



PORTAGE



A Natural Place to Move

HUMAN SERVICES BOARD

June 6, 2013

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

**Thursday, June 6, 2013
(6:30pm)**

Conference Room #1

APPROVAL OF MINUTES:

- * April 4, 2013

OLD BUSINESS:

NEW BUSINESS:

- * 1. Revised Community Development Block Grant (CDBG) Program FY 2013-14 Annual Action Plan and FY 2013-14 Human/public Services Funding
- 2. Kalamazoo Transit Authority LAC update- Maye

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, April 4, 2013

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

MEMBERS PRESENT:, Effie Kokkinos, Ray LaPoint, Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, Sandra Shepard, Amanda Woodin

MEMBERS EXCUSED: Diane Durian

MEMBERS ABSENT: Kelly Williams, Tim Wilger (Youth Advisory Committee Liaison)

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

CITIZENS PRESENT: Kris Miller, Fair Housing Center of Southwest Michigan

APPROVAL OF MINUTES: A motion was made by LaPoint and supported by Kokkinos to approve the March 7, 2013 minutes as written. Motion passed, 7-0.

OLD BUSINESS:

1. **Human Services Application for Funding - Revisions to Form:** Maye excused herself from this presentation due to a conflict of interest as she is an employee of the Fair Housing Center of Southwest Michigan (FHCSWM) a sub-recipient of funding from the city. The Board felt the application revisions as suggested by staff would clarify applicant information and help streamline the Board review of the applications. Woodin moved and Mirza supported a motion to accept the revisions as recommended by staff. Motion passed 6-0.

NEW BUSINESS:

1. **Public Hearing - Community Development Block Grant (CDBG) Program: FY 2013-14 Annual Action Plan:** Chair Sheppard opened the public hearing. Georgeau provided an overview of the plan and summarized proposed activities with the funds available next fiscal year. In review of the comparative budget table, staff noted the city has not yet been formally notified of its entitlement grant amount for FY 2013-14, but anticipates at least a 7.4% decrease in funding. Sheppard asked if the city anticipated the reduced funding. Georgeau indicated yes, and that reductions are due to changes in poverty rates, but mostly sequestration of the federal budget. In response to Sheppard, staff also explained the differences in various city budget funds, such as the General Fund, CIP Fund, CDBG Fund, etc. Mirza requested clarification regarding the manner in establishing low-income neighborhoods shown on Map 1. Georgeau explained the areas are established based on Census data calculated for HUD, and that the areas shown are the "upper quartile" neighborhoods of the city, with the highest percentage of low income households. In response to comments by Mirza and Morgan, staff explained that the areas selected for Down Payment Assistance are those that are currently, or were previously, designated as low-moderate income areas and/or areas with home values that would be affordable for program participants. Chris Miller, Director of Enforcement for the Fair Housing Center of Southwest Michigan, inquired regarding areas of the city with a higher concentration of minority households and the identified impediments to fair housing within the Analysis of Impediments to Fair Housing (A/I) report. Georgeau indicated that the Consolidated Plan and the A/I report does address census tract block groups with higher areas of minority population, and also summarized the identified impediments to fair housing. Mr. Miller also inquired if the city has any programs to make homes more affordable in affluent areas to encourage integration. Staff indicated the Down Payment Assistance Program targets assistance to affordable housing areas, but that the city does not have any programs or statutory authority to require home sales at affordable prices outside of the CDBG Program. In response to Sheppard and Woodin, staff also indicated that home foreclosures have brought down the value and price of home over the past several years within the city and region. As no further comments were received, the public hearing was closed.

2. Fair Housing Activity Update - Presentation by Bob Ells, Executive Director, Fair Housing Center of Southwest Michigan: Maye excused herself from this presentation due to a conflict of interest as she is an employee of the Fair Housing Center of Southwest Michigan (FHCSWM) a sub-recipient of funding from the city. Ells presented an overview of the FHCSWM including educational and training activities, code enforcement cases, update on the pending conference April 12, and targeted activities for Portage residents. The Board had several questions regarding the complaints, the average number of complaints, and complaint tracking. Portage complaint numbers can fluctuate greatly from year to year but cases are all tracked and documented. FHCSWM employees Maye and Kris Miller also provided input in addressing Board questions.
3. 2012-13 Goal Update and Proposed 2013-14 Goals - Board Discussion: Board briefly discussed the goal update and proposed goals with staff providing a brief history on the Board's goals. Woodin then moved and Morgan supported a motion to approve the 2012-13 Goal Update and 2013-14 Proposed Goals as presented. Motion passed 7-0.
4. Kalamazoo Transit Authority LAC update – Maye: Maye attended the March 2013 meeting but the only significant business conducted was the election of officers. A brochure on the upcoming May 7th transportation millage was passed out for the Board's information.
5. Summer 2013 Meeting Schedule: Sheppard indicated to the Board that if the activity on the current agenda was settled, there was no reason to meet again until August unless otherwise-notified. Maye supported the cancelation of the May, June, and July Board meetings; Woodin supported. Motion-passed 7-0.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: June 3, 2013

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Revised FY 2013-14 Annual Action Plan and Human/public service funding

On May 29, 2013, the City of Portage received the attached notice from the Detroit HUD Field Office in regard to the final Community Development Block Grant (CDBG) entitlement amount for FY 2013-14. Per the attached notice and table, the City of Portage will receive \$218,364 in FY 2013-14 instead of \$198,100, which was projected based on information previously provided to the city by HUD. While the final FY 2013-14 funding amount is good news for the city, Detroit HUD Field Office staff indicate reductions resulting from sequestration are expected to occur in FY 2014-15.

As indicated in the attached notice, it is necessary to revise the CDBG Program Annual Action Plan budget to reflect the actual entitlement grant amount. Enclosed is the revised FY 2013-14 Annual Action Plan for review by the Board. In addition, the attached five-year comparative analysis for the CDBG Program budget and expenditures summarizes proposed activities in FY 2013-14. The additional funding for FY 2013-14 is proposed to be directed towards two program activities:

- 1) Housing Rehabilitation Program: As the cornerstone of the CDBG Program, the budget for this activity has been increased from \$146,386 to \$163,610.
- 2) Human/Public Services: As permitted by federal regulations, the budget for this activity has been increased from \$31,804 to \$34,844, which is the maximum 15% permitted. Consistent with the applications received, it is recommended these CDBG Program funds be awarded to the Portage Community Center.

No other CDBG Program activities have been revised. However, due to the increased CDBG Program funding, and additional human/public service funding available to the Portage Community Center from the CDBG Program, it is appropriate to revisit human/public service funding through the General Fund. In this regard, the following information is provided:

- For FY 2013-14, the total funding available is \$156,081 (\$121,237 from the General Fund and \$34,844 from the CDBG Program). This compares to \$153,563 available in FY 2012-13, which is an increase of \$2,518 in comparison to current year funding.
- At the time of the Board recommendation to Council, when funding was anticipated to be lower than the current fiscal year, the Board established a funding methodology that awarded higher ranked applicants a lower percentage decrease in funding in FY 2013-14.
- In accordance with this methodology, and based on the Board ranking of applications, a methodology that awards higher ranked applicants a higher percentage increase in funding is recommended, and is shown in the table below.

Revised FY 2013-14 CDBG Program Annual Action Plan and
 FY 2013-14 Human/Public Service Funding
 Page 2

APPLICANT	FY12-13 FUNDING	BOARD RANK	APRIL 2013 BOARD RECOMMENDATION FY 13-14	APRIL 2013 % FUNDED	REVISED RECOMMENDED FUNDING LEVEL FY 13-14	% FUNDING INCREASE
GENERAL FUND						
PCC	\$80,513	1	\$84,476	99.8%*	\$83,650	1.70%*
HRI	\$17,400	2	\$17,295	99.4%	\$17,665	1.50%
YWCA	\$8,570	3	\$8,501	99.2%	\$8,695	1.45%
ARK	\$9,080	4	\$8,989	99.0%	\$9,200	1.40%
211	\$2,000	5	\$1,976	98.8%	\$2,027	1.35%
Subtotal	\$117,563		\$121,237		\$121,237	
CDBG PROGRAM FUND						
RCC*	\$36,000	1	\$31,804	99.8%*	\$34,844	1.70%*
TOTALS	\$153,563		\$153,041		\$156,081	

*PCC funding percentages are based on CDBG and General Fund monies combined. For FY 12-13, PCC received \$116,513.

Based on the revised final funding amount, it is recommended that the Board review and recommend to City Council approval of: a) the revised CDBG Program FY 2013-14 Annual Action Plan and budget as attached; and b) the FY 2013-14 human/public service funding levels from the CDBG Program and General Fund as noted in the table above.

Neighborhood Program Specialist Money will be available at the June 6, 2013 Board meeting to answer any questions or comments the Board may have in regard to this matter.

Attachments: May 29, 2013 email communication from Mr. Hernandez, Detroit HUD Field Office
 City of Portage CDBG Program Five-year Comparative Analysis
 Revised FY 2013-14 Annual Action Plan

Victoria Georgeau - A Message from Mark Johnston, Acting Assistant Secretary for Community Planning and Development to All Formula Grantees

From: "Hernandez, Keith E" <Keith.E.Hernandez@hud.gov>
To: "'abrown@co.jackson.mi.us'" <'abrown@co.jackson.mi.us'>, AmySchlusler-Ow...
Date: 5/29/2013 2:54 PM
Subject: A Message from Mark Johnston, Acting Assistant Secretary for Community Planning and Development to All Formula Grantees
CC: "Baltimore, Shannon" <shannon.baltimore@hud.gov>, "Vacha, Lana" <LANA.VA...



A Message from Mark Johnston, Acting Assistant Secretary for Community Planning and Development to All Formula Grantees

The U.S. Department of Housing and Urban Development's Acting Assistant Secretary for Community Planning and Development (CPD), Mark Johnston, is pleased to announce the Fiscal Year 2013 allocations for the CPD formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special populations across the country.

To view your community's CPD formula grants for FY 2013 [please visit CPD's budget page](#).

As you are likely aware, the President was required by law to issue a sequestration order on March 1, 2013, canceling approximately \$85 billion in budgetary resources across the Federal Government for the remainder of the federal fiscal year. The posted amounts reflect the approximately 5 percent cut attributable to sequestration, as well as the impact of annual changes to individual FY 2013 program appropriation levels and the updated American Community Survey data upon which some of the formula calculations are based.

We understand that sequester related budget reductions may make FY 2013 a difficult period of adjustment for many of our grantees. The reduced funding levels may require grantees to restructure programs and further prioritize or better target available resources. CPD is committed to doing all we can to support you as you face these challenges. If you would like assistance in redesigning or restructuring your programs, you or the head of the agency that administers your program may request technical assistance through your local CPD Office Director.

If your jurisdiction has already submitted an Annual Action Plan to HUD for FY 2013 based on estimated funding levels, you must resubmit this document using the actual amounts. Depending on the nature of the changes necessary to the Action Plan, you may need to comply with citizen participation requirements. For further information on the appropriate course of action, please contact your local CPD office.

The Office of Community Planning and Development looks forward to working with you in partnership to successfully meet the challenges we face. Please contact your local CPD office if you or your staff has any questions or comments.

Keith E. Hernández, AICP
 Director, Community Planning and Development
 Detroit Field Office
 U.S. Dept. of Housing and Urban Development
 Patrick V. McNamara Federal Building
 477 Michigan Ave.

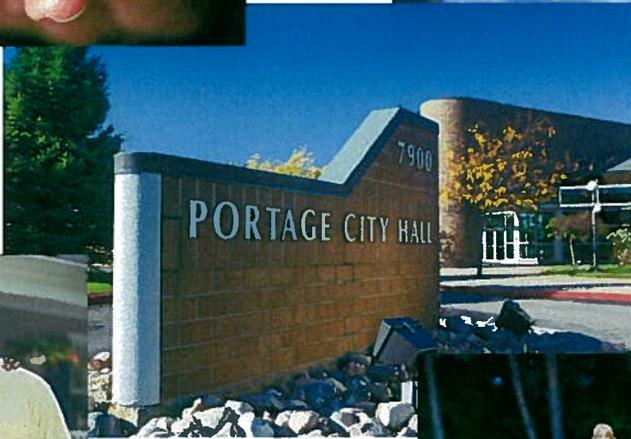
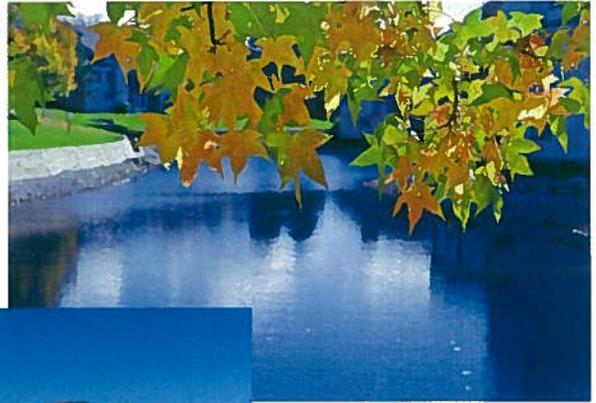
MI-FY13 Allocations

KEY	CNSRTKEY	STA	NAME	CDBG13	HOME13	HOPWA13
260432		MI	Battle Creek	\$1,165,723	\$244,389	\$0
260444		MI	Bay City	\$1,182,781	\$172,446	\$0
260570		MI	Benton Harbor	\$440,846	\$0	\$0
261074		MI	Canton Twp	\$350,969	\$0	\$0
261410		MI	Clinton Twp	\$512,523	\$0	\$0
261638		MI	Dearborn	\$1,727,246	\$0	\$0
261644		MI	Dearborn Heights	\$899,907	\$0	\$0
261698		MI	Detroit	\$32,877,085	\$4,351,209	\$1,978,226
261848		MI	East Lansing	\$440,512	\$0	\$0
262096		MI	Farmington Hills	\$345,210	\$0	\$0
262172		MI	Flint	\$3,678,128	\$725,840	\$0
262544		MI	Grand Rapids	\$3,663,067	\$937,180	\$0
262940		MI	Holland	\$306,036	\$0	\$0
263174		MI	Jackson	\$1,237,915	\$255,296	\$0
263222		MI	Kalamazoo	\$1,636,501	\$514,824	\$0
263456		MI	Lansing	\$1,903,932	\$584,962	\$0
263588		MI	Lincoln Park	\$693,079	\$0	\$0
263648		MI	Livonia	\$324,936	\$0	\$0
264086		MI	Midland	\$226,754	\$0	\$0
264164		MI	Monroe	\$410,296	\$0	\$0
264296		MI	Muskegon	\$887,919	\$282,565	\$0
264302		MI	Muskegon Hts	\$407,063	\$0	\$0
264386		MI	Niles	\$273,173	\$0	\$0
264452		MI	Norton Shores	\$112,578	\$0	\$0
264962		MI	Pontiac	\$1,420,670	\$0	\$0
264974		MI	Portage	\$218,364	\$0	\$0
265010		MI	Port Huron	\$694,652	\$181,837	\$0
265148		MI	Redford	\$823,391	\$0	\$0
265286		MI	Roseville	\$515,331	\$0	\$0
265304		MI	Royal Oak	\$1,126,827	\$0	\$0
265340		MI	Saginaw	\$2,131,785	\$351,226	\$0
265370		MI	St Clair Shores	\$824,530	\$0	\$0
265664		MI	Southfield	\$422,900	\$0	\$0
265814		MI	Sterling Heights	\$672,539	\$0	\$0
265934		MI	Taylor	\$469,120	\$0	\$0
266252		MI	Warren	\$931,209	\$314,125	\$480,432
266267		MI	Waterford Township	\$367,486	\$0	\$0
266378		MI	Westland	\$990,040	\$234,971	\$0
266624		MI	Wyoming	\$529,825	\$0	\$0
269049		MI	Genesee County	\$1,751,082	\$611,007	\$0
269081	26C991	MI	Kent County	\$1,548,668	\$684,059	\$0
269099	26C962	MI	Macomb County	\$1,669,898	\$1,078,812	\$0
269125	26C152	MI	Oakland County	\$3,714,792	\$1,476,328	\$0
269161		MI	Washtenaw County	\$1,922,178	\$907,895	\$0

**CITY OF PORTAGE CDBG PROGRAM
FIVE YEAR COMPARATIVE ANALYSIS
FY 2009-10 THROUGH 2013-14**

	2009-10	2010-11	2011-12	2012-13	2013-14
ENTITLEMENT AMOUNT	\$214,020	\$230,723	\$192,254	\$214,178	\$218,364
ESTIMATED PROGRAM INCOME TO BE RECEIVED DURING PROGRAM YEAR	\$50,000	\$40,000	\$40,000	\$30,000	\$25,000
SUB-TOTAL	\$264,020	\$270,723	\$232,254	\$244,178	\$243,364
AVAILABLE UNEXPENDED FUNDS AND/OR PROGRAM INCOME RECEIVED IN PRIOR PROGRAM YEARS THAT EXCEEDED ESTIMATED PROGRAM INCOME	\$25,000	\$25,000	\$50,000	\$40,000	\$35,000
TOTAL	\$289,020	\$295,723	\$282,254	\$284,178	\$278,364
HOUSING (Percent of Total Budget)	47%	49%	48%	61%	61%
Housing Rehabilitation Loan Program	\$128,728	\$136,827	\$126,190	\$165,839	\$161,610
Emergency Repair Grant	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Homebuyer Downpayment Assistance	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL HOUSING	\$136,728	\$144,827	\$134,190	\$173,839	\$169,610
HUMAN/PUBLIC SERVICES	15%	15%	15%	15%	15%
Human/Public Services	\$38,000	\$43,350	\$43,294	\$36,000	\$34,844
TOTAL HUMAN/PUBLIC SERVICES ¹	\$38,000	\$43,350	\$43,294	\$36,000	\$34,844
NEIGHBORHOOD IMPROVEMENT (Percent of Total Budget)	21%	22%	23%	19%	19%
Code Administration and Enforcement	\$60,658	\$66,496	\$66,224	\$52,993	\$52,563
TOTAL NEIGHBORHOOD IMPROVEMENT	\$60,658	\$66,496	\$66,224	\$52,993	\$52,563
ADMINISTRATION	19%	15%	15%	8%	10%
General Administration	\$45,634	\$39,050	\$36,546	\$19,346	\$19,347
Fair Housing Services	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TOTAL ADMINISTRATION ²	\$47,634	\$41,050	\$38,546	\$21,346	\$21,347
TOTAL	\$289,020	\$295,723	\$282,254	\$284,178	\$278,364
¹ Funding for human/public services must not exceed 15% of the FY 2013-14 CDBG entitlement grant and program income received in FY 2012-13 through December 31, 2012					
² Funding for administration and fair housing must not exceed 20% of the FY 2013-14 CDBG entitlement grant and estimated FY 2013-14 program income					

City of Portage CDBG Program Annual Action Plan FY 2013-14



**CITY OF PORTAGE
FY 2013-14 ANNUAL ACTION PLAN**

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**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application		3. DATE RECEIVED BY STATE	State Application Identifier
<input type="checkbox"/> Construction	<input type="checkbox"/> Pre-application		
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<input type="checkbox"/> Non-Construction	<input checked="" type="checkbox"/> Non-Construction		
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
City of Portage		Department: Community Development	
Organizational DUNS: 09-5943411		Division:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street: 7900 South Westnedge Ave		Prefix: Ms.	First Name: Vicki
City: Portage		Middle Name L.	
County: Kalamazoo		Last Name Georgeau	
State: MI	Zip Code 49002	Suffix:	
Country: USA		Email: georgeav@portagemi.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 3 8 - 6 0 0 6 2 6 6		Phone Number (give area code) 269-329-4480	Fax Number (give area code) 269-329-4506
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) Municipal Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 4 - 2 1 8 TITLE (Name of Program): Labor Management Cooperation Program		9. NAME OF FEDERAL AGENCY: US Department of Housing and Urban Development	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Portage		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: City of Portage Community Development Block Grant Program; Program activities include: 1) Owner-occupied housing rehabilitation and emergency repair; 2) Down Payment Assistance for First-time Home Buyers; 3) Human Services - Portage Community Center; 4) Code Administration and Enforcement; 5) Grant Program Administration and Fair Housing activities.	
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date: 7/1/2013	Ending Date: 6/30/2014	a. Applicant MI-006	b. Project MI-006
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 218,364.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$.00	DATE:	
c. State	\$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$.00	<input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ 35,000.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$ 25,000.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$ 278,364.00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix Mr.	First Name Maurice	Middle Name S	
Last Name Evans		Suffix	
b. Title City Manager		c. Telephone Number (give area code) 269-329-4400	
d. Signature of Authorized Representative		e. Date Signed	

**CITY OF PORTAGE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FY 2013-14 ANNUAL ACTION PLAN**

Executive Summary

The FY 2013-14 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 2013-14 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.	<u>Sustainability</u> for the purpose of providing decent affordable housing.
Down Payment Assistance	First time homebuyer no interest deferred loans for down payment and closing costs.	Decent housing.	<u>Affordability</u> for the purpose of providing decent affordable housing.
Public Services	Funding for Portage Community Center for emergency assistance, transportation assistance and youth recreation.	Economic opportunity.	<u>Sustainability</u> for the purpose of creating economic opportunities.
Neighborhood Improvement – Code Enforcement	Neighborhood improvement in target low-income neighborhoods.	Suitable living environment.	<u>Sustainability</u> for the purpose of creating suitable living environments.
Program Planning and Administration	Annual planning, performance reporting, and fair housing activities.	Not applicable.	Not applicable.

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

PRIORITY NEED: HOUSING AND AFFORDABLE HOUSING	
SPECIFIC OBJECTIVES	1. Assist 13 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 approximately 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 \$258,100 expected to be available to the City of Portage during the program year. For FY 2013-14, the following projects/expenditures are proposed:

CDBG RESOURCES AND EXPENDITURES	
Housing Programs (loans and grants)	\$163,610
Down Payment Assistance Program	\$6,000
Neighborhood Improvement-Code Enforcement	\$52,563
Human/Public Services	\$34,844
Grant Administration and Fair Housing Activities	\$21,347
TOTAL	\$278,364

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.

**CITY OF PORTAGE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FY 2013-14 ANNUAL ACTION PLAN**

Executive Summary

The FY 2013-14 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 2013-14 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.	<u>Sustainability</u> for the purpose of providing decent affordable housing.
Down Payment Assistance	First time homebuyer no interest deferred loans for down payment and closing costs.	Decent housing.	<u>Affordability</u> for the purpose of providing decent affordable housing.
Public Services	Funding for Portage Community Center for emergency assistance, transportation assistance and youth recreation.	Economic opportunity.	<u>Sustainability</u> for the purpose of creating economic opportunities.
Neighborhood Improvement – Code Enforcement	Neighborhood improvement in target low-income neighborhoods.	Suitable living environment.	<u>Sustainability</u> for the purpose of creating suitable living environments.
Program Planning and Administration	Annual planning, performance reporting, and fair housing activities.	Not applicable.	Not applicable.

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

PRIORITY NEED: HOUSING AND AFFORDABLE HOUSING	
SPECIFIC OBJECTIVES	1. Assist 13 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 approximately 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 \$258,100 expected to be available to the City of Portage during the program year. For FY 2013-14, the following projects/expenditures are proposed:

CDBG RESOURCES AND EXPENDITURES	
Housing Programs (loans and grants)	\$163,610
Down Payment Assistance Program	\$6,000
Neighborhood Improvement-Code Enforcement	\$52,563
Human/Public Services	\$34,844
Grant Administration and Fair Housing Activities	\$21,347
TOTAL	\$278,364

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.

FY 2013-14 CDBG PROGRAM ANNUAL ACTION PLAN

The City of Portage CDBG FY 2013-14 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 was notified on May 29, 2013 that it will receive \$218,364 in CDBG entitlement funds in FY 2013-14 from the U.S. Department of Housing and Urban Development (HUD). In addition to the entitlement grant, it is estimated that \$25,000 in Program Income will be received in FY 2013-14, and \$35,000 of unexpended funds from prior program years will be utilized during FY 2013-14 for a total CDBG Program budget of \$278,364. 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 2013-14 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.

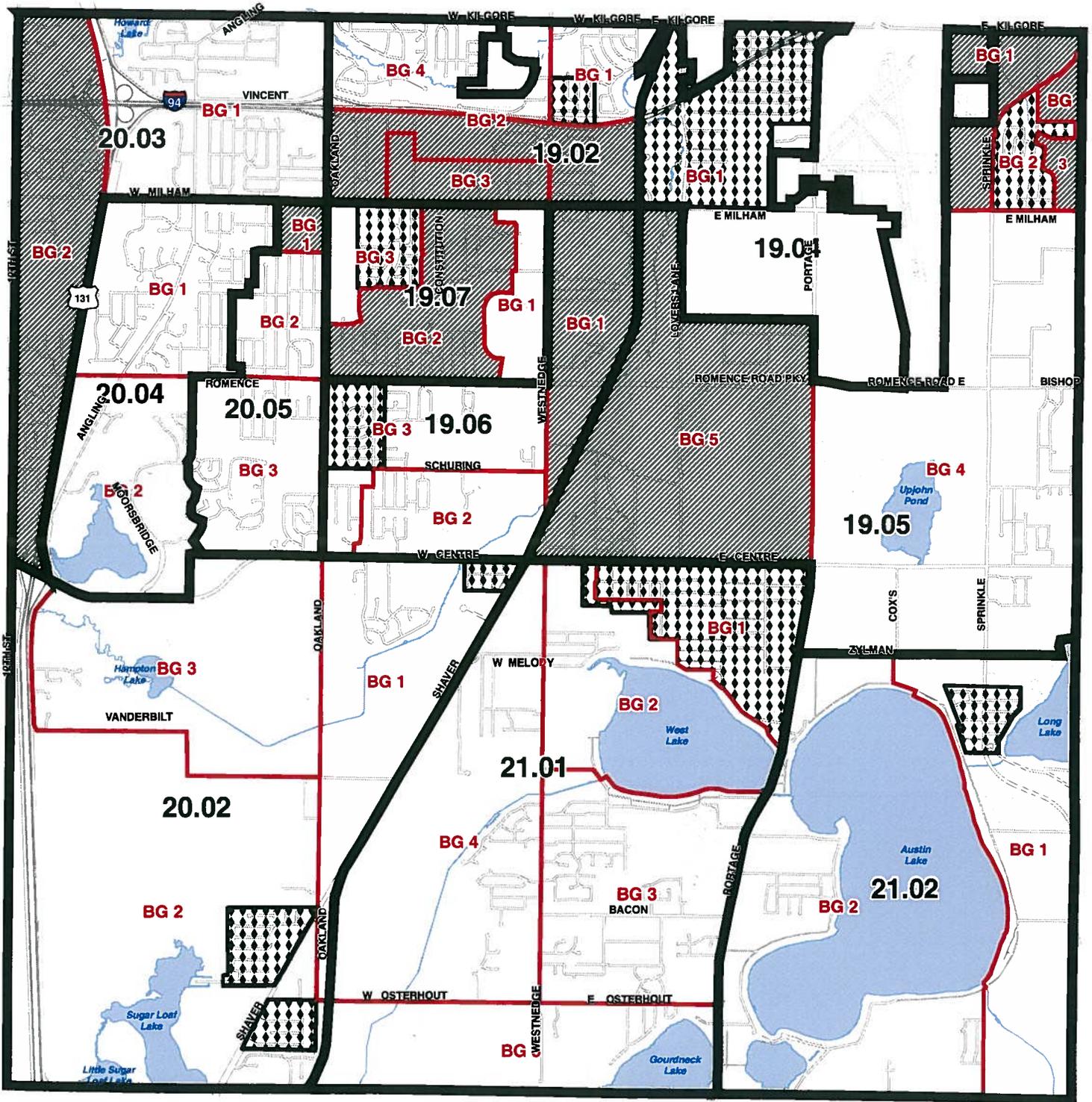
- Activity 1 - Owner-Occupied Housing Rehabilitation: This activity is undertaken on a citywide basis, and supplements neighborhood improvement code enforcement efforts. To qualify, households must meet the income requirements set by HUD, which are based on regional-area median family income, adjusted 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 2013-14, additional projects may be undertaken utilizing unanticipated program income and unexpended funds available at the end of the FY 2013-14 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 2013-14 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.

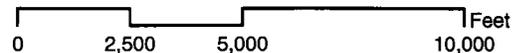
- Activity 2 - Down Payment Assistance Program: This activity promotes home purchases for first-time home buyers by providing no interest deferred loans to cover up to 50 percent of the required down payment and closing costs within target neighborhoods shown on Map 1 on page 3. The target neighborhoods 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 of the neighborhood and where deteriorated conditions exist which includes, but is not limited to, violations of the Community Quality Code, Housing/Property Maintenance Code, Zoning Code and/or Building Code. These areas (census tract/block groups) are listed in the table below and illustrated on the Low/Moderate Income Neighborhoods, Census Tract/Block Group Map (Map 2 on page 5).

MAP 1

Downpayment Assistance Program Target Neighborhoods



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

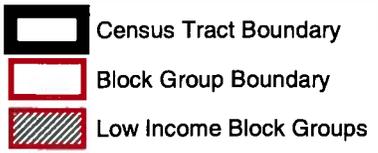
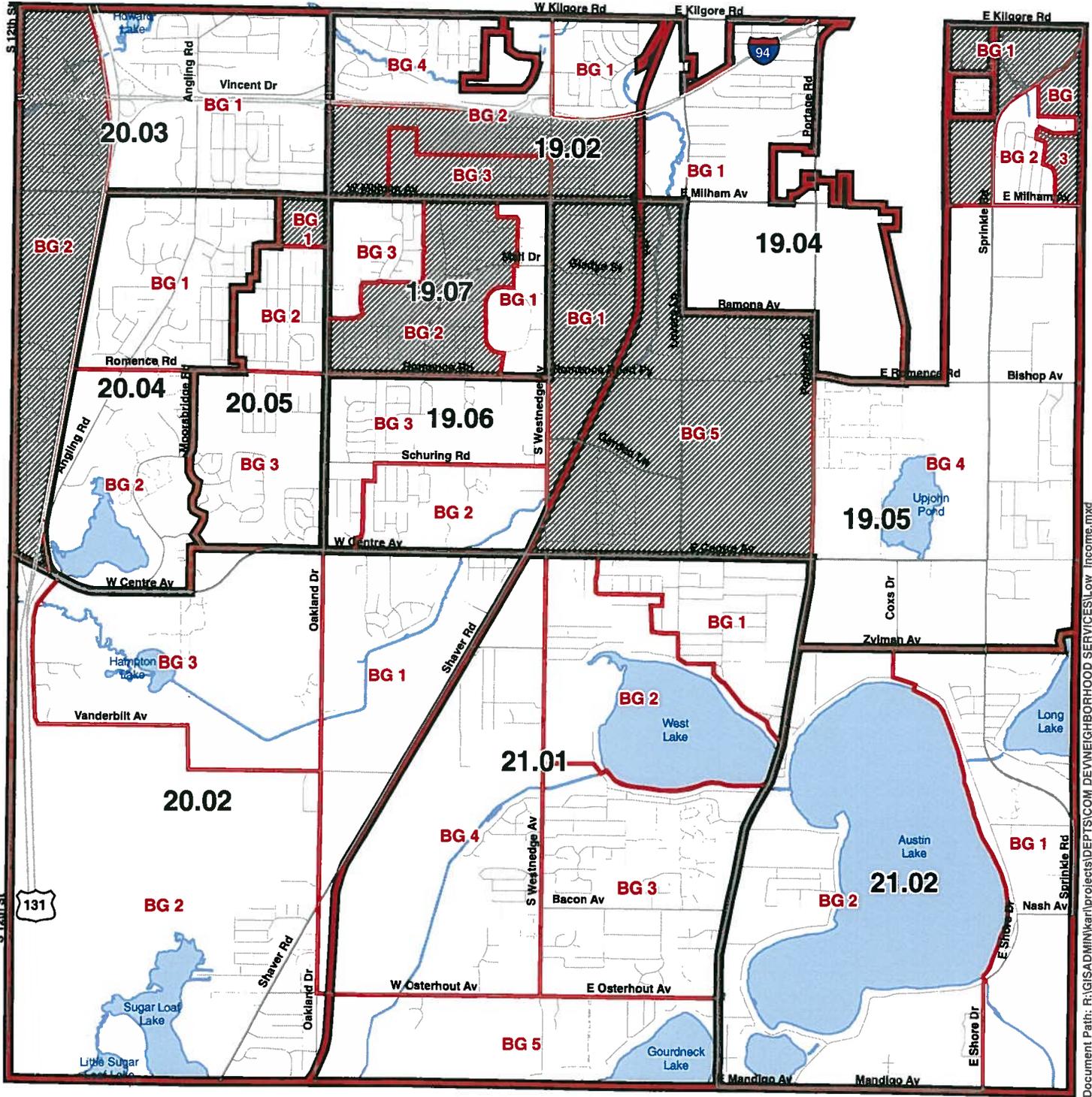


LOW/MODERATE INCOME NEIGHBORHOODS	
Census Tract 19.02	Block Groups 2 & 3
Census Tract 19.05	Block Groups 1, 3 & 5
Census Tract 19.06	Block Group 1
Census Tract 19.07	Block Group 2
Census Tract 20.03	Block Group 2
Census Tract 20.05	Block Group 1

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.

Low Income Neighborhoods Census Tract / Block Group Map



**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	CDBG Citation
14A	570.202
Type of Recipient	CDBG National Objective
Local Government	Low income households
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
07/01/2013	06/30/2014
Performance Indicator	Annual Units
Housing Units	15
Local ID	Units Upon Completion
NA	15

Funding Sources:

CDBG	\$163,610
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$163,610

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Portage, Michigan

Priority Need

Owner-Occupied Housing

Project Title

Down Payment Assistance

Project Description

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

Location

Target Neighborhoods

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion
13	570.201(n)
Local Government	Low income households
07/01/2013	06/30/2014
Households	2
NA	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) 07/01/2013	Completion Date (mm/dd/yyyy) 06/30/2014
Performance Indicator Persons	Annual Units 4,000
Local ID NA	Units Upon Completion 4,000

Funding Sources:

CDBG	\$34,844
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$34,844

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	CDBG Citation
15	570.202(c)
Type of Recipient	CDBG National Objective
Local Government	Low income households
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
07/01/2013	06/30/2014
Performance Indicator	Annual Units
Households	350
Local ID	Units Upon Completion
NA	350

Funding Sources:

CDBG	\$52,563
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$52,563

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
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion
21A	570.202(c)
Local Government	Administration
07/01/2013	06/30/2014
NA	NA
NA	NA

Funding Sources:

CDBG	\$21,347
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$21,347

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 2013-14 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 13 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 approximately 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 utilized the remaining funds from the city to purchase a single-family dwelling for affordable rental housing, and the city granted a tax exemption and Payment in Lieu of Taxes (PILOT) to facilitate the project. In addition, while funding awards have not yet been finalized, City Council will allocate approximately \$121,237 in General Fund monies, and \$34,844 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 2013-14 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 2012-13 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 2013-14 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 2013-14 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 2013-14 program year.

H. Allocation of Funds

The planned allocation of funds for FY 2013-14 are shown in the following table:

FUNDING SOURCES		
Entitlement Grant (Includes reallocated funds)		
CDBG	\$218,364	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
Total		\$218,364
Prior Years' Program Income NOT previously programmed or reported ¹		
CDBG	\$0	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
Total		\$0
Reprogrammed Prior Years' Funds		
CDBG	\$35,000	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
Total		\$35,000
Total Estimated Program Income		
Program Income Fund	\$25,000	
Revolving Fund	\$0	
Total		\$25,000
Section 108 Loan Guarantee Fund		
	\$0	
		\$0
TOTAL FUNDING SOURCES		\$278,364
Other Funds		\$0
Submitted Proposed Projects Totals		\$278,364
Un-Submitted Proposed Projects Totals		\$0

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	\$1,906,487
McKinney-Vento Homeless Funds awarded to Kalamazoo County governmental and non-profit agencies via MSHDA funding that serve Portage residents	\$283,054

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 2013-14 Annual Action Plan.

PLAN DEVELOPMENT PROCESS AND CITIZEN PARTICIPATION	
December 7, 2012	Receive and review requests for funding from human/public service agencies.
January 3, 2013	Human Services Board holds public hearing to receive comments regarding FY 2013-14 applications for funding for human/public services, and to gather comments on CDBG program performance and receive input on housing, community development needs, housing priorities and fair housing issues in relation to drafting the Annual Action Plan.
January 4, 2013 – February 7, 2013	Preparation of proposed recommendation for proposed CDBG budget and CDBG human/public service funding. Separate recommendation made by Human Services Board and the City Administration for final review and decision by City Council.
February 11, 2013	Recommend CDBG budget and complete draft of FY 2013-14 Annual Action Plan; submit to City Manager for review.
March 2, 2013	Publish summary of FY 2013-14 Annual Action Plan, including projected use of funds and notice for public hearing in the Kalamazoo Gazette.
April 4, 2013	City of Portage holds public hearing on the draft Annual Action Plan.
April 9, 2013	Final draft of FY 2013-14 Annual Action Plan and CDBG budget to City Council for review.
May 14, 2013	City Council approves CDBG budget and FY 2013-14 Annual Action Plan.
May 15, 2013	E-mail FY 2013-14 Annual Action Plan to HUD by May 15 th deadline. Formal submission pending receipt of notice from HUD regarding final entitlement grant amount.
May 29, 2013	Receipt of HUD notice regarding final entitlement grant amount.
May-June, 2013	Prepare FY 2013-14 Environmental Review Record.
June 6, 2013	Human Services Board review of revised FY 2013-14 Action Plan and budget.
June 25, 2013	City Council approval of revised FY 2013-14 Action Plan and budget.
June 26, 2013	Formal submission of FY 2013-14 Annual Action Plan to HUD.
July 1, 2013	Begin new grant program year, FY 2013-14.

A summary of public comments received to date on the FY 2013-14 Annual Action Plan is provided in Appendix B.

L. Affirmatively Promoting Fair Housing

Concurrent with the Consolidated Plan update, an update to the *Analysis of Impediments to Fair Housing (A/I)* study was also accomplished. The updated A/I study recommends activities that will be undertaken to eliminate the identified impediments to fair housing choice within the community. The City of Portage will allocate \$2,000 within the CDBG Administration budget for the following fair housing activities in FY 2013-14, which are intended to assist with addressing impediments identified in the A/I study:

1. Provide assistance to the Fair Housing Center of Southwest Michigan to host a minimum of two fair housing presentations to property owners/managers, realtors and/or financial institutions. **Target Deadline:** June 2014. **Estimated Budget:** \$0, in-kind professional services, completed on fee-for-service basis by Fair Housing Center.

2. Sponsor a fair housing education event during Fair Housing Month. This event will be conducted by the Fair Housing Center of Southwest Michigan, but may be in participation with other partners. **Target Deadline:** April 2014. **Estimated Budget:** \$500.
3. The city will pass a fair housing resolution in recognition of National Fair Housing Month. **Target Deadline:** April 2014. **Estimated Budget:** \$0.
4. Support fair housing activities of the Fair Housing Center of Southwest Michigan including information and referral, education and outreach, and Fair Housing enforcement services. **Target Deadline:** June 2014. **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.

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

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:

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.

APPENDIX B
SUMMARY OF CITIZEN COMMENTS

January 3, 2013 Public Hearing on Housing and Community Development Needs:

Public Hearing - CDBG Program - Overview of Housing and Community Development Needs for Consolidated Plan update: Chair Sheppard opened the public hearing. 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 2011-12. In addition, an overview of the projected budget and timeline to develop the Annual Action Plan was reviewed. The city will not know the entitlement grant amount until March or April 2013, but is estimating flat funding for FY 2013-14. A draft budget and Annual Action Plan 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 2013. Woodin inquired regarding the fiscal year. Staff clarified the city's fiscal year starts on July 1st and ends June 30th and the CDBG program year is on the same cycle. As no further comments from the Board or no public comments were received, the hearing was closed.

30-day Public Comment Period: March 2-April 4, 2013 Public Hearing on draft FY 2013-14 Annual Action Plan:

Public Hearing - Community Development Block Grant (CDBG) Program: FY 2013-14 Annual Action Plan: Chair Sheppard opened the public hearing. Georgeau provided an overview of the plan and summarized proposed activities with the funds available next fiscal year. In review of the comparative budget table, staff noted the city has not yet been formally notified of its entitlement grant amount for FY 2013-14, but anticipates at least a 7.4% decrease in funding. Sheppard asked if the city anticipated the reduced funding. Georgeau indicated yes, and that reductions are due to changes in poverty rates, but mostly sequestration of the federal budget. In response to Sheppard, staff also explained the differences in various city budget funds, such as the General Fund, CIP Fund, CDBG Fund, etc. Mirza requested clarification regarding the manner in establishing low-income neighborhoods shown on Map 1. Georgeau explained the areas are established based on Census data calculated for HUD, and that the areas shown are the "upper quartile" neighborhoods of the city, with the highest percentage of low income households. In response to comments by Mirza and Morgan, staff explained that the areas selected for Down Payment Assistance are those that are currently, or were previously, designated as low-moderate income areas and/or areas with home values that would be affordable for program participants. Chris Miller, Director of Enforcement for the Fair Housing Center of Southwest Michigan, inquired regarding areas of the city with a higher concentration of minority households and the identified impediments to fair housing within the Analysis of Impediments to Fair Housing (A/I) report. Georgeau indicated that the Consolidated Plan and the A/I report does address census tract block groups with higher areas of minority population, and also summarized the identified impediments to fair housing. Mr. Miller also inquired if the city has any programs to make homes more affordable in affluent areas to encourage integration. Staff indicated the Down Payment Assistance Program targets assistance to affordable housing areas, but that the city does not have any programs or statutory authority to require home sales at affordable prices outside of the CDBG Program. In response to Sheppard and Woodin, staff also indicated that home foreclosures have brought down the value and price of home over the past several years within the city and region. As no further comments were received, the public hearing was closed.

APPENDIX C
PROOFS OF PUBLICATION

December 17, 2012 Notice of Public Hearing on housing and
community development needs on January 3, 2013

March 2, 2013 publication of Notice of Availability of Draft
FY 2013-14 Annual Action Plan and Notice of Public Hearing on April 4, 2013

STATE OF MICHIGAN)
County of Kalamazoo

ss *Shawn Sattop*

Being duly sworn deposes and say 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) _____

December 17 A.D. 20 *12*

Sworn to and subscribed before me this *17th* day of *December* 20*12*

Janice M. Ringler

JANICE M. RINGLER
Notary Public, State of Michigan
County of Kent
My Commission Expires: 10/03/2014
Acting in the County of *Kent*

NOTICE OF PUBLIC HEARING

The City of Portage will hold a public hearing on Thursday, January 3, 2013 at 6:30 p.m. in Conference Room #1, City Hall, 7900 South Westhedge Avenue, Portage, Michigan to receive comments on the Community Development Block Grant (CDBG) Program, community development needs, fair housing issues, housing priorities and funding for human/public services within the City of Portage. The city anticipates receiving approximately \$214,000 in Federal CDBG funding in 2013-14, and an estimated \$30,000 of program income.

All interested persons are encouraged to attend. Comments can be submitted in writing on or before January 3, 2013 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.

Department of
Community Development
Vicki Georgeau, Director
December 17, 2012

STATE OF MICHIGAN)
County of Kalamazoo

ss. Sharon Sattory

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



THE KALAMAZOO GAZETTE

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March 2 A.D. 20 13

Sworn to and subscribed before me this 4th day of March 2013

Janice M. Ringler

JANICE M. RINGLER
Notary Public, State of Michigan
County of Kent
My Commission Expires: 10/03/2014
Acting in the County of Portage

PORTAGE
A Natural Place to Move

March 2, 2013
Notice of Availability of the
draft FY 2013-14 Annual Action Plan
and Notice of Public Hearing

The draft Community Development Block Grant (CDBG) Program FY 2013-14 Annual Action Plan, have 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 2013-14 Annual Action Plan outlines proposed projects that will be undertaken with the \$269,100 in CDBG funding expected to be available to the City of Portage for FY 2013-14 from HUD. For FY 2013-14, proposed projects/expenditures are:

Housing Rehabilitation Assistance Program (loans and grants)	\$152,674
Down Payment Assistance Program	\$6,000
Neighborhood Improvement Code Administration and Enforcement	\$54,822
Human/Public Services	\$33,454
Grant Administration and Fair Housing Activities	\$22,150
TOTAL	\$269,100

The draft documents are available for review at the following locations:

- Department of Community Development, City of Portage, 7900 South Westridge 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 Thursday, April 4, 2013 to the City of Portage, Department of Community Development, 7900 South Westridge Avenue, or may be presented in person at a Public Hearing that will be held on Thursday, April 4, 2013 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 Georgescu, Director
Department of Community Development

Saturday, March 2, 2013

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