



# HUMAN SERVICES BOARD

January 22, 2015

# CITY OF PORTAGE HUMAN SERVICES BOARD

## A G E N D A

Thursday, January 22, 2015  
(6:30pm)

Conference Room #1

### CALL TO ORDER

### APPROVAL OF MINUTES:

\* January 8, 2015

### OLD BUSINESS:

1. Public Hearing – Community Development Block Grant (CDBG) Program – Overview of Housing and Community Development Needs for Annual Action Plan update

### NEW BUSINESS:

- \* 1. Memorandum regarding FY 2014-15 Human/Public Service Funding Applications
2. FY 2014-15 Human/Public Service Funding Board application scores and rankings
3. Kalamazoo Transit Authority LAC update- Maye

### STATEMENT OF CITIZENS:

### ADJOURNMENT:

### MATERIALS TRANSMITTED

Star (\*) indicates printed material within the agenda packet.

**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting, January 8, 2015

**CALL TO ORDER:** 6:32 p.m.

**MEMBERS PRESENT:** Diane Durian, Shawn Havens, Ray LaPoint, Nadeem Mirza, Edward Morgan, Sandra Sheppard, Amanda Woodin.

**MEMBERS EXCUSED:** Effie Kokkinos, Elma (Pat) Maye, Sharat Kamath (Youth Advisory)

**STAFF PRESENT:** Elizabeth Money, Neighborhood Program Specialist

**APPROVAL OF MINUTES:** Morgan approved and Durian supported approval of the December 4, 2014 minutes as submitted. Motion passed 7-0.

**NEW BUSINESS:**

1. Memorandum regarding Human/Public Service funding, Human/Public Service Funding Application Booklet, and Evaluation Criteria Forms: Sheppard referenced the memo, asked if there were any questions, and the Board briefly discussed when their ranking/review needed to be submitted. Money indicated agendas for the January 22, 2015 meeting will be mailed on January 16, 2015 and the Board would need to email staff their scores prior to that date.
2. Presentation by Applicants: Representatives from Catholic Charities, Housing Resources, Inc., Kalamazoo Anti-Human Trafficking Coalition, YWCA, and Portage Community Center all made presentations regarding their grant requests from the General Fund and CDBG Fund. They Gryphon Place could not make the meeting due to weather conditions. The Board had a number of questions and comments for the applicants that included clarification on projects, procedures and policies, and funding sources.
3. Public Hearing – Community Development Block Grant (CDBG) Program: Sheppard opened the hearing. Due to weather conditions, LaPoint moved and Mirza supported adjourning the Public Hearing until January 22, 2015. Motion passed 7-0. Public hearing adjourned.
4. Kalamazoo Transit Authority LAC update – Maye: Maye was not present to provide an update.

**STATEMENT OF CITIZENS:** Cassandra Vaughn was present and stated she was interested in participating in city government. The Board thanked her for coming and indicated there were many opportunities to volunteer and participate in city government.

**ADJOURNMENT:** Woodin moved and Durian supported adjournment of the meeting at 8:15. Motion passed 7-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist



## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Human Services Board

**DATE:** January 16, 2015

**FROM:** Vicki Georgeau, <sup>VJ</sup> Director of Community Development

**SUBJECT:** FY 2015-16 Human/Public Service Funding Application Review

For FY 2015-16, a total of \$166,415 of General Fund and Community Development Block Grant (CDBG) Program funds are estimated to be available for human public service funding from two sources:

1. The General Fund allocation, which is estimated to be \$125,625 (0.55% of the General Fund revenue per City Council policy); and
2. The CDBG Program allocation, which is estimated to be \$40,790 (15% of the estimated FY 2015-16 entitlement grant and prior year program income).

The above human/public services funding compares to \$161,062 available in the current fiscal year, derived from the General Fund (\$123,090) and CDBG Fund (\$37,972). The total estimated funding in the upcoming fiscal year represents a 3.3% (\$5,353) increase from FY 2014-15 due to a slightly increased allocation from both the General Fund and the CDBG Program Fund. While federal appropriations were accomplished in December 2014, the city does not anticipate being notified of its CDBG entitlement grant amount until spring 2015. At this time, a 4% reduction in funding for FY 2015-16 is projected for the CDBG Program (the increase in funding for human/public services in the CDBG Program Fund is due to an increase in program income received through December 31<sup>st</sup> in FY 2014-15 compared to FY 2013-14).

Attached are the Human/Public Service Application Summary Forms for each of the six General Fund applications and the one CDBG Fund application. These summary forms highlight agency activities for which funding has been requested, and supplement the complete applications submitted by the agencies that were provided to the City Council and Human Services Board in December 2014.

The review of applications and FY 2015-16 funding options have been completed based on:

1. The extent to which each application fulfills the Human Services Funding Evaluation Criteria (attached), which are: basic human needs, accessibility of services, collaboration of services, Portage citizens served, outreach, volunteer use, and funding capacity and resources.
2. Review of the score and ranking of each application in comparison to other applications, the funding requested the current annual funding levels as determined by City Council, and current grantee agency performance.

### 1. CDBG Program Fund

One application from the Portage Community Center (PCC) was received in the amount of \$35,000, which is less than the estimated amount available. As noted above, the current estimate of funding available (\$40,790) is based on the projected FY 2015-16 entitlement grant and program income received in FY 2014-15.

The City of Portage CDBG Program for many years has allocated the maximum 15% permitted by Federal regulations toward human/public services. This fund allocation method has ensured consistency with the intent of federal regulations that funding be directed to core programs such as housing, neighborhood improvement, and capital improvements where considered essential. Table 1 shows the PCC funding request, the City Administration application score and ranking based on the established Human Services Funding Evaluation Criteria.

Table 1

Agency	Funding Requested	Funding Request as Percent of Program Budget	Funding Request as Percent of Funding Available	Evaluation Criteria Ranking/(Score)
Portage Community Center	\$35,000	29.8% <sup>1</sup>	85.6% <sup>2</sup>	1 / (210)

<sup>1</sup> Percent shown includes the CDBG Program Fund and General Fund requests combined (figure based on FY 2013-14 budget).

<sup>2</sup> Amount of funding available estimated at \$40,790 as of January 16, 2015

PCC coordinates and administers numerous programs for persons in need, hosts other agency programs and provides referrals to other agencies as necessary. If awarded, the CDBG Program would fund the PCC emergency assistance, transportation and youth recreation scholarship programs to Portage families in need.

## 2. General Fund

Six agencies submitted applications in the total amount of \$149,552, compared to the total available General Fund allocation of \$125,625. All applicants, with the exception of the Kalamazoo Anti-Human Trafficking Coalition, were funded in FY 2014-15. Kalamazoo Anti-Human Trafficking Coalition has not previous submitted an application for funding. Fully funding the applicants at the requested amount is not possible due to funding constraints faced by the city. Table 2 shows the applications received, funding requested, application scores as assigned by the City Administration together with the ranking of the applications based on the Human Services Funding Evaluation Criteria.

Table 2

Agency	Funding Requested	Funding Request as Percent of Program Budget	Funding Request as Percent of Funding Available	Evaluation Criteria Ranking/(Score)
PCC	\$100,000	29.8% <sup>1</sup>	79.6%	1 / (210)
YWCA	\$8,915	0.6%	7.1%	2 / (200)
Catholic Charities	\$11,137	0.9%	8.9%	3 / (195)
Housing Resources	\$20,000	1.5%	15.9%	3 / (195)
Gryphon Place	\$7,000	0.4%	5.6%	5 / (165)
Kalamazoo Anti-Human Trafficking Coalition	\$2,500	16.6%	2.0%	6 / (140)
Total	\$149,552			

<sup>1</sup> Percent shown includes the CDBG Program Fund and General Fund requests combined.

Subsequent to the determination of applicant scores and rankings, options for funding levels for the upcoming fiscal year can be considered. The City Administration will develop funding recommendations for FY 2015-16, which will be provided to the Board for consideration during its February 5, 2015 meeting.

Attachments: Human/Public Service Application Summary Forms;  
 Human Services Evaluation Criteria Form;

**HUMAN/PUBLIC SERVICE  
APPLICATION SUMMARY FORM**

**1. NAME/ADDRESS OF ORGANIZATION:** Catholic Charities, 1819 Gull Road, Kalamazoo, MI 49048

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
NEW APPLICATION: YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2014-15):** \$11,137  
**FUNDING AWARDED FY 2014-15:** \$9,433

**3. AMOUNT OF FY 2015-16 REQUEST:** \$11,137

**4. MISSION OF AGENCY:** To provide people with compassionate social services in the manner of Jesus Christ, to advocate for justice and to cultivate caring communities in the Diocese of Kalamazoo.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Catholic Charities fulfills its mission through the provision of services to runaway and homeless youth, youth and families in crisis, pregnant and parenting women and teens, and senior citizens.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Funds will support The ARK Shelter for youth ages 10-17 including: 24-hour crisis phone line; remote assessments; counseling for youth and families; and outreach and prevention education services; and The ARK Supported Community Living Program for youth ages 16-21 including: outreach to homeless youth, individual and group counseling; and case management.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** Approximately 78 through the ARK Shelter and ARK Community Living combined

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 9.5% for the ARK Shelter/4.5% for ARK Community Living

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$145.20 for day of care ARK Shelter/\$53.10 for ARK Community Living

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 0.88% for the ARK Shelter and ARK Community Living

**11. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 150 hours/month or 4.5% for all services

## HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

**1. NAME/ADDRESS OF ORGANIZATION:** Gryphon Place, 3245 South 8<sup>th</sup> Street, Kalamazoo, MI 49009

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
**NEW APPLICATION:** YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2014-15):** \$6,000  
**FUNDING AWARDED FY 2014-15:** \$2,077

**3. AMOUNT OF FY 2015-16 REQUEST:** \$7,000

**4. MISSION OF AGENCY:** Gryphon Place connects with people and organizations to assist in resolving crisis conflict and meeting life challenges.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** 1) 2-1-1/Information and Referral service that provides 24/7 Crisis Intervention and Comprehensive Information and Referral (including volunteer opportunities); 2) Gatekeeper Program for students focused on prevention and intervention focused on suicide and other forms of violence; 3) Dispute Resolution Services (DRS) that provides trained mediators; and 4) Critical Incident Stress Management Teams administered and coordinated by volunteers to help those impacted by traumatic events.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** 2-1-1/Information and Referral, Crisis Services/Suicide Prevention, Dispute Resolution Services

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 2-1-1/Information and Referral: 1,983; Crisis intervention/Suicide Prevention: 1,044; Dispute Resolution Services: 33

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 2-1-1/Information and Referral 5%; Crisis Services/Suicide Prevention 2.98%; Dispute Resolution Services 22.15%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$12.50 for 2-1-1 and Crisis; Dispute Resolution Services varies

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 2-1-1 0.5%; Crisis Services/Suicide Prevention 0.8%; Dispute Resolution Services .02%

**11. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 480 hours/month for 2-1-1 and Crisis and 30 hours/month for Dispute Resolution Services or 15% for 2-1-1 and Crisis Services/Suicide Prevention; .15% for Dispute Resolution Services

**HUMAN/PUBLIC SERVICE  
APPLICATION SUMMARY FORM**

**1. NAME/ADDRESS OF ORGANIZATION:** Housing Resources, Inc., 420 East Alcott Street, Suite 200, Kalamazoo, MI 49001

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
NEW APPLICATION: YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2014-15):** \$20,000  
**FUNDING AWARDED FY 2014-15:** \$18,110

**3. AMOUNT OF FY 2015-16 REQUEST:** \$20,000

**4. MISSION OF AGENCY:** Is the assurance of housing for socially or economically vulnerable persons of Kalamazoo County.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** HRI provides a range of emergency, transitional and permanent housing assistance, including: Coordinated Assessment and Referral providing a community-wide housing delivery system; the Eleanor House Rapid Re-housing Center (emergency shelter); Homeless Prevention Services; and Permanent Supportive Housing including (Rickman House for mentally-ill single adults, additional permanent affordable rental housing complexes Pinehurst Townhomes, Summit Park Apartments, and Rosewood).

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Housing Stabilization Program (which includes Coordinated Assessment and Referral, Homeless Prevention and Rapid Re-housing Services, and a scattered-site Permanent Supportive Housing program).

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 810 individuals (324 households) for all programs

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 9%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$785 Homeless Prevention/\$2,525 Rapid Re-housing

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 1.5%

**11. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** less than 1% due to the confidential nature of services delivered

**HUMAN/PUBLIC SERVICE  
APPLICATION SUMMARY FORM**

**1. NAME/ADDRESS OF ORGANIZATION:** Kalamazoo Anti-Human Trafficking Coalition, 1819 Gull Road, Kalamazoo, MI 49048

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
**NEW APPLICATION:** YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2014-15):** N/A  
**FUNDING AWARDED FY 2014-15:** N/A

**3. AMOUNT OF FY 2015-16 REQUEST:** \$2,500

**4. MISSION OF AGENCY:** To prevent human trafficking in the Southwest Michigan area through community awareness and training, legal advocacy and decreasing demand. Our purpose is also to restore dignity and power to trafficking survivors.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Advocacy for victim centered legislation, educational and training programs, invest in survivors by maintaining a response team, connecting with survivors, and encouraging the local service network to adapt to the needs of survivors.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Training and educational programs.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** Programs provided primarily in Kalamazoo County but Portage residents not previously tracked.

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** Data not available, but will be tracked in future if funded.

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$150-\$500 per training event

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 17%

**11. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 100 hours/month or 100%

## HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

**1. NAME/ADDRESS OF ORGANIZATION:** YWCA, 353 East Michigan Avenue, Kalamazoo, MI 49007

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
**NEW APPLICATION:** YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2014-15):** \$8,695  
**FUNDING AWARDED FY 2014-15:** \$8,915

**3. AMOUNT OF FY 2015-16 REQUEST:** \$8,915

**4. MISSION OF AGENCY:** Eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all by offering services and programs which are designated to improve the lives of children, care for victims of assault and violence and advance women and women's issues.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** The Kalamazoo YWCA offers: Domestic and Sexual Violence Crisis Intervention programs; Women's Economic Empowerment programs; and Racial Justice Initiatives, Community Education and Awareness programs.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Domestic Assault Program (DAP) and Sexual Assault Program (SAP) both which provide 24-hour crisis intervention, forensic exams, counseling, support/advocacy groups, and information and referral services. The DAP also provides emergency shelter and transitional supportive housing for victims and children.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 56 for both DAP and SAP, 111 Portage community education participants, and crisis calls (which cannot be accurately tracked due to clients not revealing information)

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 8% combined for DAP and SAP

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** DAP \$41/SAP varies based on services provided

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 0.5% for DAP and 0.7% for the SAP

**11. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 603 hours/month for both programs or 47%

## HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

**1. NAME/ADDRESS OF ORGANIZATION:** Portage Community Center, 325 East Centre Avenue, Portage, MI 49002

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
**NEW APPLICATION:** YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2014-15):** \$32,000  
**FUNDING AWARDED FY 2014-15:** \$37,972

**3. AMOUNT OF FY 2015-16 REQUEST:** \$35,000

**4. MISSION OF AGENCY:** To make life better for people in our community who need assistance with basic needs, youth development, healthcare, education, and supportive services.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Youth and social development, emergency assistance, program development, program coordination to host services of other agencies, affordable housing, meeting space, and volunteer opportunities.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Emergency assistance, Transportation Assistance, Youth Recreation Scholarship

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** approximately 2,300

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 90%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$8.25

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 29.8% for both CDBG and General Fund requests

**11. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 40%

## HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

**1. NAME/ADDRESS OF ORGANIZATION:** Portage Community Center, 325 East Centre Avenue, Portage, MI 49002

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
NEW APPLICATION: YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2014-15):** \$98,000  
**FUNDING AWARDED FY 2014-15:** \$83,535

**3. AMOUNT OF FY 2015-16 REQUEST:** \$100,000

**4. MISSION OF AGENCY:** To make life better for people in our community who need assistance with basic needs, youth development, healthcare, education and supportive services

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Youth and social development, emergency assistance, program development, program coordination to host services of other agencies, affordable housing, meeting space, and volunteer opportunities.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Youth Development, Community Collaboration- Hosted Services, and Emergency Assistance

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** approximately 2,800 plus additional Community Collaboration program participants.

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 90%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$8.25

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 29.8% for both CDBG and General Fund requests

**11. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 40%