

## Executive Summary

### AP-05 Executive Summary -24 CFR91.220(b)

#### 1. Introduction

The Consolidated Plan is a five-year housing and community development planning document for the state of Wyoming. The Consolidated Plan covers The U.S. Department of Housing and Urban Development's (HUD) funded formula programs. The programs include Community Development Bloc Grants (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG) and Housing Opportunities for Persons with Aids (HOPWA) and the National Housing Trust Fund (NHTF). The goals of these programs are to further develop viable communities through the provisions of decent housing, suitable living environments and expanded economic opportunities. For the state of Wyoming the WBC administers the CDBG program, the WCDA administers the HOME program and the NHTF the DFS administers the ESG program and the DOH administers the HOPWA program.

Each year, the state of Wyoming creates an Annual Action Plan (AAP) to implement the long-term Consolidated Plan. This 2016 AAP provides a summary of the anticipated actions, activities and resources available and utilized during the program year 2016.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restate of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Provide decent housing by:

- Assisting homeless persons to obtain affordable housing;
- Retaining the affordable housing stock;
- Increasing the availability of permanent and affordable housing through new construction and/or rehabilitation of rental and homeownership units utilizing HOME funds available to low-income Americans with discrimination; and
- Increasing supportive housing, inclusive of structural features and services to enable persons with special needs to live in dignity.
- WBC funds a homeownership assistance project. They are required to complete a financial education training, they also receive mentorship services and participate in career development training.

Provide a suitable living environment by:

- Improving the safety and livability of neighborhoods;
- Increasing access to quality facilities and services;
- Reducing the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods;
- Restoring, enhancing and preserving natural and physical features of specific historic, architectural or aesthetic value; and conserving energy resources.

Expand economic opportunities by:

- Creating jobs for low- to moderate-income persons;
- Providing access to credit-for-community development to promote long term economic and social viability; and
- Empowering low- income persons to achieve self-sufficiency in federally assisted and public housing.

### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Each agency independently evaluates whether its programs are meeting objectives. Agencies establish goals for the coming year based on these evaluations.

The WBC awarded its entire 2015 CDBF allocation of \$2,784,365 to 14 different communities. Of these, two were community development grants, including the rehabilitation of a food bank and the demolition of a current unsafe shelter and expansion of their business office space. Five were public infrastructure, including a booster pump station upgrade, water system improvements, electrical distribution system upgrades, widening of a sidewalk and improvements to a sanitary sewer and water lines. One was an ADA project to create compliance in a government building. Two elimination of slum and blight, including demolition of empty uninhabitable houses close by a park and downtown area and the other was demolition of an old prison. One homeownership assistance to help first time home buyers purchase homes and financial education. Fiver were planning grants, including a mix of housing, master planning, waste water planning and child advocacy services. One was an economic development grant awarded to a downtown development project. The state did not receive its HUD allocation until October of 2014, and for this reason, no projects have been completed. However, all necessary environmental reviews are in process. Eleven projects, awarded in the previous year, have been closed. Five support public infrastructure related to water and sewer and there was one economic development project that created four new jobs. Demand for CDBG funds continues to outstrip the supply.

WCDA closed out eight HOME projects in 2014. They included 54 units; 21 of which will serve households with income at or below 50% of the area median income (AMI). Rents on these units will be restricted to 40% AMI, offering more affordability for the households, 28 will service household with income at or below 45% with rent restricted to 40% and an additional 5 units will serve households at or below 40% AMI with rents calculated at 35% AMI.

Rental production is up over double from last year. More units were produced for households between 31% to 50% of AMI, and a few were produced for 50% and 80% of AMI. Should the National Housing Trust Fund get funded, it will make sources available to meet the needs of households at or below 30% of AMI.

These are positive developments because it is more difficult to produce units serving the lower-income population. Part of the reason WCDA was able to serve more low-income families is due to all-time low interest rates that allowed for lower debt service. Additionally, there were changes to scoring the tax credit program which allowed for larger incentives to projects in rural areas with lower rent structures. However, due to market uncertainty, WCDA's projections remain unchanged for 2016.

WCDA is taking on the challenge of purchasing single-family units, rehabbing them and making them available to qualifying households since Wyoming does not have a network of non-profits to accomplish this activity. Fourteen single-family homes with HOME or NSP funding were completed with eligible households purchasing the properties in 2014. An additional 24 properties were purchased in 2014 and are in the process of being made into safe, decent and sanitary housing.

DFS awarded ESG funding to 13 agencies for projects in 2015. Three of these new agencies were new, replacing the three agencies from the previous year that did not reapply for funding. Agencies that prioritized Homelessness Prevention and Rapid Re-housing projects impacted nearly 7,000 individuals. In addition, Emergency Shelter and Street Outreach projects provided **72,321** shelter nights and **62,668** meals. These types of projects had a positive impact on the homeless. As funds allow, they will continue to receive the largest allocation of grant funds.

The HOPWA program began a new three-year grant cycle in January 2015 which allows HIV positive individuals to remain stably housed, and because of that, clients are and remain healthier. The program serves as the grantee and project sponsor for the state of Wyoming, working with case managers located throughout the state. Ninety-six percent of HIV positive individuals are very low to extremely low income, which makes affording housing a challenge. The program priorities are to identify where the housing needs are and work with partners in those communities to find and secure housing for enrolled clients.

#### 4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The state of Wyoming held a public go to meeting on Tuesday, September 8, 2015 1:30 p.m. at the Wyoming Business Council in Cheyenne to solicit public input for the 2016 Annual Action Plan (AAP). All agencies presented a brief summary of what their programs offer. We had seven people participate via phone. One participant requested that we look into funding public service projects.

The agencies compiled a draft AAP and presented the report at a go to public hearing on Tuesday, December 1, 2015 at 1:30 **will need to input number of participants after hearing** as required by the Citizen Participation Plan. A notice announcing the public hearing and planning process was advertised in the Casper Star Tribune—the State's only newspaper with statewide distribution. In total, over 2,000 entities received notice of the public hearing. The state-emailed notification to local government officials, county commissioners, community

and economic development officers, nonprofit agencies, those persons and agencies on mailing lists for different affordable housing programs, county health offices, family planning units, utility companies, housing authorities, senior facilities, chambers of commerce, Native American tribal planning departments, mental health agencies, agencies dealing with homeless and low-income issues, leading institutions and real estate professionals. Also included in this group were the Wyoming Association of Municipalities (WAM), Wyoming Economic Development Association (WEDA) and Wyoming Association of County Offices (WACC).

Representatives from the WBC, WCDA, DFS and DOH all gave presentations on their respective parts of the consolidated plan, including information about program philosophy, citizen participation, past development, past funding levels, distribution patterns and eligibility criteria. A public-comment period followed the presentations.

**Put public hearing information in here**

The HUD coalition of state partners is meeting on a monthly basis to discuss citizen participation and what venues the group can either participate in or present program information. The group has been in contact with WEDA requesting that they be placed on the agenda to discuss the upcoming planning for the 5-year consolidated plan.

Shawn Reese, the WBC Chief Executive Officer (CEO) has been meeting with WYNARO, Lyle Konkel, HUD Casper Representative and the Laramie County Housing Authority. WYNARO is working with these parties to create legislation for a state funded housing trust for Wyoming. They would like to present the legislation to the legislature next year. By working with many different groups and communities WYNARO and the WBC has determined that there is definitely a low- to moderate-income working housing shortage in the state.

#### 5. Summary of public comments

This could be a brief narrative summary of reference and attached documents from the Citizen Participation of the Con Plan.

The state of Wyoming accepts and encourages comments throughout the year from the public, including nonprofit and for profit developers of housing, public housing authorities and service providers in order to draft its Consolidated Plan and AAP. Once the state drafts the AAP, the public comment period begins. **The state received input comments received from public hearing here** comments during the advertised public comment period. However, comments received prior to the official comment period were incorporated into the Consolidated Plan for the HOME program. They included:

- 1) Allow more than two rent and income levels without receiving negative points. The state amended the plan to allow up to three rent and income levels without receiving negative points on project that qualify under the small rural project set-aside. While there is a need in the small rural areas for a larger number of qualified tenants to make a project feasible,

it is not necessary for larger projects. This was an addition to make the smaller projects viable.

- 2) Eliminate or modify the requirement for a payment and performance bond. The state amended the plan to allow an irrevocable letter of credit.
- 3) Increase per unit project cost limitations noting one and three bedroom cost limitations did not increase the last time there were adjustments. The state amended the plan to modify the one bedroom limits and add additional limits for community rooms in senior projects. The state researched other limitations, including the comparison of one bedroom limitations to two bedroom. The state noticed most senior projects have larger community rooms equipped with a kitchen and bathrooms. These areas are vital to senior's well-being allowing for socialization outside of their units. Thus, these projects allow for additional costs for community rooms with a minimum 750 square feet that are open to tenants 24 hours a day.
6. Summary of comments or views not accepted and the reason for not accepting them.  
**Put comment information here**
7. Summary

The state of Wyoming **had put in hearing information** participants at the public hearing **but received no comments during the official comment period.** However, the state did take comments throughout the year and incorporated them into the drafting of the AAP.

Consolidating the submission requirements created the opportunity for strategic planning and citizen participation to take place in a comprehensive context and to reduce duplication of efforts at the state and local level. It allows local governments, community organizations, developers and citizens to address the larger picture in which the programs operate. It also offers state and local jurisdictions a better chance to shape the various programs into effective, coordinated, regional, community and neighborhood strategies.

The consolidated strategy and planning furthers the statutory goals through a collaborative process, whereby a state and its many constituencies establish a unified vision for community revitalization. The state of Wyoming put into place in 2013 a five-year plan that outlines the state of Wyoming's overall policies and objectives for housing and community development. It will serve Wyoming through 2017. This 2016 AAP is the fourth annual plan under the umbrella of the five year plan.

The state of Wyoming developed the plan through several coordinating bodies. They included WBC, WCDA, WDOH, WDFS, Health Care Financing Division, the Preventive Medicine Division, The Vision on Aging, the Governor's Planning Council on Developmental Disabilities (CODD), the Wyoming Rural Development Council (WRDC), WEDA and citizen participation from city and county governments, private developers, nonprofit agencies, housing authorities and private citizens.

WCDA and the WBC work with board members to receive input on plans as well as approve the plans at public board meetings.

PR-05 Lead Responsible Agencies – 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<u>Agency Role</u>	<u>Name</u>	<u>Department Agency</u>
Lead Agency	Wyoming	WBC

CDBG Administrator	WBC
HOPWA	WDH
ESG Administrator	WDFS
HOME Administrator	WCDA

CDBG contact: Sandy Quinlan, Program Manager, WBC

ESG contact: Brenda Lyttle, Senior Administrator, DFS

HOME contact: Gayle Scarborough, Director of Federal Programs

HOPWA contact: Debi Anderson, Communicable Disease Manager and Toni Reeve, Benefits Disease Coordinator

Consolidate Plan Public Contract Information:

Sandy Quinlan, Program Manager, CDBG, WBC

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AP-10 Consultation – 91.110, 91.300(b); 91.315(l)

1. Introduction
2. The state of Wyoming held a public hearing on Tuesday December 1, 2015 at 1:30 as required by the Citizen Participation Plan. The state held the public hearing online through GoToMeeting. Participants could also attend in person at the WBC Becker Building located at 214 W. 15<sup>th</sup> Street, Cheyenne Wyoming or the WCDA office at 155 N. Beech St. in Casper, WY. The state invited all citizens, public agencies and other interested parties to review the 2016 draft AAP and provide comments. The state emailed notice of the meeting to over 2000 entities and place and advertisement in the Casper Star Tribune on November 16, 2015. The state also emailed the notice out to WEDA, WAM, WACO. **Enter the number of participants for public hearing.** The program managers for both of the CDBG entitlement communities, Cheyenne and Casper, attended the public meeting and hearing. The coalition is trying to identify the funding gaps in the state and partnering up with these groups to help recognize and address them.

Following the public hearing, there was a thirty day comment period that ended January 2, 2016. The state made the draft 2016 AAP available on agency websites as follows:

WBC-<http://www.wyomingbusiness.or/program/cdbg-public-information/3290>

WCDA- [www.wyomingcda.com](http://www.wyomingcda.com)

WDH – <http://health.wyo.gov/phsd/howpa/indes.html>

WDFS–<https://sites.goggle.com/a/wy.gov/dfseb/child-support-enforcement/homelessness>

All state agencies receiving HUD awards have met monthly. All share a common goal: to get more citizen participation and more public comment each year.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies.

The state of Wyoming developed the Consolidated Plan as a coordinated effort between the WBC, WCDA, WDFS, WDOH, Health Care Financing Division, the Preventive Medicine Division, the Division on Aging, the Governor's CODD, WRDC, WDA, the CoC and citizen participation from city and county governments, private developers, nonprofit agencies, housing authorities and private citizens. This collaboration provided an opportunity to interact and enhance coordination among public and assisted housing providers, private and government health, mental health and service agencies throughout the year.

Wyoming only has a handful of housing authorities throughout the state, most of which are relatively inactive. All housing authorities received email invitations to attend the public hearing. Cheyenne Housing Authority was represented by Mike Stanfield at the meeting. No other housing authorities attended. The drafted AAP was forwarded to all housing authorities for comment.

Describe coordination with the CoC and effort to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and unaccompanied youth) and persons at risk of homelessness.

The Wyoming Department of Family Services (DFS) administers the ESG. DFS sent an e-mail to CoC members inviting them to apply based on local needs of homeless populations. Thirteen agencies throughout the state applied for and received ESG funds; then of these agencies were repeat applicants from the previous year. The CoC announcement prompted three new agencies to apply for 2015 funds – Crook County Family Violence and Sexual Assault Services; Poverty Resistance Food Pantry; and SW-Wrap. The DFS homelessness outreach and training coordinator works specifically with the CoC and is now working in partnership with the ESG Coordinator to provide support. This partnership has already had a positive impact on efforts to address the needs of the homeless in Wyoming. They have found areas where further help is needed, due to joint on-site monitoring visits with ESG sub-recipients.

The WBC granted out CDBG funds to Laramie County for a technical assistance grant for Youth Homelessness. The grant was used to gather successful practices and build capacity for the group Strong Families in Action Team. They hired a consultant from

Tennessee who manages their local program for homeless youth to help Laramie county to devise an action plan for their community.

Describe consultation with the CoC that serves the state in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of project and activities assisted by ESG funds and develop funding, policies and procedures for the operation and administration of HMIS.

The ESG and CoC coordinators conducted joint on-site monitoring visits in 2015 to evaluate outcomes of ESG-funded projects. Both coordinators work with the grant sub-recipients in different capacities, which provide familiarity with areas of need. They have regular conference calls to discuss coordination of ESG funds with CoC members. DFS is revising policies and procedures to include both DFS and CoC members. The two coordinators work closely together to notify and educate CoC members about ESG. DFS used the CoC network to notify and update members about the ESG application process.

The CoC is taking the lead in educating providers on the benefits of using HMIS. They will also assist agencies in finding funding to cover costs associated with implanting HMIS. The CoC and ESG coordinators will both be involved educating and training HMIS users, enhancing training provided by our HMIS consultant, Chris Pitcher.

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or area for improved coordination? WCDA administers the HOME program for the state. WCDA also coordinates the Wyoming Housing Data Base Book with demographic information which was helpful in addressing housing needs in the state. CDBG works closely with economic groups throughout the state to try and seek input into the economic needs for the state.

Identify any agency types not consulted and provide rationale for not consulting.

The coalition believes that with all the outreach we provide all agency types were consulted including but not limited to:

WBC, WDH, WDFS all housing authorities in the state all units of local government (cities, towns and counties) developers. Notices were sent to all and information was placed on numerous websites. Many chose not to participate or comment.

There is currently only one nonprofit developer in the state and they were notified of the public meeting and hearing and encouraged to attend. They did not participate or submit any comments.

Other local/regional/state/federal planning efforts considered when preparing the plan.

Name of plan, lead organization and how do goals of strategic plan overlap with the goals of each plan?

CoC and WDFS



1. Develop a coordinated homeless crisis response system and identify all shelters and transitional living facilities; identify all supporting services/agencies statewide; implement a diversion and prevention system.
2. Improve access to programs that provide temporary and long term resources to reduce financial vulnerability to homelessness.
3. Strengthen services for homeless children and youth and identify agencies that work with youth populations who may be at risk of homelessness; increase community outreach to these populations.
4. Identify and develop additional resources for homeless veterans.

Table 3 – Other local/regional/federal planning efforts

Narrative the CoC under the direction of WDFS worked with a variety of agencies to develop Wyoming’s plan to end homelessness this past year. These agencies included Community Action Partnership of Natrona County, Lifenet, Wyoming Department of Education, Central Wyoming Rescue Mission, United Way of Albany County, COMEA Shelter, Wyoming Veterans Commission, the Veterans Administration in Cheyenne and Sheridan, WDH and Wyoming Workforce Services.

The CoC developed aggressive goals to work with agencies across the state of Wyoming to end homelessness. As an organization that is evolving into an effective, working CoC, they are utilizing the goals developed in the ten year plan to end homelessness as a guide for leading and interacting with an assortment of agencies scattered statewide. Regular board meetings and statewide membership meetings are helping this process and keeping them on track to maximize the cooperation between agencies. Constant email contact keep the membership informed.

**AP-12 Participation**

**1. Summary...**

All the agencies have already met to converse about the 2016 AAP. We held a public meeting on September 8, 2015 and a public hearing on December 1, 2015.

**Expected Resources**

**AP-15 Expected Resource**

**Introduction**

ESG anticipates receiving \$301,000 in funding for 2015. We received requests from agencies totaling over \$455,000.

**Anticipated Resources table**

<u>Program</u>	<u>source/funds</u>	<u>uses</u>	<u>allocation</u>	<u>narrative</u>
ESG	public-federal	conversion and rehab for transitional Housing Financial assistance		no other federal funds are available for housing

Overnight shelter		services
Rapid re-housing (rental assistance)		
Rental assistance		
Services		
Transitional housing	\$301,000	

**Explain how federal ...**

ESG matching requirements will be satisfied by each agency through cash donations, donated labor, food, clothing, the value of any donated material or building, the value of any lease or mortgage on the building, local fund raising events, and grants from local agencies such as United Way. Each agency is required to have a 100% match from other sources to equal funds received from the ESG.

The citizen participation process for 2016 Annual Action plan included a public meeting held on September 7, 2015 at 1:30 and a public hearing held on December 1, 2015; both were held through a webinar format. A notice announcing this meeting and the planning process was advertised in the Casper Star Tribune as the state's only newspaper which has statewide distribution. An e-mail notification was mailed to local government officials, county commissioners, community and economic development offices, non-profit agencies, those persons and agencies on mailing lists for different affordable housing programs, county health offices, family planning units, utility companies, housing authorities, senior facilities, chambers of commerce, Native American Tribal Planning Departments, mental health agencies, agencies dealing with homeless and low-income issues, lending institutions and real estate professionals. There were approximately 13 persons in attendance.

The agenda at the public meeting included an informational presentation preceding citizen comment to acquaint the attendees with the consolidated plan process and the formula grant programs. Information included Consolidated Plan philosophy, citizen participation, plan development, past funding levels, distribution patters and eligibility criteria. Program information was presented by representative from the agencies responsible for CDBG, HOME, ESG and HOPWA. At the public hearing the agenda included discussion the draft 2016 AAP and receive input to any additions or changes the communities would like to add to the plan.

Public comments were accepted until January 2, 2016 **put in any comments received**

The coalition has contacted WEDA and requested to present at one of their upcoming meetings.

**Citizen Participation outreach:**

Advertised in the Casper Star Tribune for the public meeting and the public hearing. The WBC sent out a blast email through their database to over a thousand contacts. The other agencies forwarded the meeting notices to their partners and contacts.

Table 4

AP-15 Expected Resources -91.320 (c)(1,2)

Introduction

WCDA anticipates receiving \$3,500,000 in HOME funding and \$1,200,000 in program income that they will use in furthering the new construction and rehabilitation of affordable housing. As no future NSP funding is anticipated and WCDA has expended all its previous funding they estimate only having \$275,000 in NSP program income to acquire and rehabilitate single family units for homeownership opportunities. It is anticipated that WCDA will receive \$3,000,000 in NHTF. WCDA's match information has been commented on in the box below that asks about match leveraging. USDA Rural Development (RD) is an active lender in the state's rural areas. Provided funding is available to RD they should be a contributor to financing of affordable housing.

The CDBG allocation will be approximately \$2.7 million and the projected state match is \$181,000. The WBC received over \$1.5 million in requests March 1, 2015. The WBC also received over \$2 million in grant requests August 1, 2015.

ESG anticipates receiving \$301,000 in funding for 2016. They project there will be over \$350,000 in requests from agencies.

Anticipated Resources:

CDBG:

Administration and Planning \$181,000

Acquisition \$500,000

Economic Development \$1 million

Housing Infrastructure \$500,000

Public Improvements \$519,000

Public Service \$0

WBC anticipates expending all of their funds to public facilities, planning, ADA and infrastructure.

HOME

Homebuyer assistance \$1,000,000

Homeowner rehabilitation \$0

Multifamily rental new construction \$2,705,000

Multifamily rental rehabilitation \$425,000

New construction for ownership \$0

TBRA \$0

CHDO Operating \$100,000

Amounts are based on prior allocations and an average of last year's program income received.

HOPWA

TBRA \$215,585 No other funds are available for housing

Transitional housing \$301,000 No other federal funds received. No program income received.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.

For the CDBG program, match (25% cash) is required for planning grants. Additionally, the scoring regimen used for community and economic development projects gives weight to match provided though it is not required. The state match's the CDBG administrative dollars and the state administrative match will be \$181,000. We can only use 20% of the allocation for administration and planning. The 20% is \$540,000 minus the 3% for administration there will be \$359,000 projected for 2015 planning funding.

The Regional Directors always have a demand for CDBG funds. They have informed me that they don't even have to try and get participation from their communities. Once I send the MOD out they receive many calls and we receive over twice our allocation in grant requests.

The CDBG Program Manager emailed the eight regional directors requesting CDBG needs for the next year in their communities. The Northwest Region has many non-profit organizations that serve low-moderate income individuals and families. Examples are Mountain Spirit Habitat for Humanity, Big Horn Enterprises, Crisis Prevention Centers, etc. These types of non-profit organizations are always operating on tight budgets and have growing clientele and physical space needs. While I don't yet have an idea of the projects that I will see for the 2016 grant cycle it would not surprise me if I have at least one non-profit organization that will be the end beneficiary of CDBG funds. ADA accessibility in public facilities is also an on-going need in the Northwest Region. CDBG funds have addressed much of this need but it is possible that this will be an area of need in the near future. **Waiting for other regional responses**

Many times Low Income Housing Tax Credits are used with HOME funds allowing for more units at lower rent levels to be produced.

The HOME program requires a 25% match obligation. Currently, WCDA has accumulated sufficient banked match which allows projects submitted in 2016 to only provide 5% match. Typically, sources of match have included waiver of professional fees, reduced interest rates and origination points by lending institutions, reduced property taxes and concessions by local governments. All these forms of match reduce project costs allowing the funding to provide more affordable housing. The low Income Housing Tax Credit program is often utilized with HOME funds on rental projects allowing the HOME units to address the needs at low income levels.

The state provides no other funding sources for housing, i.e. oil and gas funds.

ESG matching requirements will be satisfied by each agency through cash donations, donated labor, food, clothing, the value of any donated material or building, the value of any lease or mortgage on the building, local fund raising events, and grants from local agencies such as

United Way. Each agency is required to have a 100% match from other sources to equal funds received from the ESG.

The HOPWA program works closely with the Ryan White Part B/ADAP. There is only one community based organization that is focused on HIV, the Albany County AIDS Project. They provide limited funding each year for clients to assist with needs not covered by the programs. If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic	Area
	Needs Addressed	Funding	Goal Outcome	Indicator		
1	Renters-0-30% of Median Family Income	2013	2017			
	Rental units rehabilitated: 3 Household Housing Unit					
2	Renters 51-80% of Median Family Income	2013	2017	Affordable Housing		
	Rental units constructed: 67 Household Housing Unit					
3	Renters 31-50% of Median Family Income	2013	2017	Affordable Housing		
	Rental units constructed: 67 Household Housing Unit					
4	Owners 0-30% Median Family Income	2013	2017	Affordable Housing		
	Homeowner Housing Added: 1 Household Housing Unit					
5	Owners 31-50% Median Family Income	2013	2017	Affordable Housing		
	Homeowner Housing Added: 11 Household Housing Unit					
6	Owner 51-80% Median Family Income	2013	2017	Affordable Housing		
	Homeowner Housing Added: 54 Household Housing Unit					
7	NSP - Rehab of Existing Owner Units	2013	2017	Affordable Housing		
	Homeowner Housing Rehabilitated: 2 Household Housing Unit					
8	Non-homeless special needs	2013	2017	Non-Homeless Special Needs		
	Rental units constructed: 29 Household Housing Unit					

Table 6 – Goals Summary

Goal Descriptions

- 1 Goal Name Renters-0-30% of Median Family Income  
Goal Description
- 2 Goal Name Renters 51-80% of Median Family Income  
Goal Description
- 3 Goal Name Renters 31-50% of Median Family Income  
Goal Description
- 4 Goal Name Owners 0-30% Median Family Income  
Goal Description
- 5 Goal Name Owners 31-50% Median Family Income  
Goal Description
- 6 Goal Name Owner 51-80% Median Family Income  
Goal Description

- 7 Goal Name NSP - Rehab of Existing Owner Units  
Goal Description
- 8 Goal Name Non-homeless special needs  
Goal Description

Table 7 – Goal Descriptions

AP-25 Allocation Priorities – 91.320(d)

Introduction

Priorities for allocating HOME funds are followed as set forth in the Wyoming Affordable Housing Allocation Plan. The Plan can be found on WCDA's website: [www.wyomingcda.com](http://www.wyomingcda.com)

In summary our highest priority is need, followed by quality of construction, income levels served, affordability and extended length of time the restrictions will be in place. With the highest priority being need, it does not put a preference on new construction or rehabilitation, but rather the priority is on serving the community with the highest need among the applications received.

The priorities for CDBG are driven by community needs. All CDBG funded projects align with the WBC strategic plan to improve livability of communities, and help Wyoming prosper.

Funding Allocation Priorities

	Renters-0-30% of Median Family Income (%)		Renters 31-50% of Median Family Income (%)		Renters 51-80% of Median Family Income (%)		Owners 0-30% Median Family Income (%)		Owners 31-50% Median Family Income (%)		Owner 51-80% Median Family Income (%)		NSP - Rehab of Existing Owner Units (%)		Non-homeless special needs (%)		Total (%)
CDBG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HOME1	29	29	1	4	23	1	12	100									
HOPWA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ESG	21	11	40	28	0	0	0	0	100								

Table 8 – Funding Allocation Priorities

Reason for Allocation Priorities:

Wyoming communities have need for infrastructure and senior and child development projects. Very few funding sources exist and CDBG helps fill this funding gap.

Priorities for ESG vary throughout the state, depending on the needs of the homeless and about-to-be homeless. Emphasis is placed on street outreach and emergency shelter for individuals, families with children, and couples who are homeless; homelessness prevention and rapid re-housing for those who are in danger of becoming homeless. We are expecting the largest allocation under Homelessness Prevention and Rapid Re-Housing to fund medium and long term housing assistance. Affordable housing in Wyoming is at a premium and can be difficult to find. Supporting families and individuals who are in danger of becoming homeless is a priority for those funded activities. Emergency Shelter funding receives the greater portion of ESG funds. The majority of those allocated funds are devoted to shelter operations, including meals served. In addition, a third of the money available under emergency shelter is used for hotel vouchers.

Staff looks for sub-recipients who provide more than just a night's shelter as a priority when allocations are made. Meals, counseling services, employment counseling, and mental health evaluations are considered activities in this group. Rapid re-housing and homelessness prevention applicants devote much of that funding to rent assistance and hotel vouchers.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

The rural nature of the state of Wyoming makes large scale development nearly impossible. Therefore, it suits Wyoming best to consider applications individually and in their unique setting of small communities. All the funds are directed to assisting those of low- to moderate-income in some way.

Because of the sparse Wyoming population it has proven to be effective not to target specific types of projects. Rather, the CDBG program accepts applications from any eligible applicant and evaluates each application based on its merits.

The ESG allocation is divided into broad categories - 60% for street outreach and emergency shelter; 32.5% for homelessness prevention and rapid re-housing; 7.5% for administration purposes. Allocation of the grant is driven by the facilities that have the capacity to match the grant funds and to administer the programs.

#### AP-30 Methods of Distribution – 91.320(d)&(k) Introduction

Distribution Methods for all programs are based on need. See below for Distribution Methods for the various funding sources.

The method for distribution for CDBG is an attachment.

#### Distribution Methods

##### Table 9 - Distribution Methods by State Program

1 State Program Name: CDBG  
Funding Sources: CDBG

Describe the state program addressed by the Method of Distribution. The Method of Distribution information pertains to the Community Development Block Grant funds for the state of Wyoming's Balance of State program. It is attached as a stand-alone document as it is quite large.

Comment [SQ1]: Attach CDBG MOD

The HOPWA program does not distribute any funds. The program operates as the Grantee and the Project Sponsor for the State of Wyoming.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

The criteria and scoring/ranking for CDBG projects is in our rules. The CDBG rules are an attachment.

**Comment [SQ2]:** Attach CDBG rules

The HOPWA program does not distribute any funds. The program operates as the Grantee and the Project Sponsor for the State of Wyoming.

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)

All CDBG program materials including rules, applications, labor standards information, environmental forms, and more is available on the Wyoming Business Council website ([www.wyomingbusiness.org](http://www.wyomingbusiness.org)). Materials are also available by contacting the program manager and the eight Regional Directors.

The method of distribution goes out annually. We have a large database containing nonprofits, government agencies, economic groups and any other interested parties. We sort these entities and email all of them the MOD.

Grant applications are available on the WBC website, by contacting the WBC's Regional Directors or by contacting the CDBG Program Managers. Applications from incorporated cities, towns and counties (or from a unit of local government on behalf of a non-profit or for-profit) are accepted twice annually if funding allows. The deadlines are posted on the WBC website.

Applications include project information, timeline and implementation plan, budget, certification of citizen participation, certification of adequate notice and public hearing information, a resolution and official meeting minutes from the public meeting. Also, some applications require additional supporting materials such as business plans or financial information. Applicants who are seeking funds from both CDBG and WCDA for a project should alert both agencies as early as possible in order to allow sufficient opportunity for agency coordination. Applications are scored according to threshold criteria and ranking criteria including area unemployment information, matching funds made available to the project, number of beneficiaries or proposed jobs that will be created, seriousness, urgency and need for the project. (Additional scoring information can be found in the CDBG Rules available online at [http://wyomingbusiness.org/community/cdbg\\_apps.aspx](http://wyomingbusiness.org/community/cdbg_apps.aspx). Site visits are conducted on all proposed projects except planning projects. A written summation of the application is provided to the WBC Board of Directors for their review and funding determination. Board meetings are public and applicants are encouraged to attend. The 2016 Method of Distribution (Appendix A) was made available to local elected officials, non-profit organizations, economic development organizations and others October 2015. It is also posted on the WBC website <http://www.wyomingbusiness.org/community>.

The HOPWA program does not distribute funding to communities.

Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)



Notification regarding the ESG application process begins in the spring after award amounts are announced by HUD. In 2015 email notifications were sent by the CoC to 178 individuals and agencies. For the past two years, 13 agencies applied for and received grant funding. These agencies included faith-based, non-profits, and affiliates of local government. We welcome agencies from a variety of venues to apply. Each applicant is evaluated on a five-point scale. Based upon the amount of funding and the anticipated number of applicants, a maximum baseline award is established. We adhere to the percentages HUD requires for distribution of funds – 60% for street outreach and emergency shelter; 32.5% for homelessness prevention and rapid re-housing; and 7.5% for administration. Depending upon the applicant requests for each category, allocations are adjusted to maintain the HUD allowed distributions.

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)

The Wyoming Department of Health is the Grantee and Project Sponsor for the State of Wyoming. The HOPWA program which is housed in the Communicable Disease Unit of the Public Health Division is responsible for providing housing services to HIV positive individuals across Wyoming working with case management sites located mostly in public health nursing offices.

Describe how resources will be allocated among funding categories.

CDBG categories of allocation for 2016 are estimated to be the \$2,830,200 for Community Development which includes Community Facilities, ADA, Public Infrastructure, Housing, Homeownership Assistance. For Economic Development the 2015 allocation is estimated at \$1,316,400 for Downtown Development, ED infrastructure and Planning and TA grants.

Describe threshold factors and grant size limits.

Rating and ranking criteria are included in the CDBG program rules which can be found at [http://wyomingbusiness.org/community/cdbg\\_apps.aspx](http://wyomingbusiness.org/community/cdbg_apps.aspx). Additionally, grant descriptions and limits are attached for both the economic and community development programs funded with CDBG. CDBG grant limits are \$500,000 for CD and ED projects except Planning and that Maximum is \$50,000. The rules are also an attachment to this document.

What are the outcome measures expected as a result of the method of distribution?

For CDBG Infrastructure for economic development and housing development. Elimination of slum and blight for government buildings. The ability to serve the elderly and disabled children.

Decent Housing-Availability/Accessibility: 8 units and 1 facility served by infrastructure. Decent Housing-Affordability: 4 receiving homeownership assistance. Decent housing - Sustainability: 1 housing plans. Sustainable Living environment-availability/accessibility:

2 State Program Name: ESG  
Funding Sources: ESG

### **How will the proposed distribution ...**

The ESG allocation is divided into three categories – 60% for street outreach and emergency shelter; 32.5% for homelessness prevention and rapid re-housing; 7.5% for administration. Allocations are made to facilities that can match grant funds and administer the programs.

### **Table 9 – Distribution Methods by State Program**

#### **1. Describe the process for awarding funds to state recipients...**

Notification regarding the ESG application process begins in the spring after award amounts are announced by HUD. In 2015 email notifications were sent by the CoC to 178 individuals and agencies. For the past two years, 13 agencies applied for and received grant funding. These agencies included faith-based, non-profits, and affiliates of local government. We welcome agencies from a variety of venues to apply. Each applicant is evaluated on a five-point scale. Based upon the amount of funding and the anticipated number of applicants, a maximum baseline award is established. We adhere to the percentages HUD requires for distribution of funds – 60% for street outreach and emergency shelter; 32.5% for homelessness prevention and rapid re-housing; and 7.5% for administration. Depending upon the applicant requests for each category, allocations are adjusted to maintain the HUD allowed distributions.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

For 2016, the ESG coordinator will use a scoring sheet to evaluate each application. Points from one to five will be awarded for 1) demonstrated need; 2) plan for distribution; 3) collaboration with other agencies; 4) continuum of care involvement; and 5) homeless involvement. Those applications scoring the highest will receive greater consideration for their grant requests. After the initial scoring.

FY 2014 was the first year input was requested from the CoC. The expectation is that there will be greater discussion between the ESG coordinator and CoC board regarding the FY 2016 applicants and allocations.

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)

Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations.

(ESG only)

The selection process for 2016 funds will be a more collaborative effort with the CoC than in past years. With a finite amount of money available, decisions will need to be made based upon how the funds will be used by applicant agencies. Local government and non-profit agencies are

evaluated equally based upon how the anticipated grant funding will be used by each agency and how many homeless individuals and families will be affected. Greater emphasis is given to those agencies who request funds for homelessness prevention and rapid re-housing. We anticipate funding requests will exceed funding availability, so decision will be made based upon greatest need and how the funds will be used by the agencies.

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)

The Wyoming Department of Health is the Grantee and Project Sponsor for the State of Wyoming. The HOPWA program which is housed in the Communicable Disease Unit of the Public Health Division is responsible for providing housing services to HIV positive individuals across Wyoming working with case management sites located mostly in public health nursing offices.

Describe how resources will be allocated among funding categories.

60% - Emergency Shelters and Street Outreach  
32.5% - Homelessness Prevention and Rapid Re-Housing  
7.5% - Administration

In 2014, homelessness prevention and rapid re-housing requests were fully funded as these are HUD priorities. We anticipate this will remain the same for 2015. The remaining funds are allocated to the activities that will provide the greatest demonstrated need and funding use by the requesting sub-recipient.

In 2014, homelessness prevention and rapid re-housing requests were fully funded as these are HUD priorities. We anticipate this will remain the same for 2015. The remaining funds are allocated to the activities that will provide the greatest demonstrated need and funding use by the requesting sub-recipient.

Describe threshold factors and grant size limits.

Applicants are limited to a maximum request of \$38,000. Depending on the number of applications and the available grant funds, the requests may be funded wholly or in part.

What are the outcome measures expected as a result of the method of distribution?

Application scoring has been implemented in the hopes that the greatest number of homeless and about to be homeless individuals and families will be served. The intent is to emphasize the need to prevent homelessness from happening, so that more families and individuals will either retain or move into permanent housing.

The State of Wyoming has just published its first Ten Year Plan. The emphasis is to reduce homelessness throughout the state. The Emergency Solutions Grant is part of this plan, with the goal of reducing homelessness in the state.

3 State Program Name: HOME  
Funding Sources: HOME

Describe the state program addressed by the Method of Distribution. HOME Investment Partnerships Program is primarily used as a financing tool for the creation of Affordable housing Units. Most funding is used in connection with the Low-Income Housing Tax Credit program.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

The complete criteria can be found in the Wyoming Affordable Housing Allocation Plan Section V. Initial Allocation Criteria on our website at: [http://www.wyomingcda.com/documents/2015\\_QAP\\_Final.pdf](http://www.wyomingcda.com/documents/2015_QAP_Final.pdf)

In summary the maximum points that are awarded under the Primary categories are as follows: Need 258, Quality of Construction 126, Income Levels 25, Affordability Levels 36, Length of Affordability Periods 35, and Community Revitalization Areas 5. The Secondary Criteria includes, Location 50, Project Characteristics 81, Sponsor Characteristics 50, Public Housing Waiting Lists 2, Serving Families with Children 4, Financial Support from Local Sources 35, Equity in Project 20, and Management Capacity and Project Costs can result in negative points.

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)

Listed on the WBC website <http://www.wyomingbusiness.org/community>

Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)

Projects are awarded based on a scoring criteria listed in detail in the Affordable Housing Plan. Scoring is completed by staff based on information provided by the applicant in their application. The results are presented to the WCDA Board of Director for final approval.

Certain areas of the state are not pre-identified for HOME funding, but rather applications addressing the community with the highest need along with other factors are awarded funding. Other major influencing factors include: quality of construction and households being served.

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)

The Wyoming Department of Health is the Grantee and Project Sponsor for the State of Wyoming. The HOPWA program which is housed in the Communicable Disease Unit of the Public Health Division is responsible for providing housing services to HIV positive individuals

across Wyoming working with case management sites located mostly in public health nursing offices.

Describe how resources will be allocated among funding categories.

The WCDA anticipates approximately \$3.5 million in new HOME funding, to be distributed as follows: Direct Administration Category \$ 1,212,500; Small Project Set Aside \$1,212,500; HOME/WRAP (Homebuyer Assistance) \$1,000,000, Community Housing Development Organizations (CHDO) \$705,000, (A Maximum of \$52,500 is available from the CHDO set-aside for Project Specific Technical Assistance and site Control Loans.), CHDO General (not project) Operating costs and Capacity Building Reserve \$100,000, Administration and Contingency Reserve \$470,000.

Describe threshold factors and grant size limits.

Some individual scoring requires a minimum threshold be met. See individual scoring criteria for these thresholds. Maximum HOME funds to any one developer may be limited to 60% of total funds available.

What are the outcome measures expected as a result of the method of distribution?

Scoring and method of distribution has been established in hopes that the projects which can demonstrate the greatest need, with good quality construction which will serve the tenants for the longest period of time will be awarded this scarce resource.

We have outreach all around the state. We receive many calls from non-profits, businesses and communities. We receive many more requests for grant funds than funds we have available.

4 State Program Name: Wyoming Department of Health-Communicable Disease Treatment  
Funding Sources: HOPWA

Describe the state program addressed by the Method of Distribution. The Wyoming Department of Health is the Grantee and Project Sponsor for the State of Wyoming. The HOPWA program which is housed in the Communicable Disease Unit of the Public Health Division is responsible for providing housing services to HIV positive individuals across Wyoming working with case management sites located mostly in public health nursing offices.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

Not applicable

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)

All information is available on the WBC website <http://www.wyomingbusiness.org/>

Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations.

The information is sent out through the WBC database. All local governments, nonprofit organizations and faith based organizations are sent out the method of distribution notice stating when applications will be accepted and how much grant funds are available.

(ESG only)

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)

The Wyoming Department of Health is the Grantee and Project Sponsor for the State of Wyoming. The HOPWA program which is housed in the Communicable Disease Unit of the Public Health Division is responsible for providing housing services to HIV positive individuals across Wyoming working with case management sites located mostly in public health nursing offices.

Describe how resources will be allocated among funding categories.

Not applicable

Describe threshold factors and grant size limits.

Not applicable

What are the outcome measures expected as a result of the method of distribution?

Not applicable

5 State Program Name: Wyoming Rehabilitation and Acquisition Program (WRAP)  
Funding Sources: HOME

Describe the state program addressed by the Method of Distribution.

The purpose of the WRAP program is to purchase qualified properties, rehabilitate the properties, and then sell the properties to qualified, income eligible households. The WRAP program utilizes existing housing stock which in most cases is less than desirable and in need to major rehabilitation to bring the unit up to and beyond code requirements to a pre-defined

housing quality standard. Some housing that is determined to be unsafe and blighted and exceeds cost reasonableness to bring the property up to habitable standards may be demolished and a new housing unit constructed in its place. Before rehabilitation begins all units are tested for hazardous materials such as Lead, Asbestos, Radon, Mold and even Drugs. The house is mitigated of all hazardous materials and then rehabilitated to a standard which includes energy efficient items giving the new homeowner an honest chance at a pleasant homeownership experience. When the units are sold to income qualified households, favorable financing and terms are made available to insure affordability.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

As there are no non-profits in the state with the capacity to administer the program, WCDA manages everything from the selection of the houses to be purchased, to overseeing the contractor performing the rehabilitation, and closing the loans with the new homeowners. The states one active housing non-profit provides the required homebuyer education.

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)

All the information is listed on our website <http://www.wyomingbusiness.org/community>  
Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and othercommunity-based organizations). (HOPWA only)

The Wyoming Department of Health is the Grantee and Project Sponsor for the State of Wyoming. The HOPWA program which is housed in the Communicable Disease Unit of the Public Health Division is responsible for providing housing services to HIV positive individuals across Wyoming working with case management sites located mostly in public health nursing offices.

Describe how resources will be allocated among funding categories.

Currently due to the number of contractors available and willing to do rehabilitaiton work and the time constraints on WCDA staff, this program is only offered in Casper, Cheyenne and surrounding areas.

Describe threshold factors and grant size limits.

The only threshold factors and grant size limits are those imposed by the HOME Rules and Regulations.

What are the outcome measures expected as a result of the method of distribution?

WCDA is hoping to complete 5 units a year under this funding source.

#### Discussion

#### AP-35 Projects – (Optional)

##### Introduction

Projects utilizing HOME funding are not predetermined. Applications will be submitted during the year and the highest ranking projects will receive HOME funding. The same is true of CDBG. Applications will be reviewed and ranked. Those ranking highest will receive CDBG funding.

# Project Name

##### Table 10 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs Under HOME the highest priorities are for meeting the need in each community, as well as quality of construction and length of time the project will provide affordable housing.

All CDBG funded projects align with the WBC strategic plan to improve livability of communities, and help Wyoming prosper. Under CDBG projects are ranked according to urgency, community input and the number of beneficiaries for the project. Cash match increases the ranking score as well. The WBC receive \$2.7 million and receive requests for over \$4 million annually.

#### AP-38 Project Summary

##### Project Summary Information

##### Table 11 – Project Summary

#### AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

Available Grant Amounts

Acceptance process of applications

#### AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

State's Process and Criteria for approving local government revitalization strategies



AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed/

HOME funding is done on a competitive basis. The PJ does not steer projects to certain areas. However, in an attempt to distribute funding geographically, scoring criteria has been established to ensure projects serving areas of greatest need are awarded the funding. Amount of prior assistance is also taken into consideration.

CDBG funding is also done by applications submitted. They are ranked according to a system provided for in the program rules. Those ranking highest are funded. There are few concentrations of low income and minorities that happen to coincide with the Wind River Indian Reservation which receives an IDBG allocation. Further Casper and Cheyenne are entitlements communities and receive their own allocations. Therefore the state funds are utilized to benefit those with the greatest need outside these defined areas.

Geographic Distribution

Target Area Percentage of Funds

Table 12 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction

The CDBG state program allows for the use of funds for housing infrastructure, homeownership assistance and acquisition. The state's CDBG program regularly works with Habitat for Humanity, housing authorities throughout the state and the Wyoming chapter of the National Association of Housing and Re-Development Officials.

WCDA's allocation criteria for distribution of HOME funds allows non-profit and for-profit developers to apply for funding and does award extra points for efforts to house the homeless. Even with incentives for producing housing with rents at or below \$200 a month to support homeless households, in past history no projects have taken on the challenge. Thus, WCDA does not anticipate any additional units to be created and set aside just for homeless family utilizing HOME or Tax Credit funding.

One Year Goals for the Number of Households to be Supported

Homeless 0  
Non-Homeless 119  
Special-Needs 28  
Total 147

Table 13 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through  
Rental Assistance 0  
The Production of New Units 117  
Rehab of Existing Units 20  
Acquisition of Existing Units 10  
Total 147

Table 14 - One Year Goals for Affordable Housing by Support Type

Discussion

The anticipated numbers from HOME as well as Low Income Housing Tax Credit production consist of 117 new units and 20 Rehab of existing units. WCDA also anticipates 28 elderly units reflected in the Special Needs category above.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction

WCDA does not administer any public housing, nor does any other entity in our Wyoming HUD allocation. This is covered under the Cheyenne Consolidated Plan.

Actions planned during the next year to address the needs to public housing

Actions to encourage public housing residents to become more involved in management and participate in homeownership

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The 2016 Annual Action Plan will be the fourth year of implementing Wyoming's Strategic Plan for reducing and ending homelessness. Greater participation in the point in time count made a tremendous difference in assessing Wyoming's population more accurately and it is the hope of providers that this participation level will continue to increase. Accuracy in numbers of the Wyoming homeless population will enable Wyoming to better assist those who are in need.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

ESG - the Continuum of Care will use the Annual Point in Time Count as a method of reaching out and identifying homeless populations. During the Count referral information will be given to unsheltered persons. To the extent of resources, persons will be assessed at that time or as they enter the care system. The Veteran's Administration holds Stand Down events in Casper and Cheyenne which provide the opportunity to assess the needs of homeless veterans and refer them to appropriate services and housing. Addressing the emergency shelter and transitional housing needs of homeless persons.

ESG - the CoC will work toward expanding the supply of homeless housing, including emergency shelter and transitional housing resources. Among the approaches to be pursued is to double the capacity of the Transitional Housing for Families in Casper.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

ESG - the CoC has established a goal of increasing the permanent supportive housing beds for chronic homeless persons from the current 14 to 30 beds in the next ten years. Over the next year ESG will focus on the creation of partnerships for developing permanent supportive housing. Within our homeless youth strategic planning process, the CoC identified the importance of having unified case management processes for working with homeless families. The CoC will work to develop a collaborative process for achieving a comprehensive case management system among agencies.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

ESG - the CoC works closely with the foster Care providers around the state of Wyoming to ensure that youth do not become homeless when they age out of the system.

The foster care providers follow specific guidelines that include training and educating foster parents about their responsibilities to youth in their care, and about the "family support" youth would need when they age out of the systems. Next, all of the youth in foster care are required to participate in the Independent Living Program that teaches them how to get and retain a job, sets up internships and job shadows for them, helps with obtaining a GED, teaches budgeting and financial management, assists with renting an apartment, getting a driver's license, and assists with college tuition. The foster care and Independent living staff work together in helping youth to sign up for college if they choose, perhaps a trade school, or help to successfully transition into the workforce. The CoC agencies and foster care staff fully understand that youth that age

out of foster care need many extra supports in order for them to continue with a successful transition process out of the foster care system. To summarize, the discharge plan includes guidelines for family support, financial security, a plan and a direction for their future.

The CoC and Wyoming Community Network have partnered with the Wyoming Department of Corrections to assure there are policies and procedures in place to refer individuals to community resources and providers. Resources and referrals include: medication provision, primary care medical provider, housing and employment. The procedures have been in place since 2002.

Discussion

#### AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:

Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family 15

Tenant-based rental assistance 15

Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds 0

Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds 3

Total 33

#### AP-75 Barriers to affordable housing – 91.320(i)

Introduction

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

A Fair Housing survey done recently showed that the citizens of Wyoming do not consider the above mentioned items to be a barrier to affordable housing in the State of Wyoming. Things that were mentioned as barriers were price, accessibility and discrimination. It has been decided that homebuyer education should be stressed prior to purchase of a first home. WCDA requires this education be completed prior to purchasing any home financed by WCDA. It was also found that many people don't believe that there are enough handicap accessible homes and apartments on the market. WCDA has reached out to developers to educate them to this fact. WCDA is in the process of promoting education for agents, lenders and landlords and monitors any federally funded properties very strictly for Fair Housing and Accessibility requirements.

Discussion

## AP-85 Other Actions – 91.320(j)

### Introduction

WCDA anticipates having 1 funding round for allocation of HOME funds in the year 2016. Our goal is to allocate all of our allotted funding to affordable housing.

CDBG funds are allocated every year. Each year the program is assessed to determine needs for the state.

The HOPWA Program provides services to HIV positive clients statewide. The program is the Grantee and Project Sponsor.

ESG opens its application process once a year. It is anticipated all funding will be allocated this year. There are funds available from the excess in FY 2011-2013 which will be used to fund those requests which might not be fully funded with the limited 2015 grant funds. The distribution of these excess funds will be done with the help of HUD technical assistance, as determined through conference calls with our technical assistant.

Actions planned to address obstacles to meeting underserved needs.

WCDA awards funding to the underserved rural areas of the State. In addition, WCDA awards extra points within the scoring criteria for any development that commits to housing the homeless.

CDBG has started providing housing infrastructure and acquisition to help with the shortage of housing in the state. CDBG funds will continue to be used for underserved community and economic development projects.

The HOPWA program has case managers located throughout the state to assist clients with finding and securing housing. The case managers meet with clients at least every 6 months for the annual application and 6-month re-certification. Clients receive an assessment and update their care plans during these appointments.

ESG has placed an emphasis on funding efforts to prevent homelessness; this is a high criteria for 2015 awards. In addition, a functioning CoC desires to have a collaborative relationship with DFS, which provide the ESG coordinator with more information on where homeless needs are greater in the state, and the agencies that can provide benefits to the homeless and about to be homeless.

Actions planned to foster and maintain affordable housing

In an effort to preserve projects that may be looking at leaving the affordable realm, WCDA's scoring criteria is favorable to developers that want to preserve these units.

The HOPWA program requires case managers to meet with clients at least twice a year to assess housing and care needs.

Actions planned to reduce lead-based paint hazards.

Through the NSP Program and HOME Program WCDA is purchasing single family residences and before rehab is completed the homes are tested for hazards including LBP, Asbestos, Mold, Radon, and drug contamination and all such hazards are removed or mitigated.

The HOPWA program completes a housing quality standard inspection on all TBRA properties. All ESG applicants are required to inspect housing for lead-based paint hazards. This includes emergency shelters and potential housing units. This has been emphasized in the 2015 application. Monitoring inspections conducted this year will include this on their inspection list.

Actions planned to reduce the number of poverty-level families

The housing infrastructure CDBG has funded is for low- to moderate-income families. Further, CDBG funds will be used for ADA, job creation and other community development projects.

The HOPWA program uses the income eligibility as set forth by HUD. 96% of enrolled HOPWA clients have very low or extremely income. Due to the nature of HIV disease many clients who are willing to work are unable to due to their health. Case managers work closely with clients who are healthy enough to work find employment.

Actions planned to develop institutional structure

Actions planned to enhance coordination between public and private housing and social service agencies

WCDA has included in its scoring criteria incentives for developers that combine public and private financing within the same project.

The HOPWA program case managers are very knowledgeable and aware of local agencies and partners when a client in their community is in need of housing or any other supportive service.

Discussion

During 2015 66 HOME projects were monitored (42% of all HOME projects) of which 190 units, or 20% of all units had physical inspections as well as the files reviewed. There were no major infractions, most non-compliance was corrected in the 30 day correction period. During 2016 67 projects (42% of all HOME projects) are scheduled to be monitored and 243 units or 26% will have physical inspections as well as the files reviewed.

ESG - a new staff member who works primarily with the CoC has been designated as the person who will conduct inspections and monitor agencies receiving ESG funds during 2015. An inspection form is being revised using information from the application directions and a previous inspection form as a guide. It is anticipated these inspections will begin in late summer or early fall. In addition, monitoring of ESG expenditures by the sub-recipients has been revised for 2015. The sub-recipients are now required to include receipts showing expenditures on their monthly reports. Without these receipts, no reimbursement will be issued

HOPWA-Program staff conduct case management site visits every year. Due to limited staff availability, one third of sites receive a visit each year. A required annual case manager training is held to provide program updates. The Wyoming Department of Health is the Grantee and Project Sponsor for the State of Wyoming.  
Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)  
Introduction

Community Development Block Grant Program (CDBG)  
Reference 24 CFR 91.320(k)(1)  
CDBG requirements are listed in our rules and they are attached to this document.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed 0
  2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. 0
  3. The amount of surplus funds from urban renewal settlements 0
  4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan 0
  5. The amount of income from float-funded activities 0
- Total Program Income: 0

#### Other CDBG Requirements

1. The amount of urgent need activities 500,000
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 84.00%

HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Other forms of assistance used to help meet the goals in the Action Plan include Low Income Housing Tax Credits and the Single Family Tax Exempt Bond program administered through Wyoming Community Development Authority.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Any HOME homeownership activity available under the Wyoming HOME Program is subject to Resale or Recapture provisions. To ensure a fair return to the homebuyer based on economic conditions as well as the condition of the home, the homebuyer will receive the balance of the Net Available Proceeds after the entire HOME Investment has been paid.

The Recapture requirement must be stipulated in a lien document separate from the mortgage which must be recorded. These Recapture provisions will be achieved by having the following language in the Note and separate lien document, which is recorded in County records; "In the event of a sale (whether voluntary or involuntary) of the Property subject to the Mortgage, Borrower may be relieved from the obligation to pay a portion of amount due under this NOTE, including Principal, only if the deficiency from the sale results from an economic condition or factors beyond the Borrower's control and not caused by the Borrower, such as unforeseen destruction or damage to the property and in the following, limited circumstance: If the net proceeds from the sale (net proceeds means the sale price minus closing costs of the sale) are not sufficient to pay all late charges, expenses, fees (including attorney's fees) and any other charges plus the entire Interest and Principal amount then due, payment of the net proceeds resulting from the sale to Lender will constitute payment in full of this NOTE and borrower shall be released from liability for any further payment. Provided, however, that if the sale is voluntary, the amount of the sale price must be equivalent to a price that unrelated, willing buyers and sellers would agree upon according to real estate market conditions that exist at the time and place of sale, otherwise Borrower shall not be released from liability for any further payment, unless otherwise agreed by Lender."

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Any HOME homeownership activity available under the Wyoming HOME Program is subject to Resale or Recapture provisions. To ensure a fair return to the homebuyer based on economic conditions as well as the condition of the home, the homebuyer will receive the balance of the Net Available Proceeds after the entire HOME Investment has been paid.

The Recapture requirement must be stipulated in a lien document separate from the mortgage which must be recorded. These Recapture provisions will be achieved by having the following language in the Note and separate lien document, which is recorded in County records; "In the event of a sale (whether voluntary or involuntary) of the Property subject to the Mortgage, Borrower may be relieved from the obligation to pay a portion of amount due under this NOTE, including Principal, only if the deficiency from the sale results from an economic condition or factors beyond the Borrower's control and not caused by the Borrower, such as unforeseen destruction or damage to the property and in the following, limited circumstance: If the net proceeds from the sale (net proceeds means the sale price minus closing costs of the sale) are not



sufficient to pay all late charges, expenses, fees (including attorney's fees) and any other charges plus the entire Interest and Principal amount then due, payment of the net proceeds resulting from the sale to Lender will constitute payment in full of this NOTE and borrower shall be released from liability for any further payment. Provided, however, that if the sale is voluntary, the amount of the sale price must be equivalent to a price that unrelated, willing buyers and sellers would agree upon according to real estate market conditions that exist at the time and place of sale, otherwise Borrower shall not be released from liability for any further payment, unless otherwise agreed by Lender."

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:  
none

Emergency Solutions Grant (ESG)  
Reference 24 CFR 91.320(k)(3)

1. Include written standards for providing ESG assistance (may include as attachment)  
Included as an attachment.
2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.  
The Continuum of Care in Wyoming does not have a coordinated assessment system.
3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).  
The sub-award process is via competitive bid. Emails soliciting bids are sent to the previous year's sub-recipients as well as other agencies that expressed an interest in applying for a grant. In addition, emails are sent to the members of the Wyoming Homelessness Coalition (CoC) notifying them of the application process. Most of those members are already involved with the sub-recipients who previously received grants and are aware of the bid process.

Sixty percent of the ESG is allocated for Street Outreach and Emergency Shelter; 32.5% is allocated for Homelessness Prevention and Rapid Re-Housing; 7.5% is allocated for administration. All bids that are received by the end of the submission period will be evaluated for the amounts requested to address the agency needs. A determination by the review committee will be made on the amount to be allocated to each sub-recipient. The total sub-recipient requests are usually in excess of the available funds; agencies may not receive the full amount requested. Adjustments to the requested allocations will be made. A greater emphasis is placed on Homelessness Prevention and Rapid Re-Housing as a measure to prevent clients from becoming homeless. Funds requested by sub-recipients for programs in those areas will receive priority funding.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with

homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

A formerly homeless individual was appointed to the Continuum of Care Board of Directors. That term of office began on July 1, 2014 and continues for 2015. His presence on the board meets the citizen participation requirement.

5. Describe performance standards for evaluating ESG.

Wyoming is a rural state. The homeless population is primarily concentrated in five cities - Cheyenne, Casper, Sheridan, Gillette, and Riverton. Programs to help the homeless and about-to-be homeless are offered in these cities. Casper and Cheyenne are the two areas with more than one sub-recipient requesting funding. These sub-recipients provide services to the homeless that are based, in part, on information gleaned from the annual Point in Time count and CoC needs. Each agency's services differ from the other agencies in their respective city so a wider group of homeless individuals and families is helped.

Once funding for the ESG is received and disseminated, sub-recipients are required to submit a monthly report stating how funds were used that month. Receipts are to be attached which verify the monthly expenditures.

A site audit is performed annually at each sub-recipient. These audits include the review and analysis of records and documents at the local level and interviews with key staff and clients. This provides the opportunity to not only monitor the program performance and fiscal activities, but to provide on-site technical assistance to the local contractor/staff.

Information derived from the site audit and fiscal reports is analyzed to ensure effective service delivery, proper program management, and compliance with all appropriate rules and regulations.

Discussion

Attachments

Citizen Participation Comments

HOPWA AP-05

The HOPWA program served 14 household with TBRA, 24 with STRMU and 2 with permanent housing placement in 2014. 122 enrolled clients also received supportive services to include case management, transportation and meals/nutrition.

**WRITTEN STANDARDS FOR PROVISION OF ESG ASSISTANCE IN WYOMING**

1. Standard policies and procedures for evaluating individuals' and families' eligibility for Assistance under ESG.

Per 24 CFR 576.401 ESG sub-recipients must conduct an initial evaluation to determine each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under 24 CFR 576.400(d).

ESG sub-recipients must re-evaluate the program participant's eligibility and the types and amounts of assistance the participant needs not less than once every 3 months for participants who are receiving homelessness prevention assistance, and not less than once annually for participants who are receiving rapid re-housing assistance.

At the sub-recipient's discretion, re-evaluations may be conducted more frequently than required by 24 CFR 576.401 and may also be incorporated into the case management process which must occur not less than monthly for homeless prevention and rapid re-housing participants – See 24 CFR 576.401(e) (i). Regardless of which timeframe is used, re-evaluations, must at minimum, establish that:

- The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and the program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance. To determine if an individual or family is income eligible, the sub-recipient must examine an individual or family's annual income to ensure that it does not exceed the most current area income limits posted on the Department of Family Service's webpage found at:

<https://sites.google.com/a/wyo.gov/dfsweb/child-support-enforcement/homelessness>

Note: Annual income must be below 30% at the time of the initial evaluation.

- When the program participant's income or other circumstances change (e.g., changes in household composition) that affects the program participant's need for assistance under ESG, the sub-recipient must re-evaluate the program participant's eligibility and the amount and types of assistance the program participant needs.

Sub-recipients must assist each program participant, as needed, to obtain appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; housing stability case management; and other Federal, State, local, or private assistance available to assist the program participant in obtaining housing stability including;

- Medicaid
- Supplemental Nutrition Assistance Program
- Women, Infants and Children (WIC)
- Federal-State Unemployment Insurance Program

- Social Security Disability Insurance (SSDI)
- Supplemental Security Income (SSI)
- Child and Adult Care Food Program, and
- Other mainstream resources such as housing, health, social services, employment, education services and youth programs that an individual or family may be eligible to receive

2. Standards for targeting and providing essential services related to street outreach.

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1) (i) of the “homeless” definition under 24 CFR Part 576.2.

As outlined in 24 CFR Part 576.101, essential services consist of:

- a) Engagement;
- b) Case management;
- c) Emergency health services – only when other appropriate health services are inaccessible or unavailable within the area;
- d) Emergency mental health services – only when other appropriate mental health services are inaccessible or unavailable within the area;
- e) Transportation; and
- f) Services for special populations.

ESG Sub-recipients must determine an individual’s or family’s vulnerability and unwillingness or inability to access emergency shelter, housing, or an appropriate health facility, prior to providing essential services under this component to ensure that ESG funds are used to assist those with the greatest need for street outreach assistance.

3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters.

- a. Emergency Shelter Definition 24 CFR Part 576.2

Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. This definition excludes transitional housing. However, projects that were funded as an emergency shelter (shelter operations) under the FY 2010 Emergency Shelter Grants program may continue to be funded under the emergency shelter component under the Emergency Solutions Grants program, regardless of whether the project meets the revised definition.

b. Admission, Diversion, Referral and Discharge

Consistent with Section (1) of this document, ESG sub-recipients must conduct an initial evaluation of all individuals or families to determine if they should be admitted to an emergency shelter, diverted to a provider of other ESG funded components (e.g. rapid re- housing or homeless prevention assistance) and/or referred for other mainstream resources.

ESG sub-recipients must determine that individuals and families meet criteria (1), (2), (3), or (4) of the Homeless Definition (Attachment B) and rate the individual or family's vulnerability to ensure that only those individuals or families that have the greatest need for emergency shelter assistance receive ESG funded assistance.

ESG sub-recipients must also reassess emergency shelter participants, on an ongoing basis, to determine the earliest possible time that they can be discharged to permanent housing.

c. Safety and Shelter Needs of Special Populations

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under the regulations for the emergency shelter component found at 24 CFR Part 576.102.

Consistent with ESG recordkeeping and reporting requirements found at 24 CFR Part 576.500, ESG sub-recipients must develop and apply written policies to ensure the safety of program participants through the following actions:

- All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;
- The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
- The address or location of any housing of a program participant, including youth, individuals living with HIV/AIDS, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing will not be made public, except as provided under a preexisting privacy policy of the sub-recipient and consistent with state and local laws regarding privacy and obligations of confidentiality.

In addition, ESG sub-recipients must adhere to the following ESG shelter and housing standards found at 24 CFR Part 576.403 to ensure that shelter and housing facilities are safe, sanitary, and adequately maintained:

- **Lead-Based Paint Requirements.** The Lead-Based Paint Poisoning Prevention Act applies to all shelters assisted under ESG program and all housing occupied by program participants. All ESG sub-recipients are required to conduct a Lead-Based Paint inspection on all units receiving assistance under the rapid re-housing AND homelessness prevention components if the unit was built before 1978 and a child under age of six or a pregnant woman resides in the unit.
- **Structure and Materials.** The shelter building should be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.
- **Access.** The shelter must be accessible, and there should be a second means of exiting the facility in the case of emergency or fire.
- **Space and Security.** Each resident should have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.
- **Interior Air Quality.** Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.
- **Water Supply.** The shelter's water supply should be free of contamination.
- **Sanitary Facilities.** Each resident should have access to sanitary facilities that are in proper operating condition. These facilities should be able to be used in privacy, and be adequate for personal cleanliness and the disposal of human waste.
- **Thermal Environment.** The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.
- **Illumination and Electricity.** The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
- **Food Preparation.** Food preparation areas, if any, should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
- **Sanitary Conditions.** The shelter should be maintained in a sanitary condition.
- **Fire Safety-Sleeping Areas.** There should be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing-impaired resident.

- Fire Safety-Common Areas. All public areas of the shelter must have at least one working smoke detector.

4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.

ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter. Essential services for participants of emergency shelter assistance can include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

ESG sub-recipients are responsible to assess an individual or family's initial need for emergency shelter and must re-assess their need on an ongoing basis to ensure that only those individual or families with the greatest need receive ESG funded emergency shelter assistance.

5. Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.

Coordination to assist the homeless and prevent homelessness will come from the leadership of the statewide Wyoming Homeless Collaborative. Active engagement and membership in the WHC is strongly encouraged. The WHC will further engage and coordinate resources amongst other entities to improve current programs and funding.

6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.

The key to the success of any program is a screening and assessment process, which thoroughly explores a family's or individual's situation and pinpoints their unique housing and service needs. Based upon the assessment, families and individuals should be referred to the kinds of housing and services most appropriate to their situations and need.

Under homelessness prevention assistance, funds are available to persons below 30% of Area Median Income (AMI), and are homeless or at risk of becoming homeless.

ESG funds can be used to prevent an individual or family from becoming homeless and/or regain stability in current housing or other permanent housing. Rapid re-housing funding will be available to those who are literally homeless to ultimately move into permanent housing and achieve housing stability.

7. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.

Standards for both homelessness prevention and rapid re-housing for determining the share of rent and utilities costs that each program participant must pay, if any, will be based on the following:

- Rental assistance cannot be provided for a unit unless the rent for that unit is at or below the Fair Market Rent limit, established by HUD. A complete listing of Fair Market Rents for Wyoming counties can be found at:

<https://sites.google.com/a/wyo.gov/dfsweb/child-support-enforcement/homelessness>

- The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. See 24 CFR 574.320.
- The rental unit must meet minimum habitability standards found at 24 CFR 576.403.
- There must be a rental assistance agreement and lease between property manager and tenant as well as the owner of property and ESG sub-recipient.
- No rental assistance may be made to an individual or family that is receiving rental assistance from another public source for the same time period.
- Rental assistance may not be provided to a participant who is currently receiving replacement housing payments under Uniform Relocation Assistance.

Per 24 CFR 576.106 (e), ESG sub-recipients may make rental assistance payments only to an owner with whom the sub-recipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the sub-recipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.

Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, ESG sub-recipients may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

Short-term rental assistance is assistance for up to 3 months of rent. Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent. Payment of rental arrears may consist of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.



The maximum amount of rental assistance provided and, an individual or family's level of responsibility for rent payments, over time, shall be determined by the ESG sub-recipient and shall be reflective of the individual or family's need for rental assistance and the level of financial resources available to the ESG sub-recipient.

9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.

Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, sub-recipients may use ESG funds to pay housing owners, utility companies, and other third parties for some or all of the following costs, as allowed under 24 CFR 576.105:

- Rental application fees
- Security deposits
- Last month's rent
- Utility deposits
- Utility payments
- Moving costs, and
- Some limited services costs

Consistent with 24 CFR 576.105 (c), ESG sub-recipients shall determine the type, maximum amount and duration of housing stabilization and/or relocation services for individuals and families who are in need of homeless prevention or rapid re-housing assistance through the initial evaluation, re-evaluation and ongoing case management processes.

Consistent with 24 CFR 576.105(d), financial assistance for housing stabilization and/or relocation services cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Act (URA) during the period of time covered by the URA payments.

10. Homeless participation:

a. Unless the recipient is a State, the recipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the recipient, to the extent that the entity considers and makes

policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG).

b. If the recipient is unable to meet the requirement under paragraph (a), it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG). The plan must be included in the annual action plan required under 24 CFR 91.220.

c. To the maximum extent practicable, the recipient or subrecipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

#### 11. Faith-based activities:

a. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. Neither the Federal Government nor a State or local government receiving funds under ESG shall discriminate against an organization on the basis of the organization's religious character or affiliation.

b. Organizations that are directly funded under the ESG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for program participants.

c. Any religious organization that receives ESG funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that the religious organization does not use direct ESG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide ESG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an ESG-funded religious organization retains its authority over its internal governance, and the organization may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

d. An organization that receives ESG funds shall not, in providing ESG assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

ESG funds may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. ESG funds may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under the ESG program. Where a structure is used for both eligible and inherently religious activities,

ESG funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to ESG funds. Sanctuaries, chapels, or other rooms that an ESG-funded religious congregation uses as its principal place of worship, however, are ineligible for funded improvements under the program. Disposition of real property after the terms of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (see 24 CFR parts 84 and 85)

Grantee SF-424's and Certification(s)

