



# Fourth Program Year Action Plan

The CPMP Fourth 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 4 Action Plan Executive Summary:

The city of Cheyenne is located in southeast Wyoming and is a community of an estimated 59,466 people. Cheyenne is the county seat of Laramie County, and is the State Capital of Wyoming. Cheyenne covers about 24.52 square miles and serves as the northern terminus of the extensive and fast-growing Front Range Urban Corridor. Laramie County Community College is located in Cheyenne, along with major employers that include F.E. Warren Air Force Base, Laramie County School District #1, Sierra Trading Post, Lowe's and Wal-Mart Distribution Centers, Great Lakes Airlines and Taco John's Headquarters, Union Pacific and BNSF railroads, and governmental entities.

Cheyenne has a long history tied to the Union Pacific Railroad, Fort D.A. Russell and the livestock industry. Also I-25 and I-80 intersect southwest of Cheyenne. Residents enjoy many cultural and recreational opportunities, including museums, the county library, Civic Center, Cheyenne Little Theatre Players, and Cheyenne Frontier Days. Recreational facilities include ice and roller rinks, swimming pools, three golf courses, baseball fields, 31 parks, and over 30 miles of greenway paths.

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](http://www.cheyennecity.org).

This Forth-Year Action Plan for the city of Cheyenne describes the specific programming that will be funded in 2013. 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 forth year of the Five-Year Plan. Detailed program descriptions, for the forth year, are listed in alphabetical order by name of the program below.

This 2013 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).

The 2013-2014 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.

The funding sources for the city of Cheyenne during Fiscal Year 2013-2014 are listed in Table 1.

Table 1: Anticipated FY 2013-2014 Program Resources	
FY 2013 - 2014	\$ 344,408
Recaptured Funds	\$ 298,086
<b>TOTAL</b>	<b>\$ 642,494</b>

It is the responsibility of the H&CD Office to administer the 2013-2014 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 \$143,650 which is 282% greater than the funds available. The General Service requests totaled \$2,279,905 which is 435% greater than the 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 3, 2012. Fifteen individuals attended this training where they received the concept paper application and a copy of the H&CD Sub-Grantee Procedures. The Sub-Grantee Procedures explain the H&CD grant process in detail.

The 2013 application process was done in three phases. Phase 1 requested a 3 page concept paper that was due by October 23, 2012 and was accepted via mail, or hand delivery. Seven Public Service applications and twelve 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. Four Public Service applicants and nine 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 19, 2012. The Advisory Council chose to have six of the general service applicants come to a public hearing on Thursday, February 7, 2013, 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.

Table 2 shows a summary of the Annual Action Plan Projects for Fiscal Year 2013-2014. The funding will be available around August 2014.

<b>Table 2: Fiscal Year 2013-2014 Proposed Projects</b>		
	<b>Tier 1 Amount</b>	<b>Tier 2 Amount</b>
<b>Public Service Projects . . .</b>		
Needs, Inc. – Crisis Food Assistance	\$ 25,000.00	
Transit Program – Bus Token Assistance	\$ 24,000.00	
Community Action of Laramie County – Homeless Prevention	\$ 2,000.00	\$ 4,000.00
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 51,000.00</b>	
<b>General Service Projects . . .</b>	<b>Amount</b>	
Cheyenne 1% Construction – Sidewalk Area Benefit	\$ 100,000.00	
Cheyenne Capitol Basin Drainage	\$ 114,613.00	\$ 20,612.00
Cheyenne CHOP Program – First Time Homebuyer	\$ 15,000.00	
Cheyenne Parks & Recreation – Holliday Park ADA Accessible Restroom	\$ 203,000.00	
COMEA House – Laundry Room	\$ 50,000.00	
Community Action of Laramie County – Emergency Home Rehab.	\$ 10,000.00	
WY Independent Living Rehabilitation – Making Homes Accessible	\$ 30,000.00	
<b>TOTAL GENERAL SERVICE</b>	<b>\$ 522,613.00</b>	
<b>Program Administration . . .</b>	<b>\$ 68,881.00</b>	

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.

### **Performance Measurement Objectives**

The Fiscal Year 2013 proposed projects will address the following objectives.

#### **Decent Housing (4 projects totaling \$105,000.00)**

**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. 3 first time homebuyers will receive down payment assistance.

#### **Suitable Living Environment (6 projects totaling \$468,613.00)**

**C. Outcome: Availability/Accessibility**

- a. 6,864 individuals will receive food.
- b. 24 individuals will receive homeless prevention assistance.
- c. 1 low income neighborhood will receive sidewalk assistance.
- d. 1 low income neighborhood will receive flood drainage assistance.
- e. 1 low income park will receive an ADA restroom.

**D. Outcome: Affordability**

- a. 18,000 people will receive transportation.

**E. Outcome: Sustainability**

- a. No applications received.

#### **Economic Opportunity**

- a. No applications received.

#### **Program Administration \$ 68,881.00**

### **General Questions**

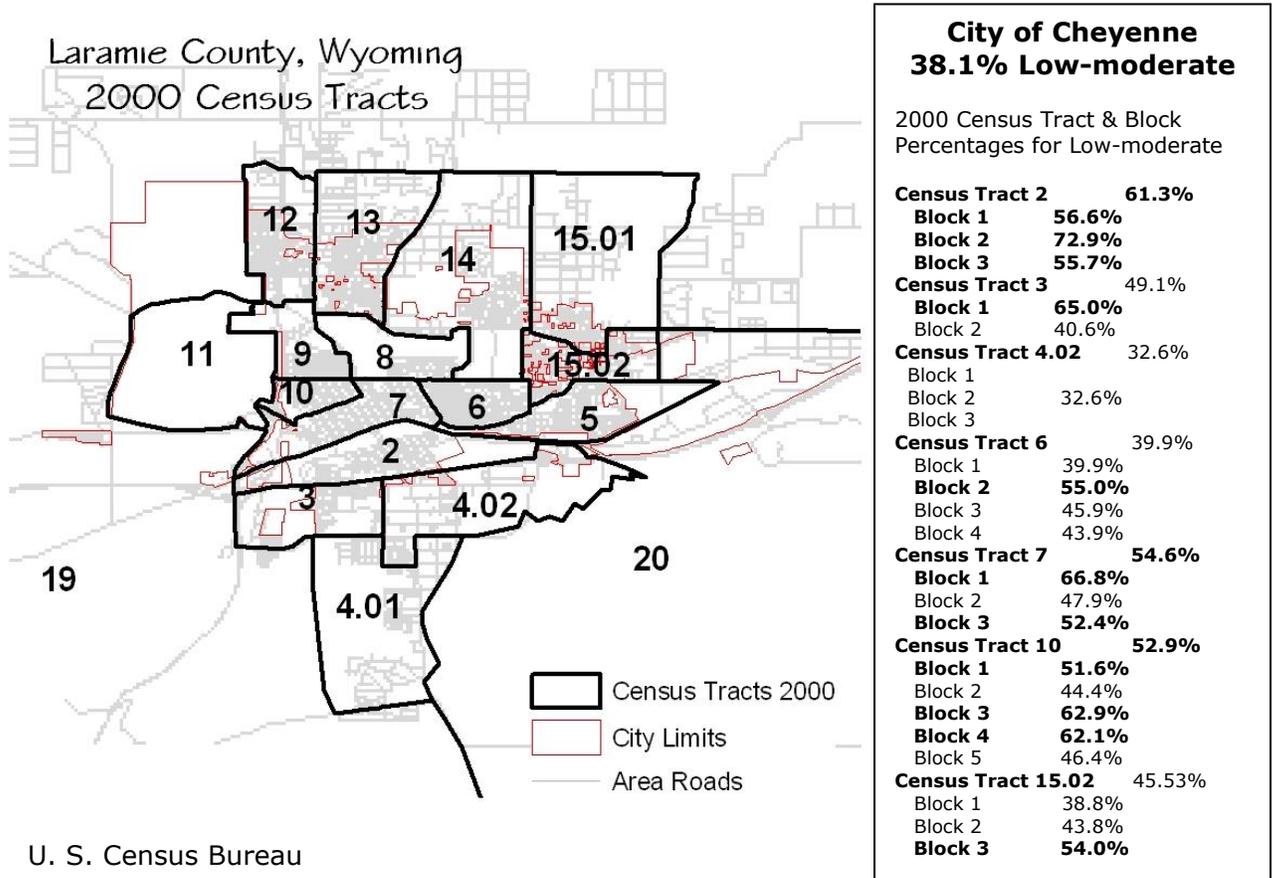
1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate 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 4 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 70% of the general service funding will be dedicated to Census Tract 7, Block 1 which has a 66.8% low-moderate income level and Block 3 which has a 52.4% low-moderate income level. Approximately 20% will be dedicated to Census Tract 10, Block 1 which has a 51.6% low-moderate income level, Block 3 which has a 62.9% low-moderate income level and Block 4 which has a 62.1% 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 income households.



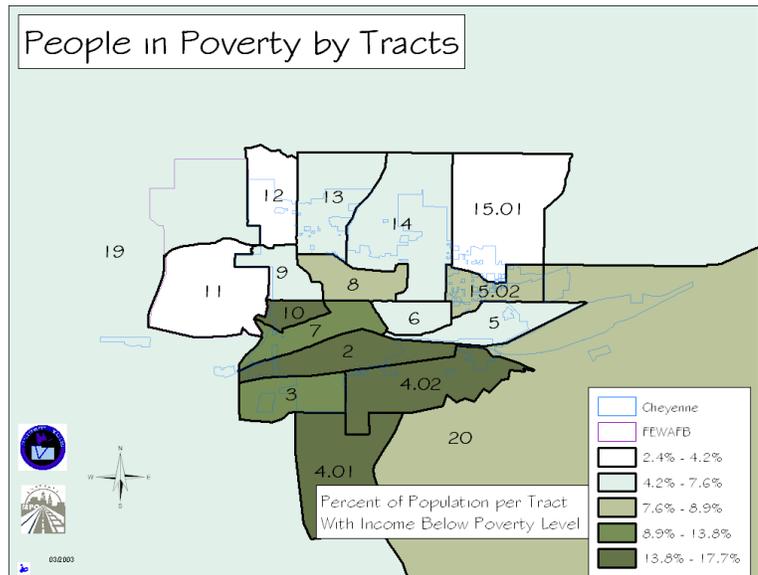
The Census data is a key element in determining Cheyenne’s Housing and Community Development (H&CD) Office’s market segment that will be targeted for assistance. The H&CD Office utilizes HUD’s Section 8 Income Levels to assure that its resident customers fall within the 80% and below median-income category.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

Table 3 below compares the minority and Hispanic population by Census Tract, as well as the percent of the population that are below poverty. Table 3 shows the highest concentration of minority to be in Census Tracts 4.02, 2, and 3 while the highest Hispanic concentration is in Census Tracts 2, 5, and 3. The highest concentrations of people below the poverty level are in Census Tracts 10, 2, and 4.02.

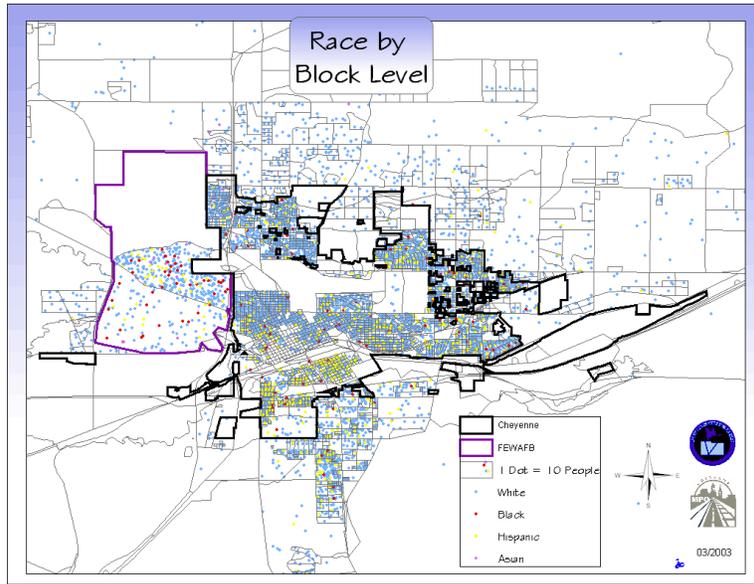
<b>Table 3: Cheyenne Census Tract Percent Minority and Below Poverty and Hispanic Population</b>			
<i>Census Tract</i>	<i>% Minority</i>	<i>Hispanic Population</i>	<i>% Below Poverty</i>
2	44.36%	1386	15.45%
3	34.93%	684	12.19%
4.02	74.35%	679	15.03%
5	16.97%	725	6.72%
6	16.17%	682	6.95%
7	21.26%	542	13.86%
8	10.64%	120	8.55%
9	10.06%	181	7.69%
10	23.38%	495	16.39%
12	8.37%	219	3.65%
13	10.71%	408	7.01%
14	14.78%	590	7.18%
15.01	15.51%	381	4.2%
15.02	16.76%	458	8.35%
19	7.22%	221	6.39%

Source: Federal Financial Institutions Examination Council

The following map shows the low income population in Cheyenne by block group.



The following map shows the different races by block group.



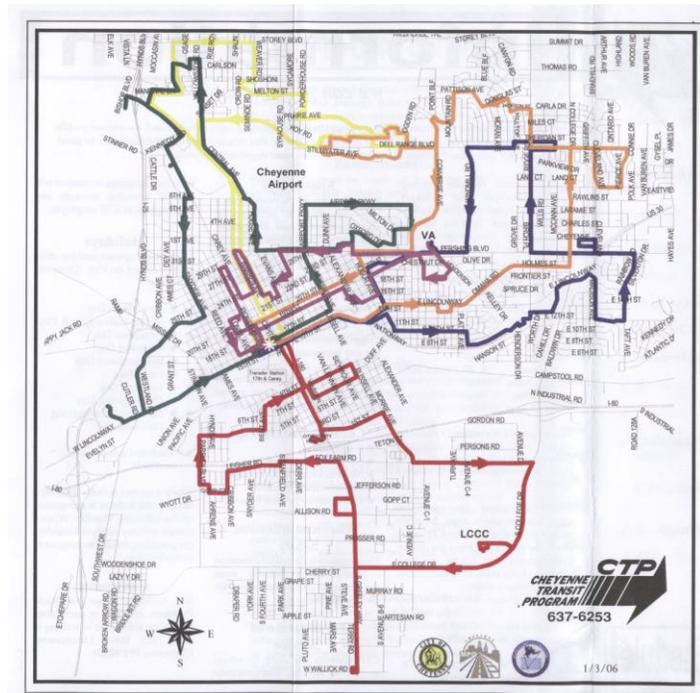
## 2. Allocation of Resources; Rationale for Priorities . . .

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 90% of our grant allocation will be dedicated to these low income neighborhoods. It is also estimated that approximately \$642,494.00 will benefit low-moderate income persons.

### Public (Human) Services 15% cap

\$143,650 in requests - **\$51,000 available.** The H&CD Office Advisory Council has recommended three Public Service grant proposals for funding. Two are being fully funded and one partially funded.

- Cheyenne Transit – \$24,000. Their main office is located in Census Tract 7, Block 1. They assist low-moderate income residents of Cheyenne with 6 bus routes.



- Needs, Inc. - \$25,000. 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.
- Community Action of Laramie County - \$2,000 (Tier 1 with another \$4,000 possible with Tier 2). 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.

**General (Non-Public) Services**

*\$2,279,905 in requests* - **\$522,613 available** (Fiscal Year 2013-2014 Entitlement funds, less Public Services, less Program Administration, plus recaptured funding).

Seven General Service grant proposals were recommended for funding. Six are being fully funded and one is partially funded.

- Cheyenne 1% Construction – \$100,000. Their main office is located in Census Tract 7, Block 1. All of their assistance will be provided within a low income census tract.
- Cheyenne Capitol Basin Drainage Project – \$114,613. Their main office is located in Census Tract 7, Block 1. All of their assistance will be provided within a low income census tract.
- Cheyenne CHOP Program – \$15,000. 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.
- Cheyenne Parks & Recreation – \$203,000. Their main office is located in Census Tract 7, Block 1. All of their assistance will be provided within a low income census tract.
- COMEA House – \$50,000. They are located in Census Tract 7, Block 1. They only assist homeless currently in Cheyenne.
- 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.
- Wyoming Independent Living Rehabilitation – \$30,000. Their main office is located in Census Tract 7, Block 3. They only assist low-moderate income disabled homeowners of Cheyenne.

- **Actions to Meet Needs of Underserved . . .**

The City of Cheyenne has a strong working relationship established with the Cheyenne Housing Authority and with the local non-profit agencies and organizations that provide services to low and moderate-income households and underserved populations in the community. The city and its staff will continue to support these agencies and organizations as they serve the community’s populations who are most in need of assistance, including the homeless and special needs populations. The City of Cheyenne will also promote continued communication and collaboration among these groups.

The greatest obstacle facing all agencies and organizations who work to meet the underserved needs in the community has been and is expected to continue to be the lack of available funding for meeting the level of need that exists in the community. Funding has been reduced for most programs, including housing, community development, education, and human services. As a result, competition for available funds has increased. The City of Cheyenne had a decrease in sales tax revenues in 2010 which caused the city to decrease their allocation to non-profits. The funding levels have remained low due to the lack of sustainable revenue.

- **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 2150 households throughout Wyoming. At the same time the CHA also has a waiting list over 2,000 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 also administers the statewide Section 8 program. 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 is HUD's Neighborhood Stabilization Program that has provided emergency assistance to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within the city of Cheyenne. Wyoming Community Development Authority is managing these funds and is accepting applications. Laramie County has the highest number of foreclosures in the state and has received a good portion of the funding. To date WCDA has purchased 46 foreclosed homes. Of these 46 homes 20 have been sold, 13 homes are available, and they are rehabilitating the rest. WCDA is planning on purchasing more homes.

## 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 4 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.

## **2. Action Plan Development . . .**

This Annual Action Plan was developed by the Cheyenne Housing and Community Development (H&CD) Office. 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.

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 2012, a notice was sent out announcing that the Housing & Community Development Office was holding a training session on Wednesday, October 2, 2012 at 3:30 p.m. The three phase process was explained. As was the fact that CDBG funds 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.

The application packets for the Fiscal Year 2013-2014 CDBG grant cycle were distributed to all of the agencies who attended the training session. A copy of the Sub-Grantee Procedures was also handed out and explained. 15 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 23, 2012.

A Public Notice was published and a news release was sent out inviting city residents to a Public Hearing on Wednesday, November 7, 2012. A PowerPoint presentation showed what the anticipated funding for Fiscal Year 2013-2014 was going to be, along with the applications that were received. The tentative entitlement allocation was identified as \$375,173 and \$259,564 is anticipated for recaptured funds. Program Administration (anticipated \$75,034) 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. Seven Public Service applications totaling \$143,650 were received which is 282% greater than the \$55,000 available. Twelve General Service applications totaling \$2,279,905 were received which is 435% greater than the funds available. Ten individuals attended the Public Hearing. No written comments were received.

The funding requests received and the professionalism of the grant proposals for Fiscal Year 2013-2014 demonstrated the need within the community and the competitiveness of the City's Community Development Block Grant (CDBG) Program.

Four Public Service applicants and nine General Service applicants were requested to present the H&CD Office with a full application package. The H&CD Office also requested that one of their projects proceed to the next phase. The application deadline was December 19, 2012. Upon receipt the applications were reviewed by the H&CD Office to ensure all documents were received. All grant proposals received a project summary and rating sheet that coincided with the grant application.

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

On February 7, 2013, Community Action of Laramie County (CALC) – Emergency Home Repair, COMEA House – Laundry Room, Parks & Recreation – Holliday Park ADA Restroom, City of Cheyenne – Capitol Basin Drainage, Board of Public Utilities – Water Main Upgrade, Cheyenne 1% Construction – Sidewalk Area Benefit and Wyoming Independent Living Rehabilitation – Making Homes Accessible attended the Public Meeting. The H&CD Office Advisory Council asked additional questions and received clarifying information from the grant applicants. Seventeen 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 2013-2014 was written. A 30-day comment period will be held between March 8 and April 8, 2013, for input from Cheyenne residents. Another Public Hearing will be held on April 8, 2013, immediately prior to City Council. This will give the residents of Cheyenne another opportunity to comment on the Annual Action Plan.

### **3. Actions to Enhance Coordination . . .**

**T**hrough 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 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 4 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 2012. The H&CD Office provided training and requested proposals from sponsoring and operating agencies in September 2012.

Grant proposals were accepted through October 23, 2012. 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 2012, along with a News Release, making residents aware of grant proposal submissions, and encouraging residents to attend a Public Hearing on November 7, 2012, and submit written comments.

The hearing was held by the H&CD Office with Advisory Council members in attendance, to enhance discussion between Advisory Council members, applicants and the general public. Ten 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 2013-2014 CDBG applications.

A public meeting was held on February 7, 2013, 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. Seventeen residents attended the public meetings.

In March, 2013, a Public Notice will be submitted letting the public know that the Draft Annual Action Plan for Fiscal Year 2013-2014 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](http://www.cheyennecity.org). A draft of the 2013-2014 Annual Action Plan will be presented to the Cheyenne City Council on April 8, 2013, 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 April 15, 2013, the Fiscal Year 2013-2014 Annual Action Plan will be presented to the City Council on April 22, 2013. 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 were received throughout the grant cycle.

## **3. Efforts to Broaden Public Participation . . .**

**T**he 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 . . .**

**T**here 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 4 Action Plan Institutional Structure response:

## **Development of Institutional Structure . . .**

**I**t is the responsibility of the Cheyenne Housing and Community Development Office Program Manager to administer the 2013-2014 grant proposals, as well as, on-going programs from prior years, as public guardian 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 H&CD Office works with several city departments on CDBG funded projects. These departments include the following:

- Finance Department, which provides management of the financial aspects of the grant and fund draw down;
- Purchasing Department, which provides assistance to the H&CD Office and assists when the Program Manager is unavailable;
- IT Department, which provides computer, mail room, and copy assistance.
- 1% Construction, which provides management sidewalk area benefit program;
- City Projects Department, which provides management of the Capitol Basin Drainage program;
- Other city departments, as the need may arise.

The city of Cheyenne H&CD Office has a partnership 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 (WEC). WEC can only do combustible appliances but during their inspection they observe that the applicant could use additional work. WEC contacts our office to see if we can assist them. If the H&CD Office cannot help the homeowner they are directed 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 Program Manager is also working with the Wyoming 2-1-1 agency and the Inter Service Family Assistance Committee as other avenues to inform the community of our services.

The Wyoming Continuum of Care is working with agencies throughout the state, including the H&CD Office, to strengthen their participation and amend their policies and procedures. One of their steps was to ensure that the 2013 Point in Time Count was a success.

## 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 4 Action Plan Monitoring response:

### Monitoring Actions . . .

**M**onitoring of activities will be conducted by the Cheyenne Housing and Community Development (H&CD) Office 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;
- regular phone calls and e-mail contacts during project implementation;
- annual monitoring meetings;
- on site documentation monitoring;
- verifying that all documentation pertaining to organizational structure, applicability to HUD national objectives, and scope of work is received, and
- periodic review of the files.

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 4 Action Plan Lead-based Paint response:

### Lead-Based Paint Actions . . .

**A**ccording to Census data, Cheyenne has over 18,000 housing units that were built prior to 1980 and many of these units are thought to contain lead-based paint. The neighborhoods containing older homes are also neighborhoods that many low

and moderate-income individuals and families call home. The H&CD's policy when dealing with housing rehabilitation projects is to require lead paint testing by a certified lead-based paint inspector on any house built prior to 1978, if the rehabilitation work will include disturbing any existing painted surfaces. Where lead-based paint is found, the safe removal or encapsulation of all areas containing lead paint will be required as part of the rehabilitation contract.

The H&CD Office Contract Housing Inspector is trained in dealing with lead-based paint, and is certified as a lead paint Inspector and Risk Assessor. Only Certified Renovation Firms, listed with the EPA, are invited to bid on the homes where lead based paint is found.

Lead paint information booklets are available in English and Spanish, and are provided to all HAND and HOME Program participants, as well as buyers through the CHOP Program.

The H&CD Office sponsored two 8 hour and one 4 hour Certified Renovation classes in recent years and several local contractors attended. Additional classes will be sponsored by the H&CD office as needed.

The H&CD Office is also 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 4 Action Plan Specific Objectives response:

#### 1. Housing Priorities . . .

**H**ousing has been and will continue to be a key priority for the city of Cheyenne. The Housing and Community Development Office identified Goals and Objectives for Housing to be carried out within the next five years. The identified objectives are:

- Prepare/educate 70 families for affordable, safe home ownership
- Build WYFHOP infrastructure

- Maintain home ownership
- Rehabilitate up to 37 homes
- Provide safe, livable, affordable housing for 500
- Assist in purchase of 50 homes
- Increase transitional housing units by 30
- Purchase transitional housing for families and office space
- Provide employment training
- Family shelter facility
- Provide rehabilitation for homeless shelters
- Provide Fair Housing Activities
- Tennant/landlord education and training
- Provide Lead Based Paint testing to homeowners
- Purchase and rehabilitate one spot blight (abandoned) home
- Purchase 2 homes for rehabilitation
- Remove 5 unsafe trees per year (25 total) for very low & low income family units that affect right-of-way safety and private property safety
- Plant trees along right-of-way for blight reduction, storm water reduction, asphalt life extended in low income neighborhoods
- Education facility
- Purchase land with infrastructure for 15 single family homes
- Office/case management/social housing facility
- Purchase lot adjacent to Re-Store to expand services
- Prune right-or-way trees for safety, reduce blight, extend life of tree. Low income neighborhood one per year (5 total)

The Fiscal Year 2013 Action Plan’s housing goals, projects, and outcomes are listed in Table 4 below. (Only those funding requests for housing-related goals that were actually approved for funding are included in the table and narratives below.)

<b>Table 4: Housing Objectives</b>		
<b>Objective</b>	<b>Project</b>	<b>Outcome</b>
Rehabilitate up to 37 homes	CALC WILR	Rehabilitate 10 homes Rehabilitate 5 homes
Assist in purchase of 50 homes	Housing & Community Development	Provide downpayment assistance to 5 first time homebuyers
Provide rehabilitation for homeless shelter	COME House	Rehabilitate one homeless shelter
Provide Lead Based Paint Testing to homeowners	WILR CALC	Test 5 homes for lead based paint Test for LBP if required
Provide Fair Housing Activities	All programs	Fair Housing issues discussed with all projects

**Objective: Rehabilitate up to 37 homes**

Community Action of Laramie County will provide assistance to 10 low and moderate income individuals and families who are elderly and/or disabled and/or ineligible for other home repair assistance programs. They plan to address multiple repairs, up to \$1,000, to include plumbing, electrical, window/door, and hot water heater replacement.

Wyoming Independent Living Rehabilitation will provide critical home modifications for up to 5 consumers with severe disabilities who wish to remain in their own homes. They plan to address multiple issues to include handicapped ramps, widening doorways, and bathroom remodels (i.e. handicapped toilets and roll in showers).

**Objective: Assist in purchase of 50 homes**

The Housing & Community Development Office provides down payment assistance, up to \$5,000, to first time homebuyers.

**Objective: Provide Rehabilitation for Homeless Shelter**

COMEA House and Resource Center provides emergency housing as well as long-term housing, case-management and other supportive services for homeless individuals and families looking to regain self-sufficiency. Currently the laundry room is located in the basement with access only through a men’s dormitory. This limits who has access to the laundry room. This rehabilitation will move the laundry room to the main level and will allow access to all who need to utilize the facility.

**Objective: Provide Lead Based Paint Testing to homeowners**

Wyoming Independent Living Rehabilitation and Community Action of Laramie County will be providing lead based paint testing for their home rehabilitation projects, if the project requires that paint be disturbed.

**Objective: Provide Fair Housing Activities**

Fair Housing is discussed with all sub-grantees and is also part of the agency monitoring. Sub-grantees have been given fair housing information and posters and are asked to display the information where their clients can access it. The city of Cheyenne Municipal Building also has fair housing posters displayed, in English and Spanish.

**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.

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 4 Action Plan Public Housing Strategy response:

### **1. Public Housing Activities . . .**

**T**he 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 Cheyenne Housing Authority (CHA) manages a Family Self Sufficiency (FSS) Program that helps active participants eliminate their need for food stamps, and other social services programs by showing households ways to become financially independent. Participants are offered a variety of tools to get ahead, the opportunity to learn new skills and/or enhance old ones, and raise their ability to gain economic self sufficiency through the following areas:

- Building/Enhancing your resume
- Completing a solid job application
- Credit repair
- GED/ABE completion
- Money Management
- Job referral and placement
- Enhancing interviewing skills
- First time homeownership opportunities
- Family/Group activities

### **2. Troubled . . .**

**T**he 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 4 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 address this issue. Community Development Block Grant (CDBG) funds will assist with housing rehabilitation, down-payment assistance and closing costs.

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 affordable and 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;
- Partnering with Community Action of Laramie County whom assists low-income homeowners with housing rehabilitation under \$1,000. The rehabilitation will consist of windows/doors, roof repair, and electrical and plumbing. CALC also receives funding from CSBG and ESG.
- Partnering with 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.
- Partnering with Habitat for Humanity. 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 development at Cottonwood Meadows that will consist of 10 affordable homes. A partnership between the H&CD

Office and Habitat for Humanity was developed to utilize Affordable Housing Funds on the Cottonwood Meadows site. In addition, the Board President continues to contact local developers about partnerships. Habitat’s partnership with local developers would ensure that Habitat homes will be built throughout the community.

- Partnering with Wyoming Energy Council, Inc., Wyoming Energy Council is 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.
- Partnering with realtors, lenders, and WCDA to promote the “Wyoming Partners in Homebuyer Education Course” and fair housing initiatives.

The Neighborhood Stabilization Program managed by WCDA is make affordable rental housing and affordable homeownership available to residents of Cheyenne by increasing the number of affordable housing units. On November 3/4, 2012 WCDA hosted six 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.

Wyoming Community Development Authority (WCDA) provides home loans to the 80% and below median-income market. They also assist with down payment and closing costs.

The H&CD Office uses 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. The benchmark or FHA 203 (b) mortgage limit for Laramie County is \$271,050. On average the home sales prices for Laramie County are \$ 76,565 higher than the city of Cheyenne. The average home sales prices for Cheyenne are in Table 5:

<b>Table 5: Average Home Sales Prices for Cheyenne</b>			
<b>Year</b>	<b>Average Sales Price</b>	<b>Residential Units for Sale</b>	<b>Average total Residences Sold</b>
2005	\$ 152,117	423	103
2006	\$ 163,676	612	108
2007	\$ 169,005	679	115
2008	\$ 178,945	658	102
2009	\$158,995	477	83
2010	\$ 172,612	425	94
2011	\$ 175,816	400	92
2012	\$ 178,191	338	95

Source: Economic Indicators for Greater Cheyenne

The city of Cheyenne Planning and Development Departments have updated their Unified Development Code that became effective April 30, 2013. This updated code allows for smaller lot sizes and changes the set back requirements. It is geared towards more walk able neighborhoods. This will help to lower the cost of homes available for sale in Cheyenne.

The city of Cheyenne Building Department shows that 153 single family building permits were issued in Cheyenne during the first nine months of 2011 and 193 were issued during the identical period in 2012.

New residential construction for Laramie County was 222 single family units in the first 9 months of 2011 and 270 single family units during the identical period in 2012. No permits were issued in 2011 for larger residential units, while one multi-family housing complex was permitted in 2012 and will contain 54 units. Residential construction in the city of Cheyenne for the first 10 months of 2012 totaled 170 as compared to 168 for the identical period in 2011; this shows that for both the city of Cheyenne and Laramie County that housing construction and rehabilitation is up from previous years.

Currently the number of properties available for sale (Table 5) or for rent (Table 6) has decreased from 2005.

<b>Table 6: Number of Homes for Rent</b>				
<b>Year</b>	<b>Furnished Apartment</b>	<b>Unfurnished Apartment</b>	<b>Homes/ Duplexes</b>	<b>Mobil Homes</b>
2005	8	105	66	17
2006	4	88	55	13
2007	6	96	57	14
2008	3	51	35	10
2009	6	71	40	8
2010	3	59	25	7
2011	3	50	26	6
2012	3	43	20	6

Source: Economic Indicators for Greater Cheyenne

Limited housing options are a barrier as well as the income that the residents of Cheyenne make. Per the 2008-2010 American Community Survey, 8,290 households make under \$35,000, while 16,039 make over that amount.

Table 7 summarizes the hourly wage necessary to pay for housing costs in Cheyenne and is based on the Fiscal Year 2012 Area Median Income.

<b>Table 7: Housing Cost Maximums – Family of Four</b>			
<b>% of Median Income</b>	<b>Maximum Income</b>	<b>Housing Cost Limits (maximum of 30% of gross income)</b>	<b>Per hour Wage Needed to Support Housing Costs *</b>
80 %	\$ 57,350	\$ 1,433.76 per month	\$ 27.58
50%	\$ 35,850	\$ 896.25 per month	\$ 17.24
30%	\$ 21,500	\$ 537.51 per month	\$ 10.34

\* Assumes 40-hour work week for 52 weeks per year

When you compare the income for Cheyenne residents and the average rental prices (Table 8) you see that households earning 30% or less of Area Median Income may have a difficult time affording the rent on an apartment. Households earning 50% of Area Median Income or lower cannot afford to buy housing in Cheyenne with the average home sales price of \$178,191.

<b>Table 8: Average Rental Prices for Cheyenne</b>			
<b>Year</b>	<b>Average Rent for 2-3 Bedroom House</b>	<b>Average Rent for 2 Bedroom Apartment</b>	<b>Average Rent for 2-3 Bedroom Mobile Home</b>
2008	\$ 899	\$ 601	\$ 559
2009	\$ 892	\$ 587	\$ 576
2010	\$ 936	\$ 621	\$ 630
2011	\$ 965	\$ 649	\$ 667

Source: Economic Indicators for Greater Cheyenne

### **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 4 Action Plan HOME/ADDI response:

**N**ot 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 2013. 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 4 Action Plan Special Needs response:

#### **1. Sources of Funds . . .**

**C**ommunity Action of Laramie County will be receiving HUD Emergency Solutions Grant (ESG) Funds to provide for emergency lodging, first month's rent and/or deposit for homeless individuals and families. The VA homeless apartment complex is funded by 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. CALC also receives Community Services Block Grant (CSBG) funds, part of which can and, usually is, used for the same as the emergency solutions 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 \$50,000 in CDBG funding in 2013 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. The Transit Program will receive \$24,000 in CDBG funding in 2013 for free bus tokens for the homeless and low-income residents of Cheyenne.

## **2. Homelessness . . .**

**T**he 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 2013-2014 funds will be utilized to meet some of the five year objectives noted above.

<b>Table 9: Homeless Objectives</b>		
<b>Objective</b>	<b>Project</b>	<b>Outcome</b>
Improve and/or expand emergency housing for the homeless	COMEA House	Rehabilitate one homeless shelter
Expand affordable transportation to be available 24 hours a day, 7 days a week.	Transit Program	18,000 people will have free transportation

**Objective: Improve and/or expand emergency housing for the homeless.**

The COMEA House rehabilitation grant will satisfy an objective. By rehabilitating the laundry room COMEA is improving the services for the homeless. This project will ensure that the homeless are better cared for.

**Objective: Expand affordable transportation to be available 24 hours a day, 7 days a week.**

Cheyenne Transit Program will provide free bus tokens for the homeless and low-income residents of Cheyenne. COMEA House is one of the agencies that work with the Cheyenne Transit Program. Through this partnership COMEA receives bus tokens which allow their residents to ride the bus for free.

Another agency works with the homeless but does not specifically address one of Cheyenne’s identified objectives. Needs, Inc. provides food, clothing, school supplies, and case management. Needs works closely with COMEA House and also provides referrals for the 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 Continuum of Care is reviewing their Bylaws and working on creating the Wyoming COC structure. They will be looking at a 10 year plan that will also look at chronic homelessness. Wyoming also conducted their Point in Time Count on January 24, 2013. Cheyenne had ~33 volunteers assist with the count. A preliminary total for the homeless in Laramie County is below:

- 557 Homeless People in Laramie County (124 of these are children)
- 175 unsheltered households with dependent children
- 251 unsheltered households without dependent children
- 92 sheltered homeless people (Emergency Shelter)
- 39 homeless people (Transitional Housing)

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 manages a Homeless Veterans Transitional Facility. Wyoming VA Centers are striving to eliminate chronic homelessness in Wyoming veterans.

#### **4. Homeless Prevention . . .**

**C**ommunity 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. CALC will receive \$2,000 + in CDBG funding in 2013 for their homeless prevention activities.

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 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 United Way, Cheyenne Regional Medical Center, and other sources.

Wyoming Independent Living Rehabilitation provides assistance for critical home modifications for consumers with severe disabilities who wish to remain in their own

homes. WILR provides independent living services to consumers with multiple disabilities; a full time Low Vision Specialist providing low vision services to consumers 55 years and older who have non correctable vision disabilities. Provides the transition of residents in nursing homes back into the community with appropriate community services and diverts consumers from entering nursing homes. WILR provides the Transportation Check Program to consumers who cannot drive, as a result of their disability. WILR also facilitates individuals who want to direct their own personal care services through the Consumer Directed Care Program. Funding for this agency comes from Title VII Rehab. Act, Medicaid targeted case management, WY Department of Transportation, CDBG, and in kind donations. This service helps to prevent homelessness.

## 5. Discharge Coordination Policy . . .

COMECA 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 4 Action Plan ESG response:

**N**ot 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 4 Action Plan Community Development response:

## 1. Priority Needs . . .

Per the Community Development Needs Table the following goals will be addressed during 2013-2014.

- 03C Homeless Facility 570.201(c)  
COMECA House – Laundry Room - \$50,000.00
- 03F Parks, Recreation Facilities 570.201(c)  
Parks & Recreation – Holliday Park ADA Restroom - \$203,000.00
- 03L Sidewalks 570.201(c)  
1% Construction – Sidewalk Area Benefit - \$100,000.00
- 03I Flood Drain Improvements 570.201(c)  
Special Projects – Capitol Basin Drainage - \$114,613 +
- 05 Public Services (General) 570.201(e)  
Needs, Inc. – Crisis Food Assistance - \$25,000.00  
CALC – Homeless Prevention - \$ 2,000.00 +
- 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 - \$24,000.00
- 13 Direct Homeownership Assistance 570.201(n)  
CHOP – First Time Homebuyer Program - \$ 15,000.00
- 14A Rehab; Single-Unit Residential 570.202  
Wyoming Independent Living Rehabilitation – Making Homes Accessible - \$30,000.00  
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 & CALC projects will be tested for lead.
- 21A General Program Administration 570.206  
Program Administration - \$76,034.00

The remaining identified goals noted in the 5 year Comprehensive Consolidated Plan 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

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.

<b>Table 10: Economic/Community Development Identified Needs</b>		
<b>Identified Need</b>	<b>Project</b>	<b>Outcome</b>
Accessible facilities	Parks & Recreation Department – Holliday Park ADA Restroom	To provide 1 ADA restroom
Land Clearance – Redevelopment	Cheyenne Special Projects – Capitol Basin Drainage	To redevelop land to assist with flood drainage improvements

**Identified Need: Accessible Facilities**

The Cheyenne Parks & Recreation Department – Holliday Park ADA Restroom grant will provide an ADA restroom for a low income neighborhood park.

**Identified Need: Land Clearance - Redevelopment**

The Cheyenne Special Projects – Capitol Basin Drainage grant will provide for the redevelopment of land within a low income census tract. The project will provide much needed flood drainage improvements.

**Antipoverty Strategy**

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

Program Year 4 Action Plan Antipoverty Strategy response:

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

The majority of the activities funded by the city of Cheyenne CDBG Grant are intended to reduce the number of persons living in poverty and improve their overall quality of life. The programs that may influence poverty levels include those that provide job training and skills; economic development opportunities; and affordable housing opportunities.

Actions that will take place during 2013 to promote self-sufficiency and move individuals and families out of poverty include:

- ❖ Continued support for improving the quality of the housing stock through CALC and WILR Housing Rehabilitation Programs;
- ❖ City of Cheyenne’s continued support for suitable living environment activities that include sidewalk area benefit, flood hazard drainage, and an ADA accessible restroom in a low income neighborhood park;
- ❖ Continued support for agencies that work with individuals and families living in poverty, including;
  - Funding for agencies such as COMEA House (providing assistance to homeless);
  - Funding for transportation programs (providing free bus tokens that allow those with no transportation the ability to travel to work, the doctor, the grocery store, etc.);

- Funding for the local food bank (providing food baskets for the low income);
- Funding for homeless prevention (providing rent, utilities, damage deposit assistance for low income);

## 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 4 Action Plan Specific Objectives response:

#### **1. Priorities . . .**

**O**n 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 2013-2014 funds will be utilized for:

<b>Table 11: Special Populations Identified Needs</b>		
<b>Identified Need</b>	<b>Project</b>	<b>Outcome</b>
More Housing Options for Special Populations	WILR	Five households will become ADA accessible

**Identified Need: More housing options for special populations . . .**

Wyoming Independent Living Rehabilitation will provide critical home modifications for homeowners with severe disabilities who wish to remain in their own homes. This program increases the accessible housing stock in Cheyenne.

Other projects will assist the special needs population in Cheyenne but will not specifically target one of the identified objectives or needs.

**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 4 Action Plan HOPWA response:

**N**ot 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.

Program Year 4 Specific HOPWA Objectives response:

**N**ot applicable.

### **Other Narrative**

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