



# HUMAN SERVICES BOARD

**April 1, 2021**

# **CITY OF PORTAGE HUMAN SERVICES BOARD**

## **A G E N D A**

**Thursday, April 1, 2021**

**(6:00pm)**

**Webex Virtual Meeting**

**Public Phone Line: (415) 655-0002 Access Code 160 568 9887**

**(To voice a question or comment, press \*3 to enter the queue.)**

### **CALL TO ORDER**

### **ROLL CALL**

### **APPROVAL OF MINUTES:**

\* March 4, 2021

### **OLD BUSINESS:**

### **NEW BUSINESS:**

- \*1. Public Hearing FY 2021-2025 Consolidated Plan and FY 21-22 Annual Action Plan – Forth  
<https://www.portage.mi.gov/DocumentCenter/View/3601/2021---2025-Draft-Consolidated-Plan>
2. Metro Transit Update - Upshaw

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

\*Indicates materials transmitted

## **CITY OF PORTAGE HUMAN SERVICES BOARD**

Minutes of the Virtual Meeting – March 4, 2021

### **CALL TO ORDER:**

The City of Portage Human Services Board virtual meeting of March 4, 2021 was called to order by Chairperson Spalvieri at 6:05 p.m. Pursuant to the “Remote Attendance Rules for Meetings,” this meeting was held remotely with board members and staff participating via video/telephone call-in.

### **MEMBERS PRESENT:**

Alice Mwanda (Portage), Fi Spalvieri (Portage), Effie Kokkinos (Portage), Tim Henson (Portage), Nadeem Mirza (Portage), Barbara Sagara (Portage), Stephanie Upshaw (Portage), Fayyaz Razi (Youth Advisory Board Representative – Portage).

**MEMBERS EXCUSED:** Brooke Kolodzieczyk

**MEMBERS ABSENT:** Cristy Cate

### **STAFF PRESENT:**

Tom McCoy, Neighborhood Program Specialist, Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services.

### **APPROVAL OF MINUTES:**

Upshaw moved and Sagara supported a motion to approve the February 18, 2021 minutes. Motion passed 7-0.

**OLD BUSINESS: Review of HPS Funding Recommendation:** McCoy reported that the city had received notification from HUD of the FY 21-22 CDBG entitlement amount of \$218,239 which is \$3,555 less than the amount estimated in previous calculations resulting in \$427 less dollars available for allocation to area agencies. It was suggested by staff that in order to address this \$427 reduction in CDBG funds, a \$427 reduction be made to the recommended General Fund allocation to Twelve Baskets and re-allocated to Portage Community Center in order to provide the previously recommended total of \$120,000 in combined CDBG and General Fund. Spalvieri asked the Board if there were any questions or objections to the re-allocation and having heard none staff will subsequently forward the adjusted funding recommendations to City Council for consideration.

### **FY 2021-25 CONSOLIDATED PLAN AND FY 2021-22 ANNUAL ACTION PLAN REVIEW:**

Deputy Director Forth presented a summary of these two required documents detailing elements of the Community Development Block Grant Programs, notices of availability of which having been published are currently in the public comment period until April 1, 2021. The Board was asked to review and provide comments if desired prior to March 19, 2021 in order to be included in the April 1, 2021 Human Services Board agenda.

**NEW BUSINESS: Fair Housing Month Resolution:** Staff provided a draft proclamation to be forwarded to City Council declaring April, 2021 to be Fair Housing Month and asked if representative(s) from the Board would be able to attend the March 23<sup>rd</sup> City Council meeting at which the proclamation would be presented. Henson moved and Mirza supported a motion to forward the proclamation as presented to City Council. Motion passed 7-0. Spalvieri stated that she would check and advise whether she would be able to represent the Board at the City Council meeting.

**STATEMENTS OF CITIZENS:**

No statements received.

**ADJOURNMENT:**

There being no further discussion to come before the Board, a motion was made by Kokkinos and supported by Upshaw to adjourn the meeting at 6:30p.m. Motion was approved 7-0.

Respectfully Submitted,


Tom McCoy, Neighborhood Program Specialist



## Department of Community Development

**TO:** Human Services Board

**DATE:** March 26, 2021

**FROM:** Kelly Peterson, Director of Community Development 

**SUBJECT:** Draft FY 2021-2025 Consolidated Plan and FY 2021-22 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.

An updated draft of the FY 2021-2025 Consolidated Plan and FY 2021-22 Annual Action Plan (included in the Consolidated Plan) has been uploaded to the city's webpage for Board member review (<https://www.portagemi.gov/777/Consolidated-Plan>). In addition, the attached five-year comparative analysis for the CDBG Program budget and expenditures summarizes proposed activities in FY 2021-22.

On April 1, 2021, a public hearing will be held and staff will provide an overview of the enclosed draft documents. Subsequent to the April 1, 2021 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, 2021 as part of the annual funding application process.

**Attachments:** City of Portage CDBG Program Five-year Comparative Analysis

**CITY OF PORTAGE CDBG PROGRAM  
FIVE YEAR COMPARATIVE ANALYSIS  
FY 2017-18 THROUGH 2021-2022**

|   | 2017-18          | 2018-19          | 2019-20          | 2020-21          | 2021-22             |
|---|------------------|------------------|------------------|------------------|---------------------|
| ENTITLEMENT AMOUNT  | \$216,112        | \$237,119        | \$223,110        | \$223,110        | \$218,239           |
| ESTIMATED PROGRAM INCOME TO BE RECEIVED DURING PROGRAM YEAR   | \$50,000         | \$50,000         | \$50,000         | \$50,000         | \$50,000            |
| <b>SUB-TOTAL</b>  | <b>\$266,112</b> | <b>\$287,119</b> | <b>\$273,110</b> | <b>\$273,110</b> | <b>\$268,239</b>    |
| AVAILABLE UNEXPENDED FUNDS AND/OR PROGRAM INCOME RECEIVED IN PRIOR PROGRAM YEARS THAT EXCEEDED ESTIMATED PROGRAM INCOME | \$60,000         | \$75,000         | \$75,000         | \$75,000         | \$125,000           |
| <b>TOTAL</b>  | <b>\$326,112</b> | <b>\$362,119</b> | <b>\$348,110</b> | <b>\$348,110</b> | <b>\$393,239</b>    |
| <b>HOUSING (Percent of Total Budget)</b>  | <b>64%</b>       | <b>70%</b>       | <b>66%</b>       | <b>55%</b>       | <b>56%</b>          |
| Housing Rehabilitation Loan Program   | \$196,003        | \$241,629        | \$219,160        | \$180,698        | \$205,558           |
| Emergency Repair Grant  | \$2,000          | \$2,000          | \$2,000          | \$2,000          | \$2,000             |
| Homebuyer Downpayment Assistance  | \$10,000         | \$10,000         | \$10,000         | \$10,000         | \$10,000            |
| <b>TOTAL HOUSING</b>  | <b>\$208,003</b> | <b>\$253,629</b> | <b>\$231,160</b> | <b>\$192,698</b> | <b>\$217,558</b>    |
| <b>HUMAN/PUBLIC SERVICES <sup>1</sup></b>   | <b>15%</b>       | <b>13%</b>       | <b>15%</b>       | <b>13%</b>       | <b>10%</b>          |
| Human/Public Services   | \$38,963         | \$34,935         | \$42,045         | \$44,816         | \$37,793            |
| <b>TOTAL HUMAN/PUBLIC SERVICES</b>  | <b>\$38,963</b>  | <b>\$34,935</b>  | <b>\$42,045</b>  | <b>\$44,816</b>  | <b>\$37,793</b>     |
| <b>NEIGHBORHOOD IMPROVEMENT (Percent of Total Budget)</b>   | <b>17%</b>       | <b>15%</b>       | <b>16%</b>       | <b>18%</b>       | <b>26%</b>          |
| Code Enforcement  | \$54,515         | \$54,388         | \$55,474         | \$64,366         | \$55,978            |
| Lexington Green Playground Equipment  |                  |                  |                  |                  | \$50,000            |
| <b>TOTAL NEIGHBORHOOD IMPROVEMENT</b>   | <b>\$54,515</b>  | <b>\$54,388</b>  | <b>\$55,474</b>  | <b>\$64,366</b>  | <b>\$105,978</b>    |
| <b>ADMINISTRATION <sup>2</sup></b>  | <b>9%</b>        | <b>7%</b>        | <b>7%</b>        | <b>13%</b>       | <b>8%</b>           |
| General Administration  | \$17,631         | \$17,167         | \$17,431         | \$24,230         | \$29,910            |
| Fair Housing Services   | \$7,000          | \$2,000          | \$2,000          | \$2,000          | \$2,000             |
| Consolidated Plan Update  |                  |                  |                  | \$20,000         | \$0                 |
| <b>TOTAL ADMINISTRATION</b>   | <b>\$24,631</b>  | <b>\$19,167</b>  | <b>\$19,431</b>  | <b>\$46,230</b>  | <b>\$31,910</b>     |
| <b>TOTAL</b>  | <b>\$326,112</b> | <b>\$362,119</b> | <b>\$348,110</b> | <b>\$348,110</b> | <b>\$393,239.00</b> |

<sup>1</sup> Funding for human/public services must not exceed 15% of the FY 2021-22 CDBG entitlement grant and program income received in FY 2020-21 through December 31, 2020.

<sup>2</sup> Funding for administration and fair housing must not exceed 20% of the FY 2021-22 CDBG entitlement grant and estimated FY 2021-22 program income.