



HUMAN SERVICES BOARD

April 2, 2015

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

**Thursday, April 2, 2015
(6:30pm)**

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

- * March 5, 2015

NEW BUSINESS:

- * 1. Public Hearing- CDBG Program, Draft FY 2015-16 Annual Action Plan
- * 2. Proposed FY 2015-2016 Goals – Board Discussion
- 3. Human/Public Service Application/Process Review – Board Discussion
- 4. Kalamazoo Transit Authority LAC update – Maye
- 5. Summer Meeting Schedule – Board Discussion

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, March 5, 2015

CALL TO ORDER: 6:35 p.m.

MEMBERS PRESENT: Diane Durian, Shawn Havens (arrived 6:38), Effie Kokkinos, Ray LaPoint, Elma (Pat) Maye (left prior to adjournment), Nadeem Mirza, Edward Morgan, Sandra Sheppard, Sharat Kamath (Youth Advisory).

MEMBERS ABSENT: Amanda Woodin.

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Morgan questioned why it was noted when Board members arrived and staff member Money indicated it was done to track Board member numbers since items may be voted on before all members are present. Haven moved and Morgan supported approving the minutes as presented. Motion passed 8-0.

OLD BUSINESS

1. **FY 2015-16 Human/Public Service Funding Update:** Maye indicated she had a conflict of interest due to her employer, the Fair Housing Center of Southwest Michigan, being a CDBG Program subrecipient and would not participate in the discussion or any vote on the agenda. Sheppard opened the discussion and Money explained the February 10, 2015 communication from the U.S. Department of Housing and Urban Development (HUD) and that there was an increase in actual versus projected funding and the amount now available for the CDBG Fund is \$42,510. It had been determined that, in order for PCC to maintain city funding contributions at 30% or less of their annual budget, that PCC should receive \$122,985 - which equals 30% of their current FY 2014-15 budget. The increase in CDBG Funds meant PCC needed a lesser amount (\$80,475) from the General Fund to reach that amount. As such, there is more General Fund money available for the remaining five applicants. Mirza opened the discussion on the grant funding cycle and how to improve the process for the next year. LaPointe added that improvements over the past few years had streamlined the process and additional changes over the next few years would further improve the process. A discussion ensued on how to award future funds, how to relate changes to the applicants, and how to rank and fund applicants in a fair manner. LaPointe indicated that any major changes would require at least two funding cycles to prepare applicants, but that more subtle changes over time would be better. The Board agreed to further review and discuss the grant process at future meetings. Money then explained staff utilized rankings (with Catholic Charities and Housing Resources, Inc. given equal ranking due to their virtually identical Board scores and identical City Administration scores), the Board's methodology, and the Board's recommended funding from the February 5, 2015 meeting to determine the new recommended amounts. After further discussion, the Board recommended no further changes to the recommended funding amounts. Morgan moved and Havens supported providing the following funding: The Portage Community Center/\$122,985 (General Fund and CDBG Fund combined); YWCA/\$11,130; Catholic Charities/\$11,100; Housing Resources, Inc./\$19,780; Gryphon Place/\$2,340; and Kalamazoo Anti-Human Trafficking Coalition/\$800 (General Fund). Motion passed 6-1 (Maye abstained).

NEW BUSINESS:

1. Fair Housing Activity Update – Presentation by Bob Ells, Executive Director, Fair Housing Center of Southwest Michigan (FHCSWMI) and Fair Housing Month Proclamation: Ells reviewed activity of the FHCSWMI, provided in the agenda, including educational trainings and complaint investigations. The Board made multiple inquiries including questions about testers, training for testers, and what information is collected when testing is done. Ells and Maye provided more detailed information on testing activities and on the various types of discrimination that they investigate but that they provide training on.
2. Kalamazoo Transit Authority LAC update – Maye: Maye indicated there was not a quorum for the January meeting due to weather conditions and had nothing to report.

STATEMENT OF CITIZENS: Maye brought in a copy of a Portage Public Schools brochure distributed in the latest *Portager*. Maye noted the lack of diversity represented in the large photo of school children and that it did not accurately reflect Portage's population. The Board was in agreement that the photo was not diverse. Money indicated that the city only helped distribute the brochure and was not involved in its production or publication. Any comments could be directed to Portage Public Schools and contact information was available on their website.

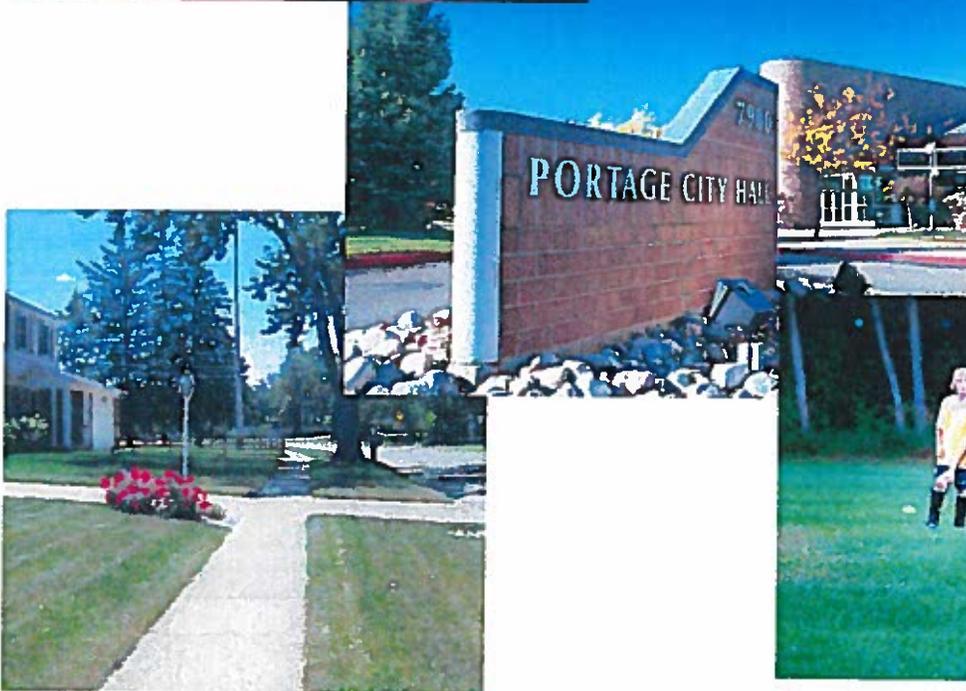
ADJOURNMENT: Durian moved and Kokkinos supported adjournment of the meeting at 8:15. Motion passed 7-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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City of Portage CDBG Program Annual Action Plan FY 2015-16



**CITY OF PORTAGE
FY 2015-16 ANNUAL ACTION PLAN**

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**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction		
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
City of Portage		Department: Community Development	
Organizational DUNS: 09-5943411		Division:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street: 7900 South Westnedge Avenue		Prefix: Ms.	First Name: Vicki
City: Portage		Middle Name L.	
County: Kalamazoo		Last Name Georgeau	
State: MI	Zip Code 49002	Suffix: AICP	
Country: United States		Email: georgeav@portagemi.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <input type="text" value="3"/> <input type="text" value="8"/> <input type="text" value="-"/> <input type="text" value="6"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="6"/> <input type="text" value="2"/> <input type="text" value="6"/> <input type="text" value="0"/>		Phone Number (give area code) 269-329-1280	Fax Number (give area code) 269-329-4506
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) Municipal, entitlement grantee Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text" value="1"/> <input type="text" value="4"/> <input type="text" value="-"/> <input type="text" value="2"/> <input type="text" value="1"/> <input type="text" value="B"/>		9. NAME OF FEDERAL AGENCY: US Department of Housing and Urban Development	
TITLE (Name of Program): Labor Management Cooperation Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: City of Portage Community Development Block Grant Program: Activities include: 1) Owner-occupied housing rehabilitation and emergency repair; 2) Down Payment Assistance Program; 3) Human Services; 4) Code Administration and Enforcement; 5) Grant Program Administration and Fair Housing activities.	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Portage		14. CONGRESSIONAL DISTRICTS OF: a. Applicant MI-006 b. Project MI-006	
13. PROPOSED PROJECT Start Date: 7/1/2014 Ending Date: 6/30/2015		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 1237 PROCESS FOR REVIEW ON DATE: b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
15. ESTIMATED FUNDING:		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
a. Federal	\$ 221,442 ⁰⁰		
b. Applicant	\$. ⁰⁰		
c. State	\$. ⁰⁰		
d. Local	\$. ⁰⁰		
e. Other	\$ 100,000 ⁰⁰		
f. Program Income	\$ 35,000 ⁰⁰		
g. TOTAL	\$ 356,442 ⁰⁰		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix Mr.	First Name Laurence	Middle Name	
Last Name Shaffer	Suffix		
b. Title City Manager	c. Telephone Number (give area code) 269-329-4400		
d. Signature of Authorized Representative	e. Date Signed		

**CITY OF PORTAGE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FY 2015-16 ANNUAL ACTION PLAN**

Executive Summary

The FY 2015-16 Annual Action Plan, Strategy for Housing and Community Development Needs, includes activities and programs to fulfill identified needs outlined in the FY 2011-15 Consolidated Plan. The Consolidated Plan and the Annual Action Plan element are required in order to apply for certain federal funds, such as the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) entitlement program, which has been awarded to the city since the mid-1970s. The FY 2015-16 Annual Action Plan includes proposed activities and expenditures of CDBG funds must meet three national objectives: 1) benefit low and/or moderate income persons, 2) aid in the prevention or elimination of blight, and 3) meet urgent community development needs. Furthermore, per the HUD Outcome Measurement System, the Annual Action Plan identifies objectives, outcomes and common indicators for each activity, resources available during the plan year, and addresses performance evaluation as part of the annual planning process.

Section A. Activities to Be Undertaken During the Program Year: This section of the Annual Action Plan lists activities to be carried out during the program year. The table below lists the program activity, an activity description, and the planned objectives and outcomes.

CDBG PROGRAM ACTIVITIES			
Activity	Description	Objective	Outcome
Owner-Occupied Housing Rehabilitation	Interior and exterior rehabilitation assisted through emergency repair grants and no or low-interest deferred loans.	Decent housing.	<u>Sustainability</u> for the purpose of providing decent affordable housing.
Down Payment Assistance	First time homebuyer no interest deferred loans for down payment and closing costs.	Decent housing.	<u>Affordability</u> for the purpose of providing decent affordable housing.
Public Services	Funding for Portage Community Center for emergency assistance, transportation assistance and youth recreation.	Economic opportunity.	<u>Sustainability</u> for the purpose of creating economic opportunities.
Neighborhood Improvement – • Code Enforcement; • Sidewalk Enhancements; • Unsafe Structure Demolition	Neighborhood improvement in low-moderate income neighborhoods. Activities including code enforcement, existing sidewalk repairs and demolition of unsafe structures.	Suitable living environment.	<u>Sustainability</u> for the purpose of creating suitable living environments.
Program Planning and Administration	Consolidated Plan, Analysis of Impediments to Fair Housing, general grant administration, performance reporting, and fair housing activities.	Not applicable.	Not applicable.

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

PRIORITY NEED: HOUSING AND AFFORDABLE HOUSING	
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> Assist 13 households with housing rehabilitation loans in order to improve housing conditions.
	<ul style="list-style-type: none"> Assist 2 households with emergency repair grants to improve housing conditions and arrest further housing deterioration.
	<ul style="list-style-type: none"> Assist 2-3 households with down payment assistance to affordably purchase a home in a target city neighborhood.
	<ul style="list-style-type: none"> Indirectly assist approximately 3,000 households via the General Fund and CDBG program by financing non-profit agencies that provide emergency assistance to low/moderate income persons with a housing crisis.
	<ul style="list-style-type: none"> Affirmatively further fair housing by carrying out and supporting fair housing education and services within the community.
PRIORITY NEED: COMMUNITY DEVELOPMENT	
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> Promote neighborhood improvement by: responding to approximately 350 code enforcement cases; repair of existing sidewalks; and demolition of unsafe structures.
	<ul style="list-style-type: none"> Provide human service assistance to approximately 3,000 persons by funding the Portage Community Center.

Section C. Geographic Distribution: This section of the Annual Action Plan provides maps and rationale for targeting certain program activities to key areas of the city throughout the program year.

Section D. Homeless and Other Special Needs Activities: This section addresses homeless, and special needs housing activities. As noted in the Consolidated Plan, the City of Portage actively participates in the Kalamazoo LISC Affordable Housing Partnership, which comprises the HUD-required Continuum of Care annual planning process, and provides General Fund monies to support agencies that provide homeless prevention and housing assistance.

Sections E through G. Other Actions Proposed. Lead-Based Paint Hazards. Coordination: These sections address efforts to combat poverty, address barriers to affordable housing, reduce lead-based paint hazards, and coordinate activities internally within the City of Portage and with other governmental and non-profit agencies.

Section H. Allocation of Funds: The Annual Action Plan outlines proposed projects that will be undertaken with the \$356,442 anticipated to be available to the City of Portage during the program year. For FY 2015-16, the following projects/expenditures are proposed:

CDBG RESOURCES AND EXPENDITURES	
Housing Programs (loans and grants)	\$151,097
Down Payment Assistance Program	\$10,000
Neighborhood Improvement-Code Administration & Enforcement	\$51,487
Neighborhood Improvement-Sidewalk Enhancements	\$50,000
Neighborhood Improvement-Unsafe Structure Demolition	\$10,000
Human/Public Services	\$42,510
Grant Administration and Fair Housing Activities	\$41,348
TOTAL	\$356,442

Section I. American Dream Downpayment Initiative (ADDI) Funds: This section verifies the City of Portage receives no federal funds for such activity.

Section J. Monitoring: This section discusses monitoring efforts undertaken annually by the city of sub-recipients and contractors through the housing rehabilitation program to ensure compliance with HUD regulations.

With regard to City of Portage self-evaluation and monitoring, review of expenditures and program income receipt expenditures (including timeliness of expenditures), program activity accomplishments, and staff evaluation occurs at least quarterly, or more frequently as appropriate. In addition, grant performance is evaluated through the preparation of bi-annual Labor Standards Enforcement reports, the annual Contractor and Subcontractor report, annual and project specific Environmental Review, and annual Consolidated Annual Performance Evaluation Report (CAPER).

Section K. Citizen Participation: This section explains that the City of Portage has followed the Citizen Participation Plan as provided in the Consolidated Plan, which outlines efforts to obtain broad public participation. A summary of public comments received on the Annual Action Plan is provided in Appendix C.

Section L. Affirmatively Promoting Fair Housing: This section outlines annual Fair Housing activities, which are carried out in accordance with the 2011 Analysis of Impediments to Fair Housing study. Included in efforts to promote Fair Housing is the preparation of a new Analysis of Impediments to Fair Housing.

Section M. Certifications: HUD required certifications are provided in Appendix A of the Annual Action Plan.

FY 2015-16 CDBG PROGRAM ANNUAL ACTION PLAN

The City of Portage CDBG FY 2015-16 Annual Action Plan includes activities and programs to fulfill identified needs outlined in the FY 2011-2015 Consolidated Plan. The programs have proven to be well received and effective throughout the city in preserving and upgrading the quality of existing housing stock and the livability of low/moderate income target neighborhoods.

With regard to Federal resources, the city will receive \$221,442 in CDBG entitlement funds in FY 2015-16 from the U.S. Department of Housing and Urban Development (HUD). In addition to the entitlement grant, it is estimated that \$35,000 in Program Income will be received in FY 2015-16, and \$100,000 of unexpended funds from prior program years will be utilized during FY 2015-16 for a total CDBG Program budget of \$356,442. Additional details regarding CDBG funding are provided in Section H, Allocation of Funds, on page 16. Additionally, in-kind professional and staff resources are devoted to community-wide housing planning initiatives where monetary support is not available. Finally, City of Portage General Fund resources are designated to support human/public services.

Utilizing the Outcome Measurement System developed by the U.S. Department of Housing and Urban Development (HUD), each City of Portage CDBG activity is intended to meet one of three HUD-established objectives: 1) a Suitable Living Environment, 2) Decent Housing, or 3) Creating Economic Opportunity. In addition, each activity is intended to have one of three HUD-established outcomes: 1) Availability/Accessibility, 2) Affordability, and 3) Sustainability. For each activity common indicator data will be collected throughout the year for reporting in the Consolidated Annual Performance Evaluation Report (CAPER), which include: funds leveraged, number of persons, households, or housing units assisted, income level of persons, households or areas assisted, and race, ethnicity and other socio-economic indicators. The CAPER also reports annual progress on meeting objectives, outcomes and established indicators and/or goals.

A. Activities To Be Undertaken During Program Year

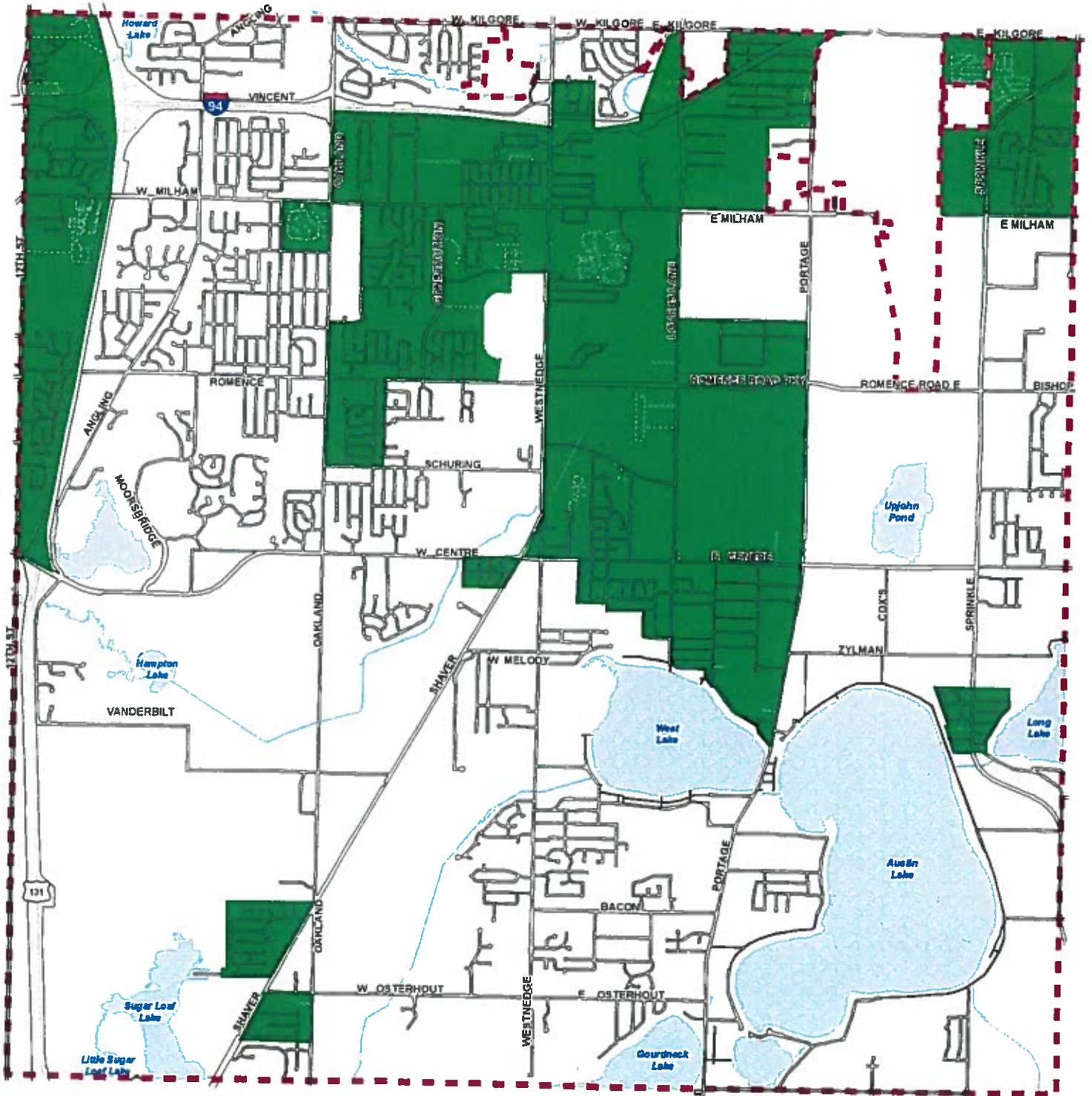
The specific projects that will be implemented in FY 2015-16 are outlined in the following paragraphs. Strategies pertaining to the CDBG Program are detailed in the required Consolidated Plan Table 3 on pages 6-12.

- **Activity 1 - Owner-Occupied Housing Rehabilitation:** This activity is undertaken on a citywide basis, and supplements neighborhood improvement code enforcement efforts. To qualify, households must meet the income requirements set by HUD, which are based on regional-area median family income, adjusted for the number of members in the family. The goal is to provide low and moderate income residents with the means to upgrade, improve and maintain their housing. Rehabilitation may involve up to \$1,000 for an Emergency Repair Grant or up to \$15,000 per housing unit through a zero interest or low-interest deferred loan for accessibility, weatherization, plumbing, electrical and other interior and exterior improvements to owner-occupied dwellings. To the extent possible, grant and loan programs offered through other nonprofit and governmental agencies will be used to supplement CDBG resources for housing rehabilitation activities.

Examples include the Michigan State Housing Development Authority (MSHDA) Property Improvement Program, accessibility improvements through the Disability Network Southwest Michigan, home-repair services through Community Homeworks, Senior Services, and the Kalamazoo County Weatherization Program. In addition to funds budgeted for FY 2015-16, additional projects may be undertaken utilizing unanticipated program income and unexpended funds available at the end of the FY 2014-15 program year, provided expenditures do not constitute a substantial change in use of funds (i.e., not more than 10 percent of the total FY 2015-16 CDBG Program budget). Per the Outcome Measurement System, the *objective* of this activity is to provide decent housing, while the anticipated *outcome* is to assist home owner with sustaining decent affordable housing.

- Activity 2 - Down Payment Assistance Program: This activity promotes home purchases for first-time home buyers by providing no interest deferred loans to cover up to 50 percent of the required down payment and closing costs within target neighborhoods shown on Map 1 on page 3. The target neighborhoods include current or former HUD-designated low/moderate income neighborhoods and other areas with affordable owner-occupied median house values. Per the Outcome Measurement System, the *objective* of this activity is to provide decent housing, while the anticipated *outcome* is to the affordability of decent affordable housing.
- Activity 3 – Human/Public Services Program: This activity provides funding to the Portage Community Center (PCC), a local human service agency. Funds assist low/moderate income city residents with the following services through the CDBG program: Emergency Assistance, Transportation Assistance, and Youth Recreation Scholarship Assistance. CDBG funds are supplemented with General Funds to provide an even wider array of human services to the community. Per the Outcome Measurement System, the *objective* of this activity is to provide economic opportunity, while the anticipated *outcome* is to assist Portage residents with sustaining economic opportunities.
- Activity 4 - Neighborhood Improvement-Code Enforcement: This activity supplements a city-wide code enforcement effort. This Neighborhood Improvement effort targets areas where low and moderate-income residences make up at least 43.6 percent of the households of the neighborhood and where deteriorated conditions exist which includes, but is not limited to, violations of the Community Quality Code, Housing/Property Maintenance Code, Zoning Code and/or Building Code. These Neighborhood Strategy Areas (census tract/block groups) are listed in the table below and illustrated on the Low/Moderate Income Neighborhoods, Census Tract/Block Group Map (Map 2 on page 5).

Map 1 Downpayment Assistance Areas



 Homes located in shaded areas are eligible for the Downpayment Assistance Program.

 Homes located within Portage City limits are eligible for all other CDBG Housing Programs. Manufactured homes located in Manufactured Home Communities eligible for Emergency Repair Grant Program only.

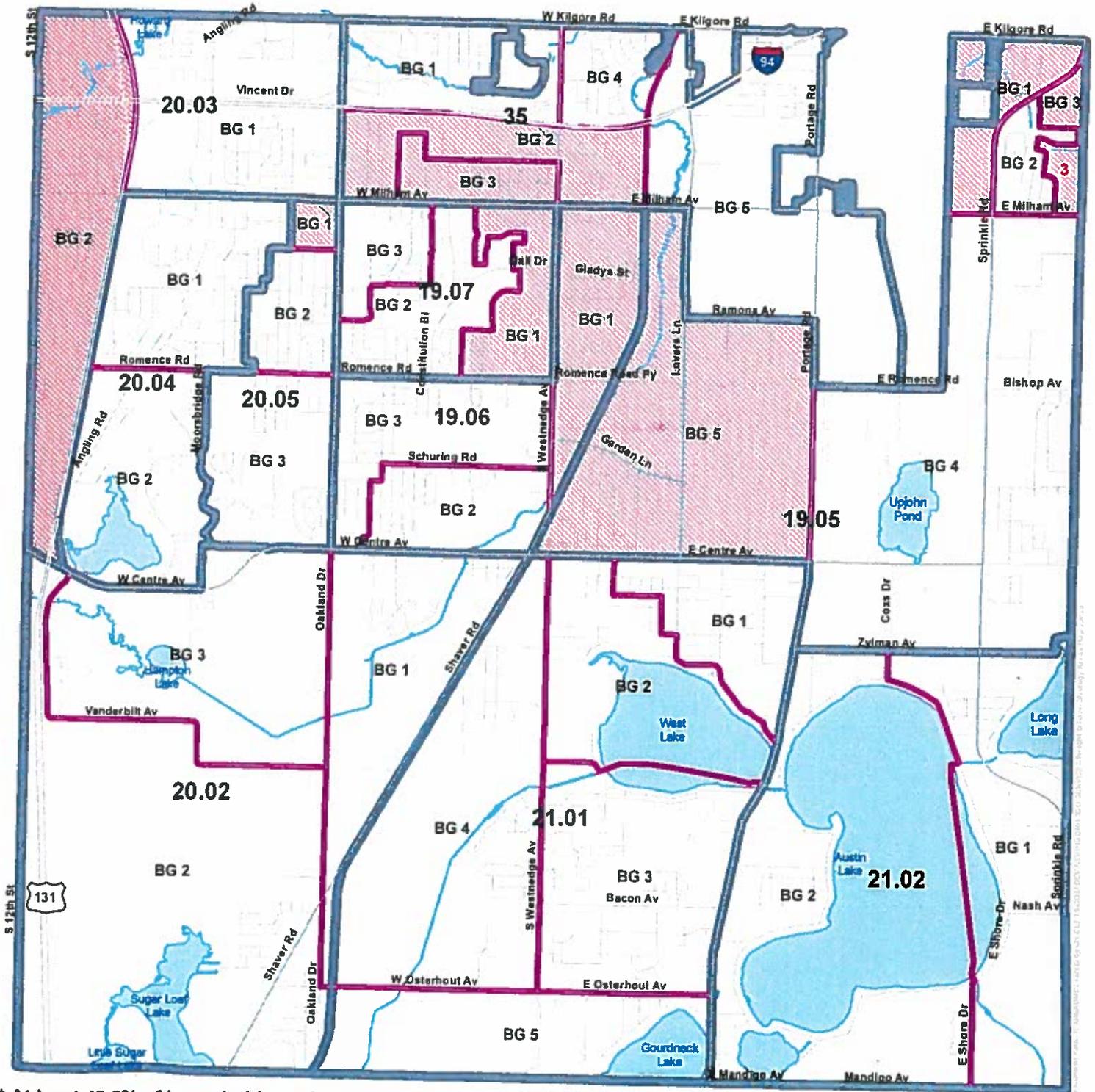


LOW/MODERATE INCOME NEIGHBORHOODS	
Census Tract 35.00	Block Groups 2 & 3
Census Tract 19.05	Block Groups 1, 3 & 5
Census Tract 19.06	Block Group 1
Census Tract 19.07	Block Group 1
Census Tract 20.03	Block Group 2
Census Tract 20.05	Block Group 1

The City of Portage provides a variety of Neighborhood Support activities funded primarily from the General Fund, which are carried out by numerous full-time staff within the Department of Community Development and other departments involved in infrastructure maintenance and health/safety clean-up programs in residential neighborhoods. The combined efforts of the citywide General Fund program and the targeted CDBG program help ensure neighborhood property values and quality of life are preserved. Per the Outcome Measurement System, the *objective* of this activity is to provide a Suitable Living Environment, while the anticipated *outcome* is to assist neighborhoods with sustaining suitable living environments.

- **Activity 5 - Neighborhood Improvement-Sidewalk Enhancements:** In addition to housing improvements, home buyer assistance and code compliance efforts, improvements to the existing sidewalk infrastructure are proposed within Neighborhood Strategy Areas during FY 2015-16. Existing sidewalks with significant deterioration and/or heaving will be replaced in the Lexington Green neighborhood (Census Tract 19.05, Block Group 3); the Deerfield/Roanoke neighborhood and on New Hampshire Drive (Census Tract 35, Block Group 2).
- **Activity 6 – Neighborhood Improvement-Unsafe Structure Demolition:** To supplement the above neighborhood improvement activities, funding is allocated to demolish vacant and unsafe structures or buildings within low-moderate income neighborhoods, which may be necessary for abandoned buildings.
- **Activity 7 - Administration:** This activity includes administration of the CDBG Program including oversight of the activities described above, preparation of various reports to HUD such as the Annual Action Plan, Consolidated Annual Performance Evaluation Report, semi-annual Labor Standards Enforcement reports, annual Contract and Subcontract report, CDBG program budget and citizen participation process, Environmental Review Record, expenditure and program income oversight and reporting to HUD in the Integrated Data Information System (IDIS), participation in the Kalamazoo County LISC Affordable Housing Partnership (Continuum of Care), and support of fair housing activities and services. During FY 2015-16, the five-year Consolidated Plan and Analysis of Impediments to Fair Housing will be updated and will require additional planning resources. To assist staff with the preparation of these two planning documents, the annual budget also includes \$20,000 to obtain professional consulting services. While the Administration budget is increased for FY 2015-16, expenditures remain under the maximum 20% cap established by federal regulations.

Neighborhood Strategy Areas Census Tract / Block Group Map*



* At least 43.6% of households are low to moderate income in shaded areas, based on 2006-2010 American Community Survey Data.

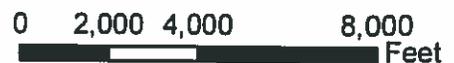
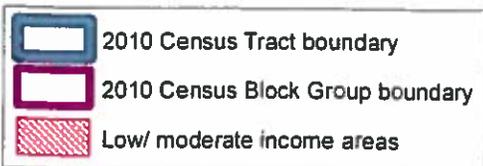


Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Portage, Michigan

Priority Need

Owner-Occupied Housing

Project Title

Owner-Occupied Housing Rehabilitation

Project Description

Housing rehabilitation for extremely, very-low and low-income homeowners. Rehabilitation may involve emergency repair grants, and no or low-interest deferred loans for exterior and interior repairs, accessibility, weatherization, plumbing, electrical and mechanical, and other improvements to address code deficiencies for owner-occupied dwellings.

Location

City-Wide

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$151,097
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$151,097

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Portage, Michigan

Priority Need
Owner-Occupied Housing

Project Title
Down Payment Assistance

Project Description

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

Location
Target Neighborhoods

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion
13	570.201(n)
Local Government	Low income households
07/01/2015	06/30/2016
Households	2-3
NA	2-3

Funding Sources:

CDBG	\$10,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$10,000

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Portage, Michigan

Priority Need
Public Services

Project Title
Human/public Services – Portage Community Center

Project Description

Funding to the Portage Community Center (PCC), a local human service agency, will assist low/moderate income city residents through the following services through the CDBG program: Emergency Assistance, Surplus Commodity and Food Distribution, Transportation Assistance, Youth Recreation Scholarship Assistance. CDBG funds are supplemented with General Funds to provide an even wider array of human services to the community.

Location

City-Wide Residents To Be Assisted at the PCC facility

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$42,510
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$42,510

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Portage, Michigan

Priority Need
Other

Project Title
Neighborhood Improvement- Code Enforcement

Project Description
This activity supplements a citywide code administration and enforcement effort. The Neighborhood Improvement effort targets areas where low and moderate-income residences make up at least 43.67 percent of the households in that neighborhood.

Location
HUD-designated low/moderate income census tract block groups

Objective Number	Project ID 4
HUD Matrix Code 15	CDBG Citation 570.202(c)
Type of Recipient Local Government	CDBG National Objective Low income households
Start Date (mm/dd/yyyy) 07/01/2015	Completion Date (mm/dd/yyyy) 06/30/2016
Performance Indicator Households	Annual Units 350
Local ID NA	Units Upon Completion 350

Funding Sources:	
CDBG	\$51,487
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$51,487

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

**Table 3
Consolidated Plan Listing of Projects**

Applicant's Name City of Portage, Michigan

Priority Need

Other

Project Title

Neighborhood Improvement- Sidewalk Enhancements

Project Description

This activity involves improvements to the existing sidewalk infrastructure within Neighborhood Strategy Areas. Existing sidewalks with significant deterioration and/or heaving will be replaced in the Lexington Green neighborhood (Census Tract 19.05, Block Group 3); the Deerfield/Roanoke neighborhoods and on New Hampshire Drive (Census Tract 35, Block Group 2).

Location

HUD-designated low/moderate income census tract block groups

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Local Government	Low income households
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Households	3.530 square feet of sidewalk
Local ID	Units Upon Completion
NA	3.530 square feet of sidewalk

Funding Sources:

CDBG	\$50,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$50,000

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Portage, Michigan

Priority Need
Other

Project Title
Neighborhood Improvement- Unsafe Structure Clearance and Demolition

Project Description

This activity involves demolition of vacant and unsafe structures to remove blight within Neighborhood Strategy Areas. CDBG Program funds will be used when unsafe structures exist on abandoned properties and there is a risk that city expenditures to carry out demolition will not be repaid through liens against the property.

Location

HUD-designated low/moderate income census tract block groups

Objective Number	Project ID 6
HUD Matrix Code 04	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective Low income households
Start Date (mm/dd/yyyy) 07/01/2015	Completion Date (mm/dd/yyyy) 06/30/2016
Performance Indicator Households	Annual Units 1-2 unsafe structure demolitions
Local ID NA	Units Upon Completion 1-2 unsafe structure demolitions

Funding Sources:

CDBG	\$10,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$10,000

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

Table 3
Consolidated Plan Listing of Projects

Applicant's Name City of Portage, Michigan

Priority Need
Planning/Administration

Project Title
Program Planning and Administration

Project Description

This activity includes significant resources allocated towards preparation of the HUD-required five-year Consolidated Plan and Analysis of Impediments for Fair Housing. This activity also include administration of the CDBG Program including oversight of program activities, preparation of various reports to HUD such as the Consolidated Annual Performance Evaluation Reports, semi-annual Labor Standards Enforcement reports, annual Contract and Subcontract report, preparation of Annual Action Plan and CDBG program budget and citizen participation process, Environmental Review Record, expenditure and program income oversight and reporting to HUD in the Integrated Data Information System (IDIS), participation in the Kalamazoo County Continuum of Care and other county-wide housing initiatives, and support of fair housing activities and services.

Location

HUD-designated low/moderate income census tract block groups

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$41,348
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$41,348

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

B. Priorities

The table below summarizes the objectives intended to implement the goals of the Consolidated Plan with regard to housing and community development needs.

During the FY 2015-16 program year, the goal is to assist approximately 20 low/moderate income households through a combination of the Owner-occupied Housing Rehabilitation Program and the Downpayment Assistance Program. In addition, a goal has been established to address 350-400 city code violations to aid in the prevention and elimination of blight. Finally, the goal is to assist 3,000 low-income persons with human services primarily in the form of emergency assistance through the Portage Community Center.

PRIORITY NEED: HOUSING AND AFFORDABLE HOUSING	
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> Assist 13 households with housing rehabilitation loans in order to improve housing conditions.
	<ul style="list-style-type: none"> Assist 2 households with emergency repair grants to improve housing conditions and arrest further housing deterioration.
	<ul style="list-style-type: none"> Assist 2-3 households with down payment assistance to affordably purchase a home in a target city neighborhood.
	<ul style="list-style-type: none"> Indirectly assist approximately 3000 households via the General Fund and CDBG program by financing non-profit agencies that provide emergency assistance to low/moderate income persons with a housing crisis.
	<ul style="list-style-type: none"> Affirmatively further fair housing by carrying out and supporting fair housing education and services within the community.
PRIORITY NEED: COMMUNITY DEVELOPMENT	
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> Promote neighborhood improvement by: responding to approximately 350 code enforcement cases; repair of existing sidewalks; and demolition of unsafe structures.
	<ul style="list-style-type: none"> Provide human service assistance to approximately 3,000 persons by funding the Portage Community Center.

C. Geographic Distribution

Neighborhood Improvement activities, Code Enforcement, Sidewalk Enhancements, and Unsafe Structure Demolition are limited to HUD-designated low/moderate income census tract block groups. Similarly, the Downpayment Assistance Program is targeted to current or previously designated low/moderate income census tract block groups and neighborhoods with affordable owner-occupied median home values. The Housing Rehabilitation Program, while often utilized to address issues identified through Neighborhood Improvement activities, is offered citywide to income-eligible homeowners. The Human Services activity is provided at the Portage Community Center facility centrally located within the community. Services are offered to city residents regardless of their geographic location of residence.

Where activities are geographically targeted, such areas include census tract block groups with a minority population concentration, which is discussed in more detail in the FY 2011-2015 Consolidated Plan.

D. Homeless and Other Special Needs Activities

Homelessness. As outlined in the FY 2011-2015 Consolidated Plan, the City of Portage actively participates on the Kalamazoo LISC Affordable Housing Partnership, which comprises the HUD-required Continuum-of-Care organization, and assists with the preparation of planning documents with regard to homeless needs. While the Consolidated Plan provides information regarding emergency, transitional and permanent supportive housing facilities and services for homeless and chronic homeless persons within Kalamazoo County, the annual Continuum of Care planning document, submitted to HUD annually, should be referenced for an updated inventory of such services, and prioritization of homelessness needs.

The City of Portage will also address homelessness by funding agencies that provide housing and related services to homeless persons in the effort to shelter those individuals and families who have lost their home and prevent homelessness of those individuals and families experiencing a housing crisis.

In May 2008, City Council awarded the Kalamazoo County Public Housing Commission a grant of \$100,000 for the Local Housing Assistance Fund to provide tenant-based rental subsidies to homeless persons and for homelessness prevention programs. In 2011, the Public Housing Commission utilized the remaining funds from the city to purchase a single-family dwelling for affordable rental housing, and the city granted a tax exemption and Payment in Lieu of Taxes (PILOT) to facilitate the project. In addition, while funding awards have not yet been finalized, City Council will allocate approximately \$125,625 in General Fund monies, and \$42,510 in CDBG Fund monies to human/public service agencies to provide homeless and other special needs services, which will include:

- Emergency assistance to low income families (utility shut-off payments, eviction preventions, food, clothing, etc.), youth development and program coordination with other service agencies at the community center.
- Emergency shelter, homeless prevention programs and permanent supportive housing for families.
- Emergency shelter, counseling and outreach for runaway youth and their families.
- Emergency shelter and counseling for victims of domestic and/or sexual abuse, and mentoring programs for adult women.
- Support for the 2-1-1/Help-Line that provides crisis intervention and human services information and referral 20 hours per day.
- Support for education and training programs to raise the awareness and response to human trafficking.

Special Needs Populations. There are no specific programs targeted towards special needs populations. However, whenever possible the City of Portage works with special needs housing providers on programs to create affordable housing opportunities for persons with special needs. This is evidenced by the following: 1) granting of a Payment in Lieu of Taxes (PILOT) for Residential Opportunities, Incorporated to purchase and rehabilitate a 32-unit apartment development, 12 units

of which will be rented to special needs households; 2) a CDBG program grant to the LIFT Foundation for site clearing and connection to utilities for an 11-unit apartment for persons with disabilities; 3) availability of housing rehabilitation and emergency repair funds for persons with special needs who require accessibility improvements, including potential partnership opportunities with the Disability Network Southwest Michigan Ramp-Up program (CDBG housing rehabilitation funds cover materials and the Disability Network provides volunteer labor); 4) active participation on the Kalamazoo County LISC Affordable Housing Partnership, which facilitates the Kalamazoo County Continuum-of-Care for local agency housing program grant applications to MSHDA and HUD.

The table below summarizes the objectives intended to implement the goals of the Consolidated Plan with regard to homeless and special needs populations.

**SUMMARY OF SPECIFIC HOMELESS AND
SPECIAL NEEDS POPULATIONS OBJECTIVES (CP Table 1C)**

PRIORITY NEED: HOMELESSNESS	
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • Funding agencies that provide homelessness prevention and emergency housing in Kalamazoo County to assist with the implementation of the 10-year Plan to End Homelessness.
	<ul style="list-style-type: none"> • Funding agencies that provide rapid re-housing (transitional and permanent housing and support services) for homeless individuals and families experiencing homelessness.
	<ul style="list-style-type: none"> • Participate in the annual preparation of the HUD-required Continuum-of-Care planning document, which monitors the provision of services to homeless individuals and prioritizes needs and programs.
PRIORITY NEED: SPECIAL NEEDS	
SPECIFIC OBJECTIVES	City of Portage programs are not directly targeted at assisting special needs populations.

E. Other Actions Proposed

Anti-Poverty Strategy, Under-served Needs, and Barriers to Affordable Housing

As discussed in the FY 2011-2015 Consolidated Plan, due to limited funding, the city will not directly undertake programs to combat poverty. However, the above described programs provided through the CDBG program and General Fund monies for human/public services will indirectly address poverty related needs.

In addition, continuation of CDBG programs and efforts to partner with for-profit and non-profit developers will assist in providing additional affordable housing over the FY 2015-16 program year. Examples may include consideration of tax exemptions from General Fund revenues to facilitate affordable housing construction and rehabilitation, and utilization of CDBG funds for pre-development activities (connection to public utilities, etc.) for affordable housing construction and/or rehabilitation. Funding may be derived from unanticipated program income and unexpended funds available at the end of the FY 2014-15 program year, provided expenditures do not constitute a substantial change in use of funds (i.e., not more than 10 percent of the total FY 2015-16 CDBG Program budget).

F. Lead Based Paint Hazards

All CDBG housing projects will be carried out in accordance with federal and state regulations pertaining to lead-based paint hazards over the FY 2015-16 program year.

G. Coordination

As necessary, and to the extent of limited personnel and monetary resources, the City of Portage coordinates available programs, services and special resources to best serve the citizens of Portage. The Department of Community Development often works with other city departments and outside agencies to meet the special needs of residents. As discussed in the Lead Agency and Consultation/Coordination section of the Consolidated Plan, the city will continue to implement the CDBG program and work with other countywide housing and anti-poverty initiatives throughout the FY 2015-16 program year.

H. Allocation of Funds

The planned allocation of funds for FY 2015-16 are shown in the following table:

FUNDING SOURCES		
Entitlement Grant (Includes reallocated funds)		
CDBG	\$221,442	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
Total		\$221,442
Prior Years' Program Income NOT previously programmed or reported ¹		
CDBG	\$0	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
Total		\$0
Reprogrammed Prior Years' Funds		
CDBG	\$100,000	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
Total		\$100,000
Total Estimated Program Income		
Program Income Fund	\$35,000	
Revolving Fund	\$0	
Total		\$35,000
Section 108 Loan Guarantee Fund		
	\$0	
		\$0
TOTAL FUNDING SOURCES		\$356,442
Other Funds		\$0
Submitted Proposed Projects Totals		\$356,442
Un-Submitted Proposed Projects Totals		\$0

In addition to the CDBG-funded activities in the table above, additional state and federal resources are available either directly to the City of Portage, or within the community serving Portage residents during the program year.

OTHER FEDERAL, STATE AND LOCAL RESOURCES	
City of Portage General Fund-Payment in Lieu of Taxes (PILOT) for affordable rental housing – estimated annual subsidy	\$65,000
Housing Choice Vouchers (Tenant-based rental assistance for low income and homeless households) Utilized in Portage – Variable Monetary Value – Administered by MSHDA	100 (estimated)
McKinney-Vento Supportive Housing Program Funds awarded to Kalamazoo County governmental and non-profit agencies via HUD funding that may serve Portage residents	\$1,857,125
Emergency Solutions Grant Funds awarded to Kalamazoo County governmental and non-profit agencies via MSHDA funding that serve Portage residents	\$274,176

Finally, the City of Portage and sub-recipients of CDBG funds leverage CDBG dollars from City General Fund, federal and state grants, and private funds. The amount of leveraged funds will be reported annually in the CAPER document submitted to HUD.

I. American Dream Down Payment Initiative (ADDI) Funds

The City of Portage does not receive ADDI funding from HUD. However, as discussed above, the city does have a Downpayment Assistance Program through the CDBG Program.

J. Monitoring

The City of Portage regularly contracts with sub-recipients for human/public services, fair housing services and for single-family housing predevelopment. The Department of Community Development receives reports from human/public service and fair housing agencies on a biannual or quarterly basis and makes periodic monitoring visits. Housing contractors are monitored regularly while a project is underway and thereafter to ensure compliance with HUD regulations. Any new programs developed as a result of the Consolidated Plan or individual Annual Action Plan which will utilize sub-recipients will also be monitored in a similar manner.

With regard to City of Portage self-evaluation and monitoring, review of expenditures and program income receipt expenditures (including timeliness of expenditures), program activity accomplishments, and staff evaluation occurs at least quarterly, or more frequently as appropriate. In addition, grant performance is evaluated through the preparation of bi-annual Labor Standards Enforcement reports, the annual Contractor and Subcontractor report, annual and project specific Environmental Review, and annual Consolidated Annual Performance Evaluation Report (CAPER).

K. Citizen Participation

The City of Portage will follow the Citizen Participation Plan as provided in the FY 2011-2015 Consolidated Plan, and the table below outlines the steps to be taken in the development of the FY 2015-16 Annual Action Plan.

PLAN DEVELOPMENT PROCESS AND CITIZEN PARTICIPATION	
December 4, 2014	Receive and review requests for funding from human/public service agencies.
January 8, 2015 and January 22, 2015	Human Services Board holds public hearing to receive comments regarding FY 2015-16 applications for funding for human/public services, and to gather comments on CDBG program performance and receive input on housing, community development needs, housing priorities and fair housing issues in relation to drafting the Annual Action Plan.
January 23, 2015 – February 6, 2015	Preparation of proposed recommendation for proposed CDBG budget and CDBG human/public service funding.
February 23, 2015	Recommend CDBG budget and complete draft of FY 2015-16 Annual Action Plan; submit to City Manager for review.
February 28, 2015	Publish summary of FY 2015-16 Annual Action Plan, including projected use of funds and notice for public hearing in the Kalamazoo Gazette.
April 2, 2015	City of Portage holds public hearing on the draft Annual Action Plan.
April 3, 2015	Final draft of FY 2015-16 Annual Action Plan and CDBG budget to City Council for review.
May 12, 2015	City Council approves CDBG budget and FY 2015-16 Annual Action Plan.
May 14, 2015	Mail FY 2015-16 Annual Action Plan to HUD by May 15 th deadline.
May-June, 2015	Prepare FY 2015-16 Environmental Review Record.
July 1, 2015	Begin new grant program year, FY 2015-16.

A summary of public comments received to date on the FY 2015-16 Annual Action Plan is provided in Appendix B.

L. Affirmatively Promoting Fair Housing

Concurrent with the FY 2011-15 Consolidated Plan update, an update to the *Analysis of Impediments to Fair Housing (A/I)* study was also accomplished. The updated A/I study recommends activities that will be undertaken to eliminate the identified impediments to fair housing choice within the community. The City of Portage will allocate \$2,000 within the CDBG Administration budget for the following fair housing activities in FY 2015-16, which are intended to assist with addressing impediments identified in the A/I study:

1. Provide assistance to the Fair Housing Center of Southwest Michigan to host a minimum of two fair housing presentations to property owners/managers, realtors and/or financial institutions. **Target Deadline:** June 2015. **Estimated Budget:** \$0, in-kind professional services, completed on fee-for-service basis by Fair Housing Center.
2. Sponsor a fair housing education event during Fair Housing Month. This event will be conducted by the Fair Housing Center of Southwest Michigan, but may be in participation with other partners. **Target Deadline:** April 2015. **Estimated Budget:** \$500.
3. The city will pass a fair housing resolution in recognition of National Fair Housing Month. **Target Deadline:** April 2015. **Estimated Budget:** \$0.

4. Support fair housing activities of the Fair Housing Center of Southwest Michigan including information and referral, education and outreach, and Fair Housing enforcement services. **Target Deadline:** June 2015. **Estimated Budget:** \$1,500.
5. Participate as an Advisory Board member on the Partnership for Fair Housing Center of Southwest Michigan, and in the efforts to address fair housing issues on an area-wide basis. This includes efforts to strategically plan for the implementation of education, testing and enforcement of fair housing complaints by the Fair Housing Center of Southwest Michigan. **Target Deadline:** Ongoing. **Estimated budget:** \$0, in-kind professional services; attendance at monthly Board meetings, assistance on subcommittees.

M. Certifications

Certifications are provided in Appendix A.

APPENDIX A
CERTIFICATIONS

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) _____ , _____ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

APPENDIX B
SUMMARY OF CITIZEN COMMENTS

January 8, 2015 and January 22, 2015 Public Hearing on Housing and Community Development Needs:

1. January 8, 2015 Public Hearing - CDBG Program - Overview of Housing and Community Development Needs for Consolidated Plan update: Sheppard opened the hearing. Due to weather conditions, LaPoint moved and Mirza supported adjourning the Public Hearing until January 22, 2015. Motion passed 7-0.
2. January 22, 2015 Public Hearing – CDBG Program – Overview of Housing and Community Development Needs for Consolidated Plan update: Chair Sheppard opened the public hearing and staff provided an overview of the HUD planning and reporting requirements for CDBG program grantees, including completion of a Consolidated Plan update every five years (including an Analysis of Impediments to Fair Housing study), an Annual Action Plan and grant application, and a Consolidated Annual Performance Evaluation Report. Staff provided a detailed overview of housing and community development needs included in the FY 2011-15 Consolidated Plan, key CDBG program activities, and performance measures from FY 2013-14. In addition, an overview of the projected budget and timeline to develop the Annual Action Plan was reviewed. A draft budget and Annual Action Plan would be prepared by mid-February, and a 30-day public comment period would follow with a public hearing on the plan in either late March or early April 2015. As no further comments from the Board and no public comments were received, the public hearing was closed.

30-day Public Comment Period: February 28, 2015-April 2, 2015 Public Hearing on draft FY 2015-16 Annual Action Plan:

Public Hearing - Community Development Block Grant (CDBG) Program: FY 2015-16 Annual Action Plan:

**APPENDIX C
PROOFS OF PUBLICATION**

**December 24, 2014 Notice of Public Hearing on housing and
community development needs on January 9, 2014**

**February 28, 2015 publication of Notice of Availability of Draft
FY 2015-16 Annual Action Plan and Notice of Public Hearing on April 2, 2015**

STATE OF MICHIGAN)
County of Kalamazoo

ss. *Sharon Suttrop*

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



THE KALAMAZOO GAZETTE

DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days) _____

December 24 A.D. 20 *14*

Sworn to and subscribed before me this *24th* day of *December* 20 *14*

MARIETTA FOLEY
Notary Public, State of Michigan
County of Kent
My Commission Expires: December 23, 2016

PORTAGE

A Natural Place to Move

NOTICE OF PUBLIC HEARING

The City of Portage will hold a public hearing on Thursday, January 8, 2015 at 6:30 p.m. in Conference Room #1, City Hall, 7900 South Westmead Avenue, Portage, Michigan to receive comments on the Community Development Block Grant (CDBG) Program, community development needs, fair housing issues, housing priorities and funding for human/public services within the City of Portage. The city anticipates receiving approximately \$210,000 in Federal CDBG funding in 2015-16, and an estimated \$25,000 of program income.

All interested persons are encouraged to attend. Comments can be submitted in writing on or before January 8, 2015 to the City of Portage, Department of Community Development, or may be presented in person at the public hearing. Citizens desiring additional information should contact the City of Portage Department of Community Development, (269) 329-4477 for additional information.

Department of Community Development
Vicki Georgeau, Director

December 24, 2014

11/2013/01

STATE OF MICHIGAN)
County of Kalamazoo

ss Dya Madan

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



THE KALAMAZOO GAZETTE

DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(day) _____

February 28 A.D. 20 15

Sworn to and subscribed before me this 2 day of March 2015

MARIETTA FOLEY
Notary Public, State of Michigan
County of Kent
My Commission Expires: December 23, 2016



February 28, 2015 Notice of Availability of the draft FY 2015-16 Annual Action Plan and Notice of Public Hearing

The draft Community Development Block Grant (CDBG) Program FY 2015-16 Annual Action Plan, has been prepared as required by the U.S. Department of Housing and Urban Development (HUD) for communities receiving federal funding through the CDBG Entitlement grant program. The draft FY 2015-16 Annual Action Plan outlines proposed projects that will be undertaken with the \$356,442 in CDBG funding expected to be available to the City of Portage for FY 2015-16 from HUD. For FY 2015-16, proposed projects/expenditures are:

Housing Rehabilitation Assistance Program (loans and grants)	\$144,067
Down Payment Assistance Program	\$10,000
Neighborhood Improvement-Code Administration and Enforcement	\$58,005
Neighborhood Improvement-Sidewalk Enhancements	\$50,000
Neighborhood Improvement-Unsafe Structure Clearance and Demolition	\$10,000
Human/Public Services	\$42,510
Grant Administration and Fair Housing Activities	\$41,860
TOTAL	\$356,442

- The draft document is available for review at the following locations:
- Department of Community Development, City of Portage, 7900 South Westnedge Avenue, Portage, MI 49002
 - Portage District Library, 300 Library Lane, Portage, MI 49002
 - Portage Senior Center, 320 Library Lane, Portage, MI 49002
 - Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
 - City of Portage web site (www.portagemi.gov) under: Department of Community Development, Planning, Development and Neighborhood Services, Documents

Comments can be submitted in writing on or before noon on Thursday, April 2, 2015 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, April 2, 2015 at Portage City Hall at 6:30 p.m. For additional information, please contact the Department of Community Development at 269-329-4477 or 269-329-4466.



Department of Community Development

TO: Human Services Board **DATE:** March 26, 2015
FROM: Vicki Georgeau^{1/8} Director of Community Development
SUBJECT: Human Services Board recommended 2015-2016 Goals and Objectives

Attached is a communication from Deputy City Clerk, Adam Herringa, requesting the Human Services Board provide to City Council recommended goals and objectives for FY 2015-2016.

The Board is advised to review the attached draft transmittal to City Council and discuss this matter during the April 2, 2015 meeting. Human Services Board recommended goals and objectives for FY 2015-2016 must be approved by the Board and submitted to the Office of the City Clerk by April 15, 2015. The Council Mission Statement and Goals and Objectives have also been included for your information.

Attachments: Advisory Board communication from Deputy City Clerk dated February 12, 2015
Human Services Board FY 2015-2016 Goals and Objectives (DRAFT transmittal)

Memo to HSB Recommended 2015-2016 G&O's

CITY OF PORTAGE

COMMUNICATION

TO: Advisory Board Chairperson*

DATE: RECEIVED February 12, 2015

FROM: Adam Herringa, Deputy City Clerk 

FEB 12 2015

SUBJECT: Proposed Goals for 2015-2016

COMMUNITY DEVELOPMENT

This is a reminder that proposed goals and objectives for the 2015-2016 Fiscal Year need to be prepared and forwarded to the City Clerk Office by April 15, 2015. The proposed goals and objectives will be compiled and forwarded to City Council for review.

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

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

- * Paul Welch, Planning Commission
- Ruth Caputo, Chair, Environmental Board
- Mark Reile, Chair, Historic District Commission
- Sandra Sheppard, Chair, Human Services Board
- Kathleen Hoyle, Chair, Park Board
- Ann Perkins, Chair, Senior Citizens Advisory Board
- Sami Ahmad, Chair, Youth Advisory Committee

- c: Laurence Shaffer, City Manager
- Staff Liaison: Christopher Forth, Planning Commission
- Christopher Barnes, Environmental Board
- Erica Eklov, Historic District Commission
- Elizabeth Money, Human Services Board ✓
- Kim Phillips, Senior Citizens Advisory Board
- Department of Parks, Recreation and Senior Citizen Services

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

Mission Statement of the Portage City Council

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

- (1) to ensure the long-term financial health of the city;
- (2) to promote the highest level of quality of life in all aspects for all residents;
- (3) to provide positive leadership for the entire county-wide community in all areas of municipal governance;
- (4) to encourage effective long-term planning in all considerations within Council purview and
- (5) to ensure transparency and access to information.

2014-2015 GOALS & OBJECTIVES

COMMUNITY DEVELOPMENT

Goal: Promote quality of life in Portage.

Objectives:

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

ECONOMIC DEVELOPMENT

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

Objectives:

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

TRANSPORTATION

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

Objectives:

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

CUSTOMER RELATIONS

Goal: Promote excellent customer relations.

Objectives:

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

PUBLIC IMPROVEMENTS

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

Objectives:

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

QUALITY OF ENVIRONMENT

Goal: Enhance environmental quality and protect natural resources.

Objectives:

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

SERVICE DELIVERY

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

Objectives:

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

FINANCE AND BUDGETING

Goal: Maintain the financial health of the city.

Objectives:

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

**TRANSMITTAL FROM
HUMAN SERVICES BOARD**

DATE: April 3, 2015

A rectangular stamp with the word "DRAFT" in a bold, sans-serif font. To the left of the text is a small icon of a document with a folded corner.

TO: Honorable Mayor and City Council

FROM: Sandra Sheppard, Chair, Human Services Board

SUBJECT: FY 2014-2015 Board update and Proposed FY 2015-16 Goals

On behalf of the Human Services Board, I am to writing to summarize the activities of the Human Services Board during the current fiscal year:

- The Board held the required public hearings for the CDBG Program, and reviewed the following documents: FY 2013-14 Consolidated Annual Performance Evaluation Report in September 2014, and draft FY 2015-16 Annual Action Plan over two meetings held in January and April 2015.
- The Board also reviewed human/public service funding applications and recommended funding levels for FY 2015-16 to City Council. In addition, the Board will review and update the evaluation criteria and application form for Human/Public service funding and the revised documents will be used in the FY 2016-17 funding round.
- The Board, in conjunction with city staff, developed and disseminated a Quick Reference Help Guide to provide information to citizens in need of basic human needs including food, shelter, and housing.
- The Board received an overview from the Kalamazoo Transit Authority and the Kalamazoo County Transit Authority (KCTA) on bus services and route changes in Portage.
- In addition, Board member Maye has continued to report to the Board regarding the Kalamazoo Transit Authority Local Advisory Committee (LAC) activities, and other transit issues on a monthly basis.
- Red Ribbon Week promotion was also accomplished in October 2014 which included a proclamation in acknowledgement of the substance and tobacco use prevention event.
- During the April 2, 2015 meeting, the Board discussed and recommended the following goals for FY 2015-16.

I look forward to discussing the activities of the Human Services Board at an upcoming Council meeting.

Attachment: 2015-2016 Recommended Human Services Board Goals and Objectives

**2015-2016 RECOMMENDED
HUMAN SERVICES BOARD
GOALS AND OBJECTIVES**

HUMAN SERVICES BOARD

1. Fulfill advisory role requirements for CDBG program and human/public service funding requests.
 - a) To make recommendations regarding the Community Development Block Grant (CDBG) Program
 - b) To make recommendations regarding human/public service funding from the CDBG Program and General Fund to the City Council
 1. Convene public hearings for the CDBG Program Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report.
 2. Hear appeals from the CDBG Housing Program Guidelines.
 3. Review fair housing activities
 4. Review applications and presentations from agencies for human/public services and recommend funding levels to City Council.
2. To serve as a resource and provide information to City Council regarding public transportation in the City of Portage.
 - a) Advise City Council on matters pertaining to public transportation in the City of Portage and make recommendations as appropriate.
 1. Review public transportation needs within the City of Portage.
 2. Review countywide demand/response of transportation services.
3. To serve as a resource to City Council for special projects.
 - a) To take appropriate action on projects as assigned by City Council
 - b) Review mechanisms for identifying human service needs in the community.
 - c) Identify and educate City Council on emerging human service issues in Portage.
 1. Continue to serve on Kalamazoo Transit Authority Local Advisory Committee.
 2. Assist City Council with Red Ribbon Week activities.
4. Forward to City Council an update to goals for current fiscal year (November and April) and recommended goals for upcoming fiscal year (April).