



Second Program Year Action Plan

The CPMP Second Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 2 Action Plan Executive Summary:

The city of Cheyenne prepared a Comprehensive Consolidated Plan for 2010-2014 that provided a five-year strategic plan. The Plan addresses community goals, housing needs, homelessness, special populations and economic development. Cheyenne's Comprehensive Consolidated Plan was prepared by the Cheyenne Housing and Community Development Office through a community-wide cooperative effort and may be viewed on the City's website: www.cheyennecity.org.

This Second-Year Action Plan for the city of Cheyenne describes the specific programming that will be funded in 2011. The specific programming is a means to implementing the strategies and accomplishing the objectives of the City's Consolidated Plan.

Not every objective will be addressed in the second year of the Five-Year Plan. Detailed program descriptions, for the second year, are listed in alphabetical order by name of the program below.

This 2011 Annual Action Plan is consistent with the 2010-2014 Comprehensive Consolidated Plan and constitutes an application for funds under one of the formula programs funded by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG). This is a summary of the Annual Action Plan for Fiscal Year 2011-20112.

2011 – 2012 Annual Action Plan

The 2011-2012 Annual Action Plan was developed through community-wide involvement with organizations that are service providers, non-profit and for-profit organizations, and the public-at-large. As an Entitlement Community, Cheyenne receives Community Development Block Grant (CDBG) funding each year. At the

time of the printing of this draft the city of Cheyenne still did not know how much funding would be available. The Transportation-Housing and Urban Development (THUD) subcommittee has indicated that they will reduce spending by 17 percent compared to Fiscal Year 2010. Therefore, we have used the anticipated amount of \$481,610.00 which is 17% less than the amount received in Fiscal Year 2010. This amount could change.

The two funding sources are; the estimated Entitlement Allocation for Fiscal Year 2011-2012 (\$481,610), and the anticipated program income (\$5,000). Program Income is money received back into this office from home rehabilitation projects that have been done. i.e. a mortgage is placed on a property of a homeowner who is between the 50% and 80% median income. This homeowner makes monthly payments to the H&CD office.

It is the responsibility of the H&CD Office staff to administer the 2011-2012 grant proposals, as well as, on-going programs from prior years, as public guardians in a manner that is accountable and demonstrates cost-effective methods for the betterment of the community, while reflecting the intent of the CDBG program to service the needs of the community. This year, the H&CD Office and Advisory Council expressed to grant applicants the importance of results oriented/out-come based proposals – performance measurements.

The city of Cheyenne Housing and Community Development (H&CD) Office received Public Service requests totaling \$138,020 which is 198% greater than the anticipated funds available. The General Service requests totaled \$1,095,866 which is 276% greater than the anticipated funds available.

The H&CD Office and Advisory Council members continue to refine Cheyenne's grant application. The Advisory Council chose to modify the application process and model it after other application processes in place through the city of Cheyenne. A three page concept paper was requested. This was done to give the H&CD Office and Advisory Council an idea of the requests for funding. The Advisory Council looked over these requests and decided who they wanted a full application from. This was to prevent the non-profit agencies from spending a lot of time on an application that would not be funded.

An announcement was addressed to Non-Profit Organizations, Government Agencies or Entities, School Districts or Universities and For-Profit Organizations informing them that the Housing & Community Development Office was holding a training session on October 6, 2010. Twenty-five individuals attended this training. The 2011 application process was done in three phases. Phase 1 requested a 3 page concept paper that was due by October 26, 2011 and was accepted via mail, fax, and e-mail or hand delivery. Ten Public Service applications and fourteen general service applications were received. All of the grant proposals were reviewed by the H&CD Office for HUD national objective and eligibility requirements. The H&CD Office Advisory Council reviewed the grant proposals for community need, community priority, project feasibility, project plan and design, and project finances. Seven Public Service applicants and six General Service applicants were requested to present the H&CD Office with a full application package, for Phase 2 of the process. The application deadline was December 20, 2011. Three of the applicants chose not to submit a full application package for a total of \$373,700. The submitted applications were reviewed for completion by the H&CD Office. The Advisory Council chose to have four of the public service applicants come to a public hearing on

Wednesday, February 2, 2011, and three general service applicants come to a public hearing on Wednesday, February 9, 2011 where they could ask further questions that they had regarding the applications.

It is the consensus of the H&CD Office Advisory Council that CDBG Allocations be utilized for Gap, Seed, and Capacity Building programs:

Gap is meeting a need within the community that continually exists and lacks the availability of extended funding resources;

Seed is a one-time, "hands-up" assistance, with encouragement for a self-sustaining future; and

Capacity Building is leveraging CDBG funds to address greater opportunities for the community to address the national objectives.

Fiscal Year 2011-2012 Proposed Projects

The Fiscal Year 2011 objectives are being met through the following projects. The funding will be available around August 2011.

Public Service Projects . . .	Amount
Cheyenne Health & Wellness Center – Dental Services	\$ 9,000.00
Cheyenne Transit Program – Bus Token Assistance	\$ 15,500.00
Connections Corner – Circle Initiative	\$ 10,000.00
Laramie County Community College – Scholarship Program	\$ 5,000.00
Laramie County Community Partnership - Prescriptions Services	\$ 15,500.00
Needs, Inc. – Crisis Food Assistance	\$ 10,000.00
Tier 2	
Cheyenne Transit Program – Bus Token Assistance	\$ 2,500.00
Laramie County Community Partnership - Prescriptions Services	\$ 2,500.00
Tier 3	
Laramie County Community Partnership - Prescriptions Services	\$ 1,300.00
WY Family Home Ownership Program – Education	\$ 3,700.00

NOTE: The Housing & Community Development Office is using a Tier system due to the fact that the exact amount of funding that will be received was not released at the time this Annual Action Plan was written.

General Service Projects . . .	Amount
Community Action of Laramie County – Emergency Home Rehab.	\$ 10,000.00
COMEA House – Men’s Shower/Dorm Expansion Project	\$ 70,000.00
H&CD Hand Program – Housing Rehabilitation	\$ 50,000.00
H&CD Sidewalk Program – Sidewalk Replacement	\$ 10,000.00
WY Independent Living Rehabilitation – Making Homes Accessible	\$ 30,000.00
Program Administration . . .	\$ 97,322.00

NOTE: All of the General Service funds have not been allocated because three of the invited applicants (\$373,700) chose not to submit a full application package.

The H&CD Office will hold a Mini-Grant Cycle to accept applications for General Service Projects.

Performance Measurement Objectives

The Fiscal Year 2011 proposed projects will address the following objectives.

Decent Housing (4 projects totaling \$160,000.00)

A. Outcome: Availability/Accessibility

- a. 5 households will become ADA accessible.
- b. 1 homeless shelter will receive rehabilitation.

B. Outcome: Affordability

- a. 10 households will receive small emergency repairs.
- b. 7 households will receive home repairs.

Suitable Living Environment (8 projects totaling \$85,000.00)

C. Outcome: Availability/Accessibility

- a. 6 people will receive Oral Surgery services.
- b. 10 people will receive self sufficiency training and emergency assistance.
- c. 245 people will receive prescription vouchers.
- d. 200 families will receive food.
- e. 12 families will receive first time homebuyer education

D. Outcome: Affordability

- a. 18,000 people will have transportation.
- b. 5 students will receive scholarship assistance.
- c. 4 households will receive sidewalk assistance.

E. Outcome: Sustainability

- a. No applications received.

Economic Opportunity

- a. No applications received.

Program Administration \$ 97,322.00

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

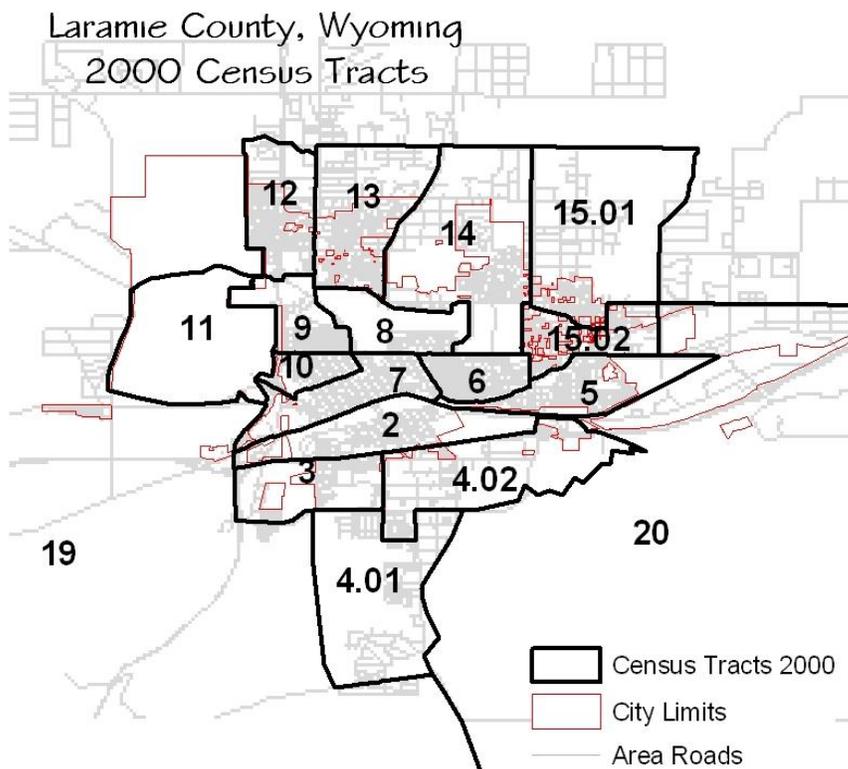
- Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 2 Action Plan General Questions response:

1. Geographic area . . .

The geographic area of the jurisdiction is the city of Cheyenne. The majority of the funding will be distributed to the low- and moderate-income residents throughout the city. The Housing and Community Development Advisory Council has estimated that approximately 15% of the entitlement will be dedicated to Census Tract 7, Block 1 which has a 66.8% low-moderate income level. The remainder of the funding will not be designated within a specific Census Tract but will be scattered throughout the city of Cheyenne to low-moderate households.

The Census data is a key element in determining Cheyenne’s Housing and Community Development (H&CD) Office’s market segment that will be targeted for assistance. The H&CD Office utilizes HUD’s Section 8 Income Levels to assure that its resident customers fall within the 80% and below median-income category. It will be this market segment that the H&CD Office will target to provide first-time home buyer, sidewalk repair, tree removal, and housing rehabilitation assistance.



City of Cheyenne	
38.1% Low/Moderate	
2000 Census Tract & Block Percentages for Low/Moderate	
Census Tract 2	61.3%
Block 1	56.6%
Block 2	72.9%
Block 3	55.7%
Census Tract 3	49.1%
Block 1	65.0%
Block 2	40.6%
Census Tract 4.02	32.6%
Block 1	
Block 2	32.6%
Block 3	
Census Tract 6	39.9%
Block 1	39.9%
Block 2	55.0%
Block 3	45.9%
Block 4	43.9%
Census Tract 7	54.6%
Block 1	66.8%
Block 2	47.9%
Block 3	52.4%
Census Tract 10	52.9%
Block 1	51.6%
Block 2	44.4%
Block 3	62.9%
Block 4	62.1%
Block 5	46.4%
Census Tract 15.02	45.53%
Block 1	38.8%
Block 2	43.8%
Block 3	54.0%

2. Basis for Priorities . . .

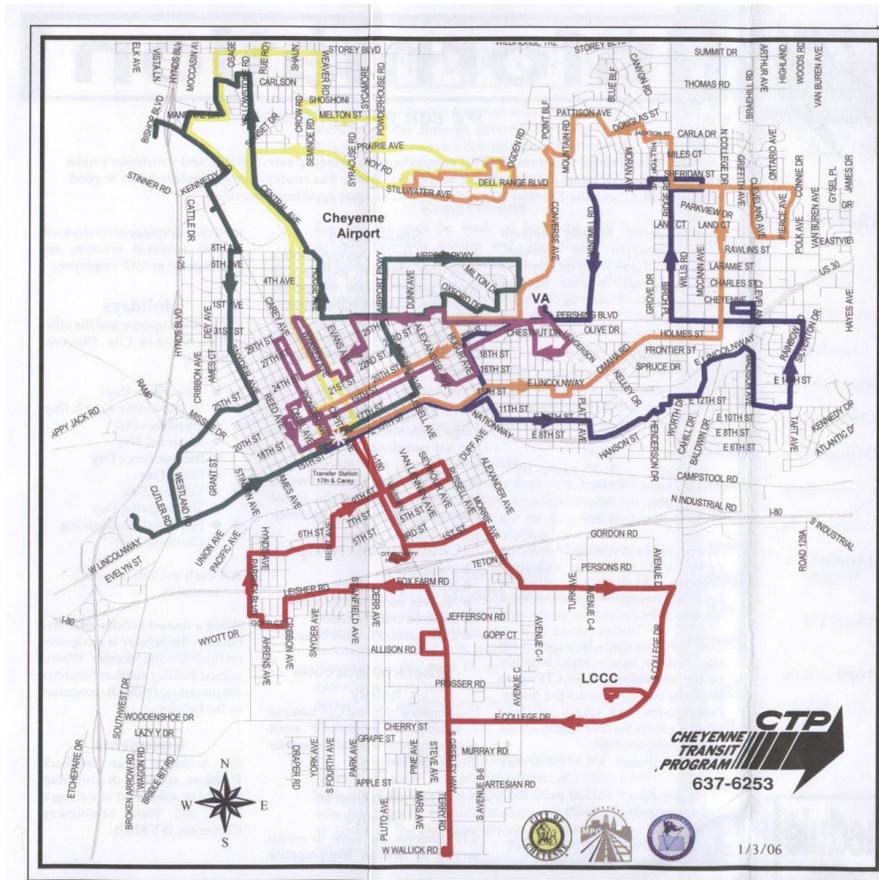
The Advisory Council's priorities are to serve the low/moderate income population. The grant recipients have to demonstrate that their clients are low/moderate income. The majority of their clients live in tracts 2, 3, 7 and 10, which are the city of Cheyenne's low income neighborhoods. It is estimated that approximately 50% of our grant allocation will be dedicated to these low income neighborhoods. It is also estimated that approximately \$481,610 will benefit low/moderate income persons.

Public (Human) Services – 15% cap

\$133,020 in requests - \$65,000 available. The H&CD Office Advisory Council has recommended funding of \$5,000 for scholarship(s) for low-income students at Laramie County Community College (LCCC).

Seven Public Service grant proposals were recommended for funding.

- Cheyenne Health & Wellness Center - \$9,000. Their facility is located in Census Tract 4.02, Block 1. Their patients are all uninsured low-moderate income residents of Cheyenne.
- Cheyenne Transit - \$18,000. Their main office is located in Census Tract 7, Block 1. They assist low-moderate income residents of Cheyenne with 6 bus routes.



- Connections Corner - \$10,000. Their main office is located in Census Tract 4.02, Block 1. All of their assistance will be given to low-moderate income residents of Cheyenne.
- Laramie County Community College Scholarship Program - \$5,000. The college is located in Census Tract 4.02, Block 1. The scholarships will be given to low-moderate income students living in Cheyenne.
- Laramie County Community Partnership - \$18,000. Their main office is located in Census Tract 4.02, Block 1. All of their assistance will be given to low-moderate income residents of Cheyenne.
- Needs, Inc. - \$10,000. Their main office is located in Census Tract 2, Block 2. All of their assistance will be given to low-moderate income residents of Cheyenne.
- Wyoming Family Home Ownership Program - \$3,700. Their main office is located in Census Tract 10, Block 4. They only assist low-moderate income families of Cheyenne.

General (Non-Public) Services

\$1,100,866.00 in requests - **\$324,288 available** (Fiscal Year 2011-2012 Entitlement funds, less Public Services, less Program Administration, plus program income).

Five General Service grant proposals were recommended for funding. All were fully funded.

NOTE: All of the General Service funds will not be allocated. Three other applicants were invited to participate, for a total of \$373,700, but chose not to submit the full application package. The H&CD Office will hold a Mini-Grant Cycle to accept applications for General Service Projects.

- Community Action of Laramie County (CALC) – \$10,000. Their main office is located in Census Tract 7, Block 1. All of their assistance will be given to low-moderate income residents of Cheyenne.
- COMEA House – \$70,000. They are located in Census Tract 7, Block 1. They only assist homeless currently in Cheyenne.
- Hand Program - \$50,000. The main office is located in Census Tract 6, Block 4. They only assist low income homeowners in Cheyenne.
- Sidewalk Program - \$10,000. The main office is located in Census Tract 6, Block 4. They only assist low income homeowners in Cheyenne.
- Wyoming Independent Living Rehabilitation – \$30,000. The main office is located in Census Tract 7, Block 3. They only assist low/moderate income disabled homeowners of Cheyenne.

3. Obstacles . . .

Wyoming Community Development Authority (WCDA) home loans are provided to the 80% and below median-income market, the H&CD Office will use the WCDA's ceiling price for housing units as its benchmark for providing assistance to first-time home buyers through the City's CHOP and housing rehabilitation assistance to current homeowners through the City's HAND and HOME programs. This benchmark of \$243,000 for new construction and \$243,000 for existing homes, and according to data received by the "2007-2009 American Community Survey 3-Year Estimates for the City of Cheyenne," further demonstrates that the H&CD Office has a need to serve this market segment, which comprises 62% of the total housing market in the city of Cheyenne.

Number of Family Housing by Family Income		
Income	Owner Occupied Households	Renter Occupied Households
Less than \$ 5,000	87	459
\$ 5,000 to \$ 9,999	175	434
\$ 10,000 to \$ 14,999	234	726
\$ 15,000 to \$ 19,999	453	676
\$ 20,000 to \$ 24,999	482	885
\$ 25,000 to \$ 34,999	1,097	1,646
\$ 35,000 to \$ 49,999	2,458	1,587
\$ 50,000 to \$ 74,999	3,863	1,161
\$ 75,000 to \$ 99,999	2,678	526
\$ 100,000 to \$ 149,999	2,253	192
\$ 150,000 and more	878	66

According to the above statistics, Cheyenne has a total of 14,636 owner-occupied housing units and a total of 8,356 renter-occupied units. HUD Section 8 Income Levels for Cheyenne indicate that an individual making \$23,400 annually is considered to be at the 50% of median income and a family of four making \$33,400 annually is considered to be at 50% of median income. As an example, if the Cheyenne H&CD Office solely marketed housing rehabilitation assistance to homeowners (family of four) with 50% and below median-income levels, the potential would be that as many as 1,431 housing units (10% of the owner-occupied market) could be assisted over time. If the Cheyenne H&CD Office markets rehabilitation assistance to homeowners with 80% and below median-income levels, the potential market segment increases to as many as 4,986 housing units (34% of the owner-occupied market).

4. Other Funding Sources . . .

The Cheyenne Housing Authority (CHA) is the most likely conduit for any additional, state, and local resources expected to be made available to this jurisdiction. The CHA provides decent, safe and sanitary housing to the elderly, disabled and economically disadvantaged families who are unable to obtain housing through conventional means. Additionally, the CHA strives to provide for and coordinate other necessary life services to the population of Cheyenne.

The CHA will achieve these purposes through an organization and within an environment that attracts the finest people; encourages and challenges their individual talents; encourages the collaboration of those talents to achieve the goals established in a creative, progressive and fiscally responsible manner; and maintains the Cheyenne Housing Authority's well established principles of integrity and professionalism.

The ultimate goal of CHA is to assist and empower the elderly, disabled and economically disadvantaged families through the professional and courteous provision of basic life services, in order to allow them opportunities to establish control of their destinies.

The CHA's programs have continued to grow and expand, as the needs of the community have continued to grow and expand. The CHA administers low income rental housing assistance for nearly 2000 households throughout Wyoming. At the same time the CHA also has a waiting list 2,051 applicants needing rental assistance. This indicates that the need for low income housing will continue to exceed the available resources, which means that the CHA needs to be very efficient and effective with use of taxpayer dollars to assist the less fortunate. Additionally, this means that the CHA needs to continually pursue new funding mechanisms to assist in meeting that need.

The CHA has developed a reputation within our regional HUD office as a professional and very competent agency relative to administering housing programs. Therefore, HUD has repeatedly requested the assistance of the CHA to help other, smaller housing agencies throughout Wyoming. To that end, the CHA is now administering the statewide Section 8 program, is negotiating with HUD for the contract administration of Section project based contracts throughout the state, and has assisted other smaller agencies with the administration of their programs.

The CHA administers a variety of housing programs including:

- 1,700 vouchers
- 342 public housing units (incl. 75 units in Laramie)
- 50 section 8 new construction units serving elderly/disabled tenants
- 19 unit Logan Manor
- 32 unit Foxcrest II serving elderly up to 110% of AMI
- 6 market rate rentals
- 16 units RD 515/Section 8 in Pine Bluffs

Public Housing units are owned by the Cheyenne Housing Authority. They are subsidized by HUD and must be administered in compliance with HUD regulations. Under a Cooperation Agreement with Laramie County, the CHA pays a payment in lieu of taxes (PILOT) but is otherwise tax exempt. Tenants pay 30% of their adjusted monthly gross income for rent and utilities.

The CHA began administering the public housing program in Laramie, starting April 1, 2002. The Laramie public housing program, previously administered by WCDA, consists of 75 units – 55 single family homes scattered throughout Laramie and 20 units of multi-family housing in West Laramie.

Section 8 Vouchers is a tenant based subsidy that provides the subsidy to the tenant to rent in the private market, but does not interfere with the landlord/tenant relationship. Tenants are provided a voucher which entitles them to receive rent

subsidy, as long as the unit meets certain standards. The unit must pass the Housing Quality Standards inspection and cannot rent for more than a comparable unit within the community. Tenants typically pay 30% of their adjusted monthly gross income for rent and utilities and the Voucher subsidizes the difference up to the contract rent and utilities. Therefore the landlord receives part of the rent from the tenant and part from the CHA.

In July 2000, the CHA began administering the statewide Section 8 program which had previously been administered by WCDA. The CHA administers the program in 14 different communities around the state, but has restricted new applications from only selected communities in order to ensure the program is administered appropriately and effectively.

These programs are funded primarily by HUD. Specifically with respect to the public housing program, HUD provides operating subsidy to offset a portion of the cost difference between rent received and the cost to administer the programs. With respect to the Section 8 program, HUD provides housing assistance payment subsidy that flows through the CHA to the local landlords.

Another source of funding for this program year is HUD's new Neighborhood Stabilization Program that will provide emergency assistance to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within the city of Cheyenne. The Neighborhood Stabilization Program (NSP) provides grants to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of house values of neighboring homes. Wyoming Community Development Authority is managing these funds and is accepting applications. Laramie County has the highest number of foreclosures in the state and should be receiving a good portion of the funding. At this time WCDA is working on 20 homes, 14 of them have been completed and 6 are being rehabilitated.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 2 Action Plan Managing the Process response:

1. Lead Agency . . .

The city of Cheyenne Housing and Community Development (H&CD) Office is the lead agency responsible for overseeing the development of the plan and administering the funds of the formula grant programs for which the plan is required to be prepared. The city of Cheyenne is the area of local jurisdiction. Cheyenne's city government is operated by a combined administration with the elected Mayor and a nine-member elected City Council.

The Cheyenne Housing and Community Development (H&CD) Office has a nine-member Advisory Council. Advisory Council members are solicited through news releases in the local newspaper that announces vacancies and requests people with interest in helping our community's very low, low and moderate-income residents to apply. Membership applications are reviewed by the H&CD Office Advisory Council. Recommendation is made to the Mayor and an applicant is presented to the City Council for appointment to the Housing and Community Development Office Advisory Council. Appointments are for a two-year period.

The Advisory Council's primary role is to serve as liaisons between the H&CD Office and community residents in receiving input on very low, low and moderate-income needs and between the Cheyenne City Council and community residents to express identified needs. During the H&CD Office grant cycle, the Advisory Council oversees the grant process and makes recommendations to the City Council for funding. In addition, the Advisory Council conducts site visits/evaluations on sub-grantees throughout the year.

A significant aspect of the process includes extensive consultation and citizen participation efforts.

Preparation of the Comprehensive Consolidated Plan involved public meetings for citizen input, discussions with city, county and state elected officials, and consultation with public and private agencies. The public and private agencies provide assisted housing, health services and social services, including providers to children, elderly people, and people with disabilities, people with HIV/AIDS and their families, and homeless people. Some of the agencies are: Community Action of Laramie County, Inc. (CALC); Laramie County Department of Public Health and Environment; Wyoming Community Development Association (WCDA); Cheyenne Board of Realtors; Laramie County Lenders Association; Wyoming Coalition for the Homeless; Cheyenne Housing Authority; LEADS (Laramie County Economic Association for Development Strategy); Wyoming Energy Council, Inc.; COMEA House and Resource Center; NEEDS, Inc.; Habitat for Humanity; Magic City Enterprises, Inc.; Attention Homes, Inc.; Historical South-Side Improvement Association; NAACP; Safehouse/Sexual Assault Services, Inc.; Casey Family Program; Stagecoach Drop-In Center; and Peak Wellness Center, Inc.

Health and child welfare agencies, including the State of Wyoming Department of Health and the Department of Family Services, along with the City/County Health Department were consulted.

2. Significant Aspects . . .

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

These funds, CDBG, must meet a National Objective and be an eligible activity. The three national objectives are:

- Benefiting 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.

Community Development Block Grant funds have been utilized for programs that address decent housing, a suitable living environment, homeless prevention, transitional housing, youth at-risk, neighborhood revitalization, and expanding economic opportunities principally for low and moderate-income persons.

A CDBG Working Group developed goals and objectives to address identified needs with the city of Cheyenne Comprehensive Consolidated Plan 2010-2014.

During 2010, the H&CD Office monitored Fiscal Year 2009-2010 projects for completion deadlines, compliance to Sub-Grantee Agreement, and expenditure timeliness.

The H&CD Office Advisory Council's application procedure mirrors other local organizations application process. A short 2-3 page application, similar to a concept paper is the first step. This allows agencies to submit a brief explanation of what they would like to accomplish and is not time intensive. Those chosen to proceed to the next step would then need to submit a full application package. If the Advisory Council still has unanswered questions then a formal presentation is requested to give the Advisory Council an opportunity to ask questions in person.

In September 2010, a notice was sent out announcing that the Housing & Community Development Office was holding a training session on Wednesday, October 6, 2010 at 3:00 p.m. The three phase process was explained. The application packets for the Fiscal Year 2011-2012 CDBG grant cycle were distributed to all of the agencies who attended the training session. 25 individuals attended this training. For those agencies who could not attend the training session the application was mailed at their request. Several agencies also requested that the application be e-mailed to them at their place of business. The application deadline was set as October 26, 2010.

A Public Notice was published and a news release and PSA were sent out inviting city residents to a Public Hearing on Wednesday, November 3, 2010. A PowerPoint presentation showed what the anticipated funding for Fiscal Year 2011-2012 was going to be, along with the applications that were received. The tentative entitlement allocation was identified as \$580,253 and \$5,000 is anticipated for Program Income. Program Administration (anticipated \$117,050) are the funds utilized for the Housing and Community Development Office daily operations and administration of programs. Program Administration is taken off the top of the CDBG Entitlement Allocation. Eleven Public Service applications totaling \$138,020 were received which is 198% greater than the \$70,000 available. Sixteen General Service applications totaling \$1,095,866 were received which is 276% greater than the funds available. Fourteen individuals attended the Public Hearing. No written comments were received pertaining to the 2011-2012 CDBG applications.

The funding requests received and the professionalism of the grant proposals for Fiscal Year 2011-2012 demonstrated the need within the community and the competitiveness of the City's Community Development Block Grant (CDBG) Program.

Six Public Service applicants and seven General Service applicants were requested to present the H&CD Office with a full application package. The H&CD Office also requested that three of their projects proceed to the next phase. The application deadline was December 20, 2010. Three of the General Service applicants chose not to complete the application. Upon receipt the applications were reviewed for completion by the H&CD Office. All grant proposals received a project summary and rating sheet that coincided with the grant application.

Three General Service applicants and four Public Service applicants were invited to a public hearing where they could answer questions that the Advisory Council still had regarding the applications.

On February 2, 2011, Connections Corner – Circles Initiative, Wyoming Family Home Ownership Program – First-time Homebuyer Education, Community Action of Laramie County – Homeless Prevention and Cheyenne Health & Wellness – Dental Assistance Program, attended the Public Meeting. The H&CD Office Advisory Council asked additional questions and received clarifying information from the grant applicants. Sixteen people attended the meeting.

On February 9, 2011, COMEA House – Men’s Shower/Dorm Expansion Project, Wyoming Independent Living Rehabilitation – Making Homes Accessible and, Community Action of Laramie County (CALC) – Emergency Home Repair attended the Public Meeting. The H&CD Office Advisory Council asked additional questions and received clarifying information from the grant applicants. Thirteen people attended the meeting.

After extensive review of the grant proposals, formal presentations, and lengthy discussions on community priority needs, the Cheyenne Housing and Community Development (H&CD) Office Advisory Council made difficult decisions on what their funding recommendations would be. The Advisory Council’s preference is that allocations be utilized for Gap, Seed and Capacity Building funding.

The Cheyenne Housing and Community Development Office Advisory Council is the primary body that reviews, evaluates and makes the recommendations to the Cheyenne City Council on the City’s Annual Action Plan and on funding allocations to meet the needs of the very low, low and moderate-income residents. The Cheyenne City Council is the governing body that approves the Annual Action Plan for submission to the U.S. Department of Housing and Urban Development (HUD). Once HUD has approved Cheyenne’s Annual Action Plan, the Housing and Community Development Office administers the funds.

The Annual Action Plan 2011-2012 was written. A 30-day comment period will be held between March 14 and April 14, 2011, for input from Cheyenne residents. Another Public Hearing will be held on April 11, 2011, immediately prior to City Council. This will give the residents of Cheyenne another opportunity to comment on the Annual Action Plan.

3. Actions . . .

Through work with the Laramie County Community Partnership Council, staff is actively working on an ongoing ‘Needs Assessment’ with many of the key agencies within the community. They include but are not limited to Attention Homes,

Cheyenne Chamber Of Commerce, Cheyenne Health & Wellness Center, Cheyenne Ministerial Association, City/County Health Department, City Of Cheyenne, Coalition For Agencies Serving The Elderly, Community Action Of Laramie County, Court Appointed Special Advocates, Laramie County Community College, Laramie County School District No. 1, Laramie County Sheriff's Department, Laramie County Department Of Family Services, Parents Education Network, Peak Wellness Center, Prevent Child Abuse Wyoming, Special Friends, United Medical Center, United Way Of Laramie County, Wyoming Department Of Health, and YMCA.

This project has looked at the needs of people living in Laramie County, Wyoming, and examined the resources available to meet their needs. The report phase of this project has been completed and subcommittees have formed that identify the specific action items stemming from the reports initial recommendations.

Involvement in Partnerships such as this will help staff enhance coordination between all community agencies with the goal of better serving those in need within our jurisdiction.

The state of Wyoming has also instituted a 2-1-1 call center. The 2-1-1 system will improve efficiency and eliminate the frustration of navigating a maze of agencies and organizations. More people will connect with greater ease to the key services they need—allowing organizations and agencies to deliver help when it is needed most.

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 2 Action Plan Citizen Participation response:

1. Summary of the Citizen Participation Process . . .

Citizens are encouraged to comment on the performance of city and non-profit agencies in implementing Consolidated Plan programs and projects and in meeting program objectives. Citizens also have reasonable and timely access to information and records relating to the city of Cheyenne's Consolidated Plan and its use of funds for the preceding five years.

The Citizen Participation Plan includes public notices and public hearings to be held throughout the grant cycle. The City Housing & Community Development (H&CD) Office followed the requirements set forth in the Citizens Participation Plan. The

H&CD Program Manager met with the H&CD Office Advisory Council to evaluate the existing grant application, discuss the selection process, and set a deadline for grant proposal submissions several times during the summer of 2010. The H&CD Office provided training and requested proposals from sponsoring and operating agencies in September 2010.

Grant proposals were accepted through October 26, 2010. This initial proposal was similar to a concept paper that let the H&CD Office know what the applicant's goal was and a cost for accomplishing that goal.

A Public Notice was published in October 2010, along with a News Release, making residents aware of grant proposal submissions, and encouraging residents to attend a Public Hearing on November 3, 2010, and submit written comments.

The hearing was held by the H&CD Office staff with Advisory Council members in attendance, to enhance discussion between Advisory Council members, applicants and the general public. Fourteen residents attended the Public Hearing. A brief presentation discussed the grant proposals and the grant process. Participants were given the opportunity to view the grant proposals and provide public comments. No written comments were received pertaining to the 2011-2012 CDBG applications.

Public meetings were held on February 2 and 9, 2011, in conjunction with formal presentations of grant proposals, to provide the general public, Advisory Council members, and applicants an open forum for discussion and the opportunity to gain greater knowledge of the individual grant proposals. Twenty-nine residents attended the public meetings.

In March, 2011, a Public Notice will be submitted letting the public know that the Draft Annual Action Plan for Fiscal Year 2011-2012 is available for a 30-day comment and review period with hard copies available in the Mayor's Office, City Clerk's Office, State Library, Laramie County Library, and the Cheyenne Housing and Community Development Office, as well as on the city of Cheyenne website, www.cheyennecity.org. A draft of the 2011-2012 Annual Action Plan will be presented to the Cheyenne City Council on April 11, 2011, during a Public Hearing. The H&CD Program Manager will provide a staff report to the City Council and the public. This meeting will be attended by the H&CD Office Advisory Council members, and potential grant recipients to address any questions that may pertain to the Advisory Council recommendations for funding. On recommendation to approve at the City Council Finance meeting on May 2, 2011, the Fiscal Year 2011-2012 Annual Action Plan will be presented to the City Council on May 9, 2011. At this official City Council Meeting, the Cheyenne City Council will provide an approval or non-approval motion and vote.

Local media (radio, television and newspaper) have worked in a positive, cooperative manner with the H&CD Program Manager to assure that the community was made aware of the Annual Action Plan process, potential allocation, the opportunities that CDBG funds provide Cheyenne as an Entitlement Community, deadline for grant proposals, encouragements for public comments, and Advisory Council funding recommendations.

2. Summary of Citizen Comments . . .

No written comments have been received throughout the grant cycle.

3. Efforts to Broaden Public Participation . . .

The Housing & Community Development Office is working with the Laramie County Community Partnership (LCCP). LCCP consists of nearly 65 organizations, groups and agencies throughout the county. When a notice goes out to the public the above agencies are all notified via e-mail. The United Way of Laramie County has also provided an e-mail list of agencies.

All public notices and documents are also placed on the city of Cheyenne website and the notices are printed in the local newspaper. The public notices are also placed on the city of Cheyenne Facebook and Twitter page.

It has also been suggested that churches in Cheyenne be informed of public notices. An effort will be made to obtain current e-mail addresses so the information can have a wider audience.

4. Comments not Accepted . . .

There were no comments that were not accepted.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 2 Action Plan Institutional Structure response:

Actions to Develop Institutional Structure . . .

It is the responsibility of the Cheyenne Housing and Community Development Office staff to administer the 2011-2012 grant proposals, as well as, on-going programs from prior years, as public guardians in a manner that is accountable and demonstrates cost-effective methods for the betterment of the community, while reflecting the intent of CDBG to service the needs of the community in meeting a national objective.

The institutional structure, through which the city of Cheyenne will carry out its Annual Action Plan, is one of partnerships with and between non-profit organizations, community residents, social service agencies, public health, public institutions and businesses. With these working partnerships our office will be able to direct people to the agencies that can better serve their needs. One example is Wyoming Energy Council contacts our office when they receive an application. They can only do combustible appliances but they observe that the applicant could use additional work. Our office can then either assist them or direct them to other agencies that would be able to provide the needed help.

The Advisory Council looks closely at the individual grants that are received to make sure that the grant recipients do not duplicate services. This way our funds can be spread throughout the community in a more efficient and cost effective manner.

The Housing and Community Development Office is working with Laramie County Community Partnership, Inc. This partnership was formed to promote active participation in defining and addressing the problems we face in our community. It is a forum to discuss ideas about the direction our community is heading and to implement innovative strategies that will take us in the direction we want to go - a vibrant, thriving community that offers the opportunity for all of our residents to realize their full potential.

The H&CD Office staff is also working with the Wyoming 2-1-1 agency and the InterService Family Assistance Committee as other avenues to inform the community of our services.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 2 Action Plan Monitoring response:

Monitoring Actions . . .

Monitoring of activities will be conducted by the Cheyenne Housing and Community Development (H&CD) Office staff per the new Sub-Grantee Procedures that were developed at the beginning of 2011. These procedures identify the different types of monitoring that will occur and the frequency of the monitoring. The monitoring will include site inspections, monitoring meetings, on site documentation monitoring, and verifying that all documentation pertaining to organizational structure, applicability to HUD national objectives, and scope of work is received. The H&CD Office will also periodically review the files and contact agencies via the phone or e-mail if there is a question on the file.

The H&CD Office Advisory Council members also monitor the active projects every month to determine how the different agencies are performing. The Advisory Council may also visit individual sites throughout the year or ask agencies to attend a monthly meeting and provide a report.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 2 Action Plan Lead-based Paint response:

Lead-Based Paint Actions . . .

The city of Cheyenne Housing and Community Development (H&CD) Office will continue to conduct Lead-Based Paint inspections on all program(s) participant homes. Our Contract Housing Inspector has attended the Inspector/Risk Assessor Training provided by the University of North Dakota.

The United States Environmental Protection Agency (EPA) issued a rule on April 22, 2008, requiring the use of lead-safe practices. Under the rule, beginning in April 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. The H&CD Office worked with Misers Training out of Colorado to provide training for contractors in Cheyenne. Our Contract Housing Inspector and Community Development Technician attended this training and will work with the contractors to ensure that lead-safe work practices are done.

The H&CD Office is working with the non-profit agencies in Cheyenne, the Laramie County Grants Manager and the City/County Health Department. If the City/County Health Department becomes aware of a lead-based hazard they can contact the H&CD Office and request a lead inspection. If a sub-grantee is required to have a lead-based paint test done then the H&CD Office Housing Inspector is made available to perform the lead test.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 2 Action Plan Specific Objectives response:

1. Housing Priorities . . .

The following identified housing objective goals will be worked on during Fiscal Year 2011:

- Prepare/educate 70 families for affordable, safe home ownership
- Maintain Home Ownership
- Rehabilitate up to 37 homes
- Provide rehabilitation for homeless shelters

- Provide Fair Housing Activities
- Provide Lead Based Paint testing to homeowners

2. Other Funding Sources . . .

The Cheyenne Housing Authority (CHA) receives state funds through the Wyoming Community Development Authority (WCDA). Currently the CHA administers 1700 Section 8 vouchers, 342 public housing units, and 50 Section 8 New Construction units. The CHA also administers a low income affordable housing subsidy for city households, as well as, several senior centers.

Through the Neighborhood Stabilization Plan it is anticipated that foreclosed properties within the city of Cheyenne will be purchased, rehabilitated or demolished, and sold or rented to low income residents. Wyoming Community Development Authority (WCDA) is managing the funds and have completed rehabilitation on 14 homes that have been made available for low-moderate income residents to purchase. Another 6 homes are in the rehabilitation process and will be made available to low-moderate income residents when they are complete.

Habitat for Humanity is working on the Cottonwood Meadows Neighborhood. This development will provide 10 new affordable homes for residents of Cheyenne within the next 5 years.

WEC operates as a sub-grantee of the State of Wyoming in the Weatherization Assistance Program. Their mission is to promote and further the conservation of non-renewable energy resources and the development of renewable energy resources.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 2 Action Plan Public Housing Strategy response:

1. Public Housing Needs . . .

The city of Cheyenne has a working partnership with the Cheyenne Housing Authority (CHA) to meet the needs within the community. However, the Cheyenne Housing Authority develops its own Consolidated Plan for submission. The CHA Consolidated Plan is consistent with the city of Cheyenne Consolidated Plan.

The H&CD Office Advisory Council members are aware of the need for affordable housing within the community and are always looking at ways to address this issue.

Community Development Block Grant (CDBG) funds will assist with housing rehabilitation, down-payment assistance and closing costs.

2. Troubled . . .

The Cheyenne Housing Authority is not a troubled public housing agency. On the contrary, the CHA functions exceptionally well with the resources it has.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 2 Action Plan Barriers to Affordable Housing response:

1. Actions to Remove Barriers . . .

The Cheyenne Housing and Community Development (H&CD) Office Advisory Council members are aware of the need for affordable housing within the community and are always looking at ways to increase affordable housing. Currently \$14,666 has been set aside for Affordable Housing projects from Fiscal Year 2007. Habitat for Humanity has applied for these funds to assist with water and sewer hookup for the Cottonwood Meadows Neighborhood. Some affordable housing projects that the H&CD Advisory Council has approved is the purchase of a lot situated within the Harmony Meadows subdivision and infrastructure assistance to Habitat for Humanity for their Messenger Court subdivision and their Cottonwood Meadows Neighborhood.

The H&CD Office continues to foster, maintain, and promote affordable housing by:

- Providing financial assistance to low to moderate-income first-time homebuyers for down payment and closing costs through the Cheyenne Homebuyer Opportunities Program (CHOP) program. CHOP is promoted through a brochure, the city of Cheyenne website, advertising on the community's free access television channels and Laramie County Community College's internal television station. The Cheyenne Homebuyer Opportunities Program has been, and will continue to be, an excellent tool for the H&CD Office to promote and assure that fair housing opportunities are provided to Cheyenne's low to moderate-income persons;
- Providing financial assistance to low to moderate-income households for housing rehabilitation to maintain safe, decent and sanitary housing through the HAND and HOME programs. These programs are promoted through a brochure, advertising on the community's free access television channels, and the city of Cheyenne website;
- Providing financial assistance to Wyoming Independent Living Rehabilitation for ADA home rehabilitation.
- Partnering with realtors, lenders, and WCDA to promote the "Wyoming Partners in Homebuyer Education Course" and fair housing initiatives.

Habitat for Humanity continues to foster affordable housing through partnerships, volunteers, and owner sweat equity. Cheyenne's Habitat for Humanity has completed at least one home per year. In addition to housing construction, Habitat provides the homeowner with information on home ownership maintenance. Cheyenne's Habitat for Humanity is working on a new development at Cottonwood Meadows that will consist of 10 affordable homes and is finalizing a development at Messenger Court that consists of 8 affordable homes. A partnership between the H&CD Office and Habitat for Humanity was developed to utilize Affordable Housing Funds on the Messenger Court site and the Cottonwood Meadows site. In addition, the Board President continues to contact local developers about partnerships. Habitat's partnership with local developers would afford that Habitat homes may be built throughout the community.

The H&CD Office Advisory Council has also assisted Habitat for Humanity with the purchase and rehabilitation of their Habitat ReStore. American Recovery and Reinvestment Act (ARRA) funds were utilized for this project. The Habitat ReStore will assist with affordable housing by selling donated building materials at an affordable cost. These building materials include; doors, windows, paint, tile, etc. Habitat for Humanity is looking at expanding their ReStore facility within the next five years. This project will go a long way at eliminating a barrier for affordable housing.

The Wyoming Energy Council, Inc., a private non-profit corporation works in harmony with the H&CD Office in identifying energy needs of our low-income homeowners. The Wyoming Energy Council receives grant funds from the state of Wyoming, which are utilized to replace windows, blow-in insulation, and replace furnaces for very low, low and moderate-income households. In addition, they provide Radon testing for these households and are certifying local contractors in Energy Star.

Wyoming Independent Living Rehabilitation, Inc. (WILR) is a registered, private, non-profit agency whose purpose is to provide people with severe disabilities the opportunity to obtain, maintain or increase their independence in the community of their choice. WILR receives Title VII, Part C funds directly from the U. S. Department of Education, State Department of Health funds, and funding from the State and Medicaid. WILR has received CDBG funding in the past.

The Neighborhood Stabilization Program managed by WCDA will make affordable rental housing and affordable homeownership available to residents of Cheyenne by increasing the number of affordable housing units. On February 17, 2010, WCDA hosted four open houses in Cheyenne, December 4th WCDA hosted seven open houses and on December 5th eleven open houses, so income-eligible first-time homebuyers could view formerly foreclosed and/or abandoned homes that had been rehabilitated and were now available for sale. At this time WCDA is working on 20 homes, 14 of them have been completed and 6 are being rehabilitated.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.

3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 2 Action Plan HOME/ADDI response:

Not applicable.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to

homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.

2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 2 Action Plan Special Needs response:

1. Sources of Funds . . .

Community Action of Laramie County will be receiving HUD Emergency Shelter Grant Funds to provide for emergency lodging, first month's rent and/or deposit for homeless individuals and families; the VA homeless apartment complex is a veteran's grant and per diem program that pays for the days that a veteran is in the apartment and this money also provides for meals; Community Services Block Grant which part of it can and, usually is, used for the same as the emergency shelter funds but includes support services – medical, identification, transportation; CALC also has the Healthcare for Homeless grant which covers basic medical care. They have been approved for the funds to purchase a van for homeless veterans to transport them to appointments and to do outreach; also funds to purchase a mobile unit which they will take to eastern Laramie County as well as around Cheyenne to provide services which will include homeless services.

COMECA, Inc., is operated by a non-profit board and funded through the ESG Grant Program, as well as other contributions. COMECA offers not only overnight shelter for individuals but also families. COMECA will receive \$70,000 in CDBG funding in 2011 to rehabilitate their shelter.

Safehouse is a non-profit that provides assistance to victims of domestic violence. Safehouse receives funds from United Way, Capitol Campaign Donations, and other sources.

The Cheyenne Transit Program receives funding from the U.S. Department of Transportation, the city of Cheyenne, United Way of Laramie County, and several private individuals.

2. Homelessness . . .

The Housing & Community Development Office identified Goals and Objectives for Homelessness to be carried out within the next five years. These objectives are:

- Increase capacity for free and/or affordable healthcare services.
- Develop a minimum of 30 transitional housing units that offer self-sufficiency programs for homeless, special populations, and/or special needs families and individuals.
- Improve and/or expand emergency housing for the homeless.
- Expand day centers for the homeless.
- Expand the number of social/medical detox beds and services.
- Expand the number of Cheyenne residential treatment beds for women with addictions (and their children).
- Expand affordable transportation to be available 24 hours a day, 7 days a week.
- Create a “one stop shop” for health and supportive services.
- Provide asset-building assistance to low-income individuals.

Community Development Block Grant Fiscal Year 2011-2012 funds will be utilized to meet some of the five year objectives noted above.

- Cheyenne Health & Wellness will receive \$9,000 for oral surgery services for low income adults. CHW works with low income individuals that are uninsured or are underinsured. It is a support service that helps to prevent homelessness.
- Cheyenne Transit Program will receive \$15,500 for bus tokens. These bus tokens are offered to low-moderate income residents of Cheyenne and homeless individuals. The bus tokens give the recipients better access to job opportunities, counseling, doctors, etc. By leveraging CDBG funds with the Department of Transportation allows Cheyenne to expand the public transportation that is available. This service helps to prevent homelessness.
- Laramie County Centralized Pharmacy will receive \$15,500 for Prescription assistance. This program provides short term prescription medication assistance to eligible clients with low-moderate income. It is a support service that helps to prevent homelessness.
- Needs, Inc. will receive \$10,000 for Crisis Food assistance. This program provides emergency food boxes to low-moderate income residents of Cheyenne and is a support service to help prevent homelessness.

- Wyoming Independent Living Rehabilitation will receive \$30,000 to make homes ADA accessible. This program will provide critical home modifications for consumers with severe disabilities who wish to remain in their own homes. This service helps to prevent homelessness.
- Connections Corner Circles Initiative Program will receive \$10,000 to help move participants out of poverty by surrounding them with a support network promoting knowledge and understanding of the resources necessary to achieve self-sufficiency. This service will help to prevent the participants from becoming homeless.

A potential obstacle in completing all of these action steps is the lack of application requests. If an agency does not apply for the funding then no funding can be made available.

3. Chronic Homelessness . . .

The Wyoming Interagency Council was initiated in October 2003 as part of the U.S. Interagency Council's 5th (and final) Policy Academy. The Council's first step was to learn about the homeless in Wyoming. The Council wanted to know, not just the numbers of homeless in Wyoming, but the situations behind the numbers. To learn about homelessness in Wyoming, the Council commissioned a survey of the homeless in the state. Data analysis was conducted from November 2004 through January 2005. From this survey came insights into Wyoming's homeless population: who they are, what brought them to the situation of being without a home, and how Wyoming's homeless population compares with the country as a whole.

A rough draft of the final report was presented to the Survey Subcommittee in February 2005. The report was released upon final approval of the Interagency Council in June, 2005. The Interagency Council remains aware of the federal goal to end chronic homelessness within 10 years and, despite its late involvement, feels it has made significant progress to date given its date of formation, unofficial status, lack of funding, and full-time professional commitments of its members. The Interagency Council is continuing to negotiate with the Governor's office for recognition of the group as an official state commission.

The U. S. Department of Veterans Services in Wyoming is working with local organizations to identify the homeless veterans in Wyoming. Community Action of Laramie County also built a Homeless Veterans Transitional Facility. Wyoming VA Centers are striving to eliminate chronic homelessness in Wyoming veterans.

4. Homeless Prevention . . .

Community Action of Laramie County (CALC) operates a Self-Sufficiency Program that is well received by the community. This program offers a variety of tools to help families and individuals recover from economic, medical and other setbacks. One tool is to provide emergency financial assistance, including help with utilities, rent, damage deposits, mortgage payments, transportation and essential support/medical services. CALC offers group workshops on money management, communication skills, budgeting and career planning. More than 600 individuals have been assisted through this program annually. Funding for these programs come from United Way, City of Cheyenne, Laramie County, and other sources.

The Cheyenne Transit Program has developed into a public transit system for City residents. Since Fiscal Year 2000-2001, CDBG funds have been allocated to provide "tokens" for homeless persons and our very low and low-income residents to utilize this method of transportation at no cost. The tokens are used for transportation to job interviews, to employment, and to meet daily living needs, such as grocery shopping and paying bills. The current Cheyenne Transit Director continues to develop partnerships with non-profit organizations, throughout the community, for distribution of the tokens. The Cheyenne Transit Program has six, fixed-hourly routes that provide direct service to within one fourth of a mile of 91.7% of all business and government offices, 88.4% of all school facilities, 74.3% of all places of general employment, and 62.2% of all places of industrial employment. Additionally, the Transit Department has a TTY system to provide ridership information and access to persons with hearing and speech disabilities and all buses are wheelchair accessible. Funding for this program has come from CDBG, United Way, City of Cheyenne, and other sources.

Needs, Inc. provides emergency food provision, clothing assistance, referrals to other health & human service agencies, school supplies, holiday and birthday connections, and case planning to low-moderate income residents of Cheyenne. Over 46,542 individuals have been assisted through this program already this year. Funding for these programs come from community individuals, community businesses, community churches, CDBG, United Way, City of Cheyenne, Laramie County, FEMA and other sources.

Laramie County Community Partnership Centralized Pharmacy provides prescription assistance to low-income, un/underinsured residents of the city of Cheyenne. The Centralized Pharmacy dispenses or vouchers medications to help clients meet short-term prescription needs, educates and assists patients with enrollment into long-term Prescription Assistance Programs, and disposes of unwanted medications which reduces environmental pollution and improves safety. Funding for this program comes from CDBG, United Way, Cheyenne Regional Medical Center, and other sources.

5. Discharge Coordination Policy . . .

COME A House is working on a discharge coordination policy. COMEA's case managers are meeting on a weekly basis as a means to better prepare their residents for life outside of COMEA. They are working on a draft policy.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 2 Action Plan ESG response:

Not applicable.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 2 Action Plan Community Development response:

1. Priority Needs . . .

Per the Community Development Needs Table the following goals will be addressed during 2011-2012.

- 03C Homeless Facility 570.201(c)
COMEAL House – Men’s Shower/Dorm Expansion Project - \$70,000.00
- 03L Sidewalks 570.201(c)
Sidewalk Program - \$10,000.00
- 05 Public Services (General) 570.201(e)
Connections Corner – Circle Initiative – \$10,000.00
Needs, Inc. – Crisis Food Assistance - \$10,000.00
WYFHOP – Education Assistance - \$3,700.00
- 05A Senior Services 570.201(e)
No application specifically for senior services was received. Other public service applications will also assist seniors.
- 05B Handicapped Services 570.201(e)
No application specifically for handicapped services was received. Other public service applications will also assist the handicapped.
- 05E Transportation Services 570.201(e)
Cheyenne Transit Program – Bus Token Assistance - \$18,000.00
- 05M Health Services 570.201(e)
Cheyenne Health & Wellness Center – Dental Services - \$9,000.00
Laramie County Community Partnership – Prescription Services - \$18,000.00
- 14A Rehab; Single-Unit Residential 570.202
Wyoming Independent Living Rehabilitation – Making Homes Accessible - \$30,000.00
H&CD Hand Program – Housing Rehabilitation - \$50,000.00
Community Action of Laramie County – Emergency Home Rehab - \$10,000.00

- 14I Lead-Based/Lead Hazard Test/Abate 570.202
No application specifically for Lead-Based Paint Test was received. All of the Rehab; Single-Unit Residential WILR & Hand projects will be tested for lead.
- 19D CDBG Assistance to Institutes of Higher Education
Laramie County Community College – Scholarship Program - \$5,000.00
- 21A General Program Administration 570.206
Program Administration - \$97,322.00

The remaining identified goals will unfortunately not be addressed due to the lack of applications and lack of funding.

2. Specific Long – Short Term Objectives . . .

On May 28, 2009, 10 participants identified the following needs for Economic/Community Development to be addressed during the 2010 – 2014 5 Year Comprehensive Consolidated Plan:

- Infrastructure – new/rehabilitated – upgrade sewer/water/fire hydrants
- Affordable housing
- Veterans opportunities – education/training
- Support higher education
- Substance abuse support program/system
- Professional training and on-the-job apprenticeships
- Healthcare/medical insurance for low-income
- Medical services – negotiate professionals relocating
- Public school system – urge increase education for drop-outs/at risk youth
- Leverage CDBG funds with other funding resources (i.e. TANIF)
- Self-sufficiency programs
- Anti-crime programs - Substance abuse, Domestic violence Sexual violence
- Senior programs
- After school programs – neighborhood/family
- Quality early-care, education facilities
- Accessible facilities
- Recreational opportunities for low-income youth
- High school upgraded facilities
- Junior high school – alternative education facility
- Community youth centers – neighborhoods/schools
- New job creations
- Land clearance – redevelopment
- Quality jobs
- Evaluate unemployed workforce
- Study needs of low and moderate-income employment – general
- Landscaping – ordinances change – trees
- County land pockets within City
- Community awareness – market economic development
- Business retention/expansion/entrepreneurial
- Workforce maintenance
- Sustaining services

The following objectives were also identified:

- Focus transportation and safe pedestrian access to increase services to vulnerable populations.
- Add 2 new transit stops per year for 5 years.
- To create comprehensive, neighborhood-based access to quality affordable child care and after-school programming through the middle school level. To increase graduation and retention rates for youth, through programming that contributes to the physical, intellectual, emotional and economic well-being of youth.
- To create a collaboration with (at least) businesses, professional, corporate and non-profit organizations, instituting internships, job training and mentoring to vulnerable at-risk youth. To build a community that supports a living wage and offers the resources to create a quality of life, affordable housing, employment growth and employer support, and continuing education opportunities.
- To increase access for older adults to basic services and implement innovative activities. To increase communication, create quality of life amenities and increase physical and emotional protection.
- To create planning and implementation of a multi-use land area in downtown Cheyenne with transportation, child care, housing, economic development and physical and recreational amenities.

In order to maintain a suitable living environment for low-moderate income residents the Housing & Community Development Office is funding the following projects that meet the above needs and objectives.

- Cheyenne Health & Wellness Center will receive \$9,000 for their Dental Services Program. This program will provide access to oral surgery services for low income adults.
- Cheyenne Transit will receive up to \$18,000 for their bus token program. This program will provide free bus tokens to low income individuals.
- Connections Corner will receive \$10,000 for their self sufficiency training and emergency assistance Program. This program will provide self sufficiency training using the *Getting Ahead* course and will provide for emergency assistance to the participants, i.e. utilities, rental assistance, etc.
- Laramie County Community College Scholarship Program will receive \$5,000 to provide scholarships for up to 5 low-moderate income students. This program will help students with higher education.
- Laramie County Community Partnership will receive up to \$18,000 for prescription assistance to low-moderate income residents. This program will provide prescription medication for low-income, un/underinsured residents of the city of Cheyenne through medication vouchers or bulk purchase of medications not available from the WY Medication Donation Program (MDP).
- Needs, Inc. will receive \$10,000 for their crisis food basket program. This program will provide low-income city residents with food baskets.
- H&CD Office Sidewalk program will receive up to \$10,000. This program will provide sidewalk replacement to low income city homeowners.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 2 Action Plan Antipoverty Strategy response:

1. Actions to Reduce the Number of Poverty Level Families . . .

Through CDBG Program allocations, Cheyenne is able to reduce the number of poverty level families. Programs such as CHOP (Cheyenne Homebuyer Opportunities Program), HAND Program (emergency housing rehabilitation), and HOME Program (extensive housing rehabilitation) Sidewalk Program (curb, gutter and sidewalk repair/replacement) and Tree Program (hazardous tree removal) provide the financial assistance to either place our low to moderate-income persons into their own home or bring their sub-standard home up to standard housing. These programs enhance housing opportunities and empower our low-income families to become more financially self-reliant.

Cheyenne Transit Program provides for transportation to homeless and low/moderate income individuals. This assistance allows for those who have no transportation the ability to travel to work, the doctor, the grocery store, etc.

Laramie County Centralized Pharmacy, Crossroads Clinic, and Cheyenne Health and Wellness Center provide prescriptions, medication, medical supplies, free physicals, free radiology services and free dental assistance to assist with health issues for the community's very low, low and moderate-income people. This assistance addresses health-care needs that may prevent an individual from making difficult decisions; whether to eat or get needed medicine.

Needs, Inc., provides food for very low, low and moderate-income people. Families that qualify receive 5 days worth of food for each individual in the family.

Wyoming Family Home Ownership Program provides financial literacy education by use of the Casey Family Programs Powerful Families Training Program as the first step for sixteen families. The sixteen low-moderate income working families will complete the 10-week financial literacy class and be mentored out of poverty. They will then become first-time homebuyers with down payment assistance. There is a class that is graduating and will soon become first-time homeowners.

Wyoming Independent Living Rehabilitation provides homeowners with accessible rehabilitation assistance. This assistance allows the homeowner to stay in their home.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 2 Action Plan Specific Objectives response:

1. Priorities . . .

On May 28, 2009, 10 participants identified the following goal and needs for Special Populations:

GOAL: Cheyenne will provide sufficient, safe, and secure housing and supportive services to those in need, with an ultimate goal of self-sufficiency.

- More housing options for special populations and special needs individuals and families: emergency, transitional, and permanent
- Medical / Vision / Dental / Mental Health / Prescriptions assistance and services
- Housing, transitional services, and supportive services for persons with addictions
- Services for persons with HIV or AIDS
- Central location for compassionate assistance: information, education, support, and day center for social activities
- Access to supportive services
- Access to outreach services
- Prevention of elder abuse and domestic violence
- Specialized nursing home for the mentally disabled
- Supportive services for at-risk and troubled youth
- Health clinic services for low-income persons and for the under-insured
- Supportive services for families and persons with diverse multicultural backgrounds

Fiscal Year 2011-2012 funds will be utilized for:

Cheyenne Health & Wellness will provide free dental services assistance to those who are un/underinsured.

Laramie County Community Partnership is working towards strengthening existing support services and has combined several agencies into the Laramie County Centralized Pharmacy that will provide prescriptions for the community's very low, low and moderate-income people.

Cheyenne Transit Program will provide bus tokens to non-profit organizations for distribution that would allow homeless, very low, low and moderate people to gain transportation throughout the community.

Wyoming Independent Living Rehabilitation will provide critical home modifications for homeowners with severe disabilities who wish to remain in their own homes.

2. Other Funding . . .

The United Way of Laramie County and the city of Cheyenne provides assistance to local non-profit agencies to assist with human service needs throughout the community.

Cheyenne Regional Medical Center provides funding assistance to agencies that assist with medical needs throughout the community.

U.S. Department of Transportation provides funding for the city Transit Program.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 2 Action Plan HOPWA response:

Not applicable.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Jurisdiction

Program Year 2 Specific HOPWA Objectives response:

Not applicable.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.