

2024

Method of Distribution

Community Development Block Grant (CDBG)



WYOMING COMMUNITY DEVELOPMENT AUTHORITY

The Wyoming Community Development Authority (WCDA) is dedicated to community development throughout the State of Wyoming. This is accomplished using Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development (HUD). In Title I of the Housing and Community Development Act of 1974, the CDBG program's primary goal is to develop viable communities by providing decent housing and suitable living environments and expanding economic opportunities, principally for persons of low and moderate incomes. The rules and regulations of the CDBG Program are regulated by the U.S. Department of Housing and Urban Development (HUD).

The Method of Distribution (MOD) is the guidance WCDA uses to allocate CDBG funds in support of community and neighborhood development projects in Wyoming communities. CDBG Application, Forms, Recipient Agreements, and Restrictive Deeds may be amended from time to time as guidelines and regulations are issued under 24 CFR Part 570, or as WCDA deems necessary. Unless otherwise stated, WCDA is entitled to the full discretion allowed by federal regulations and laws in making all such decisions and interpretations. WCDA may amend, disregard, modify, or withdraw any section of the MOD, including selection criteria with proper public notice.

WCDA distributes funds annually through a competitive statewide application process. All Wyoming non-entitlement units of general local government (UGLG) are eligible to apply for CDBG funding. This includes any city, county, town, or other general-purpose political subdivision of the State of Wyoming. Cheyenne is the only entitlement community in the State of Wyoming. Applications are scored and ranked against one another. Any funds remaining after the initial application process may be awarded through an additional competitive period once a formal announcement of funding availability has been made or will roll into the next annual funding cycle.

States participating in the CDBG Program have four major responsibilities that include:

- For the purpose of the program, WCDA is acting as HUD in its capacity
- Decide how to distribute funds among communities in non-entitlement areas
- Formulate community development objectives
- Ensure that recipients (local units of government) comply with state and federal laws and requirements

UGLG's Participating in the CDBG Program has five major responsibilities that include:

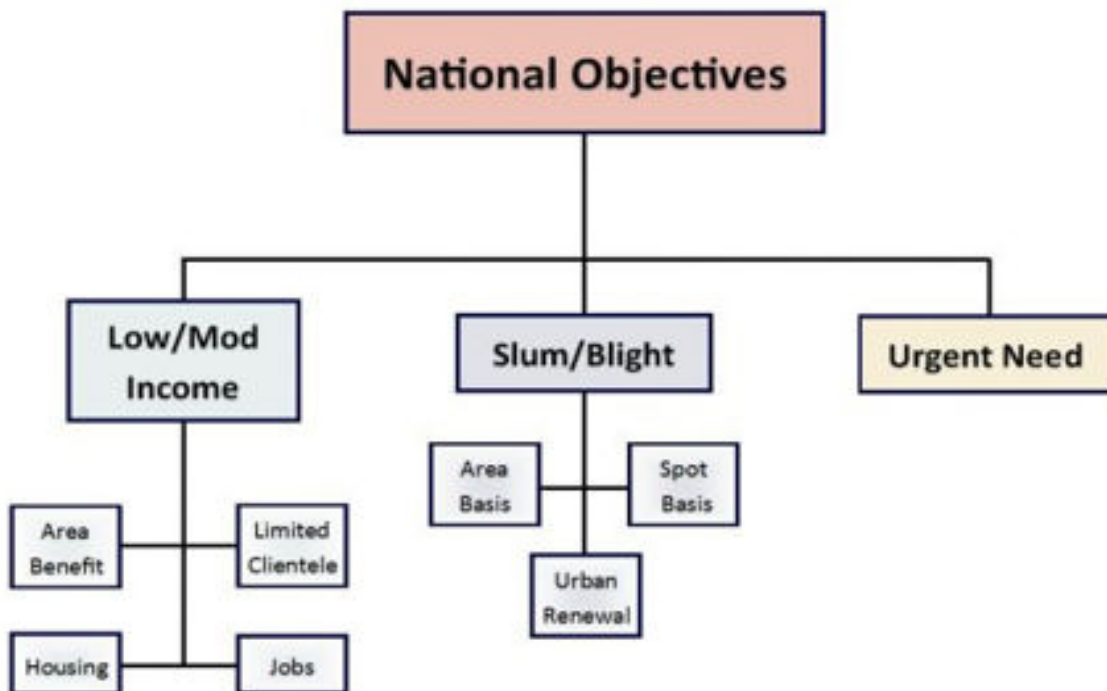
- Evaluate environmental risk and act responsibly
- Consider the greatest community needs
- Prepare grant applications for submission to the State (WCDA)
- Carry out the funded community development activities
- Assume all risk as the Responsible Entity taking on the project

WCDA certifies that it will not refuse to distribute funds under this Method of Distribution to an applicant solely on the basis of a CDBG-eligible activity selected by the applicant for funding. However, WCDA has established a scoring system that may prioritize some activities over others.

National Objectives

Projects must meet at least one National Objective to be eligible for CDBG funding:

- Benefiting low and moderate-income persons primary national objective, no less than 70% of the total CDBG funds must be expended on projects that meet this objective.
- Preventing or eliminating slum or blight – Limited to addressing one or more conditions that contributed to the deterioration of a spot or area basis.
- Urgent Need (Applications can be accepted outside a competitive funding round) Please see the section regarding urgent need on page 17 of this guide.



Please note that CDBG defines moderate income as a household at or below 80% of Area Median Income (AMI), and low-income as at or below 50% of AMI. For convenience, Wyoming's information is excerpted in Attachment A. The State of Wyoming must show that at least seventy percent (70%) of its total CDBG funds, by activity, benefit low- to moderate-income persons. Therefore, applicants applying under the remaining two National Objectives may not be funded if the statewide 70% minimum is not met. The following is not meant to be a comprehensive guide to all national objectives, but to give examples of some activities that can be carried out to meet national and state objectives under the State of Wyoming CDBG program.

Low Mod Area Benefit (LMA): The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons. The activities below are examples of activities that benefit all residents in a service area, thus are the type of activities that may qualify under the LMI area benefit for the purposes of meeting a national objective.

<https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-3-Nat-Obj.pdf>

- Examples of area benefit activities may include the following when they are located in a predominately LMI neighborhood:
 - Acquisition of land to be used as a neighborhood park;
 - Improvements to public infrastructure like the installation of gutters and sidewalks, and;
 - Development of a community center

UGLGs are responsible for determining the service area prior to submitting an application for funding. There are several factors to consider when determining the service area, the nature, location, accessibility, availability, and boundaries of the proposed project.

An area is considered to meet the test of being LMI if there is a sufficiently large percentage (51 percent) of LMI persons residing in the service area as determined by:

- The most recently available decennial Census/Community American Survey information, together with the Section 8 income limits that would have applied at the time the income information was collected by the Census Bureau; or
- A current survey of the residents of the service area.

Low Mod Limited Clientele (LMC): The limited clientele category is a second way to qualify specific activities under the LMI benefit national objective. Under this category, 51 percent of the beneficiaries of an activity have to be LMI persons. In contrast to the area benefit category, it is not the LMI concentration of the service area of the activity that determines whether the activity will qualify or not, but rather the actual number of LMI persons that benefit from the activity.

- Examples of activities that qualify under the limited clientele category include:
 - Acquisition of a building to be converted into a shelter for the homeless;
 - Rehabilitation of a center for training severely disabled persons to enable them to live independently;
 - Clearance of a structure from the future site of a neighborhood center that will exclusively serve the elderly, homeless population, or disabled persons; and
 - Public services for provisions to support transitional housing.
- With respect to determining the beneficiaries of activities as LMI and qualifying under the limited clientele category, activities must meet one of the following tests:
 - Benefit a clientele that is generally presumed to be principally LMI. This presumption covers abused children, battered spouses, elderly persons, severely disabled adults (see the box below), homeless persons, illiterate adults, persons living with AIDS and migrant farm workers; or
 - – Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI; or

- Have income eligibility requirements limiting the activity to LMI persons only; or
- Be of such a nature and in such a location that it can be concluded that clients are primarily LMI. An example is a daycare center that is designed to serve residents of a public housing complex.

Low Mod Housing Activities (LMH): The housing category of LMI benefit national objective qualifies activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI households.

- Examples of eligible activities include, but are not limited to:
 - Acquisition or Rehabilitation of an apartment building to provide dwelling units to LMI households at affordable rents, where at least 51 percent of the units will be occupied by LMI households;
 - Site improvements on publicly-owned land to serve a new apartment structure to be rented to LMI households at affordable rents;
 - Housing rehabilitation for single-family units;

For technical assistance on any of the National or State Objectives please contact the CDBG representatives at WCDA.

State of Wyoming Objectives

- Encourage improvements and/or renovations of substandard housing for low- and moderate-income owner-occupants and renters.
- Provide support for the development of emergency shelters, transitional housing, and permanent housing for the homeless.
- Repurpose existing structures into affordable housing for low and moderate-income persons, including special population groups.
- Engage in the development and expansion of public infrastructure, with an emphasis on rural and underserved areas.

Application Requirements

- Completed Letter of Intent sent to neighborhooddev@wyomingcda.com on or before the submission deadline outlined in the respective Notice of Available Funding;
- Completed Application with checklist and supporting documents & Maps submitted to ProCorem by deadline;
 - Application Checklist
 - Audited Financial Statements
 - TIN/EIN
 - Unique Entity ID (Formerly DUNS#)
 - Completed Application
 - Supporting Documents
 - Award/Commitment Letters of other funding
 - Required Maps, Specified in the Application
 - Aerial View of Site Boundaries (When applicable)
 - Third Party Cost Estimates (Minimum of 2)
 - Detailed Budget

- Timeline
- Proof of Publication for citizen participation
- Risk Analysis of sub-recipient conclusion (when sub-granting)
- Market Analysis is required for any type of acquisition
- Construction projects applicable environmental studies e.g., Phase I ESA
- Rehab of a building built prior to 1978, asbestos and Lead-Based Paint inspections.
- Tribal Consultations, Correspondence, and Responses
- State Historic Preservation Office Consultation, Correspondence, and Response

WCDA does **not** have a funding cap, each UGLG is allowed to submit a maximum of **two** applications each funding cycle. WCDA will not consider an application if the UGLG has two open projects at the time of the application deadline.

An UGLG may apply on behalf of a sub-recipient, housing developer, or business if they choose to do so. A sub-recipient agreement will be required. The applicant will provide WCDA with all proposed sub-recipient agreements for approval. The purpose of the review of the proposed agreement is to ensure the sub-recipient will comply with all applicable federal, state, and local laws, regulations, and ordinances and the agreement shall require compliance with all applicable CDBG regulations. It is recommended, but not required, that municipalities and counties develop written policies that outline their processes of monitoring a project for a sub-recipient if they were to be awarded CDBG funds. The UGLG is expected to conduct a risk analysis to review and evaluate the financial and administrative capacity of the subrecipient, housing developer, or business to manage and complete a project. This should also include a determination that they will be able to support the operations of the requested facility, housing, or services to be provided as required by the CDBG Program. A conclusion of the analysis will need to be provided to WCDA with the application. Applicants will not be allowed to use any grant funds for administrative or planning expenses.

Applicants must be compliant with WCDA on any current project before an application will be accepted. After the application is received, WCDA will conduct a site visit to evaluate the site's suitability for the proposed project. WCDA reserves the right to contact UGLG's with clarifying questions regarding their application. WCDA staff will be responsible for scoring and ranking the applications submitted. The final review and award will be made by the WCDA Board of Directors. The award will be based on the project's final ranking and the extent to which funds are available. It is possible that a project may rank and not receive funding. At the time of application, all projects must demonstrate that adequate funding is available to complete the project and the project is ready to proceed. All projects involving the use of real property must include a deed, lease of not less than 20 years, easement, or similar formal executed documentation. If the project includes acquisition, a recent market analysis is required for the application, and if awarded a non-biased third-party appraisal will be required prior to funding.

The Wyoming Community Development Authority (WCDA) makes no representations herein as to compliance with the Housing and Community Development Act of 1974, 24 CFR Part 570, or any other laws or regulations governing the Community Development Block Grant (CDBG) Program. CDBG awards shall be made solely at the discretion of the WCDA Board of Directors, but in no way represents or warrants to any sponsor, investor, lender, or others that the project is, in fact, feasible or viable. No board member, agent, or employee of WCDA shall be personally liable concerning any matters arising out of, or in relation to, the allocation of CDBG funds.

APPLICATIONS MAY BE REJECTED FOR THE FOLLOWING REASONS

- The application is for an ineligible use of CDBG funds.
- The application is missing any of the required documentation.
- The sponsor and/or sub-recipient have demonstrated unsatisfactory performance on, or management of, a previous grant, including but not limited to outstanding compliance or monitoring issues.
- The applicant is in violation of material law, ordinance, statute, rule, regulation, franchise, certificate, or permit to which it is subject.
- The sponsor or sub-recipient is in default with respect to any judgment, order, writ, injunction, decree, or demand of any court, arbitrator, or governmental body. All actions must be identified in the application.
- The sponsor and/or sub-recipient are not an eligible recipient of CDBG funds.
- The sponsor and/or sub-recipient have not demonstrated the capacity to carry out the proposed activity.
- Failure to identify the costs associated with, the potential for, or the specific means to be used to address: relocation, displacement, lead-based paint, asbestos removal, mold, and other environmental concerns.
- The sponsor and or sub-recipient have not followed the Citizen Participation Requirements listed below, and outlined in the application.
- Disturbance of the proposed project site prior to Environmental Clearance has been achieved. 24 CFR 58.22 (see environmental review section for more information)
- If the project does not include acquisition, it must have already taken place (reimbursement of previously expended funds is not an eligible expense)
- Failure to provide an audited financial statement from the City/Town/County at the time of application.

Local Government Requirements: Citizen Participation

Every applicant and recipient of CDBG funds must comply with the citizen participation requirements provided in federal law and described in this section.

Municipalities must meet the Local Government Requirements of the State CDBG program (<https://www.ecfr.gov/current/title-24/section-570.486>) This includes:

- 1) Provide for and encourage citizen participation, particularly by low and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- 2) Ensure that residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 24 CFR parts 35 and 36, as applicable, as well as information and records relating to the unit of local government's proposed and actual use of CDBG funds;
- 3) Furnish citizens information, including but not limited to:
 - i. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - ii. The range of activities that may be undertaken with CDBG funds;

- iii. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate-income persons; and
 - iv. The proposed CDBG activities likely to result in displacement and relocation plans required under SS 570.488
- 4) Provide technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing). Such assistance need not include providing funds to such groups;
 - 5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining residents' views and responding to proposals and questions. Together the hearings must cover community development and housing needs (including affirmatively furthering fair housing), the development of proposed activities, and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 - 6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the state. Substantially changed means changes made in terms of purpose, scope, location, or beneficiaries as defined by criteria established by the state.
 - 7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

WCDA has set the minimum public notification timeframe of 14 days **prior to** the hearing/meeting date and **not including** the date of publication. The first public hearing/meeting must be held after the notice of available funds, and before the application submission deadline. The hearing must inform citizens of the dollar amount of funding available and the range of allowed activities under WCDA's CDBG program. At that time there must be the opportunity for citizens to comment on potential activities, especially for potential or actual beneficiaries of CDBG funds. (Refer to paragraph 5 above under Citizen Participation)

The second public hearing/meeting must provide citizens again with reasonable advance notice of, and the opportunity to comment on the activities the local government undertook with the CDBG funds. WCDA has set the minimum public notification timeframe of 14 days **prior to** the hearing/meeting date and **not including** the date of publication. The hearing/meeting must occur before the close out of the project and be supported with a record of the proceedings (generally minutes reflecting the meeting), and copies of the public notices. A sample calendar count has been provided for reference. WCDA has provided an example notice as attachment "A" to this MOD.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Notice of Funding Availability	3	4	5	6
7	8 Publication Date	9 Day 1	10 Day 2	11 Day 3	12 Day 4	13 Day 5
14 Day 6	15 Day 7	16 Day 8	17 Day 9	18 Day 10	19 Day 11	20 Day 12
21 Day 13	22 Day 14	23 End of comment Period.	24	25	26	27
28	29	30	31			

Environmental Review

Note: All HUD-assisted activities must have some level of environmental compliance review completed. Compliance with 24 CFR Part 58 requirements is initiated with the submission of an application from the grantee for CDBG funds. Even exempt activities cannot be undertaken until a formal determination has been made only after HUD environmental review criteria are checked. The environmental review aims to analyze the effect a proposed project will have on the people and the natural environment within a designated project area, and the effect the material and social environment may have on a project.

The provisions of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) regulations in 40 CFR Parts 1500 through 1508 also apply. In addition, a myriad of other Federal and state laws and regulations (some of which are enforced by State agencies) also apply depending upon the type of project and the level of review required.

The Responsible Entity & Official Designations: The term “responsible entity” (RE) means the UGLG receiving CDBG assistance. The responsible entity must complete the environmental review process, thus is responsible for ensuring compliance with NEPA and the Federal laws and authorities has been achieved, for issuing public notification, for submitting the request for release of funds, when required, and for ensuring the Environmental Review Record (ERR) is complete.

Certifying Officer Designation: The responsible entity (RE) must designate a Certifying Officer – the “responsible Federal official”- to ensure compliance with the National Environmental Policy Act (NEPA) and the Federal laws and authorities cited at section 58.5 has been achieved. This person is the chief elected official, chief executive official, or other official designated by formal resolution of the governing body. The certifying officer must have the authority to assume legal responsibility for certifying that all

environmental requirements have been followed. This function may not be assumed by administering agencies or consultants.

Environmental Officer: The funding recipient can also designate an Environmental Officer. The Environmental Officer is responsible for conducting the environmental review including such tasks as: writing the project narrative, obtaining maps of the project area, soliciting comments from appropriate local, state, and federal agencies, and facilitating responses to comments received on the environmental findings.

*Currently WCDA is completing the ERR on behalf of the RE. There are certain environmental studies and maps that we will ask to be provided in the application. These are outlined in another section of the MOD. Once the time comes to pass the responsibility back to the RE to complete, there will be an amendment to this MOD, and public notice will be issued. The UGLG will still be required to be the designated Certifying Officer regarding environmental compliance during this time. WCDA uses the HUD Environmental Review Online System (HEROS). The environmental review record will be provided in full to the RE, as well as a copy kept on file at WCDA.

Actions Triggering Environmental Review and Limitations Pending Clearance

According to the NEPA and Part 58, the RE 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 state receives a release of funds.

- This means that the Grantee 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. e.g., Property purchase or construction contract.
- The grantee 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 state 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 states to execute **non-legally binding** agreements prior to the 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. Please speak with the CDBG staff at WCDA prior to entering into any type of agreement for technical assistance.

- Grantees must first determine the environmental classification of the project. The term “project” can be defined as an activity or group of activities geographically, functionally, or integrally related, regardless of funding source, to be undertaken by the UGLG, or a public or private entity in whole or in part to accomplish a specific objective. If various project activities have different classifications, the recipient must follow the review steps required for the most stringent classification.
- **Technical Assistance is available from WCDA CDBG staff if you need help determining the level of review your project may be subject to.**
- The environmental classifications are:
 - Exempt Activities;
 - Categorically Excluded Activities - Not Subject to Related Laws and Authorities; (CENST)
 - Categorically Excluded Activities - Subject to Related Laws and Authorities; (CEST)
 - Activities Requiring an Environment Assessment and;
 - Activities Requiring an Environmental Impact Statement
- The typical timeframes for each level of review are as follows:
 - Exempt 1-2 Days
 - Categorically Excluded 30-90 days – can be longer depending on unforeseen environmental conditions, and the need for additional testing.
 - Environmental Assessment 45 days to 1 year.
- Regardless of the number of activities associated with a project, a single environmental review is required. Aggregating related activities ensures the recipient adequately addresses and analyzes the separate and combined impacts of a proposed project.
- Project Aggregation (grouping “like” activities) may be necessary. In project aggregation, the responsible entity must group together and evaluate as a single project all of the individual activities that are related. They may be related geographically or functionally or are logical parts of a group of contemplated actions. Conditions under which project aggregation would occur include:
 - Activities are in a concentrated area;
 - Activities are within unspecified sites;
 - Multi-year activities;
 - Special HUD initiatives
- Related activities are ones that:
 - Automatically trigger other actions;
 - Cannot or will not proceed unless other actions are taken beforehand or at the same time;
 - or
 - Are mutually dependent parts of a larger activity/action.

Documentation Required with the application regarding site contamination.

If the proposed project at any stage includes any of the following, regardless of funding source, a **Phase I Environmental Site Assessment is required** to accompany the application.

- Ground disturbance
- Substantial rehab
- Acquisition
- Construction or
- Digging of any kind

If your project involves rehabilitating, acquiring, or demolishing a structure that was built before 1978, it is necessary to conduct Asbestos Inspection and Testing, as well as Lead-Based Paint Inspection and Testing. The results are required to be included with your application. Contact WCDA CDBG staff if you have any questions regarding this requirement.

Substantial Rehab of a building or multi-family building is typically categorized as a percentage of the building replacement cost after rehab or a percentage of the building that is proposed to be rehabilitated. Contact WCDA CDBG staff if you are not sure if your proposed project includes substantial rehab.

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<p>58.34</p> <p>Exempt</p>	<p>58.35(b)</p> <p>Categorically Excluded NOT subject to 58.5</p>	<p>58.35(a)</p> <p>Categorically Excluded AND subject to 58.5</p>	<p>58.35(a)</p> <p>Categorically excluded AND subject to 58.5 statutory authorities: compliance with one or more categories.</p>	<p>58.36</p> <p>NEPA</p> <p>Environmental Assessment</p>
Type of Activities				
<p>Environmental and other studies</p> <p>Resource Identification</p> <p>Development of plans and strategies</p> <p>Information and financial services</p> <p>Administrative and Management Activities</p> <p>Public Services, i.e., employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation, welfare, recreational needs</p> <p>Inspections and testing for hazards or defects</p> <p>Purchase insurance and tools</p> <p>Engineering or design costs</p> <p>Technical assistance and training</p> <p>Temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities to control or arrest the effects from disasters or imminent threats to public safety, including those resulting from physical deterioration.</p> <p>Payments of principal and interest on loans or obligations guaranteed by HUD</p>	<p>Tenant-based rental assistance</p> <p>Supportive services such as health care, housing services, permanent housing placement, daycare, nutritional services, short-term payments for rent, mortgage or utilities, and assistance in gaining access to government benefits.</p> <p>Operating costs including maintenance, furnishings, security, equipment, operation, supplies, utilities, staff training, and recruitment.</p> <p>Economic development activities including equipment purchase, inventory financing, interest subsidy, operating costs, and other expenses not associated with construction or expansion.</p> <p>Activities to assist homeowners of existing dwelling units, or units under construction, including closing costs and down payment assistance to homebuyers, interest buy-downs or other actions resulting in transfer of title.</p> <p>Affordable housing pre-development costs: legal, consulting, developer and other site-option costs, project financing, administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact.</p> <p>Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if: approval is by same the RE, and re-evaluation is not required, per 58.47</p>	<p>Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are already in place and will be retained in the same use without change in size or capacity of more than 20%</p> <ul style="list-style-type: none"> • Replacement of water or sewer lines • Reconstruction of curbs & sidewalks • Repaving of streets <p>Special projects directed toward the removal of material and architectural barriers that restrict the mobility of and accessibility to the elderly and handicapped</p> <p>Single Family Housing Rehab</p> <ul style="list-style-type: none"> • Unit density is not increased beyond 4 units • Project doesn't involve change in land use from residential to non-residential • The footprint of the building is not increased in a floodplain or a wetland. <p>Multifamily Housing Rehab</p> <ul style="list-style-type: none"> • Unit density change is not more than 20% • Project doesn't involve change in land use from residential to non-residential • Cost of rehabilitation is less than 75% of the estimated cost of replacement after rehab <p>Non-Residential Structures</p> <ul style="list-style-type: none"> • Facilities and improvements were in place and will not be changed in size or capacity by more than 20% • Activity does not involve change in land use from non-residential to residential, commercial to industrial, or one industrial use to another <p>Individual action (e.g., disposition, new construction, demolition, acquisition) on a 1 to 4-family dwelling; or individual action on five or more units scattered on sites more than 2000 feet apart and no more than 4 units per site.</p> <p>Acquisition (including leasing) or disposition of, or equity loans on an existing structure or acquisition (including leasing) of vacant land provided that the structure or land acquired or disposed of will be retained for the same use.</p> <p>Combinations of the above activities</p>	<p>Activities not exempt or categorically excluded.</p> <p>Generally, new construction of 5 or more homes, and conversion from one type of land use to another.</p>	
Documentation Required in ERR				
<p>Describe activity and make a written determination of exemption.</p> <p>Also, determine compliance with 58.6:</p> <p>-National Flood Insurance Program</p> <p>-Coastal Barrier Resource Act</p> <p>-Runway Clear Zones</p>	<p>Describe activity and make a written 58.35(b) determination.</p> <p>Also, determine compliance with 58.6:</p> <p>-National Flood Insurance Program</p> <p>-Coastal Barrier Resource Act (CBRA)</p> <p>-Runway Clear Zones</p>	<p>Complete Statutory Worksheet, (sec. 58.5) and indicate converts to exempt.</p> <p>Also, determine compliance with 58.6:</p> <p>-National Flood Insurance Program (NFIP)</p> <p>-Coastal Barrier Resource Act</p> <p>-Runway Clear Zones</p>	<p>Complete Statutory Worksheet (sec. 58.5)</p> <p>NOI/RROF notification</p> <p>RROF & Certification (form 7015.15)</p> <p>Authority to Use Grant Funds (form 7015.16)</p> <p>Also, determine compliance with 58.6:</p> <p>-National Flood Insurance Program (NFIP)</p> <p>-Coastal Barrier Resource Act</p> <p>-Runway Clear Zones</p>	<p>Environmental Assessment (including Statutory Checklist) * FONSI and NOI/RROF notification Form 7015.15 Form 7015.16</p> <p>Also, determine compliance with 58.6</p>

Other Program Requirements

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The grantee shall comply with the provisions of Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

The grantee shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The grantee shall comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 94), as amended, and any applicable regulations. The Subcontractor agrees that no qualified individual with handicaps or disabilities shall, solely on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance from HUD.

AGE DISCRIMINATION ACT OF 1975

The grantee shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

DEBARMENT, SUSPENSION, AND INELIGIBILITY

The grantee represents and warrants that it and its subrecipients and/or subcontractors are not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 C.F.R. 213.

CONFLICTS OF INTEREST:

The grantee shall notify WCDA as soon as possible if any aspect related to the anticipated work under this program raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 318 (1)). The grantee shall explain the actual or potential conflict in writing in sufficient detail so that the State is able to assess such actual or potential conflict. The grantee shall provide WCDA with any additional information necessary for WCDA to fully assess and address such actual or potential conflict of interest. The grantee shall accept any reasonable conflict mitigation strategy employed by WCDA, including but not limited to

the use of an independent contractor/subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict.

SINGLE AUDIT

Recipients of CDBG funds from WCDA are subject to the following audit requirements. A single audit is required if your organization expends more than \$750,000 in federal funds during your fiscal year. CDBG grantees and subrecipients that expend \$750,000 or more in a year in federal awards must have an audit conducted in accordance with 2 CFR Part 200, Subpart F—Audit Requirements except when they elect to have a program-specific audit conducted. A program audit is an audit of one federal program (such as CDBG). A program-specific audit is allowed when the grantee or sub-recipient expends federal awards under only one federal program. A single audit is an audit that includes both an entity's financial statements and its federal awards (from all applicable federal programs). If a grantee or sub-recipient expends less than \$750,000 a year in federal awards, it is exempt from the audit requirements for that year; however, records must be available for review or audit by appropriate officials of the federal agency, pass-through entity, and the Government Accountability Office. Audit requirements will be the responsibility of the recipient, this includes conducting and the costs associated with the audit.

§ 200.501 Audit requirements.

(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with § 200.514 except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

I Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with § 200.507. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

DUPLICATION OF BENEFITS

Recipients of CDBG funds will need to comply with Duplication of Benefits requirements. The recipient will establish and follow policies and procedures to ensure that duplication in benefits to their project does not occur. The process should effectively identify all funding sources for the project as well as expected planned costs. It is critical that the process define how the recipient will verify that funding is separated and tracked. Duplication of benefits will result in the repayment of CDBG funds.

PREVIOUS SPONSORS AND SUB-RECIPIENTS

A grantee is only allowed a maximum of two open projects at the time of the application deadline. A grantee must be in good standing if it has an open project. A project is not officially completed until the beneficiary data and closeout paperwork is received and approved by WCDA. Closeout paperwork is

generally required no later than 60 days after completion. Previous sponsors and sub-recipients must demonstrate satisfactory performance in completing projects and in maintaining existing projects. A review of previous sponsor and sub-recipient performance will be completed during the ranking process.

COMPLIANCE PERIOD AND RECORD RETENTION

Each project will have a specific compliance period outlined in the agreement. Each project is required to retain all records pertaining to the project for a five-year period after close out.

TIMELY EXPENDITURE OF FUNDS

Timeliness refers to how quickly the Grantee is able to commit and expend grant funds. Since federal program budgets are tight all across the government and there is a huge need for community development programs, it is vital that sponsors/sub-recipients make every effort to quickly use their funds and complete their projects. Each CDBG project will have twenty-four (24) months from the signing of the grant agreement to expend 100% of CDBG funds and complete the project.

In an effort to ensure timeliness, grantees will be expected to execute a Grant Agreement no later than 120 days after the date of the award. At the time of application, projects should be ready to act immediately if approved.

MAXIMUM GRANT REQUEST

WCDA will accept a maximum of two CDBG application per eligible sponsor for each funding round (cities, towns, or counties) for separate projects. Additional rounds may be announced if funding is available, these will be handled as a separate funding round. The maximum dollar amount has been removed. (Urgent Need limit is a set percentage of each year's grant, see Urgent Need Section)

DAVIS-BACON ACT

(Applicable to construction contracts exceeding \$2,000 when required by Federal program legislation) All Contractors and Sub-contractors shall comply with the Davis Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. part 5). All laborers and mechanics employed by contractors or subcontractors, including employees of other governments, on construction work assisted under this program, and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

(Applicable to construction contracts exceeding \$2,000 and contracts exceeding \$2,500 that involve the employment of mechanics or laborers) The UGLG, Contractor, and Sub-contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-330) as supplemented by Department of Labor regulations (29 C.F.R. part 5). All laborers and mechanics employed by contractors or subcontractors shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act, and the contractors and subcontractors shall comply with all regulations issued pursuant to that act and with other applicable Federal laws and regulations pertaining to labor standards.

COPELAND "ANTI-KICKBACK" ACT

Salaries of personnel performing work under federally funded programs such as CDBG shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the Copeland “Anti-Kickback Act” of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. § 874; and Title 40 U.S.C. § 276c). The UGLG, Contractor, and Subcontractor shall comply with all applicable “Anti-Kickback” regulations and shall insert appropriate provisions in all subcontracts covering work under this program to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

SMALL AND MINORITY FIRMS, WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

The UGLG will take necessary affirmative steps to assure that minority firms, women’s business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include:

- Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women’s business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; and
- Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

GENERAL PROCUREMENT STANDARDS FOR NON-FEDERAL ENTITIES

Recipients of States and even sub-recipients of states must follow, at a minimum, the rules contained in 2 CFR 200.318 through 2 CFR 200.327 of the Uniform Guidance.

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.318>

Urgent Need

With an emergency declaration by the governor, or a certification from the Unit of Local Government of Origin to Wyoming Community Development Authority (WCDA) Community Development Block Grant (CDBG) funds may be applied for and allocated outside of a competitive funding round, for activities that qualify under the National Objective of Urgent Need; designed only to alleviate emergency situations. This program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. Use of the Urgent Need national objective category is rare. I.E; Public Facility improvements like the reconstruction of a publicly-owned hospital that was severely damaged by a tornado; or Demolition of structures that are severely damaged by a major earthquake.;

What are the eligibility criteria?

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- The existing conditions are of recent origin or recently became urgent. A condition will generally be considered to be of recent origin if it developed or became critical within 18 months preceding the state grant recipient's certification – 24 CFR 570.483(d)
- The UGLG certifies and the state determines that:
 - The UGLG is unable to finance the activity on its own; and
 - Other sources of funding are *not* available
- Situations which result from neglect or lack of maintenance or have gradually become urgent are not eligible for funding;

Any application submitted must contain the following:

- A cover sheet containing the name of the applicant, contact person, project title, proposed funding level, other sources of funds, and expected start-up and completion dates;
- Discussion with WCDA staff and prior approval
- Documentation of the urgency of the need and the timing
- Certification by the applicant and the state that other funding sources are unavailable
- Urgent condition has been within the past 18 months
- Urgent need has an overall maximum of 12% of the total grant per funding cap specified in the most recent MOD published.
- A copy of the disaster declaration made by either the state or local government.
- Documentation concerning the nature and degree of seriousness of the condition requiring assistance.
- Information on the timing of the development of the serious condition;
- Evidence confirming that the grantee is unable to finance the project on its own and that other financial resources to alleviate the problem are not available;
- The project location, including a suitable map;
- A detailed budget, including a cost estimate of the activity to be funded with CDBG funds, and the source of all other funding;
- Certification of public participation through the public hearing process

WCDA staff shall review the application and make a recommendation to the WCDA Board of Directors which shall review the proposal and vote to either approve or deny it. WCDA staff will then issue agreements once the environmental impacts have been reviewed, and an Environmental Review Record has been submitted and approved.

[Section 3 Guidance](#)

Applicability of Section 3 apply to recipients of HUD Housing and Community Development funding exceeding \$200,000. Section 3 does not apply on a “per-project” basis, whenever any portion of HUD funding is invested into projects involving housing construction, demolition, rehabilitation, or other public construction (i.e., roads, sewers, community centers, etc.), the requirements of Section 3 apply. Further, contractors or subcontractors that receive contracts in excess of \$100,000 for Section 3 covered projects/activities are required to comply with the Section 3 regulations in the same manner as direct recipients. If the recipient agency receives Section 3 covered projects/activities, but no individual contract exceeds \$100,000, the requirements of Section 3 only apply to the recipient. Accordingly, the recipient must attempt to meet the Section 3 minimum numerical goals found at 24 CFR Part 135.30 by awarding 10 percent of the total dollar amount of all covered construction contracts to Section 3 businesses.

Some Types of Section 3 Covered Housing and Community Development Funding:

- Community Development Block Grants (CDBG)
- Home Investment Partnership Assistance
- Housing Opportunities for Persons with Aids (HOPWA)
- Economic Development Initiative (EDI)
- Brownfield Economic Development Initiative (BEDI)
- Emergency Shelter Grants
- Homeless Assistance
- Certain Grants Awarded Under HUD Notices of Funding Availability (NOFAs)
- Section 811 Supportive Housing for the Disabled
- Project Based Section 8 Vouchers

*NOTE: The requirements of Section 3 only apply to the portion(s) of covered funding that were used for project/activities involving housing construction, rehabilitation, demolition, or other public construction.

Section 3 applies to the entire covered project or activity regardless of whether the activity was fully or partially funded with covered assistance.

Section 3 Covered Recipient Agencies:

“Recipient” refers to any entity that receives Section 3 covered financial assistance directly from HUD or from another recipient and includes, but is not limited to any of the following:

- States; Units of Local Government; Native American Tribes; or other Public Bodies
- Public or Private Nonprofit Organizations
- Private Agencies or Institutions
- Mortgagors; Developers; Limited Dividend Sponsors; Builders; Property Owners; Community Housing Development Organizations
- Successors, assignees, or transferees of any such entity listed above
- Recipients do NOT include any ultimate beneficiary under the HUD program that Section 3 applies (i.e., residents or laborers); and does NOT refer to contractors.

What Triggers the Requirements of Section 3?

Each recipient of \$200,000 of covered HUD funding is required to comply with Section 3. Section 3 applies to all projects and activities involving housing construction, rehabilitation, or other public construction that is funded with covered HUD funding. Section 3 is triggered when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting, or training opportunities. The Section 3 regulations should not be construed to mean that recipients are required to hire Section 3 residents or award contracts to Section 3 businesses other than what is needed to complete covered projects/activities.

If the expenditure of covered funding does not result in new employment, contracting, or training opportunities, the requirements have not been triggered.

Recipient Responsibilities Pursuant to Section 3:

Each recipient (and their covered contractors, subcontractors, or subrecipients) are required to comply with the requirements of Section 3 for new employment, training, or contracting opportunities resulting from the expenditure of covered funding. This responsibility includes:

1. Implementing procedures to notify Section 3 residents and business concerns about training, employment, and contracting opportunities generated by Section 3 covered assistance;
2. Notifying potential contractors working on Section 3 covered projects of their responsibilities;
3. Incorporating the Section 3 Clause into all covered solicitations and contracts [see 24 CFR Part 135.38];
4. Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns;
5. Assisting and actively cooperating with the Department in making contractors and subcontractors comply;
6. Refraining from entering into contracts with contractors that are in violation of Section 3 regulations;
7. Documenting actions taken to comply with Section 3; and
8. Submitting Section 3 Annual Summary Reports (form HUD-60002) in accordance with 24 CFR Part 135.90.

Recipients that fail to meet the minimum numerical goals above bear the burden of demonstrating why it was not possible to do so. Such justifications should describe the efforts that were taken, barriers encountered, and other relevant information that will enable the Department to make a compliance determination.

Recipients that submit Section 3 reports containing all zeros, without a sufficient explanation to justify their submission, are in noncompliance with the requirements of Section 3.

Failure to comply with the requirements of Section 3 may result in sanctions, including debarment, suspension, or limited denial of participation in HUD programs pursuant to 24 CFR Part 24.

Additional Section 3 Guidance and Technical Assistance

The Economic Opportunity Division is committed to providing recipient's guidance and technical assistance for compliance with the requirements of Section 3.

For additional information, please visit the Section 3 website at: www.hud.gov/section3 This webpage provides the following tools and information:

- Section 3 Statute—12 U.S.C. 1701u
- Section 3 Regulation—24 CFR Part 135
- Frequently Asked Questions
- Section 3 Model Programs
- Guidance on Section 3 and Economic Stimulus Funding
- Sample Section 3 Certification Forms (residents and business concerns)
- Link to HUD’s Local Income Eligibility Calculator
- Downloadable Forms
- Contact Information for Economic Opportunity Division staff
- Email inquiries on Section 3 can be sent to section3@hud.gov

Scoring Categories

National Objective: Up to 30 Points Possible

The applicant must meet one national objective. If a project meets more than one the applicant must choose only one objective. Points are awarded based on the project type, WCDA has prioritized projects that align with not only the National Objectives but the State objectives as well. The highest priority across the state is the overwhelming need for affordable housing. The projects that focus on providing more affordable housing will receive the most points in this category. The second most priority is need based on benefit too low to moderate-income persons, WCDA has outlined examples of projects that can assist the populations in the most vulnerable situations in the section explaining National Objectives.

Priority of Objectives	Points
Low Mod Housing Benefit	30
Low Mod Persons – Limited Clientele or Area Benefit	20
Economic Development	10
Slum or Blight	5

Cost Burden: Up to 20 Points Possible

Percent of households paying more than 30% of gross household income in housing costs as measured by the five-year U.S. Census American Community Survey. All data is pulled from the Census Bureau via PolicyMap. Points will be awarded according to the combined average cost burden of homeowners and renters in your city/town.

Serve Cost Burden	Points
If 30 percent and more of households in the applicant’s defined geographic area are cost-burdened	20
If 20-30 percent of households in the applicant’s defined geographic area are cost-burdened	10
If fewer than 20 percent of households in the applicant’s defined geographic area are cost-burdened	0

*Based on the 2020 or the most recently published ACS data medians for all towns/cities in Wyoming. If ACS data are not available for the town/planning area, use the county level. WCDA will make the final determination as to what location data will be used.

*** WCDA will pull the data for your area and provide that to you upon receipt of the letter of intent.**

Percentage of Low to Moderate Income Persons: Up to 10 Points Possible

Points will be awarded if an income survey is conducted as applicable according to the results.

Concentration	Points
At or above 65% in the defined service area	15
Between 58% to 64.99% in the defined service area	10
Between 52% to 57.99% in the defined service area	5
Below 51% in the defined service area	0

*Must be derived from the <https://hud.maps.arcgis.com/> Database. Low to Moderate income as defined by CDBG Income limits at or below 80% of Area Median Income (AMI) effective June, 15th 2023.

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

**WCDA will make the final determination of the defined service area for scoring purposes.

Funding Leverage: Up to 6 points possible

CDBG is meant to be a funding of last resort or gap funding. As such applicants are encouraged to attempt to secure funding from other sources prior to applying to the WCDA for the CDBG program. This category is based on the attempts and efforts to secure funding from other sources before application submission. Maximum points will be awarded in this category to the applicant that demonstrates the highest percentage of funds secured and leveraged at the time of the application deadline. Funding sources must be demonstrated in the project budget.

Calculation: Leveraged funds amount / CDBG funds amount e.g., 650,000/500,000 = 130% leverage ratio

	Percentage of CDBG	Points
No-Non CDBG	0	0
Non-CDBG	1% to 49.9%	2
Non-CDBG	50% to 99.9%	4
Non-CDBG	100% to 199.9%	6
Non-CDBG	200% and over	8

Readiness for Implementation: Up to 20 points possible

It is the goal of WCDA to get the CDBG funding out in the community and assist the citizens of our state. The readiness of proposed projects is important to make sure that funding is not kept from a project that is ready to proceed versus a project that is not. Proposed projects that are further into the process of planning will be given priority in this scoring category.

Readiness for projects that need design work	Points
The architectural or engineering design for the project is provided with the application.	20

The architectural or engineering design process for the project is underway as documented by a signed contract that is included.	10
Neither of the above is provided	0
Readiness for projects that do not need design work e.g., public services	
Documented business plan demonstrating the ability to start the project upon execution of the agreement.	20
No business plan was provided at the time of application	0

*As long as there is no plan to use CDBG funding for a project's design/planning, this will not trigger a choice-limiting action. Grantees will not be allowed to request that pre-award costs be reimbursed for these design/planning costs. If you plan to apply for CDBG funding for planning/design costs please contact WCDA CDBG staff prior to entering into any contracts.

Bonus Point Categories: 5 points each

WCDA CDBG Training attendance. 5 Bonus Points will be awarded if the recipient attends the current year's WCDA training either in-person or virtually. Training will be announced on the WCDA website.

Letters of Community Support: Public and Community involvement is a key part of the CDBG program. It is important to reach out to the public especially the potential beneficiaries of a project for input on potential and proposed projects that may affect them and their neighborhoods. Applicants that can provide at minimum 2 letters of community support will receive 5 bonus points in this category.

If applications tie in score, the project with the higher percentage of low to moderate-income persons being served will be ranked higher.

Non-Point Based Evaluation Criteria

WCDA, in its sole discretion, will take the following into account when reviewing applications. No point values will be assigned but may impact the application positively or negatively.

- Environmental issues that cannot be mitigated
- Recipient Experience
- History of Non-Compliance during application status, environmental review, or project with WCDA
- Recipient or Sub-recipient Financial Capacity

Available Funding & Category Caps

Available Project Funding	Amount
Community Development Block Grant	\$3,438,713.85
Public Services	15% Maximum
Urgent Need	12% Maximum
Low to Moderate Income Persons Benefit	75% Minimum
State Program Planning and State Administration	3% Maximum

Application Cycle Timeline 2023

Task	Deadline
Notice of Funding Availability	July 2023
Letter of Intent	August 30 th , 2023
Application Submittal	September 29 th , 2023
WCDA Board Funding Approval	January 2024

Contact Information

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Attachment A
Example of Public Hearing Notice
Community Development Block Grant (CDBG)
FIRST PUBLIC HEARING NOTICE

(Insert Name - CITY, TOWN, COUNTY) will hold a public hearing for the community's 2024 Community Development Block Grant (CDBG) activities, with proposed funding made available from Wyoming Community Development Authority (WCDA) Neighborhood Development Program. The public hearing will be held:

Date and Time: (Must be at least FOURTEEN days after the date of publication)

Place: (Location of the meeting)

The purpose of the public hearing is to solicit public view, comments, and recommendations for potential sponsorship of a grant application for WCDA's CDBG-funded Neighborhood Development Program.

The Wyoming Community Development Authority will accept applications until (insert date) at 5 p.m. WCDA expects to have approximately \$(insert funding amount) available for housing related activities within the State of Wyoming. Eligible activities include acquisition, rehabilitation, publicly owned infrastructure, clearance of sites, improvements to public facilities, and planning only activities. At least 75% of activities must result in a direct benefit to low (50% of HUD's AMI) and moderate (80% of HUD's AMI) income persons.

Interested persons are invited to attend, participate in the process, comment on the program, and present potential applications seeking support. Comments may be submitted in writing prior to the meeting. Send comments to (insert contact information).

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify (insert contact information) at least three days prior to the hearing to be attended.

The Program Description and Application for the CDBG-funded Neighborhood Development Activities may be obtained by contacting WCDA at 155 North Beech Street or at www.wyomingcda.com.

Publication Date: (Must be at least FOURTEEN days prior to but not including the date of the public hearing)