



**COMMUNITY DEVELOPMENT BLOCK  
GRANT APPLICATION**

**FOR**

**ECONOMIC DEVELOPMENT**

**PLANNING ONLY**

**COVER SHEET**

<b>1. PROJECT TITLE:</b>	
<b>2. APPLICANT INFORMATION</b>	
<b>Applicant</b> (City, Town, County): <b>Responsible Elected Official:</b>  <b>Mailing Address:</b>	
<b>Local Contact:</b> <b>Position:</b>  <b>Mailing Address:</b>  <b>Phone:</b> <b>Email:</b>	
<b>If application is being submitted on behalf of a non-profit, name of organization:</b>	
<b>Contact Person:</b>	
<b>Position:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>3. PROJECT ADMINISTRATION CONTACT</b>	
<b>Organization Name:</b> <b>Contact Person:</b>  <b>Mailing Address:</b>  <b>Phone:</b> <b>Email:</b>	
<b>4. PROJECT COSTS</b> Indicate minimum necessary total public project infrastructure costs.	
<b>a.</b> Amount of <b>grant</b> requested: <b>b.</b> Total local contribution: <b>TOTAL Project Cost (a+b):</b>	
<b>DECLARATION: I HERBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO THE WYOMING BUSINESS COUNCIL IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.</b> Responsible (Elected) Official's Signature and Date:	

**Preliminary Regional Comments:**

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

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WBC Regional Director's Signature

Date

## INTRODUCTION: PLANNING ONLY PROJECTS

- Purpose** The primary intent of this project type is to provide funds to develop planning documents to be used by a community for the purpose of community and economic development, to develop policy, planning or management capacity.
- Rules** Rules governing the Community Development Block Grant (CDGB) Grant and Loan Program are available through the Wyoming Business Council (WBC) or [www.wyomingbusiness.org](http://www.wyomingbusiness.org).
- Eligibility** Counties, incorporated cities, towns may apply. Units of local government may also apply on behalf of non-profit organizations.
- Funds** The maximum grant amount is \$25,000. Each application must demonstrate a twenty-five percent (25%) hard dollar cash match.
- Due Date** The WBC will accept applications semi-annually. Please consult the WBC website for application deadline dates and board meeting dates.
- Review** The review process includes an initial WBC staff screening, possible site visit and report to WBC Board. The WBC Board will make the final determination. Applicants will be notified of all meetings. Timing of the approval process will depend on when the application is received and WBC Board meeting schedules. Costs may not be incurred prior to a signed grant agreement, typically 4-6 weeks after a WBC decision.
- Submissions** Applicants shall submit one copy of the completed application to the WBC Regional Director, and two original complete applications to the WBC staff in Cheyenne. Applications must be submitted on 8 ½ X 11” format with all application information and attachments clearly labeled or tabbed. Contact information follows.

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<p>Converse, Niobrara and Natrona Counties</p>	<p>Big Horn, Hot Springs, Park, and Washakie Counties</p>	<p>Campbell, Crook, Sheridan, Johnson, and Weston Counties</p>
<p>Steve Elledge East Central Regional Director 300 South Wolcott, St 300 Casper, WY 82601  Tel: 307.577.6012, Fax: 307.577.6032, Cell: 307-262-6346 Email: steve.elledge@wybusiness.org</p>	<p>Leah Bruscano Northwest Regional Director 143 South Bent, Ste B Powell, WY 82435  Tel: 307.754.5785 Fax: 307.754.0368 Cell: 307-421-0140 Email: leah.bruscano@wybusiness.org</p>	<p>Dave Spencer Northeast Regional Director PO Box 962 Gillette, WY 82716  Tel: 307.685.0283 Fax: 307.686.7268 Cell: 307-689-1320 Email: dave.spencer@wybusiness.org</p>
<p>Sweetwater and Carbon Counties</p>	<p>Fremont and Teton Counties</p>	<p>Albany, Goshen, Platte and Laramie Counties</p>
<p>Pat Robbins South Central Regional Director 1400 Dewar Drive, Ste 208A Rock Springs, WY 82901  Tel: 307.382.3163 Fax: 307.382.3217 Cell: 307-389-0867 Email: pat.robbins@wybusiness.org</p>	<p>Roger Bower West Central Regional Director 213 West Main Street, Ste B Riverton, WY 82501  Tel: 307.857.1155 Fax: 307.857.0873 Cell: 307-851-0908 Email: roger.bower@wybusiness.org</p>	<p>Tom Johnson Southeast Regional Director LCCC 1400 E. College Dr., Ste 203 Cheyenne, WY 82007  Tel: 307.635.7735 Fax: 307.635.7742 Cell: 307-631-9275 Email: <a href="mailto:tom.johnson@wybusiness.org">tom.johnson@wybusiness.org</a></p>
<p>Sublette, Lincoln and Uinta Counties</p>	<p>Send 2 copies of completed applications to:</p>	
<p>Elaina Zempel Southwest Regional Director 1100 Pine Avenue , Ste 3F Kemmerer, WY 83101  Tel: 307.877-2203 Fax: 1-888-507-4482 Cell: 307-723-1510 Email: elaina.zemple@wybusiness.org</p>	<p>Julie Kozlowski CDBG-Economic Development Program Manager Wyoming Business Council 214 W. 15<sup>th</sup> Street Cheyenne, WY 82002 Phone: (307) 777-2812 Fax: (307) 777-2838 Email: <a href="mailto:julie.kozlowski@wybusiness.org">julie.kozlowski@wybusiness.org</a></p>	

## APPLICATION CHECKLIST

- Schedule consultation with WBC Regional Director.** The WBC Regional Director must be consulted during the application process and be given sufficient opportunity to provide written review and recommend adjustments to the application and any required business/facility plan. The Regional Director, as part of the application, must provide preliminary comments about the project, how the project fits with regional economic and community development endeavors, and any early concerns that the Regional Director may have. An early consultation with the Regional Director will allow the applicant to begin addressing those concerns before the application is submitted.
- Complete Application.** All questions must be fully answered.
- Secure Local Match.** A cash match of twenty-five percent (25%) of *total eligible* project costs for grants up to \$25,000 is required.
- Attach public hearing notice, public hearing minutes.** An applicant is required to solicit citizen input through a published public hearing before submission of an application. For the purposes of this program **seven (7)** days is the minimum period for notification of a hearing date. An affidavit of publication or tear sheet, a completed “Local Government Citizen Participation Plan” form signed by the chief elected official as well as the certified or signed minutes from the public hearing must be attached.
- Attach Resolution(s) of Support and accompanying minutes.** After a public hearing is held, the applicant must pass a resolution of support. The resolution should state, at a minimum:
  - the nature of the project
  - public benefit
  - desired economic development outcomes
  - specified source of match funding by account name or other identifying characteristics
- Attach Certification of Applicant**
- Attach site information.** If the planning process includes a specific site, please attach a detailed map, photographs and/or site plan showing the general location of the project site, project related buildings or any other relevant information.
- Attach financial information and current business plan** if this application is being submitted on behalf of a non-profit.

<b>GENERAL INFORMATION AND SUMMARY OF GRANTEE RESPONSIBILITIES</b>
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**Responsibility for Grant Administration:**

The local government is responsible for the proper use and administration of the CDBG funds regardless who ultimately benefits from the use of the CDBG funds. Grant agreements are between the state and the local government, and therefore, the local government is the grantee.

**Release of Funds:**

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

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

Until the required environmental review is completed and approved by the Wyoming Business Council, and a formal grant agreement is completed, signed and returned to the state by the grantee, funds for the project cannot be committed or expended. **Funds committed or expended before the signing of a grant agreement will be determined to be ineligible for reimbursement. Signing of a contract with a consultant or a construction contractor is considered a commitment of funds.**

**Federal Requirements:**

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

The chief executive officer of the grantee or other officer approved by the state consents to or will comply with the following:

- (i) He/she is authorized and consents on behalf of the applicants and himself to accept the jurisdiction of the federal courts for enforcement of his responsibilities as such an official.
- (ii) The community development program has been developed to give maximum feasible priority to activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight.
  - (A) The requirement for this certification will not preclude the state from approving a pre-application where the applicant certifies, and the state determines, that all or part of the community development program activities are designed to meet other community development needs having a particular urgency as specifically explained in the pre-application.
- (iii) It will consent to prepare an environmental assessment and assume the status of a responsible Federal Official under the National Environmental Policy Act of 1969, insofar as the provisions of such Act apply to the Wyoming Small Communities Block Grant Program; and
- (iv) It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C.470), Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1974 by: (16 U.S.C.469(a)-1, et.seq.) by:

- (A) Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (See 36 CFR Part 800.8) by the proposed activity.
- (v) It will comply with the regulations, policies, guidelines and requirements of the OMB Circular Numbers A-87 and the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments," 24 CFR Part 85, as they relate to the acceptance and use of Federal funds and will comply with all requirements imposed by the state concerning special requirements of law, program requirements, and other administrative requirements.
- (vi) It will administer and enforce the labor standards requirements set forth in the Davis-Bacon Act, Contract Work Hours and Safety Standards Act, Copeland Anti-kickback Act and regulations issued to implement such requirements.
- (vii) It will comply with the provisions of Executive Order 11988 relating to evaluation of flood hazards and floodplain management; and Executive Order 11990 relating to wetlands protection.
- (viii) It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, Pub. L.93-234, after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area, that has been identified by the secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
- (ix) It will pursuant to Public Law 90-480 require every building or facility (other than a privately owned residential structure) designed, constructed or altered with funds provided under this Part to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to and Useable by the Physically Handicapped", Number A-117.1-R 1971, subject to the exceptions contained in CFR 101-19.604. Reference should also be made to accessibility regulations promulgated under the authority of the Americans with Disabilities Act. The applicants will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
- (x) It will comply with:
  - (A) Title VI of the Civil Rights Act of 1964, (Pub.L. 88-352, and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall, on the grounds of race, color or

national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to any discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.

- (B) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the regulations issued pursuant thereto (24 CFR Part 8), which provides that "No otherwise qualified individual with disabilities in the United States shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..."
  - (C) If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for a purpose for which the federal financial assistance is extended, or for other purposes involving the provision of similar services or benefits.
  - (D) Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-184), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.
- (xi) It will:
- (A) Comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD implementing regulations at 24 CFR Part 42 and 24 CFR 570.602(a);
  - (B) Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced a result of acquisition of real property for an activity assisted under the Wyoming CDBG Program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex, or source of income;
  - (C) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of

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choices available to such persons will not vary on account of their race, color, religion, national origin, sex or source of income.

- (xii) It will comply with the provision of the Hatch Act which limits the political activity of employees.

**PROJECT INFORMATION**

<p><b>1. PROJECT DESCRIPTION.</b> Provide a background narrative, describe how the funds will be used and what is hoped to be accomplished at the conclusion of the proposed project.</p> <p>a. For feasibility studies, please describe how the information that will be derived will comport with existing community and / or economic development plans.</p> <p>b. For creating planning documents such as community development plans or economic development plans, please describe if this new information will replace or supplement existing plans.</p>
<p><b>2. PUBLIC BENEFIT.</b></p> <p>a. Describe the public benefits of the proposed project including the importance of the project to the community and how it promotes economic or community development.</p> <p>b. Describe which of the national objectives (Benefit to Low/Moderate Income or Job Creation) applies.</p>
<p><b>3. PROJECT GOALS AND OBJECTIVES.</b> Describe the goals of the project. Please be specific as to what information, reports, studies and so on you hope this planning grant will generate. If your application is successful, this information will translate into specific expectations of the grant agreement.</p>
<p><b>4. TIMELINE.</b> Describe a realistic project timeline. Include the number of months the project will take and any other activities necessary prior to the commencement of the project.</p>

**NON-PROFIT INFORMATION (If this application is being made by the local government on behalf of a non-profit business, please complete the information below.)**

<p><b>1. Contact information</b> Organization Name: Contact Person: Mailing Address:</p> <p>Phone: Fax: Email:</p>
<p><b>2. How long has this non-profit been in business?</b></p>
<p><b>3. Describe the business's service and mission.</b></p>
<p><b>4. List the principals involved in this project.</b></p>
<p><b>5. What will be the business's investment in this project if implemented?</b></p>
<p><b>6. Why is public funding necessary for this project?</b></p>

Please attach three years of the non-profit organization's financial statements and the current business plan.

**JOB CREATION**

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

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

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

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

**IMPLEMENTATION**

<p>1. For <b>feasibility studies</b>, indicate the methodology for funding implementation of this project if the results of the planning project prove to be positive. Include whether funds are available and dedicated for the implementation of study recommendations. Also include a discussion on whether personnel and resources are in place to implement the study recommendations and what the anticipated timeline for implementation might be.</p>
<p>2. For <b>community and/or economic development plans</b>, will the plan identify long and short term goals for housing and community development including low to moderate income needs and what actions will be taken to address those needs?</p>

**BUDGET INFORMATION**

**Part A: Funding Sources**

<b>1. CDBG Request</b>	<b>\$</b>
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1

**2. Local Match.** A CDBG request up to \$25,000 requires a twenty-five percent (25%) cash match of the Total Eligible Project Cost. Projects indicating financial support from other sources will be given preference over those that have no other source of financing.

Cash Match Source	Status (approved or pending)	Date of Approval	Cash Amount
			\$
			\$
			\$
<b>Total Cash Match</b>			<b>\$</b>

2

<b>3. Total Project Costs (Sum 1+2)</b>	<b>\$</b>
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**LOCAL GOVERNMENT CITIZEN PARTICIPATION PLAN**

(Must Be Completed and Endorsed by the Sponsoring Local Government)

1. Date of Notice advertising Public Hearing: \_\_\_\_\_  
(Please attach a copy of the notice)

2. Date of Public Hearing: \_\_\_\_\_

3. Please summarize public comment received at the hearing:

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4. Please attach a copy of the council or commissioners resolution supporting  
submittal of the application and minutes of public hearing.

As the Chief Elected Official of \_\_\_\_\_ I hereby certify  
Name of County/Town/City

that we have satisfied the citizen participation requirements listed in the Final Rules and  
Regulations.

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

**CERTIFICATION OF APPLICANT**

I, \_\_\_\_\_, certify the \_\_\_\_\_ will  
(Mayor/County Commissioner) (City/Town/County)

comply with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, and with all other applicable laws pertaining to distribution of Title I funds including identifying community development and housing needs, the needs of low to moderate income persons and the activities to be undertaken to meet such needs. I certify that \_\_\_\_\_ has

Name of Chief Elected Official and City/Town/County

read the Final Rules and Regulations as adopted for the CDBG Program and will comply with all applicable rules and regulations which are considered a part of this application.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Mayor/County Commissioner

\_\_\_\_\_  
County/Municipality