

**CITY OF**  
**PORTAGE**  
*A Place for Opportunities to Grow*

**HUMAN SERVICES  
BOARD**

**April 1, 2010**



# **CITY OF PORTAGE HUMAN SERVICES BOARD**

## **A G E N D A**

**Thursday, April 1, 2010  
(6:30pm)**

**Conference Room #1**

### **APPROVAL OF MINUTES:**

- \* March 4, 2010

### **OLD BUSINESS:**

1. Human/Public Service Funding – Review of Evaluation Criteria – Board discussion
2. Human/Public Services Available to Portage Citizens – Public Education – Board discussion

### **NEW BUSINESS:**

- \* 1. Public Hearing - FY 2010-11 Community Development Block Grant Annual Action Plan
  - FY2010-11 Annual Action Plan
- 2. Metro Transit ADA Advisory Committee – Update by Board member Lenehan

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

Star (\*) indicates printed material within the agenda packet.



**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting, March 4, 2010

**DRAFT**

**CALL TO ORDER:** 6:45 p.m.

**MEMBERS PRESENT:** Diane Durian, Pat Maye, Mike Thompson, Amy Tuley, Joanne Willson, and Logan Wessendorf (Youth Advisory Committee Liaison)

**MEMBERS EXCUSED:** Sandra Sheppard, Mike Thompson, Angela Manahan Ilori

**MEMBERS ABSENT:** Bill Lenehan

**STAFF PRESENT:** Vicki Georgeau, Deputy Director of Neighborhood Services

**APPROVAL OF MINUTES:** February 4, 2010 and February 11, 2010 minutes were approved as submitted, 5-0.

**OLD BUSINESS:** Joanne questioned date for April meeting. Staff reported that we do have a quorum and that the meeting will be held April 1<sup>st</sup> as scheduled.

**NEW BUSINESS:**

1. Human/Public Service Funding – Review of Evaluation Criteria – Board discussion: Tuley recommended due to the absence of several Board members, the discussion be postponed. Willson asked for clarification on the conflict of interest practice of serving on a board that is a fund recipient. Staff responded that HUD has regulations for conflict of interest that people disclose conflicts and abstain from discussion and voting. It was moved by Tuley, seconded by Meulman, and approved 5-0, that further discussion be postponed until April 1st meeting.
2. Human/Public Services Available to Portage Citizens – Public Education – Board discussion: Continuation of discussion of October 2009 Board meeting - Discussed the process of educating Portage citizens on the services provided and how we proceed. Willson suggested that Portage have a web link for 2-1-1 similar to City of Kalamazoo's web-site. Staff indicated the city has reviewed services already offered. There was further discussion regarding possible city web site links to 2-1-1, PCC, Kalamazoo County Health and Community Services. Staff suggested potential use of city web site and the Portager in similar ways. Meulman suggested getting input from people "survey users to guide us to regarding how to meet their needs. The Board discussed how to reach the users. Suggestions: HSB and PCC hold a joint focus group or develop surveys to determine best ways to deliver information; Form a subcommittee to work on focus group. Willson discussed using the Library to post information. Dianne Schrock agreed to partner with the Board to do a survey. Willson suggested if a person clicked on the 2-1-1 website, they'd be asked to complete a survey. Willson suggested we could hold a public meeting combined with Portage Senior Center. Discussion of goals. Willson questioned if this fit with Goals and Objectives of HSB. Tuley stated it fit the HSB mission statement. Durian motioned to establish an Ad-Hoc committee to determine how to inform Portage City residents on Human Services, seconded by Meulman motion carried 5-0. Committee will be appointed at April meeting. Durian and Dianne Schrock volunteered to serve.
3. Metro Transit ADA Advisory Committee – Update by Board member Lenehan: As Lenehan was absent, no formal report. Willson will attend KVCC Board meeting to express concern regarding lack of express bus service to KVCC; concerns regarding the numbers of transfers and time frame available for transfers; and timeliness of buses and problems presented that may be late for class.

**STATEMENT OF CITIZENS:** Diane Schrock – PCC is hosting the H1N1 Clinic every Wednesday from 3:00 pm to 6:00 pm through April. PCC will also be the questionnaire center for Census 2010 from March 19<sup>th</sup> through April 19<sup>th</sup> for those who did not get form in the mail or for those needing help. Meulman indicated Kalamazoo County will billboards throughout the city about the Willson questioned if PCC would get any ads in the Portager. Staff responded that PCC should submit a formal request to the Office of the City Manager. While "ads" are not provided in the Portager, articles relevant to new development and other current events and services are provided. In addition, staff noted the publication of the Portager has been scaled back to six issues per year. Maye expressed concerns regarding the Senior Center classes ending at 5pm and no evening activity. Tuley announced ISAAC Annual Banquet March 20<sup>th</sup> Tickets \$35 for dinner and \$75 for full evening. Staff announced the 30-day for public comment period for the CDBG FY 2010-11 Annual Action Plan runs from February 27-April, 2010, and the draft plan is on the city website. However, the exact grant amount is not yet known.

**ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:40 p.m.

Submitted by Pat Maye, Human Services Board Secretary



**City of Portage  
Community Development  
Block Grant Program**

**FY 2010-11  
ANNUAL ACTION PLAN:  
Strategy for Housing and  
Community Development Needs**

February 26, 2010

**FY 2010-11  
ANNUAL ACTION PLAN:  
Strategy for Housing and  
Community Development Needs**

**PREPARED BY:**

*CITY OF PORTAGE*  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
NEIGHBORHOOD SERVICES SECTION  
7900 SOUTH WESTNEDGE AVENUE  
PORTAGE, MICHIGAN 49002

February 26, 2010

Maurice S. Evans  
City Manager

Jeffrey M. Erickson, AICP  
Director of Community Development

Victoria Georgeau, AICP  
Deputy Director of Neighborhood Services

**CITY OF PORTAGE  
FY 2010-11 ANNUAL ACTION PLAN**

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**Application for Federal Assistance SF-424**

Version 02

**\*1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\*2. Type of Application**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify) \_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

B-10-MC-26-0023

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: City of Portage, Michigan

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

38-6006266

\*c. Organizational DUNS:

09-5943411

**d. Address:**

\*Street 1: Department of Community Development

Street 2: 7900 South Westnedge Avenue

\*City: Portage

County: Kalamazoo

\*State: MI

Province: \_\_\_\_\_

\*Country: \_\_\_\_\_

\*Zip / Postal Code 49002

**e. Organizational Unit:**

Department Name:

City of Portage, Community Development

Division Name:

Neighborhood Services

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Ms. \*First Name: Vicki

Middle Name: L.

\*Last Name: Georgeau

Suffix: \_\_\_\_\_

Title: Deputy Director of Neighborhood Services

Organizational Affiliation:

\*Telephone Number: 269-329-4480

Fax Number: 269-329-4506

\*Email: georgeav@portagemi.gov

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

U.S. Department of Housing and Urban Development

**\*10 Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grant - Entitlement Grant

**\*12 Funding Opportunity Number:**

\_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Portage, Michigan

**\*15. Descriptive Title of Applicant's Project:**

City of Portage Community Development Block Grant Program: Program activities include: 1) Owner-occupied housing rehabilitation; 2) Down Payment Assistance for First-Time Homebuyers; 3) Human Services - Portage Community Center; 4) Neighborhood Improvement - Code Administration and Enforcement; 5) Grant Program Administration and Fair Housing.

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\*a. Applicant: MI-006

\*b. Program/Project: MI-006

**17. Proposed Project:**

\*a. Start Date: 7/1/2009

\*b. End Date: 6/30/2010

**18. Estimated Funding (\$):**

*a. Federal	_____	229,000
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	25,000
*f. Program Income	_____	40,000
*g. TOTAL	_____	294,000

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes       No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

Prefix: Mr. \_\_\_\_\_ \*First Name: Maurice \_\_\_\_\_  
Middle Name: S. \_\_\_\_\_  
\*Last Name: Evans \_\_\_\_\_  
Suffix: \_\_\_\_\_

\*Title: City Manager

\*Telephone Number: 269-329-4400

Fax Number: 269-329-4506

\* Email: evansm@portagemi.gov

\*Signature of Authorized Representative:

\*Date Signed:

**CITY OF PORTAGE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FY 2010-11 ANNUAL ACTION PLAN**

**Executive Summary**

The FY 2010-11 Annual Action Plan, Strategy for Housing and Community Development Needs, includes activities and programs to fulfill identified needs outlined in the FY 2005-09 Consolidated Plan. The Consolidated Plan and the Annual Action Plan element are required in order to apply for certain federal funds, such as the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) entitlement program, which has been awarded to the city since the mid-1970s. With regard to the five-year Consolidated Plan, the Detroit HUD Field Office issued the City of Portage a one-year extension on the requirement to update the Consolidated Plan, in anticipation of the release of more current U.S. Census data, which will be utilized in the analysis of housing and community development needs. The extension granted to the city requires the updated five-year Plan to be submitted to HUD for review and approval not later than May 15, 2011. With regard to the FY 2010-11 Annual Action Plan, this document specifies that proposed activities and expenditures of CDBG funds must meet three national objectives: 1) benefit low and/or moderate income persons, 2) aid in the prevention or elimination of blight, and 3) meet urgent community development needs. Furthermore, per the HUD Outcome Measurement System, the Annual Action Plan identifies objectives, outcomes and common indicators for each activity, resources available during the plan year, and addresses performance evaluation as part of the annual planning process.

Section A, Activities to Be Undertaken During the Program Year: This section of the FY 2010-11 Annual Action Plan lists activities to be carried out during the program year. The table below lists the program activity, an activity description, and the planned objectives and outcomes.

<b>CDBG PROGRAM ACTIVITIES</b>			
<b>Activity</b>	<b>Description</b>	<b>Objective</b>	<b>Outcome</b>
Owner-Occupied Housing Rehabilitation	Interior and exterior rehabilitation assisted through emergency repair grants and no or low-interest deferred loans.	Decent housing.	<u>Sustainability</u> for the purpose of providing decent affordable housing.
Down Payment Assistance	First time homebuyer no interest deferred loans for down payment and closing costs.	Decent housing.	<u>Affordability</u> for the purpose of providing decent affordable housing.
Public Services	Funding for Portage Community Center for emergency assistance, transportation assistance and youth recreation.	Economic opportunity.	<u>Sustainability</u> for the purpose of creating economic opportunities.
Neighborhood Improvement – Code Enforcement	Neighborhood improvement in target low-income neighborhoods.	Suitable living environment.	<u>Sustainability</u> for the purpose of creating suitable living environments.
Program Planning and Administration	Annual planning, performance reporting, and fair housing activities.	Not applicable.	Not applicable.

Section B, Priorities: This section of the Annual Action Plan lists priority affordable housing and community development needs, consistent with the Consolidated Plan, and the number of households, housing units and/or persons expected to be assisted with each of the activities during the program year, as provided in the table below.

<b>PRIORITY NEED: HOUSING AND AFFORDABLE HOUSING</b>	
SPECIFIC OBJECTIVES	1. Assist 15 households with housing rehabilitation loans in order to improve housing conditions.
	2. Assist 2 households with emergency repair grants to improve housing conditions and arrest further housing deterioration.
	3. Assist 3 households with down payment assistance to affordably purchase a home in a target city neighborhood.
	4. Indirectly assist 3,000 households via the General Fund and CDBG program by financing non-profit agencies that provide emergency assistance to low/moderate income persons with a housing crisis.
	5. Affirmatively further fair housing by carrying out and supporting fair housing education and services within the community.
<b>PRIORITY NEED: COMMUNITY DEVELOPMENT</b>	
SPECIFIC OBJECTIVES	1. Promote neighborhood improvement by responding to 350-400 code enforcement complaints.
	2. Provide human service assistance to approximately 4,000 persons by funding the Portage Community Center.

Section C, Geographic Distribution: This section of the Annual Action Plan provides maps and rationale for targeting certain program activities to key areas of the city throughout the program year.

Section D, Homeless and Other Special Needs Activities: This section addresses homeless, and special needs housing activities. As noted in the Consolidated Plan, the City of Portage actively participates in the Kalamazoo LISC Affordable Housing Partnership, which comprises the HUD-required Continuum of Care annual planning process, and provides General Fund monies to support agencies that provide homeless prevention and housing assistance.

Sections E through G, Other Actions Proposed, Lead-Based Paint Hazards, Coordination: These sections address efforts to combat poverty, address barriers to affordable housing, reduce lead-based paint hazards, and coordinate activities internally within the City of Portage and with other governmental and non-profit agencies.

Section H, Allocation of Funds: The Annual Action Plan outlines proposed projects that will be undertaken with the \$294,000 expected to be available to the City of Portage for FY 2010-11. For FY 2010-11, the following projects/expenditures are proposed:

<b>CDBG RESOURCES AND EXPENDITURES</b>	
Housing Programs (loans and grants)	\$137,104
Down Payment Assistance Program	\$6,000
Neighborhood Improvement-Code Enforcement	\$66,496
Human/Public Services	\$43,350
Grant Administration and Fair Housing Activities	\$41,050
<b>TOTAL</b>	<b>\$294,000</b>

Section I, American Dream Downpayment Initiative (ADDI) Funds: This section verifies the City of Portage receives no federal funds for such activity.

Section J, Monitoring: This section discusses monitoring efforts undertaken annually by the city of sub-recipients and contractors through the housing rehabilitation program to ensure compliance with HUD regulations.

With regard to City of Portage self-evaluation and monitoring, review of expenditures and program income receipt expenditures (including timeliness of expenditures), program activity accomplishments, and staff evaluation occurs at least quarterly, or more frequently as appropriate. In addition, grant performance is evaluated through the preparation of bi-annual Labor Standards Enforcement reports, the annual Contractor and Subcontractor report, annual and project specific Environmental Review, and annual Consolidated Annual Performance Evaluation Report (CAPER).

Section K, Citizen Participation: This section explains that the City of Portage has followed the Citizen Participation Plan as provided in the Consolidated Plan, which outlines efforts to obtain broad public participation. A summary of public comments received on the FY 2010-11 Annual Action Plan is provided in Appendix C.

Section L, Affirmatively Promoting Fair Housing: This section outlines annual Fair Housing activities, which are carried out in accordance with the 2003 Analysis of Impediments to Fair Housing study.

Section M, Certifications: HUD required certifications are provided in Appendix A of the Annual Action Plan.

## **CITY OF PORTAGE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FY 2010-11 ANNUAL ACTION PLAN**

The City of Portage CDBG FY 2010-11 Annual Action Plan includes activities and programs to fulfill identified needs outlined in the Consolidated Plan. The programs have proven to be well received and effective throughout the city in preserving and upgrading the quality of existing housing stock and the livability of low/moderate income target neighborhoods.

With regard to Federal resources, the City of Portage is expecting to receive approximately \$229,000 in CDBG entitlement funds in FY 2010-11 from the U.S. Department of Housing and Urban Development (HUD). In addition to the entitlement grant, it is estimated that \$40,000 in Program Income will be received in FY 2010-11, and \$25,000 of unanticipated program income and unexpended funds from prior program years will be utilized during FY 2010-11 for a total CDBG Program budget of \$294,000. Additionally, in-kind professional and staff resources are devoted to community-wide housing planning initiatives where monetary support is not available. Finally, \$118,000 of City of Portage General Fund resources are designated to support human/public services on an annual basis (which when supplemented with CDBG funds, equals \$161,350 annually for the next fiscal year). Funding source tables are provided in subsection H, Allocation of Funds, on page 14.

Utilizing the Outcome Measurement System developed by the U.S. Department of Housing and Urban Development (HUD), each City of Portage CDBG activity is intended to meet one of three HUD-established objectives: 1) a Suitable Living Environment, 2) Decent Housing, or 3) Creating Economic Opportunity. In addition, each activity is intended to have one of three HUD-established outcomes: 1) Availability/Accessibility, 2) Affordability, and 3) Sustainability. For each activity common indicator data will be collected throughout the year for reporting in the Consolidated Annual Performance Evaluation Report (CAPER), which include: funds leveraged, number of persons, households, or housing units assisted, income level of persons, households or areas assisted, and race, ethnicity and other socio-economic indicators. The CAPER also reports annual progress on meeting objectives, outcomes and established indicators and/or goals.

### **A. Activities To Be Undertaken During Program Year**

The specific projects that will be implemented in FY 2010-11 are outlined in the following paragraphs. Strategies pertaining to the CDBG Program are detailed in the required Consolidated Plan Table 3 on pages 6-10.

- Activity 1 - Owner-Occupied Housing Rehabilitation: This activity is undertaken on a citywide basis, and supplements neighborhood improvement code enforcement efforts. To qualify, households must meet the income requirements set by HUD, which are based on regional-area median family income, adjusted for the number of members in the family. The goal is to provide low and moderate income residents with the means to upgrade, improve and maintain their housing. Rehabilitation may involve up to \$1,000 for an Emergency Repair Grant or up to \$10,000 per housing unit through a zero interest or low-interest deferred loan for exterior façade, accessibility, weatherization, plumbing, electrical and interior improvements to

owner-occupied dwellings. To the extent possible, grant and loan programs offered through other nonprofit and governmental agencies will be used to supplement CDBG resources for housing rehabilitation activities. Examples include the Michigan State Housing Development Authority (MSHDA) Property Improvement Program, accessibility improvements through the Disability Network Southwest Michigan, home-repair services through Senior Services, and the Kalamazoo County Weatherization Program. In addition to funds budgeted for FY 2010-11, additional projects may be undertaken utilizing unanticipated program income and unexpended funds available at the end of the FY 2009-10 program year, provided expenditures do not constitute a substantial change in use of funds (i.e., not more than 10 percent of the total FY 2010-11 CDBG Program budget). Per the Outcome Measurement System, the *objective* of this activity is to provide decent housing, while the anticipated *outcome* is to assist home owner with sustaining decent affordable housing.

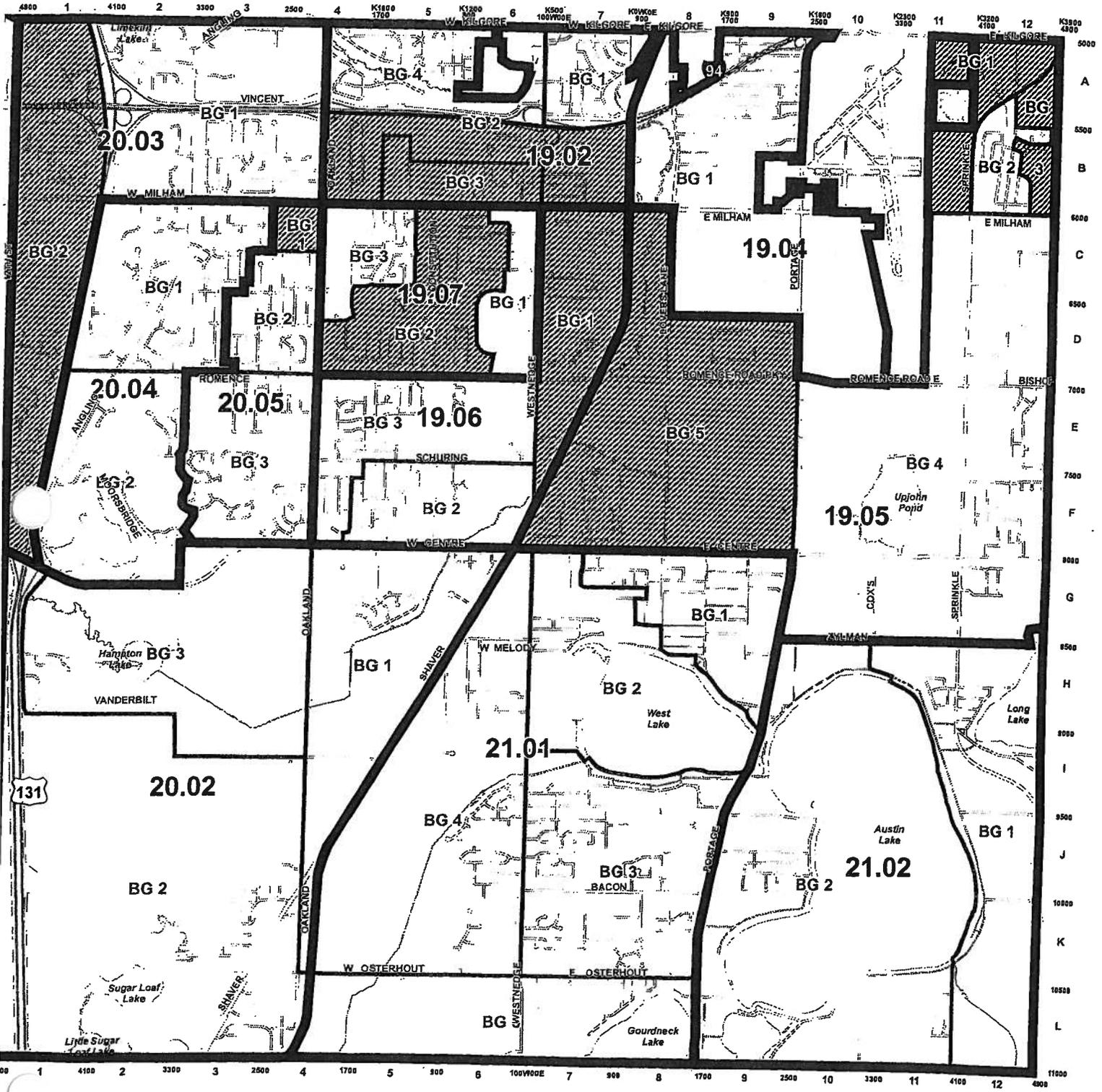
- **Activity 2 - Down Payment Assistance Program:** This activity promotes home purchases for first-time home buyers by providing no interest deferred loans to cover up to 50 percent of the required down payment and closing costs within target neighborhoods shown on Map 1 on page 3. The target neighborhoods include current or former HUD-designated low/moderate income neighborhoods and other areas with affordable owner-occupied median house values. Per the Outcome Measurement System, the *objective* of this activity is to provide decent housing, while the anticipated *outcome* is to the affordability of decent affordable housing.
- **Activity 3 – Human/Public Services Program:** This activity provides funding to the Portage Community Center (PCC), a local human service agency. Funds assist low/moderate income city residents with the following services through the CDBG program: Emergency Assistance, Transportation Assistance, and Youth Recreation Scholarship Assistance. CDBG funds are supplemented with General Funds to provide an even wider array of human services to the community. Per the Outcome Measurement System, the *objective* of this activity is to provide economic opportunity, while the anticipated *outcome* is to assist Portage residents with sustaining economic opportunities.
- **Activity 4 - Neighborhood Improvement-Code Administration and Enforcement:** This activity supplements a citywide code administration and enforcement effort. The Neighborhood Improvement effort targets areas where low and moderate-income residences make up at least 35.85 percent of the households in that neighborhood. These census tract/block groups are listed in the table below and illustrated on the Low/Moderate Income Neighborhoods, Census Tract/Block Group Map (map 2 on page 4).

<b>LOW/MODERATE INCOME NEIGHBORHOODS</b>	
Census Tract 19.02	Block Groups 2 & 3
Census Tract 19.05	Block Groups 1, 3 & 5
Census Tract 19.06	Block Group 1
Census Tract 19.07	Block Group 2
Census Tract 20.03	Block Group 2
Census Tract 20.05	Block Group 1



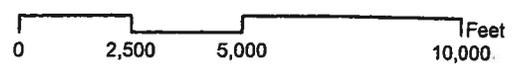
# MAP 2

## Low Income Neighborhoods Census Tract / Block Group Map



**Legend**

- CENSUS TRACT BOUNDARY
- BLOCK GROUP BOUNDARY
- LOW INCOME BLOCK GROUPS



The City of Portage provides a variety of Neighborhood Support activities funded primarily from the General Fund, which are carried out by numerous full-time staff within the Department of Community Development and other departments involved in infrastructure maintenance and clean-up programs for residential neighborhoods. The combined efforts of the citywide General Fund program and the targeted CDBG program help ensure neighborhood property values and quality of life are preserved. Per the Outcome Measurement System, the objective of this activity is to provide a Suitable Living Environment, while the anticipated outcome is to assist neighborhoods with sustaining suitable living environments.

- Activity 5 – Administration: This activity includes administration of the CDBG Program including oversight of the activities described above, preparation of various reports to HUD such as the Consolidated Annual Performance Evaluation Reports, semi-annual Labor Standards Enforcement reports, annual Contract and Subcontract report, preparation of Annual Action Plan and CDBG program budget and citizen participation process, Environmental Review Record, expenditure and program income oversight and reporting to HUD in the Integrated Data Information System (IDIS), participation in the Kalamazoo County LISC Affordable Housing Partnership (Continuum of Care), and support of fair housing activities and services.

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** City of Portage, Michigan

**Priority Need**

Owner-Occupied Housing

**Project Title**

Owner-Occupied Housing Rehabilitation

**Project Description**

Housing rehabilitation for extremely, very-low and low-income homeowners. Rehabilitation may involve emergency repair grants, and low interest deferred loans for exterior façade, accessibility, weatherization, plumbing, electrical and interior improvements to owner-occupied dwellings.

**Location**

City-Wide

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	\$137,104
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>\$137,104</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** City of Portage, Michigan

**Priority Need**  
Owner-Occupied Housing

**Project Title**  
Down Payment Assistance

**Project Description**  
Down payment assistance for home purchases for first-time home buyers by providing no interest deferred loans to cover up to 50 percent of the required down payment and closing costs within target neighborhoods.

**Location**  
Target Neighborhoods

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion

<b>Funding Sources:</b>	
CDBG	\$6,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$6,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** City of Portage, Michigan

**Priority Need**  
Public Services

**Project Title**  
Human/public Services – Portage Community Center

**Project Description**

Funding to the Portage Community Center (PCC), a local human service agency, will assist low/moderate income city residents through the following services through the CDBG program: Emergency Assistance, Surplus Commodity and Food Distribution, Transportation Assistance, Youth Recreation Scholarship Assistance. CDBG funds are supplemented with General Funds to provide an even wider array of human services to the community.

**Location**

City-Wide Residents To Be Assisted at the PCC facility

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	\$43,350
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$43,350

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3  
Consolidated Plan Listing of Projects**

**Applicant's Name** City of Portage, Michigan

**Priority Need**  
Other

**Project Title**  
Neighborhood Improvement- Code Administration and Enforcement

**Project Description**

This activity supplements a citywide code administration and enforcement effort. The Neighborhood Improvement effort targets areas where low and moderate-income residences make up at least 35.85 percent of the households in that neighborhood.

**Location**

HUD-designated low/moderate income census tract block groups

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	\$66,496
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$66,496

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name** City of Portage, Michigan

**Priority Need**  
Planning/Administration

**Project Title**  
Program Planning and Administration

**Project Description**

This activity includes administration of the CDBG Program including oversight the activities described above, preparation of various reports to HUD such as the Consolidated Annual Performance Evaluation Reports, semi-annual Labor Standards Enforcement reports, annual Contract and Subcontract report, preparation of Annual Action Plan and CDBG program budget and citizen participation process, Environmental Review Record, expenditure and program income oversight and reporting to HUD in the Integrated Data Information System (IDIS), participation in the Kalamazoo County Continuum of Care and other county-wide housing initiatives, and support of fair housing activities and services. In addition, the Consolidated Plan and Analysis of Impediments to Fair Housing Study will be updated in FY 2009-10.

**Location**

HUD-designated low/moderate income census tract block groups

Objective Number	Project ID 5
HUD Matrix Code 21A	CDBG Citation 570.202(c)
Type of Recipient Local Government	CDBG National Objective Administration
Start Date (mm/dd/yyyy) 07/01/2010	Completion Date (mm/dd/yyyy) 06/30/2011
Performance Indicator NA	Annual Units NA
Local ID NA	Units Upon Completion NA

**Funding Sources:**

CDBG	\$41,050
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$41,050

Primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

## B. Priorities

The table below summarizes the objectives intended to implement the goals of the Consolidated Plan with regard to housing and community development needs. Priority needs are also listed in the required Consolidated Plan Table 3 on pages 6-10.

During the FY 2010-11 program year, the goal is to assist 20 low/moderate income households through a combination of the Owner-occupied Housing Rehabilitation Program and the Downpayment Assistance Program. In addition, a goal has been established to address 350-400 city code violations to aid in the prevention of blight. Finally, the goal is to assist 4,000 low-in persons with human services primarily in the form of emergency assistance through the Portage Community Center.

<b>PRIORITY NEED: HOUSING AND AFFORDABLE HOUSING</b>	
<b>SPECIFIC OBJECTIVES</b>	1. Assist 15 households with housing rehabilitation loans in order to improve housing conditions.
	2. Assist 2 households with emergency repair grants to improve housing conditions and arrest further housing deterioration.
	3. Assist 3 households with down payment assistance to affordably purchase a home in a target city neighborhood.
	4. Indirectly assist 3000 households via the General Fund and CDBG program by financing non-profit agencies that provide emergency assistance to low/moderate income persons with a housing crisis.
	5. Affirmatively further fair housing by carrying out and supporting fair housing education and services within the community.
<b>PRIORITY NEED: COMMUNITY DEVELOPMENT</b>	
<b>SPECIFIC OBJECTIVES</b>	1. Promote neighborhood improvement by responding to 350-400 code enforcement complaints.
	2. Provide human service assistance to approximately 4,000 persons by funding the Portage Community Center.

## C. Geographic Distribution

As specified in subsection A, Activities To Be Undertaken During Program Year, the Neighborhood Improvement-Code Enforcement activities are limited to HUD-designated low/moderate income census tract block groups. Similarly, the Downpayment Assistance Program is targeted to current or previously designated low/moderate income census tract block groups and neighborhoods with affordable owner-occupied median home values. The Housing Rehabilitation Program, while often utilized to address issues identified through Neighborhood Improvement activities, is offered citywide to income-eligible homeowners. The Human Services activity is provided at the Portage Community Center facility centrally located within the community. Services are offered to city residents regardless of their geographic location of residence.

Where activities are geographically targeted, such areas include census tract block groups with a minority population concentration, which is discussed in more detail in the Consolidated Plan.

## **D. Homeless and Other Special Needs Activities**

Homelessness. As outlined in the Consolidated Plan, the City of Portage actively participates on the Kalamazoo County LISC Affordable Housing Partnership, which comprises the HUD-required Continuum-of-Care organization, and assists with the preparation of gaps analysis and planning documents with regard to homeless needs. While the Consolidated Plan, prepared in May 2005, provides information regarding emergency, transitional and permanent supportive housing facilities and services for homeless and chronic homeless persons within Kalamazoo County, the annual Continuum of Care planning document, submitted to HUD annually, should be referenced for an updated inventory of such services.

The City of Portage will also address homelessness by funding agencies that provide housing and related services to homeless persons in the effort to shelter those individuals and families who have lost their home and prevent homelessness of those individuals and families experiencing a housing crisis.

In May 2008, City Council awarded the Kalamazoo County Public Housing Commission a two-year grant of \$100,000 for the Local Housing Assistance Fund to provide tenant-based rental subsidies to homeless persons and for homelessness prevention programs. In addition, while funding awards have not yet been finalized by City Council, City Council will allocate approximately \$118,000 in General Fund monies, and \$43,350 in CDBG Fund monies to human/public service agencies to provide homeless and other special needs services, which in the past have included the following:

- Emergency assistance to low income families (utility shut-off payments, eviction preventions, food, clothing, etc.), youth development and program coordination with other service agencies at the community center.
- Emergency shelter, counseling and outreach for runaway youth and their families.
- Emergency shelter, homeless prevention programs and permanent supportive housing for families.
- Emergency shelter and counseling for victims of domestic and/or sexual abuse, and mentoring programs for adult women.
- Support for the 2-1-1/Help-Line that provides crisis intervention and human services information and referral 24 hours per day.
- Job training and retail work experience to youth with disabilities.

Special Needs Populations. There are no specific programs targeted towards special needs populations. However, whenever possible the City of Portage works with special needs housing providers on programs to create affordable housing opportunities for persons with special needs. This is evidenced by the following: 1) granting of a Payment in Lieu of Taxes (PILOT) for Residential Opportunities, Incorporated to purchase and rehabilitate a 32-unit apartment development, 12 units of which will be rented to special needs households; 2) a CDBG program grant to the LIFT Foundation for site clearing and connection to utilities for an 11-unit apartment for persons with disabilities; 3) availability of housing rehabilitation and emergency repair funds for persons with special needs who require accessibility improvements, including a partnership with the

Disability Network Southwest Michigan Ramp-Up program (CDBG housing rehabilitation funds cover materials and the Disability Network provides volunteer labor); 4) active participation on the Kalamazoo County LISC Affordable Housing Partnership, which facilitates the Kalamazoo County Continuum-of-Care for local agency housing program grant applications to MSHDA and HUD.

The table below summarizes the objectives intended to implement the goals of the Consolidated Plan with regard to homeless and special needs populations.

**SUMMARY OF SPECIFIC HOMELESS AND  
SPECIAL NEEDS POPULATIONS OBJECTIVES  
REQUIRED CONSOLIDATED PLAN TABLE 1C**

<b>PRIORITY NEED: HOMELESSNESS</b>	
<b>SPECIFIC OBJECTIVES</b>	1. Funding agencies in order to preserve the existing network of homeless shelters in Kalamazoo County and implement the 10-year Plan to End Homelessness.
	2. Funding agencies that provide transitional housing and support services for homeless individuals and families and persons threatened with homelessness.
	3. Participate in the annual preparation of the HUD-required Continuum-of-Care planning document, which monitors the provision of services to homeless individuals and prioritizes needs and programs.
<b>PRIORITY NEED: SPECIAL NEEDS</b>	
<b>SPECIFIC OBJECTIVES</b>	City of Portage programs are not directly targeted at assisting special needs populations.

**E. Other Actions Proposed**

Anti-Poverty Strategy, Under-served Needs, and Barriers to Affordable Housing

As discussed in the Consolidated Plan, due to limited funding, the city will not directly undertake programs to combat poverty. However, the above described programs provided through the CDBG program and General Fund monies for human/public services, will indirectly address poverty related needs.

In addition, continuation of CDBG programs and efforts to partner with for-profit and non-profit developers will assist in providing additional affordable housing over the FY 2010-11 program year. Examples may include consideration of tax exemptions from General Fund revenues to facilitate affordable housing construction and rehabilitation, and utilization of CDBG funds for predevelopment activities (including site surveying, clearing, grading, connection to public utilities, etc.) for affordable housing construction and/or rehabilitation. Funding may be derived from unanticipated program income and unexpended funds available at the end of the FY 2009-10 program year, provided expenditures do not constitute a substantial change in use of funds (i.e., not more than 10 percent of the total FY 2010-11 CDBG Program budget).

**F. Lead Based Paint Hazards**

All CDBG housing projects will be carried out in accordance with federal and state regulations pertaining to lead-based paint hazards over the FY 2010-11 program year.

## G. Coordination

As necessary, and to the extent of limited personnel and monetary resources, the City of Portage coordinates available programs, services and special resources to best serve the citizens of Portage. The Department of Community Development often works with other city departments and outside agencies to meet the special needs of residents.

As discussed in the Coordination and Management section of the Consolidated Plan, the city will continue to implement the CDBG program and work with other countywide housing and poverty initiatives throughout the FY 2010-11 program year.

## H. Allocation of Funds

The planned allocation of funds for FY 2010-11 are shown in the following table:

<b>FUNDING SOURCES</b>		
<b>Entitlement Grant (Includes reallocated funds)</b>		
CDBG	\$229,000	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
<b>Total</b>		\$229,000
<b>Prior Years' Program Income NOT previously programmed or reported <sup>1</sup></b>		
CDBG	\$10,000	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
<b>Total</b>		\$10,000
<b>Reprogrammed Prior Years' Funds <sup>1</sup></b>		
CDBG	\$15,000	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
<b>Total</b>		\$0
<b>Total Estimated Program Income</b>		
Program Income Fund	\$40,000	
Revolving Fund	\$0	
<b>Total</b>		\$40,000
<b>Section 108 Loan Guarantee Fund</b>		
	\$0	
		\$0
<b>TOTAL FUNDING SOURCES</b>		<b>\$294,000</b>
<b>Other Funds</b>		<b>\$0</b>
<b>Submitted Proposed Projects Totals</b>		<b>\$294,000</b>
<b>Un-Submitted Proposed Projects Totals</b>		<b>\$0</b>

<sup>1</sup> The Unexpended Fund Balance at the end of each fiscal year is comprised of both Prior Years' Program Income NOT previously programmed or reported (i.e., program income received that exceeded the projected amount) and Reprogrammed Prior Years' Funds (i.e., program expenditures that were less than the amount budgeted).

As noted in Sections A and E, there may be additional CDBG funds available derived from unanticipated program income and unexpended funds at the end of the FY 2009-10 program year.

In addition to the CDBG-funded activities in the table above, additional state and federal resources are available either directly to the City of Portage, or within the community serving Portage residents during the program year.

<b>OTHER FEDERAL, STATE AND LOCAL RESOURCES</b>	
City of Portage General Fund-Payment in Lieu of Taxes (PILOT) for affordable rental housing – estimated annual subsidy	\$65,000
Housing Choice and HARP Vouchers (Tenant-based rental assistance for low income and homeless households) Utilized in Portage – Variable Monetary Value – Administered by MSHDA	100 (estimated)
Supportive Housing Program Funds awarded to Kalamazoo County governmental and non-profit agencies via HUD funding that may serve Portage residents	\$1,494,919
McKinney-Vento Homeless Funds awarded to Kalamazoo County governmental and non-profit agencies via MSHDA funding that serve Portage residents	\$320,700

Finally, the City of Portage and sub-recipients of CDBG funds leverage CDBG dollars from City General Fund, federal and state grants, and private funds. The amount of leveraged funds will be reported annually in the CAPER document submitted to HUD.

#### **I. American Dream Down Payment Initiative (ADDI) Funds**

The City of Portage does not receive ADDI funding from HUD. However, as discussed above, the city does have a Downpayment Assistance Program through the CDBG Program and a separate grant from MSHDA.

#### **J. Monitoring**

The City of Portage regularly contracts with sub-recipients for human/public services, fair housing services and for single-family housing predevelopment. The Department of Community Development receives reports from human/public service and fair housing agencies on a biannual or quarterly basis and makes periodic monitoring visits. Housing contractors are monitored regularly while a project is underway and thereafter to ensure compliance with HUD regulations. Any new programs developed as a result of the Consolidated Plan or individual Annual Action Plan which will utilize sub-recipients will also be monitored in a similar manner.

With regard to City of Portage self-evaluation and monitoring, review of expenditures and program income receipt expenditures (including timeliness of expenditures), program activity accomplishments, and staff evaluation occurs at least quarterly, or more frequently as appropriate. In addition, grant performance is evaluated through the preparation of bi-annual Labor Standards Enforcement reports, the annual Contractor and Subcontractor report, annual and project specific Environmental Review, and annual Consolidated Annual Performance Evaluation Report (CAPER).

## K. Citizen Participation

The City of Portage has followed the Citizen Participation Plan as provided in the Consolidated Plan. A summary of public comments received to date on the FY 2010-11 Annual Action Plan is provided in Appendix C. In addition, the table below outlines the steps that have been taken in the development of the FY 2010-11 Annual Action Plan:

<b>PLAN DEVELOPMENT PROCESS AND CITIZEN PARTICIPATION</b>	
December 7, 2009	Receive and review requests for funding from human/public service agencies.
January 7, 2010	Human Services Board holds public hearing to receive comments regarding FY 2010-11 applications for funding for human/public services, and to gather comments on CDBG program performance and receive input on housing, community development needs, housing priorities and fair housing issues in relation to drafting the Annual Action Plan.
January 8, 2010 – February 4, 2010	Preparation of proposed recommendation for proposed CDBG budget and CDBG human/public service funding. Separate recommendation made by Human Services Board and the City Administration for final review and decision by City Council.
February 12, 2010	Recommend CDBG budget and complete draft of FY 2010-11 Annual Action Plan; submit to City Manager for review.
February 27, 2010	Publish summary of FY 2010-11 Annual Action Plan, including projected use of funds and notice for public hearing in the Kalamazoo Gazette.
April 1, 2010	City of Portage holds public hearing on the draft Annual Action Plan.
April 2, 2010	Final draft of FY 2010-11 Annual Action Plan and CDBG budget to City Council for endorsement.
May 11, 2010	City Council approves CDBG budget and FY 2010-11 Annual Action Plan.
May 14, 2010	Mail FY 2010-11 Annual Action Plan to HUD.
May 17-June 4, 2010	Prepare FY 2010-11 Environmental Review Record.
July 1, 2010	Begin new grant program year, FY 2010-11.

## L. Affirmatively Promoting Fair Housing

The City of Portage last conducted a comprehensive update to the city *Analysis of Impediments to Fair Housing* (A/I) study in 2003. Over the past two fiscal years, real estate and rental housing audit testing, and an update to Chapters III and IV of the A/I study, were completed. In FY 2010-11, a comprehensive update of the A/I study will be completed concurrent with the Consolidated Plan update.

The A/I study recommends activities that will be undertaken to eliminate the identified impediments to fair housing choice within the community. The City of Portage has allocated \$2,000 within the CDBG Administration budget for the following fair housing activities in FY 2010-11, which are intended to assist with addressing impediments identified in the A/I study:

1. Provide assistance to the Fair Housing Center of Southwest Michigan to host a minimum of two fair housing presentations to property owners/managers, realtors and/or financial institutions. **Target Deadline:** June 2011. **Estimated Budget:** \$0, in-kind professional services, completed on fee-for-service basis by Fair Housing Center.

2. Sponsor a fair housing education event during Fair Housing Month. This event will be conducted by the Fair Housing Center of Southwest Michigan, but may be in participation with other partners. **Target Deadline:** April 2011. **Estimated Budget:** \$500.
3. The city will pass a fair housing resolution in recognition of National Fair Housing Month. **Target Deadline:** April 2011. **Estimated Budget:** \$0.
4. Support fair housing activities of the Fair Housing Center of Southwest Michigan including information and referral, education and outreach, and Fair Housing enforcement services. **Target Deadline:** June 2011. **Estimated Budget:** \$1,500.
5. Participate as an Advisory Board member on the Partnership for Fair Housing Center of Southwest Michigan, and in the efforts to address fair housing issues on an area-wide basis. This includes efforts to strategically plan for the implementation of education, testing and enforcement of fair housing complaints by the Fair Housing Center of Southwest Michigan. **Target Deadline:** Ongoing. **Estimated budget:** \$0, in-kind professional services; attendance at monthly Board meetings, assistance on subcommittees.
6. Complete the update the Analysis of Impediments to Fair Housing study and recommend activities to address identified impediments. **Target Deadline:** May 2011. **Estimated budget:** \$0.

#### **M. Certifications**

Certifications are provided in Appendix A.

**APPENDIX A  
CERTIFICATIONS**

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:**

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction --** The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan --** The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3 --** It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) , (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

---

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---

Check \_\_\_ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

APPENDIX B  
SUMMARY OF CITIZEN COMMENTS

**Public Hearing–January 7, 2010–Comments on Housing and Community Development Needs:**

1. Public Hearing - FY 2010-11 Community Development Block Grant (CDBG) Program Community Development Block Grant (CDBG) Program – Housing and Community Development Needs: Chairperson Tuley opened the public hearing. With regard to the CDBG Program, staff provided an overview of the annual consolidated planning process, identified community development needs identified in the 2005-09 Consolidated Plan, recent census data estimates, and CDBG Program core activities and performance. With regard to the housing and community development needs analysis, the U.S. Department of Housing and Urban Development (HUD) granted the city a one-year extension to the update of the five-year 2005-09 Consolidated Plan due to the lack of relevant census data needed to prepare a meaningful analysis. Staff summarized the next steps in the process, which include: a recommendation to City Council regarding human/public service funding in early February 2010; a 30-day public comment period on the draft FY 2010-11 Annual Action Plan beginning in early March 2010; a public hearing by the Board on the draft plan in April 2010; review and approval of the CDBG budget and plan; and human/public service funding by City Council in mid-April 2010 and submission of the FY 2010-11 Annual Action Plan to HUD not later than May 15, 2010. In addition, while the CDBG entitlement grant is not yet known, staff indicated a seven percent increase from the current year is projected. Willson inquired if reported housing available for special needs households includes the Barrington Woods Apartments owned by Residential Opportunities, Inc. Staff indicated the 2000 Census data did not include the 12 special needs housing units added at the Barrington Woods in 2007, or the 10 special needs housing units added at the Gladys Street Apartments by the LIFT Foundation in 2009. Meulman indicated that based on the age of Portage housing stock, the housing lead hazard data is likely higher than reported. Staff noted that it is understood the Census estimates actual lead hazards, such as existence of peeling lead-based paint, as opposed to presence of lead-based paint and plumbing. As no comments from the Board or public were received, the hearing was closed.

**30-day Public Comment Period (February 27, 2010-April 1, 2010) and Public Hearing–April 1, 2010–Public Comments on draft FY 2010-11 Annual Action Plan:**

*To be completed after the hearing*

**APPENDIX C**

**PROOFS OF PUBLICATION**

**December 19, 2009 Notice of Public Hearing on housing and  
community development needs on January 7, 2010**

**February 27, 2010 publication of Notice of Availability of Draft FY 2010-11 Annual  
Action Plan and Notice of Public Hearing on April 1, 2010**

**CITY OF PORTAGE**  
*A Place for Opportunity & the Future*

**NOTICE OF PUBLIC HEARING**

The City of Portage will hold a public hearing on Thursday, January 7, 2010 at 6:30 p.m. in Conference Room #1, City Hall, 7900 South Westmedge Avenue, Portage, Michigan to consider comments on the Community Development Block Grant (CDBG) Program, community development needs, fair housing issues, housing priorities and funding for human/public services within the City of Portage. The city anticipates receiving approximately \$29,000 in Federal CDBG funding in 2010-11, and an estimated \$40,000 of program income.

All interested persons are encouraged to attend. Contact Vicki Georgeau, Deputy Director of Neighborhood Services, at the City of Portage Department of Community Development, (269) 329-4480 for additional information.

December 19, 2009

Department of Community  
Development  
Jeffrey M. Erickson, Director

STATE OF MICHIGAN )  
County of Kalamazoo ss. *Jarrett Bogerman*

Being duly sworn deposes and says he/she is Principal Clerk of

**THE KALAMAZOO GAZETTE**  
DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days)

*November 19* A.D. 20 *09*

Sworn to and subscribed before me this *21<sup>st</sup>* day of *November* 20 *09*

*Wendy Karrick*

Wendy Karrick  
Notary Public, Kalamazoo County, Michigan  
My commission expires 1/7/2012

**February 27, 2010**  
**Notice of Availability of**  
**Draft FY 2010-2011 Annual Action Plan and**  
**Notice of Public Hearing**

The draft FY 2010-11 Annual Action Plan has been completed as required by the U.S. Department of Housing and Urban Development for communities receiving federal funding in the form of a Community Development Block Grant. The draft FY 2010-11 Annual Action Plan outlines proposed projects that will be undertaken with the \$294,000 expected to be available to the City of Portage for FY 2010-11. For FY 2010-11, proposed projects/expenditures are:

Housing (loans and grants)	\$131,470
Down Payment Assistance Program	\$6,000
Neighborhood Improvement-Code Enforcement	\$64,280
Human/Public Services	\$43,350
Grant Administration and Fair Housing Activities	\$48,900
<b>TOTAL</b>	<b>\$294,000</b>

The Draft FY 2010-11 Annual Action Plan is available for review at the following locations:

- Department of Community Development, City of Portage, 7900 South Westnedge Avenue, Portage, MI 49002
- Portage District Library, 300 Library Lane, Portage, MI 49002
- Portage Senior Center, 320 Library Lane, Portage, MI 49002
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage web site ([www.portagemi.com](http://www.portagemi.com)) under city government, Publications

Comments can be submitted in writing on or before April 1, 2010 to the City of Portage, Department of Community Development, 7900 South Westnedge Avenue, or may be presented in person at a Public Hearing that will be held on Thursday, April 1, 2010 at Portage City Hall, Conference Room #1 at 6:30 p.m.

For additional information, please contact Vicki Georgeau, Deputy Director of Neighborhood Services, Department of Community Development at 269-329-4480.

Jeffrey M. Erickson, Director  
Department of Community Development

Saturday, February 27, 2010

