

## **CR-05 - Goals and Outcomes**

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

The City of East Lansing Program Year 2021 Consolidated Annual Performance Evaluation Report (CAPER) provides information on the projects and activities funded and completed through the allocation of Community Development Block Grant (CDBG) Funds. The CAPER is for the period of July 1, 2021 - June 30, 2022.

During the Program Year, priorities were focused on areas of public service, public infrastructure, and housing assistance. The following activities were executed:

- Two households received assistance through East Lansing's Homeowner Rehabilitation Program administered by Capital Area Housing Partnership.
- The City worked with Capital Area Housing Partnership to continue administering the CDBG-CV3 Emergency Rental, Mortgage, and Utility Assistance Program for up to \$10,000 per household. During Program Year 2021, 20 low-to moderate-income East Lansing residents received this assistance.
- The City also continued administering the CDBG-CV Small Business Relief Grant Program. This program provides up to \$10,000 in grant assistance for small businesses to retain low-to moderate-income employees. During Program Year 2021, 6 businesses received grants resulting in 23 low-to moderate-income employees being retained.
- The City of East Lansing's Department of Parks, Recreation, and Arts administered a Youth Scholarship Program to help 26 low-to moderate-income youth participate in recreation activities.
- The City partnered with Haven House to provide emergency shelter services to 314 low-income individuals at their homeless shelter in East Lansing.
- The City partnered with the Tri-County Office on Aging to administer a Meals on Wheels program and provide nutritious meals throughout the year to 29 East Lansing senior households.

- The City partnered with End Violent Encounters (EVE) to provide 1 East Lansing survivor of domestic violence and/or sexual assault with emergency shelter, 17 East Lansing survivors with domestic violence advocacy, and 41 East Lansing survivors with legal assistance.
- The City partnered with Legal Services of South Central Michigan to provide legal advice and representation to 88 low-to moderate-income East Lansing residents.
- The City partnered with MSU Migrant Student Services to provide 9 low-income migrant MSU students with basic clothing needs, 6 low-income migrant MSU students with basic optical and dental care assistance, and 6 low-income migrant MSU students with medical and emergency care. It is relevant to note that MSU Migrant Student Services did not fulfill all the services they had originally intended to provide in Program Year 2021.

Additionally, in June 2022 and July 2022 the City of East Lansing's CDBG Sidewalk Program replaced a total of 1,112 sq. ft. of 4" sidewalk, 533 sq. ft. of 6" sidewalk, 164 ft. of concrete curb and gutter, 224 ft. of lateral wall, and 116 sq. ft. of detectable warning surface. However, since this project's construction period crossed over program years, the total for Program Year 2021 is 311 sq. ft. of 4" sidewalk, 249 sq. ft. of 6" sidewalk, 164 ft. of concrete curb and gutter, 60 ft. of lateral wall, and 40 ft. of detectable warning surface. Although this project was recently completed and is funded using East Lansing's Program Year 2021 entitlement funds, the City of East Lansing is yet to draw down funds for this project because the construction crossed over program years.

The City of East Lansing, through General Fund Dollars, contracted with Advent House Ministries, to provide homeless services in downtown in East Lansing. The City of East Lansing also continued their membership through the Tri-County Office on Aging Consortium. Tri-County Office on Aging provides services for Seniors (55 and older).

**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)**

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Acquisition & Disposition of Real Property	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Administration of CDBG Program	Administration	CDBG: \$	Other	Other	0	0				
Affordable Housing-HOAP	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	5	0	0.00%	1	0	0.00%
Affordable Housing-Rehabilitation Assistance	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	2	20.00%	4	2	50.00%
Basic Needs and Medical	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				

Basic Needs and Medical	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	21	2.10%	250	21	8.40%
Domestic Abuse and Dating Violence Support	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	59	29.50%	40	59	147.50%
Emergency Rental and Mortgage Assistance	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	20	20.00%			
Homeless Assistance	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	314		0	314	
Homeless Assistance	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	2000	314	15.70%	300	314	104.67%

Legal Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125	88	70.40%	65	88	135.38%
Park Improvements	Public Infrastructure	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	0	0.00%	750	0	0.00%
Public Infrastructure/Facility Improvements	Public Infrastructure	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	20000	0	0.00%			
Senior Assistance	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	29	116.00%	10	29	290.00%

Sidewalk/Street Improvements	Public Infrastructure	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	8000	1000	12.50%	1000	1000	100.00%
Water/Sewer Improvements	Public Infrastructure	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	0	0.00%			
Youth Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	26	26.00%	30	26	86.67%

**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 East Lansing 2021-2025 Consolidated Plan lays out the following high priorities for CDBG funding:

- Homeowner rehabilitation projects
- Down payment assistance towards the purchase of a home
- Emergent subsidy housing payments
- Overnight shelter and job training for persons experiencing homelessness
- Assistance for persons trying to escape households with domestic abuse
- Public infrastructure projects
- Senior assistance projects

Additionally, the City of East Lansing is also prioritizing legal assistance and youth assistance projects to income-eligible persons.

During Program Year 2021, the City of East Lansing executed several projects that worked towards these high priority and priority goals, including:

- Homeowner Rehabilitation (Capital Area Housing Partnership provided assistance to two households for housing rehabilitation)
- Emergent subsidy housing payments (East Lansing's CDBG-CV 3 Emergency Rental, Mortgage, and Utilities Assistance program provided assistance to 20 low-to moderate-income East Lansing residents)
- Overnight shelter and job training for persons experiencing homelessness (Haven House provided emergency shelter services to 314 low-

income individuals at their homeless shelter in East Lansing)

- Assistance for persons trying to escape households with domestic abuse (End Violent Encounters (EVE) provided 1 East Lansing survivor of domestic violence or sexual assault with emergency shelter, 17 East Lansing survivors with domestic violence advocacy, and 41 East Lansing survivors with legal assistance)
- Public Infrastructure Projects (Although funds are yet to be drawn, the CDBG sidewalk project has been executed and provided an area benefit to approximately 1000 low-to moderate-income East Lansing residents)
- Senior Assistance Projects (The Tri-County Office on Aging administered a Meals on Wheels program and provided nutritious meals throughout the year to 29 East Lansing senior households)
- Legal Assistance (Legal Services of South Central Michigan provided legal advice and representation to 88 low-to moderate-income East Lansing residents)
- Youth Assistance (East Lansing's Department of Parks, Recreation, and Arts administered a Youth Scholarship Program that helped 26 low-to moderate-income youth participate in recreation activities)

It is important to note that the Emerson Park Improvement Project is also planned to be funded using Program Year 2021 entitlement dollars and will provide an area benefit to East Lansing's low-to moderate-income Red Cedar Neighborhood (Census Tract 44.03). The Emerson Park Improvement Project is currently undergoing the necessary public comments periods for its Environmental Assessment and, weather pending, construction will begin following these public comment periods. This project will fall under the Public Infrastructure high priority goal.

Although the City of East Lansing's Homeownership Opportunity Assistance Program (HOAP) remained available to income-eligible prospective East Lansing homebuyers throughout Program Year 2021, no eligible applicants were able to find and purchase a home using the down payment assistance provided by this program. The effects of COVID-19 and above average inflation have significantly impacted this program, and staff are currently reassessing how to accomplish this high priority goal given the current housing market conditions.



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

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

91.520(a)

	CDBG
White	209
Black or African American	232
Asian	18
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>461</b>
Hispanic	35
Not Hispanic	426

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

### Narrative

There were a total of 517 individuals that benefitted and participated in CDBG programs or activities in PY 2021. The CR-10 table above does not include under race, "Multi-Racial." 56 individuals who benefitted and participated in a CDBG program reported themselves as "Multi-Racial."

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

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	526,216	185,796.33

Table 3 - Resources Made Available

### Narrative

During PY 2021, \$185,796.33 of Program Year 2021 entitlement funds and program income was expended in CDBG funds towards activities. The programs funded included:

- Capital Area Housing Partnership's Homeowner Rehabilitation Program
- The administrative costs for Capital Area Housing Partnership to maintain current files as well as do outreach and intake for its Homeownership Opportunity Assistance Program (HOAP)
- Haven House's Emergency Shelter Services
- The Tri-County Office on Aging's Meals on Wheels program
- End Violent Encounters (EVE) Inc.'s Sexual Assault and Domestic Violence Survivor Services
- Legal Services of South Central Michigan's low-to moderate-income legal assistance
- MSU Migrant Student Services' low-to moderate-income medical, dental, optical, and/or winter clothing assistance
- Administrative costs associated with running East Lansing's CDBG program (staff time, legal fees, equipment rentals, etc.)

Additionally, the Program Year 2021 CDBG Sidewalk Project was recently completed, but because the construction for this project took place in Program Year 2021 and Program Year 2022, funds have not been drawn down yet.

Also during Program Year 2021 \$131,136.80 was spent in Program Year 2019 CDBG-CV and CDBG-CV 3 funds.

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

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide, City of East Lansing	100	100	Income eligible persons will be served City-Wide

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

The City of East Lansing no longer identifies target areas for CDBG funding. Instead, programs are offered City-wide to income-eligible residents. However, for public infrastructure projects, the neighborhoods of Bailey, Red Cedar Neighborhood, Chesterfield Hills, and Southeast Marble meet the necessary income eligibility criteria.

## 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.**

All of the Program Year 2021 projects undertaken by the City of East Lansing using CDBG entitlement funds were solely funded using the CDBG funds allocated to them.

However, other projects and initiatives pursued by the City of East Lansing using non-CDBG funds work towards similar goals of the City's CDBG program.

During Program Year 2021, the City of East Lansing allocated \$15,660 in General Funds towards the Tri-County Office on Aging (TCOA). As a result, TCOA continued to provide Seniors in East Lansing (ages 55 and above) with access to an abundance of resources including medical care, food delivery, tax assistance, financial assistance, etc. Additionally, the City of East Lansing also budgeted in General Funds, \$20,000 to Advent House Ministries for a street outreach program that benefitted homeless individuals placed in shelters or living on the streets.

The City also maintained four Payment in Lieu of Taxes (PILOT) programs at four properties within the City of East Lansing. The properties are Deerpath Apartments, 1200 Deerpath Lane; Liberty-Hyde Bailey Center, 300 Bailey Street; East Glen Apartments, 1801 N. Hagadorn Road; and Woodside Glen Apartments, 1777 Haslett Road. The City's PILOT program supports the development of housing for income-eligible and elderly residents by allowing for a reduction of property taxes that keeps the properties more affordable for the landlords and tenants.

## 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	300	314
Number of Non-Homeless households to be provided affordable housing units	2	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>302</b>	<b>314</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	4	2
Number of households supported through Acquisition of Existing Units	1	0
<b>Total</b>	<b>5</b>	<b>2</b>

Table 6 – Number of Households Supported

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

During Program Year 2021, the City of East Lansing served two households through Capital Area Housing Partnership's (CAHP) Homeowner Rehabilitation Program. East Lansing's Homeownership Opportunity Assistance Program (HOAP), which is administered by Capital Area Housing Partnership and provides down payment assistance to income-eligible homebuyers, did not have anyone participate in the program. CAHP engaged in various marketing strategies this year to garner applicants for both of these programs. These strategies included:

- Sending out mailers to every East Lansing homeowner about the Homeowner Rehabilitation program
- Promoting both programs via their website and social media
- Direct outreach about the Homeownership Opportunity Assistance Program (HOAP) to several local realtors.

The effects of COVID-19 and above average inflation have impacted participation in both of these programs.

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

The City of East Lansing has worked closely with Capital Area Housing Partnership over the past year to increase participation in both the Homeowner Rehabilitation Program and the Homeowner Opportunity Assistance Program (HOAP). However, due to the effects of COVID-19 and above average rising inflation, these efforts have produced minimal results. This is particularly true for HOAP, the City's downpayment assistance program. CAHP preapproved several applicants for HOAP in PY 21, however, no preapproved applicant has been able to purchase a home in East Lansing using HOAP since May of 2020. Although some applicants are still receiving assistance through the Homeowner Rehabilitation Program, the effects of COVID-19 and inflation have slowed applicants for this program as well.

City staff are actively working with CAHP to reassess the future of these programs and how to best provide effective affordable housing assistance going forward.

**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.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	2	0
<b>Total</b>	<b>2</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

The two households that participated in the Homeowner Rehabilitation Program were moderate-income.

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

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

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

During Program Year 2021, the City of East Lansing partnered with Advent House Ministries to provide advocacy and awareness of the services they provide to homeless persons. Homeless individuals in downtown East Lansing often seek shelter and sleep in the public parking garages. During the day, they often sleep in the public plazas. The City of East Lansing allocated \$20,000 in General Fund dollars to Advent House Ministries for a part-time street-advocacy position that walks within City limits and provides case management services to persons that are homeless and/or living on the streets.

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

The City of East Lansing partners with various member organizations of the Capital Region Housing Collaborative, which serves as the Continuum of Care (CoC) Board for the Lansing/Ingham County area (MI-508). Specifically, City staff work with Capital Area Housing Partnership, Haven House, End Violent Encounter (EVE), and Advent House Ministries to address housing issues, such as homelessness, a lack of affordable housing, and the need for more mental health and medical services. As described above, the City of East Lansing allocated \$20,000 in General Fund dollars to Advent House Ministries for their street outreach program for homeless individuals in East Lansing.

While there was no specific CDBG project that addressed transitional housing, Haven House received CDBG funding from the City of East Lansing in Program Year 2021 in order to provide 24/7 emergency shelter services to families with children. Haven House provided emergency shelter services to 314 low-income individuals at their homeless shelter in East Lansing.

The City of East Lansing also provided CDBG funding to End Violent Encounters (EVE) Inc. in Program Year 2021 for their domestic violence shelter and support services. EVE Inc. provides an invaluable resource and alleviates the fear that these individuals could choose to become homeless.

### **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**

In addition to supportive services for the emergency shelter and transitional housing needs of homeless persons, the Continuum of Care (CoC) also funds programs to help low-income individuals and families avoid becoming homeless. The CoC provides Emergency Solutions Grants (ESGs) to area service providers for these supportive services. The City of East Lansing also used CDBG-CV funds for rent, mortgage, and utility assistance for households impacted by COVID-19.

**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**

In addition to the other supportive services provided by the CoC detailed above, the CoC also provides Emergency Solution Grants to area service providers that assist individuals and families with transitioning to permanent housing.



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

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

The City of East Lansing does not own or manage any public housing facilities. However, there are four apartment complexes within the City of East Lansing that provide subsidized housing for income-eligible persons. All four apartment complexes are under a Payment in Lieu of Taxes (PILOT) agreement. The PILOT program allows the property owner/developer to pay a fee in place of taxes. This allows the properties to be developed and maintained with less financial burden, allowing the units to be leased at a more affordable rate to low-to moderate-income persons.

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

The City of East Lansing works with Capital Area Housing Partnership (CAHP) to administer East Lansing's Homeowner Assistance Program and Homeowner Rehabilitation Program. CAHP receives administrative funds for both programs, part of which goes towards marketing these programs to low-to moderate-income residents.

Additionally, Capital Area Housing Partnership is the managing partner and partial owner of Deerpath Apartments as well as the Liberty-Hyde Bailey Community Center. CAHP also runs a monthly credit counseling and homeownership counseling program for residents at the Deerpath Apartments.

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

There are no designated PHA's within the City of East Lansing, so no action is required. Any complexes that provide subsidized rent work directly with the Michigan State Housing Development Authority (MSHDA) for any technical assistance necessary.

## **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 cost to develop, maintain or improve affordable housing in the City of East Lansing may be affected by a number of public policies and practices. While these policies have good intentions, they may result in negative effects on affordable housing. These include:

- Need for enhanced coordination related to funding programs that are available to provide support for the development of affordable housing
- Zoning regulations that encourage single-family housing and restrict multi-family developments
- Residential Rental Restriction Overlay Districts: The Overlay Ordinance is a tool available to residents to restrict rental licenses in a particular neighborhood. The residential rental restriction overlay districts R-O-1, R-O-2 and R-O-3 are zoning classifications which permit owners of property to petition City Council to establish an overlay district and district use regulations in their residential neighborhood, which would prohibit or restrict the rental uses of one-family dwellings within the neighborhood. The purpose of these districts is to preserve the attractiveness, desirability, and privacy of residential neighborhoods by precluding the deleterious effects rental properties can have on a neighborhood with regard to property deterioration, increased density, congestion, noise and traffic levels and reduction of property values. However, this policy may have in-direct consequences and negative impacts on affordable housing and residential investment.
- Zoning restrictions on the height of buildings and density may negatively impact affordable housing by resulting in lack of affordable housing developments.

To help remove barriers to affordable housing, the City of East Lansing continued to offer a Payment in Lieu of Taxes (PILOT) program that incentivize rental property owners to accept Housing Choice Vouchers by paying for assessed City services such as fire/police instead of having to pay taxes. In the end, there is a cost savings to the landlord that can be directly passed on to the income eligible tenant.

Additionally, the City of East Lansing continued to partner with Capital Area Housing Partnership to administer two programs that benefit low-to moderate-income East Lansing homeowners and prospective homebuyers:

- The Homeownership Opportunity Assistance Program (HOAP) provides low-to moderate-income prospective East Lansing homebuyers with up to \$30,000 in down payment assistance in the form of a deferred, no interest loan, 50% of which is forgiven over the first seven years. Additionally, up to \$5,000 is available to these buyers to make repairs to the home they intend to purchase to eliminate the code

compliance and lead-based paint hazards.

- The Homeowner Rehabilitation program provides low-to moderate-income East Lansing homeowners with up to \$24,999 in grant funding for weatherization improvements (windows, door), roof repairs, and necessary code compliance assistance. The grant funding is provided through the issuance of a second mortgage. If participants reside in the household for seven years, 50% of the total second mortgage is forgiven with the remaining balance due at the time of transfer or sale.

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

During Program Year 2021, the City of East Lansing established a Community Development Advisory Committee, which is a committee comprised of representatives from various relevant local boards and commissions. This committee is responsible for reviewing applications and drafting CDBG budget recommendations. CDBG Program Staff worked closely with the CD Advisory Committee as well as other community stakeholders to identify and address the needs of underserved populations when crafting East Lansing's proposed Program Year 2022 CDBG budget.

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

Through the Homeowner Opportunity Assistance Program (HOAP) and the Homeowner Rehabilitation program, the City of East Lansing applies interim lead control standards. Homeowners that apply for either program must agree to have their home tested for lead paint as well as undergo the necessary interim lead paint control standards as presented in the contract work managed by Capital Area Housing Partnership.

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

The City of East Lansing partnered with Haven House, which is located within City limits. Haven House received the largest percentage of the public service portion of East Lansing's CDBG budget. In Program Year 2021, the organization served 314 individuals.

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

The City of East Lansing's Department of Planning, Building, and Development continued to act as the lead management agency in the execution and implementation of East Lansing's CDBG entitlement grant. City staff continued to manage all financial expenditures and reporting methods to HUD.

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

During Program Year 2021, East Lansing's CDBG program staff reviewed the expenditure and performance reports of each non-profit subrecipient of CDBG funds. Additionally, staff conducted

monitoring visits and periodically checked-in with agency representatives regarding their programming. CDBG program staff spoke to a representative of each subrecipient agency at least once every three months.

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

In 2018, the City of East Lansing approved an income tax for the City of East Lansing. Residents and non-residents working in the community pay the income tax. As part of the approval of the income tax, property taxes were reduced from 20 mill limitation to 13 mill. In East Lansing's 2015 Update to its Analysis of Impediments to Fair Housing Choice Report, housing affordability and affordable housing options for different social groups (seniors, families with children, persons with disabilities, etc.) were two of the identified barriers to affordable housing. Even though this income tax lessens the tax burden for East Lansing homeowners, the effects of COVID-19 and above average rising inflation have at least partially lessened the income tax's impact on housing affordability. The City of East Lansing's Payment in Lieu of Taxes (PILOT) program also helps to reduce the barrier of limited affordable housing options, particularly for East Lansing seniors as two of the four PILOT apartment complexes are for low-income seniors.

Additionally, please note that the City of East Lansing is currently undergoing an update to its Analysis of Impediments to Fair Housing Choice Report. Once complete, this document will serve as a refreshed guide to help CDBG program staff make publicly-informed policy changes that reduce barriers to affordable housing.

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

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

All CDBG contracts for subrecipients that execute public service eligible activities are monitored annually to ensure compliance with the CDBG program. The City of East Lansing conducts on-site monitoring visits during late summer or early fall of each year. Each CDBG public service agency contract outlines program requirements along with the specific service(s) and estimated number of individuals or households that will be served. All CDBG public service agency subrecipients are required to submit quarterly reports, which detail the assistance they have provided to individuals in East Lansing. For CDBG public infrastructure projects, staff ensures the Davis-Bacon Act is enforced. Certified Payrolls are submitted to the City of East Lansing, and on-site interviews are conducted with the employees to ensure these employees are being paid at the prevailing wage rate designated for their specific job classification. The interview results and certified payroll are compared to ensure accuracy.

The City of East Lansing CDBG program contracts with minority and women-owned businesses when possible. The City of East Lansing's Purchasing Policy outlines these efforts. During Program Year 2021, CDBG staff also worked with the East Lansing Downtown Development Authority and Downtown Management Board to provide information on the CDBG-CV Small Business Relief Grant Program.

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

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

The City of East Lansing Citizen Participation Plan outlines the process for citizen participation in reviewing and commenting on the Consolidated Annual Performance and Evaluation Report (CAPER). The City of East Lansing published a notice in the September 14, 2022 edition of the City Pulse. This public notice announced that the CAPER was available for review and that the public comments period will take place from September 14, 2022 until September 29, 2022. The notice also included a notice that the public hearing on the CAPER would be held on Monday, September 26, 2022 at 6PM at East Lansing City Hall (410 Abbot Road, East Lansing, MI 48823), Room 209 (Conference Room A).

Michigan State University Journalism student Nora Fleming was present at the September 26, 2022, CAPER Public Hearing and asked various questions about what Community Development Block Grant programs are and how CDBG projects are chosen by the City of East Lansing. No other comments were received on the CAPER during the public comment period.

## **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.**

Starting in Program Year 2021, Michigan's State Historic Preservation Office (SHPO) significantly increased the requirements for Section 106 review, which is a necessary process for the environmental reviews on the City of East Lansing's public infrastructure projects. Among other things, CDBG program staff were required to contract with a professional archeologist as well as an architectural historian to conduct a formal site review and help draft our Section 106 review application.

As a result of these changes, the environmental review processes for the CDBG Sidewalk Project and the Emerson Park Improvement Project in Program Year 2021 took significantly longer than originally expected. In Program Year 2022 and beyond, CDBG program staff plan to include the additional work required under SHPO's new processes into our project timelines for future public infrastructure projects.

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

No

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

**NOTICE OF PUBLIC HEARING AND CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT AVAILABLE**

**City of East Lansing Community Development Block Grant Program**

The City of East Lansing has completed the PY 2021 Community Development Block Grant (CDBG) program Consolidated Annual Performance Evaluation Report covering activities from July 1, 2021, through June 30, 2022. This is to provide notice that the formal 15 calendar day comment period on the Consolidated Annual Performance Evaluation Report begins on September 14, 2022, and concludes on September 29, 2022. Individuals wishing to view this report may do so virtually at <https://cityofeastlansing.com/320/Community-Development-Block-Grant-Program>. Upon request, this document may also be viewed in person at the City of East Lansing Department of Planning, Building, & Development Department, Room 217, East Lansing City Hall, 410 Abbot Road, East Lansing, Michigan between the hours of 8:00AM and 5:00PM.

The City of East Lansing will hold a public hearing on Monday, September 26, 2022, at 6:00PM at East Lansing City Hall (410 Abbot Road, East Lansing MI 48823) Room 209 (Conference Room A) to receive comments on CDBG program performance during the 2021 Program Year. Individuals and groups wishing to comment on the program performance are encouraged to attend the public hearing.

Written comments may also be submitted and should be addressed to the Planning, Building, and Development Department, C/O Matt Apostle, 410 Abbot Road, East Lansing, MI 48823, or by email at [mapostle@cityofeastlansing.com](mailto:mapostle@cityofeastlansing.com), no later than 5:00PM on September 29, 2022, or should be presented at the public hearing.

The City of East Lansing will provide reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities upon request received by the City seven (7) calendar days prior to the meeting. Individuals with disabilities requiring aids and services should write or call the Planning, Building, and Development Department, 410 Abbot Road, East Lansing, MI 48823. Phone: (517)319-6859.

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) and the Americans with Disabilities Act (ADA) and published in compliance with the Michigan Zoning Enabling Act, 2006 P.A. 110.

**Jennifer Shuster**  
City Clerk

CP#22-203



# CITY OF EAST LANSING

## Consolidated Annual Performance Evaluation Report (CAPER) Public Hearing Meeting

6:00 PM - Monday, September 26, 2022

East Lansing City Hall Room 209

Public Comment - Email: [mapostle@cityofeastlansing.com](mailto:mapostle@cityofeastlansing.com)

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### 1. **OPENING**

*"The City of East Lansing occupies the ancestral, traditional and contemporary lands of the Anishinaabeg – Three Fires Confederacy of Ojibwe, Odawa and Potawatomi peoples land ceded in the 1819 Treaty of Saginaw"*

### 2. **COMMUNICATIONS**

2.1. Communications from the audience

### 3. **PUBLIC HEARING**

3.1. [PY 21 CAPER with attachments](#)

### 4. **ADJOURNMENT**



**CITY OF EAST LANSING  
CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER) PUBLIC  
HEARING MEETING  
MINUTES  
September 26, 2022**

**Item 1**

**Call to Order**

The meeting was called to order at 6:00 p.m. by Staff Member Matt Apostle. The meeting was held at East Lansing City Hall, Room 209 (Conference Room A).

Staff Members Present: Matt Apostle, Adam Cummins

**Item 2**

**Communications from the Audience**

None

**Item 3**

**Public Hearing**

Apostle presented an overview of the 2021 Consolidated Annual Performance Evaluation Report, for the period of July 1, 2021 – June 30, 2022, and opened the public hearing.

Michigan State University Journalism student Nora Fleming was present and asked various questions about what Community Development Block Grant programs are and how CDBG projects are chosen by the City of East Lansing.

Apostle closed the public hearing at 6:15 p.m.

**Item 4**

**Adjournment**

The meeting concluded at 6:15 p.m.



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
 PR26 - CDBG Financial Summary Report  
 Program Year 2021  
 EAST LANSING , MI

DATE: 09-30-22  
 TIME: 9:42  
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	241,559.13
02 ENTITLEMENT GRANT	501,216.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	25,556.93
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	768,332.06

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	103,733.28
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	103,733.28
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	74,176.05
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	7,887.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	185,796.33
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	582,535.73

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	103,733.28
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	103,733.28
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	68,883.28
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)	68,883.28
32 ENTITLEMENT GRANT	501,216.00
33 PRIOR YEAR PROGRAM INCOME	40,001.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	541,217.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	12.73%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	74,176.05
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	7,887.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	82,063.05
42 ENTITLEMENT GRANT	501,216.00
43 CURRENT YEAR PROGRAM INCOME	25,556.93
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	526,772.93
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	15.58%





# PR26 CDBG FINANCIAL SUMMARY REPORT ADJUSTMENT DOCUMENT

## PY2020 PR26

### LINE 14 AND LINE 40 ADJUSTMENT

Voucher 6521649, \$9,718.91 was applied as Prior Year. The drawdown should have been split between PY2020 and PY2021 as follows:

\$1,831.91 (PY)

\$7,887.00

*An adjustment of -\$7,887 was entered on PY2020 PR26 lines 14 and 40.*

## PY2021 PR26

### LINE 14 AND LINE 40 ADJUSTMENT

Voucher 6521649, \$9,718.91 was applied as Prior Year. The drawdown should have been split between PY2020 and PY2021 as follows:

\$1,831.91 (PY)

\$7,887.00

*An adjustment of \$7,887 has been entered on PY2021 PR26 lines 14 and 40.*

### ATTACHMENTS:

VOUCHER 6521649

## Drawdown

### Maintain and Approve Voucher

[Return to Search Vouchers](#)

**Voucher Created For:**

EAST LANSING, MI

**IDIS Voucher #:**

6521649

**Activity Owner:**

EAST LANSING, MI

**Created By:**

C05770

**Creation Date:**

07/23/2021

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Program Year of Receipt	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	505	Administration	CDBG	2020	B20MC260024	PI	HUD	MC	EAST LANSING, MI	Y	\$9,718.91	Completed	08/04/2021	<a href="#">Revise</a>   <a href="#">Cancel View</a>

[Return to Search Vouchers](#)