



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: info@smpcregion3.org

Board Meeting Agenda

MEETING DATE: Tuesday, December 4, 2018
MEETING TIME: 11:30 am
MEETING LOCATION: Lower Level Conference Room
Calhoun County Administration Building
315 West Green Street, Marshall, MI 49068

1. Call to Order
2. Member Present/Introductions
3. Members Excused **[Action]**
4. Approval of the Agenda **[Action]**
5. Approval of the Minutes **[Action]**
6. Public Comments
7. Acceptance of the Financial Report **[Action]**
8. Transportation/KATS Items
 - a. Monthly report
9. Southwest Michigan Prosperity Initiative Update
 - a. 2019 Work Plan
10. Staffing Plan
 - a. Review agreement for long-term staffing agreement with the W.E. Upjohn Institute
11. Local Government Assistance and Planning Activities
 - a. Update on the City of Parchment
 - b. Update on Florence Township
 - c. Update on Sherman Township
 - d. Contract with Kalamazoo Township for Planning Services
 - e. Regional Housing Plan
12. Staff Report/Other:
 - a. Educational Workshop
 - b. Professional Memberships
 - c. Monthly Correspondence
13. Board Member Comments
14. Action: Adjournment

Next Meeting: February 5 in Centreville



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Board Meeting Minutes

MEETING DATE: Tuesday, November 6, 2018
MEETING TIME: 11:30 am
MEETING LOCATION: Coldwater City Hall
One Grand Street, Coldwater, MI 49036

1. Call to Order
 - a. The meeting was called to order at 11:34 am.
2. Member Present/Introductions
 - a. Members present included:
 - i. Bomba
 - ii. Carahaly
 - iii. Frisbie
 - iv. Hazelbaker
 - v. Kale
 - vi. Pangle
 - vii. Reynolds
 - viii. Woodin
 - b. Others in attendance included:
 - i. Bud Norman, Branch County Administrator
 - ii. Fred Nagler, Kalamazoo Area Transpiration Study Staff liaison to SMPC
 - iii. Lee Adams, SMPC Director
3. Members Excused
 - a. Farmer, McGraw
4. Approval of the Agenda
 - a. The agenda was approved by unanimous consent
5. Approval of the Minutes
 - a. *Pangle made a motion to approve the minutes.*
 - i. Reynolds seconded the motion.
 - ii. **The motion carried.**
6. Public Comments
 - a. Bud Norman thanked the board for coming to Coldwater.
7. Acceptance of the Financial Report
 - a. The financial report was not available at the time of the meeting. Upjohn Institute staff is working to finalize the financials for Fiscal Year 2018.
8. Transportation/KATS Items
 - a. Nagler gave a verbal explanation of the written monthly report provided prior to the meeting. The Board asked several questions about the Rural Task Force and the upcoming project prioritization process.
9. Southwest Michigan Prosperity Initiative Update
 - a. Adams noted that SWMPI submitted an application for funding in 2019. The application was a cooperative effort between SMPC staff and Southwest Michigan Planning Commission staff. Adams also outlined the work plan for 2019.
10. Local Government Assistance and Planning Activities
 - a. Assistance to the City of Parchment

- i. Adams noted that he met with the Planning Commission and they want SMPC to help them with their master plan update. The PC released an RFP and did not find any firms who would help them at a cost within their budget.
- ii. *Pangle made a motion to approve the presented contract with the City of Parchment to write a master plan.*

1) Woodin seconded the motion.

2) The motion carried.

- b. Update on Florence Township
 - i. The master plan is almost complete. The PC will review a draft in the next month or two.
- c. Update on Sherman Township
 - i. The plan is about half-way complete. The plan should be complete in a few months.
- d. Regional Housing Plan
 - i. Adams gave a presentation and received feedback to two groups in St. Joseph County. Stakeholders in St. Joseph County are interested in pursuing a housing plan for the entire county. Adams will prepare a work plan and present it to them.
- e. Battle Creek Food Accelerator
 - i. Staff is helping a group in Battle Creek apply for Economic Development Administration (EDA) funds to create a food-based business incubator/accelerator.

11. Staff Report/Other:

- a. SMPC Staffing Discussion
 - i. Adams wanted the Board to have a discussion about the future of staffing for SMPC. The EDA has concerns about the staffing arrangement SMPC currently utilizes and wants to see a long-term staffing plan in place. Adams and Carahaly led a brief discussion. The board expressed a desire to continue the staffing relationship with the W.E. Upjohn Institute. Staff will explore the possibility of extending the staffing and fiduciary contract with the Upjohn Institute at the December SMPC meeting.
- b. Educational Workshop
 - i. SMPC will host a workshop on recent and proposed Marijuana legislation on November 29. A flyer was distributed to as many local stakeholders as possible. The board briefly discussed.
- c. Professional Memberships
 - i. This discussion was tabled until the next meeting.
- d. Monthly Correspondence
 - i. No discussion.

12. Board Member Comments

- a. Reynolds: mentioned grant receipts and audits performed by local units of government. He noticed that a lack of internal control was frequently cited by auditors. He felt that SMPC could offer trainings on municipal financial management.
- b. Bomba: thanked the Council for allowing her to attend the Michigan Association of Planning Annual Conference.
- c. Wooding: thanked staff for providing advice to Flowerfield Township.
- d. Pangle: thanked staff for presenting to groups in St. Joseph County.

13. Action: Adjournment

- a. Hazelbaker make the motion to adjourn at 1:13 pm.

Next Meeting: December 4 in Marshall

W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053, 34054, 34055
 Southcentral Michigan Planning Council
 FY19 10/1/18-9/30/19
 Director: Lee Adams

| | 34050 Fiscal YTD 2019 | 34050 SMPC General Budget | 34051 Fiscal YTD 2019 | 34051 SMPC RPI Budget | 34052 Fiscal YTD 2019 | 34052 SMPC Plan Budget | 34053 Fiscal YTD 2019 | 34053 SMPC Transp Budget | 34054 Fiscal YTD 2019 | 34054 SMPC Zoo Budget | 34055 Fiscal YTD 2019 | 34055 SMPC MEDC Budget | Total FY19 To Date | Total SMPC Budget |
|-----------------------------|-----------------------------|---------------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|--------------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------|-------------------------|
| Wages | 815.56 | - | 1,207.55 | - | 475.30 | 15,000.00 | 44.57 | - | 2,800.00 | - | - | - | 5,342.98 | - |
| Fringe | 405.21 | - | 577.67 | - | 386.01 | - | 21.32 | - | - | - | - | - | 1,370.21 | - |
| Wages & Fringe | 1,220.77 | 15,000.00 | 1,785.22 | 24,100.00 | 841.31 | 15,000.00 | 65.89 | 5,000.00 | 2,800.00 | 33,600.00 | - | 10,000.00 | 6,713.19 | 102,700.00 |
| Training | - | 1,000.00 | - | - | - | 1,000.00 | - | - | - | - | - | - | - | 2,000.00 |
| MI Assoc. of Region Dues | - | 960.00 | - | - | - | - | - | - | - | - | - | - | - | 960.00 |
| Computer Charges | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SMPC Liability Insurance | - | 2,100.00 | - | - | - | - | - | - | - | - | - | - | - | 2,100.00 |
| Consulting - KATS/NEMC | - | - | - | - | - | - | - | 190,506.00 | - | - | - | 10,000.00 | - | 200,506.00 |
| Consulting - Legal Fees | - | - | - | - | - | - | - | - | - | - | - | - | - | 20,000.00 |
| Copies/Duplicating | 1.60 | 25.00 | - | 100.00 | - | 100.00 | - | 25.00 | - | - | - | - | 1.60 | 250.00 |
| Postage | - | 15.00 | - | - | - | - | - | - | - | - | - | - | - | 15.00 |
| Supplies - Office | - | 50.00 | - | 50.00 | - | 10.00 | - | 25.00 | - | - | - | - | - | 50.00 |
| Telephone | - | 10.00 | - | - | - | - | - | - | - | - | - | - | - | 95.00 |
| Software - License/Supplies | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Web Site Hosting | 420.00 | - | - | - | - | - | - | - | - | - | - | - | 420.00 | - |
| Travel Reimbursement | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Travel | 1,409.16 | 1,500.00 | 50.13 | 750.00 | 5.29 | 1,000.00 | - | 200.00 | - | - | - | - | 1,464.58 | 3,450.00 |
| Other Expense | 1,830.76 | 25,660.00 | 80.13 | 800.00 | 5.29 | 2,110.00 | - | 190,756.00 | - | - | - | 10,000.00 | 1,886.18 | 229,426.00 |
| Total Expense | 3,051.53 | 40,660.00 | 1,835.35 | 25,000.00 | 846.60 | 17,110.00 | 65.89 | 195,756.00 | 2,800.00 | 33,600.00 | - | 20,000.00 | 8,599.37 | 332,726.00 |
| 34050, 34051, 34054 | - | 16,500.00 | - | - | - | - | - | - | - | - | - | - | - | - |
| 34050 Fund Xier (legal) | - | 21,270.00 | - | - | - | - | - | - | - | - | - | - | - | - |
| 34055 - Albion | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 34055 - MEDC | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Homer 24020 34052 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Florence 24020 34052 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Penn 24021 34052 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SI Joe 24022 34052 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Fabius 34052 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Lockport 24027 34052 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Sherman 24030 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Ross 24028 34052 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Trans Z9 34053 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Trans Z10 34053 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Trans Z11 34053 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Trans Z12 34053 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Billings | - | 37,770.00 | - | 25,000.00 | - | 20,000.00 | - | 102,300.00 | - | 33,600.00 | - | 20,000.00 | - | 238,670.00 |
| Expense | 3,051.53 | 40,660.00 | 1,835.35 | 25,000.00 | 846.60 | 17,110.00 | 65.89 | 195,756.00 | 2,800.00 | 33,600.00 | - | 20,000.00 | 8,599.37 | 332,726.00 |
| Net Income(Expense) | (3,051.53) | (2,890.00) | (1,835.35) | - | (846.60) | 2,890.00 | (65.89) | (93,456.00) | (2,800.00) | - | - | - | (8,599.37) | (93,456.00) |
| Billings | - | 40,660.00 | - | 25,000.00 | - | 17,110.00 | - | 102,300.00 | - | 33,600.00 | - | 20,000.00 | - | 238,670.00 |
| Receipts | - | 37,770.00 | - | 25,000.00 | - | 20,000.00 | - | 102,300.00 | - | 33,600.00 | - | 20,000.00 | - | 238,670.00 |
| Acct. Rec. Balance | - | 2,890.00 | - | - | - | (2,890.00) | - | - | - | - | - | - | - | - |

Lake Michigan Credit Union Balance: \$147,585.88



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

☎ 269-343-0766

✉ info@KATSmpo.org

TO: Southcentral Michigan Planning Council Board
FROM: Jonathan Start, KATS Executive Director
DATE: November 27, 2018
SUBJECT: Southcentral Michigan Planning Council Report

During the month of November, 2018, KATS staff worked on the Michigan Department of Transportation (MDOT) Planning Activities for the Southcentral Michigan Planning Council (SMPC). Work was concentrated in the following activities:

- Participated in the November Asset Management Coordinators' Conference call with the Transportation Asset Management Council
- Submitted the October monthly Rural Task Force report to MDOT Planning
- Facilitated the November 1 Rural Task Force #3 meeting
- Facilitated local rural task force meetings for Barry, Branch, Calhoun, Kalamazoo and St. Joseph counties. The main order of business for each meeting was to select projects for the 2020 – 2023 call to bring to the full Rural Task Force #3 for approval
- Worked on scheduling a meeting for Rural Task Force #3 to approve projects for the 2020 – 2023 Transportation Improvement Program cycle
- Participated in a webinar put on by the Center for Technology and Training regarding the creation of filters in Roadsoft for use in selecting roads to include in the new asset management plan template
- Worked on scheduling meetings to prioritize and select projects for submission to the Small Urban program for the 2020 – 2023 call. Small urban areas in Region 3 include Albion, Coldwater/Quincy, Hastings, Marshall, Sturgis and Three Rivers
- Began the process of uploading 2018 road ratings to the Transportation Asset Management Council

Anticipated future activities include:

- Completion of uploading road rating files to Transportation Asset Management Council
- Facilitation of the fall Rural Task Force #3 meeting to address proposed changes to the 2017 – 2020 Transportation Improvement Program and anticipated approval of the 2020 – 2023 program
- Creation and submission to MDOT of 2018 Federal Aid Road Condition reports
- Complete scheduling and facilitation of the 2020 – 2023 Small Urban Project Selection Committee meetings for Albion, Coldwater/Quincy, Hastings, Marshall, Sturgis and Three Rivers urbanized areas.
- Submission of ranked projects to MDOT Planning for selection

Michigan State Housing Development Authority (MSHDA) Workforce Attainable Modular Homes Pilot (MHP) Program

MSHDA Direct-Funded Pilot Project Informational Handout

INTRODUCTION TO MSHDA AND THE MHP PROGRAM'S DESIRED OUTCOME:

As outlined in the **State Housing Development Authority Act** (Public Act 346 of 1966, as amended; MCL 125.1401 *et seq*), MSHDA was created to analyze housing conditions and needs throughout the state and determine measures necessary or advisable to alleviate any existing housing shortage in this state. Upon examination of Michigan's housing needs, it has been determined that there is a critical need in rural Michigan for new affordable housing within areas experiencing current job growth. MSHDA has selected an initial pilot area in the City of Coldwater and is in the process of selecting additional pilot areas. MSHDA will work with each pilot area community to identify sites, approve designs and formulate a modular/building team. The pilot program's intent is to use modular products in these critical need areas, thereby reducing the typical single-family construction timeframe and allowing this housing to be made available for immediate occupancy during the 2019 construction season.

PILOT PROGRAM OVERVIEW:

| | |
|----------------------------------|--|
| MSHDA CONTACT PERSON | Tonya Young: hidmailbox@michigan.gov (All inquiries shall be in writing) |
| ELECTRONIC APPLICATION DOCUMENTS | Available upon request. |

Funding will not be awarded directly to the builders or suppliers of modular housing; instead MSHDA will partner with local units of government and/or nonprofit corporations currently providing housing services to Michigan rural communities. This will be structured as an Acquisition, Development, Resale (ADR) Product from the Housing Development Fund (HDF) allowing for a maximum developer fee of 15% to the governmental or non-profit sponsor. MSHDA will fund an initial modular home to be used as a model unit for marketing purposes, and additional homes as described below. Each modular unit is eligible for a grant from MSHDA for acquisition, delivery, taxes, site preparation, assembly and related construction costs of up to \$196,000.

The award will be structured as a repayable grant. To be considered for designation as a pilot area, the area must meet, at a minimum, all of the following criteria:

- There is local experience with and acceptance of modular housing
- At least 51% of the families living in the surrounding or adjacent neighborhood must qualify as low, moderate or middle income (up to 120% of area median income)
- A critical shortage of affordable, single-family housing must exist within a defined area, based on new job growth

The household purchasing the modular home financed by MSHDA must be at or below 120% Area Median Income to be considered eligible. An income verification packet must be completed locally and then submitted to MSHDA for approval.

To be eligible for consideration, proposals must include a description of the additional modular units to be constructed after the model has been completed. A match of at least three additional units funded from other sources is required before MHP Program funding will be considered for any more units. MSHDA will fund no more than three units under the MHP Program per community.

INITIAL STEPS:

- Hold a meeting with each community – Distribute HDF Application
- Community determines Sites/Engineering/Modular Home Providers/Installation Contractor/Subs
- Complete initial engineering/develop budget projections for modular, infrastructure, etc.
- Develop and implement marketing strategy
- Enter into a MSHDA repayable grant agreement, mortgage and supporting documents – repayment period not to exceed five years from completion of initial spec model and/or twelve months (with extension provision) from completion of additional units
- Develop proposed timeline from award to completion and occupancy approval on a per unit basis
- Secure all funding sources
- Construction begins
- Establish sales price based initially on current market value (CMV) determined by an appraisal. Price reductions below CMV must be pre-approved by MSHDA

SITE SELECTION:

- Site must be within municipal limits or in close proximity
- Infill units must be compatible with surrounding units and prices
- Utilities and infrastructure must be installed or available to the site
- Soil condition should be capable of supporting full basement
- Site must be located within or adjacent to an existing single family neighborhood
- In the case of multiple units, contiguous lots preferred
- Land control must be available within sixty (60) days
- Site must be in reasonable proximity to employment opportunities and amenities such as shopping, personal services or entertainment
- Site must be properly zoned for the proposed housing

MODULAR PRODUCT SELECTION GUIDELINES:

The modular product proposed by the builder should be approved by the grantee only after giving careful consideration to each of the following:

- Is the manufacturer a recognized leader in the industry?
- What warranties does the manufacturer provide?
- Is the manufacturer financially capable of standing behind its product in the long term?
- What has been this manufacturer's past performance in terms of product quality and meeting delivery deadlines?
- Can the desired number of units be delivered within a short period of time (60-90 days)?
- Does the product incorporate green technology or energy efficiency?
- Is the cost reasonable in the marketplace?
- Is the design attractive and compatible with neighboring homes?

BUILDER IDENTIFICATION:

The builder should be chosen based on capability and demonstrated capacity, with experience in assembling modular housing. All builders must be licensed and carry acceptable general liability insurance as well as builder's risk insurance. Each application should include the following:

1. The builder's resume, company profile and references.
2. A copy of the builder's license and proof of insurance.
3. A description of the steps to be taken and proposed schedule for construction of the foundation, modular home delivery, installation, utility hook-ups and completion.
4. The design and floor plan of the proposed modular unit to be installed by the builder (including a minimum of two bedrooms) along with product specifications.
5. Information on the modular housing manufacturer (see Modular Product Selection Guidelines above).
6. A detailed cost proposal for the delivery and completion of the proposed unit, including the following items:
 - Foundation, including basement (full or crawl)
 - Porch or deck
 - Accessibility features (handrails, steps)
 - Roof trusses (if not included in the unit)
 - Exterior siding (if not included with the unit)
 - Attached or detached garage
 - Site preparation and grading
 - Installation of exterior trim
 - Homebuyer's customization package
 - Landscaping

Selection preferences can be determined by each grantee for local builders, or the use of local suppliers and installers.

PROPOSAL COST REASONABLENESS/MARKET VALUE:

The proposed grantee should prepare a total project budget using the following cost breakdown:

| BUDGET | TOTAL COST PER ITEM PROPOSED: |
|--|---|
| Modular Home Construction Package as proposed by builder* | \$ Include options for full basement and/or attached garage and for solar or renewable energy options *Includes all set-up and delivery charges, costs of assembly and completion, taxes, allowance for customization, permits, foundation, garage, porch or deck, etc. |
| Sewer and Water Connection/Tap Fees and Utility Hook-Ups | \$ |
| Land | \$ |
| Grantee's Developer Fee | \$ |
| Extension of Infrastructure | \$ Include breakdown per lot |
| Site Engineering and Preparation | \$ |
| Marketing/Staging/Customization | \$ |
| Security, Taxes and Insurance Prior to Sale | \$ |
| Legal, Title, Other Professional Fees | \$ |
| Appraisal | \$ |
| TOTAL COST PER UNIT PROPOSED: | \$ |
| COST PER SQUARE FOOT: | \$ |

Note: Submitted pricing cannot exceed MSHDA's funding limit of \$196,000 per home unless local resources will be used to pay the higher amount.

It is the intention of this program to minimize the amount of any grant forgiveness that would be necessitated by an overall project cost that exceeds the established CMV. Accordingly, preference will be given to proposals where the proposed project budget is as close to the established CMV as possible and the grantee's developer fee is less than the maximum permitted (15%). In-kind contributions and non-repayable sources of funding will also make a proposal more attractive.

The modular housing and all property delivered to the site for incorporation into the home being constructed must be fully insured at all times. The housing must be properly secured from break-ins during construction and until it is sold or occupied.

FUNDING SOURCES:

Proposals that are able to leverage other sources of funds will be given priority. A list of proposed sources that equal or exceed the expected total project cost must be included in each application. For each source of non-MSHDA funds, list the contact person(s), telephone number(s), e-mail address, status of commitment, and dollar amount. For funds to be considered as committed, a written commitment must have been made within the past three months by a reliable source for the amount that is expected. A written commitment subject to conditions may be accepted so long as the conditions are reasonable and (in the sole discretion of MSHDA) likely to be met. In-kind contributions by the grantee, other governmental units or local suppliers or consultants may be included as a source.

REPAYABLE GRANT:

MSHDA's funding will be provided as a repayable grant. This means that the grant is repayable to the extent of the net sale proceeds generated by the sale of the unit to a qualified buyer. MSHDA recognizes that the net proceeds of sale may be less than MSHDA's investment in the modular home, and that some portion of the grant may need to be forgiven, resulting in subsidy attrition. Interest will accrue on the amount advanced by MSHDA at the rate of three percent (3%) per year, with no compounding. The grantee will enter into a Repayable Grant Agreement with MSHDA and be required to execute a Repayable Grant Note and a Mortgage of the land and the housing to be installed on the land. The Repayable Grant Note will be due on the earlier of the sale of the modular unit or 1 year from the date of the grant, except in the case of a model unit withheld from sale for purposes of marketing the program.

Net sale proceeds will be determined by deducting from the gross sales price all normal and customary closings costs of sale attributed to a seller in the county where the modular unit is located. Other expenses of the grantee may not be deducted.

There will be no post-sale liens imposed on the homebuyer, as eligibility will be determined as part of the sale transaction. There will be no on-going post occupancy compliance requirements imposed on the homebuyer and/or grantee.

HDF APPLICATION OVERVIEW:

- Provide Applicant Information
- Provide a brief summary of the proposed activity, including a description of the selected site(s) and location, nearby amenities and the location and availability of all utilities (gas, electric, water, sewer, telephone and cable)
- Describe the target homebuyer for this housing
- Describe your proposed outreach and marketing efforts for this program
- Describe how the construction of workforce attainable housing will enhance the opportunity for economic development, create opportunities for employment, or promote community development, and thereby improve the quality of life of the residents within the pilot area (required for HDF grants)
- Provide a proposed project budget (see above)
- Provide information on the builder(s) and modular housing products that have been or are expected to be chosen
- Provide a list of all committed funding sources and any other resources that can be leveraged
- Identify the grantee staff assigned to this program with a brief description of their experience with projects of this nature
- Provide specific grantee information, e.g. FEIN and evidence of authorization to submit an application

NOTIFICATION TO ALL APPLICANTS:

This informational handout is not an offer of funding nor a solicitation of proposals for funding. This handout does not guarantee that funding will be available if a proposal is submitted. This informational handout is intended only to explain the MHP Program to interested communities and non-profits, and to outline the role of the applicant in identifying modular home suppliers and builders and determining costs, timelines and action plans.

MSHDA reserves the right to reject any submission, or any part thereof, or to waive any informality or defect in any submission if it in the best interest of MSHDA and/or the people of the State of Michigan to do so. MSHDA reserves the right not to award any funding as described under this handout.

All submissions are considered public records and are subject to disclosure under the Freedom of Information Act.

Project costs incurred or expenditures made prior to MSHDA's formal acceptance of a proposal and entry into a written grant agreement between MSHDA and the grantee will not be reimbursed. Costs not included in an accepted proposal will not be reimbursed.

November 12, 2018

Lee Adams
South Central Michigan Planning Council
300 South Westnedge Avenue
Kalamazoo, MI 49007

RE: FY 2019-20 Human/Public Services Funding Information and Application

Dear Mr. Adams:

The City of Portage provides Human/Public Services funding each year from the General Fund and Community Development Block Grant (CDBG) Program. For FY 2019-20, Human/Public Services funding will be available July 1, 2019. This fiscal year, the City of Portage allocated \$164,687 from the General Fund and \$34,935 from the CDBG Program for human/public services. At this time, the exact amount available for FY 2019-20 is not known but it is anticipated that both the General Fund and CDBG Program funding amounts will be similar to the current fiscal year.

This information and application are provided to you to disseminate to potentially interested agencies within the greater Kalamazoo area. To qualify for funding from the CDBG Program, the agency must deliver a service with direct benefit to low income persons within the City of Portage. Further, the agency must be able to provide information on the income and demographics of the clientele served, and provide adequate records that funding provides a direct service to residents of Portage per requirements of the U.S. Department of Housing and Urban Development.

For both the General Fund and CDBG Program, the following qualifying criteria will be considered in the evaluation of funding requests:

- ❖ Extent to which the program services meet a basic human need (which includes: provision of housing, food, health and safety services, job training, transportation, and quality of life enhancements);
- ❖ Extent to which program services are accessible to Portage residents;
- ❖ For Portage residents to be served, the extent to which clientele are economically or socially deprived, senior citizens or persons with disabilities;
- ❖ The number of Portage residents to be served;
- ❖ Amount of outreach efforts to Portage residents to be served; and
- ❖ For new programs/agencies in the community, the ability of the agency to receive other funding; or, For programs in existence in the community for five or more years, the ability of the agency to leverage other funding.

The City of Portage Human Services Board will convene a public meeting tentatively scheduled on January 10, 2019 to consider human/public service funding requests. All applicants are requested to have a representative attend the public meeting and make a brief presentation on the funding request to the Board. Additional information regarding this public meeting will be mailed in late December 2018 to each agency that submits an application.

Please note that our application form is available on the city website. Applicants must use the fillable *Human Services Funding Grant Application* form available on our website at: <http://www.portagemi.gov/180/Human-Services-Board> (on the right side under Documents). If there are any questions or concerns with the new application form, please contact Tom McCoy at 269-324-9280 or via email at mccoyt@portagemi.gov.

If you plan to submit an application, please complete the application form as noted above, print and sign the form, attach the required documents, and include a cover letter summarizing the funding request, amount, and the proposed service to be delivered.

Applications are due by Monday, December 10, 2018 at 5:00 p.m. to:

City of Portage Department of Community Development
7900 South Westnedge Avenue
Portage, Michigan 49002

If you have any questions regarding the application process or need additional information, please do not hesitate to contact me at (269) 329-4477, or Tom McCoy, Neighborhood Program Specialist, at (269) 324-9280.

Sincerely,



Vicki Georgeau, AICP
Director

cc: Tom McCoy, Neighborhood Program Specialist