CITY OF
PORTAGE
A Place for Opportunities to Grow

HUMAN SERVICES BOARD

March 28, 2012

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Wednesday, March 28, 2012
(6:30pm)

Conference Room #1

APPROVAL OF MINUTES:

* March 1, 2012

NEW BUSINESS:

* 1. Public Hearing - Community Development Block Grant (CDBG) Program: FY 2012-13 Annual Action Plan

* 2. 2011-12 Goal Update and Proposed 2012-13 Goals – Board Discussion

3. Metro Transit ADA Advisory Committee – Update by Board member Meulman

OLD BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, March 1, 2012

DRAFT

CALL TO ORDER: Meeting called to order at 6:35 p.m. by Marc Meulman, Chair

MEMBERS PRESENT: Cody Dekker, Elma (Pat) Maye, Marc Meulman, Nadeem Mirza, Cory Puterbaugh, Sandra Sheppard

MEMBERS EXCUSED: Diane Durian, Angela Manahan Ilori, Raymond LaPoint

MEMBERS ABSENT: Kyle Huitt (Youth Advisory Committee Liaison)

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: A motion was made by Sheppard, supported by Dekker, to approve the February 2, 2012 minutes with a correction that Cory Puterbaugh was excused and not absent. Upon voice vote, the motion passed 6-0.

NEW BUSINESS:

Overview of Kalamazoo County Public Transportation Issues and Portage Bus Route Changes- William Schomisch, Metro Transit: William Schomisch gave an overview on Portage Bus routes and ridership information. Bus routes are not being altered as previously considered because the drop in ridership in early 2011 ended and, starting in September 2011, bus ridership has steadily grown. However, four bus routes currently exist in Portage and are numbered 26, 27, 28, and 29. The routes will remain unchanged but the route numbers will be consolidated into just routes 26 and 27 to reduce rider confusion as only two buses served the previous four routes. Metro Transit is committed to continued ridership growth and is currently looking into rider educational efforts and publicity options to assist in that endeavor. In addition, the predicted climb in gas prices should contribute to continued increases in ridership as gas prices directly effect ridership numbers. Sheppard questioned if Federal funds were available to assist with lowing the cost of fares. Schomisch responded that Metro currently receives a large amount of funding and revenue from both the Federal and State governments. Additional funding comes from millage, ridership, ad revenue, and the Western Michigan University bus agreement. Federal and State monies are currently used for both capital improvements and to fund administrative costs to keep rates at $1.50 per ride (including transfers). Maye questioned if rising gas prices meant more funding for Metro through the gas tax. Schomisch stated the 19-cent gas tax revenue would actually be reduced because the higher the cost per gallon the less gas that was purchased. He discussed some movement at the State level to alter the gas tax from 19-cents per gallon to a percentage on the wholesale cost of gas that would increase revenue but he did not think that would get passed in the near future. Schomisch indicated that budget complications may arise if the Kalamazoo designated urbanized area is increased by the Federal government to include Mattawan and Lawton. Current populations figures are close to 200,000 and the inclusion of new areas would push the urbanized area over that number. Urban areas over 200,000 have greater restrictions on Federal and State funds and would pose budgeting problems for Metro based on the way those funds are currently allocated. Metro is working not only to support new legislation that would grandfather urbanized areas previously under 200,000, but also on millage options that would secure future budget stabilization and afford a continuation of service. Dekker clarified that the urbanized area boundaries were different from County boundaries as Mattawan and Lawton were in Van Buren County. Dekker also questioned if Metro used hybrid vehicles and if funding was available to purchase more fuel efficient vehicles. Schomisch indicated that they do have five hybrid vehicles and have determined that while they cost more upfront, they save money due to lower gas and repair costs. They plan to incorporate more fuel efficient vehicles in the future but there is no funding specifically to assist with the purchase of those vehicles. Dekker then questioned if there was anything the HSB can do to increase ridership. Schomisch indicated they were working on plans to increase ridership, build support for the millages, and that development of a public relations campaign would most likely be carried out by the newly hired public transit administrator. Schomisch also provided detail about Kalamazoo County Transportation Authority (KCTA), including a brief history on the formation of the county-wide transportation authority, past millages, and the future direction of funding. Included in his comments was an overview of how millages can be requested and the need to form a new city transportation authority that operated under the

KCTA so that millages for county-wide demand service and fixed route services can be requested separately. In November, Metro will likely request a continuation of the current millage until the city transportation authority can get up and running and then they will go back to voters in May 2013 with new millage requests. Meulman pointed out that the difficulty with this scenario is assuring voters that if the May millage requests passes, the November millage request would not be collected and/or implemented. Schomisch indicated that they had a plan to ensure continuation of services.

Metro Transit ADA Advisory Committee: Meulman had no updates as the committee had not met since the last Board meeting.

OLD BUSINESS:

Human Service Public Education Proposal- update: Money passed out the human service educational brochure and informed the Board the direct mailing had been sent, brochures would be placed at city buildings, the Portage District Library, Portage Community Center, and Portage Senior Center by the following Monday. The brochure would be uploaded to the city website with an accompanying press release, an ad placed on cable access, and an article was scheduled to appear in the *Portager*.

STATEMENT OF CITIZENS: None.

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

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

CITY OF PORTAGE **COMMUNICATION**

TO: Human Services Board **DATE:** March 21, 2012

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Draft FY 2012-13 Annual Action Plan

The City of Portage, as a Community Development Block Grant (CDBG) entitlement grantee of the U.S. Department of Housing and Urban Development (HUD), is required to prepare a Consolidated Plan every five years (which evaluates housing and community development needs, and includes a long-term Strategic Plan), and an Annual Plan each year for the use of CDBG entitlement funds.

Attached is the draft FY 2012-13 Annual Action Plan. In addition, the attached five-year comparative analysis for the CDBG Program budget and expenditures summarizes proposed activities in FY 2012-13.

On Wednesday, March 28, 2012, a public hearing will be held and staff will provide an overview of the enclosed draft document. Subsequent to the March 28th public hearing, the CDBG Program document will then be forwarded to City Council for review and submitted to HUD for approval not later than May 15, 2012 as part of the annual funding application process.

Attachments: City of Portage CDBG Program Five-year Comparative Analysis
Draft FY 2012-13 Annual Action Plan

CITY OF PORTAGE CDBG PROGRAM
FIVE YEAR COMPARATIVE ANALYSIS
FY 2008-09 THROUGH 2012-13

	2008-09	2009-10	2010-11	2011-12	2012-13
ENTITLEMENT AMOUNT	$210,576	$214,020	$230,723	$192,254	$214,178
ESTIMATED PROGRAM INCOME TO BE RECEIVED DURING PROGRAM YEAR	$50,000	$50,000	$40,000	$40,000	$30,000
SUB-TOTAL	**$260,576**	**$264,020**	**$270,723**	**$232,254**	**$244,178**
AVAILABLE UNEXPENDED FUNDS AND/OR PROGRAM INCOME RECEIVED IN PRIOR PROGRAM YEARS THAT EXCEEDED ESTIMATED PROGRAM INCOME	$25,000	$25,000	$25,000	$50,000	$40,000
TOTAL	**$285,576**	**$289,020**	**$295,723**	**$282,254**	**$284,178**
HOUSING (Percent of Total Budget)	**47%**	**47%**	**49%**	**48%**	**61%**
Housing Rehabilition Loan Program	$124,120	$128,728	$136,827	$126,190	$165,839
Emergency Repair Grant	$2,000	$2,000	$2,000	$2,000	$2,000
Homebuyer Downpayment Assistance	$9,000	$6,000	$6,000	$6,000	$6,000
TOTAL HOUSING	**$135,120**	**$136,728**	**$144,827**	**$134,190**	**$173,839**
HUMAN/PUBLIC SERVICES	**15%**	**15%**	**15%**	**15%**	**15%**
Human/Public Services	$40,037	$38,000	$43,350	$43,294	$36,000
TOTAL HUMAN/PUBLIC SERVICES [1]	**$40,037**	**$38,000**	**$43,350**	**$43,294**	**$36,000**
NEIGHBORHOOD IMPROVEMENT (Percent of Total Budget)	**21%**	**21%**	**22%**	**23%**	**19%**
Code Administration and Enforcement	$60,051	$60,658	$66,496	$66,224	$52,993
TOTAL NEIGHBORHOOD IMPROVEMENT	**$60,051**	**$60,658**	**$66,496**	**$66,224**	**$52,993**
ADMINISTRATION	**19%**	**19%**	**15%**	**15%**	**8%**
General Administration	$46,368	$45,634	$39,050	$36,546	$19,346
Fair Housing Services	$4,000	$2,000	$2,000	$2,000	$2,000
TOTAL ADMINISTRATION [2]	**$50,368**	**$47,634**	**$41,050**	**$38,546**	**$21,346**
TOTAL	**$285,576**	**$289,020**	**$295,723**	**$282,254**	**$284,178**

[1] Funding for human/public services must not exceed 15% of the FY 2012-13 CDBG entitlement grant and program income received in FY 2011-12 through December 31, 2011

[2] Funding for administration and fair housing must not exceed 20% of the FY 2012-13 CDBG entitlement grant and estimated FY 2012-13 program income

s:\commdev\department files\subject\B\Budget\Budget 12-13\ddns\cdbg budget comparison

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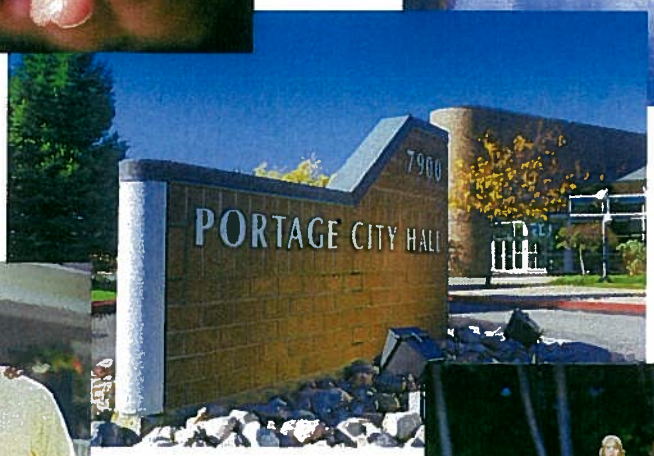
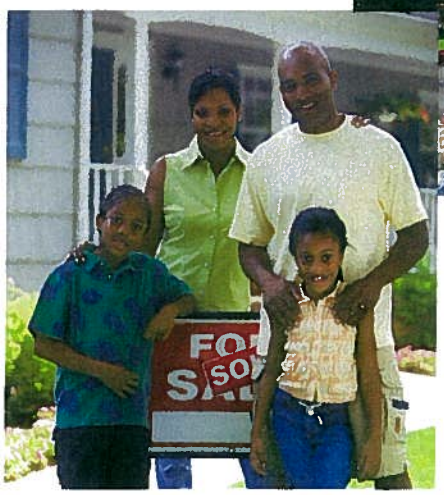
City of Portage CDBG Program
Annual Action Plan
FY 2012-13





CITY OF PORTAGE
FY 2012-13 ANNUAL ACTION PLAN

TABLE OF CONTENTS

Application for Federal Assistance – SF-424 ..... Page i

Executive Summary ..... Page iv

A. Activities To Be Undertaken ..... Page 1

B. Priorities ..... Page 11

C. Geographic Distribution ..... Page 11

D. Homelessness and Other Special Needs Activities ..... Page 12

E. Other Actions Proposed ..... Page 13

F. Lead Based Paint Hazards ..... Page 13

G. Coordination ..... Page 14

H. Allocation of Funds ..... Page 14

I. American Dream Down Payment Initiative (ADDI) Funds ..... Page 15

J. Monitoring ..... Page 15

K. Citizen Participation ..... Page 15

L. Affirmatively Promoting Fair Housing ..... Page 16

M. Certifications ..... Page 17

APPENDIX A: CERTIFICATIONS ..... Page 18

APPENDIX B: SUMMARY OF CITIZEN COMMENTS ..... Page 25

APPENDIX C: PROOFS OF PUBLICATION ..... Page 26

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:
B-12-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:
Planning, Development and 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: Director, Community Development

Organizational Affiliation:
City of Portage, Michigan

*Telephone Number: 269-329-4480 Fax Number: 269-329-4506

*Email: georgeav@portagemi.gov

OMB Number: 4040-0004
Expiration Date: 01/31/2009

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.

OMB Number: 4040-0004
Expiration Date: 01/31/2009

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: 7/1/2012 *b. End Date: 6/30/2013

18. Estimated Funding ($):

*a. Federal	$214,178
*b. Applicant	
*c. State	
*d. Local	
*e. Other	$40,000
*f. Program Income	30,000
*g. TOTAL	$284,178

***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 2012-13 ANNUAL ACTION PLAN

Executive Summary

The FY 2012-13 Annual Action Plan, Strategy for Housing and Community Development Needs, includes activities and programs to fulfill identified needs outlined in the FY 2011-15 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. The FY 2012-13 Annual Action Plan includes 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 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.

CDBG PROGRAM ACTIVITIES			
Activity	**Description**	**Objective**	**Outcome**
Owner-Occupied Housing Rehabilitation	Interior and exterior rehabilitation assisted through emergency repair grants and no or low-interest deferred loans.	Decent housing.	Sustainability 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.	Affordability 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.	Sustainability for the purpose of creating economic opportunities.
Neighborhood Improvement – Code Enforcement	Neighborhood improvement in target low-income neighborhoods.	Suitable living environment.	Sustainability 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.

PRIORITY NEED: HOUSING AND AFFORDABLE HOUSING	
SPECIFIC OBJECTIVES	1. Assist 18 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 2 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.
PRIORITY NEED: COMMUNITY DEVELOPMENT	
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 $284,178 expected to be available to the City of Portage during the program year. For FY 2012-13, the following projects/expenditures are proposed:

CDBG RESOURCES AND EXPENDITURES	
Housing Programs (loans and grants)	$167,839
Down Payment Assistance Program	$6,000
Neighborhood Improvement-Code Enforcement	$52,993
Human/Public Services	$36,000
Grant Administration and Fair Housing Activities	$21,346
TOTAL	$284,178

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 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 2011 Analysis of Impediments to Fair Housing study.

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

S:\2011-2012 Department Files\CDBG\Grant Administration\Annual Action Plan\ExecSummary.doc

FY 2012-13 CDBG PROGRAM ANNUAL ACTION PLAN

The City of Portage CDBG FY 2012-13 Annual Action Plan includes activities and programs to fulfill identified needs outlined in the FY 2011-2015 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 will receive $214,178 in CDBG entitlement funds in FY 2012-13 from the U.S. Department of Housing and Urban Development (HUD). In addition to the entitlement grant, it is estimated that $30,000 in Program Income will be received in FY 2012-13, and $40,000 of unanticipated program income and unexpended funds from prior program years will be utilized during FY 2012-13 for a total CDBG Program budget of $284,178. Additional details regarding CDBG funding are provided in Section H, Allocation of Funds, on page 13. Additionally, in-kind professional and staff resources are devoted to community-wide housing planning initiatives where monetary support is not available. Finally, City of Portage General Fund resources are designated to support human/public services.

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 2012-13 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 accessibility, weatherization, plumbing, electrical and other interior and exterior 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 2012-13, additional projects may be undertaken utilizing unanticipated program income and unexpended funds available at the end of the FY 2011-12 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 2012-13 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 city-wide 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 Track/Block Group Map (Map 2 on page 5).

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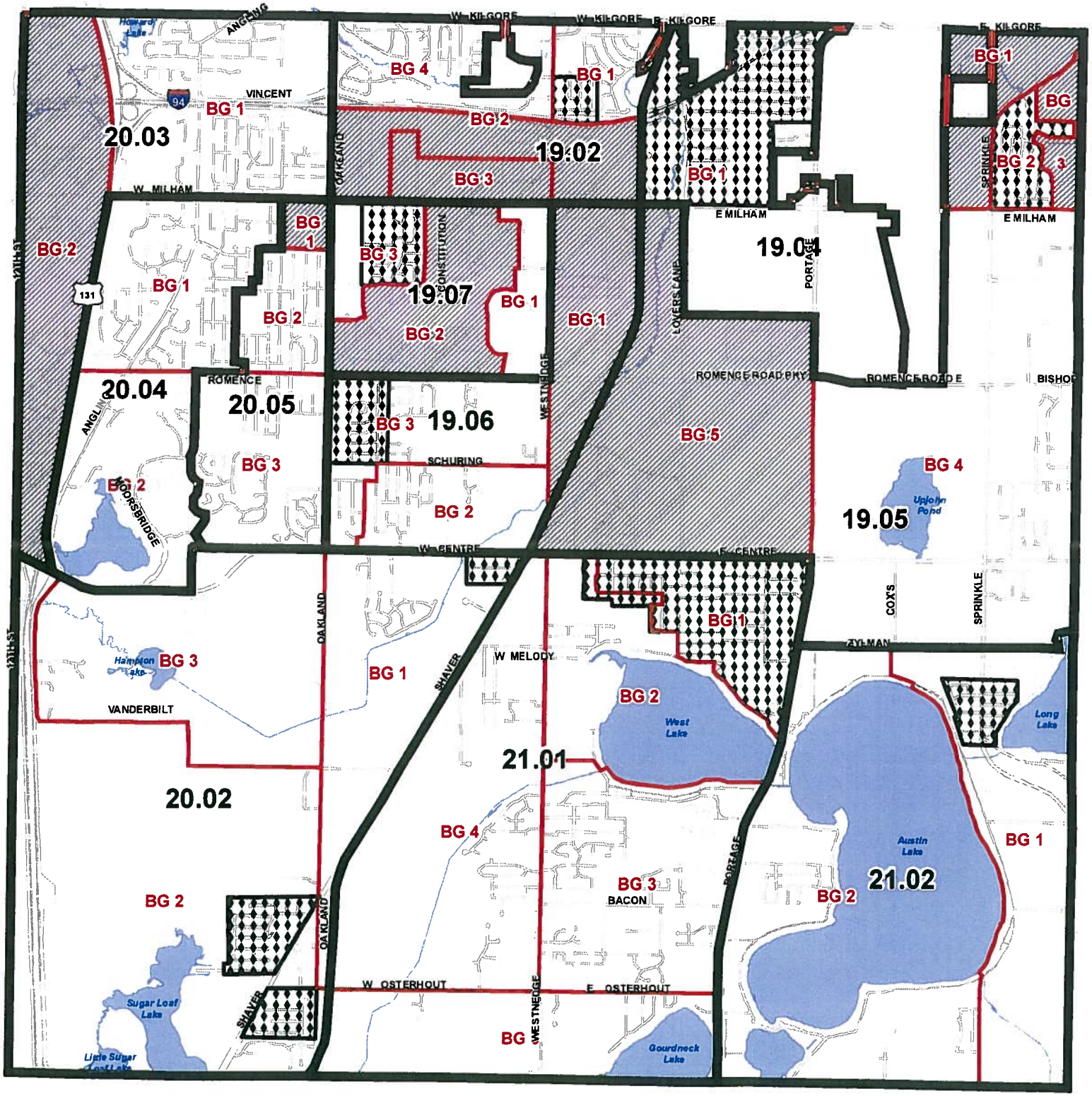
MAP 1

Downpayment Assistance Program Target Neighborhoods



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

0 2,500 5,000 10,000 Feet

LOW/MODERATE INCOME NEIGHBORHOODS	
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

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 health/safety clean-up programs in 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.

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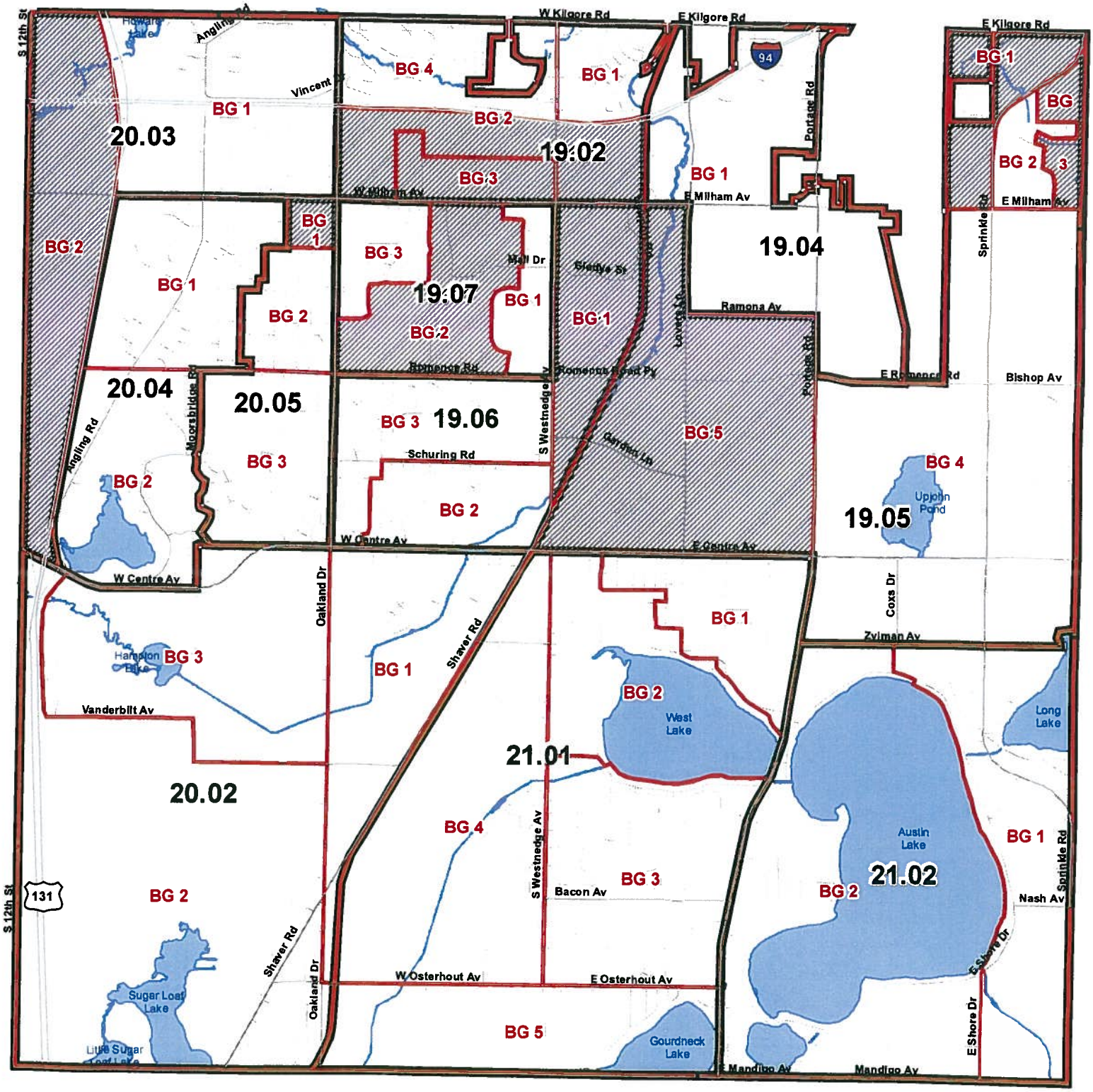
MAP 2

Low Income Neighborhoods Census Tract / Block Group Map



Census Tract Boundary
Block Group Boundary
Low Income Block Groups

0 2,000 4,000 8,000 Feet

5/15/2009 8:59 AM
Low_Income.mxd

U.S. Department of Housing
and Urban Development

OMB Approval No. 2506-0117

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 no or low-interest deferred loans for exterior and interior repairs, accessibility, weatherization, plumbing, electrical and mechanical, and other improvements to address code deficiencies for owner-occupied dwellings.

Location
City-Wide

Objective Number	Project ID 1
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Government	CDBG National Objective Low income households
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013
Performance Indicator Housing Units	Annual Units 18
Local ID NA	Units Upon Completion 18

Funding Sources:	
CDBG	$167,839
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	$167,839

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 2
HUD Matrix Code 13	CDBG Citation 570.201(n)
Type of Recipient Local Government	CDBG National Objective Low income households
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013
Performance Indicator Households	Annual Units 2
Local ID NA	Units Upon Completion 2

Funding Sources:	
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 3
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Private Non-Profit	CDBG National Objective Low income persons
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013
Performance Indicator Persons	Annual Units 4,000
Local ID NA	Units Upon Completion 4,000

Funding Sources:	
CDBG	$36,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	$36,000

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
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 4
HUD Matrix Code 15	CDBG Citation 570.202(c)
Type of Recipient Local Government	CDBG National Objective Low income households
Start Date (mm/dd/yyyy) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013
Performance Indicator Households	Annual Units 350
Local ID NA	Units Upon Completion 350

Funding Sources:	
CDBG	$52,993
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	$52,993

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.

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) 07/01/2012	Completion Date (mm/dd/yyyy) 06/30/2013
Performance Indicator NA	Annual Units NA
Local ID NA	Units Upon Completion NA

Funding Sources:	
CDBG	$21,346
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	$21,346

The 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.

During the FY 2012-13 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-income persons with human services primarily in the form of emergency assistance through the Portage Community Center.

PRIORITY NEED: HOUSING AND AFFORDABLE HOUSING	
SPECIFIC OBJECTIVES	1. Assist 16 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 2 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.
PRIORITY NEED: COMMUNITY DEVELOPMENT	
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.

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 FY 2011-2015 Consolidated Plan.

D. Homeless and Other Special Needs Activities

Homelessness. As outlined in the FY 2011-2015 Consolidated Plan, the City of Portage actively participates on the Kalamazoo LISC Affordable Housing Partnership, which comprises the HUD-required Continuum-of-Care organization, and assists with the preparation of planning documents with regard to homeless needs. While the Consolidated Plan 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, and prioritization of homelessness needs.

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 grant of $100,000 for the Local Housing Assistance Fund to provide tenant-based rental subsidies to homeless persons and for homelessness prevention programs. The Public Housing Commission recently utilized the remaining unexpended funds from the city to purchase a single-family dwelling for affordable rental housing. In addition, while funding awards have not yet been finalized, City Council will allocate approximately $117,563 in General Fund monies, and $36,000 in CDBG Fund monies to human/public service agencies to provide homeless and other special needs services, which will include:

- 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, homeless prevention programs and permanent supportive housing for families.
- Emergency shelter, counseling and outreach for runaway youth and their 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 20 hours per day.

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 potential partnership opportunities 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 (CP Table 1C)

PRIORITY NEED: HOMELESSNESS	
SPECIFIC OBJECTIVES	1. Funding agencies that provide homelessness prevention and emergency housing in Kalamazoo County to assist with the implementation of the 10-year Plan to End Homelessness.
	2. Funding agencies that provide rapid re-housing (transitional and permanent housing and support services) for homeless individuals and families experiencing 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.
PRIORITY NEED: SPECIAL NEEDS	
SPECIFIC OBJECTIVES	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 FY 2011-2015 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 2012-13 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 pre-development activities (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 2011-12 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 2012-13 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 2012-13 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 Lead Agency and Consultation/Coordination section of the Consolidated Plan, the city will continue to implement the CDBG program and work with other countywide housing and anti-poverty initiatives throughout the FY 2012-13 program year.

H. Allocation of Funds

The planned allocation of funds for FY 2012-13 are shown in the following table:

FUNDING SOURCES		
Entitlement Grant (Includes reallocated funds)		
CDBG	$214,178	
ESG	$0	
HOME	$0	
HOPWA	$0	
Total		$214,178
Prior Years' Program Income NOT previously programmed or reported [1]		
CDBG	$40,000	
ESG	$0	
HOME	$0	
HOPWA	$0	
Total		$40,000
Reprogrammed Prior Years' Funds [1]		
CDBG	$4,000	
ESG	$0	
HOME	$0	
HOPWA	$0	
Total		$4,000
Total Estimated Program Income		
Program Income Fund	$30,000	
Revolving Fund	$0	
Total		$30,000
Section 108 Loan Guarantee Fund		
	$0	
		$0
TOTAL FUNDING SOURCES		$284,178
Other Funds		$0
Submitted Proposed Projects Totals		$284,178
Un-Submitted Proposed Projects Totals		$0

[1] 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).

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.

OTHER FEDERAL, STATE AND LOCAL RESOURCES	
City of Portage General Fund-Payment in Lieu of Taxes (PILOT) for affordable rental housing – estimated annual subsidy	$65,000
Housing Choice 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	$1,514,482
McKinney-Vento Homeless Funds awarded to Kalamazoo County governmental and non-profit agencies via MSHDA funding that serve Portage residents	$325,355

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 FY 2011-2015 Consolidated Plan, and the table below outlines the steps to be taken in the development of the FY 2012-13 Annual Action Plan.

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 2013. **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.

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

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)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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

This information with regard to the drug-free workplace is required by 24 CFR part 21.

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 COMENTS

January 5, 2012 Public Hearing on Housing and Community Development Needs:

Public Hearing - CDBG Program - Overview of Housing and Community Development Needs for Consolidated Plan update: Chairman Meulman opened the public hearing. Board member Maye noted that as she works for a sub-recipient of CDBG funding (the Fair Housing Center of Southwest Michigan), she would abstain from discussion and voting on human/public service funding and the CDBG program. Staff provided an overview of the HUD planning and reporting requirements for CDBG program grantees, including completion of a Consolidated Plan update every five years (including an Analysis of Impediments to Fair Housing study), an Annual Action Plan and grant application, and a Consolidated Annual Performance Report. Staff provided a detailed overview of housing and community development needs included in the FY 2011-15 Consolidated Plan, key CDBG program activities, and performance measures from FY 2010-11. In addition, an overview of the projected budget and timeline to develop the Annual Action Plan was reviewed. In particular, a draft of the Annual Action Plan and budget would be prepared by mid-February, and a 30-day public comment period would follow with a public hearing on the plan in either late March or early April 2012. There was a brief discussion regarding the timing of the public hearing for the Annual Action Plan. As no further comments from the Board or no public comments were received, the hearing was closed.

30-day Public Comment Period/March 28, 2012 Public Hearing on draft FY 2012-13 Annual Action Plan:

To Be Completed After Public Hearing

APPENDIX C
PROOFS OF PUBLICATION

December 17, 2011 Notice of Public Hearing on housing and community development needs on January 5, 2012

February 27, 2012 publication of Notice of Availability of Draft FY 2012-13 Annual Action Plan and Notice of Public Hearing on March 28, 2012

CITY OF
PORTAGE
A Place for Opportunities to Grow

CITY OF PORTAGE, MICHIGAN
NOTICE OF PUBLIC HEARING

The City of Portage will hold a public hearing on **Thursday, January 5, 2012 at 6:30 p.m. in Conference Room #1, City Hall,** 7900 South Westnedge Avenue, Portage, Michigan to solicit comments on the **Community Development Block Grant (CDBG) Program,** housing and community development needs, fair housing issues, housing priorities and funding for human/public services within the City of Portage prior to preparing the Consolidated Plan and the FY 2012-13 Annual Action Plan. The city anticipates receiving approximately $214,000 in Federal CDBG funding in 2012-13, and an estimated $30,000 of program income.

A draft of the Annual Action plan development schedule, citizen participation plan, and the housing and community development needs analysis portion of the Consolidated Plan will be available for review and comment at the following locations:

- Department of Community Development, 7900 S. Westnedge Ave., 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; and
- City of Portage web site (www.portagemi.gov)

Comments can be submitted in writing on or before January 5, 2012 to the City of Portage, Department of Community Development, or may be presented in person at the public hearing. Citizens desiring additional information should contact the City of Portage Department of Community Development, (269) 329-4477 for additional information.

Dated: December 17, 2011

Department of Community Development
Vicki Georgeau, Director

4303933-01

STATE OF MICHIGAN)
County of Kalamazoo ss Linda Vanderberg

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) Portage Gazette

December 17 A.D. 20 11

Sworn to and subscribed before me this 17th day of December 20 11

Dorie Cole

Dorie Cole
Notary Public, Kalamazoo County, Michigan
My commission expires 4/9/2016

CITY OF
PORTAGE
A Place for Opportunities to Grow

February 27, 2012
Notice of Availability of the
Draft FY 2012-13 Annual Action Plan
and Notice of Public Hearing

The draft Community Development Block Grant (CDBG) Program FY 2012-13 Annual Action Plan, has been prepared as required by the U.S. Department of Housing and Urban Development (HUD) for communities receiving federal funding through the CDBG Entitlement grant program. The draft FY 2012-13 Annual Action Plan outlines proposed projects that will be undertaken with the $284,178 in CDBG funding expected to be available to the City of Portage for FY 2012-13 from HUD. For FY 2012-13, proposed projects/expenditures are:

Housing Rehabilitation Assistance Program (loans and grants)	$162,126
Down Payment Assistance Program	$6,000
Neighborhood Improvement-Code Administration & Enforcement	$56,852
Human/Public Services	$36,000
Grant Administration and Fair Housing Activities	$23,200
TOTAL	$284,178

The draft documents are 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.gov) under: Department of Community Development, Planning, Development and Neighborhood Services, Documents

Comments can be submitted in writing on or before noon on Wednesday, March 28, 2012 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 Wednesday, March 28, 2012 at Portage City Hall at 6:30 p.m.

For additional information, please contact the Department of Community Development at 269-329-4477 or 269-329-4466.

Vicki Georgeau, Director
Department of Community Development

Monday, February 27, 2012

4348642-01

STATE OF MICHIGAN)
County of Kalamazoo ss Karen Jones

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) .....

February 27 A.D. 20 12

Sworn to and subscribed before me this 5th day of March 20 12

Dorie Cole

Dorie Cole
Notary Public, Kalamazoo County, Michigan
My commission expires 4/9/2016

TRANSMITTAL FROM
HUMAN SERVICES BOARD

DATE: March 29, 2012

DRAFT

TO: Honorable Mayor and City Council

FROM: Marc Meulman, Chair, Human Services Board

SUBJECT: FY 2011-2012 Goal update and Proposed FY 2012-13 Goals

On behalf of the Human Services Board, I am writing regarding the Board's FY 2011-2012 goals. The following summarizes progress of the Human Services Board in achieving the FY 2011-2012 goals during the current fiscal:

1. **Fulfill advisory role requirements for CDBG program and human/public service funding requests:**
   a. To make recommendations regarding the Community Development Block Grant (CDBG) Program.
   b. To make recommendations regarding human/public service funding from the CDBG Program and General Fund to the City Council.
      1. Convene public hearings for the CDBG Program Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report.
      2. Hear appeals from the CDBG Housing Program Guidelines.
      3. Review fair housing activities.
      4. Review applications and presentations from agencies for human/public services and recommend funding levels to City Council.

   Progress: The Board held the required public hearings for the CDBG Program, and reviewed the following documents: FY 2010-11 Consolidated Annual Performance Evaluation Report in September 2011, FY 2012-13 Annual Action Plan update over two meetings held in January and March 2012. In addition, the Board reviewed human/public service funding applications, and recommended funding levels for FY 2012-13 to City Council.

2. **To serve as a resource and provide information to City Council regarding public transportation in the City of Portage:**
   a. Advise City Council on matters pertaining to public transportation in the City of Portage and make recommendations as appropriate.
      1. Review public transportation needs within the City of Portage.
      2. Review countywide demand/response of transportation services.

   Progress: The Board received presentations from Metro Transit in November 2011 and February 2012 regarding proposed bus route changes in Portage, the process to consolidate Metro Transit with the Kalamazoo County Transit Authority (KCTA), and potential millage proposals in November 2012 and May 2013 to support fixed route and demand response bus services. In addition, Board member Meulman has continued to report to the Board regarding the Metro Transit ADA Advisory Committee activities, and other transit issues on a monthly basis.

3. **To serve as a resource to City Council for special projects:**
   a. Take appropriate action on projects assigned by City Council.
   b. Identify and educate City Council on emerging human service issues in Portage:
      1. Continue to serve on Metro Transit ADA Advisory Committee
      2. Assist City Council with Red Ribbon Week activities
      3. Review mechanisms for identifying human service needs in the community, such as the community survey.

   Progress: Board member Meulman continues to serve on the Metro Transit ADA Advisory Board and reports monthly. Red Ribbon Week activities were also accomplished in October 2011. In addition, in February 2012, the Board proposed and received Council approval for a human service public education effort, that included, amongst other activities, the publication and a direct mailing of the Human Services Information & Referral Resources brochure, which was sent to over 200 Portage care providers, businesses, and institutions that come into contact with citizens in need of assistance.

4. **Forward update to goals for FY 2011-2012 (November 2011 and April 2012) and recommended goals for FY 2012-13 (April 2012):** This goal has been accomplished. Proposed 2012-13 Goals are attached.

5. **Present an annual verbal report to City Council:** The Chair of the Human Services Board will make a presentation to City Council on April 24, 2012.

Feel free to contact me if there are additional questions or comments regarding this matter.

Ec: City Clerk Hudson, Deputy Director Georgeau

2012-2013 RECOMMENDED HUMAN SERVICES BOARD GOALS AND OBJECTIVES

DRAFT

HUMAN SERVICES BOARD

1. Fulfill advisory role requirements for CDBG program and human/public service funding requests.
   a) To make recommendations regarding the Community Development Block Grant (CDBG) Program
   b) To make recommendations regarding human/public service funding from the CDBG Program and General Fund to the City Council
      1. Convene public hearings for the CDBG Program Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report.
      2. Hear appeals from the CDBG Housing Program Guidelines.
      3. Review fair housing activities
      4. Review applications and presentations from agencies for human/public services and recommend funding levels to City Council.

2. To serve as a resource and provide information to City Council regarding public transportation in the City of Portage.
   a) Advise City Council on matters pertaining to public transportation in the City of Portage and make recommendations as appropriate.
      1. Review public transportation needs within the City of Portage.
      2. Review countywide demand/response of transportation services.

3. To serve as a resource to City Council for special projects.
   a) To take appropriate action on projects as assigned by City Council
   b) Review mechanisms for identifying human service needs in the community.
   c) Identify and educate City Council on emerging human service issues in Portage.
      1. Continue to serve on Metro Transit ADA Advisory Committee.
      2. Assist City Council with Red Ribbon Week activities.

4. Forward to City Council an update to goals for FY 2012-13 (November and April) and recommended goals for FY 2013-14 (April).