



Hoosier Enduring Legacy Program

Grant Administrator Procurement and Requirements

All communities participating in the Hoosier Enduring Legacy Program (HELP) must apply for CDBG-CV grants no later than **January 21, 2024 for Construction Grants and June 21, 2024 for Program Services, Economic Development or Planning Grants.** Grantees that apply for a CDBG-CV grant from OCRA must use an OCRA certified grant administrator.

Communities must procure an OCRA Certified Grant Administrator if communities do not already have one on staff. Communities can utilize CDBG-CV funds to cover for grant administrators' professional service fees at 2.5% cap. Grant administrators must be procured in accordance with federal and state guidelines. If local funds will be used to pay for grant administration services. Communities should use local procurement policies.

OCRA maintains a comprehensive Grant Administrator program which includes complex administrative and financial procedures regulated by federal and state policies. OCRA Certified Grant Administrators have knowledge of project development requirements, applicable CDBG regulations and OCRA policies to achieve a high level of efficiency in the oversight of grant awards.

OCRA Certification is like an insurance policy that protects grantees from unnecessary monitoring findings due to inexperienced administrators. The Grant Administrator serves as the liaison between the funded community and OCRA and is an expert on OCRA CDBG grant process and federal guidelines.

To find a list of all OCRA Certified Grant Administrator click [here](#).