

# CITY OF BATTLE CREEK

## 2013-14 Consolidated Annual Performance Evaluation Report (CAPER)



Prepared by:

Planning and Community Development Department  
City of Battle Creek  
Commerce Pointe  
77 East Michigan Avenue

(269) 966-3315

# Table of Contents

## GENERAL

Executive Summary.....	1
General Questions.....	3
Managing the Process.....	8
Citizen Participation.....	9
Institutional Structure.....	12
Monitoring.....	13
Lead-based Paint.....	16

## HOUSING

Housing Needs.....	16
Specific Housing Objectives.....	22
Public Housing Strategy.....	23
Barriers to Affordable Housing.....	24
HOME Investment Partnership.....	25

## HOMELESS

Homeless Needs.....	26
Specific Homeless Prevention Elements.....	26

## COMMUNITY DEVELOPMENT

Community Development.....	33
Antipoverty Strategy.....	37

## NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs.....	38
---------------------------------	----

<b>Appendix A</b>	<b>2013-2014 Project Sheets and Summary of Specific Annual Objectives/Goals Report</b>
<b>Appendix B</b>	<b>CDBG Activities Summary Report (PR03)</b>
<b>Appendix C</b>	<b>Summary of Consolidated Plan Projects (PR06)</b>
<b>Appendix D</b>	<b>CDBG Financial Summary (PR26)</b>
<b>Appendix E</b>	<b>HOME Match Report and HOME Matching Liability Report (PR33)</b>
<b>Appendix F</b>	<b>Women and Minority Owned Businesses</b>
<b>Appendix G</b>	<b>Code Compliance</b>
<b>Appendix H</b>	<b>Maps</b>
<b>Appendix I</b>	<b>Performance Measurement attachments / Quarterly Report Forms</b>
<b>Appendix J</b>	<b>Section 3 Report</b>
<b>Appendix K</b>	<b>2014 Point in Time Count</b>



# Second Program Year CAPER

The CPMP Second Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

**This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the year.**

The City of Battle Creek focused its 2013-14 CDBG and HOME program funds on arresting decline in targeted areas within low- and moderate-income (LMI) neighborhoods; providing assistance to homeowners and homebuyers through housing rehab programs; and furthering its Fair Housing goals as identified in the 2013 Analysis of Impediments to Fair Housing. Funded programs/activities included: Community Action's (CA) major home repair program, Neighborhoods Inc. of Battle Creek's (NIBC) acquisition/development/resale and home buyer assistance program, the City's minor home repair program, targeted code enforcement, a street repair project, fair housing testing and education, neighborhood planning, and program administration. Per the City's 2013-14 Annual Action Plan every program met or exceeded its yearly goals.

As indicated in the Annual Action Plan, the City discontinued the award of 15% of its CDBG funds for public service grants. This decision was largely due to fund reductions over the years and the relatively high cost of monitoring and providing support for these small grants. Since these grants typically benefited thousands of low- and moderate-income (LMI) families each year, albeit in minute ways (the average benefit per family was less than \$100), the number of LMI families that benefitted directly from CDBG programs is down significantly from previous years.

That said, the emphasis the City and its partners put on place-based strategies has led to an improved quality of life in targeted LMI neighborhoods and a more concerted effort to increase quality housing options for LMI families. These strategies emphasize better planning, bring other stakeholders to the table, leverage other resources, improve the coordination of efforts, and better measure the results. Examples include:

- The City and the Calhoun County Land Bank Authority (CCLBA), partners in an \$8.4 million Neighborhood Stabilization Program (NSP) grant, sold the last rehabilitated home in December of 2013, becoming the first among 17 Michigan consortia members to complete the first round of grant activities. Over 209 demolitions and 40 rehabs were completed in targeted neighborhoods between 2010 and 2013. Home sales values in the primary target neighborhood increased 91% between 2011 and 2013, the biggest increase amongst neighborhoods in Battle Creek. Increased values mean that homeowners and landlords in the area can expect a better return

when they invest in their properties, which leads to safer, better maintained homes for families throughout the neighborhood.

- In the spring of 2014, the City and the CCCLBA applied for and were awarded \$264,000 of reallocated NSP2 funds to demolish an additional 26 blighted properties in LMI neighborhoods—again, providing LMI families a safer more viable neighborhood environment.
- The City continued to implement its minor home repair program. This year the program replaced XX roofs. Because roofs protect other major housing components, and if left in disrepair can quickly escalate repair costs for the owner, the City makes these a priority, and allows them to exceed the \$5000 project limit. As a result the City spent all of its allocated funds, but did fewer projects this year.
- NIBC with support from the City completed a Community Impact Measurement Study within the City's NSP2 primary target area. The study surveyed over 400 residents regarding perceptions of the neighborhood. Residents that lived within 300 feet of an NSP2 rehab were nearly twice as likely to say that the neighborhood had improved "a lot" or "some" over the previous three years compared to residents that lived further away. Using the survey data, NIBC and the City identified two areas where continued work was needed. These blocks will be targeted with HOME and CDBG funded programs in 2015.
- The City's Planning Department participated in a number of community development initiatives during the program year including laying the groundwork for creating new and better housing choices for LMI families. Staff reviewed zoning strategies, hosted place-making sessions, and applied for and won, acceptance into the State's Redevelopment Ready program. As a result, the City will be receiving technical assistance in 2015 designed to help the City attract new multifamily, mix-income development.
- NIBC, Community Action, and the CCLBA have each been working on "urban homesteading" programs designed to put foreclosed homes in need of repair back into productive use, while at the same time creating a low cost option for families to fix up and own their own home. NIBC started in 2013 with 5 projects. Community Action and the CCLBA did one project in 2013 and plan to do at least one more in 2014-15 in Urbandale, an area targeted for CDBG investment. Discussions about how to scale these efforts are ongoing.
- Homeless initiatives occurring during the program year included the continuing work of implementing the 10 Year Plan to End Chronic Homelessness; the annual homeless Point In Time (PIT) count held in January; the continuing implementation and updating of data in the Homeless Management Information System (HMIS); the participation of the Community Development Supervisor to the Housing Solutions Board; the continued implementation of the MSHDA funded chronic homelessness initiative; the annual homeless health fair held in November of each year, and the annual American Veterans Stand Down.
- The City of Battle Creek completed an Analysis of Impediments to Fair Housing Choice (AI) in 2013. The AI was completed by McKenna Associates. The City procured the services of the Fair Housing Center of Southwest Michigan for the purpose of doing fair housing testing, education, and providing technical assistance with the preparation of a Fair Housing Action Plan, to be publicized and implemented starting in the 2014-15 program year.

## General Questions

1. **Assessment of the one-year goals and objectives:**
  - a. **Describe the accomplishments in attaining the goals and objectives for the reporting period.**
  - b. **Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.**
  - c. **If applicable, explain why progress was not made towards meeting the goals and objectives.**

During the 2013-14 program year the following Objectives and Outcomes were anticipated:

### Objectives:

- Improve the quality of affordable rental housing.
- Improve the quality of owner housing.
- Increase the availability of affordable owner housing.
- Increase the number of homeless persons moving into permanent housing.
- End chronic homelessness.
- Improve access to affordable rental housing.
- Improve economic opportunities for low-income persons.
- Improve access to affordable owner housing.
- Increase range of housing options and related services for persons with special needs.

### Outcomes / Accomplishments:

- Compliance with CDBG and HOME regulations
- Preparation of the Annual Action Plan and Comprehensive Annual Performance Evaluation Report
- Suitable living environment through sustainability
- Efficient administration of programs
- Sustainability of decent housing
- Suitable living environment through accessibility
- Suitable living environment through affordability
- Availability of decent housing
- Affordability of decent housing

During the reporting period it was anticipated that 45 housing units would be rehabilitated or created. At the close of the reporting period, 39 houses had been rehabilitated with assistance from CDBG and HOME funding.

As represented by the table on page 4 and the information presented throughout this report, the City of Battle Creek is addressing the housing, economic and homeless needs of our community. While CPD formula grant funds largely focus on the improving housing and living environment outcomes, the full range of objectives and outcomes is supported through leveraged resources and collaborative efforts with community partners. 100% of the services provided by CDBG and HOME funds go to address the needs of low- and moderate-income persons.

The following eligible activity types are shown as a "High Priority" in the City's 2010-2014 Five Year Consolidated Plan:

Community Development:

- Clearance and Demolition
- Code Enforcement
- Homeless Facilities
- Child Care Facilities
- Street Improvements
- Sidewalks

Housing and Homelessness:

- Rental Assistance
- Acquisition of Existing Owner Units
- Housing Rehabilitation
- Homeownership Assistance
- Emergency Shelter
- Transitional Housing

Economic Development:

- Micro Enterprise
- Job Creation

Public Services:

- Legal Services
- Youth Services
- Transportation
- Health Services
- Crime Awareness
- Literacy

Many of the Community Development and Housing and Homelessness priorities were supported directly with CDBG and/or HOME funds. Other high priority items were supported in the first three years of the consolidated plan via public service grants or are currently supported through various programs being implemented by community partners.

The following table lists the anticipated accomplishments of the CDBG and HOME funded programs along with actual accomplishments and total funds expended during the reporting period. Indicated goals are based on the level of service as determined after actual program funding amounts were set and reflect the level of service called for in the executed contracts with each agency, for each program. These goals are also reflected in HUD's computerized tracking system, the Integrated Disbursement and Information System (IDIS).

Organization	Program	Funds allocated	Funds expended	Goal for 2013-14	Actual for 2012-13
City of Battle Creek	Minor Home Repair	\$264,212	\$308,308	40 housing units	32 housing units
Community Action Agency	HOME – Home owner rehab	\$134,921	\$187,162	4 housing units	6 housing units
Neighborhoods, Inc.	HOME – Acq./ Dev./ Resale	\$85,000	\$136,395	1 housing unit	1 housing unit

The Code Enforcement Program (\$496,198 expended during the reporting period) and the Streets Reconstruction Program (\$238,000 expended) are designed to provide a Low/Moderate-income area benefit (LMA). The areas served by this program are predominately low- to moderate- income areas based on census tract data.

**2. Describe the manner in which the recipient would change its program as a result of its experiences.**

The City made a number of changes to programming in 2013-14 and anticipates further changes in 2014-15. These changes are the result of reductions in funding and the need to further prioritize available funds; changes in neighborhood conditions as the economic recovery from the housing crisis matures; and new implementation methods derived from experiences and analysis. These include the following:

- Community Development staff modified or created new policies to comply with all changes in the HOME final rule by required deadlines.
- We need to find ways to stretch our funds further. We will continue to tailor our Minor Home Repair program to ensure that the highest impact projects are prioritized and that greatest needs are met. Our analysis shows that women householders, particularly elderly single women and young single mothers are disproportionately in need of these services. Likewise we are prioritizing projects that increase accessibility, address health and safety issues, or are necessary to preserve other major housing components, particularly roofs.
- Changes to Code Officer deployment to increase results in areas targeted with NSP dollars.
- Vacant buildings and the prevalence of older deteriorating housing stock are a serious issue in many Battle Creek neighborhoods and threaten the viability of housing programs the City has funded in the past. The City continues to explore ways in which the City can “scale up” efforts to address these problems.
- The City continues to explore options for an urban homesteading program that couples vacant properties, preferably Calhoun County Land Bank assets, with a small rehab subsidy, in the form of some combination of no interest and/or grant.
- Community Development staff revised a number of documents used to manage sub-recipient programs including the grant application and quarterly reports.

**3. Affirmatively Furthering Fair Housing:**

- a. Provide a summary of impediments to fair housing choice.**
- b. Identify actions taken to overcome effects of impediments identified.**

The City of Battle Creek completed an Analysis of Impediments to Fair Housing Choice (AI) in 2013. The AI was completed by McKenna Associates.

The 2013 AI identified the following nine (9) impediments to fair housing choice in Battle Creek:

1. Unequal socioeconomic by neighborhood limits access to housing, jobs, services, and transportation options with some protected classes concentrated in lower performing neighborhoods.
2. Residents are unable to find suitable housing for every life stage or income level within the same neighborhood, forcing residents to move from their neighborhood to a new neighborhood.
3. Large swaths of the city feature homogeneous housing options, creating neighborhoods that are not responsive to changes in the housing market.
4. Advertisement pictures feature predominantly white realtors and/or models of prospective buyers in real estate ads. The absence of pictures of minority realtors or buyer models can indicate to a potential buyer that only whites are welcome.
5. Increased lending standards since the 2008 recession prevent many would-be buyers from the entering the owner housing market.

6. A review of available policies and discussion with Community Development staff reveals that while the City has an active policy for reporting and receiving housing discrimination complaints, it may be under-utilized.
7. Substandard rental housing units in minority census tracts.
8. Credit issues that limit financing options and the ability to qualify for a loan.
9. A review of discrimination complaints and fair housing testing indicates the city may have instances of housing discrimination based on familial-status.
10. There is strong evidence of segregation based on race and ethnicity, as well as signs of resegregation in parts of some NPC's that are transitioning.

Below is a description of various programs and activities that assisted in efforts to address the above impediments to fair housing choice during the 2013-14 program year:

- The City procured the services of the Fair Housing Center of Southwest Michigan for the purpose of doing fair housing testing, education, and providing technical assistance with the preparation of a Fair Housing Action Plan, to be publicized and implemented starting in the 2014-15 program year.
- 17 Fair Housing Tests conducted to date.
- One Complaint Case opened based on familial & racial status.
- 2 Fair Housing Trainings, attended by 22 people.
- A new fair housing brochure was created, designed to educate the public about their rights, responsibilities, and the process for reporting fair housing violations.
- City Code Compliance, Inspections, Planning, and Community Development office and field staff received training on identifying fair housing issues and making fair housing referrals.
- Community Action and Neighborhoods, Inc., both CDBG and/or HOME funded agencies, offer financial fitness classes as part of their housing and/or other programs.
- Hands On Battle Creek administers a 211 Call Center in which virtually all agencies operating with Calhoun County, and all CDBG and HOME funded agencies participate.
- The Battle Creek Housing Commission administers the use of rent vouchers and has not reported any client issues.
- The City's code compliance program successfully registered 1,356 rental properties in Battle Creek in 2013-14, greatly improving rental conditions in minority census tracts.
- The City promotes development and redevelopment in mixed-income clusters in culturally and racially diverse neighborhoods to decrease the likelihood that protected classes would be re-segregated in new parts of town.

**4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.**

The 2013-14 Action Plan lists the primary obstacles to meeting underserved needs as the lack of financial resources, lack of employment opportunities, lack of coordination of community efforts, and lack of capacity amongst some service providers.

During the program year the City took the following actions to address these obstacles:

- Met with members of the Homeless Coalition to address the lack of adequate permanent supportive housing. Out of these conversations a goal of creating five new units of permanent supportive housing was set. The Calhoun County Land

Bank Authority committed to working with the City and the Homeless Coalition to identify properties they own that may be suitable for redevelopment.

- 100% of the City's federal entitlement funds were committed to meeting underserved needs.
- The City continued to assist in the coordination of community engagement and visioning efforts within the community. City representatives participated in helping Battle Creek become the first Beacon Community, a Harwood Institute designation that identifies a community that is working together to shift its civic culture and take action on a key issue. This methodology and network of partners was harnessed to gather extensive community input for the City's search for a new City Manager and is being used to guide public engagement for the 2015 5 Year Consolidated Plan.
- The City partnered with the Michigan Economic Development Corporation and the Michigan (MEDC) and the Michigan State Housing Development Authority (MSHDA) to conduct Place-making training and visioning sessions in February, 2014.
- The City applied for and was accepted into the MEDC's Redevelopment Ready Program, a state-wide certification program that provides assistance to cities by helping them establish innovative redevelopment strategies, efficient processes which build confidence among businesses and developers, and a solid foundation where development can occur. Staff from the City's Planning and Community Development Departments attended numerous trainings in 2013.
- The City is partnering with the Calhoun County Land Bank Authority, MSHDA, and the City of Albion to have target market studies done of housing areas in and around each city's downtown. Currently in the procurement phase, the study is expected to be complete by January, 2015. The goal is to identify development demand for specific housing types of housing. The City of Battle Creek has a largely homogenous housing stock, a characteristic that contributes to housing cost burden and the loss of middle- and high-income families to other communities. It is also listed as a barrier to Fair Housing.
- Battle Creek was one of eight cities chosen to participate in the Community Progress Leadership Institute (CPLI), at which a delegation of community leaders received intense leadership and technical training related to addressing vacant and abandoned properties. A Vacant Buildings Working Group made up of a broader range of stakeholders was created to provide a forum for considering the ideas and learning experienced at CPLI, and ultimately to make decisions about how the Battle Creek community will move forward. This work is expected to continue in the 2014-15 program year.

## **5. Leveraging Resources**

- a. Identify progress in obtaining "other" public and private resources to address needs.**
- b. How Federal resources from HUD leveraged other public and private resources.**
- c. How matching requirements were satisfied.**

As will be discussed in the Housing Needs Section of this report on pages 16 through 21, a great deal of money was used in this community that was not HUD money. This includes dollars received by the Battle Creek Housing Commission, Neighborhoods Inc., Community Action Agency, and Summit Pointe. The actual amount of funds received and the accomplishments are also described in the Housing Needs section on pages 16 through 21.

The City of Battle Creek and the Calhoun County Land Bank Authority (CCLBA) successfully partnered on three separate requests for reallocated NSP2 funds in 2013 resulting in an additional \$809,130 for rehab activities that were completed in the 2013-14 program year. The City and the CCLBA submitted another joint grant proposal to MSHDA for NSP2 reallocation funds and were awarded \$262,000 for demolition in July, 2013. These funds will be administered by the CCLBA within Battle Creek.

The HOME Program requires all non-administration and non-capacity building funds spent to be matched with non-federal resources. The program's level of match is set at 12.5% for 2014. Attached (in Appendix E) is the HUD form HUD-40107-A which is the HOME Match Report. This Report notes the source and amount of match the City has recorded for the reporting period. The city did not record match for the reporting period. The city's match obligation is met by carrying surplus match funds from previous years forward. Match for the City has predominantly been acquired in the past through the donation of residential properties which are rehabilitated and used to provide housing for low to moderate income homebuyers. Match has also been acquired through the donation of labor in the rehabilitation of these homes.

The City has made acquiring new sources for match a priority and in the past year made changes to its HOME grant application increasing the points awarded for providing match. Changes were also made to quarterly reports to make reporting and discussions related the match more prominent.

## **Managing the Process**

### **1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.**

Community Development staff utilize several methods to ensure compliance with program and comprehensive planning requirements. These methods include, but are not limited to:

- Community Development staff modified or created new policies to comply with all changes in the HOME final rule by required deadlines.
- Community Development staff revised a number of documents used to manage sub-recipient programs including the grant application and quarterly reports.
- Sub-recipient and Community Development Housing Organization (CHDO) monitoring.
- Review and approval of Quarterly Reports and Payment Vouchers submitted by sub-recipients and our CHDO.
- The provision of technical assistance to all new sub-recipients and CHDOs at least once a year formally and one on one if requested, or if determined to be necessary.
- Arranging meetings and training for new agency staff members as agencies deal with staff turnover.
- Implementation of HUD mandated requirements with regard to reporting performance measurements, using the CPMP tool for report preparation and keeping abreast of changes in the Integrated Disbursement and Information System (IDIS).
- Implementing changes, as needed, based on HUD – Community Planning and Development Notices and updates.
- Staff training made available through HUD, such as the Certified HOME Program Specialist training, Performance Measurement Training, IDIS training and environmental review training.
- Attending training opportunities made available through the Michigan Community Development Association and the Michigan State Housing Development Authority.

Such training opportunities have included sessions on CDBG, HOME, NSP1, NSP2 and CHDO development and management, and Section 3 regulations.

- Adhering to the requirements of the City's Citizen Participation Plan.
- Training of new Community Development staff members hired as a result of staff turnover.
- Following an established grant application process with agencies and organizations seeking CDBG and HOME program funding.
- Executing and monitoring detailed CDBG Sub-recipient Agreements and Home Contracts.

## Citizen Participation

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Citizen participation leading to the preparation of the 2013-14 Annual Action Plan occurred through one community meeting, two focus groups and three formal public hearings. The meetings were held to gather input on the community development and housing needs of Battle Creek's low and moderate income persons and on the Proposed Budget and Projected Use of Funds.

The community meeting took place on December 5, 2012. Attendees participated in the following activities:

- "Fill in the Blanks"—Participants were asked to fill in the blanks in a narrative describing their experience finding housing in Battle Creek. A sampling of the responses is below.
  - My neighborhood is a place with both positive and negative characteristics. When I was looking for a place to live, I chose my neighborhood because (housing was cheap, close to work, close to church, it was close to the lake, the neighbors were friendly, the school district).
  - If I could alter my neighborhood, I would change it to include more (public safety patrol, complete streets, trees, owner occupied homes, public transportation, shopping) and less (blight, rentals, vacant properties, crime, taxes, train noise, sex offenders).
  - If I could live anywhere in Greater Battle Creek, I would live in (Lakeview, outside City limits, my neighborhood, Minges Brook, Bedford, Historic North Side)

- because (historic homes, close to parks, close to Downtown, more rural, close to retail, good school district, lower crime rate, quieter).
- I wish my neighborhood had more housing choices for residents. I wish it had more housing for (low-income families, seniors, people with disabilities, growing families, no change).
  - To make housing more accessible and affordable for residents, the City could (encourage agencies to help improve resident's credit, adopt a fair housing ordinance, work in partnership with nonprofits, enforce rental property ordinance, do nothing - it is already very affordable).
  - If I could renovate my home, I would change it to include (green features, a privacy fence, another bathroom, a larger closet, an attached garage, handicap accessibility, a front porch, more yard space.)
  - In the future, the following circumstances may cause me to move to a new home or neighborhood: (retirement, job, neighborhood decline, being able to afford a larger home, marriage).
  - "Fix, Keep, Aspire"—The participants were also divided into groups based on the NPC district that they live in and asked to identify elements of their neighborhood that they would like to "Keep," "Fix," and "Aspire" to improve. This exercise resulted in a summary of what is working and what is not in each Battle Creek neighborhood.

Two focus groups met on December 6, 2012 to discuss priorities for improving the quality, affordability, and availability of housing in Battle Creek. The first group consisted of business leaders, developers, non-profit housing providers and real estate professionals. The second consisted of stakeholders for affordable and fair housing in the community.

The following public hearings were held before the Battle Creek City Commission as part of the preparation of the 2013-14 Annual Action Plan:

September 18, 2012 – Public Hearing on Community Housing and Community Development Needs for the 2013-14 Program Year. Comments: None.

March 5, 2013 – Public Hearing on Budget and Proposed Use of Funds for the 2013-14 Program Year. Comments:

- David Moore stated he had improvements completed on his home through this program, stating it is a good program for lower income residents.

April 9, 2013 – Public Hearing for the 2013-14 Annual Action Plan. Comments:

- David Moore, 102 Taylor, stated the CDBG and HOME programs were very important, stating he did not like that Code Compliance placed violations on lower income residents.
- Robert Ashley, 24 LaSalle, expressed his opinion the Code Compliance Department should not be funded by the CDBG and HOME funds, stating he feels they hurt people who have very little income to take care of their homes. Mr. Ashley also commented on the City's local parks that do not receive proper maintenance.

During the program year the following public hearings were held before the Battle Creek City Commission:

September 3, 2013 – Public Hearing on the 2012-13 Consolidated Annual Performance and Evaluation Report (CAPER). Comments: None.

November 19, 2013 – Public Hearing to receive input on the revised Citizen Participation Plan. Comments:

- David Moore asked for additional information.
- Robert Ashley stated that any complaints or compliments received through this process should be provided to the entire Commission.

December 3, 2013 – Citizen Participation Plan adopted. Comments:

- Robert Ashley, 24 LaSalle St., expressed concern the final draft of the plan was not easily found on the City's website. Mr. Ashley stated he would like to see the plan customized to our community. Mr. Ashley also informed the Commission of the denial of his FOIA request for NPC #3 agendas and minutes, stating there were no agendas or minutes for several months over the last few years.
- Comm. Helmboldt thanked Chris Lussier for the all of the work necessary to complete the Citizen Participation Plan, noting the plan is required by HUD. Comm. Helmboldt stated increased citizen participation would be one of the priorities when the Commission started their goal setting.
- Vice Mayor Owens asked if the final plan was on the City website.
- Chris Lussier, Community Development Supervisor, confirmed that he was able to access the final plan via the City's website.
- Mayor Walters stated the new Commission would be having discussions on increasing NPC participation.

February 4, 2014 – Public Hearing on Community Housing and Community Development Needs for the 2014-15 Program Year. Comments:

- David Moore stated this service is needed by lower income residents.
- Robert Ashley, 24 LaSalle, expressed his concerns that so many City sidewalks have not been cleared, stating this is making it very difficult for people without vehicles to get around.

March 4, 2014 – Public Hearing on the proposed use of funds for the 2014-15 program year. Comments:

- Robert Ashley, 24 La Salle, questioned the \$115,000 funded to NIBC for the HOME acquisition and rehab program, asking if the program was successful, or still in place.
- David Moore, 102 Taylor, requested additional information regarding this grant program.

April 1, 2014 – Public Hearing for the 2014-15 Annual Action Plan. Comments:

- David Moore, 102 Taylor, stated this program was a necessity to help lower income residents make repairs to their homes, expressing his hope there were more grant funds.

On September 2, 2014 a Public Hearing was held for this CAPER. Comments: None

Federal funds which were available and committed for furthering the objectives of the Consolidated Plan during the 2013-14 Program Year included:

CDBG	1,165,723 Full Federal Allocation (2013-14)
CDBG	33,437 in Program Income
HOME Investment Partnership	244,356 Full Federal Allocation (2012-13)

The geographic distribution of funds used for rehabilitation programs is City-wide while continuing to serve only low- to moderate-income clients. With that said, a majority of funds are expended in the City's low- to moderate-income neighborhoods, which include (by Neighborhood Planning Council): NPC #1 Post/Franklin; NPC #2 Washington Heights; NPC #3 Coburn/Roosevelt/Wilson; NPC #4 Fremont/McKinley; and, NPC #5 Urbandale.

More specifically, most programming, including the street reconstruction project and all CDBG code activities occur within targeted neighborhood that have been identified as at risk of decline. Maps are provided in Appendix H to identify the location of the above NPC's, funding target areas, areas of minority concentrations, and areas of low/moderate income concentrations.

During the Program year a total of \$1,190,729 in CDBG funds and \$362,094 in HOME funds (includes CHDO proceeds) were expended.

## Institutional Structure

### 1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

The City of Battle Creek continues to improve, and expand on, its collaborative efforts. Efforts are made to fill gaps identified through Consolidated Planning Workshop sessions, outreach sessions with citizen groups, meetings of local collaborative bodies and consultations with sub-recipients and other service organizations with similar missions. Staff will continue to identify and reach out to agencies and organizations that may be key partners in addressing the needs of low and moderate income persons within Battle Creek.

- Community Development staff are involved with the Battle Creek Area Homeless Coalition, The Coordinating Council, the Housing Solutions Board and various other boards and committees. As required, staff also continues to meet with many agencies in the community and provide technical assistance for those in need.
- The City and the Calhoun County Land Bank Authority (CCLBA) continue to collaborate on housing and neighborhood development activities including the application and award of \$264,000 of reallocated NSP2 funds to demolish an additional 26 blighted properties in LMI neighborhoods.
- NIBC, Community Action, and the CCLBA have each been working on "urban homesteading" programs. Discussions about how to scale these efforts to meet the need for low-cost rehabbed housing are ongoing.
- NIBC with support from the City completed a Community Impact Measurement Study within the City's NSP2 primary target area. Using the survey data, NIBC and the City identified two areas where continued work was needed. These blocks will be targeted with HOME and CDBG funded programs in 2015.
- The City continued to assist in the coordination of community engagement and visioning efforts within the community. City representatives participated in helping Battle Creek become the first Beacon Community, a Harwood Institute designation that identifies a community that is working together to shift its civic culture and take action on a key issue. This methodology and network of partners was harnessed to

gather extensive community input for the City's search for a new City Manager and is being used to guide public engagement for the 2015 5 Year Consolidated Plan.

- The City is partnering with the Calhoun County Land Bank Authority, MSHDA, and the City of Albion to have target market studies done of housing areas in and around each city's downtown. Currently in the procurement phase, the study is expected to be complete by January, 2015. The goal is to identify development demand for specific housing types of housing. The City of Battle Creek has a largely homogenous housing stock, a characteristic that contributes to housing cost burden and the loss of middle- and high-income families to other communities. It is also listed as a barrier to Fair Housing.
- Battle Creek was one of eight cities chosen to participate in the Community Progress Leadership Institute (CPLI), at which a delegation of community leaders received intense leadership and technical training related to addressing vacant and abandoned properties. A Vacant Buildings Working Group made up of a broader range of stakeholders was created to provide a forum for considering the ideas and learning experienced at CPLI, and ultimately to make decisions about how the Battle Creek community will move forward. This work is expected to continue in the 2014-15 program year.

## Monitoring

- 1. Describe how and the frequency with which you monitored your activities.**
- 2. Describe the results of your monitoring including any improvements.**
- 3. Self Evaluation**
  - a. Describe the effect programs have in solving neighborhood and community problems.**
  - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.**
  - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.**
  - d. Indicate any activities falling behind schedule.**
  - e. Describe how activities and strategies made an impact on identified needs.**
  - f. Identify indicators that would best describe the results.**
  - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.**
  - h. Identify whether major goals are on target and discuss reasons for those that are not on target.**
  - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.**

The City uses one sub-recipient organization and one Community Development Housing Organization (CHDO) to perform housing development and housing rehabilitation activities. Monitoring of the sub-recipient and the CHDO, is an ongoing process that includes many components.

During the 2013-14 program year, City staff conducted a desk and on-site monitoring of each activity funded with CDBG/HOME funds. Each monitoring included a review of program files, a review of procurement procedures, audit review, program progress, on-site

visits of rehabilitation projects, interviews with program staff and an overall look at their compliance with applicable federal regulations. Each monitoring was preceded by a “desk audit” to highlight any issues and was completed by a monitoring letter sent to explain any concerns or findings. When concerns or findings are cited, required corrective actions, along with a timeline, are provided to the sub-recipient or CHDO. Any previous year concerns or findings are taken into account when conducting the annual monitoring.

The sub-recipients, and CHDO, receive their grants on a reimbursable basis. Therefore, the City reviews the payment vouchers submitted for reimbursement for budget restrictions and eligibility issues. Also, the City requires Quarterly Reports to be submitted that track sub-recipient progress in attaining their contracted scope of service. The report also assists in gathering year-end demographic data on those benefiting from the CDBG/HOME funds. A copy of the CDBG Sub-recipient Quarterly Report and HOME Program Quarterly Report can be found in Appendix I.

Staff also provides Technical Assistance to the sub-recipients on several occasions throughout the program year. This assistance can be tailored to meet the needs of the sub-recipients and the City in administering an efficient and effective program.

City staff has a system in place that assures deadlines are met, reports are timely and required tasks are accomplished. A calendar is created at the start of the program year that lists all activities, tasks, events, and deadlines related to the management of CDBG and HOME funds. All documentation and correspondence related to calendar items are copied and stored in a “samples” binder for future reference.

The 2013-14 monitoring results found all programs and activities in compliance with Federal Regulations regarding the administration of CDBG and HOME funds. No findings were issued. One concern was noted and the program weakness corrected.

As has been mentioned earlier in this report, most funded programs met or exceeded their yearly goals. The one exception to this was the City’s Minor Home Repair program which spent more than their allocated funds, but benefited 8 less families than expected due to high average housing costs, type of project (roofs-which require good weather) and long periods of inclement weather. All funded programs aligned with priorities in the Comprehensive Five Year Plan and all programs benefitted low and moderate income individuals and families.

Housing programs funded through the CDBG and HOME Programs assisted in stabilizing neighborhoods by providing affordable housing rehabilitation and enforcing City building codes that are designed to assure the community’s housing stock is safe and sanitary.

During the program year, decent housing was provided through the use of \$775,053 in various housing rehabilitation programs

The City’s Community Development Department has taken a number of steps in the past year to increase its ability to evaluate progress towards long term Consolidated Planning goals, including the following:

- The impact of City programs that are a part of its strategy to arrest decline in neighborhoods is measured using 8 neighborhood indicators: junk/trash violations, housing code violations, number of home sales, median sales price, bank foreclosures, tax foreclosures, new vacant buildings enforcements, and long-term

vacant buildings. A risk score is calculated for each census block group in a neighborhood based on its performance using these measures (see pg 21). This enables the city to target new areas from year to year, measure performance, and determine what adjustments to make or what additional partners or resources might be needed to make a strategy work in a particular neighborhood.

- Between 2011 and 2013 the average home sales price in the primary target areas for the Neighborhood Stabilization Program (NSP2) improved 91%, outperforming every other neighborhood in Battle Creek by 42%.
- Per the Community Impact Survey administered by Neighborhoods Inc (NIBC) in the NSP2 primary target area Residents that live on blocks where an NSP2 rehab project was done were twice as likely to feel like their neighborhood had improved or greatly improved over the previous three years. That's 51% approval after one of the worst housing crises in generations.
- Disproportionate need analysis performed by city staff during the 2013-14 program year demonstrated that need for assistance with housing related costs was largely driven by poverty and was not driven by race, ethnicity, or age. So while we expect certain racial or ethnic classes to be over-represented in the population served by our housing programs, this is almost completely due to those racial or ethnic groups being more likely to make less income.
- The same analysis actually showed that elderly households were under represented amongst those in need of housing services when controlling for poverty. This confirmed our decision to discontinue targeting seniors with our senior home loan program in favor of a program with a broader audience.
- Women head of households are the group that staff has identified as most over-represented as far as need for housing assistance. This is driven in almost equal parts by two demographic groups: single mothers and single elderly women. Staff is still considering changes to its programs to better address this need.
- The City also partnered in a "Community Impact Measurement Study" led by Neighborhoods Incorporated of Battle Creek, a local Community Housing Development Organization (CHDO) and Neighborworks affiliate. This study included resident surveys as well as a windshield survey of property conditions and was focused on Battle Creek's Historic North-side neighborhood in 2013 and is being expanded to three other neighborhoods in 2014.

Given the devastating effects of the foreclosure crisis as well as the opportunity to leverage the investments of the Neighborhood Stabilization programs, the majority of entitlement funds were focused on addressing the long term housing goals of the Consolidated Plan.

While Code Compliance and Minor Home Repair will continue to be high priorities, other strategies have received consideration, and represent possibilities for future programming. These strategies center on addressing affordability issues related to older housing stock, de-concentrating poverty, increasing the marketability and competitiveness of older neighborhoods, and locating new affordable housing in neighborhoods with a long history of accruing value and producing positive outcomes for families. These include:

- Homesteading using Land Bank assets in targeted areas
- Continued demolition

- Down payment assistance in high performing target areas
- Programming that promotes energy efficiency
- Weatherization
- Land assembly with future land use planning to encourage larger redevelopment projects

## Lead-based Paint

### 1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Successful efforts have been made in past years to increase awareness of lead-based paint hazards through outreach, education, dissemination of information and contractor training. Recipients of CDBG and HOME Investment Partnership funds are aware of the lead-based paint regulations and have made changes to existing programs and tailored new programs accordingly. The City's Housing Rehabilitation Coordinator is State certified as a Lead Contractor/Supervisor and Lead Risk Assessor.

The City requires contractors that participate in its Housing Rehabilitation Program to be certified by the State as lead workers / supervisors. In the past, the City developed a "Contractor Training Reimbursement" plan to assist in recruiting and training of contractors. This plan offered incentives to contractors to receive lead training and to participate in City and agency administered housing rehabilitation programs. This program was successful in creating a robust pool of lead abatement certified contractors for area programs, and has been discontinued as the incentive is no longer needed.

The City of Battle Creek realizes that reaching the goal of lead safe housing in all of Battle Creek will require major commitments from multiple agencies as well as a great deal of time and considerable funding to accomplish. Lead poisoning of children is preventable and lead hazards in homes are correctable. These facts make commitment to this goal realistic and logical.

Additional information, specific to the City administered Housing Rehabilitation Program is covered in the Housing Needs section below.

## HOUSING

### Housing Needs

#### 1. Describe Actions taken during the last year to foster and maintain affordable housing.

The City of Battle Creek is continually seeking to address the needs of extremely low-income, low-income, and moderate-income renter and owner households in accessing and maintaining affordable housing. The City's Consolidated Plan has the following as its housing priority needs:

- Rental Assistance
- Acquisition of Existing Owner Units
- Housing Rehabilitation
- Homeownership Assistance
- Emergency Shelter
- Transitional Housing

These priority needs were primarily addressed this program year through the following agencies, programs, and activities:

### **BATTLE CREEK HOUSING COMMISSION**

The Battle Creek Housing Commission provides subsidized housing through various programs in the City of Battle Creek. The Commission was created on August 9, 1960 through a City ordinance. The five member Housing Commission is appointed to five year terms by the mayor with approval by the City Commission. The Housing Commission owns and manages 320 public housing units, administers the Housing Choice Voucher program and owns and manages 55 units of scattered site homeowner units. The following is a list of the public housing facilities and unit type.

- Northside Drive Homes – (16) 2 and 3-bedroom single family homes
- Parkway Manor – (84) 1, 2, 3 and 4-bedroom townhomes
- Cherry Hill Manor – (150) 1-bedroom apartments
- Kellogg Manor – (70) Efficiency and 1-bedroom apartments
- Home Ownership Program – (55) 2, 3, and 4-bedroom single family homes

The public housing units provided by the Battle Creek Housing Commission are in good condition and currently there are 52 families on the waiting list. The Housing Commission receives from \$300,000 to 400,000 yearly for renovation and maintenance expenses from HUD'S Capital Fund Program. In 2013, the Commission received a \$367,401 grant. In 2013, the Commission expects to receive less money than the previous year. As of August 2013 there has been no notification from HUD. The Commission is using these funds for elevator renovation. In 2013, the Commission received \$787,394 (low rent subsidy) for its public housing units.

In 1993-94 the Housing Commission underwent a comprehensive lead-based paint inspection process of all its units followed by extensive lead hazard remediation work. This has resulted in having all of the public housing units being free of any lead-based paint hazards.

Five (5) percent of units in each development are required to be accessible in accordance with ADA requirements. All of the Housing Commission's developments meet the 5% requirement.

In addition to the public housing units and the scattered site homeowner units, the Battle Creek Housing Commission administers the Housing Choice Voucher program. Currently, it administers 701 vouchers in Battle Creek, Albion and Portage. The majority of vouchers are in Battle Creek (612). The current waiting list is estimated at 890.

In 2013, the Commission will receive \$2,798,757 for its Housing Choice Voucher program.

The Housing Commission assists mostly extremely low income and very low-income households in its public housing units and mostly very low and low-income families with

Housing Choice vouchers. The homeownership program predominantly assists low-income households. According to Commission representatives, families interested in the homeownership program must earn at least \$18,000 per year and have full time employment. Many of the existing residents of the homeowner units were former public housing and/or Housing Choice voucher recipients. The opportunity for homeownership provided the needed incentive for these families.

### **CITY HOUSING REHABILITATION PROGRAM**

The City programmed \$264,212 from the Community Development Block Grant funding for its Minor Home Repair Program to rehabilitate an estimated 40 low- to very low-income units in the City. The program provided grants to homeowners for necessary repairs. The primary focus was on repairs for cited code violations and health and safety issues. The funds also covered "soft costs" associated with the projects such as lead-based paint hazard evaluation, specification preparation, and project monitoring.

During the 2013-14 program year, the City's Minor Home Repair Program spent \$308,307 and provided rehabilitation assistance grants to 32 households. The program spent its allocated funds but completed 8 less rehabs than expected. This was largely due to increased per project costs and delays caused by extended periods of extreme weather in the winter and spring. The average project cost during the 2013-14 program year was \$9634. This amount was up from 2012-13 (\$5,510), and is reflective of changes in the program to exceed the \$5000 cap, up to \$12,000, for projects in the case of roof replacement. 20 of 32 projects were roofs.

Of the 32 completed projects, 4 were to extremely low income households, 11 were to very low income households, and 17 were to low income households. 13 of the grants were to minority families; 25 were to female headed households. 4 grants were to a disabled/special needs family.

PNC Bank continues to service 11 outstanding Basic Homeowner Loans with a current principal balance of \$84,513.96 from a senior loan program that was implemented in previous years and has since been discontinued. Per the City's loan default guarantee and interest rate subsidy agreement with PNC Bank, the Housing Rehabilitation Program paid \$2,004 in interest and subsidy to PNC; there were no defaulted loans during the program year (according to information provided by PNC).

During the 2013-14 program year, six senior deferred loans were paid in full and reported as program income for a total of \$77,337. This program income was expended as it was received.

### **SUMMIT POINTE**

Summit Pointe is the local Community Mental Health Agency for Calhoun County serving the mental health needs of individuals with no income, low income, no insurance, Medicaid and/or private insurance. Services include, but are not limited to: case management for persons with developmental disabilities or serious and persistent mental illness, Assertive Community Treatment for persons with a chronic mental illness, supportive employment, psychiatric services, individual and group therapy, crisis intervention 24 hours per day, youth and family services, and housing services.

The Homeless Housing Assistance program administered by Summit Pointe’s housing team assists individuals with a chronic mental illness who are currently homeless. This Federal funded program connects clients with existing rental property owners assisting them with security deposit and household items when necessary. The Housing Specialist guides the customer through the process and assists them in finding appropriate, safe and affordable housing

The below chart summarizes funds received by Summit Pointe for various programs during the 2013-14 program year.

HUD (HHAP)	\$42,000
ESG	\$53,518

**NEIGHBORHOODS INC. OF BATTLE CREEK (NIBC)**

NIBC is the only certified Community Development Housing Organizations in the City. This program year, \$85,000 was provided for a CHDO-eligible home buyer rehabilitation program. The Home Buyer or Acquisition/ Development/ Resale project rehabilitates vacant properties and sells them to low and moderate income families. One project was completed and sold during the program year. Three others were completed using CHDO proceeds and are now available for purchase by low-to-moderate income homebuyers.

Neighborhoods Inc. has a strong history of securing grants and contributions. Below is a list of some of the non-Federal funds received by NIBC during the 2013-2014 program year.

- NeighborWorks America (federal funds intermediary)..... \$ 96,000
- W.K. Kellogg Foundation..... \$ 750,000
- City of Battle Creek General fund..... \$ 125,000
- Battle Creek Community Foundation..... \$ 4,000
- Battle Creek Community Foundation (JECKS)..... \$ 2,000
- Chemical Bank..... \$ 5,000
- Comerica Bank..... \$ 2,000
- Citizens Bank..... \$ 500
- Bequest..... \$ 33,899
- Corporate Giving..... \$ 1,605
- Individual Gifts..... \$ 3,490

These funds have helped Neighborhoods Inc. continue to strive to meet the goal of neighborhood revitalization and outreach. NIBC has been very active administering numerous special projects within low-and moderate-income neighborhoods. In the fiscal year ending June 30, 2014, NIBC has successfully delivered a wide array of programs and services in the Battle Creek Community. Some of the highlights are listed below:

- NIBC continues to promote its Rebuild The Dream Home Ownership program; all its sales have been from acquired foreclosures;
- 42 home buyer classes completed with 77 attendees graduating;
- Rehabbed and sold 1 house to a low-to-moderate income family;
- Sold 5 Fixer Upper Program homes to eligible families;
- \$75,608 Invested in renovation and repair to 64 homes in rental portfolio and REO inventory
- 30 Credit Counseling Cases Completed

- Foreclosure Intervention Services; 34 intakes; 33 foreclosure interventions; 27 successful outcomes.
- 34 financial fitness education classes held; 146 residents served for financial management education
- Community Impact Measurement Study (CIM). Completed 3,456 improved property assessments; 627 vacant lot condition reports; and 528 resident perception surveys in Neighborhood Planning Councils (NPCs) #1, #2, and #3.
- 30 Financial Management Coaching classes, with emphasis on long-term family credit rebuilding to help preserve home ownership and support rental residents achieve greater sustainability and quality of life
- 18 home buyer education course completions for eHome America
- Community Engagement – Neighborhood CrimeWatch Coalition; NPC Leadership Support and Support for Neighborhood Equity and Fair Housing; sponsored Tuskegee Airmen RISE ABOVE Exhibit
- Assisted 46 homeowners in accessing MSHDA property tax funding with >\$200,000 in delinquent property taxes; 8 approvals for \$49,362 in MSHDA funding
- Assisted 5 NIBC delinquent borrowers to obtain \$25,306 MSHDA funding to bring them current
- Funded 2 new home-owner 1<sup>st</sup> mortgages
- Funded 3 Fixer-Upper mortgages
- Funded 6 Down-Payment Assistance mortgages
- Funded 2 Home Improvement mortgages
- Funded 1 Property Tax Rescue mortgage

## **COMMUNITY ACTION**

Community Action received HOME funds from the City to administer a Home Owner Rehabilitation Program.

The Home Owner Rehabilitation program received \$134,921 in City HOME Program funds and assisted eligible home owners with needed repairs up to a maximum of \$20,000, with an additional \$15,000 per project to address lead-based paint hazards. The money is given in the form of a deferred loan or grant depending on the level of funds needed and income of the household. The homeowner must agree to keep the home as their principal residence for 10 years and the home must meet local housing code upon completion. The HOME funds are secured by a diminishing lien on the property over a ten year period.

Six homes have been rehabilitated through prior and current year Home Owner Rehabilitation Program funding.

Community Action continues to administer a Senior Millage Minor Home Repair (SM MHR) program and their federally funded Weatherization Program. The SM MHR program assists Calhoun County homeowners 60 year and older with repairs to help them stay safely in their homes. In the 2013-14 FY, Senior Millage assisted 13 Battle Creek residents with \$22,958 in project costs. During the same period the Weatherization Program assisted 20 Battle Creek residents and expended \$137,427 within the City.

Community Action continues to collaborate on coalitions such as; The Coordinating Council Adult Outcomes Committee and Housing Solutions Board (Advisory Council), the Calhoun County Tax Coalition and the Homeless Coalition, Eviction Prevention Committee.

## CODE COMPLIANCE

The City of Battle Creek allocates funds for Code Enforcement as part of a plan to arrest decline in targeted neighborhoods. This is a critical component to the preservation of safe, decent and affordable housing as well as the creation of suitable living environments in Battle Creek. As a large percentage of our existing housing stock is pre-1970s, code enforcement is that much more important.

The primary concern of these code compliance is helping property owners bring their property into compliance with the City Housing Code. In order to do this, they address:

- Inoperable vehicles
- Abandoned/vacant properties
- Junk and trash in yards,
- Exterior housing violations
- Interior housing violations on rental property
- Dangerous buildings
- Rental registration and inspections
- Enforcement of the City's codified ordinances as they pertain to minimum Housing Code standards.

Code Compliance is considered an area benefit. This means that work done in code target areas must be in neighborhoods designated by HUD as low and moderate income in order to be eligible to be reimbursed with CDBG funds. Areas identified as having 51% or more of the residents at incomes below 80% of the median income for our city are considered low income areas.

It is in everyone's best interest to maintain the property within each of our neighborhoods; however, some residents may not understand the importance, or for health or financial reasons, are just unable to maintain their property. In many cases where a property is blighted, it is the result of abandonment or ownership by an out of town bank or investor. In any case, code compliance is important to the City's plan to arrest decline in deteriorating neighborhoods because it identifies these situations and puts them on a path to be resolved.

In situations where a homeowner does not have the financial resources to make repairs, the Code Compliance Division will connect them with the City's Minor Home Repair program or another organization that can help them address their housing issues.

The impact that CDBG funded Code Compliance activities have on neighborhoods is measured using 8 neighborhood indicators: junk/trash violations, housing violations, number of home sales, median sales price, bank foreclosures, tax foreclosures, new vacant buildings enforcements, and long-term vacant buildings. A "risk of decline" score is calculated for each census block group in a neighborhood based on its performance using these measures. Risk scores are categorized as "High Risk", "Medium Risk", "Low Risk" or "No Risk". High and medium risk areas are targeted with resources and programs intended to arrest neighborhood decline. This includes CDBG funded city programs like Minor Home Repair, Code Compliance, and Street Repair, as well as programs and activities administered by the Police Department, the Department of Public Works, the Calhoun county Land Bank, Community Groups, and local non-profits.

Neighborhood Indicator	% Change	Grade
Junk/Trash	40%	
Housing Violations	-26%	
Home Sales Over \$20k	22%	
Average Sales Price	14%	
Bank Foreclosures	-35%	
Tax Foreclosures	-24%	
Long-term Vacants	5%	
New Vacants	19%	
Overall Risk Scores	-15%	

Each year, the City measures its performance, modifies target areas, and determines what adjustments to make or what additional partners or resources might be needed to make a strategy work in a particular neighborhood. The dashboard above shows how targeted neighborhoods performed based on the eight indicators.

Appendix G provides maps showing the current target areas, the low income areas of the City, and the risk levels of all Battle Creek neighborhoods.

All of the above activities and programs helped the City of Battle Creek continue to progress in meeting the Consolidated Plan priority needs concerning affordable housing. The City of Battle Creek continues to recognize the need for safe, decent, and affordable housing for all its residents.

### Specific Housing Objectives

- 1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.**
- 2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.**
- 3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.**

Please see the table on page 4 for a recap of goals and the number of units served during the program year. The table below indicates the income level of the homeowner rehabilitation clients served during the program year through CDBG and HOME.

#### Home Owner Rehabilitation Client Income Levels

Program	Extremely low-income	Very Low-income	Low-income
City of Battle Creek	4	11	17
NIBC HOME – ADR	0	1	0
CAA HOME - HOR	1	1	4
<b>TOTALS</b>	<b>5</b>	<b>13</b>	<b>21</b>

Section 215 housing is provided through the City’s Community Development Housing Organization, Neighborhoods, Inc. of Battle Creek (NIBC). Construction was completed on one unit in 2013 and sold in early 2014. One unit constructed with CHDO proceeds in 2013 is currently listed for sale to low-to-moderate income homebuyers.

No rental projects were undertaken during the 2013-14 program year.

City funded housing rehabilitation programs typically strive to address worst case housing needs scenarios and take effort to accommodate, whenever possible, the needs of persons with disabilities. In the table above, 46% of CDBG and HOME funded home owner rehabilitation programs served clients in the extremely low- income and very low-income categories, down from 72% in the previous year. Some of the difference may be attributable to changes in homeowner and project underwriting policies implemented for the City and CAA’s home repair programs. These changes were implemented to ensure that investments were being made in projects that would result in sustainable living situations for the beneficiaries. During the upcoming planning cycle this issue will be explored further.

Efforts are always made to address accessibility needs in our housing rehabilitation work specifications. Many homeowners require the installation of handicap accessible ramps and/or interior modifications to assure accessibility. As part of NSP2, the city adopted a visitability standard for all new construction that included zero point entry, wheelchair accessible hallways and bathrooms, and lever doors.

## Public Housing Strategy

### 1. Describe actions taken during the last year to improve public housing and resident initiatives.

During the program year the Battle Creek Housing Commission conducted resident input meetings to obtain feedback regarding the types of activities and improvements which are most needed and would provide the greatest benefit to Public Housing residents and the community. The general public as well as members of local government were extended invitations to participate in these meetings.

The meetings are also used to inform residents of planned facilities improvements and serve to assure the proper expenditure of Capital Grant Funds. All proposed Capital Grant Fund expenditures were examined in the completion of an environmental review by the City’s Community Development Department.

In addition to the above comments, please refer to the Housing – Housing Needs Section of this report on page 18. This section contains information on Battle Creek Housing Commission activities and funding.

## Barriers to Affordable Housing

### 1. Describe actions taken during the last year to eliminate barriers to affordable housing.

As part of the preparation of the Five Year Consolidated Plan, local administrative policies such as land use controls, zoning, ordinances and building codes were reviewed to determine whether they posed barriers. No local administrative policies were found that would be considered barriers to affordable housing.

The City's latest Housing Study, completed in June of 2013, demonstrated that Battle Creek has enough affordable housing to meet demand, however it did identify issues related to the safety, neighborhood desirability, and relative inefficiency of such housing. Many low-income families are forced to choose between neighborhoods with lower quality housing and fewer amenities and housing that is financially burdensome. The inner core neighborhoods in particular have an oversupply of this type of housing. Additional opportunities for low-income housing are needed in the areas outside the core neighborhoods. Additionally, the core neighborhoods need to be strengthened and infilled with housing that appeals to a variety of household types and income groups.

The oversupply of this "last resort" housing is a barrier in itself as it has the effect of depressing housing values, increasing the amount of subsidy needed to rehab or develop new, more desirable housing. Single-family rental properties in particular often sit empty for longer periods of time, increasing the likelihood of their deterioration. In neighborhoods where this type of housing is most dense, the costs of utilities and/or repairs often prove to be more burdensome than the monthly housing cost.

The following are some of the steps the City is taking to address these barriers:

- Study the problem. The amount of funds we can leverage to address affordable housing problems will never be enough. It is imperative that the resources we do have are used in the most informed way. As has been mentioned, in the past two years City staff increased their capacity to study the problem by adding GIS capability; designing and conducting regular studies, often with local partners; procuring services to complete both an Analysis of Impediments to Fair Housing and a Comprehensive Housing Study; attended numerous trainings related to analysis/planning/strategy development; and engaged experts in various housing fields on multiple occasions to come to Battle Creek and work with City staff directly.
- Retool current programs. Code and Inspections staff met with Center for Community Progress experts to discuss best practices. Changes to operations have been made and more may be underway. The City's Minor Home Repair program has been modified to provide smaller grants that align better with the issues surfaced by code compliance, are a closer fit to the scale of the problem, and focus on helping low-income families stay in their homes.
- Emphasis on reducing obsolete housing stock. Through NSP1 and NSP2 nearly 350 blighted properties have been torn down. As a result of the recent housing study, it is expected that there will continue to be a need for demolition. The City and the Calhoun County Land Bank Authority (CCLBA) continue to work together to secure needed funds and coordinate demolition activities.
- Develop formal target areas for various redevelopment strategies and connect them to the decision making process for distributing funds.

- During the 2013-14 program year programs offering acquisition/development/resale, financial literacy training, and rental assistance were funded using CDBG, HOME and other sources of funding. These programs strive to overcome some of the barriers to affordable housing by addressing the various needs of individuals seeking affordable rental housing or homeownership.

## **HOME/ American Dream Down Payment Initiative (ADDI)**

- 1. Assessment of Relationship of HOME Funds to Goals and Objectives**
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.**
- 2. HOME Match Report**
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.**
- 3. HOME MBE and WBE Report**
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).**
- 4. Assessments**
  - a. Detail results of on-site inspections of rental housing.**
  - b. Describe the HOME jurisdiction's affirmative marketing actions.**
  - c. Describe outreach to minority and women owned businesses.**

The objective of HOME funded programs is to provide for decent, affordable housing within the City through increased sustainability of our existing housing stock and creating new housing or returning dilapidated housing to usability, thereby increasing the availability of affordable housing.

The HOME funded programs during the 2013-14 program year included the Community Action Agency's Homeowner Rehabilitation Program, and Neighborhoods, Inc.'s Acquisition/Development Resale Program.

Please refer to the table on page 4 for the number of number of units assisted and the dollar amount of funds expended through these programs during the reporting period.

No rental projects were undertaken during the 2013-14 program year.

All existing HOME assisted rental units have been inspected by the City's Housing Rehabilitation Coordinator who was previously employed as a Code Compliance Officer and is now a State of Michigan certified Lead-based Paint Risk Assessor and Lead-based Paint Contractor Supervisor. Deficiencies in units (not meeting local housing code) are noted in these inspections and owners take necessary actions to address any and all code related issues.

All existing HOME assisted rental units are inspected periodically in compliance with HOME Program regulations by the City's Housing Rehabilitation Coordinator. The City currently

has five HOME assisted rental units.

While no HOME funded projects were comprised of five or more units (the number where a formal affirmative marketing process must be followed), efforts are taken to assure that HOME assisted units are offered to qualified tenants and potential home purchasers meeting HUD's eligibility requirements.

Please see Appendix F for a description of outreach to minority and women owned businesses.

## HOMELESS

### Homeless Needs

- 1. Identify actions taken to address needs of homeless persons.**
- 2. Identify actions to help homeless persons make the transition to permanent housing and independent living.**
- 3. Identify new Federal resources obtained from Homeless SuperNOFA.**

### Specific Homeless Prevention Elements

- 1. Identify actions taken to prevent homelessness.**

The response for the above three questions has been grouped below for the 2013-2014 program year. No new federal resources were received from the Homeless SuperNOFA in 2013.

The Greater Battle Creek Homeless Coalition (Homeless Coalition) is the Continuum of Care (CoC) body for Calhoun County. Over forty members participate representing human service organizations, shelters, support systems, faith-based organizations, banking institutions, funding agencies, media, local government, health-related agencies, local landlord associations, and county government. The Coalition meets regularly, giving members the opportunity to network, participate in workshops that help strategize for dealing with local disparities in the Continuum of Care's programs, and to assist and promote activities that inform and educate citizens about the problems of people experiencing homelessness.

The Homeless Coalition is a broad-based collaborative body that meets regularly to share information, and develop and implement strategies to address the issues of homelessness in Calhoun County. An individual from the local Public Housing Authority currently serves as Chair for the Coalition. The Housing Solutions Board organizes two grant funding rounds per year, (1) the HUD Homeless SuperNOFA and Continuum of Care funding in the spring, and (2) the Michigan State Housing Development Authority, the statewide housing authority and balance of state Emergency Solutions Grants (ESG) grantee, ESG award process in the fall.

The funding for the 2013-2014 MSHDA Emergency Shelter Grant (ESG) totaled \$104,420. The agencies that received these funding allocations were as follows; \$7,547 for the Continuum of Care (COC); \$10,000 for the Haven of Rest Ministries, and \$33,355 for D.I.S.H. Inc., and \$53,518 to Summit Pointe for direct assistance, administrative, and grant writing expenditures. Other activities undertaken by the Coalition include the annual Point-in-time (PIT) count of homeless persons in the month of January.

The City of Battle Creek is a member of on the Housing Solutions Board (HSB) which gives direction to the Greater Battle Creek and Calhoun County Homeless Coalition (CoC), which fulfills the roles assigned to it by state and federal funders, MSHDA and HUD. It fulfills responsibilities identified in the HEARTH Act of 2009.

The Housing Solutions Board responsibilities include:

**A. Operate the Continuum of Care**

- Conduct semi-annual meetings of the full membership
- Issue a public invitation for new members, at least annually
- Adopt and follow a written process to select a board
- Appoint additional committees, subcommittees, or workgroups
- Develop and follow a governance charter detailing the responsibilities of all parties
- Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor the performance of recipients and sub-recipients, evaluate outcomes, and take action against poor performance
- Evaluate and report to HUD outcomes of ESG and CoC projects
- Establish and operate a centralized or coordinated assessment system
- Establish and follow written standards for providing CoC assistance

**B. Operate an HMIS**

- Designate a single HMIS
- Select and eligible applicant to manage the CoC's HMIS
- Monitor recipient and sub-recipient participation in HMIS
- Review and approve privacy, security, and data quality plans

**C. CoC Planning**

- Coordinate the housing and service system within Calhoun County
- Conduct a Point in Time count of homeless persons, at least bi-annually
- Conduct an Annual Gaps analysis
- Provide information required to complete the Consolidated Plan
- Consult with ESG recipients about the allocation of ESG funds and evaluation of the performance

The Housing Solutions Board (HSB) authorized the following committees and work groups for

FY 2013-2014, or until replaced:

**A. The Executive Committee**

The Executive Committee, as constituted in the bylaws, of the HSB is authorized to meet between meetings to prepare the board for final submissions and to occasionally act on their behalf. Actions by the Executive Committee are ratified and confirmed by the HSB. Members of the Executive Committee may be the HSB Officers or others if officer positions do not formally exist.

**B. The Providers Council**

Members of the Council are funded and non-funded programs that agree to serve individuals and households that need crisis response, support, and transition to self-sufficiency. The system focuses on continuous quality improvement and care coordination. Providers organize their leadership and staff into workgroups when appropriate. The mission of the Providers Council is to ensure coordination and reduce duplication of efforts.

**1) IST/CQI Workgroup**

The purpose of the IST/CQI Workgroup is to recommend to the Providers Council:

- Solutions to community housing gaps and needs, based on Ends
- Opportunities for interagency coordination of resources and planning
- Prevention planning initiatives

The members represent agency case management leadership and staff. The Workgroup reviews data-driven reports on funded and non-funded programs of the Continuum of Care, identifying opportunities for improvement in processes, planning, and collaborative approaches to service provision. The Workgroup occasionally creates project work groups to implement recommendations.

**2) Data Quality Workgroup**

The purpose of the Data Quality Workgroup is to:

- Assure high data quality input the HMIS by Participating Organizations
- Identify data-driven issues arising from reports required by the Board and funding entities
- Recommend capacity changes and resources to the Board for improved data collection and quality
- Focus on outcomes-based measures and comparisons for meaningful review

The members represent staff assigned as Agency Administrators.

**3) Homeless Health Fair/Community Projects Committee**

The purpose of the Homeless Health Fair/Community Projects Committee is to:

- Identify, plan, and facilitate meaningful special events that include the annual Homeless Health Fair
- Utilize CoC membership resources in all events
- Carefully promote all events to assure that the community becomes knowledgeable of the need, effort, and collaborative approach used by the CoC
- Receive prior authorization from the Board for new events or when an scheduled event requires a significant change in date or content

- Secure funding to support the event from an increasingly larger number of organizations
- Collect basic demographic information and homeless survey details whenever possible

The annual Homeless Health Fair, which is conducted during Homeless Awareness Week, was held on **Thursday, November 21, 2013** at the Family Y Center, near downtown Battle Creek. Participants receive information on a variety of resources that are available to them, including health screenings, clothing, program information, food and special needs packages and even flu and pneumonia inoculations. The 2013 Homeless Health Fair was coordinated the Calhoun County Department of Human Services and served over 300 individuals. Forty-five different vendors provided services, information, and gave away blankets, clothing, and other personal care supplies. Church volunteers served breakfast and lunch to participants.

**2013-14 Anticipated & Actual Resources  
for the City of Battle Creek for Summit Pointe  
and the Greater Battle Creek Calhoun County Homeless Coalition  
(Continuum of Care – CoC)**

<b>Federal Funding</b>	Anticipated for 2013-14	Actual for 2013-14
HUD – Homeless Housing Assistance Project (HHAP)	\$42,000	\$42,000
(New) Housing First from HHAP Redirection	\$21,969	0 Appealed July 2014
Battle Creek/Calhoun County Continuum of Care – Climbing the Ladder to Self-Sufficiency/Safe Place	\$79,915	\$79,915
Battle Creek/Calhoun County Continuum of Care- Life Recovery Program/The Haven	\$161,158	\$161,158
Battle Creek/Calhoun County Continuum of Care- Women and Families in New Life Program/The Haven	\$81,537	\$81,537
(New) Dedicated HMIS	\$30,000	0 Appealed July 2014
<b>Non- Federal Funding</b>		
MSHDA-ESG HARA at Summit Pointe	\$17,700	\$17,700
MSHDA-ESG Summit Pointe Financial Assistance	\$35,818	\$35,818
MSHDA-ESG Continuum of Care Administration	\$7,547	\$7,547
MSHDA HMIS—Summit Pointe (Stipend from MCAH)	0	0
MSHDA-ESG Haven of Rest for CSM	\$10,000	\$10,000
MSHDA-ESG Share Center – CSM and Outreach	\$33,355	\$33,355
<b>Local Funding</b>	Each organization’s operating budget & local fund raising	

## Emergency Shelter Grants (ESG)

The City was not a direct recipient of ESG grants during the 2013-14 program year. ESG activities undertaken by other community organizations within the City of Battle Creek are reported above.

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

- 1. Assessment of Relationship of CDBG Funds to Goals and Objectives**
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.**
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.**
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.**

All CDBG funds expended during the 2013-14 program year supported programs and activities that addressed priorities, needs, goals and objectives in the Consolidated Plan. The establishment of priority activities from the Consolidated Plan is re-visited each year through the preparation of each year's Annual Action Plan.

As shown in the table on page 4 of this report; CDBG and HOME funded programs provided for the rehabilitation of 39 housing units during the 2013-14 program year.

The City prides itself on the fact that 100% of our CDBG and HOME allocations are used to benefit low- to moderate-income Battle Creek residents.

- 2. Changes in Program Objectives**
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.**

The City made a number of changes to programming in 2013-14 and anticipates further changes in 2013-14. These changes are the result of reductions in funding and the need to further prioritize available funds; changes in neighborhood conditions as the economic recovery from the housing crisis matures; and new implementation methods derived from experiences and analysis. These include the following:

- Changes to Code Officer deployment to increase results in areas targeted with Rehab dollars.
- Made changes to minor home repair grants to allow for roof projects up to \$12,000 in order to address a serious need.

- Eliminated for the 2013-14 program year.
- Reduced Streets program to \$100,000 for 2013-14.

**3. Assessment of Efforts in Carrying Out Planned Actions**

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.**
- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.**
- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.**

The City of Battle Creek and its sub-recipients have always pursued available resources for program implementation and administration. These efforts are noted throughout this report. The Housing Needs section, on pages 16 through 21, details resources leveraged by the City and various agencies and organizations through numerous funding sources.

The City of Battle Creek has always provided certifications of consistency in a fair and impartial manner. The Consolidated Plan is an all-encompassing document which strives to identify community needs at a specific point in time and anticipate future needs. All programs, new or existing, that provide a goal of filling a need or a gap in services are encouraged to request a certification of consistency with the City's Consolidated Plan.

The City did not hinder Consolidated Plan implementation by action or willful inaction, in any manner of which it is aware.

**4. For Funds Not Used for National Objectives**

- a. Indicate how use of CDBG funds did not meet national objectives.**
- b. Indicate how did not comply with overall benefit certification.**

All CDBG funds expended during the 2012-13 program year met national objectives. All programs were in compliance with overall benefit certification requirements.

**5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property**

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.**
- b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.**
- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.**

The City of Battle Creek does not displace individuals through its CDBG and HOME funded programs. None of the City's housing rehabilitation programs acquired occupied properties for use in CDBG- and HOME-funded projects.

- 6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons**
- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

During the 2013-14 program year no low/mod job activities received CDBG funding. Over the past several years there has been a lack of grant applications from agencies for economic development activities.

- 7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit**
- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

All CDBG funded programs are required to collect household income verification from the clients they serve. The City requires that all clients counted as served with the use of CDBG funds meet the criteria of low- to moderate-income. Failure to obtain household income verification and maintain this documentation in client files would be noted as a finding during the City's annual monitoring process.

- 8. Program income received**
- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.

Program Income received by the City of Battle Creek was generated through the following activities:

- The City administered Housing Rehabilitation Program generated \$77,337 in program income as a result of loan repayments in the senior deferred loan program and lead inspection fees. This program income is used by the Housing Rehabilitation Program. 100% of program income was expended during the program year.
- The City's Code Compliance Program generated \$177,735 in program income as a result of fees for services rendered. This program income is used by the Code Compliance Department to provide service in low income areas of the city. The total amount generated was receipted and expended during the program year.

- 9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:**
- a. The activity name and number as shown in IDIS;**
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;**
  - c. The amount returned to line-of-credit or program account; and**
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.**

One HOME funded activity, 18 N. Wabash St. (IDIS Activity #617), did not sell within six months. As this was the deadline for HOME ADR projects using 2012 funds, the City repaid the \$31,706.43 to the program account. The money was wired to treasury, and a receivable was created in IDIS, but as of yet there has been no update to IDIS reflecting the money was returned to our account. CHDO proceeds from a previous HOME sale were used to cover these expenses.

**10. Loans and other receivables**

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.**
- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.**
- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.**
- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.**
- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.**

The only outstanding CDBG originated loans or receivables due to the City are those loans which were originated in the City administered Housing Rehabilitation Loan Program. All of these loans would be senior deferred housing rehabilitation loans which were originated at 0% interest and do not require monthly payments. The full principal of these loans becomes due and payable upon sale of the property or death of the mortgagor(s). Currently the City is holding 189 deferred loans with a principal balance of \$2,790,944.79.

**11. Lump sum agreements**

- a. Provide the name of the financial institution.**
- b. Provide the date the funds were deposited.**
- c. Provide the date the use of funds commenced.**
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.**

This question is not applicable to any City of Battle Creek CDBG funded programs or activities.

**12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year**

- a. Identify the type of program and number of projects/units completed for each program.
- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

As has been previously stated in this report, a total of 32 housing units received CDBG assistance during the 2013-14 program year. All of the units were assisted through the City administered Housing Rehabilitation Program. All units were owner occupied, low –to moderate-income households.

A total of \$308,307 CDBG dollars were involved in the program.

**13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies**

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

The City is not currently engaged in any targeted HUD-approved Neighborhood Revitalization Strategies.

## **Antipoverty Strategy**

**1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.**

There were no major job training efforts undertaken with CDBG funds this program year. This continues to be a gap in services to improve the lives of low and moderate income persons in Battle Creek. However, the City continues to be committed to finding the organizations, collaborations, and/or projects needed to address this gap.

CDBG and HOME funded programs serve as the cornerstone of the City's efforts to address community development needs, including poverty. Programs and projects funded during the 2013-14 program year which addressed the causes, as well as the symptoms of poverty, included the following:

Housing rehabilitation for low to moderate income individuals unable to secure financing to address health, safety, comfort and well being issues in their homes.

Lead based paint abatement and remediation within the housing rehabilitation programs to address child lead poisoning which can affect future employment and earnings capabilities.

Financial literacy and budgeting classes offered through NIBC to encourage asset growth and proper money management techniques and responsible use of credit.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

#### **1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).**

Individuals in the non-homeless special needs category include the elderly, frail elderly, persons with severe mental illness, the developmentally disabled, the physically disabled, those with alcohol or other addictions, persons with HIV/AIDS and their families and residents of public housing.

Residents of public housing have been previously addressed in this report. The City has also chosen to include in this category Spanish-speaking persons.

During the reporting period, CDBG and HOME funds were used to support numerous programs of which individuals in the non-homeless special needs category could avail themselves. These programs included housing rehabilitation, health care, minor home repair, and rental assistance.

Several agencies operate within the City that strive to address non-homeless special needs. These agencies include: the Battle Creek Housing Commission, the ARC, Café Can Do, Battle Creek Nursing Clinic, Share Center, the Department of Veterans Affairs, Summit Pointe, Battle Creek Health Systems, the Haven, the Substance Abuse Council, the Calhoun County Health Department, the Family Health Center, Legal Services of South Central Michigan, the Literacy Council and many others.

Below is an index to the Appendices which follow this Narrative.

- Appendix A 2013-2014 Project Sheets and Summary of Specific Annual Objectives/Goals Report**
- Appendix B CDBG Activities Summary Report (PR03)**
- Appendix C Summary of Consolidated Plan Projects (PR06)**
- Appendix D CDBG Financial Summary (PR26)**
- Appendix E HOME Match Report and HOME Matching Liability Report (PR33)**
- Appendix F Women and Minority Owned Businesses**
- Appendix G Code Compliance**
- Appendix H Maps**
- Appendix I Performance Measurement attachments / Quarterly Report Forms**
- Appendix J Section 3 Report**
- Appendix K 2013 Point in Time Count and Project Connect Homeless Health Fair Data**

**Appendix A**  
**2013-2014 Project Sheets**  
**And**  
**Summary of Specific Annual Objectives and Goals Report**

<b>Project Name:</b> General Planning and Administration						
<b>Description:</b>	<b>IDIS Project #:</b> 1 (2013) <b>UOG Code:</b> MI260432 BATTLE CREEK					
Provide necessary staffing to develop, implement and monitor the overall performance of all Community Development Block Grant programs within the City.						
<b>Location:</b>	<b>Priority Need Category</b>					
Activities will be within the City. Offices are located at City Hall, Room 320, 10 North Division Street, Battle Creek, MI	<b>Select one:</b> Planning/Administration					
<b>Expected Completion Date:</b>	<b>Explanation:</b>					
6/30/2014	Community Development Staff will administer the City's 2013-2014 CDBG program adhering to program policies and regulations, provide technical assistance to subrecipients and monitor activities. National Objective Code: N/A					
<b>Objective Category</b>	<b>Specific Objectives</b>					
<input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	1 Improve the services for low/mod income persons 2 3					
<b>Outcome Categories</b>						
<input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability						
<b>Project-level Accomplishments</b>	Other	Proposed		Accompl. Type:	Proposed	
	Admin. Only	Underway			Underway	
		Complete			Complete	
		Proposed			Proposed	
	Accompl. Type:	Underway		Accompl. Type:	Underway	
		Complete			Complete	
		Proposed			Proposed	
		Underway			Underway	
	Accompl. Type:	Complete		Accompl. Type:	Complete	
	Proposed			Proposed		
	Underway			Underway		
	Complete			Complete		
<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>				
Administrative compliance with CDBG regulations	Funded programs meet identified community needs	100% of funds used for low-moderate income benefit				
21A General Program Administration 570.206		Matrix Codes				
Matrix Codes		Matrix Codes				
Matrix Codes		Matrix Codes				
CDBG	Proposed Amt.	98,597	Fund Source:	Proposed Amt.		
	Actual Amount	90,458		Actual Amount		
Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.		
	Actual Amount			Actual Amount		
Other	Proposed Units		Accompl. Type:	Proposed Units		
	Actual Units			Actual Units		
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units		
	Actual Units			Actual Units		

<b>Project Name:</b> Neighborhood Planning Administration						
<b>Description:</b>	<b>IDIS Project #:</b> 2 (2013) <b>UOG Code:</b> MI260432 BATTLE CREEK					
Provide the necessary management to conduct specific studies related to the overall program design of the comprehensive planning process and the development of the Consolidated Plan, involving Neighborhood Planning Councils, civic organizations, individuals, and other boards, commissions and committees.						
<b>Location:</b>	<b>Priority Need Category</b>					
City wide.	Select one: <input type="text" value="Planning/Administration"/>					
<b>Explanation:</b>						
<b>Expected Completion Date:</b>	The City has an established neighborhood planning network, providing meaningful input to the City regarding services, programs and policies. The Neighborhood Planning component of CDBG allows continuation of this effort to obtain resident input on local and HUD planning documents.					
6/30/2014	National Objective Code: N/A					
<b>Objective Category</b>	<b>Specific Objectives</b>					
<input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	1 <input type="text" value="Improve the services for low/mod income persons"/>					
	2 <input type="text"/>					
	3 <input type="text"/>					
<b>Outcome Categories</b>						
<input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability						
<b>Project-level Accomplishments</b>	Other <input type="text"/>	Proposed		Accompl. Type: <input type="text"/>	Proposed	
		Underway			Underway	
	Admin Only.	Complete			Complete	
	Accompl. Type: <input type="text"/>	Proposed		Accompl. Type: <input type="text"/>	Proposed	
		Underway			Underway	
		Complete			Complete	
	Accompl. Type: <input type="text"/>	Proposed		Accompl. Type: <input type="text"/>	Proposed	
		Underway			Underway	
		Complete			Complete	
<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>				
Preparation of the 2014-15 AAP and other efforts.	Completed AAP and citizen engagement	All reports prepared in accordance with regulatory requirements				
20 Planning 570.205 <input type="text"/>	Matrix Codes <input type="text"/>					
Matrix Codes <input type="text"/>	Matrix Codes <input type="text"/>					
Matrix Codes <input type="text"/>	Matrix Codes <input type="text"/>					
CDBG <input type="text"/>	Proposed Amt.	125,488	Fund Source: <input type="text"/>	Proposed Amt.		
	Actual Amount	102,214		Actual Amount		
Fund Source: <input type="text"/>	Proposed Amt.		Fund Source: <input type="text"/>	Proposed Amt.		
	Actual Amount			Actual Amount		
Other <input type="text"/>	Proposed Units		Accompl. Type: <input type="text"/>	Proposed Units		
	Actual Units			Actual Units		
Accompl. Type: <input type="text"/>	Proposed Units		Accompl. Type: <input type="text"/>	Proposed Units		
	Actual Units			Actual Units		



<b>Project Name:</b> Housing Rehabilitation Administration						
<b>Description:</b>	<b>IDIS Project #:</b> Project 4 (2013) <b>UOG Code:</b> MI260432 BATTLE CREEK					
Provide staffing to carry out rehabilitation programs to undertake marketing, loan intake, processing, property inspections, cost estimating, contractor procurement, progress and final inspections, contractor pay requests, processing change orders and providing lead risk assessments and lead clearance when applicable.						
<b>Location:</b>	<b>Priority Need Category</b>					
City wide.	Select one: <input type="text" value="Planning/Administration"/>					
<b>Expected Completion Date:</b>	<b>Explanation:</b>					
6/30/2014	Required staffing and professional services to carry out the City's housing rehabilitation programs to assist LMI households throughout the community. National					
<b>Objective Category</b>	<b>Objective:</b> N/A					
<input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity						
<b>Outcome Categories</b>	<b>Specific Objectives</b>					
<input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	1 Increase the availability of affordable owner housing 2 Improve the quality of owner housing 3					
<b>Project-level Accomplishments</b>	Other <input type="text" value="Admin Only."/> <b>Proposed</b>	<input type="text"/>	<b>Accompl. Type:</b> <input type="text"/>	<b>Proposed</b>	<input type="text"/>	
		<b>Underway</b>		<b>Underway</b>	<input type="text"/>	
		<b>Complete</b>		<b>Complete</b>	<input type="text"/>	
	<b>Accompl. Type:</b> <input type="text"/>	<b>Proposed</b>	<input type="text"/>	<b>Accompl. Type:</b> <input type="text"/>	<b>Proposed</b>	<input type="text"/>
		<b>Underway</b>	<input type="text"/>		<b>Underway</b>	<input type="text"/>
		<b>Complete</b>	<input type="text"/>		<b>Complete</b>	<input type="text"/>
	<b>Accompl. Type:</b> <input type="text"/>	<b>Proposed</b>	<input type="text"/>	<b>Accompl. Type:</b> <input type="text"/>	<b>Proposed</b>	<input type="text"/>
		<b>Underway</b>	<input type="text"/>		<b>Underway</b>	<input type="text"/>
		<b>Complete</b>	<input type="text"/>		<b>Complete</b>	<input type="text"/>
<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>				
Efficient administration of housing rehab programs	Number of households served as reported under project #5	See project #5				
14H Rehabilitation Administration 570.202	<b>Matrix Codes</b>	<b>Matrix Codes</b>				
<b>Matrix Codes</b>	<b>Matrix Codes</b>	<b>Matrix Codes</b>				
<b>Matrix Codes</b>	<b>Matrix Codes</b>	<b>Matrix Codes</b>				
Other <input type="text"/>	<b>Proposed Amt.</b>	109,730	<b>Fund Source:</b> <input type="text"/>	<b>Proposed Amt.</b>	<input type="text"/>	
	<b>Actual Amount</b>	111,100		<b>Actual Amount</b>	<input type="text"/>	
<b>Fund Source:</b> <input type="text"/>	<b>Proposed Amt.</b>	<input type="text"/>	<b>Fund Source:</b> <input type="text"/>	<b>Proposed Amt.</b>	<input type="text"/>	
	<b>Actual Amount</b>	<input type="text"/>		<b>Actual Amount</b>	<input type="text"/>	
Other <input type="text"/>	<b>Proposed Units</b>	<input type="text"/>	<b>Accompl. Type:</b> <input type="text"/>	<b>Proposed Units</b>	<input type="text"/>	
	<b>Actual Units</b>	<input type="text"/>		<b>Actual Units</b>	<input type="text"/>	
<b>Accompl. Type:</b> <input type="text"/>	<b>Proposed Units</b>	<input type="text"/>	<b>Accompl. Type:</b> <input type="text"/>	<b>Proposed Units</b>	<input type="text"/>	
	<b>Actual Units</b>	<input type="text"/>		<b>Actual Units</b>	<input type="text"/>	

<b>Project Name:</b> Housing Rehabilitation Minor Home Repair					
<b>Description:</b>	<b>IDIS Project #:</b> 5 (2013) <b>UOG Code:</b> MI260432 BATTLE CREEK				
The City provides grants and deferred loans to homeowners for necessary repairs. The primary focus will be exterior repairs for cited code violations and health and safety issues. All work will comply with HUD and EPA regulations including those that address the treatment of lead-based paint hazards, or potential hazards, and asbestos hazards. This activity also provides necessary funding to cover subsidies and defaults on all outstanding lender originated rehabilitation loans.					
<b>Location:</b>	<b>Priority Need Category</b>				
City wide.	<b>Select one:</b> Owner Occupied Housing ▼				
<b>Explanation:</b>					
<b>Expected Completion Date:</b> 6/30/2014	City provides housing rehabilitation assistance to LMI owner households to improve their living conditions.				
<b>Objective Category</b>	National Objective Code: LMH				
<input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity					
<b>Outcome Categories</b>	<b>Specific Objectives</b>				
<input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability	1 Improve the quality of owner housing ▼ 2 ▼ 3 ▼				
<b>Project-level Accomplishments</b>	10 Housing Units ▼	Proposed	60	Accompl. Type: ▼	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed
		Underway			Underway
		Complete			Complete
<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>			
Obj: Decent Housing Outcome: Sustainability	40 units rehabilitated	32 units rehabilitated			
14A Rehab; Single-Unit Residential 570.202 ▼	Matrix Codes ▼				
Matrix Codes ▼	Matrix Codes ▼				
Matrix Codes ▼	Matrix Codes ▼				
CDBG ▼	Proposed Amt.	264,212	Fund Source: ▼	Proposed Amt.	
	Actual Amount	308,308		Actual Amount	
Other ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
	Actual Amount			Actual Amount	
10 Housing Units ▼	Proposed Units	40	Accompl. Type: ▼	Proposed Units	
	Actual Units	32		Actual Units	
Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
	Actual Units			Actual Units	

<b>Project Name:</b> Street Reconstruction					
<b>Description:</b>	IDIS Project #: 6 (2013) UOG Code: MI260432 BATTLE CREEK				
This activity will affect 3 streets in the City's low- to moderate-income neighborhoods					
<b>Location:</b> Census Tract 6, Block Group 2	<b>Priority Need Category</b> <b>Select one:</b> Infrastructure				
<b>Explanation:</b>					
<b>Expected Completion Date:</b> (6/30/14)	This area benefit project will improve streets and sidewalks in one of the City's LMI identified NPC's. 1,656 individuals reside in the CT/BG's affected by this project. 78.1% of those individuals (1293) are LMI. National Objective Code: LMA				
<b>Objective Category</b> <input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	<b>Specific Objectives</b>				
<b>Outcome Categories</b> <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability	1 Improve quality / increase quantity of public improvements for lower income persons 2 3				
<b>Project-level Accomplishments</b>	01 People	Proposed	1,656	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
<b>Proposed Outcome</b>		<b>Performance Measure</b>		<b>Actual Outcome</b>	
Obj: Suitable living env. Out: Impr. Accessibility		1,656 individuals to receive benefit from this activity.		1,656 people reside in the LMI area affected by this project	
03K Street Improvements 570.201(c)		Matrix Codes		Matrix Codes	
Matrix Codes		Matrix Codes		Matrix Codes	
Matrix Codes		Matrix Codes		Matrix Codes	
<b>Program Year 1</b>	CDBG	Proposed Amt.	\$145,295	Fund Source:	Proposed Amt.
		Actual Amount	145295		Actual Amount
	Other	Proposed Amt.	\$92,705	Fund Source:	Proposed Amt.
		Actual Amount	92705		Actual Amount
<b>Program Year 2</b>	01 People	Proposed Units	1656	Accompl. Type:	Proposed Units
		Actual Units	1656		Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
<b>Program Year 3</b>	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
<b>Program Year 4</b>	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
<b>Program Year 5</b>	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
<b>Program Year 6</b>	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

<b>Project Name:</b> HOME General Administration and Planning					
<b>Description:</b>	<b>IDIS Project #:</b> 7 (2013) <b>UOG Code:</b> MI260432 BATTLE CREEK				
This activity will fund the necessary administrative and planning costs associated with the development, administration, implementation and monitoring of all HOME funded program and activities.					
<b>Location:</b> City wide.	<b>Priority Need Category</b> <b>Select one:</b> Planning/Administration				
<b>Expected Completion Date:</b> 6/30/2014	<b>Explanation:</b> This activity will fund the administration of the City's HOME Program. National Objective Code: N/A				
<b>Objective Category</b> <input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	<b>Specific Objectives</b>				
<b>Outcome Categories</b> <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	1 Improve the services for low/mod income persons 2 3				
<b>Project-level Accomplishments</b>	Other Admin only.	Proposed Underway Complete		Accompl. Type:	Proposed Underway Complete
	Accompl. Type:	Proposed Underway Complete		Accompl. Type:	Proposed Underway Complete
	Accompl. Type:	Proposed Underway Complete		Accompl. Type:	Proposed Underway Complete
	Accompl. Type:	Proposed Underway Complete		Accompl. Type:	Proposed Underway Complete
	Accompl. Type:	Proposed Underway Complete		Accompl. Type:	Proposed Underway Complete
	Accompl. Type:	Proposed Underway Complete		Accompl. Type:	Proposed Underway Complete
	Accompl. Type:	Proposed Underway Complete		Accompl. Type:	Proposed Underway Complete
	Accompl. Type:	Proposed Underway Complete		Accompl. Type:	Proposed Underway Complete
	Accompl. Type:	Proposed Underway Complete		Accompl. Type:	Proposed Underway Complete
<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>			
HOME Program administration 2013-14	HOME funded programs achieve stated goals	No findings during the program year			
21A General Program Administration 570.206	Matrix Codes	Matrix Codes			
Matrix Codes	Matrix Codes	Matrix Codes			
Matrix Codes	Matrix Codes	Matrix Codes			
HOME	Proposed Amt.	24,435	Fund Source:	Proposed Amt.	
	Actual Amount	38527		Actual Amount	
Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
	Actual Amount			Actual Amount	
Other	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	

<b>Project Name:</b> Community Action Agency - HOME Homeowner Rehabilitation					
<b>Description:</b>	<b>IDIS Project #:</b> 8 (2013) <b>UOG Code:</b> MI260432 BATTLE CREEK				
This activity will provide grants and forgivable loans to very low and low income homeowners (up to \$20,000) for rehabilitation work and up to \$15,000 for lead-based paint hazard remediation.					
<b>Location:</b>	<b>Priority Need Category</b>				
City wide.	<b>Select one:</b> Owner Occupied Housing				
<b>Explanation:</b>					
<b>Expected Completion Date:</b> 6/30/2014	LMI owner households will be assisted with rehabilitation work to improve the health, safety and condition of their properties including lead-based paint hazard remediation.				
<b>Objective Category</b>	National Objective Code: LMH				
<input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	<b>Specific Objectives</b>				
<b>Outcome Categories</b>	1 Improve the quality of owner housing				
<input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability	2				
	3				
<b>Project-level Accomplishments</b>	10 Housing Units	Proposed	4	Accompl. Type:	Proposed
		Underway			Underway
		Complete	6		Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>			
Obj: Decent Housing Out: Sustainability	4 housing units/LMI families assisted.	6 housing units/LMI families assisted			
14A Rehab; Single-Unit Residential 570.202	Matrix Codes				
Matrix Codes	Matrix Codes				
Matrix Codes	Matrix Codes				
HOME	Proposed Amt.	134,921	Fund Source:	Proposed Amt.	
	Actual Amount	187162		Actual Amount	
Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
	Actual Amount			Actual Amount	
10 Housing Units	Proposed Units	4	Accompl. Type:	Proposed Units	
	Actual Units	6		Actual Units	
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	

<b>Project Name:</b> Neighborhoods, Inc. - Acquisition/Development/Resale					
<b>Description:</b>	<b>IDIS Project #:</b> 9 (2013) <b>UOG Code:</b> MI260432 BATTLE CREEK				
This activity will fund the purchase, rehabilitation and resale of dilapidated residential properties throughout the City. This CHDO eligible activity will utilize a total of 40.5% of the City's 2012 HOME allocation thereby meeting HUD's regulatory requirement to fund CHDO eligible activities.					
<b>Location:</b>	<b>Priority Need Category</b>				
City wide.	<b>Select one:</b> Owner Occupied Housing				
<b>Explanation:</b>					
<b>Expected Completion Date:</b> 6/30/2014	This activity will provide affordable homeownership opportunities to LMI home buyers and help revitalize neighborhood areas as well.				
<b>Objective Category</b>	National Objective Code: LMH				
<input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	<b>Specific Objectives</b>				
<b>Outcome Categories</b>	1 Increase the availability of affordable owner housing				
<input checked="" type="checkbox"/> Availability/Accessibility	2 Improve the quality of owner housing				
<input checked="" type="checkbox"/> Affordability	3 Improve access to affordable owner housing				
<input type="checkbox"/> Sustainability					
<b>Project-level Accomplishments</b>	10 Housing Units	Proposed	1	Accompl. Type:	Proposed
		Underway			Underway
		Complete	1		Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>			
Obj: Decent Housing Out: Affordability	Purchase, rehab and resale of 1 units for LMI homeownership	1 unit/LMI families assisted			
14A Rehab; Single-Unit Residential 570.202	Matrix Codes				
Matrix Codes	Matrix Codes				
Matrix Codes	Matrix Codes				
HOME	Proposed Amt.	85,000	Fund Source:	Proposed Amt.	
	Actual Amount	136,395		Actual Amount	
Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
	Actual Amount			Actual Amount	
10 Housing Units	Proposed Units	1	Accompl. Type:	Proposed Units	
	Actual Units	1		Actual Units	
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	

City of Battle Creek  
2013-14 Summary of Specific Annual Objectives / Goals (Table 3A)

	2010			2011			2012			2013			2014			Cumulative*		
	Goal	Actual	%	Goal	Actual	%	Goal	Actual	%	Goal	Actual	%	Goal	Actual	%	Goal	Actual	%
<b>Decent Housing</b>																		
# of Homes / Families receiving housing rehabilitation assistance	45	37	82%	39	36	92%	27	48	178%	44	38	86%				155	159	103%
# of New housing units created for LMI purchasers	1	0	0%	1	5	500%	1	1	100%	1	1	100%				4	7	175%
<b>TOTALS</b>	<b>46</b>	<b>37</b>	<b>80%</b>	<b>40</b>	<b>41</b>	<b>103%</b>	<b>28</b>	<b>49</b>	<b>175%</b>	<b>45</b>	<b>39</b>	<b>87%</b>				<b>159</b>	<b>166</b>	<b>104%</b>

	2010			2011			2012			2013			2014			Cumulative*		
	Goal	Actual	%	Goal	Actual	%	Goal	Actual	%									
<b>Suitable Living Environment</b>																		
# of persons in LMI areas benefiting from Code Compliance activities	26,660	26,660	100%	26,660	26,660	100%	26,660	26,660	100%	26,660	26,660	100%				106,640	106,640	100%
# of persons in LMI areas benefiting from Street Improvement activities	1,695	1,695	100%	1,027	1,027	100%	-	-	-	1,656	1,656	100%				4,378	4378	100%
# of individuals benefiting from Public Service activities	3,401	4,154	122%	2,337	3,213	137%	2,920	3,657	125%	-	-	-				8,658	11,024	127%
<b>TOTALS</b>	<b>31,756</b>	<b>32,509</b>	<b>102%</b>	<b>30,024</b>	<b>30,900</b>	<b>103%</b>	<b>29,580</b>	<b>30,317</b>	<b>102%</b>	<b>28,316</b>	<b>28,316</b>	<b>100%</b>				<b>119,676</b>	<b>122,042</b>	<b>102%</b>

	2010			2011			2012			2013			2014			Cumulative*		
	Goal	Actual	%	Goal	Actual	%												
<b>Expanding Economic Opportunities</b>																		

\* Cumulative Results are Reported at Year-end in the Consolidated Annual Performance Evaluation Report (CAPER)

**Appendix B**  
**CDBG Activities Summary Report (PR03)**



U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Integrated Disbursement and Information System  
CDBG Activity Summary Report (GPR) for Program Year 2013  
BATTLE CREEK

Date: 28-Aug-2014  
Time: 10:06  
Page: 1

**PGM Year:** 2011  
**Project:** 0003 - Code Enforcement  
**IDIS Activity:** 587 - Code Enforcement

Status: Completed 8/14/2013 12:00:00 AM  
 Location: 77 Michigan Ave E Battle Creek, MI 49017-7029

Objective: Create suitable living environments  
 Outcome: Sustainability  
 Matrix Code: Code Enforcement (15) National Objective: LMA

**Initial Funding Date:** 08/24/2011

**Financing**

Funded Amount: 529,061.00  
 Drawn Thru Program Year: 529,061.00  
 Drawn In Program Year: 0.00

**Description:**

Provide staffing for the City's Neighborhood Code Compliance Division.

**Proposed Accomplishments**

People (General) : 26,660  
 Total Population in Service Area: 26,660  
 Census Tract Percent Low / Mod: 64.60

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
2011	This activity is complete for the 2011-12 program year. Code Enforcement services were provided in targetted areas of Battle Creek benefitting 26660 people.	

**PGM Year:** 2012  
**Project:** 0001 - General Planning and Administration  
**IDIS Activity:** 602 - General Planning and Administration

Status: Completed 1/17/2014 12:00:00 AM  
 Location: ,

Objective:  
 Outcome:  
 Matrix Code: General Program Administration (21A) National Objective:

**Initial Funding Date:** 08/31/2012

**Financing**

Funded Amount: 74,465.92  
 Drawn Thru Program Year: 74,465.92  
 Drawn In Program Year: 0.00

**Description:**

Provide necessary staffing to develop, implement and monitor the overall performance of all Community Development Block Grant programs within the City.

**Proposed Accomplishments**

**Actual Accomplishments**

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		

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

Female-headed Households: 0

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

**Annual Accomplishments**

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

**PGM Year:** 2012  
**Project:** 0002 - Neighborhood Planning Administration  
**IDIS Activity:** 603 - Neighborhood Planning Administration

Status: Completed 1/17/2014 12:00:00 AM  
Location: ,

Objective:  
Outcome:  
Matrix Code: Planning (20) National Objective:

**Initial Funding Date:** 08/31/2012

**Financing**

Funded Amount: 59,152.39  
Drawn Thru Program Year: 59,152.39  
Drawn In Program Year: 0.00

**Description:**

Provide the necessary management to conduct specific studies related to the overall program design of the comprehensive planning process and the development of the Consolidated Plan, involving Neighborhood Planning Councils, civic organizations, individuals, and other boards, commissions and committees.

**Proposed Accomplishments**

**Actual Accomplishments**

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

*Income Category:*

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

**Annual Accomplishments**

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

**PGM Year:** 2012  
**Project:** 0003 - Code Enforcement  
**IDIS Activity:** 604 - Code Enforcement

Status: Completed 8/27/2014 12:00:00 AM      Objective: Create suitable living environments  
 Location: 10 N Division St Battle Creek, MI 49014-4004      Outcome: Sustainability

**Initial Funding Date:** 08/31/2012

**Financing**

Funded Amount: 619,239.82  
 Drawn Thru Program Year: 619,239.82  
 Drawn In Program Year: 355,200.46

**Proposed Accomplishments**

People (General) : 26,660  
 Total Population in Service Area: 26,660  
 Census Tract Percent Low / Mod: 64.60

**Description:**

Provide staffing for the City's Neighborhood Code Compliance Division.

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
2012	This activity is complete for the 2012-13 program year. Remaining funds will be brought forward for use in the next program year and accomplishments will be reported at the new activity number.	

**PGM Year:** 2012  
**Project:** 0004 - Housing Rehabilitation Administration  
**IDIS Activity:** 605 - Housing Rehabilitation Administration

**Status:** Completed 1/17/2014 12:00:00 AM  
**Location:** 77 Michigan Ave E Battle Creek, MI 49017-7029

**Objective:** Provide decent affordable housing  
**Outcome:** Sustainability  
**Matrix Code:** Rehabilitation Administration (14H)      **National Objective:** LMH

**Initial Funding Date:** 08/31/2012

**Financing**

Funded Amount: 88,330.00  
 Drawn Thru Program Year: 88,330.00  
 Drawn In Program Year: 15,544.21

**Description:**

Required staffing and professional services to carry out the City's housing rehabilitation programs to assist LMI households through out the community.

**Proposed Accomplishments**

**Actual Accomplishments**

*Number assisted:*

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0		0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0

Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>							

Female-headed Households: 0 0 0

*Income Category:*

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

**Annual Accomplishments**

<b>Years</b>	<b>Accomplishment Narrative</b>	<b># Benefitting</b>
2012	This activity is complete for the 2012-13 program year.	

**PGM Year:** 2012  
**Project:** 0005 - Housing Rehabilitation Minor Home Repair  
**IDIS Activity:** 606 - Housing Rehabilitation Minor Home Repair

Status: Completed 1/17/2014 12:00:00 AM Objective: Provide decent affordable housing  
Location: 175 Grenville St Battle Creek, MI 49014-5054 Outcome: Sustainability  
Matrix Code: Rehab; Single-Unit Residential (14A) National Objective: LMH

**Initial Funding Date:** 08/31/2012

**Financing**

Funded Amount: 304,470.00  
Drawn Thru Program Year: 304,470.00  
Drawn In Program Year: 134,307.60

**Description:**

City provides housing rehabilitation assistance to LMI owner households to improve their living conditions.

**Proposed Accomplishments**

Housing Units : 24

**Actual Accomplishments**

<i>Number assisted:</i>	<b>Owner</b>		<b>Renter</b>		<b>Total</b>		<b>Person</b>	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	28	0	0	0	28	0	0	0
Black/African American:	14	0	0	0	14	0	0	0
Asian:	1	0	0	0	1	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0

Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	1	0	0	0	1	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	1	1	0	0	1	1	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>45</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>1</b>	<b>0</b>	<b>0</b>

Female-headed Households: 0 0 0 0

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low	18	0	18	0
Low Mod	14	0	14	0
Moderate	13	0	13	0
Non Low Moderate	0	0	0	0
Total	45	0	45	0
Percent Low/Mod	100.0%		100.0%	

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
2012	14 households were served in quarter 1 of the 2012-13 program year. 16 households were served in quarter 2 of the 2012-13 program year. 15 Households were served in quarters 3 and 4 of the 2012-13 program year.	

**PGM Year:** 2012  
**Project:** 0006 - Community HealthCare Connections - Nursing Clinic  
**IDIS Activity:** 607 - Nursing Clinic

Status: Completed 7/22/2013 12:00:00 AM Objective: Create suitable living environments  
Location: 190 E Michigan Ave Ste 385 Suite 385 Battle Creek, MI 49014-4019 Outcome: Availability/accessibility  
Matrix Code: Public Services (General) (05) National Objective: LMC

**Initial Funding Date:** 08/31/2012

**Financing**

Funded Amount: 25,000.00  
Drawn Thru Program Year: 25,000.00  
Drawn In Program Year: 0.00

**Description:**

This public service activity will provide a central access point to necessary health care and community health resources, targeted to the uninsured and LMI population of the City.

**Proposed Accomplishments**

People (General) : 2,465

**Actual Accomplishments**

<i>Number assisted:</i>	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	2,075	90
Black/African American:	0	0	0	0	0	0	669	0

Asian:	0	0	0	0	0	0	32	0
American Indian/Alaskan Native:	0	0	0	0	0	0	26	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	2	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	56	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	52	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,912</b>	<b>90</b>

Female-headed Households: 0 0 0 0

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low	0	0	0	1,651
Low Mod	0	0	0	1,125
Moderate	0	0	0	136
Non Low Moderate	0	0	0	0
Total	0	0	0	2,912
Percent Low/Mod				100.0%

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
2012	857 individuals were served in Quarter 1 of the 2012-13 program year. 699 individuals were served in Quarter 2 of the 2012-13 program year. 708 individuals were served in Quarter 3 of the 2012-13 program year. 648 individuals were served in Quarter 4 of the 2012-13 program year.	

**PGM Year:** 2012  
**Project:** 0007 - The Haven - Case Management  
**IDIS Activity:** 608 - The Haven - Case Management

**Status:** Completed 8/20/2013 12:00:00 AM  
**Location:** 11 Green St Battle Creek, MI 49014-4028

**Objective:** Create suitable living environments  
**Outcome:** Availability/accessibility  
**Matrix Code:** Public Services (General) (05) **National Objective:** LMC

**Initial Funding Date:** 08/31/2012

**Financing**

Funded Amount: 25,000.00  
 Drawn Thru Program Year: 25,000.00  
 Drawn In Program Year: 0.00

**Description:**

This program will assist homeless women and children with needed counseling to stabilize their lives and to help them progress through the local homeless continuum.

**Proposed Accomplishments**

People (General) : 280

**Actual Accomplishments**

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	259	21
Black/African American:	0	0	0	0	0	0	189	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	3	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	3	0
Asian White:	0	0	0	0	0	0	1	0
Black/African American & White:	0	0	0	0	0	0	14	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	1	0
Other multi-racial:	0	0	0	0	0	0	63	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>533</b>	<b>21</b>
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	533
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	533
Percent Low/Mod				100.0%

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefiting
2012	188 households were served in Quarter 1 of the 2012-13 program year. 133 households were served in Quarter 2 of the 2012-13 program year. 110 households were served in Quarter 3 of the 2012-13 program year. 102 households were served in Quarter 4 of the 2012-13 program year.	

**PGM Year:** 2012  
**Project:** 0008 - S.A.F.E. Place - Domestic Violence Center  
**IDIS Activity:** 609 - S.A.F.E. Place - Domestic Violence Center

Status: Completed 7/22/2013 12:00:00 AM      Objective: Create suitable living environments  
 Location: Address Suppressed      Outcome: Availability/accessibility  
 Matrix Code: Battered and Abused Spouses (05G)      National Objective: LMC

**Initial Funding Date:** 08/31/2012

**Description:**

This activity will provide support to victims of domestic violence including shelter, advocacy, counseling, and information.

**Financing**

Funded Amount: 25,000.00  
 Drawn Thru Program Year: 25,000.00  
 Drawn In Program Year: 0.00

**Proposed Accomplishments**

People (General) : 125

**Actual Accomplishments**

*Number assisted:*

	<b>Owner</b>		<b>Renter</b>		<b>Total</b>		<b>Person</b>	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	81	8
Black/African American:	0	0	0	0	0	0	65	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	1	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	5	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>152</b>	<b>8</b>
Female-headed Households:	0		0		0			

*Income Category:*

	<b>Owner</b>	<b>Renter</b>	<b>Total</b>	<b>Person</b>
Extremely Low	0	0	0	145
Low Mod	0	0	0	6
Moderate	0	0	0	1
Non Low Moderate	0	0	0	0
Total	0	0	0	152
Percent Low/Mod				100.0%

**Annual Accomplishments**

<b>Years</b>	<b>Accomplishment Narrative</b>	<b># Benefitting</b>
2012	50 people were provided services in Quarter 1 of the 2012-13 program year. 39 people were provided services in Quarter 2 of the 2012-13 program year. 19 people were provided services in Quarter 3 of the 2012-13 program year. 44 people were provided services in Quarter 4 of the 2012-13 program year.	

**PGM Year:** 2012  
**Project:** 0009 - Salvation Army - Rental Assistance  
**IDIS Activity:** 610 - Salvation Army - Rental Assistance

Status: Completed 8/20/2013 12:00:00 AM  
 Location: 400 Capital Ave NE 400 NE Capital Ave Battle Creek, MI 49017-4832

Objective: Create suitable living environments  
 Outcome: Affordability  
 Matrix Code: Public Services (General) (05) National Objective: LMC

**Initial Funding Date:** 08/31/2012

**Financing**

Funded Amount: 25,000.00  
 Drawn Thru Program Year: 25,000.00  
 Drawn In Program Year: 0.00

**Description:**

Emergency rental housing assistance will be provided to LMI personhouseholds to help them maintain their existing rental unit and/or to assist them in finding a suitable one.

**Proposed Accomplishments**

People (General) : 50

**Actual Accomplishments**

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	32	0
Black/African American:	0	0	0	0	0	0	25	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	2	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	1	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>
Female-headed Households:	0		0		0			

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	51
Low Mod	0	0	0	8
Moderate	0	0	0	1
Non Low Moderate	0	0	0	0
Total	0	0	0	60
Percent Low/Mod				100.0%

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
2012	10 households were served in quarter one of the 2012-13 program year. 8 households were served in quarter two of the 2012-13 program year. 14 households were served in quarter three of the 2012-13 program year. 28 households were served in quarter four of the 2012-13 program year.	

**PGM Year:** 2013  
**Project:** 0001 - General Planning and Administration  
**IDIS Activity:** 619 - General Planning and Administration

Status: Completed 8/27/2014 12:00:00 AM  
 Location: ,

Objective:  
 Outcome:  
 Matrix Code: General Program Administration (21A)      National Objective:

**Initial Funding Date:** 08/16/2013

**Financing**

Funded Amount: 90,458.40  
 Drawn Thru Program Year: 90,458.40  
 Drawn In Program Year: 90,458.40

**Description:**

Provide necessary staffing to develop, implement and monitor the overall performance of all Community Development Block Grant programs within the City.

**Proposed Accomplishments**

**Actual Accomplishments**

*Number assisted:*

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

Female-headed Households: 0

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	

Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

**Annual Accomplishments**

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

**PGM Year:** 2013  
**Project:** 0002 - Neighborhood Planning Administration  
**IDIS Activity:** 620 - Neighborhood Planning Administration

Status: Completed 8/27/2014 12:00:00 AM  
Location: ,

Objective:  
Outcome:  
Matrix Code: Planning (20) National Objective:

**Initial Funding Date:** 08/19/2013  
**Financing**  
Funded Amount: 102,214.60  
Drawn Thru Program Year: 102,214.60  
Drawn In Program Year: 102,214.60

**Description:**  
The City has an established neighborhood planning network, providing meaningful input to the City regarding serices, programs and policies.  
The Neighborhood Planning component of CDBG allows continuation of this effort to obtain resident input on local and HUD plannign documents.

**Proposed Accomplishments**

**Actual Accomplishments**

Number assisted:

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

**Total:** 0 0 0 0 0 0 0 0

Female-headed Households:

0

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

**Annual Accomplishments**

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

**PGM Year:** 2013  
**Project:** 0003 - Code Enforcement  
**IDIS Activity:** 621 - Code Enforcement

Status: Open  
 Location: 77 Michigan Ave E Ste 220 Battle Creek, MI 49017-7032

Objective: Create suitable living environments  
 Outcome: Sustainability  
 Matrix Code: Code Enforcement (15) National Objective: LMA

**Initial Funding Date:** 08/19/2013

**Financing**  
 Funded Amount: 460,697.68  
 Drawn Thru Program Year: 140,638.29  
 Drawn In Program Year: 140,638.29

**Description:**  
 Carry out code enforcement in LMI areas of the City to complement other Community Development activities.  
 This activity will serve to arrest the decline in areas due to code violations, abandoned inoperable vehicles, citizen complaints regarding refuse and weed control and housing code violations.  
 65% of citizens residing in these areas are LMI

**Proposed Accomplishments**

People (General) : 26,660  
 Total Population in Service Area: 26,660  
 Census Tract Percent Low / Mod: 64.60

**Annual Accomplishments**

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

**PGM Year:** 2013  
**Project:** 0004 - Housing Rehabilitation Administration  
**IDIS Activity:** 622 - Housing Rehabilitation Administration

Status: Open  
 Location: 77 Michigan Ave E Ste 220 Suite 220 Battle Creek, MI 49017-7032

Objective: Provide decent affordable housing  
 Outcome: Sustainability  
 Matrix Code: Rehabilitation Administration (14H) National Objective: LMH

**Initial Funding Date:** 08/19/2013

**Financing**

Funded Amount: 110,080.00  
 Drawn Thru Program Year: 95,906.21  
 Drawn In Program Year: 95,906.21

**Description:**

Required staffing and professional services to carry out the City's housing rehabilitation programs to assist LMI households throughout the community.

**Proposed Accomplishments**

**Actual Accomplishments**

*Number assisted:*

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

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0

**Annual Accomplishments**

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

**PGM Year:** 2013  
**Project:** 0005 - Housing Rehabilitation Minor Home Repair  
**IDIS Activity:** 623 - Housing Rehabilitation Minor Home Repair

Status: Open Objective: Provide decent affordable housing  
 Location: 77 Michigan Ave E Ste 220 Suite 220 Battle Creek, MI 49017-7032 Outcome: Sustainability  
 Matrix Code: Rehab; Single-Unit Residential (14A) National Objective: LMH

**Initial Funding Date:** 08/19/2013

**Financing** Description: City provides housing rehabilitation assistance to LMI owner households to improve their living conditions.

Funded Amount: 297,649.62  
 Drawn Thru Program Year: 205,151.45  
 Drawn In Program Year: 205,151.45

**Proposed Accomplishments**

Housing Units : 40

**Actual Accomplishments**

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	14	2	0	0	14	2	0	0
Black/African American:	8	0	0	0	8	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>22</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>2</b>	<b>0</b>	<b>0</b>

Female-headed Households:

17

0

17

Income Category:

	Owner	Renter	Total	Person
Extremely Low	1	0	1	0
Low Mod	8	0	8	0
Moderate	13	0	13	0
Non Low Moderate	0	0	0	0
Total	22	0	22	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2013	22 Households were served in quarters 1 and 2 of the 2013-14 program year.	

PGM Year: 2013

Project: 0006 - Street Reconstruction

IDIS Activity: 624 - Street Reconstruction

Status: Open

Location: 77 Michigan Ave E Ste 220 Battle Creek, MI 49017-7032

Objective: Create suitable living environments

Outcome: Sustainability

Matrix Code: Street Improvements (03K)

National Objective: LMA

Initial Funding Date: 08/19/2013

Financing

Funded Amount: 238,000.00

Drawn Thru Program Year: 238,000.00

Drawn In Program Year: 238,000.00

Description:

This area benefit project will improve streets and sidewalks in one of the City's LMI identified NPC's. 1,656 individuals reside in teh CTBG's affected by this project. 78.1% of those individuals (1293) are LMI.

Proposed Accomplishments

People (General) : 1,656

Total Population in Service Area: 1,656

Census Tract Percent Low / Mod: 80.70

Annual Accomplishments

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

Total Funded Amount: \$3,073,819.43

Total Drawn Thru Program Year: \$2,647,088.08

Total Drawn In Program Year: \$1,377,421.22

**Appendix C**  
**Summary of Consolidated Plan Projects (PR06)**

OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

PR06 - Summary of Consolidated Plan Projects for Report  
Year

Plan IDIS Year Project	Project Title and Description	Program	Project Estimate	Committed Amount	Amount Drawn Thru Report Year	Amount Available to Draw	Amount Drawn in Report Year	
2013 1	General Planning and Administration	Provide necessary staffing to develop, implement and monitor the overall performance of all Community Development Block Grant programs within the City.	CDBG	\$98,597.00	\$90,458.40	\$90,458.40	\$0.00	\$90,458.40
2	Neighborhood Planning Administration	Provide the necessary management to conduct specific studies related to the overall program design of the comprehensive planning process and the development of the Consolidated Plan, involving Neighborhood Planning Councils, civic organizations, individuals, and other boards, commissions and committees.	CDBG	\$125,488.00	\$102,214.60	\$102,214.60	\$0.00	\$102,214.60
3	Code Enforcement	Provide staffing for the City's Neighborhood Code Compliance Division.	CDBG	\$422,401.00	\$460,697.68	\$140,638.29	\$320,059.39	\$140,638.29
4	Housing Rehabilitation Administration	Provide staffing to carry out rehabilitation programs to undertake marketing, loan intake, processing, property inspections, cost estimating, contractor procurement, progress and final inspections, contractor pay requests, processing change orders and providing lead risk assessments and lead clearance when applicable.	CDBG	\$0.00	\$110,080.00	\$95,906.21	\$14,173.79	\$95,906.21
5	Housing Rehabilitation Minor Home Repair	The City provides grants and deferred loans to homeowners for necessary repairs. the primary focus will be exterior repairs for cited code violations and health and safety issues. All work will comply with HUD and EPA regulations including those that address the treatment of lead-based paint hazards, or potential hazards, and asbestos hazards. This activity also provides necessary funding to cover subsidies and defaults on all outstanding lender originated rehabilitation loans.	CDBG	\$264,212.00	\$297,649.62	\$205,151.45	\$92,498.17	\$205,151.45
6	Street Reconstruction	This activity will affect 3 streets in the City's low-to moderate-income neighborhoods. The entire length of Warrent Street will be resurfaced along with new sidewalk on the north side. Oak Street from Warren Street to High Street will be resurfaced with new sidewalk on both sides of the street. High Street from Oak Street to Willow Street and Willow Street Oakhill Drive to Main Street will be reconstructed. This work will include the complete reconstruction of the bituminous surface, all concrete sidewalks, curbs, and gutters.	CDBG	\$0.00	\$238,000.00	\$238,000.00	\$0.00	\$238,000.00
7	HOME General Administration and Planning	This activity will fund the necessary administrative and planning costs associated with the development, administration, implementation and monitoring of all HOME funded program and activities.	HOME	\$24,435.00	\$24,435.00	\$3,350.54	\$21,084.46	\$3,350.54
8	Community Action Agency - HOME Homeowner Rehabilitation	This activity will provide grants and forgivable loans to very low and low income homeowners (up to \$20,000) for rehabilitation work and up to \$15,000 for lead-based paint hazard remediation.	HOME	\$134,921.00	\$144,721.42	\$81,104.19	\$63,617.23	\$81,104.19
9	Neighborhoods, Inc. - Acquisition/Development/Resale	This activity will fund the purchase, rehabilitation and resale of dilapidated residential properties throughout the City. This CHDO eligible activity will utilize a total of 32% of the City's 2012 HOME allocation thereby meeting HUD's regulatory requirement to fund CHDO eligible activities.	HOME	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00

**Appendix D**  
**CDBG Financial Summary (PR26)**



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 2013  
 BATTLE CREEK , MI

DATE: 08-28-14  
 TIME: 12:49  
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	261,601.27
02 ENTITLEMENT GRANT	1,165,723.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	219,019.42
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 RETURNS	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,646,343.69

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,184,748.22
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,184,748.22
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	192,673.00
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)	1,377,421.22
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	268,922.47

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,184,748.22
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,184,748.22
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

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

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	1,165,723.00
33 PRIOR YEAR PROGRAM INCOME	200,952.54
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,366,675.54
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	192,673.00
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)	192,673.00
42 ENTITLEMENT GRANT	1,165,723.00
43 CURRENT YEAR PROGRAM INCOME	219,019.42
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,384,742.42
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	13.91%



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 2013  
 BATTLE CREEK , MI

DATE: 08-28-14  
 TIME: 12:49  
 PAGE: 2

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

Report returned no data.

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

Report returned no data.

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2012	3	604	5613735	Code Enforcement	15	LMA	\$22,266.70
2012	3	604	5618886	Code Enforcement	15	LMA	\$58,713.89
2012	3	604	5635665	Code Enforcement	15	LMA	\$34,177.31
2012	3	604	5647285	Code Enforcement	15	LMA	\$47,757.43
2012	3	604	5647617	Code Enforcement	15	LMA	\$37,590.00
2012	3	604	5652538	Code Enforcement	15	LMA	\$52,655.00
2012	3	604	5670519	Code Enforcement	15	LMA	\$18,011.17
2012	3	604	5683185	Code Enforcement	15	LMA	\$49,193.80
2012	3	604	5683212	Code Enforcement	15	LMA	\$34,835.16
2012	4	605	5613735	Housing Rehabilitation Administration	14H	LMH	\$15,263.14
2012	4	605	5618886	Housing Rehabilitation Administration	14H	LMH	\$281.07
2012	5	606	5594352	Housing Rehabilitation Minor Home Repair	14A	LMH	\$15,021.00
2012	5	606	5613735	Housing Rehabilitation Minor Home Repair	14A	LMH	\$72,028.96
2012	5	606	5618740	Housing Rehabilitation Minor Home Repair	14A	LMH	\$26,002.00
2012	5	606	5618886	Housing Rehabilitation Minor Home Repair	14A	LMH	\$21,255.64
2013	3	621	5683212	Code Enforcement	15	LMA	\$13,331.78
2013	3	621	5697098	Code Enforcement	15	LMA	\$23,107.96
2013	3	621	5720932	Code Enforcement	15	LMA	\$65,901.87
2013	3	621	5721337	Code Enforcement	15	LMA	\$38,296.68
2013	4	622	5618886	Housing Rehabilitation Administration	14H	LMH	\$13,134.44
2013	4	622	5628783	Housing Rehabilitation Administration	14H	LMH	\$4,368.70
2013	4	622	5635665	Housing Rehabilitation Administration	14H	LMH	\$10,207.99
2013	4	622	5647285	Housing Rehabilitation Administration	14H	LMH	\$10,072.87
2013	4	622	5657411	Housing Rehabilitation Administration	14H	LMH	\$4,911.95
2013	4	622	5670519	Housing Rehabilitation Administration	14H	LMH	\$10,835.72
2013	4	622	5683212	Housing Rehabilitation Administration	14H	LMH	\$13,951.86
2013	4	622	5697098	Housing Rehabilitation Administration	14H	LMH	\$21,624.19
2013	4	622	5720932	Housing Rehabilitation Administration	14H	LMH	\$6,448.49
2013	4	622	5723816	Housing Rehabilitation Administration	14H	LMH	\$350.00
2013	5	623	5618886	Housing Rehabilitation Minor Home Repair	14A	LMH	\$6,353.90
2013	5	623	5628783	Housing Rehabilitation Minor Home Repair	14A	LMH	\$79,713.70
2013	5	623	5635665	Housing Rehabilitation Minor Home Repair	14A	LMH	\$1,760.43
2013	5	623	5635926	Housing Rehabilitation Minor Home Repair	14A	LMH	\$3,575.00
2013	5	623	5647285	Housing Rehabilitation Minor Home Repair	14A	LMH	\$5,252.57
2013	5	623	5657411	Housing Rehabilitation Minor Home Repair	14A	LMH	\$20,008.56
2013	5	623	5670519	Housing Rehabilitation Minor Home Repair	14A	LMH	\$5,688.74
2013	5	623	5683212	Housing Rehabilitation Minor Home Repair	14A	LMH	\$17,155.02
2013	5	623	5697098	Housing Rehabilitation Minor Home Repair	14A	LMH	\$4,630.29
2013	5	623	5697323	Housing Rehabilitation Minor Home Repair	14A	LMH	\$29,862.62
2013	5	623	5720932	Housing Rehabilitation Minor Home Repair	14A	LMH	\$31,150.62
2013	6	624	5694504	Street Reconstruction	03K	LMA	\$238,000.00
Total							\$1,184,748.22

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

Report returned no data.



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 2013  
 BATTLE CREEK , MI

DATE: 08-28-14  
 TIME: 12:49  
 PAGE: 3

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
2013	1	619	5609895	General Planning and Administration	21A		\$4,403.03
2013	1	619	5613735	General Planning and Administration	21A		\$6,638.16
2013	1	619	5618886	General Planning and Administration	21A		\$8,826.01
2013	1	619	5628783	General Planning and Administration	21A		\$3,970.22
2013	1	619	5635665	General Planning and Administration	21A		\$8,878.72
2013	1	619	5647285	General Planning and Administration	21A		\$13,843.12
2013	1	619	5657411	General Planning and Administration	21A		\$3,555.12
2013	1	619	5670519	General Planning and Administration	21A		\$6,546.54
2013	1	619	5683212	General Planning and Administration	21A		\$9,181.54
2013	1	619	5697098	General Planning and Administration	21A		\$13,327.87
2013	1	619	5720932	General Planning and Administration	21A		\$11,288.07
2013	2	620	5609895	Neighborhood Planning Administration	20		\$6,962.03
2013	2	620	5613735	Neighborhood Planning Administration	20		\$9,071.27
2013	2	620	5618886	Neighborhood Planning Administration	20		\$6,517.42
2013	2	620	5628783	Neighborhood Planning Administration	20		\$3,425.10
2013	2	620	5635665	Neighborhood Planning Administration	20		\$7,309.24
2013	2	620	5647285	Neighborhood Planning Administration	20		\$6,566.06
2013	2	620	5657411	Neighborhood Planning Administration	20		\$3,001.04
2013	2	620	5670519	Neighborhood Planning Administration	20		\$5,528.71
2013	2	620	5683212	Neighborhood Planning Administration	20		\$8,007.79
2013	2	620	5697098	Neighborhood Planning Administration	20		\$12,569.55
2013	2	620	5720932	Neighborhood Planning Administration	20		\$33,256.39
Total							\$192,673.00

**Appendix E**  
**HOME Match Report**  
**And HOME Matching Liability Report (PR33)**





Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

## Instructions for the HOME Match Report

### Applicability:

The HOME Match Report is part of the HOME APR and must be filled out by every participating jurisdiction that incurred a match liability. Match liability occurs when FY 1993 funds (or subsequent year funds) are drawn down from the U.S. Treasury for HOME projects. A Participating Jurisdiction (PJ) may start counting match contributions as of the beginning of Federal Fiscal Year 1993 (October 1, 1992). A jurisdiction not required to submit this report, either because it did not incur any match or because it had a full match reduction, may submit a HOME Match Report if it wishes. The match would count as excess match that is carried over to subsequent years. The match reported on this form must have been contributed during the reporting period (between October 1 and September 30).

### Timing:

This form is to be submitted as part of the HOME APR on or before December 31. The original is sent to the HUD Field Office. One copy is sent to the

Office of Affordable Housing Programs, CGHF  
Room 7176, HUD, 451 7th Street, S.W.  
Washington, D.C. 20410.

The participating jurisdiction also keeps a copy.

### Instructions for Part II:

1. **Excess match from prior Federal fiscal year:** Excess match carried over from prior Federal fiscal year.
2. **Match contributed during current Federal fiscal year:** The total amount of match contributions for all projects listed under Part III in column 9 for the Federal fiscal year.

3. **Total match available for current Federal fiscal year:** The sum of excess match carried over from the prior Federal fiscal year (Part II, line 1) and the total match contribution for the current Federal fiscal year (Part II, line 2). This sum is the total match available for the Federal fiscal year.

4. **Match liability for current Federal fiscal year:** The amount of match liability is available from HUD and is provided periodically to PJs. The match must be provided in the current year. The amount of match that must be provided is based on the amount of HOME funds drawn from the U.S. Treasury for HOME projects. The amount of match required equals 25% of the amount drawn down for HOME projects during the Federal fiscal year. Excess match may be carried over and used to meet match liability for subsequent years (see Part II line 5). Funds drawn down for administrative costs, CHDO operating expenses, and CHDO capacity building do not have to be matched. Funds drawn down for CHDO seed money and/or technical assistance loans do not have to be matched if the project does not go forward. A jurisdiction is allowed to get a partial reduction (50%) of match if it meets one of two statutory distress criteria, indicating "fiscal distress," or else a full reduction (100%) of match if it meets both criteria, indicating "severe fiscal distress." The two criteria are poverty rate (must be equal to or greater than 125% of the average national family poverty rate to qualify for a reduction) and per capita income (must be less than 75% of the national average per capita income to qualify for a reduction). In addition, a jurisdiction can get a full reduction if it is declared a disaster area under the Robert T. Stafford Disaster Relief and Emergency Act.

5. **Excess match carried over to next Federal fiscal year:** The total match available for the current Federal fiscal year (Part II, line 3) minus the match liability for the current Federal fiscal year (Part II, line 4). Excess match may be carried over and applied to future HOME project match liability.

### Instructions for Part III:

1. **Project No. or Other ID:** "Project number" is assigned by the C/MI System when the PJ makes a project setup call. These projects involve at least some Treasury funds. If the HOME project does not involve Treasury funds, it must be identified with "other ID" as follows: the fiscal year (last two digits only), followed by a number (starting from "01" for the first non-Treasury-funded project of the fiscal year), and then at least one of the following abbreviations: "SF" for project using shortfall funds, "PI" for projects using program income, and "NON" for non-HOME-assisted affordable housing. Example: 93.01.SF, 93.02.PI, 93.03.NON, etc.

Shortfall funds are non-HOME funds used to make up the difference between the participation threshold and the amount of HOME funds allocated to the PJ; the participation threshold requirement applies only in the PJ's first year of eligibility. [§92.102]

Program income (also called "repayment income") is any return on the investment of HOME funds. This income must be deposited in the jurisdiction's HOME account to be used for HOME projects. [§92.503(b)]

Non-HOME-assisted affordable housing is investment in housing not assisted by HOME funds that would qualify as “affordable housing” under the HOME Program definitions. “NON” funds must be contributed to a specific project; it is not sufficient to make a contribution to an entity engaged in developing affordable housing. [§92.219(b)]

2. **Date of Contribution:** Enter the date of contribution. Multiple entries may be made on a single line as long as the contributions were made during the current fiscal year. In such cases, if the contributions were made at different dates during the year, enter the date of the last contribution.
3. **Cash:** Cash contributions from non-Federal resources. This means the funds are contributed permanently to the HOME Program regardless of the form of investment the jurisdiction provides to a project. Therefore all repayment, interest, or other return on investment of the contribution must be deposited in the PJ’s HOME account to be used for HOME projects. The PJ, non-Federal public entities (State/local governments), private entities, and individuals can make contributions. The grant equivalent of a below-market interest rate loan to the project is eligible when the loan is not repayable to the PJ’s HOME account. [§92.220(a)(1)] In addition, a cash contribution can count as match if it is used for eligible costs defined under §92.206 (except administrative costs and CHDO operating expenses) or under §92.209, or for the following non-eligible costs: the value of non-Federal funds used to remove and relocate ECHO units to accommodate eligible tenants, a project reserve account for replacements, a project reserve account for unanticipated increases in operating costs, operating subsidies, or costs relating to the portion of a mixed-income or mixed-use project not related to the affordable housing units. [§92.219(c)]
4. **Foregone Taxes, Fees, Charges:** Taxes, fees, and charges that are normally and customarily charged but have been waived, foregone, or deferred in a manner that achieves affordability of the HOME-assisted housing. This includes State tax credits for low-income housing development. The amount of real estate taxes may be based on the

post-improvement property value. For those taxes, fees, or charges given for future years, the value is the present discounted cash value. [§92.220(a)(2)]

5. **Appraised Land/Real Property:** The appraised value, before the HOME assistance is provided and minus any debt burden, lien, or other encumbrance, of land or other real property, not acquired with Federal resources. The appraisal must be made by an independent, certified appraiser. [§92.220(a)(3)]
6. **Required Infrastructure:** The cost of investment, not made with Federal resources, in on-site and off-site infrastructure directly required for HOME-assisted affordable housing. The infrastructure must have been completed no earlier than 12 months before HOME funds were committed. [§92.220(a)(4)]
7. **Site preparation, Construction materials, Donated labor:** The reasonable value of any site-preparation and construction materials, not acquired with Federal resources, and any donated or voluntary labor (see §92.354(b)) in connection with the site-preparation for, or construction or rehabilitation of, affordable housing. The value of site-preparation and construction materials is determined in accordance with the PJ’s cost estimate procedures. The value of donated or voluntary labor is determined by a single rate (“labor rate”) to be published annually in the Notice Of Funding Availability (NOFA) for the HOME Program. [§92.220(6)]
8. **Bond Financing:** Multifamily and single-family project bond financing must be validly issued by a State or local government (or an agency, instrumentality, or political subdivision thereof). 50% of a loan from bond proceeds made to a multifamily affordable housing project owner can count as match. 25% of a loan from bond proceeds made to a single-family affordable housing project owner can count as match. Loans from all bond proceeds, including excess bond match from prior years, may not exceed 25% of a PJ’s total annual match contribution. [§92.220(a)(5)] The amount in excess of the 25% cap for bonds may carry over, and the excess will count as part of the statutory limit of up to 25% per year. Requirements regarding

bond financing as an eligible source of match will be available upon publication of the implementing regulation early in FY 1994.

9. **Total Match:** Total of items 3 through 8. This is the total match contribution for each project identified in item 1.

**Ineligible forms of match include:**

1. Contributions made with or derived from Federal resources e.g. CDBG funds [§92.220(b)(1)]
2. Interest rate subsidy attributable to the Federal tax-exemption on financing or the value attributable to Federal tax credits [§92.220(b)(2)]
3. Contributions from builders, contractors or investors, including owner equity, involved with HOME-assisted projects. [§92.220(b)(3)]
4. Sweat equity [§92.220(b)(4)]
5. Contributions from applicants/recipients of HOME assistance [§92.220(b)(5)]
6. Fees/charges that are associated with the HOME Program only, rather than normally and customarily charged on all transactions or projects [§92.220(a)(2)]
7. Administrative costs

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Integrated Disbursement and Information System  
Home Matching Liability Report

DATE: 08-28-14  
TIME: 12:51  
PAGE: 1

BATTLE CREEK, MI

Fiscal Year	Match Percent	Total Disbursements	Disbursements Requiring Match	Match Liability Amount
1998	12.5%	\$252,099.94	\$203,894.93	\$25,486.86
1999	12.5%	\$297,901.05	\$286,383.82	\$35,797.97
2000	12.5%	\$415,177.09	\$291,748.94	\$36,468.61
2001	12.5%	\$929,526.99	\$886,072.55	\$110,759.06
2002	12.5%	\$202,319.77	\$150,579.82	\$18,822.47
2003	12.5%	\$730,199.51	\$671,489.67	\$83,936.20
2004	25.0%	\$490,835.76	\$450,462.17	\$112,615.54
2005	25.0%	\$311,128.71	\$254,191.68	\$63,547.92
2006	25.0%	\$247,406.47	\$184,509.15	\$46,127.28
2007	25.0%	\$452,473.30	\$382,912.96	\$95,728.24
2008	25.0%	\$272,942.35	\$240,353.56	\$60,088.39
2009	25.0%	\$425,592.13	\$347,909.96	\$86,977.49
2010	25.0%	\$238,071.90	\$183,794.36	\$45,948.59
2011	25.0%	\$742,995.63	\$670,280.56	\$167,570.14
2012	12.5%	\$378,596.59	\$326,832.31	\$40,854.03
2013	12.5%	\$177,922.49	\$157,709.84	\$19,713.73

**HOME Match Log (All Program Years)**  
**City of Battle Creek**

<b>Year</b>	<b>Match Liability from IDIS - PR 33</b>	<b>Match Contribution from HOME Match Log</b>	<b>Match Deficit/Surplus</b>
1997		\$ 103,065.53	\$ 103,065.53
1998	\$ 25,486.86	\$ 29,824.88	\$ 107,403.55
1999	\$ 35,797.97	\$ 21,585.29	\$ 93,190.87
2000	\$ 36,468.61	\$ -	\$ 56,722.26
2001	\$ 110,759.06	\$ 80,407.58	\$ 26,370.78
2002	\$ 18,822.47	\$ 7,668.98	\$ 15,217.29
2003	\$ 83,936.20	\$ 1,074,072.00	\$ 1,005,353.09
2004	\$ 112,615.54		\$ 892,737.55
2005	\$ 63,547.92	\$ -	\$ 829,189.63
2006	\$ 46,127.28	\$ -	\$ 783,062.35
2007	\$ 95,728.24	\$ -	\$ 687,334.11
2008	\$ 60,088.39	\$ 22,454.56	\$ 649,700.28
2009	\$ 86,977.49	\$ -	\$ 562,722.79
2010	\$ 45,948.59	\$ -	\$ 516,774.20
2011	\$ 167,570.14	\$ -	\$ 349,204.06
2012	\$ 40,854.03	\$ -	\$ 308,350.03
2013	\$ 19,713.73	\$ -	\$ 288,636.30
<b>Totals</b>	<b>\$ 1,050,442.52</b>	<b>\$ 1,339,078.82</b>	<b>\$ 288,636.30</b>

**Appendix F**  
**Women and Minority Owned Businesses**

## **HOME Investment Partnership Program**

### **Women/Minority Owned Business Enterprises (W/MBEs)**

#### **2013-2014 CAPER**

The City's Planning and Community Development Department works within the City's Purchasing Department's requirements for procurement of goods and services. The City's Purchasing Department strives to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the Community Development Block Grant and HOME Investment Partnership programs or any other Federal housing law applicable.

The City of Battle Creek, its CHDO and subrecipients, Neighborhoods, Inc. and the Community Action Agency have had mixed results in recruiting women and minority owned businesses. While a number of woman owned businesses have been identified and recruited into our contractor pools, finding minority owned businesses has proven much more difficult. This is an ongoing problem that goes beyond the relative low numbers of minority contractors in the area, the issue is exacerbated by the additional lead-based paint requirements and lead based paint training and state certification requirements for contractors. We have also found that some minority contractors have the skills to do various types of construction and remodeling, yet lack the required insurances, licenses and certifications.

The City has been working to overcome these barriers. The following paragraphs recap the City's efforts in the recruitment of Women/ Minority Owned Business Enterprises.

During the 2003-04 program year, the City endeavored to address the issue of recruiting W/MBE's. In 2003 the City received the results of a Disparity Study completed, in May 2003, by Dr. Thomas Boston and the Boston Research Group.

The Disparity Study examined purchasing practices and policies of the City of Battle Creek. The study suggested that the disparity existed in contracts awarded to minority- and women-owned businesses because of a lack of firms ready, willing, and able to participate in the City's contracting business. Dr. Boston recommended the creation of an Equal Business Opportunity Director who would have prime responsibility to monitor purchasing policies and practices, enforce and review race and gender neutral policies regarding purchasing, and take action to increase the available pool of minority- and women-owned businesses who would bid on contracts with the City of Battle Creek.

The City Commission adopted Dr. Boston's recommendations and approved the hiring of an outside consultant rather than hire a new City employee to perform the duties Dr. Boston outlined for the Equal Business Opportunity Director. Dr. Joyce Brown and her firm, Organizational Development Solutions (ODS) was awarded a 30 month contract by the City Commission in March of 2004.

Community Development Department staff initially met with Dr. Brown and encouraged her to not only work with the City's Purchasing Department, but also with the Community Development Department to address this issue in our CDBG and HOME funded programs. On January 31, 2006, Community Development staff met with Dr. Brown again to discuss her work for the City. At this meeting, Dr. Brown confirmed that while many small minority contractors are conducting business within the City, many do not have the necessary and required licenses and insurances that would allow them to bid on City projects.

Following are some notes and comments supplied by Dr. Joyce Brown of Organizational Developmental Solutions. As previously stated, Dr. Brown has been engaged by the City to review procurements processes and procedures and has also been asked by the Community Development Division to assist in guiding efforts for recruiting women and minority owned businesses into CDBG and HOME funded programs.

*The City of Battle Creek has four to five African Americans who operate as construction companies without having the appropriate licenses. These are people who have some training, have worked for other companies and have now decided to work for themselves. The majority of their business is residential.*

*Over the past two and one half years, ODS has talked to the persons involved in these businesses and pointed out the need for licensure. Because the housing structures are old and full of lead paint and/or asbestos, we have discussed the need for advanced training in lead removal. We shared the availability of funding from the City of Battle Creek to pay for training.*

*Using the local radio station, WFPM and other methods, we informed individuals of the home repair program operated by the City of Battle Creek. We included the list of requirements for participation. Even so, the contractors have not changed their practices or sought licensure.*

In subsequent years the City's Housing Rehabilitation staff attended a contractor meeting for abatement contractors held by the Lead and Healthy Homes Section of the State of Michigan (last attended in 2010). During this meeting contacts were made with contractors working in the lead abatement and remodeling profession—the majority of them from the Detroit area. Unfortunately, the response was typically that they were staying busy enough on the east side of the state that traveling to Battle Creek for projects did not appeal to them.

The City's Housing Rehabilitation Coordinator has periodically sent out solicitation letters to local, known minority owned builders and contractors. The list of contractors solicited is created using whatever MBE/WBE directories or lists can be found. In the past the "Contractor's Assistance Program (CAP) Graduate Directory" was used, as well as a number of MBE/WBE certification websites ([www.bpn.gov](http://www.bpn.gov) is an example). Unfortunately, the City did not receive any responses to solicitations of the CAP directory, and directories available on the internet have proven unreliable, either producing outdated information or few contractors in southwest Michigan. That said, the City will continue to make this type of effort in the future and will be open to other means of reaching out these business enterprises.

Recent outreach includes:

- 9/13/12 – Meeting at Holy Light Church with the Ministerial Alliance (African American Pastors). Discussed the need for more MBE contractors and asked for advice.
- 10/1/12 – Attended Women's Co-op meeting and spoke about opportunities with City Housing programs.
- 6/10/13 – emailed contractor pool application to 38 Contractors, 3 of which are known MBE/WBE.
- 6/12/13 – Ran ad in BC Enquirer to solicit contractors to apply to contractor pool; MBE/WBE encouraged to apply.
- 6/19/13 – contacted Urban League to request assistance attracting MBE to reconstituted contractor pool.

The City will always be open to new ideas regarding the recruitment and training of Women/Minority Owned Enterprises for our CDBG and HOME funded housing rehabilitation projects.

**WOMEN- AND MINORITY-OWNED BUSINESSES**  
2013-14 CAPER

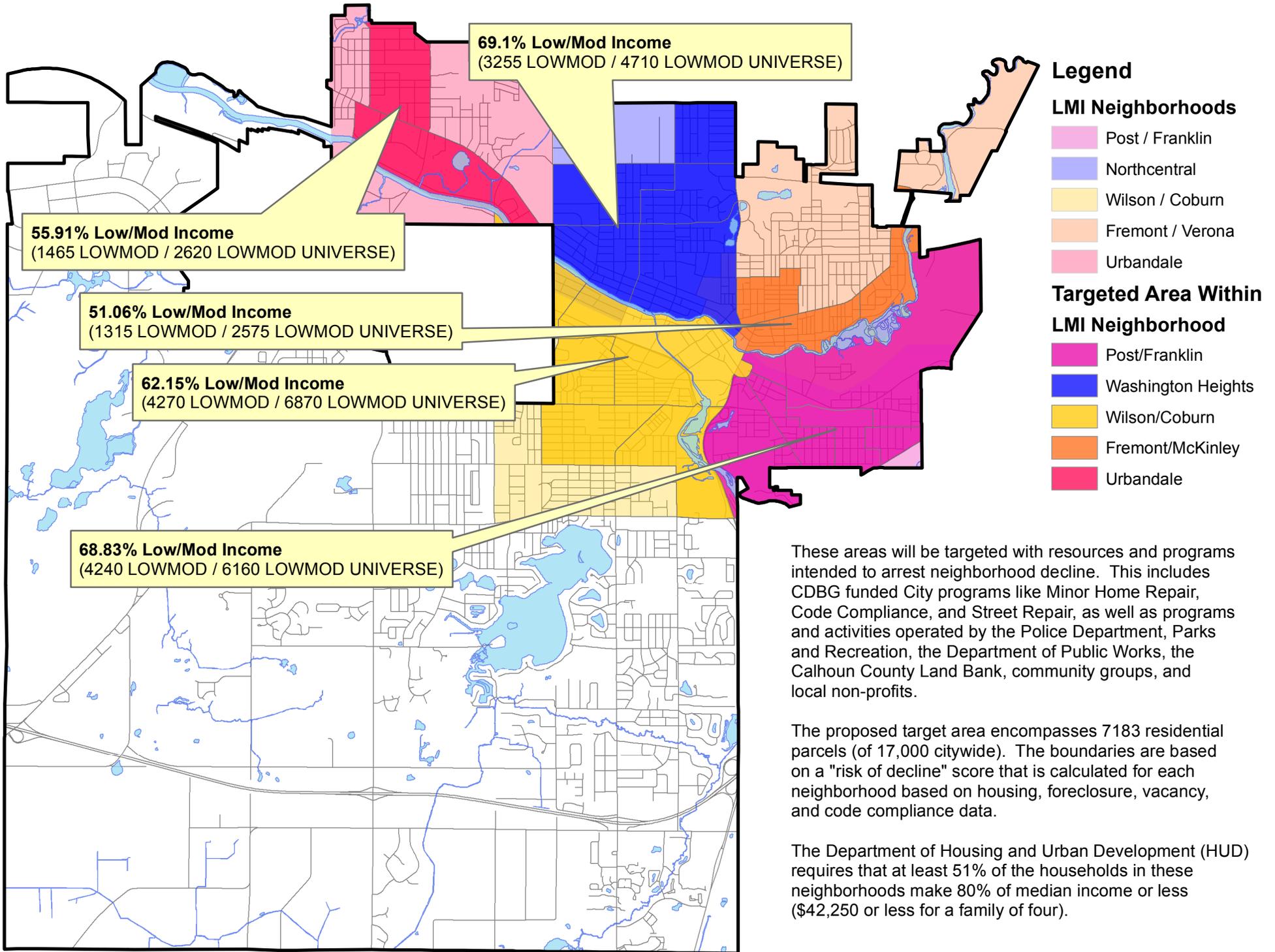
	a. Total	b. Alaskan Native or Amer Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	f. White Non-Hispanic
<b>A. Contracts</b>						
1. Number	3					3
2. Dollar Amount <input type="checkbox"/>	\$207,017.85					\$207,017.85
<b>B. Sub-Contracts</b>						
1. Number						
2. Dollar Amount <input type="checkbox"/>						

	a. Total	b. Women Business Enterprises (WME)	c. Male
<b>C. Contracts</b>			
1. Number	3		3
2. Dollar Amount <input type="checkbox"/>	\$207,017.85		\$207,017.85
<b>D. Sub-Contracts</b>			
1. Number			
2. Dollar Amount <input type="checkbox"/>			

**INCLUDE INFORMATION FOR ALL HOME PROGRAM FUNDED CONSTRUCTION CONTRACTS  
SIGNED BETWEEN OCTOBER 1, 2012 AND SEPTEMBER 30, 2013**

**Appendix G**  
**Code Compliance**

# Community Development Target Area Metrics: Target Areas Within LMI Neighborhoods



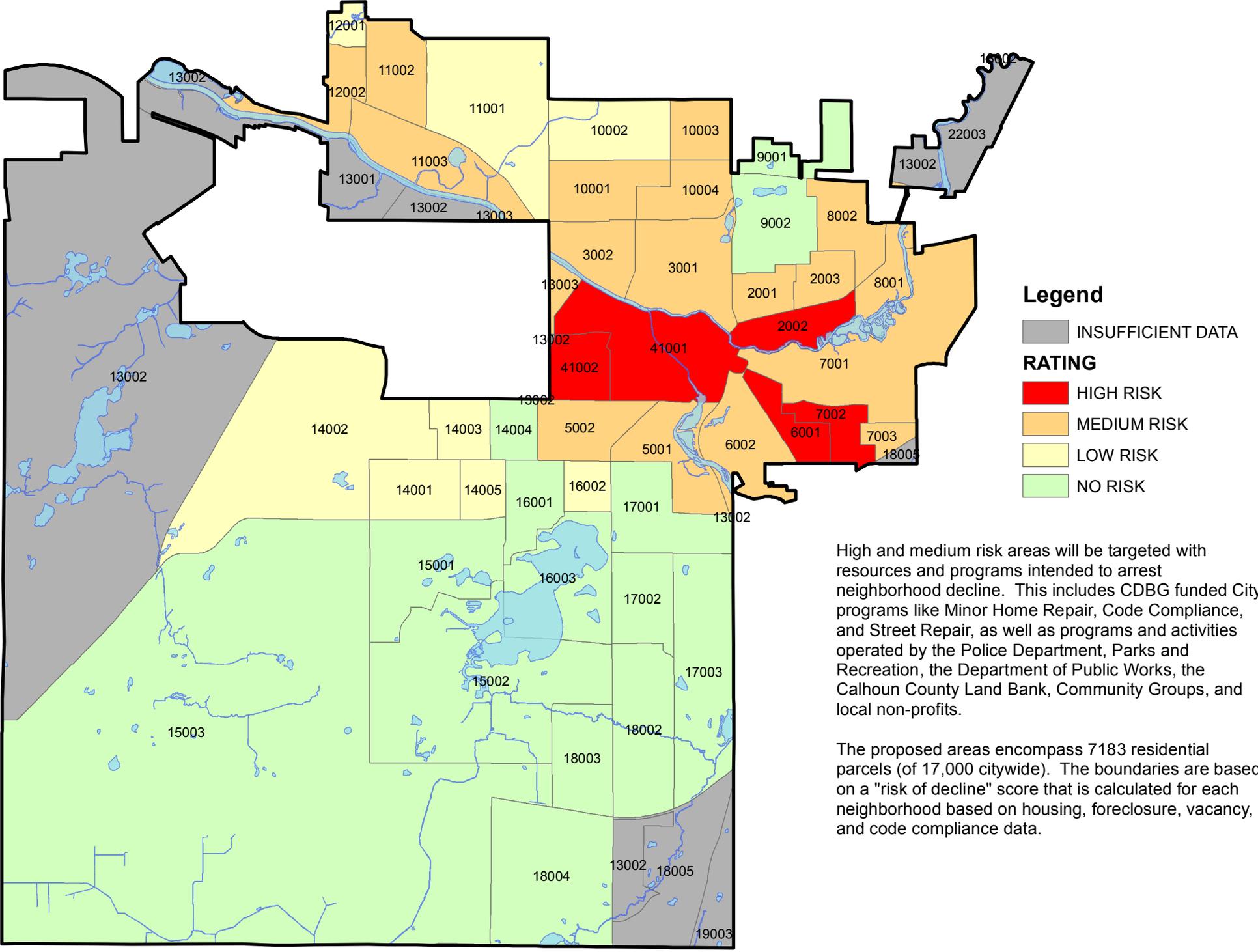
- Legend**
- LMI Neighborhoods**
- Post / Franklin
  - Northcentral
  - Wilson / Coburn
  - Fremont / Verona
  - Urbandale
- Targeted Area Within LMI Neighborhood**
- Post/Franklin
  - Washington Heights
  - Wilson/Coburn
  - Fremont/McKinley
  - Urbandale

These areas will be targeted with resources and programs intended to arrest neighborhood decline. This includes CDBG funded City programs like Minor Home Repair, Code Compliance, and Street Repair, as well as programs and activities operated by the Police Department, Parks and Recreation, the Department of Public Works, the Calhoun County Land Bank, community groups, and local non-profits.

The proposed target area encompasses 7183 residential parcels (of 17,000 citywide). The boundaries are based on a "risk of decline" score that is calculated for each neighborhood based on housing, foreclosure, vacancy, and code compliance data.

The Department of Housing and Urban Development (HUD) requires that at least 51% of the households in these neighborhoods make 80% of median income or less (\$42,250 or less for a family of four).

# 2014 Community Development Target Area Metrics: Risk of Decline Rating



### Legend

- INSUFFICIENT DATA
- RATING**
- HIGH RISK
- MEDIUM RISK
- LOW RISK
- NO RISK

High and medium risk areas will be targeted with resources and programs intended to arrest neighborhood decline. This includes CDBG funded City programs like Minor Home Repair, Code Compliance, and Street Repair, as well as programs and activities operated by the Police Department, Parks and Recreation, the Department of Public Works, the Calhoun County Land Bank, Community Groups, and local non-profits.

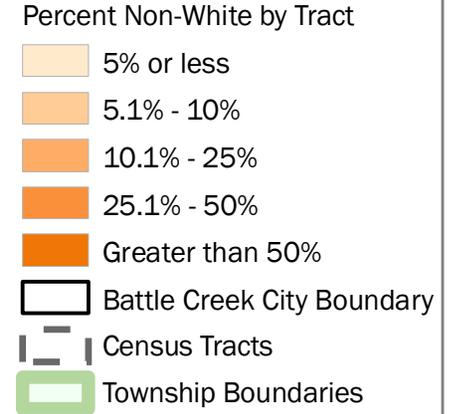
The proposed areas encompass 7183 residential parcels (of 17,000 citywide). The boundaries are based on a "risk of decline" score that is calculated for each neighborhood based on housing, foreclosure, vacancy, and code compliance data.

## **Appendix H**

### **Maps**

# Annual Action Plan Map 1 Racial Minority Concentration

Battle Creek  
Michigan

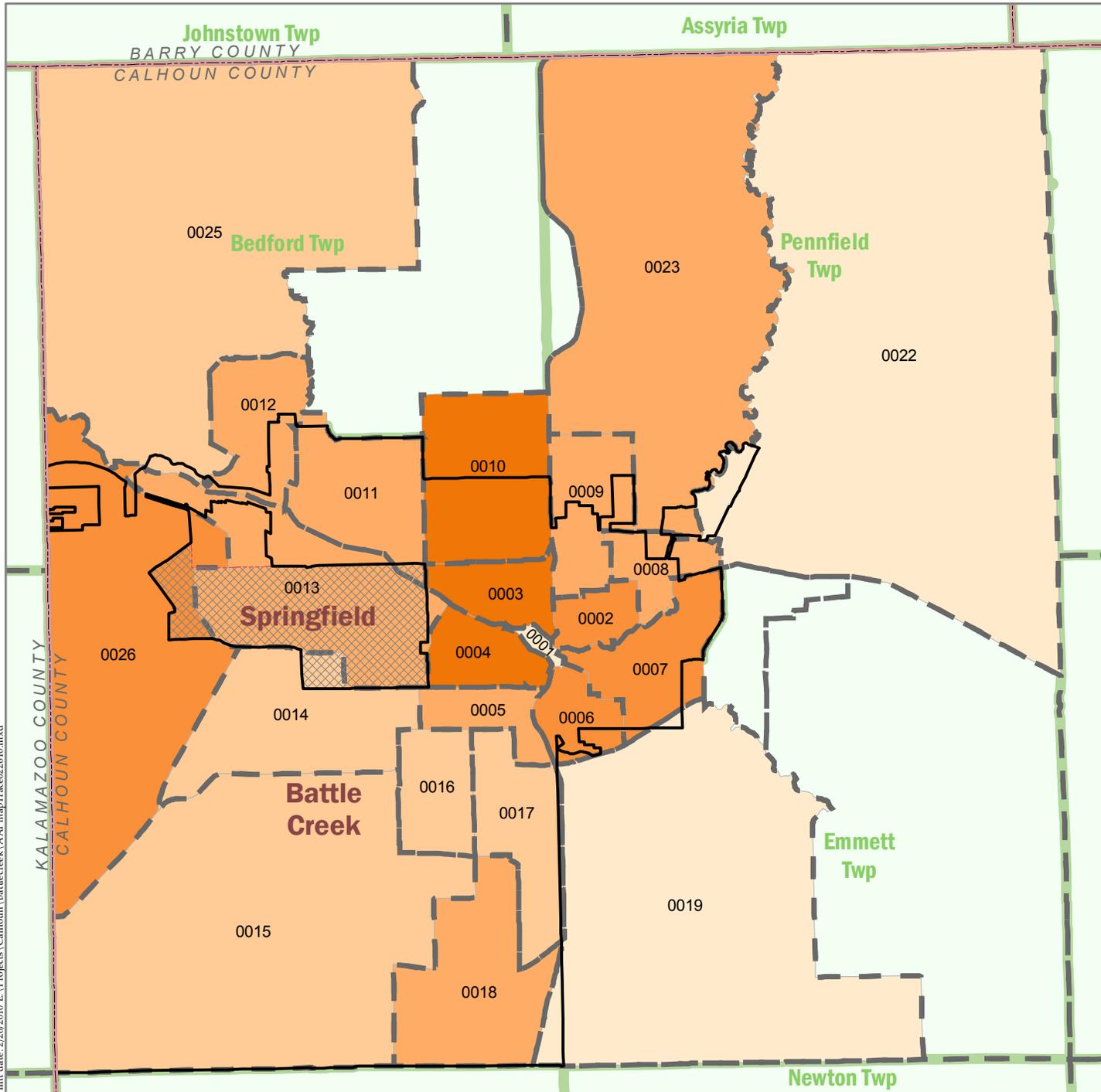


0015 Tract ID



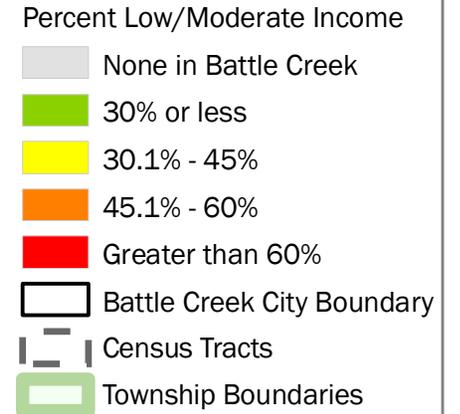
Map Created: February 26, 2010

Data Source: HUD Analysis of Census 2000  
Base Map Source: MCGI v8a



# Annual Action Plan Map 2 Low and Moderate Income Households

Battle Creek  
Michigan

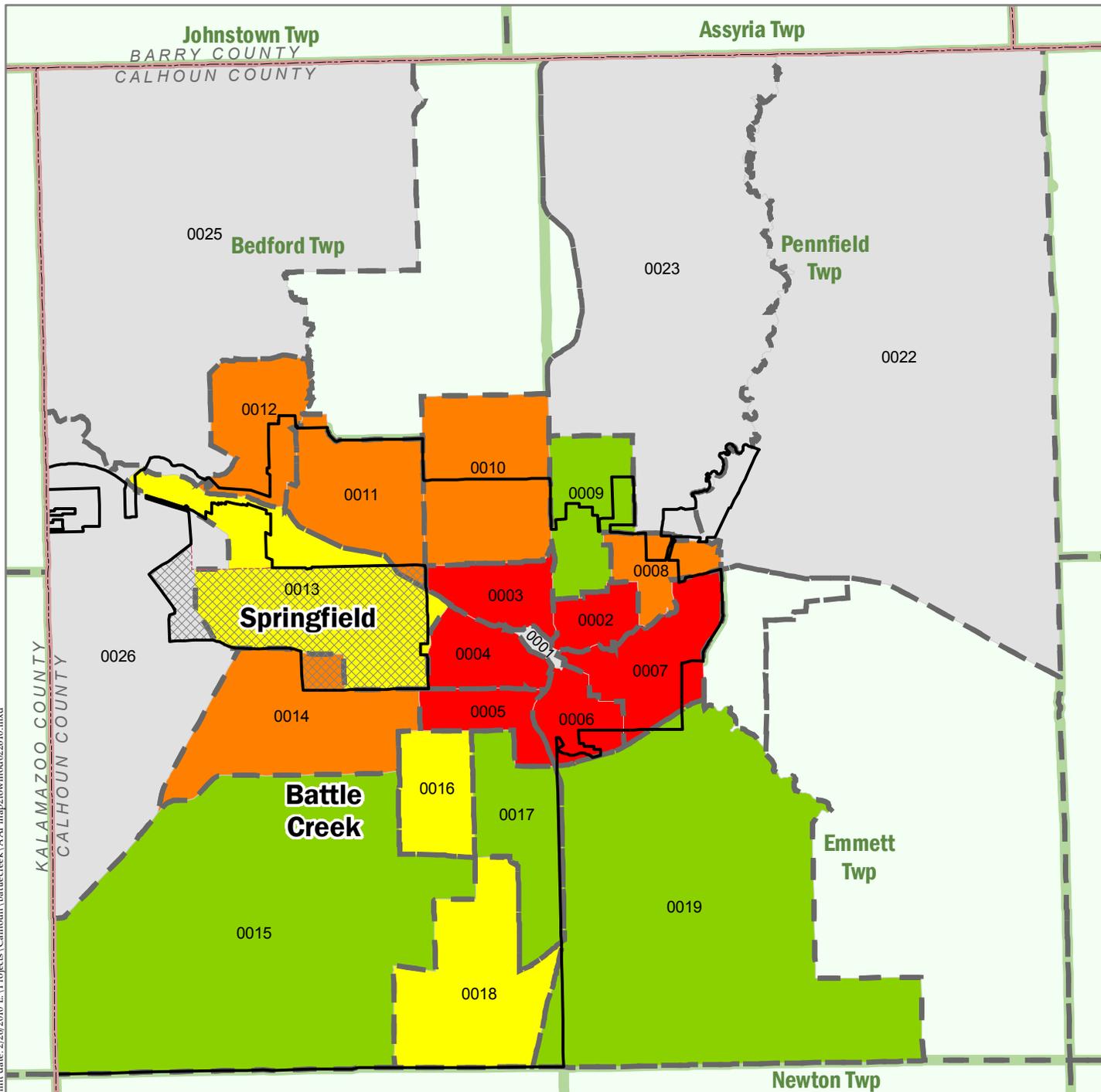


0015 Tract ID



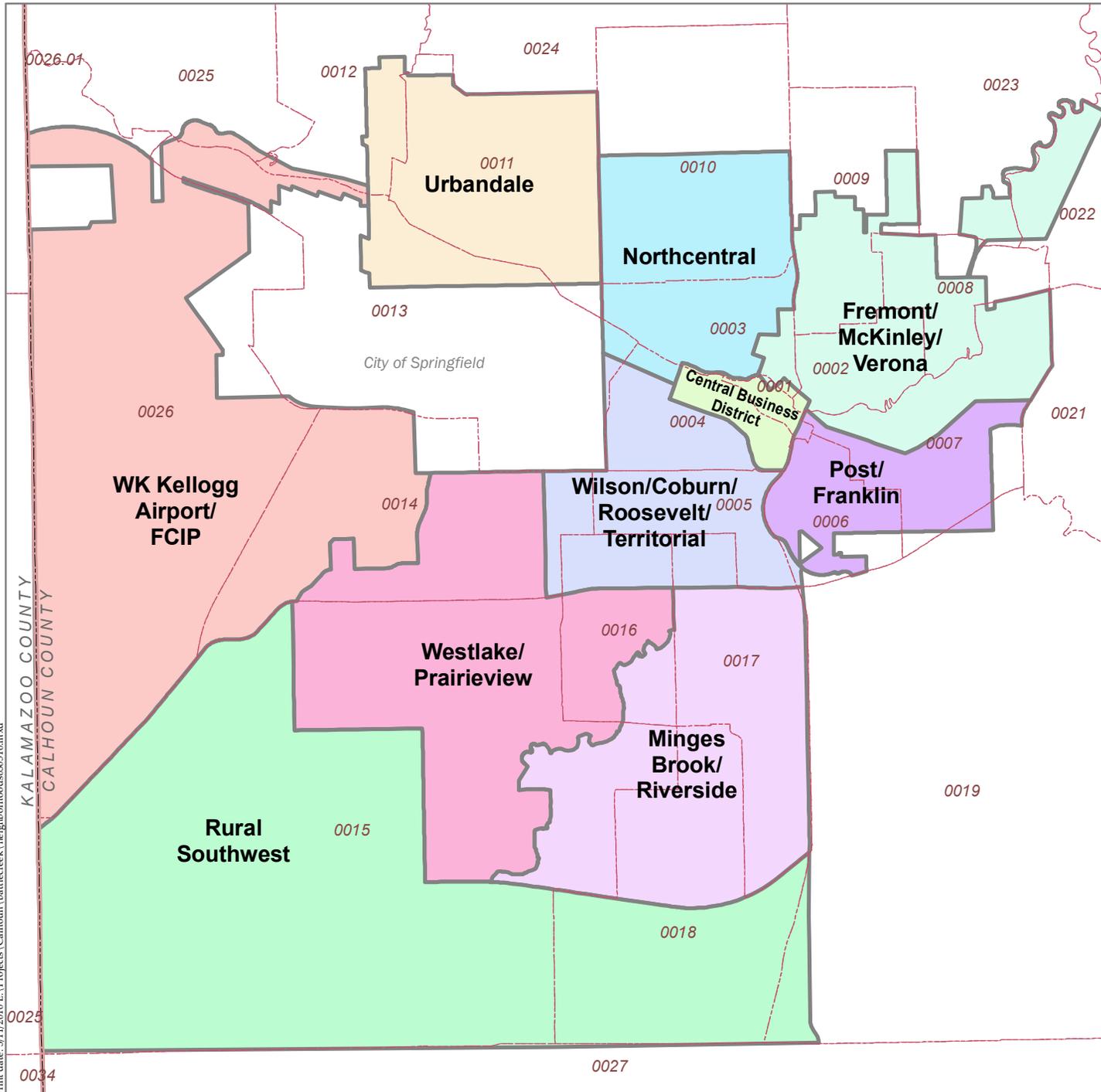
Map Created: February 26, 2010

Data Source: HUD Analysis of Census 2000  
Base Map Source: MCGI v8a



# Annual Action Plan Map 3 Neighborhood Planning Councils

Battle Creek  
Michigan

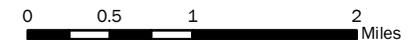


## Neighborhood Planning Councils

- Central Business District
- Fremont/McKinley/Verona
- Minges Brook/Riverside
- Northcentral
- Post/Franklin
- Rural Southwest
- Urbandale
- WK Kellogg Airport/FCIP
- Westlake/Prairieview
- Wilson/Coburn/Roosevelt/Territorial

Census Tracts

**0015** Tract ID



Map Created: March 5, 2010

Data Source: City of Battle Creek, 2010  
Base Map Source: MCGI v8a

**Appendix I**  
**Performance Measurement Attachments**  
**And**  
**Quarterly Report Forms**

COMMUNITY DEVELOPMENT BLOCK GRANT  
QUARTERLY PERFORMANCE REPORTS

Agency \_\_\_\_\_

Program \_\_\_\_\_

Date of Report \_\_\_\_\_ Time Period Covered \_\_\_\_\_

Person Completing Report \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Neighborhood Planning Council Area \_\_\_\_\_

**Certification by Board Chair:** I certify that to the best of my knowledge and belief this report is correct and complete and accurately reflects the current status of this approved CDBG project.

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature Date

Information to be submitted with this report:

Board of Directors' or Advisory Board's minutes (Mandatory)

Treasurer's Reports - Reviewed and approved by the Board (Mandatory)

Other information:  
\_\_\_\_\_  
\_\_\_\_\_

Quarterly Performance Report Due Dates

*(Please circle the appropriate reporting period)*

	<u>Reporting Period</u>	<u>Report Due</u>
1 <sup>st</sup> Quarter (Part I)	7/1 - 9/30	October 15 <sup>th</sup>
2 <sup>nd</sup> Quarter (Parts I and II)	10/1 - 12/31	January 15 <sup>th</sup>
3 <sup>rd</sup> Quarter (Part I)	1/1 - 3/31	April 15 <sup>th</sup>
4 <sup>th</sup> Quarter (Parts I and II)	4/1 - 6/30	July 15 <sup>th</sup>

-----  
*For City Use Only*

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_  
**(City Staff)**

*Form updated 5-21-08*

**PROGRAM INFORMATION SUMMARY REPORT**

**PART I**

(To be completed each Quarter)

Total number of unduplicated households/individuals (circle one) served this period. \_\_\_\_\_.  
 Period Goal \_\_\_\_\_. Total number served year to date. \_\_\_\_\_. Annual Goal \_\_\_\_\_.

From the number listed above, how many are:

	Number of clients this reporting period	Total number of clients year-to-date
<b>1. Total</b>		

<b>Racial Data/ Ethnicity Data (IDIS Code #)</b>	<b># Qtr.</b>	<b># Qtr. Hispanic</b>	<b># YTD</b>	<b># YTD Hispanic</b>
White (11)				
Black/African American (12)				
Asian (13)				
American Indian/Alaska Native (14)				
Native Hawaiian or Other Pacific Islander (15)				
American Indian/Alaska Native & White (16)				
Asian & White (17)				
Black/African American & White (18)				
American Indian/Alaska Native & Black/African American (19)				
Other Multi-Racial (20)				
<b>2. Total</b>				

<b>Income Data</b>	<b># Qtr.</b>	<b># YTD</b>
Extremely Low Income (0-30% AMI)		
Very Low Income (31-50% AMI)		
Low Income (51-80% AMI)		
<b>3. Total</b>		

<b>Other Demographic Data</b>	<b># Qtr.</b>	<b># YTD</b>
Female Headed-Households		
Disabled/Special Needs		

\*\*\*\*\* **Totals for lines 1, 2, 3, 4, and 5 must match each other.** \*\*\*\*\*

**FINANCIAL:**

Total Amount of CDBG Funds awarded for this fiscal year \$ \_\_\_\_\_  
 Total Amount of CDBG Funds expended this Quarter \$ \_\_\_\_\_  
 Total Amount of CDBG Funds expended in previous Quarter(s) \$ \_\_\_\_\_  
 Remaining CDBG Funds \$ \_\_\_\_\_

**OTHER FUNDS:** (other funds leveraged by this in CDBG funded project)

Other Federal Funds Leveraged this Quarter \$ \_\_\_\_\_ Year to Date \$ \_\_\_\_\_  
 State Funds Leveraged this Quarter \_\_\_\_\_ Year to Date \_\_\_\_\_  
 Local Funds Leveraged this Quarter \_\_\_\_\_ Year to Date \_\_\_\_\_  
 Private Funds Leveraged this Quarter \_\_\_\_\_ Year to Date \_\_\_\_\_

**Total Amount of Other Funds this Quarter \$ \_\_\_\_\_ Year-to-Date \$ \_\_\_\_\_**

**HUD PERFORMANCE INDICATOR DATA:**

For **ALL** Projects and Programs

Program/Project <b><u>OBJECTIVE</u></b>	Select only one (X)
Create suitable living environment	
Provide decent affordable housing	
Create Economic Opportunity	

For **ALL** projects and Programs

Program/Project <b><u>OUTCOME</u></b> – This program/project will provide:	Select only one (X)
Availability/accessibility	
Affordability	
Sustainability	

For <b><u>PUBLIC SERVICE</u></b> Programs/Projects (number of units served)	# Qtr.	# YTD
# with <b>New access</b> to this service or benefit		
# with <b>Improved access</b> to this service or benefit		
# now receiving a service or benefit that is <b>no longer substandard</b>		
<b>4. Total</b>		

For <b><u>PUBLIC FACILITY/INFRASTRUCTURE</u></b> Programs/Projects (number of units served)	# Qtr.	# YTD
# with <b>New access</b> to this public facility or infrastructure improvement		
# with <b>Improved access</b> to this public facility or infrastructure improvement		
# now served by public facility or infrastructure that is <b>no longer substandard</b>		
<b>5. Total</b>		
Indicate # of beds created in overnight shelter or other emergency housing		

<b>REHABILITATION of OWNER OCCUPIED</b> units Programs/Projects (number of units served)	# Qtr.	# YTD
# of units occupied by elderly		
# of units moved from substandard to standard (HQS or Local Housing Code)		
# of units qualified as Energy Star		
# of units made Section 504 accessible		
# of units brought into compliance with lead safety regulations (24 CFR Part 35)		

**All Housing Rehabilitation Programs must provide the following additional HUD required information for input into the Integrated Disbursement and Information System:**

All the below information is Year to Date and should match YTD information shown in previous tables.

1. Number of Grants: \_\_\_\_\_
2. Number of Loans: \_\_\_\_\_
3. Are loans amortized? Yes / No (Circle one). Number of loans amortized: \_\_\_\_\_
4. Are loans Deferred Payment / Forgivable? Yes / No (Circle one). Number of Deferred or Forgivable loans: \_\_\_\_\_

Additional information for Rehabilitation loans:

5. What is the Average interest rate? \_\_\_\_\_%
6. What is the Average Amortization Period (in months\*)? \_\_\_\_\_
7. What is the Average Amount of the amortized loans? \$ \_\_\_\_\_
8. What is the Average Amount of the deferred/forgivable/single payment loans? \$ \_\_\_\_\_

*\* For Deferred / Forgivable / Single Payment loans, the amortization period in IDIS will be "1".*

**All Homeless Prevention Programs and Activities must provide the following additional HUD required information for input into the Integrated Disbursement and Information System:**

1. Did your project or activity provide emergency financial assistance to prevent homelessness?  
Yes / No (circle one). Number of households/individuals assisted: #Qtr: \_\_\_\_\_ #YTD: \_\_\_\_\_
2. Did your project or activity provide emergency legal assistance to prevent homelessness?  
Yes / No (circle one). Number of households/individuals assisted: #Qtr: \_\_\_\_\_ #YTD: \_\_\_\_\_

PROGRAM INFORMATION SUMMARY REPORT  
**PART II**  
(To be completed at the end of the 2<sup>nd</sup> and 4<sup>th</sup> Quarters Only)

NOTE: This grant reporting format has been adopted for use by the following organizations:  
Battle Creek Community Foundation, Miller Foundation, Marshall Community Foundation,  
United Way of Greater Battle Creek and the City of Battle Creek.

INSTRUCTIONS

- ©Please type and single-space all reports.
- ©Please answer all of the questions in the order listed.
- ©Please use headings as provided.
- ©Please submit only one copy.

**NARRATIVE** - Two to five pages.

**A. Outcomes**

1. List the original outcome(s) of the grant, and describe the extent to which they were achieved during this reporting period.
2. Please interpret the outcome information provided above. *In other words, why do you believe your program/project has been successful in achieving its outcomes (e.g., exceptional staff, good curriculum, etc.)? Or, if your program/project was not as successful as you had hoped, why were you not able to achieve the desired outcomes (e.g., high unemployment, heavy staff turnover, etc.)?*
3. Please describe any unanticipated benefits or challenges encountered for this project/program during this reporting period.
4. Describe how collaborative/cooperative efforts affected outcomes. *(How did the partnerships with other individuals and organizations impact the planning, implementing, funding and/or evaluation of this project/program?)*

**B. Lessons Learned**

1. *Variances from original project/program plans often occurs.* In what ways has the actual program/project varied (in terms of implementation, activities, etc.) from your initial proposal? Describe how and why.
2. What do you consider the most important “Lessons Learned” from this project/program?
3. Based upon your answer to **Section A: Question #2**, what changes do you plan to make in the project/program to ensure greater success in the future? *(If the project is complete, what changes would you make if you had to do it over again?)*
4. What recommendations would you make to other project directors working in this area or to the City?

**D. Future Plans**

1. What is your vision of this project/program over the next three years? Include plans and rationale for ongoing funding, expansion, replication or termination.

**E. Public Relations**

1. Provide a “human interest story” that helps explain the success (outcomes) of the project/program.
2. Attach any printed material relating to the funded project/program such as press or news items, brochures, photographs, etc.

**F. Feedback (Optional)**

1. Note any suggestions, criticisms, difficulties regarding City requirements, communications, etc...

# HOME INVESTMENT PARTNERSHIP PROGRAM

## QUARTERLY PERFORMANCE REPORT

Agency \_\_\_\_\_

Program \_\_\_\_\_

Phone Number \_\_\_\_\_ Time Period Covered \_\_\_\_\_

**Certification:** I certify that to the best of my knowledge and belief this report is correct and complete and accurately presents the current status of this approved HOME project.

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature Date

### QUARTERLY PERFORMANCE REPORT DUE DATES

	<u>Reporting Period</u>	<u>Report Due</u>
1st Quarter (Part I)	7/1 - 9/30	October 15th
2 <sup>nd</sup> Quarter (Part I and II)	10/1 - 12/31	January 15th
3 <sup>rd</sup> Quarter (Part I)	1/1 - 3/31	April 15th
4 <sup>th</sup> Quarter (Part I and II)	4/1 - 6/30	July 15th

*City Use Only*

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

*Form updated 10-27-04*

## Part I - Funds Summary

### (A) Administrative (Operating) Funds Summary

Total Administrative Funds available – all open program years – at beginning of quarter

Line Item	HOME Year Bus. Unit #	Amount
Salaries/Fringes		
Salaries/Fringes		
Salaries/Fringes		
<b>TOTALS</b>		

Draws requested this Quarter: \$ \_\_\_\_\_ Draws requested YTD \$ \_\_\_\_\_

**Total Administrative Funds available at end of quarter \$ \_\_\_\_\_**

### (B) Contract Funds Summary: \_\_\_\_\_ Program Name

Total amount of Contract Funds – all open program years – at beginning of quarter

Line Item	HOME Year Bus. Unit #	Amount
Contracts		
Contracts		
Contracts		
<b>TOTALS</b>		

Draws requested this Quarter: \$ \_\_\_\_\_ Draws requested YTD \$ \_\_\_\_\_

**Total Contract Funds available at end of quarter \$ \_\_\_\_\_**

Projects Completed – list all completed projects YTD:

Address	HOME \$ expended	Total Cost to Complete
<b>TOTALS</b>		

Committed (not completed) – Pro-forma reviewed and approved by City:

Address	Est. HOME \$	Est. Total Cost to Complete
<b>TOTALS</b>		<b>\$</b>

From the number of completed properties listed above, how many are:

<b>Racial Data/ Ethnicity Data</b>	# Qtr.	# Qtr. Hispanic	# YTD D	# YTD Hispanic
White				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian or Other Pacific Islander				
American Indian/Alaska Native & White				
Black/African American & White				
Asian & White				
American Indian/Alaska Native & Black/African American				
Asian/Pacific Islander				
Other Multi-Racial				
<b>1. Total</b>				

<b>Income Data</b>	# Qtr.	# YTD
Extremely Low Income (0-30% AMI)		
Very Low Income (31-50% AMI)		
Low Income (51-80% AMI)		
<b>2. Total</b>		

<b>Other Demographic Data</b>	# Qtr.	# YTD
Female Headed-Households		
Disabled/Special Needs		
<b>Total</b>		

## WOMEN- AND MINORITY-OWNED BUSINESSES

In the table below, indicate the number and dollar value of contracts for HOME projects completed through the reporting period. (Only provide information on the HOME funds versus the total project cost.)

	a. Total	b. Alaska Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	f. White Non-Hispanic
A. Contracts						
1. Number						
2. Dollar Amount						
B. Sub-Contracts						
1. Number						
2. Dollar Amount						

	a. Total	b. Women Business Enterprises (WME)	c. Male
C. Contracts			
1. Number			
2. Dollar Amount			
D. Sub-Contracts			
1. Number			
2. Dollar Amount			

## PROGRAM INCOME

Source of Program Income (Property Address)	Amount of Program Income	Date Returned to City of Battle Creek

## ASSURANCES SUMMARY

Briefly describe the actions taken by the agency to comply with program assurances in items A - D.

A. Financial Management (accounting system, OMB Circulars A-110 and A-122, program income, audit plans).

---

---

---

---

B. Fair Housing, equal opportunity, civil rights. Describe efforts made to further fair housing on an ongoing basis.

---

---

---

---

C. Labor standards (if applicable).

---

---

---

---

D. Compliance with Lead-Based Paint Poisoning Act requirement.

---

---

---

---

---

PROGRAM INFORMATION SUMMARY REPORT  
**PART II**  
(To be completed at the end of the 2<sup>nd</sup> and 4<sup>th</sup> Quarters Only)

NOTE: This grant reporting format has been adopted for use by the following organizations:  
Battle Creek Community Foundation, Miller Foundation, Marshall Community Foundation,  
United  
Way of Greater Battle Creek and the City of Battle Creek.

INSTRUCTIONS

- ◆ Please type and single-space all reports.
- ◆ Please answer all of the questions in the order listed.
- ◆ Please use headings as provided.
- ◆ Please submit only one copy.

**NARRATIVE** - Two to five pages.

**A. Outcomes**

1. List the original outcome(s) of the grant, and describe the extent to which they were achieved during this reporting period.
2. Please interpret the outcome information provided above. *In other words, why do you believe your program/project has been successful in achieving its outcomes (e.g., exceptional staff, good curriculum, etc.)? Or, if your program/project was not as successful as you had hoped, why were you not able to achieve the desired outcomes (e.g., high unemployment, heavy staff turnover, etc.)?*
3. Please describe any unanticipated benefits or challenges encountered for this project/program during this reporting period.
4. Describe how collaborative/cooperative efforts affected outcomes. *(How did the partnerships with other individuals and organizations impact the planning, implementing, funding and/or evaluation of this project/program.)*

**B. Lessons Learned**

1. *Variances from original project/program plans often occurs.* In what ways has the actual program/project varied (in terms of implementation, activities, etc.) from your initial proposal? Describe how and why.
2. What do you consider the most important “Lessons Learned” from this project/program?
3. Based upon your answer to **Section A: Question #2**, what changes do you plan to make in the project/program to ensure greater success in the future? *(If the project is complete, what changes would you make if you had to do it over again?)*
4. What recommendations would you make to other project directors working in this area or to the City?

**C. Future Plans**

1. What is your vision of this project/program over the next three years? Include plans and rationale for ongoing funding, expansion, replication or termination.

**D. Public Relations**

1. Provide a “human interest story” that helps explain the success (outcomes) of the project/program.
2. Attach any printed material relating to the funded project/program such as press or news items, brochures, photographs, etc.

**E. Feedback (Optional)**

1. Note any suggestions, criticisms, difficulties regarding City requirements, communications, etc...

**Appendix J**  
**Section 3 Report**



---

**Part II: Contracts Awarded**

---

1. Construction Contracts:	
A. Total dollar amount of all contracts awarded on the project	\$308,308
B. Total dollar amount of contracts awarded to Section 3 businesses	\$17,100
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	5.5%
D. Total number of Section 3 businesses receiving contracts	2
2. Non-Construction Contracts:	
A. Total dollar amount all non-construction contracts awarded on the project/activity	
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0%
D. Total number of Section 3 businesses receiving non-construction contracts	0

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

In 2011, 2012, and 2013 the City of Battle Creek was aggressive in implementing Section 3 in its NSP2 projects including: attempts to coordinate with Youth Build, partnering with Michigan Works, offering preference in its construction contracts, offering numerous workshops to individuals and businesses to educate about and facilitate certification, doing outreach to community groups. The result is that the NSP2 program met its threshold for Section 3 hiring. Ten General Contractors and nearly two dozen sub-contractors were certified as Section 3 businesses. Nine of the ten General Contractors received NSP2 contracts. To the extent that these same contractors performed work under other federally funded contracts (CDBG, HOME), these programs were able to meet their Section 3 benchmarks. The City implemented its Section 3 strategies from NSP2 across all federally funded housing programs during the 2012-13 program year. This included all City administered programs as well as sub-recipient programs. The CDBG Minor Home Repair program had a tough time getting contractors to sign up. Unlike the HOME programs which does large rehab projects, the minor home repair projects are small, providing less incentive to contractors to certify. Also, minor home repair contractors are much more varied, and are not likely to have had experience working on NSP2 projects where certifying for Section 3 was the norm. In June of 2013 the City started another effort to reach out to these contractors in particular. An add was run in the paper in addition to direct phone calls to encourage participation.

---

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

---



---

**Part II: Contracts Awarded**

---

1. Construction Contracts:	
A. Total dollar amount of all contracts awarded on the project	\$323,557
B. Total dollar amount of contracts awarded to Section 3 businesses	\$146,982
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	45.4%
D. Total number of Section 3 businesses receiving contracts	2
2. Non-Construction Contracts:	
A. Total dollar amount all non-construction contracts awarded on the project/activity	
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0%
D. Total number of Section 3 businesses receiving non-construction contracts	0

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

---

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

---

## Section 3 Policy and Procedures

### What is Section 3?

Section 3 of the Housing and Urban Development Act of 1968 recognizes that the normal expenditure of certain HUD funds typically results in new jobs, contracts, and other economic opportunities. When these opportunities are created, Section 3 requires that low and very low income persons residing in the community in which the funds are spent (regardless of race and gender), and the business that substantially employ them, will receive priority consideration.

Section 3 is a tool for fostering local economic development, neighborhood economic improvement, and individual self-sufficiency. It ensures that the expenditure of local funds has a multiplier effect by targeting local low and very low income persons and qualified businesses for jobs, training, and contracting opportunities.

### Definitions

**Section 3 Area Resident** is defined as follows:

1. A public housing resident; or
2. An individual who resides in the metropolitan area or non-metropolitan county in which the Section 3 covered assistance is expended, and who is;
  - a. a low-income person – any person with a gross household income less than 80% of the area median income (adjusted for household size) as established by HUD; or
  - b. a very low income person – any person with a gross household income less than 50% of the area median income (adjusted for household size) as established by HUD
  - c. A person seeking the training and employment preference provided by Section 3 bears the responsibility of providing the evidence (if requested) that the person is eligible for the preference.

**Section 3 Business Concern** is a business that meets the following criteria:

1. 51% or more owned by Section 3 residents; or
2. Whose permanent, full-time employees include, persons, at least 30% of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
3. That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of “Section 3 business concern.”

**Section 3 Service Area:** The geographical area in which the persons benefiting from the Section 3 covered project reside. The service area shall not extend beyond the unit of general local government in which the Section 3 covered assistance is expended. For the purposes of the Battle Creek NSP2 program the Section 3 Service Area is Calhoun County.

### Directions

The following pages provide forms and detail the needed documentation for declaring Section 3 status. All contractors, regardless of declaration, need to fill out and sign Attachment C as a part of their application to join the City’s contractor pool. If you have questions regarding Section 3 please call Community Development Supervisor Chris Lussier at 269-966-3267.

## Section 3 Clause

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#) (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## Calhoun County Section 3 Income Limits

All residents of public housing developments of the Battle Creek Housing Authority qualify as Section 3 residents. Additionally, individuals residing in Calhoun County who meet the income limits set forth below (low income or less) also qualify for Section 3 Status.

A picture identification card and proof of current residency is required.

### City of Battle Creek Income Limits for Section 3

Battle Creek, MI MSA FY 2012

Income Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>80% of Median (Low Income)</b>	\$ 29,200	\$ 33,360	\$ 37,520	\$ 41,680	\$ 45,040	\$ 48,400	\$ 51,760	\$ 55,040

**THE CITY OF BATTLE CREEK**

**SECTION 3 RESIDENT STATUS ELIGIBILITY FORM**

**Eligibility for preference**

A section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5.

An example of evidence of eligibility for the preference is evidence of residency in Calhoun County **AND** receipt of public assistance, evidence of participation in a public assistance program, or evidence of income at or below 80% of area median income. (See attached "Calhoun County Section 3 Income Limits")

**Certification for Resident Seeking Section 3 Preference in Training and Employment**

I, \_\_\_\_\_, am a legal resident of Calhoun County and meet the income eligibility guidelines for a "low-" or "very low-income" person per the Calhoun County Section 3 Income limits.

My permanent address is: \_\_\_\_\_  
\_\_\_\_\_

I have attached the following documentation as evidence of my status:

- |   |  |
|---|--|
| <input type="checkbox"/> Copy of lease (residency)                          | <input type="checkbox"/> Copy of receipt of public assistance or of participation in a public assistance program. (income) |
| <input type="checkbox"/> Copy of MI State ID or Drivers License (residency) | <input type="checkbox"/> Copy of last year's Tax Return (income)   |
| <input type="checkbox"/> Other evidence                                     |  |

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

THE CITY OF BATTLE CREEK

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Type of Business:             Corporation                             Partnership  
    Sole Proprietorship                     Joint Venture

**Attached is the following documentation as evidence of status:**

**For business claiming status as a Section 3 resident-owned enterprise, attach one or more that verify income and residency:**

- Copy of resident lease
- Copy of receipt of public assistance or of participation in a public assistance program.
- Copy of MI State ID or Drivers License
- Copy of last year's Tax Return
- Other evidence \_\_\_\_\_

**For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 businesses, attach both of the following:**

- List of subcontracted Section 3 business(es) and subcontract amount
- Certification of Section 3 Status of all subcontracted businesses listed

**For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within the 3 years previous to date of first employment with the business (attach all of the following):**

- List of all current full-time employees
- Section 3 Eligibility Forms for all employees claiming Section 3 status

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Appendix K**  
**2014 Homeless Point in Time Count**

## Point In Time Count of Sheltered Clients Winter 2014 (January 29)

### Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Households	17	6	0	23
Number of Persons (Adults and Children)	58	17	0	75
Number of Persons (Under Age 18)	36	11	0	47
Number of Persons (Age 18-24)	2	1	0	3
Number of Persons (Over Age 24)	20	5	0	25

### Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Number of Households	63	77	0	53	193
Number of Persons (Adults)	63	77	0	54	194
Number of Persons (Age 18-24)	7	4	0	5	16
Number of Persons (Over Age 24)	56	73	0	49	178

### Persons in Households with Only Children

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Households	2	8	0	10
Total Number of One-Child Households	2	8	0	10
Total number of Multi-Child Households	0	0	0	0
Number of Children in Multi-Child Households	0	0	0	0

### Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Households	82	91	0	53	226
Total Persons	123	102	0	54	279