



CITY OF CHEYENNE
CDBG Community Development Block Grant
Annual Action Plan
Program Year 2024



ADMINISTERED BY: THE DIVISION OF HOUSING & COMMUNITY DEVELOPMENT

Executive Summary

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

1. Introduction

The Community Development Block Grant (CDBG) program, administered by the U.S. Department of Housing and Urban Development (HUD), is a vital federal initiative that supports the City of Cheyenne in addressing local community development needs. Since becoming an Entitlement City in 1975, Cheyenne has directly received annual CDBG funds managed by the city's Housing & Community Development (H&CD) Division in compliance with HUD's Code of Federal Regulations 24 CFR Part 570. This program offers eligible 501(c)(3) agencies a significant opportunity to apply for funding to support the city's low-to-moderate-income population. The allocation process for CDBG funds ensures that all activities align with HUD's National Objectives and primarily benefit low-and-moderate-income individuals.

The H&CD Division is committed to leveraging CDBG resources to promote sustainable community development efforts, including housing, public improvements, and essential services for those in need. The City of Cheyenne is mandated to develop a Consolidated Plan (Con Plan) and an Annual Action Plan (AAP) to outline the use of CDBG funds. The AAP includes objectives and outcomes, citizen participation processes, and funding allocations, and it is subject to public hearings and comment periods. The 2024 AAP represents the last year of the city's 2020-2024 Five-Year Con Plan. The AAP is prepared per the 24 CFR Part 91 Consolidated Community Planning and Development Programs Submission. It must be submitted to HUD for final approval before receiving annual allocations of HUD funding.

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.

Below is a summary of the funded activities for PY24 and the HUD requirements they meet. These activities meet national objectives, plan goals, performance objectives, and performance outcomes.

Safehouse Services

- \$10,000 for Victim Assistance (Anticipated 60 clients will be served).
- \$17,000 for Utility Assistance. (Anticipated 375 clients will be served).
- National Objective: to benefit L/M Income Limited Clientele.

- Con Plan goals: Promote self-sufficiency through service.
- Performance Objective: Suitable Living Environment: The activity benefits communities, families, or individuals by addressing issues in their living environment.
- Performance Outcome: Affordability: The activity provides affordability in various ways, including the creation/maintenance of affordable housing or services such as food boxes/daycare.

Equal Justice Wyoming Foundation (EJWF)

- \$18,000 to provide Civil Legal Services to benefit LMI residents of Cheyenne. (Anticipated 25 - 40 clients will be served).
- National Objective: to benefit L/M Income Limited Clientele.
- Con Plan Goals: Promote self-sufficiency through service provision.
- Performance Objective: Suitable Living Environment: The activity benefits communities, families, or individuals by addressing issues in their living environment.
- Performance Outcome: Availability / Accessibility: Activity that makes services, infrastructure, or shelter available and accessible.

Needs Inc.

- \$20,000 to provide Crisis Food (Anticipated to serve 2,000 clients).
- National Objective: to benefit low-to-moderate-income individuals.
- Con Plan Goal: to provide increased public services.
- Performance Objective: Suitable Living Environment: The activity benefits communities, families, or individuals by addressing issues in their living environment.
- Performance Outcome: Affordability: The activity provides affordability in various ways, including the creation/maintenance of affordable housing or services such as food boxes/daycare.

Habitat for Humanity of Laramie County Inc. (HFHLCI)

Home Rehabilitation

- \$88,409 for Home Rehabilitation for the Habitat Home Repairs Program. (Anticipates serving 10-30 unduplicated clients.)
- National Objective: to benefit low- and moderate-income people.
- Con Plan Goals: Provide safe, decent affordable housing.
- Performance Objective: Suitable Living Environment: The activity benefits communities, families, or individuals by addressing issues in their living environment.
- Performance Outcome: Affordability: The activity provides affordability in various ways, including creating/maintaining affordable housing or services such as food boxes or daycare.

Acquisition and Rehabilitation

- \$291,884 for Acquisition and Rehabilitation to provide a home for a Habitat Family. (Anticipates serving one low-to-moderate-income family).
- National Objective: to benefit low- and moderate-income people.
- Con Plan Goal: Provide safe, decent affordable housing.
- Performance Objective: Decent Affordable Housing: Housing activity meets individual, family, or community needs.
- Performance Outcome: Affordability: Activity provides affordability in a variety of ways.

3. Evaluation of past performance

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

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Evaluating past performance has been instrumental in guiding the city towards setting its goals and projects. By reviewing the achievements and challenges of the CDBG program, the H&CD Division has strategically positioned itself to make significant progress toward the long-term objectives and priorities outlined in the 2020-2024 Con Plan. The CDBG Program year aligns with the city's fiscal year, from July 1 to June 30. The AAP grant cycle for PY24 will start on July 1, 2024, and end on June 30, 2025. The H&CD Division is required to complete a Consolidated Annual Performance and Evaluation Report (CAPER). This report, submitted to HUD, tracks the city's progress toward meeting its annual performance goals at the end of each program year. The most recent CAPER for PY22 highlights significant progress in meeting Con Plan goals in several areas, including preserving and improving low-income neighborhoods through public facility infrastructure improvements, promoting self-sufficiency through service provision, and providing public facilities assistance to homeless overnight shelters.

During PY22, CDBG funds assisted 569 individuals/families, including new beneficiaries, the elderly, those with disabilities, and female heads of households. Despite these successes, the city faced challenges in meeting its goal of providing low- and moderate-income (LMI) households with home rehabilitation, with only two households served against an annual goal of twelve. Habitat for Humanity of Laramie County (HFHLC) received CDBG funding to coordinate rehabilitation for LMI homeowners through their Home Repairs Program. They faced challenges due to a shortage of Sam. gov-certified contractors and increased applications from city residents.

Evaluating the CDBG program's performance trends from recent years has helped H&CD staff identify areas for improvement. Some challenges include fewer new applicants for CDBG funds, agencies struggling with the capacity to manage CDBG projects, inflated cost of labor and construction materials impacting the effectiveness of the limited allocation of CDBG funds received by the city, and low citizen participation.

The H&CD Division is exploring various strategies to utilize the limited allocation more effectively, such as setting project award floors, limiting projects to specific city areas, and prioritizing projects that leverage other funding sources. Despite having a comprehensive citizen participation plan in place, comments are rarely received, and participation in public meetings is primarily from citizens representing agencies awarded funding. The H&CD staff is part of a newly formed Community Engagement Task Force, which aims to develop resources and processes to improve community engagement and encourage citizen participation. Evaluating past and current challenges that hinder sub-recipient projects is crucial for developing communication procedures and processes to support sub-recipients through project challenges. Current CDBG projects, such as the HFHLC 10th Street Rehabilitation project and the Comea Homeless Shelter dormitory expansion project, face unexpected challenges. Still, the H&CD staff continues to work with sub-recipients to find solutions.

In summary, past performance evaluation, exploration of new ways to better utilize funding, more effective communication with sub-recipients, local agencies, and organizations, and enhanced citizen engagement will provide essential information to assist H&CD staff and the Advisory Council in developing the 2025-2029 Con Plan goals that meet HUD National Objectives and are relevant, realistic, and achievable.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In the fall of 2023, the city launched its citizen participation and consultation process for PY24. The H&CD Division hosted an information session on October 4, 2023, inviting nonprofit agencies to learn about the grant cycle, discuss eligible projects, and view a presentation about the CDBG program. The Community Development Manager (CDM) explained that the anticipated funding allocation was based on the previous year's allocation of \$448,011 and was contingent on HUD's allocation notification. The PY24 grant cycle began with a deadline for submitting letters of intent by October 20, 2023, with five organizations submitting eight letters of intent. The H&CD Advisory Council met on November 1, 2023, to review the letters of intent and assess their alignment with the city's Consolidated Plan goals. Public engagement was encouraged with a notice in the Wyoming Tribune Eagle on October 25, 2023, announcing a Public Hearing on November 1, 2023. This hearing, accessible in person and via Zoom, invited city residents to review and comment on grant proposals for the 2024 Program Year. Representatives from all organizations that submitted letters of intent attended the Public Hearing, and the Advisory Council invited each of them to apply for funding. Four of the five organizations applied, submitting a total of six applications. These applications were reviewed during the February 7, 2024, council meeting, and CDBG funding was recommended for all six projects.

The city's PY24 AAP 30-day public comment period began on April 7, 2024, and ended on May 6, 2024. The Plan's Public Comment period offered citizens multiple opportunities to provide feedback on the plan. The Public Notice was disseminated through various channels, including the local newspaper, the City Website, and social media. Additionally, notifications were emailed on March 14, 2024, to the

Laramie County Community Partnership to over 250 residents. Public meetings and hearings were conducted on April 22, 2024, and May 6, 2024, to encourage citizen participation. The venues where the meetings were held are accessible and offer special accommodations upon request. The public notice, which included a survey, was posted on the city's website to encourage participation. This was the first year the city participated in an annual action plan this way, resulting in several comments being posted. The CDM responded to comments, and the responses were included with the comments online. The CDM provided online responses to online comments, complaints, or inquiries within 15 days. All citizen feedback was considered when finalizing the action plan, and a summary of received comments is included in the attachments to this AAP.

A notice was published on Saturday, April 6th, announcing the start of a 30-day public comment period for the Annual Action Plan (AAP) beginning April 7, 2024, and ending on May 6, 2024. An affidavit confirming this announcement has been attached to the AAP documentation.

Printed copies of the AAP were available for review at the City Clerk's office, the Mayor's office, and the Laramie County Library. Electronic copies were available on the city's H&CD Division webpage. The notice included information about the Public Hearing held on April 22, 2024. This information was announced during the City Council meeting on April 8, 2024. The final opportunity for public comment was during the Finance Committee meeting held on May 6, 2024.

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.

The Housing & Community Development Division (H&CD) received three comments during the Public Hearing during the City Council meeting on April 22, 2024. Executive Directors from Equal Justice Wyoming, Habitat for Humanity of Laramie County, and Needs Inc. provided in-person, public comments during the meeting. Their comments addressed CDBG funds' impact on their organizations and the increased demand for food assistance, legal services, and affordable housing in Cheyenne.

Ten respondents participated in a survey requesting input on the AAP. A link to the survey was shared with multiple organizations and agencies in Cheyenne and was posted on the H&CD website. Generally, respondents supported using CDBG funds to help LMI and vulnerable populations. Some respondents provided information about local non-profits and services. Most respondents ranked the goals for Program Year 2024 as *Very Important* or *Extremely Important*. Overall, respondents were pleased with the H&CD and consultation activities and supported prioritizing citizen participation in determining funding allocation for activities. Respondents commented that additional tools and resources are needed to support LMI residents in Cheyenne better. A recommendation to hold listening sessions and

public meetings in facilities located in targeted geographical areas and to publicize public meetings in local food banks will be incorporated into H&CD Division’s public outreach strategy in the future.

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

This section will be revised upon the conclusion of the 30-day public comment period.

Please see the Citizen Participation Comment Attachment which contains a complete summary of received comments and responses to the Program Year 2024 Annual Action Plan Survey Plan Survey.

7. Summary

Since 1975, Cheyenne has utilized CDBG funds, managed by the City of Cheyenne’s Housing & Community Development Division, to support low- and moderate-income individuals through housing, public improvements, and essential services. The objectives and outcomes in this AAP mark the culmination of the city’s 2020-2024 Five-Year Con Plan. Despite challenges like project delays, a lack of new applicants, and low citizen participation, past performance evaluation reveals progress towards the goals set in the Con Plan. While there is a clear need for increased community outreach, the city’s current citizen participation process for this year’s AAP included public hearings, comment periods, and extensive outreach efforts. These efforts ensured opportunities for community input and citizen participation. The H&CD Division is deeply committed to analyzing past performance to identify areas of improvement and to exploring new ways to utilize CDBG funds to address the needs of Cheyenne’s LMI city residents and meet future goals that align with HUD National Objectives and are relevant, realistic, and achievable.

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 Division
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The Housing & Community Development Division (H&CD) is committed to enhancing coordination among public and assisted housing providers and private and governmental health, mental health, and service agencies. H&CD collaborates with the Cheyenne Housing Authority, Cheyenne Regional Medical Center, Laramie County Community Partnership, Needs Inc., COMEA Shelter, Safehouse Services, and the Wyoming Homeless Collaborative. This collaboration aims to identify and address the essential needs and challenges of vulnerable populations in Cheyenne. The Community Development Manager (CDM) participates in the Laramie County Community Partnership’s Housing Task Force meetings. The H&CD staff communicates with the City of Cheyenne’s Affordable Housing Task Force members, who make specific recommendations to the Mayor and City Council to remove barriers and support affordable housing development. The CDM participates in the Wyoming Homeless Collaborative meetings to further strengthen coordination and address the needs of those at risk of homelessness. Furthermore, the CDM consults regularly with the COMEA Shelter and Safehouse Services, two sub-recipients of CDBG funds who provide emergency shelter for those at risk of experiencing homelessness. Safehouse Services also offers support for individuals and families overcoming abuse. This collaborative framework is crucial for identifying goals and tackling the challenges faced by vulnerable populations in Cheyenne.

In 2024, the CDM plans to consult with Wyoming 211, Wyoming Coalition for the Homeless, HealthWorks, Magic City, Unaccompanied Student Initiative, and Volunteer of America-Veterans Services.

- Wyoming 211 is a local nonprofit that facilitates coordination efforts by connecting individuals to community resources, including housing and mental health services.
- Magic City Enterprises empowers individuals with intellectual and developmental disabilities through various services.
- The Wyoming Coalition for the Homeless operates the Welcome Mat Day Center in Cheyenne, providing a positive, caring environment for those in need. It is a haven where homeless individuals are accepted without judgment and find community, friendship, and encouragement.
- HealthWorks offers medical, dental, mental health & pharmacy services.
- The Unaccompanied Students Initiative (USI) provides a safe and stable home environment for students aged 16-20 who are experiencing homelessness. By offering secure housing and support, USI aims to encourage these students to graduate and assist them with preparations for real life, ensuring they have the foundation needed to succeed beyond high school.
- Volunteers of America Northern Rockies (VOANR) is a certified and CARF-accredited organization that provides a wide range of critical health and human services to thousands of vulnerable individuals and families across the Northern Rockies, including Wyoming. Their services aim to inspire self-sufficiency, dignity and hope among veterans by addressing their social needs, which include mental health services, housing assistance, assistance for those with disabilities, family-focused treatment, and support for reintegrating formerly incarcerated individuals back into society.

The H&CD Division is committed to creating a more inclusive and supportive community through strategic partnerships with local housing authorities, healthcare providers, and service agencies. The division remains dedicated to fostering safe, stable, and affordable housing solutions as we continue to identify and implement strategies that enhance our community's well-being.

Consolidated Plan Public Contact Information

Amy Gorbey, Community Development Manager, 2101 O'Neil Avenue, Mayor's Office, 3rd Floor, Cheyenne, WY 82001. Phone: (307) 637-6255
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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The Housing & Community Development Division (H&CD) is committed to enhancing coordination among public and assisted housing providers and private and governmental health, mental health, and service agencies. H&CD collaborates with the Cheyenne Housing Authority, Cheyenne Regional Medical Center, Laramie County Community Partnership, Needs Inc., Comea Shelter, Safehouse Services, and the Wyoming Homeless Collaborative. This collaboration aims to identify and address the essential needs and challenges of vulnerable populations in Cheyenne. The Community Development Manager (CDM) participates in the Laramie County Community Partnership’s Housing Task Force meetings. The H&CD staff communicates with the City of Cheyenne’s Affordable Housing Task Force members, who make specific recommendations to the Mayor and City Council to support affordable housing development. The CDM participates in the Wyoming Homeless Collaborative meetings to further strengthen coordination and address the needs of those at risk of homelessness. Furthermore, the CDM consults regularly with the COMEA Shelter and Safehouse Services, two sub-recipients of CDBG funds who provide emergency shelter for those at risk of homelessness. Safehouse Services also offers support for individuals and families overcoming abuse. This collaborative framework is crucial for identifying goals and tackling the challenges faced by vulnerable populations in Cheyenne.

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- HealthWorks offers medical, dental, mental health & pharmacy services.
- The Unaccompanied Students Initiative (USI) provides a safe and stable home environment for students aged 16-20 who are experiencing homelessness. By offering secure housing and support, USI aims to encourage these students to graduate and assist them with preparations for real life, ensuring they have the foundation needed to succeed beyond high school.
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social needs, which include mental health services, housing assistance, assistance for those with disabilities, family-focused treatment, and support for reintegrating formerly incarcerated individuals back into society.

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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 H&CD Division actively consults with and participates in several collaborative efforts to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies. The CDM engages with the Laramie County Community Partnership (LCCP) Housing Action Team to share resources and address housing needs, focusing on initiatives for supportive housing that is affordable, safe, and sustainable. The task force members include representatives from Habitat for Humanity of Laramie County, My Front Door, Equal Justice Wyoming, the Southeast Wyoming Builders Association, Community Action of Laramie County, and others. They work on issues such as establishing a city/county housing trust fund, developing a tenant's rights and responsibilities document for rental agreements, and recommending Unified Development Code changes to promote affordable housing development.

The CDM held meetings with the Executive Director of Cheyenne Housing Authority (CHA) in January and March 2024. The Executive Director shared the current waitlist numbers for the Public Housing and Housing Choice Voucher programs for Cheyenne residents. It was mutually agreed that conducting an objective study on the impediments to Fair Housing in Cheyenne would benefit both organizations. This study aims to identify barriers to help agencies formulate strategies to address Cheyenne's specific fair housing needs. The Executive Director of CHA also provided contact information to the CDM so that Wyoming Community Development staff could assist in finding an independent entity to analyze impediments to fair housing in our municipality.

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 (CoC), known as the Wyoming Homeless Collaborative (WHC), is a coalition of service providers, state government officials, faith-based community members, Veterans' Administration employees, and others dedicated to addressing homelessness. The WHC focuses on ensuring the success of Wyoming's annual Point in Time Count (P.I.T), coordinating services, and identifying gaps. The CDM attended the 2024 PIT Meeting held virtually. In March 2024, the CDM engaged with the State of Wyoming Housing Program Coordinator to discuss the CoC's coordinated efforts in Cheyenne, the local allocation of Emergency Solutions Grant (ESG) funds and planning the 2025 P.I.T. count. This meeting led the CDM to establish a Cheyenne P.I.T. Count Committee, foster collaboration among local social service agencies, and participate in the P.I.T. Statewide and ESG Scoring Committees in 2024.

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

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of Cheyenne
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Lead Agency
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The city's H&CD Division is the lead agency for preparing the 5-Year Consolidated Plan and Annual Action Plans for the Community Development Block Grant Program. Staff from different city divisions are consulted throughout the year on housing and economic development needs to develop future goals and identify opportunities to layer CDBG funds with existing projects or projects under consideration.
2	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?	This year, the CDM and the Executive Director of Cheyenne Housing Authority collaborated to assess current waitlist numbers and plan an objective study on the impediments to Fair Housing in Cheyenne, aiming to address specific needs in the city.
3	Agency/Group/Organization	NEEDS, INC.
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	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 CDM and members of the H&CD Advisory Committee visited Needs Inc. on January 3, 2024. The Executive Director and the staff provided a tour and update on the food bag program for unhoused individuals and the city food box program, which is supported by CDBG funds. After learning about the increase in food requests from residents, the council recommended additional funding for the food pantry program to address the increased need for food.
4	Agency/Group/Organization	HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs 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 H&CD staff consulted with HFHLC about eligible activities for the General Funds. HFHLC is committed to using funds for acquisition and rehabilitation. The H&CD Council recommended funding a project that will provide a home to the Habitat Family and improve blighted neighborhoods in the city.
5	Agency/Group/Organization	SAFEHOUSE
	Agency/Group/Organization Type	Services - Victims
	What section of the Plan was addressed by Consultation?	Victim Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The CDM consulted with Safehouse's Executive Director, who expressed concerns about the financial burden that the increase in utility bills for the shelter placed on the organization. The Advisory Council awarded the shelter CDBG Public Service funds for the Safehouse Utility reimbursement application to assist the shelter.

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

Some agencies were excluded from consultation for the current Annual Action Plan due to the transition from the former program manager to the new manager. Consequently, efforts are underway to lay a strong foundation for expanding engagement initiatives to reach more service providers and stakeholders during the 2024 Program Year. The new CDM has strategically prioritized establishing connections with existing contacts and will broaden the Division’s network by actively engaging in various committees and meetings, such as the Point in Time Count (PIT) Cheyenne, State Committees, and other pertinent meetings, including one-on-one sessions.

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	The Wyoming Homeless Collaborative (WHC) is an inclusive, community-based group that plans for and manages homeless assistance resources and programs efficiently and effectively to end homelessness in Wyoming. The WHC is the planning body in the State of Wyoming that coordinates the community's policies, strategies, and activities toward ending homelessness. 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 comprises transitional housing, permanent supportive housing for disabled persons, permanent housing, supportive services, and HMIS. The City of Cheyenne Five-Year Con Plan goals align with WHC in providing CDBG funding to support public and general service projects that address the needs of homeless individuals and families in Cheyenne.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

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 H&CD Division has implemented a Citizen Participation Plan (CPP) to ensure public involvement in developing Cheyenne’s CDBG program. The CPP outlines procedures for community approval of the Con Plan and AAP, methods for addressing concerns, objections, and complaints, and amending the plans after approval. It also includes procedures for handling complaints related to CDBG plans, amendments, revisions, and performance reports, ensuring that residents have a timely response to their concerns. A nine-member H&CD Advisory Council oversees the grant process, conducts site visits, and evaluates sub-grantees. Information about the Con Plan and AAP, including the amount of assistance expected and range of eligible activities, is made available through various channels such as public meetings, the city website, the local newspaper, and social media. Localized neighborhood meetings are also held to provide detailed information relevant to specific areas in the city. Efforts are made to ensure that meetings are held at convenient times and locations, with accommodations for persons with disabilities and provisions for non-English speaking residents. The H&CD Division is reevaluating community engagement strategies to increase participation and ensure the community's voice is heard in developing the current AAP and the 2025-2029 Con Plan. Despite historically low public participation in comments on these plans, the city is exploring new ways to increase participation, such as attending community events, local meetings for citizen’s coalitions, and conducting surveys. H&CD staff is actively involved in a city-wide Community Engagement Task Force, which includes representatives from various city departments. This cross-departmental group is committed to enhancing community engagement by leveraging city resources, fostering interdepartmental collaboration, and harnessing technology to systematize community engagement, set city-wide goals, and extend reach to a broader citizen base.

Note: The Summary and Citizen Participation Outreach Table for Section AP-12 [Participation] will be revised to include information on the upcoming public hearings and public comment period for the AAP prior to submittal to HUD in May 2024.

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	Notice of Funding Announcement was published in the Wyoming Tribune Eagle on September 23, 2023.	No verbal or written comments were received.	Nonapplicable.	
3	Newspaper Ad	Non-targeted/broad community	A Public Notice was published in the Wyoming Tribune Eagle on October 25, 2023, announcing a Public Hearing on the Potential Allocation of CDBG Funds for the City of Cheyenne.	No verbal or written comments were received.	Non-applicable	
4	Public Hearing	Non-targeted/broad community	A Public Hearing was held on the potential allocation of CDBG funds on November 1, 2023.	No verbal or written comments were received.	No verbal or written comments were received.	

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)
5	Newspaper Ad	Non-targeted/broad community	A Public Notice for a Public Hearing and a 30-day comment period for the AAP was published in the Wyoming Tribune Eagle on March 6, 2024.	No verbal or written comments were received.	No verbal or written comments were received.	
8	Internet Outreach	Non-targeted/broad community	The City of Cheyenne released a Press Release, which was shared by various agencies and partners. The Press Release included a link to an Annual Action Plan Survey, which had ten respondents.	Please see the comments and responses to the Annual Action Plan Survey, which is included as an attachment to the plan.	All comments which required a response were accepted and considered.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City of Cheyenne plans to allocate \$445,293 in PY24 in CDBG funds towards eligible public and general service activities. The projects recommended for funding align with the goals identified in the 2020-2024 Consolidated Plan. Of the anticipated available funds, \$65,000 will be allocated for public service projects and \$380,293 for general service projects. CDBG funds are critical in supporting the needs of low-income individuals and families in Cheyenne by helping them overcome barriers to self-sufficiency.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder 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	439,116	0	95,000	534,116	534,116	The Community Development Block Grant allocation of \$534,116 includes the 2024 HUD allocation of \$439,116 along with \$95,000 in recaptured funds.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	0	0	0	0	0	

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

To effectively leverage CDBG with additional resources, including private, state, and local funds, all PY24 sub-recipients have committed to providing leveraged dollars for their CDBG-funded projects. This commitment is crucial for extending the reach and impact of the city's CDBG funds. The Housing & Community Development (H&CD) Division does not have matching requirements for CDBG-funded projects. However, the sub-recipient's proactive approach to leveraging additional funds ensures that their CDBG-funded projects are not solely dependent on federal 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 publicly owned land or property within Cheyenne will be used to address the Annual Action Plan needs.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide safe, decent affordable housing	2020	2024	Affordable Housing	City of Cheyenne	Housing Rehabilitation	CDBG: \$380,293	Homeowner Housing Added: 1 Household Housing Unit Homeowner Housing Rehabilitated: 11 Household Housing Unit
2	Promote self-sufficiency through service provision	2020	2024	Homeless Non-Homeless Special Needs	City of Cheyenne	Supportive Services for Low-income & Special Needs	CDBG: \$65,000	Public service activities other than Low/Moderate Income Housing Benefit: 1960 Persons Assisted
3	Program Administration	2020	2024	Program Administration	City of Cheyenne	Program Administration	CDBG: \$87,823	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Provide safe, decent affordable housing
	Goal Description	<ul style="list-style-type: none"> • To provide rehabilitation for 10 low-to-moderate-income city residents. • To provide a rehabilitated home to 1 low-to-moderate-income Habitat family.
2	Goal Name	Promote self-sufficiency through service provision
	Goal Description	<ul style="list-style-type: none"> • To provide free legal services to approximately 25 low-income city residents. • To provide crisis food assistance for approximately 1,500 low-income city residents • To provide emergency assistance to approximately 60 victims of domestic violence. • To provide utility assistance to a shelter, benefitting approximately 375 low-income individuals.
3	Goal Name	Program Administration
	Goal Description	<ul style="list-style-type: none"> • To provide program administration for the CDBG 2024 Program Year.

Projects

AP-35 Projects – 91.220(d)

Introduction

The H&CD staff and Advisory Council reviewed the letters of intent and applications for PY24 to ensure that projects receiving CDBG assistance comply with National Objectives and the Con Plan goals. The H&CD Division will present the recommended projects and funding levels to the City Council for review and approval before submitting them to the Department of Housing and Urban Development (HUD) for final review and approval. Under the Public Service Category, projects like the Safehouse Client Emergency Expenses and Utility Assistance programs have been selected due to the increasing demand for such services in Cheyenne. These projects aim to serve hundreds of residents, ensuring they do not exceed 80% of the Area Median Income defined by HUD's LMI limits. Thus, they support the city's goals for homeless prevention and provide supportive services. Similarly, the Needs Inc. Crisis Food Assistance program has been recognized for its critical role in addressing food insecurity among Cheyenne's residents, with an anticipated reach of 1,900 individuals. This project aligns with the city's objectives to enhance public services by offering essential services like food boxes to improve living conditions. The Equal Justice Wyoming Foundation's Civil Legal Services for Low-Income Individuals in Cheyenne is another vital project selected for its potential to address the significant gap in legal aid for those living below 200% of the federal poverty level. This project anticipates serving 25-40 individuals, contributing to the city's goals for homeless prevention and enhancing public services. In the General Service Category, the Habitat for Humanity of Laramie County's Home Rehabilitation for Existing Homeowners and the 2024 Acquisition and Rehabilitation for Future Affordable Housing projects have been chosen due to Cheyenne's critical need for housing. These projects are designed to serve various home rehabilitation clients and align with the Con Plan goal to increase and retain affordable housing units, thereby addressing the local housing crisis and supporting low to moderate-income residents.

Through support of these projects, the city continues to demonstrate its commitment to addressing the diverse needs of its residents. It ensures that all projects funded under the CDBG program contribute to the overarching Con Plan goals of providing safe, stable, affordable housing and services to those in need.

Projects

#	Project Name
1	Land Acquisition and Rehabilitation for Future Habitat Homeowners
2	2024 Habitat Home Rehabilitation Program for Low-to-Moderate Income Homeowners
3	Civil Legal Services for Low-Income Individuals in Cheyenne
4	Crisis Food Assistance
5	Safehouse Shelter Client Emergency Expenses

#	Project Name
6	Safehouse Shelter Utility Assistance
7	Program Administration

Table 7 - Project Information

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

AP-38 Project Summary
Project Summary Information

1	Project Name	Land Acquisition and Rehabilitation for Future Habitat Homeowners
	Target Area	City of Cheyenne
	Goals Supported	Provide safe, decent affordable housing
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$291,884
	Description	Rehabilitation and Acquisition. Matrix Code: 14G. National Objective:570.208(a)(3)
	Target Date	9/17/2025
	Estimate the number and type of families that will benefit from the proposed activities	One low-to-moderate-income family will benefit from the proposed activity.
	Location Description	The project activity location will be within the City of Cheyenne.
	Planned Activities	Habitat for Humanity of Laramie County will use CDBG funds to acquire and rehabilitate a property for a low-to-moderate-income family.
2	Project Name	2024 Habitat Home Rehabilitation Program for Low-to-Moderate Income Homeowners
	Target Area	City of Cheyenne
	Goals Supported	Provide safe, decent affordable housing
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$88,409
	Description	Rehabilitation for low-to-moderate-income homeowners. Eligible Activity: 570.202 (a)(1). Matrix Code: 14A, National Objective: 570.208
	Target Date	8/15/2025
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit ten low-to-moderate-income families; most clients are seniors or persons with disabilities.
	Location Description	CITY of CHEYENNE
	Planned Activities	Habitat for Humanity of Laramie County's Home Repair Program will coordinate ten to thirty home rehabilitation repair projects for low-to-moderate-income families in Cheyenne.
3	Project Name	Civil Legal Services for Low-Income Individuals in Cheyenne

	Target Area	City of Cheyenne
	Goals Supported	Promote self-sufficiency through service provision
	Needs Addressed	Supportive Services for Low-income & Special Needs
	Funding	CDBG: \$18,000
	Description	Civil legal assistance to LMI individuals. Eligible Activity: Public Service 570.201 (e). Matrix Code: 05C. National Objective: Benefit low- and moderate-income persons.
	Target Date	5/15/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately twenty-five families will benefit from the proposed activity.
	Location Description	Citywide
	Planned Activities	Equal Justice Wyoming Foundation will provide free legal services to qualifying low-and moderate-income persons in Cheyenne.
4	Project Name	Crisis Food Assistance
	Target Area	City of Cheyenne
	Goals Supported	Promote self-sufficiency through service provision
	Needs Addressed	Supportive Services for Low-income & Special Needs
	Funding	CDBG: \$20,000
	Description	Crisis Food Assistance. Eligible Activity: Public Service 570.201 (e). Matrix Code: 05W (Food Banks). National Objective: Benefit low- and moderate-income areas.
	Target Date	5/15/2025
	Estimate the number and type of families that will benefit from the proposed activities	Needs estimates that 1,500 unduplicated individuals and approximately 500 families will benefit from crisis food assistance.
	Location Description	Citywide
	Planned Activities	Needs Inc. will provide food supplies for eligible City of Cheyenne residents.
5	Project Name	Safehouse Shelter Client Emergency Expenses
	Target Area	City of Cheyenne

	Goals Supported	Promote self-sufficiency through service provision
	Needs Addressed	Supportive Services for Low-income & Special Needs
	Funding	CDBG: \$10,000
	Description	Utility Assistance. Eligible Activity: Public Service 570.201 (e). Matrix Code: 03T. National Objective: Benefits low- and moderate-income (LMI) Limited Clientele.
	Target Date	5/15/2025
	Estimate the number and type of families that will benefit from the proposed activities	Safehouse estimates that 60 unduplicated individuals will benefit from the Victim's Fund.
	Location Description	Citywide
	Planned Activities	Safehouse Services will provide client-specific funding that will assist victims in successfully leaving abusive relationships. Eligible expenses include utilized rent, security deposits, and emergency medical expenses, such as replacement of eyeglasses and prescriptions.
6	Project Name	Safehouse Shelter Utility Assistance
	Target Area	City of Cheyenne
	Goals Supported	Promote self-sufficiency through service provision
	Needs Addressed	Supportive Services for Low-income & Special Needs
	Funding	CDBG: \$17,000
	Description	Utility Assistance. Eligible Activity: Public Service 570.201 (e). Matrix Code: 03T. National Objective: Benefits low- and moderate-income (LMI) people-Limited Clientele.
	Target Date	5/15/2025
	Estimate the number and type of families that will benefit from the proposed activities	Safehouse estimates that 375 unduplicated individuals will benefit from utility assistance.
	Location Description	Cheyenne, WY 82007
	Planned Activities	Safehouse Services will leverage CDBG funding to offset the escalating costs of utilities within the shelter. The utility assistance will directly support individuals residing in the shelter by ensuring a secure and comfortable living environment throughout their stay.

7	Project Name	Program Administration
	Target Area	City of Cheyenne
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	CDBG: \$89,602
	Description	Planning and Administration. 570.206
	Target Date	5/15/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 681 families will benefit from the administration management, coordination, and evaluation of the city's CDBG program.
	Location Description	Citywide
	Planned Activities	Administer the Administrative costs for the overall management, coordination, and evaluation of the city's CDBG program.

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

Allocating PY24 CDBG funds to a specific geography is impractical, as the recipients of the funded projects are currently unknown. The Public Service projects receiving funds serve low and moderate-income Cheyenne residents. Rehabilitation projects are in different census tracts, and Habitat for Humanity has not identified a specific geographic area to target for the two projects for which they are receiving General Service funds to complete. While the city is currently not allocating CDBG funding to specific geographies, we are working with the city's GIS Department to develop maps using CDBG Activity by Tract data and city infrastructure project data to identify LMI areas that have not benefited from CDBG funds and plans to target these areas for future projects.

Geographic Distribution

Target Area	Percentage of Funds
City of Cheyenne	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Cheyenne is not targeting a specific geographic area for project funding in Program Year 2024.

Discussion

CDBG PY24 funding will not be allocated to a specific geography as the recipients of rehabilitation and acquisition and home rehabilitation project locations are currently unknown. Rehabilitation projects will be in different census tracts, which are currently unknown. No specific geographic area has been identified for acquiring and rehabilitating a blighted property for an LMI family. The public service projects receiving funds serve low and moderate-income Cheyenne residents throughout the city. While there is no PY24 funding allocated to specific geographies, the H&CD Division is currently working with the city of Cheyenne's GIS Department to develop maps using CDBG Activity by Tract data and city infrastructure project data to identify LMI areas that have not benefited from CDBG funds and plans to target these areas for future projects.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The Greater Cheyenne Chamber of Commerce’s 2023 Housing Study estimates a projected shortfall of 1,150-1,250 housing units in the city and Laramie County by 2028. According to the report, the city and county are expected to experience considerable population growth, with projections indicating an addition of 2,215 households from 2023 to 2028. This growth is partly fueled by the Sentinel Project at F.E. Warren Air Base, which is expected to bring 1,452 people, or approximately 1,014 new households, to the area. The shortfall estimate may be inaccurate, as the report does not include the loss of aging and blighted housing stock, which will need to be replaced or rehabilitated. The Chamber report’s projections don’t consider the lack of senior-friendly, accessible housing units needed to address the expected growth of the senior population highlighted in the recent Wyoming Community Development Association Housing State Housing Needs Assessment.

In response to the projected shortage of affordable housing stock, the City of Cheyenne is working to address the issue by focusing on Unified Development Code modifications to facilitate affordable housing development. In 2023, the city approved 72 single-family and 28 multifamily home permits, adding 184 dwelling units to Cheyenne’s housing stock. The H&CD Division is using its limited CDBG funds to support critical objectives outlined in the 2020-2024 Consolidated Plan that will address the housing shortage by preserving and enhancing low-income neighborhoods and ensuring the provision of safe, decent, and affordable housing. Specifically, through supporting Habitat for Humanity of Laramie County’s (HFHLC) acquisition and rehabilitation of two homes and funding Habitat’s Home Repair Program to provide funding to cover the cost of ten rehabilitation projects, the city will achieve the target of supporting 35 clients with home rehabilitation and purchasing and rehabilitating two blighted homes. The estimated number of households supported through rental assistance (6) reflects the number of clients to Safehouse Shelter Services, which will provide CDBG-funded down-payment assistance through the Safehouse Victim’s Assistance Fund.

One Year Goals for the Number of Households to be Supported	
Homeless	6
Non-Homeless	11
Special-Needs	0
Total	17

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	6
The Production of New Units	0

One Year Goals for the Number of Households Supported Through	
Rehab of Existing Units	11
Acquisition of Existing Units	1
Total	18

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

Discussion

Habitat for Humanity of Laramie County estimates that the Habitat Home Repairs Program will coordinate ten rehabilitation projects with CDBG funds in the next grant cycle. Additionally, the Habitat Home Program will support households through acquiring and rehabilitating blighted property for a Habitat family. The rehab of existing units (11 units) consists of the ten anticipated home rehabilitation projects for LMI homeowners, as well as the rehabilitation required for acquiring and rehabilitating a blighted property project. The estimated number of households supported through rental assistance (6) reflects the number of clients to Safehouse Shelter Services, which will provide CDBG-funded down-payment assistance through the Safehouse Victim’s Assistance Fund.

AP-60 Public Housing – 91.220(h)

Introduction

Established in 1971, the Cheyenne Housing Authority (CHA) has played a crucial role in addressing the need for low-income housing in Cheyenne. By April 2001, CHA significantly expanded its responsibilities, becoming Contract Administrator for housing projects across Wyoming. CHA's mission is to provide decent, safe, and sanitary housing to elderly, disabled, and poor families who cannot secure housing through conventional means. CHA serves as the public housing authority for both Cheyenne and Laramie, managing 341 public housing units. This includes 266 units in Cheyenne, which are made up of 97 scattered-site single-family homes and three multifamily properties catering to senior and disabled tenants, as well as 75 units in Laramie. Additionally, CHA administers the Housing Choice Voucher Program, providing 1,786 vouchers across several Wyoming cities, and manages 153 Veterans Assistance Supportive Housing vouchers in Cheyenne, Sheridan, and Gillette to address veteran homelessness. Through the Project-Based Section 8 Contract Administration (PBCA) program on behalf of HUD, CHA performs statewide contract administration services for 51 properties, encompassing 2,165 rental units.

CHA also owns and operates three WRAP houses and has launched the Welcome Home Wyoming program, which has provided down payment assistance to over 625 new homeowners. Furthermore, CHA owns and operates market-rate rental units, including 32 townhomes serving the elderly in Foxcrest II, seven single-family homes in Cheyenne, and 12 Weaver Road Apartments. In addition to its housing initiatives, CHA has sponsored the formation of the Wyoming Housing Partnership, a new nonprofit organization with an ownership interest in 88 units in Cheyenne and 20 in Powell, with CHA managing the Cheyenne units on behalf of the partnership. CHA also provides various services through the Laramie County Senior Center, including a multi-site nutrition program, senior social services, health enhancement services, and family caregiver/respite care. These comprehensive efforts highlight CHA's dedication to improving the quality of life for Wyoming's residents through a broad spectrum of housing initiatives and services.

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

The Cheyenne Public Housing Authority (CHA) has outlined a series of actions in its 2024 Annual PHA Plan to ensure that CHA can provide safe, secure, and healthy housing options for low-income residents. CHA's most recent HUD-approved 5-Year Action Plan was approved on March 30, 2023. The Annual Action Plan goals align with those included in the 5-Year Plan.

- **Conversion of Public Housing:** CHA plans to convert Public Housing to Project-Based Rental Assistance or Project-based Vouchers under the Rental Assistance Demonstration (RAD) program.
- **Capital Fund Utilization:** CHA will continue to maximize the use of Capital Funds. The 5-Year Action Plan is updated annually to align Capital Fund plans and expenditures with property and resident-identified needs. This includes emergent capital needs and long-term cost savings

strategies, such as replacing carpets with luxury vinyl plank flooring and modernizing units by replacing aluminum wire with copper wire in single-family homes.

- Repositioning Single-Family Housing: CHA will consider options to reposition the single-family portion of its Public Housing portfolio.
- Resident Initiative Enhancement: CHA aims to enhance Resident Initiative efforts, staff participation, and the implementation of feasible Council recommendations.
- Security Concerns: Capital Funds will be used to address security concerns of Residents, as warranted.
- Procedural and Plan Updates: CHA plans to update several procedures and plans, including the Housing Choice Voucher Program Administrative and the Agency Disaster Recovery Plans.

Public Housing Repositioning Plan: CHA will research and evaluate a Public Housing repositioning plan. A priority identified is the replacement of scattered-site single-family homes, and a repositioning plan will be evaluated in 2024 after CHA's new agency-wide operating software implementation.

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

The Cheyenne Housing Authority (CHA) has implemented several initiatives to encourage public housing residents to become more involved in management and participate in homeownership. These actions include:

- Resident Advisory Council (RAC): CHA encourages residents to participate in a Resident Advisory Council (RAC) at each of CHA's multifamily rental properties. The RAC serves as a platform for soliciting and discussing tenant feedback regarding the public housing program's operations.
- Family Self-Sufficiency (FSS) Program: Available to Housing Choice Voucher and Public Housing program participants, the FSS Program supports participants' efforts to become financially independent. This includes learning how to improve financial situations, gaining new or enhancing existing employment skills, and being informed about household budgeting and other methods to achieve economic self-sufficiency.
- Ongoing Training: CHA provides ongoing Fair Housing training for all staff and offers tenants training on housekeeping, being a good neighbor, energy conservation, and other topics to support successful tenancy.

These initiatives are designed to engage residents in managing their living environments and encourage a sense of community and self-reliance. Residents have a voice in managing their properties through participation in the RAC. At the same time, the FSS Program and other training opportunities equip them with the skills needed to move toward economic independence and homeownership.

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

Non-applicable. CHA is designated a Standard PHA.

Discussion

The Cheyenne Housing Authority (CHA) is a critical agency that meets the housing needs of low- to moderate-income (LMI) residents in Cheyenne and throughout Wyoming. CHA oversees 341 public housing units, manages 786 Housing Choice Vouchers, and facilitates homeownership through the Welcome Home Wyoming program. These efforts are instrumental in aiding the elderly, disabled, and families facing economic challenges, enhancing their living conditions with secure and healthful housing solutions. CHA's commitment to improving affordable housing is evident in its initiatives, such as the transition of public housing to Project-Based Rental Assistance and the strategic utilization of Capital Funds for property enhancements. Additionally, CHA encourages community engagement and self-sufficiency among its residents through the Resident Advisory Council and the Family Self-Sufficiency Program.

This year, the Housing & Community Development Division plans to collaborate with CHA to identify independent agencies to conduct an Impediments to Fair Housing Assessment for the City of Cheyenne. The assessment aims to identify specific barriers affecting LMI residents' access to fair housing and propose improvement recommendations. The findings will be instrumental in shaping strategies for the city's 2025-2029 Community Development Block Grant (CDBG) Consolidated Plan.

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

Introduction

The city's Con Plan goals identify allocating funds to assist those experiencing homelessness and special populations as a priority need. The H&CD Division works with various agencies that provide services directly to or support agencies that address the needs of homeless and special populations in Cheyenne. These agencies include COMEA homeless shelter; Safehouse domestic violence shelter; Family Promise, a family shelter; Unaccompanied Students Initiative, a homeless youth shelter; Community Action of Laramie County (CALC) Interfaith Family Support Services, a local transitional housing agency and a local ESG and CSBG agency; Wyoming Independent Living, a local disability agency; Laramie County Community Partnership Housing Action Team, a group of local nonprofit and community partners working on housing needs in the community; and Needs, Inc., a local food bank.

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 H&CD Community Development Manager (CDM) attends the WY CoC quarterly and WCH meetings and plans to serve on the local 2025 PIT Count committees. The CDM will have one-on-one meetings with service providers to identify potential projects and help coordinate efforts to reach out to unsheltered persons and assess their needs. In addition to consulting regularly with CDBG sub-recipients Safehouse, Needs Inc., and COMEA Shelter, the CDM will consult with the staff and administrators of the Welcome Mat, Community Action of Laramie County, Inc., Healthworks, Veterans Rock, the Wyoming Independent Citizen's Coalition, Unaccompanied Students Initiative, Just Caring volunteers and Family Promise of Cheyenne to learn about and support local efforts to reach out to individuals experiencing homelessness and offer assistance and support when possible.

Addressing the emergency shelter and transitional housing needs of homeless persons

The CDM will support local efforts to address homeless shelter and transitional housing needs by working with local agencies and care providers to determine funding gaps for services and facility needs. If the identified needs are considered eligible activities and meet HUD's National Objectives, the CDM will provide technical support and information to agencies seeking future CDBG public and general service funding.

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

In PY24, the city will allocate \$65,000 in CDBG funds to public service projects supporting agencies that help prevent low-income individuals and families from transitioning to affordable housing and avoid becoming chronically homeless.

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.

To better understand the challenges facing low-income individuals recently discharged from institutions or systems of care, the CDM met with a HealthWorks Program Coordinator to discuss the housing issues reported by HealthWorks's clients. Healthworks provides affordable healthcare on a sliding scale fee to income-eligible patients. In July 2024, the CDM will meet with the Director and Deputy Director of HealthWorks to discuss their priority needs.

The H&CD staff plans to review reports from health, mental health, and foster care facilities and corrections programs in Laramie County to develop an understanding of the initiatives underway to prevent homeless individuals and families from becoming homeless. On May 17, 2024, the CDM, the Mayor, the Chief of Staff, and the Economic Resource Administrator recently met the Director of Community Health Analysis to discuss the capacity issues facing the agencies working with unhoused individuals and families. The actions determined in the meeting included facilitating an agency meeting to identify barriers to addressing homelessness and developing strategies to include in a plan better to address the city's growing needs for unhoused services.

Discussion

The 2024 PIT Count for Wyoming was recently released and confirms concerning growth trends in the

Wyoming unhoused population. Specifically, the PIT Snapshot shows that 501 people participated in the count; of those, 412 were sheltered persons, and 89 were Unsheltered Persons. Of the 501 participants, 52% reported staying in Emergency Shelters, 31% were in Transitional Housing, and 18% were Unsheltered. The Unsheltered count includes individuals staying on the streets, in encampments, in their cars, or in other places not intended as housing. From 2023 to 2024, Wyoming saw an increase in the number of unsheltered homeless people by 53%. In 2023, 58 participants reported being unsheltered; in 2024, 89 reported being unsheltered.

Wyoming also saw a sharp increase of 53% in family homelessness from 2023 to 2024. In 2023, 6% of the PIT participants reported as “Adults & Children”; in 2024, 20% reported as “Adults & Children”. While Wyoming saw a significant decline in Veteran Homelessness, Unaccompanied Youth homelessness increased by 11%, and chronic homelessness increased by 75%. According to PIT data, 31% of Wyoming’s homeless population suffers from mental health disorders.

While the PIT provides useful information about the homeless population in Wyoming, the data does not explicitly represent the annual homeless population in Cheyenne, as the numbers or demographic breakdown differ seasonally. More specific information is needed to understand better the specific needs of the homeless populations in Cheyenne. Through participation in CoC meetings and committees and one-on-one conversations, the H&CD Division will develop a more comprehensive understanding of how future CDBG projects can address the range of needs of homeless individuals and families in Cheyenne.

The City of Cheyenne recognizes our community's growing need for unhoused services. *Homelessness Prevention* and *Services Benefiting Unhoused Populations* will be included as High-Priority needs in the city’s upcoming Con Plan, and efforts to coordinate resources will be strengthened to better address this need.

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

Introduction:

Recent data included in the Wyoming Community Development Authority’s Statewide Housing Needs Assessment has provided crucial information on the local and regional barriers to affordable housing. This information will assist the city in coordinating with local agencies to develop strategies that determine how to more effectively manage local resources to address Cheyenne’s Barriers to affordable housing. The UDC code changes, increased public engagement efforts, and investment infrastructure that allow for affordable housing development demonstrate the city’s ongoing commitment to coordinating and removing barriers to underserved residents 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 City of Cheyenne has taken actions to remove the negative effects of public policies that serve as barriers to affordable housing by changing zoning codes with a particular focus on those that impact affordable housing development. In 2023, significant changes were made to the Unified Development Code (UDC) to stimulate housing development, including removing minimum lot areas, allowing for the construction of homes on smaller lots, potentially reducing costs, and increasing the number of houses that can be built. Additionally, the city eliminated density requirements for multifamily lots, enabling developers to build more units on a single lot, and reduced parking requirements for multifamily developments, which is expected to encourage the construction of more studio and one-bedroom apartments. In 2024, the city further adapted its regulations by removing the requirement for brick as a material in income-restricted housing, aiming to lower construction costs and promote affordable housing development.

The city has also received \$1.8 million from the Wyoming State Land and Investment Board to provide water and sewer infrastructure for a Habitat for Humanity housing multifamily development, highlighting the city’s commitment to supporting non-profits in their efforts to develop affordable housing. The city continues to explore additional code changes that could further facilitate the development of various housing types, including single-family units, townhomes, and duplexes. Through these regulatory changes, enhanced community engagement, strategic studies, and financial infrastructure support, Cheyenne is working diligently to overcome obstacles to affordable housing and meet the needs of its underserved residents.

Discussion:

The Wyoming Community Development Authority’s recently released Statewide Housing Needs

Assessment provides valuable insights into state-wide housing-specific barriers and specific barriers for regions and counties. [1] According to the assessment, the barriers for Southeast Region and Laramie County include:

- Development of age-friendly housing to prepare for the growth of the population aged 85 and over.
- Addressing NIMBYism and providing information on the positive impacts that affordable housing projects have on their neighborhoods
- Addressing Workforce Cost burden issues, particularly for the Arts, Recreation, and Food Service Industries workforce.
- Address the affordability gap that disproportionately impacts LMI persons.
- Creation of Affordable Housing Stock
- Remove regulatory barriers, such as lot size and parking space minimums, height restrictions, and material requirements.
- Provide affordable alternative housing options, such as modular or mobile homes.

[1] The Wyoming Community Development Authority Statewide Housing Needs Assessment

AP-85 Other Actions – 91.220(k)

Introduction:

In PY24, the H&CD Division is focused on improving existing programs and identifying new funding sources to meet better the needs of those seeking affordable housing and related services. A statewide housing needs assessment has highlighted significant housing challenges within Laramie County, and Cheyenne. According to the Wyoming Community Development Authority (WCDA), an additional 1,204 to 1,994 rental units and 3,181 to 5,271 housing units will be required by 2030 to support the area's growing population and economic development. In response, the city has outlined strategies to overcome obstacles facing underserved communities, eliminate barriers to affordable housing, alleviate poverty, address public safety concerns, and improve collaboration between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The City of Cheyenne is taking significant steps to address obstacles to meeting underserved needs through several innovative programs and partnerships. One key initiative the city has supported is the LEAD Laramie County pre-arrest law enforcement diversion program, which aims to redirect low-level, non-violent drug offenders to community-based social services instead of the criminal justice system. Based on harm reduction principles, this program involves collaboration between various local agencies and seeks to improve outreach, service coordination, and treatment referrals for eligible individuals. Additionally, Cheyenne has implemented a co-responder program that pairs law enforcement officers with mental health professionals to address behavioral health and substance use calls more effectively. The city has also made a substantial financial commitment to the United Way of Laramie County, allocating \$250,000 annually for three years. Furthermore, Cheyenne has invested significant General Funds to support essential public health programs, including services for seniors, youth, and vulnerable populations. These efforts show Cheyenne's commitment to addressing the needs of its underserved communities through innovative approaches and strategic resource allocation.

Actions planned to foster and maintain affordable housing

In 2023, significant changes were made to the city's Unified Development Code (UDC) to stimulate

housing development. These changes included removing minimum lot areas, allowing for the construction of homes on smaller lots, potentially reducing costs, and increasing the number of houses that can be built. Additionally, the city eliminated density requirements for multifamily lots, enabling developers to build more units on a single lot, and reduced parking requirements for multifamily developments, which is expected to encourage the construction of more studio and one-bedroom apartments. In 2024, the city further adapted its regulations by removing the requirement for brick as a material in income-restricted housing, aiming to lower construction costs and promote affordable housing development.

The city's Community Development Manager (CDM) actively promotes collaboration among city departments, non-profits, and agencies to enhance coordination and support for housing projects. The Community Engagement Task Force is developing toolkits and resources to improve outreach and participation in the Community Development Block Grant (CDBG) planning process. Furthermore, in collaboration with the city, the Cheyenne Housing Authority is seeking an independent agency to conduct a comprehensive study on barriers to affordable housing in Cheyenne. This study aims to identify and propose actionable steps to remove these barriers.

The City of Cheyenne has also received \$1.8 million from the Wyoming State Land and Investment Board to provide water and sewer infrastructure for a Habitat for Humanity multi-family housing development, highlighting the city's commitment to supporting non-profits in their efforts to develop affordable housing units. The city continues to explore additional code changes that could further facilitate the development of various housing types, including single-family units, townhomes, and duplexes. Through these regulatory changes, enhanced community engagement, strategic studies, and financial infrastructure support, Cheyenne is working diligently to foster and maintain affordable housing in Cheyenne.

Actions planned to reduce lead-based paint hazards

In March 2024, the Community Development Manager for the city's Housing & Community Development Division met with the Program Coordinator and Assistant Program Coordinator of Habitat for Humanity of Laramie County to strategize on reducing lead-based hazards in the community. The focus was for the city to use Community Development Block Grant (CDBG) funds to cover the costs for a Habitat employee to receive certification in lead Paint testing.

Habitat for Humanity of Laramie County already has a lead testing machine funded by the city. Still, the departure of the lead-paint-testing certified Construction Manager left a gap in their capabilities. The objective for 2024 is to certify a new team member in lead paint testing. This move will significantly benefit Cheyenne's low-to-moderate income (LMI) residents, as Habitat for Humanity runs a proactive housing rehabilitation program.

Cheyenne's housing landscape includes over 18,000 units built before 1980, many suspected to contain lead-based paint. These older homes are predominantly situated in neighborhoods with high LMI

families. The Housing and Community Development (H&CD) Division mandates lead paint testing for all pre-1978 homes undergoing rehabilitation that involves disturbing painted surfaces. When lead paint is detected, its safe removal or stabilization is included in the rehabilitation project's scope of work to ensure resident safety.

To further support this initiative, lead paint informational booklets in English and Spanish are distributed to all sub-grantees executing rehabilitation work, ensuring they are well informed about lead-based paint's hazards and remediation procedures.

Actions planned to reduce the number of poverty-level families

The H&CD Division is collaborating with the Cheyenne Housing Authority to investigate the barriers to affordable housing and identify actionable solutions. The Division works closely with various city departments. It continues to forge partnerships with non-profit organizations, community members, social service agencies, and businesses to effectively address the community's homelessness issues. Additionally, the H&CD Division's involvement in the Wyoming Homeless Collaborative will strengthen the Continuum of Care across Wyoming.

Actions planned to develop institutional structure

The City of Cheyenne's Housing & Community Development (H&CD) Office is enhancing its institutional structure through strategic collaborations with city departments and external organizations, focusing on efficiently administering Community Development Block Grant (CDBG) funds. By partnering with the Finance, Purchasing, IT, and HR Departments, the office ensures responsible financial management and project execution. Additionally, partnerships with non-profits and community groups, the Laramie County Community Partnership, Inc., and the Wyoming Homeless Collaborative aim to address diverse community needs, prevent service duplication, and promote innovative strategies for community development. This integrated approach facilitates a comprehensive, efficient, and effective response to the challenges facing Cheyenne, aligning with the national objectives of the CDBG program.

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

The City of Cheyenne is actively collaborating with a range of public and private organizations, including the Cheyenne Housing Authority, COMEA Inc., Family Promise, and LCCP partners, to meet the needs of individuals and families with low to moderate incomes, special needs, and those experiencing

homelessness. To further enhance coordination and support for housing initiatives, the city's Community Development Manager serves on the City of Cheyenne Community Engagement Task Force. This Task Force creates toolkits and resources to bolster outreach and encourage citizen participation.

Discussion:

Program Specific Requirements

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

Introduction:

There is currently no program income available for use for projects planned for the 2024 Program Year.

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	0
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:	0

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%

Attachments



Attachment: Citizen Participation
Comment
Program Year 2024
Annual Action Plan

City of Cheyenne, Housing & Community Development Division

Public Comments

2024 Annual Action Plan

[Last Updated 5/9/2024]

Thank you to everyone who took the Annual Action Plan survey for program year 2024. Your participation and valuable comments will be attached to the final draft of the 2024 Annual Action Plan, underscoring the importance of your input in shaping our community's future.

Please see the responses to the submitted comments received below. If you have questions about the Community Development Block Grant, please don't hesitate to call the Housing & Community Development Division at (307) 637-6255 or email the Community Development Manager, Amy Gorbey, at agorbey@cheyennecity.org.

Survey Questions, Comments, and Housing & Community Development Responses

Q2PR-05 Lead & Responsible Agencies – 91.200(b):

The Housing & Community Development Division of the City of Cheyenne is the agency responsible for managing the Community Development Block Grant (CDBG) Program. This division is pivotal in assisting local agencies and nonprofit organizations committed to aiding the city's low-to-moderate-income residents. By providing essential funding for public services, housing initiatives, and community needs, this division ensures vital support reaches those in need within the community. The H&CD Division's nine-member Advisory Council reviews CDBG applications and recommends funding for eligible projects to Cheyenne's City Council. Do you have any comments on this section?

1. There is a definitive need for affordable housing in Cheyenne and housing overall. The CDBG program is vital to providing the necessary housing at an affordable price.
 - *Response: Thank you for your comment.*
2. This is great.
 - *Response: Thank you for your comment.*

3. How about, using available funding, community organizers that help low-income people within the current nonprofits?
 - *Response: Thank you for your comment on the need for affordable housing and the potential use of available funding for community organizers within nonprofits. We share your concern and are committed to addressing the housing needs of our community. Applications for projects that meet eligible activities and a HUD National Objective will be considered for funding. If you want to discuss a potential project, please email me at agorbey@cheyennecity.org. I would be more than happy to explore if there are eligible activities for community organizers.*
4. NO BOONDOGGLES!!!!!!!!!!!!!!!!!!!!!! (general comment)
 - *Response: No comment.*

AP-10 CONSULTATION – INTRODUCTION

Q3AP-10 Consultation – Introduction Summary: The Housing & Community Development Division (H&CD) of Cheyenne collaborates with local agencies like the Cheyenne Housing Authority, Comea Shelter, and Safehouse Services to address the needs of vulnerable populations. Through partnerships with organizations such as Wyoming 211, HealthWorks, and Volunteers of America, they aim to provide essential services like housing, healthcare, and support for individuals and families in need. The division's ongoing efforts prioritize creating an inclusive and supportive community while working towards safe, stable, and affordable housing solutions. Do you have any comments on this section?

1. The vulnerable population should be our priority
 - *Response: Thank you for your comment.*
2. Glad you are reaching out to these organizations to learn what the community's needs are.
 - *Response: Thank you for your comment.*
3. I fully support the local agencies and partnerships to assist with all the individuals and families in need to gain a new start or better life.
 - *Response: Thank you for your comment.*
4. Great funding uses. What about partnerships with local volunteer only nonprofits? How can you assist them in providing these same supports on a micro level?
 - *Response: Thank you for your comment about assisting non-profits with support on micro-levels. CDBG can be used to support microenterprises for commercial enterprises. The CDBG regulations provide the following definitions for microenterprise: A "microenterprise" is a commercial enterprise with five or fewer employees, one or more of whom owns the enterprise. Some eligible activities include grants for the stabilization and expansion of microenterprises, technical assistance, and training. If you have an idea for a microenterprise project, please email me at agorbey@cheyennecity.org*

5. Needs, INC. - Non-Homeless Special Needs - Council recommended funding for tour and update on food bag program.\
 - *Response: Thanks for commenting on Needs Inc. We have included this information under section AP-10, Table 2, of the Final Draft.*
6. Wyoming Homeless Collaborative - Continuum of Care Plan - Manages assistance resources to end homelessness in WY.
 - *Response: Thanks for commenting on Wyoming Homeless Collaborative (WHC). Information about this is included in the sections AP-10 and AP-65*
7. Most homeless visit the Welcome mat from 9 to 3 when other services are not available. Please look at remodeling or updating the Welcome mat and also relocating it closer to Comea shelter. The homeless walk several miles to get to the Welcome mat.
 - *Thanks for commenting on the Welcome Mat. Housing & Community Development staff recently met with the Welcome Mat and are exploring whether eligible project activities for day shelters are available. AP-10, the narrative, and Table 2 will include this updated information.*
8. Fully support. Need to include the services of My Front Door as they provide additional education and budgeting tools to assist with the overall home ownership.
 - *Response: Thanks for commenting and adding information about My Front Door's services. This information will be included under section AP-85: Actions planned to foster and maintain affordable housing.*
9. No Comment
- 10.No Comment

AP-10 CONSULTATION – 91.215(L):

Q5 AP-10 Consultation – 91.215(l) Summary: The H&CD Division

collaborates with various stakeholders, including the Laramie County Community Partnership and the Wyoming Homeless Collaborative, to address housing and homelessness issues in Cheyenne. Through initiatives like the LCCP Housing Action Team and participation in the Wyoming Continuum of Care, they work on affordable and supportive housing strategies and coordinate efforts to address homelessness, including conducting a fair housing study and organizing the Point in Time Count. Do you have any comments on this section?

1. Much needed, we are seeing an increase in the homeless and transient population within Cheyenne and Laramie County.
 - *Response: Thank you for your comment.*
2. Expand locations to secure needed information. I.e., Welcome mat.
 - *Response: Thank you for your comment.*

AP-12 PARTICIPATION – 91.105, 91.200(C)

Q6 AP-12 Participation – 91.105, 91.200(c) Summary: The H&CD

Division's Citizen Participation Plan involves the public in Cheyenne's CDBG program development, ensuring transparency and accommodating diverse needs. Efforts to boost participation include attending community events, utilizing a Community Engagement Task Force, and leveraging various channels for dissemination. Do you have any comments on this section?

1. I think the citizen participation is vital to ensure the community voices are being heard
 - *Response: Thank you for your comment.*
2. All citizens of Cheyenne and Laramie County need to be involved and have a voice to better our community and housing needs overall.
 - *Response: Thank you for your comment.*
3. Go to clientele.
 - *Response: Thank you for your comment.*

AP-15 EXPECTED RESOURCES – 91.220(C)(1,2):

Q7 AP-15 Expected Resources – 91.220(c)(1,2) Summary: The City of Cheyenne plans to allocate \$452,409 in PY24 CDBG funds for public and general service activities, aligning with the 2020-2024 Consolidated Plan goals. To extend impact, sub-recipients commit to providing leveraged dollars for their CDBG-funded projects, ensuring critical support for low-income individuals and families in Cheyenne without sole dependence on federal funds. Do you have any comments on this section?

1. Fully supported. Again, I feel that My Front Door should be added as a possible recipient.
 - *Response: Thank you for your comment. The Expected Resources Section required the city to provide a brief narrative and table breaking down how the expected resources the city anticipates receiving from HUD's allocation for PY24 and any other anticipated revenue, such as Program Income, that will be used to fund the 2024 Program Year activities. This section doesn't include community resources.*
2. Thanks
 - *Response: Thank you for your comment.*

2024 AAP GOALS RATING

Housing Rehab (\$387,409): Rehab of home for 1 resident, rehab for 10 residents.

1. Very Important
2. Very Important

3. Very Important

Response:1-3: All ratings have been noted.

Support Services for Low-income & Special Needs (\$65,000): Provide free legal services to 25 residents, crisis food assistance to 1,500 residents, emergency assistance to 60 domestic violence victims, utility assistance to a shelter.

1. Extremely Important
2. Extremely Important
3. Extremely Important
4. Extremely Important

Response: 1-4: All ratings have been noted.

Program Administration (\$89,602): Program administration for the CDBG 2024 Program Year.

1. Somewhat important
2. Important
3. Important
4. Very Important
5. Extremely Important
6. Extremely Important

Response: 1-6: All ratings have been noted.

AP-35 PROJECTS – 91.220(D):

Q9 AP-35 Projects – 91.220(d) Summary: The H&CD staff and advisory Council reviewed PY24 applications to ensure compliance with National Objectives and Con Plan goals, presenting recommended projects to the City Council for approval before submission to HUD. Selected projects under the Public Service and General Service categories aim to address the increasing demand for services, including housing rehabilitation and food assistance, aligning with the city's objectives to enhance public services and address housing needs. By supporting these initiatives, the city underscores its commitment to providing safe, affordable housing and services to needy residents, aligning with the overarching Con Plan goals. Do you have any comments on this section?

1. Fully supported.
2. None

Response: 1-2: Comments have been noted.

AP-38 PROJECT SUMMARY:

Q10 AP-38 Project Summary: Each project is broken down by target area, goals, needs addressed, CDBG funding, and the estimated number and type of families that will benefit. Do you have any comments on this section?

1. Continue to do further study on the target area and goals/needs of our community to determine the proper need for all.
2. No comment

Response: 1-2: All ratings have been noted.

AP-50 GEOGRAPHIC DISTRIBUTION – 91.220(F):

Q11 AP-50 Geographic Distribution – 91.220(f) Summary: Allocating PY24 CDBG funds to specific geographies is impractical due to unknown project recipients. Public service projects serve low to moderate-income residents citywide, while rehabilitation projects are spread across different census tracts, with Habitat for Humanity not targeting a specific area for its projects. Despite no current allocation to specific geographies, efforts are underway with the city's GIS Department to identify LMI areas lacking CDBG benefits and target them for future projects. Do you have any comments on this section?

1. Identifying the LMI neighborhoods, or geographic areas are important and this work is greatly appreciated.
 - *Response: Thank you for your comment.*
2. Additional research and tools are needed to be put in place to serve all community residents that fall into this target area to ensure all of our community is served properly.
 - *Response: Thank you for your comment. Your comment regarding the need for research and tools will be added to the final draft of the Annual Action Plan.*
3. In the future, Listening sessions from targeted geographical areas should be done in a facility in that area. And publicize in local food locations.
 - *Response: Thank you for your comment. Your recommendation to hold listening to sessions in targeted areas being and to advertise public meetings in local food locations will be considered for future public participation activities.*

AP-55 AFFORDABLE HOUSING – 91.220(G)

Q12 AP-55 Affordable Housing – 91.220(g) Summary: The 2023 Housing Study by the Greater Cheyenne Chamber of Commerce predicts a potential shortfall of 1,150-1,250 housing units by 2028 due to expected population growth, partly driven by the Sentinel Project at F.E. Warren Air Base. The City of Cheyenne is addressing this by modifying the Unified Development Code to facilitate affordable housing development and utilizing limited CDBG funds to support Habitat for Humanity projects, aiming to preserve low-

income neighborhoods and provide safe, decent, and affordable housing options. Do you have any comments on this section?

1. Affordable housing is so important for the vulnerable population and so unavailable.
 - *Response: Thank you for your comment.*
2. Affordable housing is a very tough subject to solve as overall building costs make it difficult to for contractors to build affordable housing. Also there has been past projects that have been declined due to the rules set in place from the City Council on zoning requirements and overall building codes to allow better affordable housing. More needs to be done to allow contractors to build affordable housing.
 - *Response: Thank you for your comment.*
3. Great
 - *Response: Thank you for your comment.*

AP-60 PUBLIC HOUSING – 91.220(H):

Q13 AP-60 Public Housing – 91.220(h) Summary: Established in 1971, the Cheyenne Housing Authority (CHA) plays a vital role in providing decent, safe, and sanitary housing to low-income residents in Cheyenne and Wyoming, managing 341 public housing units and 786 Housing Choice Vouchers. CHA's initiatives include facilitating homeownership through the Welcome Home Wyoming program and enhancing community engagement and self-sufficiency among residents through programs like the Resident Advisory Council and the Family Self-Sufficiency Program. This year, the Housing & Community Development Division collaborates with CHA to conduct an Impediments to Fair Housing Assessment, aiming to address barriers to fair housing access for low-to-moderate-income residents and inform strategies for the city's 2025-2029 Community Development Block Grant (CDBG) Consolidated Plan. Do you have any comments on this section?

1. Fully Supported
 - *Response: Thank you for your comment*
2. Good
 - *Response: Thank you for your comment.*

AP-65 HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES – 91.220(I):

Q14 AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Summary: The city's Con Plan prioritizes allocating funds to assist homeless and special populations, collaborating with various agencies like COMEA homeless shelter, Safehouse domestic violence shelter, and others. The H&CD Community Development Manager attends quarterly WY CoC meetings and plans to engage in local and state PIT Count committees to identify potential projects and coordinate efforts to reach unsheltered

individuals. Additionally, the division will work with local agencies to address funding gaps for homeless services and provide technical support for future CDBG funding if activities meet HUD's National

Objectives. Do you have any comments on this section?

1. Fully supported
 - *Response: Thank you for your comment.*
2. Collaborating is key. Not just these resources, but most work in silos. I think we get a little territorial when we need to be more collaborative if we're going to address the needs.
 - *Response: Thank you for your comment.*

AP-75 BARRIERS TO AFFORDABLE HOUSING – 91.220(J):

Q15 AP-75 Barriers to affordable housing – 91.220(j) Summary: The City of Cheyenne is leveraging recent data from the Wyoming Community Development Authority to address barriers to affordable housing, focusing on UDC code changes, increased public engagement, and infrastructure investments. Notable changes to zoning codes aim to stimulate housing development by removing minimum lot areas, density requirements, and parking mandates for multifamily developments. Additionally, the city received \$1.8 million from the State Land and Investment Board to support water and sewer infrastructure for a Habitat for Humanity multifamily project, demonstrating its commitment to affordable housing initiatives. Do

Do you have any comments on this section?

1. Fully supported
 - *Response: Thank you for your comment.*
2. All parts of the city of Cheyenne need to have affordable housing in their neighborhoods. Whether they think it will bring down the property value or not. It basic need is housing.
 - *Response: Thank you for your comment.*

AP-85 OTHER ACTIONS – 91.220(K):

Q16AP-85 Other Actions – 91.220(k) Summary: In PY24, the H&CD Division is focused on improving existing programs and identifying new funding sources to meet the needs of those seeking affordable housing in Cheyenne. Recent data from the Wyoming Community Development Authority highlights significant housing challenges within Laramie County, prompting the city to outline strategies to overcome obstacles facing underserved

communities. Through regulatory changes, enhanced community engagement, and financial support, Cheyenne is diligently working to foster and maintain affordable housing. Additionally, the H&CD Division collaborates with various city departments, non-profits, and agencies to enhance coordination and support for housing projects, including initiatives to address lead-based hazards in the community and explore barriers to affordable housing. Do you have any comments on this section?


1. More of this needs to continue to assist those in need, along with contractors and developers who are trying to provide and build affordable housing.
 - *Response: Thank you for your comment.*
2. Good
 - *Response: Thank you for your comment.*

Grantee SF-424's and Certification(s)

OMB Number: 4340-0034
Expiration Date: 10/30/2025

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 07/07/24	* 4. Applicant Identifier: City of Cheyenne	
* 5a. Federal Entity Identifier: WY 500000 Cheyenne		* 5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
* 6. Date Received by State: <input type="text"/>	* 7. State Application Identifier: <input type="text"/>	
* 8. APPLICANT INFORMATION:		
* a. Legal Name: City of Cheyenne		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 33-5000050		* c. UIC: K0R0H03C00Y2
* d. Address:		
* Street1: 2101 O'Fall Avenue		
* Street2: <input type="text"/>		
* City: Cheyenne		
* County/Parish: <input type="text"/>		
* State: WY: Wyoming		
* Province: <input type="text"/>		
* Country: USA: UNITED STATES		
* Zip/Postal Code: 82001-3512		
* e. Organizational Unit:		
* Department Name: City of Cheyenne		* Division Name: Housing & Community Dev.
* f. Name and contact information of person to be contacted on matters involving this application:		
* First Name: Marie		* Last Name: Corbey
* Middle Name: Marie		* Title: Community Development Manager
* Organizational Affiliation: <input type="text"/>		
* Telephone Number: 307-631-0255		* Fax Number: <input type="text"/>
* Email: mcorbey@cheyennecity.org		

Application for Federal Assistance SF-424		
* 8. Type of Applicant 1: Select Applicant Type:		
C: City or Township Government		
Type of Applicant 2: Select Applicant Type:		
Type of Applicant 3: Select Applicant Type:		
* Other (specify):		
*10. Name of Federal Agency:		
U.S. Department of Housing & Urban Development		
11. Catalog of Federal Domestic Assistance Number:		
11-218		
CFDA Title:		
Community Development Block Grants/ Entitlement Grants		
* 12. Funding Opportunity Number:		
B 23 NC 5E0C02		
* Title:		
City of Cleveane Grant Number		
13. Competition Identification Number:		
Title:		
14. Areas Affected by Project (Cities, Counties, States, etc.):		
	Add Attachment	Delete Attachment
	View Attachment	
* 15. Descriptive Title of Applicant's Project:		
Community Development Block Grant Program Year 2024 Entitlement Funding		
Attach supporting documents as specified in agency instructions.		
Add Attachments	Delete Attachments	View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="WV-031"/>	* b. Program/Project: <input type="text" value="Cher"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2021"/>	* b. End Date: <input type="text" value="06/30/2025"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="419,115.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="75,000.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="514,115.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach:	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties, (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Patrick"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Collins"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Mayor"/>	
* Telephone Number: <input type="text" value="307-637-6303"/>	* Fax Number: <input type="text"/>
* Email: <input type="text" value="HayesRebey@city.ore"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="7-3-24"/>

Supplement to SF
Form 424D

Stebbins Boester
7/9/24

October 2024
Expiration Date: 02/28/2025

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1688), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Control and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 cl-3 and 280 et seq.), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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| <p>11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.</p> | <p>Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1988, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).</p> |
| <p>12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</p> | <p>16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.</p> |
| <p>13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.</p> | <p>17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11503 (Identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§409a-1 et seq.).</p> |
| <p>14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> | <p>18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."</p> |
| <p>15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11890; (d) evaluation of flood hazards in floodplains in accordance with EO 11908; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of</p> | <p>19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.</p> <p>20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.</p> |

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Cheyenne	7-3-24

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