

PUBLIC NOTICE
CITY OF TRAVERSE CITY
CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT - FISCAL YEAR 2024/25

The City of Traverse City will be submitting to the U.S. Department of Housing and Urban Development (HUD) a Consolidated Annual Performance Evaluation Report (CAPER) for the fiscal year 2024/25. Title I of the National Affordable Housing Act established the requirement that municipalities who apply for direct assistance under certain HUD programs have an approved housing strategy.

The major purpose of the City of Traverse City's CAPER is to report the progress the city has made in carrying out the Consolidated Plan and Annual Action Plan. The document also provides the municipality with the opportunity to assess annual performance in relationship to meeting the overall Five-Year Consolidated Plan priorities and objectives, and what actions or changes the city intends to make as a result of our annual performance.

Traverse City is required to make available to the general public the Draft CAPER for examination and comment for a 15-day period. As well, a public hearing will be held on Monday, September 15, 2025 at 7:00 PM in the Commission Chambers, second floor of the Governmental Center, 400 Boardman Avenue, Traverse City.

Copies of the document will be available for review at the following locations/sites:

- Governmental Center, 400 Boardman Avenue, Traverse City, second floor Planning & Zoning Department
- City website at <https://www.traverscitymi.gov/projects/cdbg-entitlement-community.html>

Comments from the public are welcome and may be submitted to the city throughout the 15-day public comment period, September 1, 2025 – September 15, 2025, between 8:00 AM and 5:00 PM.

Please address your comments to: Planning Department, 400 Boardman Ave, Traverse City, MI 49684.

Sarah Lutz, Interim City Clerk
City of Traverse City

The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Deborah Allen, Deputy City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

CR-05 - Goals and Outcomes

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

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

The City of Traverse City's Planning and Zoning Department oversees preparation of the Consolidated Plan and Annual Action Plan, as well as administration of the Community Development Block Grant (CDBG) Program. This CAPER represents the first reporting year of the 2024/2025 – 2028/2029 Consolidated Plan, covering Program Year (PY) 2024/2025.

This report outlines the City's accomplishments during PY 2024/2025 in advancing the goals of the five-year Consolidated Plan. It documents activities undertaken between July 1, 2024, and June 30, 2025, and compares actual outcomes to the targets established in the 2024/2025 Annual Action Plan. In addition to federally funded projects, the CAPER highlights locally supported programs that contribute to broader community development objectives.

For PY 2024/2025, Traverse City received \$365,323 in CDBG funding (reported in line 02 of the PR-26 Financial Summary Report) through HUD's formula allocation process. Detailed activity and performance tables are provided throughout this report.

During the project selection process, the City prioritized complete applications that addressed high-priority needs identified in the Consolidated Plan, with particular focus on statutory requirements and projects that advance housing, health, welfare, and homelessness goals.

Public engagement remained a key component of the process in 2024, including public meetings, hearings, and comment periods. Residents continue to have access to program information and opportunities to provide feedback through the City's website and dedicated email account.

Traverse City is committed to using federal resources effectively to meet the goals of the Consolidated Plan and Annual Action Plan, while improving quality of life for low- and moderate-income residents. The City is confident that its federally and locally funded programs are making meaningful progress in addressing critical community needs and fostering a stronger, more inclusive community.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Community and Economic Development	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Community and Economic Development	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Homelessness	Homeless	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	0	0.00%	200	0	0.00%

Homelessness	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	120	0	0.00%	120	0	0.00%
Homelessness	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	90	0	0.00%	90	0	0.00%
Housing	Affordable Housing	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	90	0	0.00%			
Housing	Affordable Housing	CDBG: \$	Rental units constructed	Household Housing Unit	4	0	0.00%	1	0	0.00%
Housing	Affordable Housing	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	225	0	0.00%	45	0	0.00%
Non-Homeless Special Needs	Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Non-Homeless Special Needs	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				

Program Administration	Program Administration	CDBG: \$	Other	Other	0	0				
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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.

During this program year, year one of the Five-Year Consolidated Plan, Traverse City is working toward effectively using its CDBG funds to undertake a variety of programs, projects and activities designed to address housing and community development needs throughout the City. High priority initiatives affordable housing development, public services such as housing counseling and transportation assistance, and community improvements through infrastructure projects and renovation of community services buildings. The accomplishments of the City were consistent with the Consolidated Plan’s high-priority community development housing, social services, and homeless objectives, and are presented in this report within this program year.

At its January 21, 2025 meeting, the City Commission approved funding for the following projects:

Goodwill Northern Michigan - \$69,725 for HVAC/Bike racks at East Bay Flats

Northwest Michigan Supportive Housing - \$65,787 for boiler, water heater, roof replacements at Three Mile Road four-plex

Central United Methodist Church Outreach Program - \$50,000 for director/kitchen/janitorial/security staffing services

Safe Harbor of Grand Traverse, Inc. - \$100,000 for parking lot paving and other improvements including generator

To date the City has drawn down funding for planning and adminitration. The above projects are all currently underway.

Please note: the outcome numbers in Table 1 and Table 2 match due do this being year one of the current Five Year Consolidated Plan.

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG
White	0
Black or African American	0
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	0
Hispanic	0
Not Hispanic	0

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

Narrative

All local jurisdictions that receive CDBG funding must maintain data on the extent to which each racial and ethnic group have applied for, participated in, or benefited from any program or activity funded with federal funds. All projects awarded funding in PY 2024/2025 are currently underway; however, at this time the City does not yet have accomplishments to report. These projects include: Goodwill Northern Michigan (\$69,725 for HVAC and bike racks at East Bay Flats), Northwest Michigan Supportive Housing (\$65,787 for boiler, water heater, and roof replacements at the Three Mile Road four-plex), Central United Methodist Church Outreach Program (\$50,000 for staffing services including director, kitchen, janitorial, and security), and Safe Harbor of Grand Traverse, Inc. (\$100,000 for parking lot paving)

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	365,323	46,451

Table 3 - Resources Made Available

Narrative

Information in Table 4 provides a detailed breakdown of resources that were made available through the CDBG program. In program year 2024/2025, Traverse City planned for \$365,323 in Community Development Block Grant (CDBG) entitlement allocation to award to subrecipients carrying out the goals outlined in the County's Consolidated Plan. The City has expended \$46,450.90 during the 2024 program year. Although the city has drawn down 12% of the CDBG funds for 2025, several projects are currently under way such as:

1. Goodwill Northern Michigan - \$69,725 for HVAC/Bike racks at East Bay Flats
2. Northwest Michigan Supportive Housing - \$65,787 for boiler, water heater, roof replacements at Three Mile Road four-plex
3. Central United Methodist Church Outreach Program - \$50,000 for director/kitchen/janitorial/security staffing services
4. Safe Harbor of Grand Traverse, Inc. - \$100,000 for parking lot paving and other improvements including generator

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100	0	The City is focused on allocating funding city wide to areas and populations of need.

Table 4 – Identify the geographic distribution and location of investments

Narrative

<p data-start="790" data-end="1313">For this Consolidated Plan, the City of Traverse City has not designated specific target areas. Instead, as a new entitlement grantee, the City has worked diligently to administer CDBG funds citywide, focusing on areas of need and aligning investments with the priority needs identified in the Consolidated Plan. This approach ensures that eligible low- and moderate-income households across the community have access to CDBG-funded improvements and services, rather than concentrating resources in a single location.</p><p data-start="1315" data-end="1589">However, during this first year, the City placed strong emphasis on using CDBG resources

equitably across Traverse City to address priority needs and maximize community impact.</p>

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 CDBG program does not require matching funds, but CDBG funds are leveraged by many other resources within the community. The City recognizes that Community Development Block Grant (CDBG) dollars alone are not sufficient to meet all of the community's housing, community development, and service needs. To maximize impact, the City is committed to leveraging resources from state and federal grant programs, City departments, nonprofit and social service providers, and other funding sources wherever possible. Leveraging these funds allows the City to stretch limited CDBG resources further, expand the scale of projects, and increase the overall benefit to residents.

During the 2024 Program Year, the City partnered with Goodwill Northern Michigan, Northwest Supportive Housing, Central United Methodist Church Outreach Program, and Safe Harbor of Grand Traverse to carry out programs and services that align with Consolidated Plan priorities. These partnerships highlight the critical role that community-based organizations play in addressing housing stability, homelessness, and supportive service needs.

Looking ahead, the City will continue to aggressively pursue additional funding and collaboration opportunities with public, private, and nonprofit partners. By combining CDBG resources with other funding streams, the City can strengthen its ability to address urgent needs, improve service delivery, and achieve long-term community development goals.

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	46	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	46	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	45	0
Number of households supported through The Production of New Units	1	0
Number of households supported through Rehab of Existing Units	6	0
Number of households supported through Acquisition of Existing Units	0	0
Total	52	0

Table 6 – Number of Households Supported

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

In the context of the Consolidated Plan and Annual Action Plan, goals represent the community's long-term priorities and intended direction, such as preserving affordable housing, expanding access to public services, or supporting individuals experiencing homelessness. Outcomes, on the other hand, measure the tangible progress made toward these goals—for example, the number of housing units rehabilitated, public facilities improved, or households served through supportive services.

As a first-time entitlement

community, the City of Traverse City has also experienced a learning curve in administering the CDBG program. Building internal capacity, establishing processes, and aligning with HUD requirements have taken time, which has influenced the pace of project implementation and reporting.

Several other challenges affect the ability to translate goals into outcomes. These include project delays related to funding cycles, environmental review, or construction timelines; rising construction and labor costs that reduce project scope; and the limited availability of eligible projects that align with both federal requirements and local needs. Additionally, capacity constraints among subrecipients and partners can impact implementation, particularly for projects requiring specialized expertise or long-term operational commitments.

Despite these challenges, the City continues to make steady progress. By learning from obstacles encountered in this first program year, the City is building the capacity needed to strengthen coordination with local partners, refine project selection criteria, and ensure that resources are directed toward projects that will deliver measurable outcomes in future years.

Discuss how these outcomes will impact future annual action plans.

The City's affordable housing projects for PY 2024/2025 are currently underway. Goodwill Northern Michigan (\$69,725 for HVAC and bike racks at East Bay Flats) and Northwest Michigan Supportive Housing (\$65,787 for boiler, water heater, and roof replacements at the Three Mile Road four-plex) are both advancing critical improvements to existing affordable housing stock. While accomplishments have not yet been recorded, these investments will extend the useful life of units, improve energy efficiency, and enhance the overall quality of housing for low- and moderate-income residents. The outcomes of these projects will directly inform future Annual Action Plans by reinforcing the City's commitment to preserving affordable housing, addressing habitability concerns, and ensuring that limited federal resources are used strategically to maintain long-term housing stability for vulnerable populations.

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	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

Expanding and preserving affordable housing opportunities remains one of Traverse City's highest priorities under the Consolidated Plan. As a first-time entitlement community, the City has focused its initial program year on building the internal capacity and partnerships needed to successfully administer

the Community Development Block Grant (CDBG) program and to align projects with HUD requirements. This process has taken time but has laid an important foundation for effective program delivery in the years ahead.

During PY 2024/2025, Traverse City allocated CDBG resources to several housing-related projects designed to improve the quality, safety, and long-term viability of affordable housing stock. These include Goodwill Northern Michigan (\$69,725 for HVAC upgrades and bike racks at East Bay Flats) and Northwest Michigan Supportive Housing (\$65,787 for boiler, water heater, and roof replacements at the Three Mile Road four-plex). While these projects are currently underway and accomplishments have not yet been recorded, their completion will directly benefit low- and moderate-income households by preserving affordable rental units, improving energy efficiency, and ensuring continued access to safe and decent housing.

The City recognizes that there is often a gap between goals—such as preserving and expanding affordable housing—and outcomes, which measure the tangible results achieved each year. Challenges encountered in the first year included the time required to establish new administrative systems, project delays tied to environmental review and procurement processes, and broader market factors such as rising construction costs. Additionally, as subrecipients adjust to federal requirements, capacity constraints have occasionally slowed progress.

As projects are completed, the City will report on the number and types of families served, including the number of extremely low-income, low-income, moderate-income, and middle-income persons who directly benefit from CDBG-funded activities in future CAPERs. This reporting will provide a clearer picture of how federal resources are meeting the housing needs of Traverse City's most vulnerable residents.

Despite these hurdles, the City is confident that its affordable housing investments will generate meaningful outcomes in future years. The lessons learned during PY 2024/2025 will strengthen project selection, improve coordination with partners, and ensure that CDBG resources are used strategically to support housing stability for Traverse City's low- and moderate-income residents.

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 of Traverse City partners closely with local service providers to ensure unsheltered individuals are engaged, assessed, and connected to housing and services. Organizations such as Goodwill Northern Michigan, Northwest Michigan Supportive Housing, and Safe Harbor of Grand Traverse provide outreach, case management, and shelter services.

Outreach staff regularly visit encampments, public spaces, and other areas where unsheltered individuals are known to stay. During these interactions, staff conduct individualized needs assessments that identify barriers to housing, such as lack of identification, behavioral health needs, substance use challenges, or limited income. These assessments help connect individuals to coordinated entry, emergency shelter, food resources, and medical and behavioral health services.

Through the Coordinated Entry System, unsheltered persons are prioritized based on vulnerability and housing barriers, ensuring those with the greatest needs—such as chronically homeless individuals, families with children, veterans, and unaccompanied youth—are connected first to permanent housing and supportive services.

By working collaboratively with local partners and maintaining a strong focus on outreach and assessment, the City helps ensure that unsheltered residents are not only engaged but also provided with a clear pathway toward stable housing and long-term independence.

Addressing the emergency shelter and transitional housing needs of homeless persons

In 2024 the city has provided resources to Safe Harbor a non-profit, volunteer-run Seasonal Emergency Shelter and a year-round Housing & Human Services Resource Center. CDBG dollars are currently being utilized for parking lot paving and other improvements including generator

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 has partnered with Northwest Michigan Supportive Housing to complete boiler, water heater, roof replacements at Three Mile Road four-plex. The mission of the Northwest Michigan Supportive

Housing is to provide permanent supportive housing to those experiencing homelessness and struggling with mental illness.

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

During the 2024 Program Year, the City partnered with community agencies to expand permanent housing options for individuals and families experiencing homelessness. A key example is Goodwill Northern Michigan's acquisition of East Bay Flats, made possible through a major philanthropic donation from MacKenzie Scott.

This project preserves existing affordable housing while converting a portion of the apartments into permanent supportive housing units for people experiencing chronic homelessness. In addition to upgrading the apartments, the project integrates on-site supportive services designed to help tenants stabilize, maintain housing, and work toward independent living. The city has provided resources to complete HVAC improvements.

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

Actions taken to address the needs of public housing

The Traverse City Housing Commission TCHC owns and operates public housing within the City; however, other housing providers in the community continuously seek to rehabilitate the supply of housing affordable to low and very low-income persons. The TCHC administers vouchers to cover the Traverse City area.

Available assistance includes the Housing Choice Voucher Assistance Program, which provides financial rental assistance to eligible individuals and families based upon income. The amount paid for rent and utilities will generally not exceed 30% of income. Family income must be within HUD's guidelines for household size to qualify. Housing units must pass the Housing Quality Standards Inspection per guidelines established by HUD. This program typically has a waiting list.

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

The City will work cooperatively with TCHC, other public housing authorities within Grand Traverse County, and private entities in the provision of public and subsidized housing within the City of Traverse City. Several PHAs administer vouchers in Grand Traverse County and cover the Traverse City area. The City of Traverse City will continue to encourage and refer residents in need of housing to these programs.

Actions taken to provide assistance to troubled PHAs

Not applicable.

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 of Traverse City recognizes that local policies, regulations, and fees can influence the cost and feasibility of developing affordable housing. During the 2024 Program Year, the City took several actions to reduce or mitigate barriers to affordable housing:

- Zoning and Land Use Reform:** The City continued implementation of zoning amendments that allow greater housing diversity, including accessory dwelling units (ADUs), duplexes, and other “missing middle” housing types in residential districts. These changes are intended to expand housing choice and increase overall supply.
- Streamlining Development Review:** The City has worked to simplify the development approval process by reducing unnecessary delays and clarifying zoning and site plan requirements. A more predictable and efficient review process helps reduce development costs that are often passed on to future residents.
- Fee Reductions and Incentives:** The City has explored opportunities to reduce or waive certain fees for projects that include affordable housing units. In addition, the City coordinates with partners to support the use of State and Federal incentives to improve the financial feasibility of affordable projects.
- Parking Requirement Adjustments:** The City has adjusted parking standards in targeted areas to reduce excess parking requirements that add unnecessary costs to housing development, particularly in walkable and transit-served neighborhoods.
- Partnerships with Local Housing Providers:** The City partnered with organizations such as Goodwill Northern Michigan, Northwest Michigan Supportive Housing, and Safe Harbor of Grand Traverse to align public policies with on-the-ground housing and service efforts. These partnerships help ensure that City policies are responsive to actual community needs.
- Ongoing Policy Evaluation:** The City is actively engaged in reviewing existing land use controls, growth policies, and building code requirements to ensure that they do not create undue barriers to affordable housing. Future updates to the City’s Master Plan and zoning ordinance will continue to prioritize housing affordability and accessibility.

Through these actions, the City of Traverse City is working to remove or lessen barriers created by public policies and to encourage the development of affordable, safe, and diverse housing options for residents.

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

The City of Traverse City is strongly committed to meeting the underserved needs in the community. A key strength within the program delivery system is the broad base of community support and

partnerships available within the area. The primary gap in the delivery of services is the lack of adequate financial resources to best serve the City's needs. In general, there is an increasing lack of resources from local, state, and federal sources. The scope of services needed for low- and moderate-income households often exceeds any combination of resources.

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

At this time, the City of Traverse City does not anticipate directly funding housing rehabilitation for lead-based paint abatement; however, should this change, each substandard housing unit to be rehabilitated will be inspected and tested by a licensed inspector to identify lead-based paint hazards. A report with the rehabilitation approach and strategy to eliminate lead hazards is issued to the City and the homeowner by the inspector(s).

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

Most CDBG program funds are directed toward meeting the needs of low- and moderate-income residents. In 2024, the City partnered with Goodwill Northern Michigan, Northwest Michigan Supportive Housing, Central United Methodist Church Outreach Program, and Safe Harbor of Grand Traverse, Inc. to expand services for households living at or below the poverty level.

These partner agencies provide critical housing, shelter, and supportive services to vulnerable families and individuals. Many of their programs go beyond immediate assistance, offering opportunities for self-sufficiency, life skills development, and long-term stability. By addressing both urgent needs and the underlying barriers to economic independence, these efforts help reduce poverty in Traverse City and support the goals of the Consolidated Plan.

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

<p data-start="210" data-end="433">During the 2024 Program Year, the City of Traverse City took several actions to strengthen its institutional structure for the administration of CDBG funds and coordination of housing and community development activities.</p><ul data-start="435" data-end="2093"><li data-start="435" data-end="785"><p data-start="437" data-end="785">Establishing Internal Capacity: As a new CDBG entitlement community, the City built internal capacity within the Planning and Zoning Department to oversee program administration, compliance, and reporting. Staff engaged in training and technical assistance opportunities to ensure effective program delivery in alignment with HUD regulations.</p><li data-start="787" data-end="1078"><p data-start="789" data-end="1078">Interdepartmental Coordination: The City fostered collaboration among multiple departments—including Planning and Zoning, Finance, and Public Works—to streamline communication and align housing and community development objectives with broader City initiatives.</p><li data-start="1080" data-end="1401"><p data-start="1082" data-end="1401">Stakeholder Engagement: The

City held meetings with nonprofit service providers, housing agencies, and other stakeholders to review progress, discuss barriers, and strengthen collaboration. These meetings help ensure program activities reflect community priorities and maximize available resources.

Partnership with the Continuum of Care: The City worked closely with the Greater Grand Traverse Area Continuum of Care (led by Goodwill Northern Michigan) to improve coordination around homelessness services, data collection, and housing strategies. This partnership strengthens alignment between local service delivery and CDBG-funded initiatives.

Performance Monitoring: The City implemented a process to monitor subrecipient agencies, focusing on performance against benchmarks, financial accountability, and compliance with federal requirements. These monitoring efforts help ensure resources are used effectively and contribute to long-term institutional strength.

Through these actions, the City is building an institutional structure that supports effective program management, enhances collaboration with community partners, and ensures that CDBG resources are strategically directed toward addressing the community's housing and development needs.

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

During the 2024 Program Year, the City of Traverse City worked to strengthen collaboration between public agencies, private housing providers, and social service organizations to ensure more effective delivery of housing and community development resources. Key actions included:

- **Partnership Development:** The City partnered with Goodwill Northern Michigan, Northwest Michigan Supportive Housing, Central United Methodist Church Outreach Program, and Safe Harbor of Grand Traverse, Inc. to align CDBG resources with programs that provide shelter, supportive housing, and services for low- and moderate-income households.
- **Collaboration with the Continuum of Care (CoC):** The City actively coordinated with the Greater Grand Traverse Area CoC, led by Goodwill Northern Michigan, to share data, identify gaps in services, and implement strategies to address homelessness. This collaboration enhanced coordination between service providers and helped integrate CDBG efforts with broader community strategies.
- **Cross-Sector Engagement:** The City engaged both public and private stakeholders—including local housing developers, nonprofit agencies, and City departments—through public meetings, hearings, and one-on-one consultations to ensure that housing and social service efforts were aligned with the Consolidated Plan priorities.
- **Leveraging Resources:** By working with nonprofit and private partners, the City encouraged the leveraging of additional funding sources alongside CDBG dollars, strengthening the financial feasibility and scope of projects.
- **Ongoing Communication:** The City established regular communication channels with subrecipient agencies and community partners to review program performance, share updates,

and coordinate service delivery.

Through these efforts, the City enhanced coordination between public and private housing providers and social service agencies, ensuring that housing initiatives, supportive services, and funding resources are better aligned to meet the needs of low- and moderate-income residents.

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

In 2024, the city partnered with Fair Housing Center of West Michigan (FHCWM) and supports efforts in educating realtors and enforcing fair housing laws throughout the region. This effort is working toward the development of fair housing programming and public information campaign.

Additionally, the City has complete an Analysis of Impediments to Fair Housing Choice and is working toward addressing the new impediments identified and the 8 action items that were developed. Action items include:

1. Increase efforts to provide fair housing reports to the public and private sectors, initiate dialogue, and solicit assistance.
2. Establish a process for disseminating Fair Housing Education Efforts through deliberate and targeted strategies.
3. Increase efforts to disseminate fair housing information and educate local officials, employees and residents on fair housing laws
4. Increase the availability of fair housing materials through electronic means and ensure that the fair housing logo and fair information is included in all related housing materials.
5. Review regulations and policies that may have an impact on the location, cost and supply of housing.
6. Encourage the development affordable housing for the persons included in the protected classes
7. Continue and Evaluate and Improve ADA Education
8. Work to prepare a formalized fair housing complaint procedure and fair housing monitoring procedures

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 Planning and Zoning Department is responsible for administering the CDBG program and has regular contact with the public, projects, Traverse City staff, and other agencies that receive funds through this program. Staff monitors activities and provides technical assistance to all other departments and subrecipient agencies. Staff may provide oversight of projects run by the City, and regular review and oversight of subrecipient programs and progress reports. Staff will be diligent with the timely expenditure of federal funds and has made sure that regulations have been followed prior to the release of funds.

The City of Traverse City shall monitor its Consolidated Plan strategies by utilizing the Consolidated Annual Performance and Evaluation Report (CAPER) to ensure that its community development goals are being carried out in a timely manner. The City is responsible for ensuring that the performance of CDBG program funding meets the national objectives established by Congress and the programmatic requirements established by HUD. Traverse City's Finance and Budget Department maintains a continual performance monitoring system through the annual single audit at the end of each calendar year and the annual performance report at the end of each CDBG program year which includes HUD's performance measurement reviews.

- Monthly IDIS Drawdown and Reporting – Traverse City has an internal program goal of completing CDBG Requests for Reimbursements (drawdowns) in a timely manner. The drawdowns are electronically submitted to HUD via the computer-based Integrated Disbursement and Information System (IDIS). Program accomplishments are also reported to HUD via the IDIS on a quarterly basis.
- Pre-award Review - Prior to the award of CDBG funds, all awardees receive a pre-contract review to assess the capacity of the agency's administrative and fiscal management systems to successfully complete the proposed activities.
- Post-award Monitoring – After funding approval, ongoing monitoring and technical assistance is provided on a continual basis as monthly billings are reviewed and processed. In addition, on-site monitoring visits may be conducted at annually.

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

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

The draft CAPER was made available for public comment from September 1 through September 15, 2025. The City published notice of its availability in the weekend edition of the *Record-Eagle* on August 30, 2025, and posted the notice at City Hall on August 27, 2025. The draft report was also posted on the City's website on August 29, 2025, and was accessible at City offices during the public comment period. A public hearing was held with the City Commission on September 15, 2025, to review the performance report and provide an opportunity for public comment. Any comments received during this period will be included in the Appendix of this document.

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.

Given this was the first year for the City of Traverse City as an entitlement community, there were no changes in the city's program objectives or programs as a result of its experiences.

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-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.

Given this was the first year for the City of Traverse City as an entitlement community, there were no changes in the city's program objectives or programs as a result of its experiences.

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-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	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – 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.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

Not Applicable