



HUMAN SERVICES BOARD

February 5, 2015

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

**Thursday, February 5, 2015
(6:30pm)**

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

- * January 22, 2015

OLD BUSINESS:

NEW BUSINESS:

- * 1. FY 2015-16 Human/Public Service Funding recommendation
- * 2. Portage Alert Update
- 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 22, 2015

CALL TO ORDER: 6:33 p.m.

MEMBERS PRESENT: Diane Durian, Shawn Havens, Effie Kokkinos, Ray LaPoint, Sandra Sheppard, Amanda Woodin.

MEMBERS EXCUSED: Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, Sharat Kamath (Youth Advisory)

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Durian moved and Haven supported approval of the January 8, 2015 minutes as submitted. Motion passed 6-0.

OLD BUSINESS

1. Public Hearing - Community Development Block Grant (CDBG) Program – Overview of Housing and Community Development Needs for Annual Action Plan update: Chair Sheppard opened the public hearing and staff provided an overview of the HUD planning and reporting requirements for CDBG program grantees, including completion of a Consolidated Plan update every five years (including an Analysis of Impediments to Fair Housing study), an Annual Action Plan and grant application, and a Consolidated Annual Performance Evaluation Report. Staff provided a detailed overview of housing and community development needs included in the FY 2011-15 Consolidated Plan, key CDBG program activities, and performance measures from EY 2013-14. In addition, an overview of the projected budget and timeline to develop the Annual Action Plan was reviewed. A draft budget and Annual Action Plan would be prepared by mid-February, and a 30-day public comment period would follow with a public hearing on the plan in either late March or early April 2015. As no further comments from the Board and no public comments were received, the public hearing was closed.

NEW BUSINESS:

1. Memorandum regarding Human/Public Service funding, Human/Public Service Funding Application Booklet, and Evaluation Criteria Forms: Sheppard referenced the memo and highlighted funding amounts. Staff added that CDBG funds were still estimated as HUD had not provided an exact amount but that the program income had increased revenue due to loan repayments.
2. FY 2015-16 Human/Public Service Funding Board application scores and ranking: Staff indicated that she had a conflict with the Kalamazoo Anti-Human Trafficking Coalition (serves as volunteer) and did not review/rank this application. The Board was provided a breakdown of individual member scores, the Board average scores, the Board ranking of applicants based on average scores, and staff ranking of applications. It was noted that the Board's ranking and the staff ranking were closely aligned. The Board then discussed on the new application from the Kalamazoo Anti-Human Trafficking Coalition, a comparison of new

applications verses programs that had been supported for years, what constituted basic human needs, how the application process had improved over the previous years due to recent changes to the application and scoring method, and how it could be altered to better address new applicants. A lengthy discussion took place on if there was enough information provided in the Kalamazoo Anti-Human Trafficking Coalition application and presentation to recommend funding and if funds should be awarded to educational programs verses programs that provide a direct service that addresses a basic need. The Board noted that this applicant ranked last and that the average score was significantly lower than the other applicants. The Board was unresolved if the Kalamazoo Anti-Human Trafficking Coalition met the criteria for funding. Sheppard made a motion, supported by LaPoint, to exclude the Kalamazoo Anti-Human Trafficking Coalition from funding - with an aye vote providing funding and a nay vote indicating no funding would be provided. Upon roll call vote: Havens- aye, Sheppard – nay, Kokkinos – aye, Woodin – aye, Durian – nay, LaPoint – aye. Motion to exclude funding the Kalamazoo Anti-Human Trafficking Coalition failed.

Woodin moved to accept the following rank for each applicant based on the Board's average scores as provided, LaPoint supported: the rank/score for applicants is as follows – General Fund: 1) Portage Community Center/203, 2) YWCA/194, 3) Catholic Charities/177, 4) Housing Resources, Inc./176, 5) Gryphon Place/156, 6) Kalamazoo Anti-Human Trafficking Coalition/97; CDBG Fund 1) Portage Community Center/204. Motion passed 6-0.

3. Kalamazoo Transit Authority LAC update – Maye: Maye was not present to provide an update.

ADJOURNMENT: Woodin moved and Kokkinos supported adjournment of the meeting at 8:02. Motion passed 6-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: January 29, 2015

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: FY 2015-16 Human/Public Service Review and Options

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 Program Fund (\$37,972). The total estimated funding in the upcoming fiscal year represents a \$5,353 or 3.3% increase from FY 2014-15 due to a slightly increased allocation from both the General Fund and the CDBG Program Fund. 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 services in the CDBG Program Fund is due to an increase in program income received through December 31st 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 Program Fund application. These summary forms highlight agency activities for which funding has been requested, and supplement the completed 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, critical needs in Portage, 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 \$5,790 less than the estimated maximum amount allowed of \$40,790. As noted above, the

current estimate 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 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 and the staff application score and ranking.

Table 1

Agency	Approved FY 14-15	Funding Requested	Funding Request as Percent of Program Budget	Funding Request as Percent of Funding Available	Evaluation Criteria Ranking/(Score)
Portage Community Center	\$37,972	\$35,000	32.9% ¹	81.1% ²	1 / (210)

¹ PCC has requested that the CDBG Program and General Fund grant requests be reviewed together as one application. The percent shown includes \$135,000 in CDBG Program fund and General Fund requests combined and is based on the approved FY 2014-15 PCC budget.

² The percent shown is based on the total PCC request of \$135,000 and total funding available of \$166,415.

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. If PCC is funded at a higher level than the grant requested from the CDBG Program, it will allow more flexibility in the allocation of the grants to applicants from the General Fund.

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. With the exception of the Kalamazoo Anti-Human Trafficking Coalition, all applicants were funded in FY 2014-15. While there is an increase of funds available in FY 2015-16 compared to FY 2014-15, fully funding 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 staff, together with the ranking of the applications.

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	32.9% ¹	81.1% ²	1 / (210)
YWCA	\$8,915	0.7%	7%	2 / (200)
Catholic Charities	\$11,137	0.88%	8%	3 / (195)
Housing Resources	\$20,000	1.5%	16 %	3 / (195)
Gryphon Place	\$7,000	0.44%	5%	5 / (165)
Kalamazoo Anti-Human Trafficking Coalition	\$2,500	17.0%	2%	6 / (140)
Total	\$149,552			

¹ PCC has requested that the CDBG Program and General Fund grant requests be reviewed together as one application. The percent shown includes \$135,000 in CDBG Program fund and General Fund requests combined and is based on the approved FY 2014-15 PCC budget.

² The percent shown is based on the total PCC request of \$135,000 and total funding available of \$166,415.

As accomplished for the current and prior budget years, staff considered the funding requests received in comparison to current or prior year funding levels and grantee performance. Based on Status Reports submitted to the city, all existing grantees have met expected accomplishments and have complied with contract requirements.

Considerations for funding levels for the upcoming fiscal year include:

- As noted above, there is an additional \$5,353 of total funding available in FY 2015-16 compared to FY 2014-15. Current grantees are recommended to receive increased funding, and based on methodology recommended in prior years, grantees with a higher ranking should generally receive a higher percentage increase in funding compared to the current fiscal year.
- With regard to the PCC application, it is important to note that in FY 2007-08 the city provided additional grant funds to the agency for a three-year period (\$92,142 in total) to support a Fund Development position. The objective of establishing/funding the position was to further diversify the funding base of PCC such that no more than 30% of the agency’s operating budget is derived from the City of Portage (i.e. General Fund and CDBG Program fund combined) by FY 2010-11. PCC has diversified its funding base over the past several years and has met the 30% cap on funding from the city. PCC has not yet established its budget for FY 2015-16, as the fiscal year begins July 1, 2015. In lieu of an operating budget figure for FY 2015-16, staff has calculated the 30% cap based on the PCC approved FY 2014-15 budget, which is \$409,949. Thirty percent of the PCC operating budget would limit funding from the city at a level of \$122,985. This is the amount of total FY 2015-16 funding recommended for PCC, and while the agency would receive a smaller percentage increase than other current grantees, it will maintain the funding target established in FY 2007-08.
- Finally, it is recommended that a \$500 grant be awarded to the Kalamazoo Anti-Human Trafficking Coalition. While the applicant scored relatively low and ranked last, this start-up organization has demonstrated working partnerships with existing agencies such as Catholic Charities via The ARK youth shelter, the YWCA domestic and sexual assault shelter, the Hispanic American Council, local schools and law enforcement, amongst others. Furthermore, the applicant has indicated if the grant application is not fully funded, important education and training programs targeted towards Portage citizens and public service professionals can still be accomplished with the recommended funding level from the city.

Table 3 shows staff recommended funding based on the above considerations.

Table 3

Agency	Approved FY 14-15	Funding Requested	Evaluation Criteria Ranking/(Score)	FY 15-16 Funding Option (Percent Increase of Current Funding)
PCC	\$83,535	\$100,000	1 / (210)	\$82,195 (1%) ¹
YWCA	\$8,915	\$8,915	2 / (200)	\$10,100 (13%)
Catholic Charities	\$9,433	\$11,137	3 / (195)	\$10,470 (11%)
Housing Resources	\$18,110	\$20,000	3 / (195)	\$20,100 (11%)
Gryphon Place	\$2,077	\$7,000	5 / (165)	\$2,260 (9%)
Kalamazoo Anti-Human Trafficking Coalition	N/A	\$2,500	6 / (140)	\$500 (N/A)
Total	\$122,070 ²	\$149,552		\$125,625

¹ PCC has requested a combined total of \$135,000 from the General Fund and CDBG Fund, compared to current year total funding of \$121,507. The General Fund and CDBG Fund recommendation for PCC above equals a combined \$122,985 which represents a 1.2% increase in General Fund and CDBG Fund dollars combined.

² Goodwill Industries was also awarded \$1,020 in FY 2014-15, but did not submit an application for FY 2015-16.

In summary, of the \$5,353 in additional total funding available in FY 2015-16, \$500 is recommended for the Kalamazoo Anti-Human Trafficking Coalition, and a \$1,478 increase in total funding is recommended for PCC. Of the remaining \$3,375 in funding available, increased funding is recommended for the YWCA, Catholic Charities, Housing Resources and the Gryphon Place, with higher percentage increases awarded to higher scoring/ranked applicants.

For FY 2015-16, the above human/public service funding that best addresses basic human needs and supports anti-poverty services for the Portage community is advised. These applications, if funded by City Council, result in Portage residents receiving human/public services that:

- Fulfill critical needs that are identified in the FY 2011-15 CDBG Consolidated Plan. In particular, the Consolidated Plan includes an analysis of Homeless Needs and also addresses anti-poverty strategies to be carried out by the City of Portage with CDBG Program and other local resources. Homelessness prevention, assessment/outreach and emergency shelter are identified as high priority needs in the Consolidated Plan, while anti-poverty efforts including public services are considered to be medium and low priorities to be addressed with CDBG Program, yet supplemented with General Fund monies. Services to address these high and medium priorities include emergency assistance such as: emergency shelter; housing and emergency financial assistance; food; clothing; transportation assistance; utility shut-off, eviction and foreclosure prevention.
- Augment limited resources available to the city.
- Fulfill needs of Portage residents through human/public services that have been successfully provided to Portage residents for many years.

On January 8, 2015, the Human Services Board heard presentations from the applicants and on January 22nd, the Board met to discuss, review, and vote on ranking the applications received. While the Board scores varied slightly from those of staff, the ranking of applications were essentially the same. The Board will further review the FY 2015-16 Human/Public Service Funding applications at the meeting scheduled for February 5, 2015, and Neighborhood Program Specialist Money will be available to assist the Board with any questions that arise regarding this funding review and options analysis.

Attachments: Human/Public Service Application Summary Forms and Evaluation Criteria Form;
January 8, 2015 and January 22, 2015 Human Services Board minutes

**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 8th 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): \$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%

**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 SERVICES FUNDING EVALUATION CRITERIA

In addition to the criteria listed below, which apply to the service(s) to be provided with the funding requested, the following Mission Statement for the Human Services Board will also serve as a guide to the Board in its review and recommendation of funding applications:

The mission of the Human Services Board is to facilitate the satisfaction of the basic human needs of all Portage citizens by educating and advising the City Council, Portage human service agencies, and the community at large.

1. EXTENT TO WHICH THE PROGRAM ADDRESSES A BASIC HUMAN NEED
(QUESTION 15 ON APPLICATION)

(Select only one that most closely fits)

"Basic Human Needs" are considered to include:	Score
Provision of housing (e.g, emergency, transitional, permanent, homelessness/ prevention such as eviction, foreclosure, and/or utility shut-off prevention)	50
Provision of food (e.g., direct food distribution, food bank/pantry, Meals on Wheels)	40
Provision of health and safety services (e.g., emergency services, health care, crisis intervention, etc.)	30
Provision of job training, educational services, transportation, or quality of life enhancements	20
Provision of clothing (e.g, direct, free/low-cost clothing and/or distribution)	10
None of the above	0

2. ACCESSIBILITY OF THE PROGRAM SERVICE TO PORTAGE RESIDENTS
(QUESTION 16 ON APPLICATION)

5 = Not Accessible to 25 = Easily Accessible

(Select only one that most closely fits)

"Accessibility" can be considered to be:	Score
Services located in Portage	25
Services regularly provided in Portage (e.g. at a facility located in Portage or at the citizen's location)	20
Services accessible after normal (8 a.m.-5 p.m.) business hours, 24-hour phone hot line, or other methods	15
Services available / accessible via public bus routes and/or transportation by agency	10
None of the above	0

3. DOES APPLICANT HAVE WORKING RELATIONSHIPS / COLLABORATIONS WITH OTHER ORGANIZATIONS SERVING PORTAGE RESIDENTS?
(QUESTION 17 ON APPLICATION)

5 = Fragments Service Delivery to 25 = Coordinates or Improves Service Delivery

(Select only one that most closely fits)

"Coordinates or Improves Service Delivery" can be generally considered to be:	Score
Services are unique in community and not duplicated by others	25
Services are similar to others but carefully coordinated to avoid duplication	20
Services are similar to others but Information and Referral is routinely provided to avoid fragmentation	15
Services are similar to others and some fragmentation of services occurs	10
None of the above	0

4. OF PORTAGE RESIDENTS SERVED, ARE MAJORITY ECONOMICALLY OR SOCIALLY DEPRIVED, SENIOR CITIZENS, OR PERSONS WITH DISABILITIES?
(QUESTION 18 ON APPLICATION)

5 = No Special or Unusual Needs to 25 = Economically or Socially Deprived

(Select only one that most closely fits)

“Economically or Socially Deprived” can be generally considered to be:	Score
Clientele is extremely low income and/or disabled and/or victim of abuse and/or other situation	25
Clientele is low income and/or senior citizens	20
Clientele is vulnerable or at risk of one of the above	15
Clientele is in need of services	10
None of the above	0

5. PERCENT OF PORTAGE CLIENTS SERVED
(QUESTION 19 ON APPLICATION)

5 = Few to 25 = Many

(Select only one that most closely fits)

“Many” clients served can be considered to be:	Score
Portage clients equals 51-100% of clients served by agency	25
Portage clients equals 31-50% of clients served by agency	20
Portage clients equals 16-30% of clients served by agency	15
Portage clients equals 7.6-15% of clients served by agency	10
Portage clients equals 1-7.5% of clients served by agency	5
Portage clients equals >1%	0

6. AMOUNT OF OUTREACH EFFORTS
(QUESTION 20 ON APPLICATION)

5 = No Outreach to 25 = Extensive Outreach Efforts to People in Needs

(Select only one that most closely fits)

“Extensive Outreach” can be considered to be: regular newsletter distribution; cable access PSAs; advertisements/marketing campaigns; service listing in I&R databases/directories (2-1-1, United Way, etc.); presentations to community organizations/schools; open houses; coordination/provision of services with/at other agencies; participation in community collaborative efforts (e.g., MPCB, KLAHP, etc.)	Score
Utilizes 5 or more methods of outreach to Portage residents	25
Utilizes 4 methods of outreach to Portage residents	20
Utilizes 3 methods of outreach to Portage residents	15
Utilizes 2 methods of outreach to Portage residents	10
Utilizes 1 method of outreach to Portage residents	5

7. USE OF UNPAID VOLUNTEERS
(QUESTION 21 ON APPLICATION)

5 = No Use to 25 = Extensive Use

(Select only one that most closely fits)

“Extensive Use of Unpaid Volunteers can be generally considered to be:	Score
Unpaid volunteers equals 51% or more of the agency’s full-time equivalent (FTE) employees	25
Unpaid volunteers equals 31-50% of the agency’s FTE employees	20
Unpaid volunteers equals 21-30% of the agency’s FTE employees	15
Unpaid volunteers equals 11-20% of the agency’s FTE employees	10
Unpaid volunteers equals 0-10% of the agency’s FTE employees	5

NOTE: If unpaid volunteers are inappropriate due to the type of services provided by organization, applicant receives 15 points.

8. *For new programs/agencies in the community for less than five years, use criterion 8(A).
For programs/agencies in the community for five or more years, use criterion 8(B).
(QUESTION 22 ON APPLICATION)*

8(A). ABILITY OF AGENCY TO RECEIVE OTHER FUNDING OR

5 = Extensive to 25 = Limited

(Select only one that most closely fits)

"Limited" ability to receive other funding for "new" applicants can be generally defined as follows:	Score
Grant request equals 51% or more of the agency's budget	25
Grant request equals 31-50% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 6-10% of the agency's budget	10
Grant request equals 0-5% of the agency's budget	5

8(B). ABILITY OF AGENCY TO LEVERAGE OTHER FUNDING

5 = Limited to 25 = Extensive

(Select only one that most closely fits)

"Extensive" leveraging of other funding for "previous" applicants can be generally defined as follows:	Score
Grant request equals 0-5% of the agency's budget	25
Grant request equals 6-10% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 31-50% of the agency's budget	10
Grant request equals 51% or more of the agency's budget	5

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 HUMAN SERVICES BOARD
Minutes of Meeting, January 22, 2015

CALL TO ORDER: 6:33 p.m.

MEMBERS PRESENT: Diane Durian, Shawn Havens, Effie Kokkinos, Ray LaPoint, Sandra Sheppard, Amanda Woodin.

MEMBERS EXCUSED: Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, Sharat Kamath (Youth Advisory)

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Durian moved and Haven supported approval of the January 8, 2015 minutes as submitted. Motion passed 6-0.

OLD BUSINESS

1. Public Hearing - Community Development Block Grant (CDBG) Program – Overview of Housing and Community Development Needs for Annual Action Plan update: Chair Sheppard opened the public hearing and staff provided an overview of the HUD planning and reporting requirements for CDBG program grantees, including completion of a Consolidated Plan update every five years (including an Analysis of Impediments to Fair Housing study), an Annual Action Plan and grant application, and a Consolidated Annual Performance Evaluation Report. Staff provided a detailed overview of housing and community development needs included in the FY 2011-15 Consolidated Plan, key CDBG program activities, and performance measures from FY 2013-14. In addition, an overview of the projected budget and timeline to develop the Annual Action Plan was reviewed. A draft budget and Annual Action Plan would be prepared by mid-February, and a 30-day public comment period would follow with a public hearing on the plan in either late March or early April 2015. As no further comments from the Board and no public comments were received, the public hearing was closed.

NEW BUSINESS:

1. Memorandum regarding Human/Public Service funding, Human/Public Service Funding Application Booklet, and Evaluation Criteria Forms: Sheppard referenced the memo and highlighted funding amounts. Staff added that CDBG funds were still estimated as HUD had not provided an exact amount but that the program income had increased revenue due to loan repayments.
2. FY 2015-16 Human/Public Service Funding Board application scores and ranking: Staff indicated that she had a conflict with the Kalamazoo Anti-Human Trafficking Coalition (serves as volunteer) and did not review/rank this application. The Board was provided a breakdown of individual member scores, the Board average scores, the Board ranking of applicants based on average scores, and staff ranking of applications. It was noted that the Board's ranking and the staff ranking were closely aligned. The Board then discussed on the new application from the Kalamazoo Anti-Human Trafficking Coalition, a comparison of new

applications verses programs that had been supported for years, what constituted basic human needs, how the application process had improved over the previous years due to recent changes to the application and scoring method, and how it could be altered to better address new applicants. A lengthy discussion took place on if there was enough information provided in the Kalamazoo Anti-Human Trafficking Coalition application and presentation to recommend funding and if funds should be awarded to educational programs verses programs that provide a direct service that addresses a basic need. The Board noted that this applicant ranked last and that the average score was significantly lower than the other applicants. The Board was unresolved if the Kalamazoo Anti-Human Trafficking Coalition met the criteria for funding. Sheppard made a motion, supported by LaPoint, to exclude the Kalamazoo Anti-Human Trafficking Coalition from funding - with an aye vote providing funding and a nay vote indicating no funding would be provided. Upon roll call vote: Havens- aye, Sheppard – nay, Kokkinos – aye, Woodin – aye, Durian – nay, LaPoint – aye. Motion to exclude funding the Kalamazoo Anti-Human Trafficking Coalition failed.

Woodin moved to accept the following rank for each applicant based on the Board's average scores as provided, LaPoint supported: the rank/score for applicants is as follows – General Fund: 1) Portage Community Center/203, 2) YWCA/194, 3) Catholic Charities/177, 4) Housing Resources, Inc./176, 5) Gryphon Place/156, 6) Kalamazoo Anti-Human Trafficking Coalition/97; CDBG Fund 1) Portage Community Center/204. Motion passed 6-0.

3. Kalamazoo Transit Authority LAC update – Maye: Maye was not present to provide an update.

ADJOURNMENT: Woodin moved and Kokkinos supported adjournment of the meeting at 8:02. Motion passed 6-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: January 30, 2015

FROM: Vicki Georgeau, [↓] Director of Community Development

SUBJECT: Portage Alert System

As noted in the attached *Portager* article, the City of Portage has launched Portage Alert, an emergency notification and communication system. Publicly available primary residential and business phones have been automatically included in the system, and you may have already received messages from Portage Alert.

A special Portage Alert group is being developed that will notify board and commission members about upcoming meetings – including meeting cancelations and/or location changes. At the February 5, 2015 Human Services Board meeting, city staff Elizabeth Money will request that you update your contact information for inclusion in this special group. Portage Alert may contact members via phone, email, and text.

As this group is different from the general Portage Alert general registration, it is also recommended that Board members sign up through the city website for the general Portage Alert communication. The link is provided as follows: <https://portagemialert.bbcportal.com/>

Portager

December 2014



7900 South Westnedge Avenue
Portage, Michigan 49002
www.portage.mi.gov

City Launches **PORTAGEALERT** to Enhance Emergency Notification and Communication Systems

Residents Can Register Contact Information to Receive Urgent Notifications and Important Updates

When it's critical to keep Portage residents informed of important, up-to-the minute information, the City of Portage has it covered. The city is pleased to announce the **PORTAGEALERT** mass notification system to broadcast important communications and emergency alerts. The city implemented **PORTAGEALERT** to stay connected to residents and efficiently provide direction in the event of emergency situations such as severe weather events, hazardous traffic or road conditions and any other situation that could impact the safety, property or welfare of Portage citizens.

PORTAGEALERT allows the city to send voice messages to home phones, businesses, local agencies and mobile phones in just minutes. The service will also send email, text messages and posts on Facebook and Twitter. Messages can also be sent to TTY/TDD devices for people who are hearing impaired. **PORTAGEALERT** will also be used to distribute service reminders such as snowplowing progress updates during major snow events, Spring Cleanup Program dates, Quarterly Brush Collection dates and more.

Residents interested in receiving alerts can sign up on the **PORTAGEALERT** system. Publicly available primary residential and business phones are automatically included in the system. However, to ensure the City of Portage has the most up-to-date and accurate contact information, including cell phone numbers and email addresses, residents can visit www.portage.mi.gov and click on the **PORTAGEALERT** icon to provide complete contact information for the database. Users can also manage message preferences by indicating the preferred mode of contact (phone, text, email, etc.), language and message topics.

"I strongly encourage all residents and businesses to register for this excellent communication system," said Portage Public Safety Director, Richard White. "When it is necessary to provide time-sensitive, emergency information to our citizens we have found that there was no mechanism in place to contact those who needed the information and often we were too busy dealing with the event itself to do so. Portage Alert solves those problems."

PORTAGEALERT is a significant enhancement to existing means of communication and is supplemental to – not a replacement for – the systems currently in place. Television, radio and other traditional means of emergency notification will continue to broadcast important announcements during emergency situations. With the addition of

PORTAGEALERT, the City of Portage has added

another layer of communication with the goal of keeping the community more secure and more informed.

Receive timely notifications by phone, e-mail, text messages and more.



Visit www.portage.mi.gov or scan the QR Code to register your contact information. Those without internet access are encouraged to call 329-4405 to provide current contact information.

