

CITY OF MUSKEGON

CITIZENS DISTRICT COUNCIL

MEETING

September 1, 2026 @ 5:30 PM

CITY OF MUSKEGON, ROOM 103

933 TERRACE STREET, MUSKEGON, MI 49440

☐ **CALL TO ORDER:**

☐ **ROLL CALL:**

☐ **APPROVAL OF MINUTES:**

A. Approval of Minutes Community & Neighborhood Services

☐ **OLD BUSINESS:**

A. CDBG/HOME Budget Update Community & Neighborhood Services

☐ **NEW BUSINESS:**

A. CAPER 2026 Community & Neighborhood Services

B. CDBG Award Recognition Community & Neighborhood Services

☐ **ANY OTHER BUSINESS:**

A. Staff Report Community & Neighborhood Services

☐ **PUBLIC COMMENT:**

☐ **ADJOURNMENT:**

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such

as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com



Agenda Item Review Form

Muskegon Citizens District Council

Commission Meeting Date: September 1, 2026	Title: Approval of Minutes
Submitted by: Sharonda Carson, CNS Director	Department: Community & Neighborhood Services
Brief Summary: Approved minutes from June 2026	
Recommended Motion: To approve minutes from June 2026	

CITY OF MUSKEGON

CITIZENS DISTRICT COUNCIL

MEETING

June 2, 2026 @ 5:30 PM

CITY OF MUSKEGON, ROOM 103

933 TERRACE STREET, MUSKEGON, MI 49440

MINUTES

CALL TO ORDER

P. Dennie called the meeting to order at 5:34 and roll was taken.

ROLL CALL

MEMBERS PRESENT: PERRY DENNIE, Jean Weirich, Jen Sanocki, Margie Kelley, Nathaniel Williams

MEMBERS ABSENT:

MEMBERS EXCUSED:

STAFF PRESENT: S. Carson, W. Webster

OTHERS PRESENT:

APPROVAL OF MINUTES

A. Approval of the Minutes from April 7, 2026 Community & Neighborhood Services

A motion to approve the minutes from April 7, 2026 was made by J. Sanocki and supported by J. Weirich. All in favor

OLD BUSINESS

A. Results of Survey Community & Neighborhood Services

A brief discussion on the results of the survey. Survey was shared on the city's

web site and shared with city staff. Key takeaways: CNS programs are highly effective where staff can directly impact residents. Expanding resources, reach and new initiatives can further strengthen community outcomes.

B. Consolidated Plan Update Community & Neighborhood Services

S. Carson gave a brief update on the plan. Still in draft stages. Once complete, will be forwarded and available on the website

- Services that are offered.
- What are the needs of the community?
- Demographics

Marketing analysis - Existing housing and how that is impacted. Are the houses substandard or not.

Strategic plan -

- What are the priorities?
- What influence the market has on the conditions that we are experiencing in public housing.
- What is the strategy for homelessness?

Home buyer empowerment - Not our course, but we will support

- Educating potential homeowners on credit, budgeting, etc and how can they make changes to be successful

NEW BUSINESS

Nathaniel Williams introduced himself and is a new board member

ANY OTHER BUSINESS

None

PUBLIC COMMENT

None

ADJOURNMENT

Meeting was adjourned at 6:47

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



Agenda Item Review Form

Muskegon Citizens District Council

Commission Meeting Date: September 1, 2026	Title: CDBG/HOME Budget Update
Submitted by:	Department: Community & Neighborhood Services
Brief Summary: Discuss updates of CDBG/HOME budget updates.	
Recommended Motion:	



Agenda Item Review Form

Muskegon Citizens District Council

Commission Meeting Date: September 1, 2026		Title: CAPER 2026																
Submitted by:		Department: Community & Neighborhood Services																
Brief Summary: Review Draft version of CAPER 2026																		
Detailed Summary & Background: Present and discuss the drafted CAPER report																		
<u>Goal/Action Item:</u>																		
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																		
Amount Requested:		Budgeted Item:																
		<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td></td> <td></td> </tr> </table>		Yes		No		N/A										
Yes		No		N/A														
Fund(s) or Account(s):		Budget Amendment Needed:																
		<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td></td> <td></td> </tr> </table>		Yes		No		N/A										
Yes		No		N/A														
Recommended Motion:																		
Approvals:		<u>Name the Policy/Ordinance Followed:</u>																
<table border="1"> <tr> <td>Immediate Division Head</td> <td></td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>		Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review				
Immediate Division Head																		
Information Technology																		
Other Division Heads																		
Communication																		
Legal Review																		

CR-05 - Goals and Outcomes

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

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

The Consolidated Annual Performance Evaluation Report (CAPER) is an important and necessary communication tool between the City of Muskegon, the US Department of Housing and Urban Development (HUD) and the public. Its purpose is to inform and report on the progress the City of Muskegon's Community and Neighborhood Services Department has made toward the goals it set forth in its 2021-2026 Consolidated Plan and respective Action Plan.

The city of Muskegon offered the following programs to the public:

C D B G Community Development Block Grant-

Fire station Bond

Administration/Fair Housing - Admin Costs/Trainings/Studies

Service Delivery - Administrative Services

Priority Housing Repairs - Household benefit/Sustainability and

Facade Repairs - Citizen housing benefit/Blight maintenance

HOME Funds

Homebuyers Assistance

Rehabilitation

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

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

Goal	Category	Outcome	Percent Completed
Acquisition Development Resale	Affordable Housing	2	100%
Administration	Administrative Programs	1	100%
Fire Station Bond	Non-Housing Community Development	966	483%
General Administration	Other - Program Services and Assistance	1	100%
Owner Occupied Rehabilitation - Priority Repairs	Other - Home Repairs	26	260%
Service Delivery	Other - Housing Services	1	100%

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 has strategically utilized CDBG funding to preserve and sustain affordable housing opportunities by providing home repair and other housing-related services to eligible residents. Affordable housing continues to be one of the community's most significant challenges. While rehabilitation services play an important role in maintaining the existing housing stock, the City recognizes that addressing housing instability

and homelessness requires a comprehensive approach that extends beyond home repairs alone. One of the City's primary objectives is to preserve safe, stable housing and prevent circumstances that may contribute to individuals or families becoming unhoused.

In addition to housing activities, CDBG funding has been invested in improving public infrastructure and enhancing neighborhood conditions. These investments include, but are not limited to, support for the Fire Station Bond initiative, blight elimination efforts, and other community improvement projects that strengthen public safety and neighborhood vitality.

The City has also established a Blight Fight Task Force consisting of representatives from multiple City departments. The Task Force meets regularly to coordinate strategies, identify priorities, and implement systematic approaches to reducing blight, improving neighborhood conditions, and promoting a safer, more attractive community for residents

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	HOME
White	17	3
Black or African American	9	2
Asian	0	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
Total	26	5
Hispanic	0	0
Not Hispanic	26	5

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

Narrative

During the reporting period, CDBG funds supported 31 families through the CDBG and HOME programs, providing critical assistance to help stabilize housing and address the needs of local residents. Of the families served, 20 identified as White, 11 as Black, and none identified as Hispanic.

In addition to these housing-focused services, approximately 900 families were assisted through the organization's emergency response system, demonstrating the continued need for timely support when households face urgent or unforeseen challenges.

Together, these efforts reflect the City's commitment to stabilizing housing, improving accessibility, supporting seniors, and responding to urgent community needs. Through strong community partnerships and the targeted use of available resources, these programs help families maintain safe, stable homes while strengthening the overall well-being and resilience of the community.

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	919,565	670,374
HOME	public - federal	258,813	47,784

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Muskegon	100		
Muskegon Heights			
Norton Shores			

Table 4 – Identify the geographic distribution and location of investments

Narrative

Resources made available to the community during the reporting period included CDBG and HOME funds, which were utilized to address critical housing needs and support the preservation and rehabilitation of homes.

CDBG funds were used to provide essential home repair services, including, but not limited to, roof replacement, electrical repairs, foundation repairs, plumbing, and sewer improvements. Both previous and current CDBG funding was utilized to assist families and ensure that available resources could be maximized to address eligible housing needs. A total of **\$237,273.65 in CDBG funds** was utilized to complete these necessary repairs, helping to improve the safety, quality, and stability of homes within the community.

Additionally, **11 families benefited from program income generated and leveraged through HOME funds**. A total of **\$25,181.76 in HOME funds was allocated for administration**, which was fully utilized in conjunction with previously available HOME dollars. This resulted in a total of **\$47,781.10 in HOME funds utilized** to support program activities and housing rehabilitation efforts.

HOME administrative resources also supported rehabilitation projects, including one project that was completed during the reporting period and two additional properties that were purchased and are currently in the preparation phase for rehabilitation. These investments demonstrate the City's continued commitment to leveraging available resources to preserve housing, improve living conditions, and expand opportunities for families to access safe and affordable homes.

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.

The City leveraged its federal funding by coordinating resources with other funding sources that support similar community development and housing objectives. These resources included Muskegon County Senior Millage funds, DTE assistance for improvements to a multifamily housing project, and a state-funded Lead Hazard Control Program serving families enrolled in Medicaid.

By combining these funding sources with federal program resources, the City was able to maximize the impact of available funds, expand the scope of eligible activities, and serve a greater number of households in need.

During the program year, no publicly or privately owned land was acquired or utilized in conjunction with these activities, and no matching funds were required for the programs administered.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	0
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	0

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
278,135	200,354	0	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

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	2	0
Number of Non-Homeless households to be provided affordable housing units	4	32
Number of Special-Needs households to be provided affordable housing units	2	0
Total	8	32

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	2	0
Number of households supported through The Production of New Units	0	1
Number of households supported through Rehab of Existing Units	2	26
Number of households supported through Acquisition of Existing Units	2	2
Total	6	29

Table 12 – Number of Households Supported

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

Discuss how these outcomes will impact future annual action plans.

Impact on Future Action Plans

The outcomes from this reporting period will play an important role in shaping the City's future Action Plans. The data demonstrates a continued need for investments that preserve existing housing, address critical home repair needs, and create opportunities for low- and moderate-income households to achieve and maintain homeownership.

Future Action Plans will use the information gathered from program participation and completed activities to better align available CDBG and HOME resources with demonstrated community needs. The number of households requiring home repair assistance indicates that housing preservation should remain a key priority, particularly for homeowners who may not have the financial resources to address major repairs independently.

The City will also continue to evaluate opportunities to expand affordable homeownership through the acquisition and rehabilitation of existing properties. This approach can help increase the supply of quality, affordable housing while also revitalizing properties that may otherwise remain underutilized or deteriorate.

Moving forward, the City will use program performance data, community needs, available funding, and partnerships with local housing organizations to identify priorities and develop strategies for future Action Plans. This information will help ensure that limited resources are directed toward activities that have a measurable impact on housing stability, neighborhood revitalization, housing preservation, and access to affordable homeownership.

Ultimately, the experience and outcomes from this reporting period will help the City refine its housing strategies, identify gaps in services, and make informed funding decisions that respond to changing community needs.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	15	0
Low-income	11	6
Moderate-income	0	0
Total	26	6

Table 13 – Number of Households Served

Narrative Information

The city continues to be proud of our accomplishments and feel that we have had a very productive year that will only get better in the future. The community is becoming more aware of our program offerings and they are taking advantage of the opportunity. Our services have impacted many neighborhoods

throughout the City and the impact is noticeable. Seventy percent of the families who received assistance were extremely low or low income families and we continue to ensure that the services can be provided on an emergency basis. There are currently no waiting list.

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

The city has made great progress as a board member of the Continuum of Care (CoC) to help reduce homelessness in our community. Staff serve on various committees that seek additional funding for partners, plan for upcoming years and engage with other agencies to ensure that all available resources are made available to all community members. Regionally, the cities of Muskegon Heights and Norton Shores are represented as well, and our focus is to meet objectives set by the CoC board to reach this critical population.

Addressing the emergency shelter and transitional housing needs of homeless persons

The city is investigating developing more units that will be utilized for rental housing for families who are or will be experiencing homelessness. We have invested our HOME ARP funding to assist with addressing housing needs. Families who are currently seeking shelter are referred out to community partners that house homeless families. We are also working to collaborate with TrueNorth Community Services who was recently voted as the Muskegon HARA to strengthen the housing needs that may be made available in the community.

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

The City's Home Repair Program is designed to assist eligible homeowners whose housing conditions present priority health, safety, or code-related deficiencies that could jeopardize their ability to remain in their homes. Assistance is provided to address critical repairs, including plumbing, electrical, mechanical, and structural issues, helping to preserve safe and habitable housing. By correcting these deficiencies, the program enables homeowners to remain in their homes, reduces the risk of displacement, and preserves the existing affordable housing stock.

In addition to housing rehabilitation activities, the City offers a Homebuyer Assistance Program to help income-eligible households transition to sustainable homeownership. The program provides down payment and closing cost assistance, reducing the financial barriers associated with purchasing a home.

By increasing access to homeownership opportunities, the City helps families achieve long-term housing stability while supporting neighborhood investment and community revitalization.

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 CoC is an organization in pursuit of helping homeless persons find affordable housing in our community. The City has participated in a board capacity to structure and facilitate housing opportunities that prevent housed homeless families from experiencing another homeless scenario.

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

Actions taken to address the needs of public housing

Actions the City of Muskegon has taken to address the needs of public housing is completing a comprehensive housing study that evaluates where the need is and methods to address the housing needs, seek additional funding outside of CDBG and HOME to increase initiatives, strengthen partnerships with existing agencies and Continuum of Care and utilizing HOME ARP funding to create ADA assessable units for all families who may be experiencing homelessness for any reason. Some other things that we are doing to address public housing is working with developers by creating incentives that encourage them to want to develop in our community by updating zoning and ordinances, making lots affordable and providing incentives for developers who build within 18 month period.

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

Public housing residents are known to be at a fixed-income status and because of this their likelihood to become a homeowner is rare. In addition, homeownership has not been advantageous given the rise in the housing market of the past 5 years. The PHA has a Homeownership Program but other strategies to encourage tenant management have been encouraged more so than homeownership. The public housing residents are managed by staff with monthly reporting of income status. **Annually** housing staff will meet with each tenant to assess income and empower tenants to manage their living situation by giving them options like homeownership, outside rental opportunities, or housing facilities that fit their income and household needs. Currently, the Rental Assistance Demonstration option is being presented to give tenants encouragement with the proposed changes. No other actions have been taken by the city at this time.

Tenants are included in management through Tenant Advisory meetings where decision making and changes to the public housing facility are discussed. The resident board has been actively working with PHA staff to oversee the tenants' issues and concerns and manage the housing facility. Recently, the PHA has awarded vouchers to developers which offer housing choice/opportunities that are newer and different from the current conditions of the public housing venue. The highlight for the Housing Commission is that the facility is embarking on a revitalization renovation through the RAD (Rental Assistance Demonstration) process offered to PHAs.

Actions taken to provide assistance to troubled PHAs

The PHA is not designated as troubled.

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

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

The city is consistently reviewing old zoning policies that negatively affect or create barriers to housing options within the city. The approach taken to complete an updated view of housing choice for our community and developers was achieved through Rezoning parcels in our eligible census tracts. Additionally, our city is designated as a redevelopment ready community. The city is being strategic about creating housing that will fit the needs of every living situation. The City is seeking to adopt Form Based Code throughout additional neighborhoods. This will help to remove barriers to development and allow for additional types of housing like mother-in-law suites, “tiny” homes and mixed-use spaces with housing above. Also, this change will provide property owners with more flexibility to use their property for income generating purposes by allowing for smaller rentals in current residential spaces.

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

To meet the needs of the underserved, we have become more diligent in ensuring the community has accurate information about programs administered through our offices. We have also engaged in more outreach opportunities with community events with partners and those of our own. We ensure that 211, a local resource that provides citizens with information about assistance programs and organizations in the community, has accurate information about programs and that all applications are current in person and online. We have also sought to inform a wider audience through television appearances and increased presence on social media platforms.

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

We have a state funded program for Lead Based Paint hazards but mostly, every affordable housing unit produced is cleared of Lead-based paint hazards through abatement and remediation.

Our HOME funded units through Rental Rehab or Homebuyers programs address lead as a required feature of renovations. Our programs include this action up front before rehabilitation can take place, and the properties are cleared to ensure safety of future residents.

In addition to the above, we have instituted structures into all home repair programs to address lead rather it is paint, water, or sewer lines.

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

We continue to serve on boards and strengthen the partnership with our CoC, to stay abreast of needs

of the homeless population. The goal is to increase awareness, resources and access to resources while removing barriers.

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

Institutional structure is developed through trial and success of building a strong community. The city supports organized Neighborhood Associations, a BLIGHT fight task force and a number of community relation committees.

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

Our social service agencies in our community have always been a partner to address the needs of our income challenged families. We have worked with the State and local Departments of Health and Human Services, Community Foundation and other nonprofit agencies to meet expressed needs of our citizens. Our services are limited to income qualifying households but we do not limit our coordination to offer and receive referrals from many organizations that focus on housing, health and public needs.

The City of Muskegon also coordinates with the PHA through the appointments of 2 city staff to the Housing Board. The Board Officers have continued to impress that social service options must be present inside the building. This year, the executive director has managed to enhance the building with the participation of social service partners, local programs that give financial, food resources and social supports onsite as possible because of the pandemic.

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

Our response to overcoming impediments identified of our jurisdiction is to ensure that we are mindful of the impediments and the negative effects they have on programming and low income families. A lot of our impediments are surrounded by a lack of housing that meets the needs of the community. We are consistently looking into ways to navigate the housing shortage and ensuring that all departments internally are working together to create access to housing as well as working with outside agencies and developers.

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

The City maintains regular oversight of its subrecipients and Community Housing Development Organization (CHDO) partners to ensure compliance with program requirements and successful project implementation. At the beginning of each funding cycle, the City establishes clear performance expectations, reporting requirements, and program timelines. Standardized reporting templates and technical guidance are provided to promote consistency, accuracy, and compliance with applicable federal regulations.

Throughout the program year, City staff conduct monthly or quarterly monitoring meetings, depending on the size and complexity of the funded activity. These meetings provide an opportunity to review project progress, discuss expenditures and accomplishments, identify potential challenges, and provide technical assistance when needed to support timely implementation.

The City's Finance Department plays an integral role in the oversight process by monitoring financial activity, reviewing expenditures, ensuring proper documentation is maintained, and supporting compliance with applicable federal, state, and local financial requirements. Coordination between program staff and the Finance Department helps ensure that project activities align with approved budgets, funds are appropriately utilized, and financial records accurately reflect program performance.

At the conclusion of each project or reporting period, the City reviews all required documentation to verify that contractual obligations, performance measures, and federal requirements have been met. This process ensures that funded activities are completed as proposed, program objectives are achieved, and all reporting is accurate and complete before projects are closed.

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.

We provide notice to the public at least 10 days in advance for 15-, 20- and 30-day comment periods via social media, company website and email. The city has also started releasing a newsletter to help the

community stay informed and offer opportunities to engage. There is also a news blast that allows residents to sign up to receive alerts to receive up to date information in real time.

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.

Currently there has not been any changes to in the City of Muskegon's objectives but we are invested in ensuring all citizens have access to housing that fits their needs and desires. If there is to be a suggested change to the objective it would be to ensure that the city is addressing the housing shortage which has been a crisis for this community.

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

No

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

CR-50 - HOME 24 CFR 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

There were no inspections this year.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

Recently, the Affirmative Marketing Plan was rewritten to be more detailed. Currently there are no triggers to the affirmative marketing requirements at 24 CFR 92.351, the City of Muskegon believes Affirmative Marketing is crucial to ensure success of our programs. As such, our newly revised plan allows us to be well equipped to market our programs appropriately. Our homebuyer programs adhere to these regulations by utilizing the equal housing opportunity logo on our program materials to inform the public of our fair housing practices. We advertise our properties and programs throughout the community via CALL 211, newspaper, online, social media, and by postings. Our assessment of the Affirmative Marketing Plan is that it is sufficient at this time.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

There was a total of \$41,010.02 CDBG program income income funding recieved and utilized. \$200,353.52 was received for this grant year.

Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)

The City continues to explore options to maintain affordable housing. This is a collaborative effort and takes many hands including outside agencies, developers and resources.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
--------	--	--	--	--	--

Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative

We currently do not have any projects that trigger section 3.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	MUSKEGON
Organizational DUNS Number	017270968
UEI	NVASZGCGV2Z5
EIN/TIN Number	386004522
Identify the Field Office	DETROIT
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	

ESG Contact Name

Prefix
First Name
Middle Name
Last Name
Suffix
Title

ESG Contact Address

Street Address 1
Street Address 2
City
State
ZIP Code
Phone Number

Extension
Fax Number
Email Address

ESG Secondary Contact

Prefix
First Name
Last Name
Suffix
Title
Phone Number
Extension
Email Address

2. Reporting Period—All Recipients Complete

Program Year Start Date	07/01/2025
Program Year End Date	06/30/2026

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name
City
State
Zip Code
DUNS Number
UEI
Is subrecipient a victim services provider
Subrecipient Organization Type
ESG Subgrant or Contract Award Amount



Agenda Item Review Form

Muskegon Citizens District Council

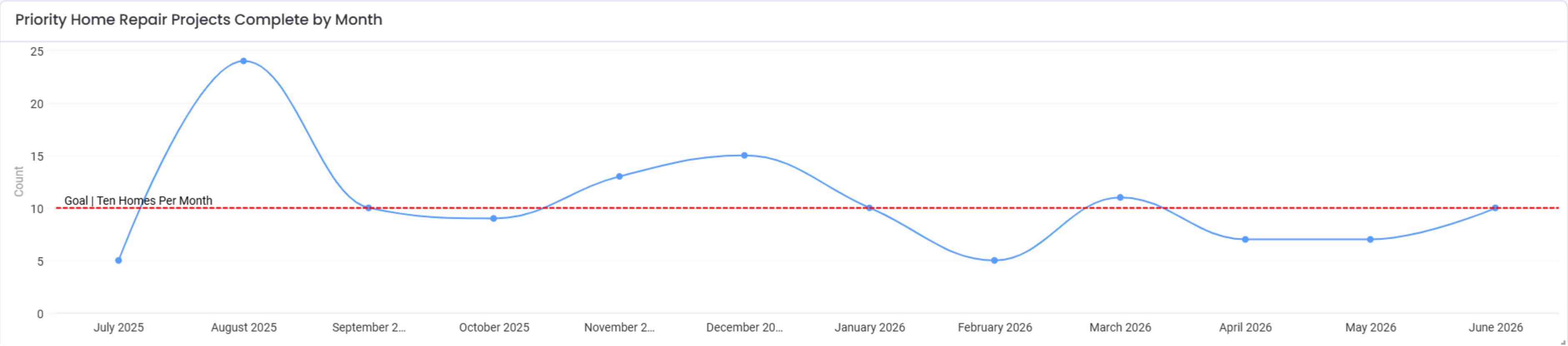
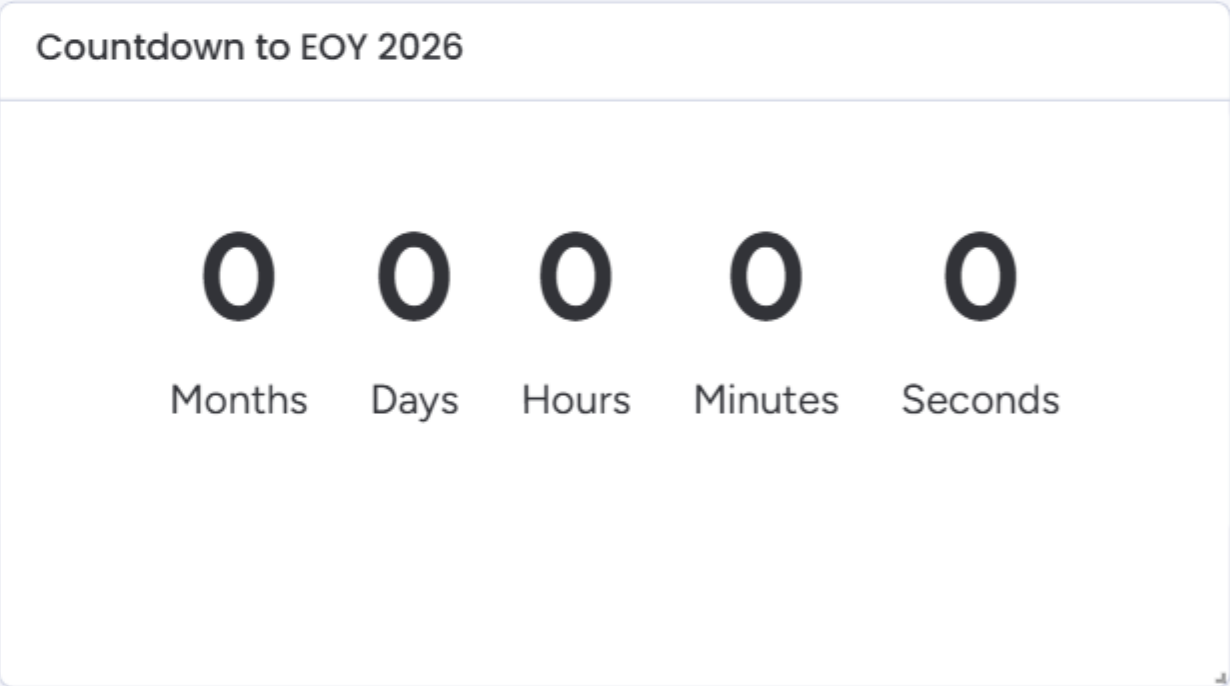
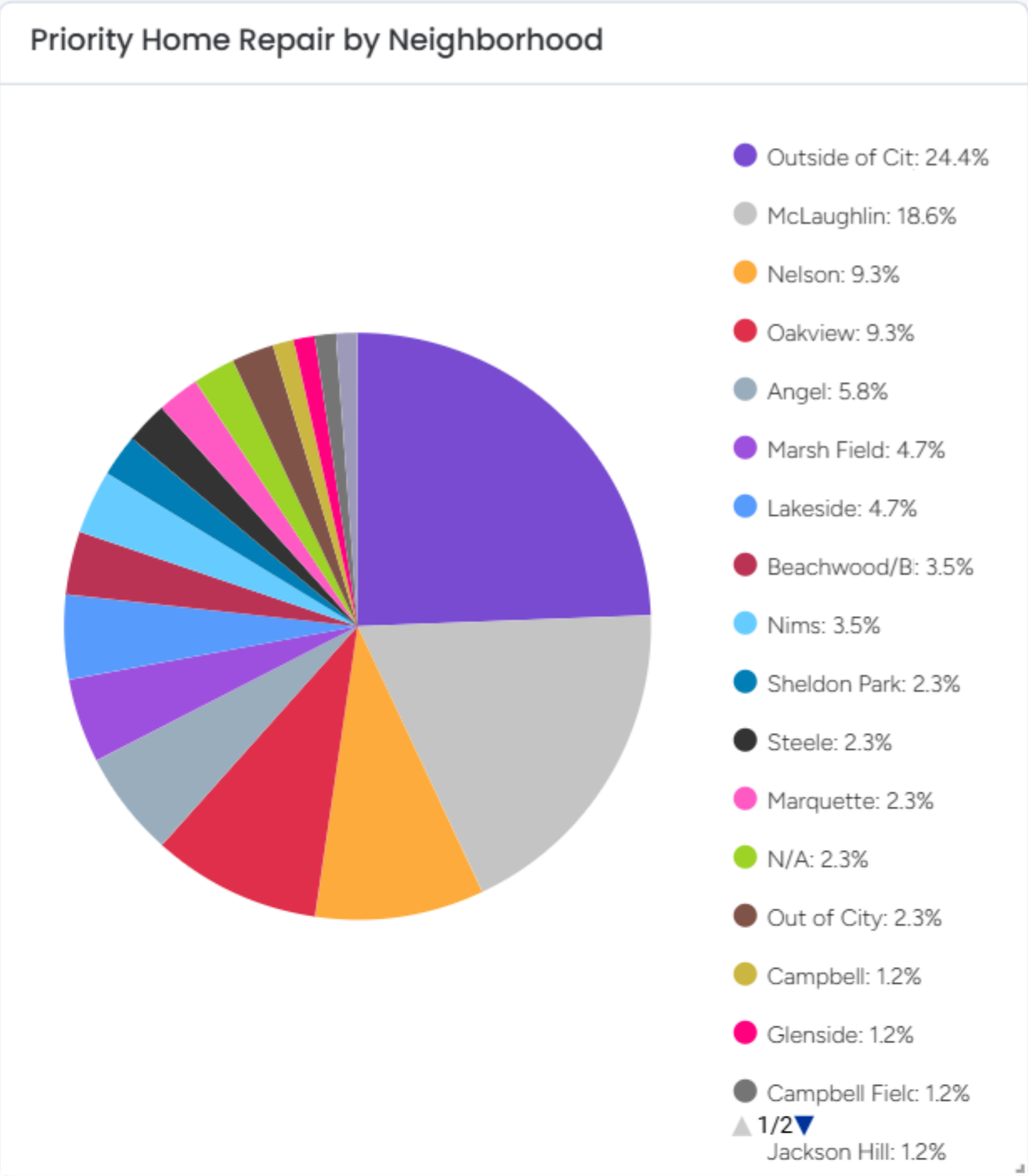
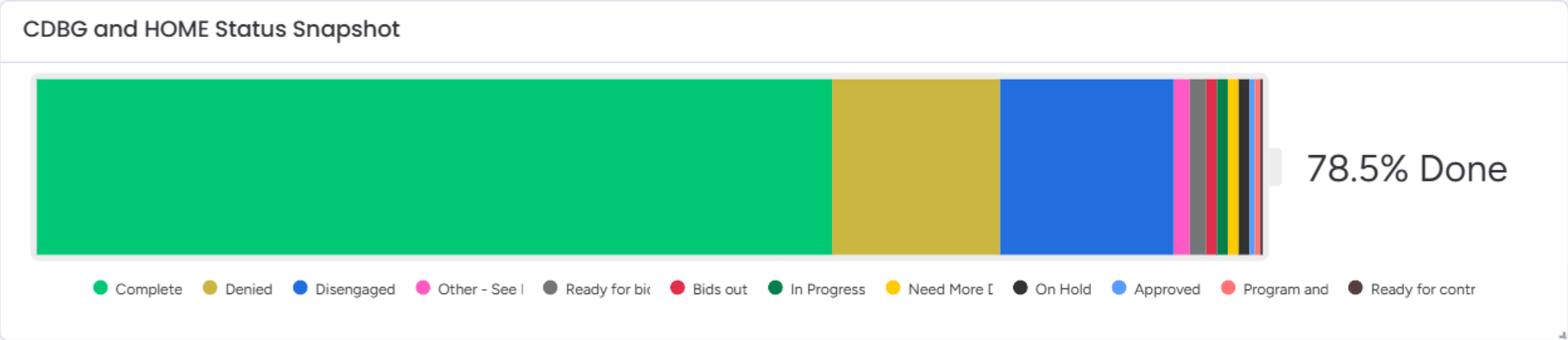
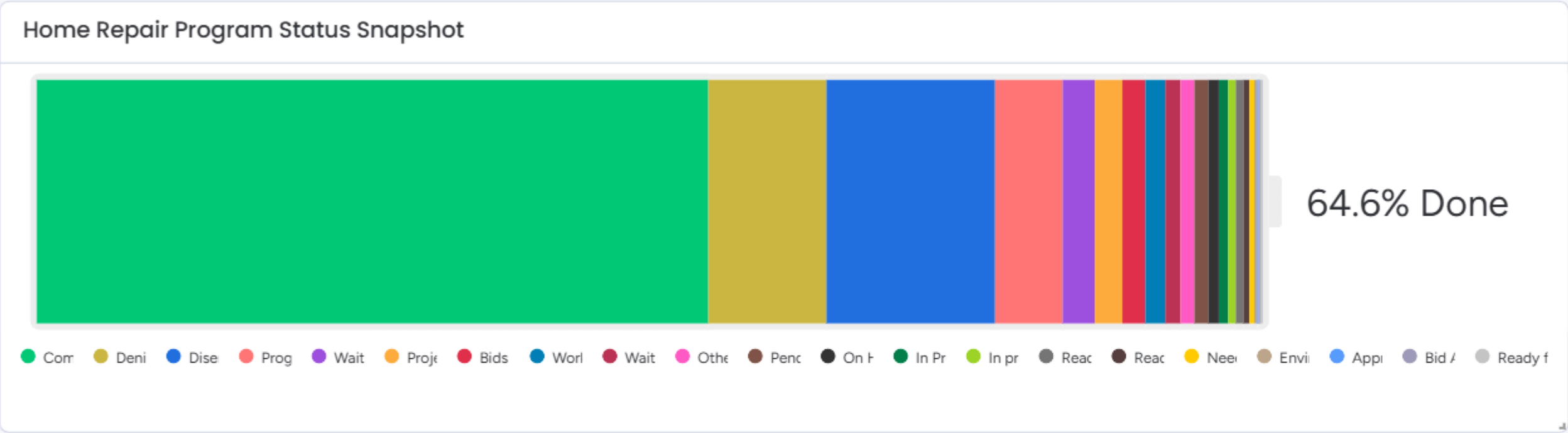
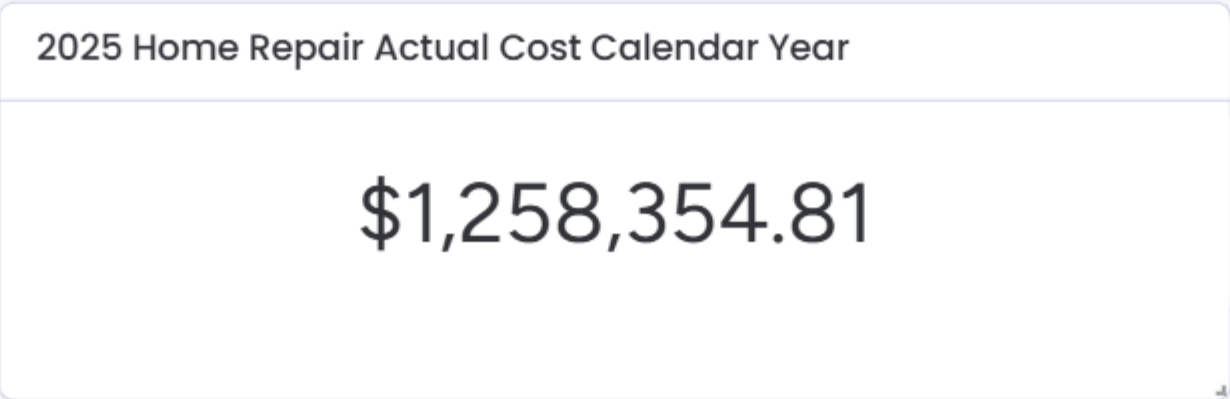
Commission Meeting Date: September 1, 2026	Title: CDBG Award Recognition															
Submitted by:	Department: Community & Neighborhood Services															
Brief Summary: Timeliness Award Recognition from HUD																
Detailed Summary & Background:																
<u>Goal/Action Item:</u>																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested:	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%;"></td> </tr> </table>	Yes	No	N/A												
Yes	No	N/A														
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%;"></td> </tr> </table>	Yes	No	N/A												
Yes	No	N/A														
Recommended Motion:																
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			<u>Name the Policy/Ordinance Followed:</u>
Immediate Division Head																
Information Technology																
Other Division Heads																
Communication																
Legal Review																



Agenda Item Review Form

Muskegon Citizens District Council

Commission Meeting Date: September 1, 2026	Title: Staff Report															
Submitted by:	Department: Community & Neighborhood Services															
Brief Summary: Staff to report out on Home Repair status.																
Detailed Summary & Background:																
<u>Goal/Action Item:</u>																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested:	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%;"></td> </tr> </table>	Yes	No	N/A												
Yes	No	N/A														
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%;"></td> </tr> </table>	Yes	No	N/A												
Yes	No	N/A														
Recommended Motion:																
Approvals: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			<u>Name the Policy/Ordinance Followed:</u>
Immediate Division Head																
Information Technology																
Other Division Heads																
Communication																
Legal Review																



Goal	Indicator	Expected	Actual Accomplishments	Existing Need/Outcome	Updated Total
Acquisition Development Resale	Rental Units Rehabilitated	2	1	2	3
Administration	Other	1	1	1	2
Exterior Paint/Siding Housing	Homeowner Housing Rehabilitated	12	21	—	21
Fire Station Bond	Other	201	124	966	1,090
Fire Station Bond	Public Facility/Infrastructure Activities	0	1,126	—	1,126
General Administration	Other	2	1	1	2
Home Repairs – Moderate Repairs	Homeowner Housing Rehabilitated	55	83	—	83
Housing	Homeowner Housing Added	4	20	—	20
Owner Occupied Rehabilitation – Priority Repairs	Homeowner Housing Rehabilitated	40	96	26	122
Public Facilities Improvement	Other	1	1	—	1
Public Facilities Improvement	Public Facility/Infrastructure Activities	201	1	—	1
Public Service Opportunities	Homelessness Prevention	1	22	—	22
Public Service Opportunities	Other	1	116	—	116
Public Service Opportunities	Public Service Activities	500	532	—	532
Rental Rehabilitation Program	Rental Units Rehabilitated	7	7	—	7
Service Delivery	Other	3	58	1	59
Youth Opportunities	Public Service Activities	475	1,650	—	1,650
GRAND TOTAL		1,506	3,860	997	4,857

Updated Five-Year Funding Totals		
Program Year	Total Allocation	Total Amount Spent
2021	\$1,324,964.00	\$1,094,719.00
2022	\$1,252,544.00	\$1,640,184.97
2023	\$1,226,786.00	\$873,300.00
2024	\$1,136,877.00	\$1,180,776.00
2025	\$1,178,377.76	\$675,158.00
FIVE-YEAR GRAND TOTAL	\$6,119,548.76	\$5,464,137.97

