



BUSINESS COUNCIL

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2017 Method of Distribution

The following is information about the federally funded Community Development Block Grant (CDBG) and the State of Wyoming CDBG program. Information includes:

- National Objectives
- Program Requirements
- 2017 Funding (anticipated)
- Review Process
- Timelines
- Wyoming Program Types, Maximum Awards and Evaluation Criteria
- Contact Information

National Objectives No application will be considered unless it supports at least one of three National Objectives. A pre-qualification form (available on the WBC website at <http://bit.ly/2hIoONJ> or from regional directors) must be completed and submitted no later than February 15, 2017. Based on information provided via the pre-qualification form, program staff will determine whether the proposed project is eligible and meets a National Objective. Potential applicants will be notified by March 1, 2017 if they may submit an application. Not all National Objectives can be applied to all project types. CDBG program staff should be contacted to determine how a particular project might meet a National Objective. The three National Objectives are:

- 1. Benefiting low- and moderate-income people**
- 2. Preventing or eliminating blight**
- 3. Addressing urgent community development needs**

Planning grant applications will be accepted, but due to a discussion from the CDBG monitoring with the Wyoming Business Council (WBC) and Housing and Urban Development (HUD), these applications may not be considered until an official determination has been made on a finding.

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

1. Benefiting low- and moderate-income people. The state must show that at least seventy percent (70%) of its total federal funds, by activity, benefit low- to moderate-income families. Therefore, applicants applying under the remaining National Objectives may not be funded if the statewide 70% minimum is not met. Activities considered to benefit low- to moderate-income people are divided into four categories:

- **Area Benefit Activity**

- An area benefit activity is an activity that meets the identified needs of low- to moderate-income families residing in an area where at least fifty-one percent (51%) of the residents are low- to moderate-income people. The benefits of this type of activity are available to all people in the area regardless of income. Such an area must be the entire area served by the activity. An activity that serves an area that is not primarily residential in character shall not qualify under this criterion.
- To document area benefit the applicant must: (1) define the service area, and (2) collect income characteristics of families and unrelated individuals in the service area. The applicant may use either Department of Housing and Urban Development (HUD) provided data comparing census data with low- and moderate-income levels or locally provided survey data that is methodologically sound.
- **Limited Clientele Activities**
 - Limited clientele activity is an activity that benefits a specific group of people rather than all of the residents in a particular area, of which at least fifty-one percent (51%) are low- to moderate-income persons. The activity must meet one of the following tests to qualify under this category:
 - The project must exclusively benefit a clientele who are generally presumed to be principally low- and moderate-income people. The following groups are presumed to meet this criterion unless there is evidence to the contrary:
 - Abused children
 - The elderly
 - Battered spouses
 - Homeless people
 - Handicapped adults the Bureau of Census' definition of severely disabled adults (See 24 CFR 570.483(b)(2)(ii)(A))
 - Illiterate adults
 - Persons living with AIDS
 - Migrant farm workers
 - Require information on family size and income so that it is evident that at least fifty-one percent (51%) of the clientele are persons whose family incomes does not exceed the low- and moderate-income limits
 - Have income eligibility requirements limit the activity exclusively to low- and moderate-income persons.
 - Be of such a nature and location that it may be concluded that the activity's clientele will primarily be low- and moderate-income persons.
 - Limited clientele projects also include special projects directed to the removal of material and architectural barriers in existing buildings that restrict the mobility and accessibility of elderly or handicapped persons to publicly-owned and privately-owned non-residential buildings, facilities and improvements, and the common areas of residential structures containing more than one dwelling unit.
- **Housing Activities.** A low- and moderate-income housing activity is an activity that adds or improves permanent residential structures which will be occupied by low- to moderate-income households upon completion. The housing can be either owner- or renter-occupied units in either single-family or multi-family structures. Rental units occupied by low- to moderate-income households must be occupied at affordable rents and the applicant must have criteria for determining affordable rents for this purpose.
- **Job Creation and Retention Activity.** A low- to moderate-income jobs activity is one that creates or retains permanent jobs, at least fifty-one percent (51%) of which are either taken by low- to moderate-income persons or considered available to low- to moderate-income persons. This applies to economic development projects with the purpose of creating/retaining permanent jobs. It does not apply to community development projects with the purpose of providing a

service to the community or limited clientele, such as a community center, child daycare facility or a senior center. In counting jobs, the following applies:

- Part-time jobs must be converted to full-time equivalents.
- Only permanent jobs count. Temporary jobs may not be included.
- Seasonal jobs may be counted only if the season is long enough for the job to be considered the employee's principal occupation
- All permanent jobs created by the activity must be counted even if the activity has multiple sources of funding.
- Jobs created indirectly by an assisted activity may not be counted.
- As a general rule, jobs from different businesses may not be aggregated. However, in certain cases such as where CDBG funds are used to acquire, develop, or improve real property, (e.g., a business incubator or an industrial park) jobs may be aggregated for all of the businesses located on the property.
- In any case where CDBG funds are used for public improvements, jobs to be considered for meeting the job creation/retention requirement shall be all jobs created/retained by the business(es) originally assisted as well as any other business(es) that locate in the area within a period of one (1) year following completion of the funded activity. Except that, in any case where the amount of CDBG assistance provided for the public improvements in relation to the number of jobs projected to be created/retained by the originally funded business(es) is such that the amount per job does not exceed \$35,000. Jobs created by businesses that locate in the area and benefit from the improvements need not be considered.
- To qualify for job retention, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. In addition, at least fifty-one percent (51%) of the jobs at the time CDBG assistance is provided must be held by low- to moderate-income persons or the job can reasonably be expected to turn over within the following two years and that it will be filled by, or steps will be taken, to ensure that it is made available to a low- or moderate-income person upon turnover.
- Special skills that can only be acquired with substantial training or work experience of education beyond high school are not a prerequisite to fill such jobs or the business agrees to hire unqualified persons and provide training.

2. Preventing or eliminating blight. To qualify under elimination of slums and blight, an application must demonstrate that the following criteria have been met. An activity may qualify on either an area basis or a spot basis

- **Elimination of slums and blight on an area basis:**
 - The area must be designated by the applicant and meet the definition of a slum, blighted, deteriorated or deteriorating area under state or local law. (See Wyoming SS 15-9-101 to 15-9-137.)
 - Throughout the area there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration.
 - The project must address one or more of the conditions contributed to the deterioration of the area.
- **Elimination of slums or blight on a spot basis.** To comply with the National Objective of slums or blight outside a designated slum or blighted area, a project must meet the following criteria:
 - The project must be designed to eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area; and
 - The activity must be limited to acquisition, clearance, relocation, historic preservation or rehabilitation of buildings. Under this criterion rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety.

3. **Activities designed to meet community development needs having a particular urgency (See “Imminent Threat Grants.”)** An activity will be considered to address this objective if the applicant certifies, and the state determines that:
- The activity alleviates existing conditions that pose a serious and immediate threat to the health or welfare of the community. For example, damage to a municipal sewer lagoon due to a flood.
 - The threat is of recent origin or recently became urgent. A condition will be considered to be of recent origin if it developed or became urgent within eighteen (18) months preceding.
 - The applicant is unable to finance the activity on their own, and other sources of funding are not available.

Program Requirements

- Please note any grant award allocated to a project is required to follow all CDBG rules, regulations and policies. Wyoming Business Council (WBC) staff will review the project and make a determination whether funds should be repaid and be redistributed to future applicants if a project is not in compliance.
- **Program Income.** Grantee shall not deposit grant funds in an interest-bearing account without prior approval of the WBC. Some or all income attributable to the grant funds distributed under this Agreement may be used to continue the activity from which it was generated or returned to the WBC. Program income received and retained by the Grantee shall be treated as additional CDBG funds and is subject to all applicable requirements of 24 CFR Part 570.489(e).
- Projects are subject to **Environmental Review Procedures** (24 CFR 58.22). No HUD funds may be committed to a project without the WBC’s approval of a grant recipient's environmental review and related certifications, nor may the recipient commit non-HUD funds to an activity or project if the activity or project will have an adverse environmental impact or limit the choice of reasonable alternatives.
- **The cities of Cheyenne and Casper** are not eligible to apply for state CDBG funds since they receive CDBG funds directly from HUD as entitlement communities. Laramie and Natrona Counties are eligible applicants if countywide benefit can be demonstrated.
- Only units of local government can be directly awarded CDBG funds.

Evaluation and Recommendations. The WBC staff makes recommendations. The WBC Board of Directors then makes a final determination of any grant awards.

Timelines. Applications will be accepted June 1, 2017. Applications will be reviewed by the WBC Board during its December 2017 meeting. There may be another application round if funds remain after the December meeting.

2017 CDBG Funds: The allocation for 2017 is unknown at this time but past allocations have been approximately \$2.7 million. The following CDBG allocation plan includes projected funding amounts for different CDBG project types. It also projects potential beneficiaries and benefits such as jobs created and low- to- moderate-income people assisted. This allocation was developed using historical data and anticipated demand (see the past performance displayed in the chart below).

Past Performance, 2014-2016 Allocations

Appropriation		\$8,361,733
Administrative Funds		\$547,154
Available For Projects		\$7,814,579
Project Type/Benefit	Previous Funding	2014-2016 Beneficiaries
Community Facilities	\$ 3,584,039	
Public Facilities		6
LMI Clientele		10,133
LMI Area Benefit		789
Clearance and Demolition (Slum and Blight Spot Benefit)		25,800
Clearance and Demolition (Facilities)		2
Downtown Development	\$ 250,000	
Slum and Blight Area Benefit (Businesses)		64
Economic Development Infrastructure	\$ 815,744	
Low to Moderate Income Jobs		13
Public Infrastructure	\$ 2,273,585	
Low to Moderate Income Area Benefit		13,443
Planning	\$ 217,985	
Plans Completed		9
Home Ownership Assistance	\$ 40,000	
Low to Moderate Housing Beneficiaries		20
Handicap Accessibility	\$ 632,800	
Low to Moderate Income (ADA)		51,015
Imminent Threat/Urgent Need	-	
Beneficiaries		
Total	7,814,153	

Projected Outcomes 2017		
2017 Grant Year Appropriation		\$2,700,000
Administrative Funds for 2017		\$180,000
Funding Available for Projects		\$2,520,000
Project Type/Benefit	Funding	Benefit
Community Facilities	770,000	
Public Facilities		2
LMI Clientele		2,177
LMI Area Benefit		170
Clearance and Demolition (Slum and Blight Spot Benefit)		5,500
Clearance and Demolition (Facilities)		1
Downtown Development	150,000	
Slum and Blight Area Benefit (Businesses)		30
Economic Development Infrastructure	500,000	
Low to Moderate Income Jobs		8
Public Infrastructure	700,000	
Low to Moderate Income Area Benefit		4,100
Planning	100,000	
Plans Completed		4
Home Ownership Assistance		
Low to Moderate Housing Beneficiaries		-
Handicap Accessibility	300,000	
Low to Moderate Income (ADA)		2,100
Imminent Threat/Urgent Need		
Beneficiaries		
Total	\$2,520,000	

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 (100pointspossible)
 - 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.
- Housing plans one hundred (100 points possible)
 - Up to twenty (20 points) for the basis of the housing study to be conducted 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.
- Technical Assistance plans sixty (60 points possible)
 - Up to twenty (20 points) for the proposed action.
 - Businesses or nonprofits 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 program's beneficiaries will receive twenty (20 points).
 - Businesses or nonprofits 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.

- Job Training Projects eighty (80 points possible)
 - 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.

Economic Development Projects

- **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:
 - Downtown Development Projects (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%), 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.
 - Economic Development Infrastructure Projects one hundred (100 points possible)
 - Up to twenty (20 points) for the cost per job, twenty (20 points for \$5,000 or 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)
 - 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.

Community Development Projects (including 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:
 - All Community Development Projects (200 points possible)
 - **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?

Imminent Threat Grants: Upon approval of an 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 activities designed to meet community development needs that 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.

Contact Information Please contact Sandy Quinlan, CDBG Program Manager, 214 W. 15th St., Cheyenne, WY 82002, 307.777.2825 or sandy.quinlan@wyo.gov for any program information. Posted on our website at <http://bit.ly/2haUXMV>

To inquire whether your community or nonprofit would be eligible to apply for these funds, please contact the WBC Regional Director in your area:

East Central Region - Counties: Converse, Natrona, Niobrara
 Kimberlie Rightmer 307.577.6012 – kim.rightmer@wyo.gov
 2435 King Blvd., Box 1
 Casper, WY 82604

Northeast Region – Counties: Campbell, Crook, Johnson, Sheridan, Weston
 Leah Bruscano 307.754.5785 – leah.bruscano@wyo.gov
 143 S. Bent, Ste. B
 Powell, WY 82435

or Sandy Qunlan, CDBG Program Manager, 307-777-2825 – sandy.quinlan@wyo.gov
 214 W. 15th St.
 Cheyenne, WY 82002

Northwest Region – Counties: Big Horn, Hot Springs, Park, Washakie
 Leah Bruscano 307.754.5785 – leah.bruscano@wyo.gov
 143 S. Bent, Ste. B
 Powell, WY 82435

South Central Region - Counties: Carbon, Sweetwater
 Pat Robbins 307.382.3163 – pat.robbins@wyo.gov
 1400 Dewar Dr., Ste. 208A

Rock Springs, WY 82901

Southeast Region – Counties: Albany, Goshen, Laramie, Platte
Heather Tupper 307.777.2804 - heather.tupper@wyo.gov
214 W. 15th St.
Cheyenne, WY 82002

Southwest Region – Counties: Lincoln, Sublette, Uinta
Elaina Zempel 307.877.2203 – elaina.zempel@wyo.gov
Quality Plaza; 1100 Pine Ave., Ste. 2E
Kemmerer, WY 83101

West Central Region – Counties: Fremont, Teton
Roger Bower 307.857.1155 – roger.bower@wyo.gov
213 W. Main, Ste. B
Riverton, WY 82501

The WBC follows the requirement by HUD Financial Management 2CFR-Part 200-Subpart D - §200.302.

Wyoming Residential Antidisplacement and Relocation Assistance Plan is located on our website at:
<http://bit.ly/2hWbd5W>