PORTAGE

A Natural Place to Move

HUMAN SERVICES BOARD

October 1, 2015

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, October 1, 2015
(6:30pm)

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

* September 3, 2015

OLD BUSINESS

* 1. Human/Public Service Application/Process Review update – Sandra Sheppard

NEW BUSINESS:

* 1. CDBG Program Consolidated Plan – Citizen participation plan

* 2. Red Ribbon Week October 23-31st - Sheppard

2. Election of Officers - Sheppard

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 September 3, 2015

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Diane Durian, Effie Kokkinos, Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, Sandra Sheppard, Amanda Woodin.

MEMBERS EXCUSED: Ray LaPoint.

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Morgan moved and Kokkinos supported approval of the August 6, 2015 minutes. Motion passed 6-0 (Maye arrived after vote).

OLD BUSINESS

1. Human/Public Service Application/Process Review update: City staff member Money indicated draft updated materials would be provided to the Board shortly and a meeting could be scheduled with the small work group (LaPoint, Sheppard, Woodin, and Money) to review prior to the materials being presented to the Board in the October agenda packet.

NEW BUSINESS:

1. FY 2014-15 CDBG Consolidated Annual Performance Evaluation Report (CAPER) – Public Hearing: Chair Sheppard opened the public hearing. Staff provided a summary of the contents of the CAPER document, including an overview of Community Development Block Grant (CDBG) Program performance, activities, and where funding was allocated for FY 2014-15. Mirza questioned Down Payment Assistance loans and if follow-up was provided to loan recipients. Money indicated that a homeownership class through Kalamazoo Neighborhood Housing Services was required prior to a loan closing for down payment assistance, that the city conducted a residency survey each year on loan recipients, and that information was provided to loan recipients if the city was notified of a pending foreclosure. Woodin questioned the unexpended fund balance and the amount spent on projects last year. Money indicated the housing repair program was already ahead of where it was last year with regards to number of projects and that the cost of projects and the number of applicants varied from year to year. As no further comments were received, the public hearing was closed.

2. CDBG Consolidated Plan Update: Sheppard referenced the memo in the agenda packet and Money went into further detail about the timeframe (including a public hearing to be held during the second Board meeting in January 2016).

3. Red Ribbon Week, October 23-31 – Board Discussion: Sheppard opened the discussion by stating what a success the event had been the previous year with approximately 40 students participating along with their parents and chaperones. The Board agreed the formula from last year engaged a variety of school and students. Money indicated the Red Ribbon Week Resolution would be in the October agenda and that students could some to the October 20th Council Meeting. The Board indicated they would like to do what was done the previous year.

As LaPoint was absent from the meeting, Money indicated she would contact him regarding palnning.

4. Kalamazoo Transit Authority LAC Update – Maye: Maye indicated that she had nothing new to report as there had been no meetings since the August Board meeting.

STATEMENT OF CITIZENS: Maye announced that she would be retiring from the Fair Housing Center of Southwest Michigan at the end of the month. The Board congratulated her on her retirement.

ADJOURNMENT: Durian moved and Mirza supported adjournment of the meeting at 7:05. Motion passed 7-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

DATE: September 25, 2015

TO: Human Services Board Sandra V Sheppard

FROM: Sandra Sheppard, Chair, Human Services Board

SUBJECT: Proposed FY 2016-2017 Human Service Funding Grant Application

On behalf of the Human Services Board small work group, Ray LaPoint, Amanda Woodin and myself, the following is a summary of changes proposed to the Human Services Funding Grant Application and Human Services Funding Evaluation Criteria. The small work group met on May 7th and again on September 17th to discuss, review, and propose the following changes:

- The questions were re-organized so that questions 1-6 can rely on tables so that the applicant and those reviewing the applications can quickly and clearly obtain information for each program for which funding is being requested. As you can see on the application, program numbers from question 1 will carry through to question 6.
- In order to streamline the application, questions formerly answered in paragraph format were altered to use checkboxes and form fields (fill-in the blank). The purpose of this was to condense answers so that the information being requested is isolated and clearly understandable to those reviewing the application. The form fields do not show on the printed application included on the agenda. When the application is uploaded to the city's website, it will be password protected and applicants will visually see the form fields they are required to answer (and unable to alter the rest of the application).
- A section was added at the beginning of the application that asks applicants if they are able to fulfill the program requirements if a grant is received. This includes, tracking Portage residents, providing the required insurance, and providing an audit. The purpose of this is to clearly inform new applicants what they need to provide if funding is received from the city.
- After much discussion on the rating of volunteer hours, it is proposed that questions relating to volunteers hours be struck from the application (questions 6-8) and the criteria (currently number 7). The reasons being that ranking volunteer hours is not an effective tool for assessing an organization's efficiency and some of the most vital services (as identified in the basic needs category) are limited in volunteer use due to the need for professional services and privacy requirements.
- No other changes or removals are being proposed at this time. The small work group felt that re-evaluation of the criteria points and further review of the questions was warranted after the pending application cycle was completed. However, the changes to the application were significant, will help streamline the process, and improve the Board's ability to review each application.

The Board will discuss the proposed application and criteria at the October 1, 2015 Human Services Board meeting.

CITY OF PORTAGE
HUMAN SERVICES FUNDING
GRANT APPLICATION

Check One: ☐ **General Fund*** ☐ **CDBG Fund***

***Same application form used but separate submissions required for General Fund requests and CDBG Fund requests.**

GENERAL INFORMATION

Name of Organization:

Address:

Name of Board President:

Contact Person:

Phone #: email:

Web address:

If an applicant is not able to provide the following, it may not be eligible for funding. Please contact City of Portage staff if the answer to any of these questions is no:

- Is the organization able to track the number of Portage residents served? ☐ Yes ☐ No
- Is the organization able to provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for $1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☐ Yes ☐ No
- Is the organization able to provide a yearly independent audit performed by a Certified Public Accountant? ☐ Yes ☐ No

ORGANIZATION INFORMATION

How long has the organization been in existence:

What is the organization's overall purpose or mission statement:

Please indicate the most recently approved fiscal year total annual budget for your organization and the fiscal year it covered:

Total budget ($)	Fiscal year (e.g. July 1, 2014 – June 30, 2015)
$	

Is the organization an incorporated, not-for-profit organization: ☐ Yes ☐ No
Is the organization Internal Revenue Service 501(c)(3) classified: ☐ Yes ☐ No
Is your agency affiliated with any religious organization: ☐ Yes ☐ No

GRANT APPLICATION INFORMATION

1. Please list the individual programs and requested funding levels from the city:

	Name of Program	Funding amount requested ($)
	NOTE: the same program numbers assigned in question #1 carry through to question #9.	
1.		$
2.		$
3.		$
4.		$
5.		$

2. Please indicate the specific intended use of city funds requested:

	Use of funds
1.	
2.	
3.	
4.	
5.	

3. For the program to be funded, please provide the total annual program budget and the percent of that budget being requested from the city:

	Total annual program budget ($)	Percent (%) of funding requested from city
1.	$	%
2.	$	%
3.	$	%
4.	$	%
5.	$	%

4. For the program to be funded, what is the average cost of delivering one unit of service? (For example, one hour of counseling, one night of shelter, etc.):

	Cost to deliver one unit of service ($)	Explain/describe one unit of service
1.	$	
2.	$	
3.	$	
4.	$	
5.	$	

5. For the program to be funded, please indicate the following for your most recently completed fiscal year:

	Total number of program clients served	Total number of Portage residents served	Portage residents served as percent (%) of total clients served
1.			%
2.			%
3.			%
4.			%
5.			%

*Please explain if you are unable to fully track this information:

_____

6. When was the program for which funding is requested first established:

	Year
1.	
2.	
3.	
4.	
5.	

7. Is the organization funded by the United Way: ☐ Yes ☐ No
   If yes, how much annual total funding is provided by the United Way: $

8. For the programs to be funded, please list other significant sources of funds expected or requested, including specific information (agency name, amount requested and purpose):

9. Please identify the entire geographic area benefited by the services for which funding is requested (e.g. County of Kalamazoo, City of Portage, City of Kalamazoo, etc.):

10. For the programs to be funded, please identify which basic human needs are being addressed (check all that apply):
    Provision of Housing:
    - ☐ Emergency/Homeless Shelter
    - ☐ Transitional or Permanent Housing
    - ☐ Homelessness Prevention (Eviction/Foreclosure/Utility Shut-off Prevention)
    - ☐ Other: _____

    Provision of Food:
    - ☐ Direct Food Distribution
    - ☐ Food Bank/Pantry
    - ☐ Meals on Wheels
    - ☐ Other: _____

Provision of Health and Safety Services:

- ☐ Emergency Services
- ☐ Health Care
- ☐ Crisis Intervention
- ☐ Other: _____

Provision of Quality of Life Enhancements:

- ☐ Job Training
- ☐ Educational Services
- ☐ Transportation
- ☐ Other: _____

Provision of Clothing:

- ☐ Direct Distribution of Clothing
- ☐ Free/Low Cost Clothing and/or Distribution
- ☐ Other: _____

Other (explain): _____

11. For the programs to be funded requested, how are service(s) accessible to Portage residents (check all that apply):
    - ☐ Services located in Portage
    - ☐ Services regularly provided in Portage (e.g., directly to the citizen, at a facility located in Portage, etc.). Explain:
    - ☐ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.
    - ☐ 24-hour phone hot line
    - ☐ Services available/accessible via public bus routes and/or transportation by an agency
    - ☐ Other. (explain): _____

12. For the programs to be funded, which of the following best describes relationships and collaborations your organization has with other organizations serving Portage residents:
    - ☐ Services are unique in community and not duplicated by others.
    - ☐ Services are similar to others but steps are taken to avoid duplication. Explain:
    - ☐ Services are similar to others but information and referral is routinely provided to avoid fragmentation. (explain): _____
    - ☐ Services are similar to others and some duplication of services occurs.
    - ☐ Other (explain): _____

13. What other organizations in Portage or Kalamazoo County provide the same or similar service(s):

    _____

14. For the programs to be funded, a majority of clients are (check all that apply):
    - ☐ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation
    - ☐ Low Income (80% or below of area median income) and/or senior citizens
    - ☐ Client is vulnerable or at risk of one of the above
    - ☐ Client is in need of services
    - ☐ Other (explain): _____

15. For the programs to be funded, how are outreach efforts made to notify Portage residents of the availability of services (check all that apply):

- ☐ Television commercial/ads
- ☐ Radio commercials/ads
- ☐ Newspaper ads
- ☐ Print media ads
- ☐ Posters
- ☐ Flyers
- ☐ Direct mailings
- ☐ Informational tables/kiosks
- ☐ Presentations
- ☐ Website/Social Media
- ☐ Open houses
- ☐ Community Events

☐ Other. Explain: _____

16. If the programs are not funded or fully funded, how will the program(s) be affected (include changes in staffing, property acquisition, and costs):

17. If you are a current grantee and have requested an increase in funding, please explain the rationale for the increased funding request:

18. Please describe the anticipated long-term sustainability of the programs for which funding is requested:

19. Please indicate how many public and private dollars are leveraged for each dollar of city funding requested:

Please attach the following documents for City of Portage review:

1. Sample brochure(s) describing the services offered, particularly services to be funded by a City of Portage grant.
2. Most recently completed audit.
3. Financial Statements for most recently completed fiscal year which include revenue and budget information.
4. List of agency Board of Directors, including business and/or organizational affiliation.

AUTHORIZED SIGNATURE

I hereby verify that the information presented above is correct to the best of my knowledge.

Name (print or type)

X

Signature

Title

Date

T:\COMMDEV\2015-2016 Department Files\CDBG\2015-16 HPSS\FY 16-17 Forms\Human Services Application (Draft FY 16-17)v2.doc

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 10 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 11 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 12 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 14 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 5 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 15 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

For new programs/agencies in the community for less than five years, use criterion 7(A).
For programs/agencies in the community for five or more years, use criterion 7(B).
(QUESTION 9 (YEAR STARTED) AND 3 (% FUNDED) ON APPLICATION)

7(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

7(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

Citizen Participation

A. Introduction

Citizen Participation is a critical component during the update of the 5-year Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report (collectively referred to as the Plans) whereby residents, property owners and public/private agencies located in the City of Portage and/or serving Portage residents, are provided the opportunity to actively participate in the preparation of the Plan. The City of Portage encourages active citizen participation in conjunction with preparation of the Plans and the Community Development Block Grant Program. Public participation is encouraged through timely public notices, public hearings and publication of information related to the Plans and proposed Community Development Block Grant activities.

B. Work Plan

A work plan has been developed that engages the public at key stages during the 5-year Consolidated Plan and Annual Action Plan update process. Preparation of the Consolidated Annual Performance Evaluation Report (CAPER) is completed within 45 days following the end of each program year (which ends on June 30th). A citizen participation plan includes a public awareness campaign that informs the public they are welcome to participate in the Plan Update process. A publicized timeline and clearly established milestones help ensure transparency (refer to Table 1). All public meetings are held at Portage City Hall, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for participation of a physically disabled or non-English speaking person in the planning process, the city will provide the appropriate accommodations.

Table 1

2015-2016 5-Year Consolidated Plan and Annual Action Plan Update										
Event	Month									
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	July
Citizen participation plan										
Data collection and community consultation										
Complete draft of community needs assessment										
Public notice & Portager article regarding January public hearing										
Public hearing on community needs assessment (January 21st)										
Complete draft of Consolidated and Annual Action Plans										
Publish summary of draft Consolidated and Annual Action Plans										
Provide final draft of Plans to Human Services Board										
30 day public comment period and public hearing (April 7th)										
City Council approval of Consolidated and Annual Action Plans (May 10th)										
Submit Consolidated and Annual Action Plans to HUD (May 11th)										
Begin new grant year										

C. Citizen/Agency Engagement Efforts

The following summarizes efforts to encourage public participation in order to ensure the most complete and coordinated plan update possible:

1. A minimum of three public hearings will be held prior to the submission of the Consolidated Plan and Annual Action Plan to HUD:

- The first public hearing will be annually held in January at Portage City Hall and allow for comment on community development needs and housing priorities within the City of Portage.
- The second public hearing will be annually held in April at Portage City Hall on the draft Consolidated Plan and/or Annual Action Plan following a 30-day public comment period.
- A third public hearing will be annually held in September on the CAPER.

2. Articles will be published in the Portager, a monthly newsletter published by the City of Portage, which is distributed to every active residential and business address in the City of Portage, prior to the each public hearing.
3. Public notices will placed in the Kalamazoo Gazette prior to the public hearings.
4. Press releases will be issued and information will be posted on the Public Media Network channel prior to the scheduled public hearings.
5. Organized neighborhood watch groups will be notified.
6. Local public/private human service agencies located in Portage or that serve Portage residents will be notified and/or consulted during the Plan update process. Information concerning the City of Portage Consolidated Plan and Annual Action Plan can then also be disseminated to the people served by these agencies.
7. Local units of government will be notified and/or consulted, as needed and appropriate.
8. A webpage will added to the city's website dedicated to the Consolidated Plan and Annual Action Plan update.
9. Opportunities to comment on the Consolidated Plan/Annual Action Plan update at a public meeting will be provided monthly during the Human Services Board meeting.

HUD requires that each community broaden public participation by reaching out to low-moderate income persons; low and moderate income neighborhoods where CDBG funds are proposed for use; minorities; non-English speaking persons; persons with disabilities; public housing residents and local/regional institutions. The efforts summarized above achieve the HUD objective and will be utilized, as appropriate, during the public hearing process involving the 5-year Consolidated Plan, Annual Action Plan and Consolidated Annual Evaluation Report.

D. Access to Information and Records, Availability to Public

Notice of availability of the draft Consolidated and Annual Action Plans will be published utilizing several methods listed in paragraph C above and distributed in various locations throughout the city including the Community Development Department, Portage Senior Center, Portage Community Center, Portage District Library, and posted to the city website. Citizens are encouraged to obtain and read the proposed Plans and submit comments on the Plans to the Community Development Department of the City of Portage. Copies of the plan will also be available in electronic format. Technical assistance will be provided to any group requesting assistance in submitting information, or a proposal for consideration from the CDBG Program, if the proposal will meet the National Objective criteria of benefiting low/moderate income persons within the City of Portage and is an eligible use of funds. Public hearings include a brief presentation of the purpose of the hearing, amount of projected funds available, proposed use of funds (if applicable), a review of accomplishments of the CDBG Program and response to any questions that arise. All citizen comments will be recorded, and if an answer is necessary, a timely response to all requests (within 15 days) will be sent to the inquiring individual, group or agency.

E. Public Comments

All comments made in person or in writing relating to the Consolidated Plan or Community Development Block Grant program, which are received prior to the deadline for submission to the Department of Housing and Urban Development, will be officially incorporated into such documents and a response will be given to the comment within the text of the plan or report.

F. Amendments to Consolidated Plan

Prior to the submission of any substantial change in the proposed use of funds, citizens will be given notice of and an opportunity to comment on a proposed amendment to the Annual Action Plan. A substantial change involves new activities not contained in an approved plan or a change in expenditures that exceed 10% of the overall program year budget. A 30 day comment period, concluding with a public hearing will be provided to accept comments. The availability of the draft plan amendment will be noticed in the newspaper at least 30 days prior to the hearing. Subsequent to the hearing, the amended Annual Action Plan is submitted to HUD.

G. Anti-Displacement

Persons are not expected to be permanently displaced as part of the CDBG Program. Further, preference will be given to project where no permanent or temporary tenant relocation or involuntary homeowner relocation will be necessary. Any project where temporary relocation may become necessary will be at the expense of the property owner.

H. Technical Assistance

Technical assistance will be provided to any group that requests it in order to develop proposals for funding consideration during development of the Consolidated Plan or Annual Action Plan, or to any group requesting information on the Consolidated Plan and/or Consolidated Plan development process.

I. Complaints or Grievances

The Community Development Director or his/her designee will provide a timely written answer to written complaints or grievances within 15 working days.

NATIONAL RED RIBBON PROCLAMATION

WHEREAS, tobacco, alcohol and other drug usage among young people is a serious concern; and

WHEREAS, it is imperative that visible, unified prevention education efforts by community members be launched to reduce the demand for drugs; and

WHEREAS, the National Family Partnership, the Red Ribbon Coalition, Mothers Against Drunk Driving, Students Against Drunk Driving, Portage Public Schools and the Kalamazoo County Substance Abuse Task Force are sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and

WHEREAS, the National Red Ribbon Campaign will be celebrated in communities throughout America during **"Red Ribbon Week," October 23-31, 2015**; and

WHEREAS, business, government, law enforcement, schools, religious institutions, service organizations, youth, physicians, senior citizens, the military, sports teams, and individuals will demonstrate their commitment to drug-free, healthy lifestyles by wearing and displaying red ribbons during this week-long campaign; and

WHEREAS, the community of Portage further commits its resources to ensure the success of the Red Ribbon Campaign.

NOW, THEREFORE, BE IT RESOLVED THAT I, Peter J. Strazdas, Mayor of the City of Portage, Michigan, do hereby proclaim the week of October 23-31, 2015, as **RED RIBBON WEEK**, and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community.

BE IT FURTHER RESOLVED that the **City Council of the City of Portage** encourages all citizens to pledge: **My choice.....Drug-Free.**

Signed this 20th day of October 2015

_____

Peter J. Strazdas, Mayor