



# HUMAN SERVICES BOARD

July 22, 2021

# **CITY OF PORTAGE HUMAN SERVICES BOARD**

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

Thursday, July 22, 2021  
(6:30 p.m.)

Portage City Hall, 7900 South Westnedge Avenue, Conference Room 1

### **CALL TO ORDER**

### **ROLL CALL**

### **APPROVAL OF MINUTES:**

- \* June 3, 2021

### **OLD BUSINESS:**

- \*1. Public Hearing – CDBG-CV 3, Substantial Amendment to Annual Action Plan

### **NEW BUSINESS:**

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

\*Indicates materials transmitted

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

Minutes of the Virtual Meeting – June 3, 2021

### **CALL TO ORDER:**

The City of Portage Human Services Board virtual meeting of June 3, 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:**

Stephanie Upshaw (Portage, MI), Nadeem Mirza (Portage, MI), Effie Kokkinos (Portage, MI), Fi Spalvieri (Portage, MI), Barbara Sagara (Portage, MI), Brooke Kolodziejczyk (Portage, MI),

**MEMBERS EXCUSED:** Tim Henson, Alice Mwanda, Fayyaz Razi (Youth Advisory Board Representative)

**MEMBERS ABSENT:** Cristy Cate

### **STAFF PRESENT:**

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

### **APPROVAL OF MINUTES:**

Kolodziejczyk moved and Upshaw supported a motion to approve the May 6, 2021 minutes. Motion passed 6-0.

### **NEW BUSINESS:**

**Metro Transit Update** – Upshaw reported that she had attended the April, 2021 meeting during which a recommendation was made to appoint an individual to the Advisory Board who would represent people with disabilities. It was also reported that overall ridership is down and fares will continue to be free at this time. Upshaw also stated that due to work responsibilities it would be necessary for her to resign as liaison to the Metro Transit Authority and asked that the Board appoint a replacement. After a discussion about the purpose and necessity of having a representative from the Human Services Board serve in this manner it was agreed that the Board would like to continue to be apprised on these activities going forward and that the Chair will seek a suitable replacement to serve in this capacity.

### **OLD BUSINESS:**

**Proposed Revisions to Human Public Services Grant Application** – The Board reviewed a draft application furnished by Staff incorporating suggestions and recommendations submitted by a sub-committee for consideration. The Board agreed that the proposed revisions had addressed those items of concern identified by the sub-committee and were satisfied that the revised application would provide a more effective tool for ranking and prioritizing future applicants. Sagara moved and Kokkinos supported a motion the incorporate the proposed revisions in the next funding round beginning in December 2021. Upon further discussion, the Board also requested that staff revisit and revise one additional question on the application regarding community outreach efforts in order to

quantify the effectiveness of marketing efforts and to determine the degree of awareness of individual programs among all Portage residents. The Board requested staff revise the question accordingly and to incorporate this revision in the final application for use in the next funding round, subject to review and revision if necessary.

**STATEMENTS OF CITIZENS:** None received

**ADJOURNMENT:**

There being no further discussion to come before the Board, a motion was made by Upshaw and supported by Kolodzieczyk to adjourn the meeting at 6:40 p.m. Motion was approved 6-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

# CITY OF PORTAGE

# COMMUNICATION

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**TO:** Human Services Board

**DATE:** July 16, 2021

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

**SUBJECT:** CDBG Program FY 2020-21 Annual Action Plan Substantial Amendment

As previously discussed with the Board, the Department of Housing and Urban Development (HUD) has awarded the City of Portage a second Cares Act CDBG-CV grant in the amount of \$237,041 for a range of activities to prevent, prepare for and respond to the Coronavirus. The purpose of the grant is to primarily benefit low/mod income residents who have been impacted by the Covid-19 pandemic.

As the Board may know, there are a number of COVID-19 relief funded programs in the county to assist both residents and business owners adversely effected by the pandemic. For example, Housing Resources, Inc. is administering a \$17 million COVID Emergency Rental Assistance Program for qualifying renters and landlords in Kalamazoo County to help cover past due rent. Given the amount of funds available to assist local residents with eviction prevention, allocation of additional money for this purpose is not needed. Also, there are a number of food banks/pantry's in the area to assist local residents. The Portage Community Center (PCC) has indicated a significant increase in requests for utility subsistence payments, including accumulated arrearages.

Use of the Cares Act CDBG-CV grant must "tie-back" to activities meant to prevent, prepare for and respond to the Coronavirus. There are a number of eligible activities that qualify including public services such as subsistence payments, housing rehabilitation including property acquisition to construct affordable housing funded from another source, public facility improvements, such as a park serving a low/moderate income area that promotes outdoor fitness and social space and grant administration. In light of the available eligible activities, staff has identified the following projects for consideration:

1. \$50,000 to Portage Community Center for utility subsistence payments. It is estimated that approximately 200 low/moderate income residents could be assisted.
2. \$50,000 for facility improvements in the Lexington Green neighborhood park. This project involves construction of a ten foot wide pedestrian and bike friendly trail that will meander through the park with lighting for security. This trail will also provide a future connection to the planned Sprinkle Road Bypass Trail North project that will connect to the City's trail network. This project would serve approximately 2,900 low/moderate income residents living in this area.
3. \$107,041 for housing rehabilitation projects and/or property acquisition to construct affordable housing. Funding for this project could serve approximately 10 low/moderate income residents to improve living conditions such as mold, lead-based paint and poor ventilation. An alternative project involves acquisition of property in low/moderate

- income neighborhoods and then a partnership with Kalamazoo County to construct scattered site affordable housing utilizing a portion of the funds generated by the recently passed Housing For All millage. It is estimated that up to five properties could be acquired.
4. \$30,000 for grant administration. HUD allows up to 20% of the grant to be used for administration. The proposed \$30,000 represents only 12.6%.

In accordance with HUD requirements, a Substantial Amendment to the CDBG Program FY 2020-21 Annual Action Plan is required. Attached is the amendment. Wade Trim, the consultant retained to prepare the 2021-2025 Consolidated Plan, was also retained to prepare the FY 2020-21 Annual Action Plan Substantial Amendment and submitting it to HUD for final approval. After the substantial plan amendment is approved by HUD, the city has up to six years to spend the grant funds, of which 80% must be spent within the first three years.

HUD regulations require that a public hearing on the Substantial Amendment be held, followed by a 30-day public comment period. However, due to the COVID-19 pandemic, HUD allows a five day public comment period. The public comment period will expire on July 27, 2021.

Subject to any comments from Board members and other interested citizens received during the July 22, 2021 public hearing, the Board is advised to recommend to City Council the FY 2020-21 Annual Action Plan Substantial Amendment be approved and \$50,000 be allocated to Portage Community Center to assist those low/moderate income residents with subsistence payments, \$50,000 for the Lexington Green park improvements, \$107,041 for housing rehabilitation and/or property acquisition and individuals and \$30,000 for grant administration.

For Board information, staff has been notified by HUD that the substantial plan amendment must be received by August 16, 2021 or the grant will be returned to the U.S. Department of Treasury.

Attachment: CDBG Program FY 2020-21 Annual Action Plan Substantial Amendment

**CITY OF PORTAGE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FY 2020-21 ANNUAL ACTION PLAN – SUBSTANTIAL AMENDMENT**

**Introduction**

The FY 2020-21 Annual Action Plan, Strategy for Housing and Community Development Needs, includes activities and programs to fulfill identified needs outlined in the 2016-2020 Consolidated Plan. The five-year Consolidated Plan and the Annual Action Plan elements are required in order to apply for and receive Community Development Block Grant (CDBG) entitlement program funds from the U.S. Department of Housing and Urban Development (HUD), which have been awarded to the City since the mid-1970s.

The FY 2020-21 Annual Action Plan was approved by City Council on May 12, 2020, and subsequently submitted to the Detroit HUD Field Office on May 9, 2020, for review and approval. The 2020-21 Annual Action Plan was then substantially amended in October 2020 due to the first tranche of CDBG-CV funding through the CARES Act. The Activities and expenditures of CDBG funds must meet three national objectives: 1) benefit low- and/or moderate-income persons, 2) aid in the prevention or elimination of blight, and 3) meet urgent community development needs. In order to meet these national objectives, the approved FY 2020-21 Annual Action Plan includes five inter-related activities pertaining to three goals to be carried out during the program year. The table below lists the goals, the program activity, an activity description, and the planned objectives and outcomes.

Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Owner Housing	Affordable Housing	City-wide	Affordable Owner Housing	CDBG: \$192,896	-Homeowner Housing Rehabilitation: 12 Household/ Housing Units -Direct Financial Assistance to Homebuyers: 3 Households Assisted
Neighborhood Improvement	Non-Housing Community Development	Low- and Moderate-Income Areas	Neighborhood Improvement	CDBG: \$64,366	Housing Code Enforcement/Foreclosed Property Care: 350 Household/Housing Units
Public Services	Homeless, Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$44,618	Public Service Activities for Low/Moderate Income Housing Benefit: 4,000 Households Assisted

The approved FY 2020-21 Annual Action Plan also allocated \$44,914 towards Grant Planning/Administration, which includes preparation of HUD-required plans and reports, Environmental Review, Fair Housing education and enforcement activities, and an update of the 2016-2020 Consolidated Plan.

## **Proposed 2<sup>nd</sup> Substantial Amendment to the FY 2020-21 Annual Action Plan**

In response to the Coronavirus Pandemic (COVID-19) the United States Department of Housing and Urban Development (HUD) the City of Portage received an allocation of \$130,474 of Community Development Block Grant Program – Coronavirus Response funds (CDBG-CV) to be used to prevent, prepare for, and respond to COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

In October of 2020, the City of Portage amended the FY 2020-21 Annual Action Plan to incorporate three additional projects using the additional CDBG-CV allocation amount \$130,474. Since then, the City of Portage has been notified that it will receive an additional allocation of Community Development Block Grant Program – Coronavirus Response funds (CDBG-CV3) in the amount of \$237,041. The City seeks to amend the FY 2020-21 Annual Action Plan again to incorporate these funds and implement the projects listed below.

As noted above, the City of Portage's federal Annual Action Plan details the funding strategy for the Community Development Block Grant (CDBG) program each year. The Annual Action Plan implements a jurisdiction's multi-year Consolidated Plan and is developed through significant citizen participation, analysis, and planning. The third tranche of CDBG-CV funds will be incorporated into the City's 2020 Annual Action Plan through a Substantial Amendment.

### **Funding Requests – Amendment to the FY 2020-21 Annual Action Plan, CDBG-CV3 Incorporation**

Below is a summary of the proposed budget. Through a substantial Amendment process, the City proposes including the following activities into the FY 2020-21 Annual Action Plan:

#### **Project Name: Public Services (\$50,000)**

National Objective: Low- and Moderate-Income Limited Clientele (LMC)  
CDBG Eligible Activity: Public Services  
Project Description: Funds will be used for emergency subsistence payments for qualifying low- and moderate-income individuals.

#### **Project Name: Housing (\$107,041)**

National Objective: Low- and Moderate-Income Housing Activities (LMH)  
CDBG Eligible Activity: Rehabilitation and Property Acquisition  
Project Description: Rehabilitation of owner-occupied housing, and/or the acquisition of vacant property for the future development of affordable housing in partnership with a nonprofit or housing agency in low- and moderate-income areas.

#### **Project Name: Public Facilities Improvements (\$50,000)**

National Objective: Low- and Moderate-Income Area Benefit (LMA)  
CDBG Eligible Activity: Public Facilities and Improvements  
Project Description: Development of an outdoor trail in the Lexington-Green Park.

#### **Project Name: Administration/Planning (\$30,000)**

National Objective: Not Applicable  
CDBG Eligible Activity: General Administration  
Project Description: Planning and Administration of CDBG-CV3 funding.



## **Public Process**

During the first tranche of CDBG-CV funding, the City also made an amendments to the Public Participation Plan. As required by HUD the City hereby established expedited procedures for citizen involvement. The expedited process is outlined below.

The City of Portage held one public hearing regarding a proposed use of CDBG-CV3 funds with the Human Services Board on July 22, 2021. The purpose of said meeting was to receive input from Board members and citizens about the proposed amendment involving the use of CDBG-CV3 funds. The meeting was held in City Council Chambers at the Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. A copy of the meeting minutes is attached as Appendix A. Please call 269-329-4477 between the hours of 8:00 am and 5:00 pm for instructions on providing additional public comment.

The City of Portage will provide a public notice advertising a 5-day public comment (Appendix B) period as part of the Public Participation Plan requirements. In order for timely response to the COVID-19 emergency, HUD has reduced the required public comment period from 30 days to 5 days.

The City of Portage will accept public comment during the five (5) day public comment period beginning on July 22, 2021 through July 27, 2021. Citizens are asked to provide comment on the Substantial Amendment to the FY 2020-21 Annual Action Plan, the proposed use of CDBG-CV3 funds, and the proposed amendment to the Public Participation Plan.

A copy of the 2020-21 Annual Action Plan CDBG-CV3 Substantial Amendment Summary and Public Participation Plan will be made available to review and posted on the City's website beginning on July 22, 2021.

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, 5528 Portage Road, Portage, MI 49002
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage web site (<http://www.portagemi.gov/180/Human-Services-Board>)

Public comments can be e-mailed to the Department of Community Development at [forthc@portagemi.gov](mailto:forthc@portagemi.gov) or can be mailed to the City of Portage Department of Community Development, located at 7900 S Westnedge Avenue, Portage, MI 49002. For more information call 269-329-4474.

It is anticipated the City of Portage City Council will take action on the proposed Amendments to the 2020-21 Annual Action Plan and Public Participation Plan at a meeting scheduled for July 27, 2021. For more information on how to access this meeting please call 269-329-4474.

The City will provide technical assistance to citizens and groups representative of persons of low- and moderate-income that request such assistance in the review of program activities and program amendments. In addition, the City will make adequate and reasonable provisions to assist non-English speaking residents in interpreting program opportunities and provisions on a case-by-case basis, as well as provide auxiliary aides and services for individuals with disabilities. Requests for special accommodations must contact the City Clerk's Office at 269-329-4511.