

## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(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.

This plan outlines the requirements for the National Housing Trust Fund (NHTF).

#### **2. Summarize the objectives and outcomes identified in the Plan**

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

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.

The purpose of this plan is to identify how the state of Wyoming will utilize NHTF funding provided by Housing and Urban Development in 2016. The plan will be administered to provide decent housing and to provide suitable living environments.

#### **Decent Housing Activities**

- Increase the availability of permanent and affordable housing through new construction and/or rehabilitation of rental units utilizing NHTF funds available to low-income citizens of Wyoming
  - Assist homeless persons in obtaining affordable housing
  - Retain the affordable housing stock
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- Increase supportive housing, inclusive of structural features and services to enable persons with special needs to live with dignity

#### **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

The purpose of this plan is to identify how the state of Wyoming will utilize NHTF funding provided by Housing and Urban Development in 2016. The plan will be administered to provide decent housing and to provide suitable living environments.

#### **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**

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

### **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

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

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The National Housing Trust Fund is a new funding source, thus an evaluation of past performance is not possible.

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**

#### **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:

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

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

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.

Notices announcing all meetings were published in several newspapers including the paper with statewide distribution, an e-mail notification went to local government officials, county commissioners, community and economic development offices, non-profits, those persons and agencies on mailing lists for different affordable housing programs, county health offices, family planning units, utility companies, housing authorities, senior facilities, chambers of commerce, Native American Tribal Planning Departments, mental health agencies, agencies dealing with homeless and low-income issues, lending institutions and real estate professionals.

The agencies compiled a draft AAP and presented the report at a GoTo Public hearing.

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.

WCDA 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) which included a short discussion on NHTF. We had seven people participate via phone. No comments regarding the NHTF were received at that time.

Upon receiving notification of our allocation amount, WCDA conducted a second public hearing through GoToMeeting on June 9, 2016 at 10:00 a.m. at the offices of WCDA in Casper. There were four attendees present at the hearing with an additional six attendees present via telecom. A 30 day comment period ensued from June 10, 2016 through July 11, 2016. All comments received are discussed in Section 5 below.

A third public meeting was held on August 1, 2016 at which time the final plan was presented, no comments were received. *(How many attendees)*

## **5. Summary of public comments**

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

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: Comments received during the June 9, 2016 public hearing regarding the NHTF consisted of the following:

- 1) A concern was voiced that the 30% NHTF units will be the hardest to qualify & keep qualified.**

The state agrees and is offering incentives by providing low interest rate financing and deferred and/or forgivable loans.

**Will grants be available to existing ELI homeowners for repairs?**

The state does not plan to grant NHTF proceeds to individual homeowners for repairs.

**Will NHTF compliance be consistent and comparable to other WCDA programs to help managers comply with regulations?**

The state intends to meet the compliance requirements for the NHTF program which are similar to the HOME program.

**Summary of comments or views not accepted and the reason for not accepting them. PR-15 Citizen Participation CFR 91.115 and 91.300 (c)**

WCDA received a request to allow grants to existing ELI homeowners for repairs. The state does not plan to grant NHTF proceeds for any homeownership purposes. WCDA will be using 90% of the NHTF proceed on rental housing and 10% will be used for WCDA's administrative and planning costs.

### Summary

The state of Wyoming had ten participants at the June 9, 2016 NHTF public hearing. Eight comments were received, one of which is not incorporated into the NHTF allocation plan (see number six above). The state will continue to take comments throughout the next year and incorporate them into the drafting of the next AAP.

Comments received during the June 9, 2016 public hearing regarding the NHTF consisted of the following: **Do not allow NHTF proceeds to be used for homeownership because tax, insurance, and maintenance costs could cause undue burdens to low income homeowners.**

the state agrees and the NHTF allocation plan does not allow for this.

**Would rental increases differ from other WCDA programs?**

The state will handle NHTF rental increases the same as the HOME program.

The state plans to allow all of these funding sources to be utilized together.

**6. Summary of comments or views not accepted and the reasons 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.

Comments received during the June 9, 2016 public hearing regarding the NHTF consisted of the following:

**Do not allow NHTF proceeds to be used for homeownership because tax, insurance, and maintenance costs could cause undue burdens to low income homeowners.** The state agrees and the NHTF allocation plan does not allow for this.

**Would rental increases differ from other WCDA programs?**

- The state will handle NHTF rental increases the same as the HOME program.

**3) Would increased rental income levels over the 30% qualification mark be handled differently than other WCDA programs?**

- The state will handle NHTF increased rental income levels as required by the NHTF program.

**4) Would NHTF be administered by WCDA similar to the HOME program?**

- The state plans to administer NHTF in a similar fashion to the HOME program.

**5) Can tax credit, HOME, and NHTF proceeds be piggybacked together?**

- The state plans to allow all of these funding sources to be utilized together.

**A concern was voiced that the 30% NHTF units will be the hardest to qualify & keep qualified.**

- The state agrees and is offering incentives by providing low interest rate financing and deferred and/or forgivable loans.

**7) Will grants be available to existing ELI homeowners for repairs?**

- The state does not plan to grant NHTF proceeds to individual homeowners for repairs.

**8) Will NHTF compliance be consistent and comparable to other WCDA programs to help managers comply with regulations?**

- The state intends to meet the compliance requirements for the NHTF program which are similar to the HOME program. • The state agrees and is offering incentives by providing low interest rate financing and deferred and/or forgivable loans. WCDA received a request to allow grants to existing ELI homeowners for repairs. The state does not plan to grant NHTF proceeds for any homeownership purposes. WCDA will be using 90% of the NHTF proceed on rental housing and 10% will be used for WCDA's administrative and planning costs. The state of Wyoming had ten participants at the June 9, 2016 NHTF public hearing. Eight comments were received, one of which is not incorporated into the NHTF allocation plan (see number six above). The state will continue to take comments throughout the next year and incorporate them into the drafting of the next AAP.

## 7. Summary

### **SP-10 Geographic Priorities CFR 91.315(a)(1)**

Wyoming has not set specific geographic areas in which assistance will be directed over the coming year. However, as more and more affordable housing units are developed, it is becoming increasingly more important to target these funds to the areas of the greatest need. Applicants for NHTF funds will need to be able to show that there is a demand for the type and price of unit they are proposing. WCDA will be utilizing the Wyoming Housing Data Base Partnership Reports (Semiannual Profiles, Housing Conditions Report & Forecasts) for comparison to the Developers own information. While the WCDA continues to recognize need as the primary driver of housing within any given community and maintains scoring that reflects this principle, a scoring category for geographic distribution is included in the allocation plan. This category will help ensure that affordable housing resources are distributed throughout the state and no one community shall benefit disproportionately to the rest of the state. The WCDA provides a list of funded projects by community on its web-site for its housing programs. The state has no racial or ethnic concentrations, i.e. no racial or ethnic minority which is greater than 10% of the State population. Results from the upcoming Assessment of Fair Housing will be reviewed and incorporated into future NHTF allocation plans.

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. The state of Wyoming had ten participants at the June 9, 2016 NHTF public hearing. Eight comments were received, one of which is not incorporated into the NHTF allocation plan (see number six above). The state will continue to take comments throughout the next year and incorporate them into the drafting of the next AAP.

The state of Wyoming had ten participants at the June 9, 2016 NHTF public hearing. Eight comments were received, one of which is not incorporated into the NHTF allocation plan (see number six above). The state will continue to take comments throughout the next year and incorporate them into the drafting of the next AAP.

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	WYOMING	
CDBG Administrator		Wyoming Business Council
HOPWA Administrator		Wyoming Department of Health
HOME Administrator	WYOMING	WCDA - Federal Programs Department (HOME, NHTF)
ESG Administrator		Wyoming Department of Family Services
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative**

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.

**Consolidated Plan Public Contact Information**

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](http://www.wyomingcda.com)
- WDH – <http://health.wyo.gov/phsd/howpa/index.html>
- WDFS–<https://sites.goggle.com/a/wy.gov/dfseb/child-support-enforcement/homelessness>

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

The 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

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

**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.

A new HMIS administrator was hired effective 1/1/16. Training for HMIS users has been ongoing since the start of the new contract; this should improve data quality for HMIS and IDIS reports.

**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.

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

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 determining 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.

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

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Rock Springs Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	
2	<b>Agency/Group/Organization</b>	Campbell County Council of Community Services
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Council of Community Services is the premier homeless agency in the northeast sector of Wyoming. They work very closely with the homeless population in that area. Their consultation with other agencies involved in the CoC should result in refined processes for helping and housing homeless and greater collaboration with other agencies who can also help expand their services.
3	<b>Agency/Group/Organization</b>	Community Action Partnership of Natrona County
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy

<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Community Action Partnership of Natrona County worked with the CoC to determine homeless needs within the city of Casper and other populated areas of the state. Anticipated outcomes are an improved referral process with other local agencies to provide outreach and housing need for homeless within Casper and Wyoming.</p>
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**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.

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

Name of Plan	Lead Organization	How do t
Continuum of Care	Wyoming Department of Family Services	CoC and WDFS Goals Develop a coordinated homeless crisis response system and identify all shelters and transitional living facilities; programs that provide temporary and long-term resources to reduce financial vulnerability to homeless populations. Identify and develop additional resources for homeless veterans

**Table 3 - Other local / regional / federal planning efforts**

**Narrative**

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 - 91.115, 91.300(c)**

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

The 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.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities  Non-English Speaking - Specify other language: Spanish  Persons with disabilities  Residents of Public and Assisted Housing	Four people were in attendance in person and 7 attended go-to meeting.	One attendee requested that we include public service in our activities to fund.	We are going to amend our con-plan this year to include public service.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

#### Anticipated Resources

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

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,797,710	0	104,194	2,901,904	5,595,420	The 2016 projection for the CDBG allocation is as follows: \$1,027,585 for economic development projects, \$1,517,671 for community development/public improvements, \$173,257 for imminent threat and \$183,391 for administration. Staff does not anticipate any applications for housing though there may be a homeownership application in 2017. Only one application for urgent was received for \$173,257 for Buffalo. It has been approved by our WBC board pending the 2016 funding being approved. The MOD states the different amounts for urgent need grants because staff was anticipating additional applications that might have been submitted.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,527,300	1,910,000	2,929,324	8,366,624	11,866,824	WCDA anticipates receiving \$3,527,300 in FY 2016 HOME funding and \$1,910,000 in program income and \$2,929,324 in FY 2015 funds carried forward that will be used to further the new construction and rehabilitation of affordable housing. Local matching funds are \$881,825.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	215,585	0	0	215,585	215,585	HOPWATenant Based Rental Assistance \$215,585 Total \$215,585 No other funds are available for housing

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	311,565	0	0	311,565	602,000	ESG This is state allocation. No other federal funds are received. Match is 100%, but it is provided by sub-recipients rather than the State.
Housing Trust Fund	public - federal	Acquisition Admin and Planning Multifamily rental new construction Multifamily rental rehab	3,000,000	0	0	3,000,000	6,000,000	NHTF funding is expected to be utilized with other housing funding sources.

Table 5 - Expected Resources – Priority Table

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

**CDBG:**

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

2016 other funding sources:

SLIB energy funds \$23,370, USDA Loan \$896,678, In-kind communities \$727,964., Business Ready Communities grant (BRC) \$500,000, Cash 95,753.

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. Because WCDA has accumulated sufficient “banked” (i.e. excess match from prior years) match , developers will not be required to provide the 25% match, and will only be 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.

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

## **Discussion**



## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	CDBG Public Infrastructure	2013	2017	Affordable Housing Non-Housing Community Development		State of Wyoming	CDBG: \$1,167,229	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4200 Persons Assisted
2	CDBG Public Facilites	2013	2017	Non-Housing Community Development			CDBG: \$624,974	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 326 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 10 Households Assisted
3	CDBG Elimination of Slum and Blight	2013	2017	Non-Housing Community Development			CDBG: \$1,000,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 859 Persons Assisted
4	CDBG Economic Development	2013	2017	Economic Development			CDBG: \$0	Jobs created/retained: 5 Jobs
5	CDBG Planning	2013	2017	Affordable Housing Planning				Other: 4 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Renters-0-30% of Median Family Income	2013	2017			State of Wyoming	HOME: \$108,746 Housing Trust Fund: \$2,700,000	Rental units constructed: 10 Household Housing Unit Rental units rehabilitated: 7 Household Housing Unit
7	Renters 31-50% of Median Family Income	2013	2017	Affordable Housing		State of Wyoming	HOME: \$1,794,309	Rental units constructed: 67 Household Housing Unit Rental units rehabilitated: 3 Household Housing Unit
8	Renters 51-80% of Median Family Income	2013	2017	Affordable Housing		State of Wyoming	HOME: \$1,794,309	Rental units constructed: 67 Household Housing Unit
9	Owners 31-50% Median Family Income	2013	2017	Affordable Housing		State of Wyoming	HOME: \$271,865	Homeowner Housing Added: 4 Household Housing Unit
10	Owner 51-80% Median Family Income	2013	2017	Affordable Housing		State of Wyoming	HOME: \$1,468,071	Homeowner Housing Added: 23 Household Housing Unit

Table 6 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	CDBG Public Infrastructure
	<b>Goal Description</b>	Geographic area is State of Wyoming (not able to enter into table).  42% for infrastructure - water and sewer lines and sidewalk installation.
2	<b>Goal Name</b>	CDBG Public Facilities
	<b>Goal Description</b>	Serving the state of Wyoming - geographic area.  The projected number of low -to moderate-income total persons to be served is 188, but the total number of people to be served is 326 and a total of 10 families.
3	<b>Goal Name</b>	CDBG Elimination of Slum and Blight
	<b>Goal Description</b>	We will be recommending funding for the Rawlins penitentiary - Funds will be used to bring the bathrooms and the main level up to code, including compliance with the Americans with Disabilities Act (ADA). The total changed for persons assisted. The total Rawlins population is 9,040 and 9.5% are disabled total of 859 persons as listed on US census website.
4	<b>Goal Name</b>	CDBG Economic Development
	<b>Goal Description</b>	
5	<b>Goal Name</b>	CDBG Planning
	<b>Goal Description</b>	

6	<b>Goal Name</b>	Renters-0-30% of Median Family Income
	<b>Goal Description</b>	<p>Did not allow us to edit category, Affordable Housing should be marked.</p> <p>Geographic area: State of Wyoming</p> <p>Funds allocated under this goal will be used to acquire and rehabilitate a minimum of 3 units of affordable rental housing for extremely low income (ELI) households. Funds will be awarded competitively via the WCDA Affordable Housing Allocation Plan, and may be expended under the CHDO set-aside, the Small Rural Project set-aside, or the Open Competitive category(ies). Because HOME funds are distributed on a competitive basis, WCDA cannot guarantee that sufficient applications will be received and score high enough to use all funds under this goal. However, WCDA has established scoring criteria which provides additional points to applicants seeking to provide rental housing units to this income range (criteria further outlined in AP-55).</p>
7	<b>Goal Name</b>	Renters 31-50% of Median Family Income
	<b>Goal Description</b>	
8	<b>Goal Name</b>	Renters 51-80% of Median Family Income
	<b>Goal Description</b>	<p>Funds allocated under this goal will be used to construct a minimum of 67 units of affordable rental housing for low income (LI) households. Funds will be awarded competitively via the WCDA Affordable Housing Allocation Plan, and may be expended under the CHDO set-aside, the Small Rural Project set-aside, or the Open Competitive category(ies). Because HOME funds are distributed on a competitive basis, WCDA cannot guarantee that sufficient applications will be received and score high enough to use all funds under this goal. However, because WCDA often leverages HOME funds against its tax credit allocation, a large percentage of projects typically target a similar income range.</p>

<b>9</b>	<b>Goal Name</b>	Owners 31-50% Median Family Income
	<b>Goal Description</b>	Funds allocated under this goal will be used to acquire, rehabilitate and re-sale, 4 units of affordable housing for very-low income (VLI) households. WCDA will rehabilitate homes to established NSP Rehabilitation Standards, and re-sale the rehabilitated homes with an option to defer up to 30% of the sales price to make the property affordable to an LI household. Properties not sold within the timelines outlined in the HOME final rule will be rented to income-eligible households. WCDA may expend funds under this goal if a homeownership project is received and scores sufficiently high under the competitive Affordable Housing Allocation process.
<b>10</b>	<b>Goal Name</b>	Owner 51-80% Median Family Income
	<b>Goal Description</b>	Funds allocated under this goal will be used to acquire, rehabilitate and re-sale, 23 units of affordable housing for low income (LI) households. WCDA will rehabilitate homes to established NSP Rehabilitation Standards, and re-sale the rehabilitated homes with an option to defer up to 30% of the sales price to make the property affordable to an LI household. Properties not sold within the timelines outlined in the HOME final rule will be rented to income-eligible households. WCDA may expend funds under this goal if a homeownership project is received and scores sufficiently high under the competitive Affordable Housing Allocation process.

**Table 7 – Goal Descriptions**

## AP-25 Allocation Priorities – 91.320(d)

### Introduction

#### HOPWA

The NHTF regulations allow up to 10% of NHTF funds to be used for homeownership activities; however, given the extremely low-income targeting requirements of the NHTF program and the need for rental housing affordable to ELI households in Wyoming, WCDA will use NHTF program funds exclusively for rental housing to meet the priority housing needs of ELI renter households, as identified by the state’s Consolidated Plan. WCDA will retain 10% of the NHTF allocation for administrative and planning purposes.

Public comment received highlighted the difficulty pursuing homeownership strategies at the ELI level, and WCDA concurs with this opinion. Therefore, we have elected not to pursue homeownership strategies with NHTF funding at this time.

### Funding Allocation Priorities

	CDBG Public Infrastructure (%)	CDBG Public Facilites (%)	CDBG Elimination of Slum and Blight (%)	CDBG Economic Development (%)	CDBG Planning (%)	Renters-0-30% of Median Family Income (%)	Renters 31-50% of Median Family Income (%)	Renters 51-80% of Median Family Income (%)	Owners 31-50% Median Family Income (%)	Owner 51-80% Median Family Income (%)	Total (%)
CDBG	15	15	15	47	0	0	0	0	0	0	92
HOME	0	0	0	0	0	0	0	0	0	0	0
HOPWA	0	0	0	0	0	0	0	0	0	0	0
ESG	0	0	0	0	0	0	0	0	0	0	0

Housing Trust Fund	0	0	0	0	0	100	0	0	0	0	100
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**Table 8 – Funding Allocation Priorities**

**Reason for Allocation Priorities**

**CDBG:** WBC Regional Directors identify needs in their areas which have been primarily water and sewer lines, elimination of slum and blight (downtown development) and community facilities.

**HOME:** The 2016 HOME allocation is based upon the priority of needs in the 2013-17 Con Plan (greater need for rental housing versus homeownership for those households at or below 50% of AMI). WCDA plans to utilize National Housing Trust Fund (NHTF) funds to address the needs of very-low income households, while reserving the majority of HOME funds for 30-80% AMI households.

**HOPWA:** 92% of HIV-positive Wyo. individuals are very low to extremely low income, making affording housing difficult. The program priority is working with partners in communities to find housing for enrolled clients.

**ESG:** Wyoming uses 100% of ESG funds to reduce homelessness in the State. 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 (HPRR) for those who are in danger of becoming homeless. We expect the largest allocation under HPRR to fund medium- and long-term housing assistance. Emergency Shelter funding receives the greatest portion of ESG funds. 33% 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 such as meals, counseling services, employment counseling and mental health evaluations. HPRR applicants devote much of that funding to rent assistance and hotel vouchers. Three Housing First projects started in the last year. The agencies managing these projects have not asked for special ESG funding, but they will be considered for additional funds with the new contract year depending on the allocation priorities.

**NHTF:** WCDA will use NHTF program funds exclusively for rental housing to meet the priority housing needs of ELI renter households, as identified by the state’s Con Plan. WCDA will retain 10% of the NHTF allocation for administrative and planning purposes.

Public comment received highlighted the difficulty pursuing homeownership strategies at the ELI level, and WCDA concurs with this opinion.

Therefore, we have elected not to pursue homeownership strategies with NHTF funding at this time.

Wyoming's Con Plan identifies rental unit production as a priority, specifically the need for additional rental units affordable to extremely low and low-income large-related families with children. Larger families need larger housing units, however larger units of three or more bedrooms are more expensive to rent. As a result, many times larger families live in overcrowded conditions as well as pay in excess of 30% of their income for rent and utilities.

The Affordable Housing Allocation Plan identifies WCDA's priorities for NHTF funding approval as: 1. need; 2. quality of construction; 3. income levels served; and, 4. affordability and extended length of time the restrictions will be in place. While the highest priority is need, WCDA does not put a preference on new construction or rehabilitation, rather the priority is serving the community with the highest need among applications received. Therefore, WCDA will allocate all NHTF non-administrative program funds to rental housing production.

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

**CDBG:** The majority of the 2016 CDBG awards will address the goals of providing suitable living environments and expanded economic opportunities.

Staff will be recommending funding for two elimination of slum and blight project. One for Rawlins Penitentiary and one for Bunning Park in Rock Springs. The project in Rawlins will also be leverage with a \$500,000 BRC grant. Both projects have ADA components in them with making the old Pen ADA accessible and Rock Springs installing 12 ADA parkings spots.

Wyoming’s communities are rural and diverse in need. The WBC has based the CDBG allocation plan on previous demand as well as the existing consolidated plan.

**HOME:** In Wyoming the first priority is the need for affordable housing. 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 15,000 that are not within 20 miles of another town with a population over 15,000. 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:** 92% of HIV-positive Wyo. individuals are very low to extremely low income, making affording housing difficult. The program priority is working with partners in communities to find housing for enrolled clients.

**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. ESG – for the past two years HUD’s funding priority has been homeless prevention and rapid re-housing. Any subrecipient’s application that requests funds for these categories has had them fully funded. We expect an equal mix of short to medium term rent requests mixed with hotel vouchers, particularly in those areas lacking in affordable housing. Most of the ESG dollars have been allocated to agencies that provide emergency shelter. More agencies provide shelter than homeless prevention funds, primarily due to the lack of affordable housing.

Wyoming’s Consolidated Plan identifies rental housing production as a high priority need in the state. The highest priority target population for

rental housing unit production is for households at or below 60% of AMI. With the HOME program in place to address the upper end of the 0-60% range, the NHTF funding will address the lower end of the range, or ELI households.

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 higher costs associated with real estate development in smaller communities, the rural nature of the entire state, and Wyoming's low population, WCDA has a Small Rural Project Set-aside for a portion of our NHTF allocation to fund housing projects in towns with populations less than 15,000 that are not within 20 miles of another town with a population over 15,000, and the projects must have 24 or fewer units. 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.

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

### Introduction

CDBG 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.

NHTF 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 and the HOME Investment Partnership Program. The NHTF method for distribution is an attachment.

### Distribution Methods

Table 9 - Distribution Methods by State Program

1	State Program Name:	CDBG
	Funding Sources:	

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p><b>Planning Projects</b> Planning grants are available to local governments and nonprofit entities to perform feasibility studies related to increased economic development and community development.</p> <ul style="list-style-type: none"> <li>• <b>Planning Types</b></li> <li>• <b>Community Development and Economic Development plans:</b> \$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</li> <li>• <b>Housing plans, assessments or development codes:</b> which will benefit low- and moderate-income people, \$20,000 maximum award with a twenty-five percent (25%) cash match.<b>Feasibility studies and site-specific development studies:</b> 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.<b>Technical Assistance grants:</b> 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.</li> <li>• <b>Evaluation Criteria:</b> 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: <ul style="list-style-type: none"> <li>•</li> <li>• <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.</li> </ul> </li> </ul> <p>Please see the word document. All the information wouldn't fit on the page.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Eligible applicants must complete the WCDA Affordable Housing Programs Application and submit the application by the application cycle deadline, which is the last business day in January. If sufficient funds are available, a second application cycle may be announced.</p> <p>Proposed projects will be ranked based on primary and secondary criteria. Where an applicant’s Market Study differs from the current economic statistics available to WCDA, the project may be ranked using the most recent data available to WCDA. Although projects may rank, WCDA reserves the right to add requirements to address any concerns to the Initial Allocation Document, which it may have for the long-term viability of the project. When scoring applications, WCDA will utilize data at the Primary Market Area level. Criteria include Housing Needs characteristics (need, vacancy in community, vacancy in subsidized projects and geographic distribution), Quality of Construction (minimum construction standards, construction standards exceeded, energy efficiency and/or sustainability certification and HERS rating), Income levels (meeting market study, lower income targeting, deep income targeting, extreme NHTF income targeting), Affordable Levels, Exended Low-Income Use, Community revitalization in Qualified Census Tracts. Secondary criteria include Project location (appropriate location, concentration of low-income housing, inappropriate location, developer not at site visit), Project Characteristics (project design, private-public partnerships, site control, proper zoning, subsidy, other supportive financing, community revitalization plan), Sponsor/Applicant Characteristics (experience and credibility, poor performance, financial capacity), Publid Housing waiting lists, Families or Individuals with children, financial support from local sources nad management capacity (poor performance). Total project costs will also be evaluated along with Owner/General partner equity in projects.</p> <p>In order to be considered for points in any category, sufficient documentation must be included and applications must include a detailed written explanation of how and why the applicant feels the criteria has been met.</p> <p>Information in the developer-provided Market Study, the Wyoming Profile of Demographics, Economics and Housing and other publications are used extensively in the Scoring analysis. However, WCDA reserves the right to consider any other information available or known to us.</p> <p style="text-align: center;">Annual Action Plan - 2016</p>
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<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Applications are available online on the WBC website <a href="http://www.wyomingbusiness.org/program/cdbg-applications-and-rules/3286">http://www.wyomingbusiness.org/program/cdbg-applications-and-rules/3286</a>.</p>
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<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>1. <b><u>Distribution Methods: Emergency Solution Grant Program</u></b></p> <p><b><u>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.</u></b></p> <p>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.</p> <p><b><u>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.</u></b></p> <p>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.</p> <p><b><u>Describe the process for awarding funds to state recipients</u></b></p> <p style="text-align: center;">Annual Action Plan 2016</p>
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**Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)**

**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).**

Annual Action Plan  
2016  
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.

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>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.</p> <p>The WCDA anticipates \$3 million in new NHTF funding, to be distributed as follows: Small Rural Project Set-aside (for Rental Housing Production and Rehabilitation) \$700,000; Rental Housing Production and Rehabilitation \$2,000,000; and Administration \$300,000.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The only threshold factors and grant size limits are those imposed by the HOME Rules and Regulations.</p> <p>NHTF -</p> <p>Maximum NHTF 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.</p>

<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>WCDA is hopes to complete five units a year under this funding source.</p> <p>NHTF -</p> <p>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.</p> <p>We have opportunities all around the state. We receive many calls from nonprofits, businesses and communities. We anticipate receiving more requests for grant funds than are available.</p> <p>WCDA expects to provide quality rental units available to ELI income citizens of Wyoming. Based on funds available we should see 10 new rental units available in the next two years.</p>
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## CDBG MOD

### 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.
- 

### Discussion

## AP-35 Projects – (Optional)

### Introduction

We are recommending funding for a project in Washakie County to expand their library to house the Youth Learning Center. The space they are renting now charges \$825 a month and they can't afford the payment. The community will let them use it at no charge. The other public facilities project we will recommend for funding is for Big Brothers Big Sisters in Albany County to help renovate the basement of the building for more usable space. The community uses the building for many other activities. Two public infrastructure projects staff will recommend is for water and sewer lines.

Projects utilizing HOME funding are funded through a competitive cycle, therefore specific project information is not available. Applications are submitted under the timelines outlined in the Affordable Housing Allocation Plan, and the highest ranking projects will receive HOME funding. The scoring criteria are further outlined in AP-55. The same is true of CDBG. Applications will be reviewed and ranked. Those ranking highest will receive CDBG funding.

#	Project Name

Table 10 – Project Information

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

**HOME:**

The state of Wyoming's Consolidated Plan identifies rental unit production as a priority, specifically calling out the need for additional rental units affordable to extremely low and low-income large families with children as a high priority for housing. Larger families need larger housing units, however larger units of three or more bedrooms are more expensive to rent. As a result, many times larger families live in overcrowded conditions as well as pay in excess of 30% of their income for rent and utilities.

As identified in the Affordable Housing Allocation Plan, the WCDA's highest priority priorities for HOME funding approval are: 1.) need; 2.) quality of construction; 3.) income levels served; and, 4.) affordability. Land use restrictions are utilized to extend the length of time the affordability restrictions will be in place. While the highest priority is need, WCDA 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.

For these reasons, WCDA will allocate a majority of its non-administrative HOME funds to rental housing production. HOME is the state's primary tool for meeting the 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-38 Project Summary**  
**Project Summary Information**

**Table 11 – Project Summary**

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

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

No

### **Available Grant Amounts**

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.

### **Acceptance process of applications**

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

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

No

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

## **AP-50 Geographic Distribution – 91.320(f)**

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

CDBG funding is distributed on application basis. Projects are ranked by severity of need and quality of the project. 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.

WCDA does not target assistance to specific geographic areas in the state as NHTF and HOME funding are awarded on a competitive basis. Established scoring criteria ensure projects serving areas of greatest need are prioritized higher. Once the program is well established, WCDA will also consider the amount of NHTF funding which an area has previously received in the award process. While Wyoming has not set specific geographic areas in which assistance will be directed over the coming year, it is becoming increasingly more important to target these funds to the areas of the greatest need. Applicants for funding will need to show that there is a demand for the type and price of unit they are proposing. WCDA will be utilizing the Wyoming Housing Database Partnership Reports (Semiannual Profiles, Housing Conditions Report & Forecasts) for comparison to the Developers own information. While the WCDA continues to recognize need as the primary driver of housing within any given community and maintains scoring that reflects this principle, a scoring category for geographic distribution is included in the allocation plan.

**Geographic Distribution Scoring Category:** In an effort to equitably distribute funding throughout the state, negative points will be assessed based on the number of affordable units (regardless of source) awarded funding in the last four years compared to the population of the city where the proposed project will be located. Projects proposing newly constructed units will be assessed 150 negative points for every one percent (1%) of affordable units the proposed community has received in relation to their population the previous four (4) years and projects proposing rehabilitated units will be assessed seventy-five negative (-75) points for every one percent (1%) of funded affordable units the proposed community has received in the previous four (4) years in relation to their population. (Example: Total units funded in last 4 years = 200; population of community 50,000 =  $200/50,000 = .4\%$ ;  $.4\% \times 150 = 60$  negative points.) This category will help ensure that affordable housing resources are distributed throughout the state and no one community shall benefit disproportionately to the rest of the state. The WCDA provides a list of funded projects by community on its web-site for its housing programs.

As a result of the development of the current Assessment of Fair Housing, WCDA has determined that the state of Wyoming has no racially/ethnically-concentrated areas of poverty.

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

The ESG program has not targeted assistance for specific 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.

**Geographic Distribution**

Target Area	Percentage of Funds

**Table 12 - Geographic Distribution**

## **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.

However, due to higher costs associated with real estate development in smaller communities, the rural nature of the entire state, and Wyoming's low population, WCDA has a Small Rural Project Set-aside for a portion of our HOME allocation to fund housing projects in towns with populations less than 15,000 that are not within 20 miles of another town with a population over 15,000, and the projects must have 24 or fewer units. 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**

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.

NHTF -

The WCDA looks at the state as a whole and uses need in a community as its priority.

However, due to higher costs associated with real estate development in smaller communities, the rural nature of the entire state, and Wyoming's low population, WCDA has a Small Rural Project Set-aside for a portion of our NHTF allocation to fund housing projects in towns with populations less than 15,000 that are not within 20 miles of another town with a population over 15,000, and the projects must have 24 or fewer units. 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.

## **Discussion**

## Affordable Housing

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

#### Introduction

The state CDBG program allows housing infrastructure, homeownership assistance and acquisition. The program works with Habitat for Humanity, housing authorities and WyoNAHRO. No housing infrastructure apps were received in 2016. Housing development declined due to the economy. The WBC received a planning grant application in 2015 (re: homeless youth in Cheyenne/Laramie County).

The 2016 HOME allocation goals are based on priority needs in the 2013-17 Con Plan which shows a need for rental housing vs. homeownership for households at or below 50% of AMI. WCDA has allocated its largest percentage of HOME funds towards rental housing development and anticipates supporting 134 households via construction of affordable rental housing.

Rehabilitation of existing affordable housing is identified as a moderate need in the Con Plan. WCDA anticipates rehabilitating 20 units of owner-occupied or rental housing in 2016.

The challenges of identifying income qualified households for homeownership projects in the low and very-low income range means WCDA will allocate limited funding to homeownership acquisition strategies. WCDA anticipates assisting 10 households with HOME funds for the acquisition of affordable homeownership housing in 2016. According to the moderate growth projections of WCDA's recent housing needs assessment, 164 units total represents approximately 13% of the projected need for the year. However, taking rental housing unit needs only, WCDA's proposed creation of 134 units of rental housing meets 46% of projected annual need.

WCDA's allocation criteria for distribution of NHTF funds allows nonprofit and for-profit developers to apply for funding and awards extra points for efforts to house lower income level households most likely to experience homelessness:

**INCOME LEVELS** (Max 40 pts – must score a min 10 points). A proposal will receive points for eligible low-income units with income restricted to the percentage of HUD Median Income as stated below. Meeting Market Study (Must score a min 10 pts) Where income levels proposed meet those substantiated in the Market Study for the project, it will receive 10 pts, Lower Income Targeting - 41-50% of HUD Median Income (Max 5 pts), Deep Income Targeting - at or below 40% of HUD Median Income (Max 10 pts), Extreme NHTF Income Targeting - at or below 30A% of HUD Median Income (Max 15 pts), A proposal will receive 2 pts if 4% or more of the units are set aside for transitioning homeless households. This would include Gross rent under \$200.00 a month and working with other organizations to provide payment of utilities.

WCDA has amended its loan terms to incentivize use of NHTF to address the needs of ELI households. WCDA anticipates supporting a minimum of 2 homeless households utilizing NHTF funding. WCDA has a Small Rural Set-Aside in the amount of \$700,000. WCDA's allocation criteria awards extra points for efforts to house families or individuals with children, public housing residents, low and extremely low income households, close proximity to services needed by elderly persons, and those with health issues.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	78
Non-Homeless	361
Special-Needs	115
Total	554

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	45
The Production of New Units	213
Rehab of Existing Units	70
Acquisition of Existing Units	1
Total	329

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

## Discussion

CDBG funds housing infrastructure & homeownership assistance but no 2016 applications were received.

Alloc. criteria for dist. of HOME funds awards 2 pts for efforts to house homeless, 4+% of units are set aside for transitioning homeless households including gross rent under \$200/mo. and work w/other orgs to provide utility payments. In 2015, the WCDA Board approved an add'l pt category of up to 15 pts for targeting units at or below 30% AMI, including homeless. Even w/these incentives no projects have been proposed. WCDA doesn't anticipate any add'l units will be set aside specifically for homeless families using HOME funds in 2016. Up to 10 pts are awarded in the "need" section of the criteria if a developer provides special needs housing identified in the Market Study. Services that will be provided or coordinated and how client outreach will occur must be described.

NSP program income generated from prior years' activities is put toward acquisition and rehab of affordable single-family homeownership housing. WCDA anticipates providing 5 households w/affordable housing using this funding source.

NHTF New Construction-an initial certificate of occupancy or equivalent was received w/in 1 year of committing funds to the project. Rehab of existing units - self explanatory. Rehab and refinancing to

permit or continue affordability under 24CFR93.201(b) means rehab must be the primary eligible activity requiring at least \$30,000 rehab costs per unit. A capital needs assessment (CNA) must be provided by an unrelated CNA provider including a unit by unit breakdown and budget. The CNA must include an estimate of remaining useful life of major systems (structural, roof, cladding, weather proofing, plumbing, electrical and HVAC) and replacement cost estimates. A review of the owner's mgmt practices to determine disinvestment has not occurred, the long term needs of the project can be met and the feasibility of serving the targeted population over an extended affordability period can be demonstrated.

Refinancing is for maintaining current affordable units/creating add'l affordable units, rehab cost must exceed debt refinanced, the min required affordability period is 30 yrs. Refinancing is an eligible activity under NHTF. NHTF can't be used to refinance multifamily loans made or insured by any Federal program. Conversion of an existing structure to affordable, residential housing is an eligible rehab activity. If conversion involves add'l units beyond the walls of an existing structure, it is considered new construction. The no. of housing units on the lot may not change but the number of rooms per unit may. Reconstruction includes replacing substandard manufactured housing with new units.

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

### **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>

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

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

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

### **Discussion**

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

### **Introduction**

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.

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

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

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.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

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.

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

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.

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

## **Discussion**

### NHTF and HOME:

WCDA awards extra points for applications which seeks to address homeless populations:

A proposal will receive 2 points if 4% or more of the units are set aside for transitioning homeless households. This would include Gross rent under \$200.00 a month and working with other organizations to provide payment of utilities.

**AP-70 HOPWA Goals – 91.320(k)(4)**

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

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

### **Introduction**

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

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

A 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.

Some of the areas in which local governments have been contributing are in the waiving of development fees and charges, allowing greater densities, providing for zoning variances, and donation of land or buildings.

In addition, the WCDA has structured the ranking criteria for HOME, NHTF and LIHTC to reward developers that are able to provide quality housing for less money.

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.

### **Discussion**

A final Analysis of Impediments was completed in 2011 and WCDA is the lead agency working on the required Assessment of Fair Housing (AFH) for submission in 2017. The results of the AFH will be incorporated into future NHTF allocation plans.

WCDA awards extra points to applications which actively seek to reduce barriers to affordable housing:

- A proposal will receive up to 5 points if the community is actively reducing barriers associated with Affordable Housing i.e.:
  1. Reducing or waiving fees or real estate tax concessions for Affordable Housing.
  2. Within the last year the Jurisdiction has convened or funded comprehensive studies, commissions, or hearings, or has established a formal ongoing process, to review, the rules, regulations, development standards and processes of the jurisdiction to assess their impact on the supply of Affordable Housing.
  3. Within the last year the Jurisdiction has initiated regulatory reforms as a result of the above.
  4. Jurisdiction has a single consolidated permit application process for housing development that includes building, zoning, engineering, environmental and related permits or “fast track” permitting and approvals for all affordable housing projects.
  5. Reduction or waiver of parking or green space requirements for all affordable housing developments.
  6. The jurisdiction has funded, directly or through partnerships, comprehensive studies of current and estimated housing needs taking into account the anticipated growth of the region, for existing and future residents, including low-, moderate-, and middle-income families for at least the next five years.
  7. Lower cost land development requirements for Affordable Housing developments, i.e. higher density, narrower streets, sidewalks on only one side of the street etc.

## **AP-85 Other Actions – 91.320(j)**

### **Introduction**

#### **WCDA**

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

WCDA had two funding rounds for allocation of NHTF funds in the year 2016. No applications requesting NHTF funds were received, likely due to the delayed national announcement of the NHTF allocations. WCDA anticipates two funding rounds for allocation in the year 2017. Our goal is to allocate all of our allotted funding to affordable housing by the end of 2017.

#### **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. Chart in word document listing mid-project monitorings.

##### **ESG Monitoring Schedule:**

March 2016 Council of Community Services, Gillette  
Crook County Family Violence and Sexual Assault Services, Sundance  
Youth Emergency Services, Gillette

June 2016 Community Action Partnership of Natrona County, Casper  
Central Wyoming Rescue Mission

July 2016 Interfaith of Natrona County, Casper  
Poverty Resistance Food Pantry, Casper  
Volunteers of America, Sheridan

August 2016 Interfaith-Good Samaritan, Laramie  
Sweetwater Family Resource Center, Rock Springs  
Good Samaritan Mission, Jackson

September 2016 COMEA House and Resource Center

## **Actions planned to address obstacles to meeting underserved needs**

All of the activities which will be funded under the State of Wyoming's CDBG, HOME, HTF, and ESG Programs will address obstacles to meeting underserved needs. The State has conducted online needs assessment survey through the WBC, and will be using the information gathered to help identify and respond to underserved needs as they arise in the community.

The WBC continually provides technical assistance and planning resources to help communities engage in comprehensive planning, downtown master planning, business development planning, and market studies. In addition, the WCDA's Community Pride & Revitalization (CPR) Program is designed to allocate resources to cities, towns, and counties that have created a volunteer-based, homeowner rehabilitation program. The funds are used for materials and supplies and are allocated based on a community match. WCDA matches dollar for dollar the amount the applicant is willing to commit to the program. Communities are making a difference with CPR funds by utilizing volunteer labor to provide much needed renovations like window and door replacements, painting, and roofing for extremely low-income, elderly, and other underserved homeowners.

Wyoming programs funded by HUD are administered by independent state agencies; funds are used and distributed based on the policies of each agency: All of the agencies meet will be meeting on September 7, 2016 to discuss the annual action plan and provide information to the public by webinar or in person. The discussion will be how all the agencies can work together to serve underserved families and person who are low- to moderate-income and extremely poor, have cognitive, physical and or mental disabilities or impairments, including frail elderly persons.

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.

### **HOPWA**

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

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.

## **Actions planned to foster and maintain affordable housing**

WCDA and WBC have been working together with Wyoming Housing Authorities and the WYNARO group to coordinate one effort for the Housing Trust Fund and the affordable housing needs of the state. A consultant has been hired and is conducting meetings all over the state to determine what all the needs are throughout the state.

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.

WCDA has invited the developer community to attend a 2 ½ hour Developer Forum on September 13, 2016. The meeting will be held during the public comment period and the purpose is to obtain feedback on how WCDA might revise/improve its allocation plan to ensure developers can utilize both HOME and NHTF funding to foster and maintain affordable housing. WCDA plans to solicit input on new construction, acquisition/rehab, targeting extremely low income households, ideas for housing special needs populations, and strategies to incent activity in difficult to development areas.

### **HOPWA**

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

## **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.

## **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.

The NHTF program will use the income eligibility of 0-30% of family median income, as set forth by HUD. This income band by definition includes poverty level families. Ninety percent of the NHTF proceeds will be allocated to fund rental projects servicing this income band. Providing affordable housing is the first step toward reducing the number of poverty-level families.

## **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 & NHTF**

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.

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

## **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.

WCDA awards points for proposals that commit to giving preference to individuals and families on the public housing waiting lists:

**PUBLIC HOUSING WAITING LISTS (Maximum 2 points – Must score a minimum of 2 points)**

Proposals that commit to giving preference to individuals and families on the public housing waiting lists, will receive 2 points.

WCDA has initiated a Disability and Access focus group conversation during the AFH process in order to solicit feedback from public, private, and social service agencies.

The State's Citizen Participation Plan outlines efforts to gather input from the public in determining where resources will be spent.

## **ESG**

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

## **Discussion**

### **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.

Please see page the word document.

Each year the HOME, NHTF, CDBG, HOPWA and ESG programs will evaluate what other actions might be taken should the results of the previous year's plan indicate that there may be additional programs or actions that should be implemented. Beyond that, there is nothing specific for additional actions to add at this time.

## **Program Specific Requirements**

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

#### **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. Chart listing projects and projected mid-monitoring dates in word document. Would not fit in IDIS.

A needs assessment has been conducted (on WBC website <http://www.surveygizmo.com/s3/2817182/Wyoming-Community-Needs-Survey>). Staff has received over 100 responses of the survey and will be using the information to help prepare the next consolidated plan.

#### **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. The written standards were included as a separate document.

**Community Development Block Grant Program (CDBG)  
Reference 24 CFR 91.320(k)(1)**

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

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

**Other CDBG Requirements**

1. The amount of urgent need activities	173,257
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	85.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.320(k)(2)**

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

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.

1. **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.

1. **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:**

WCDA's HOME homeownership program is called WRAP and the activity is subject to recapture provisions. Under HOME recapture rules, the original HOME-assisted homebuyer is not required to sell the home to another low-income homebuyer. Rather, WCDA's recapture model allows the homebuyer to receive 100% of the net available proceeds after the outstanding principal balance on the mortgage loan for the HOME investment has been paid back to WCDA. The repayment of the principal balance funds are then receipted by WCDA as Program Income.

The recapture provision is disclosed to the homebuyer in clear language in the WRAP HOME mortgage. It is disclosed again, in writing, in the WRAP HOME note. Approximately two weeks prior to closing on the sales transaction, WCDA personnel conduct a "Document Review" session with the homebuyer. All documents, including those that contain the recapture provision, are reviewed in detail and homebuyers are encouraged to ask questions to ensure they understand the complex transaction they are entering into. The homebuyer also attends an 8 hour HUD approved

homebuyer education course.

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

Any HOME homeownership activity available under the Wyoming HOME program is subject to resale or recapture provisions. To ensure a fair return to the homebuyer based on economic conditions as well as the condition of the home, the homebuyer will receive the balance of the net available proceeds after the entire HOME investment has been paid.

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

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

Any HOME homeownership activity available under the Wyoming HOME program is subject to

resale or recapture provisions. To ensure a fair return to the homebuyer based on economic conditions as well as the condition of the home, the homebuyer will receive the balance of the net available proceeds after the entire HOME investment has been paid.

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

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

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

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

1. Include written standards for providing ESG assistance (may include as attachment)

A complete copy of the Wyoming ESG program's written standards is included as an attachment to this document. The ESG 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

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

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

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

The sub-award process is via competitive bid. Emails soliciting bids are sent to the 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.

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

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.

5. 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.

## **Discussion**

Please see attachment for NHTF Program specific requirements.

