



Community Development Block Grant Projects

Instructions

Once you have submitted your letter of intent please follow this guide to submit a complete and accurate application.

We have provided a checklist for the application and a checklist for the required maps. This is to help you with your progress on the application. Each section has a yes or no option to check off as tasks are completed. If there is a document missing your application is incomplete. If there is an N/A option, this can only be used if this does not apply to your activity.

Each attachment must be uploaded to Procorem and labeled according to the checklists. Each item is given a number as to easily identify documents for review. If multiple documents are uploaded for one section please upload as one file.

Please fill in all applicable fields on each tab. You may upload additional documents to Procorem as supplemental information to the application. When supplemental documents are uploaded to Procorem, name them according to the tab on the application corresponding to the document.

Project Narrative. The project narrative is very important to your application. You may attach additional documents to give a detailed explanation of the entirety of the proposed activity. You must include the beneficiaries. Who does this project benefit? What are you doing that provides the benefit? When are you planning to start your project? Where is your project located? Why do you feel you should be awarded funds?

Project Budget. The details of your budget are imperative for WCDA staff to be able to determine whether or not the project or activity is eligible for CDBG funding. You must complete the budget tab in the format we have provided. You are able to upload additional documents to Procorem as needed.



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Application Checklist, each line has a dropdown menu to help keep track of tasks.

| | | Document/File Number |
|----|---|----------------------|
| No | Submitted Letter of Intent to neighborhooddev@wyomingcda.com | |
| No | Completed Application for CDBG funds. | # 1 |
| No | Attach Certification of Applicant. The chief elected official's certification of compliance with Title I Housing and Community Act of 1974, CDBG rules and regulations. (Read Method of Distribution), the citizen participation process and project completion requirements. The form is provided in this workbook. Please print, complete and upload to Procorem. | #2 |
| No | Hold 1st Public Hearing prior to application submission. See Attachment D in MOD for templates. Upload proof of publication, copy of publishers affidavit, copy of minutes from hearing, copy of attendees list, and copy of sign in sheet. Copy of response(s) to comments and/or complaints. For applications that have been sponsored by an UGLG, attach a copy of adopted local resolution. | #3 |
| No | Consult with the State Historic Preservation Office (SHPO). Applicants must inform the SHPO of the project they would undertake with grant funds if awarded. This provision does not require the applicant to receive SHPO clearance prior to submitting an application, it is a requirement that SHPO be consulted prior to application. A sample letter to the SHPO is available on the WCDA website. If you have received a response, upload with the application. https://www.nps.gov/subjects/nationalregister/index.htm https://ncshpo.org/ | # 4 |
| No | Upload copies of Tribal Consultation letters. Ensure the letters include the Tribe name. | #5 |
| No | Photos: Minimum of Six (6) Exterior photos. If applicable minimum of six (6) interior photos. | #6 |
| No | Project Budget: Cost estimates (minimum of 2). Complete the budget template provided in this application. | #7 |
| No | Attach Risk Analysis of sub-reipient (when sub-granting) | #8 |
| No | Construction projects that include any ground disturbance, substantial rehab, acquisition, construction or any kind of digging must attach a Phase I ESA and any additional studies that maybe required. Rehabilitation of a building build before 1978 must attach an asbestos and lead based paint inspection. | #9 |
| No | Community Development Plans: How is this project consistent with your community's long-range low to moderate income needs? Please attach City planning or strategic plan documents. | #10 |
| No | Reviewed financial statement (minimum of most recent year) much be attached. | #11 |
| No | Proof of registration with SAM (System for Award Management) Attach evidence of being registered in the SAM system. If there is a sub-applicant, they must also attach evidence of their SAM registration. Applicants must demonstrate they are not debarred. | #12 |
| No | Attach debarment checks. | #13 |
| No | Attach award/commitment letters of other funding. | #14 |
| No | If your activity includes acquisition, you must obtain and include a market analysis with your application. * If awarded funding you must obtain an appraisal of the subject property. The process of acquisition has very strict timelines you must follow. Please consult with the Neighborhood Development Officer prior to entering into any negotiations or contracts. | #15 |
| No | The local resolution must be executed and attached in Procorem. | #16 |



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Application Map Checklist, each line has a dropdown menu to help keep track of tasks.

| No | Each Map should be submitted in Procorem with the file number in the Environmental folder. | Document/File Number |
|----|--|----------------------|
| No | <p align="center">Airport Hazards</p> <p>Cannot be within 15,000 feet of civilian airport or 2500 feet from military airport. Use Google maps & measure distance from site to closest airport, save map and upload to ProCorem.</p> | Map#1 |
| No | <p align="center">Flood Insurance</p> <p>Include FEMA map and site location, save map and upload to ProCorem. https://msc.fema.gov/portal/advanceSearch</p> | Map#2 |
| No | <p align="center">Air Quality</p> <p>Needs to be attainment (non-attainment means pollution) https://www3.epa.gov/airquality/greenbook/anayo_ak.html In put the state in the drop down box. Download chart to PDF, save and upload to ProCorem.</p> | Map#3 |
| No | <p align="center">Contamination & Toxic Substances</p> <p>Should be in the Phase I or ASTM if required and should be uploaded to ProCorem. Mark NA if a Phase 1 or ASTM is not required.</p> | Map#4 |
| No | <p align="center">Endangered Species</p> <p>Pull IPAC & if endangered or threatened listed send consultation https://ecos.fws.gov/ipac/ Consultation Request email: WyomingES@fws.gov Upload consultation request and response from USFWS to ProCorem.</p> | Map#5 |
| No | <p align="center">Explosives & Flammable Hazards</p> <p>https://deq.wyoming.gov/shwd/storage-tank/ <input type="checkbox"/> "general Information" <input type="checkbox"/> select the most recent titled "Details of every tank" Use Google maps & measure distance from site to closest explosives/flammable site, save map and upload to ProCorem.</p> | Map#6 |
| No | <p align="center">Prime Farm Land</p> <p>Go to the link, input address, draw project location with tool in legend, click soil data explorer, click land classification under suitable & limitation ratings, then select farm land classification <input type="checkbox"/> View rating. Save the map and detail, and upload to ProCorem. https://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx If prime farmland is identified, send a consultation request using Farm Land Conversion Impact Rating AD1006 and email to jeff.goats@usda.gov Upload response from USDA in ProCorem.</p> | Map#7 |
| No | <p align="center">Noise</p> <p>Railroad - https://fragis.fra.dot.gov/gisfrasafety/?seach1=places Enter the project address, click search. If needed zoom out, to find the closest railroad. Measure the distance from the project site to the closest railroad. Save the map and upload to ProCorem. Major Roadway - Google maps, measure distance from project site to closest interstate and/or highway, save and upload to ProCorem.</p> | Map#9 |
| No | <p align="center">Sole Source Aquifer</p> <p>https://nepassisttool.epa.gov/nepassist/nepamap.aspx Input the site address on the top right hand menu. On the right-hand menu, select water from the drop down and ensure sole source aquifer is selected, save the map and upload to ProCorem.</p> | Map#10 |
| No | <p align="center">Wetland</p> <p>https://nepassisttool.epa.gov/nepassist/nepamap.aspx Input the site address on the top right hand menu. On the right-hand menu, select NWI Wetland from the drop down, save the map and upload to ProCorem.</p> | Map#11 |
| No | <p align="center">Wild and Scenic Rivers</p> <p>https://nepassisttool.epa.gov/nepassist/nepamap.aspx Input the site address on the top right hand menu click search. On the right-hand menu, select Water from the drop down and ensure wild and scenic rivers is selected, save the map and upload to ProCorem.</p> | Map#12 |



Community Development Block Grant Projects

Applicant Information

| | | | |
|---|--|------------------------------|--|
| Project Name: | | | |
| What is the amount of funds you are applying for? | | | |
| Applicant | | TIN/EIN Number | |
| Applicant Phone | | Applicant Email | |
| Mailing Address | | | |
| Grant Admin Contact | | Unique Entity ID/DUNS Number | |
| Grant Admin Phone | | Grant Admin Email | |
| Mailing Address | | | |

Sub-Applicant Information (if applicable)

| | | | |
|---------------------|--|--------------------|--|
| Organization | | | |
| Organization Phone | | Organization Email | |
| Mailing Address | | | |
| Grant Admin Contact | | | |
| Grant Admin Phone | | Grant Admin Email | |
| Mailing Address | | | |

Proposed Project Location

Enter street address as # Street Name and City

| | |
|---|--|
| Address | |
| Please describe any information relevant to location. (if applicable) | |
| | |

Previous Grant Administration

Describe previous grant management experience of applicant and sub-applicant. (if applicable)

| |
|--|
| |
|--|

List previous CDBG grant awards

| |
|--|
| |
|--|



Community Development Block Grant Projects

Urgent Need

Select **one** National Objective from the dropdown options provided.

Describe how you will meet the national objective selected.

Development & Expansion of Public Infrastructure

Select **one** State Objective from the dropdown options provided.

Describe how you will meet the state objective selected.



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Project Narrative

Please describe the project in detail and be clear.



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Severity of Project Need & Benefit

Please describe distress factors including the quality and quantity of existing facilities, including the need for rehabilitation or replacement, condition description, age, adequacy or absence of facilities, services, housing, need for new services, facilities, infrastructure, or housing or where existing physical health and safety conditions of buildings or infrastructure are documented.

Beneficiaries

Describe the number of verifiable, unduplicated beneficiaries of this activity during the most recent program year and how many additional people will benefit upon completion of this project. Please indicate how these numbers were obtained or derived.



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Beneficiaries Continued

Describe the characteristics of the population to be served such as youth, seniors, persons with disabilities, low-income households or neighborhood. Identify if there is a direct or area benefit to low income persons or households.

Impact on need

Describe the extent to which the project will address the needs and alleviate the existing problems.

Community Support

Describe the outreach conducted related to the public hearing and the efforts to obtain input



Community Development Block Grant Projects

| Anticipated Project Timeline | Anticipated Start Date |
|---|------------------------|
| Phase I & Testing <small>*Phase I & Testing needs to be completed prior to Application deadline*</small> | 01/2024 |
| Design and/or engineering | 01/2024 |
| First Public Hearing <small>*Must be completed prior to application submission*</small> | 01/2024 |
| Awards | 01/ 2025 |
| Acquisition <small>*if applicable*</small> | |
| Begin Construction | |
| Complete Construction | |
| Final Site Visit | |
| Closeout | |

Project Management

Describe the implementation process and how the timeline will be achieved?

Blank area for describing the implementation process and how the timeline will be achieved.



Community Development Block Grant Projects

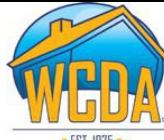
FUNDING SOURCES

Please list sources of funding for the project. List both the funding source and the agency that administers the program. Identify each source as to the type such as financing, grants, donations, and local funds. Attach letter(s) of commitment.

| SOURCE | AMOUNT | TYPE | STATUS | IF APPLICABLE DATE APPLIED | IF NOT COMMITTED EXPECTED COMMITMENT DATE | ACTUAL COMMITMENT DATE |
|----------------------|--------|------|--------|-------------------------------|---|---------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL SOURCES | | | | | | |

What is an estimated cost per person (beneficiary) based on the total project cost? Please include how you determined this.

Do you have a contingency plan for cost increases/overruns? Please explain how this would be paid.



Community Development Block Grant Projects

| Land and building | | | | | |
|--|----|---|----|--------------------|--------------------|
| Vacant Land | \$ | - | \$ | - | \$ |
| Building | \$ | - | \$ | - | \$ |
| Demolition | \$ | - | \$ | - | \$ |
| | | | | | Subtotal \$ |
| | | | | | - |
| Construction | | | | | |
| Rehabilitation | \$ | - | \$ | - | \$ |
| Building Permits | \$ | - | \$ | - | \$ |
| Materials | \$ | - | \$ | - | \$ |
| Labor | \$ | - | \$ | - | \$ |
| Construction Contingency | \$ | - | \$ | - | \$ |
| Other (Specify) | \$ | - | \$ | - | \$ |
| Other (Specify) | \$ | - | \$ | - | \$ |
| Other (Specify) | \$ | - | \$ | - | \$ |
| | | | | | Subtotal \$ |
| | | | | | - |
| Professional services | | | | | |
| Architect | \$ | - | \$ | - | \$ |
| Engineering | \$ | - | \$ | - | \$ |
| Other (Specify) | \$ | - | \$ | - | \$ |
| Other (Specify) | \$ | - | \$ | - | \$ |
| | | | | | Subtotal \$ |
| | | | | | - |
| Other pertinent | | | | | |
| | \$ | - | \$ | - | \$ |
| | \$ | - | \$ | - | \$ |
| | | | | | Subtotal \$ |
| | | | | | - |
| *Attach minimum two cost estimates* | | | | Total Costs | \$ |
| | | | | | - |



Community Development Block Grant Projects

Self Scoring

Give self score with details of why you feel you met the criteria and give score

| Category | Justified Detail/Description of how you feel criteria was met and the score based on details in the Method of Distribution. | Score |
|---|---|-------|
| PUBLIC PURPOSE -Severity of Need (30) - Community Support (5) - Consistency (10) | | |
| PROJECT IMPACT - Affordability (0) or (5) - Impact on Need (10) or (5) - Benefit to LMI Households (10) | | |
| PROJECT MANAGEMENT - Readiness To Proceed (35) - Accuracy of Costs (10) - Administrative Capacity (10) | | |
| LOCAL COMMITMENT / LEVERAGING - Local Commitment (10) - Leveraging (15) | | |
| BONUS POINTS (10) | | |



Community Development Block Grant Projects

Environmental Review Record and Choice-Limiting Actions

If awarded, WCDA will prepare the written record of environmental review for the project, the applicant will be responsible for signing as the responsibly entity. This written record or file is called the Environmental Review Record (ERR), and it must be available for public review upon request. The applicant must keep a copy of the ERR. The ERR is not eligible for reimbursement of CDBG funds. The ERR shall contain all the environmental review documents, public notices (and proof of their publication), and written determinations or environmental findings required by 24 CFR Part 58 as evidence of review, decision making and actions pertaining to a particular project. The document shall:

- Describe the project and each of the activities comprising the project, regardless of individual activity funding source; and
- Evaluate the effects of the project or the activities on the human environment;
- Document compliance with applicable statutes and authorities; and
- Record the written determinations and other review findings required by 24 CFR Part 58.

The ERR will vary in length and content depending upon the level of review required for the categories of activities. Public comments, concerns and appropriate resolution by the recipient are extremely important and must be fully documented in the ERR.

According to the NEPA (40 CFR 1500-1508) and Part 58, the responsible entity is required to ensure that environmental information is available before decisions are made and before actions are taken. In order to achieve this objective, Part 58 prohibits the commitment or expenditure of CDBG funds until the environmental review process has been completed and, if required, the grantee receives a release of funds.

• Grantees may not spend either public or private funds (CDBG, other Federal or non-Federal funds), or execute a legally binding agreement for property acquisition, rehabilitation, conversion, repair or construction pertaining to a specific site until environmental clearance has been achieved.

• Grantees must avoid any and all actions that would preclude the selection of alternative choices before a final decision is made – that decision being based upon an understanding of the environmental consequences and actions that can protect, restore and enhance the human environment (i.e., the natural, physical, social and economic environment).

• Activities that have physical impacts or which limit the choice of alternatives cannot be undertaken, even with the grantee or other project participant's own funds, prior to obtaining environmental clearance. For the purposes of the environmental review process, "commitment of funds" includes: Execution of a legally binding agreement (such as a property purchase or construction contract); Expenditure of CDBG funds; Use of non-CDBG funds on actions that would have an adverse impact--- e.g., demolition, dredging, filling, excavating; and Use of non-CDBG funds on actions that would be "choice limiting"--- e.g., acquisition of real property; leasing property; rehabilitation, demolition, construction of buildings or structures; relocating buildings or structures, conversion of land or buildings/structures.

It is acceptable for grantees to execute non-legally binding agreements prior to completion of the environmental review process. A non-legally binding agreement contains stipulations that ensure the project participant does not have a legal claim to any amount of CDBG funds to be used for the specific project or site until the environmental review process is satisfactorily completed.

*NOTE: HUD may request additional information, at cost to the entity, at any time during or for five years after project close-out.

By signing below, I acknowledge that I have fully read and understood the Environmental Review and Choice-Limiting Action Regulation Requirements.

Signature (Mayor/Certifying Officer)

Print Name

Name of City/Town/County/Non-Profit



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Title I Certification of Applicant

I, _____, the _____ of _____, Wyoming certify that this application is being submitted with the understanding that the responsibility for the following program requirements rest with me as the Chief Elected Official or Chairperson of the Board, or other Designated Official and the governing body of _____.

1. Compliance with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, and with all other applicable laws pertaining to distribution of Title I funds; including identifying community development and housing needs, the needs of low to moderate income persons and the activities to be undertaken to meet such needs. I certify that I have read the current Final Rules and Regulations as adopted for the CDBG Program and will comply with all applicable rules and regulations which are considered a part of this application. (see Appendix A)

2. Compliance with the requirements for a citizen involvement process (Chapter 1, Section 8) which included (at a minimum):

a. Two Public Hearings and two notices advertising Public Hearings are required. The first prior to submission of application and the second prior to project close out. Each Public Hearing must provide at least fourteen (14) calendar days' notice, not including publication (Please attach copies of the notices and affidavits of publication).

b. A summary of public comments received at the hearings.

c. A copy of signed council supporting submittal of the application and including the grant type, amount of grant request and nature of the project, and public benefit resulting from the project.

3. Assurance that Community Development Block Grant funds will be expended exclusively for the purposes specified in the application and that in the event the project is not completed all grant funds will be returned to the state. If there is a sub-recipient of these grant funds they must also stipulate to this provision.

4. In the event that I am unavailable to sign required documentation, I authorize the following designee to sign on my behalf.

Signature (Mayor/Certifying Officer)

Print Name

Name of City/Town/County/Non-Profit