

CITY OF
PORTAGE
A Place for Opportunities to Grow

**HUMAN SERVICES
BOARD**

September 2, 2010

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

**Thursday, September 2, 2010
(6:30pm)**

Conference Room #1

APPROVAL OF MINUTES:

- * August 5, 2010

OLD BUSINESS:

Human/Public Services Available to Portage Citizens – Public Education – Ad Hoc Committee report

NEW BUSINESS:

- * 1. FY 2009-10 CDBG Consolidated Annual Performance Evaluation Report – Public Hearing
- 2. Metro Transit ADA Advisory Committee – Update by Board member Lenehan
- 3. Red Ribbon Week (October 23-31, 2010) activities – Board discussion

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, August 5, 2010

DRAFT

CALL TO ORDER: 6:45 p.m.

MEMBERS PRESENT: Diane Durian, Bill Lenehan, Marc Meulman, Mike Thompson, Amy Tuley, Kyle Huitt (Youth Advisory Committee Liaison)

MEMBERS EXCUSED: Angela Manahan Ilori

MEMBERS ABSENT: Pat Maye, Sandra Sheppard

STAFF PRESENT: Vicki Georgeau, Deputy Director of Neighborhood Services

APPROVAL OF MINUTES: May 6, 2010 minutes were approved as submitted, 5-0.

OLD BUSINESS:

Human/Public Services Available to Portage Citizens – Public Education – Ad Hoc Committee report: Tuley indicated there is no report as the Ad Hoc Committee was not able to meet prior to the Board meeting.

NEW BUSINESS:

1. FY 2010-11 Advisory Board goals – Board review: The Board reviewed the City Council approved Advisory Board goals for FY 2010-11. Tuley and staff noted a change in the process to report to Council on accomplishments and the timing of submission of recommended FY 2011-12 goals to City Council for review. In addition, there was a consensus that the Board prefers to make the requested presentation to the City Council on accomplishments and recommended goals at the second City Council meeting in April 2011. The Board also discussed that the Chair, along with another Board member, should attend the Council meeting presentation.
2. Metro Transit ADA Advisory Committee – Update by Board member Lenehan: Lenehan reported that Metro County Connect has developed a new Grocery Bag Assistance Program, where riders receive assistance from drivers to carry-on bags and other packages when using the service. Lenehan also noted the system is reviewing a potential inter-county demand-response transit system, that would allow riders from Allegan and Calhoun counties to travel to Kalamazoo county, and vice versa. Lenehan mentioned that the system currently has approval to travel to the Veterans Hospital in Battle Creek, as an example. Meulman noted this would be an important enhancement, as Allegan county residents lack adequate health service facilities. Lenehan also noted that changes to the fixed route bus system in Portage are being evaluated for implementation. Staff noted that the Kalamazoo County Transit Authority is holding a public education/input meeting at the Portage District Library on Tuesday, August 17th from 7-9 p.m.
3. Election of Vice Chair: Tuley shared with the Board a letter of resignation from Joanne Willson, as she has been elected the Portage Public School Board. Tuley passed around a thank you card for Board members to sign and send to Willson. Tuley requested nominations to fill the Vice-Chair position. After discussion, the Board postponed action on electing a Vice-Chair until the October meeting.

STATEMENT OF CITIZENS: Tuley shared with the Board a thank you letter from Logan Wessendorf, the Board's Youth Advisory Committee Liaison for the past two years.

ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:15 p.m.

Respectfully Submitted,
Vicki Georgeau, Deputy Director of Neighborhood Services

CITY OF PORTAGE, MICHIGAN

FY 2009-10

**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROGRAM**

**CONSOLIDATED ANNUAL PERFORMANCE
EVALUATION REPORT (CAPER)**

July 1, 2009 through June 30, 2010

**Jeffrey M. Erickson, AICP
Director of Community Development**

Prepared By:

**Vicki Georgeau, AICP
Deputy Director of Neighborhood Services
City of Portage, Michigan
Department of Community Development
7900 S. Westnedge Avenue
Portage, MI 49002**

Drafted: August 13, 2010

CITY OF PORTAGE, MICHIGAN

**FY 2009-10
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT**

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I. INTRODUCTION

The FY 2005-2009 Consolidated Plan and subsequent Annual Action Plans for the City of Portage Community Development Block Grant (CDBG) program have been prepared and approved by the U.S. Department of Housing and Urban Development (HUD). Activities and expenditure of funds must demonstrate consistency with five-year goals articulated in the Consolidated Plan and respective Annual Action Plans. End-of-grant-year reporting on the city CDBG program is required in the form of the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER consists of a narrative statement of accomplishments and financial and activity summary reports generated by the HUD Integrated Disbursement and Information System (IDIS).

II. INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM (IDIS) CAPER REPORTS

HUD requires the submission of two IDIS reports for the CAPER: 1) the CDBG Activity Summary Report and 2) the CDBG Financial Summary Report. The first tabular report (on pages 2-7) provides program activity details such as planned versus actual expenditures, geographic location, and socio-economic data regarding beneficiaries. The second tabular report (on pages 8-9) provides financial reporting details such as funding resources available, program income received, percent of funds expended for low-income beneficiaries, public services and administration. A final tabular report, Program Income Details By Fiscal Year and Program (page 10), is also provided as information to supplement the CDBG Financial Summary Report. A supplemental narrative follows these reports and consists of Sections III through V, which explains in further detail activities carried out during FY 2009-10. The following provides explanation of adjustments to the second tabular report, the CDBG Financial Summary for Program Year 2009:

1. Part I, Summary of CDBG Resources, Line 7: A \$57,047.03 adjustment was entered on the "Adjustment To Compute Total Available" line. This adjustment was made to accurately reflect Program Income received in IDIS during the program year. Line 5 of the CDBG Financial Summary Report indicates a Current Year Program Income of \$39,688.04, while the actual amount for the 2009-10 program year was \$96,735.07. See Table E, Program Income FY 2009-10 on page 29 of the CAPER narrative and the attached "Program Income Details By Fiscal Year and Program" IDIS report (PR09).
2. Part IV, Public Service Cap Calculations, Line 34: A negative \$24,770.53 adjustment was entered on the "Adjustment To Compute Total Subject to PS Cap" line. This adjustment was made to accurately reflect Program Income received in IDIS during the previously completed 2007-08 program year (\$51,331.86).
3. Part V, Planning and Administrative (PA) Cap, Line 44: A \$57,047.03 adjustment was entered on the "Adjustment To Compute Total Subject to PA Cap" line. This adjustment was made to accurately reflect Program Income received in IDIS during the program year. Line 5 of the CDBG Financial Summary Report indicates a Current Year Program Income of \$39,688.04, while the actual amount for the 2009-10 program year was \$96,735.07. See Table E, Program Income FY 2009-10 on page 29 of the CAPER narrative and the attached "Program Income Details By Fiscal Year and Program" IDIS report (PR09).



PGM Year: 2009
 Project: 0007 - LIFT FOUNDATION - MULTIFAMILY HOUSING PREDEVELOPMENT
 DIS Activity: 104 - AFFORDABLE HOUSING - PREDEVELOPMENT

Status: Completed
 Location: 420 GLADYS STREET PORTAGE, MI 49902
 Objective: Provide decent affordable housing
 Outcome: Affordability
 Matrix Code: Construction of Housing (12) National Objective: LMH
 Description:
 CONNECTION TO PUBLIC UTILITIES FOR 11 UNIT APARTMENT BUILDING FOR LOW-INCOME HOUSEHOLDS WITH A DISABILITIES: OTHER FUNDING - SECTION 811 HOUSING DEVELOPMENT VIA HUD.

Initial Funding Date: 10/22/2009
 Funded Amount: \$5,000.00
 Drawn Thru Program Year: \$5,000.00
 Drawn In Program Year: \$5,000.00

Proposed Accomplishments
 Housing Units : 11

Actual Accomplishments

Number assisted:

	Owner		Renter		Total	
	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	10	0	10	0
Black/African American:	0	0	0	0	0	0
Asian:	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0
Total:	0	0	10	0	10	0

Female-headed Households: 0

Income Category:

	Owner		Renter		Total	
	Total	Person	Total	Person	Total	Person
Extremely Low	0	0	10	0	10	0
Low Mod	0	0	0	0	0	0
Moderate	0	0	0	0	0	0
Non Low Moderate	0	0	0	0	0	0
Total	0	0	10	0	10	0
Percent Low/Mod	100.0%		100.0%		100.0%	

Annual Accomplishments
 Year # Benefiting

2008 10
 Provided \$5,000 of CDBG grant funds to the LIFT Foundation to connect a newly constructed 11-unit multiple-family residential complex to public sewer and public water services. The development provides 10-units of affordable rental housing to low-income households with disabilities also funded through the HUD Section 811 program.

PGM Year: 2009

0001 OWNER OCCUPIED HOUSING REHABILITATION
108 - Owner Occupied Housing Rehabilitation

Status: Completed
Location: 7900 S. Westnedge Avenue City of Portage Department of Community Development Portage, MI 49024

Objective: Provide decent affordable housing
Outcome: Sustainability
Matrix Code: Rehab, Single-Unit Residential (14A) **National Objective:** LMH

Initial Funding Date: 10/20/2009
Funding:
Funded Amount: \$99,315.41
Drawn Thru Program Year: \$99,315.41
Drawn In Program Year: \$99,315.41

Description:
Emergency repair grants and low-interest deferred loans for single-family residential rehabilitation activities for income-eligible Portage homeowners.

Proposed Accomplishments

Housing Units : 17

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	10	0	0	0	10	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	10	0	0	0	10	0	0	0

Female-headed Households: 4

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	10	0	10	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	10	0	10	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Year # Benefiting

Accomplishment Narrative

2009 10 Expended \$99,315 to provide emergency repair and housing rehabilitation assistance to 10 owner-occupied housing units occupied by low income residents.

Status: Completed
Location: 7900 S. Westnedge Avenue City of Portage Department of Community Development Portage, MI 49024
Initial Funding Date: 10/20/2009
Financing:
 Funded Amount: \$5,103.00
 Drawn Thru Program Year: \$5,103.00
 Drawn In Program Year: \$5,103.00

Proposed Accomplishments
 Households (General) : 3
Actual Accomplishments

Number assisted:

	Owner		Renter		Total	
	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	2	0	0	0	2	0
Black/African American:	0	0	0	0	0	0
Asian:	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0
Total:	2	0	0	0	2	0

Female-headed Households: 1
 Income Category: 0

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	2	0	2	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	2	0	2	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments
 Year # Benefiting Accomplishment Narrative
 2009 2 Provided two low-moderate income households with \$5,103 in down payment and closing cost assistance to purchase an affordable home in eligible target areas.

RGM Year: 2009

Project: 009 - HUMAN/PUBLIC SERVICES PORTAGE COMMUNITY CENTER
 IDIS Activity: 170 - Human/Public Services

Status: Completed
 Location: 325 East Centre Avenue Portage, MI 49002

Objective: Create economic opportunities
 Outcome: Sustainability
 Matrix Code: Public Services (General) (05)
 National Objective: LMC

Initial Funding Date: 10/21/2009
 Financing
 Funded Amount: \$38,000.00
 Drawn Thru Program Year: \$38,000.00
 Drawn In Program Year: \$38,000.00

Proposed Accomplishments
 People (General) : 4,000

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	0	241
Black/African American:	0	0	0	0	0	0	721	6
Asian:	0	0	0	0	0	0	32	4
American Indian/Alaskan Native:	0	0	0	0	0	0	31	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	32	0
Asian White:	0	0	0	0	0	0	4	0
Black/African American & White:	0	0	0	0	0	0	116	1
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	15	0
Other multi-racial:	0	0	0	0	0	0	25	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	4,172	252
Female-headed Households:	0	0	0	0	0	0	0	0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	3,732
Low Mod	0	0	0	440
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	4,172
Percent Low/Mod				100.0%

Annual Accomplishments

Year # Benefiting

2009 4,172

Accomplishment Narrative

Provided \$38,000 to the Portage Community Center to assist 4,172 low-moderate income Portage residents with emergency assistance, transportation assistance and youth recreation scholarships.

PGM Year: 2009
 Project: 0004-NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT
 IDIS Activity: 111 - Neighborhood Improvement, Code Administration & Enforcement

Status: Completed

Location: 7900 S. Westnedge Avenue City of Portage Department of Community Development Portage, MI 49002

Initial Funding Date: 10/20/2009

Financing

Funded Amount: \$56,473.44

Drawn Thru Program Year: \$56,473.44

Drawn In Program Year: \$56,473.44

Proposed Accomplishments

People (General) : 350

Total Population in Service Area: 12,449

Census Tract Percent Low / Mod: 50.20

Objective: Create suitable living environments

Outcome: Sustainability

Matrix Code: Code Enforcement (15)

Description: Neighborhood Improvement efforts target areas where low-to-moderate income residences make up at least 35.85 percent of the households in that neighborhood.

National Objective: LMA

Annual Accomplishments

Year	# Benefiting	Accomplishment Narrative
2009		Expended \$56,474 for neighborhood improvement - code administration and enforcement activities for 500 reported or identified code violations in HUD-designated low-moderate income neighborhoods. Such activities aid in the prevention and elimination of blight.

PGM Year: 2009
 Project: 0005-PLANNING/ADMINISTRATION
 IDIS Activity: 112 - Planning and Administration

Status: Completed 6/30/2010

Location:

Objective: Planning and general grant administration activities, which include: Private Section Analysis of Impediments to Fair Housing update, Annual Action Plan, CAPER, semi-annual Labor Relations Report, annual EEO report, IDIS reporting, HUD monitoring, and fair housing activities.

Outcome: General Program Administration (21A)

Matrix Code: General Program Administration (21A)

Description: Planning and general grant administration activities, which include: Private Section Analysis of Impediments to Fair Housing update, Annual Action Plan, CAPER, semi-annual Labor Relations Report, annual EEO report, IDIS reporting, HUD monitoring, and fair housing activities.

National Objective:

Annual Accomplishments

Year	# Benefiting	Accomplishment Narrative

Status: Completed
Location: 2303 Lansing Avenue Portage, MI 49002
Objective: Provide decent affordable housing
Outcome: Affordability
Matrix Code: Construction of Housing (12) **National Objective:** LMH

Initial Funding Date: 04/07/2010
Financing
 Funded Amount: \$4,425.00
 Drawn Thru Program Year: \$4,425.00
 Drawn in Program Year: \$4,425.00
Proposed Accomplishments
 Housing Units : 1
Actual Accomplishments

Description:
 Pre-development assistance provided to Habitat for Humanity for the construction of an affordable single-family dwelling. In particular, funds are allocated towards the cost of public water and public sewer connection for the dwelling.

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
Number assisted:	0	0	0	0	0	0	0	0
White:	6	0	0	0	6	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	6	0	0	0	6	0	0	0
Female-headed Households:	6		0		6			
Income Category:								
Extremely Low	0	0	0	0	0	0	0	0
Low Mod	6	0	0	0	6	0	0	0
Moderate	0	0	0	0	0	0	0	0
Non Low Moderate	0	0	0	0	0	0	0	0
Total	6	0	0	0	6	0	0	0
Percent Low/Mod	100.0%				100.0%			
Annual Accomplishments								
Year	# Benefiting		Accomplishment Narrative					
2009	6		Provided \$4,425 in grant funding to Kalamazoo Valley Habitat for Humanity to connect a newly constructed affordable single-family dwelling to public sewer and public water services.					

IDIS

U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
PR 26 - CDBG Financial Summary Report

DATE: 8/5/2010
TIME: 4:23:59 pm
PAGE: 1/2

Grantee	PORTAGE , MI
Program Year	2009
PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	81,232.72
02 ENTITLEMENT GRANT	214,020.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	39,688.04
06 RETURNS	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	57,047.03
08 TOTAL AVAILABLE (SUM, LINES 01-07)	391,987.79
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	208,316.85
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	208,316.85
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	44,312.27
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	252,629.12
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	139,358.67
PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	208,316.85
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	208,316.85
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITTING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	38,000.00

IDIS

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
PR 26 - CDBG Financial Summary Report

DATE: 8/5/2010
TIME: 4:23:59 pm
PAGE: 2/2

28	PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29	PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30	ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31	TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	38,000.00
32	ENTITLEMENT GRANT	214,020.00
33	PRIOR YEAR PROGRAM INCOME	76,102.39
34	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	(24,770.53)
35	TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	265,351.86
36	PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.32%
PART V: PLANNING AND ADMINISTRATION (PA) CAP		
37	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	44,312.27
38	PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39	PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40	ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	57,047.03
41	TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	101,359.30
42	ENTITLEMENT GRANT	214,020.00
43	CURRENT YEAR PROGRAM INCOME	39,688.04
44	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45	TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	253,708.04
46	PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	39.95%

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 Program Income Details by Fiscal Year and Program
 PORTAGE,MI

Date: 08-05-10
 Time: 14:55
 Page: 1

Report for Program:CDBG

Voucher Dates:08-01-2009 to 08-05-2010

Fiscal Year	Program	Associated Grant Number	Fund Type	Income for Year	Transaction	Voucher #	Voucher Created	Voucher Type	IDIS Activity ID	Matrix Code	Received/Drawn Amount	
2009	CDBG	B09MC260023	PI	50,000.00								
RECEIPTS												
		5003135 -001					10-20-09				925.76	
		5007554 -001					01-05-10				10,679.45	
		5014852 -001					04-07-10		108	14A	28,082.83	
		5023814 -001					08-02-10		108	14A	57,047.03	
DRAWS												
		5021409 -003					10-22-09	PY		108	14A	925.76
		5051264 -003					01-07-10	PY		108	14A	10,679.45
		5090837 -001					04-07-10	PY		108	14A	14,826.38
		5090837 -003					04-07-10	PY		111	15	13,256.45
		5145158 -001					08-02-10	PY		112	21A	12,931.51
		5145158 -002					08-02-10	PY		111	15	15,730.70
		5145158 -003					08-02-10	PY		108	14A	26,804.51
											Receipts	96,735.07
											Draws	95,154.76
											Balance	1,580.31

III. FEDERAL RESOURCES

The City of Portage had the following resources available for affordable and supportive housing activities during the reporting period (July 1, 2009 - June 30, 2010).

RESOURCES AVAILABLE FY 2009-10

<u>CDBG PROGRAM FUNDING SOURCE</u>	<u>AMOUNT</u>
Unexpended CDBG Funds at End of Previous Reporting Period (FY 2008-09)	\$ 81,233
FY 2009-10 Federal CDBG Entitlement	\$214,020
CDBG Program Income Funds Received During FY 2009-10	\$ 96,735
Total Revenue	\$391,988
Total FY 2009-10 Program Expenditures	\$252,629
Total Unexpended Fund Balance at End of Program Year	\$139,359

The table above indicates Portage had \$391,988 of CDBG Program resources available during the reporting period through its entitlement grant program. As also shown on Table A, Budget and Expenditures, and Table B, Financial Summary (see page 28), the FY 2009-10 budget was \$289,020 while total expenditures were \$252,629. At the end of FY 2009-10, there was unexpended combined balance of \$139,359. Expenditure of \$25,000 of the unexpended fund balance has been budgeted for FY 2010-11, and will be directed toward assistance for CDBG Housing Programs. In addition, up to \$29,572 (10% of the FY 2010-11 CDBG budget) may be expended on additional housing projects during FY 2010-11. Any additional expenditures of the Unexpended Fund Balance will require an amendment to the FY 2010-11 Annual Action Plan.

In addition to the annual CDBG entitlement grant program, \$57,194 of new funding was directly available to the City of Portage from HUD through the American Recovery and Reinvestment Act (ARRA) through the CDBG-Recovery (“CDBG-R”) program, which was utilized for additional housing program (owner-occupied rehabilitation and down payment assistance) and fair housing planning activities. The City of Portage also received new funding through a \$145,000 Neighborhood Stabilization Program (“NSP1”) grant from the Michigan State Housing Development Authority (MSHDA) during the program year for the purchase and rehabilitation of eligible foreclosed houses. Finally, the city had an additional \$131,755 through a 2006 HOME-Housing Resource Fund grant to expend during the program year on home buyer purchase-rehabilitation and home-owner rehabilitation projects in eligible neighborhoods.

In addition to HUD and MSHDA resources available directly to the city, over \$2 million in other federal/HUD resources were available to assist the community during the program year as follows: 1) \$392,770 of MSHDA Homeless Prevention and Rapid Re-housing (“HPRP”) grant funds through ARRA 2) \$320,700 of MSHDA Emergency Shelter Grants to area emergency shelter providers; 3) \$1,378,760 of HUD Supportive Housing Grants to area transitional and permanent support housing providers.

IV. GENERAL GRANTEE NARRATIVE STATEMENT

A. Assessment of Five Year Goals

The overall objective of the City of Portage 2005-2009 Consolidated Plan is to develop and implement city CDBG program activities through one of the three statutory program goals: 1) providing decent housing, 2) creating a suitable living environment, and 3) expanding economic opportunities. The major strategies to achieve these goals are:

- Continue programs to maintain and create affordable housing opportunities;
- Minimize dangers related to lead-based paint hazards in housing;
- Support Fair Housing efforts;
- Reduce barriers to affordable housing;
- Promote neighborhood improvement;
- Address problems of persons experiencing poverty; and
- Assist in reducing the demand for homeless shelters and shelter beds by participating in countywide initiatives.

As stated in the Consolidated Plan, the city addresses housing and other community development needs as part of the funding provided by the CDBG program. On average, approximately \$300,000 is annually budgeted to specifically address the objectives listed above (although federal funding to the city has declined over the past decade, modest increases have been received over the past two program years). Many of the plan objectives are also addressed through ongoing city operations (for example, the Comprehensive Plan, the Capital Improvement Program, economic development initiatives and year-to-year General Fund appropriations). All activities undertaken with CDBG funds benefit extremely-low to low-income residents of Portage. The largest component, housing rehabilitation, provides the opportunity for extremely low to low-income homeowners to make affordable home improvements. As an additional benefit, improvements to homes are often in the lower income target neighborhoods and therefore, CDBG-funded improvements play an important role in encouraging private investment in the neighborhood. Residents in target areas who can afford improvements are more likely to make investments in their property if others are doing the same.

CDBG funding is also utilized to address blighting influences and other ordinance violations that are detrimental to neighborhoods. The neighborhood improvement focus in lower income target neighborhoods arrests decline, and preserves property values. In some instances identification of a code violation leads to the homeowner participating in the housing rehabilitation program, which further improves the housing stock and enhances property values.

Finally, the CDBG Fund, as significantly augmented with the City of Portage General Fund, provides assistance to human/public service agencies, which support a variety of services to low and moderate income residents of Portage.

In summary, the following activities were undertaken in FY 2009-10 in the effort to meet goals of the Consolidated Plan:

- Provided housing rehabilitation loans and emergency repair grants on a city-wide basis to 10 income-eligible households (27 individuals) as part of the CDBG housing programs, identified as a “High” priority in the Consolidated Plan.
- Provided homebuyer down payment assistance in target neighborhoods to two households (six individuals), identified also as a “High” priority in the Consolidated Plan.
- Funded the Portage Community Center, which provides supportive services to low/moderate income Portage residents, identified as a “medium” priority in the Consolidated Plan.
- Responded to 500 code enforcement cases in an effort to arrest blight and housing deterioration in designated low-moderate income neighborhoods.
- Provided funding to Kalamazoo Valley Habitat for Humanity to connect a newly constructed affordable single-family dwelling to public sewer and water services.
- Provided funding to the LIFT Foundation to connect a newly constructed HUD Section 811 multiple-family housing development to public sewer and water services.
- Participated on the Kalamazoo County LISC Affordable Housing Partnership, which addresses countywide housing goals and targets specific housing production for low-income residents of Kalamazoo County.
- Participated on several committees assigned to prepare the Continuum-of-Care strategy and evaluation/prioritization of housing projects in conjunction with grant applications of local agencies to both the Michigan State Housing Development Authority and the Department of Housing and Urban Development. These priorities ranged from “High” to “Low” in the Consolidated Plan.
- Served on the Advisory Board and contributed to the activities of the Fair Housing Center of Southwest Michigan by providing financial assistance and in-kind administrative assistance with fair housing services carried out by the center.
- Completed administrative activities related to the CDBG program.
- Carried out the expenditure of CDBG-R funds provided through ARRA to complete: 12 housing rehabilitation projects (with 33 individuals) and one down-payment assistance project (with 3 individuals), and contracted with the Fair Housing Center of Southwest Michigan to complete a private sector analysis of impediments to fair housing.
- Carried out the expenditure of MSHDA NSP1 funds to complete one home buyer purchase-rehabilitation of a foreclosed house;
- Carried out the expenditure of MSHDA HOME funds to complete one home buyer purchase-rehabilitation project, and eight owner-occupied housing rehabilitation projects.

B. Affirmatively Furthering Fair Housing

The City of Portage continues to take steps to affirmatively further fair housing based on the *Analysis of Impediments to Fair Housing* study. The impediments identified were: (1) lack of understanding as to the prevalence of housing discrimination; (2) differential terms/conditions within housing transactions; (3) lack of knowledge by general public, landlords, and realtors about fair housing laws; (4) less frequent home mortgages/purchasing by racial minorities; and (5) protected classes deterred by the lack of affordable housing. Specific actions to address identified impediments were undertaken:

- The city continued to participate on the Advisory Board of the Fair Housing Center of Southwest Michigan and provided \$2,000 for the provision of fair housing services such as education, outreach, complaint investigation and referrals.
- In addition, the city sponsored the 7th annual Fair Housing Conference, which provided fair housing education for Portage housing practitioners and residents.
- The city makes referrals to Fair Housing Center of Southwest Michigan, Dispute Resolution Services and Western Michigan Legal Services, regarding fair housing and tenant/landlord issues, as necessary in response to inquiries and requests.
- In May 2010, the Executive Director of the Center made a presentation to the Human Services Board regarding fair housing activities in the community.
- Also in April 2010, the Portage City Council passed a resolution in recognition of Fair Housing Month.
- Finally, the city provided \$2,000 in CDBG-R funds to the Center to prepare a private sector analysis of impediments to fair housing, which will be incorporated into the Analysis of Impediments to Fair Housing study update to be completed in FY 2010-11.

C. Affordable Housing

Efforts to address affordable housing are undertaken as part of the CDBG Program. The affordable housing stock in Portage tends to be the houses located in mature neighborhoods. These houses are in greater need of exterior and interior repairs and major system improvements such as heating, electrical and plumbing. The CDBG Housing Rehabilitation program assists with financing these improvements. In addition, during FY 2009-10 the Down Payment Assistance Program provided no interest deferred loans for first-time homebuyers in target low-income neighborhoods. Finally, the City of Portage partnered with two non-profit entities to provide public water and sewer connections to two new affordable housing developments: 1) the Kalamazoo Valley Habitat for Humanity construction of a single-family dwelling, and 2) the LIFT Foundation construction of an 11-unit apartment complex. The number of households and persons served directly, by income level, is provided in the following table.

Activity	Extremely Low Income	Very Low Income	Low Income	TOTALS
Housing Rehab Programs	Households (Persons)			
• Housing Rehab Loan	0 (0)	2 (2)	7 (24)	9 (26)
• Emergency Repair Grant Program	0 (0)	1 (1)	0 (0)	1 (1)
Housing Rehab Program Subtotal	0 (0)	3 (3)	7 (24)	10 (27)
Down Payment Assistance Program Subtotal	0 (0)	0 (0)	2 (6)	2 (6)
Habitat for Humanity Pre-Development for Construction of Single-family Dwelling	0 (0)	1 (6)	0 (0)	1 (6)
LIFT Foundation Pre-development for Construction of Multiple-family Development	10 (10)	0 (0)	0 (0)	10 (10)
TOTALS	10 (10)	4 (9)	9 (30)	23 (49)

Applicants apply directly to the CDBG programs or are referred to the city by other agencies. Improvements directly assist the homeowner and help preserve the affordable housing stock in Portage. Finally, refer to the discussion of “Underserved Needs”, “Eliminate Barriers to Affordable Housing” and “Improve Public Housing” under “E. Other Actions” below for details related to other affordable housing activities.

D. Continuum-of-Care

The city participated as a member of the Kalamazoo County LISC Affordable Housing Partnership, which is the body responsible for the annual Continuum-of-Care collaborative and preparation of the Continuum of Care Planning Document for Kalamazoo County. Partnership meetings are held monthly and more frequently during the prioritization of projects. A large responsibility of the Partnership is to coordinate the Continuum-of-Care document for the Kalamazoo County area. The Continuum-of-Care comprehensively addresses housing providers and resources, identifies gaps in the provision of services, and prioritizes housing needs. The document has been utilized as a narrative part of grant proposals submitted by area housing, shelter and supportive service providers.

E. Other Actions

In addition to the specific projects listed above, the Consolidated Plan outlined several other general areas related to housing that the City of Portage addressed. The following paragraphs review progress in these areas.

1. Underserved Needs

Homelessness: As indicated in the Annual Action Plan the City of Portage continued to work with communities (via the Kalamazoo County LISC Affordable Housing Partnership and Continuum of Care process) within the county to

determine the needs of the homeless population, and funded human service agencies that provide a variety of services to help prevent homelessness. The City of Portage also provided human/public service funds including General Fund dollars, to a number of agencies that assist low/moderate income persons. A significant number of services help persons/families living at a poverty level and/or those persons/families that are currently homeless or are in danger of becoming homeless. Agencies funded include:

- Catholic Family Services - The ARK: Provides youth shelter, transitional and permanent housing and counseling services in an effort to protect children and reunite families when possible. General Fund: \$11,137
- Housing Resources Incorporated: Provides assistance to homeless persons and persons in danger of becoming homeless in order to secure housing. General Fund: \$24,203
- YWCA: Operates emergency shelter, transitional and permanent housing for women and their children who are victims of domestic and/or sexual abuse. General Fund: \$10,734.
- Portage Community Center: PCC provides a variety of services including emergency assistance (food, clothing, transportation, utility shut-off payments, etc.), referrals to other agency services, and hosts many programs. General Fund: \$124,484, Community Development Block Grant Fund: \$38,000.
- Gryphon Place: Provides 24-hour human/services information and referral and crisis hot line. General Fund: \$4,084.

In addition to the above, the City of Portage awarded the Kalamazoo County Public Housing Commission a \$100,000 grant from the General Fund to support the Housing Assistance Fund over FY 2008-09 and FY 2009-10. The Housing Assistance Fund provides tenant-based rental subsidies for extremely low-income homeless persons within the community, homelessness prevention assistance, and is utilized to leverage other public and private funds to rehabilitate and/or construct affordable rental housing benefiting Portage residents.

Special Needs: Special needs populations were not a specified priority of the Consolidated Plan. However, as noted above, the city provided funding to the LIFT Foundation this program year to assist with the development of a HUD Section 811 11-unit apartment complex (including one on-site manager unit) that provides affordable housing to persons with disabilities.

2. Eliminate Barriers to Affordable Housing

One of the primary barriers to affordable housing in Portage is the cost of housing. Portage is a desirable market with a good school system. The effort to foster and maintain housing includes:

- Participating on the Kalamazoo County LISC Affordable Housing Partnership, which sets goals for affordable countywide housing production;

- Working with non-profit housing developers on affordable housing projects, such as the affordable housing projects completed in partnership with the Kalamazoo Valley Habitat for Humanity and the LIFT Foundation;
- Undertaking code enforcement in low/moderate target areas to maintain affordable housing stock as a desirable location to live;
- Providing housing rehabilitation loans and grants to low/moderate income homeowners throughout the city to ensure maintenance of affordable housing;
- Providing home buyer assistance (no-interest deferred loans) in target areas,
- Administration of the North Central Portage Homebuyer Purchase-Rehabilitation and Homeowner Rehabilitation Program funded by MSHDA, and the Neighborhood Housing Stabilization Program, also funded by MSHDA

3. Institutional Structure/Enhancement of Coordination

The City of Portage Department of Community Development administers the CDBG Program and the above referenced MSHDA housing program. To the extent feasible, the city also works cooperatively with the Kalamazoo County Housing Rehabilitation Program, and the Kalamazoo County Weatherization Program to coordinate and leverage resources. Also, the city continually seeks opportunities to partner with several other area service providers including Senior Services, Inc., Disability Network, the Portage Community Center, Kalamazoo Neighborhood Housing Services, Kalamazoo Valley Habitat for Humanity and MSHDA. The city is often able to work and coordinate services with these agencies to provide necessary assistance to homeowners with housing-related problems.

As noted above, the city has also partnered with local non-profit agency housing projects. By working with non-profits, the city is able to leverage the funding available to assist with a greater number and type of projects. For example, projects with Kalamazoo Valley Habitat for Humanity and other entities continue to be pursued for development on an annual basis.

4. Improve Public Housing

The City of Portage does not own or manage public housing. However, Kalamazoo County has a recently established a Public Housing Commission and has been awarded grants from HUD and MSHDA to provide scattered site rental subsidies, and to construct and/or rehabilitate affordable rental dwelling units. In addition, the Kalamazoo County Housing Authority recently established with local funds the Kalamazoo County Housing Assistance Fund that provides additional scattered site rental subsidies for extremely low-income households, with an emphasis on serving homeless persons. As noted above, the City of Portage awarded a \$100,000 grant from the General Fund for the Housing Assistance Fund over FY 2008-09 and FY 2009-10.

5. Lead Based Paint Hazards

Due to the relatively newer housing stock, lead-based paint has not been a significant problem in the City of Portage. However, efforts to educate the public and test and abate lead-based paint hazards are undertaken in conjunction with the City of Portage CDBG Housing Rehabilitation Program and the Downpayment Assistance Program. Any hazards found during the inspection or rehabilitation process are addressed as part of the overall project in compliance with federal regulations.

6. Compliance with Program and Comprehensive Planning Requirements

The City of Portage certifies that the activities undertaken with federal grant dollars are consistent with the Consolidated Plan. The Consolidated Plan process involves outlining short and long-term goals for community development through a comprehensive planning process involving public input and consultation with community-wide service providers. CDBG funding is utilized exclusively to benefit low-income residents of Portage and to promote, to the extent possible, fair housing education and activities.

7. Reduction of Number of Persons Living Below the Poverty Level

In 2000, according to U.S. Census data, 4.8 percent of the residents of Portage were at or below the federal poverty level, up from 4.2 percent in 1990. Despite relatively low rates of poverty in Portage, many of the CDBG programs, such as the housing rehabilitation, down payment assistance, neighborhood improvement and human/public service funding directly and indirectly help persons in poverty improve their quality of life. In addition, the city has previously participated in the local Poverty Reduction Initiative process to develop a county-wide affordable housing plan, in conjunction with efforts of the Kalamazoo County LISC Affordable Housing Partnership.

8. Priority Non-Housing Community Development Needs

Non-housing community development needs are identified as a relative low priority in the Consolidated Plan. The City of Portage receives a relatively small entitlement amount, which generally is not sufficient to fund capital projects. Capital projects are generally addressed in the City of Portage Capital Improvement Program, which is a program of specific capital projects for ten years into the future, with funding from taxes, special assessment revenues and other sources.

F. Leveraging Resources

The city received \$214,020 in federal CDBG entitlement funds this fiscal year, and budgeted receipt of \$50,000 in program income funds. In addition, \$25,000 in Prior

Years' Funds was included in the overall budget. For all CDBG Program activities, which include: housing rehabilitation; down payment assistance; affordable housing projects; neighborhood improvement/code enforcement; human/public services; and program administration, \$1,385,990 in combined City of Portage General Fund monies (\$15,769), public (\$846,800-Section 811 HUD funds) and private monies (\$523,421) leveraged \$252,629 in CDBG Program expenditures. This leveraging increases the beneficial impact of CDBG Program activities. The City of Portage does not require matching funds for the Housing Rehabilitation Program, but has developed incentives during the FY 2006-07 program year to encourage homeowner contributions to housing rehabilitation costs. In addition, the city seeks partnerships with non-profit housing developers to undertake affordable housing projects in order to leverage federal funding with other government and private funds. Finally, the General Fund annually leverages funding of human/public service agencies with more than X dollars for each one dollar of federal funds spent.

G. Citizen Comments

A public notice will be published in the August 14, 2010 issue of the Kalamazoo Gazette, indicating the availability of the FY 2009-10 Consolidated Annual Performance Evaluation Report (CAPER) for public review and comment. Citizens have the opportunity to review and comment on the CAPER at two locations within the city, and via the city website. Public comments will be accepted through September 2, 2010, and the City of Portage will hold a public hearing on September 2, 2010. A summary of public comments received and a Proof of Publication of the notice will be included in Appendix B and C respectively.

H. Self-Evaluation

Over the period covered by this Annual Performance Report (July 1, 2009 - June 30, 2010), the city has accomplished the majority of the goals set forth in the Annual Action Plan. To summarize, progress included:

- A total of \$99,315 was expended for housing rehabilitation, and emergency repair assistance to 10 households (27 individuals) as part of the CDBG housing programs, identified as a "High" priority in the Consolidated Plan.
- A total of \$5,103 was expended to provide homebuyer downpayment assistance to two households (6 individuals), identified also as a "High" priority in the Consolidated Plan.
- A total of \$38,000 (CDBG Fund) and \$174,642 (General Fund) was provided to agencies providing supportive services to low/moderate income persons and families, which was identified as a "High" priority in the Consolidated Plan.
- A total of \$56,474 was expended to address 500 code enforcement violations in an effort to arrest blight and housing deterioration in low-income target neighborhoods.

- A total of \$4,425 was expended in partnership with Kalamazoo Valley Habitat for Humanity to facilitate the new construction of an affordable single-family dwelling.
- A total of \$5,000 was expended in partnership with the LIFT Foundation to facilitate the new construction of an affordable multiple-family rental development.
- Committed in-kind professional resources via participation on the Advisory Board of the Fair Housing Center of Southwest Michigan, and provided \$2,000 in financial assistance for the provision of fair housing services, and sponsorship of the 7th annual Fair Housing conference and Landlord Forum at the Portage Community Center.
- A total of \$44,312 (CDBG Fund) was expended to undertake administrative activities related to the CDBG program, excluding the fair housing activities listed above, including fair housing services.
- Committed \$100,000 in General Fund monies to the Kalamazoo County Housing Assistance Fund over the past two fiscal years.
- Staff resources were devoted to participate on the Kalamazoo County LISC Affordable Housing Partnership, which addresses countywide housing goals and targets specific rental and owner-occupied housing production for low and moderate-income families. These activities range from “High” to “Low” priorities in the Consolidated Plan. Activities included assisting with the preparation of the Continuum-of-Care Exhibit 1 Planning Document and evaluating and prioritizing housing projects in conjunction with grant applications of local agencies to both the Michigan State Housing Development Authority and the Department of Housing and Urban Development.

In addition, as noted earlier, while not funded through the FY 2009-10 CDBG program, the city accomplished the following activities during the program year:

- Carried out the expenditure of CDBG-R funds provided through ARRA to complete: 12 housing rehabilitation projects (with 33 individuals) and one down-payment assistance project (with 3 individuals), and contracted with the Fair Housing Center of Southwest Michigan to complete a private sector analysis of impediments to fair housing.
- Carried out the expenditure of MSHDA NSP1 funds to complete one home buyer purchase-rehabilitation of a foreclosed house;
- Carried out the expenditure of MSHDA HOME-Housing Resource Funds to complete one home buyer purchase-rehabilitation project, and eight owner-occupied housing rehabilitation projects.

V. CDBG GRANTEE SPECIFIC NARRATIVE

A. Use of CDBG Funds vs. Priorities, Needs, Goals and Objectives of the Consolidated Plan: FY 2009-10 Projects Undertaken

In the overall effort to preserve and upgrade the quality of the existing housing stock in the city, the FY 2009-10 Annual Action Plan outlined activities that were planned to be undertaken to best utilize the limited personnel and financial resources available to the City of Portage. Each project outlined activities proposed in an effort to fulfill the overall goals contained in the Consolidated Plan. The performance that occurred in FY 2009-10 for each priority is described in the following paragraphs.

PROJECT 1: OWNER-OCCUPIED HOUSING REHABILITATION PROGRAM
PRIORITY LEVEL IN CONSOLIDATED PLAN: HIGH

Performance Measures: The objective of the Owner-Occupied Housing Rehabilitation Program is to provide decent affordable housing, while the intended outcome is to maintain sustainability of affordable housing.

- a. **Resource and Program Funds Used:** \$99,315
- b. **Activities Undertaken:** All activities within this project are directed toward improving the quality, and bringing up to HUD Housing Quality Standards (HQS) existing owner occupied housing units within the city. The program activities completed are as follows:

Activity	2009-10 Service Goal	# of Households Served	# of Persons Served	Amount Expended*
Housing Rehab Loans, includes water/sewer connection, interior and exterior improvements	15	9	26	\$98,635
Emergency Repair Grants	2	1	1	\$680
TOTALS	17	10	27	\$99,315

*Includes administration and delivery costs.

- c. **Geographic Distribution:** The housing rehabilitation programs do not specifically target a particular area of the city. Applicants to the program must qualify based on income. As a matter of practice, however, the greatest rehabilitation need is in the older neighborhoods that generally coincide with the low-to-moderate income target neighborhoods (see Map 1, Low/Moderate Income Target Neighborhoods, Appendix A).
- d. **Leverage with Federal Funds of Non-Federal Funds:** (\$0) Occasionally private homeowners will contribute additional funds in conjunction with rehabilitation projects. However, during the FY 2009-10 program year, no homeowners did so.
- e. **Matching Contributions:** None required.
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** Seventeen households in total were projected to be assisted by the Housing Rehabilitation Program, while 10 households were assisted with a total

expenditure of \$99,315, including program delivery costs. The average project expenditure, including delivery costs was \$9,932. Expenditures were \$37,413 less than budgeted. In addition, four projects were underway but not yet completed by the end of the fiscal year. Actual versus planned investment was lower than the target goal during the fiscal year as resources were concurrently focused on prioritizing projects funded through CDBG-R funds provided by ARRA, which had an expedited expenditure deadline. As noted above, the city completed 12 housing rehabilitation projects during the program year with CDBG-R funds. In addition, through a MSHDA HOME grant, the city completed eight additional home owner rehabilitation projects in north Portage neighborhoods during the program year.

PROJECT 2: DOWNPAYMENT ASSISTANCE PROGRAM
PRIORITY LEVEL IN CONSOLIDATED PLAN: HIGH

Performance Measures: The objective of the Downpayment Assistance Program is to provide decent affordable housing, while the intended outcome is to increase availability and accessibility of affordable housing.

- a. **Resource and Program Funds Used:** \$5,103
- b. **Activities Undertaken:** Two projects were completed during the reporting period providing \$5,103 in assistance for home purchases in target neighborhoods, not include program administration costs.
- c. **Geographic Distribution:** The program is open to low-moderate income, first-time homebuyers who are currently residents of Kalamazoo County. Map 2, Downpayment Assistance Program Areas, Appendix A, shows the areas eligible for assistance through the Downpayment Assistance Program.
- d. **Leverage with Federal Funds of Non-Federal Funds:** (\$146,128) Funds are supplemented with a first mortgage for the purchase of the home from a lending institution. The two households assisted contributed a combined \$146,128 in private non-federal funds toward the home purchases in the form of first mortgages.
- e. **Matching Contributions:** The homebuyer must fulfill local lending institution financial requirements and obtain sufficient monies from this private sector source.
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** The city assisted two low-income home buyers with a home purchase during FY 2009-10, which met the projected goal. In addition to projects funded through the FY 2009-10 CDBG entitlement grant, the city also: assisted one home buyer with down payment assistance funded with CDBG-R grant funds; and completed two home buyer purchase-rehabilitation projects funded with a MSHDA HOME and a MSHDA NSP1 grant, respectively.

PROJECT 3: PORTAGE COMMUNITY CENTER, HUMAN/ PUBLIC SERVICES
PRIORITY LEVEL IN CONSOLIDATED PLAN: MEDIUM

Performance Measures: The objective of the Human/Public Service activity is to create economic opportunities for low income persons and household, while the intended outcome is to increase sustainability of such economic opportunities.

- a. **Resource and Program Funds Used:** \$38,000
- b. **Activities Undertaken:** City of Portage residents were assisted by the Portage Community Center (PCC) during the reporting period. Such services, which are explained in more detail on page 27, include emergency assistance, surplus commodity distribution, public transportation assistance, and youth recreation scholarships primarily to low income clientele.
- c. **Geographic Distribution:** N/A.
- d. **Leverage with Federal Funds of Non-Federal Funds:** \$38,000 of CDBG Funds was provided for human/public services to benefit low-income persons. In addition, PCC indicates that \$43,876 in additional private funds, and \$10,769 in city General Funds leveraged the CDBG funds for emergency assistance, transportation assistance and youth recreation scholarships. Finally, \$124,484 in city General Funds was provided to assist with the provision of services such as information and referral, host agency services, holiday basket program, and youth programs.
- e. **Matching Contributions:** N/A
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** It was projected that the Portage Community Center could provide assistance to 4,000 Portage residents with CDBG Funds, while 4,172 residents within the community were assisted, which exceeded the projected goal.

PROJECT 4: NEIGHBORHOOD IMPROVEMENT-CODE ENFORCEMENT
PRIORITY LEVEL IN CONSOLIDATED PLAN: MEDIUM AND HIGH

Performance Measures: The objective of the Neighborhood Improvement-Code Enforcement activity is to create suitable living environments, while the intended outcome is to increase sustainability of such living environments.

- a. **Resource and Program Funds Used:** \$56,474

- b. **Activities Undertaken:** Activities undertaken within this category include code administration and enforcement in low income target neighborhoods, ensuring elimination of blighted conditions and correction of other code violations that may have a negative effect on the health, safety and/or welfare of the neighborhood.

Activity	FY 2009-10 Service Goal	Actual Service	Amount Expended
Response to Code Violations in Low Income Target Areas	350	500	\$56,474

- c. **Geographic Distribution:** Response to code violations in low-income target neighborhoods is provided below. A map identifying these locations is included as Appendix A.

Code Enforcement Activity FY 2009-10

Census Tract & Block Group	Number of Violations
19.02-2	79
19.02-3	72
19.05-1	73
19.05-3	12
19.05-5	76
19.06-1	59
19.07-2	83
20.03-2	37
20.05-1	9

- d. **Leverage with Federal Funds of Non-Federal Funds:** (\$5,000) The City of Portage annually allocates approximately \$5,000 in General Fund monies for neighborhood improvement/code administration and enforcement activities to help cover the cost of office supplies, overhead and field equipment.
- e. **Matching Contributions:** NA
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** Generally, 350-400 code violations in low-income target neighborhoods are investigated on an annual basis. In FY 2009-10, 500 violations were processed in target neighborhoods, which were above the target goal and equals 35% of all cases addressed city-wide. In addition, zoning and community quality code administration activities occur within low income neighborhoods throughout the fiscal year. Addressing code enforcement and administration issues provided important assistance in the effort to maintain and improve these target neighborhoods. Neighborhood Improvement-Code Enforcement activities were completed within budget.

PROJECT 5: CDBG PROGRAM ADMINISTRATION
PRIORITY LEVEL IN CONSOLIDATED PLAN: N/A

- a. **Resource and Program Funds Used:** \$44,312
- b. **Activities Undertaken:** General administrative oversight of activities of the CDBG Entitlement Program, and completion of the 2009-10 Annual Action Plan, Contract and Subcontract Activity Report, Semi-Annual Labor Standards Enforcement Reports, FY 2008-09 CAPER, HUD monitoring, IDIS reporting and affordable housing, Continuum of Care and fair housing activities.
- c. **Geographic Distribution:** N/A.
- d. **Leverage with Federal Funds of Non-Federal Funds:** None.
- e. **Matching Contributions:** N/A
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** Administrative activities were completed within budget.

**PROJECT 6: KALAMAZOO VALLEY HABITAT FOR HUMANITY,
AFFORDABLE HOUSING PRE-DEVELOPMENT**
PRIORITY LEVEL IN CONSOLIDATED PLAN: HIGH

- a. **Resource and Program Funds Used:** \$4,425
- b. **Activities Undertaken:** An ongoing effort is made each fiscal year to identify non-profit agencies with which to partner and undertake housing related projects within the City of Portage. In the past, the city has worked with the Portage Community Center, Kalamazoo Neighborhood Housing Services, Kalamazoo Valley Habitat for Humanity, Housing Resources, Inc., and Living Ways/My Own Home, Inc. on housing project(s). For this fiscal year, \$4,425 was utilized by Kalamazoo Valley Habitat for Humanity to complete pre-development site improvements (i.e., public water and sewer connection) for a single-family dwelling to be occupied by a low-income household.
- c. **Geographic Distribution:** The dwelling unit is located at 2303 Lansing Avenue, which is within a low-income target neighborhood.
- d. **Leverage with Federal Funds of Non-Federal Funds:** (\$78,417)
Kalamazoo Valley Habitat for Humanity leveraged \$78,417 in additional public and private funds for the project.
- e. **Matching Contributions:** NA
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** The goal is to increase the participation of area non-profits in the production and rehabilitation of housing in the City of Portage. The actual investment,

connection of public utilities to a single-family dwelling, was the same as the planned investment.

PROJECT 7: LIFT FOUNDATION, AFFORDABLE HOUSING PRE-DEVELOPMENT PRIORITY LEVEL IN CONSOLIDATED PLAN: HIGH

- a. **Resource and Program Funds Used:** \$5,000
- b. **Activities Undertaken:** As noted above, efforts to partner with non-profit agencies to undertake housing related projects within the City of Portage are evaluated each year. For this activity, \$5,000 was utilized by the LIFT Foundation to complete predevelopment site improvements (i.e, public water and sewer connection) for a 10-unit multiple-family apartment development, with one additional on-site manager unit that provides affordable rental housing for persons with disabilities.
- c. **Geographic Distribution:** The Gladys Street Apartments are located at 420 Gladys Street, which is within a low-income target neighborhood.
- d. **Leverage with Federal Funds of Non-Federal Funds:** (\$1,101,800) The LIFT Foundation leveraged \$1,101,800 in additional public and private funds for the project, \$846,800 of which includes a HUD Section 811 grant.
- e. **Matching Contributions:** NA
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** The goal is to increase the participation of area non-profits in the production and rehabilitation of housing in the City of Portage. The actual investment, connection of public utilities to multiple-family development, was the same as the planned investment.

B. Program Changes

No changes were made to the CDBG Program during the fiscal year.

C. Consolidated Plan Certifications

The City of Portage certifies that it is carrying out the planned actions outlined in the Consolidated Plan:

- 1) The city worked in concert with local non-profits to identify future projects.
- 2) The city provided Statements of Consistency for eight applications for HUD funding and six applicants for MSHDA funding through the Continuum of Care process. Such statements were provided in a fair and impartial manner;
- 3) The city did not hinder Consolidated Plan implementation by any action or willful inaction.

D. National Objectives

In FY 2009-10 the city expended 100% of applicable CDBG funds to benefit low-income residents.

E. Acquisition, Rehabilitation, Demolition of Occupied Real Property

No activities were undertaken that cause temporary or permanent displacement of persons or households.

F. Economic Development Activities

NA

G. Limited Clientele Benefit

The City of Portage sets aside not more than 15% of the CDBG budget for human/public service funding, consistent with federal regulations. A total of \$38,000 was awarded to the Portage Community Center (PCC) in FY 2009-10. PCC is the only non-profit agency located in the city that provides assistance to low-income residents of Portage. PCC tracks the income levels of clients who participate in programs funded by the CDBG program. Some of the households/persons assisted are defined as "limited clientele" pursuant to HUD definitions, however there are no special programs specifically targeted at limited clientele households/persons. In FY 2009-10, the programs listed in the following table were funded and administered by PCC.

**SUB-RECIPIENT ACTIVITY - LIMITED CLIENTELE BENEFIT
PORTAGE COMMUNITY CENTER**

PCC Program	CDBG Funding Level	Persons Assisted/Units of Service	% Low/Moderate Income
Emergency Assistance	\$34,500	4,083	100%
Transportation Assistance	\$1,000	60	100%
Youth Recreation Scholarship	\$2,500	29	100%

H. Program Income

CDBG funds (except Emergency Repair grants) utilized in the Housing Programs are recaptured as Program Income in future years. Program Income received during FY 2009-10 is reported in Table E, page 32, Loans and Other Receivables are reported in Table F on page 32.

I. Lump Sum Agreement

NA

TABLE A						
BUDGET AND EXPENDITURES					BUDGETED	EXPENDED
Rehabilitation						
	Rehab Project Management, Loans, Grants				\$ 92,298	\$ 99,315
	Loans/Grants	Program Income			\$ 44,430	\$ -
		<i>SUBTOTAL, Rehabilitation</i>			\$ 136,728	\$ 99,315
Affordable Housing-Predevelopment						
	Kalamazoo Valley Habitat for Humanity				\$ -	\$ 5,000
Affordable Housing-Predevelopment						
	Kalamazoo Valley Habitat for Humanity				\$ -	\$ 4,425
Neighborhood Improvement						
	Code Enforcement				\$ 60,658	\$ 56,474
Public Services - Portage Community Center					\$ 13,442	\$ 13,442
		Program Income			\$ 24,558	\$ 24,558
		<i>SUBTOTAL, Public Services</i>			\$ 38,000	\$ 38,000
Downpayment Assistance						
		Program Income			\$ 6,000	\$ 5,103
Administration						
	General				\$ 45,634	\$ 42,312
	Fair Housing Activities				\$ 2,000	\$ 2,000
		<i>SUBTOTAL, Administration</i>			\$ 47,634	\$ 44,312
TOTAL					\$ 289,020	\$ 252,629

TABLE B						
FINANCIAL SUMMARY						
Unexpended funds at end of previous reporting Period					\$ 81,233	
Entitlement Grant FY 2009-10					\$ 214,020	
Program Income - Received During FY 2009-10					\$ 96,735	
Prior Period Adjustments						
TOTAL AVAILABLE FUNDS					\$ 391,988	
Total Expenditures						\$ 252,629
		Total Planning & Admin		\$ 44,312		
		Total Low/Mod Calc.		\$ 208,317		
Unexpended Balance						\$ 139,359

TABLE C

PUBLIC SERVICE PERCENTAGE CALCULATION						
Amount of Program Income Received In Program Year FY 2007-08						\$ 51,332
Entitlement Grant						\$ 214,020
					Total	\$ 265,352
Total Public Service Expenditures						\$ 38,000
					Percent Public Service	14.32%

TABLE D

PLANNING AND PROGRAM ADMINISTRATION CAP CALCULATION						
Entitlement Grant						\$ 214,020
Program Income Received During FY 2009-10 Program Year						\$ 96,375
					Total	\$ 310,395
Planning and Administration Expenditures						\$ 44,312
					Percent Administration	14%

TABLE E

PROGRAM INCOME FY 2009-2010						
Principal and Interest	Deferred Loans					\$ 94,152
Repayment:	Low interest loans					\$ 2,223
					Total	\$ 96,375

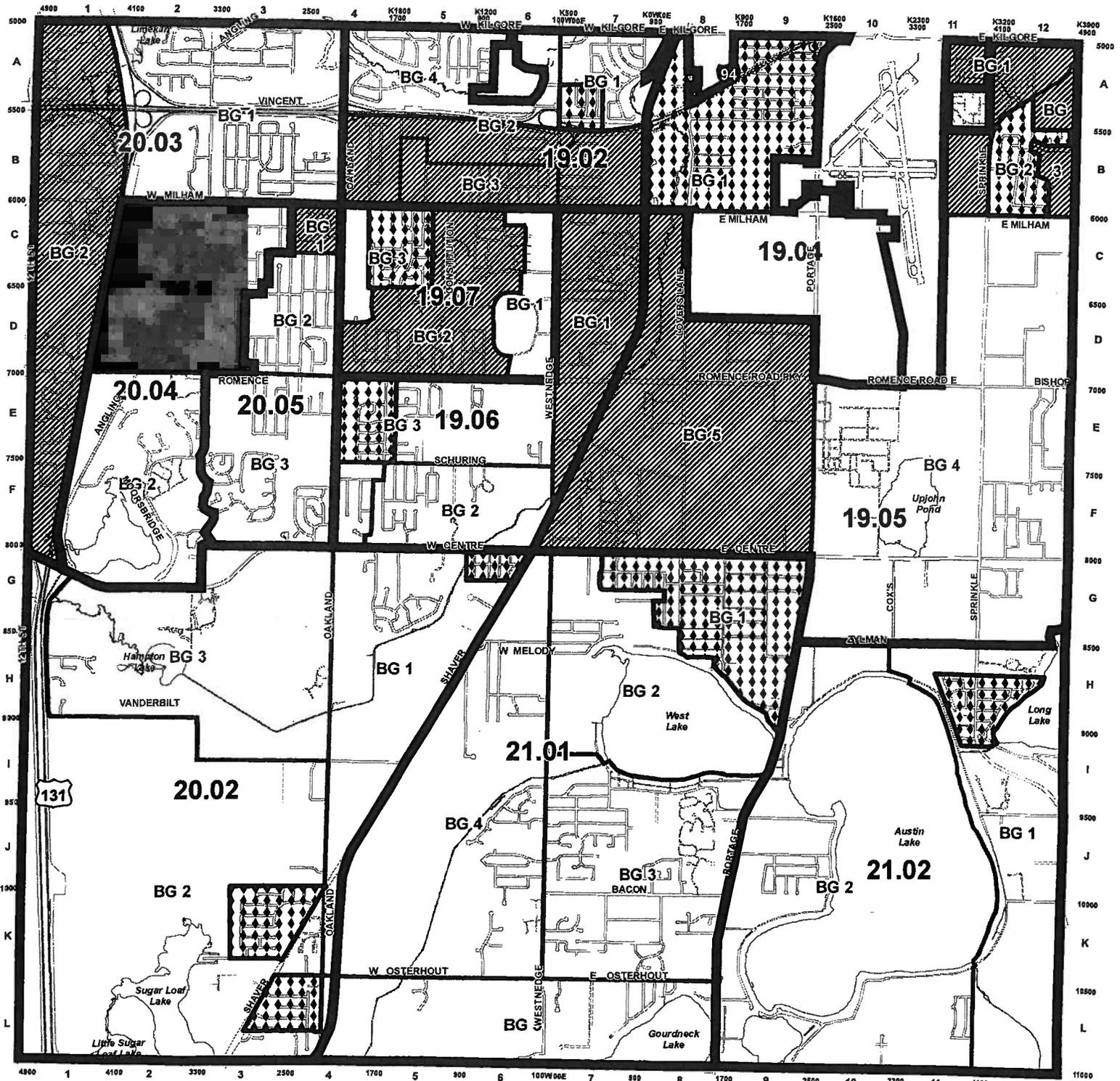
TABLE F

LOANS RECEIVABLE AS OF June 30, 2010 (includes only loan principal)						
Outstanding principal, Deferred Loans			189	loans		\$ 967,670
Outstanding principal, Low Interest Loans			10	loans		\$ 10,720
					Total	\$ 978,390

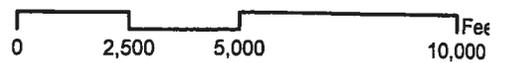
APPENDIX A

MAPS

Downpayment Assistance Program Target Neighborhoods



	CENSUS TRACT BOUNDARY
	BLOCK GROUP BOUNDARY
	LOW INCOME BLOCK GROUPS
	ADDITIONAL AREAS TARGETED FOR DOWNPAYMENT ASSISTANCE



APPENDIX B

SUMMARY OF PUBLIC COMMENTS

A public comment period will be provided between August 14, 2010 and September 2, 2010. In addition to the public comment period, a public hearing will be held on Thursday, September 2, 2010 at 6:30 p.m. in Conference Room #1, City Hall, Portage, Michigan.

APPENDIX C
PROOF OF PUBLICATION

August 14, 2010

**NOTICE OF AVAILABILITY OF THE FY 2009-10
CONSOLIDATED ANNUAL PERFORMANCE
EVALUATION REPORT (CAPER)**

The City of Portage has completed the CAPER for Fiscal Year (FY) 2009-10 covering the period July 1, 2009 – June 30, 2010. The CAPER outlines progress in carrying out the FY 2009-10 Annual Action Plan (the annual element of the five year Consolidated Plan) including the financial resources available and expended during FY 2009-10 as part of the Community Development Block Grant program. The CAPER will be available for review and comment for a minimum 15-day period beginning August 14, 2010 at the following locations:

Portage City Hall, Department of Community Development
7900 South Westnedge Avenue
Portage, Michigan 49002
269-329-4480

Portage District Library, Reference Desk
300 Library Lane
Portage, Michigan 49002
269-329-4546

City of Portage web site: www.portagemi.gov, under City Government, Publications

Written comments or questions regarding the CAPER should be directed to Jeffrey M. Erickson, Director of Community Development, 7900 South Westnedge Avenue, Portage, Michigan 49002 on or before September 2, 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, September 2, 2010 at Portage City Hall, Conference Room #1 at 6:30 p.m. If you need special assistance in order to review the documents please call 329-4477.

Jeffrey M. Erickson, AICP
Director of Community Development

