

## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The 2020 Action Plan describes the activities the City of East Lansing will undertake to address priority community needs with the use of Community Development Block Grant (CDBG) funds and other local resources during the July 1, 2020 to June 30, 2021 program year. In Program Year 2020, the City of East Lansing estimates that it will allocate a total of \$492,096 in entitlement funds.

Through the allocation of CDBG entitlement funds, the following services will be provided: 25 businesses will receive access to a Business Support Program that will provide up to \$5,000 in grant fund; one income-eligible family will receive Down Payment Assistance to purchase a home in East Lansing; one income eligible family will participate in the Homeowner Rehabilitation Program; and final debt service will be paid towards a section 108 loan received by the City of East Lansing in support of a Neighborhood Revitalization project titled Avondale Square.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of East Lansing will provide aid to income eligible persons, with the following goals for projects and activities: 2 households will receive homebuyer or code-compliance rehabilitation assistance; 25 businesses will receive economic development and technical assistance through the award of grant funds, with a focus on recovery from COVID-19; and a final payment will be paid towards the City's Section 108 loan. By making a large payment towards the Section 108 loan, all financial obligations will be met and a 20 year loan will be paid off 5 years early. The repayment of the loan will allow the City to allocate larger financial resources to projects and activities in Program Year 2021.

#### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

During the development of the proposed Program Year 20 budget and Action Plan document, the United States was experiencing statewide lockdowns due to COVID-19. As such, much discussion and deliberation was held regarding the appropriate allocation of CDBG funds. When the City of East Lansing learned that it would be a CDBG-CV eligible community, City Staff and City Council went through a public review process to determine how those funds could best support income eligible community members. The final decision was made to support persons through an Emergency Housing Assistance Program and Business Relief Support Program.

Once the allocation of CDBG-CV funds was determined, City Council's priority shifted to evaluation of how to best spend the entitlement funds. Given the successes of housing programs throughout the community, and the unprecedented needs of income eligible businesses, it was determined that priority should be given to economic development and housing projects. In addition, City Council wished to pay off its Section 108 loan commitment to allow for preparatory planning for future community and economic needs in Program Year 2021. As such, the main projects to be funded in Program Year 2020 include: housing activities; economic development activities; and final payments towards a public infrastructure project.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Due to the presence of coronavirus in the community, the City of East Lansing conducted a Substantial Amendment to its existing Citizen Participation Plan in May of 2020. As a result, virtual public hearings were allowed to be conducted before the East Lansing City Council.

City Staff made three budget presentations before City Council via publically noticed Zoom meetings. In addition, City Council held two public hearings allowing individuals to speak regarding the proposed Program Year 20 budget recommendations. Public hearings were held on May 12, 2020 and May 26, 2020. No public comments were received pertaining to the proposed 2020 budget or activities.

On July 3, 2020, a public notice was published in the Lansing State Journal providing community members 30 days to comment on the enclosed Action Plan document and expenditures. The public comment period began on July 6, 2020 and ended on August 4, 2020. No public comments were received regarding the Program Year 2020 Action Plan document.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There were no comments received during the May 12 or May 26 public hearings hosted by the East Lansing City Council regarding the proposed allocation of CDBG funds. In addition, no public comments were received regarding the publically noticed 30 day comment period for the Program Year 2020 Action Plan document.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

At no point during preparation of the Program Year 2020 Action Plan document and budget were public comments not heard or accepted. All comments were received, accepted, and noted in all meeting minutes as well as on video tapes which can be located online at:

<https://www.cityofeastlansing.com/576/Agendas-Minutes-Videos>.

## **7. Summary**

As a CDBG Entitlement Community, East Lansing City Councilmembers and staff recognize the exceptional opportunity to be able to provide our residents with safe and affordable housing, economic development, and public infrastructure projects. Without the financial support provided by the CDBG program, the City would not be able to have the same level of impact in the number of residents served, due to local government funding restraints.

Enclosed please find the City of East Lansing Program Year 2020 Action Plan, which details how residents throughout the East Lansing community will be served.

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	EAST LANSING	Planning, Building, Development Department

Table 1 – Responsible Agencies

### Narrative (optional)

The City of East Lansing is the lead agency that provides administrative oversight of the annual Community Development Block Grant funds received to provide public infrastructure improvements throughout the community. Staff within the Planning, Building, and Development Department manage the Community Development Block Grant program, and administer all annual reports, go on monitoring visits, and correspond with subrecipient agencies during the program year.

### Consolidated Plan Public Contact Information

Those with questions regarding the PY 20Action Plan, or 2016-2020 Consolidated Plan, should contact the following:

City of East Lansing

C/O Amy Schlusler-Schmitt

410 Abbot Rd., Room 227, East Lansing, MI 48823

aschluss@cityofeastlansing.com

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The City of East Lansing's Department of Planning, Building, and Development is the division responsible for the submission of the PY 20 Action Plan document.

City Council voted unanimously to allocate the proposed projects and activities included within the document, as they will provide essential services to East Lansing residents that could not otherwise afford them.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City of East Lansing has staff participate in regional public service task forces that address issues such as homelessness, a lack of affordable housing, the need for more mental health and medical services, etc. For example, City Staff members attend meetings of the Capital Region Housing Collaborative, which encompasses professionals from public housing complexes, the local hospitals, mental health facilities, DHHS, as well as shelters and non-profit organizations that provide essential services to persons living throughout the Greater Lansing region.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

As a participant in the Capital Region Housing Collaborative, which is a designated COC, the City partners with nonprofit agencies such as Advent House which provides daily services to chronically homeless persons and veterans. In 2020, the City of East Lansing is allocating \$20,000 in general funds towards the Advent House program to support a street-advocacy position by which an employee will walk throughout the City limits, and provide case management services to persons that are homeless and/or living on the streets. In addition, City staff provides referrals to the Gateway Program which targets youth 12-21 that are runaway or homeless. Gateway Community Services sets up hotspots throughout the City, where youth can call to speak with or meet with a staff member to discuss their current challenges. These hotspots are located in several downtown business locations, in addition to the East Lansing Public Library.

### **Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate**

**outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

It is important to note that the City of East Lansing is only a member of the Continuum of Care in Greater Lansing, and does not manage or administer the program. As such, staff provides feedback on service needs in the areas of ESG, and future policies and procedures and how they might influence East Lansing residents. However, the vast majority of Continuum of Care expenditures are spent on persons residing within the City of Lansing, and not East Lansing. It is important to note that the City of East Lansing is not a recipient of Emergency Service Grant (ESG) funds.

The City of East Lansing does partner with Holy Cross Services on an at-need basis, which serves as the Greater Lansing's region HARA program and manages the HMIS program. Advent House, Holy Cross, and Haven House utilize the HMIS system, and account to the City on the number of persons served during quarterly reports and during annual monitoring visits.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Tri County Office on Aging
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons Services-Persons with Disabilities Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of East Lansing consulted with the Tri County Office on Aging to determine how General Fund dollars could best be allocated to assist residents aged 55 and above.
2	<b>Agency/Group/Organization</b>	Advent House Ministries
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Needs - Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of East Lansing consulted with Advent House Ministries to consider a second year partnership by which an employee spends 20 hours a week assisting homeless persons sleeping on the streets in East Lansing. While the program is funded through general fund resources, it was determined it has had a beneficial impact to the community as a whole.
3	<b>Agency/Group/Organization</b>	Capital Area Housing Partnership
	<b>Agency/Group/Organization Type</b>	Housing PHA Regional organization

<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Lead-based Paint Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of East Lansing consulted with Capital Area Housing Partnership (CAHP) regarding the recent successes of both the Down Payment Assistance and Homeowner Rehabilitation programs that CAHP administers. Due to the successes of the program, and the organization meeting set goals outlined in contract agreements, the City felt it was appropriate to continue to fund the organization that provides housing assistance to income eligible persons.

**Identify any Agency Types not consulted and provide rationale for not consulting**

As noted within the City of East Lansing Citizen Participation Plan and 2016-2020 Consolidated Plan, priorities for funding have been identified as housing activities and public infrastructure activities. As such, while residents and public agency representatives were notified of CDBG funding being made available, public service agencies were not directly consulted due to limited funding sources and City Council's desire to focus on other types of projects.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Greater Lansing Homeless Resolution Network	2020 Goals: Through the use of HMIS county wide, the City of East Lansing is able to track and monitor chronically homeless individuals through the use of CDBG Funds. The City of East Lansing takes part in annual review processes, to determine what goals and priorities can be met region-wide throughout the year.

**Table 3 – Other local / regional / federal planning efforts**

### **Narrative (optional)**

The City of East Lansing sought representation from organizations that provide services in the areas of housing, homeless assistance, public services, economic development, technological advances, public infrastructure needs, etc. Through administration of the annual grant application process and development of an Action Plan, City staff will continuously seek public and professional input on critical needs and services that should be provided to our income eligible residents each year.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The enclosed Program Year 2020 Action Plan document lists all proposed projects and activities that will be funded through the allocation of Community Development Block Grant funds between July 1, 2020-June 30, 2021.

Over the course of the budget development process, three meetings and two public hearings were held before the City East Lansing City Council. Members of non-profit agencies, neighborhood associations, and the general public were encouraged to speak regarding proposed activities.

In response to the COVID-19 pandemic, East Lansing City Councilmembers publically noted that high priorities for funding were housing activities and economic development activities that could assist businesses in job retention. As such, financial resources have been allocated to both of these areas.

Follow the adoption of the Program Year 2020 CDBG budget, the City of East Lansing placed a notice in the Lansing State Journal on July 3, 2020 indicating that the 30 day public comment period would run from July 6, 2020-August 4, 2020. No public comments regarding the Action Plan document were received during that time.

The City of East Lansing recognizes that it would not be able to assist so many residents with critical services without the opportunity to partner with HUD through the Community Development Block Grant Program.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Digital City Council meeting held on April 30, 2020 via Governor Whitmer's Executive Order. Two public hearings were officially scheduled for May 12 and May 26 regarding the proposed Program Year 2020 CDBG budget.	City Council approved the request to schedule two public hearings regarding the proposed Program Year 2020 budget in accordance with the City of East Lansing's Citizen Participation Plan.	N/A	<a href="https://cityofeastlansing.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&amp;Id=215">https://cityofeastlansing.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&amp;Id=215</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	N/A; Newspaper Ad published in the May 1, 2020 edition of the Lansing State Journal.	No comments received.	N/A No Comments received.	
3	Public Hearing	Non-targeted/broad community	45 persons logged into the digital City Council meeting held on May 12, 2020.	City Council members indicated that given the outbreak of COVID-19, they wished for staff to focus resources on housing and economic development support projects.	N/A; No comments received.	<a href="https://cityofeastlansing.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&amp;Id=109">https://cityofeastlansing.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&amp;Id=109</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Non-targeted/broad community	N/A; Newspaper ad published in the May 15, 2020 edition of the Lansing State Journal.	None. Newspaper ad	N/A; Newspaper Ad.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Non-targeted/broad community	Approximately 55 viewers tuned in to the May 26, 2020 digital City Council meeting, which included the Program Year 2020 CDBG Public Hearing. At the end of the public hearing, City Council voted unanimously to approve the Program Year 2020 budget and to formally request the entitlement funds from HUD.	None. No public comments received.	N/A; No public comments received.	<a href="https://cityofeastlansing.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&amp;Id=110">https://cityofeastlansing.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&amp;Id=110</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Newspaper Ad	Non-targeted/broad community	The City of East Lansing published a 30 Day Public Comment Period in the July 3, 2020 edition of the Lansing State Journal. The public comment period was in effect from July 5, 2020-August 4, 2020.	No comments received.	N/A; No public comments received.	

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

During the July 1, 2020-June 30, 2021 program year, income eligible East Lansing residents will be provided with homeowner and homebuyer housing programs; business owners will be provided the opportunity to apply for grant funds; and the Section 108 loan commitment to HUD will be paid in full. The enclosed Action Plan document provides a detailed account of how the \$492,096 in CDBG entitlement funds will be allocated to provide critical and essential services to East Lansing residents.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	492,096	0	0	492,096	0	

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how**

### **matching requirements will be satisfied**

In addition to the Community Development Block Grant funds received, the City of East Lansing has budgeted funding to public service based programs that will be supported through the allocation of General Funds. Those allocations include: \$20,000 to Advent House for a street-care case manager to assist homeless individuals in East Lansing and \$14,760 to Tri County Office on Aging, which provides Senior residents (ages 55 and above) with access to an abundance of resources including medical care, food delivery, tax assistance, financial assistance, etc.

The City of East Lansing also has an Ordinance in place which requires that any new medical marijuana provisioning centers open in the City must provide either 1% of net profit or \$5,000 (whichever is greater) to a 501(c)3 organization. The City of East Lansing has learned that Ending Domestic Violence (EVE) and Haven House will be receiving funds as a result of this policy change. The first medical marijuana centers are expected to open in Program Year 2020 and so funds will be provided to several non-profit organizations.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

While no specific public infrastructure projects have been identified for funding in Program Year 2020, East Lansing Staff will continue to research redevelopment or new construction projects focused on Low-Moderate Income Housing. The City has been able to combine resources within the Michigan State Housing Development Authority and Capital Area Housing Partnership to successfully complete three new construction projects in the last 5 years. As such, opportunities will continue to be pursued.

**Discussion**

The City of East Lansing will continue to explore public-private opportunities in which CDBG funds, City General Funds, and Private Funds can be utilized to provide assistance in the areas of public service, housing, and infrastructure improvements. The City will continue to research both State and Federal resources.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing-HOAP	2016	2020	Affordable Housing	BAILEY-SOUTHEAST MARBLE-RED CEDAR- CHESTERFIELD HILLS	Affordable Housing-- Acquisition through DPA Affordable Housing- Rehabilitation Assistance	CDBG: \$40,000	Direct Financial Assistance to Homebuyers: 1 Households Assisted
2	Affordable Housing- Rehabilitation Assistance	2016	2020	Affordable Housing	Citywide, City of East Lansing	Affordable Housing- Rehabilitation Assistance	CDBG: \$40,000	Homeowner Housing Rehabilitated: 1 Household Housing Unit
3	Economic Revitalization Efforts	2016	2020	Non-Housing Community Development	Citywide, City of East Lansing	Public Services-- Economic Development	CDBG: \$121,820	Jobs created/retained: 50 Jobs
4	Repayment of Section 108 Loan	2016	2020	Affordable Housing	BAILEY-SOUTHEAST MARBLE-RED CEDAR- CHESTERFIELD HILLS	Neighborhood Revitalization	CDBG: \$230,620	Other: 10 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Administration of CDBG Program	2016	2020	Administration	Citywide, City of East Lansing	Affordable Housing-- Acquisition through DPA Affordable Housing- Rehabilitation Assistance Public Services-- Economic Development Neighborhood Revitalization	CDBG: \$59,660	Other: 0 Other

Table 6 – Goals Summary

**Goal Descriptions**

1	<b>Goal Name</b>	Affordable Housing-HOAP
	<b>Goal Description</b>	The City of East Lansing will provide at least one family/household with Down Payment Assistance in the total amount of up to \$20,000, with an additional \$5,000 towards minor rehabilitation assistance to the home (if necessary). Program participants must purchase a home in a targeted neighborhood, which include Bailey, Southeast Marble, Chesterfield Hills, and Red Cedar.

2	<b>Goal Name</b>	Affordable Housing-Rehabilitation Assistance
	<b>Goal Description</b>	The City of East Lansing will provide up to \$24,999 in financial assistance to at least one household. The goal of the program is to address weatherization needs, and to bring homes up to local code compliance standards. Examples of eligible activities include the replacement of a roof, windows, doors, electrical upgrades, etc.
3	<b>Goal Name</b>	Economic Revitalization Efforts
	<b>Goal Description</b>	The City of East Lansing will provide up to 25 businesses with \$5,000 in funds grant to support economic development activities. Through this program, businesses will report on the number of jobs retained through the grant funds.
4	<b>Goal Name</b>	Repayment of Section 108 Loan
	<b>Goal Description</b>	The City of East Lansing will make its final payment towards the Section 108 loan, awarded by the Department of Housing & Urban Development thirteen years ago. Through the award of the loan, the City was able to revitalize a neighborhood area and construct 26 new single family residences, 10 of which were sold to income eligible homebuyers.
5	<b>Goal Name</b>	Administration of CDBG Program
	<b>Goal Description</b>	The City of East Lansing will provide administration and oversight of the PY 20 CDBG entitlement grant. Administration will include the following: execution of contracts to subrecipient agencies; the review of monthly financial and performance reports from subrecipient agencies; and the administration and payment of the section 108 loan payment; and the completion and submission of all annual Action Plan, CAPER, and Environmental Reports that are due to the Department of Housing and Urban Development.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

Due to the unprecedented nature of the COVID-19 outbreak, the East Lansing City Council determined that providing housing assistance and economic development assistance to income eligible persons was of the greatest priority and could make a long-standing impact throughout the community.

#### Projects

#	Project Name
1	Capital Area Housing Partnership HOAP Program
2	Capital Area Housing Partnership Homeowner Rehabilitation
3	Repayment of Section 108 Loan
4	Administration
5	Business Support Program

**Table 7 - Project Information**

#### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The projects being funded meet the priorities present within the City of East Lansing's 2016-2020 Consolidated Plan document. This year, the City of East Lansing determined that housing projects, listed as high priority within the 2016-2020 Consolidated Plan document, would be funded. In addition, economic development services, which were originally identified as moderate priority, were prioritized greatly by members of the public and City Council in response to the COVID-19 outbreak. When considering aid to homeless individuals or elderly populations, the City has allocated general fund resources to agencies in the region to provide direct assistance. The City will try to provide staff support or General Fund dollars to other underserved populations as determined by City Council.

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	Capital Area Housing Partnership HOAP Program
	<b>Target Area</b>	BAILEY-SOUTHEAST MARBLE-RED CEDAR-CHESTERFIELD HILLS
	<b>Goals Supported</b>	Affordable Housing-HOAP
	<b>Needs Addressed</b>	Affordable Housing--Acquisition through DPA
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	Through a partnership with non-profit agency Capital Area Housing Partnership, the Homeownership Assistance Program will be offered to low-moderate income persons that wish to purchase a home located within four target neighborhoods of the City. Those neighborhoods are: Bailey, Southeast Marble, Red Cedar, and Chesterfield Hills. Applicants will be able to receive up to \$20,000 in Down Payment Assistance towards the purchase of a home, and \$5,000 in minor rehabilitation repairs. Loan funds are awarded in the form of a second mortgage, and 50% of the loan is forgiven in the homebuyer remains in the home 7 years after participating in the program.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	A minimum of one income eligible homebuyer or family will benefit from this program. Income eligibility is determined to be 80% of the Area Median Index.
	<b>Location Description</b>	Participants of this program must purchase a home in four targeted neighborhoods including: Bailey, Southeast Marble, Red Cedar, and Chesterfield Hills.
	<b>Planned Activities</b>	Income eligible homebuyers will apply to participate in the Home Ownership Assistance Program.
<b>2</b>	<b>Project Name</b>	Capital Area Housing Partnership Homeowner Rehabilitation
	<b>Target Area</b>	Citywide, City of East Lansing
	<b>Goals Supported</b>	Affordable Housing-Rehabilitation Assistance
	<b>Needs Addressed</b>	Affordable Housing-Rehabilitation Assistance
	<b>Funding</b>	CDBG: \$40,000

	<b>Description</b>	Through a subrecipient agreement with the City, Capital Area Housing Partnership will manage a Homeowner Rehabilitation program, in which income eligible residents can apply to receive up to \$24,999 in funds for weatherization and code compliance repairs. This project focuses on energy efficiency improvements, through the installation of new windows, doors, roofing improvements, electrical upgrades, etc.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	A minimim of one family/household will receive assistance through the Homeowner Assistance Program.
	<b>Location Description</b>	This program is offered to households located City-Wide.
	<b>Planned Activities</b>	Income eligible families can apply to receive up to \$24,999 in financial assistance to help fund weatherization and code compliance needs at their homes.
<b>3</b>	<b>Project Name</b>	Repayment of Section 108 Loan
	<b>Target Area</b>	Citywide, City of East Lansing
	<b>Goals Supported</b>	Repayment of Section 108 Loan
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$230,620
	<b>Description</b>	The City of East Lansing will make its final repayment towards the Section 108 loan. In 2008, the City took out a 1.5 million dollar loan with the Department of Housing and Urban Development to purchase properties, and install new sewer, water, sidewalks, and streets in the neighborhood. Through this loan, the City was able to work with developers to construct 26 new single family residences. Or the 26 total residences, 10 were sold to income eligible persons.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A; Repayment of Section 108 loan
	<b>Location Description</b>	N/A; Repayment of Section 108 loan
	<b>Planned Activities</b>	Final payment towards Section 108 debt service.
<b>4</b>	<b>Project Name</b>	Administration

	<b>Target Area</b>	Citywide, City of East Lansing
	<b>Goals Supported</b>	Administration of CDBG Program
	<b>Needs Addressed</b>	Affordable Housing--Acquisition through DPA Affordable Housing-Rehabilitation Assistance Public Services--Economic Development
	<b>Funding</b>	CDBG: \$59,656
	<b>Description</b>	The City of East Lansing will provide administration and oversight of the PY 20 CDBG entitlement grant. Administration will include the following: execution of contracts to subrecipient agencies; the review of monthly financial and performance reports from subrecipient agencies; the administration and payment of the section 108 loan payment; and all annual Action Plan, CAPER, and Environmental Reports that are due to the Department of Housing and Urban Development.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A; Administration of Program
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	City Staff will administer the Program Year 2020 Community Development Block Grant Program to include monthly reporting and subrecipient management.
5	<b>Project Name</b>	Business Support Program
	<b>Target Area</b>	Citywide, City of East Lansing
	<b>Goals Supported</b>	Economic Revitalization Efforts
	<b>Needs Addressed</b>	Public Services--Economic Development
	<b>Funding</b>	CDBG: \$121,820
	<b>Description</b>	The City of East Lansing will provide 25 businesses with income eligible proprietors or employees up to \$5,000 in grant funds to support job retention and job creation.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 25 families (or persons) will benefit from this program.

	<b>Location Description</b>	City-Wide
	<b>Planned Activities</b>	The City of East Lansing will administer a Business Relief Support Program that will provide income eligible businesses the opportunity to receive a \$5,000 grant to support economic development and technical assistance.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

There is one geographic distribution area identified within the Action Plan, where resources will be prioritized. Those areas are 'target neighborhoods', identified as Bailey Neighborhood, Southeast Marble Neighborhood, Red Cedar Neighborhood, and Central/Chesterfield Hills. All four of the neighborhoods are located within census tract divisions, and thus a majority of residents have low-moderate income. In addition, these neighborhoods are most populated with MSU college student residents as well.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
BAILEY-SOUTHEAST MARBLE-RED CEDAR-CHESTERFIELD HILLS	56
Citywide, City of East Lansing	44

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City of East Lansing strategically prioritized this area, based upon feedback received in the 2016-2020 Consolidated Plan community development input workshops. In addition, the East Lansing City Council has prioritized repayment of the Section 108 loan, in which the Avondale Square project was completed within the Bailey-Southeast Marble-Red Cedar-Chesterfield Hills area.

### **Discussion**

The City of East Lansing, through public meetings, budget worksessions, and public hearings, will continue to review and consider grant funding requests for all CDBG funds each program year. However, the Bailey-Southeast Marble, Red Cedar, and Central/Chesterfield areas will be presented to grant review members and City Council as 'highly prioritized', as indicated in the City's current 2016-2020 Consolidated Plan document.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The City of East Lansing has prioritized CDBG grant funding be allocated solely towards public infrastructure and housing programs. As such, during PY 20, two households are expected to receive services in areas of down payment assistance or rehabilitation. Through the HOAP program, persons can receive up to \$20,000 in Down Payment Assistance and \$5,000 towards minor rehabilitation assistance for purchasing a home within targeted neighborhoods in the East Lansing limits. For the Homeowner Rehabilitation Program, persons can receive up to \$24,999 in Homeowner Rehabilitation assistance focusing upon weatherization and code compliance improvements.

It should also be noted that while Community Development Block Grant funds are not being allocated towards homeless assistance this year, more than \$20,000 is being allocated specifically to non-profit agencies that service persons living on the street.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	1
Acquisition of Existing Units	1
Total	2

**Table 10 - One Year Goals for Affordable Housing by Support Type**

## **Discussion**

The City will strive to uphold its strategic goals by providing safe, affordable housing to low-moderate income residents. Through the allocation of General Fund dollars, it will also work closely with Advent House to provide individuals experiencing homelessness with access to shelter and food.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

As noted previously, the City of East Lansing does not manage nor annually allocate funds towards a public housing program. However, the City does offer a Payment in Lieu of Taxes Program for those properties that offer subsidized rent, or participate and accept vouchers through the MSHDA Housing Choice Voucher program.

### **Actions planned during the next year to address the needs to public housing**

The City of East Lansing will continue to partner with landlords that own properties that currently have a PILOT on them. In addition, the East Lansing City Council has an Ordinance in place stating that new development of a certain threshold be required to include Senior, or Affordable Housing. Currently, a site plan is being reviewed that would include low-moderate income housing within the downtown commercial district.

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

Capital Area Housing Partnership, the City's third party homeowner agency that manages the Homeowner Assistance Program, as well as the Homeowner Program, provides monthly education sessions on improving credit scores, as well as 'tricks of the trade' when working to save funds for a Down Payment for a home. Those classes are free and open to the public. They are specifically marketed towards low-moderate income persons, through postings on community webpages and partnerships with the Michigan State Housing Development Authority.

Capital Area Housing Partnership is also the majority developer of Deerpath Apartments and the Liberty-Hyde Bailey Center. These apartment locations are entirely reserved to be rented by low-moderate income residents. Informational materials on homeownership are available in the management office, as well as shared in lobby locations. Finally, Capital Area Housing Partnership is the manager of the Liberty-Hyde Bailey Center which is a complex that houses 25 units reserved for LMI Senior residents.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

### **Discussion**

The City will strive to provide administrative guidance on the current needs for public and subsidized housing during regional meetings, such as during Consortium meetings. All persons interested in receiving Housing Choice Vouchers will be directed to speak with representative of the Michigan State Housing Development Authority, who manage the vouchers for anyone living within the City limits.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City of East Lansing partners with non-profit agencies that provide outreach and case management, primarily to persons living on the streets.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

Through the allocation of General Funds, the City of East Lansing is entering into a contract agreement with Advent House Ministries. Advent House will assign a case-worker to provide outreach and support 20 hours a week, specifically to persons sleeping in public areas overnight. In particular, homeless persons choose to congregate in the downtown area. That area will be walked and visited by the case worker on each shift.

In addition, the City will partner with nonprofit agencies Child and Family Charities (who provides assistance to runaway youth) as well as Holy Cross (which operates a day shelter in the Greater Lansing Region. Safe Zones for youth (12-22) have been established throughout the City, and youth are able to call representatives of Child and Family Charities 24 hours a day to discuss any issues/problems they are having. Child and Family Charities also conducts annual street programming, in which persons visit the Safe Zones once a week, to try and build relationships with you. They will often lead some activities as well.

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

The City of East Lansing partners with Haven House, who provides emergency shelter to homeless parents with children. The average stay of these individuals is approximately 30 days. During their stay at Haven House, residents must meet with an advisory daily and show proof that they are attempting to stabilize their income and apply for stable, transitional housing.

#### **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 City of East Lansing partners with organizations such as Haven House, Child & Family Charities, and Holy Cross. These organizations generally conduct six month checks for individuals that have entered transitional housing, as well as continue to provide free counseling and legal services to families and individuals as necessary.

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

Through support programs such as EVE and MSU Safe Place (both funded by other funding resources), persons trying to escape households with domestic violence are immediately provided shelter, and then placed in transitional housing which alleviates the fear of these individuals becoming homeless.

**Discussion**

Due to funding restraints, the City of East Lansing has focused the majority of its entitlement resources towards public infrastructure improvements and housing projects that benefit multiple residents throughout the community. In Program Year 21, the City of East Lansing anticipates that greater financial resources will be allocated to support Homeless persons as the debt service to the existing Section 108 loan payment will be paid off.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The City of East Lansing has reviewed the extent to which the cost of incentives to develop, maintain, or improve affordable housing in the direction are affected by State or local policies. There are many barriers to affordable that may increase the costs, act as a disincentive or create barriers to the production or maintenance of housing of low-moderate income residents. The fact is that the housing market within the East Lansing City limits is extremely costly, as students from Michigan State University are willing/do pay high monthly rental rates in order to be located near campus. The monthly cost of renting in East Lansing is difficult for many low-moderate income persons to afford.

However, recent studies have shown little evidence of significant barriers present in the community as they relate to race, religion, national origin, etc. as all landlords within the City receive multiple trainings and notifications by both the City and MSU regarding Fair Housing law practices. The City of East Lansing has actually adopted college students as a 'protected class', and that designation is noted within the City of East Lansing's Civil Rights Ordinance as well. If a landlord is ever found to discriminate against someone based upon race, sexual orientation, or student status, serious legal implications are made.

### **Actions it planned 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**

The City's Zoning Ordinance does not create barriers to affordable housing. East Lansing's Zoning Ordinance is a useful tool, designed to promote health, safety, and welfare of its residents. Overall, it does not contain restrictive or exclusionary zoning or subdivision controls that would impose barriers to affordable housing.

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 overlay district and district use regulations within their residential neighborhood, which could prohibit or restrict the rental uses of rental dwellings. The purpose of these districts is to preserve the attractiveness, desirability, and privacy of residential neighborhoods by precluding the effect rental properties can have on a neighborhood with regard to property deterioration, increased density, congestion, noise, traffic levels, and reduction of property values. The goal of the overlay district is to "to allow owners of property within residential neighborhoods to control the types of rental properties, if any, that are permitted in one-family dwellings within their neighborhood".

The Historic Code was adopted in 1989 and was intended to encourage proper restoration or rehabilitation of resources within designated Historic Districts in accordance with the historic character and architectural design of the resource itself. The code may also affect affordability because of the high costs involved in remodeling historic district housing, which indirectly increases the cost of housing in those areas.

There is very little vacant available for sale in the City, so the lack of supply on top of the already high cost of construction leads the cost of land and acquisition to be high. This creates a barrier to affordable housing. Those choosing to develop affordable housing will likely choose to do so by redeveloping an existing structure or through infill development.

In general, incentive programs are not a barrier to affordable housing but are a benefit. They encourage housing to be built and they help the residents to get into the units. Generally, Down Payment Assistance Programs also do not create a barrier to affordable housing. The Homeowner Assistance Program provides payment assistance and closing costs for low-moderate income persons to purchase homes in East Lansing. Capital Area Housing Partnership, the City's third party housing agency, manages the program. Houses assisted through this program are deed restricted for home ownership for 30 years. Since the inception of HOAP in 1994, over 157 homes have been deed restricted in target neighborhoods identified as Bailey, Southeast Marble, Chesterfield Hills, and Red Cedar.

**Discussion:**

The City of East Lansing will continue to attend annual fair housing training sessions, and assess community needs each year.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City of East Lansing will strive to allocate funds, and serve as many income eligible persons as possible during Program Year 2020 through economic development, public infrastructure, and housing activities.

### **Actions planned to address obstacles to meeting underserved needs**

The City of East Lansing will work hard to overcome obstacles to meet underserved needs. For example, the City will focus the majority of its efforts in the areas of: affordable housing, economic development projects, and neighborhood revitalization to persons living in income eligible census tract areas or to households that meet the necessary income eligibility criteria.

### **Actions planned to foster and maintain affordable housing**

Through a partnership with Capital Area Housing Partnership, the City of East Lansing will offer the Homeowner Assistance Program, which provides persons with up to \$25,000 in Down Payment Assistance and Rehabilitation repairs in targeted neighborhoods. In addition, the City will focus financial resources on ensuring that residents are living in safe, code compliant homes by offering the Homeowner Rehabilitation program. Through this program, residents can maintain necessary improvements and code compliance within their homes, ideally avoiding greater costs in the future.

In terms of supporting rental housing facilities, the City does offer a Payment in Lieu of Taxes program (PILOT) for those facilities that accept MSHDA Housing Choice Vouchers, or offer subsidized rent opportunities. This program is supported through the City's General Fund budget.

### **Actions planned to reduce lead-based paint hazards**

Through the Homeownership Assistance Program (HOAP) and Homeowner Rehabilitation program, the City operates interim lead control standards. Persons that apply to participate in either program must agree to have their homes tests for lead paint, and undergo the necessary interim lead paint control standards as presented in the contract work managed by Capital Area Housing Partnership.

### **Actions planned to reduce the number of poverty-level families**

Through partnerships funded with General Fund dollars, the City of East Lansing will continue to partner with agencies such as Haven House and Tri County Office on Aging. Haven House provides emergency shelter and food to families with children experiencing homelessness. The average stay of a family in shelter is 30 days or less. During that time, parents and guardians receive professional counseling on financial management and ways in which to obtain transitional or permanent housing. In addition, residents 55 years of age and above receive services from Tri County Office on Aging. These families can receive financial counseling, free meal delivery, etc. The City of East Lansing works to address poverty in families of all age groups.

### **Actions planned to develop institutional structure**

The City of East Lansing Planning, Building, and Development Department will continue to act as the lead management agency in the execution and implementation of the CDBG entitlement grant. City Staff will manage all financial expenditures and reporting methods to HUD, as well as spearhead budget recommendations and review during the program year. All budget allocations are approved by City Council and the City Manager, before being forwarded on to HUD in the form of an Action Plan. All annual reports will be completed by Planning Staff members, as well as the submission of the end of year CAPER report.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Staff from the Planning Division will review expenditure and performance reports from partner nonprofit groups that are subrecipients of CDBG funds. In addition, staff will conduct annual monitoring visits and periodically check in with agency representatives regarding their programming. All subrecipient agencies must report to City Staff on both Expenditure and Performance progress monthly. Agencies are only reimbursed with proof of expenditure through the submission of receipts and payroll materials, etc. On average, City staff speaks to a representative of subrecipient each month.

### **Discussion:**

The City of East Lansing highly values all of its residents. The City will continue to partner with organizations to provide essential, critical services to persons in need.



## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

The AP-90 Program Specific Requirements portion of the Action Plan is not applicable to the City of East Lansing at this time.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

The City of East Lansing will either solely manage, or execute contract agreements with subrecipient agencies that utilize Community Development Block Grant funds. It is the goal of the City of East Lansing that 100% of residents that receive assistance meet the income eligibility criteria set forth by HUD. Monthly reporting about grant recipients will assist in meeting that goal.

