



# HUMAN SERVICES BOARD

September 1, 2016

**CITY OF PORTAGE HUMAN SERVICES BOARD**

**FINAL AGENDA**

**Thursday, September 1, 2016  
(6:30pm)**

**Conference Room #1**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES:**

June 2, 2016

**PUBLIC HEARING:**

1. FY 2015-16 CDBG Consolidated Annual Performance Evaluation Report

**NEW BUSINESS:**

- \* 1. Human Service Grant, Small Work Group Update - Woodin
- 2. Red Ribbon Week, Small Work Group Update - Woodin
- 3. Kalamazoo Transit Authority LAC update- Maye

**STATEMENT OF CITIZENS:**

**ADJOURNMENT:**

**MATERIALS TRANSMITTED**

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

**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting June 2, 2016

**CALL TO ORDER:** 6:33 p.m.

**ROLL CALL:** Staff liaison Elizabeth Money called roll: Diane Durian (arrived at 6:37 p.m.), Effie Kokkinos (aye), Ray LaPoint (aye), Elma (Pat) Maye (aye), Nadeem Mirza (aye), Edward Morgan (absent), Sandra Sheppard (aye), Fiorella Spalvieri (absent), Amanda Woodin (aye), and Lindy Nebiolo, Youth Representative, (aye). Maye made a motion supported by Durian to excuse Spalvieri. Motion passed 6-0.

**STAFF PRESENT:** Elizabeth Money, Neighborhood Program Specialist; Vicki Georgeau, Director Community Development; Randy Brown, City Attorney; and Bryan Beach, Assistant City Attorney

**APPROVAL OF MINUTES:** Kokkinos moved and Maye supported approval of the minutes. Motion passed 6-0.

**OLD BUSINESS**

1. **Draft Non-discrimination Ordinance:** Woodin noted that two communications were received from citizens not in support of the Nondiscrimination Ordinance. She then opened the topic up for discussion. Community Development Director Georgeau indicated that the public hearing went well, a dozen citizens spoke, and almost 40 people attended the hearing. Georgeau noted that there had been no changes to the proposed ordinance and the only new material provided was the two citizen comments. Georgeau indicated that it was anticipated the Board would vote on a recommendation to City Council. Sheppard asked what responsibility the city had to respond to comments. Georgeau indicated that the public was requested to share their input and that the city does not typically respond unless there is a question or comment that merits a response and/or clarification. Mirza indicated that some people in the community feel the ordinance singles out and provides special treatment to a select group and that these protections should apply to everyone. Woodin added that she received comments from citizens that were focused on only the subject of bathroom use and that, like the citizens who feel this ordinance singles out a special group, education is needed so the public understands the full scope of the ordinance and the purpose. Sheppard added that the ordinance ensured everyone receives equal treatment by including protections for persons of the LGBT group that are already in place for others. Georgeau elaborated by indicating the ordinance supplements state and federal laws that offer protections to other groups of people that have experienced discrimination, and that the ordinance would also provide protections for the LGBT community, which were needed due to documented discrimination. Maye supported that statement by stating all communities need laws so that everyone is afforded the same protections and equal rights, the city is not making an exception, but including sexual orientation and gender identification protection along with everyone else equally. Durian stated that the public hearing was very effective due to the personal stories citizens shared and acceptance the Portage community has already demonstrated. Kokkinos spoke highly of Portage Public Schools and their efforts to be inclusive of all students. Sheppard asked if the ordinance would cover the public schools and Assistant City Attorney Beach indicated that school districts fell under the jurisdiction of the U.S. Department of Justice. Kokkinos indicated she felt like there was a cultural shift between generations and noted that, based on public comment, older generations seemed to oppose the ordinance and younger generations support it. LaPoint stated that cultural shifts move forward slowly and unevenly, and education will be important in the future. Nebiolo agreed and stated that she finds people her age accept people and their sexual orientation or gender identity, and the topic of bathrooms and who is using them is not a concern. With no more discussion, Maye made a motion to recommend that City Council adopt the Nondiscrimination Ordinance as presented. LaPoint supported. Upon roll vote, the motion passed unanimously 7-0. While Nebiolo does not have a casting vote, she also recommended that City Council adopt the ordinance.

City Attorney Brown thanked the Board for their work and indicated the process went well with opportunity for the public to voice their opinion. Woodin also thanked the Board for their efforts. Mirza thought the experience was valuable to the Board and very educational. LaPoint stated that he thought it was important for the Board to continue their role as advocates for a more inclusive community, that education is now the focus should this ordinance be adopted, and that it was disappointing that the bathroom topic had taken over the conversation when so many important protections were covered – like housing and employment. The Board and city needed to remain focused on the larger issues at hand and the bathroom focus would eventually fade away. Brown indicated that was a great point and it was key to focus on the three core areas of protection. Georgeau stated that if the ordinance was adopted, the city would engage in further public education and outreach. Mirza asked for clarification on the next steps and Brown indicated the ordinance would be on the City Council agenda for June 14<sup>th</sup> for a first reading, with a second reading and vote on June 28<sup>th</sup>. While the Council would not hold a public hearing, citizens always have an opportunity to speak at every Council meeting.

#### **NEW BUSINESS:**

1. **Kalamazoo Transit Authority LAC update - Maye:** Maye provided information that the new Sunday service was being used but that there was a high cancelation rate. However, the grocery service (drivers assist passengers with carrying grocery bags) was being used more on Sunday. A discussion occurred about the community vans, the high demand for these vans, the process in which an organization could certify a driver and use the vans, and that it was a good program. Overall ridership was increasing for 2016 but no information was provided yet as to why it had increased. The Board felt the addition of so many new bus shelters and route changes could have impacted increased ridership.
2. **Human Services Board Summer Schedule/Small Work Groups:** Woodin stated that the Board typically did not meet in June and July. Money added that the Board could cancel their July and August meetings but that Red Ribbon Week preparation would have to start immediately in September or a small group could work on it prior to the September meeting. LaPoint added that working with the public schools on Red Ribbon Week needed to start at the beginning of the school year and that after the September meeting was too late. A discussion was had if Red Ribbon Week was still relevant and Nebiolo added that it was a big event in the elementary schools but not many events were done in the high school. Georgeau gave a brief history of the city's involvement and that ongoing substance abuse problems in the community remain a focus for the school district and the city. Maye proposed a small group meet in August and she, Nebiolo, and Woodin agreed to serve on it. Money stated that the Board typically also reviewed the grant funding process and criteria each year. The Board discussed the process and it was agreed that some of the questions needed to be reviewed and alternative submission guidelines could be discussed. Durian, Woodin, LaPoint, and Spalvieri were appointed to the small group to meet over the summer, with Kokkinos serving as an alternate. With that, Mirza made a motion to cancel the July and August regularly scheduled Human Services Board meetings, with the Red Ribbon Week and grant funding small groups to meet over the summer. Durian supported. Motion passed 7-0.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** Maye moved and Durian supported adjournment at 7:16 p.m. Motion passed 7-0.

Respectfully Submitted,

Elizabeth Money,  
Neighborhood Program Specialist

**CITY OF PORTAGE****COMMUNICATION**

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**TO:** Human Services Board**DATE:** August 26, 2016**FROM:** Vicki Georgeau, <sup>VJ</sup> Director of Community Development**SUBJECT:** Community Development Block Grant Program –  
FY 2015-16 Consolidated Annual Performance Evaluation Report

Attached is the FY 2015-16 Consolidated Annual Performance Evaluation Report (CAPER) for the City of Portage Community Development Block Grant (CDBG) Program. This report is required by the U.S. Department of Housing and Urban Development (HUD), and provides details regarding how CDBG entitlement grant funds were expended during the prior program year and how accomplishments compare to the goals and objectives established in the five-year 2011-2015 Consolidated Plan.

A public hearing regarding this matter is required prior to the submittal of the FY 2015-16 CAPER to the Detroit HUD Field Office, which has been scheduled for the September 1, 2016 Board meeting. Elizabeth Money, Human Services Board staff liaison, will be available on September 1<sup>st</sup> to summarize the FY 2015-16 CAPER and answer any questions or comments regarding the report.

**Attachments:** Community Development Block Grant Program –  
FY 2015-16 Consolidated Annual Performance Evaluation Report

**CITY OF PORTAGE, MICHIGAN**

**FY 2015-16**

**COMMUNITY DEVELOPMENT**  
**BLOCK GRANT (CDBG) PROGRAM**

**CONSOLIDATED ANNUAL PERFORMANCE**  
**EVALUATION REPORT (CAPER)**

**July 1, 2015 through June 30, 2016**

**Prepared By:**

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

**CITY OF PORTAGE, MICHIGAN**

**FY 2015-16  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT**

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**CITY OF PORTAGE**  
**FY 2015-16**  
**COMMUNITY DEVELOPMENT**  
**BLOCK GRANT PROGRAM (CDBG)**  
**CONSOLIDATED ANNUAL EVALUATION REPORT (CAPER)**

**I. INTRODUCTION**

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

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

HUD requires the submission of two IDIS reports for the CAPER: 1) the CDBG Activity Summary Report and 2) the CDBG Financial Summary Report. The first report (on pages 2-8) provides program activity details such as actual expenditures and socio-economic data regarding beneficiaries. The second report (on pages 9-11) provides financial reporting details such as funding resources available, program income received, percent of funds expended for low-income beneficiaries, public services and administration.

A supplemental narrative to these reports and consists of Sections III through V, which explains in further detail activities carried out during FY 2015-16.



**PGM Year:** 2015  
**Project:** 0005 - PLANNING/ADMINISTRATION  
**IDIS Activity:** 149 - Planning and Administration  
**Status:** Completed 8/15/2016 3:38:29 PM  
**Location:** Objective: National Objective:  
 Outcome: General Program Administration (21A)  
 Matrix Code: National Objective:

**Initial Funding Date:** 11/02/2015

**Description:** General grant administration and planning activities, including Consolidated Plan update, FY 2016-17 Annual Action Plan, HUD reporting and activities to further fair housing.

**Financing**

CDBG	Fund Type	Grant Year	Grant	Funded Amount		Drawn In Program Year		Drawn Thru Program Year	
				Total	Hispanic	Total	Hispanic	Total	Hispanic
EN		2015	B15MC260023	\$19,688.94		\$19,688.94		\$19,688.94	
<b>Total</b>				<b>\$19,688.94</b>		<b>\$19,688.94</b>		<b>\$19,688.94</b>	

**Proposed Accomplishments**

**Actual Accomplishments**

**Number assisted:**

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>							

**Female-headed Households:**

Income Category:	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Percent Low/Mod				

**Annual Accomplishments**

General grant planning and program administration.

PGM Year: 2015  
 Project: 0001 - OWNER OCCUPIED HOUSING REHABILITATION  
 IDIS Activity: 153 - Owner Occupied Housing Rehabilitation

Status: Open  
 Location: 7900 S Westnedge Ave Portage, MI 49002-5117  
 Objective: Provide decent affordable housing  
 Outcome: Sustainability  
 Matrix Code: Rehab; Single-Unit Residential (14A) National Objective: LMH

Initial Funding Date: 11/02/2015

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

Financing

Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
EN	Pre-2015		\$97,677.49	\$0.00	\$0.00
	2013 B13MC260023			\$23,005.63	\$23,005.63
	2014 B14MC260023			\$74,671.86	\$74,671.86
PI			\$80,530.13	\$80,530.13	\$80,530.13
<b>Total</b>			<b>\$178,207.62</b>	<b>\$178,207.62</b>	<b>\$178,207.62</b>

Proposed Accomplishments

Housing Units : 30

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	14	0	0	0	14	0	0	0
Black/African American:	4	0	0	0	4	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>

Female-headed Households:

6

Income Category:

	Owner	Renter	Total	Person
Extremely Low	4	0	4	0
Low Mod	14	0	14	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
<b>Total</b>	<b>18</b>	<b>0</b>	<b>18</b>	<b>0</b>
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years Accomplishment Narrative

2015 Expended \$178,208 to complete repairs to nine owner-occupied housing units within the City of Portage.

# Benefitting

PGM Year: 2015

Project: 0002 - DOWN PAYMENT ASSISTANCE - OWNER-OCCUPIED HOUSING  
IDIS Activity: 151 - Down Payment Assistance - Owner-occupied Housing

Status: Completed 8/15/2016 3:49:58 PM  
Location: Address Suppressed

Objective: Provide decent affordable housing  
Outcome: Availability/accessibility  
Matrix Code: Direct Homeownership Assistance (13)

National Objective: LMH

Initial Funding Date: 11/02/2015

**Description:**

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

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn in Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$8,000.00	\$0.00	\$0.00
		2014 B14MC260023			\$8,000.00	\$8,000.00
<b>Total</b>	<b>Total</b>			<b>\$8,000.00</b>	<b>\$8,000.00</b>	<b>\$8,000.00</b>

**Proposed Accomplishments**

Households (General) : 6

**Actual Accomplishments**

**Number assisted:**

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	2	0	0	0	2	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	2	0	0	0	2	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Female-headed Households:**

2 0 2

**Income Category:**

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	4	0	4	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>Percent Low/Mod</b>	<b>100.0%</b>		<b>100.0%</b>	

**Annual Accomplishments**

Years Accomplishment Narrative

2015 Expended \$8000 to assist two home buyers with the purchase of houses that will be owner-occupied and located in low-moderate income neighborhoods.

# Benefitting

PGM Year: 2015  
 Project: 0003 - HUMAN/PUBLIC SERVICES-PORTAGE COMMUNITY CENTER  
 IDIS Activity: 150 - Human/public Services - Portage Community Center

Status: Completed 8/15/2016 4 02:07 PM  
 Location: 325 E Centre Ave Portage, MI 49002-5512  
 Objective: Create economic opportunities  
 Outcome: Sustainability  
 Matrix Code: Public Services (General) (05) National Objective: LMC

Initial Funding Date: 11/02/2015

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

Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	Pre-2015		\$42,502.00	\$0.00	\$0.00
	2013	B13MC260023		\$6,835.00	\$6,835.00
	2014	B14MC260023		\$35,667.00	\$35,667.00
<b>Total</b>			<b>\$42,502.00</b>	<b>\$42,502.00</b>	<b>\$42,502.00</b>

Proposed Accomplishments  
 People (General) : 8,000

Actual Accomplishments

Number assisted:

	Owner	Renter	Total	Person
	Total	Hispanic	Total	Hispanic
White:	0	0	0	4,364
Black/African American:	0	0	0	1,196
Asian:	0	0	0	40
American Indian/Alaskan Native:	0	0	0	34
Native Hawaiian/Other Pacific Islander:	0	0	0	2
American Indian/Alaskan Native & White:	0	0	0	38
Asian White:	0	0	0	8
Black/African American & White:	0	0	0	4
American Indian/Alaskan Native & Black/African American:	0	0	0	240
Other multi-racial:	0	0	0	8
Asian/Pacific Islander:	0	0	0	30
Hispanic:	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,960</b>

Female-headed Households: 0

Income Category:

Income Category	Owner	Renter	Total	Person
Extremely Low	0	0	0	3,158
Low Mod	0	0	0	2,802
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,960</b>
Percent Low/Mod				100.0%

Annual Accomplishments

Years

2015

Accomplishment Narrative

The Portage Community Center, a sub-recipient of the CDBG Program, expended \$42,502 to provide human/public services to 2,980 low-income

# Benefitting

PGM Year: 2015

Project: 0004 - NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT

IDIS Activity: 152 - Neighborhood Improvement - Code Administration & Enforcement

Status: Completed 8/15/2016 3:37:59 PM

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

Objective: Create suitable living environments

Outcome: Sustainability

Matrix Code: Code Enforcement (15)

National Objective: LMA

Initial Funding Date: 11/02/2015

**Description:**

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

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC260023	\$45,240.83	\$45,240.83	\$45,240.83
<b>Total</b>	<b>Total</b>			<b>\$45,240.83</b>	<b>\$45,240.83</b>	<b>\$45,240.83</b>

**Proposed Accomplishments**

Housing Units : 700

Total Population in Service Area: 22,470

Census Tract Percent Low / Mod: 108.24

**Annual Accomplishments**

Years **Accomplishment Narrative**

2015 Expended \$45,241 to respond to 546 code enforcement complaints/cases in low-moderate income neighborhoods. These activities help prevent and eliminate blight within Portage neighborhoods.

# Benefiting

PGM Year: 2015

Project: 0006 - NEIGHBORHOOD IMPROVEMENT - Sidewalk Enhancements

IDIS Activity: 154 - NEIGHBORHOOD IMPROVEMENT - Sidewalk Enhancements

Status: Completed 8/15/2016 2:38:23 PM

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

Objective: Create suitable living environments

Outcome: Sustainability

Matrix Code: Sidewalks (03L)

National Objective: LMA

Initial Funding Date: 11/02/2015

Description:

Improvements to existing sidewalk infrastructure with significant deterioration and/or heaving within the Lexington Green, Deerfield/Roanoke neighborhoods and on New Hampshire Drive.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$47,322.40	\$0.00	\$0.00
		2013	B13MC260023		\$10,275.28	\$10,275.28
		2014	B14MC260023		\$37,047.12	\$37,047.12
<b>Total</b>	<b>Total</b>			<b>\$47,322.40</b>	<b>\$47,322.40</b>	<b>\$47,322.40</b>

Proposed Accomplishments

Public Facilities : 22

Total Population in Service Area: 2,860

Census Tract Percent Low / Mod: 58.39

Annual Accomplishments

Years

Accomplishment Narrative

# Benefitting

2015 Completed 2,336 square feet of public sidewalk replacement (including 245 square feet of curb/gutter repair and four accessible sidewalk ramps) to enhance the quality of life and improve pedestrian amenities within low-moderate income neighborhoods. In particular, sidewalks were replaced in the Lexington Green (Census Tract 19.05, Block Group 3) and Deerfield/Roanoke neighborhoods and on New Hampshire Drive (Census Tract 35.00, Block Group 2).

PGM Year: 2015

Project: 0007 - NEIGHBORHOOD IMPROVEMENT - Unsafe Structure Clearance and Demolition  
IDIS Activity: 155 - NEIGHBORHOOD IMPROVEMENT - Unsafe Structure Clearance and Demolition

Status: Completed 8/15/2016 2:33:27 PM  
Location: 5523 Monticello Ave Portage, MI 49024-1210

Objective: Create suitable living environments  
Outcome: Sustainability  
Matrix Code: Clearance and Demolition (04)

National Objective: LMA

Initial Funding Date: 11/02/2015

Description:

Demolition of vacant and unsafe structure at 5523 Monticello Avenue to remove blight.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$11,025.00	\$0.00	\$0.00
		2014	B14MC260023		\$11,025.00	\$11,025.00
<b>Total</b>	<b>Total</b>			<b>\$11,025.00</b>	<b>\$11,025.00</b>	<b>\$11,025.00</b>

Proposed Accomplishments

Housing Units : 1

Total Population in Service Area: 1,210

Census Tract Percent Low / Mod: 52.89

Annual Accomplishments

Years      Accomplishment Narrative

2015      Demolished and restored site of abandoned unsafe dwelling.

# Benefiting

**Total Drawn In Program Year: \$351,986.79**



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 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
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**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	260,045.51
02 ENTITLEMENT GRANT	221,442.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	77,692.22
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	559,179.73

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	332,297.85
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	332,297.85
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	19,688.94
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	351,986.79
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	207,192.94

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	332,297.85
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	332,297.85
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	42,502.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	42,502.00
32 ENTITLEMENT GRANT	221,442.00
33 PRIOR YEAR PROGRAM INCOME	89,518.33
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	310,960.33
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	13.67%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	19,688.94
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	19,688.94
42 ENTITLEMENT GRANT	221,442.00
43 CURRENT YEAR PROGRAM INCOME	77,692.22
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	299,134.22
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	6.58%



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

Report returned no data.

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

Report returned no data.

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	6	154	5864086	NEIGHBORHOOD IMPROVEMENT - Sidewalk Enhancements	03L	LMA	\$47,322.40
					<b>03L</b>	<b>Matrix Code</b>	<b>\$47,322.40</b>
2015	7	155	5864086	NEIGHBORHOOD IMPROVEMENT - Unsafe Structure Clearance and Demolition	04	LMA	\$1,825.00
2015	7	155	5906541	NEIGHBORHOOD IMPROVEMENT - Unsafe Structure Clearance and Demolition	04	LMA	\$9,200.00
					<b>04</b>	<b>Matrix Code</b>	<b>\$11,025.00</b>
2015	3	150	5864086	Human/public Services - Portage Community Center	05	LMC	\$6,835.00
2015	3	150	5892681	Human/public Services - Portage Community Center	05	LMC	\$13,903.00
2015	3	150	5906541	Human/public Services - Portage Community Center	05	LMC	\$6,835.00
2015	3	150	5923799	Human/public Services - Portage Community Center	05	LMC	\$3,417.00
2015	3	150	5953684	Human/public Services - Portage Community Center	05	LMC	\$11,512.00
					<b>05</b>	<b>Matrix Code</b>	<b>\$42,502.00</b>
2015	2	151	5923799	Down Payment Assistance - Owner-occupied Housing	13	LMH	\$5,000.00
2015	2	151	5953684	Down Payment Assistance - Owner-occupied Housing	13	LMH	\$3,000.00
					<b>13</b>	<b>Matrix Code</b>	<b>\$8,000.00</b>
2015	1	153	5864086	Owner Occupied Housing Rehabilitation	14A	LMH	\$29,199.51
2015	1	153	5892681	Owner Occupied Housing Rehabilitation	14A	LMH	\$51,494.51
2015	1	153	5906541	Owner Occupied Housing Rehabilitation	14A	LMH	\$14,603.07
2015	1	153	5923799	Owner Occupied Housing Rehabilitation	14A	LMH	\$30,860.63
2015	1	153	5953684	Owner Occupied Housing Rehabilitation	14A	LMH	\$52,049.90
					<b>14A</b>	<b>Matrix Code</b>	<b>\$178,207.62</b>
2015	4	152	5864086	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	\$5,726.69
2015	4	152	5892681	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	\$13,458.77
2015	4	152	5906541	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	\$6,676.19
2015	4	152	5923799	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	\$6,183.68
2015	4	152	5953684	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	\$13,195.50
					<b>15</b>	<b>Matrix Code</b>	<b>\$45,240.83</b>
<b>Total</b>							<b>\$332,297.85</b>

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	3	150	5864086	Human/public Services - Portage Community Center	05	LMC	\$6,835.00
2015	3	150	5892681	Human/public Services - Portage Community Center	05	LMC	\$13,903.00
2015	3	150	5906541	Human/public Services - Portage Community Center	05	LMC	\$6,835.00
2015	3	150	5923799	Human/public Services - Portage Community Center	05	LMC	\$3,417.00
2015	3	150	5953684	Human/public Services - Portage Community Center	05	LMC	\$11,512.00
					<b>05</b>	<b>Matrix Code</b>	<b>\$42,502.00</b>
<b>Total</b>							<b>\$42,502.00</b>



**III. FEDERAL RESOURCES**

The City of Portage had the following resources available for affordable and supportive housing activities during the reporting period (July 1, 2015 - June 30, 2016).

**RESOURCES AVAILABLE FY 2015-16**

<b><u>CDBG PROGRAM FUNDING SOURCE</u></b>	<b><u>AMOUNT</u></b>
Unexpended CDBG Funds at End of Previous Reporting Period (FY 2014-15)	\$260,046
FY 2015-16 Federal CDBG Entitlement	\$221,442
CDBG Program Income Funds Received During FY 2015-16	\$ 77,692
<b>Total Revenue</b>	<b>\$559,180</b>
<b>Total FY 2015-16 Program Expenditures</b>	<b>\$351,987</b>
<b>Total Unexpended Fund Balance at End of Program Year</b>	<b>\$207,193</b>

The table above indicates Portage had \$559,180 of CDBG Program resources available during the reporting period through its entitlement grant program. As also shown on Table A, Budget and Expenditures, and Table B, Financial Summary (see page 26), the FY 2015-16 budget was \$356,442 while total expenditures were \$351,987. At the end of FY 2015-16, there was unexpended combined balance of \$207,193. Expenditure of \$100,000 of the unexpended fund balance has been budgeted for FY 2016-17, and will be directed toward assistance for Housing Program activities, sidewalk repairs in low-moderate income neighborhoods, housing demolition and grant planning activities. In addition, up to \$37,987 (10% of the FY 2016-17 CDBG budget) may be expended on additional housing projects during FY 2016-17. Additional expenditures from the Unexpended Fund Balance, or expenditure on program activities not included in the FY 2016-17 Annual Action Plan requires amendment to the Plan.

In addition to the annual CDBG entitlement grant program, and while not directly available to the city, over \$2.2 million in HUD and MSHDA resources were available to assist the community during the program year as follows: \$437,505 of MSHDA Emergency Solution Grants and \$1,777,855 of HUD Supportive Housing Grants to area emergency, transitional and permanent support housing providers.

**IV. GENERAL GRANTEE NARRATIVE STATEMENT**

**A. Assessment of Five Year Goals**

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

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

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

As stated in the Consolidated Plan, the city addresses housing and other community development needs as part of the funding provided by the CDBG program. On average, approximately \$300,000 is annually budgeted to specifically address the objectives listed above. Many of the plan objectives are also addressed through ongoing city operations, such as the Comprehensive Plan, the Capital Improvement Program, economic development initiatives and year-to-year General Fund appropriations. All activities undertaken with CDBG funds benefit extremely-low to low-income residents of Portage. The largest program component, housing rehabilitation, provides the opportunity for extremely low to low-income homeowners to make affordable home improvements. As an additional benefit, improvements to homes are often in lower income neighborhoods and therefore, CDBG-funded improvements play an important role in encouraging private investment as well. Residents in such areas who can afford improvements are more likely to make investments in their property if others are doing the same.

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

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

In summary, the following activities were undertaken in FY 2015-16 in the effort to meet goals of the Consolidated Plan:

- Provided housing rehabilitation loans on a city-wide basis to nine income-eligible households (25 individuals), identified as a “High” priority in the Consolidated Plan.
- Provided home buyer down payment assistance to two households (7 individuals) identified also as a “High” priority in the Consolidated Plan.
- Funded the Portage Community Center, which provided supportive human services to 2,980 low/moderate income Portage residents, identified as a “medium” priority in the Consolidated Plan.
- Completed code compliance activities involving 546 properties and/or cases within low/moderate income neighborhoods to aid in the prevention and elimination of blight.

- Demolished an unsafe, abandoned house and restored the site in an effort to eliminate a blighting influence in a low-moderate income neighborhood.
- Completed 2,336 square feet of public sidewalk replacement/repairs (including 245 square feet of curb/gutter repair and four accessible sidewalk ramps) to enhance the quality of life and improve pedestrian amenities within in low-moderate income neighborhoods.
- Participated on the Kalamazoo County LISC Affordable Housing Partnership, which addresses countywide housing goals and targets specific housing production for low-income residents of Kalamazoo County.
- Contributed to the activities of the Fair Housing Center of Southwest Michigan by providing financial assistance and in-kind administrative assistance with fair housing services carried out by the center.
- Completed administrative and significant planning activities related to the CDBG program, including the update of the 2016-2020 Consolidated Plan and FY 2016-17 Annual Action Plan.

#### B. Affirmatively Furthering Fair Housing

The City of Portage continues to take steps to affirmatively further fair housing based on the *Analysis of Impediments to Fair Housing (A/I)* study. The impediments identified in the 2011 A/I study were: (1) lack of understanding as to the prevalence of housing discrimination; (2) differential terms/conditions within housing transactions; (3) lack of knowledge by general public, landlords, and realtors about fair housing laws; (4) less frequent home mortgages/purchasing by racial minorities; and (5) protected classes deterred by the lack of affordable housing. Specific actions to address identified impediments were undertaken:

- The city adopted a local non-discrimination ordinance that provides protections against discrimination in housing, employment and public accommodations. The City of Portage Non-Discrimination Ordinance includes all of the protected classes provided for in federal and state statutes, and also includes protections against discrimination based on actual or perceived sexual orientation and gender identity.
- The city continued to participate on the Advisory Board of the Fair Housing Center of Southwest Michigan and provided \$2,000 for the provision of fair housing services such as education, outreach, complaint investigation and referrals.
- The city sponsored the annual fair housing conference, which was organized and hosted by the Fair Housing Center of Southwest Michigan in April 2016.
- The city makes referrals to Fair Housing Center of Southwest Michigan, Dispute Resolution Services and Western Michigan Legal Aid regarding fair housing and tenant/landlord issues, as necessary in response to inquiries and requests.
- In April 2016, the Executive Director of the Center made a presentation to the Human Services Board regarding fair housing activities in the community. In addition, in April 2016, the Portage City Council passed a resolution in recognition of Fair Housing Month.

C. Affordable Housing

Efforts to address affordable housing are undertaken as part of the CDBG Program. The affordable housing stock in Portage tends to be the houses located in mature neighborhoods. These houses are in greater need of exterior and interior repairs and major system improvements such as heating, electrical and plumbing. The CDBG Housing Rehabilitation program assists with financing these improvements. In addition, during FY 2015-16 the Down Payment Assistance Program was available to provide no interest deferred loans for first-time homebuyers in target low-income neighborhoods. The number of households and persons served directly, by income level, is provided in the following table.

Activity	Extremely Low Income	Very Low Income	Low Income	TOTALS
Housing Rehab Programs	Households (Persons)			
• Housing Rehab Loan	2 (7)	2 (3)	5 (15)	9 (25)
• Emergency Repair Grant Program	0 (0)	0 (0)	0 (0)	0 (0)
Down Payment Assistance Program Subtotal	0 (0)	0 (0)	2 (7)	2 (7)
<b>TOTALS</b>	<b>2 (7)</b>	<b>2 (3)</b>	<b>7 (22)</b>	<b>11 (25)</b>

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

D. Continuum-of-Care

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

E. Other Actions

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

## 1. Underserved Needs

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

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

- Catholic Family Services - The ARK: provided youth shelter, transitional and permanent housing and counseling services in an effort to protect children and reunite families when possible. General Fund: \$11,100.
- Housing Resources Incorporated: provided assistance to homeless persons and persons in danger of becoming homeless in order to secure housing. General Fund: \$19,780.
- YWCA: provided emergency shelter, transitional and permanent housing for women and their children who are victims of domestic and/or sexual abuse. General Fund: \$11,130.
- Portage Community Center: provided a variety of services including emergency assistance (food, clothing, utility shut-off payments, etc.), transportation assistance, and youth recreation scholarships. CDBG Fund: \$42,510. Also provided host agency programs, youth development programs, information/referrals amongst other services. General Fund: \$80,475.
- Gryphon Place: provided the regional 2-1-1, 24-hour information and referral hotline and database for human service assistance within the community. General Fund: \$2,340.

Special Needs: Due to funding limitations, special needs populations are not a specified priority of the Consolidated Plan. However, the city did review and approve a Payment In Lieu of Taxes (PILOT) to facilitate a proposed affordable housing development that will provide 74 units of affordable rental housing, with 30% of the units targeted for persons with disabilities and special needs.

## 2. Eliminate Barriers to Affordable Housing

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

- Participating on the Kalamazoo County LISC Affordable Housing Partnership, which sets goals for affordable countywide housing production;
- Working with non-profit housing developers on affordable housing projects;

- Undertaking code administration and enforcement in low/moderate target areas to maintain affordable housing stock as a desirable location to live;
- Providing housing rehabilitation loans and grants to low/moderate income homeowners throughout the city to ensure maintenance of affordable housing;
- Providing home buyer assistance (no-interest deferred loans) in target areas.

### 3. Institutional Structure/Enhancement of Coordination

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

### 4. Improve Public Housing

The City of Portage does not have a Public Housing Authority and has no public housing units. Kalamazoo County does not have a Public Housing Authority (PHA) and therefore, the Michigan State Housing Development Authority (MSHDA) serves as the PHA for Kalamazoo County. In 2002 however, Kalamazoo County did establish a Public Housing Commission (PHC), and created a locally-funded Local Housing Assistance Fund (LHAF) that provided: 1) rental housing subsidies for extremely low-income households; 2) homelessness prevention assistance; 3) created an endowment to provide future funding for the LHAF; and 4) leveraged state and federal funding to provide housing for chronically homeless persons, homeless households and women in recovery. In 2008, the City of Portage awarded the PHC a \$100,000 grant from its General Fund to assist with the provision of affordable rental housing. As funding for the LHAF had been nearly depleted, in November 2015 a six-year county-wide Local Housing Assistance Fund Millage was passed that will provide an estimated \$800,000 annually to provide temporary financial housing assistance to county residents, including those residing in the City of Portage. Kalamazoo County voters passed the millage by a 56% margin, while City of Portage voters passed the millage by a 58% margin.

### 5. Lead Based Paint Hazards

Due to the relatively newer housing stock, lead-based paint has not been a significant problem in the City of Portage. However, efforts to educate the public

and test and address lead-based paint hazards are undertaken in conjunction with the City of Portage CDBG Housing Rehabilitation Program and the Downpayment Assistance Program. Any hazards found during the inspection or rehabilitation process are addressed as part of the overall project in compliance with federal regulations.

6. Compliance with Program and Comprehensive Planning Requirements

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

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

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

8. Priority Non-Housing Community Development Needs

Non-housing community development needs are identified as a relative low priority in the Consolidated Plan. The City of Portage receives a relatively small entitlement amount, which generally is not sufficient to fund capital projects. Capital projects are routinely addressed in the City of Portage Capital Improvement Program, which is a program of specific capital projects for ten years into the future, with funding from taxes, special assessment revenues and other sources. During the FY 2015-16 program year, \$50,000 in unexpended funds were budgeted to make improvements to existing sidewalk infrastructure within low-moderate income neighborhoods.

F. Leveraging Resources

The city received \$221,442 in federal CDBG entitlement funds this fiscal year, and budgeted receipt of \$35,000 in program income funds. In addition, \$100,000 in Prior Years' Funds was included in the overall budget. For all CDBG Program activities, which include: housing rehabilitation; down payment assistance; neighborhood improvement/code enforcement; sidewalk enhancements; demolition/site clearance; human/public services; and program administration, \$337,150 in combined City of

Portage General Fund monies (\$22,705), public and private monies (\$314,445) leveraged \$351,897 in CDBG Program expenditures. This leveraging increases the beneficial impact of CDBG Program activities. The City of Portage does not require matching funds for the Housing Rehabilitation Program, but offers incentives to encourage homeowner contributions to housing rehabilitation costs. In addition, the city seeks partnerships with non-profit housing developers to undertake affordable housing projects in order to leverage federal funding with other government and private funds.

#### G. Citizen Comments

A public notice was published in the August 17, 2016 issue of the Kalamazoo Gazette indicating the availability of the FY 2015-16 Consolidated Annual Performance Evaluation Report (CAPER) for public review and comment. Citizens have the opportunity to review and comment on the CAPER at two locations within the city, and via the city website. Public comments will be accepted through September 1, 2016, and the City of Portage will hold a public hearing on September 1, 2016. A summary of public comments received and a Proof of Publication of the notice will be included in Appendix B and C, respectively.

#### H. Self-Evaluation

Over the period covered by this Annual Performance Report (July 1, 2015 - June 30, 2016), the city has accomplished the majority of the goals set forth in the Annual Action Plan. To summarize, progress included:

- A total of \$178,208 was expended for housing rehabilitation repairs to 9 households (25 individuals) as part of the CDBG housing programs, identified as a “High” priority in the Consolidated Plan.
- A total of \$8,000 was expended to provide home buyer down payment assistance to two households (7 individuals), also identified as a “High” priority in the Consolidated Plan.
- A total of \$45,241 was expended on code compliance efforts to arrest blight and housing deterioration in low-income target neighborhood, which was identified as a “High” priority in the Consolidated Plan.
- A total of \$42,502 (CDBG Fund) and \$125,625 (General Fund) was provided to agencies providing supportive services to low/moderate income persons and families, which was identified as a “Medium” priority in the Consolidated Plan.
- A total of \$19,689 (CDBG Fund) was expended to undertake administrative activities related to the CDBG program, including fair housing services. Grant administration and planning activities included updates to the 2016-2020 Consolidated Plan, FY 2016-17 Annual Action Plan, FY 2014-15 CAPER, Environmental Review, and quarterly reporting to HUD, amongst other activities.
- Provided \$2,000 in financial assistance for the provision of fair housing services, including education and enforcement activities. In addition, a local Non-Discrimination Ordinance was adopted by City Council during the program year.

- Staff resources were devoted toward participation on the Kalamazoo County LISC Affordable Housing Partnership, which addresses countywide housing goals and targets specific rental and owner-occupied housing production for low and moderate-income families. These activities range from “High” to “Low” priorities in the Consolidated Plan.

**V. CDBG GRANTEE SPECIFIC NARRATIVE**

**A. Use of CDBG Funds vs. Priorities, Needs, Goals and Objectives of the Consolidated Plan: FY 2015-16 Projects Undertaken**

In the overall effort to preserve and upgrade the quality of the existing housing stock in the city, the FY 2015-16 Annual Action Plan outlined activities that were planned to be undertaken to best utilize the limited personnel and financial resources available to the City of Portage. Each project outlined activities proposed in an effort to fulfill the overall goals contained in the Consolidated Plan. The performance that occurred in FY 2015-16 for each priority is described in the following paragraphs.

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

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

- a. **Resource and Program Funds Used:** \$178,208
- b. **Activities Undertaken:** All activities within this project are directed toward improving the quality, and bringing up to HUD Housing Quality Standards (HQS) existing owner occupied housing units within the city. The program activities completed are as follows:

Activity	2015-16 Service Goal	# of Households Served	# of Persons Served	Amount Expended*
Housing Rehab Loans, includes water/sewer connection, interior and exterior improvements	13	9	25	\$178,208
Emergency Repair Grants	2	0	0	\$0
<b>TOTALS</b>	15	9	25	\$178,208

\*Includes administration and delivery costs.

- c. **Geographic Distribution:** The housing rehabilitation programs do not specifically target a particular area of the city. Applicants to the program must qualify based on income. As a matter of practice, however, the greatest rehabilitation need is in the older neighborhoods that generally coincide with

the low-to-moderate income target neighborhoods (see Low Income Neighborhoods map in Appendix A).

- d. **Leverage with Federal Funds of Non-Federal Funds:** (\$0) Occasionally private homeowners will contribute additional funds in conjunction with rehabilitation projects. However, during the FY 2015-16 program year, no homeowners did so.
- e. **Matching Contributions:** None required.
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** Fifteen households in total were projected to be assisted by the Housing Rehabilitation Program, while 9 households were assisted with a total expenditure of \$178,208. The average project expenditure, including delivery costs, was \$19,801. While the actual number of households served was lower than the goal, actual investment was higher than planned during the fiscal year (expenditures were \$27,111 more than budgeted). In addition, five rehabilitation and one emergency repair projects were underway but not yet completed prior to the end of the fiscal year. Ongoing efforts to promote program participation and identify contractors to participate in the program will be undertaken over the FY 2015-16 program year.

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

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

- a.     **Resource and Program Funds Used:** \$8,000
- b.     **Activities Undertaken:** Two projects were completed during the reporting period providing \$8,000 in assistance for home purchases in target neighborhoods, not including program administration costs.
- c.     **Geographic Distribution:** The program is open to low-moderate income, first-time homebuyers who are currently residents of Kalamazoo County. The Downpayment Assistance Areas map in Appendix A shows the areas eligible for assistance through the Downpayment Assistance Program.
- d.     **Leverage with Federal Funds of Non-Federal Funds:** Funds are supplemented with a first mortgage for the purchase of the home from a lending institution. The two households assisted contributed \$239,621 in private non-federal funds toward the home purchase in the form of first mortgages.

- e. **Matching Contributions:** The homebuyer fulfilled local lending institution financial requirements and obtain sufficient monies from this private sector source.
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** The city assisted two low-income home buyers during FY 2015-16, which is consistent with the projected goal. This level of participation supports signs of an improving housing market.

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

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

- a. **Resource and Program Funds Used:** \$42,502
- b. **Activities Undertaken:** City of Portage residents were assisted by the Portage Community Center (PCC) during the reporting period. Such services, which are explained in more detail on page 25, include emergency assistance (food, clothing and financial assistance), public transportation assistance, and youth recreation scholarships primarily to low income clientele.
- c. **Geographic Distribution:** N/A.
- d. **Leverage with Federal Funds of Non-Federal Funds:** \$42,502 of CDBG Funds was provided for human/public services to benefit low-income persons. In addition, PCC indicates that \$74,824 in additional private funds and \$17,705 in city General Funds leveraged the CDBG funds for emergency assistance, transportation assistance and youth recreation scholarships. Finally, \$80,475 in city General Fund monies were provided to assist with the provision of services such as information and referral, host agency services, holiday basket program, and youth programs.
- e. **Matching Contributions:** N/A
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** It was projected that the Portage Community Center could provide assistance to 3,000 Portage residents with CDBG Funds, while 2,980 residents within the community were assisted. As noted above, additional assistance was also provided to Portage residents funded by provided City of Portage with General Fund monies.

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

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

- a. **Resource and Program Funds Used:** \$45,241
- b. **Activities Undertaken:** Activities undertaken within this category include code administration and enforcement in low income target neighborhoods, ensuring elimination of blighted conditions and correction of other code violations that may have a negative effect on the health, safety and/or welfare of the neighborhood.

Activity	FY 2015-16 Service Goal	Actual Service	Amount Expended
Response to Code Violations in Low Income Target Areas	350-400	546	\$45,241

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

**Code Enforcement Activity FY 2015-16**

Census Tract & Block Group	Number of Violations
19.05-1	61
19.05-3	36
19.05-5	99
19.06-1	99
19.07-1	47
20.03-2	57
20.05-1	3
35.00-2	75
35.00-3	69

- d. **Leverage with Federal Funds of Non-Federal Funds:** The City of Portage annually allocates approximately \$5,000 in General Fund monies for neighborhood improvement/code administration and enforcement activities to help cover the cost of office supplies, mailing costs, other overhead and field equipment.
- e. **Matching Contributions:** NA
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** Generally, 350-400 code violations in low-income target neighborhoods are investigated on an annual basis. In FY 2015-16, 546 complaints/identified

violations were addressed in target neighborhoods, which exceeds the goal for the program year. Addressing community quality and other code violations through code administration and enforcement provides important assistance in the effort to maintain and improve these target neighborhoods. Neighborhood Improvement-Code Enforcement activities were completed within budget.

**PROJECT 5: NEIGHBORHOOD IMPROVEMENT-SIDEWALK  
ENHANCEMENTS  
PRIORITY LEVEL IN CONSOLIDATED PLAN: MEDIUM  
AND LOW**

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

- a. **Resource and Program Funds Used:** \$47,322
- b. **Activities Undertaken:** Activities undertaken involved replacement of existing sidewalks with significant deterioration and/or heaving within low-moderate income neighborhoods.
- c. **Geographic Distribution:** Sidewalks were replaced within the Lexington Green (Census Tract 19.05, Block Group 3) and the Deerfield/Roanoke neighborhoods, and on New Hampshire Drive (Census Tract 35.00, Block Group 2).
- d. **Leverage with Federal Funds of Non-Federal Funds:** None.
- e. **Matching Contributions:** NA
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** The Sidewalk Enhancements project was completed within the budget.

**PROJECT 6: NEIGHBORHOOD IMPROVEMENT-UNSAFE STRUCTURE  
CLEARANCE AND DEMOLITION  
PRIORITY LEVEL IN CONSOLIDATED PLAN: MEDIUM  
AND HIGH**

**Performance Measures:** The objective of the Neighborhood Improvement-Unsafe Structure Clearance and Demolition activity is to create suitable living environments, while the intended outcome is to increase sustainability of such living environments.

- c. **Resource and Program Funds Used:** \$11,025
- d. **Activities Undertaken:** Activities undertaken included demolition of an unsafe and abandoned dwelling on Monticello Avenue. The activity included environmental studies prior to demolition and site restoration (final grade and seeding).

- d. **Geographic Distribution:** As noted above, this activity occurred on Monticello Avenue (Census Tract 35.00, Block Group 2).
- g. **Leverage with Federal Funds of Non-Federal Funds:** None.
- h. **Matching Contributions:** NA
- i. **Actual Investment Pattern vs. Planned Investment Pattern:** Actual expenditures were \$11,025 compared to the projected cost of \$10,000.

**PROJECT 7: CDBG PROGRAM ADMINISTRATION**  
**PRIORITY LEVEL IN CONSOLIDATED PLAN: N/A**

- a. **Resource and Program Funds Used:** \$19,689
- b. **Activities Undertaken:** General administrative oversight of activities of the CDBG Entitlement Program, completion of the 2016-2020 Consolidated Plan and 2016-17 Annual Action Plan, Environmental Review Record, FY 2014-15 CAPER, HUD reporting and Monitoring, Continuum of Care and fair housing activities.
- c. **Geographic Distribution:** N/A.
- d. **Leverage with Federal Funds of Non-Federal Funds:** None.
- e. **Matching Contributions:** N/A
- f. **Actual Investment Pattern vs. Planned Investment Pattern:** Administrative activities were completed within budget.

**B. Program Changes**

No changes were made to the CDBG Program during the fiscal year.

**C. Consolidated Plan Certifications**

The City of Portage certifies that it is carrying out the planned actions outlined in the Consolidated Plan:

- 1) The city worked in concert with local non-profits to identify future projects.
- 2) The city provided Statements of Consistency for 19 applications for HUD funding through the Continuum of Care process. Such statements were provided in a fair and impartial manner.
- 3) The city did not hinder Consolidated Plan implementation by any action or willful inaction.

D. National Objectives

In FY 2015-16 the city expended 100% of applicable CDBG funds to benefit low-income residents.

E. Acquisition, Rehabilitation, Demolition of Occupied Real Property

No activities were undertaken that cause temporary or permanent displacement of persons or households.

F. Economic Development Activities

NA

G. Limited Clientele Benefit

The City of Portage sets aside not more than 15% of the CDBG budget for human/public service funding, consistent with federal regulations. A total of \$42,510 was awarded to the Portage Community Center (PCC) in FY 2015-16. PCC is the only non-profit agency located in the city that provides assistance to low-income residents of Portage, and expended \$42,502 during the program year. PCC tracks the income levels of clients who participate in programs funded by the CDBG program. Some of the households/ persons assisted are defined as “limited clientele” pursuant to HUD definitions, however there are no special programs specifically targeted at limited clientele households/persons. In FY 2015-16, the programs listed in the following table were funded and administered by PCC.

**SUB-RECIPIENT ACTIVITY - LIMITED CLIENTELE BENEFIT  
PORTAGE COMMUNITY CENTER**

<b>PCC Program</b>	<b>CDBG Funding Level</b>	<b>Persons Assisted/Units of Service</b>	<b>% Low/Moderate Income</b>
Emergency Assistance	\$38,010	2,842	100%
Transportation Assistance	\$3,000	67	100%
Youth Recreation Scholarship	\$1,492	71	100%

H. Program Income

CDBG funds (except Emergency Repair grants) utilized in the Housing Programs are recaptured as Program Income in future years. Program Income received during FY 2015-16 is reported in Table E, page 27, Loans and Other Receivables are reported in Table F on page 27.

I. Lump Sum Agreement

NA

**TABLE A**

BUDGET AND EXPENDITURES					BUDGETED	EXPENDED
Housing Rehabilitation						
	Home Repair and Emergency Repair projects				\$ 151,097	\$ 178,208
Down Payment Assistance						
	Deferred Loans for First Time Homebuyers				\$ 10,000	\$ 8,000
Human/Public Services (Portage Community Center)						
	Emergency and Transportation Assistance, Youth Recreation				\$ 42,510	\$ 42,502
Neighborhood Improvement						
	Code Enforcement				\$ 51,487	\$ 45,241
Neighborhood Improvements						
	Sidewalk Enhancements				\$ 50,000	\$ 47,322
Neighborhood Improvments						
	Unsafe Structure Clearance and Demolition				\$ 10,000	\$ 11,025
Administration						
	General				\$ 39,348	\$ 17,689
	Fair Housing Activities				\$ 2,000	\$ 2,000
	<i>SUBTOTAL, Administration</i>				\$ 41,348	\$ 19,689
<b>TOTAL</b>					<b>\$ 356,442</b>	<b>\$ 351,987</b>

**TABLE B**

FINANCIAL SUMMARY					
Unexpended funds at end of previous reporting period					\$ 260,046
Entitlement Grant FY 2015-16					\$ 221,442
Program Income - Received During FY 2015-16					\$ 77,692
Prior Period Adjustments					\$ -
<b>TOTAL AVAILABLE FUNDS</b>					<b>\$ 559,180</b>
Total Expenditures					\$ 351,987
Total Planning & Admin				\$ 19,689	
Total Low/Mod Calc.				\$ 332,298	
Unexpended Balance					\$ 207,193

**TABLE C**

PUBLIC SERVICE PERCENTAGE CALCULATION						
Amount of Program Income Received In Prior Program Year FY 2014-15						\$ 89,518
Entitlement Grant						\$ 221,442
					Total	\$ 310,960
Total Public Service Expenditures						\$ 42,502
					Percent Public Service	14%

**TABLE D**

PLANNING AND PROGRAM ADMINISTRATION CAP CALCULATION						
Entitlement Grant						\$ 221,442
Program Income Received During FY 2015-16 Program Year						\$ 77,692
					Total	\$ 299,134
Planning and Administration Expenditures						\$ 19,689
					Percent Administration	7%

**TABLE E**

PROGRAM INCOME FY 2015-16						
Principal and Interest	Deferred Loans					\$ 41,235
Repayment:	Low interest loans					\$ 36,220
Investment interest, prior year						\$ 238
TOTAL						\$ 77,692

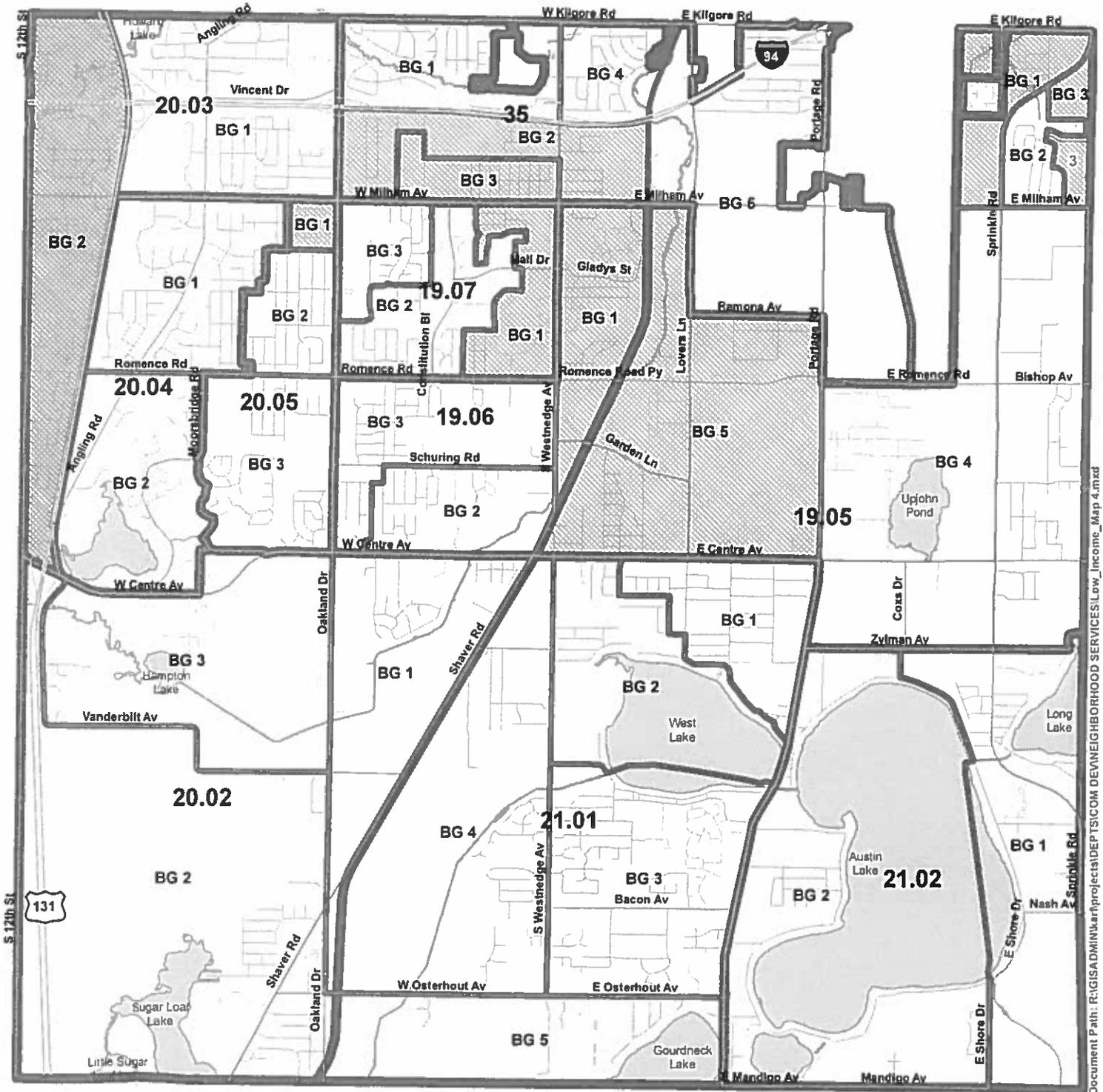
**TABLE F**

LOANS RECEIVABLE AS OF June 30, 2016 (includes only loan principal)						
Outstanding principal, Deferred Loans			213	loans		\$ 1,029,327
Outstanding principal, Low Interest Loans			7	loans		\$ 8,674
					Total	\$ 1,038,001

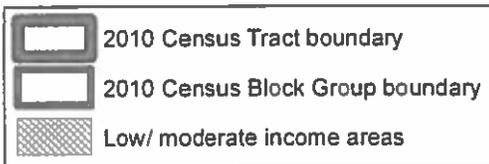
APPENDIX A

MAPS

# Low Income Neighborhoods Census Tract / Block Group Map\*



\* Based on 2006 - 2010 American Community Survey Data





APPENDIX B

SUMMARY OF PUBLIC COMMENTS

FY 2015-16 CDBG Consolidated Annual Performance Evaluation Report (CAPER) –  
Public Hearing:

**To be completed after the hearing on September 1, 2016**

APPENDIX C

PROOF OF PUBLICATION

August 17, 2016

**NOTICE OF AVAILABILITY OF THE FY 2015-16  
CONSOLIDATED ANNUAL PERFORMANCE  
EVALUATION REPORT (CAPER)**

The City of Portage has completed the CAPER for Fiscal Year (FY) 2015-16 covering the period July 1, 2015 – June 30, 2016. The CAPER outlines progress in carrying out the FY 2015-16 Annual Action Plan (the annual element of the five year Consolidated Plan) including the financial resources available and expended during FY 2015-16 as part of the Community Development Block Grant program. The CAPER will be available for review and comment beginning August 17, 2016 at the following locations:

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

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

City of Portage web site: [www.portagemi.gov](http://www.portagemi.gov), under Departments, Community Development, Planning, Development and Neighborhood Services, Documents

Written comments or questions regarding the CAPER should be directed to Vicki Georgeau, Director of Community Development, 7900 South Westnedge Avenue, Portage, Michigan 49002 on or before September 1, 2016 to the City of Portage, Department of Community Development, 7900 South Westnedge Avenue, or may be presented in person at a Public Hearing that will be held on Thursday, September 1, 2016 at Portage City Hall, Conference Room #1 at 6:30 p.m. If you need special assistance in order to review the documents please call 329-4477.

Vicki Georgeau, AICP  
Director of Community Development

**TO:** Human Services Board**DATE:** August 26, 2016**FROM:** Amanda Woodin, Chair Human Services Board**SUBJECT: Proposed Human Service Grant Application and Review Changes**

Over the summer, a small group consisting of Effie Kokkinos, Fi Spalvieri, Diane Durian and myself met to review the grant application and review forms, as well as our current process. The group met with city staff Elizabeth Money on July 11<sup>th</sup> to review the process, forms, and procedures and develop initial recommendations. In addition, subsequent to our June 2, 2016 meeting, the City Council discussed the grant process and expressed an interest in meeting with Human Services Board members and city staff to review the current process and proposed changes. On July 26<sup>th</sup>, Fi, Diane, Vicki, and myself met with the City Council for a Committee of the Whole (COW) meeting (minutes attached) prior to their regularly scheduled meeting. City Council had some concerns and thoughts about specific parts of our process, and expressed those to us at the meeting. The small group then met again on August 9<sup>th</sup> to discuss the recommendations from City Council and make further proposed revisions.

The recommendations that follow come mainly from the discussion with City Council, and the follow-up small group meeting after that. The Human Services Board will have a discussion on the recommendations at the September meeting. If needed, a follow-up discussion may be on the agenda for the October meeting. Following the discussion, the Human Services Board will vote on recommending the process for this year for City Council review. City Council will be reviewing the recommendations at their first October meeting.

The recommendations that we arrived at in grant application and review process are the following:

**APPLICATION PROCESS:**

- ❖ Advertise grant application in the *Portager* Newsletter.
  - Council feels very strongly about diversifying our applicant pool, especially those non-profits based in Portage. This will give broad notification to potential applicants.
- ❖ Move timelines to give staff more time to review and contact agencies for clarifications before packets are assembled and mailed.
  - This is intended to give the best information all at once, rather than piecemeal when items need clarification.

- ❖ Provide audits and financial statements to board and council members electronically. (Method to be determined).
  - This saves trees and taxpayer funds when printing and mailing packets, while still providing the same level of information to everyone.

**APPLICATION FORM:**

- ❖ Non-Discrimination Ordinance was discussed. This should be re-visited next year.
  - The timing is too quick for integrating into our process. This should be considered again next year.
- ❖ Change question on Outreach Efforts to more narrowly focus on targeted efforts.
  - Currently, all applicants achieve maximum points on this question. Changing the question to focus on one-on-one contacts or targeted outreach may help differentiate outreach efforts when scoring.

**APPLICATION SCORING:**

- ❖ Double the points for Basic Human Needs.
  - City Council members feel this is appropriate to be pointed highly, but given other recommendations, to keep this pointed highly, points should be doubled.
- ❖ Change the language in the Accessibility to Portage residents from “Services regularly provided in Portage” to “Services are mobile.”
  - This changes the emphasis from services being physically located in Portage to looking at how easily accessible services are for Portage residents.
- ❖ Reconfigure percentages and points for percent of Portage clients served to be:
 

75-100% Portage Clients	50 points
50-74%	40
25-49%	30
11-24%	20
1-10%	10
Less than 1%	0

  - Council members feel very strongly about emphasizing service to Portage residents. Much discussion revolved around this. Increasing the points puts more weight here. It was also pointed out that the percentages didn’t line up with the points distribution, so this fixes that.
- ❖ Review scoring as a group
  - This will eliminate confusion and generate consensus amongst board members.

**APPLICANT PRESENTATIONS**

- ❖ Discussion by the full board as to continue, discontinue, or modify the process.

- City Council feels our process is burdensome on applicants. Discontinuing or modifying the process may lift some burden. Currently the presentation is optional, and given the time of year, has presented issues in the past with weather. There are pros and cons to each option. It is a good way for board members to get familiar with organizations they don't know – if they choose to present. Discontinuing the presentation will allow for more time for the board to work on scoring or other debates, and not sway members based on good/bad/no presentation by the organizations. Another option may be to add a page in the application (with a word limit) for the organization to present any information they feel may be useful or relevant to the process in place of a presentation.

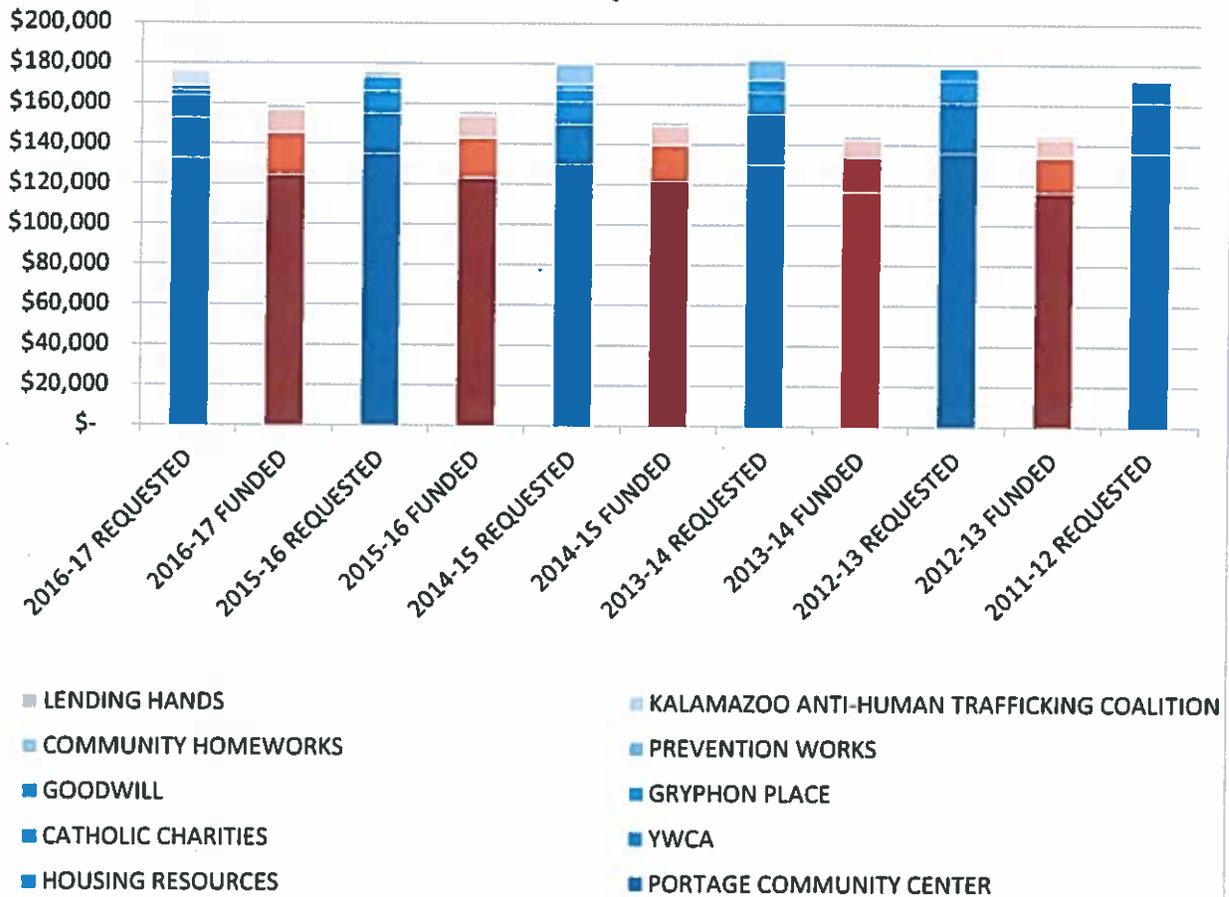
These are the recommendations arrived at in the small group. A related item came up at the City Council meeting regarding funding. The question came up if .55% of the general fund is an appropriate amount of funding. The small group, and me in particular, has some level of discomfort making a recommendation to City Council, not knowing very much about the City's financial state. However, a discussion should be had by the board. A few points to make:

- If the pool of applicants is expanded, how do we accommodate that in funding levels? Generally, funding levels are determined by adding or subtracting from previous funding levels based on points and other factors. Is this a good way to continue?
- The point was made that in good years, the City generates more revenue than expenses, leaving a surplus. Could a portion of the surplus be used to add to the pot for HSB grants?
- With City Council wanting to expand the pool of applicants, if additional funding is not available, should funding levels be re-evaluated by HSB or City Council?

Attachments:

- Five year analytical information pertaining to funding requests and awards.
- July 26, 2016 Committee of the Whole Minutes
- Grant Application with proposed changes
- Criteria with proposed agreed upon changes in yellow and items that require discussion in gray

## HSB FUNDING REQUESTS & AWARDS



AGENCY	AVERAGE REQUESTED	AVE %	AVERAGE FUNDED	AVE %
PORTAGE COMMUNITY CENTER	\$ 133,290	61.90%	\$ 121,340	73.49%
HOUSING RESOURCES	\$ 22,500	10.45%	\$ 18,804	11.39%
YWCA	\$ 11,000	5.11%	\$ 9,701	5.88%
CATHOLIC CHARITIES	\$ 11,136	5.17%	\$ 9,891	5.99%
GRYPHON PLACE	\$ 4,583	2.13%	\$ 1,816	1.10%
GOODWILL	\$ 2,325	1.08%	\$ 1,260	0.76%
PREVENTION WORKS	\$ 10,000	4.64%	\$ -	0.00%
COMMUNITY HOMEWORKS	\$ 10,000	4.64%	\$ -	0.00%
KALAMAZOO ANTI-HUMAN TRAFFICKING COALITION	\$ 2,500	1.16%	\$ 800	0.48%
LENDING HANDS	\$ 8,000	3.72%	\$ 1,500	0.91%
	\$ 215,334	100.00%	\$ 165,112	100%
*Average based off years requested, which is less than five years.				

## MINUTES OF THE COMMITTEE OF THE WHOLE OF JULY 26, 2016

Mayor Strazdas called the meeting to order at 6:00 p.m. The following Councilmembers were present: Richard Ford, Jim Pearson, Patricia M. Randall and Claudette Reid, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Councilmember Terry Urban was absent with notice and excuse. Also present were: City Manager Larry Shaffer, City Attorney Randy Brown, Community Development Director Vicki Georgeau and City Clerk James Hudson.

Mayor Strazdas introduced the topic, General Fund & Community Development Block Grant (CDBG) Program Human/Public Service Funding Process, reviewed the two sources of funding, and mentioned Council reliance on the Human Services Board to work with staff to review and implement the application process as approved by City Council. He deferred to City Manager Larry Shaffer, who asked Community Development Director Vicki Georgeau to outline the genesis of the process, how it operates, and what the net effect might be. He also asked Council scrutiny to see if there is an opportunity to make adjustments to the process that might make it more productive or equitable.

Ms. Vicki Georgeau welcomed Human Services Board (HSB) Chair Amanda Woodin and HSB Member Fi Spalvieri, who served with Vice Chair Diane Durian in a small group to review the evaluation criteria, the application and the funding process. She referred to the material provided Council to explain the history of the process as designed by the Human Services Board and adopted by City Council. She pointed out that the Board has since refined the process to make it as equitable as possible, recognizing that there is some subjectivity involved owing to the unique nature of each of the applicants. She noted that over the last 16 years, all of the applicants have been deserving as they perform excellent services to the community. She marked 2007 as the year when a lot of credibility was added to the process, and every year thereafter the Board went through the funding cycle, discussed whether the application needed to be revised and whether the evaluation criteria still made sense.

Ms. Georgeau indicated that the process starts every year in November when the Finance Director gives them an anticipated General Fund figure using a factorial of 0.0055 of the General Fund Revenues to determine the amount. She said staff also tries to estimate the CDBG funding amount and explained the process of disseminating requests for applications to the community in early November each year.

Ms. Georgeau explained that once the applications are received in early December, staff compiles them, makes sure they are complete, then sends them to HSB and City Council for review. She stressed that the Board also receives a presentation from the applicants at the first meeting in January and asks questions of the applicants. At the second meeting in January, each Board member reviews the applications using the established evaluation criteria, reaches an overall complete score and rank, and discusses their scores to determine their final ranking. The Board checks whether the current grantees met all of the requirements of the contract; and discusses the funding breakdown for the applicants in February by analyzing the current funding versus the requested funding and the available funding to determine a reasonable recommendation. Staff also brings some options to be considered by the Board and presents the recommendation to City Council at the Budget Work Session for Council consideration.

Ms. Georgeau referred Council to the Human Services Funding Evaluation Criteria on Page 4 of the materials provided and explained that the most important criteria is the "Basic Human Needs" segment which was added in 2008; this focuses on housing needs, food, healthcare and safety. She indicated that consideration is given to services provided in the community, or in close proximity to the community, or whether there is actual delivery to the recipient's location or whether the service providers hold office hours at the Portage Community Center or other locations in the city. She explained that there is an attempt to not have overlapping services among the non-profit organizations in the community and, if they do overlap, they are informed that they should coordinate their services. She listed the other evaluation criteria, including: economically disadvantaged individuals, persons with disabilities, victims of abuse, non-profits with a higher percentage of clients served who live in Portage, and agency outreach efforts. She explained that some agencies have the ability to receive other funding or leverage other funding, as with a long- established agency in the City, for example; and, there is an interest in finding a way to fund new agencies or start-up agencies. She referred Council to the materials provided.

In answer to Councilmember Pearson and his request for a list of past agencies and the amount of the request, the amount received and if they were not funded, Ms. Georgeau explained the attachment in the COW materials that delineates the Applicants, the Funding Request, and the Funding Approved in the General Fund and CDGB Fund categories. She mentioned that some applicants were not funded due to a number of factors. For example, factors that are considered are: the inability to carry out a program because it is not fully funded; the program proposal was not a human service activity; the program proposal scored low and/or did not provide a direct service; or the applicant could not meet general contract provisions, such as the liability insurance requirements. Councilmember Pearson asked how much the insurance requirements cost a typical applicant. Lending Hands Executive Director John Hilliard indicated that General Liability Insurance costs them \$2,400 per year, and to add the comprehensive and liability insurance was \$150 per year to have the City of Portage be "also insured."

In answer to Mayor Pro Tem Ansari, Ms. Georgeau indicated that the Portage Community Center (PCC) got more than they asked for because they are the only agency that submits a request for CDBG funding owing to the reporting requirements from Housing and Urban Development (HUD) that are burdensome. She explained that the other agencies could collect the data and apply, but they choose not to, even though they already receive funds from the City of Kalamazoo through HUD or Michigan State Housing Development Authority (MSHDA). She noted that traditionally, PCC has asked that their CDBG and General Fund grant applications be considered as one combined total funding request, so they may get more in block grants and less in general funds; and, this is found in the footnotes in the staff reports or tables and represents their combined request and their combined awards.

In reviewing the agencies that were not funded, Ms. Georgeau indicated that Community Homeworks performs home repair and is more of a housing rehabilitation program, not human services, but Community Development offered to partner with them and leverage loan funds with their grant funds. She also mentioned that Prevention Works collaborated with Kalamazoo County Substance Abuse Task Force, had a great campaign and a funding request of \$10,000.

However, she said if they were not fully funded for \$10,000, they were not going to be able to carry out the program; therefore, since there was no option for partial funding, and the Board had a concern that the request was not for service, it was more of a campaign, and not Basic Services.

She summarized the struggle of providing funds for a new applicant since applicants with higher rank usually get more money when more funds are available from grants or a lesser reduction in funding when there are less overall funds available. At this point, she deferred to HSB Chair Amanda Woodin and Ms. Spalvieri for their input.

Ms. Woodin indicated that the Board spends the most time with new applicants to determine where and how they fit in. She expressed her desire for more funds and mentioned that a lot of the applicants request the same funding as the year before because they know the limitations of the funding. She indicated that the Board met and discussed the criteria and the evaluation process and expressed an interest in incorporating the Non-Discrimination Ordinance into the process, and stressed the importance of the effort of the Board with the Non-Discrimination Ordinance. Because everyone scores very high in the communications (Amount of Outreach Efforts, Section 6) segment of the evaluation criteria, she said the Board may suggest changes in order to determine more meaningful outreach, such as one to one client-staff communications.

Councilmember Pearson asked how the Board could assign points to an agency for following the Non-Discrimination Ordinance, and Ms. Woodin replied she was not sure she would know how and noted the difficulty of making agencies outside of Portage follow the Ordinance. Discussion followed regarding implementation of the Non-Discrimination Ordinances, excludability and protected classes. In answer to Councilmember Ford, Ms. Woodin reflected that funding and funding levels get subjective and Ms. Georgeau gave HRI as an example because of its mission to prevent homelessness and its ability to provide direct financial assistance due to their large budget and leveraging of city funds.

In response to Mayor Pro Tem Ansari, Ms. Woodin indicated that the Board is still not sure how to incorporate the Non-Discrimination Ordinance into the evaluation process and discussion followed. City Manager Shaffer expressed his understanding that Mayor Pro Tem Ansari is asking if there would be some kind of system that would preclude an organization because it does not include a protective class, and Mr. Shaffer answered in the negative as he perceives that there will be no distinction among who the recipients are, whether in a protective class or not. He say that there may be some consideration where an organization has adopted language consistent with the Portage Non-Discrimination Ordinance. Discussion followed. Ms. Spalvieri assured Mayor Pro Tem Ansari that any changes would come before Council for approval. Discussion followed.

Ms. Georgeau noted that the small HSB group met in July and the full Board would be meeting in September to discuss some ideas proposed by the small HSB group, and the direction of City Council from this meeting both of which will be considered as part of the annual HSB continuous quality improvement process.

In answer to Councilmember Ford, Ms. Georgeau indicated that the single digit scoring was switched to a higher point scoring scale to help differentiate among the agencies since there were too many agencies with very close overall scores. She mentioned that the one thing that did change the score was the weight given to Basic Needs. Discussion followed and Ms. Woodin indicated that the point system is getting more and more objective and subjectivity enters into the conversation when discussing funding levels and explained. She agreed with Councilmember Ford that the ranking reflects the preference of the Board, then there is a subjective debate over who gets funding and at what level.

Ms. Spalvieri indicated that most people know what the points are and described the effect of placing weight on each criteria. When Councilmember Ford asked if the funding was or was not tied to a specific amount if the agency received a certain weighted score, Ms. Georgeau cited the example from HRI where they leveraged the \$20,000 received from Portage with \$40,000 of other funds to “put money directly into the pockets of those in need” and prevented foreclosures and homelessness, which really resonated with the Board. She used this to explain how subjectivity might enter into the discussion and gave PCC, the YWCA, Catholic Charities and HRI as examples of agencies which have received funding for many years which may inhibit the ability to provide funds for new agencies and explained. Discussion followed.

Councilmember Ford asked for feedback from Ms. Spalvieri, as the Executive Director of a Non-profit organization, and new to the Board and the process. Ms. Spalvieri answered by saying that she was very impressed with how dedicated and thorough the Board took this responsibility, as it takes hours to go through the materials. She talked about the desire to remove subjectivity from a tool whenever one is devised. She noted that the Board even discussed the pro’s and con’s of the effects of having presentations from the applicants, and how the Board compared the details in the conversations with how the criteria relates to those details. She complimented staff for their assistance and said the process went very well this year, not taken lightly, and people did their homework ahead of time.

Councilmember Randall indicated that she was on the Catholic Charities Board for five years and expressed her concern that a presentation from a paid professional is different from one coming from a volunteer. She listed some of the changes in Portage that reflect a change in the “face” of Portage over the years; she mentioned that the census reading shows more poor families in Portage, and that the School Board is providing more (free or reduced) hot lunches, a breakfast program and a (weekend) backpack program. As a taxpayer giving 0.0055 factorial of the General Fund, she said she is inclined to give more to Portage-based charities and charities that serve Portage residents thus showing a Portage preference. She indicated she knows of food banks that have been in existence for years in Portage and no one knows of them; she offered Lending Hands with a decade of experience as another example of people not aware of this service. She also wanted to consider the difficulty of the process for those with a small staff which might make the application not worth the time or not worth the cost of additional insurance which may signal the agency to seek wealthy donations instead. Discussion followed.

Ms. Spalvieri indicated that the HSB has a lot of conversation over serving Portage residents versus being based in Portage: how many people in Portage seek out this service and is there another service like this in Portage. She pointed out that the YWCA is a good example;

they do serve a number of Portage residents; and, that is a good example of the “weight” issue. Human Services Board Vice Chair Diane Durian arrived. Ms. Woodin noted there are some problems with delivery of service such as how would a person get to the YWCA, for example. She also indicated that the Board did discuss being aware of the difference between a professional presentation and one that is not, and the importance of not being unduly influenced by a professional presentation. Discussion followed.

Councilmember Pearson acknowledged that City Council approves of the recommendation from the HSB, but it is always a “rubber stamp” and Council has never really “gone through and looked at it.” He mentioned that last year, Council reviewed the top four non-profit recipients and said it is incumbent on him, not knowing the small non-profits of Portage, to understand the process. He recognized that it is a lot of work and that Council provides direction then relies on HSB for the scoring and analysis. However, he reiterated that it is important for Council to understand the process so they can provide direction. With that, he asked how many Portage citizens are being served by the top four non-profit recipients. Discussion followed.

Ms. Georgeau directed him to the Supplemental Budget and interjected that for Catholic Charities, 7.5% of the residents served with the Sexual Assault and Domestic Assault Program were Portage residents and they served 15 people per year; and for Housing Resources, Inc., 17.2 % of the residents served with the Housing Stabilization Program were Portage residents and they served 175 people per year (for the YWCA, 13.4% of the Sexual Assault and Domestic Assault Program were Portage residents, and for PCC, over 70% of clients served were Portage residents). Discussion followed.

Councilmember Pearson indicated that he wanted to know if the funds are helping Portage citizens, and he wished to determine what the City can do for smaller non-profit organizations to help people, mainly Portage citizens, and explained. He cited his question about the \$1 million insurance policy for a small operation, which makes it “tough to do.” He also pointed out that small non-profit agencies do not hire people, yet there is an infrastructure to help citizens and no payroll, so the rest goes toward helping people in need, without paying salaries. He asked the Board to think about the fact there is nothing in the scoring that maximizes the amount of Portage funds that actually go toward helping people as opposed to organizations with salaries, which he saw as similar to leveraging funds to maximize acquisition of more funds. Ms. Woodin said that there is a question in the application that asks what it costs to serve one person, although the Board does not score on it.

Councilmember Pearson concurred with the weight given to the Basic Human Needs, but asked that the Board consider giving points if the non-profit is located in Portage and/or if it serves (a large number or percentage of) Portage citizens. He questioned the provision of transportation since there is bus service for everyone, and people can call a van for a ride and go anywhere. He explained that there are many more bus routes going downtown Kalamazoo, so this may give an advantage to downtown Kalamazoo non-profit agencies. In reference to criteria number 5, and the percentage of Portage clients served, he asked the Board to analyze the disparity in the ratio that results between the percentage of clients served by the agency and the score they receive. Discussion followed.

Mayor Strazdas summed up: City Council may want to add an extra day to the Budget Review process to drill down more budget detail; there is a need to look at the too subjective - too objective question; are basic human needs a high or low priority; since the Board is deliberating outreach criteria, they may come back to Council with a determination; do we have the right percentage of the General Fund and is it enough; plus, how many Portage citizens are being served by the non-profit and/or is the non-profit located in Portage.

Councilmember Reid indicated she served on the Community Action Board for eight years, so she feels she has an understanding of the agencies in greater Kalamazoo. She said the non-profits that have developed over the years have displaced many County agencies that would normally be providing these services with funding through CDBG and other funding through Community Action, so there are entities that have been around a long time who have professional people to "pull things together" and tend to be the ones who serve a lot of people. She contrasted a non-profit that has 7% of the people they serve as Portage citizens, but they serve 10,000 people, with a non-profit that has 15% of the people they serve as Portage citizens, but they only serve 20 people. In considering what the group received last year and what they are requesting this year, she asked whether the Board looked at continuing a long-term relationship with that non-profit, or starting with a blank page, assuming nobody gets any money and starting the process by looking at the applications with a zero. She stated that having a long-term relationship with an organization allows the citizens to know where to go and allows the agency to count on a certain level of funding; however, she acknowledged that starting on a blank page gives everyone an equal opportunity. So, she asked how are we doing this and are we carrying people over or not. She recognized 7(A) and 7(B) as an attempt to do this. She mentioned that the Board indicated they are not able to discriminate differences in the area of Communications, and asked the Board to determine whether there are any questions that are doing a really good job of making distinctions and sorting the applications out. She asked them to look at why are you stratifying with some questions and in others, everyone is lumped together, for example; and, if everyone is doing a good job at communications, maybe that is not an issue that needs to be looked at and explained.

Councilmember Reid also asked when looking at the amount of funding, is the Board looking at the percentage of the request, or the total cost to run the agency because agencies differ in size, and the amount of money to run each agency is very different; moreover, for some of these agencies the amount of the award from Portage is a small portion of their budget, and for others it may make a big difference, so she asked if the Board figures out the percentage of their requirement, a dollar figure, or a percentage of what it costs to run the agency. She said she really supports Basic Human Needs because it "gets at" why we are doing this in the first place and should be given twice the weight of the other things. Also, she feels access needs to be looked at in a variety of different ways and, for one thing, should have a commensurate relationship with the number of Portage citizens served; so, if there is a high score on one and a low score on the other, something is wrong there. She said she understood that there can be discrepancies from one year to the next because there are differences at different times. She emphasized that there are some agencies that have continually provided services, and Council should continue to maintain those services unless we can find a way to provide those services otherwise. She stated she is not so sure City Council needs to spend more time drilling down on this, and re-emphasized that the Human Services Board does a great job with this process.

Mayor Pro Tem Ansari referred to the comments from Councilmember Randall, noted that there seems to be an increase in the number of people who need help, and asked if there is a need to increase the percentage of funds from the General Fund. He expressed an interest in reaching out with the *Portager* as a way to find those people in need. City Manager Shaffer responded that City Council has full appropriation authority which cannot be abridged and expressed his appreciation for the process. He also indicated that this is a policy issue and mentioned that many legislative bodies set a goal each year for their human services funding; he gave the examples of a focus upon drugs and drug usage, then a focus on hunger and explained that there are some communities that set priorities, articulate those priorities clearly on an annual basis, and appropriate as they see fit.

Councilmember Ford made the point that the City may give a non-profit \$15,000, but may get \$60,000 because of professional administration, so the non-profit may be giving us more than we are giving them. He said he likes the Portage preference and what Council can provide Portage residents, and the mailing addresses of the organizations are not important, but service to Portage is. He expressed his appreciation for the outreach efforts of the Board and emphasized that Basic Human Needs is still number one for him. Even though Council may spend 20-30 minutes at the Budget Work Session on this, he felt it was important to have a Committee of the Whole meeting to share ideas. He expressed his preference for the subjective nature owing to the efforts of the core of volunteers and his appreciation for the discussion of the pro's and con's of each of the criteria listed on the applications.

Mayor Strazdas complimented the Human Services Board; regarding objectivity, it has gotten cleaner over the years, and with a totally subjective process, there is always going to be criticism. He indicated that the HSB seems to have the right amount of objectivity and subjectivity, expressed his appreciation for their plans to rethink the outreach effort to touch and find those citizens. Discussion followed. With regard to presentations, he suggested that the Board not just listen to them so much as to ask questions about the objective detail in the application and not be influenced so much by a flashy presentation versus a non-flashy presentation. Next, he addressed the customer preference piece of Portage citizens instead of simply a Portage address and used the P.O. Box as an example of an organization location not really having a presence in Portage. He stated a preference for organizations that leverage and would push leveraging and Portage preference in the evaluation process. He recognized Portage had a drug issue, for example, and asked the Board to determine where there is a need in the community right now that we need to attack more rigorously. He expressed an interest in pursuing the Regional Planning Group as a sounding board and envisioned putting more of these agencies together, for example, to push three or four smaller agencies into the Portage Community Center and realize the efficiencies and administrative support.

Councilmember Pearson asked if it is possible for multiple smaller agencies to have a one million dollar insurance policy and Ms. Georgeau indicated that they possibly could get a fiduciary and gave Kalamazoo Anti-Human Trafficking Coalition as one organization she thinks may have or is pursuing a fiduciary relationship with Catholic Charities. Discussion followed. Councilmember Pearson indicated he was intrigued by Mr. Shaffer's comment that Council could provide funding to attack an issue for a specific span of time and asked, "If City Council

wanted to take this up, what would be the timeframe to meet?" Mr. Shaffer did not provide a specific timeline at this juncture, but offered that Council should set a priority that should be policy-driven. He then suggested they provide a policy statement that covers a three-year period, gave the examples of spousal abuse, drug abuse, etc., and send it to the HSB to tell Council how they would prioritize that and how they would make that work. As a follow-up, Councilmember Pearson asked for a budget projection, and Mr. Shaffer indicated that it will grow, but not significantly. He cited the Budget at roughly \$55 million and the General Fund at \$25 million.

After discussion, Ms. Georgeau commented that the HSB can plan to come back to City Council in October with criteria recommendations and get feedback before the funding cycle begins in November. She then explained the funding history of the General Fund factorial and some funding options and limitations. Discussion followed.

Mr. Shaffer informed Council that he wanted to work with the HSB, have them come back with a number of options that Council might explore from a policy perspective - a number of different positions. He commented that Council may never completely get away from a certain amount of sustained funding for some of these agencies. He suggested working with HSB, give them a sustainability class and maybe new funding for those agencies that meet specific goals of Council, and come back in October. Discussion followed.

Mayor Strazdas thanked the HSB members, again, for coming and, at his request, Vice Chair Diane Durian indicated that the Board members work very hard and all ask what do the Portage residents want, who really matters in Portage and who are you? She noted some agencies cannot be replaced such as the YWCA, and mentioned their excitement that Lending Hands came with an application this year. Discussion followed.

**STATEMENTS OF CITIZENS:** Mr. John Hilliard expressed his appreciation for being here, treated it as an education process for Lending Hands, which submitted an unsuccessful application last year. He thought it was important to stress service to Portage citizens; and, he asked about a return on investment or, "how much do you give us and how much do you get in return." Discussion followed. He expressed his appreciation for the help he received from Neighborhood Program Specialist Elizabeth Money and Ms. Georgeau.

**ADJOURN:** Mayor Strazdas adjourned the meeting at 7:14 p.m.

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James Hudson, City Clerk

**CITY OF PORTAGE  
HUMAN SERVICES FUNDING  
GRANT APPLICATION**

Check One:  General Fund\*  CDBG Fund\*

\*Same application form used but separate submissions required for General Fund requests and CDBG Fund requests.

**GENERAL INFORMATION**

Name of Organization:

Address:

Name of Board President:

Contact Person:

Phone #:                      email:

Web address:

If an applicant is not able to provide the following, it may not be eligible for funding. Please contact City of Portage staff if the answer to any of these questions is No:

- Is the organization able to track the number of Portage residents served?  Yes  No
- Is the organization able to provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party?  Yes  No
- Is the organization able to provide a yearly independent audit performed by a Certified Public Accountant?  Yes  No

**ORGANIZATION INFORMATION**

How long has the organization been in existence:

What is the organization's overall purpose or mission statement:

Please indicate the most recently approved fiscal year total annual budget for your organization and the fiscal year it covered:

Total budget (\$)	Fiscal year (e.g. July 1, 2014 – June 30, 2015)
\$	

- Is the organization an incorporated, not-for-profit organization:  Yes  No
- Is the organization Internal Revenue Service 501(c)(3) classified:  Yes  No
- Is your agency affiliated with any religious organization:  Yes  No

**GRANT APPLICATION INFORMATION**

1. Please list the individual programs and requested funding levels from the city:

	Name of Program	Funding amount requested (\$)
<b>NOTE: the same program numbers assigned in question #1 carry through to question #6.</b>		
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

2. Please indicate the specific intended use of city funds requested:

	Use of funds
1.	
2.	
3.	
4.	
5.	

3. For the program to be funded, please provide the total annual program budget and the percent of that budget being requested from the city:

	Total annual program budget (\$)	Percent (%) of funding requested from city
1.	\$	%
2.	\$	%
3.	\$	%
4.	\$	%
5.	\$	%

4. For the program to be funded, what is the average cost of delivering one unit of service (for example, one hour of counseling, one night of shelter, etc.):

	Cost to deliver one unit of service (\$)	Explain/describe one unit of service
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	

5. For the program to be funded, please indicate the following\* for your most recently completed fiscal year:

	Total number of program clients served	Total number of Portage residents served	Portage residents served as percent (%) of total clients served
1.			%
2.			%
3.			%
4.			%
5.			%

\*Please explain if you are unable to fully track this information:

6. When was the program for which funding is requested first established:

	Year
1.	
2.	
3.	
4.	
5.	

7. Is the organization funded by the United Way:  Yes  No  
 If yes, how much annual total funding is provided by the United Way: \$

8. For the programs to be funded, please list other significant sources of funds expected or requested, including specific information (agency name, amount requested and purpose):

9. Please identify the entire geographic area benefited by the services for which funding is requested (e.g. County of Kalamazoo, City of Portage, City of Kalamazoo, etc.):

10. For the programs to be funded, please identify which basic human needs are being addressed (check all that apply):

Provision of Housing:

- Emergency/Homeless Shelter
- Transitional or Permanent Housing
- Homelessness Prevention (Eviction/Foreclosure/Utility Shut-off Prevention)
- Other (explain): \_\_\_\_\_

Provision of Food:

- Direct Food Distribution
- Food Bank/Pantry
- Meals on Wheels
- Other (explain): \_\_\_\_\_

Provision of Health and Safety Services:

- Emergency Services
- Health Care
- Crisis Intervention
- Other (explain): \_\_\_\_\_

Provision of Quality of Life Enhancements:

- Job Training
- Educational Services
- Transportation
- Other (explain): \_\_\_\_\_

Provision of Clothing:

- Direct Distribution of Clothing
- Free/Low Cost Clothing and/or Distribution
- Other (explain): \_\_\_\_\_

Other (explain): \_\_\_\_\_

11. For the programs to be funded, how are service(s) accessible to Portage residents (check all that apply):

- Services located in Portage
- Services regularly provided in Portage (e.g., directly to the citizen, at a facility located in Portage, etc.) (explain): \_\_\_\_\_
- Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.
- 24-hour phone hot line
- Services available/accessible via public bus routes and/or transportation by an agency
- Other (explain): \_\_\_\_\_

12. What other organizations in Portage or Kalamazoo County provide the same or similar service(s):

\_\_\_\_\_

13. For the programs to be funded, which of the following best describes relationships and collaborations your organization has with other organizations serving Portage residents:

- Services are unique in the community and not duplicated by others
- Services are similar to others but steps are taken to avoid duplication (explain): \_\_\_\_\_
- Services are similar to others but information and referral is routinely provided to avoid fragmentation (explain): \_\_\_\_\_
- Services are similar to others and some duplication of services occurs (explain): \_\_\_\_\_
- Other (explain): \_\_\_\_\_

14. For the programs to be funded, a majority of clients are (check all that apply):

- Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation
- Low Income (80% or below of area median income) and/or senior citizens
- Client is vulnerable or at risk of one of the above
- Client is in need of services
- Other (explain): \_\_\_\_\_

For the programs to be funded, how are outreach efforts made to notify Portage residents of the availability of services (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Television commercial/ads | <input type="checkbox"/> Direct mailings             |
| <input type="checkbox"/> Radio commercials/ads     | <input type="checkbox"/> Informational tables/kiosks |
| <input type="checkbox"/> Newspaper ads             | <input type="checkbox"/> Presentations               |
| <input type="checkbox"/> Print media ads           | <input type="checkbox"/> Website/Social Media        |
| <input type="checkbox"/> Posters                   | <input type="checkbox"/> Open houses                 |
| <input type="checkbox"/> Flyers                    | <input type="checkbox"/> Community Events            |

15.  Other (explain): \_\_\_\_\_ the programs to be funded, what outreach efforts are made in the community – including to notify Portage residents of the availability of services (check all that apply):

Individual/Group Contact:

- |   |  |
|---|--|
| <input type="checkbox"/> Open houses      | <input type="checkbox"/> Direct Mailings/Leaflets    |
| <input type="checkbox"/> Community Events | <input type="checkbox"/> Informational Tables/Kiosks |
| <input type="checkbox"/> Planned Events   | <input type="checkbox"/> Targeted Contact            |
- (explain)
- Canvass Neighborhoods
- Media Ads

Business/Community Organization Contact:

- Presentations
- Partnerships/Networks
- Coalitions
- Briefing Kits

Other (explain): \_\_\_\_\_

15.16. If the programs are not funded or fully funded, how will the program(s) be affected (include changes in staffing, property acquisition, and costs):

16.17. If you are a current grantee and have requested an increase in funding, please explain the rationale for the increased funding request:

17.18. Please describe the anticipated long-term sustainability of the programs for which funding is requested:

19. Please indicate how many public and private dollars are leveraged for each dollar of city funding requested:

\_\_\_\_\_

20. Please provide any additional information that may supplement your grant request and was not provided in the preceding questions;

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17. Please indicate how many public and private dollars are leveraged for each dollar of city funding requested;

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Please attach the following documents for City of Portage review:

1. Sample brochure(s) describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

Please electronically submit the following documents for City of Portage review (flash drive or CD or email to XXXXXXXXX in PDF/TIFF/JPG formats):

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1. Most recently completed audit.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

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**AUTHORIZED SIGNATURE**

I hereby verify that the information presented above is correct to the best of my knowledge.

\_\_\_\_\_

Name (print or type)

X \_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

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## HUMAN SERVICES FUNDING EVALUATION CRITERIA

In addition to the criteria listed below, which apply to the service(s) to be provided with the funding requested, the following Mission Statement for the Human Services Board will also serve as a guide to the Board in its review and recommendation of funding applications:

*The mission of the Human Services Board is to facilitate the satisfaction of the basic human needs of all Portage citizens by educating and advising the City Council, Portage human service agencies, and the community at large.*

**1. EXTENT TO WHICH THE PROGRAM ADDRESSES A BASIC HUMAN NEED**  
(QUESTION 10 ON APPLICATION)

(Select only one that most closely fits)

"Basic Human Needs" are considered to include:	Score
Provision of housing (e.g. emergency, transitional, permanent, homelessness/ prevention such as eviction, foreclosure, and/or utility shut-off prevention)	100
Provision of food (e.g., direct food distribution, food bank/pantry, Meals on Wheels)	80
Provision of health and safety services (e.g., emergency services, health care, crisis intervention, etc.)	60
Provision of job training, educational services, transportation, or quality of life enhancements	40
Provision of clothing (e.g. direct, free/low-cost clothing and/or distribution)	20
None of the above	0

**2. ACCESSIBILITY OF THE PROGRAM SERVICE TO PORTAGE RESIDENTS**  
(QUESTION 11 ON APPLICATION)

5 = Not Accessible to 25 = Easily Accessible

(Select only one that most closely fits)

"Accessibility" can be considered to be:	Score
Services located in Portage	25
Services are mobile (e.g. at a facility located in Portage or at the citizen's location)	20
Services accessible after normal (8 a.m.-5 p.m.) business hours, 24-hour phone hot line, or other methods	15
Services available / accessible via public bus routes and/or transportation by agency	10
None of the above	0

**3. DOES APPLICANT HAVE WORKING RELATIONSHIPS / COLLABORATIONS WITH OTHER ORGANIZATIONS SERVING PORTAGE RESIDENTS?**  
(QUESTION 13 ON APPLICATION)

5 = Fragments Service Delivery to 25 = Coordinates or Improves Service Delivery

(Select only one that most closely fits)

"Coordinates or Improves Service Delivery" can be generally considered to be:	Score
Services are unique in community and not duplicated by others	25
Services are similar to others but carefully coordinated to avoid duplication	20
Services are similar to others but Information and Referral is routinely provided to avoid fragmentation	15
Services are similar to others and some fragmentation of services occurs	10
None of the above	0

**4. AMOUNT OF OUTREACH EFFORTS**  
(QUESTION 15 ON APPLICATION)

5 = No Outreach to 25 = Extensive Outreach Efforts to People in Needs

(Select only one that most closely fits)

"Extensive Outreach" can be considered to be: regular newsletter distribution; cable access PSAs; advertisements/marketing campaigns; service listing in I&R databases/directories (2-1-1, United Way, etc.);	Score

presentations to community organizations/schools; open houses; coordination/provision of services with/at other agencies; participation in community collaborative efforts (e.g., MPCB, KLAHP, etc.)	
Utilizes 5 or more methods of outreach to Portage residents	25
Utilizes 4 methods of outreach to Portage residents	20
Utilizes 3 methods of outreach to Portage residents	15
Utilizes 2 methods of outreach to Portage residents	10
Utilizes 1 method of outreach to Portage residents	5

5. OF PORTAGE RESIDENTS SERVED, ARE MAJORITY ECONOMICALLY OR SOCIALLY DEPRIVED, SENIOR CITIZENS, OR PERSONS WITH DISABILITIES?  
(QUESTION 14 ON APPLICATION)

5 = No Special or Unusual Needs to 25 = Economically or Socially Deprived

(Select only one that most closely fits)

"Economically or Socially Deprived" can be generally considered to be:	Score
Clientele is extremely low income and/or disabled and/or victim of abuse and/or other situation	25
Clientele is low income and/or senior citizens	20
Clientele is vulnerable or at risk of one of the above	15
Clientele is in need of services	10
None of the above	0

6. PERCENT OF PORTAGE CLIENTS SERVED  
(QUESTION 5 ON APPLICATION)

5 = Few to 25 = Many

(Select only one that most closely fits)

"Many" clients served can be considered to be:	Score
Portage clients equals 75-100% of clients served by agency	50
Portage clients equals 50-74% of clients served by agency	40
Portage clients equals 25-49% of clients served by agency	30
Portage clients equals 11-24% of clients served by agency	20
Portage clients equals 1-10% of clients served by agency	10
Portage clients equals >1%	0

*For new programs/agencies in the community for less than five years, use criterion 7(A).*

*For programs/agencies in the community for five or more years, use criterion 7(B).*

*(QUESTION 6 (YEAR STARTED) AND 3 (% FUNDED) ON APPLICATION)*

7(A). ABILITY OF AGENCY TO RECEIVE OTHER FUNDING OR

5 = Extensive to 25 = Limited

(Select only one that most closely fits)

"Limited" ability to receive other funding for "new" applicants can be generally defined as follows:	Score
Grant request equals 51% or more of the agency's budget	25
Grant request equals 31-50% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 6-10% of the agency's budget	10
Grant request equals 0-5% of the agency's budget	5

7(B). ABILITY OF AGENCY TO LEVERAGE OTHER FUNDING

5 = Limited to 25 = Extensive

(Select only one that most closely fits)

"Extensive" leveraging of other funding for "previous" applicants can be generally defined as follows:	Score
Grant request equals 0-5% of the agency's budget	25
Grant request equals 6-10% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 31-50% of the agency's budget	10
Grant request equals 51% or more of the agency's budget	5