



# HUMAN SERVICES BOARD

April 7, 2016

# CITY OF PORTAGE HUMAN SERVICES BOARD

## A G E N D A

Thursday, April 7, 2016  
(6:30pm)

Conference Room #1

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF MINUTES:

- \* March 3, 2016

### OLD BUSINESS:

- \* 1. Draft Non-discrimination Ordinance

### PUBLIC HEARING

- \* 1. Draft FY 2016-2020 Consolidated Plan

### NEW BUSINESS:

- \* 1. Fair Housing Center of Southwest Michigan Update – Bob Ells
- \* 2. Proposed FY 2016-17 Goals and Objectives
- 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 March 3, 2016

**CALL TO ORDER:** 6:30 p.m.

**ROLL CALL:** Staff member Elizabeth Money called roll: Diane Durian (aye), Ray LaPoint (aye), Elma (Pat) Maye (aye), Nadeem Mirza (aye), Edward Morgan (aye), Fiorella Spalvieri (aye), Amanda Woodin (aye), and Lindy Nebiolo, Youth Representative, (aye). A motion was made by Maye and supported by LaPoint to excuse Effie Kokkinos. Motion passed 8-0.

**STAFF PRESENT:** Elizabeth Money, Neighborhood Program Specialist; Randy Brown, City Attorney and Bryan Beach, Assistant City Attorney

**APPROVAL OF MINUTES:** Morgan moved and Maye seconded approval of the minutes as submitted. Motion passed 8-0.

### **NEW BUSINESS:**

1. **Memo Regarding Nondiscrimination Ordinance:** Money opened the discussion by referencing the memo and attached material in the agenda packet. It was indicated that, consistent with the Board's role as an advisory board to City Council, the Board would handle public review for the proposed nondiscrimination ordinance that the City Attorney's office was currently working on. The attached agenda information was given to the Board to apprise them of actions being taken, provide an example with the recently adopted Kalamazoo Township nondiscrimination ordinance, and provide additional information including an executive summary from a Michigan Department of Civil Rights report. Randy Brown, City Attorney, indicated that his office was researching the various nondiscrimination ordinances currently in effect throughout Michigan and that they were customizing a proposed ordinance for Portage. Brown informed the Board a public hearing would likely be held in May 2016 and that his office would have a proposed ordinance for the Board to review at the April 7<sup>th</sup> Board meeting. Morgan asked what Brown liked or didn't like with the ordinances he was reviewing. Brown indicated the review was still in process so he couldn't yet comment. Woodin asked what the proposed ordinance would cover – housing, employment, or both. Brown responded that housing, employment, and public accommodations were all being reviewed. A discussion was had on the public hearing and Money indicated it would likely be scheduled in the City Council Chambers and a date had not been set. At this time, it was not known if the hearing would occur during a regularly scheduled meeting or be a separate meeting. Maye suggested the public hearing be separate from a regular Board meeting as she had worked with Oshtemo and Kalamazoo Townships during their nondiscrimination ordinance process as a (former) employee of the Fair Housing Center of Southwest Michigan. Brown thanked Maye for her advice and indicated that a separate meeting was an option. Mirza asked how such an ordinance would be implemented. Brown indicated that how other communities implement their ordinance varied considerably and that his office was trying to develop a workable model tailored to Portage. Woodin asked if there was consensus with the City Council over this subject and Brown responded that there was consensus but that it was Councilmember Urban who initiated action. Brown indicated that further information would be provided to the Board for the April meeting.
2. **FY 2016-17 Human/Public Service Application Funding:** Woodin opened by requesting that Money explain the new updated funding amounts and the City Administration proposed funding amounts. Money indicated that there was more funding available from the General Fund and that was incorporated into the revised memo given to the Board in the Final Agenda. Money indicated that both new applicants were recommended to be funded, and that while the services they provided did not rank/score as high as most of the other applicants, they did improve the quality of life for participating Portage residents. Money indicated that applicants to the CDBG Housing Assistance Program had informed her that they utilize the

VITA tax program offered by Goodwill Industries. Some applicants also informed her they did not have Internet access and this free service was a way that they could file securely online. The remaining applicants, all FY 2015-16 grant recipients, are recommended to receive increased funding from FY 2015-16 levels. Higher ranked applicants are recommended to receive a larger dollar amount increase with Portage Community Center (PCC) receiving the largest increase. The Board had a lengthy discussion about the quality of some applicant information and that some applicants would score higher if they submitted more detailed information. LaPoint indicated that some applicants get more than they requested and some get less. A discussion was had about what applicants request and how that should effect the funding they received. Money indicated that application question #17 does ask applicants to explain why they are requesting an increase in funding from the previous year. The purpose of this question is to provide information on significant changes (increased staff, new infrastructure, etc.) that could justify a change in funding. Woodin added that some applicants ask for a realistic amount because they have to prepare their budgets before grants are awarded. If they regularly receive a similar amount from the city, that is what they will budget for and request. If they were told beforehand that amounts could change, they would likely increase their request. Mirza questioned applicant accountability and Money indicated that each applicant had to submit six month reports to the city accounting for expenditures and the number of Portage residents served. The Board discussed the presentations and that some applicants better communicated useful information about the funding requests. Money reminded the Board that presentations were not required and, while presentations are intended to supplement the applications and provided an opportunity for the Board to ask questions, that the quality of the presentation was not scored. Woodin asked if the Board had any alternative suggestions or if the proposed City Administration funding amounts were acceptable. After no alternative funding suggestions were made, Morgan moved and Mirza seconded accepting the funding amounts as proposed. The motion was opened for discussion and Maye wondered if Gryphon should get more of an increase. Money explained that Gryphon was receiving \$160 more than last year and that they scored or ranked last out of the previously funded applicants. Durian again commented on PCC combining their requests and staff and the Board explained that was due to changes to the funding levels in the two funds and PCC being the only applicant to receive funding from both. No further discussion was had and the funding amounts were as follows: CDBG Fund/ PCC \$41,928; General Fund/ PCC \$82,386, Housing Resources \$20,735, YWCA \$11,685, Catholic Charities \$11,635, Goodwill Industries \$1,500, Gryphon Place \$2,500, Lending Hands of Michigan \$1,500. A roll call vote was taken (Mirza left at 7:36): Durian (aye), LaPoint (aye), Maye (aye), Morgan (aye), Sheppard (aye), Spalvieri (aye), Woodin (aye). Motion passed 7-0. While Youth Advisory Representative Nebiolo does not have a casting vote, she also agreed with the Board on the proposed funding.

3. Kalamazoo Transit Authority LAC update - Maye: Maye had no updates as the LAC had not met since the last meeting.

#### **STATEMENT OF CITIZENS:**

**ADJOURNMENT:** Money indicated that the Board would receive an email with a link to the draft 2016-2020 Consolidated Plan when it was uploaded to the city website. She reminded the Board that the public comment period started next week and would end a public hearing during the April 7<sup>th</sup> Board meeting. There being no further action, LaPoint moved and Maye supported adjournment at 7:52. Motion passed 7-0.

Respectfully Submitted,

Elizabeth Money,  
Neighborhood Program Specialist

**TO:** Human Services Board**DATE:** April 1, 2016**FROM:** Vicki Georgeau, <sup>VB</sup> Director of Community Development**SUBJECT:** Non-discrimination Ordinance

At the March 3, 2016 Human Services Board meeting, the City Attorney and staff provided initial information regarding a proposal by City Council to develop a draft local non-discrimination ordinance. Subsequent to this meeting, the City Attorney and City Administration conducted research on model ordinances and best practices among other Michigan municipalities to determine the appropriate scope of the ordinance, including core protections to be included in a local ordinance.

Based on this research, it is recommended the local non-discrimination ordinance provide three core protections: housing, employment, and public accommodations. The ordinance should include protections for persons covered under state and federal civil rights statutes and additional protections for sexual orientation and gender identity. The draft ordinance is similar to ordinances adopted by Oshtemo Township, Kalamazoo Township and the City of Fenton, among others. Not only are some of these ordinances local, but they are also specifically used as examples of "good" ordinances that include a moderate approach to non-discrimination issues.

Attached is the draft Non-Discrimination Ordinance, as well as the Oshtemo Township and Fenton ordinances referenced when developing the proposed City of Portage ordinance. The following is a discussion of the reasoning behind removal or addition of specific provisions.

- **City Contractors and Discriminatory Effects:**

There are two provisions which appear in the Fenton ordinance and some others, but not in Oshtemo Township. One is "Nondiscrimination by City Contractors" and the other is called "Discriminatory Effects". We have not included either one of these in the draft ordinance. We believe that the application to city contractors will require more and wide ranging investigation into the policies and operations of private companies, many of which are not located in the Kalamazoo area. This would include increased costs and staff time. With regard to the Discriminatory Effects provision, the protections are clearly far beyond the core protections and also may be difficult to prove.

- **Language Regarding Facility Policies:**

The draft ordinance does not include the underlined phrase:

“However, nothing in this ordinance: i) permits or requires access to any place or public accommodation for the purpose or intent of engaging in criminal conduct; or ii) requires the construction or provision of unisex single user restrooms, changing rooms, locker rooms or shower facilities, [nor affect policies regarding the use of restrooms, changing rooms, locker rooms or shower facilities.]”

The underlined language is not included in the Oshtemo Township, Kalamazoo Township or Fenton ordinances and may not be necessary at this point. It is however included in similar, recently adopted ordinances from Marquette and Traverse City. The purpose of this phrase is to alleviate public concerns regarding the effect of the ordinance on policies regarding facility use. Should such concerns arise during the hearing process or even after adoption, this language can be added at that time.

- **Ordinance Enforcement**

Many non-discrimination ordinances examined establish special anti-discrimination committees to oversee ordinance enforcement. Generally, these committees contain appointed members who investigate and respond to discrimination complaints. In addition, many of the committees are charged with initiating community programs to promote inclusion.

The draft ordinance does not incorporate such a committee because it would require cost and staff time considerations. Like other local ordinances, the draft ordinance follows a more simplified approach to keep the investigation and enforcement internal with the City Manager, who may develop a conciliation agreement or refer to the Department of Public Safety for investigation. Larger cities and communities with large student populations may choose to have a more involved type of investigation and the creation of special committees to review complaints, but we believe that is unnecessary. The proposed internal investigation and enforcement may resolve issues far more quickly.

- **Penalties**

In keeping with the majority of the ordinances reviewed, the penalty is a civil infraction, as well as relief permitted under state law, which may also include injunction. Like many others, the draft ordinance proposes the standard “not more than \$500.00” fine. Oshtemo Township has a much more detailed fine structure which we find to be unnecessary given the low volume of complaints anticipated and the court’s discretion to impose a fine.

Community Development staff and the City Attorney will be in attendance at the April 7<sup>th</sup> Board meeting to address questions and comments from the Board in regard to the draft ordinance. After review and discussion, it is recommended that the Board hold a special public meeting in regard to the draft ordinance on Thursday, May 26, 2016 in Council Chambers.

Attachments: Draft City of Portage Non-Discrimination Ordinance  
Oshtemo Township Non-Discrimination Ordinance  
City of Fenton Human Rights Ordinance

## Non-Discrimination Ordinance

- 0.01 Intent, Purpose and Construction .
- 0.02 Definitions.
- 0.03 Discriminatory Housing Practices.
- 0.04 Discriminatory Public Accommodation Practices.
- 0.05 Discriminatory Employment Practices.
- 0.06 Exemptions.
- 0.07 Information and Investigations.
- 0.08 Conciliation Agreements.
- 0.09 Penalties.
- 0.10 Repealer.
- 0.11 Severability.
- 0.12 Effective Date.

**RECEIVED**

**MAR 28 2016**

**COMMUNITY DEVELOPMENT**

### 0.01 INTENT, PURPOSE AND CONSTRUCTION.

(a) It is the intent of the City of Portage that no person be denied the equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil rights or be discriminated against because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity.

(b) The prohibitions against discrimination as provided for in this ordinance shall not be deemed preempted by federal or state law, but are intended to supplement state and federal civil rights law prohibiting discrimination in the areas of employment, public accommodations, and housing. Provided, however, this ordinance shall be construed and applied in a manner consistent with First Amendment jurisprudence regarding the freedom of speech and exercise of religion.

(c) Nothing in this ordinance shall require preferential treatment of any person or group on the basis of sexual orientation or gender identity.

### 0.02 DEFINITIONS.

As used in this chapter, the following words and phrases have the following meanings:

(a) "Age." Chronological age.

(b) "City Manager." The City Manager of the City of Portage or his or her designee.

(c) "Discriminate." To make a decision, offer to make a decision or refrain from making a decision based in whole or in part on the actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity, of another person.

(d) "Educational institution." A public or private institution or a separate school or department thereof, including an academy, college, elementary or secondary school, extension course, kindergarten, nursery, local school system, or university, or a business, nursing, professional, secretarial, technical, or vocational school. For the purposes of this definition, educational institution includes an agent of an educational institution.

- (e) "Employer." Any person employing one (1) or more persons.
- (f) "Employment Agency." A person who undertakes to procure employees for an employer or procures opportunities for individuals to be employed by an employer.
- (g) "Family Status." The state of being in a family.
- (h) "Family." Includes either of the following:
1. Two or more individuals related by blood within three degrees of consanguinity, marriage, adoption, in a foster care relationship or legal custody relationship;
  2. Functional family. A collective number of individuals domiciled together in one dwelling whose relationship is of a permanent and distinctive domestic character, with a demonstrable and recognizable bond characteristic of a cohesive unit, and who are in fact cooking and living as a single non-profit housekeeping unit. However, a "functional family" shall not include:
    - A. Any group of individuals whose domestic relationship is transitory, temporary or resort/seasonal in nature
    - B. Any group of individuals whose association is essentially for convenience or economics or for the limited duration of their education, training or a similar determinative period of time.
- (i) "Gender Identity or Expression." An individual's appearance, expression, identity or behavior as being either male or female, whether or not that appearance, expression, identity and behavior is different from that which is traditionally associated with the person's gender assigned at birth as being either female or male.
- (j) "Housing Facility." Any dwelling unit or facility used or intended or designed to be used as the home, domicile or residence of one or more persons including, but not limited to, a house, apartment, rooming house, housing cooperative, hotel, motel, tourist home, retirement home or nursing home.
- (k) "Labor Organization." An organization of any kind or structure in which employees participate or are members and which exists for the purposes, in whole or part, of dealing with employers concerning the terms and conditions of employment of its participants or members, whether or not such organization is subordinate to or affiliated with a national or international labor organization.
- (l) "Marital Status." The state of being married, never married, divorced, or widowed.
- (m) "Perceived." Refers to the perception of the person who acts, and not to the perception of the person for or against whom the action is taken.
- (n) "Person". The word "person" shall include any individual, co-partnership, corporation, association, club, joint adventure, estate, trust, and any other group or combination acting as a unit, and the individuals constituting such group or unit.

(o) "Physical or Mental Disability." A determinable physical or mental characteristic resulting from disease, injury, congenital condition of birth, or functional disorder and is unrelated to one's ability to safely perform the work involved in jobs or positions available to such person for hire or promotion; or unrelated to one's ability to acquire, rent and maintain property; or unrelated to one's ability to utilize and benefit from the goods, services, activities, privileges and accommodations of a place of public accommodation "Physical or Mental Disability" does not include any condition caused by the current illegal use of a controlled substance or the use of alcohol liquor by an individual.

(p) "Place of Public Accommodation." An educational, governmental, health, entertainment, cultural, recreational, refreshment, transportation, financial institution, business or facility of any kind, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

(q) "Religious Organization." An organization, church, group, or body of communicants that are organized not for pecuniary profit that regularly gathers for worship and religious purposes, and includes a religious-based private school that is not organized for pecuniary profit. Religious organization includes, for illustration and not limitation: churches, mosques, synagogues and other houses of worship, any subsidiary organizations; educational institutions affiliated with, controlled, or managed by those houses of worship or with articles of incorporation, bylaws and other documents stating an intention to inculcate its religious tenants in students; and, faith based organizations that, due to a sense of duty based on particular religious tenants, provide charitable services to the public.

(r) "Sexual Orientation." Male or female homosexuality, heterosexuality or bisexuality, whether by orientation or practice. Sexual orientation does not include the physical or sexual attraction to a minor by an adult.

#### 0.03 DISCRIMINATORY HOUSING PRACTICES.

Except as otherwise provided in this ordinance, no person shall:

- (a) Discriminate in leasing, selling or otherwise make available any housing facilities.
- (b) Discriminate in the terms, conditions, maintenance or repair in providing any housing facility.
- (c) Discriminate in providing financing for the purchase, repair or remodeling of any housing facility.
- (d) Discriminate in making referrals, listings or otherwise providing information regarding a housing facility

#### 0.04 DISCRIMINATORY PUBLIC ACCOMMODATION PRACTICES.

Except as otherwise provided in this ordinance, no person shall discriminate in making available full and equal access to all goods, services, activities, privileges, and accommodations of any place of public accommodation. However, nothing in this ordinance: i) permits or requires access to any place of public accommodation for the purpose or intent of engaging in criminal

conduct; or ii) requires the construction or provision of unisex single user restrooms, changing rooms, locker rooms or shower facilities.

#### 0.05 DISCRIMINATORY EMPLOYMENT PRACTICES.

Except as otherwise provided in this ordinance:

- (a) No employer shall discriminate in the employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any person.
- (b) No labor organization shall discriminate in limiting membership, conditions of membership, or termination of membership of any person in any labor union or apprenticeship program.
- (c) No employment agency shall discriminate in the procurement or recruitment of any person for possible employment with an employer.
- (d) A person subject to this Section 0.05 is exempt from this section if race, color, religion, national origin, sex, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity is a bona fide occupational qualification reasonably necessary to the normal operation of the business or enterprise. A person subject to this section shall have the burden of establishing that the qualification is reasonably necessary to the normal operation of the business.

#### 0.06 EXCEPTIONS.

Notwithstanding anything contained in this ordinance, the following shall not be violations of this ordinance:

- (a) For a religious organization to restrict the occupancy of any of its housing facilities or accommodations which are operated as a direct part of religious activities to persons of the denomination involved or to restrict employment opportunities for officers, religious instructors and clergy to persons of that denomination. It is also permissible for a religious organization to restrict employment opportunities, educational facilities, housing facilities, and homeless shelters or dormitories that are operated as a direct part of its religious activities to persons who are members of or who conform to the moral tenets of that religious organization.
- (b) Standards established for the construction, repair, maintenance, improvement, occupancy, lease or sale of one-family and two-family dwellings which conform to federal and state laws and regulations.
- (c) For the owner or operator of a housing facility or place of public accommodation, devoted entirely to the housing and accommodation of individuals of one sex, to restrict occupancy and use on the basis of sex.
- (d) To limit occupancy in a housing project or to provide public accommodations or employment privileges or assistance to persons of low income, persons over fifty-five (55) years of age or disabled persons.
- (e) To engage in a bona fide effort to establish an affirmative action program to improve opportunities in employment consistent with applicable state and federal law.

- (f) To discriminate based on a person's age when such discrimination is required by state, federal, or local law.
- (g) To refuse to enter a contract with an unemancipated minor.
- (h) To refuse to admit to a place of public accommodation serving alcoholic beverages to a person under the legal age for purchasing alcoholic beverages.
- (i) To refuse to admit to a place persons under eighteen (18) years of age to a business providing entertainment or selling literature that the operator of said business deems unsuitable for minors.
- (j) For an educational institution to limit the use of its facilities to those affiliated with such institution.
- (k) To provide discounts on products or services to students, or on the basis of age.
- (l) To discriminate in any arrangement for the shared ownership, lease or residency of a dwelling unit.
- (m) For a governmental or educational institution to restrict any of its facilities or to restrict employment opportunities based on duly-adopted institutional policies that conform to federal and state laws and regulations.
- (n) To restrict participation in an instructional program, athletic event or on an athletic team that conforms to federal and state laws and regulations.
- (o) This ordinance shall not apply to a private club, or other establishment not in fact open to the public, except to the extent that the goods, services, facilities privileges, advantages or accommodations of the private club or establishment are made available to the customers or patrons of another establishment that is a place of public accommodation or is licensed by the State under Act No. 8 of the Public Act of 1933, being MCLA 436.1-436.58, the Michigan Liquor Control Act as amended. This exemption shall not apply to a private club that is otherwise defined as a place of public accommodation in this ordinance. Further, to the extent that the private club permits members to invite guests on the premises, such organization is not exempted as it concerns a member's guest.
- (p) To the employment of an individual by one's family.
- (q) For an employer offering health or pension plans to provide marital or familial status limitations in such plans provided those limitations conform to state and federal laws, rules and regulations. Further, nothing in this ordinance shall be construed or interpreted to either require or prohibit a private employer from offering employment benefits to the same sex partner of an employee.
- (r) To the rental of housing facilities in a building which contains dwelling units for not more than two families living independently of each other if the owner of the building or a member of the owner's family resides in one of the dwelling units, or to the rental of a room or rooms in a single-family dwelling by an individual if the lessor or a member of the lessor's family resides in the dwelling.

(s) To allow use of facilities or services by persons that may be affiliated with, or otherwise supported by, a religious organization, which may espouse policies or practices inconsistent with the general intent of this ordinance.

(t) With respect to gender only, to a private educational institution which provides an education to only persons with one gender.

#### 0.07 INFORMATION AND INVESTIGATION.

(a) Any person claiming a violation of this ordinance shall file a signed, written complaint with the City Manager setting forth the details, including the names, dates, witnesses and other factual matters relevant to the claim within 180 days of the incident forming the basis of the complaint.

(b) No person shall provide false information to any authorized employee investigating a complaint regarding a violation of this ordinance.

(c) In the course of the investigation, the City Manager may request a person to produce books, papers, records or other documents which may be relevant to a violation or alleged violation of this ordinance. If said person does not comply with such request, the City Attorney may apply to the Kalamazoo County Circuit Court for an order requiring production of said materials.

(d) Within thirty (30) days of a written complaint being filed, the City Manager shall undertake an investigation of any complaint alleging a violation of this chapter not currently recognized or proscribed by Michigan or federal anti-discrimination statutes, and cause all other complaints to be referred to an appropriate state or federal agency for review. After the completion of an investigation, the City Manager or his or her designee shall give written notice of the results of the investigation to the person who filed the complaint and the person accused of the violation. If the investigation establishes that a violation of this ordinance occurred, the City Manager shall, in his discretion, take one of the following actions: 1) refer the matter to Conflict Resolution Services or a similar mediation service who will attempt to resolve the matter by mediating a conciliation agreement; 2) refer the complaint to the Department of Public Safety/City Attorney for prosecution in a court of competent jurisdiction; 3) attempt to resolve the matter by mediating a conciliation agreement.

(e) No person shall coerce, threaten or retaliate against a person for making a complaint or assisting in the investigation regarding a violation or alleged violation of this ordinance, nor require, request, conspire with, assist or coerce another person to retaliate against a person for making a complaint or assisting in an investigation.

#### 0.08 CONCILIATION AGREEMENTS.

(a) In cases involving alleged violations of this ordinance, the City Manager may enter into conciliation agreements whereby persons agree to methods of terminating discrimination or to reverse the effects of past discrimination. A violation of such conciliation agreements shall be a violation of this ordinance.

(b) Prosecution for violation of this chapter may be initiated by complaint of the affected person on the basis of a violation of a conciliation agreement.

0.09 PENALTIES.

(a) A violation of any provision of this chapter is a municipal civil infraction punishable by a fine of not more than \$500.00, plus court costs and the costs of prosecution, and all other penalties permitted in accordance with the Municipal Civil Infractions Act, MCL 600.8727 et seq. as amended. In addition, the City shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this ordinance.

(b) Each day upon which a violation occurs shall constitute a separate and new violation.

(c) A violation proved to exist on a particular day shall be presumed to exist on each subsequent day unless it is proved that the violation no longer exists.

(d) Nothing contained in this ordinance shall be construed to limit in any way the remedies, legal or equitable, which are available to the City or any person for the prevention or correction of discrimination.

0.10 REPEALER.

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are repealed.

0.11 SEVERABILITY.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

0.12 EFFECTIVE DATE.

This ordinance shall take effect [30] days following publication.

## Part 174

## 174.000 - NON-DISCRIMINATION ORDINANCE Ord. No. 549 Adopted: August 27, 2013

## 174.001 - Title.

Sec. I. This ordinance shall be known and may be cited as the "Oshtemo Charter Township Non-Discrimination Ordinance".

## 174.002 - Definitions.

Sec. II. For purposes of this ordinance, the following definitions shall apply:

- A. *Age*. Chronological age.
- B. *Contractor*. A person who by contract furnishes services, materials or supplies. "Contractor" does not include persons who are merely creditors or debtors of the Township, such as those holding the Township's notes or bonds or persons whose notes, bonds or stock is held by the Township.
- C. *Discriminate*. To make a decision, offer to make a decision or refrain from making a decision based in whole or in part on the actual or perceived race, color, sex, age, religion, national origin, height, weight, marital status, familial status, citizenship, physical or mental disability, gender identity, sexual orientation, or genetic information, of another person.
  - 1. Discrimination based on sex includes sexual harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:
    - (a) Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations, or housing.
    - (b) Submission to rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or housing.
    - (c) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, or housing environment.
  - 2. Discrimination based on actual or perceived physical or mental limitation includes discrimination because of the use by an individual of adaptive devices or aids.
- D. *Educational institution*. A public or private institution or a separate school or department thereof, including an academy, college, elementary or secondary school, extension course, kindergarten, nursery, local school system, or university, or a business, nursing, professional, secretarial, technical, or vocational school. For the purposes of this definition, educational institution includes an agent of an educational institution.
- E. *Employee*. An individual who is hired for a wage, salary, fee, payment or other remuneration to perform work for an employer.
- F. *Employer*. Any person employing one (1) or more persons.

- G. *Employment Agency*. A person who undertakes to procure employees for an employer or procures opportunities for individuals to be employed by an employer.
- H. *Familial Status*. The status of being in a family.
- I. *Family*. This term shall mean a "traditional family" or "functional family" as defined below:
1. Traditional family - an individual or group of two or more persons related by blood, marriage or adoption, together with foster children, who are domiciled together as a single domestic housekeeping unit in a dwelling.
  2. Functional family - a collective number of individuals domiciled together in one dwelling whose relationship is of a permanent and distinct domestic character, with a demonstrable and recognizable bond characteristic of a cohesive unit, and who are in fact cooking and living as a single non-profit housekeeping unit.
- A "functional family" shall not include any of the following:
- (a) Any group of individuals whose domestic relationship is transitory, temporary, or resort/seasonal in nature or character.
  - (b) Any group of individuals whose association is essentially for convenience or economics or for the limited duration of their education, training or a similar determinate period of time.
- J. *Gender identity*. An individual's appearance, expression, identity or behavior as being either male or female, whether or not that appearance, expression, identity or behavior is different from that which is traditionally associated with the individual's designated gender at birth.
- K. *Genetic Information*: Information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual's family members.
- L. *Housing Facility*. Any dwelling unit or facility used or intended or designed to be used as the home, domicile or residence of one or more persons including, but not limited to, a house, apartment, rooming house, housing cooperative, hotel, motel, tourist home, retirement home or nursing home.
- M. *Labor Organization*. An organization of any kind or structure in which employees participate or are members and which exists for the purposes, in whole or part, of dealing with employers concerning the terms and conditions of employment of its participants or members, whether or not such organization is subordinate to or affiliated with a national or international labor organization.
- N. *Marital Status*. The state of being married, never married, divorced, or widowed.
- O. *Perceived*. Refers to the perception of the person who acts, and not to the perception of the person for or against whom the action is taken.
- P. *Person*. An individual, agent, association, corporation, labor organization, legal representative, partnership, receiver, trust or any other legal or commercial entity.
- Q. *Physical or Mental Disability*. A determinable physical or mental characteristic resulting from disease, injury, congenital condition of birth, or functional disorder and is unrelated to one's ability to safely perform the work involved in jobs or positions available to such person for hire or promotion; or unrelated to one's ability to acquire, rent and maintain property; or unrelated to one's ability to utilize

and benefit from the goods, services, activities, privileges and accommodations of a place of public accommodation. "Physical or Mental Disability" does not include any condition caused by the current or illegal use of a controlled substance or the use of alcohol liquor by an individual.

- R. *Place of Public Accommodation.* An educational, governmental, health, entertainment, cultural, recreational, refreshment, transportation, or financial institution, business or facility of any kind, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
- S. *Private club.* An establishment that is not open to the public. A private club is one whose members' association with each other and the club is sufficiently intimate, small and exclusive that it is not open to the public.
- T. *Religious organization.* A religious corporation, association, educational institution or society whose purpose or character is directed toward the propagation of a particular religion, the inculcation of religious values or the provision of charity; primarily employs persons who share its religious tenets; and primarily serves persons who share its religious tenets or, on a charitable basis, the broader community. Religious organization includes, for illustration and not limitation: churches, mosques, synagogues and other houses of worship; any subsidiary organizations; educational institutions affiliated with, controlled, or managed by those houses of worship or with articles of incorporation, bylaws and other documents stating an intention to inculcate its religious tenets in students; and faith-based organizations that provide charitable services to the public.
- U. *Sexual Orientation.* Male or female homosexuality, heterosexuality or bisexuality, whether by orientation or practice. Sexual orientation does not include the physical or sexual attraction to a minor by an adult.
- V. *Township Supervisor.* The Township Supervisor, or his or her designee.

174.003 - Discriminatory housing practices.

Sec. III. Except as otherwise provided in this ordinance:

- A. A person shall not discriminate in leasing, selling, or otherwise making available any housing accommodation.
- B. A person shall not discriminate in the terms, conditions, or privileges of a real estate transaction or in the furnishing of facilities or services in connection with any housing accommodation.
- C. A person shall not discriminate in providing financing for the purchase, repair, or remodeling of any housing accommodations.
- D. A person shall not discriminate in making referrals, listings or otherwise providing information regarding housing accommodations.

174.004 - Discriminatory public accommodation practices.

Sec. IV. Except as otherwise provided in this ordinance, no person shall discriminate in making available full and equal access to all goods, services, activities, privileges, and accommodations of any place of public accommodation.

174.005 - Discriminatory employment practices.

Sec. V. Except as otherwise provided in this ordinance:

- A. No employer shall discriminate in the employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any person.
- B. No labor organization shall discriminate in limiting membership, conditions of membership, or termination of membership of any person in any labor union or apprenticeship program.
- C. No employment agency shall discriminate in the procurement or recruitment of any person for possible employment with an employer.

174.006 - Other prohibited practices.

Sec. VI.

- A. No person shall adopt, enforce or employ any policy or requirement, publish, post or broadcast any advertisement, sign or notice which discriminates or indicates discrimination in providing housing, employment or public accommodations.
- B. No person shall discriminate in the publication or distribution of advertising material, information or solicitation regarding housing, employment or public accommodations.
- C. No agent, broker, labor organization, employment agency or any other intermediary shall discriminate in making referrals, listings or providing information with regard to housing, employment or public accommodations. A report of the conviction of any such person for a violation of this ordinance shall be made to the applicable licensing or regulatory agency for such person or business.
- D. No person shall coerce, threaten or retaliate against a person for making a complaint or assisting in the investigation regarding a violation or alleged violation of this ordinance, nor require, request, conspire with, assist or coerce another person to retaliate against a person for making a complaint or assisting in an investigation.
- E. No person shall conspire with, assist, coerce or request another person to discriminate in any manner prohibited by this ordinance.

174.007 - Exceptions.

Sec. VII. The prohibitions against discrimination as provided for in this ordinance shall not be deemed preempted by federal or state law, but are intended to supplement state and federal civil rights law prohibiting discrimination in the areas of employment, public accommodations, and housing. However, this ordinance shall be construed and applied in a manner consistent with First Amendment jurisprudence regarding the freedom of speech and exercise of religion.

Nothing in this ordinance permits or requires access to any place of public accommodation for the purpose or intent of engaging in criminal conduct.

Nothing in this ordinance shall require the construction or provision of unisex, single-user restrooms, changing rooms, locker rooms, or shower facilities. Notwithstanding anything contained in this ordinance, the following practices shall not be violations of this ordinance:

- A.

For a religious organization to restrict employment opportunities, educational facilities, or occupancy of housing facilities that are operated as a direct part of its religious activities to persons who are members of or who conform to the moral tenets of that religious organization or the denomination to which it belongs.

- B. For the owner of a housing facility or public accommodation facility, respectively, devoted entirely to the housing and accommodation of individuals of one sex, to restrict occupancy and use on the basis of sex.
- C. To limit occupancy in a housing project or to provide public accommodations or employment privileges or assistance to persons of low income, persons over fifty-five (55) years of age or disabled persons.
- D. To engage in a bona fide effort to establish an affirmative action program to improve opportunities in employment for minorities and women consistent with applicable state and federal law.
- E. To discriminate based on a person's age when such discrimination is required by state, federal, or local law.
- F. To refuse to enter into a contract with an unemancipated minor.
- G. To refuse to admit to a place of public accommodation serving alcoholic beverages a person under the legal age for purchasing alcoholic beverages.
- H. To refuse to admit persons under eighteen (18) years of age to a business providing entertainment or selling literature which the operator of said business deems unsuitable for minors.
- I. For an educational institution to limit the use of its facilities to those affiliated with such institution.
- J. To provide discounts on products or services to students, or on the basis of age.
- K. To discriminate in any arrangement for the shared ownership, lease or residency of a dwelling unit.
- L. For a governmental institution to restrict any of its facilities or to restrict employment opportunities based on duly-adopted institutional policies that conform to federal and state laws and regulations.
- M. To restrict participation in an instructional program, athletic event or on an athletic team on the basis of age, sex, height, or weight.
- N. To restrict membership in a private club.
- O. To the employment of an individual by one's family.
- P. To the rental of housing facilities in a building which contains dwelling units for not more than two families living independently of each other if the owner of the building or a member of the owner's family resides in one of the dwelling units, or to the rental of a room or rooms in a one-family dwelling by an individual if the lessor or a member of the lessor's family resides in the dwelling.
- Q. For an employer offering health or pension plans to provide for marital or familial status limitations in such plans provided those limitations conform to state and federal laws, rules and regulations. Further, nothing in this ordinance shall be construed or interpreted to either require, or prohibit, a private employer from offering employment benefits to the same-sex partner of an employee.
- R. For the Township to allow use of its facilities or services by persons that may be affiliated with, or otherwise supported by, a religious organization, which may espouse policies or practices inconsistent with the general intent of this ordinance. Further, this ordinance shall not prohibit the Township from

allowing use of its facilities or services by persons not generally affiliated with or supported by a particular religious organization, but who may espouse policies or practices inconsistent with the general intent of this ordinance.

174.008 - Information and investigation.

Sec. VIII.

- A. Any person claiming to be discriminated against in a manner prohibited by this ordinance may, within 180 days of the alleged violation, file a signed, written complaint with the Township Supervisor or his/her designee, specifying in detail the names, dates, known witnesses and other pertinent facts relevant to the alleged violation.
- B. For any complaint alleging a violation of state or federal law, the Township Supervisor shall refer the complainant to the appropriate state or federal agency responsible for investigation and enforcement of such alleged violation. For any other complaint, the Township Supervisor shall undertake an investigation of the alleged violation.
  - 1. No person shall provide false information to any Township official or employee investigating a complaint regarding a violation of this ordinance.
  - 2. In the course of the investigation, a person may be requested to produce books, papers, records or other documents which may be relevant to a violation or alleged violation of this ordinance. If said person does not comply with such request, the Township Supervisor may apply for a judicial order requiring production of said materials.
- C. After the completion of an investigation, the Township Supervisor or his/her designee shall give written notice of the result of the investigation to the person who filed the complaint and the person accused of the violation. If the investigation establishes that a violation of this ordinance occurred, the Township Supervisor or the designee shall, in his or her sole discretion, attempt to resolve the matter by conciliation and/or refer the complaint to the Township Police Department and/or the Township Attorney for prosecution.
- D. In cases involving alleged violations of this ordinance, the Township Supervisor or his/her designee may enter into agreements whereby persons agree to methods of terminating discrimination or to reverse the effects of past discrimination. A violation of such a conciliation agreement shall be a violation of this ordinance.

174.009 - Sanctions.

Sec. IX. Any person, firm, association, partnership, corporation, or governmental entity who violates any of the provisions of this ordinance shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable by civil fine determined in accordance with the following schedule:

	Minimum Fine	Maximum Fine
1st Offense within 3-year period*	\$75.00	\$500.00

2nd Offense within 3-year period*	150.00	500.00
3rd Offense within 3-year period*	325.00	500.00
4th or More Offense within 3-year period*	500.00	500.00

\* Determined on the basis of the date of commission of the offense(s).

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, to which the Charter Township of Oshtemo has incurred in connection with the municipal civil infraction. In no case, however, shall costs of less than \$9.00 nor more than \$500.00 be ordered. In addition, the Charter Township of Oshtemo shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this ordinance. Each day that a violation of this ordinance exists shall constitute a separate violation of this ordinance.

174.010 - Severability.

Sec. X. Should any part of this ordinance be declared unconstitutional, illegal or of no force and effect by a court of competent jurisdiction, such portion thereof shall not be deemed to affect the validity of any other part or portion of this ordinance.

174.011 - Effective date.

Sec. XI. This ordinance shall take effect 30 days following publication following adoption.

Chapter 15.5 - HUMAN RIGHTS<sup>[1]</sup>

## Footnotes:

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**Editor's note**—Ord. No. 679, § 2, adopted June 9, 2014, set out provisions intended for use as a new Ch. 15, §§ 15-1—15-10. Ord. No. 690, § 1, adopted Feb. 9, 2015, subsequently amended Ord. No. 679 to specify codification of said provisions as a new Ch. 15.5. To preserve the section numbering style of the Code, and at the editor's discretion, these provisions have been included as a new Ch. 15.5, §§ 15.5-1, 15.5-2, 15.5-21—15.5-25, 15.5-41—15.5-43.

## ARTICLE I. - GENERAL PROVISIONS

## Sec. 15.5-1. - Findings and purpose.

- (a) The city intends that no individual be denied the equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil rights or be discriminated against because of his or her race, religion, color, national origin, gender, sex, age, marital status, physical or mental disability, family status, sexual orientation or gender identity.
- (b) The prohibitions against discrimination in this chapter are intended to supplement federal and state civil rights law prohibiting discrimination in the areas of employment, housing and public accommodations. However, this chapter shall be construed and applied in a manner consistent with jurisprudence regarding the freedom of speech and exercise of religion under the First Amendment to the United States Constitution.
- (c) The city does not intend that this chapter shall require preferential treatment of any person or group on the basis of sexual orientation or gender identity.

(Ord. No. 679, § 2, 6-9-14)

## Sec. 15.5-2. - Definitions.

Unless the context specifically indicates otherwise, the following terms shall have the following meanings as used in this chapter:

*Contractor* means a person who by contract furnishes services, materials, or supplies. "Contractor" does not include persons who are merely creditors or debtors of the city, such as those holding the city's notes or bonds or persons whose notes, bonds, or stock is held by the city.

*Discriminate* means to make a decision, offer to make a decision, or refrain from making a decision based in whole or in part on a person's race, religion, color, national origin, gender, sex, age, marital status, physical or mental disability, family status, sexual orientation or gender identity.

*Employer* means any person employing one or more persons.

*Family status* means the state of being in a family. "Family" includes either of the following: (1) an individual who is pregnant; or (2) two or more individuals related by blood within three degrees of consanguinity, marriage, adoption, in a foster care relationship, or legal custody relationship.

*Gender* means the actual biological state of being male or female as of birth, or subsequent alteration through surgical procedure, and without regard to any outward physical display or expression of gender identity.

*Gender identity or expression* means a person's actual or perceived gender, including a person's self-image, appearance, expression, or behavior; whether or not that self-image, appearance, expression, or behavior is different from that traditionally associated with the person's biological sex as assigned at birth as being either female or male.

*Housing facility* means any dwelling unit or facility used or intended or designed to be used as the home, domicile, or residence of one or more persons, including, but not limited to, a house, apartment, rooming house, housing cooperative, hotel, motel, tourist home, retirement home, or nursing home.

*Labor organization* means an organization of any kind or structure in which employees participate or are members and which exists for the purposes, in whole or part, of dealing with employers concerning the terms and conditions of employment of its participants or members, whether or not such organization is subordinate to or affiliated with a national or international labor organization.

*Marital status* means the state of being married, unmarried, divorced, or widowed.

*National origin* includes the national origin of an ancestor, and shall include persons who are not naturalized citizens.

*Physical or mental disability* means a determinate physical or mental characteristic of an individual, which may result from disease, injury, congenital condition of birth, or functional disorder, if the characteristic substantially limits a major life activity of that individual and is unrelated to the individual's ability to perform the duties of a particular job or position, is unrelated to the individual's ability to utilize and benefit from a place of public accommodation, or is unrelated to the individual's ability to acquire, rent, or maintain property, except for any condition caused by current illegal use of a controlled substance or the use of intoxicating liquors by an individual.

*Public accommodation* means an educational, governmental, health, entertainment, cultural, recreational, refreshment, transportation, financial institution, business or facility of any kind, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.

*Religious organization* means an organization, church, group, or body of communicants that is organized for regularly gatherings of worship and religious purposes, including a religious-based private school, that is not organized for pecuniary profit. Religious organization includes, for illustration and not limitation: churches, mosques, synagogues and other houses of worship; any subsidiary organizations; educational institutions affiliated with, controlled, or managed by those houses of worship or with articles of incorporation, bylaws and other documents stating an intention to inculcate its religious tenets in students; and, faith-based organizations that, due to a sense of duty based on particular religious tenets, provide charitable services to the public.

Sex includes, but is not limited to, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. Discrimination because of sex includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of sexual nature when:

- (1) Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
- (2) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education, or housing.
- (3) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing; or creating an intimidating, hostile, or offensive employment, public accommodation, public service, educational, or housing environment.

*Sexual orientation* means being or regarded as being heterosexual, homosexual, bisexual, or having a history of such identification, whether by orientation or practice.

*To harass* means to have physical conduct or communication which refers to an individual protected under this chapter, when such conduct or communication demeans or dehumanizes and has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, education, or housing environment.

(Ord. No. 679, § 2, 6-9-14)

Secs. 15.5-3—15.5-20. - Reserved.

## ARTICLE II. - PROHIBITED DISCRIMINATORY PRACTICES

Sec. 15.5-21. - Prohibited discriminatory housing practices.

No person shall do the following:

- (1) Discriminate in leasing, selling, or otherwise making available any housing facilities.
- (2) Discriminate in the terms, conditions, maintenance, or repair in providing any housing facility.
- (3) Refuse to lend money for the purchase or repair of any real property or refuse to insure any real property in the city.
- (4) No person shall promote real estate transactions by representing that changes are occurring or will occur in an area with respect to race, religion, color, national origin, gender, sex, age, marital status, physical or mental disability, family status, sexual orientation or gender identity.

(Ord. No. 679, § 2, 6-9-14)

Sec. 15.5-22. - Prohibited discriminatory employment practices.

No person shall do the following:

- (1) No person shall discriminate in the employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any person.
- (2) No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.
- (3) No employment agency shall discriminate in the procurement or recruitment of any person for possible employment with an employer.

(Ord. No. 679, § 2, 6-9-14)

Sec. 15.5-23. - Prohibited discriminatory public accommodations or services practices.

- (a) No person shall discriminate in making available full and equal access to all goods, services, activities, privileges, and accommodations of any place of public accommodation.
- (b) Nothing in this article permits or requires access to any place of public accommodation for the purpose or intent of engaging in criminal conduct.
- (c) Nothing in this article shall require the construction or provision of unisex, single-user restrooms, changing rooms, locker rooms, or shower facilities.

(Ord. No. 679, § 2, 6-9-14)

Sec. 15.5-24. - Other prohibited practices.

- (a) No person shall adopt, enforce, or employ any policy or requirement, or publish, post, or broadcast any advertisement, sign, or notice which discriminates or indicates discrimination in providing housing, employment, or public accommodations.
- (b) No person shall discriminate in the publication or distribution of advertising material, information, or solicitation regarding housing, employment, or public accommodations.
- (c) No agent, broker, labor organization, employment agency, or any other intermediary shall discriminate in making referrals, listings, or providing information with regard to housing, employment, or public accommodations. A report of the conviction of any such person for a violation of this article shall be made to the applicable licensing or regulatory agency for such person or business.
- (d) No person shall coerce, threaten, or retaliate against a person for making a complaint or assisting in the investigation regarding a violation or alleged violation of this article, nor require, request, conspire with, assist, or coerce another person to retaliate against a person for making a complaint or assisting in an investigation.
- (e) No person shall conspire with, assist, coerce, or request another person to discriminate in any manner prohibited by this article.
- (f) No person shall adopt, enforce, or employ any policy or requirement which as the effect of creating unequal opportunities according to actual or perceived race, religion, color, national origin, gender, sex, age, marital status, physical or mental disability, family status, sexual orientation or gender identity for a person to obtain housing, employment, or public accommodation, except for a bona fide business necessity. Such a bona fide business necessity does not arise due to a mere inconvenience or because of suspected or actual objection to such a person by neighbors, customers, or other persons but shall require a demonstration that the policy or requirement is reasonably necessary to the normal operation of the person's business.

(Ord. No. 679, § 2, 6-9-14)

Sec. 15.5-25. - Exceptions.

Notwithstanding anything contained in this chapter, the following practices shall not be violations of this chapter:

- (1) For a religious organization or institution to restrict any of its facilities of housing or accommodation which are operated as a direct part of religious activities to persons of the denomination involved or to restrict employment opportunities for officers, religious instructors and clergy to persons of that denomination. It is also permissible for a religious organization to restrict employment opportunities, educational facilities, housing facilities, and homeless shelters or dormitories that are operated as a direct part of its religious activities to persons who are members of or who conform to the moral tenets of that religious organization.
- (2) For the owner of an owner-occupied one-family or two-family dwelling, or a housing facility or public accommodation facility, devoted entirely to the housing and accommodation of individuals of one sex, to restrict occupancy and use on the basis of sex.
- (3) To limit occupancy in a housing project or to provide public accommodation or employment privileges or assistance to persons of low income, over 55 years of age, or who are handicapped.
- (4) To discriminate based on a person's age when such discrimination is required by state, federal, or local law.
- (5) To refuse to enter into a contract with an unemancipated minor.
- (6) To refuse to admit to a place of public accommodation serving alcoholic beverages a person under the legal age for purchasing alcoholic beverages.
- (7) To refuse to admit persons under 18 years of age to a business providing entertainment or selling literature which the operator of said business deems unsuitable for minors.
- (8) For an educational institution to limit the use of its facilities to those affiliated with such institution.
- (9) To provide discounts on products or service to students, or on the basis of age.
- (10) To discriminate in any arrangement for the shared ownership, lease, or residency of a dwelling unit.
- (11) For a governmental institution to restrict any of its facilities or to restrict employment opportunities based upon duly-adopted institutional policies that conform to federal and state laws and regulations.
- (12) To restrict participation in an instructional program, athletic event, or on an athletic team on the basis of age, sex, height, or weight.
- (13) To the employment of an individual by one's family.
- (14) To restrict membership in a private club that is not open to the public except to the extent that private clubs which permit members to invite guests on the premises are not exempted as it concerns a member's guest.
- (15) To the use of marital status or family status limitations in a health or pension plan if such limitations conform to federal and state laws and regulations.
- (16)

To the rental of housing facilities in a building which contains dwelling units for not more than two families living independently of each other if the owner of the building or a member of the owner's family resides in one of the dwelling units, or to the rental of a room or rooms in a single-family dwelling by an individual if the lessor or a member of the lessor's family resides in the dwelling.

(Ord. No. 679, § 2, 6-9-14)

Secs. 15.5-26—15.5-40. - Reserved.

### ARTICLE III. - COMPLAINT PROCESS, RESOLUTION, AND PENALTIES

Sec. 15.5-41. - Complaint process.

- (a) Any person claiming a violation of this chapter shall file a signed, written complaint with the city manager setting forth the details, including the names, dates, witnesses, and other factual matters relevant to the claim, within 30 days of the incident forming the basis of the complaint.
- (b) No person shall provide false information to any authorized employee investigating a complaint regarding a violation of this chapter.
- (c) In the course of the investigation, the city manager may request a person to produce books, papers, records, or other documents which may be relevant to a violation or alleged violation of this chapter. If said person does not comply with such request, the city council may direct the city attorney to apply to the Genesee County Circuit court for an order requiring production of said materials.
- (d) Within 30 days of a written complaint being filed, the city manager shall undertake an investigation of any complaint alleging a violation of this chapter not currently recognized or proscribed by Michigan or federal anti-discrimination statutes, and cause all other complaints to be referred to an appropriate state or federal agency for review. After the completion of an investigation, the city manager shall give written notice of the results of the investigation to the person who filed the complaint and the person accused of the violation. If the investigation establishes that a violation of this chapter occurred, the city manager shall attempt to resolve the matter by conciliation and persuasion. If a resolution is not achieved, the city council may refer the complaint to the city attorney for prosecution in a court of competent jurisdiction.

(Ord. No. 679, § 2, 6-9-14)

Sec. 15.5-42. - Mediation.

- (a) In cases involving alleged violations of this article, the city manager may enter into agreements whereby persons agree to methods of terminating discrimination or to reverse the effects of past discrimination. Violations of such agreements shall be violations of this chapter.
- (b) Prosecution for violation of this chapter may be initiated by complaint of the affected person on the basis of a violation of a mediation agreement.

(Ord. No. 679, § 2, 6-9-14)

Sec. 15.5-43. - Penalties.

- (a) A violation of any provision of this chapter is a municipal civil infraction punishable by a fine of not more than \$500.00, plus court costs and the costs of prosecution, and all other penalties permitted in accordance with the Municipal Civil Infractions Act, MCL 600.8727 et seq., including an injunction.
- (b) Each day upon which a violation occurs shall constitute a separate and new violation.

(c) A violation proved to exist on a particular day shall be presumed to exist on each subsequent day unless it is proved that the violation no longer exists.

(Ord. No. 679, § 2, 6-9-14)

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Human Services Board

**DATE:** April 1, 2016

**FROM:** Vicki Georgeau, <sup>JK</sup> Director of Community Development

**SUBJECT:** Draft FY 2016-2020 Consolidated Plan, FY 2016-17 Annual Action Plan

As the Board is aware, the City of Portage, as a Community Development Block Grant (CDBG) entitlement grantee of the U.S. Department of Housing and Urban Development (HUD), is required to prepare a Consolidated Plan every five years. The Consolidated Plan evaluates housing and community development needs, and includes a long-term Strategic Plan, and an Annual Plan for the use of CDBG entitlement funds.

Attached is the draft FY 2016-2020 Consolidated Plan, FY 2016-17 Annual Action Plan. In addition, the attached five-year comparative analysis for the CDBG Program budget and expenditures summarizes proposed activities in FY 2016-17.

On April 7, 2016, a public hearing will be held and staff will provide an overview of the enclosed draft documents. Subsequent to the April 7, 2016 public hearing, the CDBG Program documents will then be forwarded to City Council for review and submitted to HUD for approval not later than May 15, 2016 as part of the annual funding application process.

Attachments: City of Portage CDBG Program Five-year Comparative Analysis  
Draft FY 2016-2020 Consolidated Plan, FY 2016-17 Annual Action Plan

**CITY OF PORTAGE CDBG PROGRAM  
FIVE YEAR COMPARATIVE ANALYSIS  
FY 2012-13 THROUGH 2016-17**

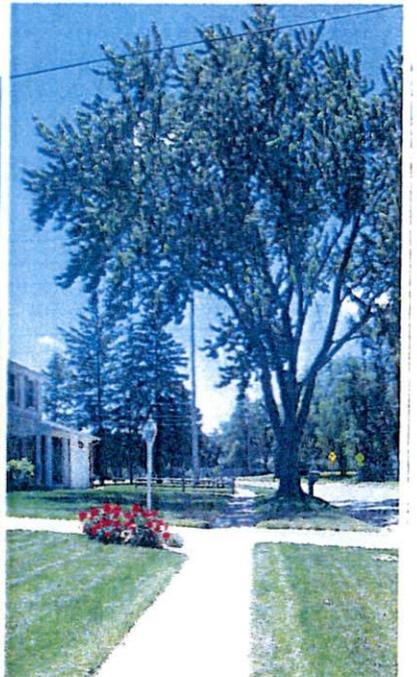
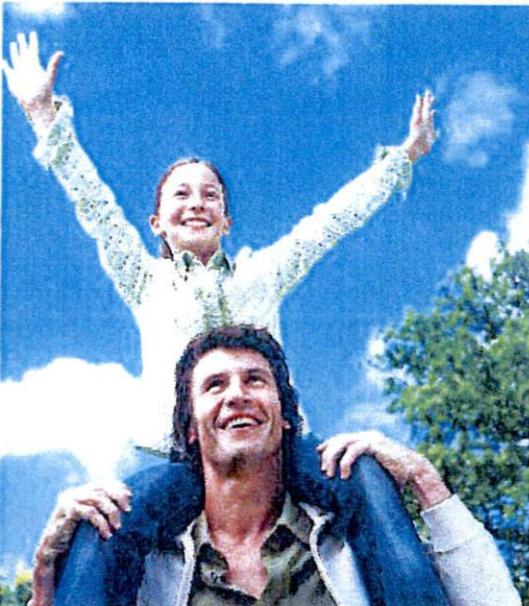
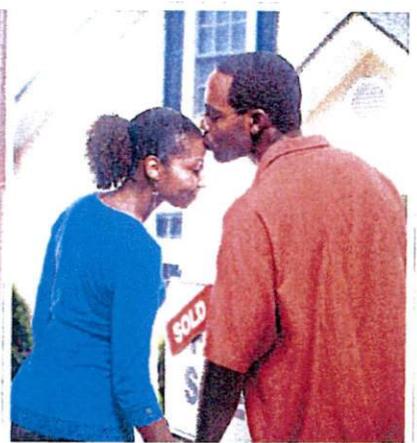
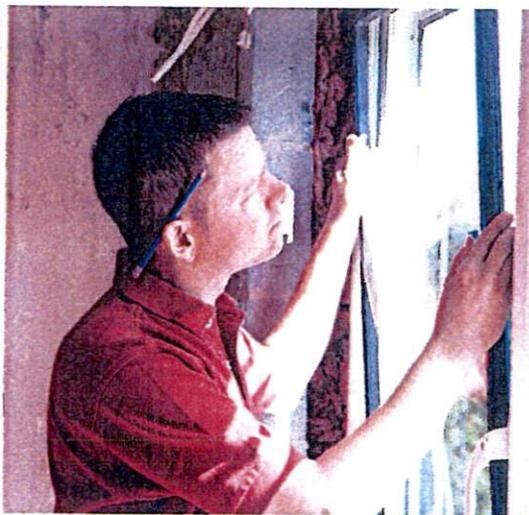
	2012-13	2013-14	2014-15	2015-16	2016-17
ENTITLEMENT AMOUNT	\$214,178	\$218,364	\$218,672	\$221,442	\$229,877
ESTIMATED PROGRAM INCOME TO BE RECEIVED DURING PROGRAM YEAR	\$30,000	\$25,000	\$25,000	\$35,000	\$50,000
<b>SUB-TOTAL</b>	<b>\$244,178</b>	<b>\$243,364</b>	<b>\$243,672</b>	<b>\$256,442</b>	<b>\$279,877</b>
AVAILABLE UNEXPENDED FUNDS AND/OR PROGRAM INCOME RECEIVED IN PRIOR PROGRAM YEARS THAT EXCEEDED ESTIMATED PROGRAM INCOME	\$40,000	\$35,000	\$35,000	\$100,000	\$100,000
<b>TOTAL</b>	<b>\$284,178</b>	<b>\$278,364</b>	<b>\$278,672</b>	<b>\$356,442</b>	<b>\$379,877</b>
<b>HOUSING (Percent of Total Budget)</b>	<b>61%</b>	<b>61%</b>	<b>59%</b>	<b>45%</b>	<b>56%</b>
Housing Rehabilitation Loan Program	\$165,839	\$161,610	\$157,225	\$149,097	\$201,282
Emergency Repair Grant	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Homebuyer Downpayment Assistance	\$6,000	\$6,000	\$6,000	\$10,000	\$10,000
<b>TOTAL HOUSING</b>	<b>\$173,839</b>	<b>\$169,610</b>	<b>\$165,225</b>	<b>\$161,097</b>	<b>\$213,282</b>
<b>HUMAN/PUBLIC SERVICES <sup>1</sup></b>	<b>15%</b>	<b>15%</b>	<b>15%</b>	<b>15%</b>	<b>15%</b>
Human/Public Services	\$36,000	\$34,844	\$37,972	\$42,510	\$41,928
<b>TOTAL HUMAN/PUBLIC SERVICES</b>	<b>\$36,000</b>	<b>\$34,844</b>	<b>\$37,972</b>	<b>\$42,510</b>	<b>\$41,928</b>
<b>NEIGHBORHOOD IMPROVEMENT (Percent of Total Budget)</b>	<b>19%</b>	<b>19%</b>	<b>19%</b>	<b>31%</b>	<b>27%</b>
Code Enforcement	\$52,993	\$52,563	\$53,661	\$51,487	\$52,253
Sidewalk Enhancements	\$0	\$0	\$0	\$50,000	\$50,000
Unsafe Structure Demolition	\$0	\$0	\$0	\$10,000	\$0
<b>TOTAL NEIGHBORHOOD IMPROVEMENT</b>	<b>\$52,993</b>	<b>\$52,563</b>	<b>\$53,661</b>	<b>\$111,487</b>	<b>\$102,253</b>
<b>ADMINISTRATION <sup>2</sup></b>	<b>8%</b>	<b>10%</b>	<b>9%</b>	<b>16%</b>	<b>8%</b>
General Administration	\$19,346	\$19,347	\$19,814	\$39,348	\$20,414
Fair Housing Services	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
<b>TOTAL ADMINISTRATION</b>	<b>\$21,346</b>	<b>\$21,347</b>	<b>\$21,814</b>	<b>\$41,348</b>	<b>\$22,414</b>
<b>TOTAL</b>	<b>\$284,178</b>	<b>\$278,364</b>	<b>\$278,672</b>	<b>\$356,442</b>	<b>\$379,877</b>

<sup>1</sup> Funding for human/public services must not exceed 15% of the FY 2016-17 CDBG entitlement grant and program income received in FY 2015-16 through December 31, 2015.

<sup>2</sup> Funding for administration and fair housing must not exceed 20% of the FY 2016-17 CDBG entitlement grant and estimated FY 2016-17 program income.

# DRAFT

## 2016-2020 Consolidated Plan City of Portage CDBG Program



**2016 - 2020 Consolidated Plan  
City of Portage CDBG Program**

**Executive Summary**

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# Executive Summary

## Introduction

In September 2015, the City of Portage began the planning process to update its five-year Consolidated Plan for the Community Development Block Grant (CDBG) Program. The City of Portage CDBG Program is funded by an annual entitlement grant awarded to the community by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is designed to help local jurisdictions assess affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions in regards to the use of CDBG entitlement grant funds and other resources available within the community.

The consolidated planning process must be completed every five years and is implemented through Annual Action Plans. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The 2016-2020 Consolidated Plan begins by providing an overview of *The Process* followed to develop the plan, including citizen participation and consultation with local public service and housing agencies, other local units of government, and other community stakeholders. The *Needs Assessment* and *Market Analysis* sections of the plan provide detailed and extensive data on low-moderate income residents and neighborhoods within the community. The housing and non-housing needs of low-moderate income residents are evaluated, and the needs of homeless and non-homeless special needs residents are also reviewed. The Market Analysis provides data on the cost and condition of housing, as well as the availability of affordable housing, housing for homeless persons and persons with special needs. Based on the findings of the Needs Assessment and Market Analysis, the *Strategic Plan* identifies priority needs and goals to address identified community needs, as well as anticipated financial resources available to the community. Finally, the *Annual Action Plan* provides specific goals and CDBG Program project activities for FY 2016-2017.

## Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The following is a summary of the data analysis in the Needs Assessment and Market Analysis, which provide the basis for identified priority needs, goals and strategies of the plan:

- **Population and Households:** There was a 3% increase in population and a 5% increase in the number of households over the past decade. Based on data used to prepare the Consolidated Plan, Portage had a population of approximately 46,135 and 18,987 households.
- **Race and Ethnicity:** The city continues to become more diverse, with a minority population comprising 13.1% of the total population.

- Median Household Income: Median household income increased 14% over the past decade. In 2015, median household income for Kalamazoo County for a family of four was \$60,200. CDBG Program funds must provide a direct benefit to low-income households or an area-wide benefit to low-moderate income neighborhoods. Listed below are the 2015 Kalamazoo County area median income (AMI) categories:
  - 30% of AMI: \$25,250 (Extremely Low Income)
  - 50% of AMI: \$30,100 (Very Low Income)
  - 80% of AMI: \$48,150 (Low Income)
  - 100% of AMI: \$60, 200 (Moderate Income)
- Low Income Households and Poverty: There are 7,750 low-moderate income households in Portage. Of these households, 5,995 (31.6% of total households) are low-income, earning less than 80% of AMI. In addition, 1,400 households (7.4%) are extremely low income, earning less than 30% of the AMI. These households are earning incomes at or below poverty.
- Cost of Housing: The median value of owner-occupied housing in 2014 was \$147,300, a 6.4% decrease since 2009. The median rent in 2014 was \$631 per month, an increase of 6% since 2009. Affordability of both owner and renter occupied housing continues to be a challenge for low-income households in the community. In particular, 4,185 low-moderate income households (2,450 renters and 1,735 owners) have a housing cost burden and are paying more than 30% of their household income on housing expenses. Furthermore, 1,620 low-moderate income households have a severe housing cost burden (1,055 renters and 565 owners) and are paying more than 50% of their income on housing expenses.
- Condition of Housing: It is estimated that 169 housing units occupied by low-moderate income households were considered substandard, meaning the units are overcrowded or lack adequate kitchen and/or plumbing facilities. In comparison to housing costs, condition of housing is not as significant of a concern. However, as the housing stock in the community continues to age, resources for housing maintenance and rehabilitation will be needed.
- Homelessness: In 2014, 6,484 persons were homeless, up 16% from the prior five-year average. Of these persons, 286 indicated their last permanent residence was in Portage. In addition, among homeless persons in 2014, 1,598 were families (1,717 adults and 1,828 children), 142 were unaccompanied youth, 217 were veterans and 513 were experiencing chronic homelessness (i.e. repeated incidence of homelessness). The need for emergency housing, homelessness prevention and rapid rehousing remains significant.
- Housing Needs by Race/Ethnicity: When examining housing problems by race and ethnicity, the data indicates several minority and ethnic groups have a high percentage of housing problems, which is disproportionate to the overall low-income population.
- Special Needs Housing: Twelve percent of the Portage population has a physical, developmental or mental disability. It is estimated that 2,515 low-income households have

a disability and a housing problem (1,606 renters and 909 owners), which relates to housing affordability and/or accessibility challenges.

- **Affordable Housing:** While affordable housing continues to be the most significant issue for low-income households, the Comprehensive Plan and Zoning Ordinance provide for a range of affordable housing options. In addition, city tax policies, including low taxes and adoption of tax abatements for affordable housing developments help foster, and remove potential barriers to, affordable housing. Finally, approximately 779 units of affordable rental housing (17% of subsidized housing in Kalamazoo County) are available within the City of Portage, which is proportionate to the housing units in the city as a percentage of the county overall.
- **Community Development Needs:** As the city has a dedicated Capital Improvement Program, non-housing community development needs identified were limited to: 1) neighborhood improvement efforts such as the Neighborhood Support Program, which aids in the prevention and elimination of blight; 2) small-scale neighborhood capital improvement projects; and 3) human/public service activities that assist with addressing homelessness and anti-poverty needs of the community.

### **Evaluation of past performance**

As noted above, the Consolidated Plan includes an Annual Action Plan element and a Consolidated Annual Performance and Evaluation Report (CAPER). The City of Portage has consistently received favorable reviews from HUD in regard to past performance, and has demonstrated that it has the capacity to implement programs in a timely and efficient manner consistent with HUD-approved Consolidated Plans and Annual Action Plans.

### **Summary of citizen participation process and consultation process**

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

### **Summary of public comments**

The Citizen Participation Plan and summary of public comments are provided in the appendix.

## Summary of comments or views not accepted and the reasons for not accepting them

No public comments were received that were not accepted or considered.

### Summary

The City of Portage anticipates receiving \$1.46 million in CDBG Program funds over the next five years, derived from annual entitlement grant funds and anticipated program income. These funds will be used to address priority needs identified in the Strategic Plan. The following tables summarize and describe the goals of the Strategic Plan over the next five years, as well as the 2016-2017 Annual Action Plan.

### Strategic Plan Goals Summary

Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Rental Housing	Affordable Housing Non-Homeless Special Needs	City-wide	Affordable Rental Housing	CDBG: \$25,000	Rental units rehabilitated: 5 Household Housing Unit
Affordable Owner Housing	Affordable Housing	City-wide	Affordable Owner Housing	CDBG: \$1,000,000	Homeowner Housing Added: 5 Household Housing Unit  Homeowner Housing Rehabilitated: 60 Household Housing Unit  Direct Financial Assistance to Homebuyers: 15 Households Assisted
Neighborhood Improvement	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$275,000	Housing Code Enforcement/Foreclosed Property Care: 1,750 Household Housing Unit
Public Services	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$150,000	Public service activities other than Low/Moderate Income Housing Benefit: 20,000 Persons Assisted
Non-Housing Community Development	Non-Housing Community Development	City-wide	Non-Housing Community Development	CDBG: \$50,000	Other: 1 Other

## Strategic Plan Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Affordable Rental Housing
	<b>Goal Description</b>	<p><u>Affordable Rental Housing:</u></p> <ul style="list-style-type: none"> <li>• Partner with non-profit housing developers with the pre-development or rehabilitation of housing to increase the supply of decent, affordable rental housing.</li> <li>• Partner with housing developers by providing tax abatements (Payments In Lieu of Taxes) in conjunction with federal and state financing to increase or preserve the supply of affordable rental housing. Funding provided, as resources permit, through the City of Portage General Fund.</li> </ul>
<b>2</b>	<b>Goal Name</b>	Affordable Owner Housing
	<b>Goal Description</b>	<p><u>Affordable Owner Housing:</u></p> <ul style="list-style-type: none"> <li>• Provide emergency repair grants to low-income home owners.</li> <li>• Provide housing rehabilitation loans to low-income home owners.</li> <li>• Assist low-income households with home buyer assistance to purchase homes in specified Portage neighborhoods, funded by the CDBG Program, and state resources as available.</li> <li>• Partner with non-profit developers to provide pre-development or rehabilitation assistance to provide affordable owner-occupied housing.</li> </ul>
<b>3</b>	<b>Goal Name</b>	Neighborhood Improvement
	<b>Goal Description</b>	Neighborhood Improvement includes code administration and enforcement efforts within low-moderate income neighborhoods that aid in the prevention and elimination of blight.
<b>4</b>	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	<p>Public Services to low-income households provided through local public services providers, funded through the CDBG Program and the City of Portage General Fund on an annual basis:</p> <ul style="list-style-type: none"> <li>• Homelessness prevention and rapid rehousing (including emergency shelter);</li> <li>• Emergency financial and food assistance;</li> <li>• Supportive services for special needs populations; and</li> <li>• Non-housing anti-poverty services/programs.</li> </ul>
<b>5</b>	<b>Goal Name</b>	Non-Housing Community Development
	<b>Goal Description</b>	Non-Housing Community Development activities to include small-scale capital improvement projects such as sidewalk repair and/or neighborhood park improvements within low-moderate income neighborhoods. Non-Housing Community Development activities provide an area-wide benefit, compared to a direct person or housing unit benefit.

## 2016-2017 Annual Action Plan Goals and Objectives

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

## Annual Action Plan Goal Descriptions

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

## The Process

### Lead & Responsible Agencies

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

**Table 1 – Responsible Agencies**

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

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

**Table 2 – Consolidated Plan Public Contact Information**

Name	Address	Contact Information
Vicki Georgeau, AICP Director of the Department of Community Development	7900 South Westnedge Avenue Portage, Michigan 49002	Telephone: 269-329-4477 Email: <a href="mailto:georgeav@portagemi.gov">georgeav@portagemi.gov</a> Website: <a href="http://www.portagemi.gov">www.portagemi.gov</a>

## Consultation

### 1. Introduction

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

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

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

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

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

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

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

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

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

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

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

**Table 3 – Agencies, groups, organizations who participated**

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

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

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

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

**Table 4 – Other local / regional / federal planning efforts**

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

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

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

## **Citizen Participation**

### **Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Citizen Participation is a key component of the update of the 2016-2020 Consolidated Plan and 2016-2017 Annual Action Plan whereby residents, property owners and agencies located in the City of Portage and/or serving Portage residents are provided the opportunity to actively participate in the preparation of the plans. The City of Portage encourages active citizen participation in conjunction with the Consolidated Plan and the Community Development Block Grant Program.

At the start of the Consolidated Plan update process, a Citizen Participation Plan was prepared and distributed. The Citizen Participation Plan includes a work plan to complete the Consolidated Plan, including several milestones throughout the update process; outreach efforts to engage the public; a list of several locations where information and copies of the Consolidated Plan can be obtained; technical assistance, if needed; and process to submit complaints or grievances. A copy of the Citizen Participation Plan is included as an appendix.

Public participation is encouraged through timely public notices, public hearings and publication of information relating to the Consolidated Plan and proposed Community Development Block Grant activities. Timely notices and agendas are published and/or posted at least seven days before the date of all public meetings, as well as direct mailings to agencies and interested groups. All meetings are held at City Hall, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for participation of a physically disabled or non-English speaking person in the Consolidated Planning process, the city will provide the appropriate accommodations.

A minimum of two public hearings were held prior to the submission of the Consolidated Plan and Annual Action Plan to allow for comment on community development needs and housing priorities within the City of Portage. The first public hearing was held on January 21, 2016 and reconvened on February 4, 2016 at Portage City Hall, 7900 South Westnedge Avenue at 6:30 p.m. and provided an opportunity for citizens, community groups and/or agencies to comment on a draft of the Housing Needs Assessment and Market Analysis within the City of Portage. Following the public hearing on the Housing Needs Assessment and Market Analysis, a draft of the Consolidated Plan and 2016-2017 Annual Action Plan were prepared. The 30-day public comment period began on March 8, 2016 and will conclude on April 7, 2016 when the Human Services Board will conduct the second public hearing on the draft Consolidated Plan and 2016-2017 Annual Action Plan at Portage City Hall, 7900 South Westnedge Avenue. Citizens are/were allowed to comment on the draft plans during the public hearings or submit their comments in writing before or during the public hearings.

**Table 5 – Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Non-targeted/broad community	A webpage was established on the City of Portage website to inform citizens of the process to update the Consolidated Plan and Annual Action Plan. The webpage includes information on how and where to submit comments plus an update schedule. The website also includes draft chapters of the Consolidated Plan for public comment. If paper copies of the Plan for review are desired, the website indicates copies are available at several convenient locations.	No comments have been received.	No comments were not accepted.	<a href="http://www.portagemi.gov/Departments/Community-Development/PlanningDevelopmentandNeighborhoodServices/CDBGProgramConsolidatedPlan.aspx">http://www.portagemi.gov/Departments/Community-Development/PlanningDevelopmentandNeighborhoodServices/CDBGProgramConsolidatedPlan.aspx</a>
2	Public Meeting	Non-targeted/broad community	On September 3, 2015 the Human Services Board was provided information and discussed the Consolidated Plan update process and important dates.	No public comments were received.	No comments were not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community	During the November 5, 2015 meeting, the Human Services Board was presented the Consolidated Plan Citizen Participation Plan for discussion.	No citizen comments were received.	No comments were not accepted.	
4	Direct mailing	Non-targeted/broad community	In early November 2015, over 90 letters were mailed directly to community stakeholders requesting input and assistance in developing the 2016-2020 Consolidated Plan Update process.	Several of the service providers have responded by supplying important information needed to help develop the Plan's goals and recommendations.	No comments were not accepted.	
5	Portager Newsletter Article	Non-targeted/broad community	In January 2016, an article was published in the Portager newsletter. The article advised citizens of the Consolidated Plan update process and requested citizen participation. The newsletter is mailed to every active mailbox in the city.	No comments were received.	No comments were not accepted.	<a href="http://www.portagemi.gov/FilesCustom/Portager/2016%2001%20January%20Portager.pdf">http://www.portagemi.gov/FilesCustom/Portager/2016%2001%20January%20Portager.pdf</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Newspaper Ad	Non-targeted/broad community	A public notice appeared in the Kalamazoo Gazette advising citizens of a public hearing held on January 21, 2016 concerning a draft of the Needs Assessment and Market Analysis. This notice was also posted to the city website under Legal Notices.	No comments were received.	No comments were not accepted.	<a href="http://www.portagemi.gov/Departments/City-Clerk/LegalNotices.aspx">http://www.portagemi.gov/Departments/City-Clerk/LegalNotices.aspx</a>
7	Public Hearing	Non-targeted/broad community	The Human Services Board conducted a public hearing on the Needs Assessment and Market Analysis on January 21, 2016. Two citizens were in attendance.	A board member noted the CHAS Data was from the 2007-2011 ACS. Another Board member inquired what data is used to determine the CDBG entitlement grant. A citizen asked when the Market Analysis data would be available.	No comments were not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Hearing	Non-targeted/broad community	The Human Services Board reconvened the public hearing on the Needs Assessment and Market Analysis on February 4, 2016. One citizen was in attendance.	A board member asked for clarification concerning the use of Section 8 Housing Vouchers. Another board member asked about the number of beds located in the Gospel Mission. Board members also asked about nursing homes and assisted living facilities and if the facilities being constructed in Portage accept Medicaid and are accessible to low income special needs residents. One citizen was asked how he heard about the public meeting, and he indicated the Portager newsletter.	No comments were not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Portager Newsletter Article	Non-targeted/broad community	An article was published in the March 2016 issue of the Portager advising citizens of the Consolidated Plan 30 day comment period and public hearing scheduled for April 7, 2016.	No comments have been received.	No comments were not accepted.	<a href="http://www.portagemi.gov/FilesCustom/Portager/2016%2003%20March%20Portager.pdf">http://www.portagemi.gov/FilesCustom/Portager/2016%2003%20March%20Portager.pdf</a>
10	Newspaper Ad	Non-targeted/broad community	A public notice appeared in the March 8, 2016 issue of the Kalamazoo Gazette advising citizens of the 30 day Consolidated Plan public comment period and public hearing scheduled for April 7, 2016. This notice was also posted to the city website under Legal Notices.	No comments were received in advance of the April 7, 2016 public hearing date	No comments were not accepted.	<a href="http://www.portagemi.gov/Departments/City-Clerk/LegalNotices.aspx">http://www.portagemi.gov/Departments/City-Clerk/LegalNotices.aspx</a>

## Needs Assessment

### Needs Assessment Overview

The Needs Assessment element of the Consolidated Plan is a comprehensive evaluation of the housing, homeless and non-homeless special needs in the City of Portage. The primary source of the data in the tables was prepared and included by HUD in the Integrated Disbursement and Information System (IDIS) template for the City of Portage. The source of the data utilized by HUD includes the 2000 and 2010 Decennial Census, 2007-2011 American Community Survey and Comprehensive Housing Affordability Strategy (CHAS) data. Note: some inconsistencies in the data produced by HUD exist. Data not provided by HUD was obtained from other local, state or national sources and other City of Portage documents. An evaluation of the data was completed to assist in identifying housing, homeless and non-homeless special needs during the next five year period.

The Consolidated Plan requires an examination housing and community development needs for various income levels of the population, with an emphasis on low and moderate income persons, households and areas of the community. CDBG Program funds must primarily be used to assist households at or below 80% of the Area Median Income (AMI). The following income levels are defined by HUD for the purpose of this plan and use of program funds:

- Extremely Low Income (0-30 percent AMI)
- Very Low Income (30-50 percent AMI)
- Low Income (50-80 percent AMI)
- Moderate Income (80-100 percent AMI)

HUD annually establishes the AMI for families within the Kalamazoo-Portage metropolitan statistical area (MSA), which is used for the purposes of determining level of need and eligibility for participation and use of CDBG Program funds. In 2015, the HUD-established AMI was as follows:

**Table 6: 2015 Area Median Income**

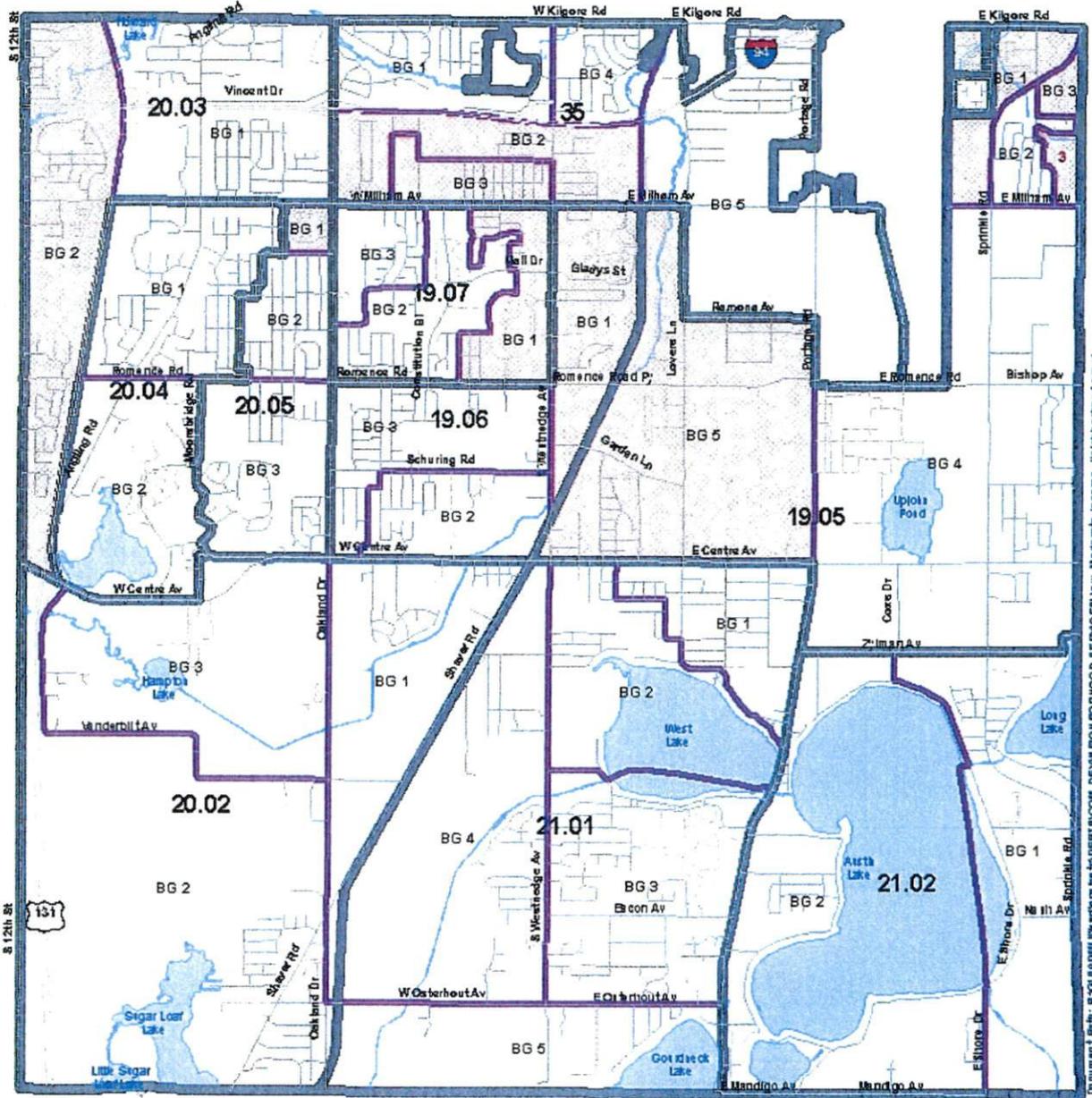
Income Limits	Persons Per Household							
	1	2	3	4	5	6	7	8
Extremely Low (30% AMI)	\$12,650	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$39,750
Very Low (50% AMI)	\$21,100	24,100	27,100	30,100	32,550	34,950	37,350	39,750
Low (80% AMI)	\$33,750	38,550	43,350	48,150	52,050	55,900	59,750	63,600

Data Source: HUD, Annual AMI limits effective May 2015

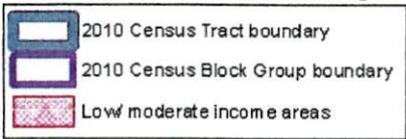
In addition to direct low-income household benefit, CDBG funds may be utilized within neighborhoods that have a higher percentage of low and moderate income households. HUD designates the low-moderate income neighborhoods by evaluating data at the census tract, block group level. CDBG Program funds can typically be expended to benefit neighborhoods with at least 51% low-moderate income households. Alternatively, for communities with lower levels of low-moderate income households, such as the City of Portage, communities may designate “upper quartile” neighborhoods as low-moderate income for the purpose of utilizing CDBG funding for area benefit purposes. Under this scenario, census tract block group data regarding the percentage of low-moderate income households is sorted from highest to lowest, and the “upper quartile” (i.e. upper 25%) areas are designated as low-moderate income neighborhoods within the community. Map 1 on the proceeding page shows these areas based on 2006-2010 American Community Survey (ACS) census data, as provided by HUD.

# Low/Moderate Income Neighborhoods

## Census Tract / Block Group Map \*



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



## Housing Needs Assessment

### Summary of Housing Needs

As shown in Table 7, the population, number of households and median income all increased in the City of Portage between 2000 and 2011. Population and number of households increase modestly from 3% and 5%, respectively, while median household income increased from \$49,410 to \$56,330 or 14%.

**Table 7: Housing Needs Assessment Demographics**

Demographics	Base Year: 2000	Most Recent Year: 2011	% Change
Population	44,897	46,135	3%
Households	18,094	18,987	5%
Median Household Income	\$49,410	\$56,330	14%

Data Source: 2000 Census (Base Year), 2007-2011 ACS

Table 8 below provides information on the type and number of households in the City of Portage based on area median family income (AMFI) categories as defined by HUD. The data indicates that 7,750 households are low-moderate income (40.8%) and 5,995 of all households (31.6%) within the city are low income (at or below 80% of AMFI). Over half (53.6%) of the households with one member 75 years or older are low income, and nearly half (47.8%) of households with one or more children 6 years old or younger are low-income. The data indicates that small family households with 2-4 persons have a higher percent (31.9%) of low-income households in comparison to large family households (22.2%) with greater than 5 persons.

**Table 8: Number of Households**

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households *	1,400	1,705	2,890	1,755	11,235
Small Family Households *	370	510	1,025	655	5,970
Large Family Households *	25	90	125	100	1,080
Household contains at least one person 62-74 years of age	199	275	440	300	1,835
Household contains at least one person age 75 or older	125	390	610	260	715
Households with one or more children 6 years old or younger *	285	305	460	230	915

\* the highest income category for these family types is >80% HAMFI

Data Source: 2007-2011 CHAS

### Housing Needs Summary Tables

#### 1. Housing Problems (Households with one of the listed needs)

Table 9 includes information on substandard housing, overcrowding and housing cost burden amongst low-moderate income households. Each type of housing problem is defined below:

- Substandard housing. A housing unit that lacks complete plumbing or kitchen facilities.
- HUD identifies the following two types of overcrowding (not including bathrooms, porches, foyers, halls, or half-rooms):
  - Overcrowding: 1.01- 1.5 persons per room; and
  - Severe overcrowding: greater than 1.5 persons per room
- Housing cost burden. Housing cost burden is defined as a certain percentage of total household income spent on housing costs. There are two categories of housing cost burden:
  - Housing cost burden: Greater than 30 percent of the household income is allocated to housing expenses; and
  - Severe housing cost burden: Greater than 50 percent of the household income is allocated to housing expenses

The data in Table 9 indicates that among the 7,750 low-moderate income households in the city, 10 rental units and 45 owner-occupied households lack complete plumbing and kitchen facilities.

With regard to overcrowding, 59 total rental households were identified with an overcrowded condition and 55 owner households experienced overcrowding.

Of the 7,750 low-moderate income households (renter and owner), 4,185 (54%) experienced a housing cost burden greater than 30%: 2,450 of these households were renters and 1,735 of these households were owners. Compared to owners, renters experienced a larger problem with housing cost burden: 1,055 (43%) of low-moderate income renters had a severe housing cost burden (paying more than 50% of the household income on housing), while 565 (32.6%) of owners experienced a severe housing cost burden.

**Table 9 – Housing Problems Table**

Housing Problem	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
	Number of Households									
Substandard Housing - Lacking complete plumbing or kitchen facilities	0	10	0	0	10	0	15	20	10	45
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	20	0	20	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	0	35	4	0	39	0	0	25	30	55
Housing cost burden greater than 50% of income (and none of the above problems)	690	330	35	0	1,055	210	130	190	35	565
Housing cost burden greater than 30% of income (and none of the above problems)	80	645	610	60	1,395	40	200	535	395	1,170
Zero/negative Income (and none of the above problems)	90	0	0	0	90	125	0	0	0	125
Data Source: 2007-2011 CHAS										

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

Table 10 below includes information concerning the number of households with one or more housing problems. As indicated, renters have almost twice the number of households (1,130) with one or more housing problems than owners (665). The 0-30% and >30-50 % AMI categories have the largest number of renters that experience one or more housing problems at 690 and 375 households, respectively. Of the 1,795 households (renter and owner combined) that have one or more housing problems, 900 or 50% are in the extremely low income category (0-30%). The number of low-moderate income renter and owner households that have no housing problems is approximately the same.

**Table 10 – Housing Problems 2**

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	690	375	65	0	1,130	210	145	235	75	665
Having none of four housing problems	235	795	1,305	590	2,925	55	390	1,290	1,090	2,825
Household has negative income, but none of the other housing problems	90	0	0	0	90	125	0	0	0	125

Data Source: 2007-2011 CHAS

3. Cost Burden >30%

The number and types of households with housing cost burdens more than 30% of income and more than 50% of income are shown in Tables 11 and 12. Four household categories are included:

- Small related – Households with 2-4 related members
- Large related – Households with 5 or more related members
- Elderly – Households whose head, spouse, or sole member is a person at least 62 years of age
- Other – All other households

Table 11 indicates there are 3,754 low-income households with a housing cost burden greater than 30% of household income. The number of renter households with a cost burden (2,420) is nearly double that of owners (1,334), with the “Other” group having the greatest number of households (950) followed by “Small Related” (875) and “Elderly” (540) households. With regard to owner households, the “Elderly” group had the highest number of households with a housing cost burden at 620 households followed by the “Small Related” group with 385.

**Table 11 – Cost Burden > 30%**

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	215	355	305	875	30	60	295	385
Large Related	10	35	10	55	0	0	50	50
Elderly	150	240	150	540	135	230	255	620
Other	385	380	185	950	84	55	140	279
Total need by income	760	1,010	650	2,420	249	345	740	1,334

Data Source: 2007-2011 CHAS

#### 4. Cost Burden > 50%

The Table 12 shows the number of households with severe housing cost burdens, expending more than 50% of household income on housing expenses. There are twice the number renter households (1,040) than owner households (525) with a severe housing cost burden. The renter group that had the greatest number of households with a severe cost burden was the “Other” (450) category, followed by the “Small Related” (335) and “Elderly” (245) household groups.

With regard to owner households, the “Elderly” group had the highest number of households with a severe housing cost burden (230) followed by the “Other” (150) and “Small Related” (135) groups.

**Table 12 – Cost Burden Greater than 50%**

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	190	145	0	335	30	35	70	135
Large Related	10	0	0	10	0	0	10	10
Elderly	110	100	35	245	100	55	75	230
Other	370	80	0	450	80	35	35	150
Total need by income	680	325	35	1,040	210	125	190	525

Data Source: 2007-2011 CHAS

#### 5. Crowding (More than one person per room)

Table 13 shows the number of households that are overcrowded by the following types of households:

- Single-family: households containing one family;
- Multiple, Unrelated family: households with multiple, unrelated families in a single unit;
- Other, Non-family: households that are not families (e.g. person living alone or with non-relatives)

The total number of overcrowded households for both renters (59) and owners (55) is nearly the same. For renters, the group with the greatest number of overcrowded households are single family households (39). For owners, multiple family, unrelated households (30) had the highest number of overcrowded households.

**Table 13 – Crowding Information**

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	0	35	4	0	39	0	0	15	10	25
Multiple, unrelated family households	0	0	0	0	0	0	0	10	20	30
Other, non-family households	0	0	20	0	20	0	0	0	0	0
Total need by income	0	35	24	0	59	0	0	25	30	55

Data Source: 2007-2011 CHAS

HUD suggests that data for households with crowding and children present also be evaluated by renter and owner occupied units and by income level. This data is not available via HUD CHAS data, and is also not readily available via Census and/or local data.

**Table 14 – Crowding Information**

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

However, based on the 2007-2011 ACS data, 6,531 (34.4% of the total) households in the City of Portage have one or more persons under the age of 18. It is estimated that renters account for 1,946 (29.8%) households and owners account for 4,585 (70.2%) households. Based on the overall crowding information shown in Table 13, it is estimated that there are 21 renter households and 19 owner households that are overcrowded with children present.

**Describe the number and type of single person households in need of housing assistance.**

CHAS data for single or one-person households is not available via HUD, and is also not readily available via Census and/or other local data. Based on the 2007-2011 ACS data, there were 5,506 (29%) one-person households within the City of Portage. It can be estimated that 2,246 of one-person households (40.8%) are low-moderate income and of these households, 1,740 are low-income (31.6%) households. Based on the housing cost burden data above, it can also be estimated that 1,213 households have a housing cost burden.

**Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

The needs of disabled households and victims of domestic violence and/or sexual assault are addressed in the Non-Homeless Special Needs Assessment.

**What are the most common housing problems?**

As shown by the data above, substandard and/or overcrowded housing is not a significant problem within the community. The most common housing problem within the City of Portage is housing cost burden. Of the 7,750 low-moderate income households, 4,185 or 54% of the total experienced a housing cost burden. Of the 4,185 burdened households, 2,450 (59%) of these households were renters and 1,735 (41%) were owners. There were 1,395 renter households and 1,170 owner households paying more than 30% of the household income on housing. With regard to a severe housing cost burden (paying more than 50% of the household income on housing), there were 1,055 renters and 565 of owners that experienced a severe housing cost burden.

**Are any populations/household types more affected than others by these problems?**

In addition to renters that experience a greater housing cost burden, elderly households who own a home and small-related households that both rent and own had the greatest number of housing cost burden households. The elderly population is the fastest growing age cohort in the city, which also is likely to be a one-person or small-related household. The elderly are typically on a lower, fixed income as a result of retirement, disability, or death of a spouse.

**Describe the characteristics and needs of low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

As indicated in Table 9, 65% of renters (690 households) that had a severe housing cost burden were extremely low income. In addition, 37% of owners (210 households) that had a severe housing cost burden were also extremely low income. As noted above, housing cost burden is the most significant housing problem amongst low-moderate income households within the City of Portage and these households are at the most risk of losing stable housing and becoming homeless. The needs of homeless families and individuals is addressed in the Homeless Needs Assessment.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

As noted above, extremely low income households with a severe housing cost burden may be considered to be most at risk of losing their housing, and there are 900 households (690 renters and 210 owners) within the community in this situation. It is noted, however, the number of

persons who are at risk of becoming homeless is difficult to determine since at any one point in time the number of people who are threatened with eviction, unemployment, foreclosure or utility shut-off is unknown. An individual or family is most often at risk when they are living paycheck-to-paycheck without any savings for sudden emergencies: The loss of a paycheck, a rent increase, a health problem, or a temporary layoff from work, for example, can lead to an individual or family losing their home.

### **Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

There are several housing characteristics that can be linked to housing instability and an increase risk of homelessness and include, but are not limited to:

Those at most risk of becoming homeless include:

- Age of dwelling unit and lack of maintenance. As a dwelling unit ages, substantial maintenance becomes necessary. If the owner neglects maintenance activities due to lack of income, older housing units typically become substandard. The age threshold used to signal a potential deficiency is 50 years or more. According to the 2007-2011 ACS data, 57% of the owner-occupied units (7,571) and 54% (3,046) of the renter-occupied housing units were built between 1950 and 1979.
- Overcrowding. Under-housed individuals or families that are housing cost burdened may “double-up” with family or relatives, which results in crowded conditions.
- Housing cost burden. As noted above, paying more than 30% of household income on housing expenses is a significant housing problem, and paying more than 50% of household income on housing expenses is a severe housing cost burden. Low income households, especially those with severe cost burdens and extremely low income are at risk of homelessness, a risk applies to renters on a greater level in comparison to owners.

### **Discussion**

The data above indicates that amongst housing problems experienced by low-moderate income households, housing cost burden remains the most significant. Small family households and elderly households experience a higher incidence of housing cost burden.

## Disproportionately Greater Need: Housing Problems

### Introduction

HUD requires communities to identify disproportionate housing needs when the percentage of any racial or ethnic group has a disproportionately greater need in comparison to the needs of that category as a whole. A disproportionate housing need exists when the percentage of persons of a particular race or ethnic group in a category of need is at least 10% higher than the category as a whole.

Based on 2010 Census data, the race and ethnic composition of the City of Portage is as follows:

White - 86.9%;	Black/African American - 4.9%;
Asian - 3.8%;	American Indian, Alaska Native – less than 1%;
Pacific Islander – less than 1%	Hispanic ethnicity – 3.1%

The following four tables evaluate data for housing problems by income, race, and ethnicity.

### 0%-30% of Area Median Income

Table 15 provides housing problems data by race and ethnicity in the 0-30% AMI range. As shown, White households have the highest number of one or more housing problems with 755, followed by Black/African Americans with 210 households. At 0-30% AMI, the threshold for disproportionately greater need is 83% (10% higher than the jurisdiction as a whole of 73%) or more of a particular racial or ethnic group. In this income group, Asian households are experiencing disproportionately greater need with 100% of the total households (20) having one or more housing problems.

**Table 15 - Disproportionally Greater Need 0 - 30% AMI**

Housing Problems	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	1,015	73%	170	12%	215	15%	1,400
White	755	72	120	12	175	16	1,050
Black / African American	210	82	30	12	15	6	255
Asian	20	100	0	0	0	0	20
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	25	33.3	25	33.3	25	33.3	75

Data Source: 2007-2011 CHAS

### 30%-50% of Area Median Income

Table 16 provides housing problems data by race and ethnicity in the 30-50% AMI range. As shown, White households have the highest number of households with one or more housing

problems (1,155), followed by Black/African American households (130 households). At 30-50% AMI, the threshold for disproportionately greater need is 90% (10% higher than the jurisdiction as a whole of 80%). In this income category, there are no race or ethnic groups that have a disproportionately greater housing need in comparison to the jurisdiction as a whole.

**Table 16 - Disproportionally Greater Need 30 - 50% AMI**

Housing Problems	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	1,370	80%	335	20%	0	0%	1,705
White	1,155	82	260	18	0	0	1,415
Black / African American	130	84	25	16	0	0	155
Asian	0	0	0	0	0	0	0
American Indian, Alaska Native	0	0	25	100	0	0	25
Pacific Islander	0	0	0	0	0	0	0
Hispanic	40	62	25	38	0	0	65

Data Source: 2007-2011 CHAS

### 50%-80% of Area Median Income

Table 17 provides housing problems data by race and ethnicity in the 50-80% AMI range. White households have 1,275 households and Black/African American households follow with 125 households with one or more housing problems. At 50-80% AMI, the threshold for disproportionately greater need is 60% (10% higher than the jurisdiction as a whole of 50%). In this income category, Black/African American households are experiencing a disproportionately greater need with 60% of the households having one or more of the four housing problems.

**Table 17 - Disproportionally Greater Need 50 - 80% AMI**

Housing Problems	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	1,440	50%	1,445	50	0	0	2,885
White	1,275	50	1,300	50	0	0	2,575
Black / African American	125	60	85	40	0	0	210
Asian	0	0	15	100	0	0	15
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	35	54	30	46	0	0	65

Data Source: 2007-2011 CHAS

### 80%-100% of Area Median Income

Table 18 provides housing problems data by race and ethnicity in the 80-100% Area Median

Income (AMI) range. White households have the highest number (470), followed by Black/African American households (35) of one or more housing problems. At 80-100% AMI, the threshold for disproportionately greater need is 40% (10% higher than the jurisdiction as a whole of 30%). In this income category, 41% of Black/African American households, and 100% of Hispanic households are experiencing a disproportionately greater need, having one or more housing problems.

**Table 18 - Disproportionally Greater Need 80 - 100% AMI**

Housing Problems	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	525	30%	1,230	70%	0	0%	1,755
White	470	29	1,150	71	0	0	1,620
Black / African American	35	41	50	59	0	0	85
Asian	15	33	30	67	0	0	45
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	4	100	0	0	0	0	4

Data Source: 2007-2011 CHAS

## Disproportionately Greater Need: Severe Housing Problems

### Introduction

As explained in the previous section, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular race or ethnic group is at least 10 percentage points higher than the percentage of persons in category as a whole. In addition to the lack of complete kitchen and plumbing facilities, the difference between a housing problem as shown in the previous section and a severe housing problem is an increase in overcrowding (1.5 persons per room compared to 1.0 persons per room) and/or a greater housing cost burden (more than 50% of the household income spent on housing costs compared to 30%).

### 0%-30% of Area Median Income

Table 19 provides severe housing problems data by race and ethnicity in the 0-30% AMI range. As shown, White households have the highest number (665) of severe housing problems, followed by Black/African American (185) households. At 0-30% AMI, the threshold for disproportionately greater need is 74% (10% higher than the jurisdiction as a whole of 64%). In this income category, 100% of Asian households (20) are experiencing a disproportionately greater need with severe housing problems.

**Table 19 – Severe Housing Problems 0 - 30% AMI**

Severe Housing Problems*	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	895	64%	290	21%	215	15%	1,400
White	665	64	210	20	175	16	1,050
Black / African American	185	72	55	22	15	6	255
Asian	20	100	0	0	0	0	20
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	25	33.3	25	33.3	25	33.3	75

Data Source: 2007-2011 CHAS

### 30%-50% of Area Median Income

Table 20 provides severe housing problems data by race and ethnicity in the 30-50% AMI range. White households have the highest number of severe housing problems (425), followed by Black/African American (85) households. At 30-50% AMI, the threshold for disproportionately greater need is 40% (10% higher than the jurisdiction as a whole of 30%). In this income category, Black/African Americans are experiencing a disproportionately greater need with 55% of households having severe housing problems.

**Table 20 – Severe Housing Problems 30 - 50% AMI**

Severe Housing Problems*	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	520	30%	1,185	70%	0	0%	1,705
White	425	30	990	70	0	0	1,415
Black / African American	85	55	70	45	0	0	155
Asian	0	0	0	0	0	0	0
American Indian, Alaska Native	0	0	25	100	0	0	25
Pacific Islander	0	0	0	0	0	0	0
Hispanic	10	14	60	86	0	0	70

Data Source: 2007-2011 CHAS

Table 21 provides severe housing problems data by race and ethnicity in the 50-80% AMI range. White households have the highest number of severe housing problems (270), followed by Black/African American households (30). At 50-80% AMI, the threshold for disproportionately greater need is 20% (10% higher than the jurisdiction as a whole of 10%). In this income category, no racial or ethnic are experiencing a disproportionately greater severe housing needs.

**Table 21 – Severe Housing Problems 50 - 80% AMI**

Severe Housing Problems*	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	295	10%	2,590	90%	0	0%	2,885
White	270	10	2,305	90	0	0	2,575
Black / African American	30	14	185	86	0	0	215
Asian	0	0	15	100	0	0	15
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	0	0	60	100	0	0	60

Data Source: 2007-2011 CHAS

## 80%-100% of Area Median Income

Table 22 provides severe housing problems data by race and ethnicity in the 80-100% AMI range. White households (75) have severe housing problems and no racial or ethnic groups have a disproportionate need in comparison to the jurisdiction as a whole.

**Table 22 – Severe Housing Problems 80 - 100% AMI**

Severe Housing Problems*	Has one or more of four housing problems		Has none of the four housing problems		Household has no/negative income, but none of the other housing problems		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	75	4%	1,680	96%	0	0%	1755
White	75	5	1,545	95	0	0	1620
Black / African American	0	0	85	100	0	0	85
Asian	0	0	45	100	0	0	45
American Indian, Alaska Native	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Hispanic	0	0	4	100	0	0	4

Data Source: 2007-2011 CHAS

## Discussion

In summary, households within the 0-30 percent area median income category have the highest number of households with severe housing problems (895 households). This finding is not unusual at this income bracket since housing costs account for a larger share of a person's monthly income. Within all income brackets, Blacks have a higher disproportionate need in the 0-30% and 30-50% AMI categories while the Asians have a higher disproportionate need in the in 0-30% AMI.

## Disproportionately Greater Need: Housing Cost Burdens

In this section of the Consolidated Plan, a disproportionate greater need of housing cost burden is reviewed among racial and/or ethnic groups. As noted above, a disproportionately greater need exists when the percentage of persons in a particular racial or ethnic group is at least 10 percentage points higher than the percentage of persons in the category as a whole. A household is considered cost burdened if they pay over 30% of their income on housing costs. A household has a severe cost burden if they pay over 50% of their income on housing costs.

**Table 23 – Greater Need: Housing Cost Burdens AMI**

Race	No Cost Burden ≤30%		Cost Burden 30-50%		Severe cost Burden >50%		No / negative income		Total Households
	Total	% of Total	Total	% of Total	Total	% of Total	Total	% of Total	
Jurisdiction as a whole	12,830	70	3,540	19	1,720	9	185	1	18,275
White	11,910	71	3,185	20	1,405	8	170	1	16,670
Black / African American	480	45	290	27	280	26	15	2	1,065
Asian	395	80	65	13	35	7	0	0	495
American Indian, Alaska Native	45	100	0	0	0	0	0	0	45
Pacific Islander	0	0	0	0	0	0	0	0	0
Hispanic	265	62	100	24	35	8	25	6	425

Data Source: 2007-2011 CHAS

As shown in Table 23, White households had the highest cost burden in the 30-50% income category, with 3,185 households, followed by Black/African Americans households (290) and Asian households (65). The threshold for disproportionately greater need amongst cost burdened households is 29% (10% higher than the jurisdiction as a whole of 19%). No racial or ethnic groups had a disproportionate need with regard to housing cost burden.

With regard to severe housing cost burden, White households had the highest incidence of severe housing cost burden, with 1,405 households, followed by Black/African Americans households (280) and Asian households (35). The threshold for disproportionately greater need amongst severely cost burdened households is 19% (10% higher than the jurisdiction as a whole of 9%). Black/African American households had a disproportionate need with regard to severe housing cost burden with 26% of households.

## Disproportionately Greater Need: Discussion

Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Asian households had a disproportionate need in the 0-30% AMI Housing Problems and Severe Housing Problems categories. Black/African American households had a disproportionate need in the 50-80% AMI and the 80-100% AMI Housing Problems category. Hispanic households also had a disproportionate need in the 80-100% AMI Housing Problems category. With regard to Severe Housing Problems, Black/African American households had a disproportionate need, and also had an overall disproportionate need with regard to severe housing cost burden.

If they have needs not identified above, what are those needs?

As indicated previously, housing cost burden is the most significant housing need within the city of Portage. Extremely low-income households with a severe housing cost burden are most at risk of becoming homeless. In the extremely low income category (0-30% AMI), Asian households have disproportionate needs, and with regard to severe housing cost burden, Black/African American households have a disproportionate need.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

Table 24 below displays information regarding race by Census Tract. The information indicates that the different racial or ethnic groups are generally distributed throughout the community. The following census tracts have a higher percentage of Black/African residents in comparison to the community overall: 19.05, 19.06, 19.07, 20.03, 20.05, and 35.00. In addition, the following census tracts have a higher percentage of Asian residents in comparison to the community overall: 19.06, 20.03, and 20.04.

**Table 24: 2007-2011 Race by Census Tract**

Census Tract:	19.05	19.06	19.07	20.02	20.03	20.04	20.05	21.01	21.02	35.00
Total:	5,394	4,614	4,140	3,419	5,497	3,965	3,972	7,703	2,727	4,704
White	4,322	3,889	3,406	3,081	4,406	3,537	3,240	6,794	2,600	4,127
Black/African American	621	273	381	84	485	88	424	370	34	478
American Indian/ Alaska Native	25	53	0	13	12	0	0	107	0	8
Asian	176	259	155	95	495	200	190	124	45	35
Native Hawaiian/ Pacific Islander	0	0	0	0	0	0	0	0	0	0
Some other race	0	24	72	29	23	86	20	117	0	16
Two or more races:	250	116	126	117	76	54	98	191	48	40

Source: 2007-2011 ACS

# Public Housing

## Introduction

The City of Portage does not have a Public Housing Authority and has no public housing units. Furthermore, 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 subsequently established 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. While local 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.

In addition to the programs administered by the Kalamazoo County PHC noted above, MSHDA administers rental subsidies and Housing Voucher programs (previously referred to as Section 8) within Kalamazoo County. The following text provides a brief description of the types of public housing and vouchers typically available through a PHA:

- **Certificate:** The Section 8 Rental Certificate Program (now known as Housing Choice) provides affordable housing for very low-income households choosing to live in privately owned rental housing. The PHA pays the landlord the difference between 30% of the household's adjusted income and the unit's rent.
- **Mod-Rehab:** The moderate rehabilitation program provides project-based rental assistance for low-income families and assistance is limited to properties previously rehabilitated pursuant to a housing assistance payment (HAP) contract between an owner and a PHA.
- **Public Housing:** Public Housing are those properties owned and operated by a PHA.
- **Vouchers:** Most vouchers are tenant-based "portable" housing subsidies that permit recipients to seek qualified housing anywhere within the county. Vouchers can also be project-based, meaning they are assigned to a specified affordable housing development. In addition to tenant-based and project-based vouchers, the following additional voucher programs are administered by PHAs:
  - **Veteran Affairs Supportive Housing:** These vouchers combine rental assistance with case management and clinical services by the U.S. Department of Veteran Affairs.
  - **Family Unification Program:** These vouchers are allocated through a competitive process and are focused on assisting low-income families.
  - **Disabled:** These vouchers are for non-elderly disabled, nursing home transition, and mainstream 1-year and 5-year households.

As indicated above, there are a number of different public housing options and voucher programs available through PHAs. In Kalamazoo County, because there is no PHA, there are no public housing units. Instead, public housing assistance is provided solely through vouchers that are allocated based on household income with eligibility derived from a waiting list, while others are allocated specifically to homeless persons/households and veterans, and others are tied to specific developments (i.e., project-based). As of December 2015, there were 1,057 vouchers utilized in Kalamazoo County: 955

Housing Choice Vouchers and 102 Project Based Vouchers. Of these vouchers, 78 were leased within Portage at scattered sites: 55 within apartments, 12 within townhouses and 11 within single-family homes. There are no project-based vouchers within the City of Portage.

HUD requires an evaluation of detailed data on the characteristics of public housing residents. As noted above, MSHDA is the PHA for Kalamazoo County. However, MSHDA data is only readily available for public housing residents on a state-wide basis. Therefore, the following tables provide data regarding public housing and vouchers administered by MSHDA on a state-wide basis, which can be helpful in estimating the needs of public housing residents within Kalamazoo County.

Table 25 indicates that the vast majority of public housing is provided via voucher programs in comparison to public housing owned and operated by a PHA.

**Table 25: Public Housing by Program Type - Totals in Use**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers in use	0	344	0	23,858	898	22,453	318	0	113

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

### Characteristics of Residents

As shown in Table 26, the average household income of public housing residents ranges from \$8,236 to \$10,907. The average household size ranges from 1-2 persons and the household incomes for public housing residents are within the extremely low income category. The average length of stay for public housing residents ranges from 1-6 years, with tenant-based voucher holders having the longest length of stay. Of public housing residents who were homeless at admission, the largest group of such residents have vouchers administered by the Veterans Administration. The data also indicates there were 8,327 disabled families, which is approximately 35% of all families utilizing public housing.

**Table 26: Characteristics of Public Housing Residents by Program Type**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project based	Tenant-based	Special Purpose Voucher		
						Veterans Affairs Supportive Housing	Family Unification Program		
Average Annual Income	0	\$8,236	0	\$10,907	\$8,600	\$10,983	\$9,522	0	
Average length of stay	0	3	0	6	1	6	0	0	
Average Household size	0	1	0	2	1	2	1	0	
# Homeless at admission	0	0	0	104	30	21	53	0	
# of Elderly Program Participants (>62)	0	52	0	3,469	168	3,229	29	0	
# of Disabled Families	0	209	0	8,327	317	7,816	85	0	
# of Families requesting accessibility features	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0	
# of Domestic Violence victims	0	0	0	0	0	0	0	0	

Data Source: PIC (PIH Information Center)

**Race of Residents**

Table 27 provides data regarding the race of public housing residents. As shown, approximately 49% of public housing resident are White and 49% are Black/African American. American Indian/Alaska Natives comprise just over 1% of public housing residents, and a combination Asian and Pacific Islanders make of the balance of public housing residents.

**Table 27: Race of Public Housing Residents by Program Type**

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project based	Tenant based	Special Purpose Voucher		
						Veterans Affairs Supportive Housing	Family Unification Program	Disabled*	
White	0	182	0	11,658	444	10,987	91	0	85
Black/African American	0	159	0	11,802	420	11,105	226	0	28
Asian	0	0	0	101	4	97	0	0	0
American Indian/Alaska Nativ	0	3	0	262	25	234	1	0	0
Pacific Islander	0	0	0	35	5	30	0	0	0
Other	0	0	0	0	0	0	0	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

## Ethnicity of Residents

As shown in Table 28, approximately 3% of public housing residents are Hispanic, whereas the vast majority of public housing residents do not have a Hispanic ethnicity.

**Table 28: Ethnicity of Public Housing Residents by Program Type**

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Hispanic	0	18	0	692	37	643	6	0	0
Not Hispanic	0	326	0	23,166	861	21,810	312	0	113

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

### Section 504 Needs Assessment:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity that receives financial assistance from, or is conducted by, any federal agency including HUD. Under Section 504, program accessibility means that a program, when viewed in its entirety, is readily accessible to and usable by persons with disabilities. Under the concept of program accessibility, not every single building must be accessible, or every single dwelling unit, but there must be sufficient accessibility so that persons with disabilities have an equal opportunity to participate in, and benefit from, the program and have the same range of choices and amenities as those offered to others.

As noted above, 35% of public housing residents (8,327 voucher holders) are disabled families. While the City of Portage does not own and operate public housing units, there are several affordable rental housing units that provide housing to seniors and persons with disabilities. A description of these housing options is provided in the Market Analysis. In addition, based on local data pertaining to rental housing developments with 5 or more units within the community, there are approximately 5,400 units provided within 42 apartment complexes. Of these rental units, approximately 68 units are fully accessible for persons with disabilities. In addition, it is estimated that over 500 units are wheelchair accessible.

### Needs of public housing tenants:

As shown in the data above, household incomes and availability of accessible housing units is a pressing need for public housing tenants. Collaborative community efforts to address poverty and increase household income should assist with addressing these needs. In addition, increasing the supply of affordable and accessible rental housing will help address the needs of households with disabilities.

**Waiting list:**

There are two waiting lists for public housing vouchers. The waiting list for homeless household vouchers has 184 names, and MSHDA staff are currently assisting persons that applied in August 2015. The Housing Choice Voucher list has 1,026 names, and was last opened on May 17, 2006. The number of persons on these waiting lists exceeds the number of vouchers (1,057) currently available in the county.

**Most immediate needs of residents of Public Housing and Housing Choice voucher holders**

As indicated above, raising household income and increasing the supply of affordable housing, especially accessible units and special needs housing for persons with disabilities is a significant need.

**How do these needs compare to the housing needs of the population at large**

Residents of public housing and Housing Choice voucher holders have a lower household income and corresponding higher cost burden in comparison to the larger community. In addition, there is a disproportionate need amongst Black/African American residents who comprise 49% of public housing units. Finally, families with disabilities have a higher need than the larger population for housing assistance since their ability to derive income from employment is more limited. In addition, residents with disabilities are in need of additional accessible and special needs housing within the community that is also affordable.

**Discussion**

As indicated above, raising household income and increasing the supply of affordable housing, especially for accessible units and special needs housing for persons with disabilities is a significant need. It is anticipated that additional rental assistance now available through the Kalamazoo County Public Housing Commission will help alleviate these needs.

## Homeless Needs Assessment

### Introduction:

The Kalamazoo County Continuum of Care (CoC) was created, as required by HUD, to develop “a comprehensive and integrated approach to end homelessness and insure permanent housing for low-income people.” The Kalamazoo LISC (Local Initiatives Support Corporation) Affordable Housing Partnership facilitates the Continuum of Care for Kalamazoo County. The following data on homelessness in Kalamazoo County was collected by the CoC from various data sources, including the Homeless Management Information Systems (HMIS), annual Point-in-time homeless counts, and other local data.

### Homeless Needs Assessment

Table 29 below provides data on the number of persons experiencing homelessness on a given night (per the January 2015 Point-in-time count), and over the past year per the annual HMIS Report for January – December 2014. Based on the most recent Point-in-time (PIT) count, there were 351 homeless persons in Kalamazoo County: 228 were children under 18, 29 were young adults between 18-24 years, and 86 were adults over 24. Eight persons were unsheltered homeless, 6 adults and 2 unaccompanied youth. Age, race and ethnicity data for unsheltered individuals is not available. With regard to chronically homeless, there were 10 individuals and 3 families based on the 2015 PIT.

Based on the 2014 HMIS report, over the past year, 6,484 persons experienced homeless during 2014. This figure is 19% higher than the number of persons experiencing homelessness in 2013, and 16% higher than the five-year average (2010-2014) of 5,251 homeless persons. Of homeless persons that provided information regarding their last permanent residence, 286 persons indicated they last resided within the City of Portage.

**Table 29 - Homeless Needs Assessment**

Population <sup>1</sup>	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	351	0	3,545	0	0	0
Persons in Households with Only Children	12	0	142	0	0	0
Persons in Households with Only Adults	191	6	2,797	0	0	0
Chronically Homeless Individuals	10	0	513	--	--	--

Table 29 - Homeless Needs Assessment

Population <sup>1</sup>	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Chronically Homeless Families	3	0	0	--	--	--
Veterans	10	0	160	--	--	--
Unaccompanied Child	10	2	--	--	--	--
Persons with HIV	1	0	--	--	--	--

<sup>1</sup> Portage does not have a rural homeless population.

Data Source Comments: Kalamazoo CoC January 2015 Point in Time survey; Kalamazoo Annual HMIS Report, January – December 2014

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Chronically homeless individuals and families

A person is considered chronically homeless if they have been homeless four or more times in the past three years, or homeless for one year continually and diagnosed with a disability. As noted above, 513 individuals were chronically homeless in 2014, which increased 20% compared to data for 2013. The 2014 HMIS report indicates the increase is more likely due to increased focus on data collection and accuracy in data for Kalamazoo County. Over half (53%) of chronically homeless individuals are men, the average age is 42 years of age. With regard to education, 41% had either a high school diploma or GED, and nearly 26% had some college education or technical training.

Families with children

The 2014 HMIS report indicates there were 1,598 homeless families consisting of 1,717 adults and 1,828 children. The vast majority (78%) of homeless families are single parent, with 71% being a single female headed household. Nearly 61% of homeless adults in families identified being homeless multiple times, while 39% reported being "first time homeless". With regard to education, 37% report having a high school diploma or GED and 32% have at least some college.

Veterans

The 2014 HMIS report indicates 217 veterans were homeless in Kalamazoo County: 160 homeless and 57 at imminent risk of homelessness. This figure represents a 13% decrease in homeless veterans from 2013. Homeless veterans are predominantly male (83%) with the average age of 52 years (and 37 years old for female homeless veterans). Over half (56%) of veterans seeking services were unemployed.

## Unaccompanied Youth

HUD defines an “unaccompanied youth” as someone under the age of 18 who is not under the care of a parent or guardian. The 2014 HMIS report indicates 142 unaccompanied youth were homeless in Kalamazoo County. This figure represents an 8.4% increase over 2013 homeless youth, and is 42% increase over the five-year average of 100 from 2010-2014.

### **Nature and Extent of Homelessness:**

Table 30 provides the race and ethnicity of homeless persons based on the 2015 PIT.

**Table 30 - Race and Ethnicity of Homeless Persons**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered</b>
White	64	0
Black or African American	256	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
Multiple Races	31	0
<b>Ethnicity:</b>		
Hispanic	26	0
Not Hispanic	325	0

Data Source: Point-in-Time Count, January 2015

Comments: No race and ethnicity data available for Unsheltered Homeless

### **Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

The Federal Strategic Plan to End Homeless has placed an emphasis on addressing homelessness among families. As noted above, over the past year 6,484 persons experienced homeless during 2014, and 1,598 of these persons were homeless families comprised of 1,717 adults and 1,828 children. While the 2014 HMIS report does not address families of veterans, the 2015 PIT count indicates that amongst homeless veterans, 1 of 6 households were family households, which indicates most homeless veterans are single adult households.

### **Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

As shown in Table 30 above, 73% of homeless were Black/African American (256), and the balance of homeless persons identified in the 2015 PIT count were either White or of multiple-races. With regard to ethnicity, 26 homeless persons were Hispanic. Data on race and ethnicity is not available for the 8 unsheltered homeless persons identified.

## **Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

As noted above, the 2015 PIT count identified 351 homeless persons in Kalamazoo County: 228 were children under 18, 29 were young adults between 18-24 years, and 86 were adults over 24. Most homeless persons counted were residing in an emergency shelter (170) or in transitional housing (181). However, 8 persons were unsheltered homeless, 6 adults and 2 unaccompanied youth.

### **Discussion:**

Based on 2014 HMIS report, the incidence of homelessness has increased over the past few years, even as economic conditions have improved following the onset of the Great Recession in 2008. The increase in chronic homeless persons is presumed to be related to improved data collection instead of an actual increase in the number of chronic homelessness. However, there is a reported increase in unaccompanied youth homelessness within the community. Overall, the data from both the 2015 PIT and 2014 HMIS reports indicate a continual demand for services for homeless individuals and families and the need for permanent supportive housing that is affordable to homeless individuals, families and special needs populations, such as veterans, unaccompanied youth and chronically homeless persons, who may also have a disability.

## **Non-Homeless Special Needs Assessment**

### **Introduction:**

This following includes a review of housing needs for the elderly, frail elderly, and persons with disabilities including mental illness, developmentally disabled, physically disabled, substance abusers, persons with HIV/AIDS, and victims of domestic violence.

### **Describe the characteristics of special needs populations in your community:**

Based on 2010-2014 ACS data, 12% of the population in Portage (5,665) had a disability, which may include one or more of the following: hearing, vision, cognitive, ambulatory, self-care or independent living difficulty. For children under the age of 17, 7% or 571 persons had a disability, and for adults ages 18-64, 10.1% or 2,928 persons had a disability. With regard to elderly residents, a much higher occurrence, 34.2% of persons over the age of 65, had a disability.

### Physical, Developmental and Mental Disability:

Physically disabled persons are those having an illness or impairment that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying. Based on 2005-2007 ACS data, 6.8% of the total population of Portage had a physical disability. Amongst persons with a disability, 52% were in the 21-64 year old age group, 43% were in the 65 years and older age groups.

A developmental disability is a mental and/or physical impairment that occurs before the age of 22 from a birth defect or an accident. The Census Bureau does not specifically provide data for persons with developmental disabilities. However, according to the Michigan Developmental Disabilities Council (Five Year State Plan 2012-2016), it is estimated that 1.8 percent of the state population has a developmental disability. Based on 2010-2014 ACS data, the total population of the City of Portage was 47,024, and it can be estimated that 846 persons had a developmental disability in Portage.

A mental disability includes various mental illnesses or disorders generally characterized by dysregulation of mood, thought, and/or behavior. Based on 2005-2007 ACS data, 3.9% of the total population of Portage were identified as having a mental disability. Amongst persons with a disability, 52% of the 21-64 year old age group had a mental disability, and 28% of the 65 years and older age groups had a mental disability.

As additional information, between October 2014 and September 2015, Kalamazoo Community Mental Health Services provided assistance to 530 Portage residents with a mental illness (377 adults and 153 children), and 172 Portage residents with a developmental disability (145 adults and 27 children)

While current HUD CHAS data is not readily available on the number of households with disabilities and also a housing problem, data in the 2011-2015 Consolidated Plan indicates 62% of all low-income households with a disability also had a housing problem (63% of renters and 61% of owners). Assuming current trends are similar, it can be estimated that of 2,459 low income renters with a housing problem, 1,606 also had a disability. In addition, it can be estimated that of 1,490 low-income owners with a housing problem, 909 also had a disability.

### Elderly and Frail Elderly:

Based on 2010-2014 ACS Census data, there are 6,332 persons over the age of 65 years or 13.5% of the total population. The term “frail elderly” refers to persons over the age of 65 who for various reasons are unable to adequately care for themselves. Specifically, if a person has one or more limitations to Activities of Daily Living (e.g. difficulty eating, bathing, toileting by oneself) or Instrumental Activities to Daily Living (e.g. difficulty using the telephone, getting outside, shopping, doing light housework) and needs assistance to perform routine activities of daily living, the individual may be classified as “frail elderly”. Census data specifically identifying the “frail elderly” is not available. However, persons over the age of 75 (i.e., extra elderly) are often frail elderly or at risk of becoming frail elderly. As noted above, 12% of the population in Portage (5,665) had a disability. Of elderly residents 65-74 years, 21.6% (791 persons) had a disability, and 51.3% of frail elderly residents over 75 years (1,375 persons) had a disability. Of all elderly persons over 65 years, 34.2% had a disability.

Tables 11 and 12 of the Needs Assessment provides data on the needs of elderly households and specifically assesses such households with a housing cost burden greater than 30% and 50% of household income. As indicated, there are 785 elderly renter households with a housing cost burden (540 and 245 households with cost burdens over 30% and 50% of household income respectively). Furthermore, there are 850 elderly owner households with a housing cost burden (620 and 230 households with cost burdens over 30% and 50% of household income respectively). Based on the above information, it can be estimated that of these 1,635 cost burdened elderly households, 559 households are both frail elderly and cost burdened (268 renters and 291 owners).

### Substance Abuse:

Alcohol/other drug abuse is defined as an excessive and impairing use of alcohol or other drugs, including addiction. The Census Bureau does not define persons with a substance abuse disability. However, Southwest Michigan Behavioural Health (SWMBH), a Medicaid funded service, provides substance abuse services within Kalamazoo County and served a total of 1,494 persons in 2015, 177 of whom were Portage residents. It is noted that substance abuse services are also provided by non-Medicaid funded service providers to community residents, and the above data is reflective of low-income households with a substance abuse problem.

### Victims of Domestic Violence:

The YWCA provides emergency shelter, transitional and permanent supportive housing, along with counseling services to victims of domestic violence within Kalamazoo County. According to statistics provided by the YWCA, Kalamazoo County law enforcement responded to 3,205 incidents of domestic violence in 2014, 3,270 in 2013 and 2,863 in 2012. For 2014 and 2015, an average of 338 shelter clients have been provided emergency shelter and counseling services for domestic assault, and 14 shelter clients received YWCA services for sexual assault. With regard to Portage in particular, over the past two years, an average of 18 shelter clients from Portage received YWCA emergency shelter services and counseling for domestic assault and 1 shelter client from Portage received shelter and counseling services for sexual assault. YWCA staff indicates the shelter is at full capacity and has a waiting list and individuals are served based on a combination of physical danger and

availability of housing. The YWCA currently provides 21 units of transitional housing, and 4 units are located within the City of Portage. Based on the average number of Portage residents served, there is a need for approximately 15 additional housing units to meet the community need.

**What are the housing and supportive service needs of these populations and how are these needs determined?**

Twelve percent (12%) of the Portage population has a disability and 62% of all low income households with a disability are estimated to have a housing problem. From this data, it can be estimated that 719 (12%) low income households had a disability, and 446 of these households have a housing problem.

With regard to the supportive housing needs of persons with disabilities, and also including persons with substance abuse and victims of domestic violence and/or sexual assault, a variety of supportive services are needed, including but not limited to: home-based caregiver and/or home-health care services, accessible housing, assisted living facilities, skilled nursing facilities, transportation assistance, counseling, health services, job placement services, housing placement and affordability assistance.

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

According to the Kalamazoo County Health and Community Services Department January 2013 Biannual HIV Surveillance Analysis, it is estimated there are 420 Kalamazoo County residents with a prevalence of HIV. "HIV prevalence estimates include all persons...with a diagnosis of HIV Infection (any stage) and incorporates an approximation of those not reported or not yet diagnosed". Based on more current estimates, there are 35 persons from the City of Portage had a prevalence of HIV. The Center for Disease Control estimates that one-third to one-half of persons with AIDS are either homeless or in danger of losing their housing. Using the more conservative estimate, this would equate to 15 persons with AIDS in Portage in need of housing.

**Discussion:**

Households with special needs, especially those who are low-income have a high likelihood to have a housing problem, most often related to housing cost burden. Special needs households are also more likely to be unemployed or underemployed due to their special needs, and are more likely to be extremely low income.

## Non-Housing Community Development Needs

### Describe the jurisdiction's need for Public Facilities:

The City of Portage has community development needs that are not directly related to housing. The needs for public facilities relate to public buildings such as City Hall, the Portage Senior Center, the Department of Public Services, Police and Fire Stations and various park buildings. The need for public facilities also includes information technologies. Other public facility and/or public improvement needs include: police and fire vehicles and apparatus, public services vehicles and equipment, public park facilities, bikeways, and multi-use trails. Finally, public improvement needs relate to significant public infrastructure that supports development within the community and public health and safety, which includes major and local street infrastructure, public water, sanitary sewer and storm water infrastructure.

### How were these needs determined?

Public facility and improvement needs are determined by a variety of planning and analysis efforts, including:

- the Comprehensive Plan, which is a 10-20 year plan that evaluates Transportation/Major Streets, Complete Streets, Recreation and Open Space, Natural/Cultural Resources, Economy/Market Place, Utility Infrastructure and Community Facilities;
- Strategic plan studies such as the Storm Water Master Plan, the Wellhead Protection Program, Water Utility Infrastructure Analysis Program, Walkway/Bikeway Plan;
- Periodic public facility audits (and other preventative maintenance reports) which are performed for various municipal facilities;
- Annual reports and studies such as utility operation and maintenance reports, annual traffic counting and signal studies, park and recreation and cultural reports, citizen surveys, among other departmental studies which are routinely accomplished, and
- Special studies or special initiatives introduced by the City Administration

### Describe the jurisdiction's need for Public Improvements:

The City of Portage annually prepares a 10-year Capital Improvement Program (CIP) that specifies the needs for capital investments in 8 categories: Streets (local and major); Sidewalk and Bikeways; Water; Sewer; Police; Fire; Public Facilities; and Parks and Recreation (including multi-use trails). Projects proposed in the CIP include a description of the project and budgeted expenditures for each year of the 10-year CIP. The 2015-2025 CIP includes a planned expenditure of \$130.6 million on 112 capital projects: 31% of these expenditures are planned for streets, 20% for water and sewer infrastructure; 8% for public safety (police and fire); 3% for parks and recreation, 2% for public facilities and 1% for sidewalks and bikeways. The balance of 10-year CIP expenditures is projected to be allocated to debt service for prior capital investments by the city.

Over the past several years, the city has been challenged with carrying out the amount of needed capital investment projects due to reduced property values which impacts available revenues. Property values have been stabilizing more recently and there has been some improvement in the local economy. However, additional resources are particularly needed for major and local streets and non-motorized street elements such as shared shoulder bikeways and sidewalks, especially in light of the city's recent adoption of a Complete Streets policy.

The City of Portage has a dedicated 2.0 mills that generates approximately \$2 million annually, and a dedicated municipal street fund millage of up to 1.0 mill. Additional funding for capital investments comes from the city water and sewer fund, and federal and state funding. Because the number of capital improvement projects and the dollars needed to address the total need is very high, and the actual CDBG funding received by the city on an annual basis is low (averaging approximately \$220,000 annually), the city generally does not address public facility/improvement needs through the CDBG program. On occasion, CDBG funds may be used for small scale capital improvements projects such as sidewalk installation and/or repairs and park improvements within upper quartile low-moderate income neighborhoods.

#### **How were these needs determined?**

As noted above, public facility and improvement needs and capital improvement projects are determined from a variety of planning and analysis efforts by the city.

#### **Describe the jurisdiction's need for Public Services:**

Based on the data presented above, there is a need for a variety of public services in the community to support low-income household and neighborhood needs. Homelessness prevention and rapid re-housing assistance is key, in addition to increasing the supply of affordable and accessible rental housing, and rental housing subsidies (e.g. project-based or housing choice vouchers). Anti-poverty programs to assist low-income households in general with increasing their income and employment opportunities are also needed. Finally, supportive services to assist special needs households, including victims of violence, is an ongoing public service need. Ongoing neighborhood improvement efforts to aid in the elimination and prevention of blight are also considered a priority need in the community.

#### **How were these needs determined?**

Based on data in the Needs Assessment above, 31.6% of Portage households are low-income (who are predominantly elderly or households with children), 12% of Portage residents have a disability, and extremely low-income households, especially renters, are at risk of becoming homeless. There is growing number of homeless persons within Kalamazoo County, especially in the areas of chronic homelessness and unaccompanied youth and the availability of rental housing subsidies is limited in comparison to the demand. Low-income homeowners are also at risk of being challenged with housing maintenance and maintaining affordable housing, and upper quartile low-moderate income neighborhoods have consistently experienced a higher percentage of housing and property maintenance cases in comparison to other areas of the community.

# Housing Market Analysis

## Housing Market Analysis Overview:

The Housing Market Analysis covers topics including general characteristics of the housing market, lead based paint hazards, public and assisted housing, facilities and services for homeless persons, special needs facilities and services, and barriers to affordable housing.

## Number of Housing Units

### Introduction

Between 2000 and 2011, the number of housing units increased from 18,885 to 20,221, which represents a 7.1% increase. The majority of this growth, however, occurred before the start of the Great Recession in 2008. As shown in Table 31, the city housing growth rate slowed considerably in comparison to the previous decade (between 1990-2000), and was lower in comparison to the larger context of Kalamazoo County.

**Table 31: Housing units, Kalamazoo County and Portage –2000 and 2011**

Jurisdiction	Housing Units			Percent Change (1990-2000)	Percent Change (2000-2011)
	1990	2000	2011		
Kalamazoo County	88,955	99,250	109,715	11.6%	10.5%
Portage	16,133	18,885	20,221	17.1%	7.1%

Source: 2000 Census, 2007-2011 American Community Survey, Census Bureau

## All residential properties by number of units

As shown in Table 32 below, the City of Portage had a total of 20,221 housing units, of which 13,841 units or 68% were 1-unit detached structures. Multi-family units (2-20 or more attached units) accounted for an additional 4,919 units or 25% of the total. The remaining 7% of the housing units were 1-unit attached structures, mobile homes or other non-permanent housing.

**Table 32 – Residential Properties by Unit Number**

Property Type	Number of Units	Percent of total
1-unit detached structure	13,841	68%
1-unit, attached structure	988	5%
2-4 units	783	4%
5-19 units	3,015	15%
20 or more units	1,121	6%
Mobile Home, boat, RV, van, etc.	473	2%
<b>Total</b>	<b>20,221</b>	<b>100%</b>

Data Source: 2007-2011 ACS

## Unit Size by Tenure

Table 33 below provides owner-occupied and renter-occupied housing information based on unit

size. According to the 2007-2011 ACS estimates, 13,327 of households are owner-occupied (70%) and 5,660 households (30%) are renter occupied. The most common size for owner-occupied housing is three or more bedrooms (88%) and for renter-occupied housing, the most common unit size is two bedroom representing 47% of the units, followed by one bedroom units (31%).

**Table 33 – Unit Size by Tenure**

	Owner-occupied		Renter-occupied	
	Number	%	Number	%
No bedroom	0	0%	114	2%
1 bedroom	73	1%	1,761	31%
2 bedrooms	1,522	11%	2,665	47%
3 or more bedrooms	11,732	88%	1,120	20%
Total	13,327	100%	5,660	100%

Data Source: 2007-2011 ACS

**Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.**

In addition to public housing rental assistance provided through the Kalamazoo County Public Housing Commission and MSHDA, there are several other affordable rental housing developments located within the City of Portage:

- The Hearthside I & II Apartments is an independent living senior housing development built in two phases in 1990 and 1992 under the MSHDA Tax Credit Program. The City of Portage provided a tax abatement and Payment in Lieu of Taxes (PILOT) in return for maintaining the units as affordable. The complex contains 160 units, rented only to senior citizens at or below 60% of median county income. As part of a 2010 refinance and comprehensive rehabilitation project, the city granted a new PILOT in exchange for the continued rental of 128 units at affordable rates for seniors that extends to 2031.
- Milham Meadows is a multi-family development with 300 units built under the HUD Section 236 program in the early 1970's. All units are subsidized to a certain degree, however, 20-40% of the units receive additional rent subsidies for individuals or families at or below 80% of median area income. This complex was sold and rehabilitated in 2014 and financed with a new mortgage and Use Restrictions through the HUD Section 221(d)(4) and tax-exempt short-term bonds through MSHDA. The city also approved a PILOT to help facilitate the project. The use restriction with regard to providing rent-reduced units extends to 2049.
- Residential Opportunities, Incorporated (ROI) owns the following two developments that are rented at affordable rates to low-income persons, with some units occupied by persons with special needs:
  - Schuring Road: Two, four-unit apartment buildings, which are rented to low-income households at fair market rents with a monthly utility cost credit.
  - Barrington Woods: 32-unit apartment development on Garden Lane. ROI acquired and rehabilitated Barrington Woods in 2006 and financing was provided via a MSHDA mortgage and Low-Income Housing Tax Credit. The City of Portage granted a PILOT to facilitate the project. ROI will provide affordable rental housing to households with incomes at or below 50% of the Area Median Income, and 12-units will be rented to persons with special needs. The use restriction with regard to providing rent-reduced units extends to 2052.

- Spring Manor was constructed in 1996 and provides 102 units of affordable housing for seniors 55 years old and older whose income does not exceed 60% of the area median income. Spring Manor received a PILOT from the City of Portage and was financed through the MSHDA. In 2013, the units were rehabilitated and financed with a new mortgage through HUD Section 223(f). The city also granted a new PILOT in exchange for the continued rental of 102 units at affordable rates for seniors that extends to 2048.
- The 65-unit Centre Street Village was financed through MSHDA and received a PILOT from the city in 1994 for providing 20 units of affordable housing for persons or families of lower income. In 2013, the units were rehabilitated and financed with a new mortgage through MSHDA and low income housing tax credits through MSHDA as well. The number of affordable units was increased from 20 to 28. The city also granted a new PILOT in exchange for the continued rental of 28 units at affordable rates that extends to 2048.
- Anna's Vineyard was constructed in 1995 and provides 144 units of affordable family rental housing. The development was privately funded utilizing the Federal Low Income Housing Tax Credit Program. The use restriction with regard to providing rent-reduced units extends to 2024.
- Portage Pines provides 27 affordable one-bedroom units for senior citizens or disabled persons needing assisted living. The use restriction with regard to providing rent-reduced units extends to 2026.
- Gladys Street Apartment provides 10 units of affordable rental housing to persons with disabilities. The development was constructed in 2009 with funding through the HUD Section 811 program. In addition, city CDBG funds were provided to assist with connection to public utilities. The use restriction for this development extends to 2049.

The above housing in Portage provides 779 units of affordable and special needs housing, and represents approximately 17% of affordable housing units within Kalamazoo County. As noted above, within the last six years, the city has assisted with the preservation of 558 affordable housing units within four developments (Hearthside, Spring Manor, Milham Meadows and Centre Street Village) by granting of new tax abatements and PILOTS. Financing programs through the MSHDA and HUD exist to acquire and/or rehabilitate housing developments in exchange for affordability use restrictions. Utilization of such programs will be encouraged as use restrictions for existing subsidized developments approach expiration, and/or as existing housing developments without affordability use restrictions are in need of upgrades.

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

The affordability periods for the above listed developments is anticipated to last into the next 10-30 years. As noted above, the Hearthside, Spring Manor Apartments, Centre Street Village Apartments and Milham Meadows completed a refinance and/or acquisition and rehabilitation within the past six years. When each of these developments were refinanced, the affordability use restrictions were extended and the City of Portage assisted with the preservation of these affordable developments by granting a Payment in Lieu of Taxes (PILOT).

## **Does the availability of housing units meet the needs of the population?**

As noted above, there are 779 affordable rental housing units within the City of Portage, and an additional 78 public housing vouchers being utilized in the city as of December 2015, which combined provide a total of 857 rental housing units specifically set aside for low-income and special needs households. As indicated in the Needs Assessment, there are 5,995 low income households in Portage and 2,390 renters have a housing cost burden. Based on this data, there remain 1,533 low income renters that need assistance with affordable housing.

### **Describe the need for specific types of housing:**

As also indicated in the Needs Assessment, low-income renters in the extremely low income category are at the highest risk of becoming homeless. Furthermore, elderly households and households with children have a higher incidence of housing problems. In addition, as indicated in the Needs Assessment, there is a significant need for fully accessible housing units and special needs housing with supportive services provided on site, or with access to supportive services and mainstream resources.

### **Discussion**

Over the past 10 years, the community has experienced a modest growth in housing units. In the mid-2000's, as a result of the Great Recession and associated housing crisis, the value of single-family housing in the community decreased, while median household incomes remained relatively flat. During this same time, the cost of rental housing increased 8% as many homeowners who lost their home to foreclosure sought alternative (rental) housing. There has been a recent recovery in the housing market and local economy and incomes and housing values are anticipated to grow. However, a continued focus on affordable housing, and in particular rental housing will be needed to assist low-income households, especially extremely low income households and those with special needs.

# Housing Market Analysis: Cost of Housing

## Introduction

This section provides an overall picture of owner and renter-occupied housing costs within the City of Portage. The information includes housing cost trends, rent trends, fair market rents, and the overall affordability of the local housing market.

## Cost of Housing

Trends in the cost of housing in the City of Portage are shown in Table 34. In 2000, the median home value was \$118,700. By 2009, the median value of a home in Portage increased to \$157,400, which represents a 32% increase. According to the latest American Community Survey (2010-2014), the median home value in Portage in 2014 was \$147,300, a 6% decrease from 2009. This decrease in home value is consistent with the national trend following the 2008 Great Recession and housing market crisis. However, compared to the year 2000, the value of a home in 2014 is 24% higher which impacts housing affordability for people below the area median income level.

With regard to contract rents, an increase of 19% (\$500 to \$596) occurred between 2000 and 2009. From 2009 to 2014 (most recent year), contract rents continued to increase (\$596 to \$631) but at a slower rate (6%) compared to the 2000-2009 time period. Overall, contract rents increased 26% between 2000 and 2014. Unlike the median home value that saw a decline between 2009 and 2014, contract rents continued to increase even during the recessionary period, but at a modest rate.

**Table 34 – Cost of Housing**

Housing Cost	Base Year: 2000	2009	% Change (2000-2009)	Most Recent Year: 2014	% Change (2009- 2014)
Median Home Value	\$118,700	\$157,400	32%	\$147,300	-6.4%
Median Contract Rent	\$500	\$596	19%	\$631	6%

Data Source: 2000 Census (Base Year), 2005-2009 ACS and 2010-2014 ACS (Most Recent Year)

The range of monthly rents paid in the City of Portage is shown in Table 35. Of the 5,660 renter households in the city, 68.3% (3,867 units) have a rent that ranges between \$500 and \$999. The second highest category is Less than \$500/month, which account for 1,487 units or 26.3% of the total. With 26.3% or 1,487 units available at rents less than \$500/month, opportunities for affordable housing are available. Only 5.4% of the units have rents greater than \$1,000/month.

**Table 35 - Rent Paid**

Rent Paid	Number of Units	% of Total
Less than \$500	1,487	26.3%
\$500-999	3,867	68.3%
\$1,000-1,499	293	5.2%
\$1,500-1,999	13	0.2%
\$2,000 or more	0	0.0%
Total	5,660	100.0%

Data Source: 2007-2011 ACS

## Housing Affordability

Housing affordability for renter and owner-occupied housing units, based on HUD-adjusted Area Median Family Income (HAMFI) categories, is shown in Table 36. HUD considers a housing unit affordable if gross rent, including utilities, is no more than 30% of the household income. Of the 5,540 rental units in the city considered to be affordable, only 260 rental units, or 4.6%, are considered affordable to those individuals whose annual income is at or below 30% HAMFI. As expected, there are more affordable rental units available to individuals whose annual income is between 50 and 80% of the HAMFI. At 50% HAMFI, 1,350 units or 24.3% of the rental units are available, and at 80% HAMFI, 3,930 or 71% of the units are available. Of the 5,300 owner units available, only 310 units or 6% are considered affordable to individuals earning 50% or less of the HAMFI and 1,750 units or 33% to individuals earning 80% or less of the HAMFI.

**Table 36 – Housing Affordability**

Household Income	Renter Units	Owner Units
30% HAMFI	260	No Data
50% HAMFI	1,350	310
80% HAMFI	3,930	1,750
100% HAMFI	No Data	3,240
Total	5,540	5,300

Data Source: 2007-2011 CHAS

## Monthly Rent

The 2015 HUD Fair Market Rents (FMRs) and HUD HOME Rents within the Kalamazoo-Portage Metropolitan Statistical Area are shown in Table 37. FMRs are gross rent estimates that include the shelter rent plus the cost of all tenant-paid utilities, except telephones, cable or satellite television service, and internet service for metropolitan areas as the basis of determining rent payments for Housing Choice voucher and other HUD rent subsidy programs. Fair Market Rents are set to the dollar amount at which 40 percent of the standard quality rental housing units are rented, excluding non-market rental housing (e.g. public housing). High HOME rents do not exceed 30 percent of the adjusted income of a family whose annual income equals 65 percent of the median income for the area with adjustments for number of bedrooms in the unit. Low HOME rents do not exceed 30 percent of the annual income of a family whose income equals 50 percent of the median income for the area with adjustments for smaller and larger families.

**Table 37 – Monthly Rent**

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	\$472	\$573	\$728	\$958	\$1,166
High HOME Rent	\$472	\$573	\$728	\$958	\$1,135
Low HOME Rent	\$472	\$573	\$711	\$821	\$917

Data Source: HUD FMR and HOME Rents

## Is there sufficient housing for households at all income levels?

A comparison of the total number of households that are below the area median income to the total number of affordable housing units will indicate whether or not there is sufficient housing available at the various income levels. Table 35 below shows the total number of households at the various income levels, number of available units and gap between availability and need:

**Table 38 Affordability Gaps**

Household Income	Number of households	Households with cost Burden (>30% & >50%)		Affordable units		Gap
		Rental	Owner	Rental	Owner	
30% HAMFI	1,400	770	250	260	No Data	-1,140
50% HAMFI	1,705	975	330	1,350	310	-45
80% HAMFI	2,890	645	725	3,930	1,750	+2,790
100% HAMFI	1,755	60	430	No Data	3,240	+1,485
Total	7,750	2,450	1,735	5,540	5,300	

Data Source: 2007-2011 CHAS

As shown in the Table 38 above, there are 7,750 low-moderate income households in the City of Portage. Included in this total are 2,450 rental households and 1,735 owner households that have a housing cost burden. The table above indicates there are 5,540 affordable rental units and 5,300 affordable owner units. However, there are gaps at some income levels as explained below:

- There are 1,400 households in the city earning 0-30% of the area median income. Of the 1,400 households, 770 rental and 250 owner households (1,020 total) have a housing cost burden but only 260 affordable rental units and an undetermined number of owner units are available resulting in a shortage (gap) of 1,140 affordable units in this income range.
- There are 1,705 households in the city earning between 30-50% of the area median income, of which 975 rental and 330 owner households (1,305 total) have a housing cost burden. The gap between the number of households in this income range and availability of affordable housing units is much less. There is an adequate number of affordable units to meet the demand of those households with a housing cost burden but overall, there is a shortage (gap) of 45 units.
- At the 50-80% AMI level, there are 2,890 households, of which 645 rental and 725 owner households (1,370 total) have a housing cost burden. There are, however, a sufficient number of affordable units at this income level (surplus of 2,790 units) to meet the need.
- At the 80-100% AMI level, there are 1,755 households, of which 60 rental and 430 owner households (490 total) have a housing cost burden. There is an undetermined number of affordable rental units and 3,240 affordable owner units resulting in a sufficient supply (1,485 surplus) of affordable housing units.

While current HUD CHAS data is not available to determine household incomes of the occupants of affordable rental and owner housing units, based on data in the 2011-2015 Consolidated Plan, even though there is a sufficient supply of affordable housing, the affordable rental and owner housing units are often occupied by households with higher income levels. Based on 2005-2007

HUD CHAS data, 72% of affordable rental units were occupied by low-income households, and only 28% of affordable owner units were occupied by low-income households.

**How is affordability of housing likely to change considering changes to home values and/or rents?**

Between 2009 and 2014, the median household income has remained flat increasing only slightly from \$54,760 in 2009 to 55,050 in 2014 (0.5%). During this same five year period, the median home value decreased from \$157,400 to \$147,300, or 6.4%. This decrease can be attributed to the onset of the Great Recession and associated housing crisis. With regard to fair market rents, a two-bedroom unit increased from \$674/month in 2009 to \$728/month in 2015, representing an 8% increase. Although median household income has remained flat, the median home value has decreased making home ownership more affordable, at least in the short term. Over time, the median home values are expected to increase. With an 8% increase in fair market rents during the six year period between 2009 and 2015, and flat household income trends, rental housing has generally become less affordable.

**How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

The 2015 HUD Fair Market Rents (FMRs) and HUD HOME Rents within the Kalamazoo-Portage Metropolitan Statistical Area indicate a two bedroom unit should rent for \$728/month. The Low HOME rent is \$711/month. The 2010-2014 ACS data indicates the area median rent for the City of Portage is \$725/month so the FMRs, HOME rents and area median rents for a two bedroom unit are comparable. Since the FMRs, HOME Rents and Area Median Rent are consistent with one another, it is important that the City of Portage continue to implement policies and practices that the city has control over, to increase the availability of affordable housing to meet resident needs, particularly those residents within the extremely low income category (0-30% AMI).

**Discussion**

Many of the issues that impact the availability of affordable housing in the City of Portage cannot be specifically controlled by the City Administration. The City is, however, an active and supportive partner with area non-profit housing developers and other organizations involved in the creation of affordable housing opportunities. In addition, the city encourages affordable housing options by removing barriers such as allowing small lot sizes, maintaining low development fees, offering property tax exemptions to households at or below poverty, and approval of PILOT programs to encourage development of affordable, multi-family residential developments. Through the use of CDBG program funds, the city offers programs designed to encourage affordable homeownership, rehabilitation of deteriorated homes, accessibility improvements to existing homes, and emergency repair grants.

# Housing Market Analysis: Condition of Housing

## Introduction

This section provides an overview of the condition of housing in the City of Portage including condition of the housing units, the year the housing units were constructed, an assessment of the lead-based hazards and number of vacant housing units.

## Definitions

The definition of *Standard Condition* and *Substandard Condition, but Suitable for Rehabilitation* used by the city are as follows:

- *Standard condition* – A housing unit that meets HUD Housing Quality Standards (HQS) and all applicable state and local codes.
- *Substandard condition but suitable for rehabilitation* – A housing unit that lacks complete plumbing facilities, kitchen facilities.

## Condition of Units

Table 39 below shows the condition of owner-occupied and renter-occupied housing units in the City of Portage. As defined by HUD, a housing condition includes the following:

- Lacks complete plumbing facilities;
- Lacks complete kitchen facilities;
- Has more than one person per room; and
- Has a cost burden greater than 30 percent of the occupant’s household income

**Table 39 - Condition of Units**

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	2,991	22%	2,573	45%
With two selected Conditions	24	0%	36	1%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	10,312	77%	3,051	54%
Total	13,327	99%	5,660	100%

Data Source: 2007-2011 ACS

Based on the 2007-2011 ACS data, 77% (10,312) of owner-occupied housing units have no housing conditions. Of the remaining 23 percent of owner occupied housing units, 22% (2,991) had one housing condition and less than 1% (24) had two housing conditions. No owner-occupied units had three or four housing conditions. Fifty-four percent (54%) of the renter occupied units (3,051) had no selected conditions. However, 45% of the rental units (2,573) had one selected condition and 1% (36) had two selected housing conditions. No renter occupied units have three or four selected housing conditions.

## Year Unit Built

Table 40 provides information concerning the age of housing units in the city. With regard to owner-occupied housing units, 8,647 units (65%) were built before 1980 with only 1,076 units (8%) built before 1950. A similar situation exists for renter-occupied units: Of the 5,660 rental units, 3,257 (58%) were built before 1980 with only 211 units (4%) built before 1950. The majority of owner-occupied (80%) and renter-occupied housing units (92%) were built between 1950 and 1999.

**Table 40 – Year Unit Built**

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	Percent	Number	Percent
2000 or later	1,632	12%	219	4%
1980-1999	3,048	23%	2,184	38%
1950-1979	7,571	57%	3,046	54%
Before 1950	1,076	8%	211	4%
Total	13,327	100%	5,660	100%

Data Source: 2007-2011 CHAS

## Risk of Lead-Based Paint Hazard

Lead poisoning, especially of young children, can cause permanent damage to the brain and many other organs and can result in reduced intelligence and behavioral problems. Lead can also harm a developing fetus. According to the Centers for Disease Control, there are at least 4 million households where children are being exposed to high levels of lead (>5 micrograms). The first laws affecting lead-based paint went into effect between 1973 and 1978. By 1978, lead-based paint was prohibited from use in residential construction. Table 41 below provides data regarding the age of housing and the number of housing units occupied by households with children under the age of six.

**Table 41 – Risk of Lead-Based Paint**

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	8,647	65%	3,257	58%
Housing Units built before 1980 with children present	790	6%	285	5%

Data Source: 2007-2011 ACS (Total Units) 2007-2011 CHAS (Units with Children present)

Based on the data in the above table, there are 8,647 owner-occupied and 3,257 renter-occupied housing units with a potential lead hazard as these housing units were constructed before 1980. Six percent (790 units) of the owner-occupied housing units and 5% (285 units) of the renter-occupied housing had children present, and these units pose the greatest risk with regard to lead-based paint exposure. The total number of such housing units is 1,075 or 5.7% of the total units in the city. As additional information, data from the Kalamazoo County Department of Health and Community Services indicates that in 2013, 563 Portage children under the age of six (living in pre-1950's houses) were tested, and nine children had elevated blood lead levels.

## Vacant Units

Based on the 2007-2011 ACS data, there were a total of 20,221 housing units within the city, of which 1,234 units or 6.1% of the total were vacant. The vacancy rate for owner-occupied units was 1.1% and 8.5% for rental units. Table 42 below includes data on vacant and “abandoned” units. Note: the Neighborhood Stabilization Program (NSP) definition of “abandoned” is:

- 90 days delinquent on the mortgage, tribal leasehold, or tax payments.
- A code enforcement inspection has determined that the property is not habitable and the owner has taken no corrective actions within 90 days of notification of the deficiencies.
- The property is subject to a court-ordered receivership or nuisance abatement related pursuant to state or local law of otherwise meets a state definition of an abandoned home or residential property.

**Table 42 - Vacant Units**

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	1,223	11	1,234
Abandoned Vacant Units	3	7	10
REO Properties	128	3	131
Abandoned REO Properties	0	0	0

Source: 2007-11 ACS & City of Portage

The total number of vacant units in the City of Portage (6.1%) is not considered significant and a problem for the city. Many of the “abandoned” units were older, manufactured homes located in a designated manufactured home park. With regard to abandoned/foreclosed properties, the City of Portage regularly tracks residential foreclosures. In 2011, there were 131 residential foreclosures, which, according to the NSP definition, are considered to be vacant/abandoned. These Real Estate Owned (REO) properties are a result of mortgage and/or tax delinquencies. In 2011, all foreclosed properties had been sold. In 2012 the number of residential foreclosures increased to 150 and since that time, decreased every consecutive year to a low of 37 in 2015.

## Need for Owner and Rental Rehabilitation

As noted above, 92% of the owner-occupied housing units and 96% of the renter-occupied units were built after 1950. As a result, the housing stock in the city is considered relatively young and, if not well maintained, can likely be rehabilitated rather than razed. Given the age of the city housing stock, 22% (2,991) of the units had one reported condition and only 24 units had two reported conditions. The percentage of renter-occupied housing units that were reported to have one housing condition is more than double that of the owner-occupied units: 45% (2,573) of the units has one reported condition. However, the percentage of units that were reported to have two housing conditions was very low at only 1% (36) of the units. Similar to data in the Needs Assessment, a housing condition also includes overcrowding and housing cost burden, and as the data indicated, the predominant housing problem existing in the City of Portage is housing cost burden, compared to substandard housing. Based on the information above, there is a moderate need for the city to facilitate housing rehabilitation activities involving both owner and rental-occupied units.

# Public and Assisted Housing

## Introduction

As indicated in the Needs Assessment, the City of Portage does not have a Public Housing Authority and has no public housing units. Furthermore, 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, Kalamazoo County did establish a Public Housing Commission (PHC), and subsequently established a locally-funded Local Housing Assistance Fund (LHAF). 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. In addition to the programs administered by the Kalamazoo County PHC noted above, MSHDA administers rental subsidies and Housing Voucher programs (previously referred to as Section 8) within Kalamazoo County. As of December 2015, there were 1,057 vouchers utilized in Kalamazoo County: 955 Housing Choice Vouchers and 102 Project Based Vouchers. Of these vouchers, 78 were leased within Portage at scattered sites: 55 within apartments, 12 within townhouses and 11 within single-family homes. There are no project-based vouchers within Kalamazoo County. HUD requires an evaluation of detailed data on the characteristics of public housing residents. As noted above, MSHDA is the PHA for Kalamazoo County. However, data is only readily available for public housing residents on a state-wide basis. Table 43 provides data regarding public housing and vouchers administered by MSHDA on a state-wide basis, which can be helpful in estimating the needs of public housing residents within Kalamazoo County. This data is similar to information provided in the Needs Assessment.

**Table 43 – Total Number of Units by Program Type**

Program Type	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers available	0	333	0	24,609	843	23,766	2,313	0	1,064
# of accessible units	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\* includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition  
 Data Source: PIC (PIH Information Center)

## Homeless Facilities and Services

### Introduction

The Kalamazoo County Continuum of Care (CoC) is the coordinating entity for homelessness in Kalamazoo County, and the City of Portage is an active participant of the CoC. The following inventory of facilities available to assist homeless persons in the county was obtained from the CoC. There are three types of housing available to homeless persons within Kalamazoo County:

- **Emergency Shelter:** Any facility, the primary purpose of which is to provide temporary shelter.
- **Transitional Housing:** housing and appropriate supportive services to homeless persons, which facilitates a transition to independent living, generally in a time frame up to 24 months.
- **Permanent Supportive Housing:** Permanent housing for homeless persons in which supportive services are provided to assist homeless persons to live independently.

**Table 44 - Facilities and Housing Targeted to Homeless Households**

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher/ Seasonal/ Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	172	N/A	184	352	N/A
Households with Only Adults	202	N/A	48	194	N/A
Chronically Homeless Households	0	N/A	0	0	N/A
Veterans	0	N/A	0	0	N/A
Unaccompanied Youth	13	N/A	0	0	N/A

Source: 2015 Housing Inventory Chart Total Summary for MI-507, Kalamazoo County CoC

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.**

The Kalamazoo County CoC is a “collaboration of nonprofit, business, governmental, education, health, human service, advocacy entities, and constituent groups creating a comprehensive and integrated approach to end homelessness...”. The Kalamazoo County CoC and the Kalamazoo County Multi-Purpose Collaborative Body (established to coordinate the provision of human services) work cooperatively to ensure access to main stream resources. In addition, within the CoC structure there is a Systems of Care (SOC) Committee that specifically focuses on ensuring homeless persons are connected to health care, mental health, counseling, employment, financial assistance and other supportive services.

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth.**

The following lists facilities in Kalamazoo County that provide housing and supportive services to homeless persons.

**EMERGENCY SHELTER – 387 beds (518 with “Overflow” beds)**

- CATHOLIC FAMILY SERVICES:  
THE ARK – Shelter and counseling services for homeless youth 13 beds
- HOUSING RESOURCES INC  
FAMILY SHELTER – Shelter and support services for families with children 24 beds
- KALAMAZOO GOSPEL MISSION  
MENS DIVISION – Shelter and support services for adult men. 184 beds  
WOMENS DIVISION – Shelter and support services for families and children 207 beds
- KALAMAZOO COMMUNITY MENTAL HEALTH SUBSTANCE ABUSE SERVICES (KCMHSAS)  
OAKLAND HOUSE – Shelter and support services for single adults 16 beds
- OPEN DOOR NEXT DOOR SHELTERS  
NEXT DOOR SHELTER – Shelter and support services for single adult women 6 beds  
OPEN DOOR SHELTER – Shelter and support services for adult single adult men 6 beds
- YWCA  
DOMESTIC ASSAULT PROGRAM – Shelter and support services for families and children  
(victims of domestic violence or sexual assault) 62 beds

**TRANSITIONAL HOUSING – 232 units/beds**

- CATHOLIC FAMILY SERVICES 35 units/beds  
Transitional housing with supportive services for young adults (ages 18-24) provided through a combination project and tenant based rental assistance
- HOUSING RESOURCES INC 126 units/beds  
Transitional housing with support services for single adults and families with children provided through a combination of project and tenant based rental assistance
- KALAMAZOO PUBLIC HOUSING COMMISSION 11 units/beds  
Transitional housing with supportive services for single adults and families with children provided through tenant based rental assistance
- KCMHSAS: NEW BEGINNINGS 22 units/beds  
Transitional housing and supportive services for single adults and alcohol/drug addiction
- YWCA 38 units/beds  
Transitional housing and supportive services for domestic violence and sexual assault victims

**PERMANENT SUPPORTIVE HOUSING – 546 units**

- CATHOLIC FAMILY SERVICES 10 units  
ARK COTTAGES: Permanent supportive housing for young adults
- CARES 95 units  
HOPWA: Housing for Persons with AIDS
- HOUSING RESOURCES INC 176 units  
Permanent support housing for single adults and families with children

- KALAMAZOO PUBLIC HOUSING COMMISSION 9 units  
Permanent support housing for single adults and families with children
- KCMHSAS 243 units  
Permanent support housing for single adults and families with children
- YWCA 13 units  
Permanent support housing for victims of domestic violence or sexual assault

In addition to the above, Ministry with Community is a drop-in center for people who need assistance, particularly the homeless. This is not an overnight shelter, but provides services to persons needing support in their recovery from homelessness or poverty. The drop-in shelter offers laundry services, showers, haircuts, a place for mail pick up, meals, support for addiction recovery, help searching for birth records and access to social workers.

## Special Needs Facilities and Services

### Introduction

The following text describes the availability of housing to meet the needs of persons or households with special needs and corresponds to the information provided in the Non-Homeless Special Needs section of the Needs Assessment.

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs.**

As noted in the Needs Assessment, persons with disabilities and other special needs also are in need of affordable housing, which often needs to also be accessible, with supportive services on-site or with access to supportive services such as health care, counseling, amongst others. The following housing facilities within the City of Portage offer housing options for persons with special needs.

- The Hearthside I & II Apartments is an independent living senior housing development with 160 units: 128 units are rented only to senior citizens at or below 60% of median county income.
- Residential Opportunities, Incorporated (ROI) owns two developments within the city that are rented at affordable rates to low-income persons, with some units occupied by persons with special needs.
  - The first development is comprised of two, four-unit apartment buildings on Schuring Road, which are rented to low-income households at fair market rents with a monthly utility cost credit.
  - The second development is Barrington Woods, a 32-unit apartment development located near Garden Lane and Kingston Street. 12-units rented to persons with disabilities.
- Spring Manor provides 102 units of affordable housing for seniors 55 years old and older whose income does not exceed 60% of the area median income.
- Portage Pines provides 27 subsidized one-bedroom units for senior citizens or disabled persons needing assisted living.
- Gladys Street Apartment provides 10 units of affordable rental housing to persons with disabilities. The City of Portage provided a CDBG Program grant to assist with the predevelopment costs (connection to public water and sewer) related to this complex.
- Adult foster care homes are residential settings that provide 24-hour personal care and supervision for individuals with physical or developmental disabilities, mentally ill, or aged who cannot live alone but do not need continuous nursing care. As of December 2015 there were 16 licensed adult foster care homes in the City of Portage with a total capacity to serve 145 persons with disabilities.
- In addition to adult foster care homes, there were three additional homes for the aged, Brookdale and Bickford Cottage that provide an additional 165 beds for assisted senior living, 93 of which are for memory impairments such as Alzheimer's and dementia. MediLodge is a skilled nursing care facility with a capacity for 120 persons. Brookdale and Bickford Cottage are private pay only facilities, whereas MediLodge accepts Medicaid.

In addition to the above facilities for seniors and persons with disabilities, the following organizations provide housing and/or support services within Kalamazoo County:

#### Persons with Alcohol/Drug Addictions

The following organizations within Kalamazoo County provide supportive housing for persons with alcohol/drug addictions.

- James Gilmore Jr. Community Healing Center: provides emergency and transitional housing for adult substance abusers.
- Open Door: provides transitional housing for male recovering substance abusers.
- Kalamazoo Gospel Mission: the Family Hope Recovery Program provides mothers with substance abuse transitional housing.

#### Persons with HIV/AIDS

Community AIDS Resource & Education Services (CARES) of Southwest Michigan operates an office in Kalamazoo and provides transitional and permanent housing to persons with HIV/AIDS through a Housing Opportunities for People with AIDS (HOPWA) grant awarded by HUD. CARES offers rental assistance funds to assist clients with maintaining stable housing. In 2015, CARES assisted four Portage households with rental assistance.

#### Domestic Violence/Sexual Assault

As noted in the Needs Assessment, the YWCA provides emergency shelter and transitional housing to victims of domestic violence and sexual assault. Over the past two years, an average of 18 shelter clients from Portage received YWCA emergency shelter services and counseling for domestic assault and 1 shelter client from Portage received shelter and counseling services for sexual assault. The YWCA currently provides 38 units of transitional housing, and 4 units are located within the City of Portage.

#### **Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.**

Stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. The following summarizes the various discharge policies established in the community.

Mental Health Care. Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) has the responsibility for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. As the CoC's provider of public mental health and substance abuse services in Kalamazoo County, as required by state statute, KCMHSAS has a comprehensive discharge and planning policy. An individual written discharge plan is prepared for each client in order to provide continuity of services. One component of the Comprehensive Individualized Discharge Plan is related to housing and shelter. KCMHSAS also operates a Homeless/Housing Resource Center. The local options for housing range from market rate units, subsidized project-based, subsidized specialized supportive housing, single-room

occupancy residences, room and board homes, adult foster care, specialized residential, crisis residential, transitional and emergency shelter.

Health Care. The two regional hospitals serving the CoC have multi-disciplinary teams with comprehensive protocols that consider the need for housing with an individualized discharge plan. KCMHSAS Emergency Mental Health outreach workers also provide on call emergency mental health evaluation and program placement. The CoC provides a single coordinated assessment and referral point of entry for all housing related emergencies in partnership with 2-1-1 to ensure appropriate housing and other community resources eligibility is assessed. Services may include access to emergency, transitional and permanent housing options, case management, landlord liaisons, and emergency financial assistance.

Corrections. The Kalamazoo County Jail (Sheriff's Department), has discharge planning responsibility for those who are at risk of becoming homeless. The Sheriff's Department implemented a discharge policy in 2008 and assistance on housing and other supports to sustain housing is made available at or near discharge, if requested by the inmate. The Chaplin's office works with individuals to identify and coordinate community resources to meet the unique needs of each inmate. Information about housing assistance and other community based services are posted on boards internally within the jail. Inmates are encouraged to take advantage of the information, but the Sheriff cannot force persons to take or use information about housing or other related services.

Foster Care. Providers of CoC funded youth services (Catholic Charities) adhere to the formal foster care policy of the Michigan Department of Human Services which directs the treatment of youth in foster care including discharge. Person centered planning is completed early in the assessment process to assist youth in learning life skills, financial literacy, employment, educational, housing maintenance, health and relationship and other skills that will lead to self-sufficiency. Permanency is central to these plans, including assisting the youth to build a long term relationship with one person who will stay involved with the youth and coordinate individualized support. Youth who are permanent wards may stay in foster care up to age 19 and possibly beyond if the youth is not stable. Youth are discharged to their own apartment, to live with friends or relatives, to live with permanent foster parents, to college dorms and other housing arrangements, as called for in their plan.

In 2012, the CoC developed and adopted a formal CoC Discharge Planning policy statement, and in 2013 the CoC's Systems of Care Team "Discharge Workgroup," including a representatives from Bronson Healthcare, and the Michigan Department of Health & Human Services (foster care discharges) studied local discharge policies. They work to identify issues, gaps, and barriers to a systematic approach to discharge. Additionally, providers of youth services work closely with the resources of the Coordinated Assessment and Referral Agency (Housing Resources Inc.). The CoC assessment/discharge planning process identifies and coordinates individualized supports and services needed to live successfully in the community for any Kalamazoo County citizen with a disability, condition, or problem related to any life transition.

A weekly community housing hour held at the Goodwill Human Services campus provides walk in assistance from multiple providers of housing assistance across the community. The CoC also works with faith-based organizations that reach out to those with a history of criminal sexual conduct,

and with the County Sheriff who is on the Frequent Users Systems Engagement (FUSE) pilot program committee. Individuals frequently note they will stay with family or friends upon discharge; housing options may include placement with family, enrollment in transitional housing programs funded by faith based providers, subsidized housing, project based housing, and room and board facilities.

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

The City of Portage has provided consistent funding to human service agencies within Kalamazoo County which provide supportive housing and/or supportive services to persons with special needs. For over 20 years, the city has allocated the maximum 15% of the CDBG Program budget to human services, and allocates 0.55% of the city's General Fund revenues to provide grant to human service agencies that provide specialized services to Portage residents in need. In addition, the CDBG Program has periodically provided grants to assist with the predevelopment costs and/or rehabilitation costs of special needs housing. Finally, as noted above, the city has granted several tax abatements/PILOT to assist with the development and redevelopment of special needs, affordable rental housing.

## **Barriers to Affordable Housing**

Each Grantee is asked to describe any negative effects of public policies on affordable housing such as tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits and other policies that affect the return on residential development. The following is a summary of the efforts by the City of Portage to encourage affordable housing options and remove barriers that may impede its development.

### Land Use

The City's Comprehensive Plan, which was last updated in 2014 and serves as a policy guide for future development, is not an impediment to affordable housing. The Plan designates 11,599 acres for single family and multi-family residential use and recommends a variety of housing strategies for residential development and redevelopment, including a range of house and lot sizes, creative development options (such as cluster, open space and average lot size developments) for properties with unique features, and mixed use developments. In addition, the Comprehensive Plan acknowledges the importance of neighborhood preservation and providing for affordable housing options.

The Zoning Ordinance permits small minimum lot sizes (7,800 square feet) given the development patterns of the city, and minimum dwelling sizes of 1,040 square feet for single-family dwellings. These minimum lot sizes and minimum dwelling area requirements are not excessive in comparison to surrounding communities and do not preclude the development of affordable housing. In addition, one-family attached, two-family, multiple-family, and mixed-use development options are provided in the Zoning Ordinance, consistent with the Comprehensive Plan, to provide for a range of housing options.

### Building Code and Fees

The City of Portage administers the 2015 Michigan Residential Code, which is the building code required for all municipalities in the State of Michigan. Permit fees for construction activities are generated from the estimated valuation of the projects. The permit fee schedule is reviewed annually to ensure the rates are based on the actual cost of review and necessary inspections. The annual review also includes a survey of other Kalamazoo County communities as well as similar-sized Michigan communities. The survey indicates that building fees charged by Portage are in many instances lower.

There are no development or impact fees assessed for construction projects. However, depending on the lot there may be a special assessment fee for sewer and water or other capital improvements that were previously installed and paid for by the city at large. These special assessment fees are intended to recoup the cost incurred by the city to install these public improvements that benefit adjacent property owners.

### Property Tax Policies

Residential property is uniformly appraised according to the Michigan State Tax Commission Assessor's Manual. In an effort to provide more housing choices for persons of low and moderate

income in the City, the Portage City Council has offered a tax exemption and Payment in Lieu of Taxes (PILOT) for multiple-family residential apartment developments, which provide affordable rental housing units. Several PILOT's have been granted over the years and continue to be offered. In addition, a 2015 Municipal Tax Rate Survey of 50 selected cities with a population over 20,000, Portage had the 6<sup>th</sup> lowest millage rate (10.9 mills). This lower municipal millage rate allows overall housing costs to be lower for a similarly valued house in many other municipalities. Finally, the City of Portage offers annual tax exemptions for households living below the poverty level.

### Growth Limits

The City of Portage does not have growth limit policies in place. Growth is encouraged in all areas of the city through the availability of public streets, water, sanitary sewer and public transit in selected areas.

### Return on Residential Investment

As noted above, the city of Portage encourages a variety of housing types. All properties are provided public street access and more than 90% of the city is serviced by public utilities. The availability of public infrastructure improvements, in conjunction with low municipal millage rates and low development fees, helps to ensure an acceptable rate of return on investment.

## Non-Housing Community Development Assets

### Introduction

This section of the Consolidated Plan provides an overview of the economic conditions in the City of Portage and the ability of the local work force to satisfy the needs of local businesses. A discussion of the information presented in the tables below follows at the end of this section.

### Economic Development Market Analysis

**Table 45 - Business Activity**

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	200	382	1	2	0
Arts, Entertainment, Accommodations	1,654	2,527	11	11	0
Construction	555	593	4	3	-1
Education and Health Care Services	2,562	1,881	17	8	-9
Finance, Insurance, and Real Estate	1,154	1,816	8	8	0
Information	175	64	1	0	-1
Manufacturing	3,089	6,923	21	29	9
Other Services	586	702	4	3	-1
Professional, Scientific, Management Services	1,042	1,179	7	5	-2
Public Administration	0	0	0	0	0
Retail Trade	1,656	4,201	11	18	7
Transportation and Warehousing	313	283	2	1	-1
Wholesale Trade	911	1,480	6	6	0
Total	13,897	22,031	--	--	--

Data Source: 2007-2011 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

**Table 46- Labor Force**

Total Population in the Civilian Labor Force	25,039
Civilian Employed Population 16 years and over	22,535
Unemployment Rate	10.00
Unemployment Rate for Ages 16-24	36.40
Unemployment Rate for Ages 25-65	6.93

Data Source: 2007-2011 ACS

**Table 47– Occupations by Sector**

Occupations	Number of People
Management, business and financial	6,264
Farming, fisheries and forestry occupations	768
Service	1,718
Sales and office	6,237
Construction, extraction, maintenance and repair	1,368
Production, transportation and material moving	1,320

Data Source: 2007-2011 ACS

**Table 48- Travel Time**

Travel Time	Number	Percentage
< 30 Minutes	17,671	82%
30-59 Minutes	3,000	14%
60 or More Minutes	775	4%
<b>Total</b>	<b>21,446</b>	<b>100%</b>

Data Source: 2007-2011 ACS

**Education:**

**Table 49- Educational Attainment by Employment Status (Population 16 and Older)**

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	362	186	225
High school graduate (includes equivalency)	3,080	522	1,159
Some college or Associate's degree	6,644	646	1,385
Bachelor's degree or higher	8,375	328	1,308

Data Source: 2007-2011 ACS

**Table 50- Educational Attainment by Age**

	Age				
	18–24 yrs.	25–34 yrs.	35–44 yrs.	45–65 yrs.	65+ yrs.
Less than 9th grade	18	38	15	52	171
9th to 12th grade, no diploma	351	176	197	295	462
High school graduate, GED, or alternative	1,101	1,050	1,145	2,566	2,251
Some college, no degree	1,724	1,527	1,604	2,904	1,329
Associate's degree	295	764	552	1,346	200
Bachelor's degree	612	1,993	1,857	2,741	1,054
Graduate or professional degree	51	594	998	1,850	817

Data Source: 2007-2011 ACS

**Table 51– Median Earnings in the Past 12 Months**

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	18,092
High school graduate (includes equivalency)	26,873
Some college or Associate's degree	34,075
Bachelor's degree	47,861
Graduate or professional degree	71,482

Data Source: 2007-2011 ACS

**Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?**

The top five business sector categories include Manufacturing (6,923); Retail Trade (4,201); Arts, Entertainment, Accommodations (2,527); Education and Health Care Services (1,881) and Finance, Insurance and Real Estate (1,816).

**Describe the workforce and infrastructure needs of the business community:**

As shown in Table 45, the total number of jobs available in the City of Portage based on the business sector categories provided is 22,031, while there were 13,987 Portage residents to staff these jobs. As a result, the City of Portage is a net importer of jobs, meaning that people outside the city commute into Portage to work.

Table 46 indicates there were 25,039 residents in the civilian labor force and 22,535 residents 16 years of age and older that were employed based on the 2007-2011 ACS data. Although the unemployment rate listed in Table 46 indicates 10%, the 2014 annual unemployment rate for the City of Portage was 5.1% as reported by the Michigan Department of Technology, Management and Budget. Table 47 shows the top six occupation categories for Portage's civilian labor force. The top two categories are: 1) Management, Business and Financial, and 2) Sales and Office. These professional jobs correlate to the high number of college educated residents (nearly 40% of the total population) who live in the city as shown in Tables 49 and 50 and higher median earnings as shown in Table 51.

Table 48 shows the workforce travel time. As indicated, 82% of the workforce had a commute time of less than 30 minutes, which suggests people are living closer to where they work. The mean travel time was 19.1 minutes as also reported in the 2007-2011 ACS.

The local government provides important infrastructure improvements that are critical for business success such as well-maintained public roads, water for domestic and fire protection needs, sanitary sewer service, public safety (police and fire response) and quality of life amenities such as recreational and cultural opportunities for business owners and employees. The City of Portage annually reviews/adopts a 10-year Capital Improvement Program that identifies important community infrastructure needs as well as the financing necessary to implement these improvements.

Low municipal tax rate and utility rates (water and sanitary sewer) are also important for business investment. The City of Portage tax rate has maintained stable (10-11 mills) for over 30 years. The city also continues to maintain low utility rates. Low tax and utility rates can help offset increasing costs of doing business and promote job growth in the community.

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

The Portage economy remains confident and continues to show signs of positive growth. In Fiscal Year (FY) 2009-2010, immediately following a period of significant economic decline, only \$18.1 million in new construction value occurred in the City of Portage. In comparison, FY 2010-2011 through the first part of FY 2015-16 have demonstrated a significant increase and affirmative growth in development activity. New construction value peaked in FY 2014-15 with a value of \$80.5 million, and for the first half of FY 2015-16, new construction value has already been recorded at \$43.4 million. Residential, commercial and industrial development have all increased since 2009 and continued growth is expected during the next five year period. Ongoing and anticipated projects planned within the local industrial sector are anticipated to spur further growth and likely result in an increase in local administrative and manufacturing jobs over the next five-year period. Planning for the construction of a third, 105,000 square foot, five-story, class A office building within the Trade Center development project is underway. Residential projects that are underway or in the planning stage include Copperleaf, Oakland Hills, Whisper Rock and Pinefield. No workforce development is needed to support these projects and public infrastructure is already in place that ensure "shovel ready" development sites.

Although not located in the City of Portage, other new area development projects can impact the local economy over the next five year period such as Western Michigan University's new Home Stryker M.D. School of Medicine and Kalamazoo Valley Community College's \$42 million dollar Healthy Living Campus both located in downtown Kalamazoo.

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

As shown in Table 47, the top two occupation categories for the Portage civilian labor force are Management, Business and Financial, and Sales and Office. These professional jobs correlate to the high number of college educated residents (nearly 40% of the total population) who live in the city. Also, over 95% of the Portage population is a high school graduate or higher level of education resulting in a highly skilled workforce to help meet the demands of the local businesses.

The W.E. Upjohn Institute for Employment Research reported in the 4<sup>th</sup> quarter of 2015 that the majority of job postings from employers during the past 12 month period required at least a bachelor's degree. Jobs requiring a high school education numbered just over one-half as many jobs as those requiring a bachelor's degree. This trend bodes well for Portage's highly educated workforce.

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

There are several workforce training opportunities within Kalamazoo County and sponsored by different organizations and/or entities. These include:

- Career Academies and Certificate Programs offered at the Kalamazoo Valley Community College.
- Education for Employment programs that offer career and technical education through the regional educational service agencies to 10th-12th grade students.
- Local Intermediate School District that partners and assists a local school district in providing programs and services.
- Michigan Works! that connects people who need jobs with companies who need to fill jobs.

Also, and related to the Michigan Works! program, the Employment Management Services Division of the Upjohn Institute manages employment and training services for several southwestern Michigan counties including Kalamazoo. Government-funded programs include:

- Welfare-to-Work
- School-to-Work
- Public Employment Service
- Workforce Investment Act
- Michigan Prisoner Re-entry Initiative

The programs listed above are intended to assist unemployed, under-employed or disadvantaged workers meaningful financially sustainable employment that will reduce homelessness and/or housing cost burdens.

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

A Comprehensive Economic Development Strategy Plan was last completed in September 2014 and included a five county area, including Kalamazoo County.

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

Five goals and corresponding objectives were identified in the Southcentral CEDS based on qualitative and quantitative analysis. The five goals include 1) developing a skilled workforce; 2) Making downtowns an attractive place to live, work and play; 3) consolidate/streamline/share government services; 4) improve infrastructure in the region; and 5) Promote brownfield redevelopment. Although the CEDS plan does not include any specific projects located in the City

of Portage, the city will collaborate with other economic development organizations and local units regarding workforce development, consolidating/sharing government services and improving infrastructure in the region. The City of Portage does have an active Brownfield Redevelopment program and has collaborated in the past with the Kalamazoo County Brownfield Redevelopment Authority.

Additionally, the City of Portage updated the Comprehensive Plan for the community in 2014, which includes an economic development section that promotes growth and development. A strong economic base is viewed as vital to the continued ability of the City of Portage to meet future growth and development challenges. Although the state, regional and local economies are still rebounding from the 2008 economic downturn, the City of Portage has made significant progress to balance and diversify the local economy through continued infrastructure improvements, maintaining low tax and utility rates, offering incentives to eligible businesses, among others. A balanced and diverse economy is essential to maintain community stability and provides the economic foundation from which essential public services can be financed that are necessary existing and future businesses

### **Discussion**

Through the continued investment in public infrastructure improvements, public services and quality of life amenities such as recreational and cultural opportunities, and collaboration with other local governmental units and area economic development agencies, the city of Portage has maintained a very strong and balanced local economy. A strong economy helps support (re)investment by the business sector which then creates job opportunities. As the data shows, the city has a large and diversified employment base and an educated workforce to support business development.

## Needs and Market Analysis Discussion

**Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")**

Although the location of substandard housing units in the city was not included in the HUD CHAS data, the 2010-2014 ACS data provides locational information by census tract on housing units that lack complete plumbing or kitchen facilities, cost burden and overcrowding by census tract (refer to Map 1 for census tract locations). Unlike the data presented in the Housing Needs Assessment that included only low-moderate income households, the data below includes all housing units regardless of income level. Similar to disproportionate need defined in the Needs Assessment, "concentration" is defined as housing units within a census tract that are more than 10 percentage points higher than the total housing units in the city overall.

A review of data reveals there are a limited number housing units in the city that lack complete plumbing or kitchen facilities. For all of the housing units in the city, only 0.7% lacks complete kitchen facilities and no housing units lacked complete plumbing facilities. When evaluated by census tract, there are only four census tracts with housing units that lack complete plumbing facilities (no housing units lacked complete kitchen facilities): 19.05 (0.3%), 20.03 (2.4%), 20.05 (2.1%) and 21.02 (2.4%). Based on the total number units in each census tract compared to the number of units that lack complete plumbing facilities, there is not a concentration of this type of housing problem.

With regard to overcrowding, city-wide data indicate that 1.4% of rental units are overcrowded and 0.7% of owner units are overcrowded. As shown in Table 52 below, there are six census tracts that have a minor amount of overcrowding and one census tract, census tract 35.00, which has a more concentrated amount of overcrowding at 11.5% of the total.

**Table 52: Overcrowding**

Census Tract	Occupied Rental Units		Owner-Occupied Units	
	Total Units	% Overcrowded	Total Units	% Overcrowded
19.05	1,052	0%	1,214	0%
19.06	1,327	0%	823	1.8%
19.07	829	1.2%	1,011	0%
20.02	631	3.6%	972	0.6%
20.03	807	0%	1,447	0%
20.04	276	6.2%	1,355	2.6%
20.05	488	0%	1,086	0%
21.01	390	0%	2,708	0%
21.02	111	0%	1,026	1.6%
35.00	303	11.5%	1,437	0%

Source: 2011-2014 ACS

With regard to cost burden (30% or more of income spent on housing costs), for all housing units, 50.9% of renters and 22.4% of owners have a housing cost burden. Table 53 below shows the

total number of occupied housing units paying rent per census tract and the percentage of units that are cost burdened. Consistent with the previous discussion on cost burdened households, renters have a higher cost burden than owners. The percentage of renters that are cost burdened ranges from 39.3% (census tract 20.03) to 73.8% (census tract 21.02) with five census tracts having a concentration (10 percentage points higher) of cost burden housing unit: 19.05, 19.07, 21.02 and 35.00.

**Table 53: Cost Burdened Housing Units**

Census Tract	Occupied Rental Units		Owner-Occupied Units	
	Total Units	% Cost Burdened	Total Units	% Cost Burdened
19.05	974	65%	1,159	18.9%
19.06	1,299	41.2%	823	14.6%
19.07	811	61.1%	1,011	22.5%
20.02	623	53.1%	955	17.6%
20.03	793	39.3%	1,447	22%
20.04	267	42%	1,355	22.2%
20.05	464	49.7%	1,086	10.3%
21.01	320	39.7%	2,650	26%
21.02	84	73.8%	1,018	30.5%
35.00	272	62.5%	1,421	30.4%

Source: 2011-2014 ACS

The percentage of owners per census tract that are cost burdened ranges from 14.6% (census tract 19.06) to 30.5% (census tract 21.02), significantly less than renters. Two of the three census tracts with the highest percentage of cost burdened owners (21.01 and 21.02) are located in the southeast section of the city and the third census tract, 35.00, is located in the northcentral area. Overall, there is not a significant problem with substandard housing. In comparison to the city at large, census tract 35.00 had a concentration of overcrowding and cost burden. For renters, census tracts 19.05, 19.07, 21.02 also had a concentration of housing cost burden.

**Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

As shown in Table 24, racial or ethnic groups are generally distributed throughout the community. The following census tracts have a higher percentage of Black/African residents in comparison to the community overall: 19.05, 19.06, 19.07, 20.03, 20.05, and 35.00. In addition, the following census tracts have a higher percentage of Asian residents in comparison to the community overall: 19.06, 20.03, and 20.04.

The census tracts/block groups with lower-income households are shown on Map 1. These areas are the "upper quartile" neighborhoods and are primarily located in the northcentral area of the city with two smaller areas located near the northeast and northwest boundary of the city. Comparing the area racial and income distribution, there is generally a higher concentration of lower income households and Black/African American and Asians in census tracts 19.05, 19.06, 20.03 and 35.00.

**What are the characteristics of the market in these areas/neighborhoods?**

Residential uses within census tract 19.05 account for only a small portion of this area. This census tract is predominately industrial with large campuses for the Pfizer and Stryker Corporations, in addition to many smaller industrial facilities. There are supportive commercial uses/services within this census tract. Census tracts 19.06 and 35.00 consist of a mixture of residential and supportive commercial uses with a lesser amount of industrial uses. Finally, census tract 20.03 is predominately residential with a limited amount of supportive commercial uses.

**Are there any community assets in these areas/neighborhoods?**

Community assets in all of these areas include recreational parks, schools, access to public transit, access to employment opportunities and supportive commercial uses.

**Are there other strategic opportunities in any of these areas?**

Given the limited annual grant amount, the Consolidated Plan places primary emphasis on improving the condition of housing stock, increasing homeownership and revitalizing low and moderate income neighborhoods through blight elimination. As funding may become available, capital improvements such as installation of sidewalks or neighborhood park improvements will be programmed. Consideration of targeted CDBG Program funds, Capital Improvement Program projects and other funds within areas with greater needs may be appropriate.

# Strategic Plan

## Overview

### Strategic Plan Overview

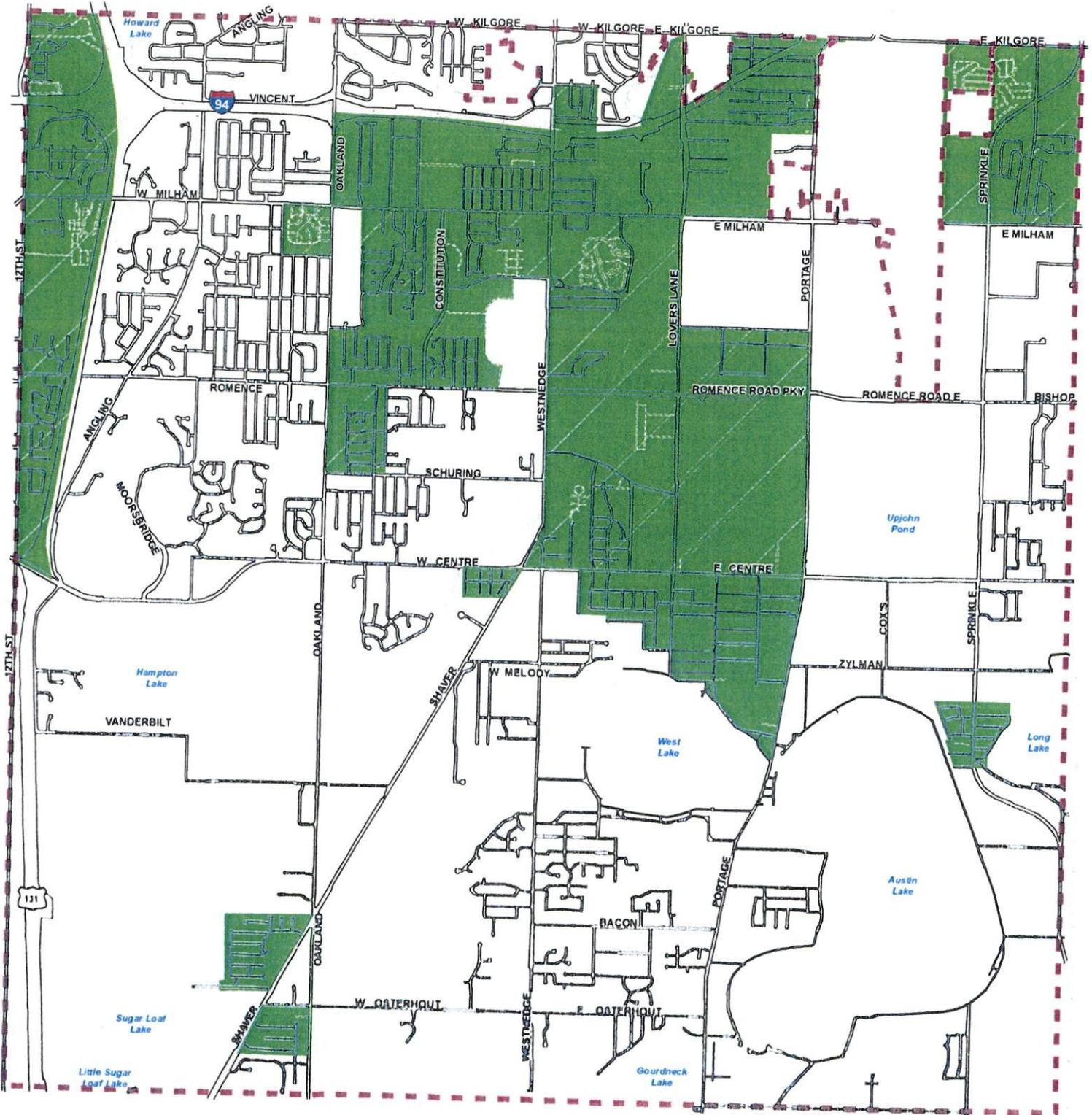
The strategic five year plan identifies priority needs, goals and strategies to address identified needs, and resources anticipated to be available to the community over the next five year period. Importantly, the Strategic Plan will ensure the city meets the national objectives of the CDBG Program, which is to principally benefit the needs of low income residents by: 1) providing decent housing, 2) creating suitable living environments, and 3) expanding economic opportunities.

### Geographic Area, General Allocation Priorities

#### Describe the basis for allocating investments geographically within the jurisdiction

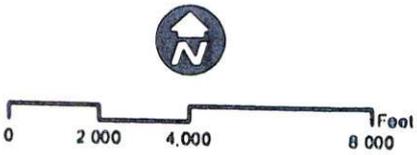
The City of Portage does not have specified "Neighborhood Strategy Areas" for the use of CDBG Program funds. However, the city does target certain funding and coordinates efforts to improve neighborhoods that have a higher percentage of low-moderate income households. These Low-Moderate Income Neighborhoods are identified on Map #1 (page 13) provided in the Needs Assessment chapter of the plan. In addition, for home buyer assistance offered through the city's CDBG Program, specified neighborhoods have been selected to encourage increased home ownership and offer a broader range of choice to homebuyers. These neighborhoods include current and prior "upper quartile" low-moderate income neighborhoods as well as additional neighborhoods within south Portage that offer affordable housing options for program participants. These neighborhoods are shown on Map #2, Home Buyer Assistance Program Eligible Neighborhoods.

# Home Buyer Assistance Program Eligible Neighborhoods



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

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



Priority Needs -

**Table 54 – Priority Needs Summary**

<b>1</b>	<b>Priority Need Name</b>	Affordable Rental Housing
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low, Low Income Large Families Families with Children Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	City-wide
	<b>Associated Goals</b>	Affordable Rental Housing
	<b>Description</b>	<p>Affordable Rental Housing has been identified as a priority need of low-moderate income households within the City of Portage. The following efforts to assist with increasing the availability of affordable and decent renter-occupied housing for low-income and special needs populations are appropriate.</p> <ul style="list-style-type: none"> <li>• <u>Increase the availability of affordable rental housing</u>: As General Fund resources permit, partner with developers by providing tax abatements/Payment In Lieu of Taxes (PILOTs) concurrent with federal and state financing to facilitate the availability and/or preservation of affordable rental housing developments.</li> <li>• <u>Increase the availability of affordable rental housing</u>: As CDBG Program resources permit, partner with non-profit housing developers to provide funds to assist with the provision of affordable rental housing.</li> <li>• <u>Increase the availability of affordable rental housing</u>: As General Fund and/or CDBG Program resources permit, provide funding to support public service agencies that provide Tenant Based Rental Assistance to low-income and special needs households within the City of Portage.</li> <li>• <u>Improve the condition of affordable rental housing</u>: As resources permit, provide General Fund resources via PILOTs and/or CDBG Program funding to facilitate the rehabilitation of affordable rental housing.</li> </ul>
	<b>Basis for Relative Priority</b>	As noted in the Needs Assessment and Market Analysis, there are 2,450 renter households with a housing cost burden and 1,055 renter households with a severe housing cost burden that need rental housing assistance and/or an increased supply of affordable rental housing. Affordable rental housing is identified as a high priority need based on the findings of the data analysis and because funding will be allocated by the city with federal funds, either alone or in conjunction with the investment of other public funding during the five-year Strategic Plan period.

2	<b>Priority Need Name</b>	Affordable Owner Housing
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low, Low Income Large Families Families with Children Elderly
	<b>Geographic Areas Affected</b>	City-wide
	<b>Associated Goals</b>	Affordable Owner Housing
	<b>Description</b>	<p>Affordable Owner Housing has been identified as a priority need of low-moderate income households within the City of Portage. The following efforts to assist with increasing the availability of affordable and decent owner-occupied housing for low-income populations are appropriate.</p> <ul style="list-style-type: none"> <li>• <u>Increase the availability of affordable owner-occupied housing:</u> Provide home buyer assistance programs funded via the CDBG Program to low-income households within specified Portage neighborhoods to increase home ownership rates and the availability of affordable housing.</li> <li>• <u>Improve the condition of affordable owner-occupied housing:</u> Provide housing rehabilitation and emergency repair programs for homeowners throughout the community funded via the CDBG Program.</li> </ul>
	<b>Basis for Relative Priority</b>	As noted in the Needs Assessment and Market Analysis, there are 1,735 owner households with a housing cost burden and 565 owner households with a severe housing cost burden that need affordable housing. In addition, as the housing stock within the community continues to age, investments in housing maintenance will be necessary and low-income home owners will need assistance in maintaining housing in accordance with housing quality standards. Affordable owner housing is identified as a high priority need based on the findings of the data analysis and because funding will be provided by the city via federal funds during the five-year Strategic Plan period.
3	<b>Priority Need Name</b>	Neighborhood Improvement
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low, Low Income Large Families Families with Children Elderly Public Housing Residents Non-housing Community Development
	<b>Geographic Areas Affected</b>	Low-Moderate Income Neighborhoods
	<b>Associated Goals</b>	Neighborhood Improvement
	<b>Description</b>	Neighborhood Improvement is a priority need within the community to ensure a suitable living environment. Efforts to improve the quality of life within neighborhoods, such as preventing blight and/or eliminating blight, especially within low-moderate income neighborhoods supplements efforts to increase the availability of affordable and decent renter and owner occupied housing.

	<b>Basis for Relative Priority</b>	Historially, code administration and enforcement efforts to aid in the prevention and elimination of blight have occurred within low-moderate income neighborhoods at a higher occurrence in comparison to the city overall. Neighborhood Improvement efforts in low-moderate income neighborhoods is an ongoing need within the community to ensure the housing stock and quality of life is maintained. Neighborhood Improvement is identified as a high priority need based on the findings of the data analysis and because the need will be funded by the city with federal funds, either alone or in conjunction with the investment of other public funding during the five-year Strategic Plan period.
4	<b>Priority Need Name</b>	Public Services
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low, Low Income Large Families Families with Children Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	City-wide
	<b>Associated Goals</b>	Public Services
	<b>Description</b>	Public services that provide support to low-moderate income households is a priority need within the community. In particular, public services that focus on homelessness prevention and rapid re-housing, anti-poverty programs and assistance to persons with special needs are appropriate.

	<b>Basis for Relative Priority</b>	As indicated in the Needs Assessment, there has been an increase in the incidence of homelessness and many extremely low-income households are at risk of becoming homeless. Anti-poverty programs that increase education and employment opportunities amongst low-income households will assist with stabilizing those at risk of becoming homeless. In addition, public services to support persons with special needs and disabilities are necessary for those who may have limited employment options. Public services are identified as a high priority need based on the findings of the data analysis and because the need will be funded by the city with federal funds, either alone or in conjunction with the investment of other public funding during the five-year Strategic Plan period.
5	<b>Priority Need Name</b>	Non-Housing Community Development
	<b>Priority Level</b>	Low
	<b>Population</b>	Extremely Low, Low Income Large Families Families with Children Elderly Public Housing Residents Non-housing Community Development
	<b>Geographic Areas Affected</b>	Low-moderate Income Neighborhoods
	<b>Associated Goals</b>	Non-Housing Community Development
	<b>Description</b>	Non-housing Community Development activities include small scale capital improvement projects within low-moderate income neighborhoods. Such activities may include sidewalk improvements, neighborhood park improvements and other capital projects intended to supplement CDBG Program funded housing and neighborhood improvement efforts.
	<b>Basis for Relative Priority</b>	Non-housing Community Development activities have been identified as a low priority need due to the limited amount of funding available through the CDBG Program to fund capital improvement projects. However, in the event that a small-scale capital project can be implemented to supplement other efforts within a certain geographic area, CDBG Program funds may be used for such activities, as determined appropriate.

## Influence of Market Conditions –

**Table 55 – Influence of Market Conditions**

<b>Affordable Housing Type</b>	<b>Market Characteristics that will influence the use of funds available for housing type</b>
Tenant Based Rental Assistance (TBRA)	As indicated in the Needs Assessment and Market Analysis, low income renter households have a significant cost burden which is a priority need within the community. Due to program eligibility restrictions and the limited amount of CDBG Program grant funds available to the City of Portage, while rental assistance is a priority need, CDBG Program funds will not be utilized, except to the extent that they may support a public service agency that administers a TBRA program.
TBRA for Non-Homeless Special Needs	As indicated in the Needs Assessment and Market Analysis, low-income special needs renter households have a significant cost burden which is a priority need within the community. As noted above, due to program eligibility restrictions and the limited amount of CDBG Program grant funds available to the City of Portage, CDBG Program funds will not be utilized for rental assistance, except to the extent that they may support a public service agency that administers a TBRA program for special needs households.
New Unit Production	As indicated in the Needs Assessment and Market Analysis, low income households have a significant cost burden which is a priority need within the community. In addition, there is a gap in the supply of affordable housing available. However, due to program eligibility restrictions and the limited amount of CDBG Program grant funds available to the City of Portage, CDBG Program funds will not be utilized for new unit production.
Rehabilitation	As indicated in the Needs Assessment and Market Analysis, efforts to assist with increasing the availability of affordable and decent housing for low-income populations are appropriate. As the community's housing stock ages, the need for ensuring reinvestment in rental and owner occupied housing is evident. CDBG Program funds will be provided for rehabilitation of owner-occupied housing, and to the extent that resources are available, federal and local funding will be provided to facilitate the rehabilitation of affordable rental housing.
Acquisition, including preservation	As indicated in the Needs Assessment and Market Analysis, low income households have a significant cost burden which is a priority need within the community. In addition, there is a gap in the supply of affordable housing available. However, due to the limited amount of CDBG Program grant funds available to the City of Portage, CDBG Program funding will not be utilized for the acquisition of land and/or housing developments, including preservation.

## Anticipated Resources -

### Introduction

The City of Portage anticipates receiving \$1.46 million in CDBG Program funds over the next five years, derived from annual entitlement grant funds and anticipated program income. These funds will be used to address priority needs identified in the Strategic Plan.

**Table 56 - Anticipated Resources**

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

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

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

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

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

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

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

**Discussion**

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

## Institutional Delivery Structure –

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

**Table 57 - Institutional Delivery Structure**

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Portage	Government	Homelessness Non-homeless special needs Ownership Planning Rental Neighborhood improvements Public services	Jurisdiction
Kalamazoo LISC Affordable Housing Partnership	Regional organization	Homelessness Planning	Region
Michigan State Housing Development Authority	PHA	Public Housing	Jurisdiction

### Assess of Strengths and Gaps in the Institutional Delivery System

The City of Portage Department of Community Development is the lead agency in planning for the use of CDBG Program funds and implementing programs funded by the CDBG Program. The Department of Community Development directly carries out housing assistance programs including owner-occupied housing rehabilitation and emergency repair, down payment assistance, and neighborhood improvement programs including code administration and enforcement and small-scale capital improvements within low-moderate income neighborhoods. In addition, Community Development oversees the provision of public services and fair housing education and enforcement via local subrecipients (i.e. community based non-profit agencies). In this regard, city staff serves on the advisory board of the Fair Housing Center of Southwest Michigan, and routinely communicates with public service subrecipients funded through both the CDBG Program and General Fund. The Department of Community Development also actively participates in the Kalamazoo County Continuum of Care and assists in the regional planning efforts (including funding allocation recommendations) to address homelessness and permanent supportive housing needs within the community.

As a small CDBG entitlement grantee, the ability to plan and deliver services through a single city department provides efficiencies and benefits. However, the administration and planning requirements of the CDBG Program are significant and city staff resources to comprehensively and routinely coordinate with other units of governments, regional planning organizations and local non-profit agencies can be challenging. The City of Portage will continue to work closely via the Kalamazoo County Continuum of Care and local non-profit agencies that serve as primary access points or portals to housing and non-housing program assistance within the community.

**Availability of services targeted to homeless persons and persons with HIV and mainstream services**

**Table 58 - Homeless Prevention Services Summary**

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	X
Mortgage Assistance	X		
Rental Assistance	X	X	X
Utilities Assistance	X	X	X
<b>Street Outreach Services</b>			
Law Enforcement	X	X	
Mobile Clinics			
Other Street Outreach Services	X	X	
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X	X	X
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	X
Mental Health Counseling	X	X	
Transportation	X	X	
<b>Other</b>			

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

As noted in the Needs Assessment, homelessness has increased in recent years, there is a prevalence HIV within the City of Portage and Kalamazoo County, and connecting persons experiencing these life challenges with housing, health care and employment services is a priority need.

The Kalamazoo LISC Affordable Housing Partnership serves as the HUD-required Kalamazoo County Continuum of Care (CoC), which has developed a comprehensive and integrated approach to end homelessness and insure permanent housing for low-income people.

The CoC structure is comprised of three teams or committees:

- Allocations and Accountability Team (A Team)
- HMIS Data User Group (Data Team)
- Systems of Care (SOC) Committee

The SOC serves as the CoC interagency team to identify and eradicate barriers that prevent or limit access to housing and services in the community, and:

- Identifies interagency collaboration, individualized strength-based case management, cultural competence, community-based services, child, youth, and family involvement, and accountability as guiding principles of Systems of Care.
- Establishes a culture that values mutual respect and meaningful partnerships between professionals and households served.
- SOC members serve as "Navigators" and first point of contact for their respective agencies for resolving systems induced barriers between service providers.
- Assures a comprehensive community wide service and housing system through active participation in the community's Coordinated Assessment and Referral process through the Housing Assessment and Resource Agency (HARA).
- Establishes workgroups as needed to address the systems of care needs/barriers of homeless individuals and households.
- Promotes the adoption of evidence-based and promising program practices in support of a Housing First philosophy of care.
- Reviews and updates the CoC Navigator Memorandum of Understanding (MOU) annually.
- Prioritizes Continuous Quality Improvement (CQI) in service delivery.
- Educates and informs the SOC membership on national and community best practice, current research, and changes in state and national policy.
- Works in partnership with the HMIS Data User Group, and the Allocations & Accountability Committees as needed and required to accomplish CoC wide planning process.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

The City of Portage formally endorsed the Kalamazoo County Ten Year Plan to End Homelessness, and actively participates in the CoC's plan implementation efforts. The goal of the plan is to reduce dependence on a shelter-based strategy in favor of an approach that will prevent homelessness through a broad based community-wide system that supports the promotion and establishment of safe, affordable and permanent housing. The strategies of this plan include:

- **Prevention** - Taking a proactive approach to keeping people housed; educating the community; advocating on related issues;
- **Rapid Re-Housing** - Getting homeless people into permanent housing as quickly as possible; creating new, affordable housing options;
- **System Change** - Ensuring people have access to supportive services to maintain housing stability; improving system effectiveness;
- **Building Community Capacity** - Coordinating local, state, and national resources in the community; improving agency capacity to serve; and tracking progress.

The creation of the Coordinated Assessment and Referral process through the Housing Assessment and Resource Agency (HARA) has strengthened the service delivery system. The CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services. In particular, housing referrals are accepted directly from shelters, street outreach, drop-in centers, and other parts of crisis response system. Individuals and families may be referred for assessment via any emergency shelter facility, Community Housing Hour, 2-1-1 contacts, courts, hospitals, outreach locations and by directly contacting a provider agency. Assessments are completed for anyone homelessness or at risk of homelessness to determine the best housing and services intervention for individuals and families. Assessment includes the identification, evaluation, and scoring of individual client needs using the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) and SPDAT to determine service needs and refer to appropriate support services. A list of clients/scores is generated weekly to review of status and referred to housing services and supports. No one is denied services and remain on the prioritization list until their housing crisis is resolved.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

As noted above, the CoC structure supports a partnership between the Systems of Care Committee, the HMIS Data User Group, and the Allocations & Accountability Team to improve data collection, performance measurement and implementation strategies. The CoC also supports a culture of continuous quality improvement to identify gaps and strengthen the institutional structure and delivery of services to the community.

## Goals Summary –

### Goals Summary Information

**Table 59 – Goals Summary**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Rental Housing	2016	2020	Affordable Housing Non-Homeless Special Needs	City-wide	Affordable Rental Housing	CDBG: \$25,000	Rental units rehabilitated: 5 Household Housing Unit
2	Affordable Owner Housing	2016	2020	Affordable Housing	City-wide	Affordable Owner Housing	CDBG: \$1,000,000	Homeowner Housing Added: 5 Household Housing Unit  Homeowner Housing Rehabilitated: 60 Household Housing Unit  Direct Financial Assistance to Homebuyers: 15 Households Assisted
3	Neighborhood Improvement	2016	2020	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$275,000	Housing Code Enforcement/Foreclosed Property Care: 1,750 Household Housing Unit
4	Public Services	2016	2020	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$150,000	Public service activities other than Low/Moderate Income Housing Benefit: 20,000 Persons Assisted
5	Non-Housing Community Development	2016	2020	Non-Housing Community Development	City-wide	Non-Housing Community Development	CDBG: \$50,000	Other: 1 Other

**Table 60 - Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	Affordable Rental Housing
	<b>Goal Description</b>	<p><u>Affordable Rental Housing:</u></p> <ul style="list-style-type: none"> <li>• Partner with non-profit housing developers with the pre-development or rehabilitation housing to increase the supply of decent, affordable rental housing.</li> <li>• Partner with housing developers by providing tax abatements (Payments In Lieu of Taxes) in conjunction with federal and state financing to increase or preserve the supply of affordable rental housing. Funding provided, as resources permit, through the City of Portage General Fund.</li> </ul>
<b>2</b>	<b>Goal Name</b>	Affordable Owner Housing
	<b>Goal Description</b>	<p><u>Affordable Owner Housing:</u></p> <ul style="list-style-type: none"> <li>• Provide emergency repair grants to low-income home owners.</li> <li>• Provide housing rehabilitation loans to low-income home owners.</li> <li>• Assist low-income households with home buyer assistance to purchase homes in specified Portage neighborhoods, funded by the CDBG Program, and state resources as available.</li> <li>• Partner with non-profit developers to provide pre-development or rehabilitation assistance to provide affordable owner-occupied housing.</li> </ul>
<b>3</b>	<b>Goal Name</b>	Neighborhood Improvement
	<b>Goal Description</b>	Neighborhood Improvement includes code administration and enforcement efforts within low-moderate income neighborhoods that aid in the prevention and elimination of blight.
<b>4</b>	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	<p>Public Services to low-income households provided through local public services providers, funded through the CDBG Program and the City of Portage General Fund on an annual basis:</p> <ul style="list-style-type: none"> <li>• Homelessness prevention and rapid rehousing (including emergency shelter);</li> <li>• Emergency financial and food assistance;</li> <li>• Supportive services for special needs populations; and</li> <li>• Non-housing anti-poverty services/programs.</li> </ul>
<b>5</b>	<b>Goal Name</b>	Non-Housing Community Development
	<b>Goal Description</b>	Non-Housing Community Development activities to include small-scale capital improvement projects such as sidewalk repair and/or neighborhood park improvements within low-moderate income neighborhoods. Non-Housing Community Development activities provide an area-wide benefit, compared to a direct person or housing unit benefit.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

It is estimated that 85 low-income households will be assisted with affordable housing during the five year plan period.

## **Public Housing Accessibility and Involvement –**

### **Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

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

Based on data provided in the Needs Assessment, there are approximately 1,057 project-based and housing choice vouchers utilized in Kalamazoo County, and as of December 2015, 78 vouchers were utilized in Portage. Furthermore, it is estimated that 35% of public housing residents have a disability and are in need of accessible housing units. Of the approximate 5,400 rental housing units in larger apartment complexes, 68 units are fully accessible (and about 500 units are wheelchair accessible). Based on this data, while there may be an adequate supply of accessible units for public housing residents within the City of Portage, the Non-Homeless Special Needs Assessment indicates a growing need for accessible housing for persons with disabilities, whether they are public housing residents or not.

### **Activities to Increase Resident Involvements**

The City of Portage will continue to consult with MSHDA Housing Choice Voucher agents and the Kalamazoo County PHC on issues relevant to public housing and decent, affordable housing in general. Notices of public hearings relevant to the CDBG Program will also be routinely provided to these entities, as well as the Kalamazoo LISC Affordable Housing Partnership.

### **Is the public housing agency designated as troubled under 24 CFR part 902?**

Not applicable.

### **Plan to remove the 'troubled' designation**

MSHDA is the PHA for the City of Portage and Kalamazoo County and does not have a troubled PHA designation.

## **Barriers to affordable housing –**

### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

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

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

## **Homelessness Strategy –**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

As noted previously, the City of Portage actively participates in the CoC and its efforts to address homelessness in the community. Portage Police Officers and Park Rangers also assist the CoC with the annual Point-in-Time Survey, documenting unsheltered persons within the City of Portage. The city also works closely with other public service agencies that serve as portals to services, such as the Gryphon Place and the 2-1-1 service, the Portage Community Center and Housing Resources, Inc. which serves as the community's HARA. In addition, the City of Portage has developed and distributes educational information and referral tools for service providers or community members that come into contact with homeless and/or special needs persons. Finally, the city developed a "Quick Reference Help Guide" that is provided directly to homeless persons encountered within the community.

### **Addressing the emergency and transitional housing needs of homeless persons**

The City of Portage has endorsed the CoC Ten Year Plan to End Homelessness, and the key strategies of this plan, which are:

- **Prevention** - Taking a proactive approach to keeping people housed; educating the community; advocating on related issues;
- **Rapid Re-Housing** - Getting homeless people into permanent housing as quickly as possible; creating new, affordable housing options;
- **System Change** - Ensuring people have access to supportive services to maintain housing stability; improving system effectiveness;
- **Building Community Capacity** - Coordinating local, state, and national resources in the community; improving agency capacity to serve; and tracking progress.

As noted above, prevention and rapid re-housing will be the focus in addressing the needs of homelessness, and these strategies should be prioritized in comparison to expanding the emergency shelter system and transitional housing services.

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

The CoC has developed strategies to improve the outcomes of assistance provided to homeless persons and in addition to homelessness prevention, focuses on efforts to rapidly re-house

homeless individuals and families. Based on data included in the 2015 HUD Supportive Housing Grant application, the CoC's length of stay for Emergency Shelters has been reduced to 28 days and to 89 days for all housing types (including transitional housing). The Housing Choice Voucher (HCV) system includes a homeless preference list and the CoC works with the local shelters to insure that the homeless are entered on the list. The CoC works closely with MSHDA HCV agents to know when/where turnover is occurring and help to locate persons and identify housing options. In addition to the HMIS system, the Vulnerability-Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT) identifies households with the longest lengths of time homeless. The coordinated assessment agency (Housing Resources, Inc.) is implementing a Community Housing Matching & Planning process (January 2016) to match households with available resources. This process, which is available to Portage residents assigns individuals and families to a case manager, prioritizes those households that are most vulnerable, and matches them to available housing and subsidies and provides them with case management services that match their level of need.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

As noted above, and in the Needs Assessment, the CoC has prioritized homelessness prevention efforts over building capacity for emergency shelter. In addition, the CoC has developed a Discharge Planning policy and relies on programs to incorporate federal, state and locally mandated policies and protocols that ensure persons are not routinely discharged into homelessness from institutions or systems of care. The coordinated access and assessment process identifies and coordinates individualized support needed for individuals and families with challenges related to any life transition. Risk factors for experiencing first time homeless are identified primarily through Housing Resources, Inc. (coordinated assessment agency) programs such as Eviction Diversion and Family Stabilization for Educational Success. CoC prevention programs identifies a primary predictor of first time homelessness as low and very low income/poverty and secondary predictors as unemployment, history of job loss, lack of work experience/skills, undiagnosed or untreated mental illness, chronic health issues, intimate partner violence and a lack of social or familial support.

## **Lead based paint Hazards –**

### **Actions to address LBP hazards and increase access to housing without LBP hazards**

As indicated in the Market Analysis, there are 790 owner housing units and 285 renter housing units built before 1980 with children present that pose the greatest risk for lead-based paint hazards. Fortunately, these housing units represent only 5.7% of the total housing units in the city.

Nevertheless, public education on the risks of lead-based paint hazards is achieved via the PORTAGER municipal newsletter and the city web site. In addition, each household that receives CDBG Program housing assistance is provided information regarding lead-based paint hazards prior to the start of any housing improvement project. Finally, all CDBG Program housing improvement projects ensure that lead-based paint safe work practices are followed by the contractor, in accordance with HUD regulations.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

The actions listed above increase the awareness of lead-based paint hazards and ensure that housing improvement projects are carried out in a manner that reduces the exposure to lead-based paint, especially among young children.

### **How are the actions listed above integrated into housing policies and procedures?**

The City of Portage has developed detailed Housing Assistance Program guidelines that include procedures for notifying program participants of lead-based paint hazards, assessing lead-based paint prior to and after a housing improvement project, and ensuring that contractors are properly licensed in lead-based paint safe work practices and follow such practices in carrying out their housing improvement work activities.

## **Anti-Poverty Strategy –**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

As indicated in the Needs Assessment and Market Analysis, 31.6% of Portage households are low-income, earning less than 80% of the AMI for Kalamazoo County. In addition, 1,755 households are extremely low income (9.2% of total households), earning less than 30% of the AMI, an income level that is generally at or below the poverty level. As also indicated in the Needs Assessment and Market Analysis, extremely low income households are also most at risk of becoming homeless.

While the city does not provide programs directly aimed at reducing the number of poverty-level families within the community, it does provide funding through both the CDBG Program and the city General Fund to assist persons experiencing poverty. Examples include:

- Annual allocation of funding from the CDBG Program and General Fund to provide public services to low-income Portage residents. Public services that provide basic human needs to vulnerable and at-risk households are prioritized for funding.
- The CDBG Program will provide ongoing emergency repair grants and housing rehabilitation program assistance to low-income households. Extremely low and very low-income households receive no-interest deferred loans for housing rehabilitation assistance.
- Tax abatements/PILOTs for affordable rental housing developments.
- Poverty tax exemptions for homeowners struggling to pay property taxes.
- As noted above, the city will continue to participate in the planning and implementation efforts of the Kalamazoo LISC Affordable Housing Partnership (and CoC) to address affordable housing, with a focus on homelessness prevention and rapid re-housing.

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan?**

The efforts to reduce poverty noted above are incorporated into this Strategic Plan, and will be considered during the preparation of each Annual Action Plan and Consolidated Annual Performance Evaluation Reports (CAPERs), consistent with the CDBG Program.

## **Monitoring –**

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City of Portage regularly constructs with sub-recipients for public services and fair housing services and periodically subcontracts with non-profit housing developers on rehabilitation of affordable owner-occupied and renter-occupied housing. The Department of Community Development receives reports from public service and fair housing agencies on a biannual or quarterly basis and makes periodic monitoring visits. Housing contractors are monitored regularly while a project is underway and thereafter to ensure compliance with HUD regulations. Any new programs developed as a result of the Consolidated Plan or individual Annual Action Plan that will utilize sub-recipients will also be monitored in a similar manner.

With regard to self-evaluation and monitoring, review of expenditures and program income receipt (including timeliness of expenditures), program activities accomplishments and staff evaluation occurs at least quarterly, or more frequently as appropriate. In addition, grant performance is evaluated through the preparation of bi-annual reports to HUD regarding labor standards for any projects to prevailing wage (Davis Bacon requirements), annual reports on contractors and subcontractors, including outreach to women and minority owned contractor outreach, annual and project specific Environmental Review, and Consolidated Annual Performance Evaluation Reports.

## 2016-2017 Annual Action Plan

### Expected Resources

#### Introduction

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

**Table 61-Anticipated Resources**

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

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

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

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

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

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

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

**Discussion**

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

## Annual Goals and Objectives

**Table 62-Goals Summary Information**

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

**Table 63-Goal Descriptions**

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

# Projects

## Projects

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

**Table 64-Project Information**

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

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

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

## Project Summary

**Table 65-Project Summary Information**

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

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

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

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

## **Geographic Distribution**

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

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

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

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

### **Rationale for the priorities for allocating investments geographically**

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

### **Discussion**

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

# Affordable Housing

## Affordable Housing

### Introduction

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

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

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

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

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

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

### Discussion

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

## **Public Housing**

### **Introduction**

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

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

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

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

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

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

Not applicable.

### **Discussion**

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

## **Homeless and Other Special Needs Activities**

### **Introduction**

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

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

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

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

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

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

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

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

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

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

### **Discussion**

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

## **Barriers to affordable housing –**

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

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

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

## **Discussion:**

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

## **Other Actions**

### **Actions planned to address obstacles to meeting underserved needs**

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

### **Actions planned to foster and maintain affordable housing**

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

### **Actions planned to reduce lead-based paint hazards**

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

### **Actions planned to reduce the number of poverty-level families**

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

### **Actions planned to develop institutional structure**

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

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

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

## Program Specific Requirements

### Program Specific Requirements

#### Community Development Block Grant Program (CDBG)

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

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

#### Other CDBG Requirements

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

#### Discussion:

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

## **APPENDICES**

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____
---	---	--

<b>* 3. Date Received:</b> _____	<b>4. Applicant Identifier:</b> _____
-------------------------------------	--

<b>5a. Federal Entity Identifier:</b> 38-6006266	<b>5b. Federal Award Identifier:</b> _____
---	---

**State Use Only:**

<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____
---	---

**8. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> City of Portage	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 38-6006266	<b>* c. Organizational DUNS:</b> 0959434110000

**d. Address:**

<b>* Street1:</b> 7900 South Westnedge Avenue
<b>Street2:</b> _____
<b>* City:</b> Portage
<b>County/Parish:</b> _____
<b>* State:</b> MI: Michigan
<b>Province:</b> _____
<b>* Country:</b> USA: UNITED STATES
<b>* Zip / Postal Code:</b> 49002

**e. Organizational Unit:**

<b>Department Name:</b> Community Development	<b>Division Name:</b> _____
--	--------------------------------

**f. Name and contact information of person to be contacted on matters involving this application:**

<b>Prefix:</b> Ms.	<b>* First Name:</b> Vicki
<b>Middle Name:</b> L	
<b>* Last Name:</b> Georgeau	
<b>Suffix:</b> AICP	
<b>Title:</b> Director	
<b>Organizational Affiliation:</b> _____	
<b>* Telephone Number:</b> 269-329-1280	<b>Fax Number:</b> 269-329-4506
<b>* Email:</b> georgeav@portagemi.gov	

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grant Program

**\* 12. Funding Opportunity Number:**

\* Title:

Community Development Block Grant Program

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Owner-occupied housing rehabilitation; Down Payment Assistance; Human Services; Code Administration and Enforcement; Grant Program Administration/Fair Housing; Sidewalks

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="229,877.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="100,000.00"/>
* f. Program Income	<input type="text" value="50,000.00"/>
* g. TOTAL	<input type="text" value="379,877.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

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## Citizen Participation Plan

### A. Introduction

Citizen Participation is a critical component during the update of the Consolidated Plan and 2016-17 Annual Action Plan whereby residents, property owners and public/private agencies located in the City of Portage and/or serving Portage residents, are provided the opportunity to actively participate in the preparation of the Plan. The City of Portage encourages active citizen participation in conjunction with the Consolidated Plan and the Community Development Block Grant Program. Public participation is encouraged through timely public notices, public hearings and publication of information relating to the Consolidated Plan and proposed Community Development Block Grant activities.

### B. Work Plan

A work plan has been developed that engages the public at key stage in the process. A citizen participation plan includes a public awareness campaign that informs the public they are welcome to participate in the Plan Update process. A publicized timeline and clearly established milestones help ensure transparency (refer to Table 1). All public meetings are held at Portage City Hall, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for participation of a physically disabled or non-English speaking person in the Consolidated Planning process, the city will provide the appropriate accommodations.

**Consolidated Plan Update Schedule**

Event	Month											
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	
Citizen participation plan	■											
Data collection and community consultation		■	■	■	■							
Complete draft of community needs assessment & market analysis				■	■							
Public notice & Portager article regarding January public hearing				■	■							
Public hearing on community needs assessment & market analysis (January 21, & February 4, 2016)				■	■							
Complete draft of Consolidated Plan and 2016-17 Annual Action Plan						■						
Publish summary of draft Consolidated Plan and 2016-17 Annual Action Plan							■					
Provide final draft of Plan to Human Services Board							■					
30 day public comment period and public hearing (April 7, 2016)							■	■				
City Council approval of Consolidated and Annual Action Plans (May 10, 2016)									■			
Submit Consolidated and Annual Action Plans to HUD (May 11, 2016)									■			
Begin new grant year July 1, 2016												■

### **C. Citizen/Agency Engagement Efforts**

The following summarizes the efforts undertaken to encourage public participation in order to ensure the most complete and coordinated plan update possible:

1. A minimum of two public hearings will be held prior to the submission of the Consolidated Plan and Annual Action Plan to HUD:
  - The first public hearing will be held on January 21, 2016 at Portage City Hall and allow for comment on community development needs and housing priorities within the City of Portage.
  - The second public hearing will be held on April 7, 2016 at Portage City Hall following a 30-day public comment period began.
2. Articles will be published in the Portager, a monthly newsletter published by the City of Portage, which is distributed to every active residential and business address in the City of Portage, prior to the each public hearing.
3. Public notices will be placed in the Kalamazoo Gazette prior to the public hearings.
4. Press releases will be issued and information will be posted on the Public Media Network channel prior to the scheduled public hearings.
5. Organized neighborhood watch groups will be notified.
6. Local public/private human service agencies located in Portage or that serve Portage residents will be notified and/or consulted during the Plan update process. Information concerning the City of Portage Consolidated Plan/Annual Action Plan Update can then be disseminated to the people serviced by these agencies.
7. Local units of government will be notified and/or consulted, as needed and appropriate.
8. A webpage will be added to the city's website dedicated to the consolidated plan/Annual Action plan update process.
9. Opportunities to comment on the Consolidated Plan/Annual Action Plan Update at a public meeting will be provided monthly during the Human Services Board meeting.

HUD requires that each community broaden public participation by reaching out to low-moderate income persons; low and moderate income neighborhoods where CDBG funds are proposed for use; minorities; non-English speaking persons; persons with disabilities; public housing residents and local/regional institutions. The efforts summarized above achieve the HUD objective.

### **D. Access to Information and Records, Availability to Public**

Notice of availability of the draft Consolidated and Annual Action Plans will be published utilizing several methods listed in paragraph C above and distributed in various locations throughout the city including the Community Development Department, Portage Senior Center, Portage Community Center, Portage District Library, and posted to the city website. Citizens are encouraged to obtain and read the proposed Plans and submit comments on the Plans to the Community Development Department of the City of Portage. Copies of the plan will also be available in electronic format, if requested. Technical assistance will be provided to any group

requesting assistance in submitting information, or a proposal for consideration from the CDBG Program, if the proposal will meet the National Objective criteria of benefiting low/moderate income persons within the City of Portage and is an eligible use of funds. Public hearings include a brief presentation of the purpose of the hearing, amount of projected funds available, proposed use of funds (if applicable), a review of accomplishments of the CDBG Program and response to any questions that arise. All citizen comments will be recorded, and if an answer is necessary, a timely response to all requests (within 15 days) will be sent to the inquiring individual, group or agency.

**E. Public Comments**

All comments made in person or in writing relating to the Consolidated Plan or Community Development Block Grant program, which are received prior to the deadline for submission to the Department of Housing and Urban Development, will be officially incorporated into such documents and a formal response will be given to the comment within the text of the plan or report.

**F. Technical Assistance**

Technical assistance will be provided to any group that requests it in order to develop proposals for funding consideration during development of the Consolidated Plan or Annual Action Plan, or to any group requesting information on the Consolidated Plan and/or Consolidated Plan development process.

**G. Complaints or Grievances**

The Community Development Director or his/her designee will provide a timely written answer to written complaints or grievances within 15 working days.

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## SUMMARY OF CITIZEN COMMENTS

### **January 21, 2016 and February 4, 2016 Public Hearing on Needs Assessment and Market Analysis**

1. January 21, 2016 Public Hearing – 2016-2020 Consolidated Plan Update – Needs Assessment. Wooden opened the public hearing and staff presented an overview of part 1 of the Needs Assessment for the 2016-2020 Consolidated Plan. Summary information provided included the purpose and requirements of the Consolidated Plan, the Annual Action Plan and Fair Housing Assessment components, the development process, and data used in the plan, such as American Community Survey (ACS) data generated by the Census Bureau and Comprehensive Affordability Housing Strategy (CHAS) data, which is special data tabulated by the Census Bureau for the U.S. Department of Housing and Urban Development (HUD) for Comprehensive Planning purposes. Staff noted the CHAS data utilized for the plan is generally 2007-2011 estimated data and is the most current available and required by HUD for the analysis. Detailed information was then provided regarding demographics, with specific information provided on low-moderate income households and neighborhoods, housing problems, housing cost burden and disproportionate needs for specified race and ethnic groups. Staff explained the next steps in the plan process and recommended that the public hearing be adjourned so that part 2 of the Needs Assessment and the Market Analysis could be finalized (which has been delayed due to data problems with the HUD-required E Con Planning Suite software). Mirza requested clarification on the CHAS data and indicated 2007-2011 is old data and represents a time frame when there was a significant economic downturn. Staff agreed with Mirza's comment but noted that data that breaks down housing needs by income and type of households is not available through standard Census data and the HUD CHAS data is specifically required for the Consolidated Plan. Staff will attempt to use more current ACS data for comparison purposes to the older CHAS data where appropriate and available. Woodin asked which data is used to determine the city's CDBG entitlement grant. Staff indicated HUD uses population, poverty rates and age of housing data to determine the entitlement grant and for FY 2016-17, the data used will be 2009-2013 ACS data. Thom Phillips, of Michigan Habitat for Humanity and Portage resident, inquired as to when the Market Analysis would be available for public review and comment. Staff clarified that part 2 of the Needs Assessment and the Market Analysis will be included in the next Board agenda and presented at the February 4, 2016 meeting. Durian made a motion to adjourn it to the February 4, 2016 meeting, Mirza supported. Motion passed 8-0.
2. February 4, 2016 Public Hearing – 2016-2020 Consolidated Plan Update – Needs Assessment and Market Analysis. Spalvieri moved and Maye seconded to open the public hearing for the Needs Assessment and Market Analysis. Motion passed 8-0. Staff began the presentation by handing out updated copies and explained that new data, including homeless data, had been received since Part I was presented and the current agenda prepared. Continuation of the presentation commenced and summary information was provided on public housing, homeless needs, special needs populations and non-housing

community development needs. With regard to the Market Analysis, data on the cost, condition and availability of affordable housing was presented. In addition, potential barriers to affordable housing, availability of facilities to assist homelessness and special needs housing was discussed. Morgan asked if vouchers were similar to Section 8 housing. Both staff and Maye responded that vouchers were essentially the same and that recipients had housing choice options, and that participating landlords are required to make accessibility accommodations for tenants when needed. While there was no public housing in the county, staff indicated that the Michigan State Housing and Development Authority acts as the public housing authority. Spalvieri inquired how many beds the Gospel Mission had and staff responded. Staff further explained that there is research that indicates it is more expensive to maintain homeless shelters than to rapidly re-house homeless individuals. Staff clarified that the homelessness data included in the plan are based on a point-in-time, one-day county-wide count, and annual data from 2014. With regard to non-housing community development needs, CDBG funds are not typically used for capital improvements, with the exception of small-scale playground and sidewalk improvements within low-moderate income neighborhoods. Board members had questions regarding nursing homes, those that accept Medicaid, new senior assisted living facilities being constructed in Portage, and how accessible these housing developments would be low-income special needs residents. The presentation was concluded by indicating if anyone had any questions on the information provided to please contact city staff, that the plan would be completed in early March 2016, and the 30-day public comment period would conclude with the April 7<sup>th</sup> Human Services Board meeting. Thom Phillips of Michigan Habitat for Humanity was asked how he heard about the public hearing and he indicated he had read about it in the *Portager*. There being no further comments, Spalvieri moved and Maye supported closing the public hearing. Motion passed 9-0.

**30-day Public comment Period: March 8, 2016 to April 7, 2016 Public Hearing on draft 2016-2020 Consolidated Plan and FY2016-2017 Annual Action Plan.**

--To be Completed--

STATE OF MICHIGAN )  
County of Kalamazoo

ss. *Shawn Suttrop*

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



# THE KALAMAZOO GAZETTE

## DAILY EDITION

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

*January 6* A.D. 20 *16*

Sworn to and subscribed before me this *6<sup>th</sup>* day of *January* 20 *16*

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



### NOTICE OF PUBLIC HEARING

The City of Portage will hold a public hearing on Thursday, January 21, 2016 at 6:30 p.m. in Conference Room #1, City Hall, 7900 South Westedge Avenue, Portage, Michigan to receive comments on the Community Development Block Grant (CDBG) Program, needs assessment and housing market analysis within the City of Portage, prior to preparing the five-year Consolidated Plan and FY 2016-17 Annual Action Plan. The city anticipates receiving approximately \$210,000 in Federal CDBG grant funding and an estimated \$50,000 of program income in fiscal year 2016-17.

A draft of the needs assessment and housing market analysis portion of the Consolidated Plan will be available for review and comment at the following locations:

- Portage City Hall, Department of Community Development, 7900 S. Westedge Avenue, Portage, MI 49002;
- Portage District Library, 300 Library Lane, Portage, MI 49002;
- Portage Senior Center, 320 Library Lane, Portage, MI 49002;
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage website home page: [www.portagemi.gov](http://www.portagemi.gov)

Interested persons are encouraged to attend the public hearing. Comments can be submitted in writing on or before January 21, 2016 to the City of Portage, Department of Community Development, or may be presented in person at the public hearing. Citizens desiring additional information should contact the City of Portage Department of Community Development, (269) 329-4477.

Department of Community Development  
Vicki Georgeau, Director

January 6, 2016

7520002-01

**Notice of Availability of the draft  
2016-2020 Consolidated Plan and FY 2016-17 Annual Action Plan  
and Notice of Public Hearing**

The draft Community Development Block Grant (CDBG) Program 2016-2020 Consolidated Plan and FY 2016-17 Annual Action Plan, has been prepared as required by the U.S. Department of Housing and Urban Development (HUD) for communities receiving federal funding through the CDBG Entitlement grant program. The draft 2016-2020 Consolidated Plan provides an analysis of housing and community development needs and strategic goals to address such needs with anticipated resources, and the FY 2016-17 Annual Action Plan outlines proposed projects that will be undertaken with the \$379,877 in CDBG funding expected to be available to the City of Portage for FY 2016-17 from HUD, including anticipated program income. For FY 2016-17, proposed projects/expenditures are:

Housing Rehabilitation Assistance Program (loans and grants)	\$203,282
Down Payment Assistance Program	\$10,000
Neighborhood Improvement-Code Administration and Enforcement	\$52,253
Neighborhood Improvement-Sidewalk Enhancements	\$50,000
Human/Public Services	\$41,928
Grant Administration and Fair Housing Activities	\$22,414
TOTAL	\$379,877

The draft document is available for review at the following locations:

- Department of Community Development, City of Portage, 7900 South Westnedge Avenue, Portage, MI 49002
- Portage District Library, 300 Library Lane, Portage, MI 49002
- Portage Senior Center, 320 Library Lane, Portage, MI 49002
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage web site: [www.portagemi.gov](http://www.portagemi.gov) > Home > Departments > Community Development > Planning, Development and Neighborhood Services > CDBG Program Consolidated Plan

Comments can be submitted in writing on or before noon on Thursday, April 7, 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, April 7, 2016 at Portage City Hall at 6:30 p.m. For additional information, please contact the Department of Community Development at 269-329-4477 or 269-329-4466.

Vicki Georgeau, Director  
Department of Community Development

March 8, 2016

7582673-01

## CERTIFICATIONS

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature/Authorized Official

Date

## Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

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

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

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

**Excessive Force** -- It has adopted and is enforcing:

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

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

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

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

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

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

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING:

#### A. Lobbying Certification

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

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Human Services Board

**DATE:** April 1, 2016

**FROM:** Vicki Georgeau, <sup>M</sup>Director of Community Development

**SUBJECT:** Fair Housing Information

Attached to this memo are two documents for your information:

- A Fair Housing Resolution will be presented to City Council on April 12, 2016 and Robert Ells of the Fair Housing Center of Southwest Michigan (FHCSWM) will be in attendance to recognize April as Fair Housing month.
- The second item is a brochure for the 2016 Fair Housing Conference on April 29, 2016. The conference is free to all attendees and will take place at Western Michigan University's Fetzer Center.

Mr. Ells will be at the April 7, 2016 Human Services Board meeting to provide additional information about the FHCSWM and the conference should you have any questions.

Attachments:     Draft Fair Housing Proclamation  
                         2016 Fair Housing Conference Brochure

 **DRAFT**

## ***FAIR HOUSING RESOLUTION***

**WHEREAS,** 2016 is the 48<sup>th</sup> anniversary of the Federal Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended, to prohibit housing discrimination when based on race or color, national origin, religion, sex, familial status or disability, and declared that equal housing opportunity is a basic right of every American; and

**WHEREAS,** the Michigan State Legislature passed the Elliott-Larsen Civil Rights Act of Michigan in 1976 to protect people from housing discrimination based on religion, color, race, national origin, age, sex, familial status or marital status; and

**WHEREAS,** the Michigan State Legislature passed the Michigan Persons and Disabilities Civil Rights Law of 1976 to protect individuals with disabilities from housing discrimination; and

**WHEREAS,** the City of Portage has completed an Analysis of Impediments to Fair Housing, and annually undertakes activities to further fair housing efforts and educate the public on fair housing issues; and

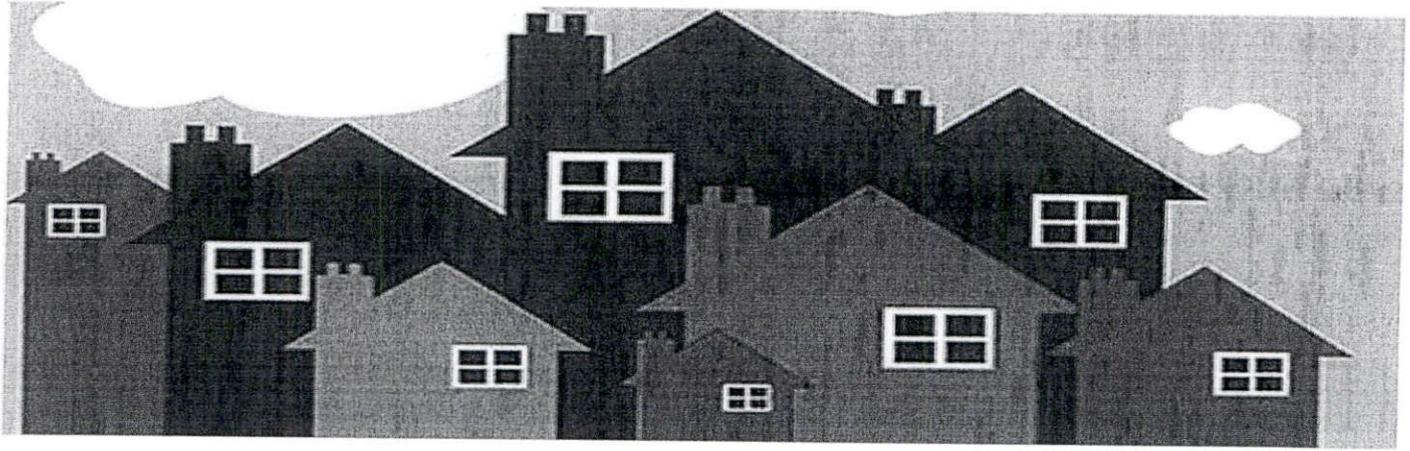
**WHEREAS,** equal housing opportunity is a goal to be achieved within the City of Portage.

**NOW, THEREFORE BE IT RESOLVED,** that I, Peter J. Strazdas, by virtue of the authority vested in me as the Mayor of Portage, Michigan, do hereby resolve the month of April 2016, as ***FAIR HOUSING MONTH*** in hope that this observance will promote fair housing practices throughout the City.

Signed this 12<sup>th</sup> day of April 2016

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Peter J. Strazdas, Mayor



# 2016 Fair Housing Conference

## Opportunity Building: A Do-It-Together Project

April 29, 2016

Fetzer Center, WMU's Campus • 2350 Business Court • Kalamazoo, MI 49008

**CONFERENCE SCHEDULE**

- Schedule**
- 8:00 Registration
  - 8:30 Introduction: The Making of Our Neighborhoods with Richard Rothstein
  - 9:15 Track 1: Gail Schechter Debunks Common Housing Myths
  - Track 2: Delve Deep Into Implicit Bias with Rich Benjamin
  - 10:45 Track 1: It Makes a Village... Success Stories from Rob Breymaier
  - Track 2: No Intent? No Excuse! Ajmel Quereshi Discusses Disparate Impact
  - 12:00 Luncheon with Speaker

**REGISTRATION FORM**

### Contact Information

(One person per registration form)

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Select a Track: Track 1 [ ] Track 2 [ ]

**Please RSVP to Sharlee Coffman-Cook by April 18, 2016**  
**FREE to Attend**

Online Registration: <https://goo.gl/qlhBB>  
 Email: [sharlee.coffman@fhcswm.org](mailto:sharlee.coffman@fhcswm.org)  
 Fax: 269-276-9101  
 Mail: 405 W. Michigan Ave. Suite 6  
 Kalamazoo, MI 49007

Check here for vegetarian [ ]    gluten free [ ]

Other special dietary needs \_\_\_\_\_

ADA/Disability Accommodation Request \_\_\_\_\_



Sponsored in Part By:



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**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Human Services Board

**DATE:** April 1, 2016

**FROM:** Vicki Georgeau, <sup>VG</sup> Director of Community Development

**SUBJECT:** Human Services Board recommended FY 2016-2017 Goals and Objectives

Attached is a communication from Deputy City Clerk, Adam Herringa, requesting the Human Services Board provide to City Council recommended goals and objectives for FY 2016-2017.

The Board is advised to review the attached draft FY 2016-2017 goals and objectives and discuss this matter during the April 7, 2016 meeting. Human Services Board recommended goals and objectives are to be approved by the Board and submitted to the Office of the City Clerk by May 1, 2016.

Attachments: Advisory Board communication from Deputy City Clerk dated March 17, 2016  
Draft Human Services Board FY 2016-2017 Goals and Objectives

RECEIVED

CITY OF PORTAGE

MAR 17 2016

COMMUNICATION

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COMMUNITY DEVELOPMENT

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**TO:** Advisory Board Chairperson\*

**DATE:** March 17, 2016

**FROM:** Adam Herringa, Deputy City Clerk, 

**SUBJECT:** Proposed Goals for 2016-2017

This is a reminder that proposed goals and objectives for the 2016-2017 Fiscal Year need to be prepared and forwarded to the City Clerk Office by May 1, 2016. The proposed goals and objectives will be compiled and forwarded to City Council for review.

A hard copy of the proposed goals along with an electronic copy, sent to [herringa@portagemi.gov](mailto:herringa@portagemi.gov), would be appreciated.

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

\* Paul Welch, Planning Commission  
Ruth Caputo, Chair, Environmental Board  
Katie vanLonkhuyzen, Chair, Historic District Commission  
Amanda Woodin, Chair, Human Services Board  
Kathleen Hoyle, Chair, Park Board  
William Wieringa, Chair, Senior Citizens Advisory Board  
Sami Ahmad, Chair, Youth Advisory Committee

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

**2016-2017 RECOMMENDED  
HUMAN SERVICES BOARD  
GOALS AND OBJECTIVES**

**HUMAN SERVICES BOARD**

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