



Wyoming Community Development Authority

"Financing Affordable Housing in Wyoming"

INTRODUCTION: COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS

1. Purpose

The primary intent of the federal Community Development Block Grant (CDBG) grants is to provide funding to local governments to pay for Community Development activities.

2. Program Specifics

Specifics of the program can be found in the Qualified Allocation Plan which is available in the Multifamily section of the Wyoming Community Development Authority (WCDA) website, <http://www.wyomingcda.com>

3. National Objective

One of three national objectives must be met to qualify. Applicants must use The Housing and Community Development Act of 1974 (HCDA) Eligible Activities for States as the primary authority for determining eligibility of potential CDBG activities. Applicants must also refer to §101(c) and §104(b)(3) of Sec. 5301. * Congressional Findings and Declaration of Purpose [*Section 101 of the Act]. For additional national objective information refer to 24 CFR §570.483.

4. Eligibility

Incorporated cities, towns and counties may apply.

5. Funds

The Maximum grant amounts are as follows:

i.	Public Service- Utilities	\$500,000
ii.	CDBG-CV	\$750,000
iii.	Slum & Blight Removal	\$500,000
iv.	Low-and-Mod Income Housing	\$500,000
v.	Urgent Need	\$500,000
vi.	Other	\$500,000

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

6. Due Date

The WCDA will accept applications as indicated in the annual Method of Distribution but recommendations and decisions are subject to WCDA Board Meeting schedules. Please consult the WCDA website or your Affordable Housing Department Director for current meeting and application deadlines.

7. Review

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

8. Submissions

Applicants shall provide one copy of the completed application to the WCDA Affordable Housing Department via ProCorem. Applications must be submitted with all application information and attachments clearly labeled or tabbed.

9. Contact Information

Housing & Neighborhood Development Department
Wyoming Community Development Authority
155 N Beech Street, Casper, WY 82601
Phone: (307) 266-0603
Email: neighborhooddev@wyomingcda.com

The Wyoming Relay/Deaf Services is offered by the Wyoming Department of Workforce Services - Vocational Rehabilitation Division. TTY to Voice Number is 7-1-1 or 1-800-877-9965.



Wyoming Community Development Authority

"Financing Affordable Housing in Wyoming"

APPLICATION CHECKLIST AND INSTRUCTIONS

Consult with WCDA Housing & Neighborhood Development Department Director.

Your WCDA Affordable Housing Department Director will assist you with project development and application preparation.

Housing & Neighborhood Development Department Director contact information is listed on the previous page.

Secured Local Match. If there will be funds to match the CDBG funds, they should be confirmed by the time of the application submission. 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

Applicant and Sub-Applicant Development 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. Contact a CDBG project manager for more information. **You must work with a housing funding entity or housing authority to qualify for funding.****

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.



Wyoming Community Development Authority

"Financing Affordable Housing in Wyoming"

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 CDBG STAFF. YOU MAY NOT OBLIGATE THE GRANT FUNDS IN ANY WAY PRIOR TO GRANT AWARD! CONTACT THE WCDA.

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.



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

SECTION 1: COVER SHEET & APPLICANT INFORMATION

1. PROJECT TITLE:

2. PROJECT TYPE:

- Public Service
- CDBG-CV Public Service
- Public Facilities & Infrastructure
- CDBG-CV Public Facilities & Infrastructure
- Slum & Blight Prevention and/or Removal
- Housing Rehabilitation
- Urgent Community Need
- Other

3. APPLICANT INFORMATION:

Applicant (City, Town, County):

Chief Elected Official:

Mailing Address:

Street Address:

Local Contact:

Position:

Mailing Address:

Phone:

Email:

Applicant TINS Number:

Applicant DUNS Number:



Wyoming Community Development Authority

"Financing Affordable Housing in Wyoming"

A DUNS number is a unique nine digit identification number provided by Dun and Bradstreet. If you do not have a DUNS number, please see the link below for information on how to apply. This is now required for reporting under the Federal Funding Accountability and Transparency Act.

<https://www.sam.gov>



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

4. SUB-APPLICANT INFORMATION (IF APPLICABLE):

Name of Organization (as filed with Secretary of State's office):

Doing Business As:

Sub-Applicant DUNS #:

Contact Person:

Position:

Mailing Address:

Phone:

Email:

5. GRANT ADMINISTRATION CONTACT (if application is successful, who will be responsible for the grant administration?)

Name:

Mailing Address:

Phone:

Email:

6. PROJECT COSTS:

A. Amount of CDBG/CDBG-CV grant requested: \$

B. Total local/matching contribution: \$

C. TOTAL Project Cost (a+b): \$

7. PROJECT LOCATION:

a. Proposed Service Area (for area benefit projects only):

8. PROJECT DESCRIPTION/NARRATIVE:



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

SECTION II: CERTIFICATIONS

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):
 - a. 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).
 - b. A summary of public comments received at the hearings.
 - c. A copy of the signed minutes of the public hearings.
 - d. 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.
3. 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.**
4. 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



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

Certification of Applicant (continued)

Sub-Applicant signature if applicable:

Signature (Sub-Applicant)

Date

Printed Name

Name of Organization



Wyoming Community Development Authority

"Financing Affordable Housing in Wyoming"

ENVIRONMENTAL REVIEW RECORD AND CHOICE-LIMITING ACTIONS

If awarded, responsible entity 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



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

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

Name of City/Town/County



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

Preliminary Public Hearing Comments Certification:

The Unit of General Local Government (UGLG) must provide an overview of the proposed project during a properly noticed and advertised public hearing PRIOR to submission of an application. A second public hearing regarding the application is required prior to issuance of an award.

The public hearing is an opportunity for impacted residents to address any concerns and ask any questions they may have regarding the proposed project. If there were any questions or comments received from the public as part of the public hearing, the UGLG must list them below. For details on the requirements of the public hearing, please see the WCDA CDBG Method of Distribution.

The UGLG may choose to address questions or comments regarding the proposed project as part of their application in the section below, or not. However, unresolved/unanswered questions or comments may need to be addressed prior to award.

By signing below, I certify that the UGLG/applicant has completed a public hearing on _____, 2021. A notice of this meeting was posted in the area newspaper with greatest circulation, and on the UGLG website on _____, 2021. A copy of the public notice publication proof and public hearing meeting minutes are attached.

There were _____ were NOT _____ questions or comments from the public during this public hearing.

Signature (Mayor/County/Commissioner)

Date

Name of City/Town/County



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

Preliminary Public Hearing Questions/Comments Received:

1.

UGLG Response:

2.

UGLG Response:



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

3.

UGLG Response:



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

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

SECTION III:

PROJECT INFORMATION

1. PROJECT DESCRIPTION:

Provide a description of the proposed project.

2. 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?



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

3. PUBLIC BENEFIT:

Describe the public benefits of the proposed project. Include the value of the project to the community.

4. BENEFICIARIES:

This information will become part of the grant agreement. (This generally applies to non-profit organizations or government services.)

- a. 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.

- b. Describe the characteristics of the population to be served (i.e. youth, seniors, persons with disabilities, low-income households or neighborhood, etc.)

- c. 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.

5. Please state the national and project objective and outcome that best describes what will be accomplished by carrying out this activity.



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

a. NATIONAL OBJECTIVE (as determined by the pre-qualification process):

Which one national objective below will be met through completion of this project?

- 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

b. PROJECT OBJECTIVE:

Which one objective will be met?

- Suitable Living Environment (Activities that benefit communities/families/individuals by addressing issues in their living environment)
- Decent Housing (Housing activities that meet individual family or community needs; should not be used for activities where housing is an element of a larger effort)

c. 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).

6. 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?



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

7. INTEGRATED EFFORT:

- a. How does this project combine with other programs or financial resources to solve this problem?

- b. For Downtown Development Applications: Does a downtown organization exist that is actively involved in the promotion and development of the downtown? If so, describe the nature and function of this organization.

8. STATE HISTORIC PRESERVATION OFFICE:

Provide verifiable evidence that the State Historic Preservation Office was consulted and the results of that consultation.

9. PREVIOUS GRANT ADMINISTRATION:

- a. Describe previous grant management experience of applicant and sub-applicant, as applicable.

- b. List individually previous CDBG grant awards, during the last three years. Include percentage of project completed and funds expended.

10. COMMUNITY DEVELOPMENT PLANS:

How is the project consistent with your community's long-range low to moderate income needs?

11. SITE CONTROL INFORMATION:

- | | |
|--|------------------------|
| | Expiration Date |
| <input type="checkbox"/> Owned | _____ |
| <input type="checkbox"/> Optioned | _____ |
| <input type="checkbox"/> Leased | _____ |
| <input type="checkbox"/> 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.



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

12. ZONING:

Please discuss the site zoning as well as any relevant ordinances or covenants.

13. UTILITIES:

Are utilities available and appropriately sized for the site? Who is responsible for the payment of any applicable fees (i.e. tap fees)?

14. TIMELINE: The timeline is very important. Please give it thorough consideration as it will drive the dates on the grant agreement, reporting, etc. Though there are always unanticipated circumstances, 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	_____



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

SECTION IV: Financial Information

Please attach three years of UGLG'S financial statements (balance sheets, annual budgets), and any current budget forecasts/plans.



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

SECTION V: NEIGHBORHOOD DEVELOPMENT APPLICATIONS

Includes COMMUNITY FACILITIES for limited clientele (e.g. youth, seniors, disabled, etc.) OR PUBLIC INFRASTRUCTURE in support of residential or mixed-use low to moderate income neighborhoods. This does NOT include new housing construction funding.

Primary Neighborhood Housing Type/Classification:

- Single Family Home (1-4 units) Multi-Family (5 or more units)
- Mixed-use (Residential/_____)

Type of Project:

- | | |
|--|---|
| <input type="checkbox"/> Community Facility | <input type="checkbox"/> Group Home/Shelter |
| <input type="checkbox"/> Clearance and Demolition | <input type="checkbox"/> Acquisition* |
| <input type="checkbox"/> Publicly-Owned Infrastructure | <input type="checkbox"/> Housing Rehabilitation |
| <input type="checkbox"/> Other (specify)_____ | |

Will this project result in any persons being displaced or relocated?

If yes, do you have an anti-displacement and relocation plan?

Please include your community's comprehensive plan or general development plan, if any.

*If project involves land or building acquisition a market assessment must be included with the application. If the grant is awarded, a formal appraisal will be required.



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

TYPE OF UNITS SERVED

OF UNITS

Single Family Homes

Apartments

Single Room Occupancy (SRO) Units

Other (specify)

Other (specify)

TOTAL UNITS

**PART I
PROJECT IMPACTS**

_____ TOTAL NUMBER OF BUILDINGS IMPACTED

Square Footage

of Units

Low/Mod 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 deFICIARIES**

_____ % OF FUNDING WILL SERVE 0%-30% OF THE AREA MEDIAN INCOME

_____ % OF FUNDING WILL SERVE 31%-50% OF THE AREA MEDIAN INCOME

_____ % OF FUNDING WILL SERVE 51%-60% OF THE AREA MEDIAN INCOME

_____ % OF FUNDING WILL SERVE 61%-80% OF THE AREA MEDIAN INCOME

_____ % OF FUNDING WILL SERVE 81%-100% OF THE AREA MEDIAN INCOME



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

_____ % OF FUNDING WILL SERVE MARKET RATE INCOME

_____ TOTAL

PART III
TARGETING OF UNITS/NUMBER OF UNITS IMPACTED

_____ Exceeding Fair Housing Standards _____ Elderly _____ Other

_____ Family (2+ Bedroom) _____ Disabled _____ Other

_____ Units Meeting Section 504 Accessibility Standards (required minimum for federally assisted housing)

PART IV
LOW-INCOME COMPLIANCE PERIOD

This project will remain low-income with the occupancy described above for: _____ years

Will the project have tenant-based or project-based rental assistance? _____ Yes _____ No

*If yes, provide details as outlined in instructions:



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

SECTION VII: BUDGET INFORMATION (ALL APPLICATIONS)

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)								



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

- 4. Equity
- 5. Other Subsidies

- 9. Other Grants
- 10. HOME

NOTE: TOTAL SOURCES OF FUNDS MUST EQUAL TOTAL USES OF FUNDS

6.

7.



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

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							



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

TOTAL REHAB & CONST. COSTS							
SUBTOTAL							



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

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							



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

Other							
Other							
TOTAL FINANCING FEES							
SUBTOTAL							



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

PART C: PROJECTED ONGOING ANNUAL OPERATIONS AND MAINTENANCE COSTS

Double click to edit worksheet

Administrative

- Advertising
- Management
- Legal/Partnership/
- Accounting/Audit
- Other
- Total Administrative

Operating

- Fuel
- Lighting & Misc
- Power
- Water/Sewer
- Gas
- Trash Removal
- Payroll/Payroll taxes
- Insurance
- Other
- Total Operating

Maintenance

- Decorating
- Repairs
- Exterminating
- Ground Expense
- Snow Removal
- Other
- Total Maintenance

Taxes

- Real Estate Taxes
- Other
- Total Taxes

- Total Operating Expense
- Annual Replacement Reserves

Grand Total Expenses



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

Administrative						
	Advertising			Maintenance		
	Management				Decorating	
	Legal/Partnership				Repairs	
	Accounting/Audit				Exterminating	
	Other				Ground Expense	
	Total Administrative	\$	-		Snow Removal	
					Other	
					Total Maintenance	\$ -
Operating						
	Fuel			Taxes		
	Lighting & Misc Power				Real Estate Taxes	
	Water/Sewer				Other	
	Gas				Total Taxes	\$ -
	Trash Removal					
	Payroll/Payroll Taxes			Total Operating Expense	\$	-
	Insurance			Annual Replacement Reserves		
	Other					
	Total Operating	\$	-	Grand Total Expenses	\$	-



Wyoming Community Development Authority

"Financing Affordable Housing in Wyoming"

APPENDIX A GENERAL INFORMATION AND SUMMARY OF GRANTEE RESPONSIBILITIES

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:

- (a) *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.*
- (b) *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.*
- (c) *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.*
- (d) *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.



Wyoming Community Development Authority

"Financing Affordable Housing in Wyoming"

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 WCDA.

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

- a. 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.
- b. 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.
- c. 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.
- d. 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
- e. 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:
- f. 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.
- g. 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.
- h. 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.
 - 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
 - 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



Wyoming Community Development Authority

"Financing Affordable Housing in Wyoming"

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.

- 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", Number A-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.

1) It will comply with:

- (A) 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.
- (B) 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..."
- (C) 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.
- (D) 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.

2) It will:

- (A) 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);



Wyoming Community Development Authority

"Financing Affordable Housing in Wyoming"

- (B) 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;
 - (C) 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.
- 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.



Wyoming Community Development Authority
"Financing Affordable Housing in Wyoming"

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.