



# Fourth Program Year CAPER

The CPMP Fourth Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 4 CAPER Executive Summary response:

This report discusses the actions undertaken by the city of Cheyenne Housing and Community Development (H&CD) Office in accomplishing its annual goals and objectives as described in the Comprehensive Consolidated Plan 2010-2014, which was submitted May 2010.

The comprehensive Consolidated Plan 2010-2014 development involved consultation with public and private agencies that provide assisted housing, health services and social services, including providers to children, elderly people, people with disabilities, people with HIV/AIDS and their families, and homeless. Local businesses, lenders and realtors were consulted on economic/community needs. The Cheyenne Housing Authority, which manages public housing units and administers Section 8 vouchers and certificates, was an active partner in the planning process.

Fiscal Year 2013-2014 Annual Action Plan represents the fourth year of the Comprehensive Consolidated Plan and addresses priority needs within the community.

Stakeholder participation drives the city of Cheyenne's Community Development Block Grant planning process, with input from public, private and non-profit sectors. Partnerships between public and private entities, citizens, and corporate America provide the means to assist the Cheyenne Housing and Community Development Office in identifying the global needs of the community. Three areas were identified as Priority of Needs:

1. Homelessness and Special Populations
2. Economic/Community Development
3. Housing

Three goals and forty-four objectives were identified for the 2010-2014 Comprehensive Consolidated Plan:

## Homelessness/Special Populations

**GOAL:** *Cheyenne will provide sufficient, safe, and secure housing and supportive services to those in need, with an ultimate goal of self-sufficiency.*

**OBJECTIVES:**

- Increase capacity for free and/or affordable healthcare services
- Develop a minimum of 30 transitional housing units that offer self-sufficiency programs for homeless, special populations, and/or special needs families and individuals
- Improve and/or expand emergency housing for the homeless
- Expand day centers for the homeless
- Expand the number of social/medical detox beds and services
- Expand the number of Cheyenne residential treatment beds for women with addictions (and their children)
- Expand affordable transportation to be available 24 hours a day, 7 days a week
- Expand housing opportunities for the elderly and/or persons with physical disabilities
- Increase by 5 the number of group homes for special populations
- Increase capacity for tiered cost child care facilities, with extended service hours
- Create inclusive child care facilities that serve children with disabilities *and* their siblings
- Create a “one stop shop” for health and supportive services
  - *(Ideas include representatives or offices for: Department of Family Services, Medical Services, Pharmaceutical Services, Department of Workforce Services, Cheyenne Housing Authority, Community Action, Laramie County Community College GED program, WIC (Women, Infants and Children), SAFE House, Laramie County Community Partnership, Needs Inc., Ancillary Services (x-rays, blood work, etc), Dental Services, Vision Services, Mental Health services, a Community Based Case Manager, Family Partnership Facilitator, Transportation Services, Attention Homes, Youth Alternatives, a shared training center, a shared day center for the homeless, nearby transitional housing, and a complimentary day care provided by all partners when parents are visiting this one-stop shop.)*
- Provide asset-building assistance to low-income individuals

## Economic/Community Development

**Goal:** *Develop an infrastructure of sustainable services, birth through aging, to create self-sufficient individuals a positive geographic identity, and a vital economic climate.*

**Objectives:**

- Focus transportation and safe pedestrian access to increase services to vulnerable populations
- Add 2 new transit stops per year for 5 years. (10 total)

- To create comprehensive, neighborhood-based access to quality affordable child care and after-school programming through the middle school level. (28 schools over 5 years)
- To increase graduation and retention rates for youth, through programming that contributes to the physical, intellectual, emotional and economic well-being of youth. (100 youth over 5 years)
- To create collaboration with (at least) businesses, professional, corporate and non-profit organizations, instituting internships, job training and mentoring to vulnerable at-risk youth. (5 new collaborations per year, 25 total)
- To build a community that supports a living wage and offers the resources to create a quality of life, affordable housing, employment growth and employer support, and continuing education opportunities. (For 15 families per year, 75 total)
- To increase access for older adults to basic services and implement innovative activities. To increase communication, create quality of life amenities and increase physical and emotional protection. (3 new agencies per year, 15 total)
- To create planning and implementation of a multi-use land area in downtown Cheyenne with transportation, child care, housing, economic development and physical and recreational amenities. (Create Planning Committee in 2 years and implement by year 5)

## Housing

**Goal:** *Adequate provision of a continuum of safe, available, affordable housing from emergency individual and family shelter, to sufficient rental assistance and ownership opportunities for families and individuals.*

### Objectives:

- Prepare/educate 70 families for affordable, safe home ownership
- Build WYFHOP infrastructure
- Maintain home ownership
- Rehabilitate up to 37 homes
- Provide safe, livable, affordable housing for 500
- Assist in purchase of 50 homes
- Increase transitional housing units by 30
- Purchase transitional housing for families and office space
- Provide employment training
- Family shelter facility
- Provide rehabilitation for homeless shelters
- Provide Fair Housing Activities
- Tenant/landlord education and training
- Provide Lead Based Paint testing to homeowners
- Purchase and rehabilitate one spot blight (abandoned) home (spot blight property to be identified by the city during the 5 years)
- Purchase 2 homes for rehabilitation
- Remove 5 unsafe trees per year (25 total) for very low & low income family units that affect right-of-way safety and private property safety
- Plant trees along right-of-way for storm water reduction, asphalt life extended in low income neighborhoods
- Education facility

- Purchase land with infrastructure for 15 single family homes
- Office/case management/social housing facility
- Purchase lot adjacent to Re-Store to expand services
- Prune right-of-way trees for safety, extend life of tree. Low income neighborhood one per year (5 total)

Ten projects complemented the Comprehensive Consolidated Plan 2010-2014 goals and objectives. These projects were awarded funding in the Annual Action Plan 2013-2014 to implement their strategies. The 10 projects consist of:

**Economic/Community Development:**

Cheyenne 1% Construction – Sidewalk Area Benefit \$ 100,000.00  
Cheyenne Capitol Basin Drainage \$1 35,225.00  
Cheyenne Parks & Recreation – Holiday Park ADA Restroom \$ 203,000.00

**Homelessness & Special Populations:**

Cheyenne Transit – Bus Tokens \$ 24,000.00  
Community Action of Laramie County – Homeless Prevention \$ 6,000.00  
Needs, Inc. – Crisis Food Assistance \$ 25,000.00

**Housing:**

Cheyenne CHOP Program – First Time Homebuyer \$ 15,00.00  
Community Action of Laramie County – Emergency Home Rehab. \$ 10,000.00  
COMEIA House – Laundry Room \$ 50,000.00  
Wyoming Independent Living Rehabilitation – Making Homes Accessible \$ 30,000.00

Note: Program Administration for Fiscal Year 2013-2014 was \$ 68,881.00.

The Fiscal Year 2013-2014 fund cycle included the entitlement amount of \$ 344,408 and \$ 298,086 in recaptured funds.

**General Questions**

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
  - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
  - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
  - a. Provide a summary of impediments to fair housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources

- a. Identify progress in obtaining "other" public and private resources to address needs.
- b. How Federal resources from HUD leveraged other public and private resources.
- c. How matching requirements were satisfied.

Program Year 4 CAPER General Questions response:

**Assessment of goals and objectives.**

**Decent Housing**

<b>o Outcome: Availability/Accessibility</b>					
<b>Accomplishments made (1 – 2013 project totaling \$ 19,619.11)</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
a.	1 homeless shelter received rehabilitation (1 projected 1 assisted)				\$ 19,619.11
<b>Accomplishments made (3 - 2012 projects totaling \$130,510.89)</b>					
a.	1 homeless transitional facility received rehabilitation. (1 projected 1 assisted)			\$ 11,000.00	
b.	5 households received ADA rehabilitation. (5 projected 7 assisted)			\$ 14,637.72	\$ 15,250.00
c.	1 homeless shelter received rehabilitation (2 projected 2 assisted)				\$ 89,623.17
<b>Accomplishments made (3 - 2011 projects totaling \$ 141,555.38)</b>					
a.	1 homeless shelter received rehabilitation. (1 projected 1 assisted)		\$ 2,435.00	\$ 87,565.00	
b.	7 households received ADA rehabilitation. (5 projected 7 assisted)		\$ 4,419.36	\$ 25,580.64	
c.	2 Households received rehabilitation (6 projected 2 assisted)			\$ 10,846.41	\$ 10,709.09
<b>Progress was not made because:</b>					
c.	Homeowner applications have not been received.				

<b>Accomplishments made (2 - 2010 projects totaling \$308,670.50)</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
a.	4 household became ADA accessible. (6 projected 4 assisted)		\$ 29,694.50		
b.	Infrastructure assistance was provided for a 10 home development.	\$251,586.32	\$ 27,389.68		
<b>Accomplishments made (3 - 2009 projects totaling \$19,071.00)</b>					
a.	1 household became ADA accessible. (6 projected 6 assisted)	\$ 6,655.00			
b.	1 youth facility received a new furnace (1 projected 1 assisted)	\$ 3,246.00			
c.	1 agency received rehabilitation on their transitional housing property (1 projected 1 assisted)	\$ 9,170.00			
<b>Accomplishments made (1 - 2007 projects totaling \$13,352.93)</b>					
a.	2 new homeowners received assistance with water & sewer tap fees. (2 projected 2 assisted)	\$ 13,051.76	\$ 301.17		
<b>o Outcome: Affordability</b>					
<b>Accomplishments made (2 - 2013 projects totaling \$ )</b>					
a.	1 family received down payment assistance (3 projected 1 assisted)				\$ 12.00
b.	1 household received minor emergency home repairs (37 projected 1 assisted)				\$ 1,444.50
<b>Progress was not made because:</b>					
a.	Applications have not been received				
b.	Applications have not been received				
<b>Accomplishments made (1 - 2012 projects totaling \$1,833.00)</b>					
a.	3 households received minor emergency home repairs. (10 projected 3 assisted)			\$ 1,833.00	
<b>Progress was not made because:</b>					
a.	Applications have not been received				

<b>Accomplishments made (1 - 2011 project totaling \$ 9,268.94)</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
a.	12 households received minor emergency home repairs. (10 projected 12 assisted)		\$ 5,283.00	\$ 3,985.94	
<b>Accomplishments made (2 - 2009 projects totaling \$13,532.40)</b>					
a.	3 families received down payment assistance (8 families projected 5 assisted)	\$ 7,200.00			
b.	5 homes received new smoke detectors and carbon monoxide detectors (100 projected 38 assisted)	\$ 6,332.40			
<b>Accomplishments made (1 - 2008 project totaling \$27,223.10)</b>					
a.	3 homeowners received housing rehabilitation. (7 projected 7 assisted)	\$ 12,492.07	\$ 9,510.29	\$ 5,220.74	
<b>Accomplishments made (1 - 2006 project totaling \$5,313.41)</b>					
a.	3 families received down payment assistance. (5 projected 3 assisted)	\$ 1,688.13	\$ 3,400.72	\$ 224.56	
<b>o Outcome: Sustainability</b>					
No applications were received for this objective in 2011.					

**Suitable Living Environment**

<b>o Outcome: Availability/Accessibility</b>					
<b>Accomplishments made (3 - 2013 projects totaling \$ 182,226.19)</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
a.	3,493 people received food baskets (6,864 projected 3,493 assisted)				\$ 24,999.60
b.	17 people received homeless prevention assistance (244 projected 17 assisted)				\$ 6,000.00
c.	1 park received a new ADA restroom (1 projected 1 assisted)				151,226.59
<b>Progress was not made because:</b>					
a.	Applicant projected more than could be assisted				
b.	Applicant received only a portion of what was requested				

Jurisdiction

<b>Accomplishments made (2 – 2012 projects totaling \$ 55,103.29)</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
a.	3,746 people received food baskets (200 projected 3,746 assisted)			\$ 14,803.61	\$ 1,195.71
b.	1 park received rehabilitation (1 projected 1 assisted)			\$ 39,103.97	
<b>Accomplishments made (4 – 2011 projects totaling \$34,162.49)</b>					
a.	4 people received oral surgery services (6 projected 4 assisted)		\$ 3,508.00		
b.	2 individuals received emergency assistance (10 projected 2 assisted)		\$ 2,793.34		
c.	530 people received prescription vouchers (245 projected 530 assisted)		\$ 17,861.15		
d.	1,860 people received food baskets (200 projected 1,860 assisted)		\$ 10,000.00		
<b>Accomplishments made (8 – 2010 projects totaling \$124,902.02)</b>					
a.	91 people received radiology services (234 projected 91 assisted)	\$ 6,499.73	\$ 234.78		
b.	3 youth received a summer adventure scholarship (14 projected 3 assisted)	\$ 1,500.00			
c.	92 youth received transportation scholarships (44 projected 92 assisted)	\$ 6,500.00			
d.	46 families received homeless prevention assistance (15 projected 46 assisted)	\$ 5,000.00			
e.	167 people received prescription vouchers (500 projected 167 assisted)	\$ 14,950.09			
f.	3,268 people received food baskets. (3,000 projected 3,268 assisted)	\$ 15,000.00			
g.	1 public facility will receive rehabilitation (1 projected 1 assisted)	\$ 50,000.00			
h.	1 tot playground was installed (1 projected 1 assisted)	\$ 25,217.42			



<b>Accomplishments made (5 – 2009 projects totaling \$45,037.75)</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
a.	1 youth program received a new ADA playground (1projected 1 assisted)	\$ 30,000.00			
b.	243 people received prescription vouchers (1,000 projected 348 assisted)	\$ 1,582.00			
c.	583 people received food baskets (3,000 projected 3,197 assisted)	\$ 6,147.74			
d.	8 families received financial literacy training (16 projected 28 assisted)	\$ 1,617.99			
e.	1 low income neighborhood park received additional playground equipment (1projected 1 assisted)	\$ 5,690.02			
<b>Accomplishments made (1 – 2008 projects totaling \$45,000.00)</b>					
a.	1 facility received kitchen rehabilitation.	\$ 45,000.00			
<b>o Outcome: Affordability</b>					
<b>Accomplishments made (1 – 2013 project totaling \$ 24,000.00)</b>					
a.	472 people received free bus tokens. (18,000 projected 472 assisted)				\$24,000.00
<b>Progress was not made because:</b>					
a.	Applicant projected more than could be assisted				
<b>Accomplishments made (4 – 2012 project totaling \$ 36,500.00)</b>					
a.	31 students received scholarship assistance. (25 projected 31 assisted)			\$ 7,950.00	\$ 2,050.00
b.	5 single mothers received job training. (10 projected 5 assisted)			\$ 13,000.00	
c.	1236 people received free bus tokens. (7,000 projected)			\$ 11,000.00	
d.	2 higher education students received scholarship assistance. (5 projected)			\$ 2,500.00	

<b>Accomplishments made (2 – 2011 project totaling \$22,994.00)</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
a.	1,236 people received free bus tokens (3,600 projected)		\$ 17,994.00		
b.	4 students received scholarship assistance. (5 projected)		\$ 5,000.00		
<b>Progress was not made because:</b>					
a.	HUD requested that the Sidewalk Program grant be discontinued.				
<b>Accomplishments made (3 – 2010 project totaling \$20,155.76)</b>					
a.	15,000 people received free bus tokens (15,000 projected)	\$ 15,000.00			
b.	1 student received scholarship assistance. (5 projected 1 assisted)	\$ 2,000.00			
c.	2 homeowners received sidewalk replacement. (4 projected 2 assisted)	\$ 3,142.54	\$ 13.22		
<b>Progress was not made because:</b>					
a.	HUD requested that the Sidewalk Program grant be discontinued.				
<b>Accomplishments made (4 – 2009 project totaling \$24,188.91)</b>					
a.	2 low income neighborhoods received hazardous tree removal assistance. (2 projected 1 assisted)	\$ 2,000.00	\$ 12,907.20		
b.	2 students received scholarship assistance. (5 projected 5 assisted)	\$ 3,000.00			
c.	1 homeowner received sidewalk replacement. (1 projected 1 assisted)	\$ 3,415.71			
d.	3 homeowners received tree removal assistance. (2 projected 3 assisted)	\$ 2,866.00			
<b>Accomplishments made (1 – 2008 project totaling \$765.25)</b>					
a.	1 homeowner received sidewalk replacement. (4 projected 3 assisted)	\$ 765.25			

<b>o Outcome: Sustainability</b>				
No applications were received for this objective in 2011.				

**Economic Opportunities**

<b>o Outcome: Availability/Accessibility</b>					
No applications were received for this objective in 2012.					
<b>Accomplishments made (1 – 2011 projects totaling \$70,000.00)</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
a.	1 facility received infrastructure work. 2 jobs were created. (1 projected)		\$ 70,000.00		
<b>o Outcome: Affordability</b>					
No applications were received for this objective in 2012.					
<b>o Outcome: Sustainability</b>					
No applications were received for this objective in 2012.					
<b>o Program Administration</b>					
Program Administration was accomplished		\$117,050.00	\$ 86,154.01	\$ 75,694.69	

**ARRA Performance Measurement Objectives  
Suitable Living Environment**

<b>o Outcome: Availability/Accessibility</b>					
<b>Accomplishments made (2 projects totaling \$ 19,081.63)</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	
a.	1 homeless shelter received infrastructure and energy efficiency assistance. 8 + jobs were maintained	\$ 14,812.75			
b.	Program Administration was accomplished	\$ 4,268.88			

**Program Change:**

The Housing & Community Development Advisory Council has reviewed the CDBG program and application process. At this time they do not wish to make any changes but are considering changes within the next 5 year Consolidated Plan.

**Fair Housing:**

The city of Cheyenne Housing & Community Development (H&CD) Office updated their Analysis of Impediments to Fair Housing Choice in February 2010. A series of impediments to fair housing choice was identified through this study and recommended actions for removing or minimizing these impediments were identified.

The State of Wyoming also completed their Analysis of Impediments July 29, 2011. This AI includes the city of Cheyenne and the H&CD Office will also look to this document for Fair Housing Issues.

- The fact that Wyoming does not have a Fair Housing Law in place is an impediment to fair housing in Wyoming. The Wyoming Fair Housing Act has gone before the Wyoming Legislative session in 2005 and 2007 where the bill died in committee both times. The city of Cheyenne Housing & Community Development Office along with other city and state entities are working with Wyoming NAHRO to try and get another Fair Housing Act in front of the Wyoming Legislature. Fair Housing was on the agenda for the WyoNAHRO Conference in July 2009, April 2010, and again in September 2013.

The Wyoming Access to Justice Commission started holding public hearings on July 27, 2009, and continued throughout the state to gather input from the public, human services, non-profit agencies and legal services clients. The public hearings were on the barriers that exist between low income people and the justice system. This is a great start and will let the Wyoming Supreme Court and the Wyoming State Bar evaluate the specific legal needs of the low and moderate income people in Wyoming and identify strategies for addressing them.

On July 1, 2013, the State of Wyoming Access to Justice Commission (WAJC) submitted a report to the Wyoming Supreme Court. The report details what has been done within the last four years. In December 2009, the WAJC published a White Paper (Dec. 14, 2009; <http://www.courts.state.wy.us/AJC/ATJWhitePaper.pdf>; Exhibit B to this Report) that examined the status of Access to Justice programs in the state and made recommendations for legislation and funding sources to expand Wyoming's commitment to indigent citizens. The Commission drafted and helped sponsor legislation in the 2010 Wyoming Legislative Session which created a funding source for Access to Justice Programs and set up an umbrella structure for programs. That structure contemplated establishing a non-profit corporation under the direction of the Wyoming Supreme Court. The Supreme Court created the Wyoming Center for Legal Aid (Center) in 2011, a nonprofit corporation with a volunteer board, to initiate and oversee programs and grant awards. The Center hired staff and began making grants to organizations, such as Legal Aid of Wyoming, that are providing direct legal assistance to the indigent population.

The WAJC filed a report with the Supreme Court on December 1, 2011, summarizing the important developments that occurred over the prior three years (Exhibit C; <http://www.courts.state.wy.us/AJC/ThreeYearReportFiled.pdf>). On January 17, 2012, the Supreme Court issued its Order Adopting 2012 Priorities for the Access to Justice Commission (Exhibit D; <http://www.courts.state.wy.us/AJC/OrderEstablishing2012Priorities.pdf>). The current report updates the Court on the considerable progress that has been made, and identifies the areas where further efforts will be expended by all involved.

The Center published its first report to the Supreme Court on July 31, 2012 (Exhibit E; <http://www.legalhelpwy.org/files/2613/6622/8415/WCLA-2012AnnualReport.pdf>). That report outlined the progress that the Center has made to construct a new organization to oversee the Access to Justice Programs and invest the appropriated funds in programs that are making a demonstrable difference in the lives of Wyoming citizens.

In the last year the Center has worked closely with established programs to expand the availability of direct legal services to parts of the state that have been historically underserved. The success of the Center and its related programs is described briefly below. The Commission is also working with the Wyoming State Bar Association and the Courts to encourage and help support other programs that provide direct services or that hold out the opportunity to help address access issues.

Even though WAJC does not work solely on Fair Housing Issues they are bringing the plight of the low income residents of Wyoming to the attention of the Wyoming Legislature. This will help when the next Fair Housing Act is introduced in the Legislature. The H&CD Office has asked WyoNAHRO to place Fair Housing on their agenda when they meet with the legislatures during the next NAHRO Congressional Conference.

- Housing discrimination – Housing discrimination, based on HUD complaint data, may be occurring on a very limited basis related to discriminatory terms, conditions and privileges for rental property, as well as disabilities and a lack of understanding and awareness about reasonable accommodation requirements. It was determined that the city of Cheyenne Housing & Community Development (H&CD) Office will continue to work with Cheyenne Housing Authority and agencies, HUD-FHEO, and other groups and organizations to increase awareness and understanding of fair housing.

The HUD-FHEO office was contacted and they provided the H&CD office with posters for distribution. The Cheyenne Housing Authority provides a copy of the HUD pamphlet "Fair Housing – Equal Opportunity for All" (HUD-1686-1-FHEO) to every tenant and voucher holder. They also discuss the topic briefly during their intake meetings.

The city of Cheyenne Housing & Community Development Office is supporting efforts of the Cheyenne Housing Authority to increase distribution of fair housing information at every opportunity, including at resource fairs, and other housing-related conferences and seminars. Fair Housing posters have also been distributed to the H&CD Fiscal Year 2010, 2011, 2012, and 2013 sub-grantees and will be distributed to the Fiscal Year 2014 sub-grantees.

The U. S. Department of Housing & Urban Development held a "Fair Housing and the HOME Program" training in Cheyenne April 5-7, 2011. This provided excellent training for the local area and sub-grantees were encouraged to attend. Fair Housing is also part of the WyoNAHRO training.

The H&CD Office does not work directly with renters but they do work with homeowners. The H&CD Office has a housing rehabilitation program and they fund two agencies with rehabilitation programs. Wyoming Independent Living Rehabilitation assists homeowners with ADA rehabilitation in their homes. This allows disabled individuals to stay in their homes longer which help alleviate their need for accessible rental housing.

- Development-related impediments – These impediments include land development costs and impact fees and growth management and design regulations. Land development costs and fees, while necessary, impact the cost of housing, and in particular, the cost of affordable housing. With residential development being fairly

slowed now, it is a good time to evaluate and potentially create new programs and/or standards for affordable housing.

The city of Cheyenne's Planning office is researching current best practices in ordinance and building codes with affordable housing issues. The Urban Planning office has updated the Unified Development Code (UDC).

Two Low Income Housing Tax Credit applications have been submitted for Cheyenne. One development will provide 36 units and the other development will provide 48 units for low income residents. Another developer is looking to build 44 units of housing for low income residents with a preference for Veterans. If these three developments are approved this will help with the lack of affordable housing in Cheyenne.

- Language is a barrier for those persons for whom English is not their first, or primary language. While many Spanish-speaking residents may be able to access translation services, there are many more languages being brought into the community, for which interpretation or translation services may be needed, but may be more difficult to find.

The H&CD Office is identifying additional organizations that can provide translation services, including educational sources in the area. The H&CD Office has started a database of city of Cheyenne employees who speak a language other than English and are willing to provide translation assistance.

Per the American FactFinder the percent of city residents that speak a language other than English is 7.7%; Spanish is 4.9%, Indo-European is 1.7% Asian / Pacific Islander is 1.0% and other is 0.1%. Spanish and Asian Fair Housing posters have been given to sub-grantees.

- Other impediments: lack of education and job skills; inadequate income; credit and foreclosure history; transportation; lack of adequate funding levels

HUD Region VIII provided training for Fair Housing and the Home Program on April 5-7, 2011. H&CD Sub-grantees, as well as, local non-profit agencies are given Fair Housing posters to be displayed at their office.

Local non-profit agencies are working with city residents on these areas. The H&CD Office has given funding to WYFHOP who provides first-time homebuyer education, CLIMB Wyoming who provides employment training, and Cheyenne Transit Program who provides free transportation.

Per the American FactFinder, in Cheyenne the percent of White residents is 87.4%, African American is 2.9%, American Indian is 1.0%, Asian is 1.2%, Native Hawaiian/Pacific Islander is 0.2%, Multi-Race is 3.3%, and Hispanic is 14.5%.

The H&CD Office provided funding in 2013 for 69.79% white residents, 8.37% African American, 0.4% Asian, 2.63% Native American, 18.8% Multi-Race, and 14.38% Hispanic. This shows that the agencies in Cheyenne are not discriminating against race or national origin.

**Obstacles Addressed:**

One area within the City of Cheyenne that is underserved is the availability of Affordable Housing. WCDA is managing the Neighborhood Stabilization Program (NSP) funding for the state of Wyoming and has already purchased foreclosed homes in Cheyenne for rehabilitation and resale to low income residents of Cheyenne.

Several conversations have been held with companies who are looking at building low income homes in Cheyenne. They have been directed to the City Planning office and it is our hope that they will elect to build their development in the city of Cheyenne.

Cheyenne Housing Authority (CHA) is working to increase Cheyenne’s affordable housing inventory through its recent application to WCDA to develop 48 new units affordable to households earning 40 to 50% of area median income.

The Laramie County Community Partnership Housing Action Team meets monthly to discuss their roll in the housing arena in Cheyenne. They have identified a housing schematic and are looking at ways where they can assist with the housing issue, from homelessness to homeownership, in Cheyenne.

Habitat for Humanity is working on a 10 home development in northeast Cheyenne. Their seventh home is being finalized and Central High School will start work on their eighth home in September 2014.

The Wyoming Family Home Ownership Program (WYFHOP) will receive 10 properties within a 70 property development east of Cheyenne called Country Homes. The intent is to support 10 low income WYFHOP families over the three years of the development. WYFHOP took ownership of 8 out of 10 lots in late summer of 2012. They took ownership of the remaining 2 lots as of July 30, 2013.

**Leveraging Resources:**

Boys and Girls Club of Cheyenne leverages their CDBG grant funds with other funding sources. This enables them to provide youth services to the youth of Cheyenne. They receive additional funding from: the Department of Family Service \$36,589.82; parent payments \$294,153.09; and scholarships \$9,907.58.

Cheyenne Health & Wellness leverages their CDBG grant funds with other funding sources. This enables them to provide oral surgery assistance to their patients. They receive additional funding from: the United Way of Laramie County, Cheyenne Regional Medical Center, Volunteer UW Dental \$147,150.33.

Cheyenne 1% Construction leverages their CDBG grant funds with other funding sources. This enables them to provide sidewalks in low-income areas of Cheyenne. They received additional funding from: City of Cheyenne 5<sup>th</sup> Penny Tax \$25,162.20.

Cheyenne Parks & Recreation leverages their CDBG grant funds with other funding sources. This enables them to provide additional park and recreational services to the low income residents of Cheyenne. They received additional funding from: the City of Cheyenne \$32,000.

Cheyenne Transit leverages their CDBG grant funds with other funding sources. This enables them to provide bus tokens to low income residents of Cheyenne. They received additional funding from: private and in-kind donations \$ 6,100.

CLIMB Wyoming leverages their CDBG grant funds with other funding sources. This enables them to provide additional training to low income single mothers. They receive additional funding from: United Way of Laramie County \$6,000; City of Cheyenne 1% Sales Tax \$2,400; Laramie County \$1,600; ETSS (TANF funds thru DWS) \$60,000, Self Sufficiency (TANF thru DFS) \$50,000 and Laramie County CPI (TANF) \$15,000.

Community Action of Laramie County (CALC) leverages their CDBG grant funds with other funding sources. They received \$56,044.00 for their homeless prevention program.

Connections Corner leverages their CDBG grant funds with other funding sources. This enables them to provide self sufficiency support for low income residents of Cheyenne. They receive additional funding from the community \$677.97.

Laramie County Community Partnership Prescription Assistance Program leverages their CDBG grant funds with other funding sources: CRMC Community Benefit Program that accepted donated prescriptions from the community. No dollar amount was recorded.

Needs, Inc. leverages their CDBG grant funds with other funding sources. This enables them in assisting more individuals with crisis food assistance. Needs received additional funding from: United Way of Laramie County \$78,253; City of Cheyenne 1% \$26,000; Laramie County Grant \$9,990; Group donations \$5,753; community church donations \$8,141; individual contributions \$38,814; and business contributions \$25,431.

Wyoming Independent Living Rehabilitation (WILR) leverages their CDBG grant funds with other funding sources. This enables them to provide ADA rehabilitation to low income homeowners. WILR received additional funding from: Title VII, Medicaid, and WYDOT funds at ~\$ 9,911.00.

## **Managing the Process**

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 4 CAPER Managing the Process response:

The following actions were taken to ensure that the program and comprehensive planning requirements were met for the Fiscal Year 2013-2014 Grant Cycle:

The city of Cheyenne has appointed a Housing and Community Development (H&CD) Office Advisory Council composed of community members representing neighborhoods, religious organizations, non-profit organizations, and for-profit organizations.



The Housing & Community Development Office Advisory Council conducted a public meeting where members of the community identified goals and objectives in the areas of housing, homeless/special populations, and community/economic development for the next five years. Public hearings were held to take comment on the identified goals and objectives.

In the fall of each year a training session is held and a Notice of Funding Availability is published. Concept papers are requested and reviewed by the H&CD Office Program Manager and the Advisory Council. A public meeting is held informing the community of the requests for funding. The Advisory Council selects the concept papers they would like to see proceed to the application stage. The requested applications are due in December. The H&CD Office Manager reviews the applications to determine eligibility for funding. The review consists of verifying federal regulations and consultation with the HUD Community Planning and Development office. The Advisory Council conducts another review process of applications received. Selected applicants are requested to attend a question/answer meeting, and the H&CD Office Advisory Council presents final recommendations to the City Council for approval. A final public hearing to adopt the proposed budget generally occurs in the first quarter of each year, and funding is generally available for disbursement in August.

During Fiscal Year 2013-2014 Grant Cycle:

- In September 2012, a notice was sent out announcing that the H&CD Office was holding a training session on Wednesday, October 2, 2012, for the Fiscal Year 2013-2014 CDBG grant cycle. The three phase process was explained. The application deadline was set as October 23, 2012. Fifteen individuals attended this training.
  
- A Public Notice was published and a news release and PSA were sent out inviting city residents to a Public Hearing on Wednesday, November 7, 2012. The anticipated funding for Fiscal Year 2013-2014 was announced along with the applications that were received. The tentative entitlement allocation was \$375,173 and \$259,564 was anticipated for recaptured funds. Seven Public Service applications totaling \$143,650 were received which is 282% greater than the \$55,000 available. Twelve General Service applications totaling \$2,279,905 were received which is 435% greater than the funds available. Ten individuals attended the Public Hearing. No written comments were received prior to the public hearing.
  
- The funding requests received and the professionalism of the grant proposals for Fiscal Year 2013-2014 demonstrated the need within the community and the competitiveness of the City's Community Development Block Grant (CDBG) Program.
  
- Four Public Service applicants and nine General Service applicants were requested to present the H&CD Office with a full application package. The application deadline was December 19, 2012. Upon receipt the applications were reviewed for completion by the H&CD Office. All grant proposals received a project summary and rating sheet that coincided with the grant application.
  
- Seven General Service applicants were invited to a public hearing to answer questions that the Advisory Council still had regarding the applications.

- On February 7, 2013, Community Action of Laramie County – Emergency Home Repair, COMEA House – Laundry Room, Parks & Recreation – Holliday Park ADA Restroom, City of Cheyenne – Capitol Basin Drainage, Board of Public Utilities – Water Main Upgrade, Cheyenne 1% Construction – Sidewalk Area Benefit and Wyoming Independent Living Rehabilitation – Making Homes Accessible attended the Public Meeting. The H&CD Office Advisory Council asked additional questions and received clarifying information from the grant applicants. Fifteen people attended the meeting.

- After extensive review of the grant proposals, formal presentations, and lengthy discussions on community priority needs, the Cheyenne Housing and Community Development (H&CD) Office Advisory Council made difficult decisions on what their funding recommendations would be. The Advisory Council's preference is that allocations be utilized for Gap, Seed and Capacity Building funding.

- The Cheyenne Housing and Community Development Office Advisory Council is the primary body that reviews, evaluates and makes the recommendations to the Cheyenne City Council on the City's Annual Action Plan and on funding allocations to meet the needs of the very low, low and moderate-income residents. The Cheyenne City Council is the governing body that approves the Annual Action Plan for submission to the U.S. Department of Housing and Urban Development (HUD). Once HUD has approved Cheyenne's Annual Action Plan, the Housing and Community Development Office administers the funds.

## **Citizen Participation**

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 4 CAPER Citizen Participation response:

The citizens of the city of Cheyenne were provided numerous opportunities to comment on the Annual Action Plan for Fiscal Year 2013-2014 and the process that the H&CD Office adheres to. No written comments were received. The H&CD Office will continue to solicit written comments through legal notices, e-mails, the city of Cheyenne website and Facebook page, public meetings and public hearings. All meeting locations are ADA accessible and persons needing special accommodation to

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participate in the Public Hearings are given numbers and asked to contact the Housing & Community Development Office or Wyoming Relay Service.

The Entitlement Allocation that was made available to the city of Cheyenne from the U.S. Department of Housing and Urban Development for Fiscal Year 2013-2014 was \$415,070. In addition to the Entitlement Allocation, the H&CD Office anticipated recaptured funds in the amount of \$298,086.00.

**2013-2014 CDBG Allocation \$713,156.00**

<b>Project</b>	<b>Funds Available</b>	<b>Funds Expended</b>	<b>Funds Obligated</b>	<b>Balance</b>
Community Action of Laramie County - PS	\$ 6,000.00	\$ 6,000.00	\$ 0.00	\$ 0.00
Needs, Inc. – Crisis Food Assistance	\$ 25,000.00	\$ 24,999.60	Reappropriated \$ 0.40	\$ 0.00
Transit Program – Bus Tokens	\$ 24,000.00	\$ 24,000.00	\$ 0.00	\$ 0.00
Cheyenne 1% Construction – Sidewalk Area Benefit	\$100,000.00	\$ 0.00	\$ 0.00	\$100,000.00
Cheyenne Capitol Basin Drainage	\$135,225.00	\$ 0.00	\$ 0.00	\$135,225.00
Cheyenne CHOP Program	\$ 15,000.00	\$ 12.00	\$ 0.00	\$ 14,988.00
Cheyenne Parks & Rec. Holliday Park	\$203,000.00	\$151,226.59	\$ 26,722.57	\$ 25,050.84
COMEA House Laundry Room	\$ 50,000.00	\$ 19,619.11	\$ 30,380.89	\$ 0.00
Community Action of Laramie County - GS	\$ 10,000.00	\$ 1,444.50	\$ 0.00	\$ 8,555.50
WILR – Making Homes Accessible	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 30,000.00
Program Administration	\$ 83,014.00	\$ 77,796.30		*
Unallocated Funding	\$ 62,386.00	\$ 0.00	\$ 0.00	\$ 62,386.00
<b>Totals</b>	<b>\$743,625.00</b>	<b>\$305,098.10</b>	<b>\$ 57,103.86</b>	<b>\$376,205.34</b>

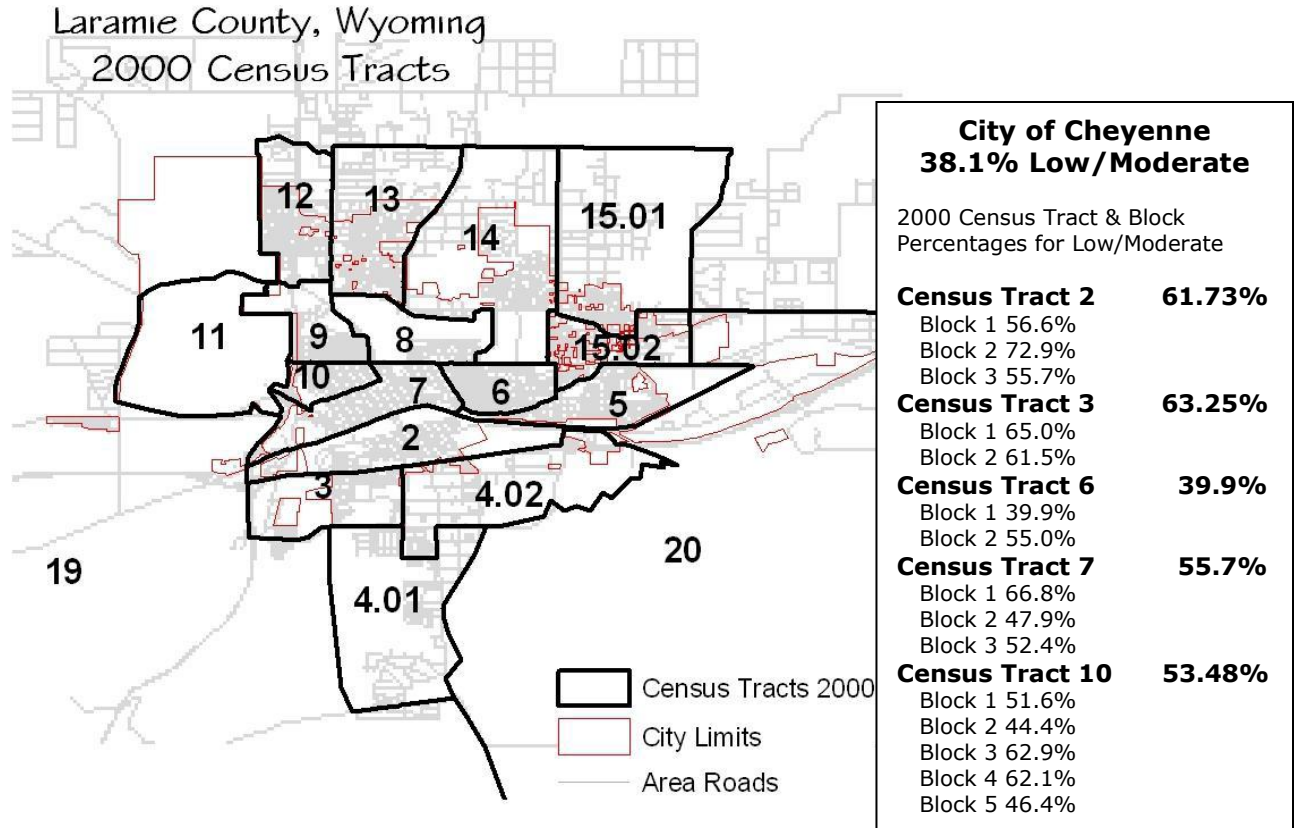
\* Program Administration does not carry over from year to year.

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<b>Project</b>	<b>Funds Available</b>	<b>Funds Expended</b>	<b>Funds Obligated</b>	<b>Balance</b>
<b>FY 2012 - 2013</b>				
Boys & Girls Club	\$ 2,050.00	\$ 2,050.00	\$ 0.00	\$ 0.00
Needs, Inc. – Crisis Food Assistance	\$ 1,196.39	\$ 1,195.71	Reappropriated \$ 0.68	\$ 0.00
Community Action of Laramie County	\$ 8,167.00	\$ 0.00	Reappropriated \$ 8,167.00	\$ 0.00
COMEA House	\$ 40,000.00	\$ 40,000.00	\$ 0.00	\$ 0.00
WILR – Making Homes Accessible	\$ 15,362.28	\$ 15,250.00	Reappropriated \$ 112.28	\$ 0.00
<b>Out of Cycle</b>				
Parks & Recreation	\$ 2,071.03	\$ 0.00	Reappropriated \$ 2,071.03	\$ 0.00
COMEA House	\$ 50,000.00	\$ 49,623.17	\$ 376.83	\$ 0.00
<b>Totals</b>	<b>\$118,846.70</b>	<b>\$108,118.88</b>	<b>\$ 10,727.82</b>	<b>\$ 0.00</b>

<b>Project</b>	<b>Funds Available</b>	<b>Funds Expended</b>	<b>Funds Obligated</b>	<b>Balance</b>
<b>FY 2011 - 2012</b>				
HAND Program	\$ 39,153.59	\$ 10,709.09	\$ 8,536.06	\$ 19,908.44
<b>Totals</b>	<b>\$ 39,153.59</b>	<b>\$ 10,709.09</b>	<b>\$ 8,536.06</b>	<b>\$ 19,908.44</b>

The geographic distribution and location of expenditures of the funds was the city of Cheyenne. The majority of the expenditures were concentrated in Census Tract 7 Block 1 which is a 66.8% LMI area and Block 3 which is a 52.4% LMI area. The other designated areas are Census Tract 2 Block 2 which is a 72.9% LMI area.



## Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 4 CAPER Institutional Structure response:

The Cheyenne Housing and Community Development (H&CD) Office staff administers the Community Development Block Grant Funds and is accountable to a Mayor appointed Advisory Council. The Advisory Council meets on a monthly basis to review the budget and monitor the sub-grantees. The H&CD office staff also reviewed applications taken through the City of Cheyenne Transit, 1% Construction Department and Parks & Recreation Department to ensure that applicants qualify for the programs they have applied for.

The H&CD Office has worked closely with the Wyoming Independent Living Rehabilitation on several home rehabilitation projects. The H&CD Office is also working closely with the other sub-grantees to ensure that the individual that needs assistance is directed to the appropriate organization.

The H&CD Office is working with the Laramie County Community Partnership, Inc. (LCCP). They have put together a 2012 Laramie County Comprehensive Needs Assessment and a 2008 Gaps Analysis. The LCCP Housing Action Team is also working closely with the Wyoming Continuum of Care and Southeast Region Continuum of Care (SRCoC).

The H&CD Office is also working with the United Way, who manages the fifth penny tax, to try and streamline the application process.

## **Monitoring**

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
  - a. Describe the effect programs have in solving neighborhood and community problems.
  - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
  - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
  - d. Indicate any activities falling behind schedule.
  - e. Describe how activities and strategies made an impact on identified needs.
  - f. Identify indicators that would best describe the results.
  - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
  - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
  - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 4 CAPER Monitoring response:

The Cheyenne Housing & Community Development (H&CD) Office Advisory Council meets on a monthly basis to receive updates on what is transpiring in the H&CD office. A financial statement is provided to the Advisory Council members letting them know how timely the sub-grantees are in spending their funds. The Advisory Council also does periodic site visits to the locations that have received Community Development Block Grant (CDBG) Funds.

The Program Manager contacted the sub-grantees monthly via phone and e-mail to ensure open lines of communication. Monitoring letters were sent to the sub-grantee's reminding them of their balance and deadline. The sub-grantee's request for reimbursement documentation was monitored, prior to reimbursement, to insure that proper documentation was being accomplished.

It was stressed to the Public Service sub-grantees that their funds needed to be requested by June 15, 2014, in order to have them drawn down with HUD by the end of the Fiscal Year. This deadline was established to ensure timely draw downs.

## **Self Evaluation**

Many of our programs have a positive effect on the neighborhoods and communities within the city of Cheyenne.

- Boys and Girls Club of Cheyenne assisted low income youth with summer scholarships. This allowed youth to attend an organized and supervised summer program.
- Cheyenne Transit assists low income people who do not have a vehicle readily available get around Cheyenne. Transportation is a needed commodity to get to work, the doctor, and the store and some individuals do not have the funds available for this.
- Cheyenne Parks & Recreation replaced an old restroom with a new ADA accessible restroom in a low income area park. This will allow all visitors to the park access to an ADA restroom facility.
- The COMEA Shelter finished work on their Foyer and Pay-to-Stay Dormitory and started work on their laundry facility. These repairs will increase the privacy for client intake and the dorm and provide better laundry access.
- Cheyenne Transit, Community Action of Laramie County (CALC) and Needs, Inc. work toward preventing homelessness. Some of the outcomes of these programs are assistance with food, rent, utilities and transportation.
- Habitat for Humanity finalized the installation of infrastructure for a 10 home development. This development provides affordable housing opportunities in a non low income neighborhood. Six homeowners have moved into the development and one more home is almost finished.
- Hand, CALC – Emergency Home Repairs, and Wyoming Independent Living Rehabilitation, have all assisted homeowners within the city of Cheyenne with rehabilitation to their homes to assure that families reside in a safe, sanitary, and decent housing unit.

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

- Maintain home ownership. Several of our home rehabilitation grants are working towards this objective. This is an ongoing need.
- Rehabilitate up to 37 homes. Within the first four years 69 homes received rehabilitation.
- Provide safe, livable, affordable housing for 500. Within the first year infrastructure for 10 homes was installed.
- Assist in purchase of 50 homes. Within the first four years 9 families received downpayment assistance to purchase affordable housing.
- Provide employment training. Within the third year 5 low income single mothers received employment training.

- Family Shelter Facility. Within the first and third year one family transitional home received rehabilitation.
- Provide rehabilitation for homeless shelters. Within the second, third and fourth year one homeless shelter received rehabilitation.
- Provide Fair Housing Activities. Within the first four years fair housing pamphlets and brochures were distributed. This is an ongoing need.
- Provide Lead Based Paint testing to homeowners. Within the three years several sub-grantees provided lead based paint testing to their homeowners. This is an ongoing need.
- Remove 5 unsafe trees per year for very low & low income family units that affect right-of-way safety and private property safety. Within the first two years 10 low income households had hazardous trees removed that were in violation of city code.
- Increase capacity for free and/or affordable healthcare services. Within the first two years Cheyenne Health & Wellness assisted their patients with radiology and oral surgery service, as well as, prescription assistance. This is an ongoing need.
- Improve and/or expand emergency housing for the homeless. This goal is also addressed above under the housing goal, provide rehabilitation for homeless shelters.
- Focus transportation and safe pedestrian access to increase services to vulnerable populations. Cheyenne Transit has increased the safety of pedestrians riding the bus.

We have provided decent housing within the city of Cheyenne by providing assistance in the following areas:

- By providing infrastructure for 10 affordable homes.
- By providing housing rehabilitation to low income homeowners.
- By providing downpayment assistance to first time homebuyers.
- By providing rehabilitation to a homeless shelter.
- By providing rehabilitation to a homeless transitional house.

We have provided a suitable living environment within the city of Cheyenne by providing assistance in the following areas:

- By providing radiology services to low income patients.
- By providing oral surgery services to low income patients.
- By providing free transportation to Cheyenne residents.
- By providing emergency assistance to low income individuals.
- By providing scholarship assistance to low income students.
- By providing job training for low income single mothers.
- By providing prescription medications to those in need.
- By providing food for those in need.
- By providing homeless prevention assistance for low income residents.
- By providing employment training to low income single mothers.



- By providing summer scholarships to low income youth.
- By providing transportation for low income youth.
- By providing rehabilitation to a low income area parks.
- By providing an ADA restroom for a low income area park.
- By providing rehabilitation to a youth facility.

The sub-grantee agreements were signed in August. Each Public Service sub-grantee is allowed 10 months to spend their funds and each General Service sub-grantee is allowed 12 months to spend their funds. There are seven activities in Fiscal Year 2013 that are unfortunately falling behind schedule and a few where some of the funding will be recaptured.

- Community Action of Laramie County did not spend all of their funding and a portion will be recaptured. They advertised their program but did not receive the applications that they anticipated. Their program had a maximum of \$1,000 for emergency home repair which they have indicated is not enough. They have indicated that they will increase this maximum amount. The remaining funding will be recaptured.
- COMEA House – Laundry Room rehabilitation was delayed. The work has been finished and has met the twelve month deadline.
- Wyoming Independent Living Rehabilitation – Making Homes Accessible has completed one home prior to July 1<sup>st</sup> and is working on one more home. A 90 day extension has been approved and they are working on two more projects. All funding not expended by the deadline will be recaptured.
- Parks & Recreation spent the majority of their funding. They are finalizing the landscaping and the remainder of any funding will be recaptured.
- 1% Construction – Sidewalk Area Benefit was delayed because another project needed to be completed first. A 90 day extension was approved. This contract has been awarded and the job should be completed within by the new deadline.
- Capitol Basin Drainage Project has been delayed. They were unable to purchase the property that was originally identified. They are looking at another property. Once the new property is identified an environmental review will need to be completed.
- The Cheyenne Homebuyer Opportunity Program (CHOP) did not receive any applications during Fiscal Year 2013. The grant will be extended.
- The Hand program did not receive as many applications as anticipated. The grant will be extended.

The indicators that best describe the results during fiscal year 2013 are:

- Cheyenne Parks & Recreation – Area Benefit
  - o 1,499 area residents received benefit
  - 52.4% AMI

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### Cheyenne Transit – Bus Tokens

- o 472 people have received free bus tokens.
  - o 359 White
  - o 46 African American
  - o 3 Asian
  - o 11 Native American
  - o 53 Multi Race
    - o 53 Hispanic
  - o >30% median – 472

### CHOP Program –

- o 1 homebuyer has received assistance
  - o 1 Multi Race
  - o 1 Hispanic
  - o <50% median - 1

### COMEIA House –Laundry Room

- o 352 individuals
  - o 283 White
  - o 26 African American
  - o 4 Asian
  - o 25 Native American
  - o 14 Multi Race
    - o 35 Hispanic
    - o 147 disabled
    - o 51 elderly
  - o <30% median – 352

### Community Action of Laramie County – Emergency Home Repair

- o 1 households have received emergency home repair.
  - o 1 African American
    - o 1 new family
  - o <30% median – 1

### CALC – Homeless Prevention

- o 17 people received assistance with homeless prevention
  - o 13 White
  - o 4 African American
    - o 1 Hispanic
    - o 1 new clients
    - o 2 disabled
  - o <30% median – 9
  - o >30% median – 5
  - o >50% median – 3

### Needs, Inc. Crisis Food Assistance – Assistance with food baskets

- o 3,493 people received assistance with food
  - o 2,367 White
  - o 296 African American
  - o 12 Asian

- o 92 Native American
- o 726 Multi Race
  - o 526 Hispanic
    - o 205 new clients
    - o 574 disabled
    - o 350 elderly
      - o <30% median – 3,364
      - o >30% median – 77
      - o >50% median – 47
      - o >80% median – 5

**Fiscal Year 2012-2013 Grants** (Not reported in 2012 CAPER)

Boys & Girls Club Summer Scholarship Program

- o 6 youth received summer scholarships
  - o 2 White
  - o 2 African American
  - o 2 Multi Race
  - o 2 Hispanic
  - o 13 new clients
    - o <30% median – 6

COMECA House – Foyer

- o 387 individuals
  - o 283 White
  - o 26 African American
  - o 4 Asian
  - o 25 Native American
  - o 49 Multi Race
    - o 35 Hispanic
      - o 147 disabled
      - o 51 elderly
      - o <30% median – 387

Needs, Inc. Crisis Food Assistance – Assistance with food baskets

- o 391 people received assistance with food
  - o 285 White
  - o 12 African American
  - o 3 Asian
  - o 6 Native American
  - o 85 Multi Race
    - o 76 Hispanic
      - o 68 disabled
      - o 35 elderly
        - o <30% median – 374
        - o >30% median – 14
        - o >50% median – 2
        - o >80% median – 1

Wyoming Independent Living Rehabilitation – Making Homes Accessible

- o 2 families have received ADA home repair.
  - o 2 White
    - o 2 new families
    - o 2 disabled
    - o 2 elderly
      - o <30% median – 1
      - o >30% median – 1

**Fiscal Year 2011-2012 Grants** (Not reported in 2012 CAPER)

Hand Program – Assistance with housing rehabilitation

- o 3 homes has received rehabilitation
  - o 3 White
    - o 1 disabled
      - o <30% median – 1
      - o >30% median – 1
      - o >50% median – 1

The city of Cheyenne does not foresee any negative barriers that may impact fulfilling the City’s strategies, as outlined in the Comprehensive Consolidated Plan 2010-2014, the Annual Action Plan for Fiscal Year 2013-2014, or the community’s overall vision.

One strategy for completing the identified goals is to ensure that the goals and objectives are made available for non-profits and to ensure that the non-profits are invited to any working groups where the goals and objectives are identified.

All major goals are being met and are on target. The city of Cheyenne Housing and Community Development (H&CD) Office Program Manager monitors grants. If a grant approaches the completion date without all activities being completed, the H&CD Office Program Manager notifies the grantee in writing. The written notification stresses the completion date, remaining funds available, and the potential for the city of Cheyenne to recapture unused funds.

Public Service expenditures (13.14%) did not exceed the 15 percent allowed. Program Administration expenditures (19.17%) did not exceed the 20 percent allowed.

An advertisement has been placed in the Wyoming Tribune/Eagle, notifying interested parties that the Comprehensive Annual Performance and Evaluation Report for 2013-2014 is available for review at the City of Cheyenne’s Housing and Community Development Office, City of Cheyenne – City Clerk’s Office, the State Library, the Laramie County Library, and the City of Cheyenne’s website – [www.cheyennecity.org](http://www.cheyennecity.org). In addition, the City encourages public comments, which will be accepted through September 29, 2014.

**Lead-based Paint**

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 4 CAPER Lead-based Paint response:

The city of Cheyenne Housing and Community Development (H&CD) Office conducts Lead-Based Paint inspections on all of the homes that apply for housing rehabilitation assistance through our office. The H&CD Contract Housing Inspector has attended training to become a certified inspector. The city of Cheyenne also has a building inspector who attended training to become a certified inspector and risk assessor. Both inspectors have attended the Certified Renovators Course required by the EPA. All are certified under the new RRP rules.

Sub-Grantees that perform housing rehabilitation are also required to have a lead based paint test completed if they will be disturbing a painted surface.

## HOUSING

### Housing Needs

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 4 CAPER Housing Needs response:

Habitat for Humanity received funding in 2010 to provide infrastructure for a new development that will provide 10 affordable homes. Two homeowners moved into their new home in 2010, two in 2011, and two in 2012. One additional homeowner is anticipated to move into their new home in the fall of 2014.

Three sub-grantees assisted homeowners with much needed repairs to their homes. The Emergency Housing Assistance program has assisted one homeowner with a new sewer. Wyoming Independent Living Rehabilitation assisted two homeowners with ADA issues in their home to include ADA bathrooms and ramps. Community Action of Laramie County assisted one homeowner with small housing repairs.

The Program Manager has met with the Laramie County Community Partnership Affordable Housing Action Team, Southeast Region Continuum of Care, and the Homeless Summit where Affordable Housing issues in Cheyenne are being discussed. Strategies and agencies are being identified to work on the housing needs in Cheyenne.

### Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 4 CAPER Specific Housing Objectives response:

The Housing & Community Development (H&CD) Office Community Development Block Grant Funds are not used for rental properties. There were three sub-grantees that assisted with homeowner rehabilitation. The H&CD Office also assisted one homeowner with HOME rehabilitation funds.

The following households that were assisted with rehabilitation assistance had a median income lower than 30%.

- 2 households with less than 4 residents
- 1 elderly household

The following households that were assisted with rehabilitation assistance had a median income between 30% and 50%.

- 1 elderly household
- 1 household with less than 4 residents

The following households that were assisted with rehabilitation assistance had a median income between 50% and 80%.

- 1 household with less than 4 residents

A total of 6 households were assisted with rehabilitation in fiscal year 2013. All of the properties met the Section 215 definition of affordable housing. The goal of assisting 37 households within five years that was originally set is complete.

The Emergency Housing Assistance Program, HOME Program, Wyoming Independent Living Rehabilitation, and Community Action of Laramie County address the needs of persons with disabilities. The four programs can work with issues in the home, to include ADA rehabilitation.

## **Public Housing Strategy**

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 4 CAPER Public Housing Strategy response:

The city of Cheyenne has a working partnership with the Cheyenne Housing Authority (CHA) to meet the public housing needs within the community. The CHA did not request a grant in 2013 so no CDBG funds were utilized this last year for public housing.

The Cheyenne Housing Authority is not a troubled public housing agency and functions exceptionally well with the resources it has. They have been concentrating on capital improvements and have been working to rehabilitate their properties.

## **Barriers to Affordable Housing**

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 4 CAPER Barriers to Affordable Housing response:

Community Action of Laramie County has a four-plex, three-bedroom unit that rents below fair-market value to meet the needs of our very low and low-income residents.

Habitat for Humanity continues to foster affordable housing through partnerships, volunteers, and owner sweat equity. Habitat for Humanity has completed seven homes in their eight home development with a lot available for a duplex. They have also acquired land and installed infrastructure for a new 10 home development, 7 homes have been completed, and the rest should be complete by 2015. Habitat for Humanity has completed 37 homes in 23 years in Laramie County.

The Wyoming Energy Council, Inc. is working in harmony with the H&CD Office in identifying energy needs of low-income homeowners. The Wyoming Energy Council received stimulus money for energy audits and replacing combustion appliances in homes throughout the city of Cheyenne.

The Cheyenne Homebuyer Opportunities Program (CHOP) can assist individuals with down payment and closing costs for a new home.

The Housing and Community Development (H&CD) Office has two home rehabilitation programs, HAND and HOME, and have assisted four homeowners with their rehabilitation needs.

## **HOME/ American Dream Down Payment Initiative (ADDI)**

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction's affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

Program Year 4 CAPER HOME/ADDI response:

**Not applicable.**

## HOMELESS

### Homeless Needs

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 4 CAPER Homeless Needs response:

COMEA House provides a safe and secure emergency shelter to homeless adults and families. COMEA House is a 30-day emergency shelter for men, women, and families. Currently, the shelter can accommodate 62 men and women and two families at a time. In addition to the emergency shelter, COMEA House also has a Transitional Living Program (TLP). The TLP consists of twelve efficiency apartments; two of these apartments are handicap-accessible. The purpose of the TLP is to help homeless men and women transition from homelessness into self-sufficiency. They must have a steady source of income, they must attend weekly case management sessions, they are asked to attend Life Skills classes each month, and they must complete a certain number of community service hours each month. The shelter also has a pay-to-stay dormitory in their basement that allows 10 working men to pay \$150.00 per month for 3-6 months.

COMEA House received \$50,000.00 in 2012 to rehabilitate their pay-to-stay dormitory, as well as, \$40,000.00 to rehabilitate their foyer. This rehabilitation provides more privacy and a better environment for the working men who stay there and provides more privacy for client intake. They also received \$50,000.00 in 2013 to improve their laundry room.

Cheyenne Crossroads Clinic is a program of Community Action of Laramie County, Inc., which provides medical care and other health services to the homeless population of Laramie County.

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



house up to 8 qualified homeless veterans. Two of their transitional housing units have received CDBG funds to assist with new windows to help with energy efficiency.

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

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 acquired their existing building with Community Development Block Grant Funds and offer assistance during the day to the homeless population. They also acquired another building that they are rehabilitating that will include room for a day-care and life-skills training that will assist the individual to become independent.

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.

Safehouse/Sexual Assault Services, Victim to Survivor, offers emergency assistance to domestic violence victims to assure that they do not become homeless or abandoned. They have moved into a new shelter that allows them to increase their services to their clients.

Accessible Space has built a 35-unit Elder Housing Development for senior citizens. This will help by providing low-income housing for seniors who are on a small fixed income. This will also help the elderly transition to permanent housing and help ensure independent living.

Peak Wellness Center runs two transitional programs. A 5 bed therapeutic residential program serves disabled adults who were homeless prior to their admission. This program teaches the clients daily living skills. Transitions is a residential treatment program that services homeless or low-income men who suffer from addictions. This program helps to teach life skills and fosters independence and self-sufficiency.

Family Promise Cheyenne provides safe shelter for families in crisis. They provide rental assistance for their families and purchased a duplex for transitional housing where their families can stay for up to 18 months.

No new Cheyenne projects were included in the Homeless SuperNOFA program for 2013.

### **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 4 CAPER Specific Housing Prevention Elements response:

The Housing and Community Development Office is working to prevent homelessness through the Community Development Block Grants given to Cheyenne Transit, Community Action of Laramie County, CLIMB Wyoming, Wyoming Independent Living Rehabilitation, Laramie County Centralized Pharmacy, Needs, and Cheyenne Health & Wellness Services.

Cheyenne Transit works to prevent homelessness by providing transportation throughout the city. This ensures people can get from their home to work and shopping/medical.

Community Action of Laramie County – Homeless Prevention program assists individuals with financial assistance, up to \$750.00, to our very low and low-income residents for rent payments, mortgages, taxes, insurance, and utilities, that are in peril of losing their housing, or to assist with deposits in order to acquire housing. They are also working with the Department of Veterans Affairs by providing a transitional housing facility for veterans.

CLIMB Wyoming works to prevent homelessness by training low income single mothers in jobs that will increase their annual income. This ensures that the single mothers can get a better paying job.

Wyoming Independent Living Rehabilitation works to prevent homelessness by providing ADA rehabilitation to low income homeowners. This ensures that the homeowner can continue living in their home.

Laramie County Centralized Pharmacy works to prevent homelessness by providing prescription medications to individuals who have limited funds, and Cheyenne Health & Wellness by providing radiology and oral surgery services to low income patients. These programs help when someone is asking themselves “do I pay my rent or pay for needed medical assistance.”

Needs, Inc. works to prevent homelessness by providing food, and clothing.

### **Emergency Shelter Grants (ESG)**

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
  - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data

- a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
- b. Homeless Discharge Coordination
  - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
- c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 4 CAPER ESG response:

**Not applicable.**

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received
- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
- a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.

- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
  - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
- a. Provide the name of the financial institution.
  - b. Provide the date the funds were deposited.
  - c. Provide the date the use of funds commenced.
  - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
- a. Identify the type of program and number of projects/units completed for each program.
  - b. Provide the total CDBG funds involved in the program.
  - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 4 CAPER Community Development response:

The goals that were established with the Comprehensive Consolidated Plan 2010-2014 addressed the following Housing and Community Development Activities.

01 Acquisition of Real Property 570.201(a)

The need was identified as 4 properties and the goal was set at one property to be acquired during the first, second, fourth, and fifth years. No applications were received during the first, second, third, or fourth years for this identified goal. We are behind with this goal.

03 Public Facilities and Improvements 570.201(c)

The need was identified at 5 with 1 facility being assisted each year. In Fiscal Year 2010 The Salvation Army completed their kitchen rehabilitation. In Fiscal Year 2011 Habitat for Humanity worked on their Annex. In Fiscal Year 2012 and 2013 no applications were received. We are behind with this goal.

03A Senior Centers 570.201(c)

The need was identified at 3 with one center being assisted during the first, third, and fifth years. No applications were received during the first, second, third, or fourth years for this identified goal. We are behind with this goal.

03B Handicapped Centers 570.201(c)

The need was identified at 3 with one center being assisted during the first, third, and fifth years. In Fiscal Year 2010 Magic City Enterprises completed building an accessible playground for the disabled children they serve. In Fiscal Year 2012 and 2013 no applications were received. We are behind with this goal.

03C Homeless Facilities 570.201(c)

The need was identified at 7 with 2 facilities being assisted in years one and two, and one facility being assisted during the third, fourth, and fifth years. In Fiscal Year 2010 COMEA House finished their building rehabilitation with their ARRA funding. In Fiscal Year 2011 COMEA House started work on their Men's Shower/Dorm Expansion. In Fiscal Year 2012 COMEA finished the rehabilitation on the Men's Shower, started work on their foyer rehabilitation and started work on their Pay-to-Stay dormitory. In Fiscal Year 2013 COMEA finished the foyer and the Pay-to-Stay dormitory and started the laundry room rehabilitation. Also in Fiscal Year 2012 Family Promise Cheyenne rehabilitated their transitional housing family duplex. We are ahead with this goal.

03D Youth Centers 570.201(c)

The need was identified at 5 with one youth center being assisted each year. In Fiscal Year 2010 Attention Homes had two furnaces installed. In Fiscal Years 2011, 2012, and 2013 no applications were received. We are behind with this goal.

03E Neighborhood Facilities 570.201(c)

The need was identified at one with one facility being assisted the third year. No application was received for this goal. We are behind with this goal.

03F Parks, Recreation Facilities 570.201(c)

The need was identified at 2 with one facility being assisted the first and second years. During Fiscal Year 2010 the Parks and Recreation Department assisted the Pioneer Park Recreation Building with new siding and windows and also assisted Holliday Park with a new Tot playground and finished the installation of playground equipment at Martin Luther King Park. In Fiscal Year 2012 Martin Luther King Park was assisted with rehabilitation. In Fiscal Year 2013 Holliday Park was assisted with an ADA Restroom. This goal has been accomplished.

03J Water/Sewer Improvements 570.201(c)

The need was identified at 3 with an improvement being accomplished the second, third, and fifth years. In Fiscal Year 2010 Habitat for Humanity assisted with infrastructure costs for their new development that will consist of 10 new affordable housing units. In 2010 Habitat for Humanity also assisted with water and sewer tap fees for 2 other homes. In Fiscal Year 2011 Habitat for Humanity finished their infrastructure project. This goal has been accomplished.

03K Street Improvements 570.201(c)

The need was identified at one with the street improvement being accomplished during the fourth year. No applications were received in 2013. We are behind with this goal.

03L Sidewalks 570.201(c)

The need was identified at 12 with 2 sidewalk applications being completed the first, third, and fifth years and 3 sidewalk applications being completed the second and fourth years. In Fiscal Year 2010 the Housing & Community Development (H&CD)

Office Sidewalk Program assisted three homeowners with new sidewalks. In Fiscal Year 2011 the H&CD Office did not receive an application and the H&CD Sidewalk Program has been cancelled per HUD. We are behind with this goal.

03Q Abused and Neglected Children Facilities 570.201(c)

The need was identified at one with a facility being assisted during the fourth year. No applications were received in 2013. We are behind with this goal.

05 Public Services (General) 570.201(e)

The need was identified at 15 with 3 public services being addressed each year. In Fiscal Year 2010 Community Action of Laramie County assisted 46 individuals with homeless prevention assistance. Also, Wyoming Family Home Ownership Program provided homeowner education to 8 families. In Fiscal Year 2013 Community Action of Laramie County assisted 17 individuals with homeless prevention assistance. Needs, Inc. was originally identified under the general category but has been moved to 05(W). We are behind with this goal.

05A Senior Services 570.201(e)

The need was identified at 20 with 4 senior programs receiving assistance each year. In Fiscal Year 2010 no applications were received for this specific area but 4 Public Service programs assisted seniors. In Fiscal Year 2011 no applications were received for this specific area but 2 Public Service programs assisted seniors. In Fiscal Year 2012 no applications were received for this specific area but 2 Public Service programs assisted seniors. In Fiscal Year 2013 no applications were received for this specific area but one Public Service program assisted seniors. We are behind with this goal.

05B Handicapped Services 570.201(e)

The need was identified at 10 with 2 handicapped programs receiving assistance each year. In Fiscal Year 2010 no applications were received for this specific area but 4 Public Service programs assisted handicapped individuals. In Fiscal Year 2011 no applications were received for this specific area but 2 Public Service programs assisted handicapped individuals. In Fiscal Year 2012 no applications were received for this specific area but 2 Public Service programs assisted handicapped individuals. In Fiscal Year 2013 no applications were received for this specific area but 2 Public Service program assisted handicapped individuals. We are ahead with this goal.

05D Youth Services 570.201(e)

The need was identified at 10 with 2 youth programs receiving assistance each year. In Fiscal Year 2010, the Boys and Girls Club assisted 3 youth with Summer Adventures Scholarships and 92 youth with Transportation Scholarships. In Fiscal Year 2011 no applications were approved. In Fiscal Year 2012, the Boys and Girls Club assisted 26 youth with Summer Scholarships. In Fiscal Year 2013 the Boys & Girls Club assisted 6 youth with Summer Scholarships. We are behind with this goal.

05E Transportation Services 570.201(e)

The need was identified at one with one transportation program receiving assistance each year. In Fiscal Year 2010, one transportation program assisted with free bus tokens to 3,222 individuals. In Fiscal Year 2011, one transportation program assisted with free bus tokens to 1,236 individuals. In Fiscal Year 2012, one transportation program assisted with free bus tokens to 205 individuals. In Fiscal Year 2013, one transportation program assisted with free bus tokens to 472 individuals. We are on track with this goal.

05G Battered and Abused Spouses 570.201(e)

This need was identified at 5 with one program receiving assistance each year. In Fiscal Years 2010, 2011, 2012, and 2013 no applications were received for this goal. We are behind with this goal.

05H Employment Training 570.201(e)

This need was identified at 3 with one program receiving assistance during the third, fourth, and fifth years. In Fiscal Year 2012 CLIMB Wyoming provided training for 5 low income single mothers. In Fiscal Year 2013 no application was received for this goal. We are behind with this goal.

05J Fair Housing Activities 570.201(e)

This need was identified at 4 with one activity being addressed during the second, third, fourth, and fifth years. In Fiscal Year 2010 HUD provided Fair Housing Training in Cheyenne. In Fiscal Years 2011, 2012, and 2013 no application for funding was received for this goal. All sub-grantees are provided information on fair housing each year. We are behind with this goal.

05K Tenant/Landlord Counseling 570.201(e)

This need was identified at 2 with one activity being addressed during the fourth and fifth years. In Fiscal Year 2013 no application was received for this goal. We are behind with this goal.

05M Health Services 570.201(e)

This need was identified at 5 with one program receiving assistance each year. In Fiscal Year 2010 Cheyenne Health and Wellness assisted 86 individuals with radiology services and Laramie County Community Partnership assisted 410 individuals with prescription assistance. In Fiscal Year 2011 Cheyenne Health and Wellness assisted 5 individuals with radiology services 4 individuals with oral surgery and 530 individuals with prescription assistance. During Fiscal Year 2012 and 2013 no application was received for this goal. This goal has been accomplished.

05W Food Banks 570.201(e)

This is a new matrix code and does not have a set goal. The goal was originally identified as 05 Public Services (General). In Fiscal Year 2010 Needs, Inc. assisted 3,851 individuals with crisis food assistance. In Fiscal Year 2011 Needs, Inc. assisted 1,860 individuals with crisis food assistance. In Fiscal Year 2012 Needs, Inc. assisted 3,355 individuals with crisis food assistance. In Fiscal Year 2013 Needs, Inc. assisted 3,493 individuals with crisis food assistance.

13 Direct Homeownership Assistance 570.201(n)

This need was identified at 77 with 15 families assisted during the first, third, and fifth years and 16 families assisted during the second and fourth years. In Fiscal Year 2010 the Housing & Community Development Office CHOP funds were utilized to assist one individual in purchasing a new home. Also Wyoming Family Homeownership Program assisted three families in purchasing a new home. In Fiscal Year 2011 the Housing & Community Development Office CHOP funds were utilized to assist one individual in purchasing a new home. In Fiscal Year 2012 no applications were received for this goal. In Fiscal Year 2013 no applications were received for this goal. One prior applicant received assistance. Wyoming Family Homeownership Program is still assisting families in purchasing homes with other funding sources. We are not on track with this activity.



14A Rehab; Single-Unit Residential 570.202

This need was identified at 37 with 5 homeowners receiving assistance during the first and second years and 9 homeowners receiving assistance during the third, fourth, and fifth years. In Fiscal Year 2010 the HAND Program assisted one homeowner, Fire & Rescue installed smoke detectors in 5 homes, Wyoming Independent Living Rehabilitation assisted one homeowner, Community Action of Laramie County finished assisting 2 transitional housing units, Wyoming Independent Living Rehabilitation has taken 6 applications for assistance, and 3 homeowners and two low income neighborhoods had hazardous trees removed. In Fiscal Year 2011 the HAND program assisted one homeowner, Wyoming Independent Living Rehabilitation assisted 6 homeowners, and Community Action of Laramie County assisted 12 homeowners. In Fiscal Year 2012 the HAND program assisted one homeowner, Wyoming Independent Living Rehabilitation assisted 10 homeowners, and Community Action of Laramie County assisted 6 homeowners. In Fiscal Year 2013 the HAND program assisted three homeowners, Wyoming Independent Living Rehabilitation assisted 2 homeowners, and Community Action of Laramie County assisted 1 homeowner. We have exceeded this goal.

During our rehabilitation we also provide lead testing for homes older than 1978. This need was set at 25 with 5 properties being assisted each year. In Fiscal Year 2010 Wyoming Independent Living Rehabilitation did 4 lead tests for homeowners. The Housing & Community Development (H&CD) office did 7 lead tests for homeowners. Wyoming Family Home Opportunity Program did one lead test for one homebuyer. In Fiscal Year 2011 Wyoming Independent Living Rehabilitation did 4 lead tests for homeowners. The H&CD office did 2 lead tests for homeowners. In Fiscal Year 2012 Wyoming Independent Living Rehabilitation did 3 lead tests for homeowners. Family Promise Cheyenne did one lead test for their duplex. In Fiscal Year 2013 Wyoming Independent Living Rehabilitation did 2 lead tests for homeowners. The H&CD office did 1 lead test for a homeowner. We are on track with this activity.

14G Acquisition – for Rehabilitation 570.202

This need was identified at 3 with 1 property being assisted the third, fourth, and fifth years. No application was received in Fiscal Year 2012 or 2013. We are behind with this goal.

14I Lead-Based/Lead Hazard Test/Abate 570.202

This need is being addressed under 14A Rehab; Single-Unit Residential.

19D CDBG Assistance to Institutes of Higher Education

This goal was set at 5 with assistance being provided to LCCC each year. In Fiscal Year 2010 LCCC was given scholarship assistance for 3 students. In Fiscal Year 2011 LCCC was given scholarship assistance for four students. In Fiscal Year 2012 LCCC was given scholarship assistance for 2 students. In Fiscal Year 2013 no applications were received. We are behind with this activity.

21A General Program Administration 570.206

This goal was set at 5 with one program receiving assistance each year. The Housing & Community Development Office received program administration assistance in 2010, 2011, 2012, and 2013. We are on track with this activity.

The Advisory Council has made affordable housing one of their priorities. No applications were received in 2010, 2011, 2012, or 2013 to specifically address this

issue. Three sub-grantees worked with housing rehabilitation and assisted 12 low/moderate income homes with assistance in 2010, 30 low/moderate income homes in 2011, 17 low/moderate income homes in 2012, and 6 low/moderate income homes in 2013.. We feel that this goal is being met.

Eight Public Service grants were distributed throughout the community in 2010. Six Public Service grants were distributed throughout the community in 2011. Five Public Service grants were distributed throughout the community in 2012. Three Public Service grants were distributed throughout the community in 2013. Over ninety-five percent of the recipients of these public service funds were below the 80% median income. Five General Service grants were distributed throughout the community in 2010. Five General Service grants were distributed throughout the community in 2011. Three General Service grants were distributed throughout the community in 2012. Seven General Service grants were distributed throughout the community in 2013. Over ninety-five percent of the individuals were below 80% median income.

During the grant cycle the Housing & Community Development Advisory Council are going to be more diligent with matching applications with priorities. These goals and priorities will be stressed at the Community Development Block Grant Training session set for November.

A key element to a good Comprehensive Consolidated Plan is citizen participation. To assure citizen participation, the Cheyenne Housing and Community Development (H&CD) Office held a public meeting in May, 2009 where local residents and non-profits were given the responsibility to establish goals and objectives. Channel 5 Television was there and interviewed the Program Manager. A Public Notice was published in the local newspaper that stated goals and objectives had been developed and encouraged attendance at a Public Hearing in September 2009. Public Service Announcements (PSAs) were distributed along with a news release. The H&CD Office conducted an Application Training Session in October 2009 where the new goals and objectives were presented to prospective applicants. The community was given many opportunities to participate in the Consolidated Plan process.

Letters of consistency (support) was provided to Cheyenne Housing Authority and Christensen Road and Railroad Overpass Project. As long as an agencies intent is compatible with our Consolidated Plan they will not be denied a Letter of Consistency.

All of the funds received by the Housing & Community Development Office were used for projects that met the National Objectives.

No households, businesses, farms, or nonprofit organizations were displaced as a result of CDBG-assisted activities.

Two full time equivalent jobs were made available as a result of a CDBG-assisted activity. The Habitat for Humanity ReStore Annex hired one full time Development Specialist and two part time Customer Service employees.

The program income that was received for CDBG housing rehabilitation for Fiscal Year 2013 was \$11,561.29. All of these funds were put back into CDBG housing rehabilitation and are being expended. The Housing & Community Development Office does not have any float-funded activities and have no income from the sale of property.

The Housing & Community Development (H&CD) Office has not made any prior period adjustments that were disallowed.

The H&CD Office has several different loans that they oversee.

The deferred loans are for under \$5,000.00 with 0% - 5% interest for home rehabilitation and 0% interest for down payment and closing costs. The H&CD Office currently has 6 active CDBG deferred loans with a principal balance of approximately \$104,400.16 at the end of the reporting period.

The depreciable loans have an interest rate between 0% and 5% and depreciate at a rate of \$1,000 to \$10,000 per year. The H&CD Office currently has 15 active CDBG depreciable loans with a principal balance of approximately \$256,117.81 at the end of the reporting period.

The repayable loans are set up for monthly payments. The H&CD Office currently has 6 active CDBG repayable loans with a principal balance of approximately \$ 21,734.33 at the end of the reporting period.

During the past year no loans defaulted or foreclosed.

The H&CD Office had no lots or properties that were available for sale at the end of the reporting period. They also do not have any lump sum agreements.

There are three different housing rehabilitation programs that reported during the program year. Wyoming Independent Living Rehabilitation program assisted with two ADA home rehabilitations at a cost of \$15,250.00. Community Action of Laramie County Emergency Home Repair program assisted one homeowner with rehabilitation at a cost of \$1,444.50. The H&CD Office Emergency Housing Rehabilitation (HAND) Program assisted with three home rehabilitations, at a cost of \$10,709.09.

There are no Neighborhood Revitalization Strategies in Cheyenne.

## **Antipoverty Strategy**

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 4 CAPER Antipoverty Strategy response:

Through CDBG Program Allocations, Cheyenne was able to reduce the number of poverty level families. Three home rehabilitation programs assisted 6 homeowners with repairs to their homes. The Cheyenne Housing & Community Development Office Advisory Council's Affordable Housing project has purchased land for the construction of a home that will allow a low-income resident to become a homeowner.

COMEA House, Cheyenne Health & Wellness, and Laramie County Centralized Pharmacy provided prescription medications, medical supplies, and free physicals, to assist with health issues for the community's low, low and moderate-income people.

This assistance helped individuals so they didn't need to make a difficult decision, whether to eat or get needed medicine.

Cheyenne Transit assisted 472 people with free transportation. This allowed people to get to work, the doctor, and to other programs in Cheyenne.

Community Action of Laramie County assisted 17 individuals with homeless prevention assistance. This allowed them to stay in their homes.

Needs, Inc. assisted 3,493 individuals with crisis food baskets and allowed them to direct money to other areas.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 4 CAPER Non-homeless Special Needs response:

Through CDBG Program allocations, Cheyenne was able to assist the following non-homeless special needs.

Wyoming Independent Living Rehabilitation assisted low income disabled homeowners with making their homes accessible.

### Specific HOPWA Objectives

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;

- e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
- a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
      - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
      - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
    - ii. Project Accomplishment Overview
      - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
      - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
      - (3) A brief description of any unique supportive service or other service delivery models or efforts
      - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
    - iii. Barriers or Trends Overview
      - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
      - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
      - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
  - b. Accomplishment Data

## Jurisdiction

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- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
- ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 4 CAPER Specific HOPWA Objectives response:

**Not applicable.**

## OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 4 CAPER Other Narrative response: