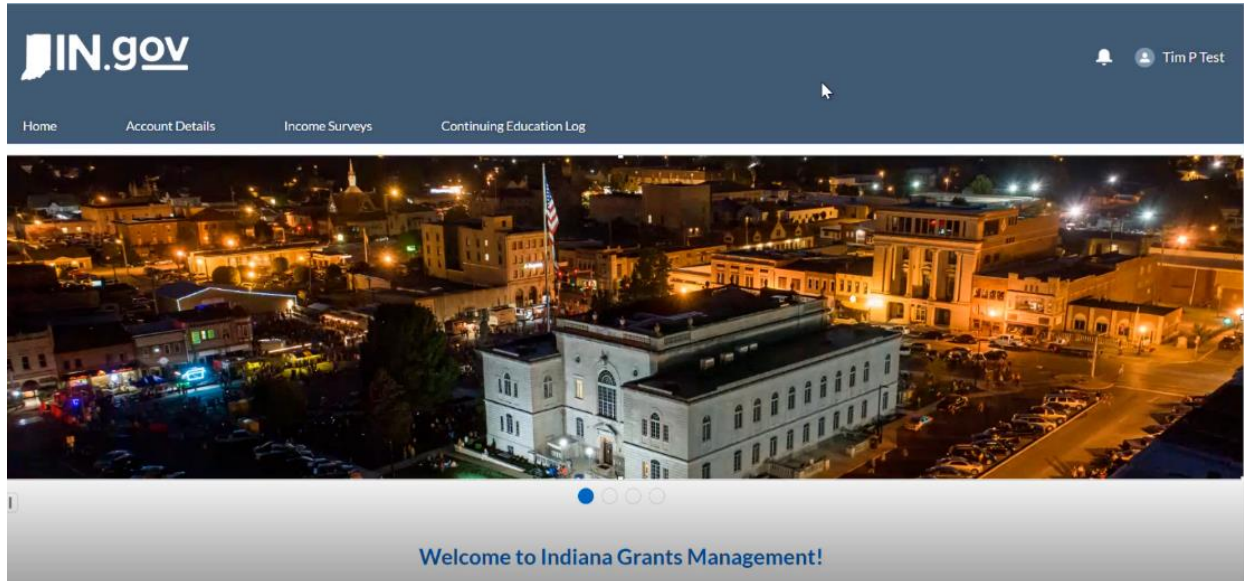


Submitting Your Owner Occupied Rehabilitation Grant Application in eGMS



When submitting your Owner Occupied Rehabilitation (OOR) Grant application, there are some differences from typical Community Development Block Grant applications to be aware of. This walkthrough will outline what information to enter in OOR-specific fields. If you have questions about required uploads, OOR program requirements, or grant round deadlines, please refer to the Application Instruction document that is updated each round on the [OOR webpage](#).

To begin, log in to your Grant Administrator account. Scroll down to the list of Office of Community & Rural Affairs Programs, and click the link for Community Development Block Grants.



State Department of Agriculture Programs
Clean Water Indiana Program
ISDA Discretionary Grants
Livestock Grant Program
SCBG Program



Office of Community & Rural Affairs Programs
[Community Development Block Grants](#)
Disaster Recovery
Historic Renovation Grant Program
Hometown Collaboration Initiative
Indiana Main Street Program Application
Indiana Site Certified
Next Level Connections
Quick Impact Placebased (QIP) Grant
Stellar Communities Programs



Office of Tourism Development Programs
Destination Development

When the OOR grant round is open, you will be able to select Owner Occupied Rehab from the list of grant applications.

Owner Occupied Rehab Pilot

Pilot program providing funds directly to communities looking to set up an owner occupied rehab program

The time frame to submit for this program is currently open, please click a button below and follow the onscreen wizard to complete the proposal.

[Begin Owner Occupied Rehab Pilot](#)

[Resume Owner Occupied Rehab Pilot](#)

You will be able to begin a new application or resume editing an application you've started from this page. Use the Navigation menu to select the section you want to work on.

Section 1 – Applicant Contacts

Section 1 includes basic information that is part of every CDBG application, which you will be familiar with as a grant administrator. You won't have engineer or architect information, but depending on your OOR program locally, you may have sub-recipient information to add.

Section 2 – Project Information

The Project Information Section will include items specific to OOR. For the **Eligible Activity**, click the drop down menu and select Owner Occupied Rehab.

* Eligible Activity

Owner Occupied Rehab

The **estimated number of beneficiaries** is the number of homes that will be funded through your program. Since there are multiple properties as part of the project, just put the applicant address, such as a Town Hall location, into the **Project Address Section**. The rest of this section will follow typical CDBG application requirements.

Section 3 – National Objective

In the **National Objective** section, select Benefit to Low-Moderate Income Housing from the drop-down menu.

* Identify only one of the CDBG National Objectives listed below.

Benefit to Low-Moderate Income Housing

In the NO Justification section, describe how your OOR program will verify the income of all locally funded homeowners. Don't forget to upload your program's sample homeowner application form that includes income verification as an attachment. You can find an editable sample application on the [OOR webpage](#).

For the following census questions, use the HUD census information for the municipal boundary of the applicant community. You can safely ignore the income survey and blight clearance sections to move on to Section 4.

Section 4 – Project Description

This section will be the same as other CDBG applications. Details needed for the project description can be found in the application instruction document that will be shared each round on the OCRA website. Don't forget that the **Summary of Work** section is for your media blurb, and you should add the language you'd like our office to share in a statewide announcement if your application is funded.

Section 5 – Project Need

The details for the Project Need section are also included in the application instruction document. Photos of specific properties are not required at this point in the application process, since we don't yet know which homes would apply for your program. You may provide photos with general examples of the community's housing stock, or use a placeholder document. If using a placeholder document, please title it clearly with a document name like "PHOTOS_PLACEHOLDER." Other resources and data like resident demographics, average age of housing stock, a wait list from a previous OOR program, news articles, and other local sources can be added to document need.

Section 6 – Financial Impact

This section will be filled out in the same way you are used to for CDBG applications. However, make sure to reference the Application Instructions document for the grant-specific questions to be addressed in each narrative section.

Section 7 – Financials & GAP

In this section, you'll fill out the summary budget table and local match sources section. You do not need to fill out the GAP calculation table. If you're curious about potential match sources for an OOR program, connect with your [Community Liaison](#) or the CDBG Program Manager for some examples from previous grantees.

Section 8 – Public Hearing

You will need to conduct one public hearing prior to submitting your OOR application. This is an opportunity to receive input from residents and garner interest in your future OOR program. Since your second public hearing will be conducted at the conclusion of your OOR program, you can insert placeholder documents in the fields for the second PH for now. Please title the placeholder documents clearly, such as "SECOND PH SIGN IN_PLACEHOLDER."

Section 9 – Environmental Review

Environmental review for OOR is probably a bit different than what you are used to for other CDBG projects, since there are multiple addresses as part of the project. For **ER Type**, you will select CEST, or Categorically Excluded, Subject to. In the "All agencies have been contacted..." question, select No, since Environmental Review will be conducted after award when the homes to rehab have been selected.

For all other fields in this section, you can add Not Applicable, and the placeholder date of 1/1/1800. If your application is funded, you will work with our grant services team to provide the environmental review information for each home.

Section 10 – Readiness to Proceed

You can check all the boxes certifying correct information and that you are ready to proceed on award. For the site control section, select Not Applicable for each field. Regarding uploads in this section, you can add a clearly titled placeholder document for the Site Control Documentation and Floodplain map. A displacement plan will not be required. If your project is funded, as part of readiness to proceed our grant services team will check for proof of ownership on each property that is awarded rehab funds.

Section 11 – Other Uploads

In the Other Uploads section, you can add additional documentation to support your narrative, along with required draft program materials like OOR program marketing plan or materials and policies and procedures. You can find the required documentation listed in the application instructions for each round. [Environmental Review Form 4](#) will also be uploaded here – just the form at this point, no supporting documents needed yet.

Section 12 – Utility Rates

You will skip Section 12, since this only applies to CDBG Construction Grants.

Section 13 – Legal

As with other CDBG applications, in Section 13 you will certify the application and add the final required documents.

Section 14 – Validate and Submit

Finally, review all your information to make sure you have filled out each required field correctly, and when you're ready, click submit.

If you have additional questions about OOR applications or the program, send an email to CDBG@ocra.in.gov for assistance.