



# HUMAN SERVICES BOARD

March 2, 2017

**CITY OF PORTAGE HUMAN SERVICES BOARD**

**A G E N D A**

**Thursday, March 2, 2017  
(6:30pm)**

**Conference Room #1**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES:**

February 2, 2017

**OLD BUSINESS:**

- \* **FY 2017-18 Human/Public Service Funding – Board Recommendation**

**NEW BUSINESS:**

**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 February 2, 2017

**CALL TO ORDER:** 6:34 p.m.

**MEMBERS PRESENT:** Diane Durian (excused), Effie Kokkinos, Ray LaPoint, Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, Sandra Sheppard, Fiorella Spalvieri, Amanda Woodin, Lindy Nebiolo, Youth Representative.

**MEMBERS EXCUSED:** Motion made by Mirza and supported by Morgan to excuse Durian. Motion passed 8-0.

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

**APPROVAL OF MINUTES:** Morgan moved and LaPoint supported approval of the January 19, 2017 minutes. Motion passed 8-0.

**PUBLIC HEARING:**

1. Public Hearing – Community Development Block Grant (CDBG) Program – Overview of Housing and Community Development Needs for Annual Action Plan Update: Maye moved and Mirza supported opening the public hearing at 6:35 p.m. Motion passed 8-0. City staff Money presented the information which included statistics on demographics, homelessness, housing needs, as well as information on the Strategic Plan, FY 2017-18 Annual Action Plan, and prior program year performance (FY 2015-16). The Board had questions on clarification of homeless numbers, housing costs, and trends in housing. Staff clarified that the homeless count included homeless people at that time and would not include persons staying with relatives, that rental costs did not include vouchers, and that while the average median value of a home may seem high, it was, in fact, a decrease from 2009. As no other Board or public comments were received, Maye moved and Spalvieri supported closing the public hearing at 6:52 p.m. Motion passed 8-0.

**NEW BUSINESS:**

1. FY 2017-18 Human/Public Service Review and Options: Kokkinos stated for the record that she has a professional relationship with The Ark and provides therapeutic services by contract, but her relationship with them will not affect her decision making. Woodin opened the conversation by referencing the staff memo and asking the Board for input. Spalvieri asked for clarification on the two funding options provided by staff. Money explained that, as referenced in the memo, the Portage Community Center (PCC) had a decrease in their annual budget for FY 2016-17. Per conversations with PCC, this is temporary and additional funding for FY 2017-18 should be secured. Because PCC is the largest recipient and the major social service provider within the city, a nearly \$5,000 cut to keep city funding at or below 30% of their budget, would have a significant impact on the agency. When asked which services would be impacted, Money referred to the PCC application and indicated that emergency services, youth development, and community collaboration would be three services impacted. The Board had a discussion about the impact of such a significant cut, whether funding problems were a sign of the times or if PCC and other agencies would be able to recover, and how City Council had

previously indicated no more than 30% of PCC's budget should come from city funds. LaPoint discussed the discrepancy in funding between the other high scoring/ranking applicants The Ark, YWCA, and HRI. It was noted that HRI received significantly more than the other two agencies but that all three always scored/ranked about the same – and close to the number one ranked agency, PCC. Gryphon Place also received a disproportionate amount of funding compared to its score/rank. LaPoint also indicated that in previous years, new applicants had received \$1,500 or less, including new agencies that had not yet proven their unique status and impact on the community. LaPoint felt that was also a good amount for Twelve Baskets given that there were a number of other food pantries in the city and community as a whole. Spalvieri asked for a survey as to how the Board felt about the two options as presented by staff with regards to funding PCC. Four Board members and Nebiolo felt option 1 was appropriate, two members felt option 2 was the best option, and two were undecided. Woodin brought up other funding options, including funding new organizations at a higher amount, funding the newer current applicants more as they have proven themselves within the community, and how to award new applicants when they do not score/rank as high as existing applicants. As the city had not yet received a finalized funding amount from HUD, no decision on funding was made with the understanding a final recommendation would be made at the March 2<sup>nd</sup> meeting.

2. Kalamazoo Transit Authority LAC update - Woodin: Woodin indicated the 50<sup>th</sup> Anniversary celebration was February 23<sup>rd</sup> at 4:30 at the 530 North Rose Street office for any who would like to attend.

**STATEMENT OF CITIZENS:** No citizens were present.

**ADJOURNMENT:** Maye moved and Sheppard supported adjournment at 7:40 p.m. Motion passed 8-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Human Services Board

**DATE:** January 27, 2017

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

**SUBJECT:** FY 2017-18 Human/Public Service Review and Options

For FY 2017-18, a total of \$179,056 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 is \$139,330 (0.55% of the General Fund revenue per City Council policy); and
2. The CDBG Program allocation is estimated at \$39,726 (15% of the FY 2017-18 entitlement grant and prior year program income through December 31<sup>st</sup>).

The above human/public services funding compares to \$173,869 available in the current fiscal year, derived from the General Fund (\$131,941) and CDBG Program Fund (\$41,928). The total estimated funding in the upcoming fiscal year represents a \$5,187 increase from FY 2016-17.

Attached are the Human/Public Service Application Summary Forms for each of the nine 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 2016.

Based on well-established practice, review of applications and FY 2017-18 funding options have been prepared based on:

1. The extent to which each application fulfills the revised 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, 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.

Consistent with City Council review of the revised Evaluation Criteria, staff has also reviewed the FY 2017-18 grant applications based on criteria used for FY 2016-17 applications. A comparative table of application scores using both the Evaluation Criteria is attached as information for the Board.

### 1. CDBG Program Fund

One application from the Portage Community Center (PCC) was received in the amount of \$41,928, consistent with the amount available in FY 2016-17. As noted above, \$39,726 is estimated to be available based on the projected FY 2017-18 entitlement grant and program income received through

December 31, 2016 (note: the city has not yet been notified of its FY 2017-18 entitlement grant amount).

The City of Portage CDBG Program has traditionally allocated the maximum 15% permitted toward human/public services per federal regulations. Table 1 shows the PCC funding request, the staff and Human Services Board (HSB) scores and rankings.

Table 1

Agency	Approved FY 16-17 Funding	Funding Requested	Funding Request as Percent of Program Budget	Funding Request as Percent of Funding Available	Evaluation Criteria Ranking/(Score)	
					City Staff	HSB
Portage Community Center	\$41,928	\$41,928	34.6% <sup>1</sup>	77.0% <sup>2</sup>	1 / (245)	1 / (250)

<sup>1</sup> PCC has requested that the CDBG Program and General Fund grant requests be reviewed together as one application. The percent shown includes \$137,928 in CDBG Program fund and General Fund requests combined and is based on the approved FY 2016-17 PCC budget.

<sup>2</sup> The percent shown is based on the total PCC request of \$137,928 and total funding available of \$179,056.

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

## 2. General Fund

Nine agencies submitted applications in the total amount of \$176,220, compared to the total available General Fund allocation of \$139,330. With the exception of the Kalamazoo Literacy Council and Twelve Baskets, all applicants have been previously funded by the city. While there is an increase of funds compared to FY 2016-17, fully funding all 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 and HSB, together with the ranking of the applications.

Table 2

Agency	Approved FY 16-17 Funding	Funding Requested	Funding Request as Percent of Program Budget	Funding Request as Percent of Funding Available	Evaluation Criteria Ranking/(Score)	
					City Staff	HSB
PCC	\$124,314 <sup>1</sup>	\$96,000	34.6% <sup>1</sup>	77.0% <sup>2</sup>	1 / (245)	1 / (250)
Catholic Charities	\$11,635	\$11,300	1.2%	8.1%	2 / (230)	2 / (230)
HRI	\$20,735	\$20,735	1.1%	14.9%	3 / (225)	3 / (225)
YWCA	\$11,685	\$11,685	1.4%	8.4%	3 / (225)	3 / (225)
Gryphon Place	\$2,500	\$2,500	0.2%	1.8%	5 / (220)	6 / (195)
Twelve Baskets	N/A	\$26,000	52.0%	18.7%	6 / (200)	5 / (210)
Lending Hands	\$1,500	\$5,000	7.3%	3.6%	7 / (185)	7 / (185)
Goodwill Industries	\$1,500	\$2,000	1.4%	1.4%	8 / (175)	8 / (170)
Kalamazoo Literacy Council	N/A	\$1,000	4.4%	0.7%	9 / (170)	8 / (170)
<b>Total</b>	<b>\$173,869<sup>2</sup></b>	<b>\$176,220</b>				

<sup>1</sup> PCC has requested that the CDBG Program and General Fund grant requests be reviewed together as one application. The percent shown includes \$137,928 in CDBG Program fund and General Fund requests combined and is based on the approved FY 2016-17 PCC budget.

<sup>2</sup> The percent shown is based on the total PCC request of \$137,928 and total funding available of \$179,056.

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 and prior grantees have met expected accomplishments and have complied with contract requirements. Considerations for funding levels for the upcoming fiscal year include:

- 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 generally met the 30% cap on funding from the city. As PCC has not yet established its budget for FY 2017-18, staff has calculated the 30% funding cap based on the PCC approved FY 2016-17 budget of \$398,506. Consistent with the objective established in FY 2007-08, 30% of the PCC operating budget would limit funding from the city at \$119,552 for FY 2017-18. This would result in a \$4,762 decrease in funding from the current fiscal year grant awarded to PCC. In FY 2015-16, PCC has received a smaller funding increase than other applicants in order to stay under the 30% funding cap. A funding reduction of \$4,762 to PCC is significant, and is much different than a smaller increase in funding, which was accomplished in FY 2015-16. With this in mind, two funding recommendations are provided below. Option 1 funds PCC at the FY 2016-17 level (31.2% of the current budget), with a condition that PCC renew their fund development efforts (e.g. they no longer have a Fund Development position) so that the 30% funding cap can be met in future years. Option 2 limits PCC grant funds at 30% of the current budget, with other grantees receiving additional increases for FY 2017-18. It is acknowledged that Option 2 would negatively impact PCC, which is the top ranked applicant and primary portal to human services within the City of Portage.
- With regard to the new applicants, both provide basic human need services to the community and are worthy of funding. It is noted that Twelve Baskets is the only applicant that has not been in existence for at least five years. As such, criterion 7(A) is used and they are awarded more points for being a new organization and for requesting a funding amount that is a high percent (52%) of their budget. It has been noted by both staff and some Board members that a food pantry is not a unique service, as there are several existing food pantries (including PCC - a designated Loaves & Fishes site) within the community. However, Twelve Baskets is a new organization and the food pantry offers some unique features. While this applicant is recommended for funding, efforts to enhance coordination with other food pantries and agencies is strongly encouraged to reduce duplication of efforts and best leverage limited financial resources within the community.

With regard to the Kalamazoo Literacy Council, the applicant is an existing organization that now has a location in Portage. Educational services and improved literacy skills are essential to breaking the cycle of poverty and improving quality of life, and their services are carefully coordinated with other agencies (such as GED classes). It is recommended the applicant be funded at the requested amount to cover city-required insurance and administrative costs of the grant.

- As noted above, there is an additional \$5,187 of total funding available in FY 2017-18 compared to FY 2016-17. The two new applicants are both recommended for funding and under both Options 1 and 2 below, current grantees (with the exception of PCC due to the 30% funding cap) are recommended to receive increased funding with higher ranked applicants receiving a higher percentage and/or dollar amount increase in funding.

Table 3 shows funding options based on the above, with Option 1 being the staff preferred option.

Table 3

Agency	Approved FY 16-17 Funding	Funding Requested	FY 17-18 Recommended Funding Option 1		FY 17-18 Recommended Funding Option 2	
			Funding	Percent/Dollar Increase	Funding	Percent/Dollar Increase
PCC	\$124,314 <sup>1</sup>	\$137,928 <sup>1</sup>	\$124,314 <sup>2</sup>	100% / \$0	\$119,556 <sup>3</sup>	96% / (\$4,762)
Catholic Charities	\$11,635	\$11,300	\$12,392	107% / \$757	\$13,600	117% / \$1,965
Housing Resources	\$20,735	\$20,735	\$21,400	103% / \$665	\$23,400	113% / \$2,665
YWCA	\$11,685	\$11,685	\$12,200	104% / \$515	\$13,300	114% / \$1,615
Gryphon Place	\$2,500	\$2,500	\$2,700	108% / \$200	\$2,900	116% / \$400
Twelve Baskets	N/A	\$26,000	\$1,800	N/A	\$1,900	N/A
Lending Hands	\$1,500	\$5,000	\$1,700	113% / \$200	\$1,750	116% / \$250
Goodwill Industries	\$1,500	\$2,000	\$1,550	103% / \$50	\$1,650	110% / \$150
Kalamazoo Literacy Council	N/A	\$1,000	\$1,000	N/A	\$1,000	N/A
<b>Total</b>	<b>\$173,869<sup>2</sup></b>	<b>\$218,148</b>	<b>\$179,056</b>		<b>\$179,056</b>	

<sup>1</sup> PCC has requested that the CDBG Program and General Fund grant requests be reviewed together as one application. The percent shown includes \$137,928 in CDBG Program fund and General Fund requests combined and is based on the approved FY 2016-17 PCC budget.

<sup>2</sup> Option 1 provides funding to PCC equal to their total FY 2016-17 grant award, which equals 31.2% of their FY 2016-17 budget.

<sup>3</sup> Option 2 limits funding to 30% of the FY 2016-17 PCC operating budget, consistent with the funding objective established in FY 2007-08.

In summary, of the \$5,187 in additional total funding available in FY 2017-18, \$1,000 is recommended for Kalamazoo Literacy Council, and \$1,800 for Twelve Baskets. PCC is held at FY 2016-17 funding levels, and of the remaining funds, increased funding is recommended for the six other current applicants with higher monetary increases awarded to higher scoring/ranked grantees.

Finally, and in light of the Council Committee of the Whole discussion last summer, another funding option the Board may wish to discuss includes funding long-term grantees at FY 2016-17 amounts (including PCC) and providing additional funding for new and/or newer applicants. This would allow newer applicants additional funds to grow their organizations and help secure additional sources of funding while still funding long-term grantees.

The Board is advised to discuss the above funding options at the February 2<sup>nd</sup> meeting. Further review the FY 2017-18 Human/Public Service Funding applications will be scheduled for March 2, 2017 meeting, when it is anticipated a final figure for the CDBG Fund will be available. Neighborhood Program Specialist Money will be available to assist the Board with any questions that arise regarding this funding review and options analysis.

Attachments: FY 2017-18 vs. FY 2016-17 Evaluation Criteria – Scores of Applicants  
 Evaluation Criteria Form  
 Human/Public Service Application Summary Forms



FY 2017-18 Evaluation Criteria  
Application Scores  
STAFF

HSB	1	2	3	4	5	6	7	Total
ARK	100	20	25	25	25	10	25	230
GOOD	40	25	20	20	25	20	25	175
211*	100	20	25	20	20	10	25	220
HRI	100	20	25	20	25	10	25	225
KLC	40	25	20	20	10	30	25	170
LEND	60	25	25	20	15	20	20	185
12 BSKT	80	25	10	10	10	40	25	200
YWCA	100	20	25	20	25	10	25	225
PCC (GF)	100	25	15	20	25	50	10	245
PCC	100	25	15	20	25	50	10	245

PCC 245  
ARK 230  
HRI 225  
YWCA 225  
211 220  
12BSKT 200  
LH 185  
GOOD 175  
KLC 170

FY 2016-17 Evaluation Criteria  
Application Scores  
STAFF

HSB	1	2	3	4	5	6	7	Total
ARK	50	20	25	25	5	25	25	175
GOOD	20	25	20	20	10	25	25	145
211*	50	20	25	20	5	25	25	170
HRI	50	20	25	25	10	25	25	180
KLC	20	25	20	10	15	25	25	140
LEND	30	25	25	10	15	25	15	145
12 BSKT	40	25	10	15	25	25	25	165
YWCA	50	20	25	25	5	25	25	175
PCC (GF)	50	25	15	25	25	25	15	180
PCC	50	25	15	25	25	25	15	180

PCC 180  
HRI 180  
ARK 175  
YWCA 175  
211 170  
12BSKT 165  
LH 145  
GOOD 145  
KLC 140

**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