**2019 CDBG APPLICATION**

**NATIONAL OBJECTIVE EVALUATION and PREAPPROVAL CHECKLIST**

**(For applicants intending to submit a project by the June 1, 2019 deadline)**

The following information is provided for use in determining compliance with the CDBG requirement of meeting a National Objective. Regional Directors should be consulted, their expertise can strengthen applications and potential projects.

A pre-approval application should be emailed prior to the due date, to the applicant’s Regional Director for signature. (See page 9 for Regional contact information)

**Completed pre-applications are due** **no later than March 1, 2019.**

**You will be notified if your project is eligible and if you may proceed applying for CDBG grant funding. If pre-approval is accepted and application is submitted, funding is not guaranteed.**

**Email the National Objective Pre-approval and any required support documentation to:** [stephanie.horton@wyo.gov](mailto:stephanie.horton@wyo.gov) or brayden.connour2@wyo.gov**.**

Every CDBG project MUST meet one of three national objectives.

* Benefit to low- and moderate-income (LMI) persons
* Aid in the prevention or elimination of slum or blight
* Meet a need having a particular urgency (restrictions apply – consult your regional director)

**If your project will meet the national objective of benefit to low- and moderate-income persons please note that particular documentation is required.**

Documentation can be obtained from:

[**https://www.hudexchange.info/programs/acs-low-mod-summary-data/**](https://www.hudexchange.info/programs/acs-low-mod-summary-data/)

Refer to the State’s CDBG Guide to Local Governments information:[**https://www.hudexchange.info/programs/cdbg-state/**](https://www.hudexchange.info/programs/cdbg-state/)for more information and regulation for the national objective at 24 CFR §91.320 (k)(l)(i)

If LMI must be determined by a survey, please use the following guidance:

Notice 14-013, Guidelines for Conducting Income Surveys to Determine the Percentage of Low- and Moderate-Income (LMI) Persons in the Service Area of a Community Development Block Grant -Funded Activity.[**https://www.hudexchange.info/resources/documents/Notice-CPD-14-013-Guidelines-for-Conducting-Income-Surveys-LMI-CDBG-Activity.pdf**](https://www.hudexchange.info/resources/documents/Notice-CPD-14-013-Guidelines-for-Conducting-Income-Surveys-LMI-CDBG-Activity.pdf)

Supporting documentation includes but is not necessarily limited to:

* completed questionnaires—preferably in a confidential manner. Use code numbers to conceal the identity of respondents
* list of respondents—preferably in a form that does not identify their responses
* description of the service area, the list of your sampling procedures (original

sample, interview sheets or completed questionnaires, tabulations and a list or memo describing how other survey elements were handled, including replacements and replacement methods). Save your data.

* Documentation of how the survey was disseminated and public outreach
* List of those to whom the survey was provided (can be coded)

If LMI is met by Limited Clientele (LMC), please document the following:

* At least 51% of the clientele are low-and moderate-income persons, meaning that family size and income must be collected to make this determination (as service is provided); OR
* The activities are designed to exclusively benefit any one or combination of the following groups:
  + abused children (report as extremely low income),
  + battered spouses (report as low income),
  + severely disabled adults (report as low income),
  + homeless persons (report as extremely low income),
  + illiterate adults (report as low income),
  + persons with AIDS (report as low income),
  + migrant farm workers (report as low income, and/or
  + elderly (for senior center-based services, report as moderate income, otherwise, report as low income); OR
* Activities have income eligibility requirements that preclude on non-LMI persons; OR
* The nature and location of the activities are such that it may be concluded that the clientele will be low-and moderate-income persons.

**If your project will meet the national objective of aiding in the prevention or elimination of slum or blight, particular documentation is required.**

The national objective of elimination of slum and blight is for activities that will bring about change in the physical environment of an area that is deteriorating and identify what contributed to the deterioration.

Slum and Blight Area Basis Must Demonstrate that:

* The area, delineated by the unit of general local government, meets a definition of a slum, blighted, deteriorated or deteriorating area under state or local law with the last 10 years; AND
* The assisted activity addresses one or more of the conditions contributing to the deterioration of the area; AND
* Either:
  + 25% of the properties in the area show:
    - Physical deterioration of buildings or improvements,
    - Abandonment,
    - Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings,
    - Significant declines in property values or abnormally low property values relative to other areas in the community, OR
* The public improvements throughout the area are in a general state of deterioration.

Slum and Blight Spot Basis Must Demonstrate that:

* The activities are not in a slum or blighted area;
* The purpose of the activities is limited to eliminate specific conditions of blight, physical decay, or environmental contamination;
* The activities are limited to acquisition; clearance; relocation; historic preservation; remediation of environmentally contaminated properties; or rehabilitation of buildings or improvements;
* In the case of rehabilitation, the activity must be a precursor to another eligible activity (funded with CDBG or other resources) that directly eliminates the specific conditions of blight or physical decay, or environmental contamination.

Attach documentation that will verify the condition of slum and blight.

**If your project will meet the national objective of a need having a particular urgency particular documentation is required.**

The national objective of Urgent Need is a category for activities that eliminate or alleviate emergency conditions such as acquisition or repair of properties that were damaged by a tornado, flood or some other act of nature.

Urgent need projects must meet the following criteria:

* Existing conditions must pose a serious and immediate threat to the health or welfare of the community
* Conditions are of a recent origin or recently became urgent (generally within the last 18 months)
* The grantee is unable to finance on its own
* Other sources of funding are not available

Please bear these descriptions in mind while completing pages 7 and 8.

Attach documentation that will verify the condition of urgent need.

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| --- | --- | --- | --- | --- |
| Name of Community | |  | | |
| Address |  | | | |
| Phone |  | | E-mail |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prepared by | |  | | |
| Address |  | | | |
| Phone |  | | E-mail |  |

|  |
| --- |
| Project Summary |
|  |

The project will meet the National Objective of:

\_\_\_\_\_\_\_\_\_ Benefit to low- and moderate-income (LMI) persons

\_\_\_\_\_\_\_\_\_ Aid in the prevention or elimination of slum or blight

\_\_\_\_\_\_\_\_\_ Meet a need having a particular urgency (restrictions apply-consult your regional director)

If you believe your project will benefit to low- and moderate-income persons please complete the following: (If you believe it is another national objective, skip to page 5.)

|  |  |
| --- | --- |
|  | Number of individuals to be served |
|  | Number of LMI individuals to be served |
|  | Percent of LMI benefit |

National objective selected:  LMA (Low-moderate income - area basis)  LMC (Low--moderate-income – limited clientele)

If LMI is met by **Area Benefit (LMA)**, please provide the following:

This determination must be made using HUD-provided data to document LMI percentages and meeting the threshold of at least 51% being assisted are LMI. Please provide supporting documentation.

Narrative description with documentation on how activity complies with the appropriate national objective selected

HUD data

Methodology for establishing geographical boundaries of service area (predominant users, corroborating evidence)

Document service area is primarily residential (attach map delineating service area, location of activity, dominant land uses and vacant parcels)

Document how planned or potential future uses of vacant parcels would impact LMI benefit

|  |
| --- |
| **Proposed Project Summary.** Provide a brief quantitative description of the project including linear or square feet, number of persons to be served, etc. |

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| --- |
| **Proposed Service Area.** Describe the service area of the activity. |

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| --- |
| **Proposed Project Need.** For example, existing conditions, age, structural stability, health and safety, accessibility, etc. |

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| --- |
| **Proposed Project Impact.** What will be the benefit of the project? |

**Internal Use Only – to be completed by CDBG staff.**

**This project is found to be eligible and meets the national objective of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This project is ineligible or doesn’t meet a national objective (describe why this is the case). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Regional Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Division Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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