



HUMAN SERVICES BOARD

January 28, 2021

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, January 28, 2021

(6:00 pm)

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:

*January 7, 2020

OLD BUSINESS:

- *Discussion of scoring and ranking of agencies applying for HPS funding - Spalvieri

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 – January 7, 2021

CALL TO ORDER: The City of Portage Human Services Board meeting of January 7, 2021 was called to order by Chairperson Spalvieri at 6:05 p.m. Pursuant to the “Remote Attendance Rules for Meetings”, this meeting was held remotely with board members and staff participating via video/telephone call-in.

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

MEMBERS EXCUSED: Tim Henson, Cristy Cate

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

APPROVAL OF MINUTES: Upshaw moved and Kokkinos supported a motion to approve the December 10, 2020 minutes. Motion passed 7-0.

PRESENTATIONS FROM AGENCIES APPLYING FOR FY 21-22 HPS FUNDING:

Representatives from Gryphon Place (Megan Scott), United Way (Alyssa Stewart/Lee Adams), Lending Hands (Lucinda Stinson), Portage Community Center (Chris Buckley/Allison Thomas), Catholic Charities (Jennifer Dobbins/Toni Newell), YWCA (Sherry Brockway/Lisa Rodriguez/Meagen-Dunn), Housing Resources, Inc. (Jacob Beach), Kalamazoo Literacy Council (Michael Evans), Twelve Baskets (William Steger) and Community Healing Centers (Jennifer Hutchins) provided background information about their respective agencies and described the assistance programs for which they have applied for funding in the upcoming fiscal year. Following each presentation, applicants answered any questions from Board members and provided clarification of data and information contained in their respective applications. Upon conclusion of all presentations, Chair Spalvieri expressed appreciation for the services provided to Portage residents by each agency and thanked all the representatives for their participation. A review of the evaluation and recommendation process going forward was discussed and staff agreed to forward evaluation criteria and scoresheets to the Board via email and to establish an additional Board meeting in February in order to allow Board members sufficient opportunities to discuss scoring and to develop a collective funding recommendation to forward to City Council. Mr. Forth suggested the Board also consider a meeting in late January.

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 and that the next Metro Transit public meeting is scheduled for January 20, 2021.

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 Kolodziejczyk to adjourn the meeting at 8:15 p.m. Motion was approved 7-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

:\COMMDEV\2020-2021 Department Files\Board Files\HSB\Minutes\HSB Minutes 12.10.20.docx

CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: January 25, 2021

FROM: Kelly Peterson, Director of Community Development

SUBJECT: FY 2021-22 Human/Public Service Grant Applications – Information Only

Consistent with established administrative procedures, on November 16, 2020, solicitations for FY 2021-22 Human/Public Service Grant Applications were sent to all current grantees and applicants over the past five years. In addition, regional planning and/or funding organizations were provided information regarding City of Portage funding to distribute to potentially interested organizations. These organizations included the United Way of the Battle Creek and Kalamazoo Region and the Kalamazoo LISC Affordable Housing Partnership. An article also appeared in the December edition of the *Portager* to more broadly notify potential grant applicants.

On December 7, 2020, ten agencies submitted eleven funding requests for the upcoming fiscal year, which are summarized in Table 1 and Table 2. All FY 21-22 grant applicants were funded in FY20-21 with the exception of United Way, which is a new applicant. The combined FY 2021-22 human/public service grant applications total \$316,450 (\$276,450 from the General Fund and \$40,000 from the CDBG Program fund). The table shows the current fiscal year funding request submitted by each agency; the amount awarded to each agency for FY 2020-21 and proposed FY 2021-22 request. The last column on the right, Portage Residents Served, shows how many residents each agency served during the most recently completed two-year periods. It is important to note that the number of residents served by some agencies may have been impacted by the COVID-19 pandemic.

TABLE 1: GENERAL FUND HUMAN/PUBLIC SERVICE APPLICATIONS

Applicant	Program	FY 2021-22 Request	FY 2020-21 Award	FY 2020-21 Request	Portage Residents Served	
					2020	2019
Catholic Charities	The ARK Services for Youth Emergency Relief Food Distribution ¹	\$17,000	\$12,000	\$17,000	1	10
		\$40,000	\$0	\$0	0	0
Community Healing Centers	Psychological Support Services for Youth and Families	\$10,000	\$9,000	\$15,000	8	37
United Way ²	Rental Security Deposit Assistance	\$50,000	\$0	\$0	0	0
Gryphon Place	2-1-1 Information and Referral	\$3,700	\$3,700	\$3,700	3,676	2,648
Housing Resources, Inc.	Housing Stabilization Program	\$29,000	\$27,000	\$41,000	46	58
Kalamazoo Literacy Council	Adult Literacy Programs	\$2,750	\$1,000	\$2,750	182	159
Lending Hands	Medical Equipment Loan Program	\$5,000	\$4,000	\$5,000	741	1,410
Twelve Baskets	Food Pantry for Income Eligible Individuals	\$20,000	\$8,300	\$13,000	4,850	8,624
YWCA	Sexual Assault and Domestic Assault Programs	\$19,000	\$19,000	\$18,000	70	101
Portage Community Center	Youth Development, Community Collaboration, Emergency Services	\$80,000	\$80,484	\$82,300	2,392	9,058
TOTAL		\$276,450.00	\$164,484	\$197,750		

¹ New Program for FY21-22

² New Applicant for FY21-22. United Way expects to serve 50 Portage residents in 2021

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION						
Applicant	Program	FY 2021-22 Request	FY 2020-21 Award	FY 2020-21 Request	Portage Residents Served ¹	
					2020	2019
Portage Community Center	Emergency Assistance, Transportation Assistance, and Youth Recreation scholarships	\$40,000	\$44,618	\$38,000	2,392	9,058

¹ Portage Community Center combines their general fund and CDBG applications into one.

For FY 2021-22, a total of \$216,970 of General Fund and Community Development Block Grant (CDBG) Program funds are estimated to be available for human public service funding from two sources:

1. The General Fund allocation, which is estimated to be \$178,750 (0.65% of the General Fund budget consistent with the level of funding approved in FY 20-21)
2. The CDBG Program allocation, which is estimated to be \$38,220 (maximum of 15% of the estimated FY 2021-22 entitlement grant (\$221,760) and FY 2020-21 program income (\$33,041) received year to date). It is noted that the city has not yet been notified by the U.S. Department of Housing and Urban Development regarding the FY 2021-22 entitlement grant amount. However, an equivalent amount is anticipated in comparison to FY 2020-21 funding.

Board members were previously provided the FY 2021-22 Human/Public Service Funding Applications either in electronic format or in a printed booklet. The booklet contains the completed applications and related documents. All audit and other financial information that have been submitted by the agencies seeking human/public service funding from the City of Portage is also available on the city website at the following link: www.portagemi.gov/180/Human-services-board. Board members have also been provided the approved evaluation criteria for funding applications and score/rank form.

The Board had an opportunity to ask questions of applicants during presentations during the January 7, 2021 Board meeting. Subsequent to the these presentations, applications for funding are to be reviewed based on the extent to which each application fulfills the Human Services Funding Evaluation Criteria, which are: basic human needs, accessibility of services, collaboration of services, amount of outreach. Portage citizens served, and funding capacity and resources. Attached are the individual Evaluation Summary Forms received to date compiled by individual Board member, as well as staff scores. As background information, also attached are the Human/Public Service Application Summary Forms for each of the ten General Fund applications, one CDBG Fund application and the evaluation criteria.

It is recommended that each Board member use the evaluation criteria to review and score the applications prior to the January 28, 2021 meeting. Further review of the applications and evaluation criteria scores will occur at meetings of the Board scheduled for January 28th and February 4th. The City Administration will provide a review of the funding applications and options for discussion at the February 4, 2021 meeting. It is then recommended the Board develop a final recommendation to City Council at a special meeting scheduled for February 18, 2021. Staff will be in attendance during these meetings to assist the Board with this process.

Attachments: Board member and staff Evaluation Summary Form
 Human/Public Service Application Summary Forms
 Evaluation Criteria

Board Member Application Evaluation Summary Form

EFFIE KOKKINOS

Board Member Name: _____

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATION REQUESTS									
Applicant	Criterion Points								Total Application Score
	1	2	3	4	5	6	7(A)	7(B)	
Catholic Charities	60	20	20	15	10	20		25	170
Community Healing Centers	60	25	25	20	25	20		20	195
United Way	100	20	25	15	20	20	15		215
Gryphon Place	60	20	25	15	25	10		25	180
HRI	100	25	25	15	10	20		25	220
KLC	40	20	15	20	10	50		15	170
Lending Hands	60	25	25	10	10	20		20	170
Twelve Baskets	80	25	10	10	25	40		5	195
YWCA	100	20	25	10	25	20		25	225
PCC	100	25	15	20	25	50		5	240

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST									
Applicant	Criterion points								Total Application Score
	1	2	3	4	5	6	7(A)	7(B)	
PCC	100	25	15	20	10	50		5	225

Board Member Application Evaluation Summary Form

Board Member Name: Barbara Sagara

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATION REQUESTS									
Applicant	Criterion Points								Total Application Score
	1	2	3	4	5	6	7(A)	7(B)	
Catholic Charities	20	20	10	25	25	20	15		195
Community Healing Centers	60	20	25	20	25	20		20	190
United Way		20	15	15	20	20	15		
Gryphon Place	60	15	25	20	10	10		25	165
HRI	100	20	25	15	25	20		25	230
KLC	40	20	15	20	10	50		20	185
Lending Hands	60	25	25	10	15	20		20	175
Twelve Baskets	80	25	10	10	25	40		15	205
YWCA	100	20	25	15	25	10		25	220
PCC	100	25	15	20	25	40		20	245

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST									
Applicant	Criterion points								Total Application Score
	1	2	3	4	5	6	7(A)	7(B)	
PCC	80	25	15	20	25	50		10	215

Board Member Application Evaluation Summary Form

Board Member Name: Dr. Spalmer

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATION REQUESTS

Applicant	Criterion Points								Total Application Score
	1	2	3	4	5	6	7(A)	7(B)	
Catholic Charities									
Community Healing Centers	40	20	15	15	25	20			
United Way	?	?	?	15	10	20		15	
Gryphon Place	40	15	25	15	10	10	25		
HRI	100	20	25	15	25	10	25		
KLC	40	20	20	15	10	20	20		
Lending Hands	40	25	25	15	10	20	20		
Twelve Baskets	7000	25	10	15	10	40	15		
YWCA	100	20	25	25	25	10	25	→	
PCC		25	20	25	25	50	15	→	

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST

Applicant	Criterion points								Total Application Score
	1	2	3	4	5	6	7(A)	7(B)	
PCC									

CC - 2 request
 1 is shelter
 1 is for Building
 #394 a day

12B
 15,000
 5,000
 Food Building

Draft

Board Member Application Evaluation Summary Form

Board Member Name: Stephanie Upshaw

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATION REQUESTS									
Applicant	Criterion Points								Total Application Score
	1	2	3	4	5	6	7(A)	7(B)	
Catholic Charities	100	25	25	20	25	20		15	230
Community Healing Centers	60	20	25	20	25	20		20	190
United Way	100	15	25	15	20	20	15		210
Gryphon Place	60	15	25	20	25	10		25	180
HRI	100	25	25	15	25	20		25	235
KLC	40	25	15	20	10	50		20	180
Lending Hands	60	25	25	10	15	20		20	175
Twelve Baskets	80	25	15	15	25	40		15	215
YWCA	100	20	25	20	25	10		25	225
PCC	100	25	15	20	25	50		10	245

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST									
Applicant	Criterion points								Total Application Score
	1	2	3	4	5	6	7(A)	7(B)	
PCC	100	25	15	20	25	50		15	250

FY 2021-22 Evaluation Criteria
Application Scores

STAFF

HSB	1	2	3	4	5	6	7	Total
CC	100	25	25	25	25	10	25	235
CHC	60	20	20	15	25	30	20	190
UW	100	20	20	15	20	20	15	210
Gryphon	60	20	25	20	25	10	25	185
HRI	100	25	25	15	25	10	25	225
KLC	40	25	15	20	10	50	20	180
LH	60	25	25	10	15	20	20	175
TB	80	25	10	10	25	40	15	205
YWCA	100	20	25	15	25	10	25	220
PCC (GF)	100	25	15	20	25	40	15	240
PCC	100	25	15	20	25	40	15	240

Rank

2
7
5
8
3
9
10
6
4
1
1



**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/\$2,860.91 Rapid 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: 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

**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: 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%

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