

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

This plan consolidates the application requirements for four Community Planning and Development (CPD) formula programs: Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA).

The statutes for these grant programs set forth three basic goals which are closely related to the major commitments and priorities of HUD.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement 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.

First, the programs **provide decent housing**. Included within this broad goal are the following: assist homeless persons to obtain affordable housing; retain the affordable housing stock, increase the availability of permanent housing through new construction and/or rehabilitation of rental and homeownership units utilizing HOME funds that is affordable to low-income Americans without discrimination; and increase supportive housing that includes structural features and services to enable persons with special needs to live in dignity. To insure discriminatory practices are not used, all HOME funded activities will be monitored for compliance with the HOME regulations as well as monitored to make sure denials are not based on protected classes.

Second, the programs **provide a suitable living environment**. This includes 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 special historic, architectural, or aesthetic value; and conserving energy resources.

Finally, the programs **expand economic opportunities**. Within this goal are creating jobs accessible to low-income persons; providing access to credit for community development that promotes long term

economic and social viability; and empowering low-income persons to achieve self-sufficiency in federally assisted and public housing. Each of these goals must primarily benefit low-income persons.

3. Evaluation of past performance

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

Each program independently evaluates whether the program is meeting the needs of the individuals for whom it is designed. This is taken into consideration when goals are established for the coming year (and whether or not goals were met from the previous planning cycle). CDBG funded a community facilities grant by demolishing a building that had mold and asbestos and they are building a new facility. The agency that assisted and aided 71 abused individuals and they hope to serve more when the facility reopens. We also funded a water line replacement that will assist several businesses with over 100 employees. There was also a project for demolition of derelict buildings reclaiming at least 5.6 acres of a former industrial site that will open up an area for economic growth. We funded a housing assistance and education (WYFOP) project for LMI families and at this time there are 18 families enrolled in the program and the group is trying to recruit more. Three HOME projects were closeout in 2013 offering 21 HOME units; 19 of which will serve households with income at or below 50% AMI the rents will be restricted to 40% and 45% of AMI offering more affordability for the households, and two will serve households at or below 40% AMI with rents calculated at 30% AMI. Rental production over all is slightly down from the level predicted as a total. More units were produced for households between 0% and 30% AMI and 31% to 50% AMI, but no units were produced to serve households between 50% to 80% AMI. This should be considered good as it is more difficult to produce units serving the lower income population. It is believed this part of the reason we were able to serve more lower income families than predicted is that interest rates were at an all time low allowing for lower debt service, and changes to the scoring in the tax credit program allowing larger incentives to projects in more rural areas with lower rent structures.

Homeownership levels are up significantly from the prediction. However, they are down considerably from prior years. At the onset of the planning cycle there was major uncertainty in the ability of WCDA to provide loans at below market rate to first-time homebuyers at or below 80% of AMI due to the upheaval in the Bond markets. Alternative methods have been utilized with some success and we will continue to investigate other avenues of offering lower interest rate loans to this segment of the population. In addition, WCDA is taking on the challenge of purchasing single family units, rehabilitating them and then making them available to qualifying households at or below 80% of the MFI. In doing this, WCDA does not have a network of Non-profits to help in the endeavor. As such WCDA is doing all the work to accomplish activity. Thus, it may not produce large numbers of rehabilitated units, but units are getting converted to Safe, Decent and Sanitary unit available to qualifying households at or below 80% MFI.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Consolidating the submission requirements creates 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 plan furthers the statutory goals through a collaborative process whereby a state and its many constituencies establish a unified vision for community revitalization. A five year plan outlining the state's overall policies and objectives for housing and community development throughout the state was developed last year. It will serve the state through 2017. This 2014 Annual Action Plan is the second annual plan under the umbrella of the five year plan.

The Governor of Wyoming designated the Wyoming Business Council as the lead entity for submission of the State Consolidated Plan.

The plan has been developed in coordination with the Wyoming Community Development Authority, the State Department of Health, Health Care Financing Division, the Preventive Medicine Division, the Division on Aging, the Governor's Planning Council on Developmental Disabilities, The Wyoming Rural Development Council, the Wyoming Economic Development Association and citizen participation from city and county governments, private developers, non-profit agencies, housing authorities and private citizens.

The citizen participation process for 2014 Annual Action plan included a public hearing on September 19, 2014 in Casper, Wyoming. This hearing was held in conjunction with the annual conference of the Wyoming Chapter of the National Association of Housing and Re-Development Officials. 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.

The agenda at the public hearing included an informational presentation preceding citizen comment to acquaint the attendees with the consolidated plan process and the formula grant programs. Information includes Consolidated Plan philosophy, citizen participation, plan development, past

funding levels, distribution patterns, and eligibility criteria. Program information was presented by representatives from the agencies responsible for CDBG, HOME, ESG, and HOPWA.

Public comments were taken on the draft plan until October 25, 2013. Three comments were received.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The comments received are attached.

6. Summary of comments or views not accepted and the reasons for not accepting them

7. Summary

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.

Agency Role	Name	Department/Agency
Lead Agency	WYOMING	
CDBG Administrator		Wyoming Business Council
HOPWA Administrator		Wyoming Department of Health
HOME Administrator	WYOMING	
ESG Administrator		Wyoming Department of Family Services
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

ESG is Brenda Lyttle, Senior Administrator, Child and Home Support Division, Department of Family Services. DUNS: 809915754. EIN: 83-0208667.

CDBG is Sandy Quinlan, Program Manager, Community Development Block Grant, Wyoming Business Council. DUNS: 068358238. EIN: 83-0208667

HOPWA contacts are Debi Anderson, Communicable Disease Unit Manager, and Wendy Braund (Authorized Official), MD, MPH, MEd, FACPM, State Health Officer and Senior Administrator, Public Health Division, Wyoming Department of Health. DUNS: 809915796. EIN: 83-0208667.

HOME contacts are Gayle Brownlee, Director of Federal Programs, Wyoming Community Development Authority, DUNS: 121424279; EIN: 83-0222723.

Consolidated Plan Public Contact Information

Going forward this will be Sandy Quinlan, Program Manager, Community Development Block Grant, Wyoming Business Council. Phone: 307-777-2825. Email sandy.quinlan@wyo.gov.

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

1. Introduction

A public hearing was held on Thursday, September 19, 2013 in Casper at the Hilton Garden Inn (1150 North Poplar Street) at 12:15 p.m. The hearing was held in conjunction with the Wyoming Chapter of the National Association of Housing and Re-Development Officials (WyoNAHRO) conference. You do not have to be registered to attend the conference in order to attend and participate in the State of Wyoming's public hearing. Representatives from the Wyoming Business Council, the Wyoming Community Development Authority, and Department of Health will be making presentations. The hearing was well attended with

The State invites all citizens, public agencies and other interested parties to review the 2014 Draft Annual Action Plan and provide comments.

Following the public hearing, there was a 30 day comment period the ended October 19, 2013. The draft annual action plan is available on agency web-sites as follows:

Wyoming Business Council (WBC)- <http://www.wyomingbusiness.org/program/cdbg-public-information/3290>

- Wyoming Community Development Authority (WCDA) –www.wyomingcda.com.

Persons needing special accommodation to participate in the hearing or with limited English proficiency should contact Julie Kozlowski at the Wyoming Business Council office, (307) 777-2812 or Julie.kozlowski@wyo.org. You may also contact the Wyoming Relay Service at 711 during regular business hours. The meeting location is wheelchair accessible.

We advertised in the Casper Star Tribune Eagle on 09/09/13. We also emailed the notice out to WEDA, WAM and Waco.

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 plan has been developed in coordination with the Wyoming Community Development Authority, the State Department of Health, Health Care Financing Division, the Preventive Medicine Division, the Division on Aging, the Governor's Planning Council on Developmental Disabilities, The Wyoming Rural Development Council, the Wyoming Economic Development Association, the Continuum of Care (for homeless services) and citizen participation from city and county governments, private developers, non-profit agencies, housing authorities and private citizens.Â

Describe coordination with the Continuum of Care and efforts 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

Administration of the ESG was moved effective 1/1/14 from the Wyoming Department of Health to the Wyoming Department of Family Services. Because this grant is new to DFS, it was decided that funding would be done the same way as in previous years. An email was sent to Continuum of Care members inviting them to apply based on local needs of their homeless population.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Members of the Continuum of Care were consulted after the preliminary allocation of ESG funds was made. The performance standards and outcomes evaluations are being carried forward from the 2013 Plan as the administrator is new to this process. These standards and outcomes will be reviewed and revised for the next plan year. The operation and administration of HMIS is handled by the same consultant who has handled this program for the past several years. There is no change in this process for the 2014 Plan.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CALC
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CALC was contacted initially via email; subsequent contact has been via email and phone. Their request for funds included a breakdown of the various areas for which grant funding was needed, including emergency shelter and rapid re-housing.
2	Agency/Group/Organization	COMEA House and Resource Center
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-homeless Services-Health Services-Education Services-Employment

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	COMEA Shelter was contacted initially via email; subsequent contact has been via email and phone. Their request for funds included a breakdown of the various areas for which grant funding was needed, including emergency shelter and rapid re-housing.
3	Agency/Group/Organization	Community Action Partnership of Natrona County, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Action Partnership of Natrona County was contacted initially via email; subsequent contact has been via email and phone. Their request for funds included a breakdown of the various areas for which grant funding was needed, including emergency shelter, rapid re-housing, and homelessness prevention.
4	Agency/Group/Organization	Campbell County Council of Community Services
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Council of Community Action was contacted initially via email; subsequent contact has been via email and phone. Their request for funds included a breakdown of the various areas for which grant funding was needed, including emergency shelter, street outreach, rapid re-housing, and homelessness prevention.

Identify any Agency Types not consulted and provide rationale for not consulting

We believe that with all the outreach we provided all agency types were consulted.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 - Other local / regional / federal planning efforts

Narrative

Thirteen agencies applied for funds from the ESG for 2014. The individual applications described in detail how the money will be used to serve their respective communities, homeless and persons at-risk of homelessness populations. Each agency requested funds based on the particular needs of that community.

The Continuum of Care Board was elected 7/1/14. This is a new board, although all of the members are involved with various aspects of homelessness throughout Wyoming. They have held one meeting, in July. There has not been time to assess or evaluate efforts to relieve homelessness from the previous year, nor to develop plans for 2014.

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The citizen participation process for 2014 Annual Action plan included a public hearing on September 19, 2014 in Casper, Wyoming. This hearing was held in conjunction with the annual conference of the Wyoming Chapter of the National Association of Housing and Re-Development Officials. 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 forty (40) persons in attendance.

The agenda at the public hearing 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 patterns, and eligibility criteria. Program information was presented by representatives from the agencies responsible for CDBG, HOME, ESG, and HOPWA.

Public comments were accepted until October 25, 2013. Nine comments were received.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
OMB Control No: 2506-0117 (exp. 07/31/2015)			Annual Action Plan 2014	<p>Nine comment letters received. Letters are attached. Responses are as follows: In response to: Mr. Terry Williams Ms. Steffanie Nolen Ms. Sandra Newland Ms. Alfrieda Gonzales Ms. Laura Griffith Ms. Barbara Brennan</p> <p>Re: Public Service as a program option for the State of Wyoming's 2014 Community Development Block Grant program HUD requested that the 2014 Annual Action Plans not be submitted until a firm allocation was known from Congress. Until such time the staff could not develop rules without knowing whether or not the program could</p>	15	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	All	No direct response	See previous	See previous	
3	Internet Outreach	All	No direct response	See previous	See previous	
4	Internet Outreach	Non-English Speaking - Specify other language: Spanish	None	None	None	
5	Face to Face meetings	Interest groups	We met with a coalition from Laramie County that was interested public service. We also met with a housing assistance organization. We regularly educate the local governments with routine outreach about the planning process.	These meetings generated some of the letters received during the official comment period associated with the public hearing.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Trainings	Potential applicants and grant recipients	88 participants. The training was favorably received. Individual training will be done for those who receive awards this year. A training video and assorted training materials will also be available on the WBC website.			

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

WCDA anticipates receiving \$3,500,000.00 in home funding and \$1,200,000.00 in program income that we 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 we estimate having \$275,000.00 in NSP program income to acquire and rehabilitate single family units for homeownership opportunities. WCDA's Match information has been commented on in the box below that asks about Match leveraging. USDA Rural Development 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.

CDBG state match is \$154,502. Additionally the CDBG grants leveraged \$2,135,658 in matching funds from the grantees.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,714,254	0	200,000	2,914,254	7,500,000	No other federal funds received. No program income received.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,500,000	1,200,000	3,000,000	7,700,000	12,700,000	Amounts are based on prior allocations and an average of last year's program income received.
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	207,706	0	0	207,706	207,705	The Wyoming Department of Health is the grantee and project sponsor for the entire state. Services are offered through case managers located around the state.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	275,855	0	0	275,855	275,855	No other federal funds received. No program income received.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Continuum of Care	public - federal	Admin and Planning Conversion and rehab for transitional housing Financial Assistance Housing Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Short term or transitional housing facilities Supportive services Transitional housing	333,189	0	0	333,189	333,189	All renewal projects including HMIS. No new projects.

Table 5 - Expected Resources – Priority Table

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 regime 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 - so the the state administrative match was \$154,502.

The HOME program requires a 25% Match obligation. Currently, WCDA has accumulated sufficient Banked Match which allows projects submitted in 2014 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 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.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

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	HOPWA	2013	2017	Non-Homeless Special Needs		State of Wyoming	HOPWA: \$207,706	Tenant-based rental assistance / Rapid Rehousing: 25 Households Assisted
2	Renters-0-30% of Median Family Income	2013	2017					Rental units rehabilitated: 3 Household Housing Unit
3	Renters 31-50% of Median Family Income	2013	2017	Affordable Housing				Rental units constructed: 67 Household Housing Unit
4	Renters 51-80% of Median Family Income	2013	2017	Affordable Housing				Rental units constructed: 67 Household Housing Unit
5	Owners 0-30% Median Family Income	2013	2017	Affordable Housing				Homeowner Housing Added: 1 Household Housing Unit
6	Owners 31-50% Median Family Income	2013	2017	Affordable Housing				Homeowner Housing Added: 11 Household Housing Unit
7	Owner 51-80% Median Family Income	2013	2017	Affordable Housing				Homeowner Housing Added: 54 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	NSP - Rehab of Existing Owner Units	2013	2017	Affordable Housing				Homeowner Housing Rehabilitated: 2 Household Housing Unit
9	CDBG Housing Infrastructure	2013	2017	Affordable Housing		State of Wyoming	CDBG: \$1,038,097	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 9 Households Assisted
10	Homeownership Assistance	2013	2017	Affordable Housing		State of Wyoming		Direct Financial Assistance to Homebuyers: 4 Households Assisted
11	CDBG Planning	2013	2017	Affordable Housing Planning		State of Wyoming		Other: 8 Other
12	CDBG Public Facilities- Accessibility	2013	2017	Non-Housing Community Development		State of Wyoming		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted
13	CDBG Public Infrastructure	2013	2017	Affordable Housing Non-Housing Community Development		State of Wyoming		Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 100 Households Assisted
14	CDBG Elimination of Slum and Blight	2013	2017	Non-Housing Community Development		State of Wyoming		Buildings Demolished: 1 Buildings
15	CDBG Economic Development	2013	2017	Economic Development		State of Wyoming		Jobs created/retained: 5 Jobs
16	CDBG Child Care Loan Program	2013	2017	Non-Housing Community Development		State of Wyoming		Jobs created/retained: 3 Jobs Businesses assisted: 5 Businesses Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	HOPWA
	Goal Description	
2	Goal Name	Renters-0-30% of Median Family Income
	Goal Description	The sources to help meet this goal will include HOME funding, Low Income Housing Tax Credits and Rural Development.
3	Goal Name	Renters 31-50% of Median Family Income
	Goal Description	The sources to help meet this goal will include HOME funding, Low Income Housing Tax Credits and Rural Development.
4	Goal Name	Renters 51-80% of Median Family Income
	Goal Description	The sources to help meet this goal will include HOME funding, Low Income Housing Tax Credits and Rural Development.
5	Goal Name	Owners 0-30% Median Family Income
	Goal Description	WCDA is able to purchase Habitat for Humanity outstanding mortgages, thereby giving HFH additional capital to further their homeownership program.
6	Goal Name	Owners 31-50% Median Family Income
	Goal Description	The sources of funding to meet this goal will come from the HOME and NSP programs and the Tax-exempt Bond program or other WCDA mortgage financing programs.
7	Goal Name	Owner 51-80% Median Family Income
	Goal Description	The sources of funding to meet this goal will come from the HOME and NSP Programs and the Tax-exempt Bond program or other WCDA mortgage financing programs.

8	Goal Name	NSP - Rehab of Existing Owner Units
	Goal Description	Currently, the only funding available under the NSP program is Program Income from the monthly mortgage payments received. This is a minimal amount and accumulates slowly, therefore, a small number of houses per year is projected.
9	Goal Name	CDBG Housing Infrastructure
	Goal Description	
10	Goal Name	Homeownership Assistance
	Goal Description	
11	Goal Name	CDBG Planning
	Goal Description	
12	Goal Name	CDBG Public Facilities-Accessibility
	Goal Description	
13	Goal Name	CDBG Public Infrastructure
	Goal Description	
14	Goal Name	CDBG Elimination of Slum and Blight
	Goal Description	
15	Goal Name	CDBG Economic Development
	Goal Description	

16	Goal Name	CDBG Child Care Loan Program
	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

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.

Funding Allocation Priorities

	HOPWA (%)	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 (%)	CDBG Housing Infrastructure (%)	Homeownership Assistance (%)	CDBG Planning (%)	CDBG Public Facilities- Accessibility (%)	CDBG Public Infrastructure (%)
CDBG	0	0	0	0	0	0	0	0	15	5	5	25	30
HOME	0	1	33	33	1	5	27	0	0	0	0	0	0
HOPWA	100	0	0	0	0	0	0	0	0	0	0	0	0
ESG	0	21	40	11	28	0	0	0	0	0	0	0	0
Continuum of Care	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 8 – Funding Allocation Priorities

Reason for Allocation Priorities

Priorities for HOME are only estimated by income level as each location has a different set of needs which are addressed by developers when applying for funding. Each project is scrutinized for the specific needs in the proposed location. The same is true for CDBG. The

percentages identified in the chart above are an estimation based on past applications.

Priorities for HOPWA are to move clients who are unstably housed into stable housing. Currently 14 clients are receiving TBRA and our goal is 15.

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.

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.

Continuing to provide TBRA and other housing assistance through HOPWA funding allows the HIV population to remain stably housed.

Administration of the Emergency Solutions Grant was moved to the Department of Family Services effective 1/1/14. The administrator and assistant are working to understand the scope of the grant, the requirements and the funding cycle. 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

Table 9 - Distribution Methods by State Program

1	State Program Name:	State of Wyoming - HOME Investment Partnerships Program
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	HOME Investment Partnerships Program. Projects are awarded based on a scoring criteria listed in detail in the Affordable Housing Plan which can be found in its entirety at http://www.wyomingcda.com/documents/2014_QAP_Final.pdf . 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.
	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/2014_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, 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.

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>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). Materials are also available by contacting the program manager and the 7 Regional Director's.</p> <p>The method of distribution goes out annually. We have a large database that we have non-profits, government agencies, economic groups and any other interested parties. We sort these entities and email all of them the MOD.</p>
<p>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)</p>	

<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	
<p>Describe how resources will be allocated among funding categories.</p>	<p>The WCDA anticipates approximately \$3.5 million in new HOME funding, to be distributed as follows: Direct Administration Category \$ 1,000,000; Small Project Set Aside \$1,000,000; HOME/WRAP (Homebuyer Assistance) \$450,000, Community Housing Development Organizations (CHDO) \$525,000, (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 \$175,000, Administration and Contingency Reserve \$350,000. HOME/WRAP will be given a preference on available Program Income.</p>

	<p>Describe threshold factors and grant size limits.</p>	<p>Some individual scoring requires a minimum threshold be met. See individual scoring criteria for these thresholds. Maximum HOME funds may be limited to 60% of total funds available.</p> <p>CDBG - Application requirements attached.</p>
	<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>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.</p>
2	<p>State Program Name:</p>	<p>State of Wyoming - Wyoming Business Council</p>
	<p>Funding Sources:</p>	<p>CDBG</p>
	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>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.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The State of Wyoming's Community Development Block Grant Method of Distribution is attached as a stand alone document.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>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 as well. 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. 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 2014 Method of Distribution (Appendix A) was made available to local elected officials, non-profit organizations, economic development organizations and others on September 10, 2013.</p>
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<p>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)</p>	
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	

<p>Describe how resources will be allocated among funding categories.</p>	<p>CDBG categories of allocation for 2014 are estimated to be the \$2,331,265 for Community Development which includes Community Facilities, ADA, Public Infrastructure, Housing, Homeownership Assistance. For Economic Development the 2014 allocation is estimated at \$382,000 for Downtown Development, ED infrastructure and Planning and TA grants.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>Rating and ranking criteria are included in the CDBG program rules which can be found at 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.</p>

<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>Decent Housing-Availablity/Accessibility: 8 units and 1 facility served by infrastructure. Decent Housing-Affordability: 4 receiving homeownership assistance. Decent housing - Sustainability: 2 housing plans. Sustainable Living environment-availability/accessibility: 3000 persons benefitting from enhanced access to new or existing facilities and 2 site cleared of slum/blight. Sustainable Living environment-Sustainability: 100 households benefitting from public infrastructure and 6 Community and Economic Development Plans. Economic Opportunity-Availability/Accessibility: 5 jobs created through infrastructure improvements, 3 through Child Care loan program. Economic Opportunity-Sustainability: 20 potential jobs identified through site specific development plans or feasibility studies and 5 facilities with increased capacity through CCLP.</p>
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Proposed 2014 Objectives and Outcomes for CDBG							
		Objectives					
		Availability/Accessibility		Affordability		Sustainability	
		Indicators	# Expected	Indicators	# Expected	Indicators	# Expected
O u t c o m e s	Decent Housing	# of infrastructure units	8	# receiving homeownership assistance	4	# of housing plans and studies	2
		# of facilities	3				
	Sustainable Living Environment	# of Persons benefiting from enhanced access to new or existing facilities	3000			# of households benefiting from Public Infrastructure	100
		# of sites cleared of blight	3			# of Community & Economic Development plans	6
	Economic Opportunity	# of jobs created through infrastructure improvements	5			# of potential jobs identified in site specific development plans or feasibility studies	20
		# of jobs created through Child Care Loan Program	3			Number of facilities with increased capacity through Child Care Loan Program	5

CDBG 2014 Objectives and Outcomes

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.

Under CDBG we rank the projects according to urgency, community input and the number of beneficiaries for the project. If they have some cash match that increases the ranking as well. We only receive \$2.7 million and receive requests for over \$5 million a 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 and they happen to coincide with the Wind River Indian Reservation which received an IDBG allocation, with Casper and Cheyenne which are entitlements. 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 2014 Annual Action Plan will be the second 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 person. 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

The HOPWA grant staff work with case managers in locations where HIV positive individuals. Case managers work with local motel/hotels in securing shelter.

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 drivers 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	25
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	0
Total	40

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 will have had 2 funding rounds for allocation of HOME funds in the year 2014. Our goal is to allocate all of our allotted funding to affordable housing.

CDBG allocates all of our funds every year. We will be accessing our program in the next year to see what the needs are for the state.

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.

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.

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.

Actions planned to reduce the number of poverty-level families

The housing infrastructure CDBG has funded is for low to moderate income families.

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.

Discussion

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)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

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	0
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.	100.00%

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, any appreciation will be allocated on a pro-rata share "Allocated Pro-Rata Share". All direct subsidies, funds that enable the homebuyer to purchase the property, and the "Allocated Pro-Rata Share" of the Net Proceeds, under this activity will be subject to Recapture. The entire HOME subsidy and the "Allocated Pro-Rata Share" of the Net Proceeds will be recaptured by WCDA and returned to the WCDA HOME Investment Partnerships Program. The "Allocated Pro-Rata Share" shall equal the Minimum Affordability Period committed to in the application for funding or the minimum years specified above in Section IV "HOME/WRAP", Item C "Affordability Period", whichever is greater, less the number of years the Homeowner occupied the property after the rehabilitation was completed, divided by the Minimum Affordability Period committed to in the application for funding or the minimum years specified above in Section IV "HOME/WRAP", Item C "Affordability Period" whichever is greater.

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." WCDA shall utilize a different definition of Allocated Pro-Rata Share "Allocated Pro-Rata Share – WCDA". The "Allocated Pro-Rata Share-WCDA" shall equal the total amount of any deferred loan granted by WCDA divided by the total original amortized loan amount plus the total original deferred loan amount.

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, any appreciation will be allocated on a pro-rata share "Allocated Pro-Rata Share". All direct subsidies, funds that enable the homebuyer to purchase the property, and the "Allocated Pro-Rata Share" of the Net Proceeds, under this activity will be subject to Recapture. The entire HOME subsidy and the "Allocated Pro-Rata Share" of the Net Proceeds will be recaptured by WCDA and returned to the WCDA HOME Investment Partnerships Program. The "Allocated Pro-Rata Share" shall equal the Minimum Affordability Period committed to in the application for funding or the minimum years specified above in Section IV "HOME/WRAP", Item C "Affordability Period", whichever is greater, less the number of years the Homeowner occupied the property after the rehabilitation was completed, divided by the Minimum Affordability Period committed to in the application for funding or the minimum years specified above in Section IV "HOME/WRAP", Item C "Affordability Period" whichever is greater.

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." WCDA shall utilize a different definition of Allocated Pro-Rata Share "Allocated Pro-Rata Share – WCDA". The "Allocated Pro-Rata Share-WCDA" shall equal the total amount of any deferred loan granted by WCDA divided by the total original amortized loan amount plus the total original deferred loan amount.

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)

See attached FY 2014 State Plan written standards for provision of ESG assistance.

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 2013 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 notifying them of the bid 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 is 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 newly created Continuum of Care Board of Directors. That term of office began on July 1, 2014. 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 fiscal and performance reports stating how funds were used that month. Receipts are to be attached which verify the monthly expenditures. Information derived from both types of audit is analyzed to ensure effective service delivery, proper program management, and compliance with all appropriate rules and regulations.

In addition, 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.

Discussion

Attachments

Citizen Participation Comments



In response to: Mr. Terry Williams
Ms. Steffanie Nolen
Ms. Sandra Newland
Ms. Alfrieda Gonzales
Ms. Laura Griffith
Ms. Barbara Brennan

Re: Public Service as a program option for the State of Wyoming's 2014 Community Development Block Grant program

HUD requested that the 2014 Annual Action Plans not be submitted until a firm allocation was known from Congress. Until such time the staff could not develop rules without knowing whether or not the program could sustain some of the proposed changes. Additionally, the deadline to accept applications, as publicly announced in the Method of Distribution was set at January 15, 2014. Therefore, it was not logistically possible to promulgate rules that would institute public service as an eligible activity and define the application parameters and project requirements for the 2014 program year. Public Service will again be considered for the 2015 program year.

In response to: Ms. Steffanie Nolen

Re: Maximum purchase price for home under homeownership assistance

This is a figure that is in rule and the WBC staff is amenable to making the change you suggested (raising the price from \$160,000), that will be done when rules for the program are promulgated (likely during the 2014 program year).

In response to: Ms. Rosemary Bratton

Re: Child Care Loan program

Competition is always fierce for Wyoming's CDBG funds. With over \$6 million in requests and an allocation of less than half that amount, staff feels that it must fund projects with the most direct benefit to the low and moderate income persons of the state with the most urgent needs. Therefore, although the child care loan program will remain an option in Wyoming's program, there will be no funding dedicated to it during the 2014 program year.

In response to: Ms. Wendy Ongaro

Re: 2014 Con Plan

See response to her email in the scanned letters.

October 4, 2013

Julie Kozlowski, CDBG Program Manager

Wyoming Business Council

214, W. 15th

Cheyenne, WY 82002

Dear Julie:



Received

OCT 07 2013

Wyoming Business
Council

I am writing to request the Wyoming Business Council amend the current CDBG plan to include Public Services as a section for approved grant awards.

As a board member of Cheyenne Housing Authority, and the Wyoming Family Home Ownership Program and the Co-Chair of Strong Families of the Laramie County Community Partnership, I support your providing this additional opportunity to more fully address lower income housing strategies and to address homelessness in Wyoming.

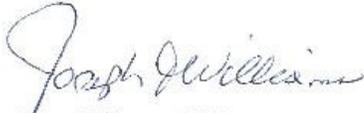
Today, in Laramie County rental opportunities are at more than 98% occupancy. In addition, more than half of our lower income families are having to allocate more than 30% of their household income to rent. This creates a serious deficiency in essential household resources that directly impacts family stress, turnover and the well-being of children. In addition, as part of the 2013 Laramie County Point in Time Homeless Count, we identified at least 142 homeless youth. These youth have no resources other than couch surfing or living out of a car, because they do not qualify for Comea and the new detention center's focus is only for court appointed juveniles. (The former youth center, the "Attention Home" was closed several years ago.)

Beside the lack of safe affordable accommodations, it is essential that the County identify collaborative solutions to maximize existing community resources together with using innovative strategies of our significant faith communities to respond by using proven best practices. For example, a strategy of host families to support homeless youth in one Michigan community has fostered healthy relationships and 100% high school graduation. In another Tennessee community the social work students of the local Community College has taken leadership in mentoring younger youth to keep them in school and out of the detention system. Access to Public Service CDBG may provide Laramie County to become a leader in the State in

responding to our documented needs. In turn, I expect we will be able to transfer proven strategies that are community based and cost effective to the rest of Wyoming

Thank you for your leadership in developing this important opportunity.

Sincerely,

A handwritten signature in cursive script that reads "Terry Williams".

Terry Williams, MPH

Community Volunteer

5045 King Arthur Way, Cheyenne, 82009



October 7, 2013

Julie Kozlowski
Wyoming Business Council
RE: Public Service Funding

Received

OCT 07 2013

Wyoming Business
Council

To Whom It May Concern:

Community Collaboration has been incredibly important in a time of sequestration, budget cuts, and limited funding. Wyoming Family Home Ownership Program has been fortunate to work with a variety of organizations that provide needed services in Laramie County. However, there are still gaps. Identifying funding for these gaps can sometimes be rather tricky and keep grant writers from applying due to stipulations.

Currently, in Laramie County, we have identified over 150 homeless youth who are without resources to adequately thrive during some of the most important years. As a committee member of the Strong Families Committee through Laramie County Community Partnership, we have looked at ways to address this. With the help of Public Service funding, we would be able to gather the need for resources needed for these youth, identify a best practice model, and implement it. It is only fair to these children that they have access to basic needs.

As a committee member, I strongly support the public service funding to become available in Laramie County.

Thank you,

Steffanie Nolen, MSW

Wyoming Family Home Ownership Program

Steffanie@wyfhop.org

(307)-514-5831

Wyoming Family Home Ownership Program
Albany County, WY & Laramie County, WY

(307) 514.5831
steffanie@wyfhop.org

Laramie County
Grants
Department



Sandra Newland-Grants Manager
309 W. 20th Street, Suite 3100
Cheyenne, WY 82001
307-633-4201

October 11, 2013

Julie Kozlowski
CDBG Planning and Program Development Manager
Wyoming Business Council
214 West 15th Street
Cheyenne, WY 82002-0240

Received

OCT 14 2013

Wyoming Business
Council

Dear Ms. Kozlowski,

It is the pleasure of my office to write a letter of support for the 2014 Annual Action Plan for the Wyoming Business Council. Laramie County is encouraged by the potential of adding Public Services to the Wyoming CDBG program. If this grant funding were to open, it will serve a very important component and population of not only Laramie County, but the State as a whole.

The Public Services grant would create opportunities for helping the underserved and would provide grant assistance for services including "employment services, crime prevention and public safety, child care, health services, substance abuse services, fair housing counseling, education programs, energy conservation, services for senior citizen, services for homeless persons, welfare services, down payment assistance and recreation services" (Page 27 of plan). These are all areas that currently lack crucial financial support to make a difference in the communities of Wyoming.

I am confident that there would be a diverse level of interest immediately if the Wyoming Business Council added Public Services. The CDBG Program would receive additional community involvement for the various projects supported and funded by the Wyoming Business Council

Thank you for continuing to invest in Wyoming and our future.

Sincerely,

Sandra Newland
Laramie County Grants Manager
snewland@laramiecounty.com

Thursday, October 10, 2013

Julie Kozlowski
Community Development Block Grant Program Manager
Wyoming Business Council
214 W 15th Street
Cheyenne, WY 82002

Received

OCT 14 2013

Wyoming Business
Council

Dear Julie:

The LCCP has provided leadership in 2012 and 2013 to conduct the Laramie County Point in Time Homeless Count. Through the recruitment and training of 35 community volunteers in collaboration with School District 1 and 2, we identified 142 Homeless Youth in Laramie County.

In July 2013, 16 of our Partner agencies conducted a follow-up retreat to identify a collaborative solution. Our strategies will be based on an October 17, 2013 "Homeless Youth Listening Session" for 50 youth ages 16 to 21. Through this youth lead session and a Homeless Youth Committee, we will pursue the most useful and cost effective Partnership strategies to provide shelter, information and referral services and health care access with the goal of working to assure all children graduate from high school.

As a Partnership, we respectfully request the Wyoming Business Council amending the current Community Development Block Grant Plan to include Public Service Grants. Your creating this opportunity will afford LCCP to develop a cost effective plan based on our community resources, led by Youth and applying proven best practices. Our leadership here in Laramie County will be shared with the other 22 Counties and the leadership on the Reservation.

Thank you for responding to this need.

Sincerely,



Alfreda Gonzales
Executive Director

alfrieda@laramiecountypartnership.org



Received

OCT 14 2013

Wyoming Business
Council

October 9, 2013

Julie Kozlowski
CDBG Planning and Program Development Manager
Wyoming Business Council
214 W. 15th Street
Cheyenne, WY 82002-0240

Dear Julie,

I am writing this letter in support of the proposal for the CDBG 2014 Annual Action Plan updating the five-year consolidated strategy and plan to add a Public Services grant opportunity.

The adoption of grants through Public Services section would broaden the funding opportunities for local non-profit agencies, such as Recover Wyoming, which provide direct services to low-income populations and continue to make positive community impacts in Laramie County and beyond.

The scope of services which may be funded through the inclusion of Public Services will provide many non-profits another funding opportunity, especially helpful in times like these when funding resources are limited.

If you have any questions, please contact me. Thank you considering this vital addition to the CDBG plan.

Sincerely,

A handwritten signature in black ink that reads "Laura Griffith".

Laura N. Griffith, Executive Director
Recover Wyoming
512 East Lincolnway, Cheyenne, WY 82001
(307) 421-7261
Laura.griffith@recoverwyoming.org

"Healing lives and creating futures"
www.recoverwyoming.org



October 15, 2013

Julie Kozłowski
CDBG Program Manager
Wyoming Business Council

Dear Ms. Kozłowski,

Bethany Christian Services is a non-profit organization with a vision to help create a world where every child has a loving family. In Cheyenne one way we intend to pursue this vision is by implementing Safe Families For Children (SFFC), which is a type of hosting movement achieved in cooperation with churches. SFFC would identify families in crisis, i.e. a family that has become homeless, and match them with a "safe family" to care for the children for a time. This is a purely voluntary situation, but often is just what a family in such crisis needs to give them time to get back on their feet, i.e. secure housing.

While SFFC is not high-cost to implement, it will require a staff person, and funding of some sort will be necessary. Bethany Christian Services is seeking to work with Laramie County Community Partnership/Strong Families to secure at least a portion of the necessary funding for SFFC, as it will address some issues related to children being homeless.

Bethany Christian Services sees that in Cheyenne there is need to address the issues related to children in homeless situations. It is our hope that after reviewing the information presented by Strong Families, steps will be taken to allow our organizations the opportunity to secure funding to address these issues.

Please feel free to contact me by phone at 307-287-0723 if you have any questions or need further information regarding our organization.

Sincerely,

Barbara Brennan
Community Engagement Specialist
Bethany Christian Services
Cheyenne, WY

P.O. Box 3112 Cheyenne, WY 82003



October 7, 2013

Julie Kozlowski

Wyoming Business Council

RE: Community Development Block Grant (CDBG) Funding

Received
OCT 07 2013
Wyoming Business
Council

To Whom It May Concern:

As the Executive Director for Wyoming Family Home Ownership Program, we have worked with a variety of families between 50-80% of the area median income. Some of these families are single parent families, while the others are two parent families. The amount of debt, income, and financial circumstances varies for all families. With that being said, I would support lifting the maximum purchase price on the CDBG funding. It is currently set at \$160,000.

Currently, in Albany County, the average of the homes purchased by WYFHOP families has been \$166,000. We currently have families in Laramie County looking at homes priced just over \$175,000. As a nonprofit, we want to support our families with the most amount of financial assistance as possible, and the current limit on the purchase price for CDBG hinders this in some circumstances.

Please consider lifting the purchase price limit so that we can reach more families in Laramie and Albany Counties.

Thank you,

Steffanie Nolen, MSW

Wyoming Family Home Ownership Program

Steffanie@wyfhop.org

(307)-514-5831

Wyoming Family Home Ownership Program
Albany County, WY & Laramie County, WY

(307) 514.5831
steffanie@wyfhop.org



2013-10-07 10:00 AM

CDBG Funding

Rosemary Bratton <rbratto1@uwyo.edu>

Tue, Oct 1, 2013 at 2:41 PM

To: "Julie.kozlowski@wybusiness.org" <julie.kozlowski@wybusiness.org>

Cc: Farrah Rhea <frhea@uwyo.edu>

Dear Julie,

The Wyoming Women's Business Center would like to request the CDBG Child Care Loan Program be considered for additional funding. The development and implementation process for the program is completed and can easily be continued with new funding.

The prior CDBG funding allowed for 5 child care providers to increase their services and also provide additional employment opportunities within the communities of Buffalo, Casper, and Cheyenne. Loan amounts ranged from \$13,000 to \$50,000 and averaged around \$30,000 per center. All loan clients have maintained their loans in good standing to date and are expected to qualify for the 50% grant / loan forgiveness after 3 years of timely payments which will occur in 2015.

As of the end of 2012 the 5 centers increased employment positions by providing 20 new full-time positions and 7 part-time positions. In addition to providing additional jobs these centers were also able to increase their child care services to include 132 new children to their programs.

The WWBC continues to get calls from child care providers who had heard about the program but were simply not ready to expand or complete renovations to their facilities in 2012. On average the WWBC receives 1-2 calls per month inquiring about loans or grants to help with child care businesses. There is still a need for accessible child care services across Wyoming and the CDBG Child Care Loan Program can assist in addressing those needs if additional funding can be provided for the next fiscal year.

Thank you for considering this request.

Sincerely,

Rosemary Bratton



Promoting Prosperity for Wyoming Women Through Entrepreneurship

Office: 307.460.3944

710 Garfield, Suite 323

Laramie, Wyoming

Rbratto1@wyo.edu

www.wyomingwomen.org



public comment on 2014 Con Plan

Wendy Ongaro <wongaro@wbaccess.net>
To: julie.kozlowski@wyo.gov

Thu, Oct 24, 2013 at 10:03 AM

In reading the 2014 Action Plan for the state, versus some of the Consolidated State plans, as well as prior community Consolidated plans for Cheyenne and Casper, is that it seems to be more of an overview of available programs than an outline of goals for community development in the up and coming years. Although I realize that uncertainty of funding on the Federal Level creates challenges to setting future goals, I would like to see specific and measureable goals (i.e. build 20 low income 2 bedroom apartment units in the City of Casper by 2017) defined in the State Consolidated plan, specifically addressing the needs of our two main metropolises, Casper and Cheyenne, both of which currently face housing inventory challenges, especially for the low income, and a general discussion of strategies in Wyoming rural communities where infrastructure inventory challenges are often compounded by a dearth of public transportation options and employment opportunities.

Thank you for your time

Wendy Ongaro, PA-C, MHS
Collaborative Applicant
Wyoming Homeless Collaborative
wongaro@wbaccess.net
(307) 674-1578

Julie Kozlowski <julie.kozlowski@wyo.gov>
To: Wendy Ongaro <wongaro@wbaccess.net>

Thu, Oct 24, 2013 at 10:26 AM

Wendy, thank you for taking the time to read and comment on the annual action plan. The type of goals you mention are included for the various programs but in perhaps broader terms (i.e. not community specific). I know for CDBG they are in a chart in our write-up. Because we do not prescribe doing certain projects up front but rather we take applications, we do not know in advance where we will conduct projects and what the projects benefits will be.

There is no information for Cheyenne and Casper in the State plan. They are Wyoming's only two entitlement communities which means they get their own allocation from HUD and thus are required to do their own plans and conduct their own public involvement process. You would have to go directly to those communities for their plans in order to get their community specific information.

CDBG and HOME funds can be used to do projects in Casper and Cheyenne if they are sponsored by Natrona or Laramie county respectively and a county-wide benefit can be demonstrated.

I hope this helps - please let me know if you have any questions! Julie
[Quoted text hidden]

Julie Kozlowski
CDBG Planning & Program Development Manager
Investment Ready Communities

<https://mail.google.com/mail/u/0/?ui=2&ik=80353bfacc&view=pt&search=inbox&th=141eb34f8f9e5c42>

1/2

Grantee Unique Appendices

State of Wyoming CDBG Method of Distribution

Application requirements and ranking criteria

2014 program year

The 2014 program year allocation will be \$2,714,254. The CDBG staff proposes the following distribution.

1. Method of Distribution

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 as well. 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. 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 2014 Method of Distribution (Appendix A) was made available to local elected officials, non-profit organizations, economic development organizations and others on September 10, 2013.

2. Eligible Applicants

Incorporated cities, towns and counties may apply. Local governments may apply on behalf of other units of governments or special interest groups. The cities of Cheyenne and Casper are not eligible to apply as they receive an allocation direct from HUD through the Entitlement Program. Laramie and Natrona Counties may apply on behalf of a project located within the municipal boundaries of Cheyenne and Casper respectively, if it can be demonstrated the benefits of the project are available on a countywide basis. Application requirements are detailed in the pages following.

3. National Objectives

No application will be considered unless it supports at least one of three National Objectives. The application must identify which of the three it meets. Not all National Objectives can be applied to all project types. WBC should be contacted to determine how a particular project may meet a National Objective. The three National Objectives are:

- a) Benefit to low and moderate-income families;
- b) Aid in the prevention or elimination of slums or blight;
- c) Activities designed to meet community development needs having a particular urgency.

4. Recapture Provisions

Funds that are returned to the state from contract terminations or that are not expended by a project shall be awarded to new projects that are funded to complete the same type of activity that the original grant was funded to complete. Example: If a community development project does not expend its entire award, the remaining balance will be allocated to a new community development project when the awards for those grants take place. Recaptured economic development funds would be awarded to new economic development grants.

5. Unobligated Funds

Unobligated funding from previous fiscal year allotments may be allocated to the community or housing development or program's allocation.

6. Reallocation of Additional HUD Funds

In the event HUD allocates additional funds to the program, those funds will be split among the grant categories proportionate to the current distribution.

7. Program Income Returned to the WBC

All income derived from the program may be reused for any eligible activity allowed by the state of Wyoming CDBG program. More detailed guidance is being developed.

B. ECONOMIC DEVELOPMENT

1. Funding Cycles and Application Approval.

Requests for planning only, technical assistance, job training, downtown development, infrastructure, convertible loans, Section 108 and float loans will be accepted and scheduled for final review and award by the WBC. A schedule of application deadlines and board reviews is posted on the Wyoming Business Council website (www.wyomingbusiness.org) each year.

2. Ineligible Activities.

The following activities have been determined to be ineligible for economic development assistance because they have been determined to provide insufficient public benefit:

- a) General promotion of the community as a whole, as opposed to the promotion of specific areas and programs;
- b) Assistance to professional sports teams;
- c) Assistance to privately owned recreational facilities that serve a predominately higher income clientele, where the recreational benefit to users and members clearly outweighs employment or other benefits to low and moderate income persons;

- d) Acquisition of land for which the specific proposed use has not yet been identified;
- e) Assistance to a for-profit business while that business or any other business owned by the same person(s) or entity (ies) is the subject of unresolved findings of noncompliance relating to previous CDBG assistance.

3. Downtown Development.

(a) Funds have been set aside to assist local governments fund projects located in their downtown area. Assistance in the area can be any eligible activity, however, it is anticipated projects will generally include assistance for public facilities, rehabilitation of commercial buildings, historic preservation, and land acquisition and clearance.

(b) Generally, downtown projects will be fundable under the National Objective of elimination of slums and blight and job creation and retention for low to moderate income persons. However, some projects may qualify under another National Objective.

(c) Requirements that must be addressed in the application:

- (i) Description of the project including expert and concise cost estimates;
- (ii) Detailed project budget;
- (iii) Information adequate to demonstrate compliance with a national objective;
- (iv) Project timeline;
- (v) Completeness of the project, including other sources of funding;
- (vi) Adequate information to evaluate the project against the numerical rating system;
- (vii) Evidence that the SHPO was contacted and consulted and a brief narrative of the results of the consultation. (See Chapter 1, Section 13);
- (viii) An assessment of probable operation and maintenance costs of the facility or site improvement(s) to be constructed using CDBG funds, and an explanation of how those costs will be funded;
- (ix) A narrative explanation of how the project will either directly or indirectly provide for the creation and retention of jobs that are available to low to

moderate income persons and aid in the diversification of the Wyoming economy;

- (x) Signed Certification of Applicant and supporting documentation for the citizen participation process including a copy of the public notice, resolution, and a signed copy of the meeting minutes;
- (xi) A draft development agreement and three years of financial statements, tax returns, current business plan, and evidence of good standing with the Secretary of State's office if the project involves a sub-recipient;
- (xii) Site map and photographs of the project site;
- (xiii) If the project involves acquisition it is imperative that the applicant contact the WBC and should not execute ANY agreements prior to doing so.

(d) In determining the process for selection of projects, the Wyoming Business Council staff will evaluate each application for completeness based upon the requirements listed previously. The application will be rated according to the numerical system below (100 points possible).

(e) Downtown development numerical rating:

- (i) Job creation – Up to 20 points. Emphasis is placed upon projects that create/retain jobs.
- (ii) Economic Development Benefit– Up to 30 points. Emphasis will be placed upon how the project will positively impact local, regional and state economic development efforts.
- (iii) Integrated Effort – Up to 50 points. .
 - (A) Partners-Up to 20 points. Are there partners in the project? Please describe them and their contribution.
 - (B) Percentage of CDBG funds-Up to 10 points. What percentage is CDBG of the total project?
 - (I) 0-25%-10 points.
 - (II) 26-50%-5 points.
 - (III) 51-100%-0 points.

(iv) Community Readiness-Up to 10 points. Is there community readiness potential in this project?

(f) A maximum of \$500,000 per grant will be allowed.

Section 4. Economic Development Infrastructure Grants.

(a) Funds have been set aside for economic development infrastructure grants. Such grants will allow communities to purchase and/or improve sites for the benefit of a specific identified business project.

(b) The primary intent of this program is to provide funds to local governments to pay for services that the entity normally provides to a business at a certain cost. Normally, this involves sewer and water lines, fire protection, power lines, roads, public access, etc. Funding to purchase buildings and/or land is eligible, but only if the local government intends to maintain ownership of the property. The government entity could lease the property to the business for a nominal amount, or could negotiate a lease/purchase agreement with the company. The program does not intend, however, for local government to purchase land and/or a building to give to a business entity.

(c) Requirements that must be addressed in the application:

- (i) A detailed description of the proposed use of the funds, a map of the site, explanation of ownership, and an expert and concise cost estimates must be provided;
- (ii) The business(es) to be benefited must submit a business plan , three years financial statements and tax returns to the Wyoming Business Council. The grant may be denied if the business is not determined to be viable;
- (iii) In the event that no new jobs are planned to be created, documentation must be provided that demonstrates at least 51 percent of the current employees are from low/moderate income households. If the application is based on job retention, it must be documented that the existing jobs will be lost if the grant is not approved and the infrastructure not completed;
- (iv) If the business is new, there must be a signed commitment by the business that their relocation or expansion will occur and a list by job titles and annual income of all new jobs to be created;

- (v) The business must certify that at least 51 percent of all new jobs created will be made available to low to moderate income individuals;
- (vi) A statement of proposed impact upon the community;
- (vii) Documentation by the community that no other funding source exists;
- (viii) Certification by the local government and the business that in the event the business does not locate on the improved site, all grant funds will be returned to the state;
- (ix) Evidence that the SHPO was contacted and consulted and a brief narrative of the results of the consultation (See Chapter 1, Section 13);
- (x) An assessment of probable operation and maintenance costs of the facility or site improvement(s) to be constructed using CDBG funds, and an explanation of how those costs will be funded;
- (xi) A narrative explanation of how the project will either directly or indirectly provide for the creation and retention of jobs that are, available to low to moderate income persons and aid in the diversification of the Wyoming economy;
- (xii) A detailed project budget;
- (xiii) Signed Certification of Applicant and supporting documentation for the citizen participation process including a copy of the public notice, resolution and a copy of the official meeting minutes;
- (xiv) A draft development agreement and evidence of the business' good standing with the Secretary of State's Office;
- (xv) Site map and photographs of the project site;
- (xvi) If the project involves acquisition it is imperative that the applicant contact the WBC and should not execute any agreements prior to doing so;
- (xvii) In determining the selection of projects, each application will be reviewed for completeness based upon the requirements listed previously. Each application will be using the numerical system that follows:

(A) Cost per job – Up to 20 points. If the CDBG total cost of the project is \$5,000 or less per retained or newly created job, a total of 20 points will be awarded. \$10,001 to \$15,000 per job will receive 15 points. An expenditure/job ratio of \$15,001 to \$25,000 will be 10 points; and \$25,001 to \$35,000 will be 20 points. If the total cost of the project exceeds \$35,000 per job, then zero 5 points will be awarded.

(B) Potential economic benefit/job creation- Up to 20 points. It is important to demonstrate the overall economic boost that would accrue to a community if the grant is awarded. Emphasis will be placed on documentation of jobs retained (if applicable), job creation, and the positive impact to local, regional and state economic development efforts.

(C) Integrated Effort - Up to 50 points.

(I) Partners-Up to 20 points. Are there partners in the project? Please describe them and their contribution. Up to 20 points.

(II) CDBG Percentage-Up to 10 points. What percentage is CDBG of the total project?

(1.) 0-25%- 10 points

(2.) 26-50%- 5 points

(3.) 51-100-0 points

(III) Operations and Maintenance-Up to 10 points. How will operations and maintenance expenses be addressed?

(IV) Community Readiness-Up to 10 points. Is there community readiness potential in this project?

(d) A maximum of \$500,000 per grant will be allowed.

Section 5. Planning Only Grants.

(a) Funds have been set aside for planning only grants. Planning grants will be available to local governments and non-profit entities to perform feasibility studies related to increased economic development and community development. However, non-profit start-ups in the very early stages of development may be referred to other programs. There are three types of planning grants available:

(i) Community Development and Economic Development plans, \$50,000 maximum award with a cash match of 25% of the total project cost. Preference will be given to communities with current plans seven years old or older;

- (ii) Housing plans, assessments or development codes which will benefit low and moderate income people, \$20,000 maximum award with a 25% of the total project cost;
- (iii) Feasibility studies and site specific development studies that may create job opportunities or otherwise benefit low and moderate income people, \$15,000 maximum award with a cash match of 25% of the total project cost.

(b) Each APPLICATION must also address the following requirements:

- (i) Description of the project;
- (ii) Impact on the community;
- (iii) Project timeline;
- (iv) Number of potential jobs to be created or retained;
- (v) Detailed budget;
- (vi) Desired results;
- (vii) Principals involved;
- (viii) Which National Objective could be met and the potential for compliance with that National Objective;
- (ix) Existing non-profits must furnish three years of financial statements and their current business plan;
- (x) New non-profits must furnish three years of pro-forma financial information and their business plan;
- (xi) Consulting work must be obtained from a qualified, disinterested third party;
- (xii) Applicant must demonstrate methodology for funding implementation of the project;
- (xiii) A narrative explanation of how the project will positively impact local, regional and State economic development efforts.

(c) Ineligible activities for planning grants.

- (i) Payment of costs associated with the implementation of:
 - (A) Marketing studies/strategies;
 - (B) Feasibility studies;
 - (C) Targeted industry studies;
 - (D) Economic development plans.
- (ii) Payment of reproduction costs of any promotional materials.
- (iii) Payment of salary costs of local government or non-profit organization employees.
- (iv) Payment of travel costs for anyone other than consultants.

(d) Grant numerical rating system. In determining the process for selection of the projects, the Wyoming Business Council staff will evaluate each application for completeness based upon the requirements listed previously. Each application will be rated to determine the amount of points to be awarded by using the numerical system that follows (100 points possible). Please note that housing applications will be scored differently.

- (i) Comprehensive Community and Economic Development and Planning only feasibility study application grant numerical rating system.
 - (A) Job creation – Up to 20 points. Emphasis is placed upon the projected number and type of jobs created/retained should the results of the study prove positive.
 - (B) Integrated Effort –Up to 50 points.
 - (I) Partners-Up to 20 points. Are there partners in the project? Please describe them and their contribution.
 - (II) Percentage of CDBG funds-Up to 10 points. What percentage of CDBG of the total project?
 - (1.) 0-25% -10 points
 - (2.) 26-50% - 5 points
 - (3.) 51-75% - 0 points

(III) Operation and Maintenance-Up to 10 points. How will operations and maintenance expenses be addressed?

(IV) Community Readiness-Up to 10 points. Is there community readiness potential in this project?

(C) Potential economic benefit – Up to 20 points. It is important to demonstrate the overall economic boost that would accrue to a community or region if the results of the study were implemented. Considerations include: Will jobs be retained and if so, is proper documentation of such provided? Will new jobs be created? How many and what type? What is the current economic condition of the community or surrounding area (i.e. unemployment rate)? What will the overall positive impact be to the local, regional and State economic development efforts?

(ii) Housing application numerical rating system:

(A) Housing-Up to 20 points. Considerations include the basis for the housing study to be conducted, how additional units will contribute to the economy of the community.

(B) Integrated efforts-Up to 50 points.

(I) Partners-Up to 20 points. Are there partners in the project? Please describe them and their contribution.

(II) CDBG Percentage-Up to 10 points. What percentage is CDBG of the total project funding?

(1.) 0-25% - 10 points.

(2.) 26-50% - 5 points.

(3.) 51-75% - 0 points.

(III) Operations and Maintenance- Up to 10 points. How will maintenance and operational expenses be addressed?

(IV) Community Readiness-Up to 10 points. Is there community readiness potential in this project?

(C) Potential Economic Benefit- Up to 30 points. It is important to demonstrate to overall economic boost that would accrue to a community or region if the results of the study were implemented. Considerations include: Would the addition of housing have an effect on jobs being retained or created? What is the current economic condition of the community or surrounding area

(i.e. unemployment rate)? What will the overall positive impact be to the local, regional and State economic development efforts?

(D) Additional review criteria for all planning grants:

(I) It is important that applicants and (if applicable) sub-applicants have a clear view of how study findings will be implemented and financed. Therefore, when reviewing and approving proposals the Wyoming Business Council will give favorable consideration to projects that: (1) involve municipalities and organizations that have a track record of success, as well as the personnel and resources in place for project implementation, and (2) have funds available and dedicated for implementation of study recommendations.

(II) The Wyoming Business Council may not approve a proposal if the applicant cannot demonstrate how the project would either directly or indirectly create or retain jobs in the community.

Section 6. Technical Assistance Grants.

(a) Funds have been set aside for technical assistance grants. Technical assistance grants will be available to for-profit or non-profit enterprises. A maximum of \$7,500 per technical assistance grant will be allowed.

(b) To be eligible for consideration, each technical assistance grant application must demonstrate a 25 percent (25%) cash match obligated to eligible project costs. The 25 percent (25%) cash match for technical assistance grants must originate from the benefiting business private investor, or the non-profit organization. The 25 percent match will be applied to the total project costs.

(c) Each APPLICATION must also address the following requirements:

- (i) Description of the project;
- (ii) Impact on the community;
- (iii) Project timeline;
- (iv) Number of potential jobs to be created or retained;
- (v) Detailed budget for amount requested;
- (vi) Desired results;

- (vii) Principals involved;
 - (viii) National Objective involved (see Chapter 1, Section 3);
 - (ix) Existing businesses or non-profits must furnish three years of financial statements and their current business plan;
 - (x) For new businesses, the principals must furnish current financial information on themselves and three years of pro-forma financial statements for the project;
 - (xi) Consulting work must be obtained from a qualified, disinterested third party.
APPLICANTS FOR TECHNICAL ASSISTANCE GRANTS ARE ENCOURAGED TO NAME THEIR CONSULTANT AT THE TIME OF APPLICATION;
 - (xii) **APPLICANT MUST DEMONSTRATE METHODOLOGY FOR FUNDING IMPLEMENTATION OF THE PROJECT;**
 - (xiii) A narrative explanation of how the project will either directly or indirectly provide for the creation and retention of jobs that are available to low and moderate income persons and aid in the diversification of the Wyoming economy or a narrative explanation of how the technical assistance will increase the capacity of the non-profit organization and how that benefits low to moderate incomes persons.
- (d) Eligible activities for technical assistance. The purpose of technical assistance grants is to assist for-profit businesses to conduct project planning and research and to assist non-profit entities with capacity building. Only project development costs are allowed, costs associated with project implementation are not eligible. It is not the intent of the Technical Assistance grant program to infuse capital to pay for the costs of selling or manufacturing a new product, but rather to help pay the costs associated with research and development of new products and markets and capacity building.
- (i) Payment of costs associated with the development of:
 - (A) Business plans;
 - (B) Marketing studies/strategies consultation;
 - (C) Feasibility studies;
 - (D) Prototype development and testing;
 - (E) Packaging design consultation;
 - (F) Marketing, sales and cash flow management consultation.

(ii) Technical assistance grants must demonstrate the potential for compliance with a national objective.

(e) Ineligible activities for technical assistance Grants.

(i) Payment of costs associated with the implementation of:

(A) Business plans;

(B) Marketing strategies;

(C) Feasibility studies.

(ii) Payment of the salary costs of business principals or their employees.

(iii) Payment of travel costs for anyone other than consultants.

(iv) Payment of patent and copyright fees.

(f) Technical assistance numerical rating. In determining the process for selection of the projects, the Wyoming Business Council staff will evaluate each application for completeness based upon the requirements listed previously. Each application will be rated using the numerical system that follows (60 points possible).

(i) Proposed action -Up to 20 points. Emphasis is placed upon the probability of the project's implementation. If businesses or non-profits can demonstrate the commitment of funds from programs whose purpose is to bring new products into the marketplace or demonstrate that increased capacity will increase a programs' beneficiaries, a maximum of 20 points will be awarded. Businesses or non-profits that are either already in operation or (in the case of a manufacturing business) have secured necessary production financing will also receive a maximum of 20 points. Businesses requiring assistance to retain existing jobs will also be eligible for 20 points. If the applicant is a private individual or group intending to start a new business or organization, the sum of 10 points shall be awarded. Existing business entities that desire expansion, but are only in the process of formulating a concept, will receive 5 points.

(ii) Job creation – Up to 20 points. Emphasis is placed upon the projected number of jobs created/retained should the results of the study prove positive. Applicants are cautioned to be conservative in estimating job creation since the rationale for the projections will be closely reviewed and actual jobs created or retained will require verification.

(iii) Potential economic benefit – Up to 20 points. It is important to demonstrate the overall economic boost that would accrue to a community or region if the results of the study were implemented. Special emphasis will be given to those projects located in areas that are severely economically distressed.

(A) Additional review criteria:

(I) It is important that applicants have a clear view of how study findings will be implemented and financed. Therefore, when reviewing and approving proposals the Wyoming Business Council will give favorable consideration to projects that: (1) involve companies that have a track record of success, as well as the personnel and resources in place for project implementation, and (2) have funds available and dedicated for implementation of study recommendations;

(II) The Wyoming Business Council may not approve a proposal if the applicant cannot demonstrate how the project would either directly or indirectly create or retain jobs in the community.

Section 7. Job Training Grants.

(a) Funds have been set aside for job training grants. Job training grants will be available to for-profit and non-profit entities that can demonstrate the need for specially trained employees in their workplace. To be considered for such a grant, it is necessary to have a resolution of endorsement passed by the sponsoring entity and certification of public participation through the public hearing process. Applicants are urged to contact the University of Wyoming or their local community college when preparing the training curriculum to determine ways to utilize resources available at these institutions.

(b) To be eligible for consideration, each grant application must contain the following:

(i) A detailed budget;

(ii) Explanation of why specialized training of employees is required;

(iii) Documentation that qualified workers do not exist in the community;

(iv) An explanation of why CDBG funds are necessary;

(v) Complete description of the proposed training curriculum complete with the name(s) of the individuals that will conduct the training. Resumes or qualifications statements must be included;

(vi) A list of each job classification/position that will require utilization of CDBG training funds that includes;

(A) Brief job description,

(B) Educational/job experience requirements,

(C) Salary range.

(vii) A plan of action by the business for solicitation and validation of low to moderate income workers;

(viii) A narrative explanation of how the project will either directly or indirectly provide for the creation and retention of permanent primary jobs that are above the current average wage, and aid in the diversification of the Wyoming economy.

(c) Eligible expenditures of job training funds:

(i) Instructor salaries. This does not include the salary of the owners or other company personnel;

(ii) Training materials and supplies;

(iii) Tuition costs;

(iv) Travel associated with training;

(v) Training system design;

(vi) Leasing of training equipment.

(d) Ineligible Expenditures of Job Training Funds:

(i) Purchase of training equipment;

(ii) Payment of employee salaries that are receiving training.

(e) The Wyoming Business Council staff will evaluate each application for completeness based upon the requirements listed previously. In order for a project to be considered by the Wyoming Business Council, the application must be rated according to the numerical system found in subsection (f) of this section. (100 points possible).

(f) Job training grant numerical rating system.

(i) Businesses proposing to train for "primary" jobs will receive 25 points. Businesses proposing to train for "secondary" jobs shall receive 10 points. "Primary jobs" are positions that provide goods and services that are primarily exported from the state, that gain market share from imports to the state, or that meet an unmet need in the area and result in the creation of new wealth. Primary jobs are derived from businesses that bring new income into an area, stimulate other local businesses, or assist a community to diversify and stabilize its economy. "Secondary jobs" are those that provide goods and services primarily in their local areas. The jobs created are in response to other business activity in the area, and would be lost if the local population decreased. The jobs do not create new income, but redistribute income in the local area.

(ii) Integrated effort Up to 50 points.

(A) Partners-Up to 20 points. Are there partners in the projects? Please describe them and their contribution.

(B) CDBG percentage- Up to 10 points. What percentage is CDBG of the total project funding?

(I) 0-25% - 10 points.

(II) 26-50% - 5 points.

(III) 51-100% -0 points.

(C) Operations and Maintenance- Up to 10 points. How will maintenance and operational expenses be addressed?

(D) Community Readiness- Up to 10 points. Is there community readiness potential in this project?

(iii) Potential economic benefit –Up to 30 points. What will the overall positive impact be to the local, regional and State economic development efforts? Special emphasis will be given to those projects located in areas that are severely economically distressed.

(g) A maximum of \$ 100,000 per job training grant will be allowed.

Section 8. Transfer of Funds.

(a) Should the funding demands from local governments exceed the available funds allocated to each of the economic development funding categories, the Wyoming Business Council may reallocate funds without amending the rules. This rule only applies to reallocating funds between downtown

development, infrastructure grants, planning only grants, technical assistance grants and job training grants.

Section 9. Float and Section 108 Loan Guarantees.

(a) The Wyoming Business Council will accept economic development loan applications from qualified applicants under the CDBG float activity and the HUD administered section 108 loan guarantee program. A business must apply through an incorporated local government for assistance under the float program and the section 108 program.

(b) Float loans involve the use of CDBG funds for an economic development loan that will generate program income in time to carry out other activities listed in these rules. Use of this procedure is based on the premise that the later activities do not require funds immediately and that the recipient's (state) letter of credit will therefore contain a balance (the "float") that can be used on a temporary basis. Float loans shall be due on demand.

(c) The Section 108 Loan Guarantee program represents an activity where the Wyoming Business Council will accept applications directly from incorporated local governments on behalf of an eligible project. If approved, the Wyoming Business Council will then pledge future CDBG allocations as a guarantee to the loan, and submit the application to HUD for approval. As repayment is made by the borrower to HUD, the Wyoming Business Council's pledge amount will be decreased accordingly. The Wyoming Business Council may pledge up to an amount not to exceed five times the amount of the most recent CDBG grant received by the Wyoming Business Council. If a borrower defaults on a loan, the Wyoming Business Council will forfeit a portion of its future CDBG allocations. The term of a section 108 loan guarantee shall not exceed twenty (20) years.

(d) The minimum amount to be requested for a float or section 108 loan guarantees will be \$350,000 and the maximum will be \$1,500,000. These limits can be modified only in writing by the Chief Executive of the Wyoming Business Council. Interest rates for both will be based on the amount the company is able to pay and the public benefit to be derived.

(e) Applicants for float loans must be able to secure an unconditional and irrevocable letter of credit, drawn against a sound and acceptable financial institution payable to the Wyoming Business Council before CDBG funds will be disbursed. The purpose of the letter of credit is for the Wyoming Business Council to draw against in the event paybacks are delayed or the borrower has defaulted.

- (f) Activities that are eligible for payment from either program are:
- (i) Acquisition of real property;
 - (ii) Building construction;
 - (iii) Site improvements;
 - (iv) Acquisition or rehabilitation of machinery and equipment necessary for the operation of the project;
 - (v) Acquisition, rehabilitation and leasehold improvements of an existing facility;
 - (vi) Payment of professional fees -- surveying, appraising, engineering, architectural, legal, accounting and closing costs. All fees must be determined to be legal and reasonable;
 - (vii) Working capital needs of the project.
- (g) Minimum threshold requirements for applications requesting either a float loan or a section 108 loan guarantee are:
- (i) At least 51 percent of the jobs created or retained must be available to low and moderate income persons. Applicants should propose methods to ensure preferential recruitment, hiring and training of Wyoming workers, particularly those of low and moderate income (see Attachment A). Applicants must take into consideration equal opportunity and non-discrimination laws to ensure that women and minorities are not excluded from participation, denied the benefit of or subjected to discrimination under any program or activity funded in whole or in part with CDBG funds. Successful applicants will be required to comply with equal opportunity and non-discrimination laws and regulations; Or,
 - (ii) The elimination of slum and blight conditions is specified in Title I of the Housing and Community Development Act of 1974, as amended through 1992;
 - (iii) The use of CDBG funds for economic development loans must be determined to be appropriate to the project. Applicants must clearly demonstrate the need for the CDBG assistance by documenting that a financial gap exists in funding the proposed project. It could also be considered appropriate to invest CDBG funds into a project that can obtain total private sector funding, but the returns to the for-profit are inadequate to motivate an "economic person" to proceed with the project. In either case, it is incumbent upon the applicant to indicate that the project cannot be developed in the absence of federal loan funds;
 - (iv) Business plan. Applicants must submit a business plan along with their standard application form. The business plan must reflect;

- (A) A description of the business,
 - (B) Qualifications of management,
 - (C) A market investigation; and other documentation of financial feasibility as appropriate,
 - (D) Three-year financial statements including balance sheets, income statements,
 - (E) Cash flow projections for at least three years,
 - (F) Cost quotes for all project costs.
- (v) A list of each job classification/position that will be created by the project that includes;
- (A) A brief job description,
 - (B) Educational/job experience requirements,
 - (C) Salary range,
 - (D) Hours worked per week/months worked per year.
- (vi) Evidence that the SHPO was contacted and consulted and a brief narrative of the results of the consultation (See Chapter 1, Section 13).
- (h) Potential applicants are requested to contact this office previous to application submission for additional information requirements.
- (i) An administrative fee not greater than one percent (1%) of the loan principal may be charged each successful applicant to assist in defraying the local government's expenses of analyzing the loan applications.

Section 10. Convertible Loan Program

- (a) A business must apply through a city, town or county for assistance under the convertible loan program. The WBC will grant funds to the local government who will in turn loan the funds to a for-profit business. A portion of the loan may be converted to a grant, if during a designated period of time, as determined by the WBC, the business creates new jobs. The terms, interest rate, and amount of the loan to be converted to a grant shall be determined by the WBC. Generally the amount converted will be \$500 per each new job created.

(b) No funds are allocated to this program category, but rather funds may be redirected to the convertible loan category upon council approval, from any CDBG economic development category. Maximum amount per each application shall be \$150,000. Minimum amount per each application shall be \$10,000.

(c) Activities eligible for funding from the convertible loan program:

- (i) Acquisition of real property;
- (ii) Building construction;
- (iii) Site improvements;
- (iv) Acquisition or rehabilitation of machinery and equipment necessary for the operation of the project;
- (v) Acquisition, rehabilitation and leasehold improvements of an existing facility;
- (vi) Payment of professional fees -- surveying, appraising, engineering, architectural, legal, accounting and closing costs. All fees must be determined to be legal and reasonable;
- (vii) Working capital needs of the project.

(d) Compliance with national objective: At least 51 percent of the jobs created must be available to low and moderate income persons. Applicants should propose methods to ensure preferential recruitment, hiring and training of Wyoming workers, particularly those of low and moderate income.

(e) Any application submitted must contain the following information:

- (i) Business plan. Applicants must submit a business plan that contains;
 - (A) A description of the business,
 - (B) Qualifications of management,
 - (C) A market investigation; and other documentation of financial feasibility as appropriate,
 - (D) Three-year financial statements including balance sheets, income statements,
 - (E) Three-year financial statements including balance sheets, income statements,
 - (F) Cost quotes for all project costs.

- (ii) A list of each job classification/position that will be created by the project that includes;
 - (A) A brief job description,
 - (B) Educational/job experiences requirements,
 - (C) Salary range,
 - (D) Hours worked per week/months worked per year,
 - (E) Time frame in which the jobs will be created,

- (f) Guidelines for evaluation projects:
 - (i) Project costs and financial guidelines; these guidelines are to insure;
 - (A) That project costs are reasonable,
 - (B) That all sources of project financing are committed,
 - (C) That to the extent practicable, CDBG funds are not substituted for non-federal financial support,
 - (D) That the project is financially feasible,
 - (E) That to the extent practicable, the return on the owner=s equity investment will not be unreasonably high, and
 - (F) That to the extent practicable, CDBG funds are distributed on a pro rata basis with other funds provided to the project.

 - (ii) Public benefit: The grantee is responsible for making sure that a minimum level of public benefit is obtained from the expenditure of CDBG funds under this program. The amount of CDBG assistance cannot exceed \$50,000 per full time equivalent job created.

- (g) Management capacity: Applicants must demonstrate capacity to plan, administer, and service the proposed project, manage the budget, maintain adequate financial records, maintain required project records, submit reports, and meet the proposed timetable for completion. Management capacity is important for the success of a program.

- (h) Use of program income: All income derived from the program--principle and interest payments--may be retained by the local government, and re-used for any eligible activity allowed by the state of Wyoming CDBG program.

D. COMMUNITY DEVELOPMENT PROGRAM

Section 1. Goals.

(a) Goal 1. To expand housing opportunities for low/moderate income households.

(i) Objective 1. Provide appropriate housing for special population groups such as the frail, elderly and handicapped/disabled, that supports an appropriate level of independent living.

(ii) Objective 2. Provide support for the development of emergency shelters, transitional housing and permanent housing for the homeless.

(b) Goal 2. Improve the condition of low and moderate income groups, especially vulnerable to adverse economic or social conditions.

(i) Objective 1. Provide centers for employment, education, etc., and centers for the elderly.

(ii) Objective 2. Provide operational funds for public services that directly impacts upon economic, housing, and/or social conditions of low/moderate income residents for programs not currently funded by local government.

(c) Goal 3 To improve community infrastructure by eliminating health, safety, and welfare problems.

(d) Goal 4. To allow each local government to determine their own serious problem and to be competitive with all other applicants.

(i) Objective 1. Allow any application eligible under Chapter 1, Section 4. It should be emphasized that the applicants in this category bear the burden of demonstrating to the Wyoming Business Council the seriousness of their selected activity.

Section 2. Eligible Activities.

(a) Any project listed in Chapter 1, Section 4, is eligible for funding under this portion of the program.

Section 3. Low Priority Activities.

(a) The following activities are considered very low priority under this program, and are not likely to be funded:

- (i) Planning not directly part of a CDBG project;
- (ii) Grants for profit making organizations.

Section 4. Type and Size of Grants.

(a) The maximum grant size for community development public infrastructure and public facilities grant will be \$500,000. The maximum award for public accessibility grants will be \$300,000. The maximum award for Homeownership Assistance will be \$40,000.

Section 5. Previous Grantees.

(a) Previous grantees must demonstrate that satisfactory performance has been accomplished under previous grants. The Wyoming Business Council will primarily use the HUD Performance Reports or Wyoming Business Council monitoring results in their review.

Section 6. Project Categories.

(a) The community development program has three project categories that applicants may apply under. There are:

- (i) Removal of architectural barriers that restrict the mobility and accessibility of elderly and handicapped persons to existing publicly-owned buildings, facilities and improvements. Preference will be given to building, facilities and improvements that are directly accessed and used by the public;

(ii) Construction, rehabilitation, reconstruction, or installation of public infrastructure such as water and sewer lines and systems, streets, curbs, gutters, and sidewalks. This does not include centers for the elderly, handicapped or developmentally disabled. These projects are to be submitted under the other eligible activities category;

(iii) Homeownership Assistance which may be used to subsidized interest rates and mortgage principle amounts, finance the acquisition of owner-occupied primary residences, provide down-payment assistance or pay reasonable closing costs normally associated with the purchase of a home for low and moderate income homebuyers;

(iv) Section 108 loans where the use of funds is justified through the benefit of persons of low to moderate income through some community development purpose versus job creation. See Chapter 2, Section 9;

(v) All other eligible activities as described in Chapter 1, Section 4. Eligible Activities.

(b) Projects will be ranked against one another within each project category. The amount of funds allocated to each project category will be determined based on the dollar amount requested in each category compared to the total dollar amount requested by all grant proposals, with the resulting percentage applied to the funds allocated to the community development portion of the program. For example, if the dollar amount requested under all other eligible activities category represents twenty-five percent (25%) of all funds requested under the community development portion of the program, then twenty-five percent (25%) of all community development funds will be allocated to that project category. Only eligible projects will be considered when making this determination. At the time of final approval, the Wyoming Business Council may reallocate funds to another project category in order to fully fund a proposal.

Section 7. Ranking Criteria—(used only in ranking Community Development Projects).

(a) The Wyoming Business Council is required to spend at least 70 percent of its funds for low moderate income projects. Only projects that demonstrate at least 51 percent of the individuals benefiting from the project belong to low moderate households, can be considered as low moderate income projects. Conversely, none of the funds in a project that has 50 percent or less direct beneficiaries from low to moderate income households would count toward the state total. The only exception is direct benefit projects such as homeownership assistance that count only the actual amount given to low moderate households.

(b) In an effort to maximize the primary objectives of the program, all applications will be judged against one another, within project category, regardless of which of the objectives in Chapter 1, Section 3

are chosen. Additionally, applications will be ranked together regardless of type of jurisdiction (city, town or county) or size.

(c) The staff of the Wyoming Business Council will be responsible for the ranking process and subsequent recommendations to the Wyoming Business Council. The Wyoming Business Council will make the final funding determination.

(d) The three components that will be scored and ranked include:

- (i) Seriousness of problem 100 points
 - (ii) Urgency of problem 50 points
 - (iii) Integrated effort 50 points
- 200 points total

(e) Seriousness: Up to 100 points based on description of the need, how the needs were identified, what alternative solutions were explored and an explanation of who the beneficiaries are.

(i) Description of the Need- Up to 30 points. Applicants will be asked to document their needs (inclusive of quantitative and qualitative) and to describe how well proposed activities address those needs.

(ii) Documentation of the Need-Up to 20 points. How was the need identified? For example, was a survey conducted or is it based on an existing wait list?

(iii) Alternative Solutions-Up to 20 points. What alternative solutions were explored?

(iv) Beneficiaries-Up to 30 points. Who are the beneficiaries? How was this determined? What is the long term benefit to the overall community?

(f) Urgency-Up to 50 points. This is based on the applicant's ability to verify the immediate need to remedy their problem including concurrence from appropriate sources.

(i) Level of Urgency-Up to 20 points. Describe the level of deterioration or issues with code compliance:

(A) Life threatening justification-Up to 20 points.

(B) Non-Emergency concern-Up to 10 points.

(C) No existing threat- 0 points.

(ii) Efforts-Up to 20 points. What efforts have been made previously to address the situation and how is it currently being managed?

(iii) Negative impacts-Up to 10 points. What are the negative impacts if this situation is not addressed?

(g) Integrated Efforts – Up to 50 points.

(i) Partners-Up to 20 points. Are there partners in the project? Please describe them and their contribution.

(ii) CDBG percentage- Up to 10 points. What percentage is CDBG of the total project funding?

(A) 0-25% -10 points.

(B) 26-50% - 5 points.

(C) 51-100% - 0 points.

(iii) Operations and Maintenance – Up to 10 points. How will maintenance and operational expenses be addressed?

(iv) Community Readiness-Up to 10 points. Is there community readiness potential in this project?

Section 8. Minimum Submission Requirements of all Community Development Applications.

(a) All applications must contain the following:

(i) A cover sheet containing the project title, type applicant information, sub-applicant information (if applicable), grant administration, contact information and project costs;

(ii) A narrative describing;

(A) The problem to be solved,

(B) The National Objective being supported (See Chapter 1, Section 3),

(C) A description of the proposed project designed to solve the problem, including previous efforts to solve the problem,

- (D) The extent to which the proposal constitutes a completed project,
 - (E) The project location, including a suitable map and photographs of the project,
 - (F) Project timeline, and
 - (G) A statement indicating how the project is consistent with local long range community and economic development plans.
- (iii) A detailed budget, including detailed cost estimates prepared by someone with adequate skill to prepare such and the source of all funding;
 - (iv) Certification of Applicant form attesting to knowledge of the rules, proper citizen involvement and appropriate use of funds;
 - (v) Evidence that the SHPO was contacted and consulted and a brief narrative of the results of the consultation (See Chapter 1, Section 13);
 - (vi) Narrative describing the applicant's grant management experience or how they expect to provide for the management and administration of the grant;
 - (vii) An assessment of probable operation and maintenance costs of the facility or site improvement(s) to be constructed using CDBG funds, and an explanation of how those costs will be funded;
 - (viii) A narrative explanation of how the project will either directly or indirectly provide for the creation and retention of jobs that are available to low and moderate income persons and aid in the diversification of the Wyoming economy;
 - (ix) If the application is being sponsored on behalf of a non-profit entity, that entity must submit financial statements covering the most recent three year period and a copy of their current business plan;
 - (x) For Homeownership Assistance, evidence of training or certification as a site specific environmental review officer may be required as well as homebuyer education training certification which is required;
 - (xi) If the project involves acquisition it is imperative that the applicant contact the WBC and should not execute any agreements prior to doing so.

Section 9. Lien Requirement.

- (a) A lien in favor of the Grantee (city/town/county) will be placed by the Grantee on any building in an amount equal to the CDBG investment in the building. The lien shall be for a period of five (5) years after the administrative closeout of the grant. No CDBG funds shall be disbursed until a copy of the lien

has been properly filed and recorded and a copy of that lien received by the WBC. In the event that a project is considered a public service (as determined by the WBC staff) the requirement to place a lien may be waived.

E. IMMINENT THREAT GRANTS

Upon approval and an emergency declaration by the governor, funds may be allocated from any program category at any time to fund eligible activities, which will alleviate an imminent threat to public health, or safety which requires immediate resolution and which is of recent origin. The community will consider a condition of recent origin if it developed or became urgent within 18 months preceding the application. The imminent threat must be a catastrophic or emergency situation, which creates an impending or immediate threat, danger or peril to human health and safety. Situations, which result from neglect or lack of maintenance or have gradually become urgent, are not considered imminent threats. The grant amount shall not exceed \$250,000.00. Imminent threat grants are funded under national objective #1, Activities designed to meet community development needs having a particular urgency and therefore must meet the criteria of that objective.

F. RULE REVISIONS

Revision of the CDBG rules will occur during this program year in an effort to refine them and make them more easily understood and to correct minor edits. The rule revision process will be conducted in accordance with the approved Citizen Participation Plan.

G. PROGRAM ADDITIONS

The WBC intends to add Public Services as a type of grant available for the State of Wyoming eligible applicants. It will be defined as follows and administered according to the State Program Guidance:

Public Services (\$10,000 maximum awards) – For services including, but not limited to: employment services, crime prevention and public safety, child care, health services, substance abuse services, fair housing counseling, education programs, energy conservation, services for senior citizens, services for

homeless persons, welfare services, down payment assistance and recreational services. More detailed information is available in the CDBG rules and state program guidelines.

It was the hope of the program manager to made public services available for the 2014 program year. However, changes in personnel did not allow for new rules to be promulgated prior to applications being accepted by the January 15, 2014 deadline. Public services will still be considered as an addition to the 2015 program.

Grantee SF-424's and Certification(s)

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: State of Wyoming, Wyoming Business Council		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 83-0208687	* c. Organizational DUNS: 0600158200	
d. Address:		
* Street1: 214 West 15th Street	<input type="text"/>	
Street2:	<input type="text"/>	
* City: Cheyenne	<input type="text"/>	
County/Parish:	<input type="text"/>	
* State: WY: Wyoming	<input type="text"/>	
Province:	<input type="text"/>	
* Country: USA: UNITED STATES	<input type="text"/>	
* Zip / Postal Code: 82002	<input type="text"/>	
e. Organizational Unit:		
Department Name:	Division Name:	
<input type="text"/>	<input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	* First Name: Molly	
<input type="text"/>	<input type="text"/>	
Middle Name:	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
* Last Name: Spangler	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
Suffix:	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
Title: Director, Investment Ready Communities Divisi		
<input type="text"/>		
Organizational Affiliation:		
<input type="text"/>		
* Telephone Number: 307-777-2611	Fax Number:	
<input type="text"/>	<input type="text"/>	
* Email: molly.spangler@wyo.gov		
<input type="text"/>		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type:	
A: State Government	
Type of Applicant 2: Select Applicant Type:	
Type of Applicant 3: Select Applicant Type:	
* Other (specify):	
* 10. Name of Federal Agency:	
U.S. Department of Housing and Urban Development	
11. Catalog of Federal Domestic Assistance Number:	
14.228	
CFDA Title:	
Community Development Block Grant	
* 12. Funding Opportunity Number:	
* Title:	
13. Competition Identification Number:	
Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.):	
	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:	
Community and economic development projects in the state of Wyoming excluding the entitlement cities of Cheyenne and Casper.	
Attach supporting documents as specified in agency instructions.	
	<input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="WY"/>	* b. Program/Project: <input type="text" value="811"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <input type="text" value="1/1/14"/>	* b. End Date: <input type="text" value="12/31/14"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="32,119,254.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 216, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Robert"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Johnson"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Chief Executive Officer"/>	
* Telephone Number: <input type="text" value="307-777-2800"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="rob.johnson@kyo.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="1/26/2014"/>

Application for Federal Assistance SF-424

*1. Type of Submission		*2. Type of Application		*If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication		<input checked="" type="checkbox"/> New			
<input checked="" type="checkbox"/> Application		<input type="checkbox"/> Continuation		* Other (Specify)	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision			
*3. Date Received:			4. Application Identifier:		
5a. Federal Entity Identifier:			*5b. Federal Award Identifier:		
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
* a. Legal Name: Department of Family Services					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 83-0208667			*c. Organizational DUNS: 809915754		
d. Address:					
*Street 1: 2300 Capitol Ave.					
Street 2: Hathaway Building, 5th Floor, Suite C					
*City: Cheyenne					
County: USA					
*State: wyoming					
Province:					
Country:					
*Zip/ Postal Code: 82002					
e. Organizational Unit:					
Department Name: Department of Family Services			Division Name: Child & Home Division		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:		First Name: Brenda			
Middle Name:					
*Last Name: Lytle					
Suffix:					
Title: Senior Administrator					
Organizational Affiliation:					
*Telephone Number: 307-777-6068			Fax Number: 307-777-5588		
*Email: brenda.lytle@wyo.gov					

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type: **A. State Government**

Type of Applicant 2: Select Applicant Type:
- Select One -

Type of Applicant 3: Select Applicant Type:
- Select One -

*Other (specify):

*10. Name of Federal Agency:
Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*12. Funding Opportunity Number: **N/A**

*Title: **Emergency Solutions Grants**

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of ~~Wyoming~~ **Wyoming**

*15. Descriptive Title of Applicant's Project:

Funding for emergency shelters and homeless prevention programs in Wyoming to provide shelter and related essential services to homeless and at-risk of becoming homeless individuals and families.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant **WY**

*b. Program/Project: **WY**

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: **01/01/2014**

*b. End Date: **12/31/2014**

18. Estimated Funding (\$):

*a. Federal **\$275,855.00**

*b. Applicant

*c. State

*d. Local

*e. Other

*f. Program Income

*g. TOTAL **\$275,855.00**

*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances*** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: *First Name: **Brenda**

Middle Name:

*Last Name: **Lyllle**

Suffix:

*Title: **Senior Administrator**

*Telephone Number: **307-777-6068**

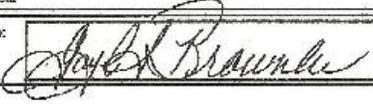
Fax Number: **307-777-5588**

*Email: **brenda.lylle@wyo.gov**

*Signature of Authorized Representative: *Brenda Lyllle*

Date Signed: **4-10-14**

Application for Federal Assistance SF-424		
* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication	<input type="checkbox"/> New	
<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> Continuation	* Other (Specify):
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	
* 3. Date Received:	4. Applicant Identifier:	
5a. Federal Entity Identifier:	5b. Federal Award Identifier:	
	W-14-SC-56-0100	
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
* a. Legal Name: State of Wyoming		
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:	
03-0200667	1214242790006	
d. Address:		
* Street1:	PO Box 634	
Street2:		
* City:	Casper	
County/Parish:	Natrona	
* State:	WY: Wyoming	
Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	82602-0634	
e. Organizational Unit:		
Department Name:	Division Name:	
Wy Community Development Auth	Federal Programs	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	* First Name:	
Ms.	Cayle	
Middle Name:		
* Last Name:	Brownlee	
Suffix:		
Title: Director of Federal Programs		
Organizational Affiliation:		
Wyoming Community Development Authority		
* Telephone Number:	Fax Number:	
307-265-0603	307-266-5414	
* Email: brownlee@wyomingcda.com		

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="WY-ALL"/>	* b. Program/Project: <input type="text" value="all"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <input type="text" value="01/01/2014"/>	* b. End Date: <input type="text" value="12/31/2014"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="3,520,968.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="1,200,000.00"/>
* g. TOTAL	<input type="text" value="4,720,968.00"/>
19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach: <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE <small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Gayle"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Brownlee"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Director of Federal Programs"/>	
* Telephone Number: <input type="text" value="307-266-0603"/>	Fax Number: <input type="text" value="307-266-5414"/>
* Email: <input type="text" value="brownlee@wyomingcda.com"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="03/19/2014"/>

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

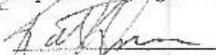
Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.


Signature/Authorized Official

3-20-13
Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation – It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan – Its consolidated housing and community development plan identifies community development and housing needs and specifics both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan – It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds – It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) _____, _____ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force – It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

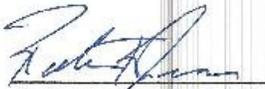
jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.



Signature/Authorized Official

3.20.14

Date

CEO

Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Rudolph G. Lyffe
Signature/Authorized Official

4-10-14
Date

Senior Administrator
Title

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility.
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

 W. J. Brown MONROE STROM 4/2/14
Signature Authorized Official Date

State Health Officer + Senior Administrator,
Title Public Health Division, Wyoming Department of Health

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

 3/16/14
Signature/Authorized Official Date

Cheryl O Gillum
Deputy Executive Director

Title