

Executive Summary

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

1. Introduction

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

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

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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

Second, the programs **provide a suitable living environment**. This includes improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring, enhancing and preserving natural and physical features of special historic, architectural, or aesthetic value; and conserving energy resources.

Finally, the programs **expand economic opportunities**. Within this goal are creating jobs accessible to low-income persons; providing access to credit for community development that promotes long term economic and social viability; and empowering low-income persons to achieve self-sufficiency in federally assisted and public housing. Each of these goals must primarily benefit low-income persons.

3. Evaluation of past performance

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

Each program independently evaluates whether the program is meeting the needs of the individuals for whom it is designed. This is taken into consideration when goals are established for the coming year (and whether or not goals were met from the previous planning cycle).

CDBG granted out all of the 2014 allocation. We funded 5 planning grants. One of the planning grants was for a housing study for Greybull. The other planning grants varied. We also have state funds that are granted out for the state. Since we have had very good results from the CDBG planning grants our state funded program has started awarding planning grants. We have had good results working with planning grants on proposed projects. We awarded 9 CD grants and one ED grant. The Albany County Child Development grant which was for acquisition has been completed. Due to us not receiving our funding until October none of the other projects have been started yet, but have all completed their environmental reviews. We granted 4 ADA grants, 4 community facilities grants, 1 infrastructure grant and 1 ED grant for a downtown facade. We will be closing out 7 projects in the next 2 months that have been completed. The one project that was completed

Three HOME projects were closedout in 2013 offering 21 HOME units; 19 of which will serve households with income at or below 50% AMI the rents will be restricted to 40% and 45% of AMI offering more affordability for the households, and two will serve households at or below 40% AMI with rents calculated at 30% AMI. Rental production over all is slightly down from the level predicted as a total. More units were produced for households between 0% and 30% AMI and 31% to 50% AFI, but no units

were produced to serve households between 50% to 80% AMI. This should be considered good as it is more difficult to produce units serving the lower income population. It is believed this part of the reason we were able to serve more lower income families than predicted is that interest rates were at an all time low allowing for lower debt service, and changes to the scoring in the tax credit program allowing larger incentives to projects in more rural areas with lower rent structures. That being said, due to the uncertainty in the market projections were not modified for 2015.

Homeownership levels are up significantly from the prediction. However, they are down considerably from prior years. At the onset of the planning cycle there was major uncertainty in the ability of WCDA to provide loans at below market rate to first-time homebuyers at or below 80% of AMI due to the upheaval in the Bond markets. Alternative methods have been utilized with some success and we will continue to investigate other avenues of offering lower interest rate loans to this segment of the population. In addition, WCDA is taking on the challenge of purchasing single family units, rehabilitating them and then making them available to qualifying households at or below 80% of the MFI. In doing this, WCDA does not have a network of Non-profits to help in the endeavor. As such WCDA is doing all the work to accomplish activity. In addition, it has been difficult to find contractors in the last 6 months that will work on smaller projects, and as such, large numbers of rehabilitated units will not be produced. So, there has been no overall adjustment to the original prediction.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Consolidating the submission requirements creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of efforts at the state and local level. It allows local governments, community organizations, developers, and citizens to address the larger picture in which the programs operate. It also offers state and local jurisdictions a better chance to shape the various programs into effective, coordinated, regional, community, and neighborhood strategies.

The consolidated strategy and plan furthers the statutory goals through a collaborative process whereby a state and its many constituencies establish a unified vision for community revitalization. A five year plan outlining the state's overall policies and objectives for housing and community development throughout the state was developed last year. It will serve the state through 2017. This 2015 Annual Action Plan is the third annual plan under the umbrella of the five year plan.

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

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

The citizen participation process for 2015 Annual Action plan included a public hearing on November 10, 2014. A notice announcing this meeting and the planning process was advertised in the Casper Star Tribune as the state's only newspaper which has statewide distribution. An e-mail notification was mailed to local government officials, county commissioners, community and economic development offices, non-profit agencies, those persons and agencies on mailing lists for different affordable housing programs, county health offices, family planning units, utility companies, housing authorities, senior facilities, chambers of commerce, Native American Tribal Planning Departments, mental health agencies, agencies dealing with homeless and low-income issues, lending institutions and real estate professionals.

The agenda at the public hearing included an informational presentation preceding citizen comment to acquaint the attendees with the consolidated plan process and the formula grant programs. Information includes Consolidated Plan philosophy, citizen participation, plan development, past funding levels, distribution patterns, and eligibility criteria. Program information was presented by representatives from the agencies responsible for CDBG, HOME, ESG, and HOPWA.

Public comments were taken on the draft plan until December 10, 2014. ??? comments were received.

5. Summary of public comments

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

We received no public comments.

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

We received no public comments.

7. Summary

We had 15 participants at our go to meeting. We received no public comments.

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

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

Table 1 – Responsible Agencies

Narrative

ESG is Brenda Lyttle, Senior Administrator, Child and Home Support Division, Department of Family Services.

CDBG is Sandy Quinlan, Program Manager, Community Development Block Grant, Wyoming Business Council.

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

HOME contacts are Gayle Brownlee, Director of Federal Programs, Wyoming Community Development Authority. Phone 307-265-0603. Email brownlee@wyomingcda.com

Consolidated Plan Public Contact Information

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

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

1. Introduction

A public hearing was held on Monday November 10, 2014 at 1:30 p.m. Representatives from the Wyoming Business Council, the Wyoming Community Development Authority, and Department of Family Services made presentations. The State invited all citizens, public agencies and other interested parties to review the 2015 Draft Annual Action Plan and provide comments. The go to meeting was attended by 13 people.

Following the public hearing, there was a 30 day comment period the ended December 10, 2014. The draft annual action plan was available on agency web-sites as follows:

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

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

the Wyoming Department of Health at <http://health.wyo.gov/phsd/howpa/index.html> and

the Wyoming Department of Family Services <https://sites.google.com/a/wyo.gov/dfsweb/child-support-enforcement/homelessness>

An advertisement was placed in the Casper Star Tribune on October 26, 2014. We also emailed the notice out to WEDA, WAM,Waco and various email lists of interested parties.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

The plan has been developed in coordination with the Wyoming Business Council, Wyoming Community Development Authority, Wyoming Department of Family Services, State Department of Health, Health Care Financing Division, the Preventive Medicine Division, the Division on Aging, the Governor's Planning Council on Developmental Disabilities, The Wyoming Rural Development Council, the Wyoming

Economic Development Association, the Continuum of Care (for homeless services) and citizen participation from city and county governments, private developers, non-profit agencies, housing authorities and private citizens.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

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

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

Members of the Continuum of Care were consulted after the preliminary allocation of HESG funds was made. The performance standards and outcomes evaluations are being carried forward from the 2014 Plan as the administrator is still learning this process. These standards and outcomes will be reviewed and revised for the next plan year. The operation and administration of HMIS is handled by the same consultant who has handled this program for the past several years. There is no change in this process for the 2015 Plan.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Rock Springs Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Communication was established with the new Executive Director for the Rock Springs Housing Authority, and limited information was obtained as she is new in her position and just learning the ropes. At this point in time she has no requests for help or funding from the programs covered under the Consolidated Plan.
2	Agency/Group/Organization	WYOMING COMMUNITY DEVELOPMENT AUTHORITY
	Agency/Group/Organization Type	Housing Finance Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	WCDA administers the HOME Program for the State. WCDA also coordinates the Wyoming Housing Data Base Book with demographic information which was helpful in addressing housing needs in the state.

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

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

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

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

Table 3 - Other local / regional / federal planning efforts

Narrative

Nine entities applied for HOME funds in 2014. The individual applications included Market Studies that supported the need for housing in that particular community.

AP-12 Participation - 91.115, 91.300(c)

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

The citizen participation process for 2015 Annual Action plan included a public hearing on November 10, 2014 thru a webinar format. A notice announcing this meeting and the planning process was advertised in the Casper Star Tribune as the state's only newspaper which has statewide distribution. An e-mail notification was mailed to local government officials, county commissioners, community and economic development offices, non-profit agencies, those persons and agencies on mailing lists for different affordable housing programs, county health offices, family planning units, utility companies, housing authorities, senior facilities, chambers of commerce, Native American Tribal Planning Departments, mental health agencies, agencies dealing with homeless and low-income issues, lending institutions and real estate professionals. There were approximately 13 persons in attendance.

The agenda at the public hearing included an informational presentation preceding citizen comment to acquaint the attendees with the consolidated plan process and the formula grant programs. Information included Consolidated Plan philosophy, citizen participation, plan development, past funding levels, distribution patterns, and eligibility criteria. Program information was presented by representatives from the agencies responsible for CDBG, HOME, HESG, and HOPWA.

Public comments were accepted until December 10, 2014. No comments were received.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	no direct response	See previous		
2	Internet Outreach	Non-targeted/broad community				
3	Public Hearing	Non-targeted/broad community	No direct response	See previous		http://www.wyomingbusiness.org/program/cdbg-public-information/3290

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

WCDA anticipates receiving \$3,500,000.00 in home funding and \$1,200,000.00 in program income that we will use in furthering the new construction and rehabilitation of affordable housing. As no future NSP funding is anticipated and WCDA has expended all its previous funding we estimate only having \$275,000.00 in NSP program income to acquire and rehabilitate single family units for homeownership opportunities. WCDA's Match information has been commented on in the box below that asks about Match leveraging. USDA Rural Development is an active lender in the state's rural areas. Provided funding is available to RD they should be a contributor to financing of affordable housing.

CDBG anticipated allocation will be \$2.5 and the projected state match is \$175,000. WBC anticipates that we will receive over \$3 million in requests March 1, 2015.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,500,000	0	570,000	3,070,000	0	WBC anticipates expending all of our funds
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,500,000	1,200,000	3,000,000	7,700,000	9,200,000	Amounts are based on prior allocations and an average of last year's program income received.

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

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

For the CDBG program, match (25% cash) is required for planning grants. Additionally, the scoring regime used for community and economic development projects gives weight to match provided though it is not required. The state match's the CDBG administrative dollars - so the the state administrative match will be \$170,000. We can only use 20% of the allocation for admin and planning. The 20% is \$500,000 minus the admin would be \$325,000 so that is what is projection for 2015 funding.

The HOME program requires a 25% Match obligation. Currently, WCDA has accumulated sufficient Banked Match which allows projects submitted in 2014 to only provide 5% Match. Typically, sources of Match have included waiver of professional fees, reduced interest rates and origination points by lending institutions, reduced property taxes and concessions by local governments. All these forms of Match reduce project costs allowing the funding to provide more affordable housing. The Low Income Housing Tax Credit program is often utilized with HOME funds on rental projects allowing the HOME units to address the needs at low income levels.

The state provides no other funding sources for housing, i.e. oil and gas funds.

ESG - matching requirements will be satisfied by each agency through cash donations, donated labor, food, clothing, the value of any donated material or building, the value of any lease or mortgage on the building, local fund raising events, and grants from local agencies such as United Way. Each agency is required to have a 100% match from other sources to equal funds received from the ESG.

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

N/A

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Renters-0-30% of Median Family Income	2013	2017					Rental units rehabilitated: 3 Household Housing Unit
2	Renters 51-80% of Median Family Income	2013	2017	Affordable Housing				Rental units constructed: 67 Household Housing Unit
3	Renters 31-50% of Median Family Income	2013	2017	Affordable Housing				Rental units constructed: 67 Household Housing Unit
4	Owners 0-30% Median Family Income	2013	2017	Affordable Housing				Homeowner Housing Added: 1 Household Housing Unit
5	Owners 31-50% Median Family Income	2013	2017	Affordable Housing				Homeowner Housing Added: 11 Household Housing Unit
6	Owner 51-80% Median Family Income	2013	2017	Affordable Housing				Homeowner Housing Added: 54 Household Housing Unit
7	NSP - Rehab of Existing Owner Units	2013	2017	Affordable Housing				Homeowner Housing Rehabilitated: 2 Household Housing Unit
8	Non-homeless special needs	2013	2017	Non-Homeless Special Needs				Rental units constructed: 29 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Renters-0-30% of Median Family Income
	Goal Description	
2	Goal Name	Renters 51-80% of Median Family Income
	Goal Description	
3	Goal Name	Renters 31-50% of Median Family Income
	Goal Description	
4	Goal Name	Owners 0-30% Median Family Income
	Goal Description	
5	Goal Name	Owners 31-50% Median Family Income
	Goal Description	
6	Goal Name	Owner 51-80% Median Family Income
	Goal Description	
7	Goal Name	NSP - Rehab of Existing Owner Units
	Goal Description	
8	Goal Name	Non-homeless special needs
	Goal Description	

Table 7 – Goal Descriptions

AP-25 Allocation Priorities – 91.320(d)

Introduction

Priorities for allocating HOME funds are followed as set forth in the Wyoming Affordable Housing Allocation Plan. The Plan can be found on WCDA's website: www.wyomingcda.com

In summary our highest priority is need, followed by quality of construction, income levels served affordability and extended length of time the restrictions will be in place. With the highest priority being need it does not put a preference on new construction or rehabilitation, but rather the priority is on serving the community with the highest need among the applications received.

The priorities for CDBG are driven by the communities needs. The regional director's have been working with the communities for the past year and have given me a list of potential projects that will be submitted for the March 1, 2015 deadline. The main request for funding will be for community development projects. We project that we will be receiving approximately \$3.2 million in request for community development projects, \$320,000 for elimination of slum and blight and \$100,000 in planning grant requests. The regional's have indicated that no economic development applications will be coming in for this deadline.

Funding Allocation Priorities

	Renters-0-30% of Median Family Income (%)	Renters 51- 80% of Median Family Income (%)	Renters 31- 50% of Median Family Income (%)	Owners 0-30% Median Family Income (%)	Owners 31- 50% Median Family Income (%)	Owner 51- 80% Median Family Income (%)	NSP - Rehab of Existing Owner Units (%)	Non- homeless special needs (%)	Total (%)
CDBG	0	0	0	0	0	0	0	0	0
HOME	1	29	29	1	4	23	1	12	100
HOPWA	0	0	0	0	0	0	0	0	0
ESG	21	11	40	28	0	0	0	0	100

Table 8 – Funding Allocation Priorities

Reason for Allocation Priorities

For CDBG in Wyoming there are a lot of infrastructure, senior and child development needs and very few other funding sources.

Priorities for ESG vary throughout the state, depending on the needs of the homeless and about-to-be homeless. Emphasis is placed on street outreach and emergency shelter for individuals, families with children, and couples who are homeless; homelessness prevention and rapid re-housing for those who are in danger of becoming homeless.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

The rural nature of the state of Wyoming makes large scale development nearly impossible. Therefore, it suits Wyoming best to consider applications individually and in their unique setting of small communities. All the funds are directed to assisting those of low to moderate income in some way.

Because of the sparse Wyoming population it has proven to be effective not to target specific types of projects. Rather, the CDBG program accepts applications from any eligible applicant and evaluates each application based on its merits.

The ESG allocation is divided into broad categories - 60% for street outreach and emergency shelter; 32.5% for homelessness prevention and rapid re-housing; 7.5% for administration purposes. Allocation of the grant is driven by the facilities that have the capacity to match the grant funds and to administer the programs.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction

Distribution Methods for all programs are based on need. See below for Distribution Methods for the various funding sources.

Distribution Methods

Table 9 - Distribution Methods by State Program

1	State Program Name:	CDBG
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	The Method of Distribution information pertains to the Community Development Block Grant funds for the state of Wyoming's Balance of State program. It is attached as a stand alone document as it is quite large.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	The State of Wyoming's Community Development Block Grant Method of Distribution is attached as a standalone document.

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>All CDBG program materials including rules, applications, labor standards information, environmental forms, and more is available on the Wyoming Business Council website (www.wyomingbusiness.org). Materials are also available by contacting the program manager and the 7 Regional Director's.</p> <p>The method of distribution goes out annually. We have a large database that we have non-profits, government agencies, economic groups and any other interested parties. We sort these entities and email all of them the MOD.</p> <p>Grant applications are available on the WBC website, by contacting the WBC's Regional Directors or by contacting the CDBG Program Managers. Applications from incorporated cities, towns and counties (or from a unit of local government on behalf of a non-profit or for-profit) are accepted twice annually if funding allows. The deadlines are posted on the WBC website as well. Applications include project information, timeline and implementation plan, budget, certification of citizen participation, certification of adequate notice and public hearing information, a resolution and official meeting minutes from the public meeting. Also, some applications require additional supporting materials such as business plans or financial information. Applicants who are seeking funds from both CDBG and WCDA for a project should alert both agencies as early as possible in order to allow sufficient opportunity for agency coordination. Applications are scored according to threshold criteria and ranking criteria including area unemployment information, matching funds made available to the project, number of beneficiaries or proposed jobs that will be created, seriousness, urgency and need for the project. (Additional scoring information can be found in the CDBG Rules available online at http://wyomingbusiness.org/community/cdbg_apps.aspx. Site visits are conducted on all proposed projects except planning projects. A written summation of the application is provided to the WBC Board of Directors for their review and funding determination. Board meetings are public and applicants are encouraged to attend. The 2014 Method of Distribution (Appendix A) was made available to local elected officials, non-profit organizations, economic development organizations and others on October 2014.</p>
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<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	

<p>Describe how resources will be allocated among funding categories.</p>	<p>CDBG categories of allocation for 2015 are estimated to be the \$2,490,214 for Community Development which includes Community Facilities, ADA, Public Infrastructure, Housing, Homeownership Assistance. For Economic Development the 2014 allocation is estimated at \$500,00 for Downtown Development, ED infrastructure and Planning and TA grants.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>Rating and ranking criteria are included in the CDBG program rules which can be found at http://wyomingbusiness.org/community/cdbg_apps.aspx. Additionally, grant descriptions and limits are attached for both the economic and community development programs funded with CDBG.</p>

	<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>Decent Housing-Availability/Accessibility: 8 units and 1 facility served by infrastructure. Decent Housing-Affordability: 4 receiving homeownership assistance. Decent housing - Sustainability: 1 housing plans. Sustainable Living environment-availability/accessibility:</p>
2	<p>State Program Name:</p>	<p>State of Wyoming - HOME Investment Partnerships Program</p>
	<p>Funding Sources:</p>	<p>HOME</p>
	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>Projects are awarded based on a scoring criteria listed in detail in the Affordable Housing Plan which can be found in its entirety at http://www.wyomingcda.com/documents/2015_QAP_Final.pdf . Certain areas of the state are not pre-identified for HOME funding, but rather applications addressing the community with the highest need along with other factors are awarded funding. Other major influencing factors include: quality of construction and households being served.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The complete criteria can be found in the Wyoming Affordable Housing Allocation Plan Section V. Initial Allocation Criteria on our website at: http://www.wyomingcda.com/documents/2015_QAP_Final.pdf</p> <p>In summary the maximum points that are awarded under the Primary categories are as follows: Need 258, Quality of Construction 126, Income Levels 25, Affordability Levels 36, Length of Affordability Periods 35, Community Revitalization Areas 5. The Secondary Criteria includes, Location 50, Project Characteristics 81, Sponsor Characteristics 50, Public Housing Waiting Lists 2, Serving Families with Children 4, Financial Support from Local Sources 35, Equity in Project 20, and Management Capacity and Project Costs can result in negative points.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	

<p>Describe how resources will be allocated among funding categories.</p>	<p>The WCDA anticipates approximately \$3.5 million in new HOME funding, to be distributed as follows: Direct Administration Category \$ 1,000,000; Small Project Set Aside \$1,000,000; HOME/WRAP (Homebuyer Assistance) \$450,000, Community Housing Development Organizations (CHDO) \$525,000, (A Maximum of \$52,500 is available from the CHDO set-aside for Project Specific Technical Assistance and site Control Loans.), CHDO General (not project) Operating costs and Capacity Building Reserve \$175,000, Administration and Contingency Reserve \$350,000. HOME/WRAP will be given a preference on additional funding made available through the receipt of Program Income.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>Some individual scoring requires a minimum threshold be met. See individual scoring criteria for these thresholds. Maximum HOME funds to any one developer may be limited to 60% of total funds available. CDBG grant limits are \$500,000 for CD and ED projects except Planning and that maximum is \$500,000.</p>

<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>Scoring and method of distribution has been established in hopes that the projects which can demonstrate the greatest need, with good quality construction which will serve the tenants for the longest period of time will be awarded this scarce resource.</p> <p>We have outreach all around the state. We receive many calls from non-profits, businesses and communities. We receive many more requests for grant funds then funds we have available.</p>
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Discussion

AP-35 Projects – (Optional)

Introduction

Projects utilizing HOME funding are not predetermined. Applications will be submitted during the year and the highest ranking projects will receive HOME funding. The same is true of CDBG. Applications will be reviewed and ranked. Those ranking highest will receive CDBG funding.

#	Project Name

Table 10 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Under HOME the highest priorities are for meeting the need in each community, as well as quality of construction and length of time the project will provide affordable housing.

Under CDBG we rank the projects according to urgency, community input and the number of beneficiaries for the project. If they have some cash match that increases the ranking as well. We only receive \$2.5 million and receive requests for over \$3 million a annually.

AP-38 Project Summary
Project Summary Information

Table 11 – Project Summary

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

Available Grant Amounts

Acceptance process of applications

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

State's Process and Criteria for approving local government revitalization strategies

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

HOME funding is done on a competitive basis. The PJ does not steer projects to certain areas. However, in an attempt to distribute funding geographically, scoring criteria has been established to ensure projects serving areas of greatest need are awarded the funding. Amount of prior assistance is also taken into consideration.

CDBG funding is also done by applications submitted. They are ranked according to a system provided for in the program rules. Those ranking highest are funded. There are few concentrations of low income and minorities and they happen to coincide with the Wind River Indian Reservation which received an IDBG allocation, with Casper and Cheyenne which are entitlements. Therefore the state funds are utilized to benefit those with the greatest need outside these defined areas.

Geographic Distribution

Target Area	Percentage of Funds

Table 12 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction

The CDBG state program allows for the use of funds for housing infrastructure, homeownership assistance and acquisition. The state's CDBG program regularly works with Habitat for Humanity, housing authorities throughout the state and the Wyoming chapter of the National Association of Housing and Re-Development Officials.

WCDA's allocation criteria for distribution of HOME funds allows non-profit and for-profit developers to apply for funding and does award extra points for efforts to house the homeless. Even with incentives for producing housing with rents at or below \$200 a month to support homeless households, in past history no projects have taken on the challenge. Thus, WCDA does not anticipate any additional units to be created and set aside just for homeless family utilizing HOME or Tax Credit funding.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	119
Special-Needs	28
Total	147

Table 13 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	117
Rehab of Existing Units	20
Acquisition of Existing Units	10
Total	147

Table 14 - One Year Goals for Affordable Housing by Support Type

Discussion

The anticipated numbers from HOME as well as Low Income Housing Tax Credit production consist of 117 new units and 20 Rehab of existing units. WCDA also anticipates 28 elderly units reflected in the Special Needs category above.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction

WCDA does not administer any public housing, nor does any other entity in our Wyoming HUD allocation. This is covered under the Cheyenne Consolidated Plan.

Actions planned during the next year to address the needs to public housing

Actions to encourage public housing residents to become more involved in management and participate in homeownership

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

<p align="LEFT" dir="LTR">The 2015 Annual Action Plan will be the third year of implementing Wyoming's Strategic Plan for reducing and ending homelessness. Greater participation in the point in time count made a tremendous difference in assessing Wyoming's population more accurately and it is the hope of providers that this participation level will continue to increase. Accuracy in numbers of the Wyoming homeless population will enable Wyoming to better assist those who are in need.</p>

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

ESG - the Continuum of Care will use the Annual Point in Time Count as a method of reaching out and identifying homeless populations. During the Count referral information will be given to unsheltered persons. To the extent of resources, persons will be assessed at that time or as they enter the care system. The Veteran's Administration holds Stand Down events in Casper and Cheyenne which provide the opportunity to assess the needs of homeless veterans and refer them to appropriate services and housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

ESG - the CoC will work toward expanding the supply of homeless housing, including emergency shelter and transitional housing resources. Among the approaches to be pursued is to double the capacity of the Transitional Housing for Families in Casper.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

ESG - the CoC has established a goal of increasing the permanent supportive housing beds for chronic homeless persons from the current 14 to 30 beds in the next ten years. Over the next year ESG will focus on the creation of partnerships for developing permanent supportive housing.

Within our homeless youth strategic planning process, the CoC identified the importance of having unified case management processes for working with homeless families. The CoC will work to develop a

collaborative process for achieving a comprehensive case management system among agencies.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

ESG - the CoC works closely with the foster Care providers around the state of Wyoming to ensure that youth do not become homeless when they age out of the system.

The foster care providers follow specific guidelines that include training and educating foster parents about their responsibilities to youth in their care, and about the "family support" youth would need when they age out of the systems. Next, all of the youth in foster care are required to participate in the Independent Living Program that teaches them how to get and retain a job, sets up internships and job shadows for them, helps with obtaining a GED, teaches budgeting and financial management, assists with renting an apartment, getting a drivers license, and assists with college tuition. The foster care and Independent living staff work together in helping youth to sign up for college if they choose, perhaps a trade school, or help to successfully transition into the workforce. The CoC agencies and foster care staff fully understand that youth that age out of foster care need many extra supports in order for them to continue with a successful transition process out of the foster care system. To summarize, the discharge plan includes guidelines for family support, financial security, a plan and a direction for their future.

The CoC and Wyoming Community Network have partnered with the Wyoming Department of Corrections to assure there are policies and procedures in place to refer individuals to community resources and providers. Resources and referrals include: medication provision, primary care medical provider, housing and employment. The procedures have been in place since 2002.

Discussion

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	15
Tenant-based rental assistance	15
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	3
Total	33

AP-75 Barriers to affordable housing – 91.320(i)

Introduction

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

A Fair Housing survey done recently showed that the citizens of Wyoming do not consider the above mentioned items to be a barrier to affordable housing in the State of Wyoming. Things that were mentioned as barriers were price, accessibility and discrimination. It has been decided that homebuyer education should be stressed prior to purchase of a first home. WCDA requires this education be completed prior to purchasing any home financed by WCDA. It was also found that many people don't believe that there are enough handicap accessible homes and apartments on the market. WCDA has reached out to developers to educate them to this fact. WCDA is in the process of promoting education for agents, lenders and landlords and monitors any federally funded properties very strictly for Fair Housing and Accessibility requirements.

Discussion

AP-85 Other Actions – 91.320(j)

Introduction

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

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

Actions planned to address obstacles to meeting underserved needs

WCDA awards funding to the underserved rural areas of the State. In addition, WCDA awards extra points within the scoring criteria for any development that commits to housing the homeless.

CDBG has started providing housing infrastructure and acquisition to help with the shortage of housing in the state.

Actions planned to foster and maintain affordable housing

In an effort to preserve projects that may be looking at leaving the affordable realm, WCDA's scoring criteria is favorable to developers that want to preserve these units.

Actions planned to reduce lead-based paint hazards

Through the NSP Program and HOME Program WCDA is purchasing single family residences and before rehab is completed the homes are tested for hazards including LBP, Asbestos, Mold, Radon, and drug contamination and all such hazards are removed or mitigated.

Actions planned to reduce the number of poverty-level families

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

Actions planned to develop institutional structure

Actions planned to enhance coordination between public and private housing and social service agencies

WCDA has included in its scoring criteria incentives for developers that combine public and private financing within the same project.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.320(k)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	250,000
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	84.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Other forms of assistance used to help meet the goals in the Action Plan include Low Income Housing Tax Credits and the Single Family Tax Exempt Bond program administered through

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Wyoming Community Development Authority.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Any HOME homeownership activity available under the Wyoming HOME Program is subject to Resale or Recapture provisions. To ensure a fair return to the homebuyer based on economic conditions as well as the condition of the home, the homebuyer will receive the balance of the Net Available Proceeds after the entire HOME Investment has been paid.

The Recapture requirement must be stipulated in a lien document separate from the mortgage which must be recorded. These Recapture provisions will be achieved by having the following language in the Note and separate lien document, which is recorded in County records; "In the event of a sale (whether voluntary or involuntary) of the Property subject to the Mortgage, Borrower may be relieved from the obligation to pay a portion of amount due under this NOTE, including Principal, only if the deficiency from the sale results from an economic condition or factors beyond the Borrower's control and not caused by the Borrower, such as unforeseen destruction or damage to the property and in the following, limited circumstance: If the net proceeds from the sale (net proceeds means the sale price minus closing costs of the sale) are not sufficient to pay all late charges, expenses, fees (including attorney's fees) and any other charges plus the entire Interest and Principal amount then due, payment of the net proceeds resulting from the sale to Lender will constitute payment in full of this NOTE and borrower shall be released from liability for any further payment. Provided, however, that if the sale is voluntary, the amount of the sale price must be equivalent to a price that unrelated, willing buyers and sellers would agree upon according to real estate market conditions that exist at the time and place of sale, otherwise Borrower shall not be released from liability for any further payment, unless otherwise agreed by Lender."

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Any HOME homeownership activity available under the Wyoming HOME Program is subject to Resale or Recapture provisions. To ensure a fair return to the homebuyer based on economic conditions as well as the condition of the home, the homebuyer will receive the balance of the Net

Available Proceeds after the entire HOME Investment has been paid.

The Recapture requirement must be stipulated in a lien document separate from the mortgage which must be recorded. These Recapture provisions will be achieved by having the following language in the Note and separate lien document, which is recorded in County records; "In the event of a sale (whether voluntary or involuntary) of the Property subject to the Mortgage, Borrower may be relieved from the obligation to pay a portion of amount due under this NOTE, including Principal, only if the deficiency from the sale results from an economic condition or factors beyond the Borrower's control and not caused by the Borrower, such as unforeseen destruction or damage to the property and in the following, limited circumstance: If the net proceeds from the sale (net proceeds means the sale price minus closing costs of the sale) are not sufficient to pay all late charges, expenses, fees (including attorney's fees) and any other charges plus the entire Interest and Principal amount then due, payment of the net proceeds resulting from the sale to Lender will constitute payment in full of this NOTE and borrower shall be released from liability for any further payment. Provided, however, that if the sale is voluntary, the amount of the sale price must be equivalent to a price that unrelated, willing buyers and sellers would agree upon according to real estate market conditions that exist at the time and place of sale, otherwise Borrower shall not be released from liability for any further payment, unless otherwise agreed by Lender."

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

none

**Emergency Solutions Grant (ESG)
Reference 24 CFR 91.320(k)(3)**

1. Include written standards for providing ESG assistance (may include as attachment)
2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Continuum of Care in Wyoming does not have a coordinated assessment system.

3. Identify the process for making sub-awards and describe how the ESG allocation available to

private nonprofit organizations (including community and faith-based organizations).

The sub-award process is via competitive bid. Emails soliciting bids are sent to the 2014 sub-recipients as well as other agencies that expressed an interest in applying for a grant. In addition, emails are sent to the members of the Wyoming Homelessness Coalition notifying them of the bid process. Most of those members are already involved with the sub-recipients who previously received grants and are aware of the bid process.

Sixty percent of the ESG is allocated for Street Outreach and Emergency Shelter; 32.5% is allocated for Homelessness Prevention and Rapid Re-Housing; 7.5% is allocated for administration. All bids that are received by the end of the submission period will be evaluated for the amounts requested to address the agency needs. A determination by the review committee will be made on the amount to be allocated to each sub-recipient. The total sub-recipient requests are usually in excess of the available funds; agencies may not receive the full amount requested. Adjustments to the requested allocations will be made. A greater emphasis is placed on Homelessness Prevention and Rapid Re-Housing as a measure to prevent clients from becoming homeless. Funds requested by sub-recipients for programs in those areas will receive priority funding.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

A formerly homeless individual was appointed to the Continuum of Care Board of Directors. That term of office began on July 1, 2014. His presence on the board meets the citizen participation requirement.

5. Describe performance standards for evaluating ESG.

Wyoming is a rural state. The homeless population is primarily concentrated in five cities - Cheyenne, Casper, Sheridan, Gillette, and Riverton. Programs to help the homeless and about-to-be homeless are offered in these cities. Casper and Cheyenne are the two areas with more than one sub-recipient requesting funding. These sub-recipients provide services to the homeless that are based, in part, on information gleaned from the annual Point in Time count and CoC needs. Each agency's services differ from the other agencies in their respective city so a wider group of homeless individuals and families is helped.

Once funding for the ESG is received and disseminated, sub-recipients are required to submit a monthly fiscal and performance reports stating how funds were used that month. Receipts are to be attached which verify the monthly expenditures.

A site audit is performed annually at each sub-recipient. These audits include the review and analysis of records and documents at the local level and interviews with key staff and clients. This provides the opportunity to not only monitor the program performance and fiscal activities, but to provide on-site technical assistance to the local contractor/staff.

Information derived from the site audit and fiscal reports are analyzed to ensure effective service delivery, proper program management, and compliance with all appropriate rules and regulations.

Discussion

