

Community Development Block Grant General Service Application for Program Year 2027

Application Requirements

Thank you for your interest in the City of Cheyenne's Community Development Block Grant (CDBG) Program. Please review the following important information before completing the grant application. For this application process the City of Cheyenne will only be accepting applications from organizations that are applying to fund **general services** projects. General service projects include public facilities, infrastructure, and affordable housing that benefit very low to moderate income populations. All applicants must be eligible for federal funding and registered in Sam.gov.

Submission Deadline

Applications must be submitted by 11:59 pm on October 30th, 2026. Late submissions will not be considered for funding.

Guidelines

- **Complete All Fields.** You must complete all questions, unless the application says “**not required**” next to the question. Do not use “N/A” as an answer for a required question. If a question seems non-applicable, explain why in the answer field.
- Applications with blank fields will be considered incomplete. Incomplete applications will not be eligible for funding.
- Submission Confirmation: Upon successful submission, you will receive a verification email sent to the primary contact listed in your application. If you do not receive this email, please contact Christopher Raschke, Community Development Manager.
- All Applicants must be registered in Sam.gov at the time the application is submitted.

Questions and Support

For any inquiries regarding the application process, please contact:

Christopher Raschke
Community Development Manager
Email: craschke@cheyennecity.org
Phone: (307) 637-6255

General Service Application

1. APPLICANT INFORMATION

Projects Name

Address or location of where the project is located (Required)

Organization Name

Organization Address

Authorizing Official

Contact Title

Contact Email

Project Manager Name (Required)

Project Manager Email (Required)

Project Manager Phone Number (Required)

Organizational Status

☐ City Department

☐ Nonprofit

☐ Other

Federal Tax ID Number (EIN)

Unique Entity Identification Number (UEI) and Expiration Date (All applicants must be registered in Sam.gov at the time the application is submitted)

Link: [Check SAM Registration Status & Expiration Date UEI CAGE Code](#)

2. HUD ELIGIBILITY INFORMATION

Indicate which CDBG National Objective your project meets. (Select 1 option)

Please select one National Objective for your project. For detailed information on National Objectives, **SAVE** your document and then use this link to find detailed information on National Objectives and Eligible Activities: [Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities - HUD Exchange](#)

☐ Benefits low-to-moderate income (LMI) people

☐ Benefits an LMI area (An activity which is available to benefit all residents of an area which is primarily residential)

☐ Benefits LMI households (Must result in housing that will be occupied by LMI households upon completion)

Indicate which City of Cheyenne Consolidated Plan goal your program will address. (Applicants can select more than one goal.)

☐ Preserve and Improve Low-Income Neighborhoods

☐ Public Facility Improvements

☐ Provide Safe, Decent, Affordable Housing

Select one HUD performance objective that your project meets. (Select 1 option)

- ☐ Suitable Living Environment: Activity benefits communities, families, or individuals by addressing issues in their living environment.
- ☐ Decent Affordable Housing: Housing activity that meets individual, family, or community needs. This objective should not be used for activities where housing is an element of a larger effort.

Select one HUD performance outcome that your project meets. (Select 1 option)

- ☐ Availability / Accessibility: Activity that makes services, infrastructure, or shelter available and accessible.
- ☐ Affordability: Activity provides affordability in a variety of ways, including creation/maintenance of affordable housing, or services such as food boxes / day care.
- ☐ Sustainability: Activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to low-income persons or services that sustain communities or neighborhoods.

3. DESCRIPTION OF ORGANIZATION (This Section is worth up to 25 points)

Programs and Service: Briefly describe the key initiative and assistance your organization offers.

Explain How the project aligns with a HUD National Objective

National Objectives (Each project must select one)

- Benefits low-to-moderate-income (LMI)
- Benefits an LMI Area (An activity that is available to help all residents of an area, primarily residential)
- Benefits LMI households (Must result in housing that LMI households will occupy upon completion.)

4. BUDGET (This Section is worth up to 25 points)

Amount of CDBG funds being requested

Would your organization accept a partial award? If not, provide an explanation

Demonstrate Financial Stability and Management: Provide evidence of organizational stability and sound financial practices. You are expected to maintain cash on hand for the duration of the project.

Include in the table below a breakdown of the proposed Activities costs. In column B, include the total proposed cost for each Expense category. In column C, D, and E, break the total cost in column B down by source of funding. Row 2 provides an example. In row 10, provide the total each column. **Costs incurred prior to the execution of a Subrecipient Agreement with the City of Cheyenne are ineligible.**

	A	B	C	D	E
1	Expense Category	Total Expense	Amount Requested from CDBG General Service	Amount Requested from Other Sources	Amount contributed by Applicant
2	<i>Example</i>	<i>\$2,000.00</i>	<i>\$1,000.00</i>	<i>\$500.00</i>	<i>\$500.00</i>
3	PERSONNEL				
4	FRINGE BENEFITS				
5	TRAVEL				
6	EQUIPMENT				
7	OVERHEAD				
8	CONTRACTUAL				
9	OTHER				
10	TOTAL BUDGET				

5. ORGANIZATIONAL CAPACITY (This Section is worth up to 25 points)

Describe your organization's experience in effectively utilizing federal funds and/or large grants and performing the activities proposed in the application, given funding and time limitations. Satisfactory management of existing grants is demonstrated through:

- Timely reimbursement of subrecipients (when applicable)
- Regular and consistent drawdown of grant funds
- Prompt resolution of any monitoring findings
- Punctual submission of all required grant reports

6. PROJECT READINESS AND TIMELINESS (This Section is worth up to 25 Points)

Realistic Timeline: Provide a feasible and detailed project timeline with key milestones and outcomes between July 1st, 2027 and May 31st, 2028. Can you complete the project by May 31st, 2028?

Implementation: Describe the organization's plan for implementation, and for documenting how the project will meet timeliness goals

Identification of Potential Challenges: Explain any potential risks or challenges. Include plans to address challenges, including communication strategies.

I/We have read and fully understand the qualifications and requirements delineated in this proposal and application. All information submitted as part of this application for funding is correct and current. I/We understand that any willful misrepresentation on this application or any of the attachments thereto could result in immediate termination of any subrecipient agreement, repayment of CDBG funds dispersed, fines, and/or imprisonment under provisions of the United States Criminal Code.

I/We understand that CDBG funds are paid on a reimbursement basis. The City of Cheyenne will not advance CDBG funds to Subrecipients nor purchase equipment, supplies, or any other materials on behalf of Subrecipients under any circumstances. I/We understand that it is the organization's responsibility to supply the capital to meet initial purchases and expenses.

I/We understand that the City of Cheyenne will not process any reimbursements if all necessary information, including but not limited to demographics, wage logs, and accomplishment data, is not provided with the invoice. I/We understand that failure to provide necessary information will further delay reimbursement.

I/We understand that no employee, board member, officer, agent, consultant, Subrecipient which are receiving funds under a CDBG assisted program who have responsibilities with respect to the CDBG activities or who participate in decision making process or have access to inside information with regard to activities cannot obtain a personal or financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611). The City cannot reimburse for any payroll for board members of the agency.

Organization Director Signature

Date

Organization Director Printed Name

Fiscal Sponsor Signature (if applicable)

Date

Fiscal Sponsor Printed Name

After filling out the boxes, please digitally sign or print and sign with a handwritten signature, and include the Signature Page with your application submission.

7. ATTACHMENT CHECKLIST

General Requirements

Fields marked as "Required" must have a document uploaded for the application to be submitted.
If a required document is unavailable, upload an explanatory document stating the reason for its absence.\

Most recent IRS Determination Letter. (Required) Acceptable file types: PDF

SAM.gov Proof of Registration/Certificate of Good Standing (Required) Acceptable file types: PDF

Annual Report (Not required) Acceptable file types: PDF

Organizational chart. (Required) Acceptable file types: PDF

List of Current Board Members. (Required) Acceptable file types: PDF

The list should include all board and committee members for your organization with their names, occupations, and/or community affiliations.

Anti-discrimination Statement Adopted by Board. (Required) Acceptable file types: PDF

Most recent Form 990 or 990EZ. (Required) Acceptable file types: PDF

**Financial Audit – (Required for Nonprofit Organizations receiving \$750,000 or greater in Federal Funds.)
Acceptable file types: PDF**

Itemized Project Budget and Bid/Quote Documents. (Required) Acceptable file types: PDF and Excel

Map Depicting the Project Location (Required) Acceptable file types: PDF and Excel

Photographs/Renderings/Plans: (Required) If you are requesting funds for infrastructure improvement projects, provide concepts, photos, and/or plans illustrating the requested upgrades/improvements if available. Acceptable file types: PDF and jpeg.