

2016-2017 Annual Action Plan

Expected Resources

Introduction

The City of Portage anticipates receiving \$1.46 million in CDBG Program funds over the next five years, derived from annual entitlement grant funds and anticipated program income. These funds will be used to address priority needs identified in the Strategic Plan. In FY 2016-2017, the city will receive a \$229,877 entitlement grant from HUD, will utilize \$100,000 in unexpended funds from prior years, and anticipates receipt of \$50,000 in program income.

Table 61-Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$229,877	\$50,000	\$100,000	\$379,877	\$1,080,000	CDBG Program funds will be used to address priority needs identified in the Strategic Plan.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In addition to CDBG Program funds directly available to the City of Portage, additional funding from HUD and MSHDA is secured to address homelessness and provide permanent supportive housing through the Kalamazoo County Continuum of Care. In a typical year, approximately \$1.8 million in McKinney-Vento Supportive Housing Program Funds are awarded by HUD and approximately \$275,000 in Emergency Solutions Grant funds are awarded by MSHDA to non-profit agencies that serve Portage residents. As of November 2015, the Kalamazoo County Public Housing Commission will also generate an additional \$800,000 annually for temporary housing assistance, funding for which was garnered through a six-year county-wide millage.

Finally, direct recipients and sub recipients of CDBG Program funding leverage federal funding with private and public funding to increase the impact of CDBG Program activities and assist in addressing priority needs within the community.

While there are no specific matching requirements for the CDBG Program, leveraging of private and public funds with CDBG Program funding will be tracked and reported annually through the Consolidated Annual Performance Evaluation Report (CAPER).

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Portage generally does not intend to use publically owned land to address priority needs identified in the plan. As noted above, Non-Housing Community Development needs are generally addressed through the city's Capital Improvement Program. However, there may be some limited use of CDBG Program funds for small-scale capital improvement projects such as sidewalk repairs and/or neighborhood park improvements within low-moderated income neighborhoods. In such cases, city owned public street right-of-way and parkland may be utilized concurrent with a CDBG funded activity.

Discussion

The anticipated resources noted above and efforts to leverage other private and public funding are estimated. The success of the strategic plan and annual action plan accomplishments are dependent on actual funding received and available to the community.

Annual Goals and Objectives

Table 62-Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Owner Housing	2016	2017	Affordable Housing	City-wide & Home Buyer Assistance Eligible Neighborhoods	Affordable Owner Housing	CDBG: \$213,282	Homeowner Housing Rehabilitated: 12 Household Housing Unit Direct Financial Assistance to Homebuyers: 3 Households Assisted
2	Neighborhood Improvement	2016	2017	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$52,253	Housing Code Enforcement/Foreclosed Property Care: 350 Household Housing Unit
3	Public Services	2016	2017	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$41,928	Public service activities for Low/Moderate Income Housing Benefit: 4000 Households Assisted
4	Non-Housing Community Development	2016	2017	Non-Housing Community Development	Low-moderate income neighborhood	Non-Housing Community Development-Infrastructure	CDBG: \$50,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 194 Households Assisted

Table 63-Goal Descriptions

1	Goal Name	Affordable Owner Housing
	Goal Description	<p>Affordable Owner Housing efforts will include:</p> <ul style="list-style-type: none"> • <u>Owner-occupied Housing Rehabilitation Program</u>: CDBG Program funds will be provided to assist low-income home owners with emergency repairs and housing rehabilitation improvements on a city-wide basis through grants, and zero or low-interest deferred loans. • <u>Home Buyer Assistance Program</u>: CDBG Program funds will be provided to assist low-income households with purchasing homes in eligible neighborhoods. No interest deferred loans will be provided to home buyers to cover up to 50% of the required down payment and closing costs. Up to \$3,000 per household will be generally provided, while up to \$5,000 per household will be provided for purchases of bank-owned foreclosed homes or previously renter-occupied homes.
2	Goal Name	Neighborhood Improvement
	Goal Description	Neighborhood Improvement efforts to include code administration and enforcement within low-moderate income neighborhoods that aid in the prevention and elimination of blight.
3	Goal Name	Public Services
	Goal Description	<p>Public services will be provided to low-income households through a local public service agency, the Portage Community Center. Funding to be provided from the CDBG Program will assist low-income Portage residents with emergency assistance (food and financial assistance), transportation assistance and youth recreation scholarships.</p> <p>In addition to CDBG Program assistance, an additional \$131,941 in General Fund monies will be awarded to six other local public service agencies that provide: homelessness prevention and rapid re-housing assistance; emergency shelter and transitional housing to families, unaccompanied youth and victims of domestic violence and/or sexual assault; a 24-hour public services information/referral service; tax counseling and preparation services; and a medical equipment loan program for persons with disabilities.</p>
4	Goal Name	Non-Housing Community Development
	Goal Description	Non-Housing Community Development - Sidewalk Enhancements: This activities involves improvements to the existing sidewalk infrastructure within Westfield neighborhood (Census Tract Block Group 20.03-2).

Projects

Projects

The following specific CDBG Program projects are proposed for FY 2016-2017.

Table 64-Project Information

#	Project Name
1	OWNER OCCUPIED HOUSING REHABILITATION
2	DOWN PAYMENT ASSISTANCE - OWNER-OCCUPIED HOUSING
3	HUMAN/PUBLIC SERVICES-PORTAGE COMMUNITY CENTER
4	NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT
5	PLANNING/ADMINISTRATION
6	NEIGHBORHOOD IMPROVEMENT – SIDEWALK ENHANCEMENTS

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects proposed are consistent with the priority needs and goals identified in the Strategic Plan.

Project Summary

Table 65-Project Summary Information

1	Project Name	OWNER OCCUPIED HOUSING REHABILITATION
	Target Area	City-wide
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$203,282
	Description	Scattered site owner-occupied rehabilitation (deferred loans) and emergency repair (grants) activities within the City of Portage.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 12 low-income households will benefit from the Owner Occupied Housing Rehabilitation Program during FY 2016-2017.
	Location Description	The Owner-Occupied Housing Rehabilitation Program will be offered on a city-wide basis to eligible low-income households. The location of specific projects will be dependent on the applications received from eligible low-income households throughout the program year.

	Planned Activities	Activities will include emergency repair grants to address housing conditions that pose an immediate threat to the health and safety of the occupants, whereas housing rehabilitation activities will be accomplished via no interest and low-interest deferred loans. Housing rehabilitation activities will include improvements to the exterior and interior of homes including roofing, doors, windows, siding, weatherization, plumbing, electrical and mechanical improvements, accessibility improvements and other repairs to address code deficiencies within owner-occupied housing units.
2	Project Name	DOWN PAYMENT ASSISTANCE - OWNER-OCCUPIED HOUSING
	Target Area	Home Buyer Assistance Eligible Neighborhoods
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$10,000
	Description	First-time home buyer assistance (deferred loans) for purchase of owner-occupied housing in target Portage neighborhoods.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately three low-income home buyers will be assisted with the purchase of homes within eligible Portage neighborhoods.
	Location Description	Home buyer assistance will be allocated to designated low-moderate income neighborhoods and other neighborhoods as provided on the Home Buyer Assistance Program Eligible Neighborhoods map.
Planned Activities	Low-income home buyers will be assisted with up to 50% of a required down payment and closing costs to purchase a home in an eligible Portage neighborhood. Up to \$3,000 will be provided per housing unit, whereas additional assistance of up to \$5,000 will be provided to home buyers purchasing a bank-owned foreclosed home or a previously renter-occupied home.	
3	Project Name	HUMAN/PUBLIC SERVICES-PORTAGE COMMUNITY CENTER
	Target Area	City-wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$41,928
	Description	Human/public services including provision of emergency assistance, transportation assistance and youth recreation scholarships to low-income Portage households. Services provided by sub recipient Portage Community Center.

	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4,000 low-income Portage households will be assisted with CDBG Program funding public services provided by the Portage Community Center during FY 2016-2017.
	Location Description	Services will be provided primarily at the Portage Community Center, which is located at 325 East Centre Avenue, Portage, Michigan.
	Planned Activities	The Portage Community Center will provide Emergency Assistance (comprised of food, financial assistance and clothing), transportation assistance and youth recreation scholarships to low-income Portage households who are at risk and vulnerable.
4	Project Name	NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT
	Target Area	Low-moderate income neighborhoods
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Neighborhood Improvement
	Funding	CDBG: \$52,253
	Description	Neighborhood Improvement - Code Administration and Enforcement within targeted low-moderate income Portage neighborhoods.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 350 code administration and/or enforcement efforts will be accomplished within low-moderate income neighborhoods during FY 2016-2017, which are intended to aid in the prevention and elimination of blight, which benefits all residents of the low-moderate income neighborhood (estimated at 5,695 housing units).
	Location Description	Neighborhood Improvement - Code Administration and Enforcement activities will occur within designated low-moderate income neighborhoods, providing an area-wide benefit to such areas of the community.
	Planned Activities	Neighborhood Improvement - Code Administration and Enforcement activities include efforts to aid in the prevention and elimination of blight. Activities include responses to citizen complaints and proactive neighborhood monitoring to protect and improve neighborhood quality of life, including code compliance efforts relating to the Community Quality and Housing/Property Maintenance codes of the City of Portage.
5	Project Name	PLANNING/ADMINISTRATION
	Target Area	Not Applicable
	Goals Supported	Not Applicable
	Needs Addressed	Not Applicable

	Funding	CDBG: \$22,414
	Description	CDBG Program Planning and Administration: FY 2017-18 Annual Action Plan, implementation of Impediments to Fair Housing, semi-annual Labor Relations Report, annual Contract and Subcontractor Report, IDIS reporting, Environmental Review Record, participation on Kalamazoo County Continuum of Care, and Fair Housing activities.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	Not applicable.
	Planned Activities	Planning and grant administration activities to include the preparation of the 2017-2018 Annual Action Plan, implementation of Impediments to Fair Housing, semi-annual Labor Relations Report, annual Contract and Subcontractor Report, IDIS reporting, Environmental Review Record, participation on Kalamazoo County Continuum of Care, and Fair Housing activities.
6	Project Name	NEIGHBORHOOD IMPROVEMENT - Sidewalk Enhancements
	Target Area	Westfield neighborhood, Low-moderate income neighborhood
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$50,000
	Description	Improvements to the existing sidewalk infrastructure within Westfield neighborhood. Existing sidewalks with significant deterioration and/or heaving will be replaced in the Westfield neighborhood (CT 20.03-2).
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	The sidewalk enhancements project will provide a non-housing area-wide benefit to the Westfield neighborhood. The area where sidewalks will be improved has 194 housing units.
	Location Description	As noted above, this project will be carried out within the Westfield neighborhood, which is a low-moderate income area within census tract block group 20.03-2.
	Planned Activities	Improvements to the existing sidewalk infrastructure within Westfield neighborhood. Existing sidewalks with significant deterioration and/or heaving will be replaced in the Westfield neighborhood (CT 20.03-2).

Geographic Distribution

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The Home Buyer Assistance Program will be directed to low-moderate income neighborhoods, previously designated low-moderate income ("upper quartile") neighborhoods and select south Portage neighborhoods where affordable housing options are available for low-income household participants and where increased home ownership rates are encouraged.

Neighborhood Improvement efforts including code administration and enforcement will be directed within low-moderate income neighborhoods, whereas sidewalk enhancements will be implemented in the Westfield neighborhood within census tract block group 20.03-3, also a designated low-moderate income neighborhood.

Owner-occupied housing improvement programs will be offered on a city-wide basis to eligible low-income households.

Rationale for the priorities for allocating investments geographically

Neighborhood improvement activities that have an area-wide benefit must be allocated to designated low-moderate income neighborhoods. Such efforts supplement and enhance housing assistance programs also offered through the CDBG Program. In an effort to increase home ownership rates and stabilize low-moderate income neighborhoods, home buyer assistance programs are also directed towards select Portage neighborhoods.

Discussion

Efforts to target resources to achieve greater results through program implementation will be considered during the development of each Annual Action Plan over the five-year plan period.

Affordable Housing

Affordable Housing

Introduction

As noted in the Strategic Plan, the following strategies will be utilized to address affordable housing:

- Continue to participate on the Kalamazoo LISC Affordable Housing Partnership and other regional initiatives to address affordable housing issue throughout Kalamazoo County.
- Continue Home Buyer Assistance through the CDBG Housing Program to increase affordable home ownership opportunities for low-income households;
- Pursue opportunities to facilitate affordable rental housing by: 1) partnering with housing developers by providing CDBG Program funding and/or tax abatement/PILOTs through the city General Fund;
- Annually review development regulations, fees and other city code requirements that may create barriers to affordable and fair housing;
- Continue General Fund and CDBG Program funding to support the provision of public services to low income individuals.

Table 66 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	15
Special-Needs	0
Total	15

Table 67 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	3
Rehab of Existing Units	12
Acquisition of Existing Units	0
Total	15

Discussion

In addition to the housing assistance programs funded through the CDBG Program, public service funding will be provided through both the CDBG Program and city General Fund to provide assistance to public service agencies that provide homelessness prevention, rapid re-housing and tenant based rental assistance.

Public Housing

Introduction

As noted in the Strategic Plan, the City of Portage does not have a Public Housing Authority (PHA) and has no public housing units. Furthermore, Kalamazoo County does not have a PHA and therefore, the Michigan State Housing Development Authority (MSHDA) serves as the PHA for Kalamazoo County. In 2002, however, Kalamazoo County did create a Public Housing Commission (PHC) that provides tenant based rental assistance within Kalamazoo County, which is in addition to rental assistance provided within Kalamazoo County via MSHDA.

Actions planned during the next year to address the needs to public housing

The City of Portage will continue to consult with MSHDA Housing Choice Voucher agents and the Kalamazoo County PHC on issues relevant to public housing and decent, affordable housing in general. In addition, the City of Portage will continue to actively participate on the Kalamazoo LISC Affordable Housing Partnership (AHP), which also facilitates the Kalamazoo County CoC.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

As noted above, city staff actively participate on the AHP, and efforts to promote awareness of the City of Portage Home Buyer Assistance program will be ongoing.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

The City of Portage will seek opportunities with work with public housing residents, MSHDA and the Kalamazoo County Public Housing Commission to enhance affordable rental housing opportunities within the city.

Homeless and Other Special Needs Activities

Introduction

As noted in the Strategic Plan, the City of Portage actively participates in the CoC and its efforts to address homelessness in the community and the following actions are proposed to address homelessness in during FY 2016-2017.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

As noted in the Strategic Plan, the City of Portage has endorsed the CoC Ten Year Plan to End Homelessness, and the key strategies of this plan. In this regard, CDBG Program and General Fund monies will be allocated towards homeless services, including emergency shelter, homelessness prevention and rapid re-housing for families, unaccompanied youth and victims of domestic violence and/or sexual assault. In addition to direct services to homeless persons, funding will also be provided to the Gryphon Place which is a portal to specialized support services related to homelessness prevention (such as the Eviction Diversion Program) and other services to assist persons in need.

City of Portage staff will assist the CoC in the annual Point-in-time homeless count and will provide data regarding unsheltered homeless persons documented within the community. In addition, as noted in the Strategic Plan, city staff will continue to directly engage with homeless persons and provide information and referral through distribution of the Quick Reference Help Guide and other assistance in connecting people in need with emergency resources such as medical assistance, emergency shelter, and other assistance as determined appropriate.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Portage will address emergency shelter and transitional housing needs as noted in the section above.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

As noted above, the city does not directly provide services through its CDBG Program for homelessness, but does provide both CDBG Program funds and General Fund monies to public service agencies that provide a variety of assistance to homeless persons. In addition, the city actively participates on the CoC, which engages in planning and implementation efforts to improve the outcomes of services provided to homeless persons in the community.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

As noted above, the city does not directly provide services through its CDBG Program for homelessness, but does provide both CDBG Program funds and General Fund monies to public service agencies that provide a variety of assistance to homeless persons. In addition, the city actively participates on the CoC, which has developed policies and procedures intended to improve the outcome of persons discharged from various institutions and prevent further homelessness.

Discussion

Homelessness is a continuing priority need and the City of Portage will continue to allocate CDBG Program and General Fund resources towards addressing this issue and improving outcomes.

Barriers to affordable housing –

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The following strategies will be undertaken during the plan period to address affordable housing:

- Continue to participate on the Kalamazoo LISC Affordable Housing Partnership and other regional initiatives to address affordable housing issue throughout Kalamazoo County.
- Continue Home Buyer Assistance through the CDBG Housing Program to increase affordable home ownership opportunities for low-income households;
- Pursue opportunities to facilitate affordable rental housing by: 1) partnering with housing developers by providing CDBG Program funding and/or tax abatement/PILOTs through the city General Fund;
- Annually review development regulations, fees and other city code requirements that may create barriers to affordable and fair housing;
- Continue General Fund and CDBG Program funding to support the provision of public services to low income individuals.

Discussion:

As noted in the Strategic Plan, affordable housing for low-income renters and owners within the city is a priority need and efforts to reduce barriers and increase access to affordable housing is an ongoing priority of the community.

Other Actions

Actions planned to address obstacles to meeting underserved needs

The specific projects planned within the Annual Action Plan are intended to assist underserved needs within the community. In addition, the city will continue to serve on the Kalamazoo County CoC to improve the access to and delivery of services to persons in need.

Actions planned to foster and maintain affordable housing

As noted above, the city will assist low-income homeowners with housing maintenance and emergency repairs and offer home buyer assistance program within the community. In addition, partnerships with housing developers will be pursued on an annual basis to increase the supply and improve the condition of affordable rental housing.

Actions planned to reduce lead-based paint hazards

The city will continue educational efforts to inform residents of lead-based paint hazards in general. In particular, all CDBG Program housing assistance program participants will receive specific notice regarding lead-based paint hazards and all contractors will be required to adhere to lead-based paint safe work practices before, during and after all home improvement projects.

Actions planned to reduce the number of poverty-level families

As noted above, the city will allocate resources from the CDBG Program and General Fund to address the needs of residents and families living at or below poverty. Housing assistance programs, public services and tax exemptions and household tax relief are examples of actions to be taken by the City of Portage.

Actions planned to develop institutional structure

The City of Portage Department of Community Development will continue as the long-established lead agency with regard to planning and implementation of programs and activities noted in the Strategic Plan and Annual Action Plan. Efforts to strengthen gaps will be pursued as identified.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Portage will continue to actively serve on the Kalamazoo County CoC, work closely with public service and housing assistance agencies, as well as the Kalamazoo County Public Housing Commission and MSHDA.

Program Specific Requirements

Program Specific Requirements

Community Development Block Grant Program (CDBG)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$50,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's Strategic Plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$100,000
5. The amount of income from float-funded activities	0
Total Program Income:	\$150,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	94.00%

Discussion:

In addition to the CDBG Program entitlement grant amount of \$229,877, it is anticipated that \$50,000 in program income will be received during FY 2016-2017. Furthermore, \$100,000 in unexpended funds available at the end of FY 2014-2015 will also be allocated for expenditure on CDBG Program project during FY 2016-17 for a total budget of \$379,877.