

IndyEast Economic Mobility District Owner-Occupied Repair Fund Guide

Grant amount	Up to \$1,500,000 per application
Application deadline	On a rolling basis
Notification	Within four weeks of submitting the application
Date projects may begin	[insert date]
Date funds must be used	[insert date] - must be five years after projects begin
Additional details	Each year, partner organizations may submit an application outlining the number and type of repairs they expect to complete (for example: 50 small repairs and 10 critical repairs). Funding allocations will be made based on projected demand, alignment with program priorities, and available resources. Partners will report progress, using an IEMD grant portal, throughout the year to ensure accountability and allow for possible reallocation of unused funds.

Introduction

The Owner-Occupied Repair Fund addresses urgent housing needs by enabling homeowners to remain safe in their homes, preserving long-term affordability, and reducing displacement pressures. Given that more than half of the district's homes were built before 1940, investments in small, critical, emergency, and energy-efficiency repairs are essential.

Eligibility

- Eligible applicants: 501(c)(3) community-based organizations that have signed the IEMD MOU, as well as partner entities working in collaboration.
- Applicants must serve communities within the IEMD boundaries. See attached map for boundaries and map overlay.

Eligible uses:

- **Emergency Repairs** – Critical failure of a core utility. Repairs that cannot wait more than 48 hours for the survival/safety of the homeowner. These repairs may require an immediate step to prevent further damage.
 - Examples: An exterior door has been busted down - plywood is the immediate step. A new door installed is the repair, overall, the project is an emergency repair. Other time-sensitive projects include a non-functional HVAC in winter, a hole in the roof, no running water, no electricity from dangerous wires/boxes.
 - Provides \$5k-10k for one emergency repair by a subcontractor
 - Bidding required
- **Critical Repairs** – Core utility repairs, safety (windows, doors, locks), accessibility repairs for safe mobility, and exterior repairs (siding, gutters) These are things that cause difficulty with daily tasks and living in the home.
 - Provides \$5k-10k for one critical repair by a subcontractor
 - Bidding required
- **Weatherization and Energy Efficiency** – Small energy-efficiency upgrades and home improvements that reduce utility costs and improve comfort.

- Example: Air sealing around doors and windows, heating pipe insulation and HVAC repair/updates. In some cases, it could be an add-on element for a repair that's already happening, like weatherstripping a replacement door.
- Provides \$500 to \$3,500 per project
- **Small Repairs** – Modest updates that improve housing quality, prevent larger issues and address minor maintenance. One-time community repair events can also qualify as small repairs.
 - Provides \$500 to \$5k per project
 - Competitive bidding not required

Requirements and Evaluation

- Proposals must be submitted through the IEMD grant portal.
- Proposals should include a clear plan for how the organization will distribute sufficient financial and human resources to operate within the proposed budget.
- IEMD prioritizes funding for projects that serve the following populations:
 - Homeowners and renters within the IEMD boundaries
 - Homeowners and renters earning 80% of Area Median Income (AMI) or below.
 - Seniors (age 65 and older)
 - Populations at high risk of displacement, including long-term residents in rapidly changing neighborhoods.
 - Areas where renters have high cost burden
- All projects will be scored on the following criteria:
 - Project feasibility
 - Organizational capacity
 - Prior experience of operating organizations
- Applicants must report one or more of the following metrics:
 - AMI level
 - # of housing units repaired
 - # of repairs completed
 - # of organizational partnerships developed or strengthened to address affordable housing metrics
 - Other(s): _____ (share a maximum of five metrics)

Restrictions

The IEMD OOR Fund generally does not support the following:

- For-profit organizations and businesses
- Capital requests, such as building construction, renovations, equipment purchase or major repair
- Grants for individuals
- Regranting funds
- Endowment contributions

Submission and Grants Portal

Applications are accepted on a rolling basis and reviewed every calendar month

Applicants must submit all application and reporting materials using the IEMD Grants Portal. First time applicants create a user profile for their organization. Organizations already registered in the IEMD Grants Portal must update the organizational profile prior to submitting a new proposal.

For guidance on setting up an account and navigating an applicant profile, please refer to the Grants Portal 101 resource for guidance or send a request for support to [email address].

The IEMD Grants Portal allows for the submission of an organization's supporting materials, applications, financials, organizational documents, and reporting. This centralized hub provides a single platform for both IEMD staff and applicants, helping to streamline the grantmaking process and minimize duplicate information. If your organization has not applied for funds before, sign up for Grants Portal [here](#).

Review and Notification

IEMD staff will assess each proposal based on the extent to which the project aligns with the guidelines presented in this grant guide.

IEMD staff will notify applicants about the status of their proposal within four weeks of applying for the grant. Applicants may also check the status of their applications by signing into the IEMD grant portal.

Administration

This Fund is administered by John Boner Neighborhood Centers, a lead agency of the IndyEast Economic Mobility District.

Grant awardees must:

- Electronically sign a copy of the agreement in the grant portal. This is a standard agreement and is nonnegotiable. The IEMD reserves the right to cancel the agreement if awardee makes significant changes to scope, purpose, activities, budget or timeline without obtaining permission from the IEMD grant staff.
- Comply with state and federal nondiscriminatory statutes.
- Report significant changes in the project to the IEMD grant staff.
- Acknowledge the IndyEast Economic Mobility District as stipulated in the grant agreement.
- Submit a final report (including documentation of final expenditures and cost share) at the conclusion of the project.
- Retain auditable records of IEMD grant funds

Grant Disbursement Policy

The Owner-Occupied Repair Fund provides financial support for early-stage housing project activities. To ensure accountability and timely progress, all awards are disbursed in two installments: **50% at the beginning of the grant period and 50% at the midpoint**. This summary outlines the requirements for receiving each disbursement and the expectations for grantees.

Disbursement Structure:

- Initial Disbursement (50%): Released at the start of the grant period after administrative and compliance steps are completed.
- Midpoint Disbursement (50%): Released once the grantee demonstrates satisfactory progress, submits required documentation, and confirms continued project feasibility.

Requirements for Initial Disbursement (50%):

To receive the first payment, grantees must submit:

1. Signed grant agreement
2. Administrative documents, including W-9, ACH authorization, and insurance verification (if required)

3. Approved project work plan and budget
4. Once these materials are received and verified, the first disbursement will be processed.

Requirements for Midpoint Disbursement (50%):

To receive the second payment, grantees must submit:

1. Midpoint Progress Report summarizing completed activities and progress towards milestones
2. Expenditure summary or ledger showing use of initial disbursement
3. Updated project timeline, if applicable
4. Confirmation of compliance with all reporting requirements
5. Midpoint documentation must demonstrate that the project remains feasible and aligned with program goals.

Disbursement Adjustments:

The funder may delay or withhold payment if:

- Required documentation is incomplete
- Spending is inconsistent with the approved budget
- The project is significantly delayed or noncompliant
- Activities no longer align with program goals

Closeout Requirements

At the end of the grant period, grantees must submit:

- Final Report detailing completed activities
- Final Expenditure Report confirming use of funds
- Completion of closeout requirements influences eligibility for future IEMD funding.

Application Support

Please contact IEMD staff regarding funding opportunities before submitting a proposal. Email [email address].

For guidance on setting up an account and navigating an applicant profile, please refer to the Grants Portal 101 resource for guidance or send a request for support to [email address].