



# HUMAN SERVICES BOARD

January 19, 2017

# CITY OF PORTAGE HUMAN SERVICES BOARD

## A G E N D A

Thursday, January 19, 2017  
(6:30pm)

Conference Room #1

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF MINUTES:

January 5, 2017

### OLD BUSINESS

- \* 1. Human/Public Service Grant Applications – Communications from Lending Hands of Michigan and Twelve Baskets

### NEW BUSINESS:

- \* 1. Human/Public Service Grant – Summary Forms and Board Scoring
- 2. Kalamazoo Transit Authority LAC update- Woodin

### STATEMENT OF CITIZENS:

### ADJOURNMENT:

### MATERIALS TRANSMITTED

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

**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting January 5, 2017

**CALL TO ORDER:** 6:33 p.m.

**MEMBERS PRESENT:** Diane Durian, Effie Kokkinos, Ray LaPoint, Elma (Pat) Maye, Nadeem Mirza (excused), Edward Morgan, Sandra Sheppard (excused), Fiorella Spalvieri, Amanda Woodin, Lindy Nebiolo, Youth Representative. Motion made by Maye and supported by Durian to excuse Mirza and Sheppard. Motion passed 7-0.

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

**APPROVAL OF MINUTES:** Morgan moved and Spalvieri supported approval of the December 1, 2016 minutes. Motion passed 7-0.

**NEW BUSINESS:**

1. Presentation by Applicants: Catholic Charities, Goodwill Industries, Gryphon Place, Housing Resources, Inc., Kalamazoo Literacy Council, Lending Hands of Michigan, Twelve Baskets, YWCA, and Portage Community Center: All applicants gave presentations regarding their grant requests from the General Fund and CDBG Fund. The Board had numerous questions and comments for the applicants that included clarification on projects, future program need(s), and community outreach.
2. Kalamazoo Transit Authority LAC update - Woodin: Woodin had no update to provide as the LAC had not met since the last board meeting.

**STATEMENT OF CITIZENS:** There were no statements of citizens.

**ADJOURNMENT:** Morgan moved and Maye supported adjournment at 8:20 p.m. Motion passed 7-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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## ***Lending Hands of Michigan, Inc.***

5350 Ivanhoe Ct., Portage, MI 49002

269-567-4381

Web page: [www.lendinghandsmi.org](http://www.lendinghandsmi.org)

E-mail : [info@lendinghandsmi.org](mailto:info@lendinghandsmi.org)

MI Directory of Loan Programs : [www.LoanClosets.org](http://www.LoanClosets.org)

*Lending home medical equipment for free in 6 counties of SW Michigan since 2005.*

*Governor Snyder Community Service Program Certificate of Merit award—2012.*

*Blue Cross-Blue Shield Diane C. Jones Certificate of Merit award—2012.*

*Awarded the Best Emerging Nonprofit by AHSA of WMU—2007.*

***11 Years of Service and Still Growing***

***Saving our clients over \$7.4 Million since 2005.***

December 6, 2017

Amanda Woodin, Chair  
Human Services Board  
City of Portage  
7900 S. Westnedge Ave.  
Portage, MI 49002

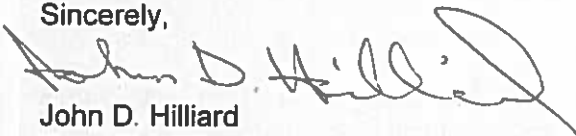
Dear Amanda:

I am writing to thank you and all the members of the Human Resources Board for the opportunity, again, to apply for funding from the City of Portage. Thank you for the opportunity to make a presentation before the Board on Thursday and to request funding from the General Fund category.

As I mentioned during the presentation, Lending Hands has provided a free social service to residents of Portage for the past 11.5 years. Over 3,800 Portage residents have received free home medical equipment during their time of need and providing comfort and mobility during their time of recovery. Many health care and social service groups refer Portage residents to our program.

Amanda, Lending Hands looks forward to a positive response to our request and the opportunity to continue to serve the people of Portage. Thank you for your service to the Portage community.

Sincerely,



John D. Hilliard  
Executive Director

*Lending Hands – Restoring Lives, Providing Comfort and Sharing Social Responsibility.*

# From Lending Hands To You—News

Volume 11., Issue 6

A Publication of Lending Hands of Michigan, Inc.

Fall-Winter-2016

**Lending Hands — Restoring Lives, Providing Comfort and Sharing Social Responsibility since 2005.**

**Home Medical  
Equipment  
Available  
For FREE  
for up to 7 months.**

**Order on-line.**

Limited quantities of  
some equipment.

**Call: 269-567-4381**

## Board of Directors

For 2016

**Chair—Donald Ryan**

**Vice Chair—Julie**

**VanderNoot**

**Secretary—David Smith**

**Treasurer—Paul**

**Hartwigsen**

**Directors:**

**Jay Asher**

**Samantha Carlson**

**Fareen Effrendi**

**Kelly Quardokas**

**Joyce Ryan**

**Tim Stowers**

**Ex-officio:**

**John Hilliard**

## Happy New Year!

## The Best To All For 2017!

### Celebrating Our Volunteers

Lending Hands held its Annual Volunteers Appreciation Breakfast in September. 50 volunteers and family members attended the event held at the Portage Senior Center. The theme of the breakfast was, Lending Hands Non-Political Convention. Board members donned red, white and blue straw hats and a roll call of made of each table of volunteers. Special mention was given to those volunteers serving Lending Hands five years or more. Volunteers serving 10 years or more were Magnolia Bodley, Tom Harkness, Carolyn & Larry Tourangeau, Kimberly Middleton and Julie VanderNoot. Board Chair, Don Ryan said, The success of Lending Hands is only possible because of you! Your dedication, compassion and commitment are phenomenal and second to none. It has been said that Lending Hands is a "Small but Mightily" organization. You, the volunteers, made it happen.

Breakfast was served up by the catering firm of Everyday Gourmet. Special piano entertainment was provided by Randy Adams. We also than the Portage Senior Center for use of the facility, Continental Linen and Life-EMS Ambulance for the breakfast. Board members pitched in with Samantha Carlson with invitations, Joyce & Don Ryan for breakfast coordination and table decorations, Julie VanderNoot acquiring the music and Fareen Effendi for photography. A good time was had by all.

### In Memory of Lois & Jack

We wish to give special tribute in memory to two of our volunteers. Lois Miles was a 9 year veteran volunteer who died recently in a car accident. Lois started our reminder program to get clients to return equipment at the end of our loan period. Jack Dorgan spent time cleaning equipment and passed away this past summer. Both will be missed.

### Office Location:

**2403 Helen Ave.**

**Portage, MI 49002**

**Telephone:**

**269-567-4381**

**E-mail:**

**Info@lendinghandsmi.org**

**Website:**

**www.lendinghandsmi.org**

**A word from our Executive Director is on the back page.**

**Saving Clients Over \$7.4 Million Since 2005  
Over 17,600 Clients Served Since 2005**

**Lending Hands of Michigan, Inc. is a volunteer non-profit 501-c-3 tax-exempt organization.**

## Year End Giving To Help Those In Need

With every year, Lending Hands has steadily been growing. This year alone, we will serve over 3,800 people. Since our start in 2005 we have served over 17,500 people and saved them over \$7.3 Million.

Growth is a very good thing, however, it also means expenses grow. We need to cover \$9,000 in expenses for our office expansion and \$12,000 to cover a donation short-fall this year. Also, will need to cover future expenses in 2017 for cleaning supplies, parts for repairing equipment and to replace worn out equipment.

Help build Lending Hands now and for the future. There is still time to make a year-end tax deductible donation. Lending Hands operates solely on the willingness of individuals, community groups and businesses. Think about making a gift in memory of a family member or friend, matching gift from your company, part of your estate plan or designation through the United Way. We cannot do it without your help. We thank you in advance for your help and assistance.

## A Word From The Chair

Lending Hands of Michigan, Inc. is moving onward slowly but surely. But to continue that upward movement we desperately need two things.

1. Increased revenue stream. In other words more funding on a continuous basis to meet the increased need for our services, plus pay the increased rent and utilities accompanying our "new" addition. That alone is approximately \$12,000 more a year. We are pleased to see the numbers continue to increase regarding the number of clients we are supporting. That is what it is all about. But the back side of that increase is there is more wear and tear on our equipment necessitating repair costs, replacement even. Last summer when I was released from the hospital, I thought I would just purchase what I needed until I came to the realize that a wheelchair of any substance is close to \$1,200 or more. So when wheelchairs are returned in need of repair, imagine the required investment. And, that is IF the equipment is returned.

2. I have said many times that Lending Hands is a "Small But Mighty Organization". That is because the agency runs like precision clockwork thanks to our wonderful dedicated volunteers. But many are snow birds and are about to migrate to the warmer climate (and we can't blame them). Unfortunately, with the increased demand on Lending Hands services comes increased need for additional volunteers to give a couple hours here or a half a day there to help maintain the operation of the Agency. There are opportunities to work in the office answer the telephone, work on the computer entering information and processing check-in or check-out of equipment. We can use assistance in cleaning those pieces of equipment that are returned to insure they are sanitized for the next user. Or, should you like to "tinker" we can use your help in doing minor repairs.

So, we have two big, tall orders to fill. I know from the bottom of my heart that you will step up and help us. May you and yours experience the joy of the holiday season.

Don

Donald M. Ryan, CMSgt, USAF (Ret.), FCBA, CFRM  
Chair, Kalamazoo County Older Adult Services Advisory Council  
Member, Michigan State Advisory Council on Aging

## LH Reaching Out Overseas

At times, Lending Hands an excess of equipment such as, canes, crutches, walkers and commodes. Recently, LH provided some of this equipment to Good Hope Baptist Church in Grand Rapids for their mission hospital in Bangladesh. Also, LH has collected used eye glasses for the past few years. The glasses are provided to the Mattawan Lions Club for distribution in South American and to the Luke Society mission group of the Westwood Christian Reformed Church for distribution in Central America.

**NEW—On-line Expanded Directory of Loan Closets In Michigan, Wisconsin & No. IN.**

See the new website at [www.LoanClosets.org](http://www.LoanClosets.org).

## Elizabeth Money

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**From:** William Steger <blsteg@aol.com>  
**Sent:** Thursday, December 15, 2016 2:32 PM  
**To:** Elizabeth Money  
**Cc:**

**Subject:** Insurance

Elizabeth,

I have copied the board members so they stay informed.

According to the Miller-Schuring insurance agency their underwriter's opinion is that our current policy covers the portage government as requested in the grant application. Effective today the insurance on the van has been raised to one million dollars. The cost is an additional \$127. With this increase, the two issues that we discussed yesterday are covered.

I'll be picking up the two documents from the insurance agency that covers both issues and deliver them to you today. This will occur before the end of your business day.

Thank you for your insights and support in getting us through is first grant proposal. I'm sure it will be much smoother next year.

Sincerely,  
William Steger  
Twelve Baskets Board President

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Human Services Board

**DATE:** January 13, 2017

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

**SUBJECT:** FY 2017-18 Human/Public Service Funding Summary Forms

Attached are the Human/Public Service Application Summary Forms for each of the nine General Fund applications and the one CDBG Fund application for FY 2017-18 Human/Public Service funding. These summary forms highlight agency activities for which funding has been requested, and supplement the completed applications submitted by the agencies and provided to the City Council and Human Services Board in December 2016.

The applications are to be reviewed based on 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, and funding capacity and resources. Prior to the January 19, 2017 Board meeting, please utilize the Summary Forms and Evaluation Criteria to develop preliminary scores for each of the 10 grant applications. During the next Board meeting, grant application scores will be collectively reviewed and discussed in an effort to develop consensus on grant application scores.

As indicated at the January 5, 2017 Board meeting, the city has not yet been notified of its CDBG Program appropriations for FY 2017-18. However, a 3% reduction from our current funding year is projected for FY 2017-18. It is anticipated the city will receive notice from the U.S. Department of Housing and Urban Development in the spring of 2017.

Therefore, it is requested that Board members review and score each application and bring their individual scores to the January 19, 2017 meeting. Further review of scores and Board ranking of applications will take place at the February 2, 2017 meeting. Subsequent to notice from HUD, a recommendation on funding allocations will take place at the March 2, 2017 Board meeting.

**Attachments:** Human/Public Service Application Summary Forms  
Human Services Funding Evaluation Criteria  
Board Member Application Summary 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 2016-17):** \$11,137  
**FUNDING AWARDED FY 2016-17:** \$11,635

**3. AMOUNT OF FY 2017-18 REQUEST:** \$11,300

**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 general operating expenses for The ARK Shelter for youth ages 10-17 which includes: meals, individual counseling, group sessions, case management, family counseling, recreational and skill-building activities, and more.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 15

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 7.8%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$337 per day of care

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 1.24%

**-HUMAN/PUBLIC SERVICE  
APPLICATION SUMMARY FORM**

**1. NAME/ADDRESS OF ORGANIZATION:** Goodwill Industries of Southwest Michigan, 420 East Alcott Street, Kalamazoo, MI 49001

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
NEW APPLICATION: YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2016-17):** \$2,000  
**FUNDING AWARDED FY 2016-17:** \$1,500

**3. AMOUNT OF FY 2017-18 REQUEST:** \$2,000

**4. MISSION OF AGENCY:** Goodwill Industries of Southwest Michigan provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Tax Counseling Initiative, Adult Job Training and Placement, Youth Career Development, Employment and Transitional Work Program, Financial Literacy, Literacy Programs, GED Preparation Courses, and operates Southwest Michigan Industrial Services.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Tax Counseling Initiative/VITA program coordination, marketing, and tax preparation services for eleven scheduled tax clinics in Portage.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 281

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 13%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$91.45

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 1.0%

## 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 2016-17):** \$2,500  
**FUNDING AWARDED FY 2016-17:** \$2,500

**3. AMOUNT OF FY 2017-18 REQUEST:** \$2,500

**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 and Suicide Prevention and recovery services.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** 2-1-1/Information and Referral staffing/call center to provide service within two minutes of call time.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 2,883

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 2.8%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$8.34

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 0.23%

**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 2016-17):** \$20,000  
**FUNDING AWARDED FY 2016-17:** \$20,735

**3. AMOUNT OF FY 2017-18 REQUEST:** \$20,735

**4. MISSION OF AGENCY:** 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:** 118

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 10.0%

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

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 1.05%

## HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

**1. NAME/ADDRESS OF ORGANIZATION:** Kalamazoo Literacy Council, 420 E Alcott St, Suite 400, Kalamazoo, MI 49001

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
NEW APPLICATION: YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2016-17):** N/A  
**FUNDING AWARDED FY 2016-17:** N/A

**3. AMOUNT OF FY 2017-18 REQUEST:** \$1,000

**4. MISSION OF AGENCY:** Enhancing the lives of adults by improving their reading, writing, and spelling skills.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Adult literacy tutoring and training, administer programs to advance adult literacy skills throughout the county, coordinate collaboration between adult education agencies, community awareness and education.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Instructional materials and supplies for English as a Second Language (ESL) and Community Literacy Center (CLC) programs

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 25 ESL/9 CLC

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 27.2% for both programs

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$75 for instructional materials and supplies

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 4.4% for both programs

**HUMAN/PUBLIC SERVICE  
APPLICATION SUMMARY FORM**

**1. NAME/ADDRESS OF ORGANIZATION:** Lending Hands of Michigan, Inc., 2403 Helen Avenue,  
Portage, MI 49002

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
NEW APPLICATION: YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2016-17):** \$8,000  
**FUNDING AWARDED FY 2016-17:** \$1,500

**3. AMOUNT OF FY 2017-18 REQUEST:** \$5,000

**4. MISSION OF AGENCY:** Lend out basic home medical equipment for free to anyone in our seven county service area of Southwest Michigan.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Lend medical equipment for free to anyone for up to nine months.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** To support the placement of medical equipment to Portage residents.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 635

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 18.3%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$19.47

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 7.3%

## HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

**1. NAME/ADDRESS OF ORGANIZATION:** Twelve Baskets, 10332 Portage Road, Portage, MI 49002

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
NEW APPLICATION: YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2016-17):** N/A  
**FUNDING AWARDED FY 2016-17:** N/A

**3. AMOUNT OF FY 2017-18 REQUEST:** \$26,000

**4. MISSION OF AGENCY:** To lead the fight against hunger in our community while restoring hope, dignity, and self-respect

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Supply food to residents in need.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Food, supplies, and general operating expenses.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 234 households

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 51.7%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$0.40 per pound of food

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 52%

**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 2016-17):** \$11,130  
**FUNDING AWARDED FY 2016-17:** \$11,685

**3. AMOUNT OF FY 2017-18 REQUEST:** \$11,685

**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:** 10 (SAP) and 37 (DAP)

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 7.5% (SAP) and 3.9% (DAP)

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** Varies but \$1,100 (sexual assault exam and services), \$32 for one night of shelter, and \$75 for one hour of counseling

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 1.35% for both programs



**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 2016-17):** \$98,000  
**FUNDING AWARDED FY 2016-17:** \$82,386

**3. AMOUNT OF FY 2016-17 REQUEST:** \$96,000

**4. MISSION OF AGENCY:** Creating a better community by helping individuals and families in need.

**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:** 7,982

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** Youth Development 100%/unable to track for Community Collaboration/Emergency Assistance

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** Youth Development \$5.06/Community Collaboration \$7.47/Emergency Assistance \$17.08

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 34.6% for both CDBG and General Fund requests

**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 2016-17):** \$34,400  
**FUNDING AWARDED FY 2016-17:** \$41,928

**3. AMOUNT OF FY 2017-18 REQUEST:** \$41,928

**4. MISSION OF AGENCY:** Creating a better community by helping individuals and families in need.

**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, youth recreation scholarship, transportation assistance.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 6,608

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** Emergency Assistance 34.2%/Transportation Assistance and Youth Recreation Scholarships both 100%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$38.17 for Emergency Assistance/\$1.40 for Transportation Assistance/\$21.01 for Youth Recreation Scholarships

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 34.6% for both CDBG and General Fund requests

## 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)	100
Provision of food (e.g., direct food distribution, food bank/pantry, Meals on Wheels)	80
Provision of health and safety services (e.g., emergency services, health care, crisis intervention, etc.)	60
Provision of job training, educational services, transportation, or quality of life enhancements	40
Provision of clothing (e.g. direct, free/low-cost clothing and/or distribution)	20
None of the above	0

2. ACCESSIBILITY OF THE PROGRAM SERVICE TO PORTAGE RESIDENTS  
(QUESTION 11 ON APPLICATION)

0 = 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 are mobile (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 13 ON APPLICATION)

0 = 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. AMOUNT OF OUTREACH EFFORTS  
(QUESTION 15 ON APPLICATION)

5 = Limited Outreach to 25 = Extensive Outreach Efforts to People in Needs

(Select only one that most closely fits)

“Extensive Outreach” can be considered to be: open houses, direct mailing, targeted outreach, presentations, partnerships/networks and other forms of more direct/personal contact with citizens.	Score
Utilizes 10 or more methods of outreach to Portage residents	25
Utilizes 8 methods of outreach to Portage residents	20
Utilizes 6 methods of outreach to Portage residents	15
Utilizes 4 methods of outreach to Portage residents	10
Utilizes 2 method of outreach to Portage residents	5

5. OF PORTAGE RESIDENTS SERVED, ARE MAJORITY ECONOMICALLY OR SOCIALLY DEPRIVED, SENIOR CITIZENS, OR PERSONS WITH DISABILITIES?  
(QUESTION 14 ON APPLICATION)

10 = 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

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

10 = Few to 50 = Many

(Select only one that most closely fits)

“Many” clients served can be considered to be:	Score
Portage clients equals 75-100% of clients served by agency	50
Portage clients equals 50-74% of clients served by agency	40
Portage clients equals 25-49% of clients served by agency	30
Portage clients equals 11-24% of clients served by agency	20
Portage clients equals 1-10% of clients served by agency	10
Portage clients equals >1%	0

*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 6 (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

**2017-18  
Board Member Application Evaluation Summary Form**

**Board Member Name:**

<b>TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATION REQUESTS</b>									
<b>Applicant</b>	<b>Criterion Points</b>								<b>Total Application Score</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		
Catholic Charities									
Goodwill									
Gryphon									
HRI									
Kzoo Lit Council									
Lending Hands									
Twelve Baskets									
YWCA									
PCC									

<b>TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST</b>									
<b>Applicant</b>	<b>Criterion points</b>								<b>Total Application Score</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		
PCC									