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City of Beech Grove – PL-16-125  
August 28<sup>th</sup>, 2017

The Honorable Dennis Buckley, Mayor  
City of Beech Grove  
806 Main Street  
Beech Grove, IN 46107

RE: **Notice of Grant Award**  
Community Development Block Grant (CDBG) Number PL-16-125

Dear Mayor Buckley:

We are pleased to congratulate **the City of Beech Grove** on the recent announcement that the Indiana Office of Community & Rural Affairs has approved your community's application for Community Development Block Grant (CDBG) funds. An identification number of **PL-16-125** has been assigned to this grant by the Grant Services Division. Please use this identification number in all future correspondence and/or reports respective to this grant project. A total of **\$40,000.00** in CDBG funding has been approved for the following activities:

<b>Planning</b>	<b>\$40,000.00</b>
<b>Environmental Review</b>	<b>\$</b>
<b>General Program Administration</b>	<b>\$</b>
<b>Total</b>	<b>\$40,000.00</b>

You've received a W-9 and Automated Direct Deposit Authorization Agreement form. Please print, sign and return by postal mail or by email the supporting documents with **handwritten** signatures as soon as possible if you have not already done so. Scanned copies of the original inked signature are acceptable.

Lieutenant Governor's Business Office  
One North Capitol Avenue, Suite 600  
Indianapolis, Indiana 46204-2288  
Attention: Adam Moschell or Amoschell@lg.in.gov

**In the near future, the Chief Elected Official (CEO) or city/town clerk will receive an email that will provide them with access to an electronic version of the grant agreement. The electronic grant agreement must be digitally signed. The password to access this will have been set up previously during Bidder Registration or will be provided in the e-mail.** A downloadable copy of the agreement is available as a PDF document for the community to print for their review. It is recommended you have your legal counsel, as well as any proposed subrecipients (if applicable), review the grant agreement prior to execution. Your legal counsel is encouraged to contact Grant Services at (317) 232-8333 if there are any questions regarding the requirements and responsibilities discussed herein or terms/conditions outlined in the grant agreement.

It normally takes approximately forty-five (45) days following receipt of the returned, signed agreement to complete the processing of the grant agreement and establishment of your new grant account. Four (4) state agencies must execute all such grant agreements. Upon execution of the grant agreement by the State, the CEO will receive an email with the executed grant agreement attached. Please print this for the local project file.

### 1. Completion date requirements:

This grant was awarded to your community based upon various assurances and threshold criteria. A critical criterion for funding is that the project be completed within the time period specified in the forthcoming grant agreement. These are federal CDBG funds and the U. S. Department of Housing and Urban Development (HUD) mandates that the Indiana Office of Community & Rural Affairs expend these funds within **fourteen (14) months** from the date these funds are allotted to the State of Indiana.

- a. First Draft of Plan Due: **June 30, 2018**. This is the date a completed first draft plan must be submitted to OCRA for review. Upon the review, OCRA will either approve or reject the plan. If rejected, revisions will be required.
- b. Resolution and Final Plan Due: **August 31st, 2018**. A resolution of the final plan must be obtained prior to submitting a final request to draw down funds.
- c. Completion Date: **October 31, 2018**. This is the date which all transactions for this grant must be completed.
- d. Expiration Date: **October 31, 2019**.

### 2. Cost incurrence and reimbursement issues (federal CDBG-funds):

**At this time, NO expenses may be incurred on the project for which the community expects to request reimbursement from CDBG funds.** If local funds are being used for engineering or grant administration, the community can move forward with those activities only at their own financial risk.

Claim-Voucher forms (Form #11294R) which are the only acceptable forms for making draws against the grant balance. **Only Two draws, the first of which will not exceed 60% of the total grant award, will be allowed.** The first draw must be made within six (6) months of receiving the Release of Funds letter. Final payment will occur at the completion and acceptance of the plan by the grantee and the Office of Community and Rural Affairs.

**In order to process the final claim, a copy of the publishers affidavit, signed meeting minutes, sign-in sheets for public hearing and resolution formally adopting the plan must accompany a copy of the plan. Completed plans and public hearing documentation should be forwarded to the Grant Services Division.**

### 3. Release of Funds and Reporting Deadlines:

The following deadlines for achieving specific milestones toward project completion are detailed below. Failure to achieve project milestones by the dates set forth may result in the termination of the grant agreement in accordance with the grant agreement.

- a. The “**Notice of Release of Funds and Authorization to Incur Costs**” will be issued upon successful execution of the grant agreement. You may **not** sign or execute any contracts until this notice is received.
- b. The deadlines for submitting Semi-Annual Reports are **July 31** and **January 31**, in accordance with paragraph 21, section D of the grant agreement. Reports must be submitted until the project has been monitored, all findings resolved and the grantee has received notice of administrative closeout.

<i>Reporting Period</i>	<i>Report Due Date</i>
Jan. 1 to June 30	July 31
July 1 to Dec. 31	Jan. 31

In the event that Semi-Annual reports are not submitted by the required deadlines, the State shall withhold authorization for drawdown on grant funds until the report is received.

The Indiana Office of Community & Rural Affairs looks forward to working with you and your consultants/subrecipients in making this a successful and productive project for your community.

Please do not hesitate to contact Grant Services at (317) 232-8772 at any time if you need assistance in properly implementing your CDBG grant project. If your community does not have a copy of the CDBG Handbook, please visit <http://www.in.gov/ocra/2575.htm> where a copy of the CDBG Handbook can be downloaded.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jodi Golden", with a long horizontal flourish extending to the right.

Jodi Golden  
Executive Director  
Office of Community & Rural Affairs

cc: Project File  
**Mike Kleinpeter**, Grant Administrator