PORTAGE

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HUMAN SERVICES BOARD

March 27, 2014

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, March 27, 2014
(6:30pm)

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

* March 6, 2014

OLD BUSINESS:

NEW BUSINESS:

* 1. Public Hearing- CDBG Program, draft FY 2014-15 Annual Action Plan

* 2. FY 2014-15 Human/public Service Funding Update

* 3. Proposed FY 2014-2015 Goals – Board Discussion

4. Kalamazoo Transit Authority LAC update - Maye

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

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CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, March 6, 2014

CALL TO ORDER: 6:32 p.m.

MEMBERS PRESENT: Diane Durian (arrived 6:57), Shawn Havens, Effie Kokkinos, Elma (Pat) Maye, Nadeem Mirza (arrived 6:35), Edward Morgan, Sandra Sheppard, and Kitu Kumya (Youth Advisory Representative)

MEMBERS EXCUSED: Maye moved and Morgan supported excusing Raymond LaPoint. Motion passed 5-0.

MEMBERS ABSENT: Amanda Woodin

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Kokkinos questioned if a reason for leaving early needed to be added to the February minutes. Staff indicated that the time people arrived and/or left was provided for voting records. Mirza moved and Kokkinos supported approval of the February 6, 2014 minutes as submitted. Motion passed 6-0.

OLD BUSINESS: None.

NEW BUSINESS:

1. Fair Housing Activity Update – Presentation by Bob Ells, Executive Director, Fair Housing Center of Southwest Michigan: Ells presented an overview of the Fair Housing Center of South West Michigan including educational, training, and enforcement activities, and provided an update on the annual conference (which will occur in June), activities targeted for Portage residents, and national trends in fair housing matters. In response to Board questions, Ells provided information on the process for addressing housing discrimination complaints and conducting testing, how complaints are resolved, and ways in which people discriminate. Nationally, there is an estimated 4,000,000 fair housing violations a year but less than 10% of those are reported. Ells indicated that education and testing are invaluable in fighting for equal housing rights.

   The Board had additional questions about training and ways in which Fair Housing laws were violated. Maye offered to provide training to the Board. However, another option was for Board members to attend the conference being scheduled for June. Maye indicated that the conference may be free, would be held at the Radisson, and multiple sessions would be provided in addition to a keynote speaker. Maye will provide the Board with conference details once they are available.

2. Kalamazoo Transit Authority LAC Update – Maye: Maye indicated she had no new information to provide but there would be another LAC meeting prior to the next Board meeting.

STATEMENT OF CITIZENS: Kumya provided an update on Youth Advisory Committee activities including an upcoming environmental event in April.

ADJOURNMENT: There being no further business before the Board, Maye moved and Havens supported adjournment. Motion passed 7-0. Meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

CITY OF PORTAGE **COMMUNICATION**

TO: Human Services Board **DATE:** March 20, 2014

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Draft FY 2014-15 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 Action Plan each year for the use of CDBG entitlement funds.

Attached is the draft FY 2014-15 Annual Action Plan. In addition, the attached five-year comparative analysis for the CDBG Program budget and expenditures summarizes proposed activities in FY 2014-15.

On Thursday, March 27, 2014, a public hearing will be held and staff will provide an overview of the enclosed draft document. Subsequent to the March 27th 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, 2014 as part of the annual funding application process.

Attachments: City of Portage CDBG Program Five-year Comparative Analysis
Draft FY 2014-15 Annual Action Plan

CITY OF PORTAGE CDBG PROGRAM
FIVE YEAR COMPARATIVE ANALYSIS
FY 2010-11 THROUGH 2014-15

	2010-11	2011-12	2012-13	2013-14	2014-15
ENTITLEMENT AMOUNT	$230,723	$192,254	$214,178	$218,364	$218,672
ESTIMATED PROGRAM INCOME TO BE RECEIVED DURING PROGRAM YEAR	$40,000	$40,000	$30,000	$25,000	$25,000
SUB-TOTAL	**$270,723**	**$232,254**	**$244,178**	**$243,364**	**$243,672**
AVAILABLE UNEXPENDED FUNDS AND/OR PROGRAM INCOME RECEIVED IN PRIOR PROGRAM YEARS THAT EXCEEDED ESTIMATED PROGRAM INCOME	$25,000	$50,000	$40,000	$35,000	$35,000
TOTAL	**$295,723**	**$282,254**	**$284,178**	**$278,364**	**$278,672**
HOUSING (Percent of Total Budget)	**49%**	**48%**	**61%**	**61%**	**59%**
Housing Rehabilition Loan Program	$136,827	$126,190	$165,839	$161,610	$157,225
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	**$144,827**	**$134,190**	**$173,839**	**$169,610**	**$165,225**
HUMAN/PUBLIC SERVICES	**15%**	**15%**	**15%**	**15%**	**15%**
Human/Public Services	$43,350	$43,294	$36,000	$34,844	$37,972
TOTAL HUMAN/PUBLIC SERVICES [1]	**$43,350**	**$43,294**	**$36,000**	**$34,844**	**$37,972**
NEIGHBORHOOD IMPROVEMENT (Percent of Total Budget)	**22%**	**23%**	**19%**	**19%**	**19%**
Code Administration and Enforcement	$66,496	$66,224	$52,993	$52,563	$53,661
TOTAL NEIGHBORHOOD IMPROVEMENT	**$66,496**	**$66,224**	**$52,993**	**$52,563**	**$53,661**
ADMINISTRATION	**15%**	**15%**	**8%**	**10%**	**9%**
General Administration	$39,050	$36,546	$19,346	$19,347	$20,150
Fair Housing Services	$2,000	$2,000	$2,000	$2,000	$2,000
TOTAL ADMINISTRATION [2]	**$41,050**	**$38,546**	**$21,346**	**$21,347**	**$21,814**
TOTAL	**$295,723**	**$282,254**	**$284,178**	**$278,364**	**$278,672**

[1] Funding for human/public services must not exceed 15% of the FY 2014-15 CDBG entitlement grant and program income received in FY 2013-14 through December 31, 2013

[2] Funding for administration and fair housing must not exceed 20% of the FY 2014-15 CDBG entitlement grant and estimated FY 2014-15 program income

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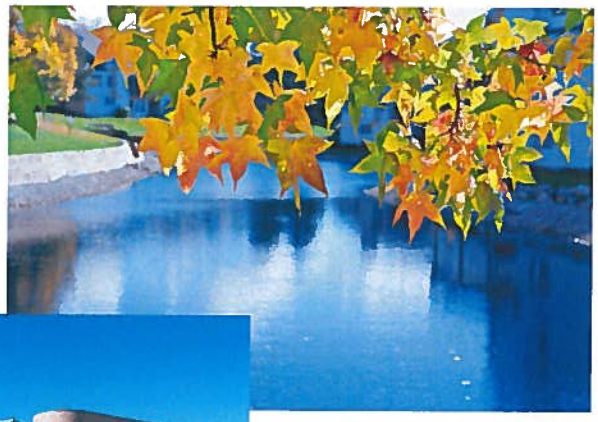
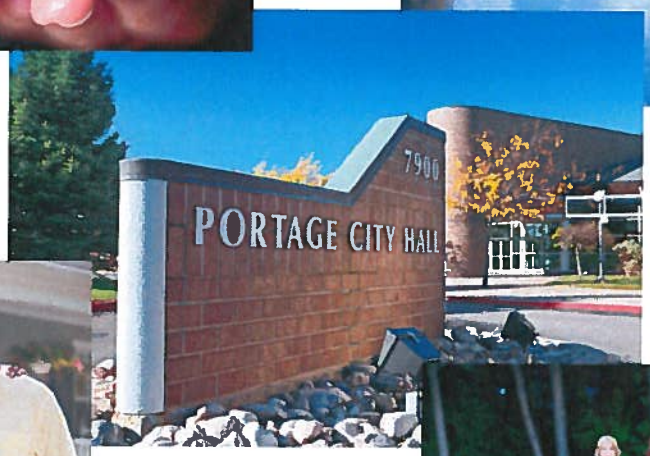
City of Portage CDBG Program
DRAFT Annual Action Plan
FY 2014-15





CITY OF PORTAGE
FY 2014-15 ANNUAL ACTION PLAN

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APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application ☐ Construction ☑ Non-Construction	Pre-application ☐ Construction ☐ Non-Construction	**2. DATE SUBMITTED**	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: City of Portage	**Organizational Unit:** Department: Community Development
Organizational DUNS: 09-5943411	Division:
Address: Street: 7900 South Westnedge Avenue	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: Ms. First Name: Vicki
City: Portage	Middle Name: L.
County: Kalamazoo	Last Name: Georgeau
State: MI Zip Code: 49002	Suffix: AICP
Country: United States	Email: georgeav@portagemi.gov
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: 38-6006266	Phone Number (give area code): 269-329-1280 Fax Number (give area code): 269-329-4506

8. TYPE OF APPLICATION: ☑ New ☐ Continuation ☐ Revision. If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) ☐ ☐ Other (specify)	**7. TYPE OF APPLICANT:** (See back of form for Application Types) Municipal, entitlement grantee. Other (specify)
	9. NAME OF FEDERAL AGENCY: US Department of Housing and Urban Development
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-218. TITLE (Name of Program): Labor Management Cooperation Program	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** City of Portage Community Development Block Grant Program: Activities include: 1) Owner-occupied housing rehabilitation and emergency repair; 2) Down Payment Assistance Program; 3) Human Services; 4) Code Administration and Enforcement; 5) Grant Program Administration and Fair Housing activities.
12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*: City of Portage	
13. PROPOSED PROJECT Start Date: 7/1/2014 Ending Date: 6/30/2015	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant: MI-006 b. Project: MI-006

15. ESTIMATED FUNDING:		**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIV ORDER 12372 PROCESS?**
a. Federal	$ 278,672.00	a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant	$ .00	
c. State	$ .00	
d. Local	$ .00	b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372
e. Other	$ 35,000.00	☑ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
f. Program Income	$ 25,000.00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**
g. TOTAL	$ 278,672.00	☐ Yes If "Yes" attach an explanation. ☑ No

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 2014-15 ANNUAL ACTION PLAN

Executive Summary

The FY 2014-15 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 2014-15 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 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 $278,672 anticipated to be available to the City of Portage during the program year. For FY 2014-15, the following projects/expenditures are proposed:

CDBG RESOURCES AND EXPENDITURES	
Housing Programs (loans and grants)	$159,225
Down Payment Assistance Program	$6,000
Neighborhood Improvement-Code Enforcement	$53,661
Human/Public Services	$37,972
Grant Administration and Fair Housing Activities	$21,814
TOTAL	$278,672

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.

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FY 2014-15 CDBG PROGRAM ANNUAL ACTION PLAN

The City of Portage CDBG FY 2014-15 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 estimates that it will receive $218,672 in CDBG entitlement funds in FY 2014-15 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 2014-15, and $35,000 of unexpended funds from prior program years will be utilized during FY 2014-15 for a total CDBG Program budget of $278,672. 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 2014-15 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 Community Homeworks, Senior Services, and the Kalamazoo County Weatherization Program. In addition to funds budgeted for FY 2014-15, 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 2014-15 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 Track/Block Group Map (Map 2 on page 5).

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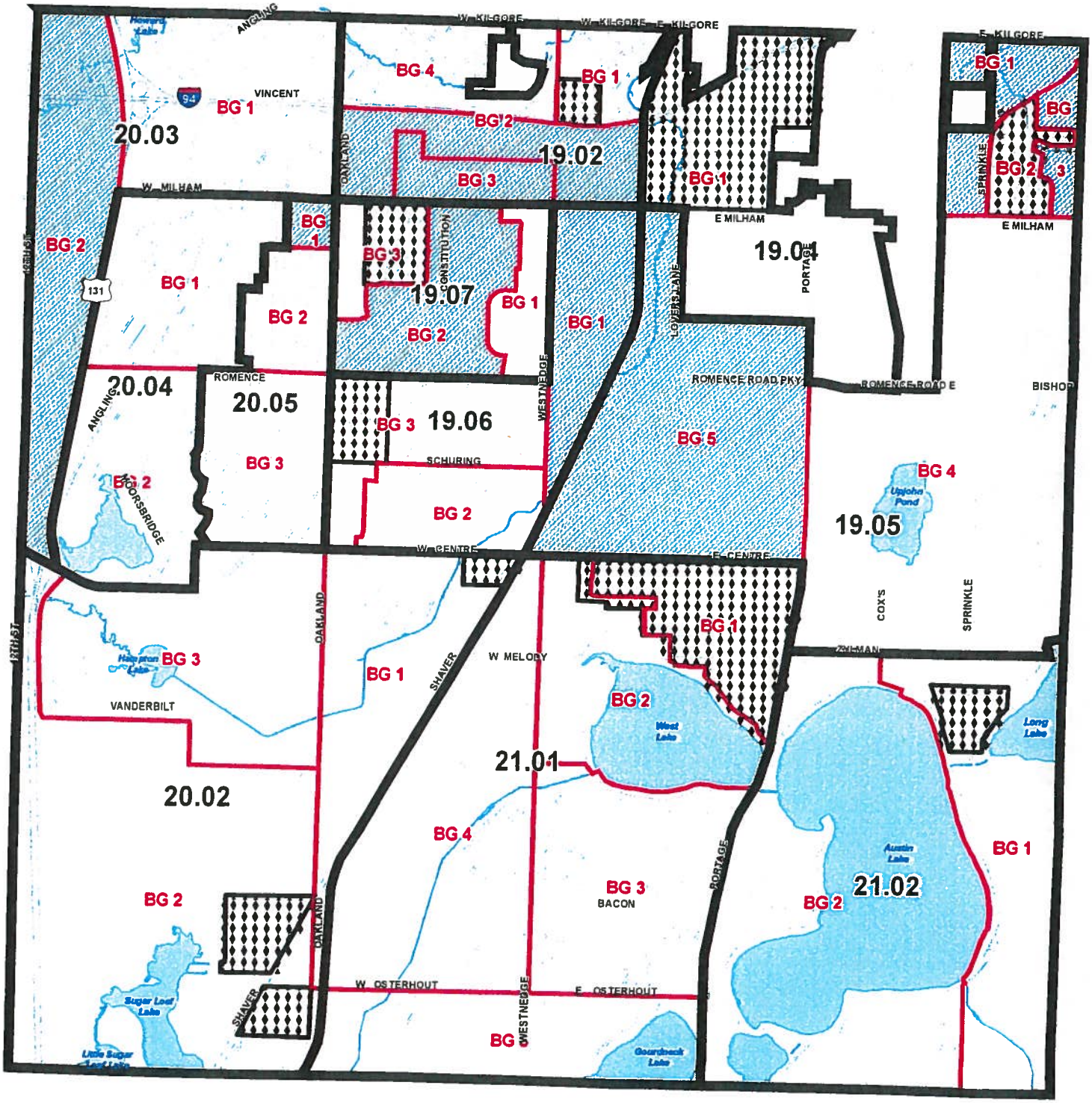
MAP 1

Downpayment Assistance Program Target Neighborhoods



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

N

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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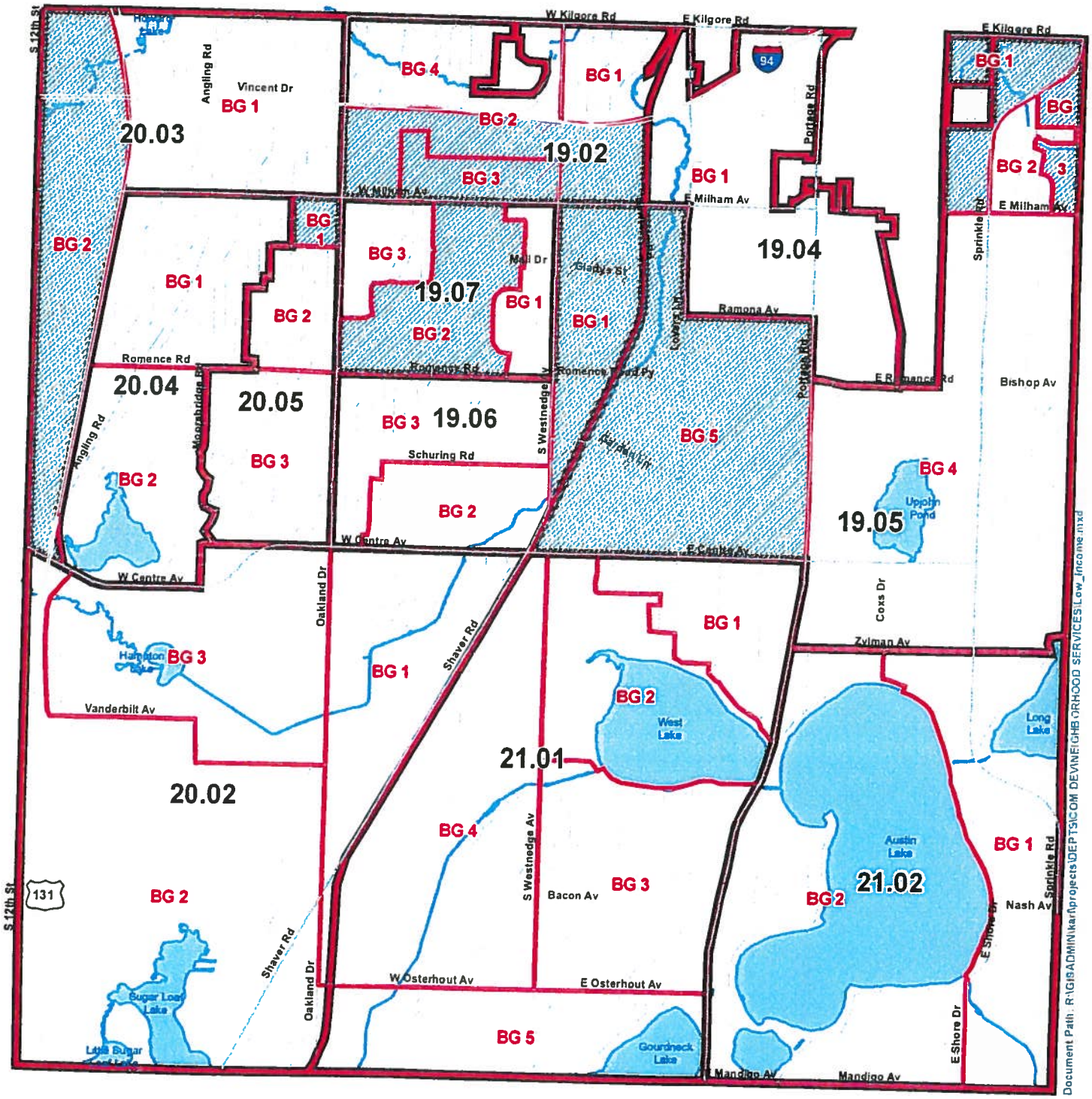
MAP 2

Low Income Neighborhoods
Census Tract / Block Group Map



Census Tract Boundary
Block Group Boundary
Low Income Block Groups

N

0 2,000 4,000 8,000 Feet

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) 07/01/2014	Completion Date (mm/dd/yyyy) 06/30/2015
Performance Indicator Housing Units	Annual Units 15
Local ID NA	Units Upon Completion 15

Funding Sources:

CDBG	$159,225
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	$159,225

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) 07/01/2014	Completion Date (mm/dd/yyyy) 06/30/2015
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) 07/01/2014	Completion Date (mm/dd/yyyy) 06/30/2015
Performance Indicator Persons	Annual Units 4,000
Local ID NA	Units Upon Completion 4,000

Funding Sources:	
CDBG	$37,972
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	$37,972

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) 07/01/2014	Completion Date (mm/dd/yyyy) 06/30/2015
Performance Indicator Households	Annual Units 350
Local ID NA	Units Upon Completion 350

Funding Sources:	
CDBG	$53,661
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	$53,661

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) 07/01/2014	Completion Date (mm/dd/yyyy) 06/30/2015
Performance Indicator NA	Annual Units NA
Local ID NA	Units Upon Completion NA

Funding Sources:	
CDBG	$21,814
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	$21,814

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 2014-15 program year, the goal is to assist approximately 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 and elimination 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 $123,090 in General Fund monies, and $37,972 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.
- Support for tax counseling that provides education and tax preparation services to increase tax returns to low to moderate income households.

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 2014-15 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 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 2014-15 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 2014-15 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 2014-15 program year.

H. Allocation of Funds

The planned allocation of funds for FY 2014-15 are shown in the following table:

FUNDING SOURCES		
Entitlement Grant (Includes reallocated funds)		
CDBG	$218,672	
ESG	$0	
HOME	$0	
HOPWA	$0	
Total		$218,672
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		$278,672
Other Funds		$0
Submitted Proposed Projects Totals		$278,672
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)
McKinney-Vento Supportive Housing Program Funds awarded to Kalamazoo County governmental and non-profit agencies via HUD funding that may serve Portage residents	$1,843,581
Emergency Solutions Grant Funds awarded to Kalamazoo County governmental and non-profit agencies via MSHDA funding that serve Portage residents	$274,176

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.

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 will follow 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 2014-15 Annual Action Plan.

PLAN DEVELOPMENT PROCESS AND CITIZEN PARTICIPATION	
December 6, 2013	Receive and review requests for funding from human/public service agencies.
January 9, 2014	Human Services Board holds public hearing to receive comments regarding FY 2014-15 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 9, 2014 – February 6, 2014	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 24, 2014	Recommend CDBG budget and complete draft of FY 2014-15 Annual Action Plan; submit to City Manager for review.
February 26, 2014	Publish summary of FY 2014-15 Annual Action Plan, including projected use of funds and notice for public hearing in the Kalamazoo Gazette.
March 27, 2014	City of Portage holds public hearing on the draft Annual Action Plan.
March 31, 2014	Final draft of FY 2014-15 Annual Action Plan and CDBG budget to City Council for review.
May 13, 2014	City Council approves CDBG budget and FY 2014-15 Annual Action Plan.
May 15, 2014	Mail FY 2014-15 Annual Action Plan to HUD.
May-June, 2014	Prepare FY 2014-15 Environmental Review Record.
July 1, 2014	Begin new grant program year, FY 2014-15.

A summary of public comments received to date on the FY 2014-15 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 2014-15, 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 2015. **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 2015. **Estimated Budget:** $500.

3. The city will pass a fair housing resolution in recognition of National Fair Housing Month. **Target Deadline:** April 2015. **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 2015. **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 COMENTS

January 9, 2014 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 Evaluation 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 2012-13. 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 2014, but is estimating 5% reduction in funding for FY 2014-15. 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 2014. As no further comments from the Board or no public comments were received, the hearing was closed.

30-day Public Comment Period: February 26, 2014-March 27, 2014 Public Hearing on draft FY 2014-15 Annual Action Plan:

Public Hearing - Community Development Block Grant (CDBG) Program: FY 2014-15 Annual Action Plan:

To be completed after the hearing.

APPENDIX C
PROOFS OF PUBLICATION

December 21, 2013 Notice of Public Hearing on housing and community development needs on January 9, 2014

February 26, 2014 publication of Notice of Availability of Draft FY 2014-15 Annual Action Plan and Notice of Public Hearing on March 27, 2014

STATE OF MICHIGAN)
County of Kalamazoo ss Deja McKernon

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 21 A.D. 20 13

Sworn to and subscribed before me this 23 day of December 20 13

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

PORTAGE
A Natural Place to Move

NOTICE OF PUBLIC HEARING

The City of Portage will hold a public hearing on Thursday, January 9, 2014 at 6:30 p.m. in Conference Room #1, City Hall, 7900 South Westnedge 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 $207,000 in Federal CDBG funding in 2014-15, and an estimated $25,000 of program income.

All interested persons are encouraged to attend. Comments can be submitted in writing on or before January 9, 2014 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 21, 2013

4755402 01

STATE OF MICHIGAN)
County of Kalamazoo ss. Dya McKinnon

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)

February 26 A.D. 2014

Sworn to and subscribed before me this 26 day of February 2014

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

PORTAGE
A Natural Place to Move

FEBRUARY 26, 2014
NOTICE OF AVAILABILITY OF THE
DRAFT FY 2014-15 ANNUAL ACTION PLAN
AND NOTICE OF PUBLIC HEARING

The draft Community Development Block Grant (CDBG) Program FY 2014-15 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 2014-15 Annual Action Plan outlines proposed projects that will be undertaken with the $267,445 in CDBG funding expected to be available to the City of Portage for FY 2014-15 from HUD. For FY 2014-15, proposed projects/expenditures are:

Housing Rehabilitation Assistance Program (loans and grants)	$144,987
Down Payment Assistance Program	$6,000
Neighborhood Improvement-Code Administration and Enforcement	$58,021
Human/Public Services	$36,287
Grant Administration and Fair Housing Activities	$22,150
TOTAL	$267,445

The draft document is available for review at the following locations:

- Department of Community Development, City of Portage, 7900 South Westnedge Avenue, Portage, MI 49002
- Portage District Library, 300 Library Lane, Portage, MI 49002
- Portage Senior Center, 320 Library Lane, Portage, MI 49002
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage web site (www.portagemi.gov) under: Department of Community Development, Planning, Development and Neighborhood Services, Documents

Comments can be submitted in writing on or before noon on Thursday, March 27, 2014 to the City of Portage, Department of Community Development, 7900 South Westnedge Avenue, or may be presented in person at a Public Hearing that will be held on Thursday, March 27, 2014 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

Wednesday, February 26, 2014

4789962-01

CITY OF PORTAGE **COMMUNICATION**

TO: Human Services Board **DATE:** March 20, 2014

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: FY 2014-15 Human/Public Service Funding Update

On March 19, 2014, the City of Portage received the attached communication from the U.S. Department of Housing and Urban Development (HUD) indicating that the city will receive Community Development Block Grant (CDBG) funding in the amount of $218,672, compared to the prior estimate of $207,445. Consequently, the amount of CDBG funding available for FY 2014-15 Human/Public Services increased to $37,972 ($1,685 more than the previous estimate of $36,287). The total funding amount for FY 2014-2015 Human/Public Service funding is now $161,062. This is $4,981 more than the $156,081 awarded during the FY 2013-14.

On February 6, 2014, the Board approved a recommendation to City Council to fund the six highest ranked applicants at FY 2013-14 levels with the remaining balance to be divided amongst the applicants based on their ranking, with higher ranked applicants receiving a higher percentage increase. The Board also recommended that Goodwill Industries receive $900 for the Tax Counseling Initiative. Because the CDBG entitlement grant was not known at that time, the Board also approved staff to adjust funding amounts if actual HUD funding was within 2% of the estimated funding amount.

As the actual CDBG funding is greater than the estimated funding by more than 2%, the Board must review and approve a revised funding recommendation to City Council. The table below provides the revised staff funding recommendation based on the methodology previously approved by the Board (increased funding to the FY 2013-14 levels with the highest ranked applicants receiving a greater increase in funding for FY 2014-15).

APPLICANT	FY13-14 FUNDING	RANKING/SCORE		FY 14-15 FUNDING RECOMMENDATION - 2/6/2014		FY 14-15 FUNDING RECOMMENTATION3/20/2014	
		HSB	CITY ADMIN.	AMOUNT	% INCREASE FROM FY 13-14	AMOUNT	% INCREASE FROM FY 13-14
GENERAL FUND							
Portage Community Center*	$83,650	1/216	1/230	$84,033	1.54%	$83,535	2.54%
Catholic Charities	$9,200	2/202	2/220	$9,341	1.53%	$9,433	2.53%
YWCA	$8,695	3/196	2/220	$8,828	1.53%	$8,915	2.53%
Housing Resources, Inc.	$17,665	4/194	4/215	$17,931	1.51%	$18,110	2.52%
Gryphon/211	$2,027	5/173	5/200	$2,027	1.48%	$2,077	2.47%
Goodwill Industries**	N/A	6/167	6/185	$900	N/A	$1,020	N/A
Community Homeworks**	N/A	7/134	7/95	$0	N/A	$0	N/A

APPLICANT	FY13-14 FUNDING	RANKING/SCORE		FY 14-15 FUNDING RECOMMENDATION - 2/6/2014		FY 14-15 FUNDING RECOMMENTATION3/20/2014	
		HSB	CITY ADMIN.	AMOUNT	% INCREASE FROM FY 13-14	AMOUNT	% INCREASE FROM FY 13-14
CDBG PROGRAM							
Portage Community Center*	$34,844	1	1	$36,287	1.54%	$37,972	2.54%
TOTAL	**$156,081**			**$161,062**		**$161,062**	

* PCC has requested a combined total of $130,000 from the General Fund and CDBG Fund, compared to current total year funding of $118,494. The General Fund and CDBG Fund recommendation for PCC above equals a combined $121,507, which represents an approximate 2.54% increase in General Fund and CDBG Fund dollars combined.

** These applicants did not apply for funding in FY 13-14.

Neighborhood Program Specialist Money will be available at the March 27, 2014 Board meeting to address any comments or questions the Board may have regarding this matter.

Attachment: Communication from HUD

Victoria Georgeau - FY 2014 Formula Allocations

From: "Baltimore, Shannon" <shannon.baltimore@hud.gov>
To: "'abrown@co.jackson.mi.us'" <'abrown@co.jackson.mi.us'>, AmySchlusler-Ow...
Date: 3/19/2014 9:56 AM
Subject: FY 2014 Formula Allocations
CC: "Bagley, Kathy F" <Kathy.F.Bagley@hud.gov>, "Chung, Ellen" <ellen.chung@...
Attachments: FY 2014-formula-allocations-mi.xlsx

To: MI Formula Grantees

The 2014 Formula Allocations are out. Please click on the link below to view your allocation amounts. The allocations specific to Michigan are attached above. We look forward to reading your Annual Action Plans now that the numbers are out.
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/budget/budget14

Sincerely,
Shannon Baltimore

Shannon Baltimore | CPD Program Manager | Detroit Field Office, Community Planning and Development | U.S. Department of HUD | Ph (313) 234-7322 | Fax (313) 226-6689| 477 Michigan Ave. Detroit, MI 48226

NAME	CDBG14	HOME14	HOPWA14	ESG14
Battle Creek	$1,139,897	$255,276	$0	$0
Bay City	$1,144,293	$164,705	$0	$0
Benton Harbor	$422,626	$0	$0	$0
Canton Twp	$332,411	$0	$0	$0
Clinton Twp	$502,210	$0	$0	$0
Dearborn	$1,737,715	$0	$0	$140,319
Dearborn Heights	$903,819	$0	$0	$0
Detroit	$32,109,171	$4,698,558	$2,351,205	$2,670,892
East Lansing	$424,231	$0	$0	$0
Farmington Hills	$316,885	$0	$0	$0
Flint	$3,629,629	$745,525	$0	$298,806
Grand Rapids	$3,585,526	$1,106,745	$0	$297,583
Holland	$300,452	$0	$0	$0
Jackson	$1,208,299	$277,096	$0	$0
Kalamazoo	$1,578,368	$496,968	$0	$132,947
Lansing	$1,870,009	$623,545	$0	$154,673
Lincoln Park	$701,683	$0	$0	$0
Livonia	$328,256	$0	$0	$0
Midland	$209,553	$0	$0	$0
Monroe	$416,754	$0	$0	$0
Muskegon	$897,025	$275,421	$0	$0
Muskegon Hts	$391,690	$0	$0	$0
Niles	$271,585	$0	$0	$0
Norton Shores	$112,379	$0	$0	$0
Pontiac	$1,424,639	$0	$0	$0
Portage	$218,672	$0	$0	$0
Port Huron	$686,509	$178,011	$0	$0
Redford	$827,249	$0	$0	$0
Roseville	$526,106	$0	$0	$0
Royal Oak	$1,097,571	$0	$0	$0
Saginaw	$2,058,758	$345,628	$0	$173,183
St Clair Shores	$821,617	$0	$0	$0
Southfield	$415,485	$0	$0	$0
Sterling Heights	$692,850	$0	$0	$0
Taylor	$477,591	$0	$0	$0
Warren	$897,755	$329,826	$514,349	$0
Waterford Township	$406,132	$0	$0	$0
Westland	$987,385	$251,927	$0	$0
Wyoming	$479,632	$0	$0	$0
Genesee County	$1,691,984	$627,811	$0	$142,256
Kent County	$1,519,729	$705,617	$0	$125,812
Macomb County	$1,691,181	$1,228,977	$0	$135,660
Oakland County	$3,707,330	$2,238,784	$0	$301,785
Washtenaw County	$1,832,712	$925,308	$0	$156,155
Wayne County	$4,951,200	$2,266,533	$0	$408,049
Michigan Nonentitlement	$31,054,178	$12,767,518	$1,067,988	$4,214,303

PORTAGE
A Natural Place to Move

Department of Community Development

TO: Human Services Board **DATE:** March 20, 2014

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: Human Services Board recommended 2014-2015 Goals and Objectives

Attached is a communication from Deputy City Clerk, Adam Herringa, requesting the Human Services Board provide to City Council recommended goals and objectives for FY 2014-2015.

The Board is advised to review the attached draft transmittal to City Council and discuss this matter during the March 27, 2014 meeting. Human Services Board recommended goals and objectives for FY 2014-2015 must be approved by the Board and submitted to the Office of the City Clerk by April 15, 2014. The Council Mission Statement and Goals and Objectives have also been included for your information.

Attachments: Advisory Board communication from Deputy City Clerk dated February 20, 2014
Human Services Board FY 2014-2015 Goals and Objectives (DRAFT transmittal)
Approved FY 2014-2015 Council Mission Statement and Goals and Objectives

S:/Commdev/2013-2014 Department Files/Board Files/Memo to HSB Recommended 2014-2015 G&O's

CITY OF PORTAGE COMMUNICATION

TO: Advisory Board Chairperson* **DATE:** February 20, 2014

FROM: Adam Herringa, Deputy City Clerk

SUBJECT: Proposed Goals for 2014-2015

This is a reminder that proposed goals and objectives for the 2014-2015 Fiscal Year need to be prepared and forwarded to the City Clerk Office by April 15, 2014. The proposed goals and objectives will be compiled and forwarded to City Council for review.

A hard copy of the proposed goals along with an electronic copy, sent to herringa@portagemi.gov, would be appreciated.

Please contact the City Clerk Office if you need further assistance.

* Paul Welch, Planning Commission
Ruth Caputo, Chair, Environmental Board
Mark Reile, Chair, Historic District Commission
Sandra Sheppard, Chair, Human Services Board
Susan Williams, Chair, Park Board
Ann Perkins, Chair, Senior Citizens Advisory Board
Kyle Huitt, Chair, Youth Advisory Committee

c: Maurice S. Evans, City Manager
Staff Liaison: Christopher Forth, Planning Commission
Christopher Barnes, Environmental Board
Erica Eklov, Historic District Commission
Elizabeth Money, Human Services Board
William Deming, Park Board
Tricia Keala, Senior Citizens Advisory Board

2014-2015 RECOMMNEDED
HUMAN SERVICES BOARD
GOALS AND OBJECTIVES

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 Kalamazoo Transit Authority Local Advisory Committee.
      2. Assist City Council with Red Ribbon Week activities.

4. Forward to City Council an update to goals for FY 2014-15 (November and April) and recommended goals for FY 2015-16 (April).

CITY OF PORTAGE
2014-2015 COUNCIL MISSION STATEMENT and GOALS & OBJECTIVES

Mission Statement of the Portage City Council

To function as the elected body serving the shareholders (all citizens) of the city:

(1) to ensure the long-term financial health of the city;

(2) to promote the highest level of quality of life in all aspects for all residents;

(3) to provide positive leadership for the entire county-wide community in all areas of municipal governance;

(4) to encourage effective long-term planning in all considerations within Council purview and

(5) to ensure transparency and access to information.

2014-2015 GOALS & OBJECTIVES

COMMUNITY DEVELOPMENT

Goal: Promote quality of life in Portage.

Objectives:

- Continue prevention and enforcement efforts concerning substance abuse.
- Continue effective community safety programs through prevention, enforcement, and education.
- Ensure decent and safe housing and the livability of community neighborhoods.
- Maintain effective planning and development programs to promote orderly, attractive, and environmentally sound growth.
- Continue a commitment to human services to enhance the desirability of the community.
- Continue to encourage citizen involvement in crime prevention measures – business and residential.
- Maintain a coordinated and innovative approach toward developing park land and providing recreational opportunities.
- Continue planning and implementing programs and projects to enhance the City Centre area.
- Promote aesthetic and cultural enhancement.

ECONOMIC DEVELOPMENT

Goal: Demonstrate a commitment to quality economic growth and development.

Objectives:

- Develop an improvement strategy to ensure the continued strength of the city.
- Promote business diversification.

TRANSPORTATION

Goal: Continue to plan and implement improvements to move people and commerce safely and effectively through the community.

Objectives:

- Implement projects proposed within the major thoroughfare plan.
- Continue to implement operational and functional improvements to improve traffic safety and movement.
- Evaluate and promote alternate modes of transportation.
- Continue appropriate improvement of the local street system.
- Continue to seek alternative approaches and methods to enhance preventive maintenance programs.

CUSTOMER RELATIONS

Goal: Promote excellent customer relations.

Objectives:

- Continue emphasis on courteous public service.
- Continue efforts to enhance communication between local government, citizens, the business community and the local educational institutions on city projects and services.

PUBLIC IMPROVEMENTS

Goal: Continue to improve the infrastructure to meet demonstrated needs.

Objectives:

- Continue to improve the wastewater and stormwater systems.
- Continue to improve the water system.
- Promote underground utilities within the city.
- Continue to expand, update and maintain equipment and facilities to provide for the effective operation of city departments.
- Maintain a systematic preventative maintenance program for city-owned buildings.

QUALITY OF ENVIRONMENT

Goal: Enhance environmental quality and protect natural resources.

Objectives:

- Continue to promote effective recycling plans, the use of recycled/recyclable products, and the responsible disposal of hazardous and solid waste.
- Protect water quality through the continued implementation of water management principles, including surface water, groundwater, and stormwater programs.
- Promote environmental protection, planning, monitoring, and educational programs.

SERVICE DELIVERY

Goal: Continue to provide high quality, effective and cost efficient municipal services.

Objectives:

- Continue to evaluate alternatives to meet increased service demands.
- Promote teamwork and unity of purpose between the public and private sectors.
- Continue to increase efficiency by applying new technology.
- Continue to prioritize existing services--including the elimination of low-priority services.
- Monitor, evaluate, and communicate service delivery options.
- Continue to pursue mutually beneficial intergovernmental ventures.
- Expand employee training and wellness programs and opportunities to ensure a well trained, healthy and motivated work force.
- Improve the utility of citizen advisory boards.
- Evaluate and propose possible Charter and ordinance revisions.
- Continue to evaluate contracting or privatizing city services and programs.

FINANCE AND BUDGETING

Goal: Maintain the financial health of the city.

Objectives:

- Continue to pursue revenue enhancement through alternate funding opportunities.
- Assess financing methods for future capital improvement needs.
- Continue to evaluate expenditures to provide for the most effective and efficient use of city resources.
- Promote volunteerism to assist in providing important services.
- Promote safety and minimize risk exposure by continuing to identify and prevent accident/ liability exposure.
- Consider and implement alternative means of addressing city insurance needs to further enhance financial health of the city.

All Resolutions and part of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED: YEAS:

NAYS:

ABSENT:

James R. Hudson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan, Kalamazoo County, held on the 25th day of February 2014, the original of which is in the official proceedings of the City Council.

APPROVED AS TO FORM
DATE 2/19/14
CITY ATTORNEY

James R. Hudson, City Clerk