

OCCRA

Office of

COMMUNITY &  
RURAL AFFAIRS

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# Grant Administrator Update

APRIL 4, 2024



## Housekeeping

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This GA update is provided with Teams Live. While using Teams Live, 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](mailto:CDBG@ocra.in.gov) for assistance.



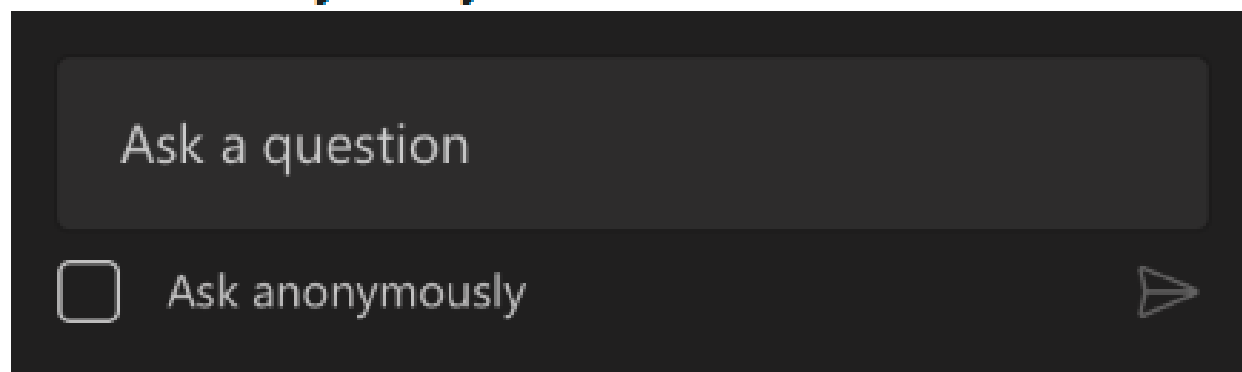
# Ask a question

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**.



The screenshot shows a dark-themed Q&A interface. At the top is a large, rounded rectangular text input field with the placeholder text "Ask a question". Below the input field, on the left, is a checkbox followed by the text "Ask anonymously". 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

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To receive credit for attending this GA Update, please fill out the form linked below.

This link has been placed in the chat and will be shared with all certified grant administrators on our listserv via email at the conclusion of this meeting.

[Spring GA Update Virtual Exit Ticket](#)

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



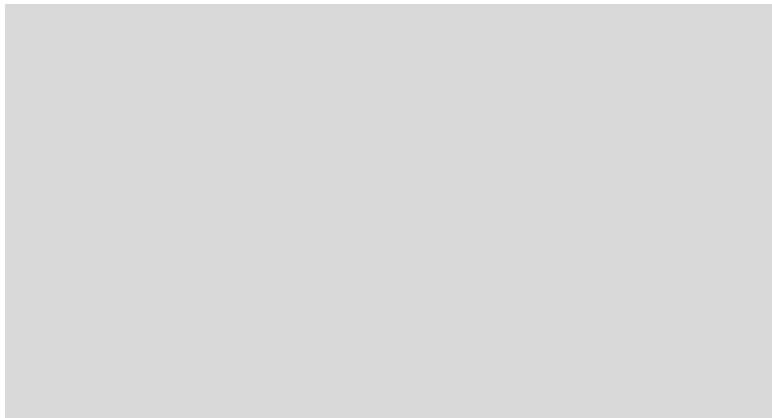
CDBG Team



Strategic Initiatives



Grant Services



# Staffing Updates

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Armica Bash Gaspar,  
CDBG Program Manager

Duke Bennett,  
OCRA Executive Director

Joseph Wohlert, (No Photo)  
Broadband Project Manager

## OPEN POSITIONS

Community and Economic  
Development Manager

Office Administrator

# Mark Your Calendars!

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The next upcoming virtual Grant Administrator Update is scheduled for Thursday, October 17, 2024, from 10 a.m. to 12 p.m.

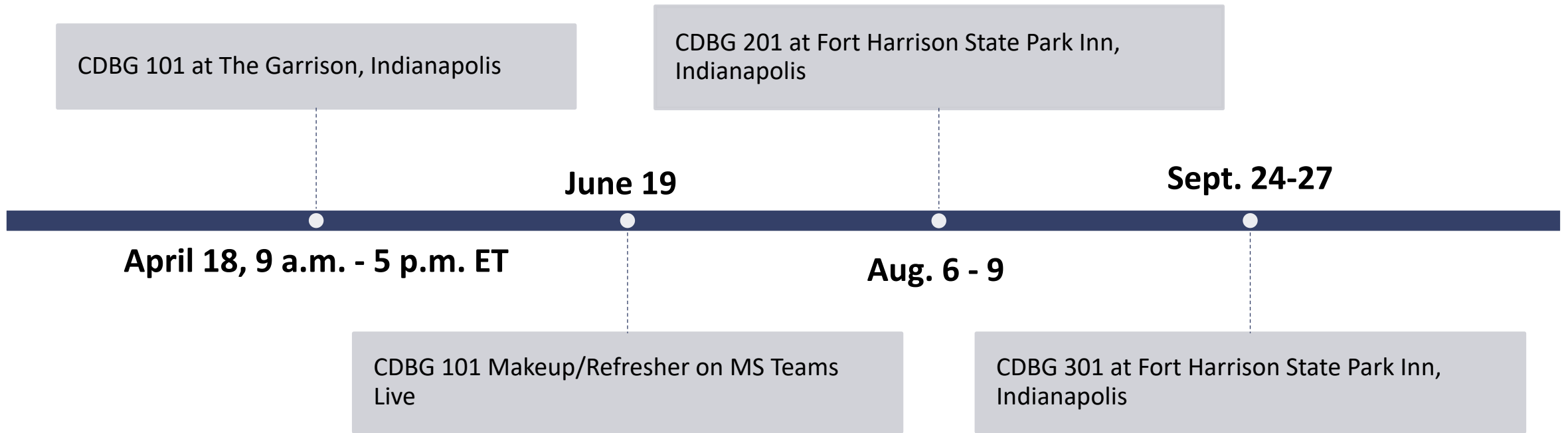


Reminder: Grant Administrators must attend two GA Updates annually.


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# Community Development Block Grant (CDBG) Team Updates





**The 2024 Grant Administrator Training schedule is live!**  
Register on our website: [in.gov/ocra/cdbg/grant-administrator-certification/](https://in.gov/ocra/cdbg/grant-administrator-certification/)



# 2024 Round 1 is Open: Important Due Dates and Reminders

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**Applications are due Friday, June 28, 2024!**

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

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Pre-approval items (income surveys, bonus points, in-kind match, etc.) must be submitted to OCRA by June 14.

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Please email all requests to our CDBG shared inbox at [cdbg@ocra.in.gov](mailto:cdbg@ocra.in.gov).

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

# Planning Grant Public Input Tips

- When conducting public input (via survey, hearings, etc.) design content to let residents know that the proposed project is a *plan* to address community needs, rather than a concrete step to address them.
- Sharing information about the planning process with residents can help gather support regarding the need for a long-term plan.
- Consider public input methods aside from what is required for the application.
- Make sure your narrative includes the alternatives that were considered and how stakeholders decided to pursue the project.



# Owner Occupied Rehabilitation Grant Update

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The Owner-Occupied Rehabilitation program (OOR) empowers Indiana communities to establish local home repair programs.

To incorporate HUD's new radon policy into the program, the relaunch date will be the **CDBG Q3 grant round**.

Program details and resources for GAs will be released in June!



# 2024 Action Plan

OCRA and IHCD are currently working on the 2024 Action Plan, which determines the allocation of approximately \$65 million in housing and community development funds received by the state from HUD under Title I of the Housing & Community Development Act of 1974.

The first public hearing was held on Feb. 20, 2024, and the second public hearing is scheduled for April 15 at 4pm.

The upcoming public hearing will be conducted both online and in person at hybrid meeting locations.

For the Zoom link, please email [vanessa@rootpolicy.com](mailto:vanessa@rootpolicy.com) or call 970-880-1415.

Special Note: OCRA and IHCD have delayed publication of the 2024 Action Plan Draft for public comment until April 8, 2024.



# 2023 Action Plan- Amendment

OCRA plans to amend the 2023 Annual Action Plan for Housing and Community Development with the U.S. Department of Housing & Urban Development on or about May 15, 2024.

This amendment will make adjustments specific to the Owner-Occupied Rehabilitation Program (OOR) and to OCRA's existing program income policy.

The public hearing is scheduled for April 15 at 4 p.m.

The upcoming public hearing will be conducted both online and in person at hybrid meeting locations.

For the Zoom link, please email [vanessa@rootpolicy.com](mailto:vanessa@rootpolicy.com) or call 970-880-1415.

A draft of the amendment will be available for comment on OCRA's website April 8 - May 8, 2024.

# Build America Buy America Act (BABA)

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OCRA'S PROPOSED BABA POLICY AND  
IMPLEMENTATION PLAN



The Build America, Buy America (BABA) Act, which was included in the Infrastructure Investment and Jobs Act on November 15, 2021, established the Buy America Preference (BAP). This preference mandates that all iron, steel, manufactured products, and construction materials used in infrastructure projects funded with U.S. Department of Housing and Urban Development (HUD) financial assistance, including the Community Development Block Grant (CDBG), must be produced in the United States.

As defined in 2 CFR Part 184, an infrastructure project encompasses any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States, regardless of whether infrastructure is the primary purpose of the project.

The BAP does not apply to projects that exclusively use funds appropriated for disaster and emergency response purposes in accordance with 2 CFR 184.8. These funds include Community Development Block Grant Disaster Recovery (CDBG-DR) and CDBG CARES Act (CDBG-CV).





## TIP! Project Development Phase

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Applicants should consider the BABA requirements when planning and developing their project.

The applicant must work with their selected engineer or architect to have a basic understanding of the project's product types and determine whether the Buy America Preference is applicable to their project seeking funding from OCRA's CDBG program

# OCRA's Proposed BABA Policy

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OCRA is required to establish procedures and requirements to implement the Buy America Build America Act.

- OCRA's BABA Implementation schedule in accordance with HUD's Phased Implementation Waiver.
- HUD's General Applicability Waivers
- Documentation requirements to determine the applicability of the BABA
- Record-keeping requirements for all grantees, subrecipients, contractors, and manufacturers on a project and material level basis to demonstrate compliance with the Buy America Preference.
- Defines the responsibilities of stakeholders within the State CDBG program to ensure compliance with the Buy America Preference.

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

# Phased Implementation Schedule

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In accordance with HUD's Phased Implementation Waiver, the Buy America Build America Act (BAP) will be effective on the date when HUD has obligated new funding for the Congressional Fiscal Year (FY) to OCRA.

OCRA will notify stakeholders about the specific products that are required to comply with the BAP based on OCRA's program year.

OCRA has developed a projected implementation schedule for these types of products.

The projected implementation schedule is subject to change based on the nature of congressional budget allocation. OCRA reserves the right to modify this schedule and will communicate any necessary changes widely to stakeholders.

OCRA's  
applicability of  
HUD's  
approved  
public interest  
waivers.

## **De Minimis, Small Grants, and Minor Components Waiver**

### **Small Grants Waiver**

- The De Minimis, Small Grants, and Minor Components Waiver applies to the Owner-Occupied Rehabilitation Program.
- OOR projects do not exceed the simplified acquisition threshold value which is \$250,000.
- OOR projects would not be subject to the BAP.
- Please note that this waiver ends on Nov. 23, 2027, or such shorter time as HUD may announce via Notice.



# Determination of the Build America Applicability

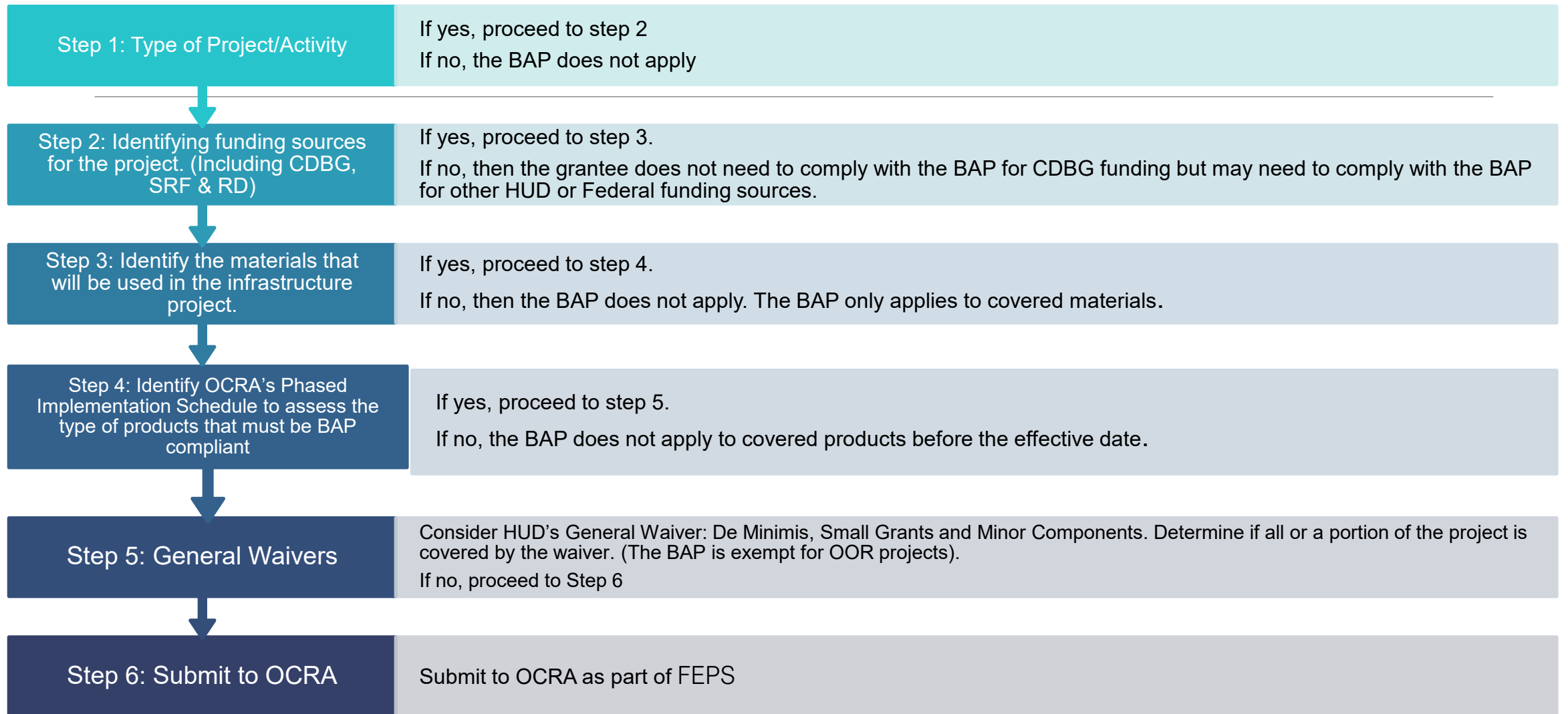
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## OCRA's Documentation Requirements

After an applicant is selected to receive a CDBG award to any of OCRA's programs, the grantee must collaborate with the assisting engineer or architect to complete and submit OCRA's BABA Determination form as part of FEPS.

This form is designed to assist applicants in analyzing the applicability of the BAP in accordance with *HUD's [CPD-23-12: CPD Implementation Guidance for the Build America, Buy America Act's domestic content procurement preference as part of the Infrastructure Investment and Jobs Act](#)*

# Determining if BAP Applies



The BABA  
Determination Form  
will help OCRA  
assess if:

The products used in a project and whether BABA is applicable, as well as whether or not, OCRA is the responsible agency for compliance.

## Cognizant Agency Determination:

- If OCRA contributes the largest portion of Federal funds to the project.
- Grantees are required to follow OCRA's BAP compliance procedures and record keeping requirements.
- If another Federal agency contributes the largest portion of Federal funds to the project, grantees will have to follow that agency's guidance for applicability of the BAP to the project.

# Pre-Release of Funds

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Grant administrators remain responsible to cover BABA requirements at the pre-bid and pre-construction conference.



Grant administrators remain responsible to provide bid opening materials to OCRA with the correct BABA language as part of the pre-release of funds.





### Buy America Preference Self- Certification Form

SECTION 1: GENERAL INFORMATION		
The following is to be fill out by an individual(s) with the necessary knowledge of the composition, fabrication and pricing of all Iron, Steel, Specifically Listed, Not Listed Construction Materials and Manufactured products to be used on the infrastructure project.		
1. Grantee	2. Grant ID	3. Project Type
4. Responsible Entity Name (Engineer/ Architect)	5. Company's name	6. Phone #
7. Email	8. Responsible Entity Certifications	9. Responsible Entity Role in the Project

SECTION 2: INFORMATION ON OTHER FEDERAL FUNDING		
1. Is the project co-funded by other federal agencies besides CDBG? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered yes to Section 2 Q.1, Please list the other federal agencies involved and the amount of federal funding secured for this project in the following section.		
2. Federal Agency	3. Program	4. Contact Information
5. Amount of other federal funding to be used in the project		

Section 3: PRODUCTS USED IN THE INFRASTRUCTURE PROJECT
1. Does the infrastructure project contain products subject to the Buy America Preference (iron, steel, construction materials, or manufactured products)? Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide an explanation to the above selection.
If you selected "No" in Section 3. Q.1, Please skip over Section 4, 5 & 5.1, and complete Section 6.

# OCRA as the Cognizant Agency: Recordkeeping Requirements

## Release of Funds

- Engineer or architect is required to complete and provide the Buy America Preference Self-certification form confirming the materials to be used in the project.
- Grant administrators must provide the completed Buy America Preference Self-certification form as part of the release of funds.

# Change Order

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OCRA has outlined two types of change order request:

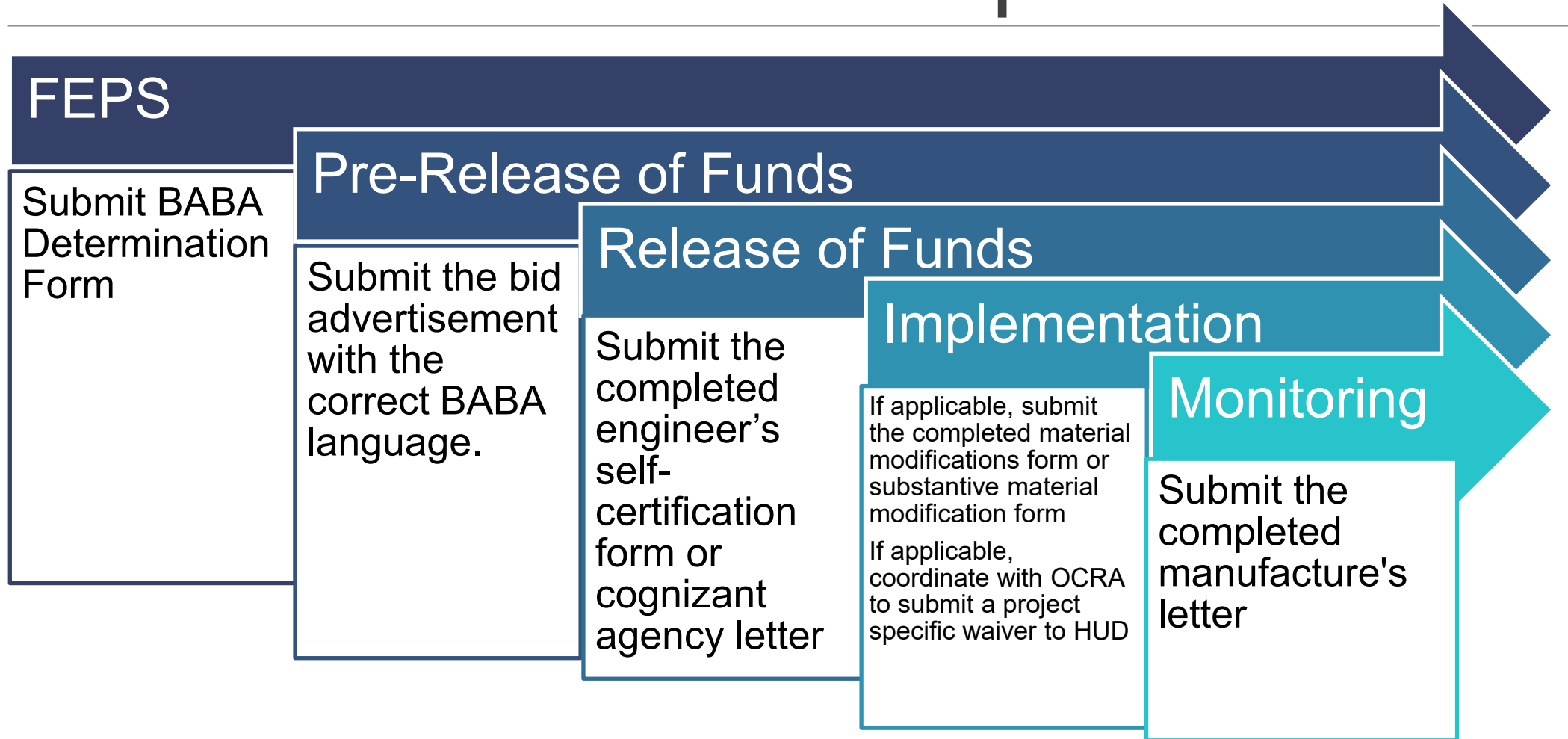
1. If an engineer needs to request a material modification to substitute Made in America products with other domestic products a new self-certification form and a modification of material form should be provided to OCRA.
  2. If an engineer is unable to secured Made in America products after a sincere attempt has been made to obtain domestic products. The engineer or architect is required to complete a substantial materials modification form certifying that an attempt has been made to procure domestic products. The engineer or architect must submit a new self-certification form for any new materials that are not of domestic origin.
- If OCRA determines that a substantial materials modification request meets the requirements for a project specific waiver.
  - The grant administrator must coordinate and collaborate with OCRA to submit the required information to the U.S Department of Housing and Urban Development (HUD) to initiate the process to receive a waiver

# OCRA as the Cognizant Agency

## Monitoring

- Grant administrators will follow the same process of requesting close out of a project
- The engineer must collect and provide to the grant administrator a manufacturer's letter.

# BABA Grant Administrator Process Map



# Grant Administrator Responsibilities

To cover the BAP provisions at the pre-bid and pre-construction conference.

To incorporate BABA language on the bid advertisement

Ensure that contracts with the prime contractor contain the BABA language.

To collect the self-certification form, any applicable material modification form and manufactured letter from the engineer (or other agency's cognizant letter) and provide the documents to OCRA.

To coordinate with OCRA for the submission of a project specific waiver to HUD.



Ensure compliance with the Buy America Build America Act (BABA) for all products and materials purchased for a CDBG infrastructure project, unless a waiver or exemption applies.



Maintain records to verify compliance with BABA for all products and materials and provide them to OCRA's CDBG Grantee or other regulating entities upon request.



Prepare and complete the self-certification form, materials modification form, manufactured letter and provide the documents to the grant administrator.



Prepare and complete a substantive materials modification form wait for approvals for any project-specific waiver request before purchasing non-U.S. produced products or materials covered under BABA.

# Engineers' Responsibilities

All prime contractor or subcontractor involved in CDBG infrastructure projects must



# OFFICE OF COMMUNITY AND RURAL AFFAIRS

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



# STELLAR PATHWAYS PROGRAM UPDATES

## Completed workshops for the Stellar Pathways Program

### 32 Counties are eligible to apply for the Letter of Intent:

Brown, Cass, DeKalb, Decatur, Dearborn, Elkhart, Fulton, Grant, Gibson, Huntington, Jasper, Jackson, LaGrange, Madison, Miami, Newton, Noble, Perry, Posey, Randolph, Ripley, Starke, Steuben, St. Joseph, Tippecanoe, Sullivan, Vanderburgh, Wabash, Warrick, Washington, Wayne

- Letter of Intent instructions are on website, online submission portal will open before April 15.
- Letter of Intent due to OCRA May 1, 2024.
- Future Rounds of Stellar: After careful consideration of funding considerations, staffing capacity, and the need to evaluate 2024 programmatic changes, communities' next opportunity to apply for the Stellar Pathways program will be in 2026. This decision is rooted in our agency's mission to create valuable and responsive programming. It also enables the agency to create additional opportunities for capacity-building programs and work towards the ultimate goal of offering the program annually.



# MAIN STREET REVITALIZATION PROGRAM (MSRP) RELAUNCH

## PROGRAM OVERVIEW

OCRA will award MSRP grants to eligible applicants to assist Indiana Main Street communities with streetscape projects intended to revitalize their downtown area.

Total is \$2 million

- Projects where total cost is over \$2 million can apply for up to \$600,000
- Projects where total cost is under \$2 million can apply for up to \$500,000
- 20% match requirement from the community.

# 2024 MSRP UPDATES

- Façades will no longer be included in MSRP.
- Applications will be accepted 2024 Round 2. Awards will be made on a competitive basis.
- Community has completed a downtown revitalization plan within the past five (5) years that meets OCRA's Minimum Plan Requirements. If a community has an alternative plan that meets OCRA's Minimum Plan Requirements for a downtown revitalization plan, they can use that alternative plan with approval from the CDBG Program Director.



# Eligible Communities

- ✓ Must be a current NAMS or IAMS community in good standing with OCRA. Aspiring – IAMS and ODANs are not eligible.
- ✓ Must be in a non-entitlement community.
- ✓ Main Street organization, in good standing with OCRA.

## Required partners:

- Local Unit of Government (LUG)
- IMS organization
- Business / building owners

## List of Eligible Communities

- Angola
- Auburn
- Aurora
- Batesville
- Brookville
- Columbia City
- Corydon
- Crawfordsville
- Dillsboro
- Frankfort
- Franklin
- Greenfield
- Greensburg
- Hope
- Huntingburg
- Jasper
- Kendallville
- Lawrenceburg
- Lebanon
- Logansport
- Madison
- Monticello
- \*New Castle
- Noblesville
- North Manchester
- Pendleton
- Peru
- Richmond
- Rushville
- Seymour
- Shelbyville
- Wabash

\*Some communities may not be currently eligible due to open CDBG project or other program standings but could be at a future date.

# LIST OF ELIGIBLE ACTIVITIES

## Traffic control/ pedestrian safety

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

## Environmental

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

## ADA Improvements

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

## Functional Art

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

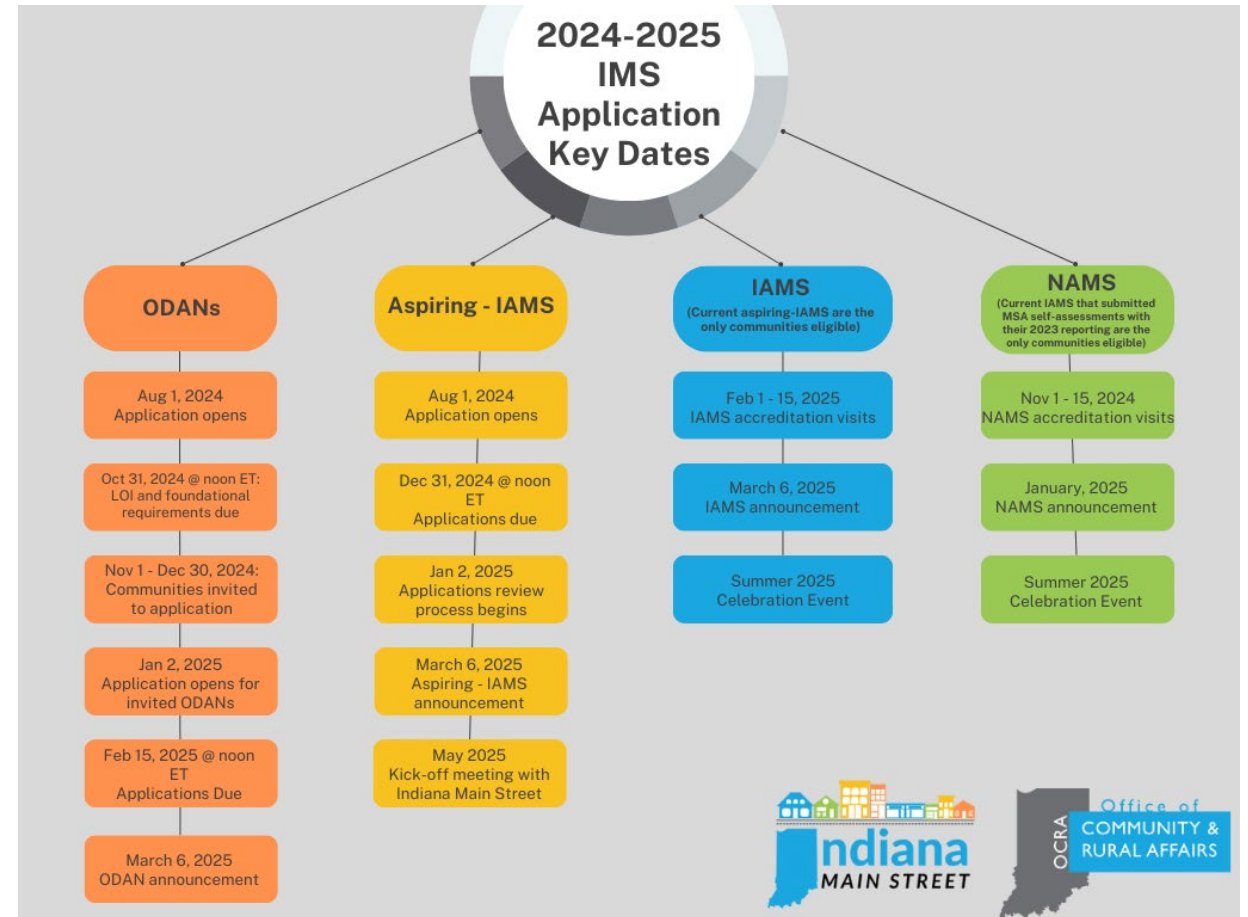
# Eligible Locations

Within the Indiana Main  
Street approved map  
boundaries

Attendance at a Main Street 101 is required to apply for OCRA's Downtown Affiliate Network in the 2024-2025 application cycle.

- Northeast:** 4 p.m. Thursday, May 2, 603 S. Jackson St., Auburn, IN 46706.
- Northwest:** 4 p.m. Tuesday, May 14, 127 N. Main St., Monticello, IN 47960.
- West Central:** 4 p.m. Tuesday, June 4, 900 Wabash Ave., Suite 102, Terre Haute, IN 47807.
- East Central:** 4 p.m. Tuesday, June 11, 595 E. Water St., Pendleton, IN 46064.
- Southeast:** 4 p.m. Wednesday, June 19, 128 N. Main St., Versailles, IN 47042.
- Southwest:** 4 p.m. Thursday, June 27, 1710 Community Drive, Ferdinand, IN 47532.
- Indianapolis:** 11 a.m. Monday, Aug. 5, Indiana Government Center South, Harrison Hall, Conference Room 19, 302 W Washington St., Indianapolis, IN 46204.

# INDIANA MAIN STREET – 101 REGISTRATION OPEN!



To register visit: [www.in.gov/ocra/mainstreet](http://www.in.gov/ocra/mainstreet)



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TOUCH  
THIS!**



# Grant Services Updates

BY ADAM MOSCHELL



## Environmental Review: Radon

- Effective: April 11, 2024
- On January 11, 2024, HUD published its departmentwide radon policy notice, Departmental Policy for Addressing Radon in the Environmental Review Process. The notice will take effect on April 11, 2024
- OCRA will publish a policy outlining the requirements for Radon and any applicable changes to existing procedures.
- Radon must be considered as part of the site contamination analysis for CEST, EA, and EIS projects and involve structures that are occupied or are intended to be occupied at least four (4) hours a day.
- Applicants must consider radon during the project design phase to ensure the cost of testing and potential mitigation are incorporated.
  - To determine if a project must undergo radon testing, grantees must complete the **Radon Analysis Compliance** form part of the environmental review process.





## 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

- When submitting FEPS (or other reports) you must hit the “Submit” button to alert Grant Services that it’s ready for review.
- When working through FEPS be sure you are using the most up to date version of the Fair Housing Posters. They are available of the CDBG Resources webpage.
- The Modifications widget in GMS is still not functional. Please continue to submit modifications to Bryce Gorman until further notice.
- Veteran Owned Businesses can now be included in procurement, however if using a VBE, the second solicited business must be WBE or MBE.



## Grant Services Staffing Update

- Emily Conwell has left Grant Services for ISDA and is now serving as the new Economic Development Program Director.
- On April 15, Alissa Ferguson will be joining the Grant Services team as a Grants Manager working with CDBG and ISDA projects.
- An updated Grant Services Duties and Responsibilities list will be posted soon on CDBG Handbook and Forms page soon.

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



CDBG Team



Strategic Initiatives



Grant Services



Questions?

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