AP-05 Executive Summary -24 CFR91.220(b)

1. Introduction

Each year, the state of Wyoming develops an Annual Action Plan (AAP) to implement the five-year Consolidated Plan. This purpose of the AAP is to identify the federal resources available to address the priority housing and non-housing community development needs and objectives in the 2011-2016 Consolidated Plan.

The Consolidated Plan is a five-year housing and community development planning document for the state of Wyoming. The Consolidated Plan covers the U.S. Department of Housing and Urban Development's (HUD) funded formula programs. The programs include Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG), Housing Opportunities for Persons with Aids (HOPWA) and the National Housing Trust Fund (NHTF). The goals of these programs are to further develop viable communities through the provisions of decent housing, suitable living environments and expanded economic opportunities. The Wyoming Business Council (WBC) administers the CDBG program for the state of Wyoming, the WCDA administers the HOME and NHTF program, the DFS administers the ESG program and the DOH administers the HOPWA program.

2. Summary of Objectives and Outcomes Identified in this Plan

The purpose of this plan is to identify how state agencies will utilize funding provided by Housing and Urban Development in 2016. Agencies will administer programs to provide decent housing, provide suitable living environments, and expand economic opportunities.

Decent Housing Activities

- Assist homeless persons in obtaining affordable housing;
- Retain the affordable housing stock
- Increase the availability of permanent and affordable housing through new construction and/or rehabilitation of rental and homeownership units utilizing HOME funds available to low-income Americans with discrimination
- Increase supportive housing, inclusive of structural features and services to enable persons with special needs to live in dignity
- Fund homeownership assistance projects. The program participants are required to complete financial education training; they also receive mentorship services and participate in career development training

Suitable Living Environment Activities

- Improve the safety and livability of neighborhoods
- Increasing access to quality facilities and services
- Reduce the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods
- Restore, enhance and preserve natural and physical features of specific historic, architectural or aesthetic value and conserving energy resources

Economic Opportunity Activities

- Create jobs for low-to-moderate-income persons
- Provide access to credit for community development to promote long-term economic and social viability
- Empower low-income persons to achieve self-sufficiency in federally assisted and public housing

3. Evaluation of Past Performance

Each agency independently evaluates whether its programs are meeting objectives. Agencies establish goals for the coming year based on these evaluations.

Community Development Block Grant (CDBG)

The WBC awarded its entire 2015 CDBG allocation of $2,784,365 to 14 communities. Applications for CDBG projects continue to exceed available funds. 2015 project awards included:

- Four community development grants, including the rehabilitation of a food bank, the acquisition of a building to relocate a child development center, an addition to the fire station, paving of a parking lot, curb and gutter, sidewalks and the purchase of a generator for a hospice facility, the rehabilitation of a child development facility, and the demolition of an unsafe shelter and expansion of its business office space
- Five public infrastructure grants, including a booster pump station upgrade, water system improvements, electrical distribution system upgrades, widening of a sidewalk, water storage tank rehabilitation and improvements to a sanitary sewer and water lines
- Four ADA projects to create compliance in government buildings. These projects included ADA rehabilitation for a visitor's center, 2 ADA projects for Town Halls and ADA improvements for a courthouse
- Two elimination of slum and blight projects, including the demolition of empty, uninhabitable houses close to a park and downtown and demolition of an old prison
- One homeownership assistance grant to help first-time home buyers purchase homes and financial education
- Nine planning grants, including a mix of housing, master planning, waste water planning and child advocacy services
- Two economic development grants for a downtown development project and downtown façade improvements

The state did not receive the 2015 HUD allocation until September of 2015. For this reason, 2015 CDBG projects have been completed. Six 2014 projects have been completed. Necessary environmental reviews are in process. Fifteen projects, awarded in the previous year, have been closed. Listed below is a chart with funding allocations and beneficiary data for CDBG projects awarded January 2014 to present:

Projects from January 2014-December 2015			
Project Type/Benefit	**Funding**	**Benefit/Beneficiaries**	**% of Total**
Community Facilities	**$2,367,809**		48%
Public Facilities		6	0%
LMI Clientelle		9,946	0%
LMI Area Benefit		789	0%
Clearance and Demolition (Slum and Blight Spot Benefit)		18,000	0%
Clearance and Demolition (Facilities)		1	0%
Downtown Development	**$250,000**		5%
Slum and Blight Area Benefit (Businesses)		64	0%
Economic Development Infrastructure	**$407,000**		8%
Low- to Moderate-Income Jobs		13	0%
Public Infrastructure	**$1,106,356**		22%
Low- to Moderate-Income Area Benefit		10,255	0%
Planning	**$217,985**		4%
Plans Completed		9	0%
Home Ownership Assistance	**$40,000**		1%
Low- to Moderate-Housing Beneficiaries		20	0%
Handicap Accessibility	**$632,800**		13%
Low- to Moderate-Income (ADA)		51,015	0%
Total	**$5,021,950**		

HOME

WCDA closed out eight HOME projects in 2014. These projects assisted included 54 units:

- Twenty-one units will serve households with income at or below 50 percent of the area median income (AMI). Rents on these 21 units will be restricted to 40 percent AMI, offering more affordability for the households
- Twenty-eight units will service household with incomes at or less than 45 percent with rent restricted to 40 percent, and an additional
- Five units will serve households at or less than 40 percent AMI with rents calculated at 35 percent AMI

Rental production has doubled since last year. More units were produced for households between 31 to 50 percent of AMI, and a few were produced for 50 and 80 percent of AMI. If the National Housing Trust Fund is funded, these resources will be available to meet the needs of households at or less than 30 percent of AMI. These are positive developments because it is more difficult to produce units serving the lower-income population.

WCDA was able to serve more low-income families because interest rate were at an all-time low which allowed for lower debt service. Additionally, there were changes to scoring the tax credit program, which allowed for larger incentives to projects in rural areas with lower rent structures. Because of market uncertainty, WCDA's projections remain unchanged for 2016.

Because Wyoming does not have a network of nonprofits focused on rehabilitation, WCDA is purchasing single-family units, rehabbing them and making them available to qualifying households. Fourteen single-family homes with HOME or NSP funding were completed with eligible households purchasing the properties in 2014. An additional 24 properties were purchased in 2014 and are in the process of being made into safe, decent and sanitary housing.

Emergency Solutions Grant Program (ESG)

The Wyoming Department of Family Services (DFS) awarded ESG funding to 13 agencies for projects in 2015. Three of these agencies were new, replacing the three agencies from the previous year that did not reapply for funding

- Agencies that prioritized Homelessness Prevention and Rapid Re-housing projects impacted nearly 7,000 individuals
- Emergency Shelter and Street Outreach projects provided 72,321 shelter nights and 62,668 meals

These types of projects had a positive impact on the homeless. As funds allow, they will continue to receive the largest allocation of grant funds.

Housing Opportunities for Persons Living with HIV/AIDS

The HOPWA program began a new three-year grant cycle in January 2015 which allows HIV-positive individuals to remain stably housed, and because of that, clients are and remain healthier. The program serves as the grantee and project sponsor for the state of Wyoming, working with case managers located throughout the state. Ninety-two percent of HIV-positive individuals are very low to extremely low income, which makes affording housing a challenge. The program priorities are to identify where the housing needs are and work with partners in those communities to find and secure housing for enrolled clients. In 2015 the HOPWA program served:

- 17 households with Tenant Based Rental Assistance (TBRA)
- 13 households with Short Term Rent, Mortgage and Utilities Assistance (STRMU)
- 6 households with permanent housing placement

135 enrolled clients also received supportive services to include case management, transportation and meals/nutrition.

4. Summary of Citizen Participation Process and Consultation Process

The state of Wyoming held a public online meeting through GoToMeeting at 1:30 p.m. on Sept. 8, 2015 at the Wyoming Business Council in Cheyenne to solicit public input for the 2016 Annual Action Plan (AAP). All agencies presented a brief summary of what their programs offer. We had seven people participate via phone. One participant requested the state look into funding public service projects.

The agencies compiled a draft AAP and presented the report at a GoTo Public hearing at 1:30 p.m. on Dec. 1, 2015, as required by the Citizen Participation Plan, three people participated in the public hearing, two by phone and one in person. They had no public comments. There was a comment received by mail from the Converse Housing, Inc. Director, Stephanie Hagemann and they would like CDBG to fund senior housing. The Director also called the CDBG program manager, Sandy Quinlan. A notice announcing the public hearing and planning process was advertised in the Casper Star Tribune—the state's only newspaper with statewide distribution. In total, more than 2,000 entities received notice of the public hearing. The state emailed notification to local government officials, county commissioners, community and economic development officials, nonprofit 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, leading institutions and real estate professionals. Also included in this group were the Wyoming Association of Municipalities (WAM), Wyoming Economic Development Association (WEDA) and Wyoming Association of County Offices (WACC).

Representatives from the WBC, WCDA, DFS and DOH all gave presentations on their respective parts of the consolidated plan, including information about program philosophy, citizen participation, past development, past funding levels, distribution patterns and eligibility criteria. A public-comment period followed the presentations.

The HUD coalition of state partners meets on a monthly basis to discuss citizen participation and what venues the group can either participate in or present program information. The group has been in contact with WEDA requesting placement on an upcoming conference agenda to discuss the five-year consolidated plan.

Shawn Reese, the WBC's chief executive officer (CEO), meets with Wyoming Chapter of the National Association of Housing and Re-Development Officials (WYNARO), Lyle Konkol, HUD Casper representative, and the Laramie County Housing Authority. WYNARO works with these parties to create legislation for a state-funded housing trust for Wyoming. It would like to present the legislation to the Wyoming Legislature next year. By working with many different groups and communities, WYNARO and the WBC have determined that there is a low-to-moderate-income working housing shortage in the state.

5. Summary of public comments

The state of Wyoming accepts and encourages comments throughout the year from the public, including nonprofit and for-profit developers of housing, public housing authorities and service providers in order to draft its Consolidated Plan and AAP. Once the state drafts the AAP, the public comment period begins. CDBG received one comment requesting the program fund senior housing during the advertised public comment period. Comments received prior to the official comment period were incorporated into the Consolidated Plan for the HOME program. They included:

1) Allow more than two rent and income levels without receiving negative points. The state amended the plan to allow up to three rent and income levels without receiving negative points on projects that qualify under the small rural project set-aside. While there is a need in the small rural areas for a larger number of qualified tenants to make a project feasible, it is not necessary for larger projects. This was an addition to make the smaller projects viable.

2) Eliminate or modify the requirement for a payment and performance bond. The state amended the plan to allow an irrevocable letter of credit.

3) Increase per unit project cost limitations noting one- and three-bedroom cost limitations did not increase the last time there were adjustments. The state amended the plan to modify the one-bedroom limits and add additional limits for community rooms in senior projects. The state researched other limitations, including the comparison of one-bedroom limitations to two-bedroom. The state noticed most senior projects have larger community rooms equipped with a kitchen and bathrooms. These areas are vital to a senior's well-being, allowing for socialization outside of their units. Thus, these projects allow for additional costs for community rooms with a minimum 750 square feet that are open to tenants 24 hours a day.

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

The WBC (CDBG program) received a request to fund senior housing which is not feasible at this time. The WBC does allocate funding for housing acquisition and infrastructure. Staff responded senior-housing issues should be discussed during the planning for the next consolidated plan when the needs assessment for communities is conducted.

7. Summary

The state of Wyoming had three participants at the public hearing but received no comments during the official comment period. However, the state did take comments throughout the year and incorporated them into the drafting of the AAP.

Consolidating the submission requirements created 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 planning furthers the statutory goals through a collaborative process, whereby a state and its many constituencies establish a unified vision for community revitalization. The state of Wyoming in 2013 established a five-year plan that outlines Wyoming's overall policies and objectives for housing and community development. It will serve Wyoming through 2017. This 2016 AAP is the fourth annual plan under the umbrella of the five-year plan.

The state of Wyoming developed the plan through several coordinating bodies. They included WBC, WCDA, WDOH, WDFS, Health Care Financing Division, the Preventive Medicine Division, the Governor's Planning Council on Developmental Disabilities (CODD), the Wyoming Rural Development Council (WRDC), WEDA and citizen participation from city and county governments, private developers, nonprofit agencies, housing authorities and private citizens.

WCDA and the WBC work with board members to receive input on plans, as well as approve the plans at public board meetings.

PR-05 Lead Responsible Agencies – 91.300(b)

1. Agency Responsible for Preparing and Administering the Consolidated Plan

The Wyoming Business Council is the lead agency. The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Program	Agency	Contact(s)
CDBG Administrator	WBC	Sandy Quinlan, Program Manager
HOPWA	WDH	Debi Anderson, Communicable Disease Manager Shelley Hood, Treatment Program Manager Toni Reeves, Benefits Disease Coordinator
ESG Administrator		
Home Administrator	WCDA	Gayle Scarborough, Director of Federal Programs

Consolidated Plan Public Contact Information:
Sandy Quinlan, CDBG Program Manager
Phone: 307-777-2825 email: sandy.quinlan@wyo.gov

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

1. Introduction

The state of Wyoming held a public hearing at 1:30 p.m. on Dec. 1, 2015, as required by the Citizen Participation Plan. The state held the public hearing online through GoToMeeting, a call in/webinar system which was used for presentation and interactive conversation with participants. Participants also had the option to attend in person at the WBC Becker Board Room located at 214 W. 15th St., Cheyenne, WY or the WCDA office at 155 N. Beech St. in Casper, WY.

Agency staff invited all citizens, public agencies and other interested parties to review the 2016 draft AAP and provide comments. Staff emailed notice of the meeting to more than 2,000 business, local government and nonprofit contacts and placed an advertisement in the Casper Star-Tribune on Nov. 16, 2015. The state also emailed the notice to three of the state's largest community-oriented associations; Wyoming Economic Development Association (WEDA), Wyoming Association of Municipalities (WAM) and Wyoming Association County Officials (WACO). There were 3 participants at the public hearing. The program managers for both of the CDBG entitlement communities, Cheyenne and Casper, also attended the public meeting and had no comments.

All state agencies receiving HUD awards meet monthly. All share a common goal: to get more citizen participation and more public comment each year. The coalition of agencies is identifying funding gaps in the state and partner with these groups address them.

There will be a 30-day comment period prior to the public hearing that will end Jan. 2, 2016. The state made the draft 2016 AAP available on these agency websites:

- WBC- http://www.wyomingbusiness.or/program/cdbg-public-information/3290
- WCDA- www.wyomingcda.com
- WDH – health.wyo.gov/publichealth/communicablediseaseunit/hiv
- WDFS–https://sites.goggle.com/a/wy.gov/dfseb/child-support-enforcement/homelessness

2. 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 state of Wyoming developed the consolidated plan as a coordinated effort between the WBC, WCDA, WDFS, WDOH, Health Care Financing Division, the Preventive Medicine Division, the Division on Aging, the Governor's CODD, WRDC, WDA, the CoC and citizen participation from city and county governments, private developers, nonprofit agencies, housing authorities and private citizens. This collaboration provided an opportunity to interact and enhance coordination among public and assisted housing providers, private and government health, mental health and service agencies throughout the year.

Wyoming has fewer than ten housing authorities throughout the state, most of which are relatively inactive. All housing authorities received email invitations to attend the public hearing. Cheyenne Housing Authority was represented by Mike Stanfield at the meeting. No other housing authorities attended. The drafted AAP was forwarded to all housing authorities for comment.

3. **Describe coordination with the Continuum of Care and effort 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.**

ESG

The Wyoming Department of Family Services (DFS) administers the ESG. DFS sent an e-mail to CoC members inviting them to apply based on local needs of homeless populations. Thirteen agencies throughout the state applied for and received ESG funds; ten of these agencies were repeat applicants from the previous year. The CoC announcement prompted three new agencies to apply for 2015 funds – Crook County Family Violence and Sexual Assault Services, Poverty Resistance Food Pantry and SW-Wrap. The DFS homelessness outreach and training coordinator works specifically with the CoC and is now working in partnership with the ESG coordinator to provide support. This partnership has already had a positive impact on efforts to address the needs of the homeless in Wyoming. They have found areas where further help is needed via joint on-site monitoring visits with ESG sub-recipients.

CDBG

The WBC granted CDBG funds to Laramie County for a technical assistance grant for youth homelessness. The grant was used to gather successful practices and build capacity for the group Strong Families in Action Team. The county hired a consultant from Tennessee to manage its local program for homeless youth to help Laramie County devise an action plan for its community.

4. **Describe consultation with the CoC that serves the state in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of project and activities assisted by ESG funds and develop funding, policies and procedures for the operation and administration of HMIS.**

The ESG and CoC coordinators conducted joint on-site monitoring visits in 2015 to evaluate outcomes of ESG-funded projects. This process will continue in 2016. Both coordinators work with the grant sub-recipients in different capacities, which provide familiarity with areas of need. The CoC coordinator is revising policies and procedures to include information for ESG and CoC grant recipients. The two coordinators work closely to notify and educate CoC members about ESG and CoC grants. The coordinators use the CoC users email listserve network to notify and update members about ESG and CoC application process.

The CoC will assist agencies in finding funding to cover costs associated with implanting HMIS. The new HMIS administrator, Institute for Community Alliances, has taken responsibility for educating providers on the benefits of using HMIS and training the users.

5. **Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or area for improved coordination?**

The ESG and CoC coordinators conducted joint on-site monitoring visits in 2015 to evaluate outcomes of ESG-funded projects. This process will continue in 2016. Both coordinators work with the grant sub-recipients in different capacities, which provide familiarity with areas of need. The CoC coordinator is revising policies and procedures to include information for ESG and CoC grant recipients. The two coordinators work closely to notify and educate CoC members about ESG and CoC grants. The coordinators use the CoC users email listserve network to notify and update members about ESG and CoC application process.

A committee consisting of CoC board members, the ESG and CoC coordinators will be formed to review 2016 ESG applications and determing allocation of ESG funds. The members will have broader knowledge of homeless needs in the state compared to previous years.

The CoC will assist agencies in finding funding to cover costs associated with implanting HMIS. The new HMIS administrator, Institute for Community Alliances, has taken responsibility for educating providers on the benefits of using HMIS and training the users.

6. **Identify any agency types not consulted and provide rationale for not consulting.**

The coalition believes that with all the outreach we provide, all agency types were consulted including but not limited to:

WBC, WDH, WDFS, all housing authorities in the state, all units of local government (cities, towns and counties) and developers. Notices were sent to all and information was placed on numerous websites. Many chose not to participate or comment.

There is currently only one nonprofit developer in the state and they were notified of the public meeting and hearing and encouraged to attend. They did not participate or submit any comments.

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

7. Name of plan, lead organization and how do goals of strategic plan overlap with the goals of each plan?

CoC and WDFS Goals

- Develop a coordinated homeless crisis response system and identify all shelters and transitional living facilities; identify all supporting services/agencies statewide; implement a diversion and prevention system
- Improve access to programs that provide temporary and long-term resources to reduce financial vulnerability to homelessness
- Strengthen services for homeless children and youth and identify agencies that work with youth populations who may be as risk of homelessness; increase community outreach to these populations
- Identify and develop additional resources for homeless veterans

8. Other local/regional/federal planning efforts

The CoC under the direction of WDFS worked with a variety of agencies to develop Wyoming's plan to end homelessness this past year. These agencies included Community Action Partnership of Natrona County, Lifenet, Wyoming Department of Education. Central Wyoming Rescue Mission, United Way of Albany County, COMEA Shelter, Wyoming Veterans Commission, the Veterans Administration in Cheyenne and Sheridan, WDH and Wyoming Workforce Services.

The CoC developed aggressive goals to work with agencies across the state of Wyoming to end homelessness. As an organization that is evolving into an effective, working CoC, they are utilizing the goals developed in the 10-year plan to end homelessness as a guide for leading and interacting with an assortment of agencies scattered statewide. Regular board meetings and statewide membership meetings are helping this process and keeping them on track to maximize the cooperation between agencies. Constant email contact keeps the membership informed.

AP-12 Participation

1. Summary of the citizen participation process and how it impacted goal-setting.

The state of Wyoming developed the Consolidated Plan, which include five year goals for the use of program funds, as a coordinated effort between the WBC, WCDA, WDFS, WDOH, Health Care Financing Division, the Preventive Medicine Division, the Division on Aging, the Governor's CODD, WRDC, WDA and the Continuum of Care. Input was also received from local governments, private developers, nonprofit agencies, housing authorities and private citizens. This collaboration provided an opportunity to interact and enhance coordination among public and assisted housing providers, private and government health, mental health and service agencies throughout the year.

The citizen participation process for 2016 Annual Action plan included a public meeting held at 1:30 p.m. on Sept. 7, 2015 and a public hearing held on Dec. 1, 2015; both were held through a webinar format. A notice announcing this meeting and the planning process was advertised in the Casper Star-Tribune, the state's only newspaper with statewide distribution. Multiple e-mail notifications were mailed to local government officials, county commissioners, community and economic development offices, nonprofit agencies, those people 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 people in attendance.

The agenda at the public meeting 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, ESG and HOPWA. At the public hearing, the agenda included discussion on the draft 2016 AAP and input on any additions or changes the communities would like to add to the plan.

Public comments were accepted until Jan. 2, 2016. No public comments were received.

Agency staff advertised in the Casper Star-Tribune for the public meeting and the public hearing. The WBC issued an email to more than 1,000 contacts through its database. The other agencies forwarded the meeting notices to their partners and contacts.

State agencies are working to update the 2013 Citizen Participation Plan (CPP) in advance of the upcoming new Consolidated Plan, due in November of 2017. The updated CPP aims to improve and increase public participation, especially in low to moderate income families, people with disabilities and non-English speaking people. The new CPP will incorporate additional communication methods, including the use of websites and social networking, such as Facebook and Twitter.

The coalition has contacted WEDA and requested to be put on their agenda to present the process of the five-year consolidated plan starting in January of 2017 one of their upcoming meetings.

AP-15 Expected Resources

1. Introduction

CDBG

The CDBG allocation will be $2,797,710 million. The WBC received more than $1.5 million in requests March 1, 2015. The WBC also received more than $2 million in grant requests Aug. 1, 2015.

2016 CDBG Appropriation Summary	
2016 Grant Year Appropriation	**$2,797,710**
Administrative Funds for 2016	$183,931
Funding Available for Projects	**$2,613,779**
Project Type	**Funding**
Community Facilities	$985,621
Downtown Development	$104,065
Economic Development Infrastructure	$169,417
Public Infrastructure	$460,530
Planning	$90,738
Home Ownership Assistance	$40,000
Handicap Accessibility	$263,408
Imminent Threat/Urgent Need	$500,000
Total	**$2,613,779**

HOME

WCDA anticipates receiving $3,500,000 in HOME funding and $1,200,000 in program income they will use in furthering the new construction and rehabilitation of affordable housing. As no future NSP funding is anticipated and WCDA has expended all of its previous funding, it estimates only having $275,000 in NSP program income to acquire and rehabilitate single-family units for homeownership opportunities. It is anticipated that WCDA will receive $3,000,000 in NHTF funding. WCDA's match information has been commented on in the box below. USDA Rural Development (RD) is an active lender in the state's rural areas. Provided funding is available to RD, the agency should be a contributor to financing of affordable housing.

HOME	
Administrative and Contingency Reserve	$470,000
Homebuyer assistance	$1,000,000
Homeowner rehabilitation	$0
Multifamily rental new construction	$2,705,000
Multifamily rental rehabilitation	$425,000
New construction for ownership	$0
Tenant Based Rental Assistance	$0
CHDO Operating	$100,000
Total	**$4,700,000**
Amounts are based on prior allocations and an average of last year's program income received.	

HOPWA:

HOPWA	
Tenant Based Rental Assistance	$215,585
Total	**$215,585**
No other funds are available for housing	

ESG: ESG anticipates receiving $301,000 in funding for 2016. It projects there will be more than $350,000 in requests from agencies.

ESG	
Conversion and Rehab for transitional housing	$44,000
Financial Assistance	$33,220
Overnight Shelter	$80,580
Rapid re-housing (rental assistance)	$34,775
Rental Assistance	$5,000
Services	$17,210
Transitional Housing	$55,022
Administration	$21,876
HMIS	$10,000
Total	**$301,683**
No other federal funds received. No program income received.	

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

CDBG:

The state matches the CDBG administrative dollars at a minimum of $83,931.

For CDBG planning grants, a 25 percent cash match is required. While no specific match amount is required for infrastructure projects, the scoring regimen used for community and economic development projects gives weight project with matching funds, "including those from the private sector." It is anticipated that some 2016 projects will leverage local public funds as well as help sustainability in non-profit organizations.

HOME: Many times Low Income Housing Tax Credits are used with HOME funds, allowing for more units at lower rent levels to be produced.

The HOME program requires a 25 percent match obligation. Currently, WCDA has accumulated sufficient extra match, that has been put into an account so the developers are not required to put up the 25% anymore and are only required to provide 5% match for projects submitted in 2016. 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

HOPWA: The HOPWA program works closely with the Ryan White Part B/ADAP. There is only one community-based organization focused on HIV, the Albany County AIDS Project. It provides limited funding each year for clients to assist with needs not covered by the programs.

ESG: 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 fundraising events, and grants from local agencies such as United Way. Each agency is required to have a 100 percent match from other sources to equal funds received from the ESG.

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

1. HOME Goals Summary Information and Goal Description

WCDA estimates HOME and Neighborhood Stabilization program funds will create 3 available rental units through rehabilitation and 134 rental units through construction. Additionally, WCDA will add 66 homeowner units to affordable housing stock and rehabilitate 2 units.

Affordable Housing, WCDA HOME and Neighborhood Stabilization Program (NSP)			
Source	**Population**	**Projected Units**	**Objectives**
HOME	Renters, 0-30% of Median Family Income	3	Rehabilitation
HOME	Renters, 31-50% of Median Family Income	67	Construction
HOME	Renters, 51-80% of Median Family Income	67	Construction
HOME	Owners, 0-30% of Median Family Income	1	Housing Added
HOME	Owners, 31-50% of Median Family Income	11	Housing Added
HOME	Owners, 51-80% of Median Family Income	54	Housing Added
NSP	Rehabilitation of Existing Owner Units	2	Rehabilitation

Goal Descriptions

- **Rentals, up to 80% Median Family Income**: WWCDA will use HOME funding, low income housing tax credits and Rural Development funds to meet these goal
- **Homeowners, 0-30% Median Family Income**: WCDA will purchase outstanding mortgages from Habitat for Humanity (HFH), which allows HFH to reinvest capital into their homeownership program
- **Homeowners, 31-80% Median Family Income:** WCDA will use HOME and Neighborhood Stabilization Program funds as well as tax exempt bond program proceeds to fund WCDA mortgage financing programs

2. Estimate the number of extremely low income, low income, and moderate income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215 (b).

AP-25 Allocation Priorities – 91.320(d)

1. Introduction

Listed below are the agencies allocation priorities.

CDBG

CDBG Allocation Priorities	
Category	**Percent of Total Funding**
Program Administration	7%
Community Facilities	35%
Downtown Development	5%
Economic Development Infrastructure	6%
Public Infrastructure	16%
Planning	3%
Home Ownership Assistance	1%
Handicap Accessibility	9%
Imminent Threat/Urgent Need	18%

HOME

HOME Allocation Priorities	
Category	**Percent of Total Funding**
Renters, 0-30% of Median Family Income	1%
Renters, 31-50% of Median Family Income	29%
Renters, 51-80% of Median Family Income	29%
Owners, 0-30% of Median Family Income	1%
Owners, 0-30% of Median Family Income	4%
Owners, 0-30% of Median Family Income	23%
Rehabilitation of Existing Owner Units	1%
Non Homeless Special Needs	12%

HOPWA

HOPWA	
Category	**Percent of Total Funding**
Tenant Based Rental Assistance	100%

ESG

ESG Allocation Priorities	
Category	**Percent of Total Funding**
Conversion and Rehab for transitional housing	15%
Financial Assistance	11%
Overnight Shelter	27%
Rapid re-housing (rental assistance)	12%
Rental Assistance	2%
Services	6%
Transitional Housing	17%
Administration	7%
HMIS	3%

2. Reason for Allocation Priorities

CDBG: The priorities for CDBG are driven by community needs. All CDBG-funded projects align with the WBC strategic plan to improve livability of communities and help Wyoming prosper. Wyoming communities have need for infrastructure and senior and child development projects. Very few funding sources exist and CDBG helps fill this funding gap.

HOME: 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, the highest priority in Wyoming 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.

HOPWA: Ninety-two percent of HIV-positive Wyoming individuals are very low to extremely low income, which makes affording housing a challenge. The program priorities are to identify where the housing needs are and work with partners in those communities to find and secure housing for enrolled clients. Clients are also able to receive supportive services including case management, transportation and meals/nutrition assistance (provided by other funding sources).

ESG: 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. We expect the largest allocation under

Homelessness Prevention and Rapid Re-Housing to fund medium- and long-term housing assistance. Affordable housing in Wyoming is at a premium and can be difficult to find. Supporting families and individuals who are in danger of becoming homeless is a priority for those funded activities. Emergency Shelter funding receives the greatest portion of ESG funds. The majority of those allocated funds are devoted to shelter operations, including meals served. In addition, a third of the money available under emergency shelter is used for hotel vouchers.

Staff looks for sub-recipients who provide more than just a night's shelter as a priority when allocations are made. Meals, counseling services, employment counseling, and mental health evaluations are considered activities in this group. Rapid re-housing and homelessness prevention applicants devote much of that funding to rent assistance and hotel vouchers.

3. 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.

CDBG: The WBC supports the use of the CDBG funds to align with the goals in the 2013-2017 Consolidated Plan: to provide decent housing, to provide a suitable living environment, and expand economic opportunities. It is anticipated a majority of the 2016 CDBG awards will address the second and third goals to provide a suitable living environment and expand economic opportunities. 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. Additionally, these goals help to create jobs accessible to low-income persons; provide access to credit for community development that promotes long term economic and social viability; and empower low-income persons to achieve self-sufficiency in federally assisted and public housing.

Because Wyoming's communities are primarily rural and diverse in need, the Wyoming Business Council has based the CDBG allocation plan on previous demand as well as the existing consolidated plan.

HOME: In Wyoming our number one priority is the need in a community for affordable housing. WCDA does not believe in allocating funds where they are not needed and where the population will not sustain affordable housing for the long term. Due to the rural nature of the entire state and Wyoming's low population, WCDA has set-aside a portion of our HOME allocation to fund housing projects in towns with populations less than 12,000 that are not within 20 miles of another town with a population over 12,000. We have found a need in smaller towns for affordable housing and we have set-aside funds to encourage development where it is most difficult.

HOPWA:

ESG: The ESG allocation is divided into broad categories - 60 percent for street outreach and emergency shelter; 32.5 percent for homelessness prevention and rapid re-housing; 7.5 percent 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)

1. Introduction

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

The method for distribution for CDBG is an attachment.

2. Distribution Methods: CDBG Program

Describe the state program addressed by the Method of Distribution.
The Method of Distribution information pertains to the CDBG 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.

Planning Projects Planning grants are available to local governments and nonprofit entities to perform feasibility studies related to increased economic development and community development.

- **Planning Types**
  - **Community Development and Economic Development plans**: $50,000 maximum award with twenty-five percent (25%) of eligible project costs to be provided as cash match. Preference will be given to communities with current plans seven years (7) old or older
  - **Housing plans, assessments or development codes:** which will benefit low- and moderate-income people, $20,000 maximum award with a twenty-five percent (25%) cash match.
  - **Feasibility studies and site-specific development studies:** that may create job opportunities for low- and moderate-income people or otherwise benefit low- and moderate-income people, $15,000 maximum award with a twenty five percent (25%) cash match.
  - **Technical Assistance grants:** assist for-profit businesses with conducting project planning and research and may assist nonprofit entities with capacity building. $7,500 maximum with a twenty five percent (25%) cash match from the business or nonprofit.
- **Evaluation Criteria:** In determining the selection of projects, each application will be reviewed for completeness based on the requirements listed previously. Additionally, the project must describe how study findings will be implemented and financed. Each application will be rated to determine the amount of points to be awarded by using the numerical system that follows:
  - Comprehensive Community and Economic Development Plans and Site Specific Feasibility Studies one hundred (100 points possible)

- Job creation twenty (up to 20 points): Emphasis is placed on the projected number of jobs created/retained should the results of the study prove positive.
- Integrated effort fifty (up to 50 points):
    - Up to twenty (20 points) for demonstrated partnerships and resources such as cash, labor, time and supplies.
    - Up to ten (10) points for the percentage of CDBG funds. What is the percentage of CDBG funds in the total project? Ten (10 points) for 0-25%, 5 points for 26-50% and zero (0 points) for 51-75%.
    - Up to ten (10 points) for operations and maintenance. How will operations and maintenance be addressed?
    - Up to ten (10 points) for community readiness. Is there community readiness potential in this project?
- Potential economic development thirty (up to 30 points): It is important to demonstrate the overall economic improvement that will occur if the result of the study were implemented.

- <u>Housing plans one hundred (100 points possible)</u>
    - Up to twenty (20 points) for the basis of the housing study to be conduction and how additional units will contribute to the economy of the community.
    - Integrated effort fifty (up to 50 points):
        - Up to twenty (20 points) for demonstrated partnerships and resources such as cash, labor, time and supplies.
        - Up to ten (10 points) for the percentage of CDBG funds. What is the percentage of CDBG funds in the total project? Ten (10 points for 0-25%, 5 points for 26-50% and 0 points for 51-75%).
    - Potential economic development thirty (up to 30 points): It is important to demonstrate the overall economic improvement that will occur if the result of the study were implemented.
- <u>Technical Assistance plans sixty (60 points possible)</u>
    - Up to twenty (20 points) for the proposed action.
        - Businesses or non-profits demonstrating the commitment of funds from programs whose purpose is to bring new products into the marketplace or demonstrate that increased capacity will increase a programs' beneficiaries will receive twenty (20 points).
        - Businesses or non-profits that are either already in operation or (in the case of a manufacturing business) have secured necessary production financing will also receive a maximum of twenty (20 points).
        - Businesses requiring assistance to retain existing jobs will be eligible for twenty (20 points).
        - If the applicant is a private individual or group intending to start a new business or organization, the sum of ten (10 points) shall be awarded.

            - Existing business entities that desire expansion, but are only in the process of formulating a concept, will receive five (5 points).
        - Up to twenty (20 points) for job creation. The emphasis is placed on the projected number of jobs created/retained should the results of the study prove positive.
        - Up to twenty (20 points) for potential economic development. It is important to demonstrate the overall economic improvement that will occur if the result of the study were implemented. Special emphasis will be given to those projects located in areas that are severely economically distressed.
    - <u>Job Training Projects eighty (80 points possible)</u>
        - Integrated effort fifty (up to 50 points):
            - Up to twenty (20 points) for demonstrated partnerships and resources such as cash, labor, time and supplies.
            - Up to ten (10 points) for the percentage of CDBG funds. What is the percentage of CDBG funds in the total project? Ten (ten points for 0-25%, 5 points for 26-50%) and zero (0 points for 51-75%).
        - Potential economic development thirty (up to 30 points): It is important to demonstrate the overall economic improvement that will occur if the result of the study were implemented.

<u>Economic Development Projects</u>

- **Project Types**
    - **Infrastructure Grants ($500,000 maximum award):** The purpose of infrastructure is to provide public improvements such as the extension of roads and water, and sewer lines to sites for the benefit of a specific business.
    - **Downtown Development Grants ($500,000 maximum award):** Downtown Development grants target CDBG assistance to the downtown area. Generally, this includes assistance for public facilities, rehabilitation of commercial buildings, historic preservation, land acquisition and site clearance.
- **Evaluation Criteria** In determining the selection of projects, each application will be reviewed for completeness based on the requirements listed previously. Each application will be rated to determine the amount of points to be awarded by using the numerical system that follows:
    - <u>Downtown Development Projects (100 points possible)</u>
        - Job creation twenty (up to 20 points): Emphasis is placed on the projected number of jobs created/retained should the results of the study prove positive.
        - Integrated effort fifty (up to 50 points):
            - Up to twenty (20 points) for demonstrated partnerships and resources such as cash, labor, time and supplies.
            - Up to ten (10 points) for the percentage of CDBG funds. What is the percentage of CDBG funds in the total project? Ten (10 points for 0-25%), five (5 points for 26-50%) and zero (0 points for 51-75%).

            - Up to ten (10 points) for operations and maintenance. How will operations and maintenance be addressed?
            - Up to ten (10 points) for community readiness. Is there community readiness potential in this project?
        - Potential economic development thirty (up to 30 points): Emphasis will be placed upon how the project will positively impact local, regional and state economic development efforts.
    - <u>Economic Development Infrastructure Projects one hundred (100 points possible)</u>
        - Up to twenty (20 points) for the cost per job, twenty (20 points for $5,000 of less per job, fifteen (15 points) for $5,000-$15,000 per job, ten (10 points) for $15,001-$25,000, five (5 points) for $25,001-35,000 per job and zero (0 points) for over $35,000 per job)
            - for the basis of the housing study to be conduction and how additional units will contribute to the economy of the community.
        - Potential economic development twenty (up to 20 points): Emphasis will be placed upon how the project will positively impact local, regional and state economic development efforts.
        - Integrated effort fifty (up to 50 points):
            - Up to twenty (20 points) for demonstrated partnerships and resources such as cash, labor, time and supplies.
            - Up to ten (10 points) for the percentage of CDBG funds. What is the percentage of CDBG funds in the total project? Ten (10 points) for 0-25%, five (5 points) for 26-50% and 0 points for 51-75%.
        - Potential economic development thirty (up to 30 points): It is important to demonstrate the overall economic improvement that will occur if the result of the study were implemented.

<u>Community Development Projects</u> (which includes housing-related infrastructure):

- **Project Types**
    - **Public Infrastructure Grants including infrastructure for affordable housing development ($500,000 maximum awards):** includes projects such as water and sewer lines, streets, curb, gutter and storm drainage, and water supply and storage.
    - **Community Facility Grants ($500,000 maximum awards):** includes facilities such as senior centers, centers for developmentally disabled children and adults, medical and mental health clinics, youth centers, neighborhood facilities, childcare centers, health facilities, fire stations, group homes and other facilities designed to assist special needs clientele.
    - **Accessibility Grants ($300,000 maximum awards):** includes projects designed to make public buildings such as town halls and county courthouses accessible to the disabled.
    - **Note: With the exception of group facilities, housing units are not eligible projects**
- **Evaluation Criteria** In determining the selection of projects, each application will be reviewed for completeness based on the requirements listed previously. Community Development projects do not require matching funds; however, projects are ranked against

each other, within project categories, and the integrated efforts of a community are taken into account. There may be other aspects of a proposal that prevent it from being recommended for funding, such as the lack of dedicated funds to complete the project. Each application will be rated to determine the amount of points to be awarded by using the numerical system that follows:

- <u>All Community Development Projects (200 points possible)</u>
  - Seriousness/Need one hundred (up to 100 points):
    - Up to thirty (30 points) for the description of the need, and qualitative and quantitative impact.
    - Up to twenty (20 points) for the identification and documentation of the need.
    - Up to twenty (20 points) for how the need is identified, alternative solutions explored, other available facilities to be used, similar services provided, and efforts made to date to solve the need/problem.
    - Up to thirty (30 points) for identifying and determining beneficiaries, secondary beneficiaries and long term community benefits.
  - Urgency fifty (up to 50 points)
    - Up to twenty (20 points) for health/safety concerns and description of deterioration and/or issues with code compliance, twenty (20 points) for life threatening justification, ten (10 points) for non-emergency concerns, and zero (0 points) for none existing threat.
    - Up to twenty (20 points) for the length of time this has been a serious issue.
    - Up to ten (10 points) for area considerations and ramifications. What are the negative impacts if funding is not awarded?
  - Integrated effort fifty (up to 50 points):
    - Up to twenty (20 points) for demonstrated partnerships and resources such as cash, labor, time and supplies.
    - Up to ten (10 points) for the percentage of CDBG funds. What is the percentage of CDBG funds in the total project? Ten (10 points) for 0-25%, five (5 points) for 26-50% and zero (0 points) for 51-75%.
    - Up to ten (10 points) for operations and maintenance. How will operations and maintenance be addressed?
    - Up to ten (10 points) for community readiness. Is there community readiness potential in this project? Is the project part of a regional system or are there other cooperative efforts in place?

<u>Imminent Threat Grants:</u> Upon approval and emergency declaration by the Governor, funds may be allocated from any program category at any time to fund eligible activities that will alleviate an imminent threat to public health or safety that requires immediate resolution and is of recent origin. A condition will be considered of recent origin if it developed or became urgent within 18 months preceding the application by the community. The imminent threat must be a catastrophic or emergency situation that creates an impending or immediate threat, danger or peril

to human health, and safety. Situations that result from neglect or lack of maintenance or have gradually become urgent are not considered imminent threats. The grant amount shall not exceed $250,000. Imminent threat grants are funded under National Objective (iii) listed in the rules. Activities designed to meet community development needs have a particular urgency.

Homeownership Assistance ($40,000 maximum awards): subsidizing interest rates and mortgage principal amounts for low- and moderate-income homebuyers; financing the acquisition by low- and moderate-income homebuyers of housing that will be owner-occupied by the homebuyers or will be their primary residence; providing up to fifty percent (50%) of any down payment required from low- or moderate-income homebuyers; or paying reasonable closing costs (normally associated with the purchase of a home) incurred by a low- or moderate-income homebuyer. These are evaluated the same as Community Development projects.

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria?

All CDBG program materials including rules, applications, MOD, labor standards information, environmental forms, and more is available on the WBC website (www.wyomingbusiness.org). Materials are also available by contacting the program manager and the seven regional directors.

The MOD is distributed annually. The state has a large database that it uses to reach nonprofits, government agencies, economic groups and any other interested parties.

Grant applications are available on the WBC website, by contacting the WBC's regional directors or by contacting the CDBG program manager. Applications from incorporated cities, towns and counties (or from a unit of local government on behalf of a nonprofit or for-profit) are accepted twice annually if funding allows. The deadlines are posted on the WBC website.

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 seek 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. It is also posted on the WBC website http://www.wyomingbusiness.org/community.

Describe how resources will be allocated among funding categories.

CDBG categories of allocation for 2016 are estimated at $2,797,710 for Administration, Community Facilities, Downtown Development, Economic Development Infrastructure, Public Infrastructure, Planning, ADA, Homeownership Assistance, and meeting Urgent Needs.

2016 CDBG Appropriation Summary	
2016 Grant Year Appropriation	**$2,797,710**
Administrative Funds for 2016	$183,931
Funding Available for Projects	**$2,613,779**
Project Type	**Funding**
Community Facilities	$985,621
Downtown Development	$104,065
Economic Development Infrastructure	$169,417
Public Infrastructure	$460,530
Planning	$90,738
Home Ownership Assistance	$40,000
Handicap Accessibility	$263,408
Imminent Threat/Urgent Need	$500,000
Total	**$2,613,779**

Describe threshold factors and grant size limits.

CDBG grant limits for all community and economic development grants are set at $500,000. CDBG ADA projects have a maximum of $300,000. CDBG grant limits for planning projects are set at $50,000.

Rating and ranking criteria are included in the CDBG program rules, which can be found at http://wyomingbusiness.org/community/cdbg_apps.aspx.

What are the outcome measures expected as a result of the method of distribution?

Based on the results of previously funded activities and current allocation plan, staff projects CDBG funds will serve beneficiaries across the state with community facilities, downtown development, public infrastructure, planning efforts, homeownership assistance funding, ADA upgrades to public buildings and assisting with urgent needs. Depending on applications received, the WBC hopes to serve over 37,000 beneficiaries with facilities and infrastructure, provide five (5) jobs to individuals who were previously LMI, provide homeownership assistance to 20 LMI individuals, complete four (4) plans and serve 450 people in an area of imminent threat.

Projected Outcomes: 2016 Allocation		
2016 Grant Year Appropriation		**$2,797,710**
Administrative Funds for 2016		$183,931
Funding Available for Projects		**$2,613,779**
Project Type/Benefit	**Proposed Allocation**	**Estimated Benefit/Beneficiaries**
Community Facilities	**$ 985,621**	
Public Facilities (Buildings)		2
LMI Clientelle (People)		4,200
LMI Area Benefit (People)		300
Clearance and Demolition, Slum and Blight Spot Benefit (People)		7,500
Clearance and Demolition (Buildings)		1
Downtown Development	**$ 104,065**	
Slum and Blight Area Benefit (Businesses)		-
Economic Development Infrastructure	**$ 169,417**	
Low to Moderate Income Jobs (People)		5
Public Infrastructure	**$ 460,530**	
Low to Moderate Income Area Benefit (People)		4,200
Planning	**$ 90,738**	
Plans Completed		4
Home Ownership Assistance	**$ 40,000**	
Low to Moderate Housing (People)		20
Handicap Accessibility	**$ 263,408**	
Low to Moderate Income Accessibility (People)		21,000
Imminent Threat/Urgent Need	**$ 500,000**	
Beneficiaries (People)		450
Total	**$ 2,613,779**	

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria?

The potential applicants may contact CDBG staff or one of the seven regional directors for a copy of the application. The application criteria and project ranking is in our CDBG rules on the WBC website http://www.wyomingbusiness.org/DocumentLibrary/CDBG/CDBG%20Rules%20Clean%20-%20Final.pdf

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria?

The potential applicants may contact CDBG staff or one of the seven regional directors for information. Further, information is listed on the WBC website http://www.wyomingbusiness.org/community

3. Distribution Methods: Emergency Solution Grant Program

How will the proposed distribution 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.

The ESG allocation is divided into three categories – 60 percent for street outreach and emergency shelter; 32.5 percent for homelessness prevention and Rapid Re-housing; 7.5 percent for administration. Allocations are made to facilities that can match grant funds and administer the programs.

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.

Notification regarding the ESG application process begins in the spring after award amounts are announced by HUD. In 2015 email notifications were sent by the CoC to 178 individuals and agencies. For the past two years, 13 agencies applied for and received grant funding. These agencies included faith-based, nonprofits, and affiliates of local government. We welcome agencies from a variety of venues to apply. Each applicant is evaluated on a five-point scale. Based upon the amount of funding and the anticipated number of applicants, a maximum baseline award is established. We adhere to the percentages HUD requires for distribution of funds – 60 percent for street outreach and emergency shelter; 32.5 percent for homelessness prevention and Rapid Re-housing; and 7.5 percent for administration. Depending upon the applicant requests for each category, allocations are adjusted to maintain the HUD-allowed distributions.

Describe the process for awarding funds to state recipients

Notification regarding the ESG application process begins in the spring after award amounts are announced by HUD. In 2015, email notifications were sent by the CoC to 178 individuals and agencies. For the past two years, 13 agencies applied for and received grant funding. These agencies included faith-based, nonprofits, and affiliates of local government. We welcome agencies from a variety of venues to apply. Each applicant is evaluated on a five-point scale. A maximum baseline award is established based on the amount of funding and the anticipated number of applicants. We adhere to the percentages HUD requires for distribution of funds – 60 percent for street outreach and emergency shelter, 32.5 percent for homelessness prevention and rapid re-housing and 7.5 percent for administration. Allocations are adjusted to maintain the HUD allowed distributions depending on the applicant requests for each category.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

For 2016, the ESG coordinator will use a scoring sheet to evaluate each application. Points from one to five will be awarded for:

- demonstrated need
- plan for distribution
- collaboration with other agencies
- continuum of care involvement
- homeless involvement.

Those applications scoring the highest will receive greater consideration for their grant requests

FY 2014 was the first year input was requested from the CoC. The expectation is that there will be greater discussion between the ESG coordinator and CoC board regarding the FY 2016 applicants and allocations.

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 nonprofit organizations, including community and faith-based organizations.

The selection process for 2016 funds will be a more collaborative effort with the CoC than in past years. With a finite amount of money available, decisions will need to be made based on how the funds will be used by applicant agencies. Local government and nonprofit agencies are evaluated equally based on how the anticipated grant funding will be used by each agency and how many homeless individuals and families will be affected. Greater emphasis is given to those agencies that request funds for homelessness prevention and rapid re-housing. We anticipate funding requests will exceed funding availability, so decision will be made based on greatest need and how the funds will be used by the agencies.

Describe how resources will be allocated among funding categories.

In 2014, homelessness prevention and rapid re-housing requests were fully funded, as these are HUD priorities. We anticipate this will remain the same for 2016 The remaining funds are allocated to the activities that will provide the greatest demonstrated need and funding use by the requesting sub-recipient.

- 60% Emergency Shelters and Street Outreach
- 32.5% Homelessness Prevention and Rapid Re-Housing
- 7.5% Administration

Describe threshold factors and grant size limits.

Applicants are limited to a maximum request of $38,000. The requests may be funded wholly or in part depending on the number of applications and the available grant funds.

What are the outcome measures expected as a result of the method of distribution?

Application scoring has been implemented in the hopes that the greatest number of homeless and about to be homeless individuals and families will be served. The intent is to emphasize the need to prevent homelessness from happening, so that more families and individuals will either retain or move into permanent housing.

The state of Wyoming has just published its first Ten-Year Plan in 2015. The emphasis is to reduce homelessness throughout the state. The Emergency Solutions Grant is part of this plan, with the goal of reducing homelessness in the state.

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.

The information is issued through the WBC database. All local governments, nonprofit organizations and faith-based organizations receive the method of distribution notice stating when applications will be accepted and how many grant funds are available.

4. Distribution Methods: HOME Program

Describe the state program addressed by the Method of Distribution.

HOME Investment Partnerships Program is primarily used as a financing tool for the creation of Affordable Housing Units. Most funding is used in connection with the Low-Income Housing Tax Credit program.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

Projects are awarded based on a scoring criteria listed in detail in the Affordable Housing Plan. Scoring is completed by staff based on information provided by the applicant in their application. The results are presented to the WCDA Board of Directors for final approval.

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.

Primary Category Criteria Maximum Point Values

- Need, 258
- Quality of Construction, 126
- Income Levels, 25
- Affordability Levels, 36
- Length of Affordability Periods, 35
- Community Revitalization Areas, 5

Secondary Criteria Maximum Point Values

- 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
- Management Capacity and Project Costs, can result in negative points

The complete criteria can be found in the Wyoming Affordable Housing Allocation Plan Section V. Initial Allocation Criteria on the WCDA website at:
http://www.wyomingcda.com/documents/2016_FINAL_QAP.pdf

Describe how resources will be allocated among funding categories

The WCDA anticipates approximately $3.5 million in new HOME funding, to be distributed as follows: Direct Administration Category $1,212,500; Small Project Set Aside $1,212,500; HOME/WRAP (Homebuyer Assistance) $1,000,000, Community Housing Development Organizations (CHDO) $705,000, (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 $100,000, Administration and Contingency Reserve $470,000.

Describe threshold factors and grant size limits

Maximum HOME funds to any one developer may be limited to 60 percent of total funds available. The WCDA has not set monetary allocation limits other than to say that no one developer would receive more than 60 percent of the available funds and that the amount of funds granted per unit must be reasonable and not exceed the HUD maximum.

What are the outcome measures expected as a result of the method of distribution?

Scoring and method of distribution have 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.

We have outreach all around the state. We receive many calls from nonprofits, businesses and communities. We receive many more requests for grant funds than funds we have available.

WCDA expects to provide quality rental and homebuyer units available to the low and very-low income citizens of Wyoming. Based on funds currently committed to projects we should see 24

new rental units available and 5 – 15 newly rehabilitated homes available for purchase in the next year.

5. Distribution Methods: Wyoming Department of Health Communicable Disease Treatment Program (HOPWA)

Describe the state program addressed by the Method of Distribution

The Wyoming Department of Health is the grantee and project sponsor for the state of Wyoming. The HOPWA program, which is housed in the Communicable Disease Unit of the Public Health Division, is responsible for providing housing services to HIV-positive individuals across Wyoming and working with case management sites located mostly in public health nursing offices.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria.

The Wyoming Department of Health does not award HOPWA funds to sub-recipients, and administers the uses of this funding directly.

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations).

The Wyoming Department of Health is the Grantee and Project Sponsor for the State of Wyoming. The HOPWA program, which is housed in the Communicable Disease Unit of the Public Health Division, is responsible for providing housing services to HIV-positive individuals across Wyoming and working with case management sites located mostly in public health nursing offices.

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations).

The Wyoming Department of Health is the grantee and project sponsor for the state of Wyoming. The HOPWA program, which is housed in the Communicable Disease Unit of the Public Health Division, is responsible for providing housing services to HIV-positive individuals across Wyoming working with case management sites located mostly in public health nursing offices.

Distribution Methods: Wyoming Rehabilitation and Acquisition Program (Funded by HOME)

Describe the state program addressed by the Method of Distribution

The purpose of the Wyoming Rehabilitation and Acquisition (WRAP) program is to purchase qualified properties, rehabilitate the properties, and then sell the properties to qualified, income-eligible households. The WRAP program utilizes existing housing stock, which in most cases is less than desirable and in need to major rehabilitation to bring the unit up to and beyond code

requirements to a pre-defined housing quality standard. Some housing determined to be unsafe and blighted and exceeds cost reasonableness to bring the property up to habitable standards may be demolished and a new housing unit constructed in its place. All units are tested for hazardous materials such as lead, asbestos, radon, mold and drugs before rehabilitation begins. The house is mitigated of all hazardous materials and then rehabilitated to a standard which includes energy-efficient items, giving the new homeowner an honest chance at a pleasant homeownership experience. Favorable financing and terms are made available to ensure affordability when units are sold to income-qualified households.

Describe all of the criteria that will be used to select applications and the relative importance of these criteria

WCDA manages everything from selection of houses to be purchased to overseeing the contractor performing the rehabilitation to closing loans with new homeowners, as there are no nonprofits in the state with the capacity to administer the program. The state's one active housing nonprofit provides the required homebuyer education.

Minimum Application Selection Criteria:

- Households with incomes at or below 50% AMI will be given a priority unless:
  There are no households at or below 50% of AMI interested in the specific property.
- The households at or below 50% of AMI who are interested in the specific property cannot meet minimum underwriting standards
- The property is considered accessible and then households up to 80% of AMI needing the accessibility features will be given a priority
- The monthly housing expense exceeds an affordable amount for a 50% or less AMI household. Keep in mind that while the mortgage may be written to an affordable level the cost of the taxes and insurance and general property maintenance on a more expensive home will be higher and may not be considered affordable for a 50% or less AMI household.

Basic applicant eligibility requirements include: 1. The applicant must be a Wyoming resident. 2. The applicant must be at least eighteen (18) years of age. 3. All adult household members must be United States citizens or resident aliens. 4. The applicant must be a first-time homebuyer (cannot have owned a home within the last three years). 5. The property must be the applicant's primary residence for the term of the loan. 6. The applicant must meet specific income and credit requirements. 7. The applicant must pay a $20.00 application fee. 8. The applicant must have a steady income stream. 9. Each applicant must have a credit record that demonstrates they are financially responsible. The applicant must have a minimum 620 FICO score and meet FHA credit underwriting standards. 10. All household members' credit will be considered. 11. All household members' anticipated income will be considered, this includes anyone who will be occupying the property, and any family members not living in the household. 12. A minimum gross income of $1,500 per month is required. 13. The applicant must be able to contribute a minimum of 25% of their gross income towards the principal, interest, taxes, and insurance payment, the maximum housing debt to income ratio cannot exceed 31%, and the total debt to income ratio cannot exceed 43%. 14. The Household's total assets cannot exceed $50,000. 15. No prior losses with WCDA, current judgments, collections, or bankruptcy. 16. The applicant must be able to make a down

payment at closing of the greater of an amount equal to the first year's taxes plus homeowners hazard insurance or $2,500.00. 17. The total household income must meet the very-low, low or moderate limit as set by HUD.

Describe how resources will be allocated among funding categories.

This program currently is only offered in Casper, Cheyenne and surrounding areas because of the number of contractors available and willing to perform rehabilitation work and time constraints on WCDA staff.

Describe threshold factors and grant size limits.

The only threshold factors and grant size limits are those imposed by the HOME Rules and Regulations.

What are the outcome measures expected as a result of the method of distribution?

WCDA is hopes to complete five units a year under this funding source.

AP-35 Projects

1. 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.

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

HOME:
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. HOME is the largest program in the state that meet this need for affordable housing.

CDBG:
All CDBG-funded projects align with the WBC strategic plan to improve livability of communities and help Wyoming prosper. Under CDBG, projects are ranked according to urgency, community input and the number of beneficiaries for the project. Cash match increases the ranking score, as well. The WBC will receive approximately $2.7 million grant funding and receives requests for more than $4 million annually. CDBG primarily funds projects for smaller communities which don't have other available resources and projects to which there is no alternative funding sources.

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

1. **Will the state help nonentitlement units of general local government to apply for Section 108 loan funds?**

The Wyoming State CDBG program does not plan to award any utilize Section 108 loans for any projects in 2016.

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

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

The state will accept requests to fund local government revitalization strategies as CDBG Planning program applications.

Communities with approved Neighborhood Revitalization Strategies (NRSAs) are offered greater flexibility to apply for CDBG funds for economic development, housing and public service activities. NRSA needs assessments must be submitted to the CDBG program manager for approval.

AP-50 Geographic Distribution – 91.320(f)

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

CDBG
CDBG funding is distributed on application basis, where submitted projects are ranked by severity of need and quality of the project. They are ranked according to a system provided for in the program rules. Those ranking highest are funded. Extremely small communities having populations of less than 10,000 have historically received the largest portion of CDBG funds. Small communities typically have fewer resources and less capacity to provide services to LMI clients than larger communities.

CDBG Projects Funded by Community Size (January 1, 2014 to December 31, 2015)		
Area Size	Funded Amount	Number of Projects
Large Municipalities (>50,000)	$ 40,000	1
Mid Size Municipalities (20,001-50,000)	$ 1,208,744	3
Small Municipalities (10,000-20,000)	$ 614,815	6
Very Small Communities (<10,000)	$ 3,158,391	17

HOME
WCDA does not target assistance to specific geographic areas in the state as HOME funding is awarded on a competitive basis. Established scoring criteria ensure projects serving areas of greatest need are prioritized higher. WCDA also considers the amount of HOME funding which an area has previously received in the award process.

HOPWA
WDH does not target assistance to specific geographic areas in the state. Grant funds are allocated based on individual housing and supportive services needs for low-income persons living with HIV/AIDS and their families.

ESG
The ESG program has not set aside or reserved dollar amounts of assistance specifically for geographic areas. Grant funds are allocated where need is greatest and there are no other competing agencies. Grants are awarded on a competitive basis; applications are taken annually.

2. Rationale for the priorities for allocating investments geographically

CDBG
State funds are used to benefit projects documenting the greatest need which do not receive a separate CDBG allocation. Casper and Cheyenne, the two largest communities in Wyoming,

receive entitlement funds and do not receive any funds from state's allocation. There are few concentrations of low-income and minorities that happen to coincide with the Wind River Indian Reservation, which receives an IDBG allocation.

HOME

Due to the small population of the state, approximately 500,000 in total, the WCDA does not prioritize its allocations geographically. The WCDA looks at the state as a whole and uses need in a community as its priority.

HOPWA

HOPWA is funded at a statewide level and supports clients on an individual level rather than a geographical designation.

ESG

As identified earlier, the ESG program has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the state. ESG has its own distribution procedures which concentrate on where the need for funds is greatest according to the agencies who apply for funding.

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

1. Introduction

CDBG
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.

HOME
WCDA's allocation criteria for distribution of HOME funds allows nonprofit 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.

HOME: Households Supported by Beneficiary Type One Year Goals	
Category	**Number of Households**
Non-Homeless	119
Special Needs	28
Total	**147**

HOME: Housholds Supported by Support Type One Year Goals	
Category	**Number of Households**
Production of New Units	117
Rehab of Existing Units	20
Acquisition of Existing Units	10
Total	**147**

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)

1. Introduction

None of the programs discussed in this plan administer any public housing activities. The city of Cheyenne administers a public housing program using CDBG entitlement funds. These activities are more fully described in the city of Cheyenne's Consolidated Plan, which can be found at: https://www.cheyennecity.org/DocumentCenter/Home/View/4105

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

1. Introduction

This 2016 Annual Action Plan will outline how Wyoming agencies intend to implement Wyoming's strategic plan for reducing and ending homelessness. Greater participation in the Point in Time Count, an annual survey of homelessness in Wyoming communities, made a tremendous difference in assessing Wyoming's homeless population more accurately. Providers hope this level of survey participation will continue to increase; an accurate count of the area homeless population will enable agencies to better assist those in need.

2. Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness by reaching out to homeless people (especially unsheltered persons) and assessing their individual needs

The Continuum of Care will work toward expanding the supply of housing for homeless persons, including emergency shelter and transitional housing. Among the approaches to be pursued is to double the Casper's transitional housing capacity for families in need.

The Continuum of Care will use the annual Point in Time Count as a method of reaching out and identifying homeless populations. Referral information will be given to unsheltered people during the count. People will be assessed at that time or as they enter the care system – to the extent of available resources. The Veteran's Administration hosts 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 entity.

3. Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness by Helping homeless people (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, and facilitating access for homeless individuals and families to affordable housing units.

The CoC has established a goal of increasing the permanent supportive housing beds for chronic homeless people from the current 14 to 30 beds in the next 10 years. ESG will focus on the creation of partnerships for developing permanent supportive housing during the next year.

The CoC identified the importance of having unified case management processes for working with homeless families within our homeless youth strategic planning process. The CoC will work to develop a collaborative process for achieving a comprehensive case management system among agencies.

4. Describe the Jurisdiction's One-Year Goals and Actions for Reducing and Ending Homelessness by Helping Low Income Individuals and Families Avoid Becoming Homeless, Especially Extremely Low Income Individuals and Families Who are Being Discharged from Publicly Funded Institutions or 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.

The CoC and Wyoming Community Network partner 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.

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

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 driver's license, and assists with college tuition. The foster care and independent living staff work together in helping youth 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.

AP-70 HOPWA Goals Chart

HOPWA: Households to be Provided Affordable Housing One Year Goals	
Goal	**Assisted Households**
Short-term rent, mortgage, and utility assistance to prevent homelessness	15
Tenant-based rental assistance	15
Permanent housing facilities developed, leased, or operated with HOPWA funds	0
Transitional short-term housing facilities developed, leased or operated with HOPWA funds	3
Total	**33**

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

1. Introduction

A final AI was completed in 2011 and WCDA is the lead agency working on the required Assessment of Fair Housing (AFH).

2. Actions 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 recent Fair Housing survey showed that the citizens of Wyoming do not consider the above-mentioned items to be barriers to affordable housing in the state of Wyoming. The results of the survey showed citizens believe the most common barriers to affordable housing are price, accessibility and discrimination. It was 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.

The survey also showed many people don't believe there are enough handicap-accessible homes and apartments on the market. WCDA has reached out to developers to educate developers and is promoting education for agents, lenders and landlords. WCDA strictly monitors all federally funded properties for compliance with Fair Housing and Accessibility requirements.

AP-85 Other Actions – 91.320(j) (Staff was not able to enter most of this information for this section into IDIS)

1. Introduction

Wyoming programs funded by HUD are administered by independent state agencies; funds are used and distributed based on the policies of each agency:

WCDA
WCDA anticipates having two funding rounds for allocation of HOME funds in the year 2016. Our goal is to allocate all of our allotted funding to affordable housing.

CDBG
CDBG funds are allocated every year. Each year the program is assessed to determine needs for the state. Staff projects there will be only one funding round for 2016 and all funds will be allocated. These projects will go before the Wyoming Business Council board in September of 2016.

HOPWA
The HOPWA Program provides services to HIV-positive clients statewide. The program is the grantee and project sponsor.

ESG
ESG opens its application process once a year. It is anticipated all funding will be allocated this year. There are funds available from the excess in FY 2011-2013, which will be used to fund those requests which might not be fully funded with the limited 2015 grant funds. The distribution of these excess funds will be done with the help of HUD technical assistance, as determined through conference calls with our technical assistant.

2. Actions planned to address obstacles to meeting underserved needs.

WCDA: 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: CDBG started providing housing infrastructure and acquisition to help with the shortage of housing in the state. CDBG funds will continue to be used for underserved community and economic development projects. The state will identify and respond to underserved needs as they arise from citizen participation.

HOPWA: The HOPWA program has case managers located throughout the state to assist clients with finding and securing housing. The case managers meet with clients at least every six months for the annual application and six-month recertification. Clients receive an assessment and update their care plans during these appointments.

ESG: ESG placed an emphasis on funding efforts to prevent homelessness; this is high criteria for 2015 awards. In addition, a functioning CoC desires to have a collaborative relationship with DFS, which provides the ESG coordinator with more information on where homeless needs are greater in the state, and the agencies that can provide benefits to the homeless and about to be homeless.

3. Actions planned to foster and maintain affordable housing

WCDA
WCDA's scoring criteria is favorable to developers that want to preserve these units in an effort to preserve projects being considered for removal from the affordable realm.

HOPWA
The HOPWA program requires case managers to meet with clients at least twice a year to assess housing and care needs.

4. Actions planned to reduce lead-based paint hazards.

WCDA
WCDA is purchasing single-family residences through the NSP and HOME programs and before rehab is complete, the homes are tested for hazards including LBP, asbestos, mold, radon, and drug contamination. All such hazards are removed or mitigated.

HOPWA
The HOPWA program completes a housing quality standard inspection on all TBRA properties.

ESG
All ESG applicants are required to inspect housing for lead-based paint hazards. This includes emergency shelters and potential housing units. This has been emphasized in the 2016 application format. Monitoring inspections conducted this year will include this on their inspection list.

5. Actions planned to reduce the number of poverty-level families

CDBG
The housing infrastructure CDBG has funded is for low-to-moderate-income families. Further, CDBG funds will be used for ADA, job creation and other community development projects.

HOPWA
The HOPWA program uses the income eligibility as set forth by HUD. Ninety-two percent of enrolled HOPWA clients are considered low or extremely low income by HUD standards. Many HIV-infected clients who are willing to work are unable to do so because of their health. Case managers work closely with clients to find employment when they are healthy enough to work.

6. Actions planned to develop institutional structure

CDBG

The WBC staff made many updates to the policies and procedures. Attached is the policies and procedures policy. The major changes have been made for review of the applications and the requirements for meeting a national objective and an eligible activity. The Investment Ready Communities Director and the CEO will ensure projects address an eligible activity and national objective.

The state agencies are committed to improving institutional structures. It is essential these entities work efficiently together. Monthly meetings and regular communication help to achieve this.

HOPWA
WDH has developed guidance for Case Managers based on funding policy set forth by HUD and STRMU documents written by HUD. The guidance documents are reviewed each year to assure that they are maintaining with current federal guidelines.

HOME
WCDA has also instituted in depth policies and procedures outlining every task performed at the Authority. Specifically in Federal Programs, WCDA has spent the past year forming policies known to everyone in the department with emphasis placed on making sure any task performed is in sync with all Federal rules and regulations. WCDA takes full advantage of all HUD trainings (webinars and in person) to make sure that the entire department is educated on all regulations and changes to regulations.

ESG
Policies and procedures related to monitoring. CoC and ESG grantees are required to adhere to HUD standards, evaluated with onsite inspections/ project review.

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

CDBG
The CDBG program funded two child development projects. One in Albany County and the other in Evanston. They are both social service organization. Over fifty-one percent of the children served in these two projects are from households that are low- to moderate-income families.

There was also a Habitat for Humanity project funded in Cody. The project is completed and they project to build nineteen homes for low- to moderate-income families.

Laramie County was granted two grants for $40,000 to fund the Wyoming Family Home Ownership Program (WFHOP). WFHOP is a non-profit organization dedicated to home ownership of working Wyoming families with children. Clients are taught the responsibility of home ownership through a ten-week course on financial training. They learn how to budget, clean up credit scores and reports, and to communicate with lenders, realtors, and insurance agents. Clients

build relationships with their communities through mentorships with local business people and families. Families in the WYFHOP program work to prepare themselves to be eligible for a 30-year fixed rate loan based on their qualifying credit score, history and savings.

WBC and CDBG staff regularly seek out opportunities to engage with state and local organizations that support social services and housing. The WBC has a staff member on the board of WYONAHRO. Another staff member is on the board of ServeWyoming.

HOPWA

The HOPWA program case managers are very knowledgeable and aware of local agencies and partners when a client in their community is in need of housing or any other supportive service. A required annual case manager training is held to provide program updates and increase coordination.

HOME

WCDA has included in its scoring criteria incentives for developers that combine public and private financing within the same project. During 2015, 66 HOME projects were monitored (42 percent of all HOME projects), of which 190 units, or 20 percent of all units, had physical inspections, as well as the files reviewed. There were no major infractions; most noncompliance was corrected in the 30-day correction period. During 2016, 67 projects (42 percent of all HOME projects) are scheduled to be monitored and 243 units, or 26 percent, will have physical inspections, as well as the files reviewed.

WCDA has included in its scoring criteria incentives for developers that combine public and private financing within the same project. Also, for all of our first time homebuyers; WCDA requires that they complete a Homebuyer Education course that was originally funded by WCDA but now has been taken over by the Wyoming Housing Network, an active CHDO in Wyoming. The course given by the Wyoming Housing Network has been HUD approved. WCDA also refers many households with less than stellar credit scores to the Wyoming Housing Network as they also do the credit counseling in the area. Over the years, the WCDA has provided HOME funding to approximately 20 non-profit organizations for housing people with special needs. As each of these projects is still being monitored we are in constant contact with these social service agencies.

ESG

A new ESG staff member who works primarily with the CoC has been designated as the person who will conduct inspections and monitor agencies receiving ESG funds during 2016. An inspection form is being revised using information from the application directions and a previous inspection form as a guide. It is anticipated these inspections will begin in late summer or early fall. In addition, monitoring of ESG expenditures by the sub-recipients has been revised for 2016. The sub-recipients are now required to include receipts showing expenditures on their monthly reports. Without these receipts, no reimbursement will be issued.

The CoC provides learning opportunities and programs for grant recipients through their quarterly state-wide meetings and participation with the Wyoming Chapter of National Association of Housing and Redevelopment Officials. These meetings enhance coordination

among governmental and private agencies through training, opportunities to work on specific topics, resolve issues, and discuss collaborative possibilities.

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

1. Introduction

The CDBG program does not have any program income. While the program rules allow for Section 108 loans, there are none at this time.

2. CDBG Program Specific Questions

a. Identify 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: No program income will be received by Wyoming's CDBG program.

b. 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: Section 108 loan guarantees will not be utilized in 2016.

c. The amount of surplus funds from urban renewal settlements:

$0: This is not applicable to Wyoming's CDBG program.

d. 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: Plans for any returned funds have been included in prior sections of this plan. This is not applicable to Wyoming's CDBG program.

e. The amount of income from float-funded activities:

$0: This is not applicable to Wyoming's CDBG program.

f. Projects planned with all CDBG funds expected to be available during the year are identified in the projects table. Identify program income that is available for use which is included in projects to be carried out:

$0: No program income will be received by Wyoming's CDBG program.

g. List the amount of urgent need activities:

$500,000: Funding has been allocated for at least one urgent need project.

h. The estimated percentage of CDBG funds that will be used for activities that benefit people of low and moderate income (A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70 percent of CDBG funds is used to benefit people of low and moderate income. Specify the years covered that include this Annual Action Plan):

83% of all CDBG funds will be used for activities which benefit low-to-moderate income people. This percentage was last year's figures and staff expect the same trends to continue for 2016.

3. HOME Program Specific Questions

a. A description of other forms of investment being used beyond those identified in Section 92.205:

WCDA leverages non HUD funds from two sources. Other forms of assistance used to help meet the goals in the Annual Action Plan include Low Income Housing Tax Credits and the Single Family Tax Exempt Bond program administered through WCDA.

b. Include 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:

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."

c. Include description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds:

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."

d. Include any 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):

WCDA does not plan to use HOME funds to refinance existing debt which is tied to properties which were previously rehabilitated with HOME fund.

4. Emergency Solutions Grant (ESG) Program Specific Questions

a. Include written standards for providing ESG assistance:

A complete copy of the Wyoming HOPWA program's written standards is included as an attachment to this document. The HOPWA program's policy manual includes:

- Standard policies and procedures for evaluating individuals' and families' eligibility for Assistance under ESG.
- Standards for targeting and providing essential services related to street outreach.
- Policies and procedures for admission, diversion, referral, and discharge by emergency shelters

- Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
- Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.
- Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.
- Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.
- Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.
- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.
- Rules for Homeless participation.
- Rules Faith-based activities.

b. 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.

c. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations) will be allocated:

The sub-award process is via competitive bid. Emails soliciting bids are sent to the previous year's 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 (CoC) notifying them of the application process. Most of those members are already involved with the sub-recipients who previously received grants and are aware of the bid process.

d. 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

Sixty percent of the ESG is allocated for Street Outreach and Emergency Shelter; 32.5 percent is allocated for Homelessness Prevention and Rapid Re-Housing; 7.5 percent 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.

A formerly homeless individual was appointed to the Continuum of Care Board of Directors. That term of office began on July 1, 2014 and continues for 2015. His presence on the board meets the citizen participation requirement.

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.

e. Describe performance standards for evaluating ESG

Once funding for the ESG is received and disseminated, sub-recipients are required to submit a monthly report 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 is analyzed to ensure effective service delivery, proper program management, and compliance with all appropriate rules and regulations.