

*City of Cheyenne*  
*Community Development Block Grant*  
*2016 - 2017 Annual Action Plan*



*May 2016*

# Executive Summary

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

### 1. Introduction

The City of Cheyenne prepared a Comprehensive Consolidated Plan for Fiscal Years 2015 - 2019 that provided a five-year strategic plan. The 2016 Annual Action Plan covers the second year and is designed to be a collaborative process allowing residents to establish a unified vision for community development actions. It offers the residents of Cheyenne the opportunity to shape various housing and community development programs into an effective, coordinated set of strategies that addresses needs without duplicating programmatic efforts.

### 2. Summarize the objectives and outcomes identified in the Plan

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

Activities identified in the 2016 Annual Action Plan will implement the goals of the Five Year Consolidated Plan. The objectives provide specific actions to expand and preserve affordable housing, revitalize low and moderate income neighborhoods, provide training, transportation, and food for low income individuals and promote fair housing choices. Performance outcomes from these objectives will result in increased affordable housing units through single family rehabilitation and land acquisition for low income housing. Furthermore, CDBG funds will be used to provide improvements to neighborhoods through public infrastructure improvements. The plan also provides for community and supportive services for the homeless, low and moderate income persons, and those with special needs.

Specifically, the City will do the following:

#### **Provide Decent, Affordable Housing:**

1. Acquire land for 3 affordable homes.
2. Provide 8 low income homeowners with housing rehabilitation.
3. Provide emergency housing and utility assistance to 30 low income families.
4. Provide rehabilitation to the local homeless shelter to assist approximately 1,312 homeless individuals.
5. Provide downpayment and closing costs for 2 first time homebuyers.

#### **Create Suitable Living Environments:**

1. Assist 400 low income individuals with transportation.
2. Assist 400 low income individuals with food baskets.
3. Assist up to 5 low income students with scholarship assistance.
4. Assist a low income neighborhood with flood and drainage improvements.

**Improve Economic Opportunity:**

1. Assist up to 10 low income single mothers with job training.
2. Assist with the rehabilitation of a public facility.

**3. Evaluation of past performance**

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

The City's past programs have focused on community needs that continue to exist including aging housing and infrastructure, neighborhood improvements, and social service supports for low income residents. Cheyenne believes the programs proposed for the 2016 Action Plan year and goals for the five-year planning period, are similar to those used in the past, and continue to be the most efficient and effective use of Community Development Block Grant (CDBG) funds.

Within the first year of the Consolidated Plan the Housing and Community Development (H&CD) Office has assisted with homeless prevention and assistance with food baskets and transportation. Additional assistance will be given to single mothers for job training, homeowners for smoke detectors and exterior rehabilitation, facility rehabilitation for a senior center, facility for homeless youth and at risk youth and spot blight.

**4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The Citizen Participation input process for the Cheyenne Annual Action Plan included the following:

The City of Cheyenne began its citizen participation and consultation process in September 2015 with a Notice of Funding Available (NOFA) announcing the Fiscal Year 2016 CDBG funding cycle was beginning. A public meeting/training session was held on October 7, 2015, with 14 residents attending. A News Release announcing that a Public Hearing was to be held on November 4, 2015, was published.

Residents of the City of Cheyenne were encouraged to attend the Public Hearing and provide comments on the concept paper applications that were received. Six residents attended. The Advisory Council consulted and reviewed the submitted concept papers to determine which would proceed to the full

application phase. The Advisory Council met with the individual applicants on February 3 and 4, 2016, to ask specific questions regarding the submitted grant applications. Twenty-two residents attended the February meetings.

On March 25, 2016, the Annual Action Plan was published and made available at the County Library, State Library, City Clerk's Office, Housing and Community Development Office and on the City Website, for 30 days to allow the citizens of Cheyenne to comment on the plan. Another Public Hearing was scheduled for April 25, 2016, during the bi-monthly City Council Meeting. An announcement of this Public Hearing was published on April 11, 2016. This was the final opportunity for citizens to comment on the plan. City Council reviewed the plan during their Finance Committee Meeting on May 2, 2016, and approved the Plan on May 13, 2016.

## **5. Summary of public comments**

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

Even though the residents of Cheyenne were provided multiple opportunities to comment on the Fiscal Year 2016-2017 Annual Action plan no comments have been received. Public Notices were placed in the local newspaper, and on the City of Cheyenne's website. The Public Notices were also e-mailed through the Laramie County Community Partnership. Public Meetings/Hearings were held prior to the 30-day comment period and one Public Hearing was held at the end.

No comments were received during the 30-day comment period.

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

No comments have been received.

## **7. Summary**

The H&CD Office provides the citizens of Cheyenne the opportunity to comment on the Community Development Block Grant (CDBG) cycle multiple times throughout the process. A final public hearing will be held during the City Council meeting on April 25, 2016, and will be the last date that written comments will be accepted for inclusion in the Annual Action Plan.

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

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

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

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

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The lead agency for the administration of the Fiscal Year 2016 Annual Action Plan is City of Cheyenne's Housing & Community Development Office.

**Consolidated Plan Public Contact Information**

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

### **1. Introduction**

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

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

The Housing & Community Development (H&CD) Office is working with WyoNAHRO on their efforts to implement a state Housing Trust Fund.

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

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

The Wyoming Continuum of Care is working with agencies throughout the state, including the Housing & Community Development Office, to strengthen participation. The Wyoming Continuum of Care is known as the Wyoming Homeless Collaborative (WHC) and is broken up into five regions. A new Lead Agency has taken charge and a Technical Assistance Team met with the WHC to help with strategic planning and structural issues such as Governance Charter, Policies & Procedures, Homeless Management Information Systems (HMIS), the WHC budget, Housing Inventory and Point in Time Counts. Since then WHC has worked diligently to ensure that the Point in Time Count was a success.

The Governor of Wyoming has appointed a homeless coordinator. The first Homeless Conference was held in October, 2015, with over 100 participants.

The City of Cheyenne H&CD Office is part of the Southeast Region CoC (SRCoC). The SRCoC holds quarterly meetings and worked closely with the homeless coordinator on the 2015 PIT Count.

The City of Cheyenne H&CD Office is also part of the LCCP Strong Families Action Team. The team is working with the homeless liaison for School District #1 and is working to procure 6 unaccompanied student residences within Cheyenne, a boys and a girl's residence within each triad. A residence within the East Triad was donated by Holy Trinity Manor and should be ready for students within the spring semester 2016. Land has been procured within the South Triad and it is anticipated that the Building Trades class at South High School will build a duplex.

The H&CD Office is also working with COMEA House and Family Promise of Cheyenne. COMEA is the local homeless shelter and it is anticipated that CDBG funding will be utilized for needed rehabilitation. Family Promise works with homeless families and they are looking to purchase a home/twin home for their program.

**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**

N/A; The City of Cheyenne does not receive the Emergency Solutions Grant (ESG). The Homeless Management Information System (HMIS) assists Continuum of Care planning groups to identify needs and gaps in provision of housing and services to assist persons who are homeless.

**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	<b>Agency/Group/Organization</b>	CHEYENNE HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Executive Director was contacted. Information was requested on how many units/vouchers they manage and how many are on their waiting list. Information regarding fair housing training and Section 3 residents was also requested. The Cheyenne Housing Authority also requests a consistency letter in regards to their Agency Plan.
2	<b>Agency/Group/Organization</b>	City of Cheyenne
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Lead Agency
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Cheyenne is the lead agency for preparation of the Consolidated Plan, Annual Action Plan, and CAPER. Multiple different offices attended a community meeting to assist with defining goals and objectives for the 5-year Consolidated Plan. Staff members have also consulted with the program manager via e-mail or in person on eligibility issues.
3	<b>Agency/Group/Organization</b>	WY Department of Education
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Unaccompanied youth

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff attended a community meeting to assist with identifying goals and objectives for the 5-year Consolidated Plan. Staff are also working with Laramie County Community Partnership on homeless/unaccompanied student residences. The Laramie County School District #1 homeless youth liaison is working to acquire 6 residences for unaccompanied students, a boys and a girl's residence within each of the 3 school districts. Holy Trinity Manor has loaned a residence within the East Triad that should be up and running by March 2016. Land has been donated within the South Triad. The South High School Building Trades class will assist with building a duplex on the land.
4	<b>Agency/Group/Organization</b>	CALC
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff attended a community meeting to help identify the goals and objectives for the 5-year Consolidated Plan. The outcome was to help identify the needs of the residents of Cheyenne. Further meetings have been held discussing homeowner rehabilitation and homeless prevention assistance.
5	<b>Agency/Group/Organization</b>	NEEDS, INC.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff attended a community meeting to help identify the goals and objectives for the 5-year Consolidated Plan. The outcome was to help identify the needs of the residents of Cheyenne.
6	<b>Agency/Group/Organization</b>	THE SALVATION ARMY
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meetings have been held with staff to discuss the needs of the low-income homeowners of Cheyenne. The anticipated outcome is to assist with homeless prevention activities.
7	<b>Agency/Group/Organization</b>	Climb Wyoming
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meetings have been held with staff to discuss the needs of the low-income single mothers of Cheyenne. The anticipated outcome is to assist with job training.
8	<b>Agency/Group/Organization</b>	COMEA House and Resource Center
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans

<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Meetings have been held with staff to discuss the needs of the homeless of Cheyenne. The anticipated outcome is to assist with the rehabilitation needs of the local homeless shelter.</p>
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**Identify any Agency Types not consulted and provide rationale for not consulting**

N/A; the City of Cheyenne provided an opportunity and invited participation and comments from all organizations serving low and moderate income residents and residents with special needs.

**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 with the ultimate goal of ending 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 program is composed of transitional housing, permanent supportive housing for disabled persons, permanent housing, supportive services and HMIS. The City of Cheyenne 5 Year Consolidated Plan's Homelessness goal is to provide sufficient, safe, and secure housing and supportive services to those in need, with an ultimate goal of self-sufficiency. The following outcomes were identified: 1) Assist 5 households with tenant-based rental assistance/rapid rehousing 2) Preserve and improve the homeless shelter

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Plan Cheyenne	City of Cheyenne Metropolitan Planning Office	<p>Plan Cheyenne is looking to provide new regulations that will help protect the character of the community's established neighborhoods and natural environment and ensure that future development is consistent with the community's vision. While the visual impact of the new regulations will take time to emerge, their presence reinforces the community's commitment to quality development. Plan Cheyenne places a strong emphasis on mixed-use development patterns as a means of maintaining the Cheyenne Area's identity, creating livable and pedestrian-oriented neighborhoods, stimulating development and revitalization, and promoting energy-efficient development. As part of the City's Unified Development Code (UDC), a variety of new mixed-use districts were established to support the implementation of the different intensities and types of mixed-use development designated by the Future Land Use Plan. In addition, some existing zone districts were modified to promote more compact, pedestrian-oriented development patterns. These and other amendments not only help bring the City's regulations into compliance with Plan Cheyenne, but also serve as incentives for future infill and redevelopment. The City of Cheyenne's 5 Year Consolidated Plan identifies goals to preserve and improve low income neighborhoods and to provide safe, decent affordable housing. This can be accomplished with smaller lot sizes and multi-family housing units as identified in Plan Cheyenne.</p>
CHA 5 Year and Annual Plan	Cheyenne Housing Authority	<p>The Cheyenne Housing Authority (CHA) will provide decent, safe and sanitary housing to the elderly, disabled and economically disadvantaged families who are unable to obtain housing through conventional means. The H&amp;CD Five Year Consolidated Plan's Housing goals are: "Preserve and improve low income neighborhoods" and "Provide safe, decent affordable housing."</p>

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

Please note that all housing and supportive service providers in Cheyenne were invited to participate in the Consolidated Plan process. These organizations were mailed surveys and invited to all community meetings. The agencies were again invited to participate and comment on the second year Annual Action Plan.

**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 Office arranged two public meetings in order to meet with stakeholders and set goals to be incorporated within the 2015-2019 Consolidated Plan.

A public hearing was held in November to introduce the applications that were received for the 2016 Annual Action Plan. A notice was placed in the paper inviting the community to attend.

A public hearing was held in April, during the 30-day comment period, at Cheyenne City Council. A notice was placed in the paper inviting the community to comment on the plan and notify them that a resolution would go before City Council on April 25, 2016.

**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	Public Meeting	Non-targeted/broad community	An afternoon meeting was set up at the Municipal Building on Wednesday, October 7, 2015. Fourteen community members attended the meeting.	No comments were received.	No 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)
2	Public Hearing	Non-targeted/broad community	An afternoon meeting was set up at the Municipal Building on Wednesday, November 4, 2015. Six community members attended the meeting.	No written comments were received.	No written comments were received.	
3	Public Hearing	Non-targeted/broad community	An evening meeting was held during City Council on Monday, April 25, 2016. Over 100 community members attended the meeting.	No verbal or written comments were received	No verbal or written comments were received.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

For Fiscal Year 2016 to 2017 the City of Cheyenne CDBG allocation is \$397,441. It is anticipated that \$1,000 in program income will be received. The amount of program income is declining each year. There is less funding to provide housing rehabilitation so there is less program income. Recaptured funding will be available in 2016 but might not be available for the remaining 3 years.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	397,441	1,000	135,225	533,666	1,192,323	

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**

CDBG funding does not have a matching requirement and is not being used to match any funding sources in Cheyenne. Even so, some local nonprofit agencies do provide leveraged dollars for the projects that they receive CDBG funding for. These leveraged dollars are identified with the specific projects.

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

There is no publically owned land or property within Cheyenne that will be used to address the needs of the Consolidated Plan or Annual Action Plan.

**Discussion**

Please see above.

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Promote self-sufficiency through service provision	2015	2019	Homeless Non-Homeless Special Needs	City of Cheyenne	Supportive Services for Low Income & Special Needs	CDBG: \$5,468	Public service activities other than Low/Moderate Income Housing Benefit: 1305 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 30 Households Assisted
2	Promote job training and opportunities	2015	2019	Non-Housing Community Development	City of Cheyenne	Job Training and Opportunities	CDBG: \$4,920	Public service activities other than Low/Moderate Income Housing Benefit: 10 Persons Assisted
3	Provide safe, decent affordable housing	2015	2019	Affordable Housing Public Housing Non-Homeless Special Needs	City of Cheyenne	Housing Rehabilitation and Improvements First Time Homebuyer Assistance	CDBG: \$130,000	Homeowner Housing Added: 3 Household Housing Unit Homeowner Housing Rehabilitated: 8 Household Housing Unit Direct Financial Assistance to Homebuyers: 2 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Public Facilities or Infrastructure Activities	2015	2019	Homeless Non-Homeless Special Needs Non-Housing Community Development	City of Cheyenne	Public Facilities or Infrastructure Improvements	CDBG: \$268,706	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 930 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 1 Households Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 6 Beds
6	Program Administration	2015	2019	Program Administration	City of Cheyenne	Program Administration	CDBG: \$79,488	Other: 1 Other

Table 6 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Promote self-sufficiency through service provision
	<b>Goal Description</b>	To provide free bus token assistance to low income individuals. To also provide financial assistance with rent, mortgages, and utilities to assist with homeless prevention. To also provide food baskets for low income individuals. To also provide scholarship assistance to low income students.
2	<b>Goal Name</b>	Promote job training and opportunities
	<b>Goal Description</b>	To train and place low income single mothers in careers that support their families.

3	<b>Goal Name</b>	Provide safe, decent affordable housing
	<b>Goal Description</b>	To provide low moderate income first time homebuyers downpayment and closing cost assistance. To provide low income homeowners rehabilitation for their homes. To provide for the acquisition of land for low income housing.
5	<b>Goal Name</b>	Public Facilities or Infrastructure Activities
	<b>Goal Description</b>	To provide rehabilitation to a senior services facility. To provide infrastructure to a low income neighborhood for flood water drainage. To provide facility rehabilitation for the homeless shelter.
6	<b>Goal Name</b>	Program Administration
	<b>Goal Description</b>	To provide program administration for the CDBG Entitlement Allocation for 2016.

**Table 7 – Goal Descriptions**

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

The City of Cheyenne's Five Year Comprehensive Consolidated Plan identified the following priority needs that fall under affordable housing. 1) Homeowner housing rehabilitated, 30 housing units; 2) Direct Financial Assistance to homebuyers, 3 households assisted.

The identified priority needs for Fiscal Year 2016 that fall under affordable housing are: 1) Rehabilitate 8 single unit residential properties; 2) Assist 2 first time homebuyers with direct homeownership assistance; 3) to improve the affordable housing stock by providing land for 3 new homes.

## AP-35 Projects – 91.220(d)

### Introduction

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

### Objectives

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

### Outcomes

1. Availability/Accessibility
2. Affordability
3. Sustainability

#	Project Name
1	Climb Wyoming - Train and Place Low-Income Single Mothers
2	Cheyenne Transit Program - Bus Tokens
3	Salvation Army - Staying Home and Warm
4	Needs - Crisis Food Assistance
6	CHA - SENIOR SERVICES
8	Habitat for Humanity - Multi-Home Project
12	Program Administration
13	LCCC - Scholarship Assistance
14	Capitol Basin Drainage
15	COMEA House - Family Room Fire Door
16	COMEA Rooftop HVAC unit
17	COMEA House - Tile Replacement
18	Hand Program
19	CHOP - First Time Homebuyer Assistance

**Table 8 – Project Information**

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

The allocation of funds is closely aligned with the housing and community development needs identified by the stakeholders and citizens who participated in the development of the Consolidated Plan. The primary obstacle to addressing underserved needs is lack of funds. The cost of needed improvements to the city far exceeds the city's five-year allocation of HUD block grant funds. The City also faces budgetary constraints associated with the economic downturn.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	Climb Wyoming - Train and Place Low-Income Single Mothers
	<b>Target Area</b>	City of Cheyenne
	<b>Goals Supported</b>	Promote job training and opportunities
	<b>Needs Addressed</b>	Job Training and Opportunities
	<b>Funding</b>	CDBG: \$ 4,920
	<b>Description</b>	This program will provide training for low-income single mothers. During the comprehensive training, CLIMB participants are guided through job training and also receive services that allow them to begin to address personal barriers to success. Training includes industry specific training, work readiness training, live skills training, parenting skills training, mental health services and advocacy services.
	<b>Target Date</b>	6/15/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that 10 low income single mothers will receive job training through this program.
	<b>Location Description</b>	The location of the job training depends on the training opportunity.
	<b>Planned Activities</b>	This activity will provide for low income single mothers to be trained and placed within careers that will support their families.
<b>2</b>	<b>Project Name</b>	Cheyenne Transit Program - Bus Tokens
	<b>Target Area</b>	City of Cheyenne

	<b>Goals Supported</b>	Promote self-sufficiency through service provision
	<b>Needs Addressed</b>	Supportive Services for Low Income & Special Needs
	<b>Funding</b>	CDBG: \$14,920
	<b>Description</b>	To provide free bus token assistance to very low, low, and moderate-income residents of Cheyenne.
	<b>Target Date</b>	6/15/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 400 low income individuals will receive free bus tokens.
	<b>Location Description</b>	The bus tokens will be distributed at 322 West Lincolnway, Cheyenne, WY 82001.
	<b>Planned Activities</b>	This activity will provide free bus tokens to low income individuals.
<b>3</b>	<b>Project Name</b>	Salvation Army - Staying Home and Warm
	<b>Target Area</b>	City of Cheyenne
	<b>Goals Supported</b>	Promote self-sufficiency through service provision
	<b>Needs Addressed</b>	Supportive Services for Low Income & Special Needs
	<b>Funding</b>	CDBG: \$ 14,920
	<b>Description</b>	To provide grants for emergency assistance to very low, low and moderate income residents for housing and utilities assistance to enable families to remain in their homes.
	<b>Target Date</b>	6/15/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 30 low income families will receive assistance.
	<b>Location Description</b>	The applications will be taken at 601 East 20th Street, Cheyenne, WY 82001. The families receiving assistance will be scattered throughout the City of Cheyenne.

	<b>Planned Activities</b>	This project will provide payments on housing and utilities.
<b>4</b>	<b>Project Name</b>	Needs - Crisis Food Assistance
	<b>Target Area</b>	City of Cheyenne
	<b>Goals Supported</b>	Promote self-sufficiency through service provision
	<b>Needs Addressed</b>	Supportive Services for Low Income & Special Needs
	<b>Funding</b>	CDBG: \$ 19,920
	<b>Description</b>	To provide crisis food baskets to low income residents of Cheyenne.
	<b>Target Date</b>	6/15/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that 400 low income families will receive food baskets through this program.
	<b>Location Description</b>	The food baskets will be distributed from 900 Central Avenue, Cheyenne, WY 82007.
	<b>Planned Activities</b>	To provide food baskets to low income residents of Cheyenne.
<b>5</b>	<b>Project Name</b>	CHA - SENIOR SERVICES
	<b>Target Area</b>	City of Cheyenne
	<b>Goals Supported</b>	Public Facilities or Infrastructure Activities
	<b>Needs Addressed</b>	Public Facilities or Infrastructure Improvements
	<b>Funding</b>	CDBG: \$6,500
	<b>Description</b>	To provide kitchen rehabilitation for the senior services program at FoxCrest.
	<b>Target Date</b>	9/30/2017

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that 800 low income seniors will receive benefit from the kitchen rehabilitation at FoxCrest.
	<b>Location Description</b>	FoxCrest is located at 4125 Cox Court, Cheyenne, WY 82001.
	<b>Planned Activities</b>	This project will provide for the rehabilitation of a kitchen in the Senior Community Center.
<b>6</b>	<b>Project Name</b>	Habitat for Humanity - Multi-Home Project
	<b>Target Area</b>	City of Cheyenne
	<b>Goals Supported</b>	Provide safe, decent affordable housing
	<b>Needs Addressed</b>	Housing Rehabilitation and Improvements
	<b>Funding</b>	CDBG: \$70,000
	<b>Description</b>	To provide for the acquisition of 4 lots for a three home construction project.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This activity will benefit 3 low income families.
	<b>Location Description</b>	It is anticipated that HFH will purchase lots 15, 16, 17, and 18 on E. 13th Street between Fremont Avenue & Hot Springs Avenue.
	<b>Planned Activities</b>	To provide for the acquisition of 4 lots for a three home construction project
<b>7</b>	<b>Project Name</b>	Program Administration
	<b>Target Area</b>	City of Cheyenne
	<b>Goals Supported</b>	Program Administration
	<b>Needs Addressed</b>	Program Administration
	<b>Funding</b>	CDBG: \$ 79,488

	<b>Description</b>	Provide program administration for the City of Cheyenne CDBG Entitlement funds.
	<b>Target Date</b>	9/29/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This activity is for Program Administration only.
	<b>Location Description</b>	The office is located at 2101 O'Neil Avenue, Cheyenne, WY 82001.
	<b>Planned Activities</b>	To provide for the program administration of the City of Cheyenne CDBG Entitlement funds.
8	<b>Project Name</b>	LCCC - Scholarship Assistance
	<b>Target Area</b>	City of Cheyenne
	<b>Goals Supported</b>	Promote self-sufficiency through service provision
	<b>Needs Addressed</b>	Supportive Services for Low Income & Special Needs
	<b>Funding</b>	CDBG: \$ 4,920
	<b>Description</b>	To provide scholarship assistance to low income students.
	<b>Target Date</b>	6/15/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 5 low income students will receive scholarship assistance to LCCC.
	<b>Location Description</b>	The LCCC Campus is located at 1400 E. College Drive, Cheyenne, WY 82007. The students will be scattered throughout the City of Cheyenne.
	<b>Planned Activities</b>	This grant will provide scholarship assistance to low income students attending Laramie County Community College.
9	<b>Project Name</b>	Capitol Basin Drainage
	<b>Target Area</b>	

	<b>Goals Supported</b>	Public Facilities or Infrastructure Activities
	<b>Needs Addressed</b>	Public Facilities or Infrastructure Improvements
	<b>Funding</b>	CDBG: \$ 219,785
	<b>Description</b>	To provide for the drainage infrastructure of a low income area.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will assist approximately 5,000 individuals within two low income census tracts.
	<b>Location Description</b>	The project location is on 21st Street, between O'Neil Avenue and Bent Avenue, Cheyenne, WY 82001.
	<b>Planned Activities</b>	This project will help mitigate critical flood hazards within Census Tract 7 and 2.
<b>10</b>	<b>Project Name</b>	COMEA House - Family Room Fire Door
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facilities or Infrastructure Activities
	<b>Needs Addressed</b>	Public Facilities or Infrastructure Improvements
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	To provide for the rehabilitation of the family dorm at the homeless shelter.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 1,312 homeless individuals will receive shelter during 2016.
	<b>Location Description</b>	COMEA Inc. is located at 1504 Stinson Avenue, Cheyenne, WY 82001.
	<b>Planned Activities</b>	This activity will be the installation of a new fire exit constructed within the family dorm.

<b>11</b>	<b>Project Name</b>	COMEA Rooftop HVAC unit
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facilities or Infrastructure Activities
	<b>Needs Addressed</b>	Public Facilities or Infrastructure Improvements
	<b>Funding</b>	CDBG: \$15,351
	<b>Description</b>	Replacement of a rooftop HVAC unit at the local homeless shelter.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 1,312 homeless individuals will stay at the shelter in 2016.
	<b>Location Description</b>	Comea Inc. is located at 1504 Stinson Avenue, Cheyenne, WY 82001.
	<b>Planned Activities</b>	This project will replace the current HVAC unit.
<b>12</b>	<b>Project Name</b>	COMEA House - Tile Replacement
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facilities or Infrastructure Activities
	<b>Needs Addressed</b>	Public Facilities or Infrastructure Improvements
	<b>Funding</b>	CDBG: \$17,942
	<b>Description</b>	To provide rehabilitation to the homeless shelter dining/living room floor.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 1,312 homeless individuals will stay at the homeless shelter in 2016.

	<b>Location Description</b>	Comea, Inc. is located at 1504 Stinson Avenue, Cheyenne, WY 82001.
	<b>Planned Activities</b>	This project will replace the tile in dining/living areas.
<b>13</b>	<b>Project Name</b>	Hand Program
	<b>Target Area</b>	City of Cheyenne
	<b>Goals Supported</b>	Provide safe, decent affordable housing
	<b>Needs Addressed</b>	Housing Rehabilitation and Improvements
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	To provide for the rehabilitation of low-moderate income homeowner housing.
	<b>Target Date</b>	9/29/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that 8 low income homeowners will receive rehabilitation on their homes.
	<b>Location Description</b>	The applications will be taken at 2101 O'Neil Avenue, Cheyenne, WY 82001. The homeowners will be scattered throughout the City of Cheyenne.
	<b>Planned Activities</b>	To provide for homeowner rehabilitation.
<b>14</b>	<b>Project Name</b>	CHOP - First Time Homebuyer Assistance
	<b>Target Area</b>	City of Cheyenne
	<b>Goals Supported</b>	Provide safe, decent affordable housing
	<b>Needs Addressed</b>	First Time Homebuyer Assistance
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	To provide downpayment and closing costs for first time homebuyers.
	<b>Target Date</b>	9/29/2017

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that 2 first time homebuyers will receive assistance.
	<b>Location Description</b>	The applications will be taken at 2101 O'Neil Avenue, Cheyenne, WY 82001. The homes purchased will be scattered.
	<b>Planned Activities</b>	To provide downpayment and closing costs for 2 first time homebuyers.

## **AP-50 Geographic Distribution – 91.220(f)**

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

The geographic area of the jurisdiction is the City of Cheyenne. Approximately 77 percent of the offices are located within Census Tract 7, with 57 percent of the funding identified to be spent within Census Tract 7; 16 percent within Census Tract 6; and 2 percent within Census Tract 15.2. The remainder of the funding will be spread throughout the City of Cheyenne for low to moderate income households and persons.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
City of Cheyenne	100

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The Housing & Community Development Advisory Council's priorities are to serve the low to moderate income population. The grant recipients have to demonstrate that their clients are low to moderate income city residents. The majority of their clients live in Census Tracts 2, 3, 7, and 10, which are the City of Cheyenne's low income neighborhoods. It is estimated that approximately 82 percent of our grant allocation will be dedicated to these low income neighborhoods.

### **Discussion**

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

CLIMB Wyoming \$4,920.00. Their main office is located in Census Tract 7, Block 1. They assist low to moderate income single mothers with employment training. Their clients are scattered throughout Cheyenne.

Cheyenne Transit \$14,920.00. Their main office is located in Census Tract 7, Block 1. They assist low to moderate income residents of Cheyenne with 6 bus routes. Their clients are scattered throughout Cheyenne.

Needs, Inc. \$19,920.00. Their main office is located in Census Tract 2, Block 2. All of their assistance will be given to low to moderate income residents of Cheyenne. Their clients are scattered throughout Cheyenne.

The Salvation Army \$14,920.00. Their main office is located in Census Tract 7, Block 3. All of their

assistance will be given to low to moderate income residents of Cheyenne. Their clients are scattered throughout Cheyenne.

Cheyenne Housing Authority Senior Services \$6,500.00. Their senior center is located in Census Tract 15.2, Block 3. They assist low to moderate income seniors of Cheyenne.

City of Cheyenne Drainage Project \$219,785.00. Their main office is located in Census Tract 7, Block 1. The property they will purchase is located in Census Tract 7, Block 1.

COMEIA Inc. \$38,292.40. They are located in Census Tract 7, Block 1.

Habitat for Humanity \$70,000.00. Their main office is located in Census Tract 7, Block 1. They are purchasing land in Census Tract 6, Block 2.

H&CD Office \$64,920.00. Their main office is located in Census Tract 7, Block 1. Their clients are scattered throughout Cheyenne.

The City of Cheyenne is 38.1 percent low to moderate income per the 2000 Census Tract and Block Percentages for Low/Moderate.

Census Tract 2 55.83 percent

Block 2 55.05 percent

Census Tract 6 41.97 percent

Block 2 50.77 percent

Census Tract 7 61.28 percent

Block 1 87.70 percent

Block 3 67.09 percent

Census Tract 15.2 19.5 percent

Block 3 74 percent

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

Affordable housing is a continuing need in Cheyenne. In past years it has been a struggle to find developers who are willing to provide new affordable housing units within the city. Even so, in 2014 three developers applied to WCDA for HOME and Low Income Housing Tax Credit assistance to build 117 units within Cheyenne. Another agency is looking to build 44 units for veterans. Two of the developers again submitted applications to WCDA in 2015. In October 2015 WCDA approved funding for two developments within Laramie County. Crow Creek Apartments, containing 59 units, will be located on Avenue B-6 within Census Tract 4.02, just outside of the city limits. Grand Harmony Apartments, containing 33 units, will be located within Census Tract 3, within the city limits. Both developments are located on the south side of Cheyenne, the county project is located within a low income census tract.

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

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

The City will continue to discuss the affordable housing concept with local developers. Also, the amount of CDBG funding that the City receives is too little to help with more than a small infrastructure project. Therefore, the Housing & Community Development Office is focusing on ensuring that homeowners remain in their current homes. The City has dedicated \$50,000 for Homeowner Rehabilitation projects within the City in Fiscal Year 2016.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	1
Non-Homeless	28
Special-Needs	0
Total	29

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	15
The Production of New Units	3
Rehab of Existing Units	9
Acquisition of Existing Units	2
Total	29

**Table 12 - One Year Goals for Affordable Housing by Support Type**

### **Discussion**

The above 29 households that will be assisted include approximately 15 homes assisted with homeless prevention rental assistance, approximately 8 homes assisted with exterior rehabilitation, the rehabilitation of one homeless shelter that houses approximately 1,312 homeless individuals each year, and the acquisition of land for 3 low income housing units and assistance for 2 first time homebuyers.

With all of the recent and projected growth in the City, demand for affordable housing will only increase in coming years. Vacancies in Cheyenne have remained very low over the past 3 years, with vacancies decreasing from 1.4 percent to 1.2 percent. The average number of City residential units for sale in 2015 was 392 compared to 485 units for sale at the same time in 2014. The number of City unfurnished apartments vacant in 2015 was 35 compared to 51 vacant at the same time in 2014.

Because Cheyenne is growing, average home prices, especially for newer homes have seen a strong increase over the past 8 years. In 2015 the average home sales price was \$236,351 compared to \$232,192 in 2014, an increase of 1.8 percent and \$218,855 in 2013, an increase of 8.0 percent.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Cheyenne Housing Authority (CHA) manages the public housing for Cheyenne. The CHA provides decent, safe and sanitary housing to the elderly, disabled and economically disadvantaged families who are unable to obtain housing through conventional means. The ultimate goal of the CHA is to assist and empower their clients through the professional and courteous provision of basic life services, in order to allow them opportunities to establish control of their destinies.

The CHA administers low income rental housing assistance for nearly 2,150 households throughout Wyoming. At the same time the CHA also has a waiting list of approximately 1,400 households for its Section 8 and Public Housing programs. This is one indication of the shortage of affordable housing for all eligible populations.

The CHA has a total of 266 Public Housing Units in Cheyenne consisting of 97 scattered site single family homes and 3 multifamily properties serving senior and disabled tenants.

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

The City of Cheyenne has a working partnership with the CHA to meet the needs within the community. However, the CHA develops its own Consolidated Plan for submission which is consistent with the City of Cheyenne Consolidated Plan.

In essence, the CHA Agency Plan describes capital improvements as addressing modernization needs throughout the public housing portfolio including replacement of roofs, concrete, fences, siding, floor covering, sewer lines, windows, cabinets, elevator upgrades, etc. There are no funds available for the creation of new public housing units.

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

The CHA has a Family Self Sufficiency (FSS) Program. The Program helps active participants eliminate their need for food stamps, and other social services programs by showing households ways to become financially independent.

Participants are offered a variety of tools to get ahead, the opportunity to learn new skills and/or enhance old ones, and raise their ability to gain economic self-sufficiency. The FSS Program is available to all participants receiving Section 8 rental assistance or Public Housing through the CHA, and live in Laramie County or Albany County.

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

In 2015, FSS program participants included 20 Public Housing tenants and Section 8 participants.

The CHA solicited public comment and held a public hearing as part of its Agency Plan submission process, and solicits public comment prior to adoption of any policy change. Additionally, the CHA informs the public, including tenants, of regularly scheduled monthly meetings of the CHA Board of Commissioners and invites public comment at each meeting. The CHA works closely with Resident Councils established at each of its four elderly/handicapped/disabled housing complexes, and CHA staff attends each Resident Council meeting to solicit and discuss tenant feedback regarding ongoing operations of the public housing program.

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

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

**Discussion**

Last year the CHA applied for Home Low Income Housing Tax Credits for the McGowan Place Apartments, development located at 325 & 327 East Prosser Road in Cheyenne. The project would provide 48 units of housing for low income residents. The project would provide eight (8) one bedroom one bath units, twenty-six (26) two bedroom two bath units, and thirteen (13) three bedroom two bath units. Unfortunately, CHA's application was not approved by WCDA.

The CHA provides ongoing fair housing training for its staff. The CHA is very active in WyoNAHRO, Mountain Plains NAHRO, and National NAHRO, AHMA and other housing organizations; staff participates in fair housing training at conferences presented by each of these entities. Staff also participates in monthly conference calls with HUD's Office of Public Housing which sometimes includes fair housing training.

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

### **Introduction**

Homeless and special populations are one of the City of Cheyenne's top three categories for priority needs and goals within the Five Year Consolidated Plan. The City of Cheyenne Housing & Community Development Office has a working relationship with COMEA House, the local homeless shelter; Safehouse, the local domestic violence shelter; Community Action of Laramie County (CALC), a local ESG and CSBG agency; Family Promise, a local transitional housing agency; Wyoming Independent Living, a local disability agency; Cheyenne Transit Program, the local public transit system; Laramie County Community Partnership Strong Families Action Team, a local nonprofit working with homeless youth; and Needs, Inc., a local food bank. All of the above agencies work with the homeless and special populations in the City of Cheyenne.

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

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

The following actions will be taken by the City of Cheyenne in Fiscal Year 2016 to address the needs of homeless persons and homelessness prevention. In January 2016, a Point In Time (PIT) count was conducted. The PIT is an intense survey used to count the number of homeless individuals living in Cheyenne on the streets, in shelters, safe houses or in transitional housing, or in areas not meant for human habitation. The survey was conducted at the Depot where The Salvation Army provided lunch. Representatives from a veteran's program and Laramie County Community College were present with information and volunteers handed out goodie bags. Approximately 32 volunteers surveyed individuals at the Depot and throughout Cheyenne. The homeless shelter, SafeHouse, and transitional housing employees collected the information for the sheltered count. The information collected is being compiled into a report that will show a more accurate homeless count for Cheyenne.

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

Community Action of Laramie County (CALC), operates a health clinic for the homeless at the City/County Health Department, Cheyenne Crossroads Clinic. This program provides medical care and other health services to the homeless population of Laramie County. In addition, they manage an 8 unit Homeless Veterans House.

Interfaith Family Support Services/Family Promise works with homeless families. They manage a duplex and work with the local churches to help house homeless families.

The Housing & Community Development (H&CD) Office will be working with three nonprofit agencies in Fiscal Year 2016 that help the homeless population in Cheyenne:

Needs, Inc. provides short term emergency services and assistance to homeless individuals and families, during daylight hours. Individuals in need receive food and clothing. CDBG will help by providing food.

Cheyenne Transit offers free transportation to the homeless so they are able to get around the City of Cheyenne to look for housing and jobs. CDBG will help by providing free bus tokens.

COMEA House is the local homeless shelter. CDBG will help by providing rehabilitation to the facility.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The COMEA House continues to be a primary overnight homeless shelter for the community. The shelter provides a safe and secure emergency shelter to homeless adults and families. COMEA is a 30-day emergency shelter for men, women, and families. Currently the shelter can accommodate 65 men and women and two families at a time. In addition to the emergency shelter, COMEA House also has a Transitional Living Program (TLP). The TLP consists of 12 efficiency apartments; two of these apartments are handicap accessible. The purpose of the TLP is to help homeless men and women transition from homelessness into self-sufficiency. They also have a pay to stay dormitory that houses up to 10 men in a semi private living space. These men are working and saving for a place of their own and are able to participate in the program for 90 days.

Community Action of Laramie County (CALC) receives HUD Emergency Solutions Grant (ESG) Funds to provide for emergency lodging, first month's rent and/or deposit for homeless individuals and families. They also manage a VA homeless apartment complex that is funded by a veteran's grant and per diem program that pays for the days that a veteran is in the apartment and this money also provides for meals. CALC also receives Community Services Block Grant (CSBG) funds, part of which can and, usually is, used for the same as the emergency solutions funds but includes support services; medical, identification, transportation. CALC also has the Healthcare for Homeless grant which covers basic medical care.

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

Community Action of Laramie County (CALC) offers several programs for the homeless. The Key Transitional Housing (KTH) program offers homeless families the use of three single family homes for periods ranging from six months to two years. Smith Manor offers 18 efficiency apartments to homeless individuals. Twelve units are used as transitional housing for men and women in need of a home while they are in transition back to work. The other six units are leased as permanent supportive housing to those with disabilities. Yet another way CALC helps people in need is by renting four apartments along

west Dell Range Boulevard to low income families. Monthly rent for the three bedroom units is priced at about 30 percent below the average for Cheyenne. In addition, CALC has built a Homeless Veterans Housing project that houses 8 qualified homeless veterans.

Interfaith Family Support Services/Family Promise houses homeless families in churches and in a duplex that they own. They are wishing to expand this program by purchasing another duplex with the help of CDBG funds.

Laramie County Community Partnership (LCCP) Strong Families Action Team is working with Catholic Charities to provide host homes for homeless unaccompanied youth. They have acquired the use of a home and will start housing unaccompanied students. They are wishing to acquire a Homeless Youth Residence with infrastructure assistance utilizing CDBG funds.

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

CALC operates a Homeless Prevention program. This program assists individuals with financial assistance, up to \$750.00, to our very low and low income residents for payment of mortgage, rent, or utilities when the family or individual is in jeopardy of losing housing. They received CDBG assistance for this in 2015.

The Salvation Army operates a program that provides housing & utilities assistance to keep low income residents in their homes.

LCCP Strong Families Action Team continues to work with a youth homeless taskforce to identify the needs of the local homeless youth.

## **Discussion**

In the past 6 years the City of Cheyenne has put Public Service dollars towards the homeless in Cheyenne, also \$230,000 has been given to COMEA House for rehabilitation, CALC has received \$16,000 for Homeless Prevention. Interfaith Family Support Services has received \$61,000 for homeless families.

Laramie County Community Partnership Strong Families Action Team has received \$27,000 for an unaccompanied student residence.

This is an area where Cheyenne will continue to provide funding.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family

Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

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

### **Introduction**

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

In 2014 three developers applied to WCDA for HOME Low Income Housing Tax Credit funding for building affordable housing here in Cheyenne. Two of the developers applied again in 2015 and both received funding. Two low income apartment complexes will be built in south Cheyenne, adding more than 90 affordable units to the housing stock.

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

The Cheyenne Metropolitan Planning Office (MPO) has updated PlanCheyenne. PlanCheyenne and the Unified Development Code (UDC) addresses topics like land use, zoning ordinances, building codes, and policies. During the approval process for Plan Cheyenne there were a variety of concerns expressed. Some false information was provided to the residents specifically relating to the adverse impact that affordable housing options could have on area neighbors. Such information, when not based in fact, has the ability to become a barrier to providing affordable housing within the City of Cheyenne. The MPO, Planning, Development and Building offices will continue to work with and encourage developers to build more affordable housing along with encouraging a broader diversity of housing types that can better match housing products to area incomes. Additional discussions relating to density and strategies to mitigate the adverse effects of density will continue to be an ongoing topic of discussion in the City of Cheyenne.

Discussions have also been held within City offices to see if fees could be lowered to make development more affordable. Although fees constitute a small proportion of the total cost of any housing unit, future discussions relating to fees should also focus on strategies or credits that could be applied to affordable housing.

### **Discussion**

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

Affordable rental housing draws the most attention, although affordable owner housing has opposition. Neighbors express concerns about overcrowded schools, falling property values, crime and traffic. To calm these reasonable concerns, the City should continue to provide a balanced approach to development in which these issues are addressed in code and are mitigated by our standards. With

adequate assurances in place, elected officials can assure concerned neighbors that their issues will be addressed in a predictable and sufficient manner. This enables elected officials to approve development projects with greater certainty that they are not neglecting the concerns of area residents they represent.

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

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

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

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

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

### **Actions planned to address obstacles to meeting underserved needs**

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

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

### **Actions planned to foster and maintain affordable housing**

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

The H&CD Office will also continue to provide funding for homeowner rehabilitation projects in an effort to maintain the local affordable housing stock and also continue to provide funding for first time homebuyers to assist with down payment and closing costs.

### **Actions planned to reduce lead-based paint hazards**

According to Census data, Cheyenne has over 18,000 housing units that were built prior to 1980 and many of these units are thought to contain lead based paint. The neighborhoods containing older homes are also neighborhoods that many low and moderate income individuals and families call home. The H&CD's policy when dealing with housing rehabilitation projects is to require lead paint testing by a certified lead based paint inspector on any house built prior to 1978, if the rehabilitation work will include disturbing any existing painted surfaces. Where lead based paint is found, the safe removal or encapsulation of all areas containing lead paint will be required as part of the rehabilitation contract.

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

invited to bid on the homes where lead based paint is found.

Lead paint information booklets are available in English and Spanish, and are provided to all Emergency Assistance Program (HAND) and HOME Program participants, as well as buyers through the Cheyenne Homebuyers Opportunities Program (CHOP).

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

The H&CD Office is also working with the nonprofit agencies in Cheyenne and the City/County Health Department. If the City/County Health Department becomes aware of a lead based hazard they can contact the H&CD Office and request a lead inspection. If a sub grantee is required to have a lead based paint test done, then the H&CD Office Housing Inspector is made available to perform the lead test. A new lead analyzer was purchased and will provide enhanced lead results.

### **Actions planned to reduce the number of poverty-level families**

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

Actions that will take place during 2016 to promote self-sufficiency and help move individuals and families out of poverty include:

- 1) Funding for job training for low income single mothers through CLIMB Wyoming and Laramie County Community College scholarship assistance to low income students.
- 2) Continued support for agencies that work with individuals and families living in poverty, including;
  - Funding for transportation programs (providing free bus tokens that allow those with no transportation the ability to travel to work, the doctor, the grocery store, etc.)
  - Funding for the local food bank (providing food baskets for the low income)
  - Funding for homeless prevention (providing rental/house payments and utility payments)
- 3) Continued support for improving/increasing the quality of the housing stock through the Hand Program (housing rehabilitation), Habitat for Humanity (land acquisition for 3 low income homes), and CHOP Program (first time homebuyer's assistance).

### **Actions planned to develop institutional structure**

It is the responsibility of the Cheyenne Housing & Community Development (H&CD) Office Program Manager to administer the 2016 to 2017 grant proposals, as well as, ongoing programs from prior years, as public guardian in a manner that is accountable and demonstrates cost effective methods for the

betterment of the community, while reflecting the intent of CDBG to service the needs of the community in meeting a national objective.

The H&CD Office works with several city departments on CDBG funded projects. These departments include the following:

- 1) Finance Department, which provides management of the financial aspects of the grant and fund draw down and assists when the Program Manager is unavailable;
- 2) Purchasing Department, which provides assistance to the H&CD Office with purchase orders;
- 3) IT Department, which provides computer, mail room, and copy assistance;
- 4) Fire & Rescue Department, which provides management of the smoke detector program;
- 5) Other city departments, as the need may arise.

The City of Cheyenne H&CD Office has a partnership with and between nonprofit organizations, community residents, social service agencies, public health, public institutions and businesses. With these working partnerships our office will be able to direct people to the agencies that can better serve their needs if the H&CD Office cannot help them.

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

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

The H&CD Office Program Manager is also working with the Wyoming 211 agency and the Inter Service Family Assistance Committee as other avenues to inform the community of our services.

The Wyoming Homeless Collaborative is working with agencies throughout the state, including the H&CD Office, to strengthen the Continuum of Care in Wyoming. One of their steps was to ensure that the 2014, 2015 and 2016 Point in Time Count was a success.

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

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

## **Discussion**

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

## Program Specific Requirements

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

#### Introduction

For Fiscal Year 2016 to 2017 the City of Cheyenne will receive \$397,441. It is anticipated that \$1,000 in program income will be received. \$135,225 in recaptured funds will be included with the grant cycle.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

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

#### 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.	0.00%

## **Discussion**

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

The amount of program income that the H&CD receives each year is under \$2,000 unless one of the mortgages being maintained is paid off.