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**Community Development Block Grant**

**Housing Activities Application**

Application Deadline, September 30, 2020, 5 p.m.

Application Deadline, January 29, 20xx, 5 p.m.

**PROJECT SUMMARY INFORMATION**

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| 1. **PROJECT TITLE/NAME:** |
| 1. **PROJECT NARRATIVE/DESCRIPTION:** |
| 1. **PROJECT TYPE:**   **Acquisition**    **Clearance of Sites**  **Rehabilitation**  **Single-family**  **Multi-family**    **Publicly Owned Infrastructure**  **Construction of Public Facilities**  **Homeownership Assistance** |
| 1. **SPONSORING COMMUNITY / PRIMARY APPLICANT INFORMATION:**   **Applicant** (City, Town, County)**:**  **Name of Chief Elected Official:**  **Taxpayer Identification Number:**  **Mailing Address:**  **Street Address:**  **Phone:**  **Email:**   1. **SPONSORING COMMUNITY / PRIMARY APPLICANT GRANT ADMINISTRATION CONTACT INFORMATION:\*\***   **Name:**  **Title:**  **Mailing Address:**  **Phone:**  **Email:** |
| 1. **DEVELOPER/CO-APPLICANT INFORMATION (IF APPLICABLE):**   **Name of Project Partnership/LLC:**  **Developer Name:**  **Contact Person:**  **Position:**  **Taxpayer Identification Number:**  **Mailing Address:**  **Phone:**  **Email:** |
| 1. **PROJECT COSTS:** 2. Amount of **CDBG grant** requested**: $** 3. Total local/other contribution: **$** 4. **TOTAL Project Cost (a+b): $** |

**\*\*This individual will be responsible for coordinating with WCDA to insure compliance with all program requirements set forth by the Department of Housing and Urban Development and applicable requirements in the State of Wyoming’s Consolidated Plan for Housing and Community Development and all applicable State Community Development Block Grant Program Regulations (as amended) including but not limited to: Environmental Review Process, Fair Housing and Equal Opportunity, Section 504 of the Rehabilitation Act of 1973, Lead Based Paint Poisoning Prevention Act, the Davis Bacon Act, Contract Work Hours and Safety Standards Act, and the Uniform Relocation Act.**

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| **TITLE I CERTIFICATION OF APPLICANT** |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Typed or Printed Name) (Mayor/County Commissioner)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Wyoming certify that this application is being submitted

(City, Town, County)

with the understanding that the responsibility for the following program requirements rest with me as the Chief

Elected Official and the governing body of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(City, Town, County)

1. Compliance with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, and with all other applicable laws pertaining to distribution of Title I funds; including identifying community development and housing needs, the needs of low to moderate income persons and the activities to be undertaken to meet such needs. I certify that I have read the current Final Rules and Regulations as adopted for the CDBG Program and will comply with all applicable rules and regulations which are considered a part of this application. (see Appendix A)
2. Compliance with the requirements for a citizen involvement process (Chapter 1, Section 8) which included (at a minimum):
   1. Two Public Hearings and two notices advertising Public Hearings are required. The first prior to submission of application and the second prior to receipt of final project payment. Each Public Hearing must provide at least seven (7) calendar days notice (Please attach copies of the notices and affidavits of publication).
   2. A summary of public comments received at the hearings.
   3. A copy of the signed minutes of the public hearings.
   4. A copy of signed council or commissioner’s resolution supporting submittal of the application and including the grant type, amount of grant request and nature of the project, specified source and amount of match funding and public benefit resulting from the project.

1. Assurance that Community Development Block Grant funds will be expended exclusively for the purposes specified in the application and that in the event the project is not completed all grant funds will be returned to the state. **If there is a sub-recipient of these grant funds they must also stipulate to this provision.**
2. In the event that I am unavailable to sign required documentation, I authorize the following designee to sign on my behalf.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Designee Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Mayor/County Commissioner) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of City/Town/County

Certification of Applicant (continued)

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| **TITLE I CERTIFICATION OF APPLICANT (cont.)** |

Developer/Co-Applicant (if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Co-Applicant) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization

ENVIRONMENTAL REVIEW RECORD AND CHOICE-LIMITING ACTIONS

If awarded, the responsible entity (the Sponsoring Community/Applicant) must prepare and maintain a written record of the environmental review undertaken for each project. This written record or file is called the Environmental Review Record (ERR), and it must be available for public review upon request. The ERR is not eligible for reimbursement of CDBG funds.

The ERR shall contain all the environmental review documents, public notices (and proof of their publication), and written determinations or environmental findings required by 24 CFR Part 58 as evidence of review, decision making and actions pertaining to a particular project. The document shall:

* Describe the project and each of the activities comprising the project, regardless of individual activity funding source; and
* Evaluate the effects of the project or the activities on the human environment;
* Document compliance with applicable statutes and authorities; and
* Record the written determinations and other review findings required by 24 CFR Part 58.

The ERR will vary in length and content depending upon the level of review required for the categories of activities. Public comments, concerns and appropriate resolution by the recipient are extremely important and must be fully documented in the ERR.

According to the NEPA (40 CFR 1500-1508) and Part 58, the responsible entity is required to ensure that environmental information is available before decisions are made and before actions are taken. In order to achieve this objective, Part 58 prohibits the commitment or expenditure of CDBG funds until the environmental review process has been completed and, if required, the grantee receives a release of funds.

* Grantees may not spend either public or private funds (CDBG, other Federal or non-Federal funds), or execute a legally binding agreement for property acquisition, rehabilitation, conversion, repair or construction pertaining to a specific site until environmental clearance has been achieved.
* Grantees must avoid any and all actions that would preclude the selection of alternative choices before a final decision is made – that decision being based upon an understanding of the environmental consequences and actions that can protect, restore and enhance the human environment (i.e., the natural, physical, social and economic environment).
* Activities that have physical impacts or which limit the choice of alternatives cannot be undertaken, even with the grantee or other project participant’s own funds, prior to obtaining environmental clearance. For the purposes of the environmental review process, “commitment of funds” includes: Execution of a legally binding agreement (such as a property purchase or construction contract); Expenditure of CDBG funds; Use of non-CDBG funds on actions that would have an adverse impact--- e.g., demolition, dredging, filling, excavating; and Use of non-CDBG funds on actions that would be “choice limiting”--- e.g., acquisition of real property; leasing property; rehabilitation, demolition, construction of buildings or structures; relocating buildings or structures, conversion of land or buildings/structures.

It is acceptable for grantees to execute non-legally binding agreements prior to completion of the environmental review process. A non-legally binding agreement contains stipulations that ensure the project participant does not have a legal claim to any amount of CDBG funds to be used for the specific project or site until the environmental review process is satisfactorily completed.

\*NOTE: HUD may request additional information, at cost to the entity, at any time during or for five years after project close-out.

By signing below, I acknowledge that I have fully read and understood the Environmental Review and Choice-Limiting Action Regulation Requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Mayor/County/Commissioner) Date

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Name of City/Town/County

**INTRODUCTION: HOUSING-RELATED COMMUNITY DEVELOPMENT PROJECTS**

**Purpose**

The primary intent of the federal Community Development Block Grant (CDBG) grants is to provide funding to local governments to pay for Community or Economic Development activities. The Wyoming Community Development Authority (WCDA) administers the housing-related portion of the State of Wyoming’s CDBG grant.

**CDBG for Housing Program Requirements**

Specific requirements of the program can be found in the most recent version of the Qualified Allocation Plan (QAP), which is available on the WCDA website, <http://www.wyomingcda.com/>

**National Objective**

To be eligible for consideration the proposed project must demonstrate a benefit to low and moderate income households. WCDA will consider applications for any housing-related activity eligible for funding under the CDBG program so long as the proposed project guarantees at least 51% of the housing units will benefit low and moderate income families, as defined by the HUD Guidelines.

Infrastructure for the development of multi-family dwellings, acquisition activities for multi-family homes, and public facilities must guarantee at least 51% of the housing units will benefit low and moderate income families as defined by the HUD Guidelines.

Owner-occupied housing rehabilitation projects, homebuyer assistance, acquisition activities for single family homes, and infrastructure for the development of single family home ownership must guarantee 100% of the housing units will benefit low and moderate income families as defined by the HUD Guidelines.

HUD Guidelines define low income as total annual household income equal to or less than 50% of the area median income by family size.

Moderate income is defined as a household income equal to or less than 80% of area median income by family size.

**Eligible Applicants.**

Units of local government such as incorporated cities, towns and counties may apply. Units of local government may complete an application on behalf of, or in coordination with, a for-profit or not-for-profit developer, but the unit local government will remain as the primary applicant.

As the primary applicant, the unit of local government:

* must sign the application;
* must agree to and sign the Title I and Environmental Review Certifications; and,
* is the responsible entity for purposes of complying with all applicable HUD and WCDA rules and regulations.

**Funds**

The Maximum grant amounts are as follows:

Site Acquisition $250,000

Clearance of Sites/Demolition $250,000

Publicly-Owned Infrastructure $250,000

Rental/Homeowner Housing Rehabilitation $250,000

Construction of Public Facilities $250,000

Homeownership Assistance $250,000

Projects that indicate financial support from other sources will be given preference over those that have no other source of financing.

**Due Date**

WCDA will accept applications as indicated in the most recent version of the Qualified Allocation Plan (QAP). Please consult the WCDA website to verify application deadlines.

**Review**

The review process includes an initial WCDA staff screening, site visit and recommendation to the WCDA Board.

**Submission Method**

All required documents will be submitted electronically via the Procorem Workcenter assigned to the Application. For more information about using the Procorem interface, please contact WCDA or visit <https://help.procorem.com/> to become familiar with your role in the submission process. WCDA will conduct training related to the process during the annual QAP Application Training.

**Contact Information**

Laurie Gray, Housing Project Specialist II

Wyoming Community Development Authority

155 N. Beech Street

Casper, WY 82601

307-265-0613

[gray@wyomingcda.com](mailto:gray@wyomingcda.com)

John Batey, Director of Affordable Housing Development

Wyoming Community Development Authority

155 N. Beech Street

Casper, WY 82601

307-265-0613

[batey@wyomingcda.com](mailto:batey@wyomingcda.com)

**SECTION I: APPLICATION CHECKLIST AND INSTRUCTIONS**

**Secured Local Match.** WCDA requires CDBG applicants to provide a minimum local match of five percent (5%) of the total grant amount requested, which must come from non-federal funding sources. Sponsors and/or sub-recipients must document that they have secured firm commitments for match funding sources. If they are from a third party, (entities other than local government grantee) include letter(s) of commitment with application.

**Attach Certification of Applicant.** The chief elected official’s certification of compliance with Title I Housing and Community Act of 1974, CDBG rules and regulations. (**Read Appendix A to this Application before completing),** the citizen participation process and project completion requirements.

**Citizen Participation.** An applicant is required to solicit citizen input through a public hearing before submission of an application. For the purposes of this program **seven (7)** days is the minimum period for notification of a hearing date. Attach a public hearing notice, an affidavit of publication or posting and certified/signed public hearing minutes. Include a summary of public comments. Be advised that if funding is awarded, a second hearing prior to the project being complete will be required.

**Attach Resolution of Support and accompanying minutes.** After a public hearing is held, the applicant must pass a resolution of support. The resolution should state, at a minimum:

• The grant type, amount of grant request and nature of the project

• Specified source and amount of match funding

• How cost overruns will be paid

• Public benefit resulting from the project

**Sub-Recipient Agreement.** For projects that include a sub-recipient, a draft agreement between the local government and sub-recipient must be received by the WCDA with the application. If the application is successful, a formal agreement must be received by the WCDA before funds are released. Contact a CDBG Project Manager for more information.

\*\*For housing projects that include the services of a housing developer, a draft developer agreement must be received by the WCDA with the application. If the application is successful, a formal agreement must be received by the WCDA before funds are released.

**Organization Standing with the Secretary of State’s office.** If this application is being sponsored by local government on behalf of a non-profit entity, the status of the non-profit entity, must be verified through Secretary of State’s office. This information can be obtained online at <https://wyobiz.wy.gov/Business/FilingSearch.aspx>. Please attach documentation that this standing has been checked. If the organization is not in good standing for any reason, it will bear on the decision to award a grant or not.

**System for Award Management (SAM).** Attach evidence of being registered in the SAM system. If there is a sub-applicant they must also attach evidence of their SAM registration. Applicants must demonstrate they are not debarred.

**Attach site information.** Include detail accurate certified cost estimates, a map of the site and if applicable, a picture of the proposed project, an explanation of ownership if public infrastructure, building or community facility.

• If land or building acquisition is proposed, include a market assessment with the application. If the grant is awarded, a certified appraisal will be required.

• If facility construction or rehabilitation is proposed, include preliminary floor plan

• If acquisition or rehabilitation of an existing building is proposed, a structural assessment completed according to WCDA guidelines (Please see Appendix B) will be required.

**DO NOT EXECUTE A PURCHASE OFFER OR AN OPTION TO PURCHASE WITHOUT CONSULTING THE WCDA STAFF. YOU MAY NOT OBLIGATE THE GRANT FUNDS IN ANY WAY PRIOR TO GRANT AWARD!**

**Attach Financial Statements & Housing, Strategic or Business Plan.** Sub-Applicant, non-profit organizations or businesses, as applicable, please attach your three prior years financial statements, tax returns **and** current business plan.

**Consult with the State Historic Preservation Office (SHPO)**. Applicants must inform the SHPO of the project they would undertake with grant funds if awarded. This provision does not require the applicant to receive SHPO clearance prior to submitting an application, but rather is intended to inform the applicant of the SHPO procedures that will be required if a grant award is made. A sample letter to the SHPO is available on the WCDA website.

**NOTE: WCDA staff reserve the right to request additional information as part of our application review process.**

**All Questions Section II through V must be fully answered as they apply to your project.**

**SECTION II: PROJECT INFORMATION**

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| 1. **PROJECT NAME AND DESCRIPTION:**   Provide a description of the proposed project.     1. **PROJECT NEED**   **a.** Describe in sufficient detail the need for the project and why CDBG funds are necessary. What are the repercussions if funding is denied?    **b.** Have any other Federal, State or Private sources been pursued for this project? (Check all that apply)  Federal Grants (Specify)  State Land and Investment Board  Water Development Commission  Department of Transportation  Wyoming Department of Health  Other State Sources (Specify)  Private Donations or Foundation Grants (Specify)  Commercial Financing (Specify Bank)    Other:    **c.** Why were these funding sources not obtained? |
| 1. **PROJECT GOALS:** 2. Number of Housing Units Produced (for Rehabilitation Projects the Number of Housing Units Rehabilitated) specify actual or estimated: 3. Number of Low and Moderate Income Persons Benefited (specify actual or estimated): 4. Percentage of total Units that will target Low and Moderate income:   (Must be at least 51% for multifamily, 100% for single family/homeownership/homeowner rehab) |
| 1. **BENEFICIARIES:**   This information will become part of the grant agreement. (This generally applies to non-profit organizations or government services.)   1. Provide the number of verifiable, unduplicated beneficiaries of this activity during the most recent program year and how many additional people will benefit upon completion of this project. Please indicate how these numbers were obtained or derived.      1. Describe the characteristics of the population to be served (i.e. youth, seniors, persons with disabilities, etc.)      1. Describe the ethnicity and races of beneficiaries. For example, if there will be 32 beneficiaries include that 16 are non-Hispanic and 16 Hispanic and that 18 are White, 12 are Native American and 2 Pacific Islander. |
| 1. **CDBG PROGRAM OBJECTIVES (as determined by the pre-qualification process):**    1. Which one national objective below will be met through completion of this project? Please state the national and project objective and outcome that best describes what will be accomplished by carrying out this activity:   Benefit to low and moderate income persons  Aid in the prevention or elimination of slums or blight  Activity designed to meet community development need having a particular urgency   * 1. **WCDA PROJECT OBJECTIVE:** Which one WCDA Project Objective will be met?   Objective 1. Provide appropriate housing for special population groups such as the frail elderly, elderly and the handicapped/disabled, which support an appropriate level of independent living.  Objective 2. Provide support for the development of emergency shelters, transitional housing, and permanent housing for the handicapped/disabled and homeless.  Objective 3. Encourage first time homeownership opportunities for low and moderate-income families.  Objective 4. Encourage improvement and/or renovation of substandard housing for both low and moderate income owner-occupants and renters.  Objective 5. Encourage affordable housing through acquisition and/or development of land for new subdivisions in areas that can demonstrate a lack of affordable lots for affordable newly constructed housing.   1. **PROJECT OUTCOME:**   Which one outcome will be met?  Availability/Accessibility (Activities that make services, infrastructure, housing and shelter available and accessible. Note that accessibility does not only refer to physical barriers).  Affordability (Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare).  Sustainability (Activities that promote livable or viable communities and neighborhoods by providing services or by reviving slums or blighted areas). |
| 1. **PREVIOUS ACTION:**   What previous actions have been taken and what efforts have been made to solve this problem? What other funding sources exist for this project? |
| 1. **CITIZEN PARTICIPATION PLAN:** 2. Did you follow the Public Participation Plan? 3. Were two public hearings held regarding the application process? 4. Have you included copies of the proof of publication and the minutes from the meetings? 5. Do you have a Resolution of Support for the current funding cycle from the City/Town/County? |
| 1. **STATE HISTORIC PRESERVATION OFFICE:**   Please attach verifiable evidence that the State Historic Preservation Office was consulted and the results of that consultation. |
| 1. **PARTICIPANT EXPERIENCE AND CONTRIBUTION:** 2. Describe previous grant management experience of applicant and sub-applicant, as applicable.      1. List individually previous CDBG grant awards, during the last three years. Include percentage of project completed and funds expended. 2. Please identify what specific responsibilities the sponsor/applicant, developer/co-applicant and/or the sub-recipient will be accepting. A complete copy of the most recent audited financial statement for the City/Town/County must be included. 3. How does the project fit within the primary mission of the sponsor/applicant? |
| 1. **COMMUNITY DEVELOPMENT PLANS:**   How is the project consistent with your community’s long range community and economic development plan? |
| 1. **SITE CONTROL INFORMATION:**   **Expiration Date**  **Owned \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Optioned \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Leased \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Other (Explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  If this project involves acquisition of a site or a building, please attach a copy of a market analysis, if grant is awarded, a certified appraisal must be completed. |
| 1. **ZONING:**   Please discuss the site zoning as well as any relevant ordinances or covenants. |
| 1. **UTILITIES:**   Are utilities available and appropriately sized for the site? Who is responsible for the payment of any applicable fees (i.e. tap fees)? |
| 1. **TIMELINE:** The timeline is very important. Please give it thorough consideration as it will drive the dates on the grant agreement, reporting, etc. WCDA staff expects the timeline to be well thought-out so that the project will proceed in a reasonable and timely manner.   **Anticipated Completion Date**  **Site Acquisition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Zoning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Infrastructure Available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Environmental Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Advertise Architect/Engineer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Design Completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Advertise for Construction Bids \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Construction Bid Award \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Building Permits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Other (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Project Activities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Pre-Construction Conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Notice to Proceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Begin Construction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Complete Construction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Final Inspection/Certif of Occupancy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Close-Out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**SECTION III: PROJECT FEASIBILITY**

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| 1. **Acquisition w/ Resale:** Will this project involve acquisition of real estate, and the subsequent resale to low/moderate income households?   **Yes  No**  If YES, how much will it be sold for?    What are the resale/recapture provisions? |
| 1. **Clearance of Sites/Demolition:** Will this project involve clearance of sites or demolition of existing structures?   **Yes  No**  If YES, has the site been evaluated for lead-based paint and asbestos containing materials?  **Yes  No**  If NO, please evaluate the site for these materials and revise demolition budget to account for hazardous waste disposal. |
| 1. **Publicly Owned Infrastructure (must benefit multi-family or single-family housing development):**   **Yes  No**   * 1. If single family development is the result what is the price of the house?       What are the resale/recapture provisions? |
| 1. **Housing Rehabilitation**:   **Yes  No**   * 1. **Homeownership Rehabilitation:** What are the program rules/how will the funding be distributed?       Attach specific program information.      1. Will the homeowner be required to repay the funds? **Yes  No**   If YES, what are the terms of the loan?   * 1. **Multifamily Rental Rehabilitation:** Is the project assisted by any federal programs such as HOME, Low Income Tax Credits, Rural Development? **Yes  No**   If YES, which program(s)? |
| 1. **Construction of Public Facilities:**   **Yes  No**   * 1. Who will own the facility?   2. What is the rent being charged and how was it determined to be affordable?   3. Is the project still feasible if awarded less than the amount requested? **Yes  No** |
| 1. **Homebuyer Assistance:**   **Yes  No**   1. What are the program rules/how will money be distributed?       Attach specific program information. 2. What are the resale/recapture provisions? |
| **SECTION IV: NEED AND JUSTIFICATION** |
| 1. **Need and Justification Narrative:**   Please refer to the most recent version of the QAP, CDBG for Housing Program Description, for the specific items that will be included in the ranking process. This is your opportunity to provide documented support for the project and beneficiary need. Please also include an explanation of how low and moderate income persons will receive benefit from the project. A persuasive argument should be made in support of the funding of the project. Clearly establishing need is critical for a successful project. If the project is serving one specific community then the data provided needs to reflect the specific community-level conditions. Use source data for actual qualified beneficiaries and not just theoretically possible numbers. The Sponsor/Applicant should include information on how eligibility will be determined, and also if the potential beneficiaries have been contacted to see if the project is something they believe they will utilize. Also include information about where the potential beneficiaries are now (i.e. in substandard housing). |
| 1. What is the geographic area that the project will serve? |
| **SECTION V: BENEFIT TO LOW AND MODERATE INCOME PERSONS** |
| 1. **Please calculate the CDBG dollar request per housing unit:**         /       =  Total CDBG $ Requested Number of housing units benefited CDBG $ per housing unit   1. **Low Moderate Income Beneficiaries:**    1. Area Benefit Activities: What is the percentage of CDBG funding that will be targeted to low/moderate income persons?    2. Direct Benefit Activities: What is the number of low and moderate income persons to be assisted? 2. **What is your expected turnover rate for beneficiaries?** |
| 1. **Classification of Housing Assisted:**   Single Family Home (1-4 units)  Multi-Family (5 or more units)  **Type of Project:**  Rental  Group Home/Shelter    Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Project Activity:**  New Construction  Acquisition\*  Infrastructure  Other  Will this project result in any persons being displaced or relocated?    If yes, do you have an anti-displacement and relocation plan? |
| 1. **Description of Housing Assisted:**   **TYPE OF UNITS # OF UNITS**  Single Family Homes \_\_\_\_\_\_\_\_\_\_\_\_\_  Apartments \_\_\_\_\_\_\_\_\_\_\_\_\_  Single Room Occupancy (SRO) Units \_\_\_\_\_\_\_\_\_\_\_\_\_  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  **TOTAL UNITS \_\_\_\_\_\_\_\_\_\_\_\_\_**  **PART I**  **PROJECT USES**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL # OF BUILDINGS**    Square Footage # of Units  \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Low Income Units  \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Market Units  \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Commercial Space  \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Common Space (Mgr Unit)  \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Common Space (Other)  **\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ TOTAL**  **\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Low Income Percentage\***  \*Percentage=(low income units / (low income units + market units + commercial space))  **PART II**  **PROJECT BENEFICIARIES**  \_\_\_\_\_\_\_ # UNITS WILL SERVE 0%-30% OF THE AREA MEDIAN INCOME  \_\_\_\_\_\_\_\_\_ # UNITS WILL SERVE 31%-50% OF THE AREA MEDIAN INCOME  \_\_\_\_\_\_\_\_\_ # UNITS WILL SERVE 51%-60% OF THE AREA MEDIAN INCOME  \_\_\_\_\_\_\_\_\_ # UNITS WILL SERVE 61%-80% OF THE AREA MEDIAN INCOME  \_\_\_\_\_\_\_\_\_ # UNITS WILL SERVE 81%-100% OF THE AREA MEDIAN INCOME  \_\_\_\_\_\_\_\_\_ # UNITS WILL SERVE MARKET RATE INCOME  **\_\_\_\_\_\_\_\_\_ TOTAL # OF UNITS**  **PART III**  **TARGETING OF UNITS/NUMBER OF UNITS**  \_\_\_\_\_\_\_ Exceeding Fair Housing Standards \_\_\_\_\_\_\_ Elderly \_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_ Family (2+ Bedroom) \_\_\_\_\_\_\_ Disabled \_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_ Units Meeting Section 504 Accessibility Standards (required minimum for federally assisted housing) |
| **SECTION VI: AFFORDABILITY PERIOD** |
| 1. **What is the project’s affordability period?**   This project will remain low-income with the occupancy described above for: \_\_\_\_\_\_\_\_\_ years (min. 5 years)  Will the project have tenant-based or project-based rental assistance?  **Yes  No**  \*If yes, provide details as outlined in instructions: |
| **SECTION VII: COMMUNTIY SUPPORT AND EFFORTS** |
| 1. Please attach any letters of support for your project from local community-based organizations. 2. Cash donations received on behalf of the project:   Please attach documentary evidence of the donation(s).   1. Has the local government waived any taxes or fees associated with the project?   **Yes  No**  **If YES, what is the dollar amount?**  Please attach documentary evidence of the waivers. |

**SECTION VIII: PROJECT COSTS AND BUDGET INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART A: FUNDING SOURCES**  Please list sources of funding for the project. List both the funding source and the agency that administers the program.  Include financing, grants, donations, and equity. Attach letter(s) of commitment.  Identify each source as to TYPE by noting after name (L) for Loan, (G) for Grant, or (E) for Equity.  Identify each source by DESCRIPTION CODE using the codes from the list below.  Indicate in the STATUS column whether: (P) Proposed, (R) Requested, or (A) Approved   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **LIST ALL SOURCES OF PROJECT FUNDING** | | | | | | | | | | | | SOURCE | AMOUNT | TYPE | DESCRIPTION  CODE | STATUS | RATE % | LOAN  TERM  (YEARS) | AMORITIZATION  PERIOD  (YEARS) | ANNUAL  DEBT  SERVICE | DATE  REQUESTED | ACTUAL OR EXPECTED COMMITMENT DATE | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | | **TOTAL SOURCES** |  |  |  |  |  |  |  |  |  |  | | **DESCRIPTION CODES** | | | | | | | | | | | | 1. USDA Rural Development 6. Housing Agency Board 11. Rental Rehabilitation 2. Loans (Conventional) 7. State & Local Grants 12. Other HUD 3. Low-Income Housing Tax Credit 8. Foundations 13. Other Loans (subsidized) 4. Equity 9. Other Grants 5. Other Subsidies 10. HOME   **NOTE: TOTAL SOURCES OF FUNDS MUST EQUAL TOTAL USES OF FUNDS** | | | | | | | | | | | |
| **PART B: PROJECT COSTS/FUNDING USES**  Some projects are more complex than others. Please complete all items that are applicable to your project.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | SOURCE: | SOURCE: | SOURCE: | SOURCE: | SOURCE: | SOURCE: | TOTAL PROJECT BUDGET: | | **LAND/BUILDING**  **ACQUISITION** |  |  |  |  |  |  |  | | Land |  |  |  |  |  |  |  | | Existing Structure |  |  |  |  |  |  |  | | Demolition |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | | TOTAL LAND/BLDG COSTS |  |  |  |  |  |  |  | | **SITE WORK** |  |  |  |  |  |  |  | | Site Work |  |  |  |  |  |  |  | | Off-Site Improvement |  |  |  |  |  |  |  | | Environmental |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | TOTAL SITEWORK COSTS |  |  |  |  |  |  |  | | **CONSTRUCTION & REHAB** |  |  |  |  |  |  |  | | New Building |  |  |  |  |  |  |  | | Rehabilitation |  |  |  |  |  |  |  | | Accessory Structures |  |  |  |  |  |  |  | | General Requirements |  |  |  |  |  |  |  | | Contractor Overhead |  |  |  |  |  |  |  | | Contractor Profit |  |  |  |  |  |  |  | | Construction Contingency |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | | TOTAL REHAB & CONST. COSTS |  |  |  |  |  |  |  | | **SUBTOTAL** |  |  |  |  |  |  |  | | | |
| **PART B: PROJECT COSTS/FUNDING USES (CONT.)**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | SOURCE: | SOURCE: | SOURCE: | SOURCE: | SOURCE: | SOURCE: | TOTAL PROJECT BUDGET: | | **PROFESSIONAL WORK & FEES** |  |  |  |  |  |  |  | | Architect Design |  |  |  |  |  |  |  | | Architect Supervision |  |  |  |  |  |  |  | | Attorney, Real Estate |  |  |  |  |  |  |  | | Consultant/Agent |  |  |  |  |  |  |  | | Engineer/Surveyor |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | | TOTAL PROF. WORK & FEES |  |  |  |  |  |  |  | | **CONSTRUCTION/INTERIM FEES** |  |  |  |  |  |  |  | | Hazard & Liability Insurance |  |  |  |  |  |  |  | | Credit Report |  |  |  |  |  |  |  | | Construction Interests |  |  |  |  |  |  |  | | Origination Points |  |  |  |  |  |  |  | | Discount Points |  |  |  |  |  |  |  | | Inspection Fees |  |  |  |  |  |  |  | | Title & Recording |  |  |  |  |  |  |  | | Legal Fees |  |  |  |  |  |  |  | | Taxes |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | | TOTAL CONST./INTERIM FEES |  |  |  |  |  |  |  | | **PERMANENT FINANCING FEES** |  |  |  |  |  |  |  | | Credit Report |  |  |  |  |  |  |  | | Discount Points |  |  |  |  |  |  |  | | Origination Fees |  |  |  |  |  |  |  | | Title & Recording |  |  |  |  |  |  |  | | Legal Fees |  |  |  |  |  |  |  | | Prepaid MIP |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | | Other |  |  |  |  |  |  |  | | TOTAL FINANCING FEES |  |  |  |  |  |  |  | | **TOTAL** |  |  |  |  |  |  |  | | | |

APPENDIX A

**GENERAL INFORMATION AND SUMMARY OF GRANTEE RESPONSIBLITIES**

**Responsibility for Grant Administration:**

The local government is responsible for the proper use and administration of the CDBG funds, regardless of any sub-grantee the government may sponsor. Grant agreements are between the state and the local government, and therefore, the local government is the grantee and responsible entity.

**Release of Funds:**

Prospective applicants and grant recipients should take special note that in all cases per 24 CFR Part 58.22(a-d) CDBG funds and non-CDBG funds cannot be obligated or expended until the environmental review process has been completed and accepted by the Wyoming Community Development Authority (WCDA).

24 CFR Part 58.22(a-d) reads:

1. *Neither a recipient nor any participant in the development process including public or private nonprofit or for-profit entities, or any of their contractors may commit HUD assistance under a program listed in Section 58.1(b) on an activity or project until HUD or the state has approved the recipient’s RROF and the related certification from the responsible entity. In addition, until the RROF and the related certification have been approved neither a recipient nor any participant in the development process may commit non-HUD funds on or undertake an activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives.*
2. *If a project or activity is exempt under Section 58.34 or is categorically excluded (except in extraordinary circumstances) under Section 58.35(b) no RROF is required and the recipient may undertake the activity immediately after the responsible entity has documented its determination as required in Section 58.34(b) and Section 58.35(d)but the recipient must comply with applicable requirements under section 58.6.*
3. *If a recipient is considering an application from a prospective sub-recipient or beneficiary and is aware that the prospective sub-recipient or beneficiary is about to take an action within the jurisdiction of the recipient that is prohibited by paragraph (a) of this Section, then the recipient will take appropriate action to ensure that the objectives and procedures of NEPA are achieved.*
4. *An option agreement on a proposed site or property is allowable prior to the completion of the environmental review if the agreement is subject to a determination by the recipient on the desirability of the property for the project as a result of the completion of the environmental review in accordance with this part and the cost of the option is a nominal portion of the purchase price. There is no constraint on the purchase of an option by third parties that have not been selected for HUD funding, have no responsibility for the environmental review and have no say in the approval or disapproval of the project.*

Until the required environmental review is completed, funds are authorized for release by the Wyoming Business Council, and the formal grant agreement is fully completed, signed and returned to the grantee, funds for the project cannot be committed or expended.

**Funds committed or expended before the signing of a grant agreement will not be eligible for reimbursement. Signing a contract with a consultant, architect/engineer or a construction contractor is considered a commitment of funds.**

**Federal Laws, Rules & Regulations:**

If selected for funding, a grantee must agree to comply with all applicable federal laws and regulations. The following is a list of the major requirements that apply to projects using CDBG funds. They cover a wide range of issues including environmental impacts, labor standards, financial procedures, and civil rights. Many requirements may affect the cost and complexity of project administration. Therefore, all applicants are advised to understand the responsibility involved in receiving a CDBG grant. Detailed written information concerning these requirements may be obtained from the Wyoming Business Council.

The chief elected official of the grantee or other officer pre-approved by the state consents to or will comply with the following:

1. He/she is authorized and consents on behalf of the applicant and him/herself to accept the jurisdiction of the federal courts for enforcement of his responsibilities as such an official.
2. The community development program has been developed to give maximum feasible priority to activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight.
3. The requirement for this certification will not preclude the state from approving a pre-application where the applicant certifies, and the state determines, that all or part of the community development program activities are designed to meet community development needs having a particular urgency as specifically explained in the pre-application.
4. It will consent to prepare an environmental assessment and assume the status of a responsible Federal Official under the National Environmental Policy Act of 1969, insofar as the provisions of such Act apply to the Wyoming Small Communities Block Grant Program; and
5. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C.470), Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1974 by: (16 U.S.C.469(a)-1, et. seq.) by:
6. Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (See 36 CFR Part 800.8) by the proposed activity.
7. It will comply with the regulations, policies, guidelines and requirements of the OMB Circular Number A-87, “Cost Principles for State, Local, and Indian Tribal Governments” and 24 CFR Part 85, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments”, as they relate to the acceptance and use of Federal funds and will comply with all requirements imposed by the state concerning special requirements of law, program requirements, and other administrative requirements.
8. It will administer and enforce the labor standards requirements set forth in the Davis-Bacon Act, Contract Work Hours and Safety Standards Act, Copeland Anti-kickback Act and Change of Use of Real Property and other regulations as applicable.

1. It will comply with provisions or Executive Order 11988 relating to evaluation of flood hazards and floodplain management; and Executive order 11990 relating to wetlands protection.
2. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, Pub. L.93-234, after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area, that has been identified by the secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase “federal financial assistance” includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
3. It will pursuant to Public Law 90-480 require every building or facility (other than a privately owned residential structure) designed, constructed or altered with funds provided under this Part to comply with the “American Standard Specifications for Making Buildings and Facilities Accessible to and Useable by the Physically Handicapped”, NumberA-117.1-R 1971, subject to the exceptions contained in CFR 101-19.604. Reference should also be made to the accessibility regulations promulgated under the authority of the Americans with Disabilities Act. The applicants will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
4. It will comply with:
5. Title VI of the Civil Rights Act of 1964, (Pub.L. 88-352, and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United State shall, on the grounds of race, color or national origin, be excluded from participation in, be denied of, or be otherwise subjected to any discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
6. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C 794) and the regulations issued pursuant thereto (24 CFR Part 8), which provides that “No otherwise qualified individual with disabilities in the United States shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance…”
7. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for a purpose for which the federal financial assistance is extended, or for other purposes involving the provision of similar services or benefits.
8. Title VIII of Civil Rights Act of 1968 (Pub. L. 90-184), as amended, administering all programs and activities relating to housing and community development is a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.
9. It will comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD implementing regulations at 24 CFR Part 42 and 14 CFR 570.602(a);
10. Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the Wyoming CDBG Program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex or source of income;
11. Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex or source of income.
12. It will comply with the provision of the Hatch Act which limits the political activity of employees.

\*\*Please note that if the project involves construction, in addition to compliance with the federal labor standards and Davis-Bacon, it is also required that the project be in compliance with the Wyoming Preference Act. This means that efforts must be made to hire Wyoming residents for labor whether or not the General Contractor is a Wyoming business. Additional Information will be provided if the grant is awarded.

APPENDIX A

**Guidelines for Acquiring a Structural Assessment**

What is required:

The purpose of acquiring a structural assessment is to engage a design team to assess an existing building for its ability to accommodate the end use desired by the project owner. The assessment should provide sufficient information such that a qualified and experienced contractor or cost consultant can assign reasonable budget estimates to the work required to achieve the intended use. The assessment shall include:

* An investigation of the building in its current condition
* Evaluation and statements of the integrity of the existing building systems necessary for the building to perform in its intended use.
* Statements as to the anticipated level of upgrade, or demolition and reconstruction, required for the project to achieve the intended use within the confines of the applicable building code.
* Where a project is determined by the design team to have aspects of unusual complexity or problems, provide recommendations for any further investigation or analysis necessary to provide reasonable cost information and further instructions on how to proceed with the project.

Qualifications:

The design team proposing to perform the assessment shall consist, at a minimum, of one professional engineer qualified in the discipline of structural engineering, certified to practice in the state of Wyoming. The structural engineer shall be experienced in the evaluation and retrofit of existing buildings and in the design of the project types consistent with end use intended for this project. The structural engineer shall be able to provide, upon request, a project list of similar projects completed by the applicants and at least three external architectural, engineering, general contractor, or subcontractor references.

The design team proposing to perform the assessment may include qualified personnel from additional professional disciplines or areas of expertise as determined to be appropriate for the project. Additional personnel shall be subject to the same project qualification and experience requirements as the structural engineer.

Cost Estimates:

Certified cost estimates are required for the project. The cost estimates must directly relate to the structural assessment and/or further analysis. If the engineer or architect is not the same as those performing the structural analysis, then they must provide the same qualifications stated previously.