

**CITY OF CHEYENNE
ANNUAL ACTION PLAN
FISCAL YEAR 2014**



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

DRAFT MARCH 2014

Annual Action Plan
2014

1

RESPECTFULLY SUBMITTED TO THE CITIZENS OF CHEYENNE AND TO THE:

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

DENVER FIELD OFFICE, REGION VIII

OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

1670 BROADWAY STREET

DENVER, COLORADO 80202

SUBMITTED BY:

CITY OF CHEYENNE

HOUSING & COMMUNITY DEVELOPMENT OFFICE

2101 O'NEIL AVENUE

CHEYENNE, WY 82001

Annual Action Plan
2014

2

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Cheyenne prepared a Comprehensive Consolidated Plan for fiscal years 2010-2014 that provided a five-year strategic plan. The 2014 Annual Action Plan covers the fifth year and is designed to be a collaborative process allowing residents to establish a unified vision for community development actions. It offers the residents of Cheyenne the opportunity to shape various housing and community development programs into an effective, coordinated set of strategies that addresses needs without duplicating programmatic efforts.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Activities identified in the 2014 Annual Action Plan will implement the goals of the Five Year Consolidated Plan. The objectives provide specific actions to expand and preserve affordable housing, revitalize low and moderate income neighborhoods, provide training, transportation, and food for low income individuals and promote fair housing choices. Performance outcomes from these objectives will result in increased affordable housing units through single family rehabilitation. Furthermore, CDBG funds will be used to provide improvements to neighborhoods through public infrastructure improvements. The plan also provides for community and supportive services for the homeless, low and moderate income persons, and those with special needs.

Performance Measurement Objectives

The Fiscal Year 2014 proposed projects will address the following objectives.

Decent Housing (2 projects totaling \$49,560.00)

Outcome: Availability/Accessibility

1. 5 households will become ADA accessible.

Outcome: Affordability

1. 20 households will receive small emergency repairs.

Outcome: Sustainability

1. No applications received.

Suitable Living Environment (4 projects totaling \$275,280.00)

Outcome: Availability/Accessibility

1. 896 individuals will receive food.
2. 1 low income park will receive an ADA restroom.

Outcome: Affordability

1. 400 people will receive transportation.
2. 10 single mothers will receive training.

Outcome: Sustainability

1. No applications received.

Economic Opportunity

1. No applications received.

Program Administration \$ 81,210.80

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

From July 1, 2010 to June 30, 2014, the City made significant investments instrumental in advancing Cheyenne's community development through the use of its Community Development Block Grant (CDBG). However, due to declining entitlement funding the City has not been able to address all of the goals and objectives that were identified in the Five Year Comprehensive Consolidated Plan.

The City has focused on decent housing to include homeowner rehabilitation, as well as, affordable housing to include infrastructure for new homes. The second main focus was suitable living environment, to ensure that the low income residents of Cheyenne would have suitable neighborhoods to live in.

These focus areas will continue into the Fiscal Year 2014 grant cycle.

The Comprehensive Consolidated Plan 2010-2014 identified three goals and forty-four objectives that a community task force felt were priority needs for Cheyenne. These needs are being addressed with CDBG funds, as well as, other funding sources. The following progress and impacts have been made to the identified priority needs and objectives with CDBG funding during Fiscal Year's 2010, 2011, and 2012.

- Maintain home ownership. Several of our home rehabilitation grants are working towards this objective. This is an ongoing need.
- Rehabilitate up to 37 homes. Within the first three years 59 homes received rehabilitation. This goal has been exceeded but there is an identified need and one way to maintain affordable housing within Cheyenne. Because of this it was decided to continue rehabilitating homes during the final two years of the five year plan.
- Assist in purchase of 50 homes. Within the first two years 5 families received downpayment assistance to purchase affordable housing.
- Provide employment training. Within the third year 5 low income single mothers received employment training.
- Family Shelter Facility. Within the third year one family transitional home received rehabilitation.
- Provide rehabilitation for homeless shelters. Within the second and third year one homeless shelter received rehabilitation to increase dorm space.
- Provide Fair Housing Activities. Within the first three years fair housing pamphlets and brochures were distributed. This is an ongoing need.
- Provide Lead Based Paint testing to homeowners. Within the three years several sub-grantees provided lead based paint testing to their homeowners. This is an ongoing need.
- Remove 5 unsafe trees per year for very low & low income family units that affect right-of-way safety and private property safety. Within the first two years 10 low income households had hazardous trees removed that were in violation of city code.
- Increase capacity for free and/or affordable healthcare services. Within the first two years Cheyenne Health & Wellness assisted their patients with radiology and oral surgery service. This is an ongoing need.
- Improve and/or expand emergency housing for the homeless. This goal is also addressed above under the housing goal, provide rehabilitation for homeless shelters.
- Focus transportation and safe pedestrian access to increase services to vulnerable populations. Cheyenne Transit has increased the safety of pedestrians riding the bus.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Cheyenne began its citizen participation and consultation process in September 2013 with a News Release announcing that the Fiscal Year 2014 CDBG funding cycle was beginning. A public

meeting/training session was held on October 2, 2013, with 13 residents attending. A News Release announcing that a Public Hearing was to be held on November 6, 2013, was published. Residents of the city of Cheyenne were encouraged to attend the Public Hearing and provide comments on the concept paper applications that were received. Ten residents attended. The Advisory Council consulted and reviewed the submitted concept papers to determine which would should proceed to the full application phase. The Advisory Council met with the individual applicants on February 5 and 12, 2014 to ask specific questions regarding the submitted grant applications. Twenty residents attended the February meetings.

On March 14, 2014, the Annual Action Plan was published and made available at the County Library, State Library, City Clerk's Office, Housing & Community Development Office and on the City Website, for 30 days to allow the citizens of Cheyenne to comment on the plan. Another Public Hearing was scheduled on April 14, 2014, during the bi-monthly City Council Meeting. Notice of this Public Hearing was published on March 24, 2014. This was the final opportunity for citizens to comment on the plan. City Council reviewed the plan during their Finance Committee Meeting on April 21, 2014, and approved the Plan on April 28, 2014.

Cheyenne Housing and Community Development
2101 O'Neil Avenue, Room 102
Cheyenne, WY 82001
(307) 637-6255

Contact Person: Deanne Widauf

September 17, 2013

News Release
**H&CD Office announces Fiscal Year 2014-2015
CDBG funding cycle**

CHEYENNE –The Cheyenne Housing and Community Development (H&CD) Office announces its Fiscal Year 2014-2015 Community Development Block Grant (CDBG) funding cycle has begun. The H&CD Office staff will hold a CDBG Training Session on October 2, 2013, at 2101 O'Neil Avenue, Room 122, beginning at 3:30 p.m., to present an overview of how Community Development Block Grant funds have been allocated in the past, an overview of national objectives and eligible activities, and provide technical assistance for preparation of a CDBG grant application. Potential grant applicants and the public are encouraged to attend this training session and learn more about CDBG. Application deadline is Tuesday, October 22, 2013, at 4:00 p.m.

Persons needing special accommodation to participate in the meeting should contact Deanne Widauf at least 4 days prior to the meeting at the Municipal Building, (307) 637-6255 or Wyoming Relay Service at 711 during regular business hours. The meeting location is wheelchair accessible.

–30–

News Release - 2014 CDBG Funding Cycle

Cheyenne Housing and Community Development
 2101 O'Neil Avenue, Room 102
 Cheyenne, WY 82001
 (307) 637-6255
 Contact Person: Deanne Widauf
 October 25, 2013

News Release
Public Notice
City of Cheyenne

**Public Hearing on the Potential allocation of
 HUD Community Development Block Grant funds for
 Fiscal Year 2014-2015**

The City of Cheyenne Housing and Community Development (H&CD) Office and the H&CD Office Advisory Council is hereby giving notice that a Public Hearing is scheduled for November 6, 2013, between 3:30 p.m. and 4:00 p.m., at City of Cheyenne Municipal Building, 2101 O'Neil Avenue, Room 122, for residents of Cheyenne to review and comment on grant proposals submitted for HUD Community Development Block Grant (CDBG) Fiscal Year 2014-2015 funding. Due to the U.S. Congress' delay in approving a budget, the city of Cheyenne has not received notice from the Department of Housing and Urban Development (HUD) regarding the City's CDBG Entitlement Allocation for Fiscal Year 2014-2015. However, to meet the city of Cheyenne's Community Development Block Grant timeline for submission to HUD, the H&CD Office has accepted grant proposals for Fiscal Year 2014-2015. Grant proposals were received from the following organizations:

| | |
|--|---------------|
| Public (Human) Services Category . . . | |
| • Cheyenne Transit Program – Bus Token Assistance | \$ 24,000.00 |
| • Climb Wyoming Program – Train & Place Low-Income Single Mothers | \$ 30,000.00 |
| • COMEA House and Resource Center – Meal Program | \$ 15,000.00 |
| • Community Action of Laramie County – Homeless Prevention | \$ 30,000.00 |
| • Needs, Inc. – Crisis Food Assistance | \$ 28,000.00 |
| General Services Category . . . | |
| • Boys & Girls Club – W. Jefferson Site Parking Lot | \$ 118,836.00 |
| • Cheyenne Parks & Rec Dept – Holiday Park East Playground | \$ 153,642.00 |
| • Cheyenne Parks & Rec Dept – Romero Park Restroom | \$ 219,000.00 |
| • COMEA House – Building Acquisition for Resource Center | \$ 225,000.00 |
| • Community Action of Laramie County – Emergency Home Rehab. | \$ 21,000.00 |
| • Landmark Condominium Association – Window Rehabilitation Project | \$ 30,150.00 |
| • Needs – Pave the Parking Lot | \$ 35,700.00 |
| • Peak Wellness Center – Shared Living Electrical Upgrade | \$ 37,500.00 |
| • Peak Wellness Center – Weatherization/Rehabilitation | \$ 10,976.70 |
| • Wyoming Independent Living Rehabilitation | \$ 30,000.00 |

In addition to the grant proposals, the H&CD Office Advisory Council is recommending that \$5,000 be set aside for Laramie County Community College Scholarships.

Residents of the city of Cheyenne are encouraged to attend the Public Hearing, November 6, 2013, to review the submitted grant proposals, provide comments on the grant proposals, and learn about the CDBG process.

Persons needing special accommodation to participate in the Public Hearing should contact the Housing & Community Development Office at, (307) 637-6255 or Wyoming Relay Service at 711 during regular business hours. The meeting location is wheelchair accessible.

-- 30 --

Public Hearing

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Even though the residents of Cheyenne were provided multiple opportunities to comment on the Fiscal Year 2014 - 2015 Annual Action plan no comments were received. Public Notices were placed in the local newspaper, and on the City of Cheyennes website, Twitter and Facebook Pages. The Public Notices

were also e-mailed through the Laramie County Community Partnership. Public Meetings/Hearings were held prior to the 30 day comment period and one Public Hearing was held at the end.

One question was received in regards to the Point-in-Time (PIT) Count. "What is the number of homeless?" The Wyoming Homeless Collaborative (WHC) is not releasing the information at this time; so therefore, it cannot be included within the Annual Action Plan. The number of homeless will be reported in the Consolidated Annual Performance and Evaluation Report (CAPER).

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments were received.

7. Summary

The Housing & Community Development Office provides the citizens of Cheyenne the opportunity to comment on the Community Development Block Grant (CDBG) cycle multiple times throughout the process. A final public hearing will be held during City Council on April 14, 2014, and will be the last date that written comments will be accepted for inclusion in the Annual Action Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

| Agency Role | Name | Department/Agency |
|-----------------------|----------|--|
| Lead Agency | CHEYENNE | |
| CDBG Administrator | CHEYENNE | Housing & Community Development Office |
| HOPWA Administrator | | |
| HOME Administrator | | |
| HOPWA-C Administrator | | |

Table 1 – Responsible Agencies

Narrative (optional)

The lead agency for the administration of the Fiscal Year 2014 Annual Action Plan is City of Cheyenne's Housing & Community Development Office.

Consolidated Plan Public Contact Information

Deanne Widauf, Program Manager

City of Cheyenne

2101 O'Neil Avenue, Room 102

Cheyenne, WY 82001

dwidauf@cheyennecity.org

(307) 637-6255

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Cheyenne is in constant contact with various agencies to ensure funding priorities are in line with current community development goals. The City's various departments, including the Mayor's Office, Development Office, Planning Office, Transit Department and Metropolitan Planning Office foster communication with the Cheyenne Housing Authority and numerous local agencies.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The Housing & Community Development (H&CD) Office is consulting with the Cheyenne Housing Authority (CHA) on the HOME – Low Income Housing Tax Credit application for the McGowan Place Apartments development.

The H&CD Office Program Manager is a member of the LCCP Strong Families Action Team and the Southeast Region CoC. The teams are made up of members of the community to include State Government, School District, medical and local non-profits.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Wyoming Continuum of Care is working with agencies throughout the state, including the Housing & Community Development Office, to strengthen participation. The Wyoming Continuum of Care is known as the Wyoming Homeless Collaborative (WHC) and is broken up into five regions. A new Lead Agency has recently taken charge and a Technical Assistance Team met with the WHC to help with strategic planning and governance. A second meeting was set with the TA Team where they worked on structural issues such as the Governance Charter, Policies & Procedures, Homeless Management Information Systems (HMIS), the WHC budget, Housing Inventory and Point in Time Counts. Since then WHC has worked diligently to ensure that the 2014 Point in Time Count was a success. The Governor of Wyoming has also appointed a homeless coordinator. A Governance Charter and Policies and Procedures were adopted September 19, 2013. The WHC is divided into five regions. The City of Cheyenne is part of the Southeast Region CoC (SRCoC). The SRCoC holds monthly meetings in Cheyenne and worked closely with the homeless coordinator on the 2014 PIT count.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Continuum of Care has been invited to apply for the ESG funding for Wyoming. The CoC has just elected a new board that will be seated in July 2014. The old CoC board was not consulted regarding the allocation of ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

| | | |
|---|--|---|
| 1 | Agency/Group/Organization | CHEYENNE HOUSING AUTHORITY |
| | Agency/Group/Organization Type | PHA |
| | What section of the Plan was addressed by Consultation? | Public Housing Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | The City of Cheyenne has a working partnership with the Cheyenne Housing Authority (CHA) to meet the needs within the community. However, the CHA develops its own Consolidated Plan for submission. The CHA Consolidated Plan is consistent with the City of Cheyenne Consolidated Plan. The CHA was invited to participate in the Five Year Consolidated Plan in order to provide their input on the housing needs of the low-income residents of Cheyenne. The CHA has applied to Wyoming Community Development Authority (WCDA) for low-income housing tax credits for 48 low income housing units. |
| 2 | Agency/Group/Organization | LARAMIE COUNTY COMMUNITY PARTNERSHIP |
| | Agency/Group/Organization Type | Agency Organization |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | The Laramie County Community Partnership (LCCP) is a coalition of over 65 agencies and organizations dedicated to sharing resources, strengthening capacity, and collaboratively serving the vulnerable residents of Laramie County. LCCP has been instrumental in providing a Laramie County Comprehensive Needs Assessment. The Housing & Community Development Program Manager is a member of a sub-committee and works with them on a monthly basis. Members of LCCP were instrumental in creating the goals and objectives for the City of Cheyenne Five year Consolidated Plan and the LCCP Needs Assessment helps to direct where funding is needed. |
| 3 | Agency/Group/Organization | City of Cheyenne |
| | Agency/Group/Organization Type | Other government - Local |
| | What section of the Plan was addressed by Consultation? | Economic Development |

| | | |
|---|--|---|
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | The City of Cheyenne Planning Office, Metropolitan Planning Office, Parks and Recreation Office, 1% Construction Office and Transit Department have all been consulted with the implementaiton of the Five Year Consolidated Plan and the Annual Action Plans. Meetings have been held discussing the needs of the City. The H&CD office has been kept informed of PlanCheyenne and all offices work together to ensure that the City of Cheyenne grows in a positive way. |
| 4 | Agency/Group/Organization | COMEA House and Resource Center |
| | Agency/Group/Organization Type | Services-homeless |
| | What section of the Plan was addressed by Consultation? | Homeless Needs - Chronically homeless Homeless Needs - Families with children |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | COMEA House and Resource Center is the homeless shelter for the City of Cheyenne. COMEA staff have been instrumental in keeping the H&CD Office informed of the homeless needs within the City of Cheyenne. COMEA has participated with the development of the Five Year Consolidated Plan and have provided goals and objectives for the homeless in Cheyenne. The City of Cheyenne will continue to collaborate with COMEA to ensure the needs of homeless individuals are met. |

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Cheyenne recognizes the integration of transportation, education, health, housing, community organizations and related social services are an integral part of developing the Five Year Consolidated Plan and the Annual Action Plan. As many agencies as possible were consulted in the Annual Action Plan process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

| Name of Plan | Lead Organization | How do the goals of your Strategic Plan overlap with the goals of each plan? |
|-------------------|--------------------------------|--|
| Continuum of Care | Wyoming Homeless Collaborative | <p>The Wyoming Homeless Collaborative (WHC) is an inclusive, community-based group that plans for and manages homeless assistance resources and programs efficiently and effectively with the ultimate goal of ending homelessness in Wyoming. The WHC is the planning body in the State of Wyoming that coordinates the communities policies, strategies and activities toward ending homelessness. Its work includes (1) gathering and analyzing information in order to determine the local needs of people experiencing homelessness, (2) implementing strategic responses, (3) educating the community on homeless issues, (4) providing advice and input on the operations of homeless services, and (5) measuring CoC performance. The WHC designates the Collaborative Applicant and the HMIS Lead Agency. The Continuum of Care (CoC) program is designed to promote community-wide goals to end homelessness; provide funding to quickly rehouse homeless individuals and families while minimizing trauma and dislocation to those persons; promote access to and effective utilization of mainstream programs; and optimize self-sufficiency among individuals and families experiencing homelessness. The program is composed of transitional housing, permanent supportive housing for disabled persons, permanent housing, supportive services and HMIS. The City of Cheyenne Five Year Consolidated Plan's Homelessness goal is to provide sufficient, safe, and secure housing and supportive services to those in need, with an ultimate goal of self-sufficiency. The following objectives were identified: 1) Develop a minimum of 30 transitional housing units that offer self-sufficiency programs, 2) Improve and/or expand emergency housing for the homeless and, 3) Expand housing opportunities for the elderly and/or persons with physical disabilities.</p> |

| Name of Plan | Lead Organization | How do the goals of your Strategic Plan overlap with the goals of each plan? |
|------------------|---|--|
| Plan Cheyenne | City of Cheyenne Metropolitan Planning Office | <p>Plan Cheyenne is looking to provide new regulations that will help protect the character of the community's established neighborhoods and natural environment and ensure that future development is consistent with the community's vision. While the visual impact of the new regulations will take time to emerge, their presence reinforces the community's commitment to quality development. PlanCheyenne places a strong emphasis on mixed-use development patterns as a means of maintaining the Cheyenne Area's identity, creating livable and pedestrian-oriented neighborhoods, stimulating development and revitalization, and promoting energy-efficient development. As part of the City's Unified Development Code (UDC), a variety of new mixed-use districts were established to support the implementation of the different intensities and types of mixed-use development designated by the Future Land Use Plan. In addition, some existing zone districts were modified to promote more compact, pedestrian-oriented development patterns. These and other amendments not only help bring the City's regulations into compliance with PlanCheyenne, but also serve as incentives for future infill and redevelopment. The City of Cheyenne's Five Year Comprehensive Consolidated Plan states the primary goal is to develop viable communities by providing decent housing and a suitable living environment with expanding economic opportunities principally for low and moderate-income people. Decent housing includes assisting homeless individuals and families; maintaining an affordable housing stock; increasing the availability of affordable permanent housing; and increasing the supply of supportive housing that provide special needs services. The 5 Year Plan's Housing Objectives are: 1) Provide safe, affordable housing for 500. This can be accomplished with smaller lot sizes and multi-family housing units as identified in Plan Cheyenne.</p> |

| Name of Plan | Lead Organization | How do the goals of your Strategic Plan overlap with the goals of each plan? |
|----------------------------|----------------------------|--|
| CHA 5 Year and Annual Plan | Cheyenne Housing Authority | The Cheyenne Housing Authority (CHA) will provide decent, safe and sanitary housing to the elderly, disabled and economically disadvantaged families who are unable to obtain housing through conventional means. The H&CD Five Year Consolidated Plan's Housing goal is: "Adequate provision of a continuum of safe, available, affordable housing from emergency individual and family shelter, to sufficient rental assistance and ownership opportunities for families and individuals." |

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Cheyenne began its citizen participation and consultation process in September 2013 with an invitation to participate in a training session on, October 2, 2013. The training session included an overview of how CDBG funds have been allocated in the past, an overview of national objectives and eligible activities, and provided technical assistance for preparation of an application. Potential grant applicants and the public were encouraged to attend to learn more about the CDBG program. This invitation was also placed on the City of Cheyenne website, FaceBook Page, and Twitter Page and was e-mailed to past grant applicants and the Laramie County Community Partnership.

A public notice was published in October 2013, making residents aware of grant proposal submissions. Residents of Cheyenne were encouraged to attend a Public Hearing, on November 6, 2014, to review the submitted grant proposals, provide comments on the grant proposals, and learn about the CDBG process. This public notice was also placed on the City of Cheyenne website, FaceBook Page, and Twitter Page and was e-mailed to past grant applicants and the Laramie County Community Partnership.

Two public meetings were held in February. The H&CD Advisory Council met with each applicant to ask questions about the individual projects. Both meetings were open to the public.

In March 2014, a Public Notice was published informing the residents of Cheyenne that the Draft Annual Action Plan for Fiscal Year 2014-2015 was 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. An electronic copy was available on the City of Cheyenne website. This public notice was also placed on the City of Cheyenne website, FaceBook Page, and Twitter Page and was e-mailed to, at a minimum, grant applicants and the Laramie County Community Partnership.

In April 2014, a Public Notice will be published inviting residents to a Public Hearing during City Council on April 14, 2014, where the H&CD Program Manager will give a brief overview of the Annual Action Plan. Comments and questions will be solicited to all in attendance. This public notice will also be placed on the City of Cheyenne website, FaceBook Page, and Twitter Page and will be e-mailed to, at a minimum, grant applicants and the Laramie County Community Partnership.

The Annual Action Plan will then be presented to the City Council Finance Committee on April 21, 2014, where the H&CD Program Manager will present a staff report and again solicit questions and comments. The Annual Action Plan will then be presented to the Cheyenne City Council for final approval on April 28, 2014.

All public notices included information regarding the accessibility to the Municipal Building and instructions on who to contact if special accommodations are needed. Throughout the citizen participation process, public and private agencies were consulted and given opportunities to provide input and apply for funding.

Citizen Participation Outreach

| Sort Order | Mode of Outreach | Target of Outreach | Summary of response/ attendance | Summary of comments received | Summary of comments not accepted and reasons | URL (If applicable) |
|------------|------------------|-------------------------------|---|--|--|--|
| 1 | Newspaper Ad | Non-targeted/ broad community | No response to advertisement was received. | No comments received from the public notice. | Not Applicable | www.cheyenne-city.org |
| 2 | Public Meeting | Non-targeted/ broad community | Thirteen residents attended the public meeting. | No comments received during the public meeting. | Not Applicable | Not Applicable |
| 3 | Newspaper Ad | Non-targeted/ broad community | No response to advertisement was received. | No comments received from the public notice. | Not Applicable | www.cheyenne-city.org |
| 4 | Public Hearing | Non-targeted/ broad community | Ten residents attended the public hearing. | No comments received during the public hearing. | Not Applicable | Not Applicable |
| 5 | Public Meeting | Non-targeted/ broad community | Twenty residents attended the public meetings. | No comments received during the public meetings. | Not Applicable | Not Applicable |

| Sort Order | Mode of Outreach | Target of Outreach | Summary of response/ attendance | Summary of comments received | Summary of comments not accepted and reasons | URL (If applicable) |
|------------|------------------|-------------------------------|---|------------------------------|--|--|
| 6 | Newspaper Ad | Non-targeted/ broad community | Notice of thirty day comment period. | | | www.cheyenne-city.org |
| 7 | Newspaper Ad | Non-targeted/ broad community | Notice of Public Hearing at City Council. | | | www.cheyenne-city.org |
| 8 | Public Hearing | Non-targeted/ broad community | Public Hearing at City Council. | | | |
| 9 | Public Meeting | Non-targeted/ broad community | Staff report at Finance Committee. | | | |

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

This is the fifth year of the comprehensive consolidated Plan for 2010 - 2014. The funding identified will be for the last year only. At the time the Annual Action Plan was written the City of Cheyenne did not know how much funding would be available for Fiscal Year 2014. In the interest of meeting the required deadlines last years funding amount will be used.

Entitlement grant resources totaling \$ 406,054 are planned during the next fiscal year (July 1, 2014 - June 30, 2015) for addressing the needs of the low income in Cheyenne.

The results of these activities will be reported in the Consolidated Annual Performance Evaluation Report (CAPER) to be published in October 2015.

Priority Table

| Program | Source of Funds | Uses of Funds | Expected Amount Available Year 1 | | | | Expected Amount Available Reminder of ConPlan \$ | Narrative Description |
|---------|-----------------|---------------|----------------------------------|--------------------|--------------------------|-----------|--|-----------------------|
| | | | Annual Allocation: \$ | Program Income: \$ | Prior Year Resources: \$ | Total: \$ | | |
| | | | | | | | | |

| Program | Source of Funds | Uses of Funds | Expected Amount Available Year 1 | | | | Expected Amount Available Reminder of ConPlan \$ | Narrative Description |
|---------|------------------|--|----------------------------------|--------------------|--------------------------|-----------|--|--|
| | | | Annual Allocation: \$ | Program Income: \$ | Prior Year Resources: \$ | Total: \$ | | |
| CDBG | public - federal | Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services | 406,054 | 0 | 0 | 406,054 | 0 | First, staff proposes funding approximately 15% of the budget for public service programs and 20% for Administration and Planning. Second, staff recommends the allocation of funds for two Rehabilitation Programs. Third, staff recommends the allocation of funds for an infrastructure project in a low income neighborhood. |

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The projects will be receiving additional dollars to leverage the CDBG funding they will receive.

CLIMB Wyoming is anticipating receiving additional funding from: Hearst Foundation \$5,000; Daniel’s Fund \$10,000; United Way of Laramie County \$5,400; City of Cheyenne 1% Sales Tax \$3,000; private donors \$25,000; Laramie County CPI \$16,600; Department of Family Services \$77,271, and private

foundations \$25,000.

Needs, Inc. is anticipating receiving additional funding from: United Way of Laramie County \$78,253; City of Cheyenne 1% Sales Tax \$26,000; Laramie County grant \$9,990; Rental income \$10,800; group donations \$1,374; church donations \$7,414; individual contributions \$22,640; and business contributions \$50,306.

Cheyenne Parks & Recreation is anticipating receiving additional funding from: City of Cheyenne, In-Kind \$26,400.

Community Action of Laramie County is anticipating receiving additional funding from: CSBG \$34,470.

Wyoming Independent Living Rehabilitation is anticipating receiving additional funding from: Title VII Rehab. Act \$98,465. Medicaid targeted case management \$96,645; Wyoming Department of Transportation \$61,050; and In-Kind/Foundations \$14,000.

There is no requirement for matching funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

No publically owned land or property will be used to address the needs identified in the plan.

Discussion

The leveraged funding mentioned above is all anticipated. A more accurate accounting will be provided in the Consolidated Annual Performance and Evaluation Report (CAPER).

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Table 6 – Goals Summary<TYPE=[text] REPORT_GUID=[9B4786E64DDAC839A8E119B13CB7DB46]>

Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City of Cheyenne's Five Year Comprehensive Consolidated Plan identified the following goals and objectives that fall under affordable housing. 1) Rehabilitate up to 37 homes. 2) Provide safe, livable, affordable housing for 500. 3) Assist in purchase of 50 homes.

The identified goals and objectives for Fiscal Year 2014 that fall under affordable housing are: 1) Rehabilitate 9 Single Unit Residential properties. 2) Assist 15 first time homebuyers with Direct Homeownership.

AP-35 Projects – 91.220(d)

Introduction

Below is a summary of the eligible projects that will take place during the program year that address the City's priority needs. Specific objectives are detailed in the individual project descriptions below. Accomplishments of each project will be recorded in a quantitative manner that measures productivity by addressing the following categories:

Objectives

1. Creating Suitable Living Environments
2. Providing Decent Affordable Housing
3. Creating Economic Opportunities

Outcomes

1. Availability/Accessibility
2. Affordability
3. Sustainability

| # | Project Name |
|---|---|
| 1 | Needs - Crisis Food Assistance |
| 2 | Cheyenne Transit Program - Bus Tokens |
| 3 | Climb Wyoming - Train and Place Low-Income Single Mothers |
| 4 | Parks & Recreation - Romero Park |
| 5 | CALC - Emergency Home Repair |
| 6 | WILR - Making Homes Accessible |

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The applications that were received following the NOFA dictated what priorities would be addressed in the upcoming year.

The obstacles that we face are the decrease of entitlement funding over the past several years. This reduced funding has forced the City of Cheyenne to be even more selective of the projects that are funded.

Other obstacles that we face are the over abundance of identified needs within the Five Year Comprehensive Consolidated Plan and the lack of non-profit applicants for those identified needs and goals. The non-profit agencies have all been affected by the funding cuts within the last few years. Because of these funding cuts the local non-profits have readjusted their internal goals and are not able to address all of the needs that they helped to identify in 2010. The next Five Year Comprehensive Consolidated Plan will have more condensed identified needs.

The H&CD Program Manager is attending meetings with non-profit agencies and informing them of the CDBG funding that is available for the City of Cheyenne. Some of the different meetings are:

- The Southeast Region Continuum of Care (SRCoC) that incorporates non-profits who work with the homeless population.
- Laramie County Community Partnership (LCCP) that incorporates local non-profits.
- InterService Family Assistance Committee (ISFAC) that incorporates non-profits who work with the local military/guard/veteran population.

The City's Fiscal Year 2014 Annual Action Plan provides funding for public service, low income neighborhood infrastructure, and homeowner rehabilitation.

Projects

AP-38 Projects Summary

Project Summary Information

| | | |
|---------------------------|---|---|
| 1 | Project Name | Needs - Crisis Food Assistance |
| | Target Area | City of Cheyenne |
| | Goals Supported | |
| | Needs Addressed | Public Service |
| | Funding | CDBG: \$19,000 |
| | Description | To provide crisis food baskets to low income residents of Cheyenne. |
| | Target Date | 6/30/2015 |
| | Estimate the number and type of families that will benefit from the proposed activities | It is anticipated that 896 clients will be assisted with CDBG funding. Anticipated clients with new access are 736. Anticipated clients with improved access are 160. |
| | Location Description | The low-income residents of Cheyenne go to 900 Central Avenue, Cheyenne, WY 82007, to obtain the food baskets. The residents live throughout the City of Cheyenne. |
| Planned Activities | The program will provide emergency short-term food supplies to very low, low, and moderate-income individuals and families within the City of Cheyenne. | |
| 2 | Project Name | Cheyenne Transit Program - Bus Tokens |
| | Target Area | City of Cheyenne |
| | Goals Supported | |
| | Needs Addressed | Public Service |
| | Funding | CDBG: \$19,000 |
| | Description | To provide free bus token assistance to very low, low, and moderate-income residents of Cheyenne. |
| | Target Date | 6/30/2015 |
| | Estimate the number and type of families that will benefit from the proposed activities | The program anticipates assisting 400 individuals with CDBG Funding. The anticipated clients with new access is 120. The anticipated clients with improved access is 280. |
| | Location Description | The individuals will procure the free bus tokens at 322 West Lincolnway, Cheyenne, WY 82001, The individuals live throughout the City of Cheyenne. |

| | | |
|---------------------------|---|---|
| | Planned Activities | The City of Cheyenne will be providing free bus tokens to qualified individuals. |
| 3 | Project Name | Climb Wyoming - Train and Place Low-Income Single Mothers |
| | Target Area | City of Cheyenne |
| | Goals Supported | |
| | Needs Addressed | Public Service |
| | Funding | CDBG: \$19,000 |
| | Description | This program will provide training for low-income single mothers. During the comprehensive training, CLIMB participants are guided through job training and also receive services that allow them to begin to address personal barriers to success. Training includes industry specific training, work readiness training, life skills training, parenting skills training, mental health services and advocacy services. |
| | Target Date | 6/30/2015 |
| | Estimate the number and type of families that will benefit from the proposed activities | The program anticipates assisting 10 clients with CDBG funding. Anticipated clients with new access is 10. |
| | Location Description | The CLIMB office is located at 123 East 17th Street, Cheyenne, WY 82001. The training location is to be determined. The clients live throughout the City of Cheyenne. |
| Planned Activities | The program will provide comprehensive training. The comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. During comprehensive training, CLIMB participants are guided through job training and also receive services that allow them to begin to address personal barriers to success. Training includes industry specific training, work readiness training, life skills training, parenting skills training, mental health services (including both group and individual counseling) and advocacy services. | |
| 4 | Project Name | Parks & Recreation - Romero Park |
| | Target Area | |
| | Goals Supported | |
| | Needs Addressed | Provide infrastructure in low income areas |
| | Funding | CDBG: \$218,280 |
| | Description | This project will provide for the purchase and installation of a pre-manufactured, easily accessible, vandal resistant restroom facility for the park. |
| | Target Date | 8/30/2015 |

| | | |
|---|--|--|
| | Estimate the number and type of families that will benefit from the proposed activities | The park is located within Census Tract 2 Block 3 that has an 55.7% LMI with a population of 1,574. The entire Census Tract has a 61.3% LMI with a population of 3,810. |
| | Location Description | David R. Romero Park is located at 1317 Parsley Blvd, Cheyenne, WY 82007. |
| | Planned Activities | They propose to purchase and instal a pre-manufactured, easily accessible, vandal resistant restroom facility for the park. This new vandal resistant and ADA accessible restroom will replace a port-a-potty that is now serving the park. |
| 5 | Project Name | CALC - Emergency Home Repair |
| | Target Area | City of Cheyenne |
| | Goals Supported | |
| | Needs Addressed | Rehabilitate up to 37 homes |
| | Funding | CDBG: \$20,280 |
| | Description | This program will bridge the gap in home repair services by assisting with repairs for homeowners that are timely in need and or are ineligible for other programs. |
| | Target Date | 8/30/2015 |
| | Estimate the number and type of families that will benefit from the proposed activities | It is anticipated that 20 homeowners will be assisted with CDBG funding. Anticipated clients with new access is 10. Anticipated clients with improved access is 10. |
| | Location Description | Community Action of Laramie County is located at 200 West 17th Street, Suite 210, Cheyenne, WY 82001. The clients will apply at the CALC office but they live throughout the City of Cheyenne. |
| | Planned Activities | CALC's plan is to address multiple repairs to include plumbing, electrical, window/door replacement and repair, hot water heater replacement, stairs and/or porch repair or replacement, gutter repair or replacement, tile repair or replacement, and flooring repair or replacement, for very low, low, and moderate-income individuals and/or families. |
| 6 | Project Name | WILR - Making Homes Accessible |
| | Target Area | City of Cheyenne |
| | Goals Supported | |
| | Needs Addressed | Rehabilitate up to 37 homes |
| | Funding | CDBG: \$292,800 |
| | Description | The project fills a gap in providing critical home modifications for consumers with severe disabilities who wish to remain in their own homes. |
| | Target Date | 8/30/2015 |

| | |
|--|--|
| Estimate the number and type of families that will benefit from the proposed activities | It is anticipated that five homeowners will be assisted with CDBG funding. Anticipated clients with improved access is 5 consumers/families. |
| Location Description | Wyoming Independent Living Rehabilitation has an office in Cheyenne at 1609 E. 19th Street, Cheyenne, WY 82001. The homeowners live throughout the City of Cheyenne. |
| Planned Activities | The project will assist homeowners with ADA modifications so they can stay in their homes. Past projects include ramps and bathroom modifications. |

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic area of the jurisdiction is the City of Cheyenne. Approximately 53% of the funding will be distributed to Census Tract 2 Block 3 with a 55.7% LMI. The remainder of the funding will be spread throughout the City of Cheyenne to low to moderate-income households and persons.

Geographic Distribution

| Target Area | Percentage of Funds |
|--------------------|----------------------------|
| City of Cheyenne | 100 |

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The Housing & Community Development Advisory Council's priorities are to serve the low to moderate-income population. The grant recipients have to demonstrate that their clients are low to moderate-income city residents. The majority of their clients live in Census 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.

Discussion

The following grants have been recommended for funding and are located within the identified Census Tract.

Cheyenne Transit - \$19,000. Their main office is located in Census Tract 7, Block 1. They assist low to moderate-income residents of Cheyenne with 6 bus routes.

Needs, Inc. - \$19,000. Their main office is located in Census Tract 2, Block 2. All of their assistance will be given to low to moderate income residents of Cheyenne.

CLIMB Wyoming - \$19,000. Their main office is located in Census Tract 7, Block 1. They assist low to moderate-income single mothers with employment training.

Parks & Recreation - \$218,280. David R. Romero Park is located in Census Tract 2, Block 3. They will install an ADA restroom in a low-income area park.

Community Action of Laramie County – \$20,280. Their main office is located in Census Tract 7, Block 1. All of their assistance will be given to low to moderate-income residents of Cheyenne.

Wyoming Independent Living Rehabilitation - \$29,280. Their main office is located in Census Tract 7, Block 3. They only assist low to moderate-income disabled homeowners of Cheyenne.

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 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%

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing is a continuing need in Cheyenne. Unfortunately it has been a struggle to find developers who are willing to provide new affordable housing units within the city.

The City Metropolitan Planning Office (MPO) has updated PlanCheyenne. These new regulations will help protect the character of the community's established neighborhoods and natural environment and ensure that future development is consistent with the community's vision. While the visual impact of the new regulations will take time to emerge, their presence reinforces the community's commitment to quality development.

PlanCheyenne places a strong emphasis on mixed-use development patterns as a means of maintaining the Cheyenne Area's identity, creating livable and pedestrian-oriented neighborhoods, stimulating development and revitalization, and promoting energy-efficient development. As part of the City's Unified Development Code (UDC), a variety of new mixed-use districts were established to support the implementation of the different intensities and types of mixed-use development designated by the Future Land Use Plan. In addition, some existing zone districts were modified to promote more compact, pedestrian-oriented development patterns. These and other amendments not only help bring the City's regulations into compliance with *PlanCheyenne*, but also serve as incentives for future infill and redevelopment.

The process of updating and approving PlanCheyenne has gone a long way to educating the local developers and they are becoming more open to building more compact neighborhoods which are more affordable, as opposed to single family homes on large lots which are not affordable. Pedestrian-oriented neighborhoods will give the low income residents of Cheyenne the opportunity to work, live, and play all within walking distance so transportation will not be an issue.

The City will continue to discuss the affordable housing concept with local developers. With the Cheyenne Housing Authority (CHA) working on a Low Income Housing Tax Credit (LIHTC) project this shows developers that there is a need here in Cheyenne for affordable housing.

Also, the amount of CDBG funding that the City receives is too little to help with more than a small infrastructure project. Therefore, the Housing & Community Development Office is focusing on ensuring that homeowners remain in their current homes. The City has dedicated \$51,000 for Homeowner Rehabilitation projects within the City.

| One Year Goals for the Number of Households to be Supported | |
|--|----|
| Homeless | 0 |
| Non-Homeless | 20 |
| Special-Needs | 5 |
| Total | 25 |

Table 9 - One Year Goals for Affordable Housing by Support Requirement

| One Year Goals for the Number of Households Supported Through | |
|--|----|
| Rental Assistance | 0 |
| The Production of New Units | 0 |
| Rehab of Existing Units | 25 |
| Acquisition of Existing Units | 0 |
| Total | 25 |

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

With all of the recent and projected growth in the City, demand for affordable housing will only increase in coming years. Vacancies in Cheyenne have remained very low over the past 2 - 3 years, with vacancies remaining at, or below 1.4 %, since the third quarter of 2013. The number of City residential units for sale in 2013 was 339 compared to 433 units for sale at the same time in 2011. The number of City unfurnished apartments vacant in 2013 was 25 compared to 50 vacant at the same time in 2011.

Because Cheyenne is growing, average home prices, especially for newer homes have seen strong increase over the past 8 - 10 years, although they had slid back in 2011. In 2012 (latest information available), the average home sales price was \$206,659 compared to \$197,700, in 2010, an increase of 4.5 %. That increase came after a loss of 5.3 % from the 2010 average \$208,842. Since 2008 (five years), the average home price has increased by \$4,355, a 2.2 % increase.

Cheyenne Housing Authority has applied for Housing Tax Credits to Construct McGowan Place apartments. The proposed McGowan Place Apartments located in Cheyenne will include forty-eight (48) affordable new construction units.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Cheyenne's public housing authority is the Cheyenne Housing Authority (CHA). 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. The ultimate goal of the CHA is to assist and empower their clients through the professional and courteous provision of basic life services, in order to allow them opportunities to establish control of their destinies.

The CHA administers low income rental housing assistance for nearly 2,150 households throughout Wyoming. At the same time the CHA also has a waiting list of over 2,000 applicants needing rental assistance. This indicates that the need for low income housing will continue to exceed the available resources.

The CHA administers a variety of housing programs including:

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

Actions planned during the next year to address the needs to public housing

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.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Cheyenne Housing Authority (CHA) has a Family Self Sufficiency (FSS) Program. The Program 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. The FSS Program is available to all participants receiving Section 8 rental assistance or Public Housing through the CHA, and live in

Laramie County or Albany County.

A great benefit is the opportunity to build an escrow savings account while participating in the program. As earned household income increases, the escrow account increases. Upon successful completion of the program, which means the family has met all goals, the participant receives the full amount of their escrow, including interest. The monies obtained from their escrow account can be used for a down payment on a home, open a small home business, get out of debt, etc.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

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

Discussion

The CHA has recently applied for HOME – Low Income Housing Tax Credits for the McGowan Place Apartments development located at 325 & 327 East Prosser Road in Cheyenne. The project will provide 48 units of housing for low income residents. The project will provide eight (8) one bedroom one bath units, twenty-six (26) two bedroom two bath units, and thirteen (13) three bedroom two bath units.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homeless and special populations are one of the City of Cheyenne's top three goals that were addressed within the Five Year Consolidated Plan. The City of Cheyenne Housing & Community Development Office has a working relationship with COMEA House, the local homeless shelter; Safehouse, the local domestic violence shelter; Cheyenne Interfaith Hospitality Network, a local transitional housing agency; Community Action of Laramie County, a local ESG and CSBG agency; Wyoming Independent Living Rehabilitation, a local disability agency; Cheyenne Transit Program, the local public transit system; and Needs, Inc., a local food bank. All of the above agencies work with the homeless and special populations in the City of Cheyenne.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The following actions will be taken by the City of Cheyenne in Fiscal Year 2014 to address the needs of homeless persons and homelessness prevention. In January 2014, a Point-In-Time (PIT) count was conducted. The PIT is an intense survey used to count the number of homeless individuals living in Cheyenne on the streets, in shelters, safe houses or in transitional housing, or in areas not meant for human habitation. The survey was conducted by approximately 76 volunteers who canvassed the city looking for unsheltered homeless. The homeless shelter, SafeHouse, and transitional housing employees collected the information for the sheltered count. The information collected is being compiled into a report that will show a more accurate homeless count.

During the PIT count the homeless individuals were asked what their most immediate need was for that day. The volunteer's handed out bags with toiletries, socks, flashlights, snacks, bus tokens, gift cards, and agency brochures. If the individual had an immediate need the volunteer called the "Hub" for further information or guidance.

The Wyoming Coalition for the Homeless (WCH) is an advocacy and empowerment agency offering the homeless non-violent ways to voice their views and become self-advocates. They offer assistance during the day to the homeless population. They have acquired a building that they are rehabilitating that will include room for a day-care and life-skills training that will assist the individual to become independent. The WCH provides opportunities for writing/ publication, art exhibits/sales, legislative action, homeless speaker's bureau and other programs, which raise self-esteem and confidence. and educates the public from the homeless person's point of view. The Welcome Mat has been an active project of WCH, since 1993. This project offers a day center for the homeless, spot laor, clothing closet, computer access, job listings, etc.

Community Action of Laramie County (CALC), operates a health clinic for the homeless at the COMEA Shelter, Cheyenne Crossroads Clinic. This program provides medical care and other health services to the homeless population of Laramie County.

The Housing & Community Development (H&CD) Office will be working with two non-profit agencies in Fiscal Year 2014 that help the homeless population of Cheyenne:

Needs, Inc. provides short-term emergency services and assistance to homeless individuals and families, during daylight hours. Individuals in need receive food, clothing, household items, and furniture.

Cheyenne Transit offers free transportation to the homeless so they are able to get around the City of Cheyenne to look for housing and jobs.

Addressing the emergency shelter and transitional housing needs of homeless persons

The COMEA House and Resource Center, continues to be the primary overnight homeless shelter for the community. The shelter provides a safe and secure emergency shelter to homeless adults and families. COMEA is a 30-day emergency shelter for men, women, and families. Currently, the shelter can accommodate 65 men and women and two families at a time. In addition to the emergency shelter, COMEA House also has a Transitional Living Program (TLP). The TLP consists of twelve efficiency apartments; two of these apartments are handicap-accessible. The purpose of the TLP is to help homeless men and women transition from homelessness into self-sufficiency.

Community Action of Laramie County (CALC) receives 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.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Community Action of Laramie County offers several programs for the homeless. The Key Transitional Housing (KTH) program offers homeless families the use of three single-family homes for periods ranging from six months to two years. Smith Manor offers 18 efficiency apartments to homeless individuals. Twelve units are used as transitional housing for men and women in need of a home while they are in transition back to work. The other six units are leased as permanent supportive housing to those with disabilities. Yet another way CALC helps people in need is by renting four apartments along west Dell Range Boulevard to low-income families. Monthly rent for the three-bedroom units is priced at about 30% below the average for Cheyenne. In addition, CALC has built a Homeless Veterans Housing project that houses 8 qualified homeless veterans.

Cheyenne Interfaith Hospitality Network currently has a duplex and are assisting two families with self-sufficiency. This duplex was purchased with Community Development Block Grant Funds. They are also working with local churches to temporarily house homeless families.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

CALC operates a Homeless Prevention program. This program assists individuals with financial assistance, up to \$750.00, to our very low and low-income residents for payment of mortgage, rent, taxes, insurance, utilities, or deposits when the family or individual is in jeopardy of losing housing.

Laramie County Community Partnership (LCCP) Strong Families Action Team is working with a youth homeless taskforce to identify the needs of the local homeless youth.

Discussion

Even though the City of Cheyenne is only putting Public Service dollars towards the homeless in Cheyenne during Fiscal Year 2014, during the past four years \$277,950 has been given to COMEA House for rehabilitation. Community Action of Laramie County has received \$11,000 for Homeless Prevention and \$9,170 for Transitional Housing Rehabilitation. Safehouse has also received \$4,600 for their victim to survivor program.

Wyoming Independent Living Rehabilitation (WILR) has received \$30,000 per year for a total of \$150,000 for a five year period. WILR assists disabled homeowners with ADA rehabilitation to their homes, which enables this special population to remain in their homes.

| |
|---|
| One year goals for the number of households to be provided housing through the use of HOPWA for: |
|---|

| |
|--|
| Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family |
| Tenant-based rental assistance |
| Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated |
| Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds |
| Total |

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The City of Cheyenne continues to view non-profit capacity of affordable housing partners, economic market conditions for low to moderate-income homebuyers, and reductions in federal investments to be the most significant barriers to affordable housing in Cheyenne.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Cheyenne Metropolitan Planning Office (MPO) has updated PlanCheyenne. PlanCheyenne and the Unified Development Code (UDC) addresses topics like land use, zoning ordinances, building codes, and policies. During the approval process for PlanCheyenne there was a lot of local opposition. Some false information was given to the residents, such as; more condensed/affordable neighborhoods would quickly become slums. This negative information has become a barrier to providing affordable housing within the City of Cheyenne. The MPO, Planning and Building offices will continue to work with and encourage developers to build more affordable housing. Unfortunately it will take time for the residents of Cheyenne to see that PlanCheyenne is not a negative concept and that more condensed neighborhoods will not become slums.

Discussions have also been held within City offices to see if fees could be lowered to make developments more affordable. The costs of housing developments are a barrier to affordable housing.

Discussion

Cheyenne, like most communities, deals with potential concerns and opposition from neighborhoods and residents when any new development is proposed. “Not in my backyard,” NIMBY, and “not over there, either,” NOTE, are common outcries.

Affordable rental housing draws the most attention, although affordable owner housing has opposition. Neighbors express concerns about overcrowded schools, falling property values, crime and traffic.

The Cheyenne Housing and Community Development (H&CD) Office offers several programs to remove barriers to affordable housing:

- Assistance with down-payment and closing costs for first-time homebuyers.
- Assistance with housing rehabilitation to bring a home up to code, making it safe, decent and sanitary.

- Assistance with ADA housing rehabilitation to make a home accessible.

In addition to the H&CD Office programs, the Cheyenne Building Department, Planning Services and Cheyenne's governing body work with developers to encourage affordable housing development. PlanCheyenne is a great educational tool for developers to see how smaller more compact and affordable neighborhoods could benefit the City of Cheyenne. The CHA Housing Market Study also shows that Affordable Housing is a need within the City.

AP-85 Other Actions – 91.220(k)

Introduction

The Housing & Community Development Office will continue to develop programs and initiatives, designed to improve existing programs, and identify additional sources to better serve those in need of affordable housing and related services.

Actions planned to address obstacles to meeting underserved needs

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.

Actions planned to foster and maintain affordable housing

The Housing & Community Development (H&CD) Office will continue to work with the City Planning offices to support PlanCheyenne and will offer support to other agencies that work with and foster affordable housing.

The H&CD office will also continue to provide funding for homeowner rehabilitation projects in an effort to maintain the local affordable housing stock.

Actions planned to reduce lead-based paint hazards

According 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 Emergency Assistance Program (HAND) and HOME Program participants, as well as buyers through the Cheyenne Homebuyers Opportunities Program (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.

Actions planned 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 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 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);

Actions planned to develop institutional structure

It is the responsibility of the Cheyenne Housing & Community Development (H&CD) Office Program

Manager to administer the 2014-2015 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 if the H&CD Office cannot help them.

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 H&CD 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 2014 Point in Time Count was a success.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Cheyenne continues to work in coordination and collaboration with multiple public and private entities including Cheyenne Housing Authority, COMEA House, and LCCP partners in addressing the needs of low to moderate-income, special needs, and homeless populations.

Discussion

It is the intent of the Housing & Community Development Office to continue working with the residents and agencies of Cheyenne to help the low-income population in the areas of Housing, Homelessness/Special Populations and Economic/Community Development.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

For Fiscal Year 2014 the City of Cheyenne will receive \$406,054. It is anticipated that \$4,000 in Program Income will be received. No recaptured funds are included with the grant cycle.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

| | |
|--|--------------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 4,000 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan | 0 |
| 5. The amount of income from float-funded activities | 0 |
| Total Program Income: | 4,000 |

Other CDBG Requirements

| | |
|---|---------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 100.00% |

Discussion

The Housing & Community Development (H&CD) Office maintains several mortgages for homeowner rehabilitation projects, as well as, mortgages made to several non-profit agencies. Any program income that is received throughout the year come from these mortgages.

The amount of program income that the H&CD receives each year is under \$5,000 unless one of the mortgages being maintained is paid off.