



COMMUNITY DEVELOPMENT BLOCK GRANT

**USE THIS APPLICATION FOR THE FOLLOWING
PROJECT TYPES:**

PLANNING

Economic and Community Development Planning

Housing Planning

Site Specific Feasibility Studies

TECHNICAL ASSISTANCE

SECTION I: COVER SHEET

1. PROJECT TITLE:

- 2. PROJECT TYPE:**
- Community and/or Economic Development Plan**
 - Housing Plan**
 - Site Specific Feasibility Study**
 - Technical Assistance**

3. APPLICANT INFORMATION

Applicant (City, Town, County):

Chief Elected Official:

Mailing Address:

Local Contact:

Position:

Mailing Address:

Phone:

Email:

Applicant DUNS Number:

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

http://www.grants.gov/applicants/request_duns_number.jsp

Applicant SAM Number

The **System for Award Management (SAM)** is a **Federal Government owned and operated** free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. This is now required for reporting under the Federal Funding Accountability and Transparency Act. If you are not already registered, please see information at the following link as to how to register

<https://www.sam.gov/portal/public/SAM/>

4. SUB-APPLICANT INFORMATION (IF APPLICABLE)

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

Doing Business As:

Sub-Applicant DUNS #

Sub-Applicant SAM#

Filing ID number:

Contact Person:

Position:

Mailing Address:

Phone:

Email:

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

Name:

Mailing Address:

Phone:

Email:

6. PROJECT COSTS

a. Amount of grant requested: \$

b. Total local/other contribution: \$

TOTAL Project Cost (a+b): \$

TITLE I CERTIFICATION OF APPLICANT

I, _____, the _____
(Typed or Printed Name) (Mayor/County Commissioner)

of _____, Wyoming certify that this application is being submitted
(City, Town, County)

With the understanding that responsibility for the following program requirements rest with me as the Chief Elected Official and the governing body of _____ (City, Town or County).

1. Compliance with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, and with all other applicable laws pertaining to distribution of Title I funds including identifying community development and housing needs, the needs of low to moderate income persons and the activities to be undertaken to meet such needs. I certify that I have read the current Final Rules and Regulations as adopted for the CDBG Program and will comply with all applicable rules and regulations which are considered a part of this application.(see Appendix A)
2. Compliance with the requirements for a citizen involvement process (Chapter 1, Section 8) which included (at a minimum):
 - a. Notice advertising Public Hearing providing at least seven (7) calendar days notice (Please attach a copy of notice and affidavit of publication) to be conducted prior to the application being submitted.
 - b. A summary of the public comment received at the hearing.
 - c. A copy of the signed minutes of the public hearing.
 - d. A copy of a signed council or commissioner’s resolution supporting submittal of the application and including the grant type, amount of grant request and nature of the project, specified source and amount of match funding and public benefit resulting from the project.
3. Assurance that Community Development Block Grant funds will be expended exclusively for the purposes specified in the application and that in the event the project is not completed all grant funds will be returned to the state. **If there is a sub-recipient of these grant funds they must also stipulate to this provision.**

Signature (Mayor/County Commissioner)

Date

Name of City/Town/County

If applicable:

Signature (Subapplicant)

Date

Name of Organization

Preliminary Regional Comments:

The WBC Regional Director must provide an overview of the project and address any concerns he or she may have. If there are concerns, the applicant is urged to address those as soon as possible before submitting the application. (Note: these comments are preliminary and the Regional Director will have an opportunity to revise them during the recommendation process.)

WBC Regional Director's Signature

Date

INTRODUCTION: PLANNING AND TECHNICAL ASSISTANCE PROJECTS

- Purpose** **Planning:** The primary intent of this project type is to provide funds to develop planning documents to be used by a community for the purpose of community and economic development, to develop policy, planning or management capacity.
- Technical Assistance:** The primary intent of this project type is to provide funds to for profit or non-profit enterprises wishing to start, expand or retain existing business or to enhance capacity in some way.
- Rules** Rules governing the Community Development Block Grant (CDGB) Grant and Loan Program are available through the Wyoming Business Council (WBC) or www.wyomingbusiness.org.
- Eligibility** Counties, incorporated cities, towns may apply. Units of local government may also apply on behalf of non-profit organizations.
- Funds** **Planning:** There are three types of planning grants available:
1. Community Development and Economic Development plans, \$50,000 maximum award with 25% required match of the total eligible project costs. Preference will be given to communities with current plans seven years old or older.
 2. Housing plans, assessments or development codes which will benefit low and moderate income people, \$20,000 maximum award with a 25% cash match of the total eligible project costs.
 3. 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 25% cash match of the total eligible project costs.
- Technical Assistance:** The maximum grant amount is \$7,500. Each application must demonstrate a twenty-five percent (25%) hard dollar cash match of the total eligible project costs, from the benefitting business or non-profit.
- Due Date** The WBC will accept applications semi-annually. Please consult the WBC website for application deadline dates and board meeting dates.
- Review** The review process includes an initial WBC staff screening, possible site visit and report to WBC Board. The WBC Board will make the final determination. Applicants will be notified of all meetings. Timing of the approval process will depend on when the application is received and WBC Board meeting schedules. Costs may not be incurred prior to a signed grant agreement, typically 4-6 weeks after a WBC decision.
- Submissions** Applicants shall provide one copy of the completed application to the WBC Regional Director two weeks prior to submission. One hard copy and one digital copy of the completed application must be submitted to the WBC staff in Cheyenne. Applications must be submitted on 8 ½ X 11” format with all application information and attachments clearly labeled or tabbed.

Converse, Niobrara and Natrona Counties	Big Horn, Hot Springs, Park and Washakie Counties	Campbell, Crook, Sheridan, Johnson and Weston Counties
<p>Kim Rightmer East Central Regional Director 300 South Wolcott, Ste 300 Casper, WY 82601</p> <p>Tel: 307.577.6012 Fax: 307.577.6032 Cell: 307.287.2309 Email: kim.rightmer@wyo.gov</p>	<p>Leah Bruscino Northwest Regional Director 143 South Bent, Ste B Powell, WY 82435</p> <p>Tel: 307.754.5785 Fax: 307.754.0368 Cell: 307-421-0140 Email: leah.bruscino@wyo.gov</p>	<p>Dave Spencer Northeast Regional Director PO Box 608 Sheridan, WY 82801</p> <p>Tel: 307.685.0283 Fax: 307.686.7268 Cell: 307-689-1320 Email: dave.spencer@wyo.gov</p>
Sweetwater and Carbon Counties	Fremont and Teton Counties	Albany, Goshen, Platte and Laramie Counties
<p>Pat Robbins South Central Regional Director 1400 Dewar Drive, Ste 208A Rock Springs, WY 82901</p> <p>Tel: 307.382.3163 Fax: 307.382.3217 Cell: 307-389-0867 Email: pat.robbins@wyo.gov</p>	<p>Roger Bower West Central Regional Director 213 West Main Street, Ste B Riverton, WY 82501</p> <p>Tel: 307.857.1155 Fax: 307.857.0873 Cell: 307-851-0908 Email: roger.bower@wyo.gov</p>	<p>Heather Tupper Southeast Regional Director 214 W 15th Street Cheyenne, WY 82002</p> <p>Tel: 307.777.2804 Cell: 307.772.1265 Email: heatehr.tupper@wyo.gov</p>
Sublette, Lincoln and Uinta Counties	<p>Send 1 hard and 1 digital copy of completed applications to:</p>	
<p>Elaina Zempel Southwest Regional Director 1100 Pine Avenue , Ste 3F Kemmerer, WY 83101</p> <p>Tel: 307.877-2203 Fax: 888.507.4482 Cell: 307-723-1510 Email: e.z@wyo.gov</p>	<p>Sandy Quinlan CDBG- Program Manager Wyoming Business Council 214 W. 15th Street Cheyenne, WY 82002 Phone: (307) 777-2825 Fax: (307) 777-2838 Email: julie.kozlowski@wyo.gov</p>	

APPLICATION CHECKLIST

- Consult with WBC Regional Director.** Your WBC Regional Director will assist you with project development and application preparation. You must provide a copy of the application to the Regional Director two weeks prior to the date of submission. They will certify that he or she was consulted during the application process. **THIS IS A REQUIREMENT OF SUBMISSION. IF YOU DO NOT PROVIDE A COPY TO YOUR REGIONAL DIRECTOR TWO WEEKS PRIOR AND OBTAIN THEIR SIGNATURE YOUR APPLICATION WILL NOT BE COMPLETE AND WILL NOT BE ACCEPTED.**
- Complete Application.** All questions must be fully answered.
- Secure Local Match.** A cash match of twenty percent (25%) for Economic and Community Development grants and twenty-five percent (25%) for housing and site specific feasibility studies and twenty-five percent (25%) for technical assistance of *total eligible* project costs is required.
- Attach public hearing notice, public hearing minutes.** An applicant is required to solicit citizen input through a published public hearing before submission of an application. For the purposes of this program **seven (7)** days is the minimum period for notification of a hearing date. An affidavit of publication or tear sheet, a completed Certification of Applicant form signed by the chief elected official as well as the certified or signed minutes from the public hearing and any other written comments received must be attached.
- Attach Resolution(s) of Support.** After a public hearing is held, the applicant must pass a resolution of support. The resolution should state, at a minimum:
 - the nature of the project
 - public benefit
 - desired outcomes
 - specified amount of grant funds being sought and the amount of the match as well as the source of match funding by account name or other identifying characteristics
- Attach Certification of Applicant**
- Attach site information.** If the planning process includes a specific site, please attach a detailed map, photographs and/or site plan showing the general location of the project site, project related buildings or any other relevant information.
- Attach three years of financial statements (balance sheets, profit and loss statements, tax returns) as well as a current business plan** if this application is being submitted on behalf of a for-profit business or a non-profit organization,

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

- System for Award Management (SAM).** Attach evidence of being registered in the SAM. If there is a sub-applicant they must also attach evidence of their SAM registration.

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

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

SECTION II: PROJECT INFORMATION

<p>1. PROJECT DESCRIPTION. Provide a description of the proposed project.</p> <p>For community and/or economic development plans, please describe if this new information will replace or supplement existing plans.</p> <p>For housing or feasibility studies, please describe how the new information will comport with existing community and/or economic development plans.</p>
<p>2. PUBLIC BENEFIT. Describe the public benefits of the proposed project. Include the value of the project to the community and how it promotes community and/or economic development.</p>
<p>3. BENEFICIARIES. This information will become a part of the grant agreement. (This generally applies to non-profit organizations or government services.)</p> <ul style="list-style-type: none">a. Provide the number of verifiable, unduplicated beneficiaries of this activity during the most recent program year and how many additional people will benefit upon completion of this project. Please indicate how these numbers were obtained or derived.b. Describe the characteristics of the population to be served (i.e. youth, seniors, persons with disabilities, etc.).

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

a. NATIONAL OBJECTIVE.

Which one national objective below will be met through completion of this project? (see Rules, Chapter 1, Section 3) *This objective typically requires verifiable documentation; see your Regional Director for assistance.*

- Benefit low and moderate income persons
- Aid in the prevention or elimination of slums or blight

b. PROJECT OBJECTIVE. Which one objective will be met?

- Suitable Living Environment (Activities that benefit communities/families/individuals by addressing issues in their living environment)
- Decent Housing (Housing activities that meet individual family or community needs; should not be used for activities where housing is an element of a larger effort)
- Economic Opportunity (Activities related to economic development, commercial revitalization, and job creation)

c. PROJECT OUTCOME. Which one outcome will be met?

- Availability/Accessibility (Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not only refer to physical barriers)
- Affordability (Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare)
- Sustainability (Activities that promote livable or viable communities and neighborhoods by providing services or by reviving slums or blighted areas)

5. PREVIOUS ACTION What previous actions have been taken and what efforts have been made to solve this problem? What other funding sources exist for this project?

6. PREVIOUS GRANT ADMINISTRATION.

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

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

If the planning/potential project involves a specific site, please answer questions 7, 8, and 9 below. If not, please continue with number 10.

7. SITE CONTROL INFORMATION

- Owned
- Optioned
- Leased
- Other (Explain)

Expiration Date

If this project involves acquisition of a site or a building, please attach a certified appraisal.

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

9. UTILITIES. Are utilities available and appropriate size for the site? Who is responsible for the payment of any applicable fees (i.e. tap fees)?

10. TIMELINE/IMPLEMENTATION SCHEDULE.

Project Start Up

Anticipated Completion Date

Develop RFP

Advertise RFP

Select consultant/other expertise

Planning process

Other

Other

Close-Out

SECTION III: BENEFITTING NON-PROFIT OR BUSINESS INFORMATION

<p>1. Contact information Business Name: Contact Person: Mailing Address:</p> <p>Phone: Fax: Email:</p>
<p>2. Provide a brief history of the organization or business and how long they have been in operation.</p>
<p>3. Describe the business/organization service and mission. Regarding long term plans, what role does this project play?</p>
<p>4. List the principals involved in this project.</p>
<p>5. What will the business/organization investment be if this project is implemented?</p>
<p>6. Why is public funding necessary for this project?</p>

Please attach three years of financial statements (balance sheets and profit and loss statements) and the current business plan.

JOB CREATION

1. If this project is designed to meet the national objective of job creation, complete the following job retention and creation table.

- Jobs must be expressed in Full Time Equivalents (FTEs).
- Wage data must exclude fringe benefits.
- Retained jobs are defined as jobs that would otherwise be lost to the state if the business were to cease operations or move from Wyoming.)
- Do not include the business owners in the calculations as owners are not typically salaried employees.

	Jobs Retained	New Jobs	Average Annual Wage	Level of Education Required
Mgmt/Admin				
Tech/Prof.				
Office/Clerical				
Sales				
Skilled Crafts				
Other				
Total				

2. Of the total number of jobs created, what percentage will be available to low to moderate income individuals? _____

IMPLEMENTATION

1. For **feasibility studies**, indicate the methodology for funding implementation of this project if the results of the planning project prove to be positive. Include whether funds are available and dedicated for the implementation of study recommendations. Also include a discussion on whether personnel and resources are in place to implement the study recommendations and what the anticipated timeline for implementation might be.

2. For **community and/or economic development plans**, will the plan identify long and short term goals for housing and community development including low to moderate income needs and what actions will be taken to address those needs?

3. For **technical assistance**, indicate the methodology for funding implementation of this project if the results of the technical assistance project prove to be positive. Include whether funds are available and dedicated for the implementation. Also include a discussion on whether personnel and resources are in place and what the anticipated timeline for implementation might be.

FOR HOUSING PLANS

Planning funds for housing may be used to address the following:

1. Developing or modifying codes and ordinances in support of affordable housing for low and moderate income households.
2. Developing subdivision regulations that encourage affordable housing development for low and moderate income households.
3. Land re-use studies for parcels planned to, at least in part, provide affordable housing opportunities to low and moderate income households.
4. Policy, planning, management or capacity building activities that will enable a recipient to :
 - i. Determine housing needs
 - ii. Set long-term goals and short-term objectives related to affordable housing
 - iii. Identify programs and activities to meet goals and objectives
 - iv. Evaluate the progress of such programs and activities
 - v. Carry out management, coordination and monitoring of activities necessary for effective planning implementation but excluding the costs necessary to implement such plans.

When submitted to the WBC, your housing plan should address the following items:

1. Data to support housing needs and goals. It is important to review the housing market overall and not one segment as a stand alone component. For example, if you believe the need in your community is workforce housing, you should also consider other housing in the community for seniors or low income persons for example in order to fully understand the housing available, needs and where gaps exist.
2. Is your study / planning focusing on new or existing housing stock?
3. If the housing stock is existing, has it been tested for lead based paint? If so, what were the results? If results were positive, what remediation is planned or has it occurred? (Please provide any supporting documentation).
4. Whether any citizens will be displaced and if so, what measures are being taken to assist those displaced?
5. Measures your community has taken to affirm a commitment to Fair Housing. (See Appendix B).
6. Local contact information for housing or discrimination complaints in addition to HUD information (See Appendix B).

BUDGET INFORMATION

Part A: Funding Sources

1. CDBG Request	\$	1
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<p>2. Local Match. Community Development and Economic Development plans, \$50,000 maximum award with 25% required match of the total eligible project costs. Housing plans, assessments or development codes which will benefit low and moderate income people, \$20,000 maximum award with a 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 25% cash match.</p>			
Cash Match Source	Status (approved or pending)	Date of Approval	<i>Cash Amount</i>
			\$
			\$
			\$
Total Cash Match			\$

3. Total Project Costs (Sum 1+2)	\$
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DO NOT INCLUDE THIS INFORMATION WITH YOUR APPLICATION THIS IS FOR YOUR INFORMATION ONLY.

APPENDIX A

GENERAL INFORMATION AND SUMMARY OF GRANTEE RESPONSIBILITIES

Responsibility for Grant Administration:

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

Release of Funds:

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

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

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

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

Federal Laws, Rules & Regulations Requirements:

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

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

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

- (vi) It will administer and enforce the labor standards requirements set forth in the Davis-Bacon Act, Contract Work Hours and Safety Standards Act, Copeland Anti-kickback Act and regulations issued to implement such requirements.
- (vii) It will comply with the provisions of Executive Order 11988 relating to evaluation of flood hazards and floodplain management; and Executive Order 11990 relating to wetlands protection.
- (viii) It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, Pub. L.93-234, after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area, that has been identified by the secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
- (ix) It will pursuant to Public Law 90-480 require every building or facility (other than a privately owned residential structure) designed, constructed or altered with funds provided under this Part to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to and Useable by the Physically Handicapped", Number A-117.1-R 1971, subject to the exceptions contained in CFR 101-19.604. Reference should also be made to accessibility regulations promulgated under the authority of the Americans with Disabilities Act. The applicants will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
- (x) It will comply with:
 - (A) Title VI of the Civil Rights Act of 1964, (Pub.L. 88-352, and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to any discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
 - (B) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the regulations issued pursuant thereto (24 CFR Part 8), which provides that "No otherwise qualified individual with disabilities in the United States shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..."
 - (C) If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for a purpose for which the federal financial assistance is extended, or for other purposes involving the provision of similar services or benefits.
 - (D) Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-184), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.

- (xi) It will:
- (A) Comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD implementing regulations at 24 CFR Part 42 and 24 CFR 570.602(a);
 - (B) Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced a result of acquisition of real property for an activity assisted under the Wyoming CDBG Program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex, or source of income;
 - (C) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex or source of income.
- (xii) It will comply with the provision of the Hatch Act which limits the political activity of employees.

DO NOT INCLUDE THIS INFORMATION WITH YOUR APPLICATION THIS IS FOR YOUR INFORMATION ONLY.

APPENDIX B

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker, and housing operated by organizations and private clubs that limit occupancy to members.

A fair housing and equal opportunity plan should include provisions to address the following:

- a. Any property identified as senior housing should demonstrate its intent to house those 55 or older in at least 80% of its units which may include families with children but is not required to do so. Policies and procedures for the property must also demonstrate an intent to provide housing for those 55 or older in 80% of the units.
- b. ***In the Sale and Rental of Housing:*** No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap:
 - Refuse to rent or sell housing
 - Refuse to negotiate for housing
 - Make housing unavailable
 - Deny a dwelling
 - Set different terms, conditions or privileges for sale or rental of a dwelling
 - Provide different housing services or facilities
 - Falsely deny that housing is available for inspection, sale, or rental
 - For profit, persuade owners to sell or rent (blockbusting) or
 - Deny anyone access to or membership in a facility or service (such as a multiple listing service) related to the sale or rental of housing.

In Addition: It is illegal for anyone to:

- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right
- Advertise or make any statement that indicates a limitation or preference based on race, color, national origin, religion, sex, familial status, or handicap. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.

Additional Protection for those with a Disability

If a person or someone living with that person

- Has a physical or mental disability (including hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation) that substantially limits one or more major life activities
- Has a record of such a disability or

- Is regarded as having such a disability

A landlord **may not**:

- Refuse to let them make reasonable modifications to your dwelling or common use areas, at your expense, if necessary for the disabled person to use the housing. (Where reasonable, the landlord may permit changes only if the tenant agrees to restore the property to its original condition when vacating.)
- Refuse to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing.

Example: A building with a "no pets" policy must allow a visually impaired tenant to keep a guide dog.

Example: An apartment complex that offers tenants ample, unassigned parking must honor a request from a mobility-impaired tenant for a reserved space near her apartment if necessary to assure that she can have access to her apartment.

However, housing need not be made available to a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.

Requirements for New Buildings

In buildings that are ready for first occupancy after March 13, 1991, and have an elevator and four or more units:

- Public and common areas must be accessible to persons with disabilities
- Doors and hallways must be wide enough for wheelchairs
- All units must have:
 - An accessible route into and through the unit
 - Accessible light switches, electrical outlets, thermostats and other environmental controls
 - Reinforced bathroom walls to allow later installation of grab bars and
 - Kitchens and bathrooms that can be used by people in wheelchairs.

If a building with four or more units has no elevator and will be ready for first occupancy after March 13, 1991, these standards apply to ground floor units.

These requirements for new buildings do not replace any more stringent standards in State or local law.

Housing Opportunities for Families

Unless a building or community qualifies as housing for older persons, it may not discriminate based on familial status. That is, it may not discriminate against families in which one or more children under 18 live with:

- A parent
- A person who has legal custody of the child or children or
- The designee of the parent or legal custodian, with the parent or custodian's written permission.

Familial status protection also applies to pregnant women and anyone securing legal custody of a child under 18.

Exemption: Housing for older persons is exempt from the prohibition against familial status discrimination if:

- The HUD Secretary has determined that it is specifically designed for and occupied by elderly persons under a Federal, State or local government program or
- It is occupied solely by persons who are 62 or older or
- It houses at least one person who is 55 or older in at least 80 percent of the occupied units, and adheres to a policy that demonstrates an intent to house persons who are 55 or older.

A transition period permits residents on or before September 13, 1988, to continue living in the housing, regardless of their age, without interfering with the exemption.

- c. Provide information for a person to be able to file a complaint such as the name and contact information of the local person who could assist with fair housing and equal opportunity issues as well as providing the following HUD information.

[If You Think Your Rights Have Been Violated](#)

HUD is ready to help with any problem of housing discrimination. If you think your rights have been violated, the [Housing Discrimination Complaint Form](#) is available for you to download, complete and return, or complete online and submit, or you may write HUD a letter, or telephone the [HUD Office](#) nearest you. You have one year after an alleged violation to file a complaint with HUD, but you should file it as soon as possible.

What to Tell HUD:

- Your name and address
- The name and address of the person your complaint is against (the respondent)
- The address or other identification to the housing involved
- A short description to the alleged violation (the event that caused you to believe your rights were violated)
- The date(s) to the alleged violation

Where to Write or Call:

Send the Housing Discrimination Complaint Form or a letter to the [HUD Office](#) nearest you or you may call that office directly.

If You Are Disabled:

HUD also provides:

- Interpreters
- Tapes and braille materials
- A toll-free TTY phone for the hearing impaired: 1-800-927-9275.
- Assistance in reading and completing forms