PORTAGE

A Natural Place to Move

HUMAN SERVICES BOARD

September 4, 2014

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, September 4, 2014
(6:30pm)

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

* July 31, 2014

OLD BUSINESS:

* 1. Enhancement of Human Services Information & Referral

NEW BUSINESS:

* 1. FY 2013-14 CDBG Consolidated Annual Performance Evaluation Report – Public Hearing

2. Red Ribbon Week (October 23-31, 2014) activities – Board discussion

3. 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, July 31, 2014

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Shawn Havens, Effie Kokkinos, Ray LaPoint, Elma (Pat) Maye (arrived 6:35), Sandra Sheppard, Amanda Woodin (left at 7:35) and Sharat Kamath (Youth Advisory representative)

MEMBERS EXCUSED: Woodin moved and LaPoint supported excusing Diane Durian, Nadeem Mirza, and Edward Morgan. Motion passed 5-0.

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Woodin moved and Kokkinos supported approval of the minutes as submitted. Motion passed 5-0.

OLD BUSINESS:

1. Human/Public Service Application/Summary/Criteria Review- Sheppard: Maye excused herself from the discussion as her employer, The Fair Housing Center of Southwest Michigan, is a sub-recipient of funding. The Board reviewed proposed changes suggested by staff. Woodin questioned if the changes would negatively affect any current applicants and still questioned the definition of 'basic needs". Staff explained that, as the Board had requested clarification/documentation on basic and critical needs, it was concluded the two needs could be combined into one criterion with some wording changes. The proposed criterion wording was now such that many applicants could be placed into a category dependent on their funding requests. Those that did not easily fit into one category, or, if the services they provided were in conjunction with other organizations, would have to be reviewed by the Board on a case-by-case basis. Sheppard asked if the criterion was provided to the applicants. Staff indicated it was not but since it was included in many agenda packets that they did have access to it. LaPoint thought it was appropriate how the criterion was worded and indicated that there would always be some applicants that the Board might have to discuss and decide as a group where to place. LaPoint moved that the proposed changes be accepted, Havens supported. Motion passed 6-0.

NEW BUSINESS:

1. Enhancement of Human Services Information & Referral: Sheppard provided an introduction and staff referenced the memo in the agenda packet and indicated that input from the Board was being requested. Kokkinos asked if there was an increase in homelessness of if it was just more visible. Staff indicated that it was more visible but that homelessness has been present throughout the city including along the trails and occasionally along certain intersections. A discussion occurred about the increased panhandling along South Westnedge Avenue and how the altered highway interchange (with the addition of stop lights and traffic patterns) created a situation where it became more feasible to panhandle. The Board discussed actions the city was taking and the possible production of a small card for city staff (primarily Police Officers and Park Rangers) to hand out to persons in need of assistance. Kokkinos indicated that in providing materials to the public, the city needs to keep in mind not all citizens are literate or speak English fluently. Several Board members discussed the most effective methods to assist those in need. Existing emergency shelters, organizations that provide hot meals and food, and locations that can assist person in need of housing, medical treatment, and other assistance are more effective methods for the public at large to assist homeless persons than by giving money directly to a panhandler. The Board discussed some possible educational opportunities but decided perhaps other communities may have existing examples that could serve as guidelines. LaPoint made a motion to discuss this topic further after the Board has had an opportunity to research what other communities have done, Kokkinos supported. Motion passed 6-0.

2. Kalamazoo Transit Authority LAC update - Maye: Maye had nothing new to report as the previous meeting involved electing officers and filling positions.

STATEMENT OF CITIZENS: None

ADJOURNMENT: There being no further business before the Board, Maye moved and Haven supported adjournment. Motion passed 6-0. Meeting adjourned at 7:56 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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DRAFT

CITY OF PORTAGE **COMMUNICATION**

TO: Human Services Board **DATE:** August 28, 2014

FROM: Vicki Georgeau, Director Community Development

SUBJECT: Enhancement of Human Services Information & Referral

During the July 31, 2014 meeting, the Human Services Board reviewed ways in which the city may enhance human services information and referral with persons in need, with a focus on citizens that may be homeless, at risk of becoming homeless, and/or have other urgent basic human needs.

Revisions to the *Human Services Information & Referral Resources* brochure were reviewed and approved and the brochure has been updated accordingly. In addition, there was Board consensus that additional public education and outreach was needed to the community at large, and directly with persons in need.

In this regard, attached is a draft article that can be published in the October edition of the *Portager* city newsletter, and annually thereafter. In addition, attached is a draft *Quick Reference Help Guide*, which can be printed as a tri-fold business card. The guide will be disseminated directly to citizens in need primarily by public safety and park ranger staff, but can also be used by city staff in other departments such as Treasury and Community Development. Review and approval of these two attachments is requested by the Board. Subsequent to Board action, the *Quick Reference Help Guide* will be revised as necessary and formatted for printing.

Finally, the Department of Community Development will continue its consultation with the Gryphon Place, Portage Community Center, Housing Resources, Inc. and the Affordable Housing Partnership (the regional planning agency for housing assistance services) staff to develop a protocol for city staff to follow when encounters with homeless persons or persons at risk occur. In addition, periodic training of relevant city staff regarding the protocol and educational outreach materials will be accomplished to ensure a consistent and informed response by city staff to citizens in need.

Neighborhood Program Specialist Money will be in attendance at the September 4, 2014 meeting to assist the Board with questions or comments in regard to this matter.

Attachments: Draft *Portager* article
Draft *Quick Reference Help Guide*

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How to Help Citizens in Need, Crisis, or Conflict

Do you know a Portage resident or other citizen that is struggling with meeting basic human needs, or someone in crisis or conflict?

The City of Portage has provided annual grants for over 20 years to human service agencies that provide housing, food, and other assistance to Portage citizens in need. More recently, the City of Portage Human Services Board developed a Human Services Information & Referral Resources brochure to:

- help organizations within the community direct Portage citizens to the services that can best meet their needs, and
- guide Portage citizens seeking assistance to "portals" or mainstream human service providers where information or direct assistance can be obtained.

The brochure is available at several locations including City Hall, the Portage Senior Center, the Portage District Library, and the Portage Community Center. The brochure is also available on the City of Portage website at the following location www.portagemi.gov

- Board and Commissions, Human Services Board
- Departments, Community Development

If you find yourself in a position to help someone in need, but are unsure where to direct them, this brochure should be of assistance to you or your organization.

Citizens are also encouraged to dial 2-1-1 to reach the Gryphon Place, which serves as the primary access point or "portal" to information regarding a wide range of human services available in the community. In addition, the city has had a long standing partnership with the Portage Community Center as the primary human service agency located within the city. Call 323-1942 or visit the Portage Community Center at 325 East Centre Avenue, centrally located in the city, for additional assistance.

For additional information, contact the Department of Community Development at 329-4477.

HUNGRY?

For Free Meals, Visit or Call:

✓ Ministry with Community
440 North Church Street, Kalamazoo
Phone: 343-6073
Open daily, 6:30 am-5:30 pm, serving breakfast and lunch

For Free Food, Visit or Call:

✓ Portage Community Center
325 East Centre Avenue, Portage
Phone: 323-1942
Open Monday-Friday, 9:00 am – 4:30 pm

NEED HELP NOW?

For Life Threatening Emergencies:

✓ Dial 9-1-1
Available 24 hours per day, every day

For Suicide Intervention:

✓ Dial 381-HELP (381-4357)
Available 24 hours per day, every day

NEED SHELTER OR HOUSING?

For Nightly Shelter, Visit...

✓ Kalamazoo Gospel Mission
448 North Burdick Street, Kalamazoo
Phone: 345-2974
Open daily, 6 am – 9 pm. For shelter, arrive before 9 pm.
Also serves 3 meals daily.

For Housing, Visit the "Housing Hour"

✓ Housing Resources, Inc.
420 East Alcott Street, Suite 200, Kalamazoo
Phone: 382-0287
Every Wednesday at 4:00 pm

NEED HELP WITH BASIC NEEDS?

✓ Dial 2-1-1

Or Visit or Call:

✓ Portage Community Center
325 East Centre Avenue, Portage
Phone: 323-1942
Open Monday-Friday, 9:00 am - 4:30 pm

FOR OTHER HELP, VISIT OR CALL

✓ Ministry with Community
440 North Church Street, Kalamazoo - Phone: 343-6073

✓ Michigan Department of Human Services
322 Stockbridge Avenue, Kalamazoo - Phone: 337-4900

✓ Kalamazoo County Health and Community Services
3299 Gull Road, Kalamazoo - Phone: 373-5200

✓ Kalamazoo Community Mental Health & Substance Abuse Services
418 West Kalamazoo Avenue, Kalamazoo - Phone: 373-6000

PORTAGE
A Natural Place to Move

This *Quick Reference Help Guide* is intended to help citizens connect with resources that may assist with meeting basic human needs, including: health and safety, food, housing and more.

This guide was prepared by the City of Portage in partnership with the organizations listed.

CITY OF PORTAGE, MICHIGAN

FY 2013-14
COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROGRAM

CONSOLIDATED ANNUAL PERFORMANCE
EVALUATION REPORT (CAPER)

July 1, 2013 through June 30, 2014

Prepared By:

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

CITY OF PORTAGE, MICHIGAN

FY 2013-14
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

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I. INTRODUCTION

The FY 2011-2015 Consolidated Plan and subsequent Annual Action Plans for the City of Portage Community Development Block Grant (CDBG) program have been prepared and approved by the U.S. Department of Housing and Urban Development (HUD). Activities and expenditure of funds must demonstrate consistency with five-year goals articulated in the Consolidated Plan and respective Annual Action Plans. End-of-grant-year reporting on the city CDBG program is required in the form of the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER consists of a narrative statement of accomplishments and financial and activity summary reports generated by the HUD Integrated Disbursement and Information System (IDIS).

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

HUD requires the submission of two IDIS reports for the CAPER: 1) the CDBG Activity Summary Report and 2) the CDBG Financial Summary Report. The first report (on pages 2-6) provides program activity details such as actual expenditures and socio-economic data regarding beneficiaries. The second report (on pages 7-8) provides financial reporting details such as funding resources available, program income received, percent of funds expended for low-income beneficiaries, public services and administration. A final tabular report, Program Income Details By Fiscal Year and Program (pages 9-10), is also provided as information to supplement the CDBG Financial Summary Report. A supplemental narrative follows these reports and consists of Sections III through V, which explains in further detail activities carried out during FY 2012-13. The following provides explanation of adjustments to the second tabular report, the CDBG Financial Summary for Program Year 2013-14:

1. Part I, Summary of CDBG Resources, Line 7: A $9,501.66 adjustment was entered on the "Adjustment To Compute Total Available" line. This adjustment was made to accurately reflect Program Income receipted in IDIS during the program year. Line 5 of the CDBG Financial Summary Report indicates a Current Year Program Income of $70,045.81, while the actual amount for the 2013-14 program year was $79,547.47 See Table E, Program Income FY 2013-14 on page 26 of the CAPER narrative and the attached "Program Income Details By Fiscal Year and Program" IDIS report (PR09).

2. Part IV, Public Service Cap Calculations, Line 34: A $3,763 adjustment was entered on the "Adjustment To Compute Total Subject to PS Cap" line. This adjustment was made to accurately reflect Program Income receipted in IDIS during the previously completed prior program year ($23,419.91 was received in FY 2012-13), which is the program income to be used to calculate the Public Service Cap.

3. Part V, Planning and Administrative (PA) Cap, Line 44: A $9,501.66 adjustment was entered on the "Adjustment To Compute Total Subject to PA Cap" line. As noted in #1 above, this adjustment was made to accurately reflect Program Income receipted in IDIS during the 2013-14 program year. See Table E, Program Income FY 2013-14 on page 26 of the CAPER narrative and the attached "Program Income Details By Fiscal Year and Program" IDIS report (PR09).

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2013
PORTAGE

PGM Year: 2013
Project: 0001 - OWNER OCCUPIED HOUSING REHABILITATION
IDIS Activity: 136 - Owner Occupied Housing Rehabilitation

Status: Open
Location: Address Suppressed

Objective: Create suitable living environments
Outcome: Sustainability
Matrix Code: Rehab; Single-Unit Residential (14A)
National Objective: LMH

Initial Funding Date: 11/04/2013
Financing

Funded Amount:	107,574.50
Drawn Thru Program Year:	107,574.50
Drawn In Program Year:	107,574.50

Description:
Owner-occupied housing rehabilitation and emergencycritical repairs to low-income Portage households throughout the city.

Proposed Accomplishments

Housing Units : 15

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	9	0	0	0	9	0	0	0
Black/African American:	1	0	0	0	1	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	10	0	0	0	10	0	0	0
Female-headed Households:	5		0		5			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	1	0	1	0
Low Mod	9	0	9	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	10	0	10	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2013	Expended $107,574 in CDBG funds to complete 10 owner-occupied housing assistance projects. 2 emergency repairs and 8 rehabilitation project (including program delivery costs).	

PGM Year: 2013

Project: 0002 - DOWN PAYMENT ASSISTANCE - OWNER-OCCUPIED HOUSING

IDIS Activity: 137 - Down Payment Assistance - Owner-occupied Housing

Status: Completed 8/13/2014 12:00:00 AM

Location: 7900 S Westnedge Ave Portage, MI 49002-5117

Objective: Provide decent affordable housing

Outcome: Availability/accessibility

Matrix Code: Direct Homeownership Assistance (13)

National Objective: LMH

Initial Funding Date: 11/04/2013

Financing

Funded Amount:	21,638.71
Drawn Thru Program Year:	21,638.71
Drawn In Program Year:	21,638.71

Description:

Home buyer assistance for low-income home buyers for owner-occupied housing in specified target neighborhoods.

Proposed Accomplishments

Households (General) : 2

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	3	0	0	0	3	0	0	0
Black/African American:	3	0	0	0	3	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	6	0	0	0	6	0	0	0
Female-headed Households:	3		0		3			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	6	0	6	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	6	0	6	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2013	Provided $21,639 in CDBG funds to assist six low income households with the purchase of an owner-occupied home in target Portage neighborhoods during FY 2013-14.	

PGM Year: 2013

Project: 0003 - HUMAN/PUBLIC SERVICES-PORTAGE COMMUNITY CENTER

IDIS Activity: 138 - Human/public Services - Portage Community Center

Status: Completed 8/13/2014 12:00:00 AM

Location: 325 E Centre Ave Portage, MI 49002-5512

Objective: Create economic opportunities

Outcome: Sustainability

Matrix Code: Public Services (General) (05)

National Objective: LMC

Initial Funding Date: 11/04/2013

Financing

Funded Amount: 34,844.00

Drawn Thru Program Year: 34,844.00

Drawn In Program Year: 34,844.00

Description:

Funding to the Portage Community Center to assist low-income Portage households with Emergency Assistance (food and financial assistance), transportation assistance and youth recreation scholarships.

Proposed Accomplishments

People (General) : 4,000

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	2,861	191
Black/African American:	0	0	0	0	0	0	593	10
Asian:	0	0	0	0	0	0	54	0
American Indian/Alaskan Native:	0	0	0	0	0	0	46	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	4	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	30	5
Asian White:	0	0	0	0	0	0	10	0
Black/African American & White:	0	0	0	0	0	0	152	1
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	30	0
Other multi-racial:	0	0	0	0	0	0	42	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	3,822	207
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	2,362
Low Mod	0	0	0	1,460
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	3,822
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2013	Funded the Portage Community Center with $34,844 in CDBG funds to provide Emergency Assistance (food, clothing and financial assistance), Transportation Assistance, and Youth Recreation Scholarships to low income Portage residents in need	

PGM Year: 2013

Project: 0004 - NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT

IDIS Activity: 139 - Neighborhood Improvement - Code Administration & Enforcement

Status: Completed 8/13/2014 12:00:00 AM

Location: 7900 S Westnedge Ave Portage, MI 49002-5117

Objective: Create suitable living environments

Outcome: Sustainability

Matrix Code: Code Enforcement (15)

National Objective: LMA

Initial Funding Date: 11/04/2013

Financing

Funded Amount:	48,953.41
Drawn Thru Program Year:	48,953.41
Drawn In Program Year:	48,953.41

Proposed Accomplishments

Housing Units : 350

Total Population in Service Area: 10,665

Census Tract Percent Low / Mod: 47.60

Description:

Code administration and enforcement in target, low-income neighborhoods to aid in the prevention and elimination of blight.

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2013	Code compliance and administration efforts were carried out in low income neighborhoods to aid in the prevention and elimination of blight. In particular, 594 cases were addressed in response to complaints and/or verified violations during the fiscal year.	

PGM Year: 2013
Project: 0005 - PLANNING/ADMINISTRATION
IDIS Activity: 140 - Planning and Administration

Status: Completed 8/13/2014 12:00:00 AM
Location: .

Objective:
Outcome:
Matrix Code: General Program Administration (21A)
National Objective:

Initial Funding Date: 11/04/2013
Financing

Funded Amount:	18,853.81
Drawn Thru Program Year:	18,853.81
Drawn In Program Year:	18,853.81

Description:
General grant administration and planning activities, including activities to further fair housing.

Proposed Accomplishments

Actual Accomplishments

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

Income Category:

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

Annual Accomplishments

Completed general grant planning and administration activities, including fair housing.

Total Funded Amount:	**$2,589,963.57**
Total Drawn Thru Program Year:	**$2,589,963.57**
Total Drawn In Program Year:	**$231,864.43**

PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	129,095.57
02 ENTITLEMENT GRANT	218,364.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	70,045.81
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 RETURNS	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	9,501.66
08 TOTAL AVAILABLE (SUM, LINES 01-07)	427,007.04
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	213,010.62
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	213,010.62
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	18,853.81
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	231,864.43
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	195,142.61
PART III: LOWMOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	213,010.62
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	213,010.62
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	34,844.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	34,844.00
32 ENTITLEMENT GRANT	218,364.00
33 PRIOR YEAR PROGRAM INCOME	19,656.91
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	3,763.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	241,783.91
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.41%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	18,853.81
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	18,853.81
42 ENTITLEMENT GRANT	218,364.00
43 CURRENT YEAR PROGRAM INCOME	70,045.81
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	9,501.66
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	297,911.47
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	6.33%

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	1	136	5624185	Owner Occupied Housing Rehabilitation	14A	LMH	$13,057.82
2013	1	136	5653510	Owner Occupied Housing Rehabilitation	14A	LMH	$36,065.85
2013	1	136	5679624	Owner Occupied Housing Rehabilitation	14A	LMH	$37,472.21
2013	1	136	5711197	Owner Occupied Housing Rehabilitation	14A	LMH	$20,978.62
2013	2	137	5653510	Down Payment Assistance - Owner-occupied Housing	13	LMH	$4,700.00
2013	2	137	5711197	Down Payment Assistance - Owner-occupied Housing	13	LMH	$16,938.71
2013	3	138	5624185	Human/public Services - Portage Community Center	05	LMC	$8,711.01
2013	3	138	5653510	Human/public Services - Portage Community Center	05	LMC	$8,711.01
2013	3	138	5679624	Human/public Services - Portage Community Center	05	LMC	$8,711.01
2013	3	138	5711197	Human/public Services - Portage Community Center	05	LMC	$8,710.97
2013	4	139	5624185	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	$10,406.69
2013	4	139	5653510	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	$14,075.03
2013	4	139	5679624	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	$13,047.09
2013	4	139	5711197	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	$11,424.60
Total							**$213,010.62**

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	3	138	5624185	Human/public Services - Portage Community Center	05	LMC	$8,711.01
2013	3	138	5653510	Human/public Services - Portage Community Center	05	LMC	$8,711.01
2013	3	138	5679624	Human/public Services - Portage Community Center	05	LMC	$8,711.01
2013	3	138	5711197	Human/public Services - Portage Community Center	05	LMC	$8,710.97
Total							**$34,844.00**

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	5	140	5624185	Planning and Administration	21A		$3,820.75
2013	5	140	5653510	Planning and Administration	21A		$4,829.25
2013	5	140	5679624	Planning and Administration	21A		$5,556.28
2013	5	140	5711197	Planning and Administration	21A		$4,647.53
Total							**$18,853.81**

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

Report for Program:CDBG
Voucher Dates:10-15-2012 to 08-18-2014

Program Year	Program	Associated Grant Number	Fund Type	Estimated Income for Year	Transaction	Voucher #	Voucher Created	Voucher Type	IDIS Proj. ID	IDIS Actv. ID	Matrix Code	Receipted/Drawn Amount
2012	CDBG	B12MC260023	PI	30,000.00								
					RECEIPTS							
						5088272-001	10-17-12		1	126	14A	2,018.72
						5097274-001	02-07-13		1	126	14A	11,913.12
						5103223-001	04-23-13		1	126	14A	5,725.07
						5112413-001	08-12-13		1	126	14A	3,763.00
					DRAWS							
						5488672-002	10-19-12	PY	1	126	14A	2,018.72
						5528516-002	02-11-13	PY	1	126	14A	11,913.12
						5557065-003	04-26-13	PY	1	126	14A	5,725.07
						5594813-002	08-13-13	PY	1	126	14A	3,763.00
											Receipts	23,419.91
											Draws	23,419.91
											Balance	0.00
2013	CDBG	B13MC260023	PI	25,000.00								
					RECEIPTS							
						5118943-001	11-01-13		1	136	14A	19,325.26
						5125998-001	02-04-14		1	136	14A	15,149.69
						5131738-001	04-16-14		1	136	14A	31,807.86
						5139758-001	07-21-14		1	136	14A	13,264.66
					DRAWS							
						5624185-001	11-06-13	PY	1	136	14A	13,057.82

Program Year	Program	Associated Grant Number	Fund Type	Estimated Income for Year	Transaction	Voucher #	Voucher Created	Voucher Type	IDIS Proj. ID	IDIS Actv. ID	Matrix Code	Receipted/Drawn Amount
						5624185-003	11-06-13	PY	3	138	05	6,267.44
						5653510-002	02-04-14	PY	1	136	14A	15,149.69
						5679624-002	04-17-14	PY	1	136	14A	31,807.86
						5711197-002	07-21-14	PY	1	136	14A	13,264.66
											Receipts	79,547.47
											Draws	79,547.47
											Balance	0.00

III. FEDERAL RESOURCES

The City of Portage had the following resources available for affordable and supportive housing activities during the reporting period (July 1, 2013 - June 30, 2014).

RESOURCES AVAILABLE FY 2013-14

CDBG PROGRAM FUNDING SOURCE	AMOUNT
Unexpended CDBG Funds at End of Previous Reporting Period (FY 2012-13)	$129,096
FY 2013-14 Federal CDBG Entitlement	$218,364
CDBG Program Income Funds Received During FY 2013-14	$ 79,547
Total Revenue	$427,007
Total FY 2013-14 Program Expenditures	$231,864
Total Unexpended Fund Balance at End of Program Year	$195,143

The table above indicates Portage had $427,007 of CDBG Program resources available during the reporting period through its entitlement grant program. As also shown on Table A, Budget and Expenditures, and Table B, Financial Summary (see page 25), the FY 2013-14 budget was $278,364 while total expenditures were $231,864. At the end of FY 2013-14, there was unexpended combined balance of $195,143. Expenditure of $35,000 of the unexpended fund balance has been budgeted for FY 2014-15, and will be directed toward assistance for Housing Program activities. In addition, up to $27,867 (10% of the FY 2014-15 CDBG budget) may be expended on additional housing projects during FY 2014-15. Additional expenditures from the Unexpended Fund Balance, or expenditure on program activities not included in the FY 2014-15 Annual Action Plan requires amendment to the Plan.

In addition to the annual CDBG entitlement grant program, and while not directly available to the city, over $2 million in HUD and MSHDA resources were available to assist the community during the program year as follows: $283,054 of MSHDA Emergency Solution Grants and $1,906,487 of HUD Supportive Housing Grants to area emergency, transitional and permanent support housing providers.

IV. GENERAL GRANTEE NARRATIVE STATEMENT

A. Assessment of Five Year Goals

The overall objective of the City of Portage 2011-2015 Consolidated Plan is to develop and implement city CDBG program activities through one of the three statutory program goals: 1) providing decent housing, 2) creating a suitable living environment, and 3) expanding economic opportunities. The major strategies to achieve these goals are:

- Continue programs to maintain and create affordable housing opportunities;
- Minimize dangers related to lead-based paint hazards in housing;
- Support Fair Housing efforts;
- Reduce barriers to affordable housing;

- Promote neighborhood improvement;
- Address problems of persons experiencing poverty; and
- Assist in reducing the demand for homeless shelters and shelter beds by participating in countywide initiatives.

As stated in the Consolidated Plan, the city addresses housing and other community development needs as part of the funding provided by the CDBG program. On average, approximately $280,000 is annually budgeted to specifically address the objectives listed above (although federal funding to the city has declined over the past decade, and additional decreases are anticipated in future program years). Many of the plan objectives are also addressed through ongoing city operations (for example, the Comprehensive Plan, the Capital Improvement Program, economic development initiatives and year-to-year General Fund appropriations). All activities undertaken with CDBG funds benefit extremely-low to low-income residents of Portage. The largest program component, housing rehabilitation, provides the opportunity for extremely low to low-income homeowners to make affordable home improvements. As an additional benefit, improvements to homes are often in lower income target neighborhoods and therefore, CDBG-funded improvements play an important role in encouraging private investment as well. Residents in such areas who can afford improvements are more likely to make investments in their property if others are doing the same.

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

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

In summary, the following activities were undertaken in FY 2013-14 in the effort to meet goals of the Consolidated Plan:

- Provided housing rehabilitation loans on a city-wide basis to eight income-eligible households (18 individuals) and emergency grants to two income-eligible households (2 individuals) as part of the CDBG housing programs, identified as a "High" priority in the Consolidated Plan.
- Provided home buyer down payment assistance to six households (19 individuals) identified also as a "High" priority in the Consolidated Plan.
- Funded the Portage Community Center, which provides supportive services to low/moderate income Portage residents, identified as a "medium" priority in the Consolidated Plan.

- Completed code compliance activities involving 594 properties and/or cases within low/moderate income neighborhoods to aid in the prevention and elimination of blight.
- Participated on the Kalamazoo County LISC Affordable Housing Partnership, which addresses countywide housing goals and targets specific housing production for low-income residents of Kalamazoo County.
- Contributed to the activities of the Fair Housing Center of Southwest Michigan by providing financial assistance and in-kind administrative assistance with fair housing services carried out by the center.
- Completed administrative and planning activities related to the CDBG program.

B. Affirmatively Furthering Fair Housing

The City of Portage continues to take steps to affirmatively further fair housing based on the *Analysis of Impediments to Fair Housing* (A/I) study. The impediments identified in the 2003 A/I study were: (1) lack of understanding as to the prevalence of housing discrimination; (2) differential terms/conditions within housing transactions; (3) lack of knowledge by general public, landlords, and realtors about fair housing laws; (4) less frequent home mortgages/purchasing by racial minorities; and (5) protected classes deterred by the lack of affordable housing. Specific actions to address identified impediments were undertaken:

- The city continued to participate on the Advisory Board of the Fair Housing Center of Southwest Michigan and provided $2,000 for the provision of fair housing services such as education, outreach, complaint investigation and referrals.
- In addition, the city sponsored the 11th annual Fair Housing Conference to be held in September 2014, which provided fair housing education for Portage housing practitioners and residents.
- The city makes referrals to Fair Housing Center of Southwest Michigan, Dispute Resolution Services and Western Michigan Legal Aid regarding fair housing and tenant/landlord issues, as necessary in response to inquiries and requests.
- In March 2014, the Executive Director of the Center made a presentation to the Human Services Board regarding fair housing activities in the community. In addition, in April 2014, the Portage City Council passed a resolution in recognition of Fair Housing Month.

C. Affordable Housing

Efforts to address affordable housing are undertaken as part of the CDBG Program. The affordable housing stock in Portage tends to be the houses located in mature neighborhoods. These houses are in greater need of exterior and interior repairs and major system improvements such as heating, electrical and plumbing. The CDBG Housing Rehabilitation program assists with financing these improvements. In addition, during FY 2013-14 the Down Payment Assistance Program was available to provide no interest deferred loans for first-time homebuyers in target low-income

neighborhoods. The number of households and persons served directly, by income level, is provided in the following table.

Activity	Extremely Low Income	Very Low Income	Low Income	TOTALS
Housing Rehab Programs	Households (Persons)			
• Housing Rehab Loan	1 (2)	5 (12)	2 (4)	8 (18)
• Emergency Repair Grant Program	0 (0)	2 (2)	0 (0)	2 (2)
Down Payment Assistance Program Subtotal	0 (0)	2 (6)	4 (13)	6 (19)
TOTALS	**1 (2)**	**9 (20)**	**6 (17)**	**16 (39)**

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

D. Continuum-of-Care

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

E. Other Actions

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

1. Underserved Needs

Homelessness: As indicated in the Annual Action Plan the City of Portage continued work (via the Kalamazoo County LISC Affordable Housing Partnership) to determine the needs of the homeless population, and funded human service agencies that provide a variety of services to help prevent homelessness.

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

- Catholic Family Services - The ARK: Provides youth shelter, transitional and permanent housing and counseling services in an effort to protect children and reunite families when possible. General Fund: $9,200.
- Housing Resources Incorporated: Provides assistance to homeless persons and persons in danger of becoming homeless in order to secure housing. General Fund: $17,665.
- YWCA: Operates emergency shelter, transitional and permanent housing for women and their children who are victims of domestic and/or sexual abuse. General Fund: $8,695.
- Portage Community Center: PCC provides a variety of services including emergency assistance (food, clothing, transportation, utility shut-off payments, etc.), referrals to other agency services, and hosts many programs. General Fund: $83,650, Community Development Block Grant Fund: $34,844.

Special Needs: Due to funding limitations, special needs populations are not a specified priority of the Consolidated Plan, and no specific activities were carried out during the fiscal year.

2. Eliminate Barriers to Affordable Housing

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

- Participating on the Kalamazoo County LISC Affordable Housing Partnership, which sets goals for affordable countywide housing production;
- Working with non-profit housing developers on affordable housing projects;
- Undertaking code administration and enforcement in low/moderate target areas to maintain affordable housing stock as a desirable location to live;
- Providing housing rehabilitation loans and grants to low/moderate income homeowners throughout the city to ensure maintenance of affordable housing;
- Providing home buyer assistance (no-interest deferred loans) in target areas,
- Administration of the North Portage Homebuyer Purchase-Rehabilitation Program funded by MSHDA.

During FY 2013-14, the city approved two amendments to the Payment in Lieu of Taxes (PILOT) ordinance to provide: 1) continued tax relief to facilitate a refinance and rehabilitation of the Centre Street Village Apartments, which provides 28 units of affordable rental housing to low income households; and 2) a new PILOT that preserved 300 rental units at affordable rates at Milham Meadows

Apartments that involved the acquisition by a new owner and rehabilitation of the development. These PILOTs represent a considerable investment from the City of Portage General Fund to continue affordable housing to low income-renters within the community.

3. Institutional Structure/Enhancement of Coordination

The City of Portage Department of Community Development administers the CDBG Program. To the extent feasible, the city also works cooperatively with the Kalamazoo County Housing Rehabilitation Program and the Kalamazoo County Weatherization Program to coordinate and leverage resources. Also, the city continually seeks opportunities to partner with several other area service providers including Senior Services, Inc., Disability Network, the Portage Community Center, Kalamazoo Neighborhood Housing Services, Kalamazoo Valley Habitat for Humanity, and Community Homeworks. The city is often able to work and coordinate services with these agencies to provide necessary assistance to homeowners with housing-related problems. As noted above, the city has also partnered with local non-profit agency housing projects. By working with non-profits, the city is able to leverage the funding available to assist with a greater number and type of projects.

4. Improve Public Housing

The City of Portage does not own or manage public housing. However, Kalamazoo County has a Public Housing Commission (PHC) that has been awarded grants from HUD and MSHDA to provide scattered site rental subsidies, and to construct and/or rehabilitate affordable rental dwelling units. Several years ago, the PHC established the Kalamazoo County Housing Assistance Fund that provides scattered site rental subsidies for extremely low-income households, with an emphasis on serving homeless persons. In 2008-09, the City of Portage awarded a $100,000 grant from the General Fund for the Housing Assistance Fund, and during FY 2010-11, awarded the PHC a PILOT to facilitate the purchase and rehabilitation of a single-family dwelling in Portage that has been rented to a low-income household as affordable housing during FY 2011-12.

5. Lead Based Paint Hazards

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

6. Compliance with Program and Comprehensive Planning Requirements

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

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

   As noted in the 2011-2015 Consolidated Plan, in 2009 6.3 percent of Portage residents were at or below the federal poverty level, up from 4.8 percent in 2000. Many of the CDBG programs, such as housing rehabilitation, down payment assistance, neighborhood improvement and human/public service funding directly and indirectly help persons in poverty improve their quality of life. In addition, the city has previously participated in the local Poverty Reduction Initiative process to develop a county-wide affordable housing plan, in conjunction with efforts of the Kalamazoo County LISC Affordable Housing Partnership.

8. Priority Non-Housing Community Development Needs

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

F. Leveraging Resources

The city received $218,364 in federal CDBG entitlement funds this fiscal year, and budgeted receipt of $25,000 in program income funds. In addition, $35,000 in Prior Years' Funds was included in the overall budget. For all CDBG Program activities, which include: housing rehabilitation; down payment assistance; neighborhood improvement/code enforcement; human/public services; and program administration, $524,034 in combined City of Portage General Fund monies ($23,152), public and private monies ($500,882) leveraged $231,864 in CDBG Program expenditures. This leveraging increases the beneficial impact of CDBG Program activities. The City of Portage does not require matching funds for the Housing Rehabilitation Program, but offers incentives to encourage homeowner contributions to housing rehabilitation costs. In addition, the city seeks partnerships with non-profit housing developers to undertake affordable housing projects in order to leverage federal funding with other government and private funds.

G. Citizen Comments

A public notice was published in the August 20, 2014 issue of the Kalamazoo Gazette, indicating the availability of the FY 2013-14 Consolidated Annual Performance Evaluation Report (CAPER) for public review and comment. Citizens have the opportunity to review and comment on the CAPER at two locations within the city, and via the city website. Public comments will be accepted through September 4, 2014, and the City of Portage will hold a public hearing on September 4, 2014. A summary of public comments received and a Proof of Publication of the notice will be included in Appendix B and C respectively.

H. Self-Evaluation

Over the period covered by this Annual Performance Report (July 1, 2013 - June 30, 2014), the city has accomplished the majority of the goals set forth in the Annual Action Plan. To summarize, progress included:

- A total of $107,574 was expended for housing rehabilitation and emergency repairs to 10 households (20 individuals) and $1,030 for (2 individuals) as part of the CDBG housing programs, identified as a "High" priority in the Consolidated Plan.
- A total of $21,639 was expended to provide home buyer down payment assistance to six households (19 individuals), also identified as a "High" priority in the Consolidated Plan.
- A total of $34,844 (CDBG Fund) and $121,237 (General Fund) was provided to agencies providing supportive services to low/moderate income persons and families, which was identified as a "High" priority in the Consolidated Plan.
- A total of $48,953 was expended on code compliance efforts to arrest blight and housing deterioration in low-income target neighborhoods.
- Provided $1,500 in financial assistance for the provision of fair housing services, and sponsorship of the 11th annual Fair Housing conference to be held in September 2014.
- A total of $18,854 (CDBG Fund) was expended to undertake administrative activities related to the CDBG program, including fair housing services. Grant administration and planning activities included updates to the Annual Action Plan, FY 2012-13 CAPER, Environmental Review, and quarterly reporting to HUD, amongst other activities.
- Staff resources were devoted toward participation on the Kalamazoo County LISC Affordable Housing Partnership, which addresses countywide housing goals and targets specific rental and owner-occupied housing production for low and moderate-income families. These activities range from "High" to "Low" priorities in the Consolidated Plan.

V. CDBG GRANTEE SPECIFIC NARRATIVE

A. Use of CDBG Funds vs. Priorities, Needs, Goals and Objectives of the Consolidated Plan: FY 2013-14 Projects Undertaken

In the overall effort to preserve and upgrade the quality of the existing housing stock in the city, the FY 2013-14 Annual Action Plan outlined activities that were planned to be undertaken to best utilize the limited personnel and financial resources available to the City of Portage. Each project outlined activities proposed in an effort to fulfill the overall goals contained in the Consolidated Plan. The performance that occurred in FY 2013-14 for each priority is described in the following paragraphs.

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

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

a. **Resource and Program Funds Used:** $107,574

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

Activity	2013-14 Service Goal	# of Households Served	# of Persons Served	Amount Expended*
Housing Rehab Loans, includes water/sewer connection, interior and exterior improvements	13	8	18	$106,545
Emergency Repair Grants	2	2	2	$1,029
TOTALS	15	10	20	$107,574

*Includes administration and delivery costs.

c. **Geographic Distribution:** The housing rehabilitation programs do not specifically target a particular area of the city. Applicants to the program must qualify based on income. As a matter of practice, however, the greatest rehabilitation need is in the older neighborhoods that generally coincide with the low-to-moderate income target neighborhoods (see Map 1, Low/Moderate Income Target Neighborhoods, Appendix A).

d. **Leverage with Federal Funds of Non-Federal Funds:** ($0) Occasionally private homeowners will contribute additional funds in conjunction with

rehabilitation projects. However, during the FY 2013-14 program year, no homeowners did so.

e. **Matching Contributions:** None required.

f. **Actual Investment Pattern vs. Planned Investment Pattern:** Fifteen households in total were projected to be assisted by the Housing Rehabilitation Program, while ten households were assisted with a total expenditure of $107,574, including program delivery costs. The average project expenditure, including delivery costs was $10,757. Actual versus planned investment was lower than the target goal during the fiscal year (expenditures were $56,035 less than budgeted). However, two projects were underway but not yet completed prior to the end of the fiscal year. Additional efforts to promote program participation and identify contractors to participate in the program will be undertaken over the FY 2014-15 program year. In addition, in FY 2013-14, the amount of funding per housing unit was increased from $10,000 to $15,000 to address housing improvements more comprehensively, and the deferred loan interest rates were lowered to zero percent for all household under 50% of area median income. These incentives will continue in FY 2014-15 and are anticipated to increase program promotion.

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

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

a. **Resource and Program Funds Used:** $21,639

b. **Activities Undertaken:** Six projects were completed during the reporting period providing $21,639 in assistance for home purchases in target neighborhoods, not including program administration costs.

c. **Geographic Distribution:** The program is open to low-moderate income, first-time homebuyers who are currently residents of Kalamazoo County. Map 2, Downpayment Assistance Program Areas, Appendix A, shows the areas eligible for assistance through the Downpayment Assistance Program.

d. **Leverage with Federal Funds of Non-Federal Funds**: Funds are supplemented with a first mortgage for the purchase of the home from a lending institution. The six households assisted contributed $456,661 in private non-federal funds toward the home purchase in the form of a first mortgage.

e. **Matching Contributions:** The homebuyer fulfilled local lending institution financial requirements and obtain sufficient monies from this private sector source.

f. **Actual Investment Pattern vs. Planned Investment Pattern:** The city assisted six low-income home buyers during FY 2013-14, which was four more than the projected goal. This level of participation supports signs of an improving housing market.

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

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

a. **Resource and Program Funds Used:** $34,844

b. **Activities Undertaken:** City of Portage residents were assisted by the Portage Community Center (PCC) during the reporting period. Such services, which are explained in more detail on page 24, include emergency assistance (food, clothing and financial assistance), public transportation assistance, and youth recreation scholarships primarily to low income clientele.

c. **Geographic Distribution:** N/A.

d. **Leverage with Federal Funds of Non-Federal Funds:** $34,844 of CDBG Funds was provided for human/public services to benefit low-income persons. In addition, PCC indicates that $44,221 in additional private funds and $18,152 in city General Funds leveraged the CDBG funds for emergency assistance, transportation assistance and youth recreation scholarships. Finally, $83,650 in city General Fund monies were provided to assist with the provision of services such as information and referral, host agency services, holiday basket program, and youth programs.

e. **Matching Contributions:** N/A

f. **Actual Investment Pattern vs. Planned Investment Pattern:** It was projected that the Portage Community Center could provide assistance to 4,000 Portage residents with CDBG Funds, while 3,822 residents within the community were assisted, which was slightly below the projected goal. As noted above, additional assistance was also provided to Portage residents funded by provided City of Portage with General Fund monies.

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

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

a. **Resource and Program Funds Used:** $48,953

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

Activity	FY 2013-14 Service Goal	Actual Service	Amount Expended
Response to Code Violations in Low Income Target Areas	350-400	594	$48,953

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

Code Enforcement Activity FY 2012-13

Census Tract & Block Group	Number of Violations
19.02-2	98
19.02-3	46
19.05-1	177
19.05-3	20
19.05-5	37
19.06-1	77
19.07-2	79
20.03-2	57
20.05-1	3

d. **Leverage with Federal Funds of Non-Federal Funds:** The City of Portage annually allocates approximately $5,000 in General Fund monies for neighborhood improvement/code administration and enforcement activities to help cover the cost of office supplies, mailing costs, other overhead and field equipment.

e. **Matching Contributions:** NA

f. **Actual Investment Pattern vs. Planned Investment Pattern:** Generally, 350-400 code violations in low-income target neighborhoods are investigated on an annual basis. In FY 2013-14, 594 complaints/identified

TABLE A							
BUDGET AND EXPENDITURES						**BUDGETED**	**EXPENDED**
Rehabilitation							
	Rehab Project Management, Loans, Grants					$ 109,610	$ 98,039
	Loans/Grants	*Program Income*				$ 54,000	$ 9,535
		SUBTOTAL, Rehabilitation				*$ 163,610*	*$ 107,574*
Neighborhood Improvement							
	Code Enforcement					*$ 52,563*	*$ 48,953*
Public Services - Portage Community Center						$ 34,844	$ 34,844
		Program Income				$ -	$ -
		SUBTOTAL, Public Services				*$ 34,844*	*$ 34,844*
Downpayment Assistance							
		Program Income				*$ 6,000*	*$ 21,639*
Administration							
	General					$ 19,347	$ 17,354
	Fair Housing Activities					$ 2,000	$ 1,500
		SUBTOTAL, Administration				*$ 21,347*	*$ 18,854*
					TOTAL	**$ 278,364**	**$ 231,864**

TABLE B							
FINANCIAL SUMMARY							
Unexpended funds at end of previous reporting Period							$ 129,096
Entitlement Grant FY 2013-14							$ 218,364
Program Income - Received During FY 2013-14							$ 79,547
Prior Period Adjustments							$ -
TOTAL AVAILABLE FUNDS							$ 427,007
Total Expenditures							$ 231,864
		Total Planning & Admin			$ 18,854		
		Total Low/Mod Calc.			$ 213,010		
Unexpended Balance							$ 195,143

TABLE C

PUBLIC SERVICE PERCENTAGE CALCULATION							
Amount of Program Income Received In Prior Program Year FY 2012-13							$ 23,420
Entitlement Grant							$ 218,364
						Total	$ 241,784
Total Public Service Expenditures							$ 34,844
					Percent Public Service		14%

TABLE D

PLANNING AND PROGRAM ADMINISTRATION CAP CALCULATION							
Entitlement Grant							$ 218,364
Program Income Received During FY 2013-14 Program Year							$ 79,547
						Total	$ 297,911
Planning and Administration Expenditures							$ 18,854
					Percent Administration		6%

TABLE E

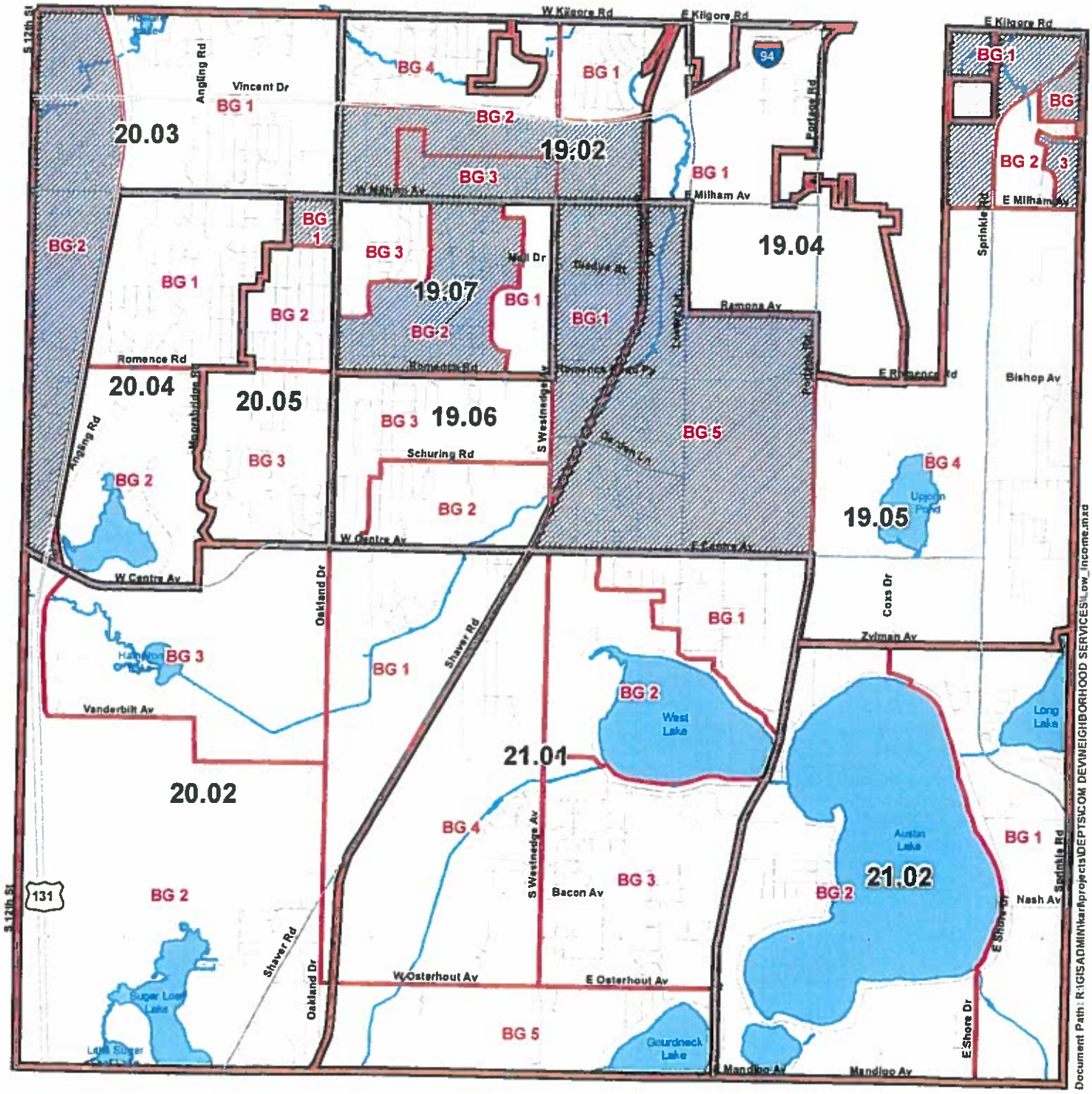
PROGRAM INCOME FY 2013-2014							
Principal and Interest		Deferred Loans					$ 77,479
Repayment:		Low interest loans					$ 2,068
Unanticipated Program Income							$ -
TOTAL							$ 79,547

TABLE F

LOANS RECEIVABLE AS OF June 30, 2014 (includes only loan principal)							
Outstanding principal, Deferred Loans				*199*	*loans*		*$ 985,675*
Outstanding principal, Low Interest Loans				*9*	*loans*		*$ 12,847*
						Total	*$ 998,522*

PORTAGE
A Natural Place to Move

Low Income Neighborhoods
Census Tract / Block Group Map



PORTAGE
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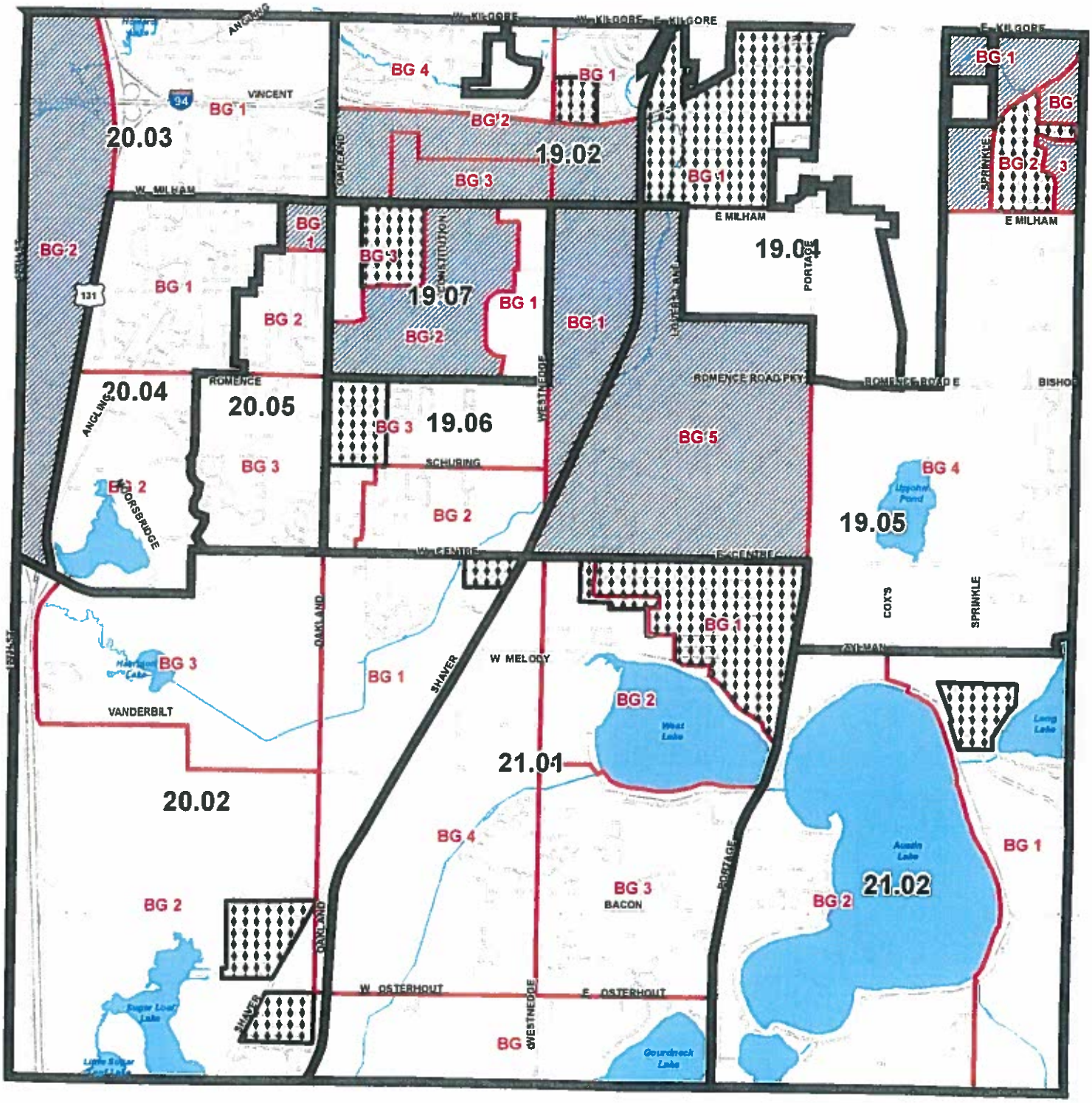
Downpayment Assistance Program
Target Neighborhoods



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

Path: R:\GISADMIN\arcprojects\DEPTS\COMDEV\NEIGHBORHOOD SERVICES\dwnpmt.mxd

APPENDIX B

SUMMARY OF PUBLIC COMMENTS

FY 2013-14 CDBG Consolidated Annual Performance Evaluation Report – Public Hearing:

To be completed after the September 4, 2014 Public Hearing

APPENDIX C

PROOF OF PUBLICATION

PORTAGE

A Natural Place to Move

August 20, 2014

NOTICE OF AVAILABILITY OF THE FY 2013-14 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

The City of Portage has completed the CAPER for Fiscal Year (FY) 2013-14 covering the period July 1, 2013 – June 30, 2014. The CAPER outlines progress in carrying out the FY 2013-14 Annual Action Plan (the annual element of the five year Consolidated Plan) including the financial resources available and expended during FY 2013-14 as part of the Community Development Block Grant program. The CAPER will be available for review and comment beginning August 20, 2014 at the following locations:

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

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

City of Portage web site: www.portagemi.gov, under Departments, Community Development, Planning, Development and Neighborhood Services, Documents

Written comments or questions regarding the CAPER should be directed to Vicki Georgeau, Director of Community Development, 7900 South Westnedge Avenue, Portage, Michigan 49002 on or before September 4, 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, September 4, 2014 at Portage City Hall, Conference Room #1 at 6:30 p.m. If you need special assistance in order to review the documents please call 329-4477.

Vicki Georgeau, AICP
Director of Community Development

489342-01