

# Community Development Block Grants (CDBG) 2011

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THE WHAT, THE HOW AND THE WHY OF PROJECT  
DEVELOPMENT



# Housekeeping

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BEFORE WE GET STARTED, LET'S GO OVER SOME INFORMATION THAT WILL BE HELPFUL DURING THE COURSE.



We ask that raise your hand to ask questions.

Presenters will take questions as they walk through their presentations.

You may write down any questions you have and Armica Bash Gaspar, CDBG Program Manager, will get them to the team.

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# Agenda Day 1 - AM

8:30 – 9 a.m.

- Registration
- Breakfast

9 a.m. – 12 p.m.

- Welcome & Introductions
- GA 101 Review – National Objective and Eligible Activities
- Kahoot
- 201 Introduction
- Break
- Project Development

# Agenda Day 1 - PM

12 – 1 p.m.

- Lunch

1 – 4:30 p.m.

- Short Video
- Kahoot
- Project Development
- Break
- Application

4:30 – 5 p.m. – Wrap Up

- Review Time – L. L. C.
- Thank you for attending Day 1

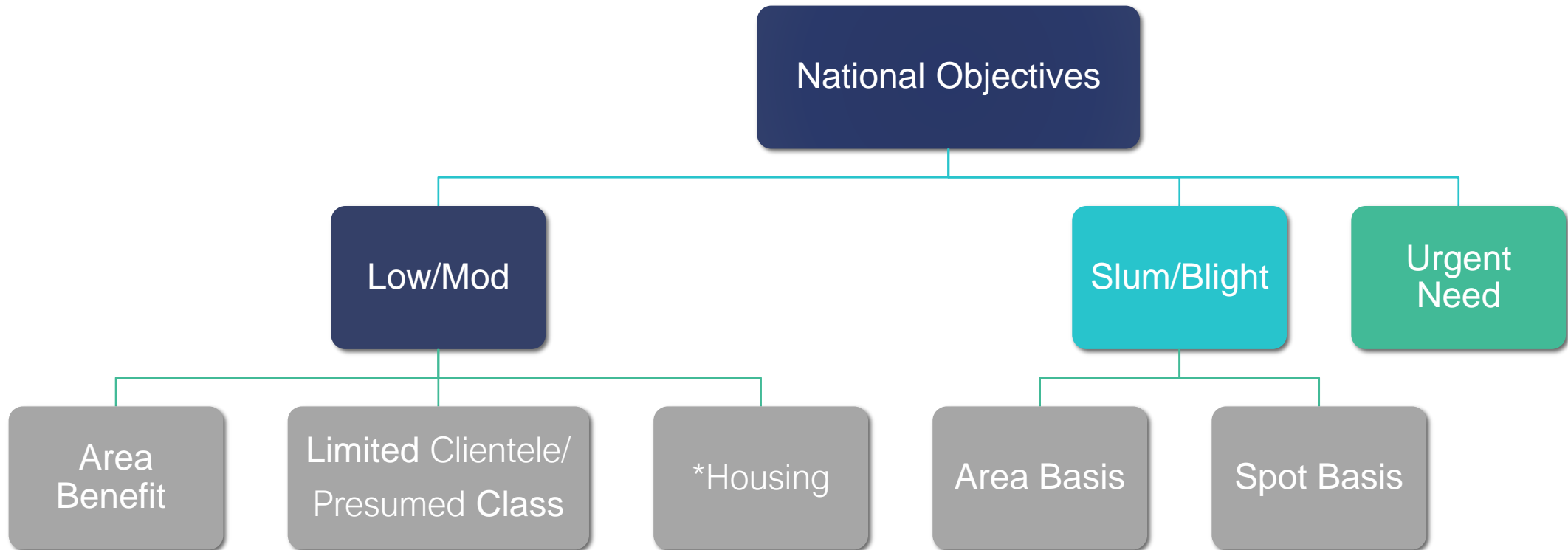
# National Objective

# The Three National Objectives

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LMI	Provide benefits to Low to Moderate-Income persons.
Slum/Blight	Aid in the prevention or elimination of slums or blight.
Urgent Need	Provide funding for projects that have a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.

# The Three National Objectives





# National Objective: LMI Benefit



## Area Benefit to Low-to Moderate Income (LMI) Persons

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The Area Benefit category is the most used national objective for activities that benefit a residential neighborhood.

An Area Benefit activity is one that benefits all residents in a particular area, where at least **51%** of the residents are LMI persons.

Low-to Moderate Income: (also referred to as LMI) means family or household annual income less than 80% of the area median income, as established by HUD.

# LMI: Area is determined through following:

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## **CENSUS DATA**

HUD census data is the primary way of determining LMI.

Census = 100% survey of service area.

You can find this data using the most recent Census data located at the website below:

[HUD Maps](#)

## **INCOME SURVEYS**

Conducted when a community OR a specific area within a community does not meet the required 51% LMI through the Census.

# LMI: Limited Clientele

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The Limited Clientele category is a second way to qualify specific activities under the LMI benefit national objective.

Under this category, 51% of the beneficiaries of an activity must be LMI persons.

It is not the LMI concentration of the service area that determines whether the activity will qualify or not, but the actual number of LMI persons who will benefit from the activity.



# LMI: Presumed Class

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Activities in this category provide benefits to a specific group of persons rather than everyone in an area.

It may benefit persons without regard to their residence, or it may be an activity that provides a benefit to only particular persons within a specific area.



# LMI: Presumed Class

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HUD designated eight presumed classes that automatically qualify as meeting the benefit of low-to-moderate income are:

Abused  
Children

Battered  
Spouses

Senior  
Citizens  
(62+)

Illiterate  
Adults

Severely  
Disabled  
Adults

Homeless

Persons  
With HIV-  
AIDS

Migrant  
Farm  
Workers

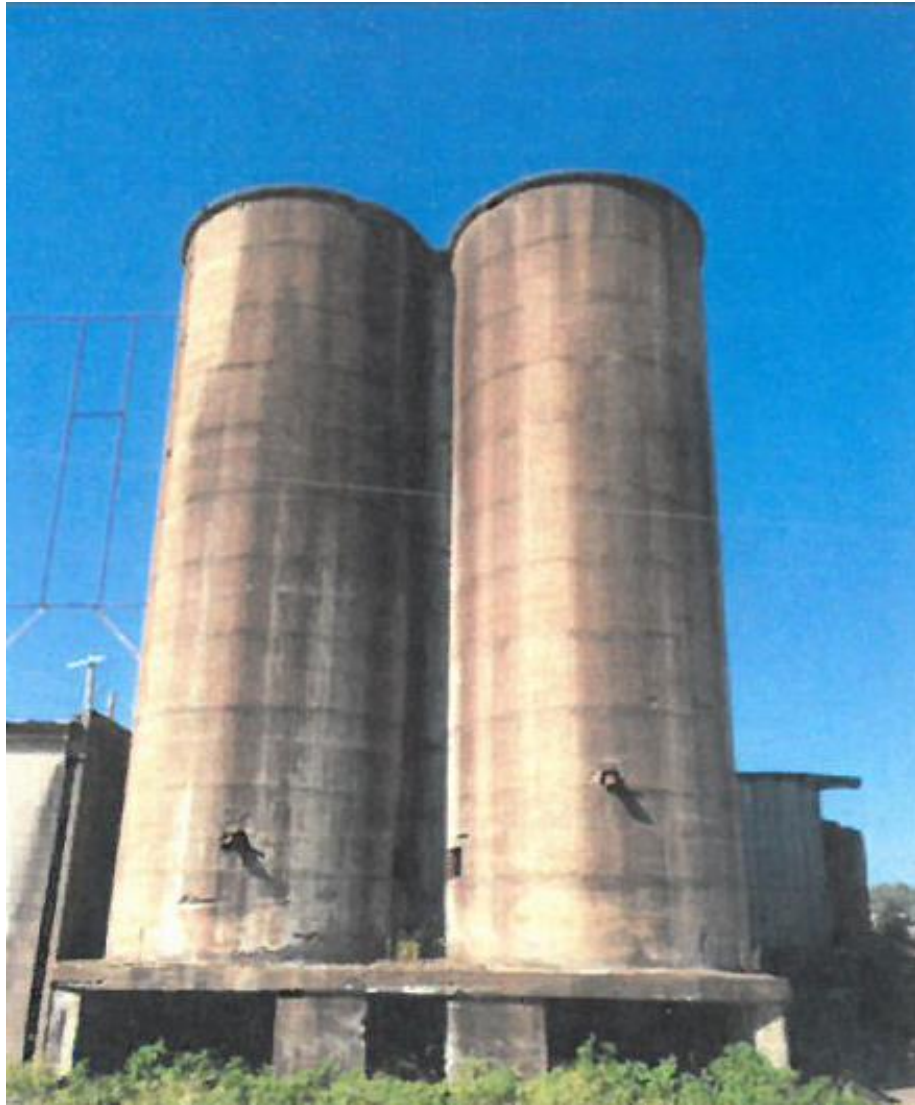
# National Objective: Slum/Blight

## Prevention or Elimination of Slums or Blight:

According to HUD, a structure is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety and public welfare.







## Prevention or Elimination of Slums or Blight: Two Obtainment Methods

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Area Basis: clearly eliminating signs of slums or blight in a defined area.

Spot Basis: strictly limited to eliminating specific instances of blight outside such an area and is a single property.

Federal Regulation: Spot basis (SB) or an area basis (SBA) (24 CFR 570.208(b))

National Objective:  
Urgent Need

# Urgent Need: Project MUST meet the following criteria...

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Existing conditions must pose a serious and immediate threat to the health and welfare of the community.

Condition must have been recent or recently became urgent within the last 18 months.

The community is unable to finance the activity on its own or is unable to obtain funding through other sources.

# Eligible Activities

# Once a project meets a national objective...

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CDBG regulations define eligible activities and the National Objectives that each activity must meet.

As the recipient of CDBG funds, OCRA is charged with ensuring that each project funded meets one of the National Objectives *and* that the project is an eligible activity.

Acquisition of real property	Disposition of real property	Clearance & demolition of real property	Rehabilitation of publicly- or privately-owned commercial or industrial buildings	ADA Code enforcement
Historic preservation	Renovation of closed buildings	Privately-owned utilities	Public facilities	*Public services
*Economic development – microenterprise assistance	Commercial rehabilitation	Special economic development activities	Assistance to nonprofit development organizations for: community revitalization, community economic development, and energy conservation	Other types of activities included in the statute

# CDBG Eligible Activities/ Projects

Buildings for the general conduct of government (e.g., city hall)

General government expenses

Financing for political activities or to engage in other partisan political activities

Purchase of equipment is generally ineligible

Purchase of personal property, including equipment, fixtures, motor vehicles, furnishings or other personal property

Operating and maintenance expenses (of public facilities, improvements and services)

Lobbying activities

CDBG-assisted facilities may not be used as collateral during any part of the grant period or subrecipient reporting period.

## CDBG Ineligible Activities/ Projects

# Eligibility vs. Fundability

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Eligibility varies within the CDBG program depending on the needs for that year.

Fundability = Eligibility + National Objective





# CDBG 101 Recap Knowledge Check

KAHOOT!

# After this course, you will be able to do the following:

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List the CDBG Process and identify the role of project development within it.

Define citizen participation and review the administrative procedures for community engagement and stakeholder management.

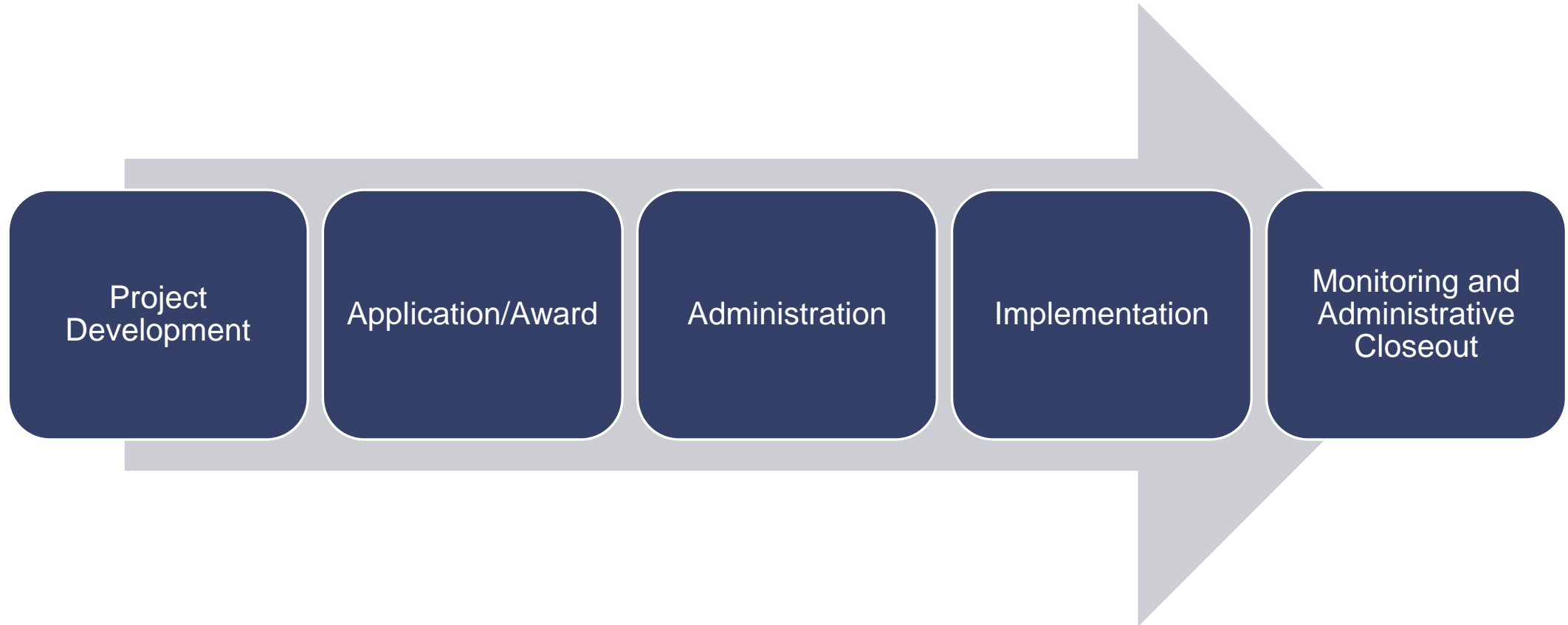
Define and differentiate between the CDBG Project Development Phases.

Write and submit a CDBG Application

Determine common issues with the CDBG Application

# OCRA CDBG Phases

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**Project Development**

**Community Engagement**

**Stakeholder Management**

**National Objective**

**Eligible Communities and Activities**

**Application Management**

**Environmental Review**

**Procurement**

**Site Control**

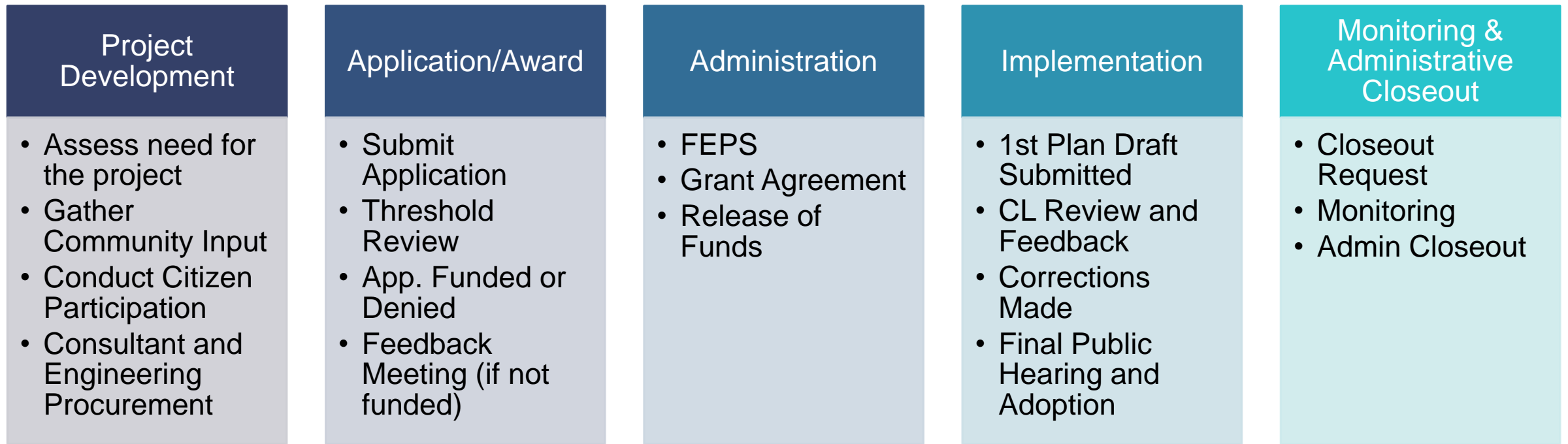
**Labor Standards**

**Implementation/Modification**

**Monitoring**

**Closeout**

# CDBG Knowledge Areas



# Planning Grants

## Project Development

- Submit Proposal
- Threshold and Site Visit
- Assess need for the project
- Gather Community Input
- Conduct Citizen Participation

## Application/Award

- Submit Proposal
- Threshold & Site Visit
- Submit Application
- Threshold & Scoring
- Application Approved or Denied
- Feedback Meeting (if not awarded)

## Administration

- FEPS
- ERR
- Grant Agreement
- PRE-ROF
- ROF
- Labor Release
- Consultant and Engineering Procurement

## Implementation

- Construction
- Claims Submission

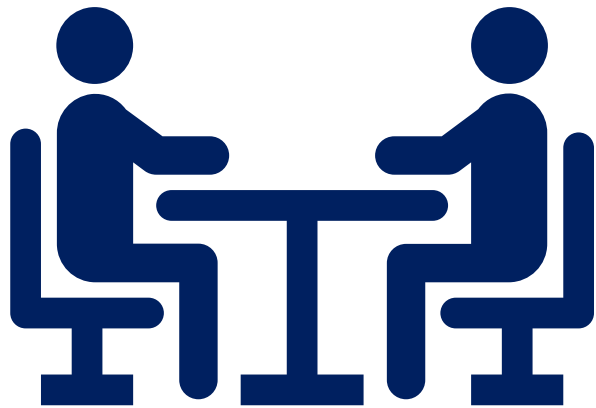
## Monitoring & Administrative Closeout

- Closeout Request
- Monitoring
- Admin Closeout
- Five-Year Follow-up Verification

# Construction Grants



Break



Project development is a dynamic interaction of community engagement, stakeholder management, project management, grant writing and application management.



# CDBG Project Development Process

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# Research Ideas and Identify Issues and Solutions

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Is there a need for the project? Research and discuss regional needs with other nearby communities.



Check with local leaders, area government agencies, financial institutions and other public/private entities that may have existing grant awards and/or contracts to do similar work.



If another program is already in place, you may need to consider alternative sources of funding, to avoid any duplication of efforts.



Communities that can provide OCRA evidence of regional collaboration receive 25 bonus points on the CDBG Application.

# Define the Project

A CDBG project is a temporary effort with a finite end that creates a solution for a community's specific issues. It provides funding for a service or outcome that meets that National Objective.

Good projects solve an issue with a community and are sustainable for years after all grant funds are expended.

A well-defined project ensures the community has everything it needs to execute the project successfully.

# Seek Professional Advice

After defining the project, seek professional advice from consultants, engineers, project managers, OCRA, etc.

Note: This should be a high-level conversation as you should not give these individuals an unfair advantage.

When you officially begin the procurement process, you will present a well-defined project and its issues, and then, consultants and/or engineers will bid based on your project needs.

More information on exact procurement requirements will be noted in CDBG 301.

# Identify Funding Resources

Review the objectives, eligible uses and restrictions of potential funding programs.

The most competitive applications will show alignment of interests, intentions and needs.

Get to know some of the agency personnel.

CDBG highly encourages applicants to seek multiple funding sources as program availability and funding vary each round and quarter. CDBG funds are last resort funds.

# Get Organized: eGMS and Other Considerations

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eGMS is the online grants management system used by CDBG and the other LG FOB agencies.

To ensure maximum organization, consider doing the following:

- Provide naming conventions for electronic documents – keep it simple.
- Keep a notebook handy to write down ideas.
- Gather important documents and ensure that they are easily accessible.
- Maintain a file labeled “ideas” or some other convenient title and review from time to time.
- Identify any documents that need to be signed by a chief elected official.
- For more information, visit the [GMS Resources](#) page on the OCRA website.

# Read the CDBG instructions and announcements

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Typically, for CDBG there are two rounds for Construction Grants and Planning Grants open quarterly depending on the availability of funds.



All CDBG rounds will be announced via [Gov Delivery](#). As a grant administrator, it is your responsibility to sign up for the CDBG Updates. You will also periodically need to check the [OCRA Calendar](#) and [CDBG Resources](#).

# Example Round Instructions

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## Planning Instructions

Can be found each round at the following link: <https://www.in.gov/ocra/cdbg/planning-grants/>

Be sure to review each round for specific dates/deadlines and other details that may have changed!

## Construction Instructions

Can be found each round at the following link: <https://www.in.gov/ocra/cdbg/>

Be sure to review each round for specific dates/deadlines and other details that may have changed!





# Write

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HELPFUL INSIGHTS ON HOW TO  
WRITE AN OCRA CDBG APPLICATION

# Consider writing outside of eGMS

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- Applications should be typed, collated, copied and packaged correctly (according to agency instructions, if any).
- Each packet should be inspected to ensure uniformity from cover to cover.
- Neat and well-organized submissions can leave a positive impression with the reader about the application contents.
- Remember character limitations. Check the application in eGMS and note/make adjustments as needed.



# Basic Components of a CDBG Application

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## Introduction

- Project Information
- General Information
- National Objective

## Project Description

- Measurable Outcomes
- Scope of Work
- Project Development and Support
- Summary of Work

## Project Need

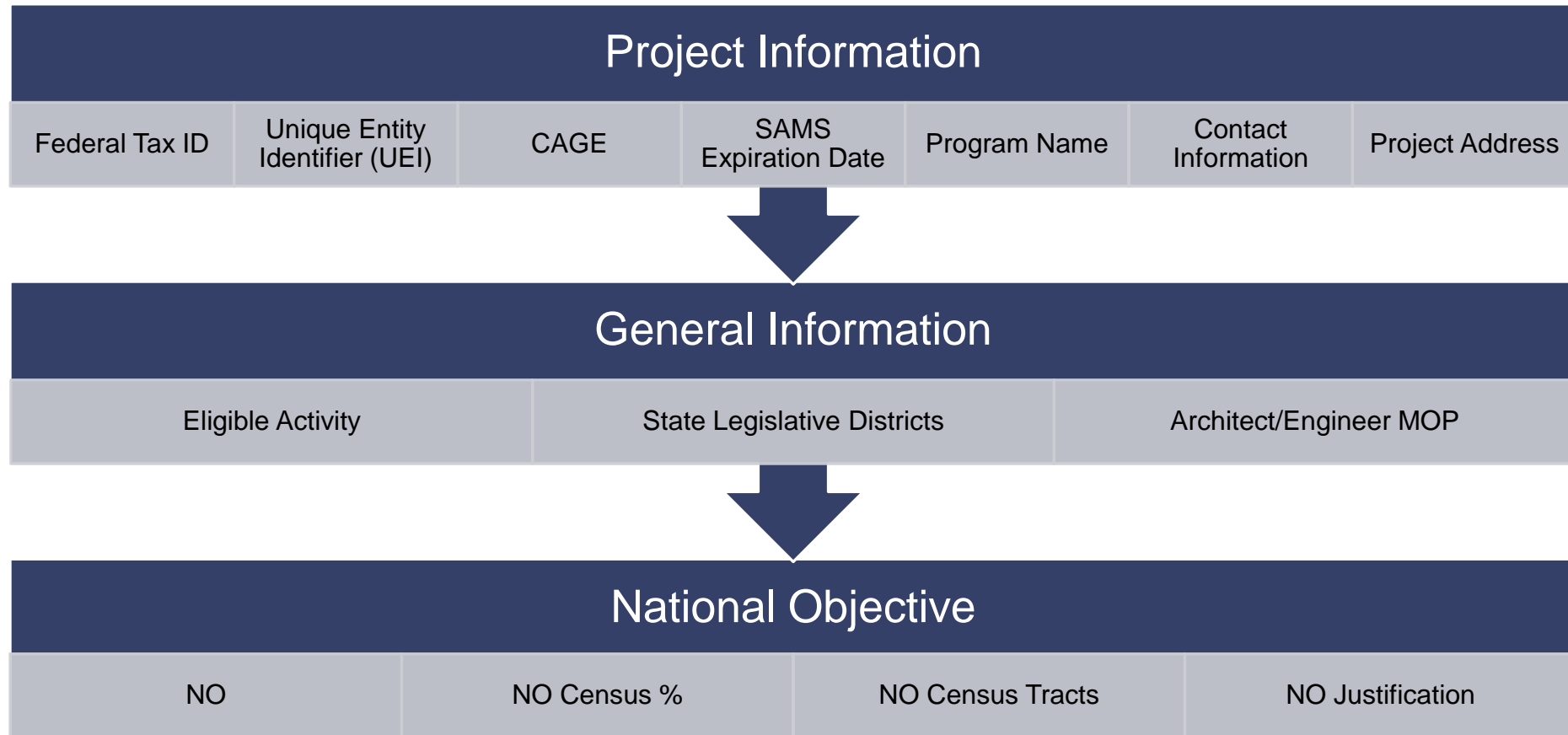
- Priority
- Current Conditions
- Residential Impact
- Health and Safety

## Financial Impact

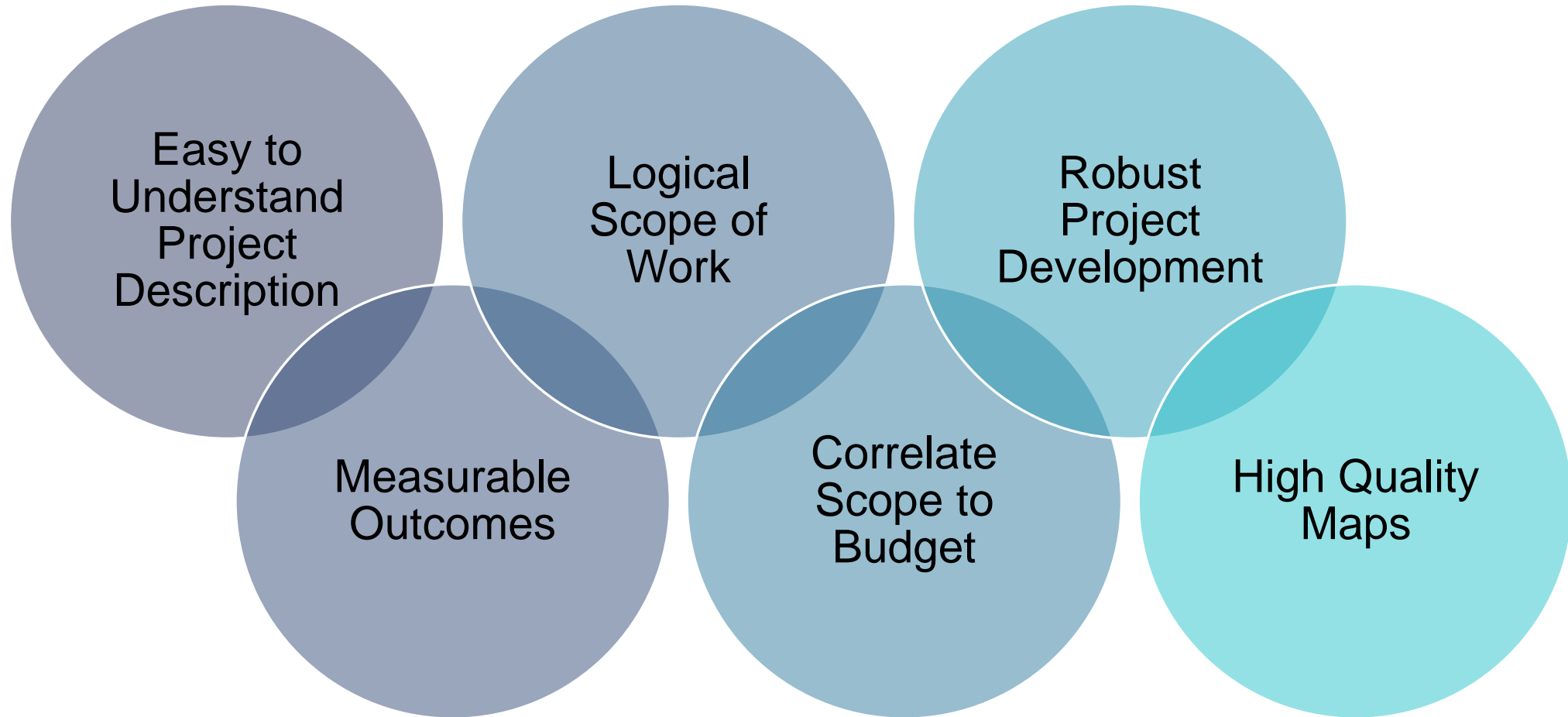
- Previous Efforts
- Sustainability
- Financial Options
- Local Match
- Fund Balances

# Introduction: Who Are You?

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# Project Description: What is Being Funded?



# Project Description

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- Appears at the beginning of the application → the initial impression.
- The first part of the application package seen by OCRA's agency reviewers.
- Encompasses the main elements necessary to communicate the primary objectives of the project.
- Summary should describe:
  - A fundable project which can be supported by local need.
  - Alternatives considered in lieu of financial support.
  - Anticipated impact(s) of the project during and after the aware period.
  - Desired outcomes and deliverables for the project.

# Project Description

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- Innovative features of the project, which could be considered distinct from others under consideration should be highlighted.
- Well-written applications will justify any proposed course of action that will be taken and will explain why it is the best course to ensure effective performance of the program.
- Provides clear guideposts to attachments that complement the narrative and provide supportive data/documentation, references, and any other information requiring any more in-depth analysis.
  - Gives the reader and scoring committee immediate access to details if/when clarification of an idea, sequence or conclusion is required.
  - Timetables, schedules, work plans, legal papers, letters of support, etc. and **reference within the narrative where in the appendices these documents can be found.**

# Measurable Outcomes

Identify all objectives.

Well-stated objectives should be SMART and clearly relate to any goals identified. Be sure to consider quantities or measurables.

The application should describe the methods you will use to achieve the states objectives.

Figures or benchmarks used should be verifiable. If the application is funded, the stated objectives could be used to evaluate program's progress, so be realistic.

Be sure to include clear baselines in each outcome.





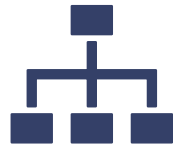
# Activity #1

# Scope of Work

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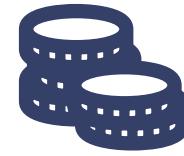
The scope of work should list and (briefly) describe any specific project features for implementation.



Scope of work is explained and is clear and logical for the type of project.



Ineligible items are clearly noted.



Scope of work and detailed budget correlate completely.

**CDBG Detailed Budget - Milton Three Utilities Study**

<b>Date</b>	November 1, 2021
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Item	Project Manager	Senior Engineer	Project Engineer	Total Cost	CDBG Amount	Local Amount	Ineligible Amount	Total Amount
Project Kickoff	8	8		\$2,800	\$2,800		\$0	\$2,800
Preliminary Data Collection	12	12	12	\$5,400	\$5,400		\$0	\$5,400
Preliminary Calculations/Analysis Drinking Water	4	8	4	\$2,500	\$2,500		\$0	\$2,500
Preliminary Calculations/Analysis Wastewater	4	8	4	\$2,500	\$2,500		\$0	\$2,500
Preliminary Calculations/Analysis Stormwater Drainage	4	8	4	\$2,500	\$2,500		\$0	\$2,500
Site Visits, Field Inspections, and Condition Assessment	20	20		\$7,000	\$7,000		\$0	\$7,000
Field/Flow Testing - Drinking Water	8		8	\$2,200	\$2,200		\$0	\$2,200
Performance Evaluation/Testing Wastewater, by Engineer	8		8	\$2,200	\$2,200		\$0	\$2,200
Drainage Observations by Engineer during rain/snow events		16		\$2,800	\$2,800		\$0	\$2,800
Mapping	8		8	\$2,200	\$2,200		\$0	\$2,200
Final Calculations for Drinking Water	4	4	8	\$2,200	\$2,200		\$0	\$2,200
Final Calculations for Wastewater	4	4	8	\$2,200	\$2,200		\$0	\$2,200
Final Calculations for Storm Water	4	4	8	\$2,200	\$2,200		\$0	\$2,200
Stakeholder Engagement	16	8	8	\$5,000	\$5,000		\$0	\$5,000
Alternative Development and Cost Estimates	16	24	24	\$9,400	\$9,400		\$0	\$9,400
Site Visits to evaluate proposed equipment at other installations	24	24		\$8,400	\$8,400		\$0	\$8,400
Planning/Report Development & Mapping	24	60	80	\$22,700	\$22,700		\$0	\$22,700
Presentations/Public Hearings	8	8	8	\$3,600	\$3,600		\$0	\$3,600
Adoption/Final Deliverables Preparation	8	4	1	\$2,200	\$2,200		\$0	\$2,200
Grant Administration				\$0		\$10,000	\$0	\$10,000
<b>TOTALS</b>	<b>184</b>	<b>220</b>	<b>193</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$100,000</b>

# The Budget

- A strong budget justifies and accounts for all program-related costs and is consistent with the scope of work in the application narrative and in the uploads.
- Any matching funds or ineligible costs should be distinguished from any grant-funded activities in the budget.
- Per item costs are included.
- All budgeted amounts add up correctly and reflect allowable percentages.



## Activity #2

# Project Development and Support

Document robust project development.

Evaluate alternative solutions.

Use multiple methods of public input.

Provide high-quality, clearly labeled maps that identify the project area.

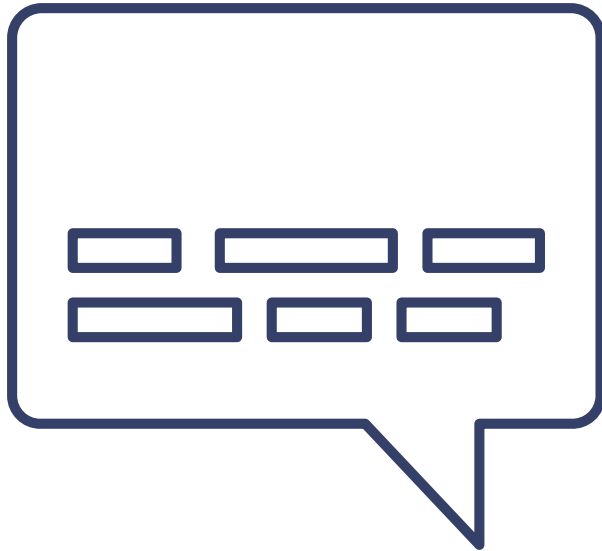
## What's a Summary of Work? What Are We Looking For?

A summary of work is a brief description or media summary of a project to inform the media, citizens and other important stakeholders.

OCRA uses these statements when you are awarded for the project for announcements. When you use this section in the application to further expound on your project description, it can delay the release of the announcement!

# Summary of Work: Best Practices

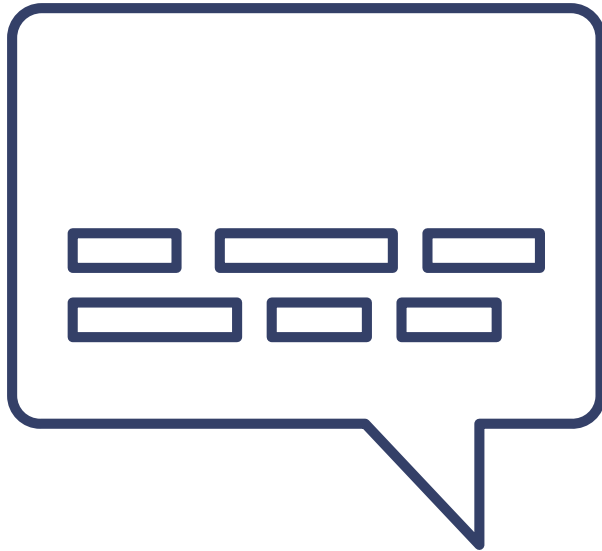
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- Project summaries should be written in a simple, accessible and nontechnical way.
- Think carefully about the main message that you wish to convey. Focus on the two or three main elements of the project scope that you want to highlight.
- Start by identifying the program and the award amount, including any local match and match sources for the project.
- Describe the problem or need the project is solving.

# Summary of Work: Best Practices

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- Outline the recommended solution or the project's objectives.
- Explain the value of the solution.
- Wrap up with a conclusion about the importance of the work.
- Stay on subject and within the word limit. For this type of media summary, you should try to restrict yourself to 500-600 characters.
- Once you are done writing your media summary, ask yourself if this represents the project and the community well, while meeting your professional objectives.



# Examples of Strong Summaries

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The City of Cannelton is awarded \$500,000 to eliminate hazardous environmental conditions at the former Can-Clay Corporation property. This environmental remediation project includes the removal of hazardous materials including asbestos, drums and containers, brick debris, clay pipe debris, PVC pipe, scrap tires and sawdust to significantly improve a blighted area that is approximately 26 acres in the heart of the city.



The Town of Francisco is awarded \$75,000 for the demolition and clearance of the abandoned, deteriorated building known as the old “IOOF” building located at 84 SR 64 in Francisco. Removal of the building will protect the health and safety of residents and will be a key component to making the downtown area more marketable for future growth and development.



The City of Knox is awarded \$137,674 to demolish the former Moose Lodge building located in the downtown district of Knox. The proposed project will demolish the structure and includes the removal of approximately 6,900 square feet of asbestos-containing floor tile and approximately 5,100 square feet of asbestos-containing mastic, which was used as tile adhesive. The completion of the project will improve the downtown’s appearance and make it more attractive to visitors, residents, and future developers.

# Examples of Strong Summaries

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The City of Linton is awarded \$324,450 to clear the old, abandoned Eagles Building located at 60 E. Vincennes St. in Linton. Once the asbestos is abated and the demolition is complete, the lot will be leveled and stabilized with stone and covered with a 6-inch layer of clean topsoil, graded and seeded. A small concrete pad will be located on the site and the historic carved limestone “Eagles” logo will be permanently placed.



Miami County is awarded \$333,070 to eliminate a blighted, unsafe structure that is known to have environmental issues with asbestos, a history of vandalism and a loss of structural integrity. Activities include demolition of the building, removal and proper disposal of materials, and remediation of any hazardous materials, which includes most notably asbestos and possibly lead base paint. Upon completion, the site will become local public greenspace.



## Lunch Break



# Mid-Course Knowledge Check

KAHOOT!

# Project Need: Why do you need funding for the project?

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3-5 Year History of Issues

Frequency/Prevalence of Issues

Risk of the Issues

Project a Community Priority

Survey Results and Other Data Included

Current Conditions Well Explained

Current Uses/Services Explained

High Quality Pictures

Residential Impact of Issues Addressed

Residential Support/Need Outlined

Health and Safety Explained

Health and Safety Documented

# Project Need

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- Clearly state the problem to be addressed with the grant funding. Be clear and concise.
- Describe the primary beneficiaries – who are they and how will they benefit from this project?
- Discuss the nature of the problem with documentation – what are the issues and what previous efforts have been taken to resolve it? Why haven't they been successful?
- Explain what will happen if the project is not funded.
- Review the requested resources needed – how will they be used to solve the problem/to meet the needs outlined?
- Diverse types of data should be collected to support needs and included as appendices.
  - Diverse data types include historical, geographical, quantitative, factual, statistical and anecdotal information, which includes citizen or public input and any studies/planning documents completed by local, state, university partners or paid consultants.



# Priority

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Describe and provide documentation that shows a 3-to-5-year history of the issues.

Describe and provide clear and detailed documentation that shows frequency/prevalence of issues.

Describe how the issues have a substantial impact/risk on the health and safety of the residents of the community and/or had a major impact on their daily lives.

Explain and provide evidence that the project is a priority to both the local unit of government and the residents.

Provide and show a need for the project with survey results and other data.

# Current Conditions

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Clearly and fully explain the current conditions.



Clearly explain in full detail the current and proposed uses, programs or services.



Directly show conditions through high-resolution color photos with captions and date stamps.





# Residential Impact

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Clearly explain with details and documentation the impacts to residents.

Outline substantial residential support/need and provide documentation that is clear and complete.

# Tell the Community's Story with Data

## Primary > Secondary

- Directly from residents or historic

## Types of Data

- Surveys
- Publicly Available Data
- Direct from the Utility or Facility
- Photos
- Social Media Posts
- Meeting Minutes

# Health and Safety

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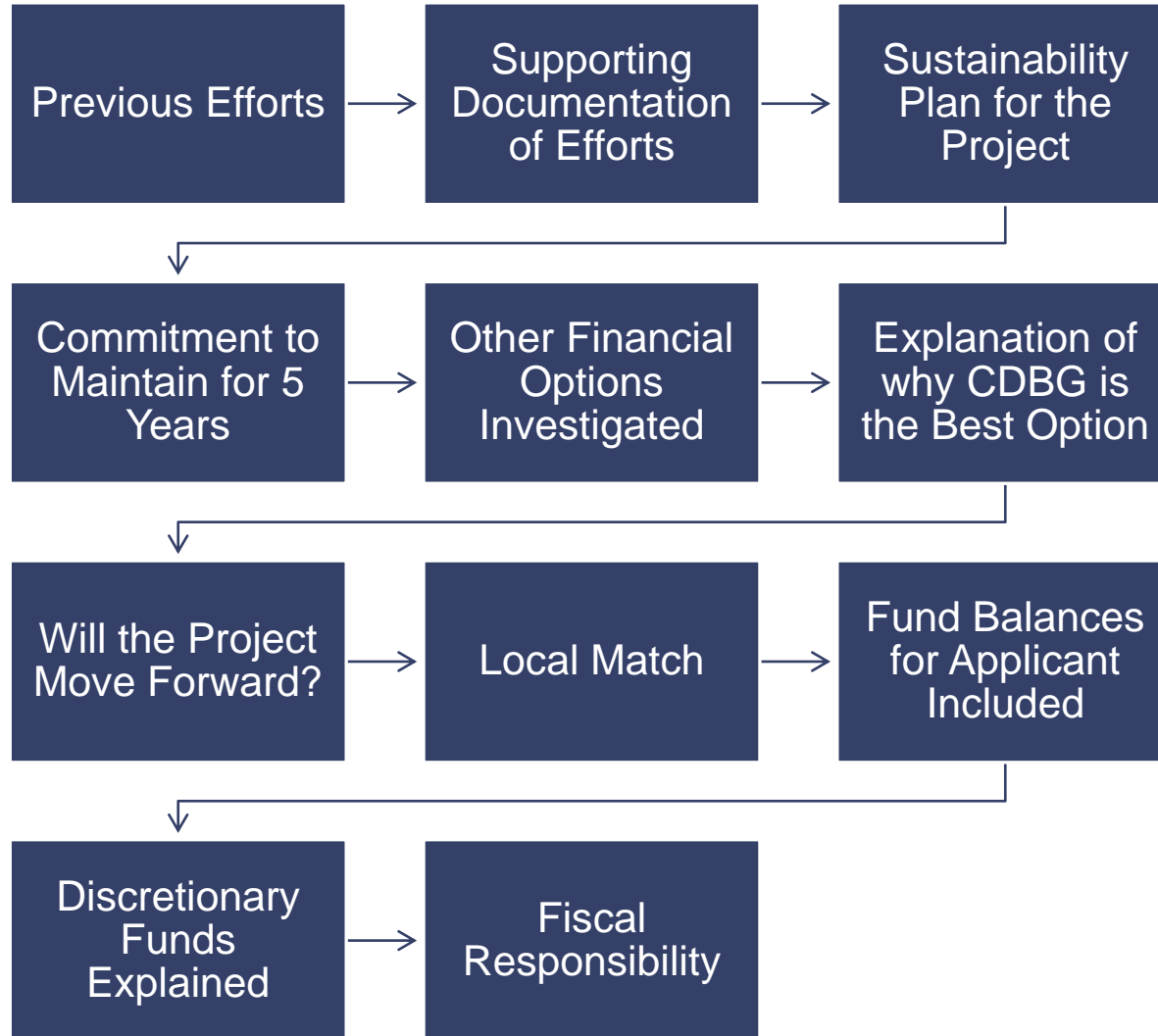
Provide evidence of health and safety issues that are substantial in nature and are explained in detail.



Document health and safety issues and include data and photos showing the impact on residents.



Break



Financial  
Impact:  
How Ready Are  
You to Take on  
This Fiscal  
Responsibility?

# Previous Efforts

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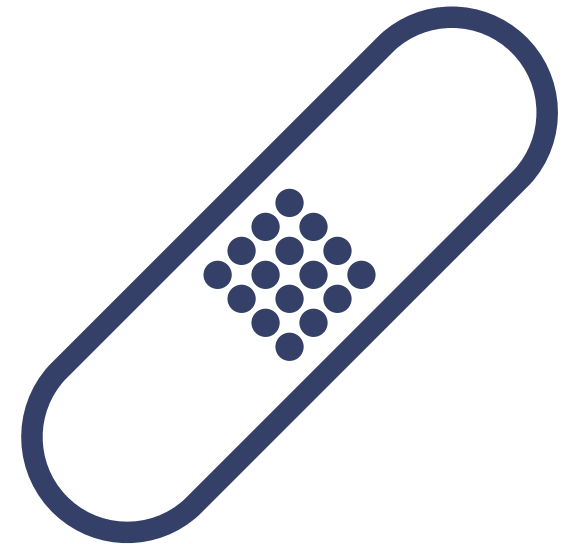
- Provide evidence that the community has devoted as many resources as possible, but still has not been able to address the problem.
- Provide detailed documentation that outlines past efforts including partnerships, expenditures or labor hours.



# Sustainability

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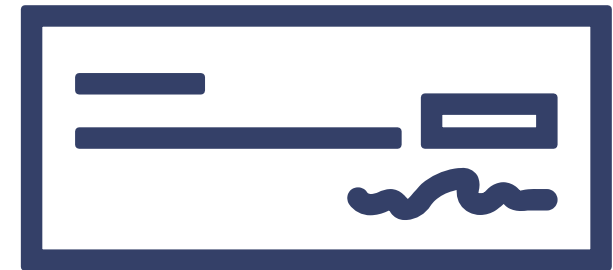
- Provide a plan that details how the community will sustain the project.
  - Who, What and How elements of the plan.
- Provide an explicit statement that the community will maintain the project/plan for five years after closeout.
- It's a good idea to build some sort of sustainability plan at the start of a project. Even if the sustainability plan must be revised as the project moves forward, it is easier and more cost effective to modify a good design than try to craft a new one.



# Financial Options

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- Provide evidence that three or more additional financing options were investigated.
- Explain clearly why CDBG is the best option for the project.
- State and explain clearly why the project would not move forward without CDBG funding.





# Local Match and Fund Balances

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- Explain fund balances in detail and include uses, allocations, etc., and provide complete documentation.
- Ensure that all the discretionary fund balances are accounted for and provide complete documentation.
- Provide evidence and documentation that supports fiscal responsibility and clearly delineates roles and other governance information.
- Explain local matches in detail and includes all sources and amounts.



# Seek Feedback

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- Ask for constructive criticism.
- Seek out a neutral third party to review the proposal draft for continuity, clarity and reasoning.
  - Has the writer made any unsupported assumptions?
  - Is technical jargon/excessive language used in the proposal?
- Pay special attention to the instructions and communicate with the community liaisons throughout the process.
- Plan around the established deadlines.
  - If seeking feedback on an application, do not wait until a week before the application is due to ask for assistance.



# Common Issues with Applications

- Technical Language - If you don't understand it, neither does the average citizen.
- Missing clear timeline of events in the Project Need section.
- Not including resident input/impacts in the Project Need section.
- Poor quality maps.
- Not referencing attachments in the narrative.
- Types of Documentation (varies by program).
  - Rate Study
  - IDEM Violations
  - Research Articles
  - Letters from Residents/Business Owners
  - Surveys
  - Facebook Posts
  - Minutes from Public Hearings
  - Photos

# Discussion

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What are some ways that a Grant Administrator can engage with their community and OCRA?

Why is the project development process important?

How can you make sure that you are avoiding common issues with applications?



# Review Time: Liked, Learned and Challenged.

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Take 2-3 minutes and analyze today's presentation.

**Name one thing:**

- you liked,
- you learned,
- you found challenging to understand.

When you are ready, please raise your hand.

Thank You for  
Attending CDBG 201  
Day 1.