

# WCDA 2020 Round 2 Application for Funding

## COVID-19 Guidance

Due to the national emergency concerning the Coronavirus Disease (COVID-19) and restrictions on personal interactions, WCDA has issued the following guidance on the application for funding process during this time:

- Other than those pages requiring signatures, all applications and attachments will only be accepted via the ProCore Workcenter
  - Developers must submit hard copies of application pages that require wet signatures with the application fee no later than 5 PM local time on April 30, 2020 at the WCDA Offices, 155 N. Beech Street, Casper, Wyoming 82602. Please send all documents together in one package. WCDA will confirm with the developer when the wet signatures and application fee are received by WCDA.
- Some rehabilitation projects have reported difficulty with obtaining the Capital Needs Assessment (CNA) portion of the application, due to residents not allowing outsiders into their home. If this is the case, please document your efforts to obtain the CNA.
  - Upon request, WCDA may elect to defer this requirement until after the application deadline. However, a final CNA must be received by WCDA no later than July 1, 2020, so that WCDA can verify the project budget prior to the board awarding the project on July 28, 2020.
- The Phase I ESA is still required by July 1, 2020. While WCDA understands this is a significant financial commitment, the time required to produce the Environmental Review Report (ERR) requires that we remain firm on this deadline.
  - Commitment deadlines approaching in November 2020 will require a completed ERR, and the process can take up to 30 days for rehabilitation projects and 60 days or longer for new construction.

WCDA encourages any developer struggling with any requirements of the application process to contact the Affordable Housing Development Department ([housingdev@wyomingcda.com](mailto:housingdev@wyomingcda.com), or 307-265-0603). We appreciate your patience and understanding as we navigate this unprecedented time together. WCDA will release further guidance, if necessary. As always, thank you for your contributions to affordable housing in Wyoming.