

The Process

Lead & Responsible Agencies

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Table 1 – Responsible Agencies

Agency Role	Name	Department/Agency
Lead Agency	City of Portage	Department of Community Development
CDBG Administrator	City of Portage	Department of Community Development

The lead agency for the administration of CDBG program is the City of Portage Department of Community Development. As the lead agency, the City is responsible for overseeing the development and implementation of the 2016-2020 Consolidated Plan, Annual Action Plans and Consolidated Annual Performance Evaluation Reports. Department of Community Development staff provides administrative and planning support for the use of the federal funds and acts as the primary staff support to the Human Services Board (HSB). The HSB is a nine member board and one Youth Advisory Committee liaison that advise the City Council on matters regarding human services, public transportation, and the CDBG program. Board activities involving the CDBG program include review and recommendation of annual program budgets - specifically human/public services, appeals of Housing Assistance Programs Guidelines, and review of planning and reporting documents required by HUD. The Board also ensures citizen participation in all phases of the federal grant planning and allocation process.

Table 2 – Consolidated Plan Public Contact Information

Name	Address	Contact Information
Vicki Georgeau, AICP Director of the Department of Community Development	7900 South Westnedge Avenue Portage, Michigan 49002	Telephone: 269-329-4477 Email: georgeav@portagemi.gov Website: www.portagemi.gov

Consultation

1. Introduction

As the lead agency, the City of Portage Department of Community Development coordinated the consultation required to complete the 2016-2020 Consolidated Plan and Annual Action Plan. Department staff reached out to a wide network of community service and housing providers, government officials, business leaders, neighborhood representatives and residents. Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Consolidated Plan and requested their assistance and input. The City of Portage encouraged participation utilizing several methods including notification via personal letters/e-mails, advertising public meetings and public hearings via publication in the local newspaper, on the city web site, and through the monthly municipal newsletter, the PORTAGER. The goals of the Consolidated Plan were formulated, in part, from the information collected from this coordinated effort, as well as from public comment and public hearing opportunities.

Activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

Many of the local housing providers, health and mental health agencies, and homeless service providers are members of the HUD-required Kalamazoo County Continuum of Care, which is facilitated by the Kalamazoo LISC Affordable Housing Partnership. Coordination between these agencies and the city occurs primarily through interaction of Continuum of Care Teams: Allocations and Accountability Team, HMIS Data Users Group and the Systems of Care Team.

The City of Portage also specifically consulted with various public service and housing providers to collect and analyze data in the Needs Assessment and Market Analysis sections of the Consolidated Plan.

Coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The City of Portage participates on the Kalamazoo LISC Affordable Housing Partnership (AHP) by serving on the Continuum of Care Allocations and Accountability Team. The AHP is the facilitator of the Kalamazoo County Continuum of Care (CoC), which addresses issues relating to homelessness and the planning for and provision of services ranging from emergency shelter to permanent supportive housing. The AHP is comprised of numerous public and private entities including: local units of government, housing and supportive service providers, public and private funders, private sector representatives, consumer representatives, and advocacy groups. In addition to AHP involvement, the city is represented on the Advisory Board of the Fair Housing Center of Southwest Michigan in support of fair housing services, including education, complaint investigation and enforcement. Such participation is intended to enhance institutional structures not only for the implementation of the City of Portage Consolidated Plan, but the planning efforts of other local units of governments and service providers.

Consultation with the Continuum(s) of Care in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

Although the City of Portage is not an Emergency Solutions Grant (ESG) recipient, the CoC was consulted during the development of the Consolidated Plan. Priorities, strategies and objectives from the Ten-Year Plan to End Homelessness were considered in the development of the Consolidated Plan.

As noted above, the City of Portage is a member of the CoC's Allocation and Accountability Team that also works with the Data Team and Systems of Care Team. The city's participation on this team allows the city to communicate with other community organizations that work to end homelessness and to have direct input in the development of strategies and goals of the CoC.

Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

The following agencies, public service organizations and units of government were consulted and/or invited to participate in the Consolidated Plan update process in order to prepare the most complete and coordinated plan possible:

Table 3 – Agencies, groups, organizations who participated

American Red Cross Greater Kalamazoo Area	Housing Resources, Inc.
Boys & Girls Club of Greater Kalamazoo	Interfaith Strategy for Advocacy and Action in the Community
Bronson Healthcare Group	Interact of Michigan, Inc.
Catholic Charities	Jim Gilmore Jr. Community Healing Center
City of Kalamazoo Planning & Development Department	Kalamazoo County Public Housing Commission
Community AIDS Resource and Education Services	Kalamazoo Literacy Council
Community Healing Centers	Kalamazoo Community Foundation
Community Homeworks	Kalamazoo Community Mental Health & Substance Abuse Services
Family Health Center	Kalamazoo County Community Action Agency
Fair Housing Center of Southwest Michigan	Kalamazoo County Department of Resource Development
Family and Children Services	Kalamazoo County Emergency Management Office
Gateway Outpatient Services	Kalamazoo County Head Start Program
Girl Scouts Heart of Michigan	Kalamazoo County Health & Community Services - Older Adult Services and Veterans Trust Fund
Goodwill Industries of Southwestern Michigan	Kalamazoo Deacon's Conference
Greater Kalamazoo Association of Realtors	Kalamazoo Gospel Mission
Greater Kalamazoo United Way	Kalamazoo LISC Affordable Housing Partnership
Gryphon Place	Kalamazoo Neighborhood Housing Services, Inc.
Guardian Finance and Advocacy Services	Kalamazoo Regional Education Services Agency
Healthcare for the Homeless	Kalamazoo Regional Psychiatric Hospital
Hispanic American Council	Kalamazoo Valley Habitat for Humanity
Home Builders Association of Greater Kalamazoo	Kalamazoo Neighborhood Housing Services, Inc.
Homeless Relief Campaign Initiative	Kalamazoo Probation Enhancement Program
Hope Network	Kalamazoo County Area Agency on Aging
Hospice Care of Southwest Michigan	Legal Aid of Southwest Michigan
Loaves and Fishes	Portage Human Services Board
Local Initiatives Support Corporation	Portage Planning Commission
Metropolitan Branch NAACP	Portage Public Schools
Michigan Coalition Against Homelessness	Portage Senior Center
Michigan Commission for the Blind	Open Doors of Kalamazoo
Michigan Department of Community Health	Residential Opportunities Inc.
Michigan Human Services Department of Kalamazoo County	Salvation Army
Michigan League for Human Services	Senior Services Inc.
Michigan State Housing Development Authority	Social Security Administration
Michigan Organizing Project	Southwest Michigan Council Boy Scouts of America
Michigan Works - Michigan Prisoner Reentry Initiative	Volunteer Center of Greater Kalamazoo
Ministry With Community	WMU Center for Disability Services
National Alliance on Mental Illness of Kalamazoo	Workforce Development W.E. Upjohn Institute
Portage Community Center	YMCA of Greater Kalamazoo
Portage District Library	YWCA of Kalamazoo

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Portage did not exclude an agency from the consultation process that would have otherwise been able to provide input on development of the Consolidated Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Table 4 – Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
City of Portage Comprehensive Plan	City of Portage	The goals concerning housing and human/public service needs are similar.
Ten Year Plan to End Homelessness	Kalamazoo County Continuum of Care	The goal is to end homelessness by providing permanent/supportive housing.

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan

Several state and local public entities, including the City of Kalamazoo, Kalamazoo County, the Michigan Department of Human Services and Michigan State Housing and Development Authority were invited to participate in the development of the Consolidated Plan. Furthermore, several of these entities were contacted directly for information important in the development of the Plan’s goals and recommendations.