

HOUSING & COMMUNITY DEVELOPMENT PROCEDURES

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APPLICATION PROCESS

The Advisory Council and Program Manager will make any changes deemed appropriate for the concept paper application and review form, and the full application package and review form prior to the release of the NOFA.

A Notice of Funding Availability (NOFA) will be published. Press Releases and PSA's will be sent to the media informing the public that applications are available at a scheduled training session in October. The NOFA will also be posted on the city of Cheyenne website, in the H&CD Office, and sent to past applicants who have applied within the last 5 years. The NOFA will also be distributed throughout the city offices and to other locations determined by the Program Manager.

The application process will be in three stages. Stage one is a Concept Paper with a maximum of three pages. The Concept Paper will be reviewed by the Advisory Council and voted on in November (first cut). The Advisory Council will determine if the agency will continue to stage two. Stage two is the full application package. The applications will be due in December and the Advisory Council will discuss the applications at the January meeting (second cut). All applications that have made it to stage three will be invited to a Formal Presentation in February where the Advisory Council will have the ability to question the agency. The Advisory Council will then select the applications that they wish to fund and determine the amount of funding that they will receive.

ELIGIBLE APPLICANTS

Any non-profit organization registered in the state of Wyoming with a 501(C) 3 determination from the Internal Revenue Service, government agencies or entities, school districts or universities may apply for funding. For-profit organizations are encouraged to apply as part of a consortium. Applications from individuals will not be accepted.

GENERAL INSTRUCTIONS

In order for an application to be considered, the following conditions must exist:

- ✓ Project must be located within the corporate city limits of Cheyenne, or demonstrate that a majority of the clients served reside within the city of Cheyenne.
- ✓ Must meet, at least one National Objective:
 - Benefitting low- and moderate-income persons,
 - Preventing or eliminating slums or blight, or
 - Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Any application not meeting a National Objective will be deemed ineligible and will not be considered for funding.

In addition to meeting a National Objective and being an eligible activity(ies), the Cheyenne Housing and Community Development Office Advisory Council strongly encourages grant applicants to demonstrate whether they are addressing one of these areas: seed, gap, and/or capacity building.

Multiple applications are acceptable from any applicant; however, a separate application must be submitted for each project. Multiple applications from an agency will be compared to assure expenditures, matching resources, and letters of participation have not been duplicated.

Applications determined to be incomplete or inaccurate may be disqualified. Only complete grant applications will be considered for funding. The Housing and Community Development Office Advisory Council and/or the Cheyenne H&CD Office Program Manager may allow all applicants to make corrections after the deadline. However, applications received with errors and omissions may lose points in the scoring process resulting in elimination from funding consideration. Multiple copies of each grant application must be submitted in accordance with specific application instructions. Applications may be mailed or hand-delivered. Grant applications must be *received*, not postmarked, by the due date and time. Faxed or emailed applications and attachments will *NOT* be accepted.

ELIGIBLE ACTIVITIES

There are several project types that are eligible for CDBG funding (24 CFR Part 570.201):

- Acquisition of real property
- Disposal of real property
- Acquisition, rehabilitation or installation of public facilities
- Removal of architectural barriers
- Demolition or removal of buildings
- Providing public services (not more than 15% of allocation)
- Interim assistance to arrest deterioration until permanent repairs can be made (i.e., sidewalks, streets, playgrounds, parks, etc.)
- Matching funds for non-Federal share of a grant, provided activities are allowable under CDBG guidelines
- Completion of urban renewal
- Relocation payments
- Housing services
- Acquire, construct, reconstruct or rehabilitate privately owned utilities
- Homeownership assistance
- Technical assistance
- Assistance to institutions of higher learning

Up to 15% of the total amount of the new allocation and the past year's program income may be set aside to assist with Public Services related activities. In addition, up to 20% of the funds may also be set aside to offset program administration costs.

Project eligibility criteria as established by HUD in Federal regulation 24 CFR Part 570 and HUD's publication "*Guide to National Objectives and Eligible Activities for Entitlement Communities*" will be followed.

INELIGIBLE ACTIVITIES

There are several project types ineligible for CDBG funding (24 CFR 570.207):

- Buildings or portions of buildings used for the general conduct of government
- Political activities
- Purchase of equipment to include construction, fire protection, furnishings, personal property, as well as operating and maintenance expenses or new housing construction
- Income payments

GRANT PROCESS

The primary purpose of the Cheyenne Housing & Community Development Office is to oversee, in an accountable manner, the funding allocation of the Community Development Block Grant for an Entitlement Community.

Announcements of funding availability are done (news releases/PSAs/radio talk shows/paid ads). Public meetings are held and an application training session will be held and an overview of the CDBG process may be conducted.

All grant proposals are initially reviewed by the Cheyenne H&CD Office Program Manager for eligibility and then presented to the Cheyenne H&CD Office Advisory Council members for review and recommendation.

The Cheyenne Housing and Community Development (H&CD) Office Advisory Council oversees the grant process and makes recommendations to the City Council for funding. To assure funding recommendations demonstrate community involvement, the Cheyenne H&CD Office Advisory Council will . . .

- ▶ hold a Public Hearing, affording residents an opportunity to review all initial grant applications and provide input;
- ▶ hold a first-stage grant application meeting that is an initial pass through of all grant proposals;
- ▶ hold a second-stage meeting(s) that invite grant applicants to provide a formal presentation to the Cheyenne H&CD Office Advisory Council; and
- ▶ hold a third-stage meeting that provides final funding recommendations.

The Cheyenne H&CD Office Advisory Council is the authoritative body that provides project funding recommendations to the Cheyenne City Council through the city of Cheyenne's H&CD Office Annual Action Plan.

ENVIRONMENTAL REVIEWS

Before any funds may be expended on any project, the project must undergo an environmental review in compliance with 24 CFR Part 58. Input will be sought from the Wyoming Department of Environmental Quality, U. S. Department of Interior, Game and Fish Department, Ecological Services, and the Wyoming State Historic Preservation Office (SHPO). There are no wild and scenic rivers in the Cheyenne area. By law, SHPO may take up to 30 days to respond to any requests for clearance. Once all of the responses have been received, and/or the 30 days have been satisfied, the Cheyenne H&CD Office will prepare and place in each file the necessary environmental documents.

For all construction projects a Notice of Intent to Request a Release of Funds (NOI/RROF) must be published in the newspaper and a Request for Release of Funds (RROF) must be submitted to the Denver HUD Environmental Office.

Public Services projects are considered exempt. Most General (non-public) Services projects are categorical excluded (Format II Checklist). However, if a project is identified as being not categorically excluded (Format I Checklist), the Cheyenne H&CD Office will conduct an environmental review according the Format I Checklist.

All environmental concerns must be addressed before the project may proceed.

PUBLIC-SERVICES ACTIVITY(IES)

Public-Services activities are those bound by the 15% cap, under 24 CFR 570.201(e). Public Services recipients will sign a Sub-Grantee Agreement that stipulates awarded amount and what the allocated CDBG funds will be utilized for, a completion date, listing of key activities to be performed, project budget, and CDBG certifications.

GENERAL (NON-PUBLIC) SERVICES ACTIVITY(IES)

General Services activities are those not bound by the 15% Public Services cap and the 20% Program Administration cap, and primarily deal with construction, acquisition, or rehabilitation of a facility. These activities require, but are not limited to, a scope of work, bid specifications, Davis Bacon, contractor contracts, and work-phase monitoring.

General Services recipients will sign a Sub-Grantee Agreement that stipulates awarded amount and what the allocated CDBG funds will be utilized for, a completion date, listing of key activities to be performed, project budget, and CDBG certifications.

BIDS

The Sub-Grantee is responsible for providing the Cheyenne Housing and Community Development (H&CD) Office with bid specifications for the scope of work. Bid specifications must demonstrate the activities being funded with Community Development Block Grant (CDBG) funds are addressed.

The bid specifications shall include the date and time of the scheduled walk through on the project for a look at the scope of work to be accomplished as well as the date and time for the scheduled opening of the sealed bids.

AWARDING OF BIDS

The Sub-Grantee must demonstrate that a bidding process was adhered to by providing the Cheyenne H&CD Office with a listing of contractors that received bid documents. In addition, the Sub-Grantee must demonstrate that the successful bidder was the contractor that submitted the lowest responsible bid.

A responsible bid is a bid submitted by a contractor who is licensed to do business within the city. The city of Cheyenne Development Office maintains a database of licensed contractors.

DAVIS-BACON/LABOR RELATIONS

The city of Cheyenne's Housing and Community Development Office adheres to the Davis-Bacon requirements. Sub-Grantees must demonstrate, prior to payment authorization, that Davis Bacon requirements were followed. Sub-Grantees are provided with a copy of Davis-Bacon:

1. Wage Determination Reference Manual
2. Labor Standards Compliance Parameters and Reporting Requirements
3. Standard - Category - Wage Determination for Laramie County
4. HUD-11
5. Payroll Form WH-347
6. Public Notice to All Employees

In addition to the Davis-Bacon materials, Sub-Grantees are provided with a copy of the city of Cheyenne's "Procurement of Goods and Services."

Contracts

The city of Cheyenne, nor its Housing and Community Development (H&CD) Office, does not enter into a contract with the Sub-Grantees contractor. The "contract" is between the Sub-Grantee and the successful bidder.

The Sub-Grantee may request payment for completed, "section" work. The Cheyenne H&CD Office will process payment for completed, section work, as long as the Sub-Grantee provides documentation that the work has been completed and, if applicable, Davis-Bacon requirements have been adhered to.

CDBG Cycle Timeline	
September	Publish NOFA
October	Application Training
	Concept Papers Due
November	Public Hearing – First Cut
December	Applications Due
January	Second Cut
February	Formal Presentations
	Start writing Annual Action Plan
March	Press Release for 30 day comment period and public hearing
	30 day comment period for Annual Action Plan starts
	Public Hearing Announcement on City Council Agenda
April	Public Hearing for Annual Action Plan at City Council
May	Finance Committee
	City Council
	Annual Action Plan due to HUD on May 15
	Start Environmental
June	Send reminder letters to Sub-Grantees (Prior year)
	Publish Notice of Intent to Request a Release of Funds
	Submit RROF to HUD Environmental Office
July	Receive HUD approval for Annual Action Plan
	Set up grants in IDIS
	Prepare Sub-Grantee Agreements
	Start writing CAPER (Prior year)
August	Sign Sub-Grantee Agreements
September	15 day comment period for CAPER starts (Prior year)
October	CAPER due to HUD on October 1 (Prior year)