

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

This past fiscal year, outstanding accomplishments were made in housing rehabilitation and supportive housing to prevent eviction and reduce homelessness. The City partnered with Kalamazoo Neighborhood Housing Services to repurpose vacant land with construction of two new homes nearly completed for low-income households in the City of Portage. The neighborhood improvement program that addresses blighting influences and ordinance violations detrimental to neighborhoods, has been successful in preserving property values. Declines in the number of enforcement cases indicate that communication with residents has been more impactful than citations, resulting in more stable neighborhoods. The City of Portage was successful in spending the prior-year CDBG funding in addition to its FY22-23 funding on home repairs to homes of low- and moderate-income single-family applicants, leaving little carryover into FY23-24. As a result, ***sixty-four purchase orders were created for home improvement projects at 24 homes*** allowing homeowners to live in safer, more energy efficient homes. In tandem with the City's CDBG program, the first Kalamazoo County housing rehabilitation grant that the City was awarded, was also fully expended, adding ***27 more purchase orders for home improvement projects at 10 more homes***. One CDBG down payment assistance project was completed, helping a first-time homebuyer realize their dream. CDBG CV funds were used to support families affected from the pandemic by providing rent and utility forgiveness attributed to COVID-19, thus preventing evictions and reducing homelessness. This occurred because of a Consolidated Plan substantial plan amendment to reallocate funds.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration/Planning	Program Administration	CDBG: \$	Other	Other	0	0		0	0	
Affordable Owner Housing	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	5	0	0.00%			
Affordable Owner Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	60	36	60.00%	12	24	200.00%
Affordable Owner Housing	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	15	2	13.33%	1	1	100.00%
Affordable Renter Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	5	0	0.00%			
Neighborhood Improvement	Non-Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	1750	787	44.97%	400	387	96.75%
Non-Housing Community Development	Non-Housing Community Development	CDBG: \$	Other	Other	1	0	0.00%			
Public Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		0	0	

Public Services	Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	20000	3013	15.07%	1850	1163	62.86%
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

1. Affordable owner housing rehabilitation has 36 of its 5-year goal of 60 completed. This program is off to a strong start for the current fiscal year. It is anticipated CDBG funds will allow for completion of 8 or more homeowner rehabilitation projects. Construction costs remain high after the pandemic. The City of Portage initiated extensive outreach to educate contractors about program availability and procedures.
2. Down payment assistance has a five-year goal of 15, where only 2 have been completed. Several factors including the lack of available housing, escalation of housing prices make it hard to be competitive.
3. The neighborhood improvement program to assist with blight and zoning violations in low/moderate areas in the City of Portage has a five-year goal of assisting 1,750 housing units. Year one 400, plus 387 low/moderate income cases total 787, for an on-target outcome.
4. Portage Community Center provides public services to low- and moderate-income citizens in the City of Portage addressing needs to prevent homelessness. They offer emergency assistance in the way of food, clothing, and utility and transportation assistance. The five-year goal is 20,000 individuals, which likely won't be met, due directly to changes from the pandemic. Several of the hands-on services they coordinated at their facility have been discontinued or they have found other ways to provide services. Portage Community Center aided 1,850 persons in year one plus 1,163 in year two for a total of 3,013 low and moderate households.

CR-10 - Racial and Ethnic composition of families assisted

**Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)**

	CDBG
White	595
Black or African American	505
Asian	4
American Indian or American Native	13
Native Hawaiian or Other Pacific Islander	2
Total	1,119
Hispanic	10
Not Hispanic	1,109

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	494,957	456,074

Table 3 - Resources Made Available

Narrative

CDBG funds were spent on activities as identified in the FY22-23 AAP. They include an owner-occupied home repair project, down payment assistance, a neighborhood improvement program, emergency assistance in the form of food, utility, clothing, and transportation assistance. Administration and fair housing services. They include the allocation of \$224,210 plus unexpended funds from previous years of \$187,190.27 and program income of \$83,557.05. The CDBG CV funds were spent as a response to COVID-19 by assisting to prevent homelessness or eviction through rent and utility assistance.

Kalamazoo County funds were spent on an owner-occupied home repair program. The City of Portage funds were spent through subrecipients on a youth shelter, providing food, handicapped ramp installations, human services referrals, a youth development program, emergency utility and rent assistance, English as a second language and literacy tutoring, clothing assistance, a medical equipment lending program, sexual and domestic violence victim support, and human trafficking victim support.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	23		
Low/Mod Neighborhoods	77		

Table 4 – Identify the geographic distribution and location of investments

Narrative

The table above reflects the allocation of CDBG funds.

100% of the CDBG CV funds were disbursed to low-income household's city wide.

100% of the Kalamazoo County grant funds were distributed to low- and moderate-income households city wide.

100% of the City of Portage funds to subrecipients were distributed to households or individuals that live in the City of Portage.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Portage has been able to leverage the CDBG funding and is continually looking for other funding sources to support the availability of safe and affordable housing for all.

A second Kalamazoo County grant for housing rehabilitation was received for FY23-24 for home repairs and energy efficient improvements to single family homes in the City of Portage. Kalamazoo County \$224,210 more than matched the CDBG allocation.

A Kalamazoo County \$100,000 emergency repair program grant was received to assist people with an immediate emergency home repair that is a threat to their health or safety. This grant allows mobile homes as eligible recipients in addition to single family homes city wide for low- and moderate-income households.

A Kalamazoo County grant of \$3,000,000, with \$1,000,000 per year allocated over three years, was received to assist with creation of 60 new attainable single-family homes for sale in the City of Portage supporting persons in the 80 – 120% of area median income range.

To support the affordable purchase of the new workforce homes, a Kalamazoo County grant of \$100,000 was awarded for down payment assistance specific to the 60 new homes.

The City of Portage, Human Services Board (HSB) centered their focus on housing, asking service providers to increase housing-related efforts to not only assist residents with their direct service needs, but also to refer people to programs and agencies that can help them better their overall situations in the long run. They retooled the human services application to prioritize funding to organizations that specifically address obtaining and staying in housing. This resulted in several first-time applications from new organizations, including supportive senior home repairs for grab rails, shower alterations, and ramps for access to their homes. Another organization is completing home repairs and alterations using volunteer labor supervised by licensed professionals. Portage City Council approved HSB-recommended FY2023-2024 grant allocations to ten non-profit organizations, providing \$205,400 to leverage funds in support of housing and homelessness prevention.

The City of Portage sold two lots for \$500, well below their value, to Kalamazoo Neighborhood Housing Services (KNHS) where they have nearly completed and sold two new homes to low- or

moderate-income households in the City of Portage. Our partnership with KNHS has continued to grow. They offer home ownership counseling using HUD-certified trainers and budget counseling to people at risk of foreclosure or needing budgeting skills training.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	1	1
Number of Special-Needs households to be provided affordable housing units	0	0
Total	1	1

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	12	24
Number of households supported through Acquisition of Existing Units	0	0
Total	12	24

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Table 7 above includes the number of extremely low-income, low-income, and moderate-income persons served by the CDBG housing rehabilitation and down payment activities during FY 2022-23. All households must be determined income eligible prior to initiating participation in a CDBG housing assistance program, and household income must not exceed 80% of the area median income (AMI) for Kalamazoo County, as determined annually by HUD. A household with between 0%-30% of AMI is

considered extremely low-income; a household with an income between 31%-50% AMI is considered low-income, whereas a household between 51%-80% AMI is considered moderate income.

Discuss how these outcomes will impact future annual action plans.

The City of Portage does a great job with its neighborhood improvement and housing rehabilitation programs. There are plans to rethink and revamp the Down Payment Assistance program in order to encourage greater participation. Funding to Portage Community Center was greatly reduced as their services were greatly changed after the Pandemic. The greatest need is in housing therefore, future annual action plans will continue to focus on direct housing services to improve conditions for people.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	8	0
Low-income	7	0
Moderate-income	10	0
Total	25	0

Table 7 – Number of Households Served

Narrative Information

Table 7 above includes the number of extremely low-income, low-income, and moderate-income persons served by the CDBG housing rehabilitation and down payment activities during FY 2022-23. All households must be determined income eligible prior to initiating participation in a CDBG housing assistance program, and household income must not exceed 80% of the area median income (AMI) for Kalamazoo County, as determined annually by HUD. A household with between 0%-30% of AMI is considered extremely low-income; a household with an income between 31%-50% AMI is considered low-income, whereas a household between 51%-80% AMI is considered moderate income.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The City of Portage has endorsed the Kalamazoo County Continuum of Care (CoC) ongoing efforts to address homelessness and has allocated CDBG, CDBG-CV Program, and General Fund monies towards homeless services. In addition to services for homeless people, funding was provided to the Gryphon Place to help provide a 2-1-1 service, which is a portal to specialized support services related to homelessness prevention (such as the Eviction Diversion Program), and Catholic Charities which operates a runaway youth shelter while providing counseling to the family.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Portage attempts to address emergency shelter and transitional housing needs as noted above, as well as through the annual revenue generated by the Homes for All millage, which was supported by a majority of Portage residents. Grants from the CDBG Program and General Fund combined were awarded during FY 2022-23 to help keep people in their homes longer and prevent homelessness. A CP substantial plan amendment was completed to reallocate dollars to prevent homelessness in response to the pandemic and to meet the needs of people at risk or experiencing homelessness. A significant number of services help persons/families living at the poverty level and/or those persons/families that are currently homeless or in danger of becoming homeless. Agencies funded include:

- Catholic Charities - The ARK: provided youth shelter, transitional and permanent housing, and counseling services to protect children and reunite families when possible. General Fund: \$17,000.
- Housing Resources Incorporated: aided homeless persons and persons in danger of becoming homeless in order to secure housing. General Fund: \$25,000.
- YWCA: provided emergency shelter, transitional and permanent housing for women and their children who are victims of domestic and/or sexual abuse. General Fund: \$20,000.
- Portage Community Center: provided a variety of services including emergency assistance (food, clothing, utility shut-off payments, etc.), transportation assistance, and youth recreation scholarships. CDBG Fund: \$50,546.00. Also provided host agency programs, youth development programs, information/referrals amongst other services. General Fund: \$63,729.
- Twelve Baskets: Free food distribution at the Portage location and free food distribution and delivery to Colonial Acres; and a free store for household clothing and household items. General Fund: \$45,000.
- Gryphon Place: 2-1-1 Referral Program assisting in making needed connections to City human services including suicide prevention, food, rent, housing, and emergency assistance. General Fund: 3,700.
- Lending Hands: provided home medical equipment to low-income residents. General Fund: \$5,000.
- Kalamazoo Literacy Council: provided literacy education to Portage residents: \$5,000.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City advocates and assists people in making connections to human service agencies that provide a variety of assistance, which include homelessness prevention efforts and housing contacts. In addition, the City actively participates in the CoC, which has developed policies and procedures intended to improve the outcome of persons discharged from various institutions and prevent further homelessness.

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

Housing Resources Inc. specializes in providing homeless prevention by assisting with rent and rapid rehousing after eviction. They work closely with the homeless shelters, organizations that assist homeless populations. They continue to seek alternative housing solutions for people. They have been a large spender of CERA dollars, and currently the CDBG CV funding to assist with their work.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

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) that provides tenant-based rental assistance within Kalamazoo County, which is in addition to rental assistance provided within Kalamazoo County via MSHDA. In 2020, voters approved a 0.75-mill property tax covering eight years, from December 2021 to December 2028, to provide rental subsidies, permanent housing, and other supportive services for Kalamazoo County residents, including those who reside in Portage. The increased millage rate generates approximately \$6.3 million annually. The City of Portage has been successful in applying for, and receiving, grant funds through this funding source for the Home Repair Program, Emergency Home Repair Program, Portage Road Workforce Housing Development Program, and Workforce Housing Down Payment Assistance Program.

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

Portage City staff regularly advocate for ownership in lieu of paying rent by referring people to Kalamazoo Neighborhood Housing Services (KNHS) to participate in their homeownership counseling class and mentoring program. KNHS homeowner counseling program provides every opportunity for success by educating people in all aspects of being a homeowner. KNHS employs HUD-certified professionals that assist people, mostly single female parents, in budget counseling, building a down payment, understanding a mortgage, saving for home repairs, taxes, and insurance. The counseling class program offers education to assist potential owners in making a good decision to become a homeowner. Several contacts and referrals were provided to Portage residents connecting them to the KNHS program. Ongoing communication with area non-profits and organizations about programs and organizations helps provide referrals to public housing residents to make the best connections to fit their needs. City of Portage also regularly advocates for existing homeowners to seek budget counseling assistance to consolidate debt when appropriate and plan for housing repairs.

Actions taken to provide assistance to troubled PHAs

Not applicable

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The City continues to support efforts to facilitate affordable housing including a tax abatement or Payment in Lieu Of Taxes (PILOT), support for MSHDA low-income housing tax credits (LIHTC), competitive permit fees, low water and sewer rates, small lot single-family residential development, high density residential land use, and speed to permitting, among others. The City of Portage has changed policies to allow special assessment payments to be spread over a 20-year term for completion of city water hook-up fees, versus up-front payment. Special assessment payments will be added to a person's tax bill, which will allow greater opportunity to hook up to city water.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

A human services open house was held, and will annually continue, to assist both the public and service providers in understanding the availability of assistance to help meet the needs of underserved populations. The City of Portage financially supports the 211-referral program. Each program carried out by the City of Portage during the program year is intended to assist underserved Portage residents. Gaps are identified and new programs or policies are created to assist, such as paying the assessment to hook up to public water or sewer over a 20-year term.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Efforts to educate the public and test and address lead-based paint hazards are undertaken in conjunction with the City of Portage CDBG Housing Rehabilitation Program and the Home Buyer Assistance Programs. Identified hazards are addressed as part of the overall project in compliance with federal regulations.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Referral, referral, referral! The human services board has focused on identifying programs and sharing resources with the community. Human service organizations are asked to not only do what they do, but to go beyond and refer residents as best as possible to other organizations that can assist in making their lives easier. The City allocated CDBG and General Fund resources to organizations addressing the needs of residents and families living at or below poverty. Housing assistance programs, public human services and tax exemptions, veterans' property tax exemptions, poverty property tax exemptions are in-place examples of actions taken during the program year. Beyond this, the referral initiative encourages cross-referral between agencies as well.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Portage Department of Community Development administers the CDBG Program which provides wonderful support, mainly assisting homeowners to live safely and hopefully longer in their homes. The addition of support through the Kalamazoo County millage grants has enabled the City of Portage to identify, and put into action, programs that are assisting in the infill of new housing for a variety of income levels and support for its most vulnerable persons living in mobile homes, many of whom are at risk of being homeless due to deplorable housing conditions. There is a more rounded structure of resources strengthening the community.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Human Services Board held a new annual human services open house open to the public. It was a win-win experience to share all the programs that are available to residents of Portage, MI. It was a huge opportunity for service providers to share with each other what they specialize in. This networking resulted in a wealth of knowledge and coordination amongst human service organizations and public departments. It is planned to be an annual event.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City of Portage continues to take steps to affirmatively further fair housing, based on the Analysis of Impediments to Fair Housing (A/I) study. Specific actions undertaken include:

- Education regarding, and enforcement (as necessary) of, the City of Portage Non-Discrimination Ordinance, which includes all the protected classes provided for in federal and state statutes, and also includes protections against discrimination based on actual or perceived sexual orientation and gender identity.
- The City provided \$2,000 to the Fair Housing Center of Southwest Michigan for the provision of fair housing services such as education, outreach, complaint investigation, and referrals.
- The City participates in the fair housing conference, which is organized and hosted by the Fair Housing Center of Southwest Michigan in April of each year.
- The City makes referrals to the Fair Housing Center of Southwest Michigan, Dispute Resolution Services and Western Michigan Legal Aid regarding fair housing and tenant/landlord issues, as necessary in response to inquiries and requests. In addition, city staff directly respond to complaints pertaining to its non-discrimination ordinance.
- The Portage City Council passed a resolution on March 22, 2023, in recognition of Fair Housing Month.
- In May of 2023, the Fair Housing Center of Southwest Michigan made a presentation to the Human Services Board regarding fair housing activities in the community.

CR-40 - Monitoring 91.220 and 91.230

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

The City of Portage has utilized consultants for assistance in assuring compliance with requirements regarding the Annual Action Plan and a substantial plan amendment. Regularly, the City contracts 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. Home repair contractors are monitored regularly while a project is underway and thereafter to ensure compliance with HUD regulations. 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.

Regarding 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 subject 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. Minority business outreach is accomplished annually via a mass-mailing to potential licensed contractors, seeking increased participation in the CDBG housing assistance programs.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

A public notice was published in the Kalamazoo Gazette, as well as posted to the city website 15 days prior to the public hearing. A copy of the notice is provided in the Appendix. Also, copies of the CAPER are on file and available for inspection at the Portage Community Center, Portage District Library, Portage City Hall and on the city's website. Finally, a public hearing is held at Portage City Hall on Thursday, September 7, 2023, at 5:30 p.m. where comments can be received.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The Human Services Board approved changes in CDBG home repair and down payment assistance program guidelines to provide 0% interest, forgivable loans over a 60-month term, in lieu of deferred loans for the life of the owner, based on additional terms of occupancy. The same loan terms were adopted for the Kalamazoo County home repair program to bring consistency. This encourages Portage residents to move forward with completing necessary home improvement projects.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The Human Services Board approved changes in CDBG home repair and down payment assistance program guidelines to provide 0% interest, forgivable loans over a 60-month term, in lieu of deferred loans for the life of the owner, based on additional terms of occupancy. The same loan terms were adopted for the Kalamazoo County home repair program to bring consistency. This encourages Portage residents to move forward with completing necessary home improvement projects.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

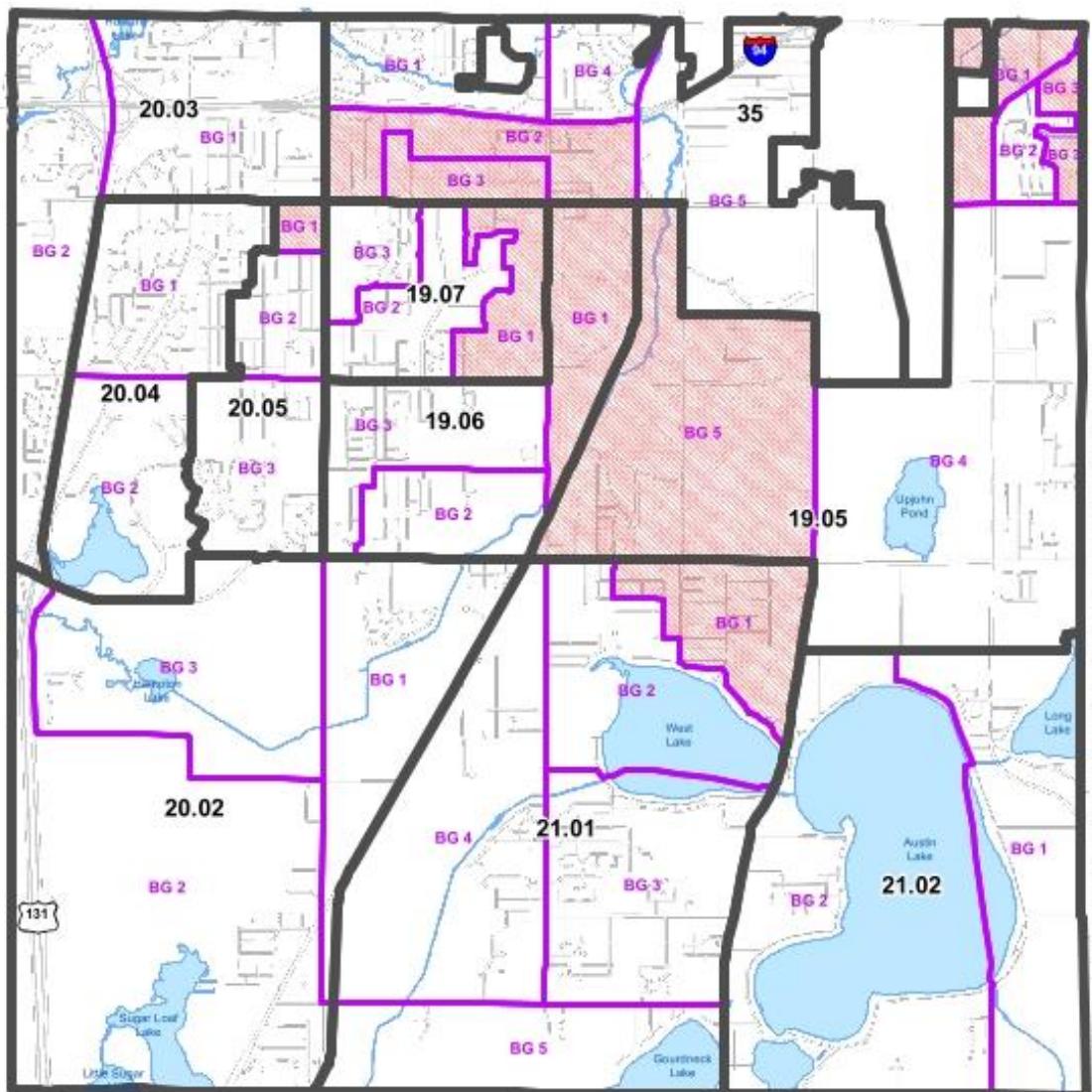
Not applicable

Attachment

Low Moderate Income Census Map

Map #1

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.

- 2010 Census Tract boundary
- 2010 Census Block Group boundary
- Low/ moderate income areas



0 2,000 4,000 8,000
Feet

CAPER Cover Page

CITY OF PORTAGE, MICHIGAN

**FY 2022-23
COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROGRAM**

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

July 1, 2022, through June 30, 2023

Prepared By:

**Jonathon Hallberg
Deputy Director of Economic Development
Community Development
City of Portage, Michigan
7900 South Westnedge Avenue
Portage, MI 49002**

PR-26

	Office of Community Planning and Development U.S. Department of Housing and Urban Development Integrated Disbursement and Information System PR26 - CDBG Financial Summary Report Program Year 2022 PORTAGE , MI	DATE: 06-18-23 TIME: 11:34 PAGE: 1
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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	187,190.27
02 ENTITLEMENT GRANT	224,210.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	83,557.05
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	494,957.32

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	429,754.08
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOWMOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOWMOD BENEFIT (LINE 09 + LINE 10)	429,754.08
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	26,319.64
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	456,073.72
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	38,883.60

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOWMOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOWMOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOWMOD ACTIVITIES	429,754.08
20 ADJUSTMENT TO COMPUTE TOTAL LOWMOD CREDIT	0.00
21 TOTAL LOWMOD CREDIT (SUM, LINES 17-20)	429,754.08
22 PERCENT LOWMOD CREDIT (LINE 21/LINE 11)	100.00%

LOWMOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2022 PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOWMOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITTING LOWMOD PERSONS	0.00
26 PERCENT BENEFIT TO LOWMOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	60,127.25
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	60,127.25
32 ENTITLEMENT GRANT	224,210.00
33 PRIOR YEAR PROGRAM INCOME	125,390.81
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	349,600.81
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	17.20%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	26,319.64
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	26,319.64
42 ENTITLEMENT GRANT	224,210.00
43 CURRENT YEAR PROGRAM INCOME	83,557.05
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	307,767.05
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	8.55%



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

No data returned for this view. This might be because the applied filter excludes all data.

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

No data returned for this view. This might be because the applied filter excludes all data.

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	4	206	6732001	Human/public Services - Portage Community Center	05M	LMC	\$12,636.50
2022	4	206	6769590	Human/public Services - Portage Community Center	05M	LMC	\$12,636.50
2022	4	206	6800546	Human/public Services - Portage Community Center	05M	LMC	\$34,854.25
					05M	Matrix Code	<u>\$60,127.25</u>
2021	2	187	6716684	Down Payment Assistance - Owner-occupied Housing	13B	LMH	\$39,082.02
2021	2	187	6732001	Down Payment Assistance - Owner-occupied Housing	13B	LMH	\$3,000.00
					13B	Matrix Code	<u>\$42,082.02</u>
2020	1	188	6716684	Owner Occupied Housing Rehabilitation	14A	LMH	\$19,666.84
2021	5	188	6732001	Owner Occupied Housing Rehabilitation	14A	LMH	\$65,819.09
2021	5	188	6769590	Owner Occupied Housing Rehabilitation	14A	LMH	\$30,282.56
2022	1	202	6732001	Housing Rehabilitation Assistance Program	14A	LMH	\$67,648.48
2022	1	202	6769590	Housing Rehabilitation Assistance Program	14A	LMH	\$87,452.25
2022	1	202	6803433	Housing Rehabilitation Assistance Program	14A	LMH	\$8,039.00
					14A	Matrix Code	<u>\$276,908.22</u>
2022	3	188	6716684	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	\$12,114.36
2022	3	188	6732001	Neighborhood Improvement - Code Administration & Enforcement	15	LMA	\$14,477.60
2022	3	204	6769590	Neighborhood Improvement - Code Enforcement	15	LMA	\$13,559.17
2022	3	204	6800546	Neighborhood Improvement - Code Enforcement	15	LMA	\$10,485.46
					15	Matrix Code	<u>\$50,638.59</u>
Total							<u>\$429,754.08</u>

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2022	4	206	6732001	No	B22MC260023	EN	05M	LMC	\$12,636.50
2022	4	206	6769590	No	B22MC260023	EN	05M	LMC	\$12,636.50
2022	4	206	6800546	No	B22MC260023	EN	05M	LMC	\$34,854.25
				No			05M	Matrix Code	<u>\$60,127.25</u>
									<u>\$60,127.25</u>
Total									<u>\$60,127.25</u>

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2021	6	192	6716684	Planning and Administration	21A		\$4,328.99
2022	6	201	6732001	Administration	21A		\$7,992.85
2022	6	201	6769590	Administration	21A		\$8,505.45
2022	6	201	6803970	Administration	21A		\$5,992.25
					21A	Matrix Code	<u>\$26,319.64</u>
Total							<u>\$26,319.64</u>

PR-26 CV



PART I: SUMMARY OF CDBG-CV RESOURCES

01 CDBG-CV GRANT	367,515.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL CDBG-CV FUNDS AWARDED	367,515.00

PART II: SUMMARY OF CDBG-CV EXPENDITURES

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	271,886.88
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	10,487.70
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	282,374.58
09 UNEXPENDED BALANCE (LINE 04 - LINE 08)	85,140.42

PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT

10 EXPENDED FOR LOWMOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOWMOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOWMOD ACTIVITIES	271,886.88
13 TOTAL LOWMOD CREDIT (SUM, LINES 10 - 12)	271,886.88
14 AMOUNT SUBJECT TO LOWMOD BENEFIT (LINE 05)	271,886.88
15 PERCENT LOWMOD CREDIT (LINE 13/LINE 14)	100.00%

PART IV: PUBLIC SERVICE (PS) CALCULATIONS

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	271,886.88
17 CDBG-CV GRANT	367,515.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	73.98%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	10,487.70
20 CDBG-CV GRANT	367,515.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	2.85%



LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10

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LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11

No data returned for this view. This might be because the applied filter excludes all data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	6	193	6769590	CV - Human/Public Services - Housing Resources, Inc.	05Q	LMC	\$9,847.00
			6800646	CV - Human/Public Services - Housing Resources, Inc.	05Q	LMC	\$193,582.00
		194	6596810	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$9,369.57
			6624683	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$3,628.44
			6666778	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$2,173.96
	9	195	6716684	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$12,002.03
			6769590	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$6,271.57
			6716684	CV3 - Human/Public Services - Portage Community Center	05Q	LMC	\$1,606.65
		195	6732001	CV3 - Human/Public Services - Portage Community Center	05Q	LMC	\$22,008.71
			6800646	CV3 - Human/Public Services - Portage Community Center	05Q	LMC	\$11,396.95
Total							\$271,886.88

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	6	193	6769590	CV - Human/Public Services - Housing Resources, Inc.	05Q	LMC	\$9,847.00
			6800646	CV - Human/Public Services - Housing Resources, Inc.	05Q	LMC	\$193,582.00
		194	6596810	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$9,369.57
			6624683	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$3,628.44
			6666778	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$2,173.96
	9	195	6716684	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$12,002.03
			6769590	CV - Human/Public Services - Portage Community Center	05Z	LMC	\$6,271.57
			6716684	CV3 - Human/Public Services - Portage Community Center	05Q	LMC	\$1,606.65
		195	6732001	CV3 - Human/Public Services - Portage Community Center	05Q	LMC	\$22,008.71
			6800646	CV3 - Human/Public Services - Portage Community Center	05Q	LMC	\$11,396.95
Total							\$271,886.88

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	8	185	6512443	CV1 & CV3 - Administration/Planning	21A		\$3,217.50
			6596810	CV1 & CV3 - Administration/Planning	21A		\$2,340.00
			6624683	CV1 & CV3 - Administration/Planning	21A		\$1,291.20
			6794242	CV1 & CV3 - Administration/Planning	21A		\$3,410.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	8	185	6800646	CV1 & CV3 - Administration/Planning	21A		\$229.00
Total							\$10,487.70

Public Notice

NOTICE OF AVAILABILITY OF THE FY 2022-23

CONSOLIDATED ANNUAL PERFORMANCE

EVALUATION REPORT (CAPER)

The City of Portage has completed the CAPER for Fiscal Year (FY) 2022-23 covering the period July 1, 2022 – June 30, 2023. The CAPER outlines progress in carrying out the FY 2022-23 Annual Action Plan (the annual element of the five-year Consolidated Plan) including the financial resources available and expended during FY 2022-23 as part of the Community Development Block Grant program. The CAPER will be available for review and comment beginning August 23, 2023, at the following locations:

Portage City Hall, Department of Community Development 7900 South Westnedge Avenue Portage, Michigan 49002 269-329-4477	Portage Community Center 325 East Centre Avenue Portage, Michigan 49002 269-323-1942
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Portage District Library

5528 Portage Road
Portage, Michigan 49002
269-329-4544

City of Portage web site: <https://mi-portage.civicplus.com/260/Strategic-Plans>

If you need special assistance in order to review the documents, please call (269) 329-4477.

Written comments or questions regarding the CAPER should be directed to Jonathon Hallberg, Deputy Director of Economic Development, 7900 South Westnedge Avenue, Portage, Michigan 49002 on or before September 7, 2023, or may be presented in person at a Public Hearing that will be held on

Thursday, September 7, 2023, at Portage City Hall, 7900 South Westnedge Avenue, Conference Room #1 at 5:30 p.m. If you need special assistance in order to review the documents please call 329-4477.

Jonathon Hallberg

Deputy Director of Economic Development

Dated: August 20, 2023