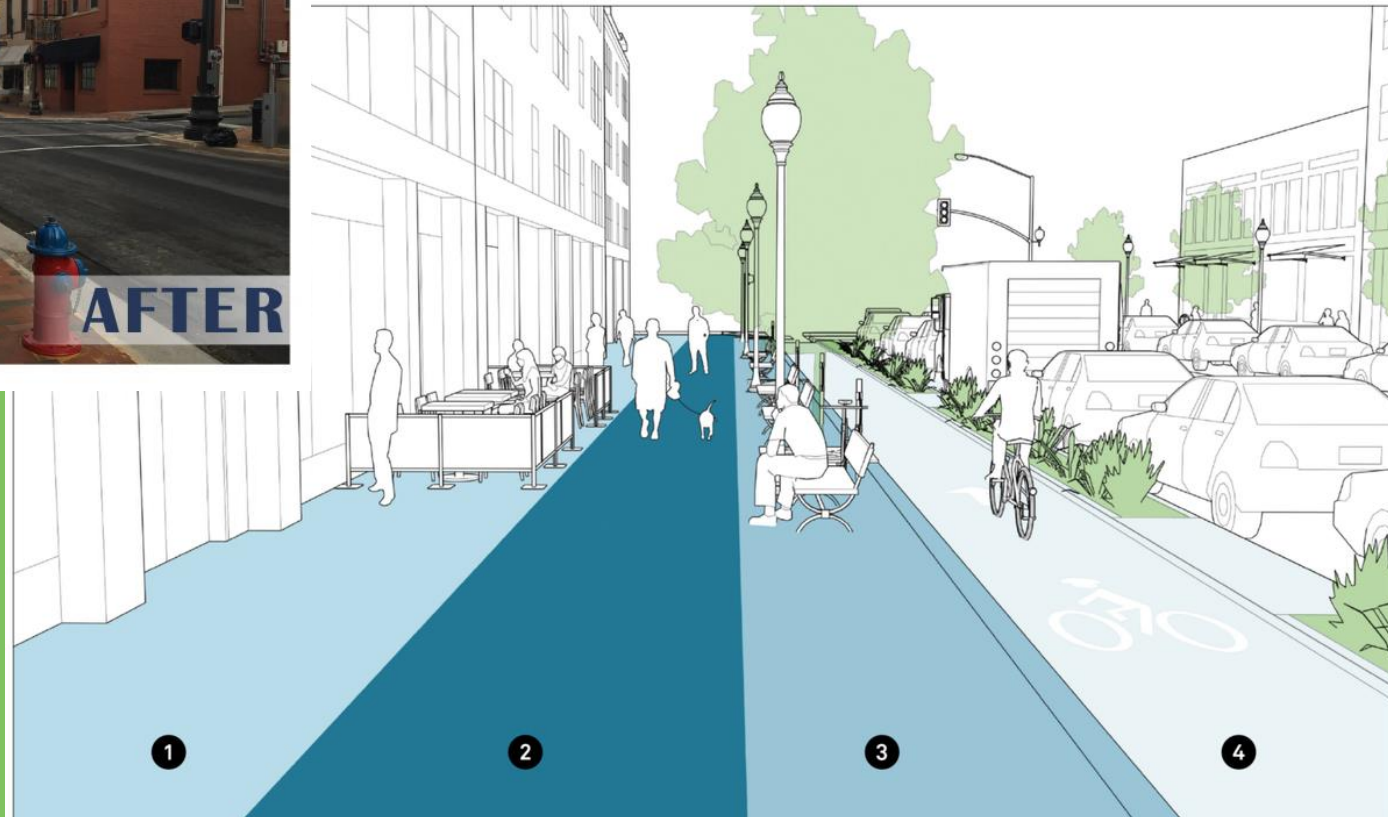
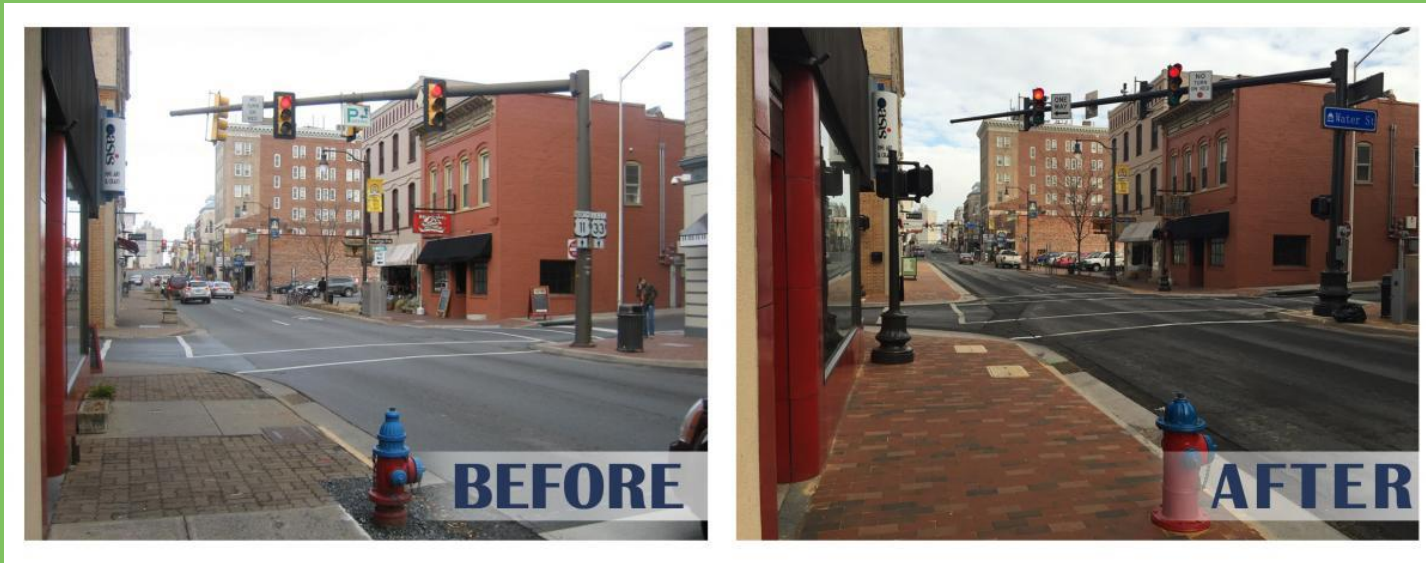


LIST OF ELIGIBLE ACTIVITIES



ADA Improvements

- Sidewalk rehabilitation or additions



LIST OF ELIGIBLE ACTIVITES

✓ ADA Improvements

- Signage or utility relocation for accessibility



For CDBG Questions
Email: cdbg@ocra.in.gov

For Indiana Main Street Questions
Email: indianamainstreet@ocra.in.gov





**GRANT
TOUCH
THIS!**



Grant Services Updates

BY ADAM MOSCHELL



Modification's in eGMS

- CDBG modifications are now available in our Grants Management System!!!
- The previous process required emailing grant services with the request and an attached letter from the engineer explaining why the modification is needed.
- The new modification process is as follows;
 - Step 1: Find widget on grant administration page click New
 - Choose CDBG Modification and click Next
 - Complete pop-up New Grant Modification: CDBG Modification
 - Click save, this will close the pop window and save and submit your request, but before moving on please click into the modification and upload your files.
 - *note, while a modification is in process, claims cannot be made.



Environmental Review: Radon

Effective: April 11, 2024

OCRA's policy and procedure is now available.

https://www.in.gov/ocra/cdbg/files/CDBG-Policy-Notice-2024-002_-Environmental-Review-Process-Addressing-Requirements-from-TSCA-and-CERCLA_Final-draft.pdf



Environmental Review: Radon

- Grant Services and OCRA are in the process of updating all ER forms along with GMS to incorporate radon standards, testing, and mitigation plans.
- Current projects that may be affected by policy, Grant Administrators will be contacted shortly.

Exemptions

- Projects that are Exempt or Categorically Excluded Not Subject to 50.4 or 58.5 (“CENST”)
- Buildings with no enclosed areas having ground contact.
- Buildings that are not residential **and** will not be occupied for more than 4 hours per day.
- Buildings with existing radon mitigation systems.
- Buildings tested within five years of the submission of application.



Grant Services General Reminders

- A new Disclosure Report provided by HUD is available for use for all CDBG projects. It is located on the Handbook and Forms page of the OCRA website under the Contracts tab. Please download a copy for use as we be phasing out the old form.
- Remember when working on Section 3 Reports they should only contain hours for the current fiscal year. Section 3 Reports at monitoring should NOT include all hours worked on the project.
- When submitted a closeout request in GMS, please note that claims with a status of Approved have been processed in our office and those funds will not be de-obligated if a closeout request is submitted.
- Please keep in mind that construction work should not begin on your project until you have Construction/Labor Release.



Grant Services Staffing Update

- Travis Lee has joined Grant Services and will be working on CBDG grants as well as taking charge of Tourism related grant programs. For CBDG he will be reviewing all Pre-ROF and ROF reports submitted and completing monitoring for CBDG projects among other tasks.
- An updated Grant Services Duties and Responsibilities list has been posted on the CBDG Handbook and Forms page.

Over the course of this update, we have updated you on the following:



CDBG Team



Strategic Initiatives



Grant Services



Questions?
