



HUMAN SERVICES BOARD

January 7, 2021

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, January 7, 2021

(6:00pm)

Webex Virtual Meeting

Public Phone Line: (844) 854-2222 Access Code 529853#

(To voice a question or comment, press *6 to enter the queue.)

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES:

*December 10, 2020

PRESENTATIONS FROM AGENCIES APPLYING FOR HPS FUNDING*:

- [2021-2022 Human Public Service Applications and Information](#)

OLD BUSINESS:

NEW BUSINESS:

- [Kalamazoo Transit Authority LAC update – Upshaw](#)

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

*Indicates materials transmitted

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – December 10, 2020

CALL TO ORDER: The City of Portage Human Services Board meeting of December 10, 2020 was called to order by Chairperson Spalvieri at 6:05 p.m. Pursuant to the “Remote Attendance Rules for Meetings” and Michigan Governor Whitmer’s Executive Order 2020-42, this meeting was held remotely with board members and staff participating via video/telephone call-in.

MEMBERS PRESENT: Alice Mwanda, Fi Spalvieri, Effie Kokkinos, Tim Henson, Brooke Kolodzieczyk, Barbara Sagara, Cristy Cate, Nadeem Mirza, Stephanie Upshaw, Fayyaz Razi (Youth Advisory Board Representative).

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist, Chris Forth, Deputy Director of Planning and Development.

APPROVAL OF MINUTES: Mwanda moved and Henson supported a motion to approve the November 12, 2020 minutes. Motion passed 9-0.

OLD BUSINESS: Review of HPS Grant Application: Kolodzieczyk reported that the sub-committee of herself, Upshaw and Spalvieri had submitted to staff for consideration a list of 7 proposed changes or modifications to the existing application. The list includes prioritization of items collectively agreed to be the most significant needs, eliminating question #15 on the application and expanding and clarifying items regarding other funding sources, length of time program has been in existence and questions 7a and b. Staff agreed to forward the communication received to the entire Board for discussion and consideration during the review process of current applications and for discussion and potential formal changes to the application at a future meeting.

PUBLIC HEARING FOR FY 2019-20 CDBG CAPER: Deputy Director Forth presented an overview of the FY 2019-20 CDBG Consolidated Annual Performance Evaluation Report (CAPER) summarizing activities completed utilizing CDBG funding within the previous fiscal year. Upshaw moved and Mirza supported motion to open public hearing. Motion passed 9-0. No comments were received. Kolodzieczyk moved and Cate supported motion to close public hearing. Motion passed 9-0.

NEW BUSINESS: Upshaw stated that no new update on Metro Transit activities was available at this time but that services were continuing consistent with the last update received.

STATEMENTS OF CITIZENS: No statements received.

ADJOURNMENT: There being no further discussion to come before the Board, a motion was made by Kokkinos and supported by Mirza to adjourn the meeting at 6:30p.m. Motion was approved 9-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

**FY2021-22 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 2020-21): \$17,000
FUNDING AWARDED FY 2020-21: \$12,000

3. AMOUNT OF FY 2021-22 REQUEST: \$57,000

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 as well as supplemental food assistance to families in need in response to the COVID-19 pandemic

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: 1) Funds will support the general operating expenses (salaries, utilities, rent, supplies, food) for The ARK Shelter as well as staffing for Drop-In and Outreach services provided within the City of Portage 2) Building and utility costs at a central site providing supplemental food assistance to families in need in response to the COVID-19 pandemic.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 365

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 20%

9. AVERAGE COST OF ONE UNIT OF SERVICE: 1) \$396 per day of care 2) \$10.21 per box of food designed to feed a family of 1-3 for four days.

10. FUNDING REQUEST AS PERCENT OF BUDGET: 1) 1.6% 2) 20%

**FY2021-22 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Community Healing Centers 2615 Stadium Drive
Kalamazoo, MI 49008

2. APPLICATION TYPE: GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO: X
MOST RECENT PRIOR YEAR REQUEST (FY 2020-21): \$15,000
FUNDING AWARDED FY 2020-21: \$9,000

3. AMOUNT OF FY 2021-22 REQUEST: \$10,000

4. MISSION OF AGENCY: The Community Healing Centers strives to strengthen our communities by helping adults, children and families heal from the trauma of abuse, addiction, mental health and behavioral health disorders and through effective prevention services.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: Individual counselling and case management services

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Individual counselling and case management services

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: Outpatient 18, Case Mgt. 19

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: Outpatient 24%,
Case Mgt. 31%

9. AVERAGE COST OF ONE UNIT OF SERVICE: Outpatient \$92, Case Mgt. \$82

10. FUNDING REQUEST AS PERCENT OF BUDGET: Outpatient-8%, Case Mgt. 9%

**FY2021-22 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

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

2. APPLICATION TYPE: GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2020-21): \$3,700
FUNDING AWARDED FY 2020-21: \$3,700

3. AMOUNT OF FY 2021-22 REQUEST: \$3,700

4. MISSION OF AGENCY: Gryphon Place connects people and organizations to resolve conflicts and crisis, foster volunteerism and meet community needs.

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: Funds will be used to increase staffing levels at the 2-1-1 Contact Center to provide service 24/7, 365 days/year

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 3,676

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 2.76%

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

10. FUNDING REQUEST AS PERCENT OF BUDGET: 0.34%

**FY2021-22 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 2020-21): \$41,000
FUNDING AWARDED FY 2020-21: \$27,000

3. AMOUNT OF FY 2021-22 REQUEST: \$29,000

4. MISSION OF AGENCY: The assurance of housing for socially or economically vulnerable citizens 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; 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: Homeless Prevention and Homeless Assistance

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 46

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 6.41%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$1,310.44* Homeless Prevention/\$2,860.91Rapid Re-housing

10. FUNDING REQUEST AS PERCENT OF BUDGET: .8%

**FY2021-22 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 2020-21): \$2,750
FUNDING AWARDED FY 2020-21: \$1,000

3. AMOUNT OF FY 2021-22 REQUEST: \$2,750

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: 130 ESL/52 CLC

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 80% for ESL and 79% for CLC

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$100 for instructional materials and supplies

10. FUNDING REQUEST AS PERCENT OF BUDGET: 2.1% for ESL and 21.7% for CLC

**FY2021-22 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 2020-21): \$5,000
FUNDING AWARDED FY 2020-21: \$4,000

3. AMOUNT OF FY 2021-22 REQUEST: \$5,000

4. MISSION OF AGENCY: Lending Hands of Michigan, Inc. is a Michigan based nonprofit organization lending medical, home health and other related equipment, for free for seven months, to all residents of Portage and Kalamazoo County and six other surrounding counties.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: Lend medical equipment for free to anyone for up to seven 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: 741

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 19%

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

10. FUNDING REQUEST AS PERCENT OF BUDGET: 7.9%

**FY2021-22 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

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

2. APPLICATION TYPE: GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2020-21): \$13,000
FUNDING AWARDED FY 2020-21: \$8,300

3. AMOUNT OF FY 2021-22 REQUEST: \$20,000

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: 1) Free food distribution 2) Free clothing distribution

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Free food and clothing distribution at Portage location and free food and clothing distribution and delivery to Colonial Acres

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 4,900

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 55%

9. AVERAGE COST OF ONE UNIT OF SERVICE: 1) \$125 per cart (one per family per visit) 2) \$25 for 15 pieces of clothing (per family)

10. FUNDING REQUEST AS PERCENT OF BUDGET: 1) 14% 2) 100%

**FY2021-22 HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: United Way

2. APPLICATION TYPE: GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: X NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2020-21): \$0
FUNDING AWARDED FY 2020-2021: \$0

3. AMOUNT OF FY 2021-22 REQUEST: \$50,000

4. MISSION OF AGENCY: To provide a vibrant community where all people realize their full potential

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: UWBCKR fulfills its mission through the provision of services and strategies to address challenges in education, financial stability, health management and basic needs for residents of the communities served.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Funds will support the RentAble Program Pilot providing security deposit replacement for program participants.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 50

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 15%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$1,000

10. FUNDING REQUEST AS PERCENT OF BUDGET: 14.9%

**FY2021-22 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 2020-21): \$20,050
FUNDING AWARDED FY 2020-21: \$19,000

3. AMOUNT OF FY 2021-22 REQUEST: \$19,000

4. MISSION OF AGENCY: The YWCA Kalamazoo is dedicated to 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 abuse, advance race and gender equity, and promote maternal and infant health

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 and Human Trafficking Program (HT). The DAP also provides emergency shelter and transitional supportive housing for victims and children.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 25 (SAP) 45 (DAP) 0 (HT)

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 7% (SAP) and 7% (DAP) 0% (HT)

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$139 for one hour of counseling and sexual assault exam/services, \$60 for one night of shelter and \$83.00 for one hour of case management

10. FUNDING REQUEST AS PERCENT OF BUDGET: 1&2) less than 1% 3) 1.5%

**FY2021-22 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 2020-21): \$82,300
FUNDING AWARDED FY 2020-21: \$80,484

3. AMOUNT OF FY 2021-22 REQUEST: \$80,000

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: Youth Development: 127 residents; Emergency Assistance: 2,265 residents; and Community Collaboration: N/A

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: Youth Development: 100%; Emergency Assistance 30.6% and Community Collaboration: N/A

9. AVERAGE COST OF ONE UNIT OF SERVICE: Youth Development: \$56.96; Community Collaboration \$25.14; and Emergency Assistance \$44.12.

10. FUNDING REQUEST AS PERCENT OF BUDGET: 30% of FY 2020-21 operating budget for both CDBG and General Fund Requests Combined

**FY2021-22 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 2020-21): \$38,000
FUNDING AWARDED FY 2020-21: \$44,618

3. AMOUNT OF FY 2021-22 REQUEST: \$40,000

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: Emergency Assistance and Transportation Assistance.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: Emergency Assistance: 2,265; Transportation Assistance: 104

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: Emergency Assistance: 30.6%; Transportation Assistance: 100%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$44.14 for Emergency Assistance; \$2.10 for Transportation Assistance.

10. FUNDING REQUEST AS PERCENT OF BUDGET: 30% of FY 2021-22 operating budget for both CDBG and General Fund Requests Combined