

**Meeting Agenda**  
**City of Wyoming Community Development Committee**

September 3, 2014, 6:30 p.m., Wyoming City Hall, West Conference Room

Agenda Topic

- A. Call to order of the Wyoming Community Development Committee
- B. Approval of Agenda
- C. Approval of Wyoming Community Development Committee Minutes of the August 6, 2014 meeting
- D. FY 2013-2014 CAPER Review (Year End Reporting to HUD) (Lucar)
- E. Public Hearing on CAPER
- F. Public Comment on Agenda Items (limit to 3 minutes)
- G. Receipt of 2013-2014 Sub-Recipients Reports
  - Code Enforcement
- H. 2014-2015 Action Plan/Grant Update
  - Action Plan & Environmental Approval
- I. Community Development Review Focus Group Update
  - Programmatic Agreement for Section 106 Responsibilities
  - Joint 5-Year Consolidated Plan
- J. Committee Member Concerns and Suggestions
- K. Public Comment in General (limit to 3 minutes)
- L. Motion to Adjourn the Wyoming Community Development Committee Meeting

(Next meeting: October 1, 2014)

COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES OF AUGUST 6, 2014  
CITY HALL WEST CONFERENCE ROOM  
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Balk, Blok, DeJager, Hall, Krenz, Lopez, Ziemba

MEMBERS ABSENT: None

STAFF PRESENT: Rynbrandt, Director of Community Services  
Lucar, Administrative Aide

Call to Order

Chairman Hall called the meeting to order at 6:27 p.m. He welcomed new Community Development Committee members Erin Balk and Jill DeJager and introductions were made.

Approval of Agenda

Motion by Ziemba, supported by Blok, to approve the agenda as presented. Motion carried unanimously.

Approval of Prior Committee Minutes

Motion by Krenz, supported by Lopez, to approve the prior meeting minutes of May 14, 2014. Motion carried unanimously.

Public Comment on Agenda Items

There was no public present.

2013-2014 Action Plan/Grant Update

Wyoming Senior Center Project Update – Rynbrandt noted that the portion of CDBG funds budgeted for this project have been completely spent down. The final details regarding the quality of the flooring are still being resolved with both the architect and the flooring manufacturer. VanderKodde Construction performed well as the general contractor for the project.

Housing Rehabilitation Loan Program – Rynbrandt mentioned there is still a high demand for this program, with 58 people currently on the waiting list. The waiting list has been closed, but will be reopened soon. Advertising for the program is done through social media and flyers included in the City water bills.

Sub-recipient Final Reports – These reports were included in the agenda packet. The Committee members had no concerns.

CAPER Reporting Process – Lucar explained the performance reporting process. The draft of the performance report for 2013-2014 will be included in the September 3, 2014 agenda packet, and a public hearing for the CAPER will be held at that meeting.

#### 2014-2015 Grant/Action Plan Update

Status of Grant Authorization of Funds – Rynbrandt noted the funding award letter from HUD was received, with a total of \$479,632 in grant funding. This is a 9.5% reduction from last year's allocation. Last year the City received an increase. The amount of HOME dollars has been increased for 2014-2015, which is administered by Kent County. The total projected CDBG revenue for 2014-2015 is \$558,852. The Action Plan has been approved by HUD. The 2015-2016 budget will be based on the \$479,632 grant amount.

#### 2015-2016 Grant Application

Letter of Intent Process – Rynbrandt explained the information in the CAPER and the Sub-recipient final reports help in developing the framework for the upcoming Letter of Intent Process. She noted the Letter of Intent applications will be sent out to a list of area non-profits and organizations in October, with Committee review of the applications in November and interviews held in December. In January the funding decisions should be made and budgeted. She asked for their input and ideas regarding future needs and projects.

Commissioner Suggested Initiatives for Evaluation – Chair Hall inquired about targeting neighborhood associations. Rynbrandt replied the neighborhood associations would have to be chartered as 501(c)(3) non-profit organizations. She was not aware of any neighborhood associations in Wyoming that have obtained this status. As an alternative, the neighborhood associations can apply for funding through the Wyoming Community Resource Alliance. CDBG funds are used for community policing in low/moderate-income areas. It would be ideal if a non-profit group similar to

Compassion This Way could replicate the Taft Adopt-a-Block program in another low-income, multi-family community within the city.

Committee Member Comments

Committee Recruitment – Rynbrandt noted there are two vacant positions on the Committee. In recruiting new members, diversity is important and representation from all areas of the city.

Public Comment

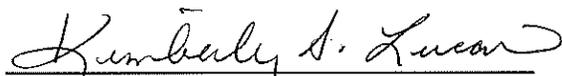
There was no public present.

Adjournment

Motion by Ziemba, supported by DeJager, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 7:22 p.m.

The Committee will meet again on **September 3, 2014 at 6:30 p.m.**



Kimberly S. Lucar, Administrative Aide



# Fourth Program Year Consolidated Annual Performance & Evaluation Report (CAPER)

Community Development Block Grant  
2013-2014  
Wyoming, Michigan

**CR-05 - Goals and Outcomes**

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

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

The City of Wyoming expected to have \$976,413 available for the Community Development Block Grant Program during the period beginning July 1, 2013 through June 30, 2014. This amount consisted of \$529,825 in an annual entitlement grant from the U.S. Department of Housing and Urban Development, \$147,940 from anticipated program income and \$298,648 to be reprogrammed from prior years. A total of \$858,218 was spent this reporting period, with a total of \$93,267 received from program income. We spent \$373,158 on housing rehabilitation programs and support services. We spent 100% of our funds for programs benefiting low and moderate income persons. Two major Public Facility Improvement projects were accomplished - renovation of the Wyoming Senior Center Community Room and demolition/construction of a new concession/restroom building in Pinery Park.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected - Strategic Plan	Actual - Strategic Plan	Percent Complete	Expected - Program Year	Actual - Program Year	Percent Complete
Clearance/Demolition	Affordable Housing	CDBG: \$10000	Buildings Demolished	Buildings	3	0	0.00%	3	0	0.00%
Code Enforcement	Non-Housing Community Development	CDBG: \$124000	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	3350	3350	100.00%	3350	3350	100.00%

Fair Housing Services	Non-Housing Community Development	CDBG: \$15000	Other	Other	72125	72125	72125	100.00%	72125	72125	100.00%
General Administration	Non-Housing Community Development	CDBG: \$82538	Other	Other	72125	72125	72125	100.00%	72125	72125	100.00%
HUD Continuum of Care - Administration	Homeless	CDBG: \$10000	Other	Other	72125	72125	72125	100.00%	72125	72125	100.00%
Planning Activities - Zoning and Master Plan Revi	Non-Housing Community Development	CDBG: \$5000	Other	Other	72125	72125	72125	100.00%	72125	72125	100.00%
Public Facility Improvements Pinery Park	Non-Housing Community Development	CDBG: \$156000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	31286	31286	31286	100.00%	31286	31286	100.00%
Public Facility Improvements Senior Center	Non-Housing Community Development	CDBG: \$100000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	13523	13523	13523	100.00%	13523	13523	100.00%
Public Services - Community Liaison and Crime Prev	Non-Housing Community Development	CDBG: \$55000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	19806	19806	19806	100.00%	19806	19806	100.00%
Public Services - Taft Neighborhood Programs	Non-Housing Community Development	CDBG: \$5500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3261	3261	3261	100.00%	3261	3261	100.00%

Public Services - Taft Neighborhood Rental	Non-Housing Community Development	CDBG: \$10000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3261	3261	100.00%	3261	3261	100.00%
Rehabilitation - Administration	Affordable Housing	CDBG: \$81220	Homeowner Housing Rehabilitated	Household Housing Unit	10	16	160.00%	13	16	123.08%
Rehabilitation - Home Repair Services	Affordable Housing	CDBG: \$65000	Homeowner Housing Rehabilitated	Household Housing Unit	165	121	73.33%	165	121	73.33%
Rehabilitation - Single Unit Residential	Affordable Housing	CDBG: \$257155	Homeowner Housing Rehabilitated	Household Housing Unit	10	16	160.00%	13	16	123.08%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

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

The City of Wyoming used CDBG funds to accomplish projects in the areas of Housing Rehabilitation, Code Enforcement, Public Facility Improvements and Public Services. Affordable housing needs were addressed primarily through Housing Rehabilitation. Homeless needs were addressed by partially funding HUD Continuum of Care administration. Non-Housing Community Development needs were primarily accomplished through Fair Housing Services, Public Facility Improvements, Public Services and Code Enforcement. See the attached Goals and Outcomes Detail.

**CR-05 - GOALS AND OUTCOMES DETAIL**  
**July 1, 2013 - June 30, 2014**

The following is a summary of the use of Community Development Block Grant funds for fiscal year 2013/2014:

- **Public Facility Improvements Senior Center** (HUD Activity 349): Our goal was to spend \$100,000 in CDBG funds to assist seniors in the city in having access to improvements and renovations to the Senior Center multi-purpose room at 2380 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment. We spent \$100,000 in CDBG funds on this activity and the project was accomplished.
  
- **Public Facility Improvements Pinery Park** (HUD Activity 350): Our goal was to spend \$156,000 in CDBG funds to assist persons using the park facilities and services in having access to improvements and renovations of the concession/restroom building at Pinery Park at 2301 DeHoop Ave, SW in Wyoming, for the purpose of providing a suitable environment. We spent \$156,000 in CDBG funds on this activity and the project was accomplished.
  
- **Clearance/Demolition** (HUD Activity 351): Our goal was to spend \$5,000 to assist low/moderate-income homeowners with free needed dilapidated structure demolition grants for the purpose of providing a suitable living environment. No CDBG funds were spent on this activity because there were no applicants that met the low/moderate-income qualifications.
  
- **Public Services - Community Liaison and Crime Prevention** (HUD Activity 352): Our goal was to spend \$55,000 in CDBG funds to assist persons in low/moderate income areas in having the benefit of CDBG monies to partially fund community liaison and crime prevention services for the purpose of providing a suitable living environment. We spent \$53,240 on this activity.
  
- **Public Services – Taft Neighborhood Rental** (HUD Activity 353): Our goal was to spend \$10,000 to assist persons in the Taft Area, which is a HUD qualified low/moderate-income area, in having the benefit of CDBG monies to fund rental and utilities for working space for a non-profit group to provide neighborhood services for the purpose of providing a suitable living environment. We spent \$7,507 on this activity.
  
- **Public Services – Taft Neighborhood Programs** (HUD Activity 354): Our goal was to spend \$5,500 to assist persons in the Taft Area, which is a HUD qualified low/moderate-income area, in having the benefit of CDBG monies to provide neighborhood programs by a non-profit group for the purpose of providing a suitable living environment. We spent \$5,499 on this activity.
  
- **Rehabilitation - Single Unit Residential** (HUD Activity 355): Our goal was to spend \$257,155 for the rehabilitation of 13 housing units, with low/moderate-income families, in having affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing. We spent \$246,309 on 16 housing units (10 Loans and 6 Deferred Loans).
  
- **Rehabilitation - Home Repair Services** (HUD Activity 356): Our goal was to spend \$65,000 to provide low/moderate-income households with affordable services such as minor home repairs, foreclosure prevention services, air sealing and accessibility modifications, for the purpose of providing decent affordable housing. We spent \$64,905 on this activity, and received a total of \$3,280 in program income.

- **Rehabilitation – Administration** (HUD Activity 357): Our goal was to spend \$81,220 to provide 13 housing units, with low/moderate-income families, affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing. We spent \$61,944 on 16 housing units.

- **Code Enforcement** (HUD Activity 358): Our goal was to spend \$55,000 to provide households in low and moderate income areas throughout the City the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment. We spent \$55,000 on this activity.

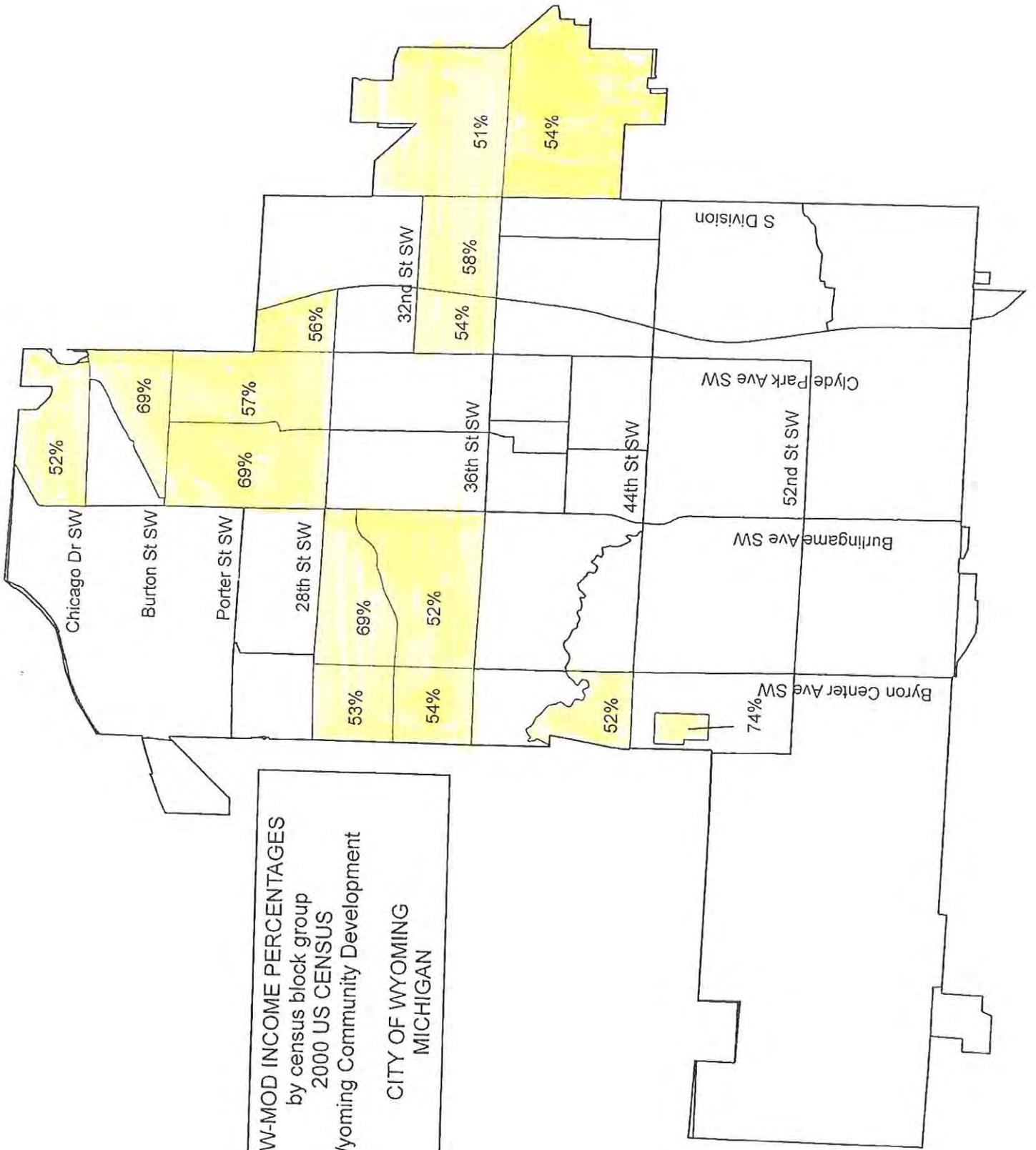
- **Planning Activities - Zoning and Master Plan Revisions** (HUD Activity 359): Our goal was to spend \$5,000 on this activity. Other City funding sources were used; therefore, no CDBG funds were spent on this activity.

- **General Administration** (HUD Activity 360): Our goal was to spend \$87,538 to assist all Wyoming residents in having affordable administration of HUD programs for the purpose of providing a suitable living environment. We spent \$82,814 on this activity.

- **Fair Housing Services** (HUD Activity 361): Our goal was to spend \$15,000 to assist all Wyoming residents in having access to fair housing testing and complaint follow up services for the purpose of providing a suitable living environment. We spent \$15,000 on this activity.

- **HUD Continuum of Care – Administration** (HUD Activity 362): Our goal was to spend \$10,000 to assist all Wyoming residents in having access to affordable administration, through The Heart of West Michigan United Way, to support the Coalition to End Homelessness goals for the purpose of providing a suitable living environment. We spent \$10,000 on this activity.

LOW-MOD INCOME PERCENTAGES  
 by census block group  
 2000 US CENSUS  
 Wyoming Community Development  
 CITY OF WYOMING  
 MICHIGAN



Pinery Park  
Improvements

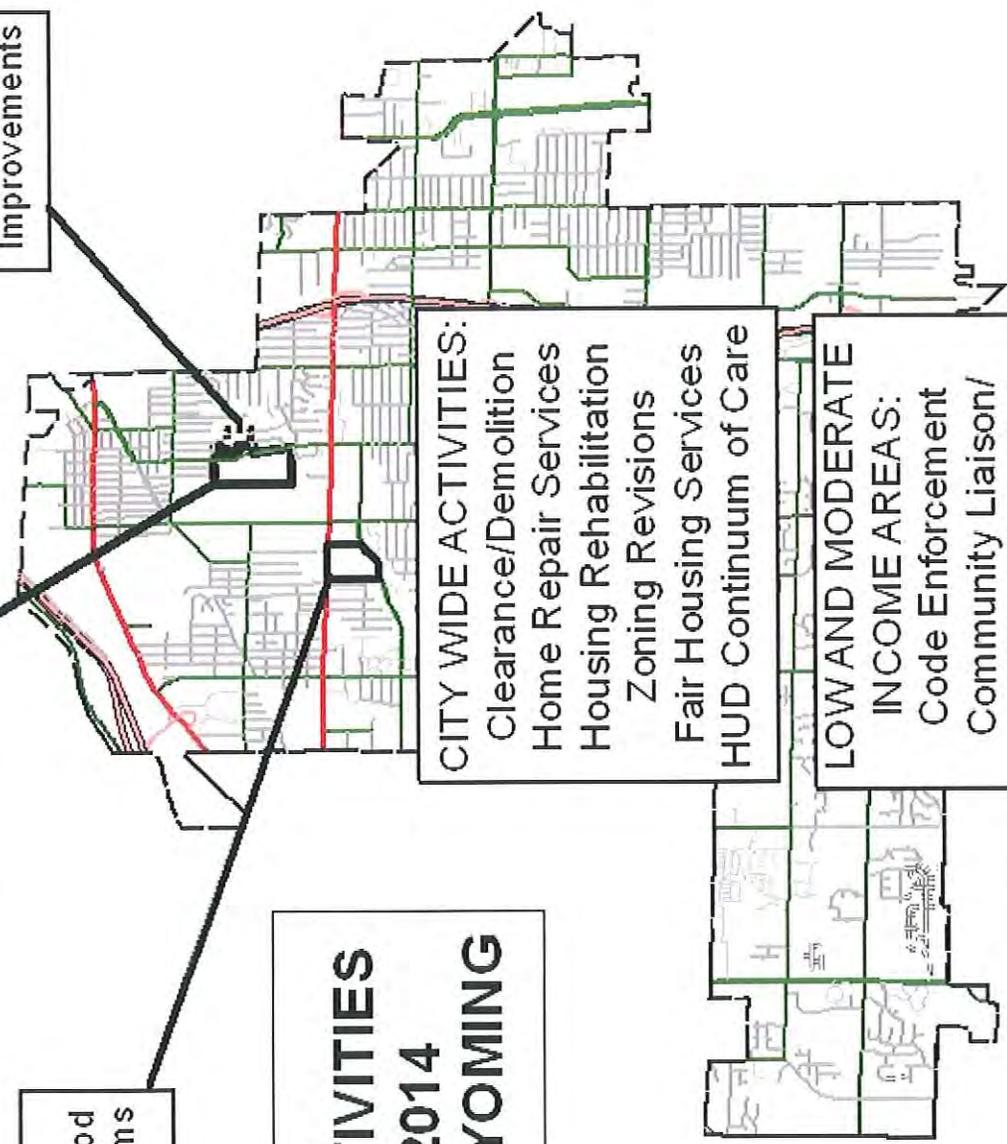
Senior  
Center  
Improvements

Taft Neighborhood  
Rental & Programs

# CDBG ACTIVITIES 2013 - 2014 CITY OF WYOMING

**CITY WIDE ACTIVITIES:**  
Clearance/Demolition  
Home Repair Services  
Housing Rehabilitation  
Zoning Revisions  
Fair Housing Services  
HUD Continuum of Care

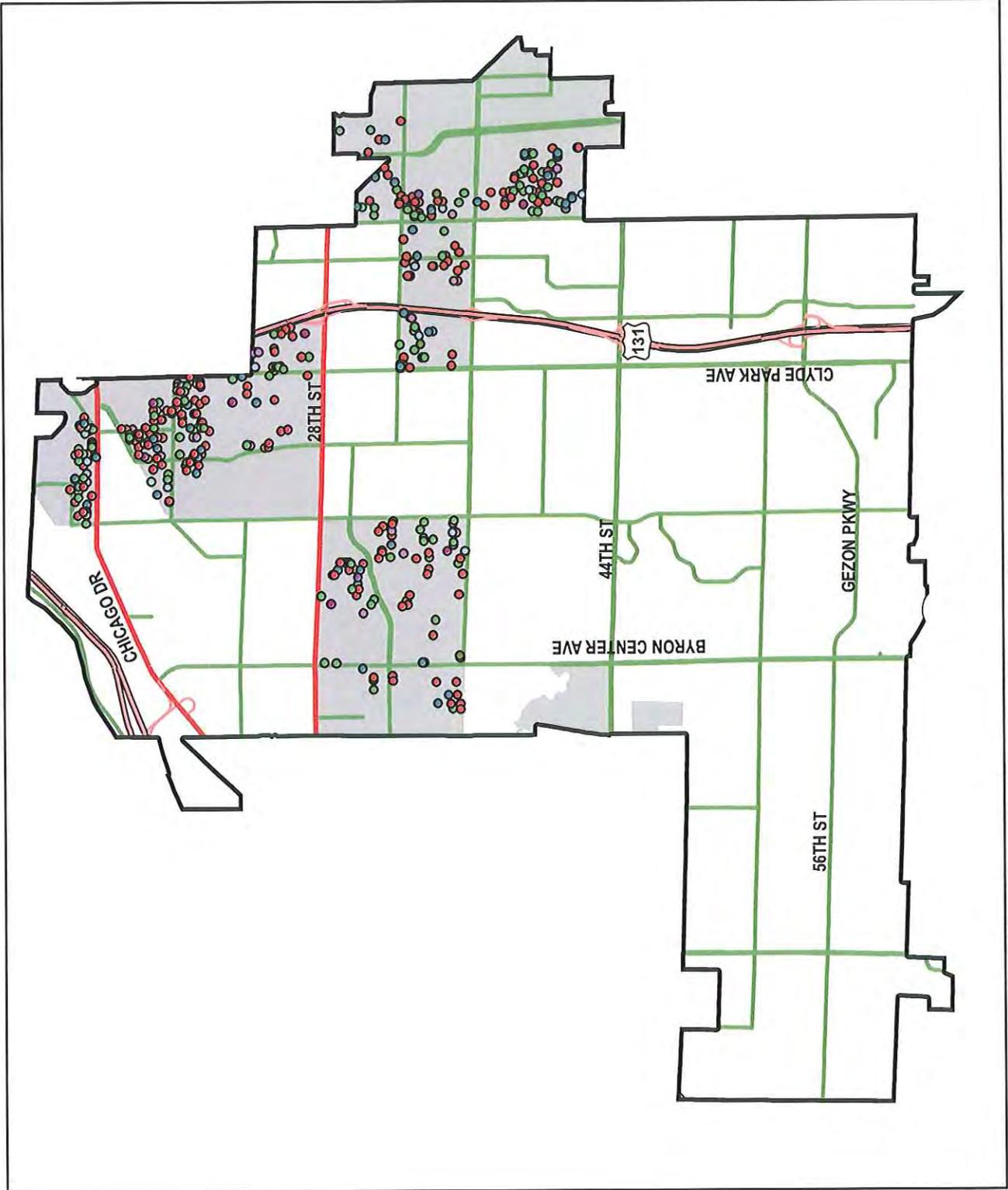
**LOW AND MODERATE  
INCOME AREAS:**  
Code Enforcement  
Community Liaison/  
Crime Prevention



# City of Wyoming, Michigan CDBG Code Enforcement Activity, FY 2013-14



- Category**
- ABANDONED STRUCTURE - 35
  - DANGEROUS BUILDING - 1
  - HOUSING - 75
  - MULTIPLE - 5
  - NUISANCE - 257
  - OTHER - 16
  - POSTED NO OCCUPANCY - 9
  - WEEDS - 142
  - ZONING - 10
  - CDBG Target Areas



## **CR-10 - Racial and Ethnic composition of families assisted**

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

**91.520(a)**

### **Narrative**

For racial and ethnic composition of families assisted per CDBG activity, refer to the attached PR-03 CDBG Activity Summary Report.

CDBG funds were used City-wide to assist families. The 2010 U.S. Census Bureau data shows the total population of the City of Wyoming as 72,125, with the following racial breakdown: White - 54,696; Black - 5,215; Asian - 2,022; American Indian or American Native - 450; Native Hawaiian or Other Pacific Islander - 35; Other Race - 9,707; Hispanic - 14,010; and Not Hispanic - 58,115.

There are no areas of racial/minority concentrations within the City of Wyoming. However, there are two areas that have higher-than-City-average percentages. One such area is bounded on the north by the City limits, on the east by the City limits, on the south by Burton SW and on the west by Burlingame SW. The second area is all the Wyoming properties East of South Division.

**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

Source of Funds	Source	Expected Amount Available	Actual Amount Expended Program Year X
CDBG			858,218

**Table 2 – Resources Made Available**

**Narrative**

The City of Wyoming expected to have \$976,413 available for the Community Development Block Grant Program during the period beginning July 1, 2013 through June 30, 2014. This amount consisted of \$529,825 in an annual entitlement grant from the U.S. Department of Housing and Urban Development, \$147,940 from anticipated program income and \$298,648 to be reprogrammed from prior years. A total of \$858,218 was spent this reporting period, with a total of \$93,267 received from program income. We spent \$373,158 on housing rehabilitation programs and support services. We spent 100% of our funds for programs benefiting low and moderate income persons. Two major Public Facilities projects were accomplished, with \$100,000 in CDBG funds spent for the Senior Center Community Room Renovation and \$156,000 in CDBG funds spent for the Pinery Park Concession/Restroom Demolition/Reconstruction.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
All Low/Moderate-Income Areas	18	13	Public Services-Community Liaison & Crime Prevention and Code Enforcement
City-Wide	12	12	Planning Activities, General Admin., Fair Housing Services and HUD Continuum of Care Admin.
City-Wide Low/Mod Income Families	42	43	Clearance/Demolition and Housing Rehabilitation
Pinery Park	16	18	Public Facility Improvements-Pinery Park Concession/Restroom Building Demolition/Construction
Senior Center	10	12	Public Facility Improvements-Senior Center Community Room Renovation
Taft Neighborhood	2	2	Public Services-Taft Neighborhood Rental & Neighborhood Programs

**Table 3 – Identify the geographic distribution and location of investments**

## **Narrative**

Refer to the Geographic Distribution Map which locates projects proposed for 2013-2014 in section CR-05.

Also refer to the City's Low/Moderate Income Areas map in section CR-05, which indicates all of the City's Low/Moderate Income Areas. There are two areas that contain the oldest housing units. One such area is bounded on the north by the City limits, on the east by the City limits, on the south by Burton SW and on the west by Burlingame SW. The second area is all the Wyoming properties East of South Division Avenue. Housing rehabilitation regularly occurs in both areas, as well as City-wide, based on family income qualification.

Also refer to the Code Enforcement map attachment in section CR-05, which designates the low/moderate income areas assisted.

## Leveraging

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

There were two Public Facilities projects that were accomplished where CDBG funds were used in combination with local funds:

Senior Center Community Room Renovation - \$184,145 was spent for this renovation-\$100,000 in CDBG funds and \$84,145 in City Parks and Recreation millage funds. In addition, \$60,000 was donated by the Wyoming Senior Center Fellowship Club for the purchase of new chairs, tables and a bingo machine.

Pinery Park Concession/Restroom Demolition/Reconstruction - \$194,534 was spent on this project - \$156,000 in CDBG funds and \$38,534 in City Parks and Recreation millage funds. In addition, the Pinery Park Little League will fund the costs related to upgrading the project to a food service concession.

Both facilities are owned by the City of Wyoming and located in low/moderate-income areas. The Senior Center also provides services to CDBG eligible clientele. Improvement of public facilities is identified as a Suitable Living Environment Specific Objective/Strategy in the Five Year Consolidated Strategic Plan.

The City has a consortium agreement with the County of Kent allowing them to receive and administer Wyoming's federal entitlement of HOME dollars. All data related to HOME funds will be reported by the County of Kent and is not included in this CAPER in order to avoid duplicate reporting of data to HUD.

**CR-20 - Affordable Housing 91.520(b)**

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

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

**Table 4 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	178	137
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>178</b>	<b>137</b>

**Table 5 – Number of Households Supported**

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

In Table 4 above, homeless and special needs data will be reported by The Heart of West Michigan United Way to the HUD Continuum of Care. In Table 5 above, Kent County, as the lead HOME consortium, will report the production of new units and acquisition of existing units. Rental assistance data is reported to HUD by the Wyoming Public Housing Commission. This data reported by the aforementioned agencies is not included in this CAPER in order to avoid duplicate reporting of data to HUD.

The City has a consortium agreement with the County of Kent allowing them to receive and administer Wyoming's federal entitlement of HOME dollars. Over the next two years it is anticipated that the portion allocated for Wyoming by formula will be approximately \$330,000. Kent County will grant

awards for projects within the City of Wyoming for that portion, taking into consideration the viability, community impact, and financial feasibility of the project. In the 2012-2013 funding round, \$716,000 was allocated to LINC Community Revitalization for a project in the City of Wyoming, and in the 2013-2014 funding round \$243,771, targeted to impact Wyoming, was awarded to Habitat to Humanity of Kent County. This represents a Kent County community development investment of approximately \$629,771 in the renovation and redevelopment of rental housing in the City of Wyoming since the partnership with Kent County began. During the upcoming fiscal year funds will be awarded to non-profit and CHDO partners to develop quality affordable housing in an expanded targeted format to create a tangible impact zone.

Through the City's Single Unit Housing Rehabilitation Program, we had planned to rehabilitate 13 homes, and we were successful in rehabilitating 16 homes. Minor home repairs, accessibility modifications, air sealing/weatherization and foreclosure intervention services were accomplished by our subrecipient agency Home Repair Services, assisting 121 homeowners.

**Discuss how these outcomes will impact future annual action plans.**

Using CDBG entitlement funds, affordable housing needs will be addressed primarily through Housing Rehabilitation and Clearance/Demolition. Homelessness needs will be addressed by partially funding HUD Continuum of Care administration. The City of Wyoming will continue its consortium agreement with the County of Kent to allow them to receive and administer Wyoming's federal entitlement of HOME dollars.

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

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	39	0
Low-income	60	0
Moderate-income	38	0
<b>Total</b>	<b>137</b>	<b>0</b>

**Table 6 – Number of Persons Served**

**Narrative Information**

In order to continue its efforts in supporting affordable housing, the City continues to review its housing and development policies to help reduce any negative effects. In 2013 the City updated its Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. The recommendations outlined in the AI will be considered for incorporation in the next Five Year Consolidated Plan, which will be developed in 2015-16. The City has received a one-year extension to its 2010-2014 Five Year

Consolidated Plan to align with the City of Grand Rapids and Kent County for regional planning purposes.

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

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

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

As noted throughout the Five Year Consolidated Strategic Plan, the City considers the homeless population needs to be a metropolitan-wide issue. Homelessness and special needs populations are assisted by countywide agencies and non-profit organizations. Other agencies and organizations operating in Wyoming provide shelter to at-risk-homeless populations.

Through CDBG funds, the City funds HUD Continuum of Care administration through The Heart of West Michigan United Way to support the Coalition to End Homelessness goals. Our Director of Community Services serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness. Although the City does not have the resources to devote to specific funding of any programs for these persons, it will continue to consider the needs of these populations and cooperate in metropolitan initiatives on these issues.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City does not receive Emergency Shelter Grants (ESG). As mentioned above, the City funds HUD Continuum of Care administration through The Heart of West Michigan United Way to support the Coalition to End Homelessness goals.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Wyoming Public Housing Commission houses seniors and low income families and continually applies for funding of new public housing units as well as new HUD vouchers for Section 8 units within the rental community.

In its zoning policies, the City has worked to promote more facilities for special needs populations, particularly with Planned Unit Developments. Four of the five PUDs in the city have completed or are planned for some special needs housing. The Bayberry Farms PUD, southwest of 56th St SW and Byron Center Ave SW, has completed 64 units of senior, 40% assisted housing. The Rivertown Park PUD, northwest of 52nd St SW and Ivanrest Ave SW, is planned to provide 185 assisted living units. Also,

Aurora Ponds Apartments, northeast of 56th St SW and Byron Center Ave SW, contains 130 units of non-assisted senior housing units. An elementary school at 2700 Taft Ave was converted to a 59 unit assisted living facility, Vista Springs, and is now open. Most recently, a 107 unit senior living facility, located in the Metro Health Village PUD at 2252 Health Drive SW, received site plan approval and will soon be under construction.

Currently, the City has 29 foster care homes, which house about 225 persons. There are two nursing homes which provide supportive care in an institutional setting, one on 36th Street and one on 56th Street. Several area organizations maintain transitional residential facilities with structural support programs for recovering drug or alcohol dependent persons as well as persons with AIDS and related diseases.

The housing rehabilitation program assists low and moderate income families to maintain their current homes. The Home Repair Services agency, which we fund, has initiated a 'Foreclosure Mediation Assistance Program', which is available to our low-income Wyoming residents.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

As mentioned above, the City does not receive Emergency Shelter Grants (ESG). The City funds HUD Continuum of Care administration through The Heart of West Michigan United Way to support the Coalition to End Homelessness goals.

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

### **Actions taken to address the needs of public housing**

The Wyoming Public Housing Commission (WHC) works separately to operate their housing programs. The WHC assists mostly extremely low income and very low income households in its public housing units and mostly very low and low income families with Section 8 housing choice vouchers. The Wyoming Housing Commission will continue to take actions to improve public housing and resident initiatives by working towards assisting families with homeownership and encouraging Housing Choice Voucher families to participate in the Family Self-Sufficiency (FSS) program. The WHC will continue to be committed to providing safe, decent and affordable housing for participants. According to the 2013 Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment, referencing Subsidized Housing, it states that Wyoming is able to offer 538 assisted housing units, ranging from mid high-rises, low-rise apartments, townhomes and detached houses for the elderly, families and the disabled concentrated in the eastern portion of the City. The study recommended that the City explore options for further development of subsidized housing in the western portion of the City and along transit lines, such as the Silver Line bus rapid transit system which will be in operation August 2014 along Division Avenue.

See the attached Public Housing Strategy Detail.

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

The Residents' Advisory Board (RAB) reviewed the WHC's annual plan, which was approved. The WHC considers the input of the RAB to be extremely valuable in assessing the needs of families the WHC serves, which some of the improvements noted above reflect their concerns as residents. Their concerns are given the utmost consideration in making program decisions, and are aligned with the WHC Comprehensive Needs Assessment and the WHC Annual Plan, hence the WHC pursuing projects. Along with the RAB approval of the WHC annual plan, the WHC Board and Housing and Urban Development (HUD) field office approved the WHC annual plan.

### **Actions taken to provide assistance to troubled PHAs**

The Wyoming Public Housing Commission is not identified as troubled by HUD.

## CR-30 – PUBLIC HOUSING STRATEGY DETAIL

The following describes the actions taken during the last year to improve public housing and resident initiatives:

The Wyoming Housing Commission (WHC) continues to work toward assisting our participants to connect with our homeownership program to achieve the American dream. As of April 2013 through March 2014, WHC was able to assist three (3) Housing Choice Voucher (HCV) participants to purchase their own home through our homeownership program and a total of ten (10) participants assisted in 2013 fiscal year. Currently, WHC has seventeen (17) families that are actively working toward homeownership.

The WHC continues to encourage our HCV families to participate in our Family Self-sufficiency (FSS) program. The Wyoming Housing Commission had 103 FSS participants enrolled at the end of our fiscal year, March 2014. The WHC has a goal of enrolling a total of 125 families in the FSS program at the end of our 2014 fiscal year. WHC is waiting for the 2014 grant to be approved, in the past the WHC has been approved for the FSS grant for two FSS Coordinators; we anticipate two positions to be approved again for 2014. WHC's two FSS Coordinators continue to attend to our clients and assisting them with several events/activities which encompass the Fresh Start Expo, four (4), EBus, ten (10) FSS Orientation, GED courses, and two (2) Homeownership Orientations throughout the year. Such events assist are participants to become self-sufficient, which in turn our participants are able to graduate from the program and possibly move off housing assistance after they graduate. WHC has had fifteen (15) participants that graduated this fiscal year and were able to collect a grand total of \$72,469 between the fifteen graduates. The FSS program is capable of assisting those that may need interim withdraws from their escrow accounts.

In the event the FSS family would like to withdraw funds from its FSS account, the Housing Commission allows this transaction. A portion of the participant's funds may be disbursed from the family's escrow account during the Contract period for Contract-related expenses if the family:

- has fulfilled certain interim Contract goals, and
- is in good standing with the Housing Commission and landlord, and
- needs a portion of the FSS account funds for purposes consistent with the contract such as school tuition or related costs, job training expenses, business start-ups, expenses or a car when public transportation is unavailable or inaccessible to the family.

The WHC was able to grant such request this past fiscal year to six (6) different participants, the total amount of interim disbursements was \$10,975. These disbursements went toward school enrollment and books, tuitions, car repairs,

appliances, and assistance towards purchase of vehicle. These interim withdrawals allow the families to continue to work toward their FSS goals.

The housing commission continues to work with our families under the Housing Choice Voucher Program (HCV). Fiscal year 2014, the WHC was at 95% leased up with its vouchers, reason for the decrease this year is based on funding cuts. WHC was only to assist that percentage because we used 105% of funding, so WHC had to tap in on our reserves to assist those in need. Our percentage on assisting families dropped due to the sequestration cuts from Department of Housing and Urban Development (HUD). In order to bring more families into the voucher program, the WHC would have to receive more vouchers from the HUD and we don't foresee this occurring in the near future. Currently, families are only being admitted to the program when another family ends its participation.

During the 2014 fiscal year, the WHC Public Housing Program decreased our occupancy rate to 98%; staff continues to work diligently to obtain this percentage or higher. The WHC staff continues to work toward decreasing our vacant unit turnaround time for 2014 fiscal year.

The WHC continues to be committed to providing safe, decent and affordable housing for our participants. In 2014 fiscal year, WHC completed the following project, which expended our entire 2011 grant for following upgrades and/or remodels:

1. Westwood Rear Drive/Parking Site Lighting
2. Westwood Exterior Door Replacements
3. Westwood Sidewalk/Curb Replacement
4. Westwood Tree Removal
5. 313 Himes Roof Repair

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

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City continues to regularly review its policies and codes - Zoning, Subdivision, Building, Housing - to determine the impact on affordable housing. The City continues to undergo Zoning and Master Plan revisions to remove specific barriers to affordable housing. The City has broadened its PILOT (Payment in Lieu of Taxes) Ordinance to allow for greater development opportunities for affordable housing for low/moderate income housing development. The City Planner and Director of Community Services are serving on the steering committee to develop a Form Based Code for the Division Avenue corridor, which should encourage mixed use/mixed income development and ease of access to the new Silver Line bus rapid transit system.

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

The City's strategy to reduce poverty relies on promoting current and future programs, which assist low-income families and senior citizens. See the narrative below for detail on these programs.

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

The City integrates lead hazard evaluation and reduction activities into all CDBG housing rehabilitation programs. The City's Building Rehabilitation Specialist is a State of Michigan licensed lead inspector and lead risk assessor. For each housing rehabilitation project, the Rehabilitation Specialist identifies the potential lead hazard, develops a plan for remediation and executes the plan for remediation, in compliance with federal standards. The City provides CDBG housing rehabilitation applicants with applicable information of the hazards of lead-based poisoning.

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

The City's strategy to reduce poverty relies on promoting current and future programs, which assist low-income families and senior citizens. The following programs, administered by the City, assisted households in poverty by reducing their expenses for such services and/or obligations:

- Community Development Block Grant-Loans at 3% annual interest were given to households with incomes between 50% and 80% of the area median. Deferred Loans, at zero interest, repaid at a reduced amount, at the time of sale of the property, were given to households with incomes below 50% of the area median.
- Senior Center-Free tax preparation services, free low cost recreation and leisure education programs,

free legal consultation services and free medical and blood pressure screenings.

- Poverty Exemption of Property Taxes-The City allowed for an exemption of all or a part of real and personal property taxes to those persons, as determined by the Board of Review, to be in poverty. Wyoming averages about 50 exemptions each year.

- The City's Public Housing and rent certificates programs also provided assistance to poor families.

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

The City continues to review ways in which to improve upon efficiency and stewardship of resources. In 2013 the County received an EVIP grant to hire a consultant to conduct a study to examine community development efficiencies, service sharing and possible consolidation of efforts between three local communities - Kent County, the City of Wyoming and the City of Grand Rapids. The results of the study are currently under review.

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

For 2014-15 a new subrecipient has been added, Habitat for Humanity of Kent County, who will provide low/moderate income households with affordable needed housing repairs in the Godfrey Lee Neighborhood Area.

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

Specific actions that have been undertaken to reduce barriers to affordable housing, based on the City's Consolidated Plan and the updated Analysis of Impediments to Fair Housing Choice, include:

- Regular review of City policies and codes-Zoning, Subdivision, Building, Housing-to determine the impact on affordable housing. The City has broadened its PILOT (Payment in Lieu of Taxes) Ordinance to allow for greater development opportunities for affordable housing for low/moderate income housing development. The City continues its efforts in developing form based zoning codes and supporting the Bus Rapid Transit System to encourage mixed use/mixed income development.

- Supported the Fair Housing Center of West Michigan to promote and ensure fair housing is available throughout the city through complaint assistance/investigation, housing testing and outreach/education. The City, in partnership with the FHC, hosted an annual fair housing workshop to educate the Wyoming housing industry, including both the real estate and rental industry, on best fair housing practices and compliance with fair housing laws.

- Supported The Heart of West Michigan United Way in providing HUD Continuum of Care

administration to support the Coalition to End Homelessness goals.

- The Wyoming Housing Commission continued to apply for HUD rent certificates and vouchers.
- Provided assistance to low and moderate-income families, through the CDBG Program, to repair their homes, which allowed them to remain in their homes instead of having to move.
- The City Planner served as a board member on the West Michigan Regional Planning Commission, the Grand Valley Metro Council Technical Committee, the Interurban Transit Partnership and attended meetings of the Division Avenue Business Association.
- The City continued its consortium agreement with the County of Kent allowing them to receive and administer Wyoming's federal entitlement of HOME dollars.
- The Chief Building Official remained an active member of the Grand Rapids Home Builders Association, and related Inspections Department staff remained active members of the Grand Rapids Rental Property Owners Association.
- The Director of Community Services served as the City's representative to the Kent County Land Bank and its Property Acquisition Committee, and the HUD Continuum of Care, Kent County's Essential Needs Task Force.

## **CR-40 - Monitoring 91.220 and 91.230**

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

The Wyoming Community Development Committee (CDC) is a primary monitoring system established for the Wyoming's Community Development Block Grant Program. Each year, the CDC, made up of City residents, reviews and evaluates prior year's projects and spending and approves an Annual Plan, based on the City's Five Year Consolidated Strategic Plan. As part of the annual budget and plan preparation, the CDC reviews applications from potential subrecipients requesting CDBG funds through a Letter of Intent process and subsequently makes recommendations for funding.

For rehabilitation projects, the City has developed the 'Rehabilitation Manual' which describes the available rehabilitation programs, including their purpose, eligibility, funding and other requirements. The Manual also includes guidelines for administration of the overall program, and of specific activities. The Manual, updated in 2013 and fully adopted by the City Council, will continue to be used as a primary guide for administration of available CDBG program activities.

The City of Wyoming continues to take necessary affirmative steps to assure that minority firms, women's business enterprises and Section 3 certified contractors are used when possible in our CDBG program. This is accomplished through maintenance of lists of minority business enterprises, women's business enterprises and Section 3 certified contractors and related organizations, and correspondence notifying them of work opportunities. The City Purchasing Department also sends notification of bids for CDBG projects using these contact lists. An annual public notice of federal funds awarded is also published to afford all persons, contractors and service providers an equal opportunity to participate in these programs.

The City of Wyoming contracts with Kent County and the City of Grand Rapids to perform its Subrecipient monitoring. As part of these services, the County and the City of Grand Rapids perform on-site monitoring of each Subrecipient at least once per year consistent with HUD's monitoring requirements.

As far as overall daily monitoring, the Director of Community Services, CDBG Staff and Finance Department Staff regularly monitor all spending and project coordination aspects of the CDBG Program to ensure long term compliance with program requirements and comprehensive planning, based on HUD rules and the goals and objectives in the established Annual Plan and the Five Year Consolidated Strategic Plan. An internal City budgeting and accounting system is used to ensure monies spent are tracked and maintained within budgeted amounts. An annual single audit is performed by an independent auditor. Timeliness of expenditures is regularly monitored by the City's Finance Department.

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

### **Description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The citizen participation process for the Consolidated Annual Performance and Evaluation Report (CAPER) was completed according to the adopted City of Wyoming Citizen Participation Plan. A public hearing notice was published in the Grand Rapids Press newspaper on August 19, 2014 announcing the upcoming meeting of the Wyoming Community Development Committee on September 3, 2014 seeking public comment on the CAPER. A Notice of Availability was placed in the Grand Rapids Press newspaper on August 26, 2014 giving citizens the opportunity to comment on the CAPER. No comments were received at the public hearing held on September 3, 2014 or following the Notice of Availability comment period mentioned above. See the attached documents verifying the citizen participation process.

STATE OF MICHIGAN )  
County of Kent

ss. Deja Moders

CD Comm.  
Minutes  
+ another  
notice to  
add

Being duly sworn deposes and say he/she is Principal Clerk of



**THE GRAND RAPIDS PRESS**  
DAILY EDITION

a newspaper published and circulated in the County of Kent and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days) \_\_\_\_\_

August 19 A.D. 20 14

Sworn to and subscribed before me this 19 day of August 20 14

*Janice M. Ringler*

JANICE M. RINGLER  
Notary Public, State of Michigan  
County of Kent  
My Commission Expires: 10/03/2014  
Acting in the County of Kent

**PUBLIC HEARING  
WYOMING COMMUNITY DEVELOPMENT COMMITTEE  
MEETING  
WYOMING, MICHIGAN  
"CONSOLIDATED ANNUAL PERFORMANCE AND  
EVALUATION REPORT"  
FISCAL YEAR 2013-2014**

Public comments are welcome during a meeting of the Wyoming Community Development Committee scheduled for September 3, 2014 at 6:30 PM in the West Conference Room at City Hall, located at 1155 - 28th St, SW, Wyoming, Michigan. Discussion will relate to the proposed Consolidated Annual Performance and Evaluation Report (CAPER), concerning funds spent through the federal Community Development Block Grant Program from July 1, 2013 through June 30, 2014.

A copy of this report will be available at the Community Development Office between 7:00 AM and 5:00 PM Monday through Thursday at the Wyoming City Offices located at 1155 - 28th St. SW, Wyoming, MI, and the Wyoming Public Library located at 3350 Michael Ave SW, Wyoming, MI.

In keeping with the provisions of federal regulations, this public notice is being published on August 19, 2014.

Heidi A. Isakson, Wyoming City Clerk

4802150-01

**CR-45 - CDBG 91.520(c)**

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

The City of Wyoming did not change its program objectives for FY 2013-2014. However, there were some policy changes made regarding certain CDBG activities. Relative to Code Enforcement, the amount originally budgeted for this activity and proposed in the Annual Plan was reduced to recognize loss of income from Code Enforcement remediation activities. The changes were required per HUD monitoring. There were also policy changes adopted in the 2013 Wyoming Rehabilitation Manual related to the Rehabilitation-Single Family Residential activity. Some of the significant changes included increasing the maximum loan amount from \$15,000 to \$20,000 to coincide with increased construction costs, and amending the emergency roof/furnace loans policy to provide for full housing improvements concurrently for improved administrative efficiency and costs.

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

No

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



PGM Year: 2013

Project: 0001 - Public Facility Improvements Senior Center

IDIS Activity: 349 - Public Facilities Improvements-Senior Center

Status: Completed 6/30/2014 12:00:00 AM

Location: 2380 De Hoop Ave SW Wyoming, MI 49509-1816

Objective: Create suitable living environments

Outcome: Availability/accessibility

Matrix Code: Senior Centers (03A)

National Objective: LMC

Initial Funding Date: 10/02/2013

Financing  
 Funded Amount: 100,000.00  
 Drawn Thru Program Year: 100,000.00  
 Drawn In Program Year: 100,000.00

**Proposed Accomplishments**

Public Facilities : 13,523

**Actual Accomplishments**

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	10,258	2,625
Black/African American:	0	0	0	0	0	0	977	0
Asian:	0	0	0	0	0	0	379	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	6	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	84	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	1,819	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>13,523</b>	<b>2,625</b>

Female-headed Households: 0

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low	0	0	0	1,554
Low Mod	0	0	0	3,472
Moderate	0	0	0	2,409
Non Low Moderate	0	0	0	6,088
Total	0	0	0	13,523
Percent Low/Mod				55.0%

**Annual Accomplishments**

**Years**      **Accomplishment Narrative**      **# Benefitting**

2013      13,523 seniors in the city have access to improvements and renovations to the Senior Center at 2380 DeHoop Ave SW in Wyoming, for the

**PGM Year:**      2013

**Project:**      0002 - Public Facility Improvements Pinery Park

**IDIS Activity:**      350 - Public Facility Improvements-Pinery Park

**Status:**      Completed 6/30/2014 12:00:00 AM

**Location:**      2301 De Hoop Ave SW Wyoming, MI 49509

**Objective:**      Create suitable living environments

**Outcome:**      Availability/accessibility

**Matrix Code:**      Parks, Recreational Facilities (03F)

**National Objective:**      LMA

**Initial Funding Date:**      10/02/2013

**Financing**

Funded Amount:      156,000.00

Drawn Thru Program Year:      156,000.00

Drawn In Program Year:      156,000.00

**Proposed Accomplishments**

Public Facilities : 31,286

Total Population in Service Area: 668

Census Tract Percent Low / Mod: 69.00

**Description:**

31,286 persons, using the park facilities and services, would have access to improvements and renovations at Pinery Park at 2301 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment (Census Tract 135 Block Group 1, located in between Burton Street to the North, DeHoop Avenue to the East, Burlingame Avenue to the West and 28th Street to the South) (\$156,000)

**Annual Accomplishments**

**Years**      **Accomplishment Narrative**      **# Benefitting**

2013      31,286 persons, using the park facilities and services, have access to improvements and renovations at Pinery Park at 2301 DeHoop Ave, SW

**PGM Year:**      2013

**Project:**      0003 - Clearance/Demolition

**IDIS Activity:**      351 - Clearance/Demolition

**Status:**      Canceled 6/30/2014 12:00:00 AM

**Location:**      1155 28th St SW Wyoming, MI 49509-2825

**Objective:**      Create suitable living environments

**Outcome:**      Affordability

**Matrix Code:**      Clearance and Demolition (04)

**National Objective:**      LMH

**Initial Funding Date:**      10/02/2013

**Financing**

Funded Amount:      0.00

**Description:**

3 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants for the purpose of providing a suitable living environment (\$10,000).

Drawn Thru Program Year: 0.00  
 Drawn In Program Year: 0.00

**Proposed Accomplishments**

Housing Units : 3

**Actual Accomplishments**

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	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

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
Percent Low/Mod				

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefiting
2013	There were no applicants that met the low/moderate-income qualifications for this activity.	
PGM Year: 2013		
Project: 0004 - Public Services-Community Liaison and Crime Prevention		
IDIS Activity: 352 - Public Services-Community Liaison and Crime Prevention		

Status: Completed 6/30/2014 12:00:00 AM  
 Location: 1155 28th St SW Wyoming, MI 49509-2825

Objective: Create suitable living environments  
 Outcome: Availability/accessibility  
 Matrix Code: Crime Awareness (05I)

National Objective: LMA

**Initial Funding Date:** 10/02/2013  
**Financing** 19,806 persons, in low/moderate income areas, have the benefit of CDBG monies to partially fund community liaison and crime prevention services for the purpose of providing a suitable living environment (\$55,000).

Funded Amount: 53,239.56  
Drawn Thru Program Year: 53,239.56  
Drawn In Program Year: 53,239.56

**Proposed Accomplishments**

People (General) : 19,806  
Total Population in Service Area: 23,136  
Census Tract Percent Low / Mod: 57.40

**Annual Accomplishments** # Benefiting  
**Years** Accomplishment Narrative

2013 19,806 persons in low/moderate-income areas within the City had the benefit of CDBG monies to partially fund community liaison and crime

**PGM Year:** 2013

**Project:** 0005 - Public Services-Taft Neighborhood Rental  
**IDIS Activity:** 353 - Public Services-Taft Neighborhood Rental

**Status:** Completed 6/30/2014 12:00:00 AM  
**Location:** 2860 Taft Ave SW Wyoming, MI 49519-2641

**Objective:** Create suitable living environments  
**Outcome:** Availability/accessibility  
**Matrix Code:** Crime Awareness (051)

**National Objective:** LMA

**Initial Funding Date:** 10/02/2013  
**Financing**

Funded Amount: 7,507.29  
Drawn Thru Program Year: 7,507.29  
Drawn In Program Year: 7,507.29

**Proposed Accomplishments**

People (General) : 3,261  
Total Population in Service Area: 6,746  
Census Tract Percent Low / Mod: 59.90

**Description:** 3,261 persons in the Taft Area, which is a HUD qualified low/moderate-income area, have the benefit of CDBG monies to fund rental and utilities for working space for a non-profit group to provide neighborhood services for the purpose of providing a suitable living environment (Census Tract 138.02 Block Groups 1 & 2, bounded on the North by 28th St SW, on the East by Burlingame Ave SW, on the South by Roys Creek and on the West by Byron Center Ave SW)(\$10,000)

**Annual Accomplishments** # Benefiting  
**Years** Accomplishment Narrative

2013 3,261 persons in the Taft Area, which is a HUD qualified low/moderate-income area, had the benefit of CDBG monies to fund rental and

**PGM Year:** 2013

**Project:** 0006 - Public Services-Taft Neighborhood Programs  
**IDIS Activity:** 354 - Public Services-Taft Neighborhood Programs

**Status:** Completed 6/30/2014 12:00:00 AM  
**Location:** 2860 Taft Ave SW Wyoming, MI 49519-2641

**Objective:** Create suitable living environments  
**Outcome:** Availability/accessibility  
**Matrix Code:** Crime Awareness (051)

**National Objective:** LMA

Initial Funding Date: 10/02/2013

**Financing**

Funded Amount: 5,499.21  
Drawn Thru Program Year: 5,499.21  
Drawn In Program Year: 5,499.21

**Proposed Accomplishments**

People (General) : 3,261  
Total Population in Service Area: 6,746  
Census Tract Percent Low / Mod: 59.90

**Annual Accomplishments**

Years Accomplishment Narrative

2013 3,261 persons in the Taft Area, which is a HUD qualified low/moderate-income area, have the benefit of CDBG monies to provide

PGM Year: 2013

Project: 0007 - Rehabilitation-Single Unit Residential

IDIS Activity: 355 - Rehabilitation-Single Unit Residential

Status: Completed 6/30/2014 12:00:00 AM

Location: 4680 Allyson Ave SW Wyoming, MI 49519-4834

Objective: Provide decent affordable housing

Outcome: Affordability

Matrix Code: Rehab; Single-Unit Residential (14A)

National Objective: LMH

**Initial Funding Date:**

10/02/2013

**Financing**

Funded Amount: 246,309.00  
Drawn Thru Program Year: 246,309.00  
Drawn In Program Year: 246,309.00

**Proposed Accomplishments**

Housing Units : 13

**Actual Accomplishments**

**Number assisted:**

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	4	0	0	0	14	4	0	0
Black/African American:	0	0	0	0	1	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	1	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>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>4</b>	<b>0</b>	<b>0</b>

**# Benefitting**

Female-headed Households: 7 0 7

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low	3	0	3	0
Low Mod	3	0	3	0
Moderate	10	0	10	0
Non Low Moderate	0	0	0	0
Total	16	0	16	0
Percent Low/Mod	100.0%		100.0%	

**Annual Accomplishments**  
**Years**      **Accomplishment Narrative**      **# Benefitting**  
 2013      16 housing units, with low/moderate-income families, received affordable needed housing repair loans and deferred loans for the purpose of

**PGM Year:** 2013  
**Project:** 0008 - Rehabilitation-Home Repair Services  
**IDIS Activity:** 356 - Rehabilitation-Home Repair Services

**Status:** Completed 6/30/2014 12:00:00 AM  
**Location:** 2225 Holliday Dr SW Wyoming, MI 49519-4238

**Objective:** Provide decent affordable housing

**Outcome:** Affordability

**Matrix Code:** Rehab; Single-Unit Residential (14A)

**National Objective:** LMH

**Description:**

165 low/moderate-income households have affordable services such as minor home repairs, foreclosure prevention services, air sealing and accessibility modifications, for the purpose of providing decent affordable housing (\$65,000).

**Initial Funding Date:** 10/02/2013

**Funded Amount:** 64,904.98

**Drawn Thru Program Year:** 64,904.98

**Drawn In Program Year:** 64,904.98

**Proposed Accomplishments**

Housing Units : 165

**Actual Accomplishments**

**Number assisted:**

	Owner		Renter		Total	
	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	26	0	0	0	90	26
Black/African American:	0	0	0	0	12	0
Asian:	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	19	0
Asian/Pacific Islander:	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0
<b>Total:</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>121</b>	<b>26</b>

Female-headed Households: 19 0 19

**Income Category:**

	Owner	Renter	Total	Person
Extremely Low	36	0	36	0
Low Mod	57	0	57	0
Moderate	22	0	22	0
Non Low Moderate	6	0	6	0
Total	121	0	121	0
Percent Low/Mod	95.0%		95.0%	

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
-------	--------------------------	---------------

2013 121 low/moderate-income households received affordable services such as minor home repairs, foreclosure prevention services, air sealing

**PGM Year:** 2013

**Project:** 0009 - Rehabilitation-Administration

**IDIS Activity:** 357 - Rehabilitation-Administration

**Status:** Completed 6/30/2014 12:00:00 AM

**Location:** 4680 Allyson Ave SW Wyoming, MI 49519-4834

**Objective:** Provide decent affordable housing

**Outcome:** Affordability

**Matrix Code:** Rehabilitation Administration (14H) National Objective: LMH

**Initial Funding Date:** 10/02/2013

**Financing**

Funded Amount: 61,943.62

Drawn Thru Program Year: 61,943.62

Drawn In Program Year: 61,943.62

**Proposed Accomplishments**

Housing Units : 13

**Actual Accomplishments**

**Number assisted:**

	Owner Total	Owner Hispanic	Renter Total	Renter Hispanic	Total Total	Total Hispanic	Person Total	Person Hispanic
White:	4	4	0	0	14	4	0	0
Black/African American:	0	0	0	0	1	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	1	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>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>4</b>	<b>0</b>	<b>0</b>

**Description:**  
13 housing units, with low/moderate-income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing (\$81,220).

Female-headed Households:

7

0

7

Income Category:

	Owner	Renter	Total	Person
Extremely Low	3	0	3	0
Low Mod	3	0	3	0
Moderate	10	0	10	0
Non Low Moderate	0	0	0	0
Total	16	0	16	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
-------	--------------------------	---------------

2013 16 housing units, with low/moderate-income families, received affordable administration of housing rehabilitation funding, for the purpose of

PGM Year: 2013

Project: 0010 - Code Enforcement

IDIS Activity: 358 - Code Enforcement

Status: Completed 6/30/2014 12:00:00 AM

Location: 1155 28th St SW Wyoming, MI 49509-2825

Objective: Create suitable living environments

Outcome: Availability/accessibility

Matrix Code: Code Enforcement (15)

National Objective: LMA

Initial Funding Date: 10/02/2013

Financing

Funded Amount: 55,000.00

Drawn Thru Program Year: 55,000.00

Drawn In Program Year: 55,000.00

Proposed Accomplishments

Housing Units : 3,350

Total Population in Service Area: 21,515

Census Tract Percent Low / Mod: 57.80

Description:

3,350 households, in low and moderate-income areas throughout the City, have the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment(\$55,000). The amount of \$124,000 was originally proposed in the Annual Plan for this activity, but was reduced to recognize loss of income from Code Enforcement remediation activities. The changes were required per HUD monitoring.

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
-------	--------------------------	---------------

2013 3,350 households, in low and moderate income areas throughout the City, have the benefit of CDBG monies to fund code enforcement

PGM Year: 2013

Project: 0011 - Planning Activities-Zoning and Master Plan Revisions

IDIS Activity: 359 - Planning Activities-Zoning & Master Plan Revisions

Status: Canceled 6/30/2014 12:00:00 AM

Location:

Objective:

Outcome:

Matrix Code: Planning (20)

National Objective:

Initial Funding Date: 10/02/2013

Description:

All (72,125) Wyoming residents have affordable revisions to the City's Zoning Code and Master Plan documents for the purpose of providing a suitable living environment. This activity has been canceled because other City funding sources will be used.

**Financing**  
 Funded Amount: 0.00  
 Drawn Thru Program Year: 0.00  
 Drawn In Program Year: 0.00

**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	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

Income Category:	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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:** 0012 - General Administration  
**IDIS Activity:** 360 - General Administration  
**Status:** Completed 6/30/2014 12:00:00 AM  
**Location:** ,  
**Objective:**  
**Outcome:**  
**Matrix Code:** General Program Administration (21A) **National Objective:**

**Initial Funding Date:** 10/02/2013  
**Financing:** All (72,125) Wyoming residents have affordable administration of HUD programs for the purpose of providing a suitable living environment (\$87,538).

Funded Amount: 82,813.97  
 Drawn Thru Program Year: 82,813.97  
 Drawn In Program Year: 82,813.97

**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	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

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:** 0013 - Fair Housing Services

**IDIS Activity:** 361 - Fair Housing Services

**Status:** Completed 6/30/2014 12:00:00 AM

**Location:**

**Objective:**

**Outcome:**

**Matrix Code:**

Fair Housing Activities (subject to 20%

National Objective:

Initial Funding Date: 10/02/2013  
 Financing  
 Funded Amount: 15,000.00  
 Drawn Thru Program Year: 15,000.00  
 Drawn In Program Year: 15,000.00

Description:  
 All (72,125) Wyoming residents have access to fair housing testing and complaint follow up services for the purpose of providing a suitable living environment (\$15,000).

**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	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

**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
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: 0014 - HUD Continuum of Care-Administration

IDIS Activity: 362 - HUD Continuum of Care-Administration

Status: Completed 6/30/2014 12:00:00 AM

Location:

Objective:

Outcome:

Matrix Code: General Program Administration (21A)

National Objective:

**Initial Funding Date:** 10/02/2013 **Description:**  
**Financing:** All (72,125) Wyoming residents have access to affordable administration through The Heart of West Michigan  
 United Way to support the Coalition to End Homelessness goals for the purpose of providing a suitable living  
 environment (\$10,000).  
**Funded Amount:** 10,000.00  
**Drawn Thru Program Year:** 10,000.00  
**Drawn In Program Year:** 10,000.00

**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	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>							

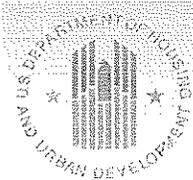
**Female-headed Households:**

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
Percent Low/Mod				

**Annual Accomplishments**

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

**Total Funded Amount:** \$5,545,819.88  
**Total Drawn Thru Program:** \$5,518,445.81  
**Total Drawn In Program Year:** \$921,695.11



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U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System

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PR26 - CDBG Financial Summary Report

Program Year 2013

WYOMING, MI

**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	373,446.26
02 ENTITLEMENT GRANT	529,825.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	140,616.70
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 RETURNS	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	(47,349.96)
08 TOTAL AVAILABLE (SUM, LINES 01-07)	996,538.00

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	783,060.02
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	(32,656.36)
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	750,403.66
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	138,635.09
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	(30,821.12)
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	858,217.63
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	138,320.37

**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	783,060.02
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	(32,656.36)
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	750,403.66
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

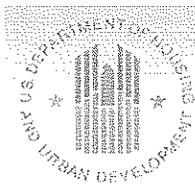
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	66,246.06
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)	66,246.06
32 ENTITLEMENT GRANT	529,825.00
33 PRIOR YEAR PROGRAM INCOME	144,862.52
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	(588.49)
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	674,099.03
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	9.83%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	138,635.09
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	(30,821.12)
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	107,813.97
42 ENTITLEMENT GRANT	529,825.00
43 CURRENT YEAR PROGRAM INCOME	140,616.70
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	(47,349.96)
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	623,091.74
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.30%



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**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
2011	9	325	5625140	REHABILITATION-SINGLE UNIT RESIDENTIAL	14A	LMH	\$32,656.36
2013	1	349	5681893	Public Facilities Improvements-Senior Center	03A	LMC	\$100,000.00
2013	2	350	5622319	Public Facility Improvements-Pinery Park	03F	LMA	\$39,054.00
2013	2	350	5648901	Public Facility Improvements-Pinery Park	03F	LMA	\$109,539.00
2013	2	350	5681893	Public Facility Improvements-Pinery Park	03F	LMA	\$7,407.00
2013	4	352	5622319	Public Services-Community Liaison and Crime Prevention	05I	LMA	\$15,375.04
2013	4	352	5648901	Public Services-Community Liaison and Crime Prevention	05I	LMA	\$10,558.41
2013	4	352	5681893	Public Services-Community Liaison and Crime Prevention	05I	LMA	\$13,856.70
2013	4	352	5716332	Public Services-Community Liaison and Crime Prevention	05I	LMA	\$13,449.41
2013	5	353	5622319	Public Services-Taft Neighborhood Rental	05I	LMA	\$1,263.29
2013	5	353	5648901	Public Services-Taft Neighborhood Rental	05I	LMA	\$1,879.40
2013	5	353	5681893	Public Services-Taft Neighborhood Rental	05I	LMA	\$1,848.66
2013	5	353	5716332	Public Services-Taft Neighborhood Rental	05I	LMA	\$2,515.94
2013	6	354	5622319	Public Services-Taft Neighborhood Programs	05I	LMA	\$1,032.73
2013	6	354	5648901	Public Services-Taft Neighborhood Programs	05I	LMA	\$1,341.06
2013	6	354	5681893	Public Services-Taft Neighborhood Programs	05I	LMA	\$1,658.28
2013	6	354	5716332	Public Services-Taft Neighborhood Programs	05I	LMA	\$1,467.14
2013	7	355	5622319	Rehabilitation-Single Unit Residential	14A	LMH	\$13,250.00
2013	7	355	5648901	Rehabilitation-Single Unit Residential	14A	LMH	\$62,770.00
2013	7	355	5681893	Rehabilitation-Single Unit Residential	14A	LMH	\$44,865.00
2013	7	355	5716336	Rehabilitation-Single Unit Residential	14A	LMH	\$125,424.00
2013	8	356	5622319	Rehabilitation-Home Repair Services	14A	LMH	\$3,029.59
2013	8	356	5648901	Rehabilitation-Home Repair Services	14A	LMH	\$16,679.83
2013	8	356	5681893	Rehabilitation-Home Repair Services	14A	LMH	\$8,833.32
2013	8	356	5716336	Rehabilitation-Home Repair Services	14A	LMH	\$36,362.24
2013	9	357	5625140	Rehabilitation-Administration	14H	LMH	\$13,277.28
2013	9	357	5648901	Rehabilitation-Administration	14H	LMH	\$17,464.55
2013	9	357	5681893	Rehabilitation-Administration	14H	LMH	\$18,076.63
2013	9	357	5716332	Rehabilitation-Administration	14H	LMH	\$13,095.16
2013	9	357	5716336	Rehabilitation-Administration	14H	LMH	\$30.00
2013	10	358	5622319	Code Enforcement	15	LMA	\$21,377.46
2013	10	358	5648901	Code Enforcement	15	LMA	\$25,827.49
2013	10	358	5681893	Code Enforcement	15	LMA	\$7,795.05
<b>Total</b>							<b>\$783,060.02</b>

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	4	352	5622319	Public Services-Community Liaison and Crime Prevention	05I	LMA	\$15,375.04
2013	4	352	5648901	Public Services-Community Liaison and Crime Prevention	05I	LMA	\$10,558.41
2013	4	352	5681893	Public Services-Community Liaison and Crime Prevention	05I	LMA	\$13,856.70
2013	4	352	5716332	Public Services-Community Liaison and Crime Prevention	05I	LMA	\$13,449.41
2013	5	353	5622319	Public Services-Taft Neighborhood Rental	05I	LMA	\$1,263.29
2013	5	353	5648901	Public Services-Taft Neighborhood Rental	05I	LMA	\$1,879.40
2013	5	353	5681893	Public Services-Taft Neighborhood Rental	05I	LMA	\$1,848.66
2013	5	353	5716332	Public Services-Taft Neighborhood Rental	05I	LMA	\$2,515.94



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	6	354	5622319	Public Services-Taft Neighborhood Programs	05I	LMA	\$1,032.73
2013	6	354	5648901	Public Services-Taft Neighborhood Programs	05I	LMA	\$1,341.06
2013	6	354	5681893	Public Services-Taft Neighborhood Programs	05I	LMA	\$1,658.28
2013	6	354	5716332	Public Services-Taft Neighborhood Programs	05I	LMA	\$1,467.14
<b>Total</b>							<b>\$66,246.06</b>

**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
2012	13	347	5625140	General Administration	21A		\$30,821.12
2013	12	360	5622319	General Administration	21A		\$25,683.91
2013	12	360	5648901	General Administration	21A		\$19,553.45
2013	12	360	5681893	General Administration	21A		\$18,082.66
2013	12	360	5716332	General Administration	21A		\$19,493.95
2013	13	361	5681893	Fair Housing Services	21D		\$10,000.00
2013	13	361	5716332	Fair Housing Services	21D		\$5,000.00
2013	14	362	5716332	HUD Continuum of Care-Administration	21A		\$10,000.00
<b>Total</b>							<b>\$138,635.09</b>

Adjustment Details for Program Year 2013 PR26

Line 07	(32,821.36) Prior Year Program Income Adjustment (Correction of receipt #5084903) *** (30,986.12) Prior Year (2012) Program Income Reported in Current Program Year (2013) <u>16,457.52</u> Current Year (2013) Program Income Reported in New Program Year (2014) <u>(47,349.96)</u>
Line 10	(32,656.36) Prior Year Adjustment-Voided Voucher 5460956, Acitivity 325 Re-entered on Voucher 5625140 ***
Line 14	(30,821.12) Prior Year Adjustment-Voided Voucher 5586074, Acitivity 347 Re-entered on Voucher 5625140 ***
Line 20	(32,656.36) Prior Year Adjustment-Voided Voucher 5460956, Acitivity 325 Re-entered on Voucher 5625140 ***
Line 34	(31,574.61) Prior Year Program Income (2011) Reported in Current Program Year (2012) <u>30,986.12</u> Current Year (2012) Program Income Reported in New Program Year (2013) <u>(588.49)</u>
Line 40	Same as Line 14
Line 44	Same as Line 7

\*\*\* These adjustments were made to correct prior program year errors in program income and the vouchers drawn against them. These adjustments are detailed in the "Site Visit Summary Notes Wyoming Michigan Noventer 8th 2013" from by Bill Kubal from Usona Development who provided the assistance in making the corrections.

# Site Visit Summary Notes Wyoming Michigan November 8<sup>th</sup> 2013

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## Overview

Staff at Wyoming Michigan requested onsite assistance to correct program income receipts that were overstated. In one instance, the amount was overstated by \$4,112.00 (receipt #5084903). In the second instance, a receipt representing the expected income for the year was created for \$222,650.00 (receipt #5080829).

## Corrective Actions Taken

1. The receipted funds in question had been funded and drawn against activities. In order to reduce the receipted amounts, staff had to first cancel valid drawdown vouchers. The vouchers were selected based on their size (the larger the draw amount, the fewer needed to make the adjustment) and the grant number (staff were trying to revise receipts from 2011 and 2012 so the vouchers had to be associated with those grants). The following vouchers were cancelled:

Voucher Number	Line Item	IDIS Act ID	LOCCS Send Date	Grant Number	Fund Type	Drawn Amount
5622319	8	357	10/30/2013	B12MC260020	PI	\$13,277.28
5586074	13	347	7/18/2013	B12MC260020	PI	\$30,821.12
5460956	5	325	8/7/2012	B11MC260020	PI	\$32,656.36
<b>TOTAL</b>						<b>\$76,754.76</b>

2. Once the vouchers were cancelled, staff was able to cancel receipt #5080829 and reduce the amount receipt #5084903 by \$4,112.00.
3. Staff re-created the drawdown vouchers listed above to properly reflect the amount of income expended. Once completed, the program income displayed as "Available to Commit" matched the amount on the City's internal books (\$3,047.19).

## Remaining Actions to be Taken

1. The newly created vouchers must be approved.
2. Once the vouchers are approved and processed, staff must update the following activities as complete:
  - a. Activity #347 (use completion date of 09/03/2013)
  - b. Activity #325 (use completion date of 09/17/2012)
3. Run the PR01, PR26, and PR03 (Original BOSMAC) report for 2013 to see what adjustments will need to be made as the actions taken above will be reflected on the 2013 reports.

## **Other Assistance**

There was a brief discussion on problems encountered with the PR26 Financial Summary where activities designated as occurring in a "Other" target area on Setup Detail Page 1 were not included on Line 19 of the report. It was determined that this was a system error and not user error. The technical assistance provider will report the error to HUD. It is expected that the error will be corrected before the City submits their next CAPER and therefore no further action is needed.

## City of Wyoming, Michigan HUD Community Development Funding Code Enforcement in CD Target Areas

### History

From 2010 to mid- 2013, the City of Wyoming was authorized by HUD to utilize a portion of CD Fund Entitlement dollars to be used to partially fund code enforcement within CD qualified low/moderate income target areas. The program approved by HUD was based on calculating the number of code enforcement cases overall within the City and breaking out the number/percentage of cases within CD qualified areas. Cases located within CD qualified areas were funded with CD grant funds. Conversely, the same percentage of revenues generated within those CD areas by City contracted services for weed mowing, property cleanup, ordered demolition, and securing pools and open structures on vacant properties would be returned to the CD fund.

### Current

During a HUD review in 2013, it was determined that revenues generated by weed mowing or property clean up that occurred within target areas could no longer be returned to the CD fund. The result is that there are less net funds available for code enforcement efforts within low mod areas.

This went into effect on July 1, 2013 which is the start of the City's new fiscal year 2014. Net CD code enforcement funds available plus CD dollars committed to other endeavors resulted in a reduction of available code enforcement dollars from over \$100,000.00 to a cap of \$55,000.00. The balance of code enforcement expense in the City and in CD qualified areas is absorbed through other budget activities.

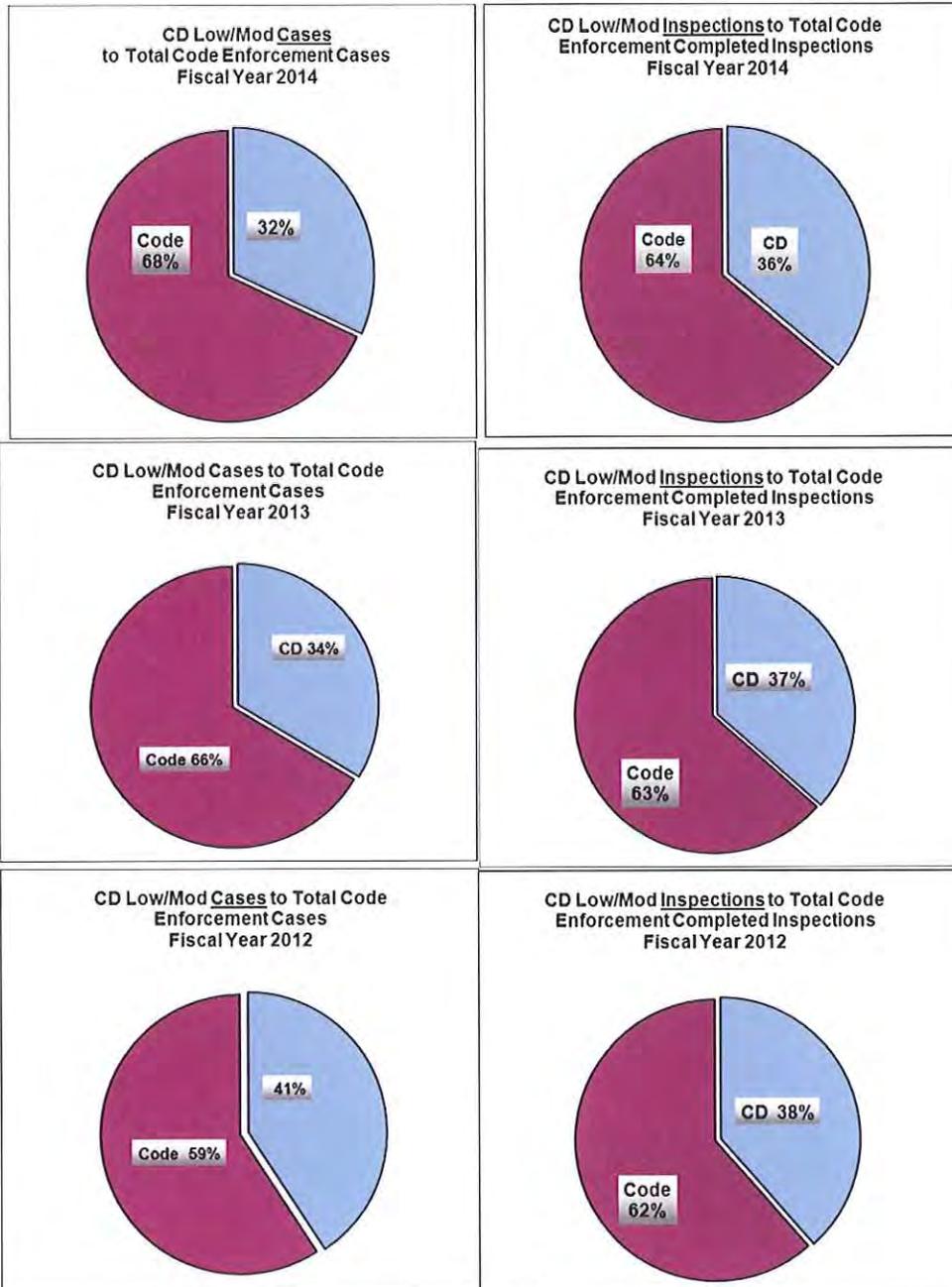
Although the CD funding has been reduced, the workload has not. Charts on the following pages graphically indicate the percentage of cases and inspections performed within CD areas for FY 14 (July 1, 2013—June 30, 2014).

The City uses a time tracking system for inspectors to determine actual on-site inspection time for these cases as well as for support staff time associated with the code enforcement program. This information is used to further refine percentage splits for CD low/mod code enforcement.

CD funding for code assistance in qualified areas is a necessary and integral factor to improve and protect City neighborhoods.

James W. De Lange  
Chief Building Official  
City of Wyoming

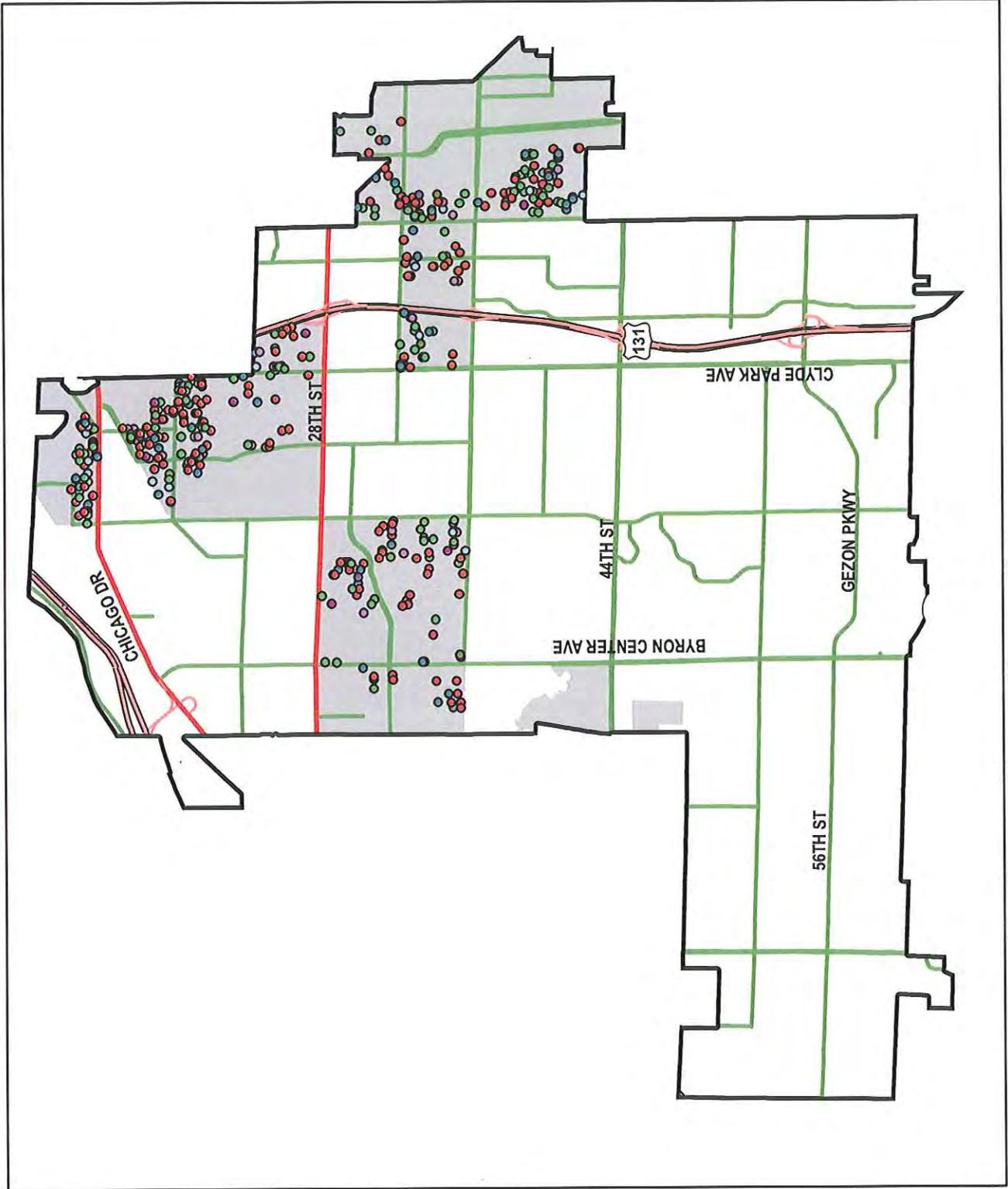
## Code Enforcement in CD Target Areas



# City of Wyoming, Michigan CDBG Code Enforcement Activity, FY 2013-14



- Category**
- ABANDONED STRUCTURE - 35
  - DANGEROUS BUILDING - 1
  - HOUSING - 75
  - MULTIPLE - 5
  - NUISANCE - 257
  - OTHER - 16
  - POSTED NO OCCUPANCY - 9
  - WEEDS - 142
  - ZONING - 10
  - CDBG Target Areas



**Code Enforcement  
Low-Mod Complaints Inspections 2013-2014**

Category	Total Complaints	Total Inspections	LowMod Complaints	LowMod Inspections
	5	5	0	0
ABANDONED STRUCTURE	81	2295	35	949
DANGEROUS BUILDING	23	88	1	2
HOUSING	212	456	75	200
MULTIPLE	13	46	5	12
NUISANCE	741	1660	257	557
OTHER	92	312	16	107
POSTED NO OCCUPANCY	24	475	9	157
VACANT BUILDING	3	3	0	0
WEEDS	451	720	142	228
ZONING	86	160	10	18
	1731	6220	550	2230

**COMMUNITY DEVELOPMENT DIRECTORS MEETING**  
**HOST: CITY OF WYOMING**  
**JULY 29, 2014**

**MEETING NOTES**

Directors Present: Rebecca Rynbrandt, City of Wyoming; Linda Likely, County of Kent; Erin Banchoff on behalf of Connie Bohatch, City of Grand Rapids

**City of Kentwood Entitlement Status:** Rynbrandt shared with the group conversations she has had with Kentwood officials inquiring as to the general administrative needs of operating a CDBG program, general program development, etc. She shared with Kentwood an update on our teams CDBG collaborative review process.

Likely affirmed that Kentwood has received notice from HUD that their population size does now provide for them to obtain entitlement status. Likely indicated that she and HUD are awaiting Kentwood's decision of whether or not they would be directly accepting their funds at full entitlement status or remain with the County as the direct recipient or if they would accept their entitlement status but contract with the County to administer. Kentwood has not made a final decision as yet.

It was recommended that Kentwood attend a Basically CDBG training offered by HUD.

**Action:** Rynbrandt will share that suggestion with Kentwood. Likely will follow up with Kentwood and HUD regarding their decision to accept or reject entitlement status.

**Comparison of Sub-recipient Agreements:** The group reviewed the spreadsheets for a second time to ensure accuracy. It was noted that Wyoming has changed their agreement with Fair Housing. Additional needs in County data were noted.

It was again determined that while there are some differences in these documents, agreement could be reached (if desired) to align most of the differences. Continued evaluation of Work flow and reporting outcomes and processes remains to be explored for efficiency and input from affected nonprofits is to be sought.

**Action:** Erin will email out the most current spreadsheets comparing the agreements between jurisdictions. Each jurisdiction will email changes to Erin.

**Programmatic Agreement for Section 106 Responsibilities:** During the last review session, it was noted that the City of Grand Rapids has a Programmatic Agreement in place with the State Historic Preservation Officer (SHPO) for required Section 106 reviews. This agreement provides an alternate means for Section 106 compliance by allowing the City's Preservation Specialist to review and approve certain projects. Grand Rapids has confirmed the State is open to a 4-way agreement that includes the SHPO, Grand Rapids, the County and Wyoming. Banchoff brought copies of the Grand Rapids agreement for review. Banchoff indicated discussions will occur with the Grand Rapids Planning Department as to the capacity of their staff to take on the additional work if an agreement change is approved. Wyoming anticipates 10 to 18 SHPO reviews with an average of 13 annually; the County anticipates 20-30 per year. There was much discussion related to impacted processes per Environmental Reviews, publication notices, etc. It was noted that the earliest that this could be in place is for FY 2015-

2016 grant cycle; thus requiring a Programmatic Agreement and related intergovernmental agreements between the jurisdictions (e.g. payment for services, indemnification, etc.) be in place no later than January 31, 2015. It was noted that Grand Rapids does NOT perform SHPO and Environmental Reviews for the Grand Rapids Housing Commission.

**Action:**

- 1) Bohatch will inquire of Grand Rapids Planning if the level of need noted above can be accommodated.
- 2) Banchoff will prepare a detailed timeline/schedule of necessary items related to publication needs, agreement deadlines, etc. with a target for an FY 2015-2016 grant implementation cycle.

**Joint Analysis of Impediments and Housing Needs Assessment (AI) RFP:** As 5-Year Consolidated Plan submittals have been received by both Wyoming and Kent County, all plan expirations, including Grand Rapids are on the same schedule. This now allows for a Joint AI RFP. It was decided that an RFP be developed that would indicate a section for each jurisdiction, with the belief that the final product should just incorporate the recent Wyoming study.

**Action:**

- 1) Likely will email Banchoff the RFP Monique Pierre had been preparing.
- 2) Rynbrandt will email Banchoff with a link to the Wyoming AI on their website.

Next Directors meetings:

August 11, 2014 at 1:00 p.m. Kent County  
September 11, 2014 at 10:30 a.m. Grand Rapids

**COMMUNITY DEVELOPMENT DIRECTORS MEETING**  
**HOST: COUNTY OF KENT**  
**AUGUST 11, 2014**

**MEETING NOTES**

Directors Present: Rebecca Rynbrandt, City of Wyoming; Linda Likely, County of Kent; Connie Bohatch, City of Grand Rapids

**Joint Analysis of Impediments and Housing Needs Assessment (AI) RFP:** Significant discussion occurred regarding the AI and 5-Year Consolidated Plan. Approvals from HUD to align their 5-Year Consolidated Plan submittals have been received by both Wyoming and Kent County, all plan expirations, including Grand Rapids are on the same schedule. This would now allow for a Joint AI RFP. Bohatch reported that Grand Rapids has reviewed its AI in more detail and determined it was more beneficial and cost effective to update data and refresh the document in house rather than using a consultant. Grand Rapids is also in the process of selecting a consultant to complete a Target Market Analysis (TMA) intended to be completed by the end of the year. Both documents will be used to inform and develop strategies in the Consolidated Plan process. Wyoming and Kent County were invited to participate in the TMA process, but Wyoming's AI was recently completed and it contains housing needs data so the TMA would not be beneficial at this time.

The County and Wyoming will continue to explore the potential of a joint AI RFP with the belief that the final product would incorporate the recent Wyoming study. All three jurisdictions are in agreement to develop a joint RFP for the 5-Year Consolidated Plan. It was decided that an RFP be developed that would indicate a section for each jurisdiction. It was affirmed that a joint RFP for the Consolidated Plan is a high priority.

**Preliminary Action Items/Details for 5-Year Consolidated Plan**

- Develop Joint RFP – September 2014 (Bohatch will prepare a draft RFP for the team's review)
- Develop ConPlan process timeline – September 2014 (Bohatch will prepare a draft for team's review)
- Hire Consultant – January 2015 (TBD based on final timeline)
- Include Citizen Participation Component
  - Kent County 3 Meetings
  - Wyoming 2 Meetings
  - Grand Rapids 3 Meetings

**Shared Capacity: Consolidate Cross-Cutting Activities Programmatic Agreement for Section 106**

**Responsibilities:** Bohatch provided an update on the timeline for implementing a 4-way agreement with the State Historic Preservation Officer (SHPO) for required 106 reviews between Grand Rapids, the County and Wyoming. Grand Rapids would need to draft an agreement for SHPO to review and approve. It can be done now or later depending on what the group decides is priority work.

Per Grand Rapids, "To help City Planning Department staff evaluate the level of effort that would be involved in determining whether Kent County and City of Wyoming properties meet the eligibility criteria for listing in the National Register of Historic Places, please indicate whether any historic surveys

have been conducted within your jurisdictions. If surveys have been completed, please provide information about their scope." The County and Wyoming are both researching this item.

It was noted that the City of Grand Rapids no longer performs Environmental/SHPO reviews for the Grand Rapids Housing Commission. GRHC contracts work out and uses its own staff as necessary.. For fiscal year ending June 30, 2014, Kent County prepared the review for Rockford.

It was determined by the team that the Consolidated Plan was priority.

**Eliminate Duplicate Sub-recipient Agreements:** The group briefly discussed the spreadsheets. Items related to Kent County were identified for updating. It was again determined that while there are some differences in these documents, agreement could be reached (if desired) to align most of the differences. Continued evaluation of Work flow and reporting outcomes and processes remains to be explored for efficiency and input from affected nonprofits is to be sought.

**Action:** Directors will meet with the Non-profit to discuss the proposed change after the three jurisdictions agree on desired funding outcomes, reporting requirements, etc.

Next Directors meetings:

September 11, 2014 at 10:30 a.m. Grand Rapids