

We are God's hands providing housing, health and hope to His children.

Administrative Offices 1819 Gull Road  
Kalamazoo MI 49048  
p: 269.381.9800  
f: 269.381.2932  
ccdok.org

November 20, 2023

Attn: Tina Perry  
City of Portage, Community Development  
7900 South Westnedge Ave.  
Portage, MI 49002

Re: FY2024-25 City of Portage Human/Public Services Funding Request

Please find attached the Catholic Charities Diocese of Kalamazoo FY2024-25 City of Portage Human/Public Services grant application, requesting \$18,800 for The Ark Services for Youth and Bread of Life Food programs.

The Ark Services for Youth program is requesting \$17,000 for 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. The Ark Services for youth serves homeless, runaway, in-crisis and precariously housed youth, reunifying them their families (whenever possible) or helping them achieve safe and stable self-sufficiently (when reunification isn't possible).

The Bread of Life Food program is requesting \$1,800 to purchase fresh food boxes from the South Michigan food bank for distribution to Portage residents monthly at the Colonial Acres Manufactured Home Community. The Bread of Life Food Program provides healthy fresh food to families in need in Portage.

We are very appreciative of our past and continued partnership with the City of Portage. Thank you for your time and consideration of our request.

Sincerely,

*Toni Newell*  
Executive Director  
269-381-9800  
[toninewell@ccdok.org](mailto:toninewell@ccdok.org)

### GENERAL INFORMATION

Name of Organization: **Catholic Charities Diocese of Kalamazoo**

Address: **1819 Gull Rd. Kalamazoo, MI 49048**

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: **Jeff Brennan**

Contact Person: **Toni Newell**

Phone #: **269-381-9800** Email: **toninewell@ccdok.org**

Web address: **ccdok.org**

Is this application for HUD CDBG funding or General Fund program? **General Fund**

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes ☐ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

**Catholic Charities has been in existence since 1975 (48 years). The Ark Services for Youth Shelter opened its doors and has been providing services since 1977. The Bread of Life Food Program was established in March 2020 due to the COVID pandemic.**

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

| Total budget (\$)  | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|--------------------|--|
| <b>\$2,544,384</b> | <b>January 1, 2023 – December 31, 2023</b>       |

**GRANT APPLICATION INFORMATION**

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

|    | Name of Program  | Funding amount requested (\$) |
|----|--|-------------------------------|
|    | NOTE: the same program numbers assigned in question #1 carry through to question #5. |                               |
| 1. | The Ark Services for Youth   | \$ 17,000                     |
| 2. | Bread of Life Food Program   | \$ 1,800                      |

2. Please indicate the specific products/services provided with city funds requested:

|    |   |
|----|---|
| 1. | 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. | The requested funds will be used to purchase fresh food boxes from the food bank for distribution to Portage residents monthly at the Colonial Acres Manufactured Home Community.     |

- 2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | The purpose of the Ark Services for Youth is to service homeless, runaway, in-crisis and precariously housed youth, reunifying them their families (whenever possible) or helping them achieve safe and stable self-sufficiently (when reunification isn't possible). |
| 2. | The purpose of the Bread of Life Food Program is to provide healthy fresh food to families in need in Portage.  |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$1,178,586                      | 1 %  |
| 2. | \$181,357                        | 1 %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served                          |  | Total number of Portage residents served   |   | Portage residents served as percent (%) of total clients served |             |
|----|---|--|--|---|---|-------------|
|    | Prior FY  | Upcoming FY                            | Prior FY   | Upcoming FY                               | Prior FY  | Upcoming FY |
| 1. | Jan – Oct 2023<br>51 youth sheltered<br>348 Crisis Calls        | 75 youth sheltered<br>300 crisis calls | Jan – Oct 2023<br>3 youth sheltered<br>14 crisis calls   | 5 youth sheltered<br>18 crisis calls      | 6 %   | 6 %         |
| 2. | Jan – Oct 2023<br>*20,478 boxes (non-perishable and fresh food) | *14,000 Boxes                          | Jan – Oct 2023<br>1,425 boxes (575 boxes non-perishable, 850 boxes fresh food)<br>222 unduplicated individuals | 900 boxes<br>165 unduplicated individuals | 7 %   | 6 %         |

\*Please explain if you are unable to fully track this information: The Bread of Life food program records and tracks the number of food boxes distributed as its primary program data. Total Clients served is also recorded, however because clients may receive food weekly, this number contains duplicates. For purposes of this application, the total number of unduplicated Portage residents was determined, but a total number of unduplicated clients served is not available.



5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

The Ark Services for Youth will be re-introducing its Youth Independent Living (YIL) program in 2024. The YIL program will provide homeless and runaway youth ages 16 to 22 years old with transitional housing and support services to establish sustainable living and wellbeing for themselves (and their children). The program's vision is that youth will be permanently housed in safe and stable setting, have the skills, knowledge, and attitudes to be self-sufficient and sustain their housing, live in a state of well-being with positive concrete and social supports, be economically independent and prevent long term dependency on social services. The agency currently maintains 4 apartment units for this program in Kalamazoo and will be expanding in 2024 in order to offer more transitional housing.

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

The Ark Services for Youth receives funds from diverse sources on an annual basis; all of these funds combine to support the services provided, but no one source provides adequate funding to operate the Ark Services for Youth and provide services 24/7/365 to homeless youth in Portage and across the nine-county service area.

Identified funding sources for the Ark Services for Youth in 2024 include:

- Michigan State Housing Development Authority (MSHDA) Emergency Solutions - \$42,126
- Michigan Department of Health and Human Services Homeless Youth & Runaway Services - \$763,270
- The City of Portage - \$17,000
- The Michigan Department of Education Food Program - \$4,500
- U.S. Department of Health and Human Services Basic Center Program Grant - \$200,000
- Funding from various United Ways across the region - \$75,000
- Individual, Corporate, Foundation and Business Contributions

The Bread of Life Food Program received various funding streams during and after the COVID pandemic that have since become unavailable. The program has focused on reducing its expenses for food costs through increased store rescue partnerships and have received over \$12,000 in donated food this year alone. In addition, we partner with many local parishes and schools who hold food drives for the program.

Requested/expected funding sources for the Bread of Life Food Program for 2024 include:

- The City of Portage - \$1,800
- Emergency Food and Shelter Program Funds - \$7,600
- Individual, Corporate, and Business Contributions and in-kind donations

Please see the draft 2024 budgets (attached) for more information.

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:

Catholic Charities does not provide employment or job training, but we support and refer out for these services when identified in a client's person-centered plan supported through our case management services. For educational support, Catholic Charities partners with Job Corps, Youth Opportunities Unlimited Momentum Employment Initiative, Michigan Works!, Wheels to Work, The Urban Alliance, Michigan Youth Challenge Academy.

- Provision of Transportation:

The Ark Shelter Outreach team will travel to any homeless or in-crisis youth to perform an intake evaluation. If the youth is admitted to the Ark Shelter, staff may provide transportation to the shelter with parental consent.

The Bread of Life Food Program aims to reduce barriers to food caused by transportation and offers delivery options for clients who lack transportation. All Portage residents currently receiving food are being provided delivery services. Monthly fresh food distributions occur in Portage at Colonial Acres Manufactured Home Park to eliminate the need for transportation to access our supplemental food.

- Provision of Budgeting & Financial Assistance:

Catholic Charities does not currently provide budgeting assistance, but we support and refer out for these services when identified in a client's person-centered plan. Financial assistance is offered for utilities through our Home Heating assistance program and aid in applying for Michigan Energy Assistance program is offered at out Catholic Community Center location.

- Provision of Disabled and Elderly Support Services:

Catholic Charities partners with the following organizations to support Disabled clients: The Disability Network, Community Mental Health Agencies, and the Michigan Department of Health & Human Services. We also offer monthly group support sessions for person with disabilities and their caregivers.

- Provision of Mental, Health & Medical Services:

Catholic Charities offers counseling through our Bridges Mental Health Counseling program. We provide mental health counseling to anyone regardless of insurance. We also refer clients to the following partners when the need of client is better addressed through another organization: Community Mental Health, and Integrated Services of Kalamazoo, Family and Children's Services. Catholic Charities partners with Borgess at Woodbridge to provide physicals to the youth housed at the Ark Shelter. We also refer to Bronson Methodist Hospital and Ascension Borgess Hospital when required.

- Provision of Education & Life Skills Training:

For educational support, Catholic Charities partners with many entities including: McKinney Vento Liaison, Intermediate School Districts, Local schools: Comstock Compass, Covenant Academy, Phoenix HS, Portage Community HS, Youth Opportunities Unlimited, Plainwell HS, Renaissance High School, Kinexus-The Bridge Academy, Michigan Youth Challenge Academy, Michigan Career and Technical Institute, STAR Program, and KRESA. For employment support and/or job training, we partner with: Job Corps, Youth Opportunities Unlimited Momentum Employment Initiative, Michigan Works!, Wheels to Work, The Urban Alliance, and Michigan Youth Challenge Academy.

• Provision of Role Models & Everyday Support Services:

Catholic Charities employs a dedicated, compassionate, educated, and diverse staff to support our clients through 24/7 care at the Ark Shelter, case management service, mental health counselors, reception and support staff and leadership team. All these members contribute to supporting our services and acting as role models for our clients and the community.

• Encouraging People to Give Back, volunteer and mentor others:

Catholic Charities maintains a donor base of thousands of community members in our 9-county area who financially support our work and mission, giving back to the people in need. We maintain a very active volunteer group of 150 individuals who are managed by our staff volunteer coordinator. Our Bread of Life Food program utilizes the largest number of volunteers in our agency and our main distribution site is in the City of Portage, providing the community with the opportunity to support others where they live. We currently have 40 volunteers with a City of Portage address.

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

☒ Services located in Portage.

☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)

(explain): Staff offer community, school, and home-based services to youth in crisis as needed. The program conducts drop-ins within Kalamazoo. The Bread of Life Food Program provides food bi-weekly to Portage residents in need, including drive through or delivery service as required. Fresh food distribution, a partnership with the South Michigan Food Bank, is also performed monthly at Colonial Acres Manufactured Home Park in Portage and with the Kalamazoo Parks and Recreation Department at Mayors Riverfront Park which is attended by Portage residents.

☒ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.

☒ 24-hour phone hot line

☒ Services available/accessible via public bus routes and/or transportation by an agency

☒ Other (explain): After conducting in-home/community-based assessment, transportation is offered to youth for access to the Ark Shelter.

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

Ark Services for Youth is the sole provider of shelter for homeless and runaway youth homeless in Portage and Kalamazoo County and across the nine-county region we serve. The main goal of the Ark Shelter is to exit youth to safe and stable housing, reuniting them with their family when possible and supporting long-term housing solutions. Catholic Charities is a member of the Kalamazoo County Continuum of Care's (CoC). We communicate and collaborate with the following agencies through this service coordination group: Kalamazoo Community Foundation, Michigan Works! Southwest, OutFront Kalamazoo, Open Doors Kalamazoo, Kalamazoo Defender, Legal Aid of Western Michigan, Integrated Services of Kalamazoo, Ministry with Community, Kalamazoo Gospel Ministries, Ministry with Community, City of Kalamazoo, Southcentral MI Planning Council/Upjohn Institute, YWCA Kalamazoo, Housing Resources, Inc., Kalamazoo Public Schools, Kalamazoo City Commissioner, Department of Health and Human Services, Kalamazoo County Government, and Local Initiatives Support Corporation (LISC). The CoC's mission is to convene partners to improve communication and services, advocate for equitable solutions to end homelessness, and leverage state, local and federal resources to implement a county-wide Plan to End Homelessness.

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10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation

☒ Low Income (80% or below of area median income) and/or senior citizens

☒ Client is vulnerable or at risk of one of the above

☒ Client is in need of services

☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

- b. Describe how City of Portage residents learn about your program/service(s)?

The Ark Services for Youth has two full time dedicated Outreach Case Managers who work to reach residents about our services and engage more youth directly where they are when they need assistance. Outreach Staff visit local schools and youth-serving organizations, hosting drop-in centers and providing residents and youth information about the program, eligibility requirements, and contact information. Our staff also attend community collaborative meetings, Continuum of Care meetings, community-based events, and participate in a variety of activities.

The agency uses social media, websites, printed publications, and video media to communicate about the program to the community-at-large including eligibility requirements, contact information, outreach events, and volunteer and donation opportunities. One of the most common sources of program referrals is program clients, who refer friends and peers to the program.

Staff respond to initial requests for assistance (crisis intervention, referrals, and general services) received through e-mail, a "contact us" form on our website, text messages, and social media regularly. Youth are also given useful and practical items like bracelets, wallets, carabineers, and water bottles during on-street outreach and at community events. Each item has our contact information on it, including our website and phone number.

Our outreach efforts educate the general community utilizing program posters, fliers, and brochures which are given out at a variety of community locations. In 2023, our Outreach team connected with the following Kalamazoo County/Portage community groups/organizations:

January 2023 - Jan van Schaik - Kalamazoo Coalition for the Unhoused, Youth for Christ, Kalamazoo Coalition for the Unhoused, Community Warming Shelter

February 2023 - Kiwanis West Side Kalamazoo, Boys and Girls Club (Hillside Location)

March 2023 - YWCA, Outfront, Laird Walker - Intensive Learning Center, Portage Public Library, Kalamazoo Public Library, Rida Jones - Comstock High, Kiwanis Kalamazoo, Hillside Middle School, Hackett Catholic Prep, Kalamazoo Coalition for the

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Unhoused, Oliva- Boys and Girls Club- Kalamazoo, Loy Norrix HS, Kiwanis West Side Kalamazoo

April 2023 - Kids in Tune - Woods Lake Elementary, Intensive Learning Center, Red Roof Inn, Baymont Hotel, WMU

May 2023 - Intensive Learning Center, Hillside Middle School, The Point Community Center, Helping Our Neighbors - Phone Ministry Project, Outfront, KRESA ILC, Advocacy Services for Kids

June 2023 - Kalamazoo Pride, KPS Summer School Administrator - Vicky Leatherman, Community Services Charity Director - Tammy Taylor, Lilac Hills Apartments, Lodge House, Integrated Services Kalamazoo, Steps to Victory, 4Dad, Healthy Babies Healthy Start, Big Brothers Big Sisters of SWMI, Community Healing Center, Open Door Shelter

July 2023 - Kalamazoo Coalition for the Unhoused, ISK Mental Health Urgent Care, OutFront Kalamazoo, Volunteers of America - MI

August 2023 - Kalamazoo Youth Fair, Kalamazoo Coalition for the Unhoused Resource Event, Edison Neighborhood Association - Back to School Clothing Swap

September 2023 - DHS Provider Resource Fair, Out of Darkness Suicide Prevention Walk, Intensive Learning Center - Katie Elms, Burrell AFC Back to School Bash, KDPS Station 6, Loy Norrix High School, YMCA of Greater Kalamazoo, Boys and Girls Club, Gryphon Place Suicide walk

October 2023 - Ark Clothing Giveaway, Legal Aid Open House, Kalamazoo County Project Connect, Kids in Tune - Lexi Terrain, Project Connect, Intensive Learning Center

The Bread of Life Food Program outreach includes publicity via our website and Facebook, is listed as a resource via 211, printed flyers, and word of mouth from our current clients. The program partners with many local churches/organizations to distribute food and coordinate food drives. One of these partnerships has been with the Colonial Acres Manufacture homes neighborhood in the City of Portage, where we deliver and distribute fresh food monthly to the neighborhood.

The agency continues to utilize video media outreach techniques through Facebook, YouTube and Snapchat. Short audio/visual videos that summarize the services and provide contact information target our service area and population and have proven to be extremely successful in awareness and outreach, reaching thousands.

The agency is affiliated with the local Catholic Diocese and over 50 church organizations, who distribute weekly informational bulletins and email newsletters to over 100,000 individuals. Ark Services and Bread of Life program information and events are posted in these communications to build public awareness and outreach throughout our service area.

Please find attached Outreach material for both programs and the agency.

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

Catholic Charities has dedicated significant energy and resources to the establishment and strengthening of our services over the past 48 years. The agency is committed to assisting homeless and runaway youth and youth in crisis and continues to work with partners to create a sustainable continuum of services for these youth. The agency receives funding at the Federal and State level for these programs based on our long term commitment and experience in this space and we have seen a renewed focus on youth homelessness from lawmakers for 2024. We are the only provider of these important services is Southwest Michigan and The Ark is committed to long-term and sustainable growth in a manner that is responsive to community and youth need. We are grateful to the City of Portage for their continued support of the Ark Services program.

The Bread of Life Food program continues to see an increase in food insecurity in our area. There are more families that need food, increasing food costs and an unstable supply chain. While our program was intended to fill an immediate need in our community at the onset of the pandemic, we adopted the program permanently due to the need. In response to the decreased funding availability and increase in food costs we have more greatly utilized store food rescue and donation drives but have also had to decrease our frequency of distribution. With the support of City of Portage, we would like to use this requested funding to continue to serve fresh food to the Colonial Acres Manufactured Home community each month.

13. As a result of receiving city funding, are you able to secure other funding for your program/services?

Catholic Charities has been awarded diverse state and federal grants which support programming and services through the Ark Services for Youth – each of these grants requires a demonstration of local support. If funded at the requested level, this gives the agency the potential to secure funding from other sources.

The Bread of Life Food Program currently utilizes federal Emergency Food and Shelter Funding to help support the service. We are also pursuing other public and private funding sources that are encouraged and more likely to contribute knowing there is committed local city funds.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

Mail/deliver applications (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract."

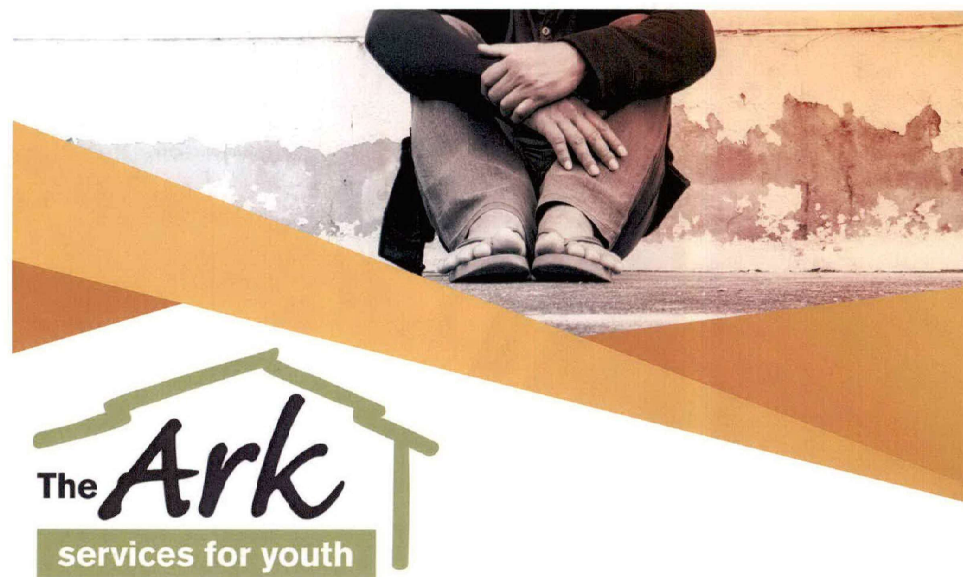
**AUTHORIZED SIGNATURE:** I hereby verify that the information presented above is correct to the best of my knowledge.

|   |                           |                   |
|---|---------------------------|-------------------|
| <b>Toni Newell</b>  | <b>Executive Director</b> | <u>11/22/2023</u> |
| <b>Name (print or type)</b>   | <b>Title</b>              | <b>Date</b>       |
|  |                           |                   |
| <b>Signature</b>  |                           |                   |

| CCDOK 12 Month<br>Operating Budget - ARK Shelter | ARK Program      | City of Portage<br>(Estimate) | Total ARK Budget |
|--|------------------|-------------------------------|------------------|
| <b>INCOME:</b>                                   |                  |                               |                  |
| HHS - BCP  | 200,000          | -                             | 200,000          |
| Volunteer/Intern Time (@ IRS Rate)               | 8,994            | -                             | 8,994            |
| Contributions and In-Kind Support                | 13,231           | -                             | 13,231           |
| City of Portage Human Services Grant             | -                | 17,000                        | 17,000           |
| Emergency Solutions Grant:                       | 42,126           | -                             | 42,126           |
| State of MI DHS/RHY Funding                      | 763,270          | -                             | 763,270          |
| Michigan Dept. of Ed. Food Program               | 4,500            | -                             | 4,500            |
| United Way                                       | 75,000           | -                             | 75,000           |
| Other Services, Admin, Fundraising               | 42,793           | -                             | 42,793           |
| <b>TOTAL INCOME:</b>                             | <b>1,149,914</b> | <b>17,000</b>                 | <b>1,166,914</b> |
| <b>EXPENSES:</b>                                 |                  |                               |                  |
| Personnel  | 744,471          | 12,000                        | 756,471          |
| Fringe Benefits                                  | 158,135          | 3,360                         | 161,495          |
| Professional Services                            | 159,902          | -                             | 159,902          |
| Supplies   | 14,596           | 1,640                         | 16,236           |
| Phone, Cell Phones & Internet                    | 14,632           | -                             | 14,632           |
| Bldg. Ins., Rent, Utilities, Maintenance         | 43,684           | -                             | 43,684           |
| Postage and Printing                             | 6,506            | -                             | 6,506            |
| Local Transportation                             | 9,692            | -                             | 9,692            |
| Personal Liability & Property Ins.               | 5,670            | -                             | 5,670            |
| Other & Administrative Costs                     | 4,298            | -                             | 4,298            |
| <b>TOTAL EXPENSES:</b>                           | <b>1,161,586</b> | <b>17,000</b>                 | <b>1,178,586</b> |



| CCDOK 12 Month Operating Budget - Bread of Life (BOL) Program | BOL Program    | City of Portage (Estimate) | Total BOL Budget |
|---|----------------|----------------------------|------------------|
| <b>INCOME:</b>  |                |                            |                  |
| Emergency Food and Shelter Program (EFSP)                     | 7,600          | -                          | 7,600            |
| Rice Bowl Grant   | 2,400          | -                          | 2,400            |
| Contributions and In-Kind Support                             | 25,000         | -                          | 25,000           |
| City of Portage Human Services Grant                          | -              | 1,800                      | 1,800            |
| Other Services, Admin, Fundraising                            | -              | -                          | -                |
| <b>TOTAL INCOME:</b>  | <b>35,000</b>  | <b>1,800</b>               | <b>36,800</b>    |
| <b>EXPENSES:</b>  |                |                            |                  |
| Personnel   | 50,669         | -                          | 50,669           |
| Fringe Benefits   | 11,388         | -                          | 11,388           |
| Professional Services   | 9,851          | -                          | 9,851            |
| Supplies  | 25,108         | -                          | 25,108           |
| Phone, Cell Phones & Internet                                 | 1,299          | -                          | 1,299            |
| Bldg. Ins., Rent, Utilities, Maintenance                      | 11,226         | -                          | 11,226           |
| Postage and Printing  | 176            | -                          | 176              |
| Agency Vehicle Expense  | 11,076         | -                          | 11,076           |
| Conferences/Training  | -              | -                          | -                |
| Client Assistance   | 58,200         | 1,800                      | 60,000           |
| Other & Administrative Costs                                  | 565            | -                          | 565              |
| <b>TOTAL EXPENSES:</b>  | <b>179,558</b> | <b>1,800</b>               | <b>181,358</b>   |



**Have you run away from home? Are you couch hopping or living in your car? Is your family struggling to meet basic needs? We offer 24-hour shelter & support to youth aged 10-17.**

269-343-8765  
990 W. Kilgore Rd. Kalamazoo, MI 49008

#### Information

- Up to 21 days stay
- Crisis Management
- Open to all religions & orientations
- Facilitates school attendance
- Access to basic needs
- Family engagement
- After care services
- Counseling

MORE INFO AT  
[WWW.CCDOK.ORG](http://WWW.CCDOK.ORG)





Weekly supplemental food with drive-thru and delivery options available by location. There are no financial restrictions and food is available to anyone regardless of gender, race/ethnicity, economic standing, or religious beliefs.

Food allergy notice: please be advised that food contained within this package may contain these ingredients: milk, eggs, wheat, soybean, peanuts, tree nuts, fish, and shellfish. Local food banks, where we receive most of our product, distribute some items after the "best buy" date on the package. The food is still safe to eat, however may not be at peak quality.

**Monthly Fresh Food Deliveries at the following locations:**

Colonial Acres  
5374 E. Deadwood Dr, Portage

Mayor's Riverfront Park  
251 Mills St, Kalamazoo

St. Jerome's Catholic Church  
229 Collier Ave, Battle Creek

For distribution dates visit  
<https://ccdok.org/bread-of-life/>

or use QR code



Call or text today for more information  
(269) 910-3578



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Weekly supplemental food with drive-thru and delivery options available by location. There are no financial restrictions and food is available to anyone regardless of gender, race/ethnicity, economic standing, or religious beliefs.

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**Monthly Fresh Food Deliveries at the following locations:**

Colonial Acres  
5374 E. Deadwood Dr, Portage

Mayor's Riverfront Park  
251 Mills St, Kalamazoo

St. Jerome's Catholic Church  
229 Collier Ave, Battle Creek

For distribution dates visit  
<https://ccdok.org/bread-of-life/>

or use QR code



Call or text today for more information  
(269) 910-3578



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(269) 910-3578



Along with the **Bread of Life Food Distribution Program**, Catholic Charities has other services designed to assist those in need and to support our mission:  
*"We are God's hands providing housing, health and hope to His children"*

**Bridges Mental Health Counseling**  
provides counseling to all regardless of insurance coverage.

**Caring Network**  
serves pregnant and parenting teens, women and their families offering personalized case management, referrals, material support, free pregnancy tests, parenting and pregnancy education classes and limited transitional housing.

**Ark Services for Youth**  
provides a variety of services to runaway and homeless youth in crisis as well as their families. They are tailored to meet the needs of each youth and family.

**Immigration Assistance**  
provides the indigent immigrant population with low-cost, competent legal representation in their immigration matters.

For more information about Catholic Charities and services we provide, please contact (269) 381-9800 or visit our website at [www.ccdok.org](http://www.ccdok.org)



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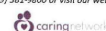
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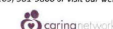
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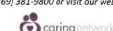
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**CONTACT INFORMATION 2023  
CFS BOARD OF DIRECTORS/BISHOP/EXECUTIVE DIRECTOR**

| Name   | Business  | Home   |
|--|---|--|
| <b>Jeff Brennan</b><br>President<br>Elected 1/23<br>Member Since: 7/19                 | Retired   | 7583 Hidden Cove Place<br>Kalamazoo, MI 49009<br>T: 269-372-1574<br>Cell: 269-719-6030<br><a href="mailto:jeffreymarkbrennan@gmail.com">jeffreymarkbrennan@gmail.com</a> |
| <b>Sr. Janet Fleischhacker</b><br>Vice President<br>Elected 1/23<br>Member Since: 7/22 | Retired   | 3604 Cooper Ct., Apt. 16<br>Kalamazoo, MI 49004<br>T: 269-370-7173<br><a href="mailto:jfleischhacker@csi-joseph.org">jfleischhacker@csi-joseph.org</a>                   |
| <b>Deborah Harris</b><br>Secretary<br>Elected 1/23<br>Member Since: 7/22               | Tri-Found<br>107 W. Michigan Ave., Unit 1, Kalamazoo, MI 49009  | 43482 Lynnwood Ct<br>Canton, MI 48187-4902<br>Cell: 269-355-3802<br><a href="mailto:dharris@trifound.com">dharris@trifound.com</a>                                       |
| <b>Barbara Crock</b><br>Treasurer<br>Elected 1/23<br>Member Since: 7/22                | Crock Leadership Associates LLC<br>10148 West L Avenue, Kalamazoo, MI 49009   | 10148 West L Avenue<br>Kalamazoo, MI 49009<br>Cell: 773-503-9500<br><a href="mailto:Barbara_crock@hotmail.com">Barbara_crock@hotmail.com</a>                             |
| <b>Christina Dorett</b><br>Board Member<br>Member Since: 05/16                         | Shareholder Advocate Manager<br>Seventh Generation Interfaith Coalition for Responsible<br>Corporate Investment<br>930 W. State Street<br>Milwaukee, WI 53233   | 6130 W. Sherman Lake Drive<br>Augusta, MI 49012<br>T: 269-457-0075<br>Cell: 269-753-5835<br><a href="mailto:csdorett@gmail.com">csdorett@gmail.com</a>                   |
| <b>David M. Scott</b><br>Board Member<br>Member Since: 11/12                           | Plaza Corp<br>200 W. Michigan Ave., Ste 201, Kalamazoo MI 49007<br>T: 269-383-5775 <a href="mailto:dscott@plazacorp.com">dscott@plazacorp.com</a>   | 332 Highland Circle<br>Plainwell, MI 49080<br>T: 269-664-4028<br>Cell: 269-207-4352  |
| <b>Dr. Michael Redinger</b><br>Board Member<br>Member Since: 11/20                     | Psychiatrist / Medical Ethicist<br>Western Michigan University / Homer Stryker M.D.<br>School of Medicine<br>1000 Oakland Dr, Kalamazoo, MI 49008<br>T: 269-337-4492 <a href="mailto:mredinge@gmail.com">mredinge@gmail.com</a> | 7355 Brindle Trail<br>Kalamazoo, MI 49009  |
| <b>Elizabeth Candido</b><br>Board Member<br>Member Since: 7/22                         | Kalamazoo College<br>1200 Academy St., Kalamazoo MI 49006<br>T: 269-337-7361  | 6216 Old Log Trl<br>Kalamazoo, MI 49009<br>Cell: 614-537-3560<br><a href="mailto:ecandido@kzo.edu">ecandido@kzo.edu</a>  |
| <b>Mary Frances Ross</b><br>Board Member<br>Member Since: 7/22                         | Retired   | 4817 Weston Ave.,<br>Kalamazoo, MI 49006<br>Cell: 269-303-4831<br><a href="mailto:mfross50@gmail.com">mfross50@gmail.com</a>   |
| <b>Michael A. Fielbrandt</b><br>Board Member<br>Member Since: 3/22                     | Retired   | 980 Pinnacle Ct.<br>Plainwell, MI 49080<br>269-870-5636<br><a href="mailto:mfielbrandt@icloud.com">mfielbrandt@icloud.com</a>  |
| <b>Bp Edward M. Lohse</b><br>Corporate Member  | Diocese of Kalamazoo Pastoral Center<br>215 N Westnedge Ave, Kalamazoo, MI 49007-3760<br>T: 269-349-8714 Fax: 269-349-6640  |  |
| <b>Executive Director<br/>Toni Newell</b>  | 1819 Gull Rd<br>Kalamazoo, MI 49048<br>T: 269-381-9800 ext 224 Fax: 269-381-2932<br>M: 269-910-3390 <a href="mailto:toninewell@ccdok.org">toninewell@ccdok.org</a>  | 414 Quaker Street, Unit 5<br>South Haven, MI 49090<br>616-490-0453   |

## Community Healing Centers

**The Elizabeth Upjohn  
Community Healing Center**  
2615 Stadium Drive  
Kalamazoo, MI 49008  
269-343-1651  
Fax: 269-382-7078

**Gilmore Community  
Healing Center**  
1910 Shaffer Street  
Kalamazoo, MI 49048  
269-382-9820  
Fax: 269-345-7190

**Community Healing Center  
Carol's Hope**  
4032 South M-139  
St. Joseph, MI 49085  
269-556-1526  
Fax: 269-556-1528



November 25, 2023

City Of Portage, Community Development  
Attn: Tina Perry  
7900 South Westnedge  
Portage MI 49002

Dear Ms. Perry,

Community Healing Centers has completed a funding application for our Childrens Early Intervention Program. We are requesting \$10,000 to fund the work of our case managers in providing mental health services to children and their families in Portage.

Thank you for supporting efforts to improve the lives of Portage residents.

Sincerely,

Mike Pioch  
COO, Community Healing Centers

11/20/2023

### GENERAL INFORMATION

Name of Organization: Community Healing Centers

Address: 2615 Stadium, Kalamazoo MI 49008

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: Lori Foor

Contact Person: Mike Pioch

Phone #269-343-1651 Email: mpioch@chcmi.org

Web address: www.communityhealingcenter.org

Is this application for HUD CDBG funding or General Fund program? General Fund

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes ☐ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☐ Yes ☐ No

### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence: The agency was created in 1971. The Homebased Program has existed since 1994.

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$7,924,665.00    | October 1, 2023 to September 30, 2024            |

### GRANT APPLICATION INFORMATION

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

| Name of Program  | Funding amount requested (\$) |
|--|-------------------------------|
| NOTE: the same program numbers assigned in question #1 carry through to question #5. |                               |
| 1. Childrens Early Intervention Program  | \$10,000                      |
| 2.   | \$                            |
| 3.   | \$                            |
| 4.   | \$                            |
| 5.   | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |   |
|----|---|
| 1. | The funds will help pay for case management services for children and their families. |
| 2. |   |
| 3. |   |
| 4. |   |
| 5. |   |

2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | Our purpose is to provide intensive home based therapy to children and their families |
| 2. |   |
| 3. |   |
| 4. |   |
| 5. |   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$396,118                        | 2.5 %                                      |
| 2. | \$                               | %  |
| 3. | \$                               | %  |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | 68                                     | 75          | 7  | 10          | 11%   | 13%         |
| 2. |  |             |  |             | %   | %           |
| 3. |  |             |  |             | %   | %           |
| 4. |  |             |  |             | %   | %           |
| 5. |  |             |  |             | %   | %           |

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

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents? Improved mental health and well being adds stability to families. Reducing stress and crisis that can develop when struggling with mental health issues impacts the ability to maintain stable housing. With these services we act as a link to other services such as financial literacy, education and job training, tenant and landlord rights and personal skill development.

6. For the programs to be funded, please list other significant sources of funds expected or requested, including specific information (agency name, amount requested and purpose):  
Integrated Services of Kalamazoo 88% United Way 3%, Donations/Endowment 6%

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:
- Provision of Transportation:
- Provision of Budgeting & Financial Assistance:
- Provision of Disabled and Elderly Support Services:
- Provision of Mental, Health & Medical Services: We will provide mental health services to children and their families to stabilize their school and community relationships. We will link families with other community resources to assist them in improving their home environment.
- Provision of Education & Life Skills Training: Case Management services assess the needs of the family as a whole. We will link them with other resources to improve resilience, problem solving, critical thinking, self management and other areas that will improve long term stability.
- Provision of Role Models & Everyday Support Services:
- Encouraging People to Give Back, volunteer and mentor others:

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

- ☐ Services located in Portage.
- ☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
(explain): We provide services to the client and family at their home or other community location such as a school.
- ☒ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.
- ☐ 24-hour phone hot line
- ☐ Services available/accessible via public bus routes and/or transportation by an agency
- ☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate

services that work toward the goal of long-term housing: Families are surveyed in the areas they need help with including housing. We will help locate resources they need in the community. We are a member of a number of consortium groups that share resources and referrals.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☐ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation
- ☐ Low Income (80% or below of area median income) and/or senior citizens
- ☒ Client is vulnerable or at risk of one of the above
- ☐ Client is in need of services
- ☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)? We collaborate with other programs such as Early On and Great Start. We provide information to schools and other referral agencies in the community.
- b. Describe how City of Portage residents learn about your program/service(s)? We get referrals from ISK or other agencies working with kids and families in the area.

12. Please describe the anticipated long-term sustainability of the programs for which funding is requested: We have been funded by ISK for over 25 years. We have a good relationship with area foundations and hold successful fundraisers.

13. As a result of receiving city funding, are you able to secure other funding for your program/services? These funds are not a match but will assist us in funding the program.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.


**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for

all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.  
<https://www.portageni.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

“The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract.”

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


|  |                                |                 |
|--|--------------------------------|-----------------|
| <u>Mike Pisch</u>  | <u>Chief Operating Officer</u> | <u>11-26-23</u> |
| Name (print or type)   | Title                          | Date            |
| <u>X</u>  |                                |                 |
| Signature  |                                |                 |

The application form is available on the city website. Applicants may use the *FY2024-25 Human Services Funding Grant Application* form available on our website at: <http://www.portageni.gov/documentcenter/view/450>. Electronic applications will not be accepted. You may mail or deliver applications and supporting documents to be received not later than Wednesday, November 29, 2023 at 12:00 p.m. to:

Attention: Tina Perry  
City of Portage, Community Development  
7900 South Westnedge Avenue  
Portage, Michigan 49002

If an agency plans to submit an application, please complete and sign the application, attach the required documents, and include a cover letter summarizing the funding request, amount, and the proposed service to be delivered.

If you have any questions regarding the application process or need additional information, please do not hesitate to contact Tina Perry, Neighborhood & Housing Specialist, at (269) 324-9280 or 269-329-4477. Thank you for your assistance.



### INFANT AND EARLY CHILDHOOD MENTAL HEALTH SERVICES

For parents and caregivers with infants and young children ages 0-6, infants and young children need nurturing, and caregivers provide that. We know that sometimes, taking care of infants and young children can be difficult work. This program provides intensive home-based therapy to families in Kalamazoo County. Infant and Early Childhood Mental Health (IECMH) services are provided weekly in the home, school and/or community.


IECMH services are provided weekly in the home, school and/or community.

**ELIGIBILITY**

To be eligible for IECMH services, the child must live in Kalamazoo County and meet medical necessity for home-based mental health services as determined by Integrated Services of Kalamazoo (ISK).

**ISK PHONE NUMBER**  
(269) 553-7120

SUPPORT THAT MEETS THE UNIQUE AND INDIVIDUAL NEEDS OF YOUR FAMILY



### SERVICES WILL HELP TO

- Establish a trusting and nurturing parent-child relationship
- Provide support and interventions for children exhibiting behavioral and emotional concerns
- Monitor and bolster healthy and expected developmental achievement
- Support parents and families in managing the impact of adverse life experiences
- Connect to community resources to help meet the entire family's needs

**REACH US, WE'RE HERE, WE CARE**

If you would like more information about the Infant and Early Childhood Mental Health services, please call (269) 343-1651 or email [info@chemi.org](mailto:info@chemi.org)

2615 Stadium Dr.  
Kalamazoo, Michigan 49008  
[communityhealingcenter.org](http://communityhealingcenter.org)

Accredited by CARF. Funded by Integrated Services of Kalamazoo, Michigan Department of Health and Human Services, Individual and Business Donations.



**Board of Directors**

**Lori Foor, President;** Owner Comprehensive Grant Services

**Melissa Hartridge, Vice President;** Owner of Kalamazoo Plastics/Social Worker

**Dr. Susan Bannon, Secretary;** Physician/Professor, WMU School of Medicine

**Joel Pellowe, Treasurer;** Sales Manager, Cornerstone Technology

**Colleen Semler, Immediate Past President,** Community Volunteer/Pharmacist

**Fred Einspahr,** Retired President/CEO SWMI Innovations Center

**Kelley Watson,** Commercial Insurance Advisor, Trupanion

**Nancy Anderson,** Realtor, Berkshire Hathaway

**Melanie Kelley,** Compass Group

**Wei Wang,** Attorney, Miller Johnson

**Melinda Gruber,** VP Continuing Care Services, Corwell Health

**Blanca Ramirez,** Associate Director for Foster Care, Lutheran Immigrant and Refugee Service

**Susan Terranella,** Director of Fund Development & Marketing, MRC Industries

**Directors Emeriti:** Elizabeth S. Upjohn Mason  
Judge William G. Schma (retired)  
Otto Kreuzer  
Janice Brown, Ed.D.  
Scott Levene

**GENERAL INFORMATION**

Name of Organization: Community Living Options

Address: 626 Reed St. Kalamazoo, MI 49001

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: Melissa Gilbert

Contact Person: Mrs. Fiorella Spalvieri, Executive Director

Phone #: 269.343.6355 Email: fspalvieri@communitylivingoptions.org

Web address: www.communitylivingoptions.org

Is this application for HUD CDBG funding or General Fund program? General Fund

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes ☐ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

**ORGANIZATION INFORMATION**

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

CLO was established in October of 1986. The (1) Cliffwood Home has been licensed as a Specialized Residential Facility since 2000. The (2) Alcott Adult Learning program has been in operation at the location on Mall Drive since 2016.

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024)   |
|-------------------|--|
| \$ 8,392,883.31   | October 1 <sup>st</sup> , 2023- September 30, 2024 |

## GRANT APPLICATION INFORMATION

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

|    | Name of Program   | Funding amount requested (\$) |
|----|---|-------------------------------|
|    | <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |                               |
| 1. | Cliffwood House 127 Cliffwood, Portage MI 49024   | \$ 10,000                     |
| 2. | Alcott Adult Learning Center 543 Mall Dr. Portage, MI 49024                                 | \$ 5,000                      |
| 3. |   | \$                            |
| 4. |   | \$                            |
| 5. |   | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |  |
|----|--|
| 1. | Front ramp and back deck to support safe and accessible housing for adults with disabilities.  |
| 2. | Learning materials, activities, and memory care tools to support adults with disabilities and seniors at an adult learning day program to assist with community integration. |
| 3. |  |
| 4. |  |
| 5. |  |

- 2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | We assist individuals in achieving their life goals by building relationships through quality services in supportive environments. The ramps help to maintain a safe and healthy environment that is aligned to their needs and level of care.                      |
| 2. | We assist individuals in achieving their life goals by building relationships through quality services in supportive environments. Materials that increase learning and enjoyment help to build trusting and responsive relationships in the program and community. |
| 3. |   |
| 4. |   |
| 5. |   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$ 550323.84                     | 2%   |
| 2. | \$ 507275.04                     | 1%   |
| 3. | \$                               | %  |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | 6                                      | 6           | 6  | 6           | 100%  | 100%        |
| 2. | 41                                     | 52          | 10                                       | 12          | 24%   | 23%         |
| 3. |  |             |  |             | %   | %           |
| 4. |  |             |  |             | %   | %           |
| 5. |  |             |  |             | %   | %           |

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

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

The Cliffwood Home provides 24 hour licensed adult residential care for adults with developmental disabilities and mental illness. The home provides housing, shopping and meal preparation, medication administration, laundry and cleaning, socialization, transportation, activities and engagement, and health and safety monitoring. It provides a safe, consistent housing option to these 6 residents. The Cliffwood Home is located in a south Portage neighborhood. The home is approximately 35 years old. Over the course of the last five years, the kitchen has been remodeled and various other improvements have been made to benefit the individuals served. We would like to address the outside of the home, both for safety reasons and for aesthetics. The back deck needs a complete tear off and rebuild which is more substantial than most as it must be assessable to a wheelchair user and it serves as a means for egress for a fire. The front ramp needs a rebuild for safety and design reasons. The improvement not only benefits our residents and visiting families and friends, but it is in keeping up with the appearance of the neighborhood and maintaining a welcoming community. We anticipate the cost to between \$15,000-\$20,000 to be completed by a licensed and insured contractor. This request of \$10,000 will support 66-50% of the cost of the repair.

The Alcott Adult Learning Center provides day programming Monday-Friday 8:45am-2:45pm in a safe and healthy environment with trained staff. The focus of the program is on socialization, volunteerism, community engagement and integration, arts and crafts, music and movement, skill acquisition, development, maintenance, and dementia and memory care. The Alcott Center provides a program for individuals to interact with others and maintain skills and physical and emotional wellness. It provides services as a respite for families or residential homes, as a safe option for their adult children or residents to attend during traditional workday hours. The Alcott Center is committed to the greater community through their various volunteerism and social activities. Having materials to continue to promote and develop these skills strengthens their abilities to access and be included in the community.

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

90% of funding is through Integrated Services of Kalamazoo and 6% from other community health agencies.

Community Living Options is a contracted provider through the Area Agency on Aging to provide day programming services to seniors.

We have received \$8000 from ISK Endowment Fund that is designated for costs associated with setting up an independent residence, educational support costs, healthcare costs that are not covered by other resources, and funds to support a community event.

We are applying for \$10000 from the Dorothy U Dalton Foundation for general operating expenses under the line item: program supplies.

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support,



describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:
  - We employ two individuals with developmental disabilities. One individual is largely independent in the community and is employed in janitorial services at our Alcott Center. One individual is employed as a service delivery provider and works alongside another CLO employee to shop for and deliver program supplies to the homes.
- Provision of Transportation:
  - 1) Cliffwood Home has an agency van that is used to transport residents to appointments, activities, shopping, etc.
  - 2) Alcott Adult Learning Center has 3 vans that are used to transport participants to activities, volunteerism opportunities, and to/from home as determined by their plan of service.
- Provision of Budgeting & Financial Assistance:
  - 1) The Cliffwood Home supports residents on budgeting and financial assistance through partnerships with an individual's team. Policies are in place to support holding and distributing an individual's petty cash and assisting with food stamps. Each individual has a plan of service and a caseworker that assists with monitoring and navigating their finances.
  - 2) The Alcott Adult Learning Center supports participants on skill development including budgeting through shopping experiences, such as buying grocery items for days where the participants will be learning skills during cooking demos.
- Provision of Disabled and Elderly Support Services:
  - 1) 100% of the residents at the Cliffwood Home are developmentally disabled and/or have mental illness
  - 2) 100% of the individuals served at the Alcott Adult Learning Center are disabled and/or have mental illness.
- Provision of Mental, Health & Medical Services:
  - 1) The Cliffwood Home supports residents on mental, health, and medical services with policies and procedures, and individual plans of service to monitor and assist medically, administer medications as prescribed by their health care providers, and transport to medical appointments as necessary.
  - 2) The Alcott Adult Learning Center supports participants on mental, health, and medical services with policies and procedures, and individual plans of service to monitor and assist medically or with personal care as needed.
- Provision of Education & Life Skills Training:
  - 1) The Cliffwood Home supports residents on daily tasks of living with a primary goal of increasing or maintaining independence and choice.
  - 2) The Alcott Adult Learning Center supports participants on skill development, acquisition, or maintenance through cooking classes, arts and crafts, music and movement, volunteerism opportunities, and nature exploration.

- Provision of Role Models & Everyday Support Services:
    - 1) The Cliffwood Home is staffed by trained Direct Support Professionals with a Program Supervisor that support daily tasks of living and provide socialization and engagement. Staff follow state licensing rules and regulations.
    - 2) The Alcott Adult Learning Center is staffed by trained Direct Support Professionals with a Program Supervisor and Program Assistant that support learning and provide socialization and engagement. Staff follow state licensing rules and regulations. Opportunities to access the community and volunteer are part of the curriculum. Volunteer agencies come into the program to work with participants.
  - Encouraging People to Give Back, volunteer and mentor others:
    - 1) The Cliffwood Home encourages each resident to support one another and help each other.
    - 2) The Alcott Center volunteers annually and regularly with the following entities:
      - Kalamazoo in Bloom-beautification at the Portage Public Library.
      - Meals on Wheels deliveries.
      - St Barnabus Diaper Bank, packaging up diapers.
      - Creating art and decorations for area AFC homes and nursing homes.
      - Volunteer days cleaning the flower beds at the Portage Parks and Rec building.
      - Volunteering with the SPCA.
      - Creating a "holiday card" for the Portage Holiday Card Walk.
8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):
- ☒ Services located in Portage.
- ☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)
- (explain): At facilities located in Portage with transportation available
- ☒ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m. 24-hour phone hot line
- 24 hour care at Cliffwood House; 24 hour on-call number
- ☒ Services available/accessible via public bus routes and/or transportation by an agency
- ☐ Other (explain): \_\_\_\_\_
9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:
- Monthly, the directors of greater Kalamazoo housing and supportive services meet with Integrated Services of Kalamazoo to connect and meet the housing needs of individuals and find placement. CLO uses an intake and referral process to find housing and placement for those we serve or for those we might be unable to serve.
10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

☒ Extremely low income (30% or below of area median income) and/or disabled and/or a

victim of abuse and/or other situation

☒ Low Income (80% or below of area median income) and/or senior citizens

☒ Client is vulnerable or at risk of one of the above

☒ Client is in need of services

☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

- Our Marketing and Community Relations Director attends the Professionals Focused on Aging Group at the Portage Zhang Senior Center.
- We do outreach via social media on Facebook (Community Living Options-CLO) and Instagram (Community.Living.Options)
- Senior Expo 2023
- Portage Arts Markets
- Portage Holiday Card Walk

- b. Describe how City of Portage residents learn about your program/service(s)?

- www.communitylivingoptions.org
- Connecting with our Alcott Center located in Portage, doing tours and when out in the community interacting with community partners.
- Active social media presence and targeted ads on social media.
- Area Agency on Aging approved partner/vendor
- Senior Care Times Housing Guide
- Milestones Senior Services Resource Guide
- Our main administration number: 269.343.6355

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

We have a strong board and financial plan that monitor our annual revenue and expenses. The majority of our funding is supported by Integrated Services of Kalamazoo as a contracted provider. Our home has been licensed since 2000; our agency has been in operation since 1986. It is our mission and purpose to continue providing housing and supportive services to the greater Kalamazoo county well into the future.

13. As a result of receiving city funding, are you able to secure other funding for your program/services?

City funding will support areas where there might be a funding gap, such as capital improvements. Other areas of expenses are supported through revenue from community mental health agencies.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.  
<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

“The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract.”

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

|                           |                     |                 |
|---------------------------|---------------------|-----------------|
| <u>Fiorella Spalvieri</u> | <u>Ex. Director</u> | <u>11/28/23</u> |
| Name (print or type)      | Title               | Date            |
| <u>[Signature]</u>        |                     |                 |
| Signature                 |                     |                 |

The application form is available on the city website. Applicants may use the FY2024-25 Human Services Funding Grant Application form available on our website at: <http://www.portagemi.gov/documentcenter/view/450>. **Electronic applications will not be accepted. You may mail or deliver applications and supporting documents to be received not later than Wednesday, November 29, 2023 at 12:00 p.m. to:**

Attention: Tina Perry  
City of Portage, Community Development  
7900 South Westnedge Avenue  
Portage, Michigan 49002

If an agency plans to submit an application, please complete and sign the application, attach the required documents, and include a cover letter summarizing the funding request, amount, and the proposed service to be delivered.

## ○○○ About CLO

Community Living Options is a human services agency with work centered in the field of mental health.


CLO is a principle-driven organization providing a wide range of high-quality supports and services to promote the independence and inclusion of individuals living with a developmental disability or mental illness to be welcomed as a participating member of the community. In addition, CLO extends services of caring and support to seniors through a Senior Living home and a Senior Day Program.


We are committed to providing these services in a manner that respects self-direction and affirms the dignity of each individual.

**"Together We Achieve"**




## More Information


 [www.communitylivingoptions.org](http://www.communitylivingoptions.org)

 [marketing@communitylivingoptions.org](mailto:marketing@communitylivingoptions.org)

 269.343.6355

 Administrative Office  
626 Reed Ave.  
Kalamazoo MI 49001

 Community Living Options-CLO

 @community.living.options



**"I love it here. There's lots of nice people in this house."  
— resident at the Oakcreek home**

**"I have people I can talk to. I have stuff to do. I have a safe place for recovery."  
— resident at the Lovell home**

# COMMUNITY LIVING OPTIONS

*"Together We Achieve"*

## Providing Personalized Support to Individuals

- Specialized Residential Homes
- Supported Independent Living
- Adult Learning Center
- Senior Living



## ○○○ What We Do



### Specialized Residential

Providing safe and welcoming, homelike atmospheres located in established neighborhoods with 24-hour compassionate caregiving from trained staffing. Services include: assisting with tasks of daily living, encouraging cooperation and independence, and supporting individuals on

their goals. One home is dedicated for individuals with substance abuse and co-occurrence disorders. One home, Transitions, supports higher intensity behavioral individuals on developing skills to move towards living in a traditional specialized residential setting.



### Supported Independent Living

Assists individuals living in their own home with care from a few hours per week to 24 hours of care per day, based upon their individual needs and plan.



### Adult Learning Center

A community integrated program focusing on purposeful and meaningful activities. One-on-one and small group engagement in the areas of: socialization, volunteerism, music and movement, arts and crafts, and nature exploration.



### Senior Living

A five (5) bedroom home tailored to senior living. 24-hour caregiving, medication administration, meal preparation and delivery, laundry, cleaning, and additional supports aligned to the individual level of care plans. Respite care available.



## Our Mission

We assist individuals in achieving their life goals by building relationships through quality services in supportive environments.



## Our Vision

Our vision is to enhance the quality and scope of our services through integrated and coordinated care.

## Our Core Values



### Dignity and Respect

CLO is committed to providing our services in a manner that respects self-direction and affirms the dignity of each individual.



### Ethics

CLO is committed to ethical decision-making — doing the right thing for the individuals we serve and our organization.



### Service Driven

CLO believes our services extend beyond the care we provide to each individual and families.



### Supportive Environment

CLO works to create an environment conducive to open and honest communication, advocacy, and working together as partners.



### Connection

CLO believes that those who work in the organization are integral to the excellence of the agency and the high-quality services we provide.



### Responsibility

CLO responds to the ever-changing needs of the individuals we serve, our staff, and the environment in which we operate through innovation and flexibility.

○○○



## What is the Alcott Center?



Community Living Options operates an Adult Learning Center called the Alcott Center that supports seniors through volunteer opportunities, socialization, community access, and on-site activities. The Alcott Center is located on Mall Drive in Portage, MI. Caring, dependable, compassionate staff support participants with activities aligned to their interests, needs, and choices. The Alcott Center serves as an accessible, welcoming, safe, and comfortable space for many.



## More Information

-  [www.communitylivingoptions.org](http://www.communitylivingoptions.org)
-  [marketing@communitylivingoptions.org](mailto:marketing@communitylivingoptions.org)
-  269.343.6355
-  Administrative Office  
626 Reed Ave.  
Kalamazoo MI 49001
-  Community Living Options-CLO
-  @community.living.options



Alcott Center  
543 Mall Dr.  
Portage, MI 49024  
Monday-Friday  
8:45 a.m. - 2:45 p.m.

# COMMUNITY LIVING OPTIONS

"Together We Achieve"

## Alcott Adult Learning Center

- Volunteerism
- Independence
- Engaging Activities
- Health and Wellness
- Socialization



## What We Do



### Volunteerism

Participants and support staff work with other non-profits through volunteerism. A focus is on giving back to the community through acts of kindness.



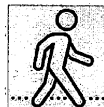
### Community Access

Participants can access the community for weekly scheduled outings and special events. Alcott Center provides or schedules transportation.



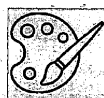
### Music and Movement

Weekly programming includes music and movement experiences. We promote socialization and calming techniques through these activities.



### Health and Wellness

During scheduled outings, our participants can have access to trails, parks, and outdoor or indoor locations to promote physical and emotional health.



### Arts and Crafts

Daily activities include arts, crafts, or games and activities. Activities are adjusted to meet the needs, and interests of the participant.



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### Responsibility

CLO responds to the ever-changing needs of the individuals we serve, our staff, and the environment in which we operate through innovation and flexibility.





## What is the Alcott Center?



Community Living Options operates a Skill Building Assistance Program called the Alcott Center that supports adults with developmental disabilities and/or a mental illness. The Alcott Center is located on Mall Drive in Portage, MI. The building was renovated to meet the specific needs of the participants through increasing accessibility and promoting skill development necessary in everyday living. A special focus is on socialization and developing job skills to aid in obtaining future employment.



## More Information

- [www.communitylivingoptions.org](http://www.communitylivingoptions.org)
- [marketing@communitylivingoptions.org](mailto:marketing@communitylivingoptions.org)
- 269.343.6355
- Administrative Office  
626 Reed Ave.  
Kalamazoo MI 49001
- Community Living Options-CLO
- @community.living.options



Alcott Center  
543 Mall Dr.  
Portage, MI 49024  
Monday-Friday  
8:45 a.m. - 2:45 p.m.

# COMMUNITY LIVING OPTIONS

"Together We Achieve"

## Alcott Center

- Volunteerism
- Work Readiness
- Independent Living
- Health and Wellness
- Socialization



## What We Do



### Volunteerism

Participants and support staff work with other non-profits through volunteerism. A focus is on giving back to the community through acts of kindness.



### Community Access:

Participants can access the community for weekly scheduled outings and special events. Alcott Center provides or schedules transportation.



### Music and Movement

Weekly programming includes music and movement experiences. We promote socialization and calming techniques through these activities.



### Health and Wellness

During scheduled outings, our participants can have access to trails, parks, and outdoor or indoor locations to promote physical and emotional health.



### Arts and Crafts

Daily activities include, arts, crafts, or games and activities. Activities are adjusted to meet the needs and interests of the participant.



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## Community Living Options/My Own Home - Board Roster

626 Reed Avenue  
Kalamazoo, MI 49001  
*Updated 08.02.2023*

| Name/Address   | Phone/Email  | Title                   | Appointment | Expiration Date |
|--|--|-------------------------|-------------|-----------------|
| <b>Debbie Dawson</b><br>11654 190th Avenue<br>Big Rapids, MI 49307   | Cell: (616) 340-5988<br>Personal Email:<br><a href="mailto:dmodawson@gmail.com">dmodawson@gmail.com</a><br>Work Email:<br><a href="mailto:deborah.dawson-gunther@montcalm.edu">deborah.dawson-gunther@montcalm.edu</a> | Member                  | Dec-06-17   | Dec-2027        |
| <b>Melissa Gilbert</b><br>928 Marsh Rd<br>Plainwell, MI 49080  | Cell: (269) 760-8687<br><a href="mailto:Melissa.Gilbert@marshallcommunitycu.com">Melissa.Gilbert@marshallcommunitycu.com</a><br><a href="mailto:mlgilbert27@gmail.com">mlgilbert27@gmail.com</a>                       | President               | May-24-17   | May-2027        |
| <b>Torean Greeley</b><br>1102 Stafford Road<br>Kalamazoo MI 49006  | Office: 269-488-6179<br>Mobile: 269-760-3229<br>Email:<br><a href="mailto:torean.greeley@hubinternational.com">torean.greeley@hubinternational.com</a>   | Member                  | April-28-21 | April-2031      |
| <b>Louise Kenny</b><br>3765 Fleetwood<br>Portage, MI 49024   | Cell: (269) 806-0273<br>Home: (269) 343-6952<br><a href="mailto:Louakenny8@gmail.com">Louakenny8@gmail.com</a>   | Member                  | Dec-12-14   | Dec-2024        |
| <b>Suzanne McPeck</b><br>1738 Hillshire<br>Kalamazoo, MI 49008   | Home: (269) 343-5941<br>Cell: (269) 341-1699<br>Work: (269) 381-7653<br>Voice Mail:<br>(269) 381-7653 x108<br>Fax: (269) 381-6410<br><a href="mailto:smcpeck@jaquarealtors.com">smcpeck@jaquarealtors.com</a>          | Secretary/<br>Treasurer | Jan-27-17   | Jan-2027        |
| <b>Dawn Pantaleo</b><br>11935 White Stone<br>Schoolcraft, MI 49087   | Cell: (269) 760-7669<br><a href="mailto:dpantaleo@juno.com">dpantaleo@juno.com</a>   | Member                  | April-25-12 | April-2024      |
| <b>Ron Ryan</b><br>136 East Michigan Avenue<br>Suite 800<br>Kalamazoo, MI 49007<br>Home: 8390 Waterwood Dr.<br>Kalamazoo, MI 49048 | Cell: (269) 267-0496<br>Work: (269) 553-1424<br><a href="mailto:rryan@lewisreedallen.com">rryan@lewisreedallen.com</a>   | Member                  | Dec-09-20   | December-2030   |
| <b>Joe Walls</b><br>3906 Cricket Lane<br>Kalamazoo, MI 49008   | Cell: (269) 910-5023<br><a href="mailto:Joe.m.walls@gmail.com">Joe.m.walls@gmail.com</a>   | Vice-President          | Sept-30-15  | Sept-2025       |
| <b>Ed Wilson</b><br>32822 Robin Road<br>Paw Paw, MI 49079  | Home: (269) 657-8307<br>Cell: (269) 744-1847<br><a href="mailto:ewilson@comcast.net">ewilson@comcast.net</a>   | Member                  | Dec-07-16   | Dec-2026        |

### GENERAL INFORMATION

Name of Organization: **Disability Network Southwest Michigan**

Address: 517 E. Crosstown Parkway, Kalamazoo, MI 49001

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: William McElhone

Contact Person: Yvonne Fleener

Phone #: 517.898.9420 Email: [fleenery@dnswm.org](mailto:fleenery@dnswm.org)

Web address: [www.dnswm.org](http://www.dnswm.org)

Is this application for HUD CDBG funding or General Fund program? General Fund

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes ☐ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

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

|                   |  |
|-------------------|--|
| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
| \$ 2,954,955      | October 1, 2023 - September 30, 2024             |



## GRANT APPLICATION INFORMATION

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

|  | Name of Program                            | Funding amount requested (\$) |
|--|--|-------------------------------|
| NOTE: the same program numbers assigned in question #1 carry through to question #5. |  |                               |
| 1.   | Ramp Up and Home Home Modification Program | \$ \$14,000                   |
| 2.   |  | \$                            |
| 3.   |  | \$                            |
| 4.   |  | \$                            |
| 5.   |  | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |   |
|----|---|
| 1. | Materials and labor to build 5 - 6 ramps on the homes of people with disabilities living in Portage.  |
|    | Materials and labor to install grab bars , levered door handles, or easy access threshold entries in the homes of people with disabilities living in Portage. |
|    |   |
|    |   |

2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | We are a non-profit community-based organization that provides people on all disability types and ages with services and supports that help them achieve and/or maintain the maximum level of independence. Our goal is to eliminate any barrier that prevents a person with a disability from being an active member of the community. We also want to remove barriers within the home so that people with disabilities can remain in their home and not have to move to a facility. |
|    |   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$ 279,000                       | 5.7 %                                      |
| 2. | \$                               | %  |
| 3. | \$                               | %  |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | 55                                     | 35          | 5  | 5           | 14 %  | %           |
| 2. |  |             |  |             | %   | %           |
| 3. |  |             |  |             | %   | %           |
| 4. |  |             |  |             | %   | %           |
| 5. |  |             |  |             | %   | %           |

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

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

Please see attached document

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

Please see attached document.

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:
- Provision of Transportation:
- Provision of Budgeting & Financial Assistance:
- Provision of Disabled and Elderly Support Services: Please see attached document.
- Provision of Mental, Health & Medical Services: Please see attached document.
- Provision of Education & Life Skills Training:
- Provision of Role Models & Everyday Support Services: Please see attached document.
- Encouraging People to Give Back, volunteer and mentor others: Please see attached document.

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

- ☐ Services located in Portage.  
☐ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)

(explain):

- ☐ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.  
☐ 24-hour phone hot line  
☐ Services available/accessible via public bus routes and/or transportation by an agency  
☒ Other (explain): Ramps and home modifications are done at the customer's home in Portage.

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

Milestone Senior Services builds ramps in Kalamazoo County for older adults and people with disabilities. For the most part, their customer are over 60. In the event that they have a customer under 60, they generally refer them to the Ramp Up program. We work with their staff and volunteer builders, Tuesday Toolmen, to build the ramps for our customers. They charge a reduced rate per linear foot of ramp, so the cost varies on the size of the ramp that is needed.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation  
☐ Low Income (80% or below of area median income) and/or senior citizens  
☐ Client is vulnerable or at risk of one of the above  
☐ Client is in need of services  
☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?  
**Please see attached document.**
- b. Describe how City of Portage residents learn about your program/service(s)?  
**Please see attached document.**

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

13. As a result of receiving city funding, are you able to secure other funding for your program/services?

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

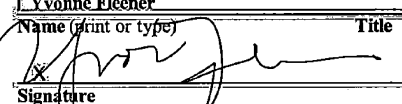
**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

“The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract.”

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

|   |              |             |
|---|--------------|-------------|
| <b>Yvonne Fleener</b>   |              |             |
| <b>Name (print or type)</b>   | <b>Title</b> | <b>Date</b> |
|  |              |             |
| <b>Signature</b>  |              |             |

5. The Human Services Board is seeking long-term solutions directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for portage residents?

Building accessible wheelchair ramps and installing grab bars, levered door handles and easy access thresholds can enhance a disabled person's independence by providing them with the necessary infrastructure for mobility and support within their home. These modifications contribute to a more inclusive living environment, enabling disabled individuals to stay in their homes with greater comfort and autonomy.

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

City of Portage \$14,000 \*pending

Frederick Upton Foundation - \$20,000 (Berrien County) \*approved

MSHDA - \$125,000 \*pending

State Core Funding (staffing) - \$22,500 \*approved

In-kind labor - \$20,000 \*approved

In-kind materials - \$2,000 \*approved

Individuals - \$20,000

7. No one organization will provide all services that support housing, through collectively, multiple programs can work together toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Disabled and Elderly Support Services: Wheelchair ramps facilitate easy entry and exit, ensuring that the home is navigable for individuals using wheelchairs. Home modifications like grab bars, levered door handles and easy access thresholds allow for safer movement within the home. These additions allow people with mobility disabilities to remain living in their homes; otherwise they may be forced to enter a nursing facility.
- Provision of Mental, Health and Medical Services: Ramps and home modifications allow a resident to leave their home independently to access medical services.
- Provision of Role Models and Everyday Support Services: Ramps and home modifications allow people with mobility devices to independently access the community for work, church, shopping.
- Encouraging people to give back, volunteer, mentor: Ramps and home modifications allow people with mobility devices to engage in community activities such as volunteering and voting.

11. For the programs for which you are seeking funding:

- a) What ways do you outreach to the City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s):

Outreach for the Ramp Up Program and home modifications includes the agency website, social media/Facebook, brochures, sponsorship materials, and through other organizations who serve people with disabilities. Disability Network Information and Referral staff also make referrals to the Ramp Up program when community members request information on resources for ramps.

- b) Describe how City of Portage residents learn about your program/service(s)?

Please see above.

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

The Ramp Up program is funded through a variety of funding sources including State Core funding, private donors, local foundations, sponsorships for our annual Ramp-A-Thon and volunteer/in-kind labor and materials.

13. As a result of receiving city funding, are you able to secure other funding for your program/service(s)?

Funding from the City of Portage adds validity to the program and assists in securing additional funds.



**DISABILITY NETWORK**  
SOUTHWEST MICHIGAN

Disability Network Southwest Michigan  
Board of Directors  
2024

**Board Chairperson**

Bill McElhone  
Kalamazoo Valley Museum  
Executive Director

**Vice Chairperson**

Sasha Boersma  
Veterans Administration  
Attorney

**Past Chairperson**

Mindy Kulasa  
Disability Rights Advocate & Statewide Independent Living Council Member

**Secretary**

Sandra Calderón-Huezo  
YWCA of Kalamazoo  
Family and Community Liaison

**Treasurer**

Mindy Kulasa  
Disability Rights Advocate & Statewide Independent Living Council Member

Jordan Blough-Orr  
Data Driven Decisions  
Consultant

Kevin Crittenden  
Southwest Michigan First Chamber of Commerce  
Chamber Associate

**KALAMAZOO OFFICE**  
517 E. Crosstown Parkway  
Kalamazoo, MI 49001  
269-345-1516

**BATTLE CREEK OFFICE**  
200 W. Van Buren Street  
Battle Creek, MI 49017  
269-345-1516

**ST. JOSEPH OFFICE**  
2900 Lakeview Avenue  
St. Joseph, MI 49085  
269-985-0111

Disability Network Southwest Michigan is a private, 501(c)(3) nonprofit organization.



**DISABILITYnetwork**  
SOUTHWEST MICHIGAN

**Disability Network Southwest Michigan**

Serving Barry, Berrien, Branch, Calhoun, Cass,  
Kalamazoo, St. Joseph, and Van Buren Counties.

517 E. Crosstown Parkway  
Kalamazoo, MI 49001  
(269) 345-1516

2900 Lakeview Avenue  
St. Joseph, MI 49085  
(269) 985-0111

Toll Free: (877) 674-5209

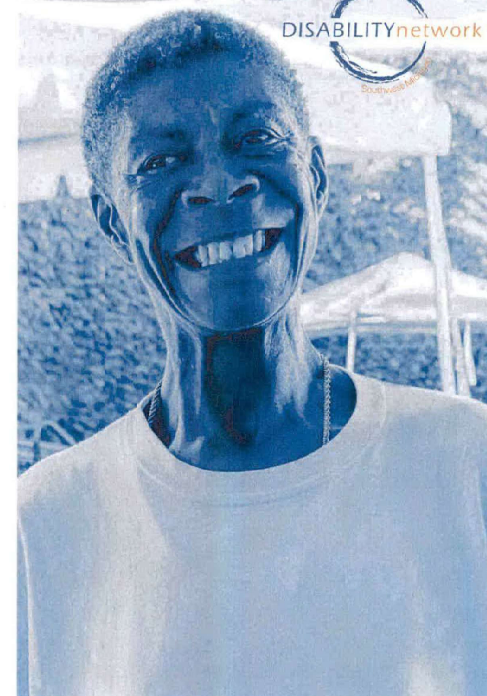
[www.dnswm.org](http://www.dnswm.org)



# Removing Barriers

Disability Network Southwest Michigan

The first stop for people with disabilities and their  
families in Southwest Michigan.





### About Us:

We assist people with all types of disabilities throughout Southwest Michigan in reaching their independent living goals, whatever those may be.

We see disability as a natural part of the human condition and work to educate the community about disability rights and the need to remove barriers which prevent people with disabilities from living a full and independent life.

As a Center for Independent Living, we believe that disability issues are best understood by those who experience them; at least 51% of the board and staff of Disability Network identify as having a disability.

### Services:

#### Information & Referral

- Connecting people to resources in the community
- Assistance in obtaining or completing documentation to connect to needed services
- Accessible computer lab
- Assistive technology

#### Independent Living

- Developing advocacy skills
- Employment essential skills training
- Financial literacy
- Social Security Disability benefits planning
- Travel training
- Ramp building coordination

#### Community Transition Services

- Youth with disabilities transitioning to employment or post-secondary education
- Transitioning from nursing facility to community-based living

#### Advocacy & Community Education

- Disability Rights advocacy
- Volunteer-led advocacy groups
- ADA compliance
- Presentations & workshops

#### Peer Support

- Peer support groups
- Social and interactive events

To learn more about our services, contact our offices or visit our website. See back panel for contact information.



# RAMP UP



The Ramp Up program at Disability Network Southwest Michigan helps people connect to resources for constructing ramps on private residences. We work with funders and coordinate builders and volunteer organizations to provide ramps for those in need throughout Southwest Michigan.

If you are in need of a ramp for greater accessibility to your home, contact us.

**(269) 345-1516**

Toll Free: (877) 674-5209

**[www.dnswm.org](http://www.dnswm.org)**

*Serving Barry, Berrien, Branch, Calhoun, Cass,  
Kalamazoo, St. Joseph, and Van Buren Counties*



## Get Involved!

The Ramp Up program provides greater independence for people with mobility disabilities. A ramp becomes a lifeline to the community. You can be part of this great program!

### • Volunteer

The Ramp Up program is always in need of volunteer groups to help build ramps. If your volunteer group would like to work on a ramp project, please contact us for more information.

If you are a licensed contractor who would like to lead a group of volunteers, please contact us.

### • Financial Support

Ramps are expensive and the majority of our customers are on a fixed income. Your financial contribution to the Ramp Up program allows us to continue this important work. You can donate online or contact us for more information.

**(269) 345-1516**

Toll Free: (877) 674-5209

**[www.dnswm.org](http://www.dnswm.org)**

*Serving Barry, Berrien, Branch, Calhoun, Cass,  
Kalamazoo, St. Joseph, and Van Buren Counties*

## GENERAL INFORMATION

Name of Organization: First Day Shoe Fund

Address: 5416 Meredith Street, Portage, MI, 49002

Is the organization an incorporated, not-for-profit organization: Yes

Is the organization Internal Revenue Service 501(c)(3) classified: Yes

Name of Board President: Leatrice Fullerton

Contact Person: Maggie Hesketh

Phone #: 2692715527 Email: [maggie@firstdayshoefund.org](mailto:maggie@firstdayshoefund.org)

Web address: [www.firstdayshoefund.org](http://www.firstdayshoefund.org)

Is this application for HUD CDBG funding or General Fund program? General Fund

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

- The organization will track the number of Portage residents served? Yes
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? Yes if we are awarded a grant.
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? We will likely undertake a financial review in 2024 but not an audit. We are happy to provide this to you.
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? Yes

## ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

First Day Shoe Fund was founded in 2006 and has been providing new athletic shoes for 17 years since then. We started with just 160 pairs of new shoes at 1 school in Kalamazoo Public Schools in 2006 and have continually expanded the schools included in our shoe distributions including the addition of Portage schools in 2017. In 2023, we provided over 8,000 pairs of new athletic shoes at 47 different schools. This included over 1,000 pairs of shoes provided to students in Portage elementary schools. In 2023, we expanded our service to provide both a Spring and Fall distribution ensuring that students can remain comfortable and confident in a well-fitting pair of shoes year round.



Please indicate the most recently approved fiscal year total annual budget for your organization and the fiscal year it covered: Our budget will be approved on 11/30. I have provided you with data from our 2024 draft budget. I am happy to provide you with updated data once our budget has been approved.

|                   |  |
|-------------------|--|
| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
| \$374,530         | Jan 1 – Dec 31 <sup>st</sup> 2024                |

### GRANT APPLICATION INFORMATION

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

| Name of Program   | Funding amount requested (\$) |
|---|-------------------------------|
| <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |                               |
| 1. 2024 Shoe Distributions  | \$15,000                      |

2. Please indicate the specific products/services provided with city funds requested:

|    |  |
|----|--|
| 1. | Purchase of additional new athletic shoes. At an average price of \$17.50 per pair, this amount would purchase 850 pairs of shoes to support students in Portage Public Schools. |
|----|--|

- 2.b. What is the purpose or mission you are using the funds for?

|    |  |
|----|--|
| 1. | First Day Shoe Fund provides new shoes to elementary students at Portage Public Schools at no cost. We would use Portage City funds to purchase additional new athletic shoes to ensure that all Portage students who request new shoes are provided with a pair which fit them perfectly. Additional funds are vital as we continue to expand our program and serve more students year-on-year. |
|----|--|

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

| Total annual program budget (\$) | Percent (%) of funding requested from city |
|----------------------------------|--|
| 1. \$374,530                     | 4%   |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | 8,055                                  | 10,000      | 1003                                     | 1250        | 12.5%   | 12.5%       |

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

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

Day Shoe Fund are the only organization in Kalamazoo County who provide brand new shoes to students on this scale. Although we do not directly provide housing services, the provision of shoes to students in Portage enables families to allocate the funds that they would usually use for shoes to other necessities including housing expenses. Shoes, along with many other items that families have to purchase, have risen drastically in price over the past few years. Although all shoes have seen large increases due to inflation over the past few years, the biggest increase of all was childrens' shoes, which rose by almost 12%. Overall, the Footwear Distributors and Retailers of America were able to calculate that footwear prices have experienced the fastest rate of growth in the last 20-years during the early 2020's. By providing new shoes to families, we are able to relieve one financial burden allowing them to allocate these funds to other expenses such as rent/mortgages/utilities.

We hear, every year, from families how vital our services are: "It impacted our family in the most basic of ways. We couldn't afford new shoes for our girls this year and they had both outgrown their old ones."

"I cried because it was something that helped me and my family more than anyone will ever know."

"He was very excited and couldn't wait to wear his new shoes the next day. It also meant I wouldn't have to buy another pair of shoes and could put the money towards other bills instead."

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

| Foundation                               | Amount           | Status                 |
|--|------------------|------------------------|
| Beim Foundation                          | \$12,500         | General Operations     |
| Burdick-Thorne Foundation                | \$5,000          | General Operations     |
| DeGroot Family Foundation                | \$10,000         | General Operations     |
| Dorothy U. Dalton Foundation             | \$10,000         | General Operations     |
| Dr. Joe Foundation                       | \$15,000         | General Operations     |
| Eaton                                    | \$5,000          | General Operations     |
| ENNA Foundation                          | \$5,000          | General Operations     |
| Harold and Grace Upjohn Foundation       | \$20,000         | General Operations     |
| Irving S Gilmore Foundation              | \$10,000         | General Operations     |
| Josh Whitfield Memorial Athletic Fund    | \$7,500          | General Operations     |
| Kalamazoo Community Foundation           | \$25,000         | General Operations     |
| McParlan Family Foundation               | \$2,500          | General Operations     |
| Mesara Foundation                        | \$10,000         | General Operations     |
| Marvin and Rosalie Okun Foundation       | \$12,500         | General Operations     |
| Mike and Sharon Seelye Family Foundation | \$3,000          | General Operations     |
| Stryker Johnston Foundation              | \$10,000         | Staff health insurance |
| Tyler Little Family Foundation           | \$5,000          | General Operations     |
| Various smaller foundations              | \$2,000          | General Operations     |
| <b>Foundations Total</b>                 | <b>\$170,000</b> |                        |
| <b>Individuals</b>                       | <b>\$60,000</b>  | Shoe Purchases         |

|                     |           |                    |
|---------------------|-----------|--------------------|
| Corporations        | \$100,000 | Shoe Purchases     |
| Events              | \$5,000   | Shoe Purchases     |
| Gifts in Kind       | \$5,000   | General Operations |
| Other Organizations | \$20,000  | Shoe Purchases     |
| Interest            | \$7,000   |                    |
| Total               | \$367,000 |                    |

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:
- Provision of Transportation:
- Provision of Budgeting & Financial Assistance: The provision of shoes helps to support Portage residents by reducing the financial burden on caregivers. This financial assistance enables caregivers to assign the money which would usually be assigned to purchasing shoes to other items including housing expenses and necessary utilities. By providing shoes twice a year, we are enabling students to remain confident and comfortable in a well-fitting, quality pair of shoes year round which helps caregivers, especially in those families with multiple children.
- Provision of Disabled and Elderly Support Services: Although we have always provided new athletic shoes, until 2023 we had not considered the type of shoes we provide for students with relation to disability until more recently. After our Fall 2022 distribution, we began to investigate adapted shoes which would be better for students with additional physical needs particularly those who wear AFO/SMO braces or other orthotic devices. We have been purchasing BILLY shoes in 2023 ([www.billyfootwear.com](http://www.billyfootwear.com)) which are designed specifically for students who wear braces in mind. When a student is identified, either by the school or by the caregiver, we go and meet them and measure their foot and brace carefully. We then special order a pair of BILLY shoes that we know will fit them. On fitting day, they come and meet with our FDSF staff and have their shoes fitted along with the rest of their class. This is one way of ensuring equity as they are able to experience fitting day with their peers whilst also receiving the specialist shoes that they need to be comfortable and independent. These shoes are significantly more expensive than regular athletic shoes so providing these to students removes a financial burden from their caregiver. "My son requires special shoes that aren't the cheapest so the financial help of not having to buy the shoes was a huge impact" – quote from a caregiver at one of our local schools whose son received BILLY shoes from us in Fall 2023. Now that schools and caregivers know that we can provide these shoes, we expect to have many more requests in 2024 and beyond.
- Provision of Mental, Health & Medical Services: New shoes enable students to participate fully in gym, recess and sports both in and out of school. This helps to ensure physical health throughout childhood. Well-fitting, quality shoes also helps to increase student's self-confidence, improve attendance and reduce instances of bullying. All of these assist to improve student's mental health.
- Provision of Education & Life Skills Training:
- Provision of Role Models & Everyday Support Services:

- Encouraging People to Give Back, volunteer and mentor others: First Day Shoe Fund has a staff of just 2 (1 full time, 1 part time) so relies heavily on community volunteers to help us meet our mission. We welcome volunteers to our warehouse year-round to assist us with shoe unpacking and inventory. We also utilize volunteers during our fitting days at schools where hundreds of volunteers assist students while they try on their new shoes. In 2023, we have already had over 1,650 hours of volunteer service.

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):  
 Yes - Services located in Portage.  
 Yes - Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.) (explain): Services are provided directly to Portage students at their schools.  
 No - Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.  
 No - 24-hour phone hot line  
 Yes - Services available/accessible via public bus routes and/or transportation by an agency  
 Other (explain): Services provided directly to students through schools

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing: First Day Shoe Fund works closely with Portage Public Schools to ensure that all students have access to our services. First Day Shoe Fund also collaborates with other local non-profits who are working to support families and children. We ensure that they have all of the pertinent information about our program, important dates, how to request shoes etc so that they can share this with the families they are supporting. In recent years, we have been forming closer relationships with those agencies who support recently resettled refugees and unhoused families as these populations often need the most assistance. We are part of the KydNet collective of non-profit agencies (45+) who work together to support students in Kalamazoo County.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):  
 Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation  
☐ Yes - Low Income (80% or below of area median income) and/or senior citizens Client is vulnerable or at risk of one of the above  
 Yes - Client is in need of services  
 Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

We reach out to Portage residents with information about our program by providing

information directly through the schools, through posters and sending home paper order forms. We also provide information about our program through social media, direct emails, and by sharing our information with other Portage organizations who also provide services to families e.g. putting up posters at local organizations, libraries, community groups. Over the past 2 years, we have found that many more families have become aware of our services through deliberate and thoughtful outreach.

- b. Describe how City of Portage residents learn about your program/service(s)? Most Portage residents learn about our program directly from their students schools. This is the most efficient way to provide information to thousands of students and families at the same time. We provide detailed information to schools about the ordering process, deadline dates, who is eligible for shoes etc. We also continue to share information through social media channels, emails but many families still rely on the paper order forms that come home from school to remind them to order the shoes that they require.

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

We have been providing shoes to students in Kalamazoo County since 2006 and, in the past 17 years, have provided almost 60,000 pairs. Portage elementary schools were added to our program in 2017 and are now the second largest district receiving shoes (after Kalamazoo Public Schools). Our long term standing in Kalamazoo County has meant that we have built up a large base of dedicated and enthusiastic donors. We have a diversified funding structure including foundations, local corporate sponsors and individual donors. No one donor makes up more than 6% of our funding and this helps us to ensure long-term sustainability. Since our new Executive Director joined us in 2022, we have significantly increased our donations which has enabled us to dramatically expand our program. Our long-term sustainability is assured due to our diverse funding structure and the addition of new donors in the past few years.

13. As a result of receiving city funding, are you able to secure other funding for your program/services? City funding will not enable us to secure additional funding for our program/services but will help us to support the expansion of our program.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement. ✓
2. Financial Statements for most recently completed fiscal year which include revenue and budget information. ✓

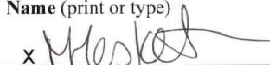
**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

“The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract.”

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

|   |                    |          |
|---|--------------------|----------|
| MARGARET HESKETU  | EXECUTIVE DIRECTOR | 11/13/23 |
| Name (print or type)  | Title              | Date     |
|  |                    |          |
| Signature   |                    |          |





Thank you for your support in 2022. With your help, we were able to distribute a record-setting 6,055 pairs of shoes to students in every public elementary school in Kalamazoo County and through other community organizations. Since our inception in 2006, First Day Shoe Fund has now distributed over 50,000 pairs of new shoes.

First Day Shoe Fund remains the only organization focused exclusively on providing athletic footwear. Not only do new shoes foster self-esteem in students, thereby improving their school performance; these shoes also allow students to participate in gym, recess, and healthy activities both in and out of school.

Our Fall distribution numbers have increased steadily over the past few years as we have added more districts and schools. We have become more efficient at providing large numbers of shoes and planned a pilot Spring 2023 distribution in 10 selected Kalamazoo County Schools. This will enable us to assess the practicalities of this two-season distribution model and identify any issues that we may need to remedy before rolling out a larger scale Spring distribution in 2024.

"The shoes are amazing! With the economy the way it is, we are on a strict budget. Our kiddos were wearing shoes from the last school year. Your program helped us so much. The kids were so excited to show off their new shoes; more importantly, they had shoes that are comfortable and fit well. We appreciate you, the donors and the program. Again, thank you so so much for the help." FDSF Family /Caregiver 2022

These stories only happen because of you! This annual report is our chance to report back to you on the impact your support had on students in Kalamazoo County in 2022. We look forward to working with you in 2023 and beyond!

With sincere appreciation,

Maggie Hesketh  
Executive Director



## OUR IMPACT

**6,055**  
pairs of shoes  
distributed

**1,100**  
volunteer  
hours

**47**  
area schools  
served

## SHOES FOR everyone.

### How we're working on greater inclusion!



#### MESSAGE FROM VALERIE

### MEET OUR founder!

When I started First Day Shoe Fund, I naively thought that there would come a time when we wouldn't be needed any more. Unfortunately, that hasn't proven to be the case as we are needed now more than ever to help secure a very basic item: shoes for children in our community. Many caregivers face having to make difficult choices as to whether or not a child gets shoes or bills are paid. Many are under pressure from so many different demands that if we can make one thing easier for them, it could make a difference. In the past 17 years we have gone from a distribution of 306 pairs of shoes to over 6,000, and from 1 school to 47 countywide. It is amazing what has been accomplished by dedicated donors, volunteers, and supporters like you. It just shows what can happen when like-minded people get together to help their children succeed. Kalamazoo is an amazing city with an amazing heart. Thank you for all you do.....you made a difference!!

- Valerie Denghel, FDSF Founder

Finding the perfect pair of new shoes for each student is important to us at First Day Shoe Fund! In order to have an equitable and inclusive distribution, there are areas on which we need to focus and improvements to be made.

We have been working with community organizations to translate our order form into additional languages, including Arabic, Farsi, and French. This will enable families/caregivers to access our program through their home language. We have been working closely with the English as a Second Language program to support recently resettled refugee students in our community.

We have also been focusing on finding shoes that will work for all students, including those with additional needs. BILLY is a footwear company whose focus is on shoes that embody universal design: they work for everyone.

Combining fashion with function, BILLY Footwear incorporates zippers that go along the side of the shoes and around the toe, allowing the upper of each shoe to open and fold over completely. The wearer can place their foot into the shoe unobstructed, and easily pull the shoe closed with a tug on the zipper!

These shoes will make it easier for students who wear orthotics or braces to not only find the perfect pair of shoes, but also increase their independence!





# GROWTH FOR our future.

## SCHOOL SPONSORSHIPS

School Sponsorships are one of the ways that FDSF raises money to provide our program at 47 schools across Kalamazoo County. During our Fall 2022 Distribution, 40 schools were sponsored, with an additional 18 classroom sponsors. School and Classroom sponsors play a vital role in supporting our mission through financial contributions, as well as providing volunteers on fitting day at their chosen school. Learn more about becoming a school sponsor at [firstdayshoefund.org/sponsor](http://firstdayshoefund.org/sponsor)

## HOW YOU can help!

There are MANY ways that you can support FDSF in 2023 and beyond.

- Volunteer at our building: unpacking, taking inventory, and packing shoes
- Volunteer during fitting days at one of the 47 schools we support
- Support FDSF financially with a personal donation or through your business with a school/classroom sponsorship
- Use workplace matching programs to increase the value of your donation
- Like and share our Social Media posts
- Share our story with others in our community to increase awareness of the work we are doing



### GROWING IN 2023

## SPRING DISTRIBUTION

"We need more shoes" was the call to action and this Spring, we answered by offering a pilot distribution to 10 participating school sites. Choosing sites for the pilot was heavily rooted in data compiled during the annual Fall distribution for sites with successful engagement and demonstrated need.

Final distribution numbers proved this was a great decision! We provided 1,444 pairs of shoes, 89% of what we distributed at the same sites in Fall 2022! One survey participant shared:

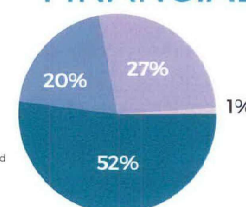
*"Very helpful! Money is so tight right now and with 4 growing kids, the expense of shoes adds up quickly. Ella was outgrowing her old shoes and with the increased cost of everything, it was buy her shoes or buy groceries. I am so appreciative of the shoes!"*

We remain grateful to our community of donors and sponsors who trust us to embody the qualities and intention of our organization in our work with young people!

# THANK you!

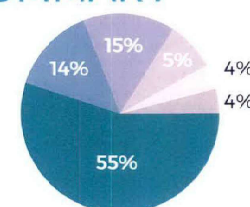
|   |   |   |   |   |
|---|---|---|---|---|
| <p>Aaron Musselman<br/>Abraxas Worldwide<br/>Adam and Abi Graves<br/>Adam Strauss<br/>Allan and Rita LaBrea<br/>Allen and Melanie Fuller<br/>Allison and Nick Birmingham<br/>Allison Weiner<br/>Alves Family Charitable Fund<br/>Amanda Lippincott<br/>Amanda Mulholland<br/>Amy and Todd Kuchta<br/>Andrea Tramel<br/>Andrew Lincoln<br/>Anne and Phil Stohrer<br/>Annella Balkic<br/>Asa Davis<br/>Aurora Heinz<br/>Austin Culick<br/>Babajide Daranjoh<br/>Barrett Emlinizer<br/>Beim Foundation<br/>Bethany Cwalina<br/>Betty Murphy<br/>Blanche E. Patterson Fund<br/>Bob &amp; Kay's Auto Wash<br/>Bombas<br/>Brook's Photography<br/>Brian Sanders<br/>Bronson Wolfe<br/>Brooks and Carol Simpson<br/>Bruce and Kathy Shurtz<br/>Bruce Billedoux<br/>Bryan Zocher<br/>Charles and Peggy Vliek<br/>Charles River<br/>Charter Oak Credit Union<br/>Cherry Tree Financial<br/>Christa Moller<br/>Christine Castle<br/>Christine E. Bregge Photography<br/>Christopher Copp<br/>Christopher Zalinea<br/>Chuck Loparo<br/>Cindy Green<br/>Cody and Kathleen Livingston<br/>Comerica Charitable Foundation<br/>Companion Insurance<br/>Comstock VFW Auxiliary 6252<br/>Consumers Energy Foundation<br/>Craig and Linda Platt<br/>CSM Group<br/>Dale Groggel<br/>Dana DeLuca and Ken Gieschak<br/>Darcil L. Schimp<br/>Dave &amp; Kay Kodyke<br/>David and Sandy Docsa<br/>David and Suzann Middleton<br/>David Blythe<br/>Dolores Smith<br/>Don and Ann Parfett<br/>Don and Sue Jones<br/>Dorothy Dalton Foundation<br/>Doug Pearce and Zac Bauer<br/>Dr. Greg and Ann Feldmeier<br/>Dr. James and Carol Carter<br/>Dr. Joe Foundation<br/>Dr. John and Carol Trittschuh<br/>Dr. Mark and Ann Austin<br/>Drs. Nancy and Arthur Falk<br/>Eaton Corporation<br/>Eckert Wordell<br/>Edison A. Dietz<br/>Edward Rose<br/>Edwards Garment<br/>Elizabeth Pearce<br/>Emma McLaren<br/>ERNA Foundation<br/>Eric Wade<br/>Erik and Mandy Eldred<br/>EWE Spirit Foundation<br/>First Presbyterian Church<br/>Florence and Joel Crost</p> | <p>Frank and Cyndi Rauch<br/>Lawrence Livemore Laboratory<br/>Frank Taylor and Barry Schroeder<br/>Friendship Village Employees<br/>Gabriel Hashman<br/>Gary Sisters Foundation<br/>Gazelle Sports<br/>Generous Hands Inc.<br/>George and Pam DeAlth<br/>Geri and Chris Macklin<br/>Girls On The Run of Greater Kalamazoo<br/>Givings Foundation<br/>Greenleaf Hospitality<br/>Greg and Joyce Salisbury<br/>Gull Meadow Farms<br/>Gull Rd Fit Body Boot Camp<br/>Guy's Who Give<br/>Harold and Carol Steiner<br/>Harold and Grace Upjohn Foundation<br/>Harold Zeigler Automotive Group<br/>Harriet and Donald Chaker<br/>Havemill PTO<br/>Helene and Gary Plinick<br/>Holly Blanks<br/>Humphrey Products Company<br/>IBEW Local 131<br/>Irma Sejdovic<br/>Irving S. Gilmore Foundation<br/>Isaac Smith<br/>Jackie Wyle<br/>Jacque Jennings-Carter<br/>Jacqueline Murray<br/>James and Jennifer Evans<br/>James and Kelly Schuring<br/>Jan and Quinter Burnett<br/>Jan Dancer<br/>Janice and Robert Rensch<br/>Janice Ryder<br/>Janis Pearce<br/>Jason and Ryanna Heystek<br/>Jasmine Cleaning<br/>Jeffrey Rostami<br/>Jennifer and Kurt Lentner<br/>Jennifer Houghton<br/>Jennifer Taylor<br/>Jennifer and Patrick Young<br/>Jerry and Mary Zwart<br/>Jill Ruterbusch<br/>Jim and Cyndy Greenman<br/>Jim and Jackie Barnum<br/>Jo Auliett<br/>Joel and Florence Crost<br/>Joel and Jacquelyn Cooper<br/>John and Ann Fraser<br/>John Curran and Sakhi Vyas<br/>Jolana Jackson and Alonzo Harnaford<br/>Jose Santamaria<br/>Josh Moon<br/>Josh Whitfield Memorial Athletic Fund<br/>Jud and Darcy Hoff<br/>Judy and Bob Shimplin<br/>Julia Smith<br/>Julie and Bob Peterson<br/>K.R. Painting<br/>Kalamazoo Community Foundation<br/>Kalamazoo County Association of Retired School Personnel<br/>Kalamazoo Fraternal Order of Police<br/>Kalamazoo Rotary Club<br/>Kalsec Inc.<br/>Karen and Larry Moening<br/>Karen Horneffer-Ginter and Paul Ginter<br/>Karl Westra<br/>Kathryn Kloba<br/>Kathy Roschek<br/>Ken Greenwood<br/>Kerry Lake<br/>Kristina Bazzali<br/>Krisine Rudawski<br/>Kwong Orthodontics P.C.<br/>Kzoo Whisker Crew<br/>Ladislav and Eva Hanka<br/>Lake Michigan Credit Union<br/>Latitude 42 Brewing Company</p> | <p>Laurel and Mike Scheidt<br/>Lawrence Livemore Laboratory<br/>Leatrice Fullerton<br/>Linda and Nick Kekic<br/>Linda Slevin and Dan Coyne<br/>Linda Teare<br/>Linnaea Thomas<br/>Lisa Hudson and Jon Stradinger<br/>Liz Semaan and Jacob Asperger<br/>Lois McKinley<br/>Lynn Chio<br/>Lynn Kelly-Albertson<br/>Maggie and Bob Higgins<br/>Maggie and Ian Hesketh<br/>MANH-HUMMEL<br/>Marc Schupan<br/>Margaret Hamilton &amp; Rod Carpenter<br/>Maria Maki and Brian Smith<br/>Marie Koss-Ryan<br/>Marilyn McFarland<br/>Mark and Heidi Wassink<br/>Mark and Jane Bainbridge<br/>Mark Hoffman<br/>Marsha and Jim Heath<br/>Martha Smith<br/>Marti Terpstra<br/>Martin Dodge<br/>Mary and Donald Brown<br/>Mary Biagini<br/>Mary Harper and Margene Arnold<br/>Mary-Katherine Miller<br/>Matthew and Tracy Ricker<br/>McFarlan Family Fund<br/>Mejor<br/>Melanie Siment<br/>Melody Lyons<br/>Meredith Stephenson<br/>Messara Family Foundation<br/>Michael Kilamney<br/>Michael Rice and Laurie A. Morrison<br/>Midwest Business Exchange<br/>Mike Kemple<br/>Miler Johnson Attorneys<br/>Mills Family Charitable Fund<br/>Myra Willis and Steve Stankowicz<br/>Nancy Remyne<br/>Natalie Proudfoot<br/>Naylor Landscape Management<br/>Network For Good</p> | <p>North Park Reformed Church<br/>Nutty Insurance<br/>Oic National Bank<br/>Ona Well Brewing<br/>P.E.O. Chapter 22<br/>Pacific Rim Foods<br/>Pam and Josh Weiner<br/>Pam DeBoer<br/>Pat Wilcox<br/>Patricia and Dennis Pearce<br/>Patti Sholler-Barber<br/>Paul and Susan Knudstrup<br/>Penny Brode<br/>Peirigo Company Foundation<br/>Portage Printing<br/>Portage United Church of Christ<br/>Randy and Joyce Schau<br/>Rebecca Durkee<br/>Republic Services<br/>Richard and Kathy Dirrenberger<br/>Richard Foster<br/>Rinnick Family Fund<br/>Robert and Donna Keller<br/>Robert Landeros<br/>Roger and Kristy Lepley<br/>Roger and Kristy Behnke<br/>Ron and Margaret Strzelecki<br/>Ron Jackson Insurance<br/>Rosalia Hall<br/>Rose Street Advisors<br/>Samuel J. Mary E. Cole Memorial Fund<br/>Sandy Kristen<br/>Sarah Craig<br/>Sarah Hall<br/>Schindler Family Charitable Fund<br/>Schupan &amp; Sons Inc.<br/>Sebastian Fryer<br/>Seelye Auto Group/Caring Car Guy<br/>SendPro<br/>Sharon Dickey<br/>Shirley Drayner<br/>Shirley Burgardner<br/>South County Community Services<br/>Stacy Caudill<br/>Stacy Salliers<br/>Stadium Management Company / Kalamazoo Wings<br/>Steven Davis<br/>Stryker Corporation<br/>Stryker Johnson Foundation</p> | <p>Sue and Paul Knudstrup<br/>Susan Stapleton<br/>Suzanne McPeck<br/>Suzanne Upjohn Delano Parish Foundation<br/>Suzanne Whitfield<br/>Sweetwater's Donut Mill<br/>The Benevity Community Impact Fund<br/>The Burdick-Thorne Foundation<br/>The Courthouse Athletic Center INC.<br/>The Fletcher Foundation<br/>The Marvin and Rosalie Okun Foundation<br/>The Mike and Sharon Seelye Family Foundation<br/>The OnStaff Group<br/>The Peterson Company<br/>The SmartHome Stores LLC<br/>The TDX Foundation, INC.<br/>Thorn Myers<br/>Thomas Hoopes<br/>Tim and Jen Bayman<br/>Timothy Ashcraft<br/>Timothy Brandon<br/>Timothy Williams<br/>Tish Stencel<br/>Tom and Karen Kruse<br/>Tom and Mary Platte<br/>Tracy Jackson<br/>Two Men and a Truck<br/>Tyler Little Family Foundation<br/>United Healthcare Community Plan<br/>United Way of Comstock<br/>United Way of Caledonia Augusta<br/>United Way of Cull Lake<br/>United Way of the Battle Creek and Kalamazoo Region<br/>United Way of Vicksburg<br/>Valerie Dekam<br/>Valerie Dengehl<br/>VanderSalm's<br/>Vicksburg Foundation<br/>VMA-VFA<br/>W.K. Kellogg Foundation<br/>Walmar Foundation<br/>Water Street Coffee Joint<br/>Wendy and Micah Woods<br/>William and Susan Kovats<br/>Zeotis</p> |
|---|---|---|---|---|

## FINANCIAL SUMMARY



### EXPENSES

Shoes and Socks 52%  
Program Management 20%  
Business & Distribution Expenses 27%  
Events, Marketing & Fundraising 1%



### INCOME

Foundations 55%  
Individuals 14%  
Corporations 15%  
Other Organizations 8%  
Events 4%  
In Kind Donations 4%

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@FIRSTDAYSHOE

## **Board of Directors**

### ***First Day Shoe Fund – Board of Directors Roster 2023 As of 11/11/2023***

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**Leatrice Fullerton, President**

Resource and Relationship Partner,  
Stryker Johnston Foundation  
[leatricefullerton@gmail.com](mailto:leatricefullerton@gmail.com)

**Liz Semaan, Vice-President**

Executive Director,  
Bronson Health Foundation  
[semaanl@bronsonhg.org](mailto:semaanl@bronsonhg.org)

**Steve Davis, Treasurer**

Wealth Management Advisor,  
Greenleaf Trust  
[sdavis@greenleafttrust.com](mailto:sdavis@greenleafttrust.com)

**Lynn Kelly-Albertson, Secretary**

Retired,  
WMU School of Medicine  
[lynn.kellyalbertson@gmail.com](mailto:lynn.kellyalbertson@gmail.com)

**Tim Rayman, Fund Development committee**

Chief Executive Officer  
Greenleaf Hospitality  
[trayman@ghgkz.com](mailto:trayman@ghgkz.com)

**Jason Heystek, Finance committee**

Chief Operations Officer,  
Imperial Beverage  
[jheystek@imperialbeverage.com](mailto:jheystek@imperialbeverage.com)

**Stacy Jackson, Board Development committee**

Nonprofit Management Director,  
ONEPlace, LLC  
[stacyj@kpl.gov](mailto:stacyj@kpl.gov)

**Lynn Chio, Program committee**

Administrative Assistant,  
Kalamazoo Public Schools  
[chiolr@kalamazoopublicschools.net](mailto:chiolr@kalamazoopublicschools.net)

**Viccarly Castellanos, Finance committee**

Procurement Category Advisor,  
Financial and Corporate Services  
[viccarly@gmail.com](mailto:viccarly@gmail.com)

**Jennifer Carson, Program committee chair**

Engagement Specialist,  
Portage Public schools  
[jcarson@portageps.org](mailto:jcarson@portageps.org)

**Rebecca Rooy, Marketing committee chair**

Executive Director,  
VMLY&R Marketing  
[rebecca.rooy@vmlyr.com](mailto:rebecca.rooy@vmlyr.com)



November 27, 2023

City of Portage, Department of Community Development  
7900 South Westnedge Avenue  
Portage, MI 49002

Re: City of Portage General Fund Grant Application

Dear City of Portage,

Thank you for allowing us to submit this grant for operational support of our 2-1-1 information and referral and crisis services. Attached, you will find the following:

- Human Services Grant Application
- 2022 Annual Report (Service Area Map on page 2)
- Board of Directors Roster
- Most recent audit from 2022

We are deeply appreciative of all your past support, and we are respectfully requesting \$5,500 for financial support for our 2-1-1 information and referral and crisis services. Thank you for continuing to allow us to apply for this grant. Please contact us if you have any questions or need additional information. We are so appreciative of your generosity and look forward to continuing our partnership with the City of Portage.

With appreciation,

Maricela Alcala  
Chief Executive Officer  
269.381.1510 ext. 211  
malcala@gryphon.org

#### GENERAL INFORMATION

Name of Organization: **Gryphon Place**

Address: **P.O. Box 378, Portage, MI 49081**

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: **Stephanie Gillespie-Schrock**

Contact Person: **Jessica Del Vacchio**

Phone #: **269-381-1510** Email: **jdelvacchio@gryphon.org**

Web address: **<https://www.gryphon.org/>**

Is this application for HUD CDBG funding or General Fund program? **General Fund**

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes ☐ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

#### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

**Gryphon Place has been in existence since 1970.**

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$6,029,000       | October 1, 2023 – September 30, 2024             |



# **GRANT APPLICATION INFORMATION**

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

|    | Name of Program   | Funding amount requested (\$) |
|----|---|-------------------------------|
|    | <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |                               |
| 1. | 2-1-1 and Crisis Lines  | \$5,500                       |
| 2. |   | \$                            |
| 3. |   | \$                            |
| 4. |   | \$                            |
| 5. |   | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |  |
|----|--|
| 1. | Funds will be used to provide adequate staffing levels in the contact center in order to provide 24/7 coverage for 2-1-1 and Crisis Lines. |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

- 2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | <b>Crisis Lines:</b> Powering our Crisis Lines 24 hours a day for those who feel depressed, alone, suicidal or any other emotion. All confidential calls are answered with respect, empathy, and compassion.<br><br><b>2-1-1:</b> Working with individuals to assess their needs, determine their options, and provide appropriate programs and services. 2-1-1 can assist with a number of needs, ranging from after-school programs, housing and utility assistance, tax scheduling, food pantries, eviction diversion, mental health services, and more. |
| 2. |   |
| 3. |   |
| 4. |   |
| 5. |   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$144,268                        | Less than 1%                               |
| 2. | \$                               | %  |
| 3. | \$                               | %  |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | 77,459                                 | 80,000      | 1,985                                    | 2,500       | 2.5%  | 3.1%        |
| 2. |  |             |  |             | %   | %           |
| 3. |  |             |  |             | %   | %           |

|    |  |  |  |  |   |   |
|----|--|--|--|--|---|---|
| 4. |  |  |  |  | % | % |
| 5. |  |  |  |  | % | % |

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

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

**Through 211, Gryphon Place provides 24/7 Information and Referral to callers seeking services and assistance related to both housing as well as the items in the Housing Circle of Support. Furthermore, the crisis lines provide direct mental health supports 24/7 to callers.**

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

N/A

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:

**Gryphon Place provides information and referral through 2-1-1.**

- Provision of Transportation:

**Gryphon Place provides information and referral through 2-1-1.**

- Provision of Budgeting & Financial Assistance:

**Gryphon Place provides information and referral through 2-1-1.**

- Provision of Disabled and Elderly Support Services:

**Gryphon Place provides information and referral through 2-1-1.**

- Provision of Mental, Health & Medical Services:

**Gryphon Place provides 24/7 crisis support through 9-8-8 and the helpline.**

- Provision of Education & Life Skills Training:

**Gryphon Place provides information and referral through 2-1-1.**

- Provision of Role Models & Everyday Support Services:

**Gryphon Place provides 24/7 crisis support through 9-8-8 and the helpline, along with connection to services 24/7 through 2-1-1.**

- Encouraging People to Give Back, volunteer and mentor others:

**Gryphon Place serves as the Volunteer Center for Kalamazoo. We maintain an online database of organizations seeking volunteers and volunteers seeking opportunities that allows them to connect with each other. We also offer volunteer referral through 2-1-1.**

**Gryphon Place provides a wide variety of referrals through 2-1-1 and our database of referrals is updated regularly to better assist our community with challenges.**

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):
- ☒ Services located in Portage.
  - ☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
(explain): **24/7 Phone Lines, Community Outreach Events**
  - ☒ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.
  - ☒ 24-hour phone hot line
  - ☐ Services available/accessible via public bus routes and/or transportation by an agency
  - ☒ Other (explain): **Residents can also connect 24/7 via text or chat to 2-1-1**
9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

**Gryphon Place partners with many agencies to provide information and referrals to callers. Our 2-1-1 database is regularly updated with new information and services.**

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):
- ☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation
  - ☒ Low Income (80% or below of area median income) and/or senior citizens
  - ☒ Client is vulnerable or at risk of one of the above
  - ☒ Client is in need of services
  - ☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

**In addition to events and marketing, Gryphon Place participates in many outreach events every year that allow us to connect directly with individuals who may benefit**

**from our programs and services.**

- b. Describe how City of Portage residents learn about your program/service(s)?

**Through marketing, referrals from other organizations and partners, community outreach, events, and word of mouth.**

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

**Because of the diverse funding that Gryphon Place's programs receive, we are confident in the sustainability of our services. The funding through this grant will allow Gryphon Place to continue to provide high quality, diverse, and timely services.**

13. As a result of receiving city funding, are you able to secure other funding for your program/services?

**Gryphon Place is not currently utilizing City of Portage funds to leverage public or private dollars.**

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.  
<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

“The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract.”



English



2-1-1

9-8-8

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[Services](#)
[Get Involved](#)
[Initiatives](#)
[Contact](#)
[Donate](#)
[Capital Campaign](#)

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

Maricela Alcala  
Name (print or type)

Chief Executive Officer  
Title

10-27-23  
Date

*Maricela Alcala*

Signature

## 2-1-1 help for everyday needs

2-1-1 can assist with a number of needs, ranging from after-school programs, housing and utility assistance, tax scheduling, food pantries, eviction diversion, mental health services, and more. We work with individuals to assess their needs, determine their options, and provide appropriate programs and services. 2-1-1 is available 24/7 all year. Calls are answered with respect, empathy, and compassion. It is 100% confidential and free.



2-1-1

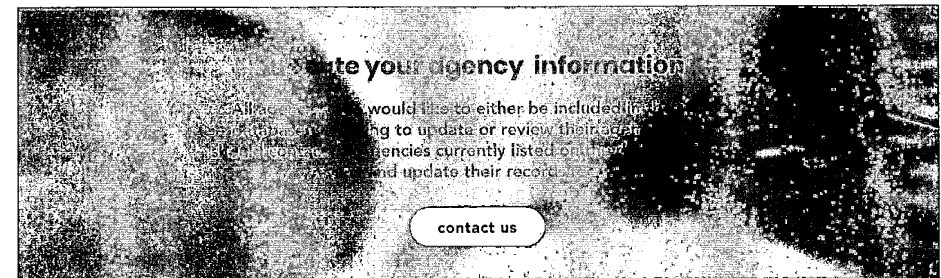


Text



Search

Text your zip code to 898-211



T:\COMMDEV\2023 2024 Department Files\CDBG\FY 24-25 HPS\Application FY24-25 Human Services Application.docx

Call 2-1-1 Central Michigan 2-1-1 City of Portage Cradle Kalamazoo Calhoun County Infant Mortality Initiative Goodwill Industries of Southwest Michigan Hands On 2-1-1 Housing Resources, Inc. Michigan Association of United Way Michigan Department of Health and Human Services Michigan Veterans Affairs Agency Northeast The Calhoun County Tax Coalition The Kalamazoo County Tax Coalition United Way YWCA Western Michigan University School of Medicine



## Board Directory

**Stephanie Gillespie-Schrock, Chair**  
Owner, Chief Strategy Officer, SKGS Consulting LLC  
[skgschrock@gmail.com](mailto:skgschrock@gmail.com)  
773-469-3281

**Megan Taylor, Vice Chair**  
CPA, Plante Moran  
[megan.taylor@plantemoran.com](mailto:megan.taylor@plantemoran.com)  
614-546-8371

**Tim Harding, Treasurer**  
President, Harding's Markets  
[trh@hardings.com](mailto:trh@hardings.com)  
269-343-7546

**Eddie Warr, Secretary**  
Wealth Management Associate, Greenleaf Trust  
[ewarr@greenleaftrust.com](mailto:ewarr@greenleaftrust.com)  
616-888-9050

**Dr. David Fatzinger**  
Retired Psychologist 2021  
[dr.fatzinger@gmail.com](mailto:dr.fatzinger@gmail.com)  
269-806-2937

**Megan Redding**  
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517-877-0521

**LaTonya Turner**  
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[turner@kalamazoccity.org](mailto:turner@kalamazoccity.org)  
269-337-8285

**Nkenge Bergan**  
Associate Vice President, KVCC  
[nkengebergan@gmail.com](mailto:nkengebergan@gmail.com)  
269-488-4440

**Amanda Crux**  
Human Resources Manager, Summit Polymers  
[amandajcs@hotmail.com](mailto:amandajcs@hotmail.com)  
269-330-2756

**Nancy Turtle**  
Community Bank President, Mercantile Bank  
[nturtle@mercbank.com](mailto:nturtle@mercbank.com)  
269-373-3427

**Sadaya Hamby**  
Student, Kalamazoo Central High School  
[dayahamby@gmail.com](mailto:dayahamby@gmail.com)  
269-267-9851

**Jennifer Coyle**  
Co-Leader, Kalamazoo Moms Demand Action  
[jennifer@coyleprojects.com](mailto:jennifer@coyleprojects.com)  
269-352-2403

**Liz VonEitzen**  
Attorney, Warner Norcross & Judd LLP  
[evoneitzen@wnj.com](mailto:evoneitzen@wnj.com)  
616-886-6958

**Nancy Springgate**  
Managing Member, James & Springgate PLC  
[nspringgate@jscpas.com](mailto:nspringgate@jscpas.com)



420 East Alcott Street • Suite 200  
Kalamazoo, MI 49001  
O: 269.382.0287 F: 269.382.6173

November 27, 2023

City of Portage Community Development  
Att: Tina Perry  
7900 S. Westnedge Ave  
Portage, MI 49002

Dear Tina,

Enclosed you will find the Portage Grant Application from Housing Resources, Inc. for City of Portage FY 2024-2025 Human Services Funding-General Fund.

Serving residents in Portage is a priority for HRI and appreciate our long-standing partnership.

If you have any questions, please do not hesitate to contact me directly.

Sincerely,

Galyn Barnum  
Director of Community Outreach

Encl: HRI Grant Application, brochure, Board of Directors list, HRI Audit

Updated 8/2023



[www.housingresourcesinc.org](http://www.housingresourcesinc.org)



### GENERAL INFORMATION

Name of Organization: Housing Resources, Inc

Address: 420 E. Alcott Street, STE 200  
Kalamazoo, MI 49001

Is the organization an incorporated, not-for-profit organization: Yes ☒ No ☐

Is the organization Internal Revenue Service 501(c)(3) classified: Yes ☒ No ☐

Name of Board President: Karen Barnes

Contact Person: Galyn Barnum or Michelle Davis

Phone #: 269-488-0913 Email: [gbarnum@housingresourcesinc.org](mailto:gbarnum@housingresourcesinc.org)

Web address: [www.housingresourceinc.org](http://www.housingresourceinc.org)

Is this application for HUD CDBG funding or General Fund program? General Fund

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

- The organization will track the number of Portage residents served? Yes ☒ No ☐
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? Yes ☒ No ☐
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? Yes ☒ No ☐
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

Housing Resources, Inc. (HRI) was founded in 1982, and has provided housing solutions and services to Kalamazoo County residents for forty-one (41) years including the City of Portage. HRI has provided a menu of enhanced housing stabilization services since 1988, when we received our first HUD grant to provide 35 transitional housing units. Over the years, our services have been adjusted to meet the needs of low-income, vulnerable residents facing a housing emergency, however our core services and mission have changed very little. The mission of HRI remains the assurance of housing for economically and socially vulnerable people of Kalamazoo County.

Please indicate the most recently approved fiscal year total annual budget for your

organization and the fiscal year it covered: \*Note our 2024 Budget is complete but not yet approved at this grant submission time frame. This represents the 2023 approved adjusted mid-year budget.

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$4,165,505.20    | January 1, 2023 -December 31, 2023,              |

### GRANT APPLICATION INFORMATION

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

| Name of Program   | Funding amount requested (\$) |
|---|-------------------------------|
| <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |                               |
| 1. Housing Stabilization Program  | \$ \$25,000                   |
| 2.  | \$                            |
| 3.  | \$                            |
| 4.  | \$                            |
| 5.  | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|   |
|---|
| 1. Housing related coordinated assessment and referral services for emergency housing assistance. |
| 2.  |
| 3.  |
| 4.  |
| 5.  |

2.b. What is the purpose or mission you are using the funds for?

|  |
|--|
| 1. Homeless prevention and homeless assistance services for economically vulnerable Portage residents experiencing a housing crisis. |
| 2.   |
| 3.   |
| 4.   |
| 5.   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$3,337,392.45                   | < .01 %                                    |
| 2. | \$                               | %  |
| 3. | \$                               | %  |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |                  | Total number of Portage residents served |                  | Portage residents served as percent (%) of total clients served |                  |
|----|--|------------------|--|------------------|---|------------------|
|    | **Prior FY 2023                        | Upcoming FY 2024 | Prior FY 2023                            | Upcoming FY 2024 | Prior FY 2023   | Upcoming FY 2024 |
| 1. | 1912                                   | 1,133            | 155                                      | 65               | .08%  | .06%             |
| 2. |  |                  |  |                  | %   | %                |
| 3. |  |                  |  |                  | %   | %                |
| 4. |  |                  |  |                  | %   | %                |
| 5. |  |                  |  |                  | %   | %                |

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

\*\*Please note that 2023 are actual numbers with an estimate of 11-15-2023 to Dec 31-2023 FY end.

Rev'd 11-28-23

**5. The Human Services Board is seeking long-term solutions directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?**

Through our housing stabilization services, HRI can address the availability of rental units, elderly, assisted and supportive housing priorities. The influx of pandemic money made it possible to stabilize thousands of vulnerable residents in their existing homes for the past three years, however, that funding is nearly exhausted at a time when rents are at a record high and affordable housing at a record low. In 2023, HRI expects to provide nearly \$2.1 million in direct financial assistance, a substantial decrease from \$8.1 million in 2022. In 2024, we expect even further funding decreases in direct financial assistance and anticipate less than \$1 million dollars available to resolve housing emergencies county wide.

Locally and nationwide, we are facing an unprecedented affordable housing crisis and must work collaboratively to stabilize housing for those residents facing a housing emergency as well as continue to develop and build more affordable housing units especially for low-moderate income families, people with disabilities and veterans. Many of our most vulnerable, low-income residents are being priced out of the rental market with astronomical increases in market-rate rent and face scarce availability for affordable units.

Through our housing stabilization services of homeless prevention and rapid re-housing, qualifying residents would be able to remain in permanent housing in their homes and neighborhoods of choice. HRI provides an extensive menu of services to qualifying Portage residents that include but are not limited to housing search assistance, housing counseling, emergency shelter referrals, security deposits, rental assistance, eviction prevention via back rent payment and housing subsidy. HRI regularly provides outreach and homeless prevention services including financial assistance to residents in affordable housing units at Selinon Park, Milham Meadows and Mallard Cove. These residents remain permanently housed in a community of their choice because of these services.

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

|  |                     |
|--|---------------------|
| State Funds-MSHDA all programs               | \$830,329-Expected  |
| Emergency Financial Assistance Network (KCF) | \$ 70,000-Expected  |
| United Way of South-Central Michigan         | \$204,000-Expected  |
| City of Portage                              | \$ 55,000-Requested |
| Federal-PSH                                  | \$609,874 Expected  |

**7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:**

During our assessment and intake process, HRI ensures that referrals for other resources needed are identified and information given to the client along with a warm transfer if possible. Often, we assist clients in navigating systems and services they need and want. We use 2-1-1 as one resource as well as our network of existing and emerging partnerships.

**Provision of Employment & Job Training:** HRI referral partnership with Michigan Works! as well as Goodwill Industries of Southwest Michigan are well developed and ongoing.

These services help to seamlessly connect the client with their job development needs including building work experience, developing a resume and intensive job search. Helping families to obtain or increase their income is one of the most effective ways to stabilize a household and support them in maintaining their housing permanently.

**Provision of Transportation:** Reliable transportation is a necessity for households to maintain employment, further their education, and fully participate in their community. We connect with Metro Transit first to see what options households have available to them for discounted or free transportation waivers or connect directly to Metro Connect for transportation. Based on the make-up of the household, we also connect them to specialized programs with those resources like maternal-infant health programs. For example, programs like Cradle Kalamazoo or Healthy Babies/Healthy Start are often able to provide more specialized support for their clients.

**Provision of Budgeting & Financial Assistance:** HRI continues to work with households to develop a budget and increase their financial literacy skills to meet their housing and basic needs. We educate clients about the importance of always prioritizing their housing expense before any other expense, so they do not lose housing. In addition, we will provide referrals directly to Goodwill Industries of Southwest Michigan's financial coaching program and several other financial literacy efforts in Kalamazoo.

**Provision of Disabled and Elderly Support Services:** HRI provides an updated list of available subsidized and affordable housing that prioritizes both people with disabilities and who are over 55. For specialty services, we believe that connecting households to agencies uniquely knowledgeable about a person's specialized needs often results in better outcomes for the clients. Once connected, we will work closely with the household to make sure they are getting the support they need and assist them with any follow-up items. Based on identified needs, we have connected our households to either primarily Disability Network of Southwest Michigan or Milestone Senior Services for specialized needs or services we cannot provide.

**Provision of Mental, Health & Medical Services:** HRI has a close referral relationship with Integrated Services of Kalamazoo (ISK) as our community mental health provider to whom we refer and connect our households to identify the need and plan for mental health services. For medical providers, we continue to connect households to the Family Health Center that serves Kalamazoo County. These are our first connections generally as most of our clients have barriers and income that qualify them for these agencies and their services. The cost and availability of general medical and mental health providers at a Fair Market Rate are significant barriers to most of our households.

**Provision of Education & Life Skills Training:** Based on skills needed, we connect clients to a wide variety of programs. Examples of agencies we have connected our clients to include Goodwill Industries of Southwest Michigan job training and GED program; Caring Network; various maternal-infant health programs, Urban Alliance, Michigan Works! and Kalamazoo Neighborhood Housing Services. These referrals and connections are very specialized to the household based on the skill and needs identified.

**Provision of Role Models & Everyday Support Services:** Based on the need, we connect clients to a wide variety of services. Examples of agencies we have connected our clients to include Ministry with Community, 4Dad, a Kalamazoo Fatherhood program, Big Brother Big Sisters, Caring Network, Portage Community Center, Douglas Community Center, and Urban Alliance. These referrals and connections are very specialized to the household based on the skill and needs of the household.

**Encouraging People to Give Back, volunteer and mentor others:** When we have a household that are looking to give back, we connect with Gryphon Place 2-1-1, our volunteer center for Kalamazoo County, to make sure they can find the right volunteer opportunity that aligns with their values and skills to



facilitate a meaningful volunteer experience. HRI also offers volunteer opportunities for our events annually if clients are interested.

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

- ☐ Services located in Portage.  
☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
 (explain): Services can be delivered directly to residents and outreach events are regularly scheduled in Portage. We also partner with Portage Community Center to prevent evictions and other housing emergencies.  
☐ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m. 24-hour phone hot line  
☒ Services available/accessible via public bus routes and/or transportation by an agency  
☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

HRI, as the Housing Assessment and Referral Agency (HARA), for Kalamazoo County works collaboratively with many organizations both public and private to provide emergency housing services to stabilize housing for residents and help rehouse vulnerable residents to permanent housing. HRI's goal is to end homelessness by providing housing stabilization services including eviction prevention or rehousing services allowing residents to stay or move to their neighborhood of choice. Each HRI client working with our Case Management team has an individualized service plan often identifying referrals to other resources for food, employment, transportation, counseling, skills training, and education completion. We coordinate services and collaborate in a variety of ways including a customer service friendly referral process which can be done electronically, in person, at community events or special outreach projects or via telephone. Many HRI staff and leadership members serve on other community committees and workgroups for the purpose of preserving or developing housing options for vulnerable residents.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation  
☒ Low Income (80% or below of area median income) and/or senior citizens  
☒ Client is vulnerable or at risk of one of the above  
☒ Client is in need of services  
☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

HRI provides outreach in a variety of ways to Portage residents including social media, our website "Contact Us" communication and referral process as well as partnering with a variety of agencies and landlords in Portage. For example, we have a long-standing relationship with

Portage Community Center for homeless prevention and housing assistance activities including intentional outreach sessions when new funding becomes available. As part of our responsibilities as the Housing Assessment and Resource Agency (HARA), we provide available apartment unit information, landlord connections and virtual options for information and resources to eliminate travel to our office. In addition to in-person services, we provide extensive phone services including assessments, and intakes for qualifying applicants in Portage.

- b. Describe how City of Portage residents learn about your program/service(s)?

Most residents learn about our services through partner referrals such as Portage Community Center, landlords, United Way, Department of Health and Human Services, local churches, 8<sup>th</sup> District Court, 2-1-1, notice of funding for services, family, friends, social media, HRI website and outreach events.

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

HRI, for forty-one years, has been on the forefront of providing services and emergency housing solutions for vulnerable residents in Kalamazoo County. HRI has been a trusted partner, fiduciary, and service provider for MSHDA and HUD funds for decades. Most recently, HRI was fiduciary for over \$54M in federal awards related to COVID-19 funding. Often, due to our ability to expedite funding, have been awarded additional funds. HRI remains financially stable with a long track record of clean financial and program audits as well as earning the Guide Star's Platinum Seal of Transparency for many years. We project long-term sustainability and will continue to prioritize our services and available funding to meet the needs of our most vulnerable residents.

13. As a result of receiving city funding, are you able to secure other funding for your program/services? Yes.

14. Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for the most recently completed fiscal year which include revenue and budget information.



**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs, and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state, and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract."

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

Name (print or type) Title Date

Calvin Barnum, Dir. of Community Outreach, 11-27-23

Signature



420 East Alcott Street,  
Suite 200  
Kalamazoo, MI 49001  
269-382-0287  
www.housingresourcesinc.org

**41**  
years  
1982-2023

Providing housing solutions for 40+ years for Kalamazoo County residents.

**Our Mission:**  
The assurance of housing for socially or economically vulnerable persons of Kalamazoo County.

**Primary Areas of Service:**

- Homeless Prevention
- Homeless Assistance
- Affordable Housing

**Have a Housing Issue?**  
Call for information (269) 382-0287  
OR  
Contact us on our website at: [www.housingresourcesinc.org](http://www.housingresourcesinc.org)  
OR  
Walk into our office!  
(Mon-Fri from 8:30am to 5:00pm)  
420 E. Alcott St., Suite 200  
Kalamazoo MI 49001

**Our Impact 2022**

Direct financial housing assistance provided for families and individuals: **\$8.1 Million**

Total households served: **2,400+**

*\*Financial assistance may include back rent and utilities owed, rental subsidy and security deposit.*

Find out how you can learn more about our impact, volunteer or donate at: [269-382-0287](http://269-382-0287) or [www.housingresourcesinc.org](http://www.housingresourcesinc.org)

HRI is committed to ensuring that all persons regardless of their race, color, national origin, age, religion, sex, disability, marital status, or English proficiency have access to our programs and services.

**LIVE UNITED**  
United Way 2-1-1





**HOUSING RESOURCES, INC.  
BOARD OF DIRECTORS ROSTER**  
Approved: November 22, 2022  
Revised: January 24, 2023

1-Claudia Wink-Basing, Vice President  
2223 Benjamin Street  
Kalamazoo, MI 49008  
M: (269) 207-8694  
E-Mail: [claudiawinkbasing@gmail.com](mailto:claudiawinkbasing@gmail.com)  
Affiliation: Community Volunteer/Founding Member  
Approved: December 1982  
Term Expires: Legacy #1

3-José Santamaria, Treasurer  
<Address Update Needed>  
<Address Update Needed>  
M: (269) 217-1299  
E-Mail: [wmujoose@gmail.com](mailto:wmujoose@gmail.com)  
Affiliation: Banking and First Presbyterian Church  
Approved: 1994  
Term Expires: Legacy #3

5- Kristen Pollich  
1560 Wickford Drive  
Kalamazoo, MI 49009  
M: (269) 598-4073  
E-mail: [kmpollich@gmail.com](mailto:kmpollich@gmail.com)  
Affiliation: Education Sector  
Approved: November 23, 2021  
Term Expires: November 2024

7- Roy L. Dangel, Jr.  
Sturgis Bank and Trust  
2264 Whisper Rock Trail  
Portage, MI 49024  
W: (269) 659-1316 M: (269) 217-6390  
Email: [rdangel@sturgisbank.com](mailto:rdangel@sturgisbank.com)  
Affiliation: Banking  
Approved: May 24, 2022  
Term Expires: November 2024

2- Cynthia Ortega  
5539 Greenpine Lane  
Kalamazoo, MI 49009  
H: (269) 372-3709 M: (269) 501-8106  
E-mail: [cportega60@gmail.com](mailto:cportega60@gmail.com)  
Affiliation: Community Volunteer/Legal  
Approved: 1994  
Term Expires: Legacy #2

4- Elisabeth M. Von Eitzen  
Warner Norcross + Judd LLP  
2418 Acorn Lane  
Kalamazoo, Michigan 49008  
W: (269) 276-8118 M: (616) 886-6958  
E-Mail: [evoneitzen@wnj.com](mailto:evoneitzen@wnj.com)  
Affiliation: Legal  
Approved: February 2022  
Term expires: November 2024

6- Vacant

M:  
E-mail:  
Affiliation:  
Approved:  
Term Expires: Legacy #4

8- Judy Lewis, Secretary  
Abraxas  
701 E. Milham Ave.  
Portage, MI 49002  
W:(269) 226-0016 M: (269) 720-3334  
Email: [judyLewis.5555@gmail.com](mailto:judyLewis.5555@gmail.com)  
Affiliation: Abraxas/Private Sector  
Term Expires: Legacy #5

Page 2

9- Open: Legacy #6  
Address:

M:  
Email:  
Affiliation:  
Approved:  
Term Expires: Legacy

11 – Neil Stuit  
5797 East S Avenue  
Vicksburg, MI 49097  
M: (269) 615-6937  
E-mail: [NAStuit@gmail.com](mailto:NAStuit@gmail.com)  
Affiliation: Landlord/Stryker  
Approved: November 27, 2018  
Term Expires: November 2023

13- Alex Jeffries  
1708 Harvey Avenue  
Kalamazoo, MI 49006  
M: (269) 760-4857 (C) (269) 888-1900  
Email: [alexjeffries@c21affiliated.com](mailto:alexjeffries@c21affiliated.com)  
Affiliation: Real Estate/Community Volunteer  
Approved: January 2023  
Term Expires: November 2025

15- Open #3

Address:

W: M:  
E-Mail:  
Affiliation:  
Approved:  
Term Expires: November 2025

17- Cheryl Johnson, At Large  
8893 Marsh Creek Circle  
Galesburg, MI 49053  
M: (269) 341-8813  
E-Mail: [johncher@bronsonhg.org](mailto:johncher@bronsonhg.org)  
Affiliation: Bronson Health Group  
Approved: November 26, 2019  
Term Expires: November 2025

10- Open #2

M:  
Email:  
Affiliation:  
Approved:  
Term Expires: November 2023

12 – Meoshi Atkinson  
512 Sunrise Circle  
Kalamazoo, MI. 49009  
M: (269) 760-7022  
E-mail: [meoshi.atkinson@stryker.com](mailto:meoshi.atkinson@stryker.com)  
Affiliation: Lived Experience  
Approved: 2009  
Term Expires: November 2023

14- Karen Barnes, President  
<Address>  
<Address>  
M: (269) 501-5164  
Email: [krbarnes16@gmail.com](mailto:krbarnes16@gmail.com)  
Affiliation: Community Volunteer  
Approved: March 28, 2017  
Term Expires: November 2024

16- Sheila Dorsey-Smith  
Kalamazoo Public Schools  
1220 Howard Street  
Kalamazoo, MI 49008  
W: (269) 337-0178  
Email: [dorseysr@kalamazoopublicschools.net](mailto:dorseysr@kalamazoopublicschools.net)  
Affiliation: Education Sector  
Approved: March 28, 2017  
Term Expires: November 2024

18- Forest Drummer  
155 W. Michigan Avenue  
Kalamazoo, MI 49007  
W: M: (269) 491-3548  
E-Mail: [forest.drummer@outlook.com](mailto:forest.drummer@outlook.com)  
Affiliation: United Health Care/Private Sector  
Approved: March 23, 2021  
Term Expires: November 2024

### GENERAL INFORMATION

Name of Organization: Kalamazoo Literacy Council

Address: 420 E. Alcott St., Suite 400  
Kalamazoo, MI 49001

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: Spencer Haworth

Contact Person: Michael D. Evans, Executive Director

Phone #: (269) 382-0490 ext. 222 Email: mevans@kalamazooliteracy.org

Web address: www.kalamazooliteracy.org

Is this application for HUD CDBG funding or General Fund program? **General Fund**

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☐ Yes ☒ No (Form 990 Available: Annual Audits will begin in 2024)
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

**49 years. Established in 1974. The ESL of Southwest Michigan and Community Literacy Center at Prince of Peace Lutheran Church have been in existence since 1984 and 2016 respectively.**

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$847,266         | January 1, 2023 – December 31, 2023              |

### GRANT APPLICATION INFORMATION

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

| Name of Program  | Funding amount requested (\$) |
|--|-------------------------------|
| NOTE: the same program numbers assigned in question #1 carry through to question #5. |                               |
| 1. ESL of Southwest Michigan (formerly Portage ESL)                                  | \$3,500                       |
| 2. Community Literacy Center at Prince of Peace                                      | \$1,500                       |
| 3.   | \$                            |
| 4.   | \$                            |
| 5.   | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |   |
|----|---|
| 1. | Four levels of English as a Second Language (ESL) Classes (in-person/virtual and morning/evening). Weekly Employment and Digital Skills Classes. Parent Literacy, Health Literacy, and Citizenship Classes. |
| 2. | Tutoring: one-on-one and group tutoring sessions provided by volunteers. Book Club and Discussion Groups for English Language Learners and adult literacy students.   |
| 3. |   |
| 4. |   |
| 5. |   |

2.b. What is the purpose or mission you are using the funds for?

|    |  |
|----|--|
| 1. | Instructional books, supplies, and virtual learning supports |
| 2. | Instructional books, supplies, and virtual learning supports |
| 3. |  |
| 4. |  |
| 5. |  |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$142,560                        | 2.5%                                       |
| 2. | \$6,225                          | 24.1%                                      |
| 3. | \$                               | %  |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | 188                                    | 190         | 133                                      | 133         | 70.7 %  | 70.0 %      |
| 2. | 17                                     | 30          | 15                                       | 21          | 88.2 %  | 70.0 %      |
| 3. |  |             |  |             | %   | %           |
| 4. |  |             |  |             | %   | %           |
| 5. |  |             |  |             | %   | %           |

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

Rec'd 11/29/23

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

The KLC provides education, job training, and financial literacy for English Language Learners in both the ESL of Southwest Michigan and Community Literacy Center at Prince of Peace programs. These subjects are incorporated into all four levels of ESL classes. Additionally, the KLC provides weekly JOBS classes, digital skills, and financial literacy classes for adult learners. The KLC's services are designed to improve literacy and language skills for adult learners, which are essential for obtaining housing, employment, maintaining finances, and other skills that lead to independence and stability.

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

The total costs for provide services to these two programs at this site is \$148,785. The funds currently secured include:

|                                    |                  |  |
|------------------------------------|------------------|--|
| Van Buren ISD Contracted Service   | \$60,000         | 4 ESL instructors and navigation services  |
| Dollar General Literacy Foundation | \$5,000          | Books and supplies   |
| Harold & Grace Upjohn Foundation   | \$5,000          | Laptops to connect learners to virtual services.   |
| Kalamazoo Community Foundation:    | \$17,000         | Navigation support for the ESL Adult Learning Services Navigator, ABE Adult Learning Services Navigator, and Parent Literacy Navigator |
| Irving S. Gilmore Foundation       | \$12,000         | \$12,000 for navigation support for the three navigators.  |
| Annual Campaign Donations          | \$9,785          | Books, supplies, and Student Support Fund for transportation, translation, and other supports.   |
| Stryker Johnston Foundation        | \$30,000         | ESL Adult Learning Services Navigator, ABE Adult Learning Services Navigator, and Parent Literacy Navigator                            |
| W.S. & Lois VanDalsen Foundation:  | \$5,000          | self-paced learning software   |
| <b>Total</b>                       | <b>\$143,785</b> |  |

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:  
The KLC provides weekly employment and workforce training sessions through its Job Opportunities & Basic Skills Class (JOBS). This class is

offered in collaboration with Michigan Works Southwest and Goodwill Industries to help learners gain the literacy skills they need to get a job or improve their career options. Resumes, cover letters, job applications, interview skills, and other topics are covered through the six-week class, which is repeated throughout the year.

- Provision of Transportation:  
The KLC provide transportation support for adult learners who need assistance getting to a returning from class. This is in the form of bus tokens. Gas cards are also provided on a limited basis. This is support through the KLC's Student Support Fund, which is replenished annually with funds from the Everyone Needs to Read Annual Campaign.
- Provision of Budgeting & Financial Assistance:  
The KLC provides Financial Literacy Classes in collaboration with Arbor Financial Credit Union to help learners with budgeting, saving, and financial planning. Referrals are made to financial coaches for individuals who need additional support. The KLC helps offset emergency expenses that are barriers to learning on a case-by-case basis for adult learners who are not able to be connected to other community resources. This is also supported by the KLC's Student Support Fund, which is budgeted for \$9,000 annually.
- Provision of Disabled and Elderly Support Services:  
The KLC's navigators make referrals to Michigan Rehabilitation Services (MRS), MRC Industries, Disability Network of Southwestern Michigan, and Goodwill Industries of Southwestern Michigan for individuals who need accommodations for disabilities. The KLC also provides specialized equipment such as pencils, screens, hearing aids, vision tests, and other supports.
- Provision of Mental, Health & Medical Services:  
The KLC's navigators make referrals to MI DHHS, Family Health Center, Recovery Institute, Integrated Services of Kalamazoo, and other health and mental health providers for adult learners who have this need.
- Provision of Education & Life Skills Training:  
The KLC provides weekly Health Literacy Classes in collaboration with the college students from WMU Homer Stryker M.D. School of Medicine, WMU Bronson School of Nursing, and the Interdisciplinary Health Students from the College of Health and Human Services. Together, these students host "Feel Good Friday" and "Tune Up Tuesday" wellness sessions, and annual Health Literacy Fair, and nutrition classes for adult learners. The KLC also offers weekly Empowerment Group sessions led by interns from the WMU School of Social Work. Empowerment Group provides skills that build resilience and also help learners with time-management, goal-setting, note-taking, and test-taking skills.
- Provision of Role Models & Everyday Support Services:  
The KLC's navigators help adult learners create Adult Learning Plans (ALPs) to establish goals, identify barriers to these goals, and put in place strategies to remove these barriers. These plans are used to connect learners to community resources as well as to help them to

monitor their own progress towards goals. The KLC also has Peer Mentors who are adult learners that support the learning of others and serve as role models for learning.

- Encouraging People to Give Back, volunteer and mentor others:  
The KLC is a volunteer-led, staff supported organization. Community residents are trained as reading tutors, writing instructors, ESL classroom assistance, computer lab instructors, and other service roles. The Peer Mentor Program also is a way for adult learners to help their peers learn.

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

- ☒ Services located in Portage.
- ☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
(explain): Services are also offered virtually for those who choose to study from home
- ☒ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.
- ☐ 24-hour phone hot line
- ☒ Services available/accessible via public bus routes and/or transportation by an agency
- ☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

The KLC has housing as one of seven areas its navigators address in our Circle of Support, which includes Child Care, Education, Employment, Financial, Health, Housing, and Transportation. The KLC partners with Goodwill Industries to host a monthly Navigation Work Group that helps navigators and case managers from partner agencies address barriers (including housing), learn new community resources, make referrals, and identify gaps in services. The KLC's navigators make referrals to Housing Resources, Inc., Kalamazoo Neighborhood Housing Services, and Community Homeworks for individuals with housing needs. The overarching goal of the KLC is to empower adults to reach their full potential by providing the literacy skills they need to support their goals, including achieving long-term housing that is affordable to them.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☐ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation
- ☒ Low Income (80% or below of area median income) and/or senior citizens
- ☐ Client is vulnerable or at risk of one of the above
- ☒ Client is in need of services
- ☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

#### Individual/Group Contact:

The KLC hosts open houses every semester at its Prince of Peace site. We attend community events such as Project Connect and other neighborhood events. We host student and volunteer orientations for new learners and volunteers monthly. Our navigators also provided one-on-one and small group information sessions with adult learners and service providers. The KLC also publishes a quarterly newsletter.

Tutoring services are being expanded to Portage District Library. The KLC intends to collaborate with the library to promote services to Portage residents and has enlisted Outreach Librarian Sara Weyenberg to serve on the KLC Board of Directors.

#### Business/Community Organization Contact:

The KLC give Literacy Advocate Orientations monthly to organization and interested groups. We host the Adult Literacy Collaborative of Kalamazoo County monthly to share information with partners throughout the county and are active in KRESA Great Start Collaborative, Michigan Works Partner Meetings, and Kalamazoo Rotary among other service organizations. The KLC sends service information to community partners and posts notices of service opportunities on its website.

The estimated number of Portage residents directly served through these efforts is 205 with 1,200 Portage residents receiving information annually.

- b. Describe how City of Portage residents learn about your program/service(s)?

The main ways people hear about the ESL of Southwest Michigan and CLC at Prince of Peace programs through a variety of ways including:

- The KLC website.
- Social media, particularly Facebook and Linked In.
- Referrals from partner agencies. The KLC provides updated schedules and information to partners each semester.
- Email blasts to partner agencies.
- Tabling at events and community activities.
- Posters and fliers that are distributed to partner sites.
- Direct mail to former and current learners.
- Word of mouth.

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

The KLC is committed to its strategic focus of building capacity to grow and sustain its programs. The organization's program model is "volunteer-led and staff-supported", with the vast majority of instruction and program services delivered by 135 trained volunteers in 2023. These tutors volunteer throughout the KLC's 15 Community Literacy Centers which are run rent-free in accordance with the Community Literacy Center Model that was developed in 2011. They also tutor virtually through the Virtual Learning Center. This strategy of volunteer support and in-kind donation has allowed the KLC to continue to expand its services. The KLC opened its first center in Portage, MI at the Prince of Peace Lutheran Church in 2016.



This center is considered to be a part of the KLC's South Campus which also includes KVCC and Portage District Library. The Prince of Peace CLC continues to be the KLC's largest Community Literacy Center with 188 ESL learners and 17 CLC Learners. 79% of these learners have continued to be enrolled virtual services. The KLC continues to secure local support to expand access to laptops, tablets, and a limited number of hot spots on an ongoing basis to support every learner who requests services.

As the ESL of Southwest Michigan and Community Literacy Center programs continue to grow, the KLC's fund development plan will continue to sustain them. The fund development plan consists of three major components:

- **The Annual Campaign:** This campaign engages local businesses, organizations, individuals and others to contribute to the future growth and sustainability of the KLC. A portion of this campaign will be dedicated to providing services in the Portage area. The campaign has been successful each year since 2012. The organization has raised \$46,100 so far in 2023 under the guidance of its Campaign Cabinet and the KLC Board of Directors. The 2023 goal is \$60,000.
- **Grants:** Grants from private, corporate, federal, and state funding sources will be research and applied to support eligible programs and operations. The KLC has been successful in receiving grants from national foundations such as the Dollar General Literacy Foundation, Cities of Service, Regional Prosperity Initiative, and Verizon Reads. This is largely due to the success of the collaborative efforts the KLC has lead in the community and the results that have been recorded with adult learners who have been served. The KLC will continue to seek these grant opportunities to support its efforts.
- **Fundraisers:** A series of fundraisers will be developed to raise awareness of the organization, as well as revenue for its programs. The KLC successfully hosted the Kalamazoo Scrabble Fest for 12 years. The KLC will continue to host this event with the goal of raising at least \$20,000 each year. Our goal for 2024 is \$20,000. The KLC will host a year-end appeal as part of its funding efforts, including Giving Tuesday. In the future, the KLC is considering hosting a specific fundraiser to support services ESL of SWMI and the CLC at Prince of Peace.

These activities are guided by the organizations Fund Development Committee. The overall goal of this committee is to increase local and regional investment in the KLC to bring greater financial stability to the organization. The KLC plans to continue developing fundamental strategies that ensure the organization is fiscally stable. Specific goals included increasing donor involvement in development and communications efforts at all levels of the organization: developing earned income that allow the organization to be sustainable to grow; and consistently striving to increase contributed-income annually.

In addition to fund development, the KLC hopes to increase literacy awareness in the City of Portage in hopes of reaching those in need. This may include an increased presence at community events, adding new Community Learning Centers, finding local business partners, and collaborating with local organizations and services.

13. As a result of receiving city funding, are you able to secure other funding for your program/services?

The \$5,000 requested in city funding helps the KLC meet 1:1 match requirements for national grants such as the Dollar General Literacy Foundation. These funds, which are included in the KLC's annual proposal to this foundation, are critical for the KLC to continue to secure their support.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westredge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

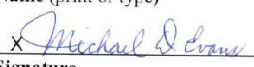
**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract."

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

|  |                    |             |
|--|--------------------|-------------|
| Michael D. Evans   | Executive Director | 11/28/2023  |
| <b>Name</b> (print or type)  | <b>Title</b>       | <b>Date</b> |
|  |                    |             |
| <b>Signature</b>   |                    |             |

# ESL of Southwest Michigan

A program of kalamazooliteracycouncil

## LEARN ENGLISH FOR FREE!

1747 W. Milham  
Portage, MI 49024



**Level 1-2** Tuesday & Thursday, 9:00 a.m.-12:30 p.m. In-person & online

**Level 3-4** Tuesday & Thursday, 9:00 a.m.-10:30 a.m. In-person & online

**Level 3-4** Conversation class: Tuesday, 11:00 a.m.-12:30 p.m. In person & online

**Civics & U.S. History:** Wednesday, 12:15 p.m. - 1:15 p.m. Online

**Parent Literacy:** Monday & Wednesday, 6:30 p.m.-8:00 p.m. Online

**Level 1:** Tuesday & Thursday 7:00 p.m. - 8:30 p.m. Online

**Level 2-4:** Tuesday & Thursday, 6:30 p.m. - 8:00 p.m. Online

Contact: Lupita (269) 382-0490 ext. 224  
gflores@kalamazooliteracy.org



Prince of Peace  
Lutheran Church

## kalamazooliteracycouncil

#EveryoneNeedsToRead

### Board of Directors — 2023-2024

Spencer Haworth, President  
Sarah Bierema, Vice-President and Program Committee Chair  
Dave Grindler, Treasurer and Finance Committee Chair  
Nichole Blum, Secretary and Personnel Committee Chair  
Paul Yanco, Immediate Past President

Sandra Farag  
Matt Forkin, Fund Development Committee Chair  
Dr. Deveta Gardner  
Sandra Guizar  
Ben Harman  
Emily Lee  
Lizbeth Mendoza Pineda  
Andrea Page  
Sara Weyenberg

### Adult Tutoring Program Team

Sarah Bierema, Friendly Connector  
Kym Hollars, Tutor Trainer  
Carl III, Assessor  
Carol Pratt, Friendly Connector  
Jean Runge, Assessor & Express Ways 2 Success Trainer  
Betsy Stalker, Assessor  
Lyda Stillwell, Assessor  
Jan Wolf, Assessor & Friendly Connector  
Gerhard Wynbelt, Assessor

### Staff and Instructors

Michael D. Evans, Executive Director  
Jessi Pavey, Operations Manager  
Kito Jumanne-Marshall, Marketing & Development Manager  
Tameca Black, ABE Adult Learning Services Navigator  
Lupita Flores, ESL Adult Learning Services Navigator  
Mike List, Early Learning Support Specialist  
Dr. Joe Kretowicz, WMU Faculty In Residence  
Kamera Nichols, Parent Literacy Navigator  
Roeshell Ollie, Neighborhood Network Center Coordinator  
Abbey Weathers, Volunteer & Internship Coordinator

**ESL Instructors:** Vicki Konzen, Kayleigh Bolin, Suzette, Elliott, Kathy Jefferies, Marianus Roni, and Becky Pingston-Poling

The Kalamazoo Literacy Council is funded in part by the Kalamazoo Community Foundation, Irving S. Gilmore Foundation, Dollar General Literacy Foundation, Harold & Grace Upjohn Foundation, Marvin & Rosalie Olson Foundation, Stryker Johnson Foundation, United Way of Southwest Michigan, and many other individual, foundation, and business supporters.

## 2023 Fall Reception

## kalamazooliteracycouncil

#EveryoneNeedsToRead



Recognize Meet Get Involved

**Thursday, October 26, 2023**  
5:00 p.m. — 6:30 p.m.

**First Presbyterian Church**  
321 W. South Street, Kalamazoo, MI 49007

MEMBER OF  
**ProLiteracy**

## Recognize

## 2023 Tutors

### 20+ Years

Paula Aldridge  
Phyllis Cheney  
Lyda Stillwell

### 15-19 Years

Robin Byrn  
Jean Runge

### 10-14 Years

Carol Black  
Bonnie Bowden  
Liz Colson  
Carl Ill  
Mary Nielsen  
Heather Reetz  
Sharon Williams  
Jan Wolf

### 5-9 Years

Heather Baker  
Caroline (Cary) Betz  
Williams  
Sarah Bierma  
Marian Burke  
Nancy Cairne  
Chris Chadderdon  
Kathleen Clancy  
Lester Coleman  
Shanna Davis  
Danna Downing  
Kristin Fischer  
Tom Forsch  
Teresa Forton  
Sandy Foster  
John Hall  
Heldi Helms  
Kym Hollars

Debra Holz  
Mike Huggins  
Sue Johnson  
Dianna Keesee  
Deborah Klaassen  
Paul Koelner  
Ann Marie Kreuzer  
Chris Kuthe  
Claudia Lee  
Joanne Loriso  
Ruth Matteson  
Tameka Minor  
Vivienne Miller  
Cathie O'Neill  
Eduardo Osorio  
Carol Pratt  
Doris Ravotas  
Michael Reed  
Daniel Smith  
Nancy Shiel  
Janet Snyder  
Betsy Stalker  
Paul Swodzinski  
Susan Thayer  
Mary Jo Warwick  
Sandra Dalton  
Christine Wilkins  
Tom Willson  
Gerhard Wymel

### 1-4 Years

Sharda Ali  
Wa'ed Alshoubaki  
Janice Anderson  
Kristen Andrews  
Mary Baggerman  
Tom Bellotti  
Emily Bettencourt  
Mary Rae Donato  
Penny Briscoe  
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Gerhard Wymel

### 1-1 Year

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Wa'ed Alshoubaki  
Janice Anderson  
Kristen Andrews  
Mary Baggerman  
Tom Bellotti  
Emily Bettencourt  
Mary Rae Donato  
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### 1-1 Year

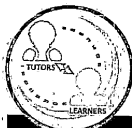
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Tom Willson  
Gerhard Wymel



### Thank you!

Thanks to the 135 volunteers who support the learning of nearly 500 basic literacy and English Language Learners in Kalamazoo County.

You are truly helping us build resilience in adult learning!

## Recognize

## 2023 Tutors

### Interns & College Students

Nick Behnke  
McKenna Benson  
Sage Bissland  
Mo Brooks  
Nicole Pieshi Bronson  
Matthew Cohen  
Sage Crocker  
Sandra Dalton  
Nataly Dawood  
Kenya Davis  
Tali Deaner  
Liam Diaz  
Ellie Dinkel  
Jordyn Eyre  
Kristiyna Furmin  
Brittany Finch  
Mabel Fitzpatrick  
Alexandria Gaw  
Amelia Hersler  
Angel Hopkins  
Jack Kane  
Ingrid Kenyon  
Skyler Kettler  
Sabrina King  
Neya Suresh Kumar  
Drew Laws  
Hannah McGlinis  
Dana Miara  
Elizabeth Nash  
OG Nwachukwu  
Dr. Karika Parker  
Marie Pearson  
Najha Spurlock  
Steven Vanderbor  
Kaitlyn Robinson  
Raechal Smith  
Nicki Stille  
Jena Sunkle  
Jada Thatcher

### ESL of Southwest Michigan English at El Concello and Summer ESL at Westwood UMC VOLUNTEERS

Janice Anderson  
Marci Anderson  
Mary Baggerman  
Teresa Banner  
Cristal Cabrera  
Kate Clancy  
Sue Cutler  
Jamie McAllister  
Sandy Foster  
Teresa Forton  
Janet Hay  
Devon Kelly  
Mark Longstreth  
Cathy O'Neill  
Maritza Mandry

Marisol Millar  
Jay Parsons  
Charissa Oliphant  
Doris Ravotas  
Cathy Rugg  
Daniel Brent Smith  
Raechal Smith  
Betsy Stalker  
Carol Steiner  
Peter Vander Meer  
Sharon Williams  
Tom Willson

### Office Support

Newessie Gardner  
William Johnson  
Julie Lewandowski

## Get Involved!

www.kalamazooliteracy.org

#EveryoneNeedsToRead



## Mard Little Award for Adult Learner Excellence

### Uğur Acar

Nominated by Vicki Konzen and Kathy Jefferies

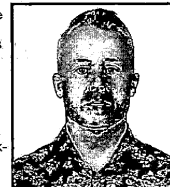
### Award Nominee

Uğur Acar is nominated for the Mard Little Award for Adult Learner Excellence. According to his teachers, "Uğur," as his friends call him, was an exemplary learner in both Level 1 and Level 2 ESL classes during the 2022-2023 school year.

Uğur is a retired Turkish air force officer. One year ago, he and his children accompanied his wife to Kalamazoo, who is working as a faculty assistant professor at Western Michigan University. He and his wife are both interested in studying U.S.

History and Civics, and he says his family is very happy here. Uğur knew a little English before coming to the USA, but he also knew that, living here, he needed to learn more. Uğur consistently arrived for class on time or early, and stayed all morning with an eagerness to learn, a positive attitude, and excellent study habits. Always prepared for class, Uğur did all the homework assignments and asked for more to study on his own at home. Uğur was very attentive in class, took copious notes, and was eager to participate in class activities, such as reading aloud, participating in discussions, sharing conversations with classmates, supplying answers to practice exercises, and asking questions. Naturally quiet, but with a smile, Uğur offered to assist his teachers and others in any way that he could. He is pleasant, kind, and respectful to everyone.

Because of Uğur's passionate dedication to learning English, he has progressed from Level 1 to Level 3 in one academic year! We are proud of his accomplishments and wish him all the best.



kalamazooliteracycouncil

## Fall Reception Program

|           |  |                                    |
|-----------|--|------------------------------------|
| 5:00 p.m. | Refreshments and Networking                    |                                    |
| 5:30 p.m. | Formal Presentation and Opening Comments       |                                    |
|           | Executive Director's Welcome                   | Michael D. Evans                   |
|           | Introducing the KLC                            |                                    |
|           | Volunteer & Internship Coordinator             | Abbey Weathers                     |
| 6:00 p.m. | Award Presentations                            |                                    |
|           | Volunteer Service Awards                       | Kito Jumanne-Marshall              |
|           | Mard Little Award for Adult Learner Excellence | Kito Jumanne-Marshall              |
| 6:20 p.m. | Special Thanks                                 | Spencer Haworth<br>Board President |

### Points of Interest

kalamazooliteracycouncil — Initiatives  
Tutor Resources | Friendly Connectors | Community Literacy Centers

kalamazooliteracycouncil — Literacy Advocate Opportunities

## Meet the mission . . .

. . . to provide quality literacy education that enhances the lives of adults through programs designed to increase reading, writing, and spelling skills.

## Volunteer Service Award

### Teresa Forton

Nominated by Jessi Pavey

### Award Recipient

Teresa Forton is the English Learner Coordinator for Portage Public Schools where she supports Young 5 through 12th grade students who are learning English as a second (or third) language, as well as their families, teachers, and other school staff members. She has a bachelor's degree in Spanish from MSU and a masters in Education with a TESOL emphasis from GVSU. Teresa has been volunteering with the ESL of SWMI program since before it was part of the KLC and currently teaches the level 3-4 ESL conversation class at Prince of Peace. She says it is a true joy to work with adult learners. They are passionate, appreciative, and always up for a challenge! Building relationships with students and their families and promoting literacy among all generations are true passions for Teresa. "I am blessed to be able to work with children and adults from all around the world who have chosen the Kalamazoo area as their home, and who make our community a better place to live, work, go to school, and raise our families," she proudly states.



### Mary Jane Vavra

Nominated by Sarah Bierema

### Award Recipient

Mary Jane Vavra is a beloved Literacy Advocate and champion for the KLC. She served on the board from May 2018 to May 2023, where she served as Secretary and on the Executive and Program committees. Mary Jane was instrumental in establishing the Community Literacy Center in Richland, helping English language learners gain the skills they need to reach their goals. She also recruited Sandra Guizar to the Board of Directors, to ensure an adult learner voice was represented at this level. We are grateful to Mary Jane for her years of leadership and support of literacy for all.



## Mard Little Award for Adult Learner Excellence

### Patricia Castillo Nolasco

### Award Recipient

Nominated by Karen Tinklenberg

Patricia Castillo Nolasco is the 2023 recipient of the Mard Little Award for Adult Learner Excellence. Patricia is from Mexico and her native language is Spanish. She has been studying with the Kalamazoo Literacy Council's ESL of SWMI program since May 2022. She is an intermediate learner who is determined, studious, and ambitious. Her instructor says she is very friendly, a joy to have around, and a pleasure to teach.



Patricia has shown great progress in her English word usage, pronunciation, and reading skills. She is also polite, helpful to others, consistently shows initiative and has great attendance. Patricia uses the books Patterns in Spelling and Fast Track Phonics, although in the latter she found many lessons were too easy for her. Typically, she and her classmates study from News For You, a print and online publication about American culture and current events, where she especially likes the crosswords. She regularly attends the Portage Public Library and recently checked out a graphic novel that she read cover to cover! Patricia has a degree in Industrial Engineering and looks forward to gaining employment with her ever-improving language skills. She and her husband enjoy going to movies and out to restaurants.

*The Mard Little Award for Adult Learner Excellence annually honors an adult who has successfully completed a literacy and a Kalamazoo Literacy Council.*



## kalamazooliteracycouncil Board of Directors 2023-2024

### PRESIDENT

Spencer Haworth  
Engagement Officer  
Bronson Health Foundation  
301 John Street, Box C  
Kalamazoo, MI 49007  
W: 269-341-8601 H: 248-420-4646  
Email: haworths@bronsonhg.org

### VICE PRESIDENT

Sarah Bierema  
Office Manager  
Samaritas  
3064 Meadowcraft  
Kalamazoo, MI 49008  
H: 269-806-2003  
Email: sbierema@gmail.com

### IMMEDIATE PAST PRESIDENT

Paul Yanchow  
Assistant Prosecuting Attorney  
Kalamazoo County Office of the Prosecuting Attorney  
3625 Lovers Lane  
Portage MI 49001  
W: 269-383-8963  
Email: paulyancho@gmail.com

### TREASURER

Dave Grindler, Finance Committee Chair  
Chief Financial Officer—Retired  
Goodwill Industries of Southwestern Michigan  
5518 Belshore  
Schoolcraft, MI 49087  
H: 269-375-2989  
Email: jeepdmg@gmail.com

### SECRETARY

Nichole Blum  
Development Manager  
YWCA Kalamazoo  
51354 63rd Avenue  
Lawrence, MI 49064  
W: 269-345-5595 x398 H: 808-212-8671  
Email: nblum@ywcakalamazoo.org

### EXECUTIVE DIRECTOR

Michael D. Evans  
420 E. Alcott Street, Suite 400  
Kalamazoo, MI 49001  
W: 269-382-0490 ext. 222, Cell: 296-791-9863  
Email: mcvans@goodwillswmi.org

### Matt Forkin, Fund Development Committee Chair

Director of Education & Career Development  
Boys & Girls Clubs of Greater Kalamazoo  
6112 Proctor Avenue  
Kalamazoo, MI 49048  
W: 269-349-4489 H: 269-547-0480  
Email: forkin.matthew@gmail.com

### Dr. Deveta Gardner

Associate Dean, Merze Tate College  
Western Michigan University  
6554 Bela Avenue  
Kalamazoo, MI 49009  
W: 269-387-4413 H: 269-998-2683  
Email: deveta.gardner@wmich.edu

### Sandra Guizar

Holistic Therapist  
Adult Learner Representative  
3579 Wildgrass Lane  
Galesburg, MI 49053  
H: 269-370-9856  
Email: sandraguizarg@yahoo.com.mx

### Ben Harman

Relationship Development Manager  
Arbor Financial Credit Union  
2918 Duke Street  
Kalamazoo, MI 49008  
C: 269-544-3427 H: 269-303-5674  
Email: bharman@arborfcu.org

### Lizbeth Mendoza Pineda

Faculty-Led Coordinator  
Kalamazoo College  
4216 Lake Crest Circle #2B  
Kalamazoo, MI 49048  
W: 269-337-8512  
Email: lpineda@kzoo.edu

### Andrea Page

Assistant Director of Internships  
Western Michigan University  
460 Lodge Lane  
Kalamazoo, MI 49009  
W: 269-387-2754  
Email: andrea.page@wmich.edu

### Emily Rininger

Marketing Coordinator  
AVB  
9624 Firefly Avenue  
Galesburg, MI 49053  
W: 269-387-2754  
emily.rininger1@gmail.com

### Sara Weyenberg

Librarian  
Portage District Library  
300 Library Lane  
Portage, MI 49002  
W: 269-585-8710  
emily.rininger1@gmail.com



**GENERAL INFORMATION**

Name of Organization: Lending Hands of Michigan INC

Address: 4570 Commercial Ave Suite E Portage MI.

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: Tracey Hatch

Contact Person: Lucinda M. Stinson, MPA

Phone #:269-567-4381 Email: lmstinson@lendinghndsmi.org

Web address:www.lendinghandsmi.org

Is this application for HUD CDBG funding or General Fund program? General Fund

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☐ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☐ Yes ☒ No (See attached Letter)
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

**ORGANIZATION INFORMATION**

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence: April 2005

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$172,698         |  |



## GRANT APPLICATION INFORMATION

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

| Name of Program   | Funding amount requested (\$) |
|---|-------------------------------|
| <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |                               |
| 1. Durable Medical Equipment Loan Program   | \$5,000                       |
| 2.  | \$                            |
| 3.  | \$                            |
| 4.  | \$                            |
| 5.  | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |   |
|----|---|
| 1. | To provide residents of Portage with access to durable medical equipment for loan |
| 2. |   |
| 3. |   |
| 4. |   |
| 5. |   |

2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | Purchase bariatric medical equipment for loan, and decrease our "wait list" |
| 2. |   |
| 3. |   |
| 4. |   |
| 5. |   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

| Total annual program budget (\$) | Percent (%) of funding requested from city |
|----------------------------------|--|
| 1. \$170,000                     | 3  |
| 2. \$                            | %  |
| 3. \$                            | %  |
| 4. \$                            | %  |
| 5. \$                            | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

**See Attached Report**

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

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

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents? NA

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

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:
- Provision of Transportation:
- Provision of Budgeting & Financial Assistance:
- Provision of Disabled and Elderly Support Services:
- Provision of Mental, Health & Medical Services:
- Provision of Education & Life Skills Training:
- Provision of Role Models & Everyday Support Services:
- Encouraging People to Give Back, volunteer and mentor others:

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

- ☒ Services located in Portage.  
☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
 (explain): We are located in the City of Portage  
☐ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.  
☐ 24-hour phone hot line  
☒ Services available/accessible via public bus routes and/or transportation by an agency  
☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing: NA

\_\_\_\_\_

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☐ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation
- ☒ Low Income (80% or below of area median income) and/or senior citizens
- Client is vulnerable or at risk of one of the above
- Client is in need of services
- ☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)? **Website and attending community events.**
- b. Describe how City of Portage residents learn about your program/service(s)? **Website, calling our office, visiting our office.**

12. Please describe the anticipated long-term sustainability of the programs for which funding is requested: **our organization is sustained through grants and generous donations.**

13. As a result of receiving city funding, are you able to secure other funding for your program/services? **yes**

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

#### **Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable

federal, state and city codes and ordinances at all times during the term of this contract.”

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

Lucinda M. Stinson, MPA

CEO

11/17/2023

Name (print or type)

Title

Date

Signature

T:\COMMD3\2023 2024 Department Files\CDBG\FY 24-25 HPS\Application FY24-25 Human Services Application.docx

# Lending Hands of Michigan, Inc.

## 2022 Annual Report

November 1, 2023



Lending  
Hands  
of Michigan

Report prepared by: Lucinda M. Stinson, MPA  
Chief Executive Officer

4570 Commercial Ave., Suite E • Portage, MI, 49802  
[www.lendinghandsmi.org](http://www.lendinghandsmi.org)

## Lending Hands of Michigan, Inc.

Letter from our CEO  
Lucinda M. Stinson, MPA

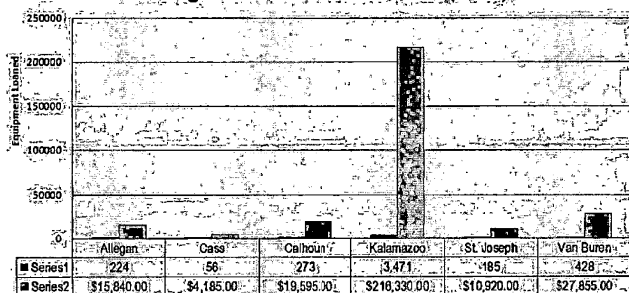
Proverbs 29:18 tells us that a man without a vision shall perish. John Hilliard was a man that had a vision in 2005 to establish a community services organization that assisted members of the community with free medical equipment. Because of his vision and persistence, Lending Hands of Michigan began in his garage, expanded to a one room office in Portage and has now grown for a 10,000 square foot facility in Portage.

This organization is a beacon in our community that has impacted over 60,000 residents of our six county service area for 18 years. Services that are delivered by a dedicated group of volunteers that serve our clients with dignity and respect.

As the CEO of this amazing ministry, I count it all joy to serve at an organization that recognizes a community need and makes every effort to fill that need and make a difference in the lives of our community.

Best regards and blessings.

Lending Hands End of Year Stats (2022)



Special recognition to our  
community partnership with  
Talons Out Honor Flight of Michigan.

## Lending Hands of Michigan, Inc.

### 2022 Demographics & Impact

#### Service Area Demographics 2022 Data:

The counties in Michigan that we serve are Allegan, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren. The population of each of these counties represents both rural and suburban communities. The median income of the region is \$42,022, with 6.50% of families under the poverty guidelines; the population breakdown is 80% Non-Hispanic White, 11% African American, 2.2% Asian and 4% Latino.

The demographic breakdown of age of the clients Lending Hands served in the first six months of 2022 was: Ages 6-20=43, ages 21-39=114, ages 40-54=201, ages 55-70=618, ages 71=1,004. Clients served by insurance: Medicare=1,270, Medicaid=254, No Insurance=713. Total value of loaned equipment was \$123,960.00. There were 188 pieces of equipment that were not returned with a value of \$14,375.00.

#### Community Impact

In 2022, Lending Hands served a total of 5,569 clients of a six-county region. 2,948 were over 71 and on Medicare. The total savings to residents of Kalamazoo County alone was over \$200,000. Lending Hands has an economic impact of the community: Dollars saved stay in the local community, to ensure seniors can afford housing, medicine and food. If seniors had to purchase this medical equipment the out-of-pocket cost alone would be a substantial barrier to their way of life.

#### Staffing Matrix:

- a) One Part Time Chief Executive Officer
- b) Over 30 volunteers that work 3-hour shifts  
(hours of operation were decreased after re-opening due to Covid 19)

#### Volunteer Impact:

Total hours 3,645 at a value of \$90,585 (January 2022= December 2022)

#### Lending Hands Annual Budget:

The total annual operating budget for 2022 was \$90,000.



## Lending Hands of Michigan, Inc. - Mission

To serve and support people during health transitions with assistive devices without barriers.  
Organization Goals:

- Provide quality service to those in need.
- Give thanks and goodwill to our donors.
- Provide care, recognition, and support to our volunteers.
- Build lasting relationships with our communities.

## Lending Hands of Michigan, Inc. 2022 Highlights



On November 2, 2022,  
Lending Hands opened its new location:  
4570 Commercial Avenue • Suite E in Portage, MI

### Summary of Organization History

Lending Hands was formed as a Michigan Non-profit corporation on April 6, 2005. Lending Hands is a Durable Medical Equipment Loan organization, that loans out medical equipment to residents of a six-county region for seven months, for free. Initial services were provided in June of 2005. In 2005, Lending Hands served 42 people with free medical equipment. Since 2005 we have served over 60,000 and saved clients and have saved over \$20 Million in out-of-pocket expenses.

In 2022 the Board of Directors approved a plan to relocate the operations to a larger facility that can accommodate more equipment, located in a commercial area that allows for expansion, and in a safe environment. The board signed a lease for the property in April and work began in June of 2022 and we opened on November 2.

## Community Open House - Highlights



4570 Commercial Ave., Suite E • Portage, MI, 49002 • [www.lendinghandsmi.org](http://www.lendinghandsmi.org)

## Available to lend:

Bath transfer benches  
Bath transfer slide boards  
Bath tub rails  
Bed grab bars  
Canes (walking & quad)  
Commodore & commode rails  
Dressing sticks  
Hi-rise toilet seats (with & w/o arms)  
Knee scooters  
Hospital over-bed tables  
Leg lifters  
Reachers  
Shoe horns  
Shower chairs & stools  
Sock aids  
Transport chairs  
Walkers (No, 2 & 4 wheels)  
Platform & hemi walkers  
Wheelchairs

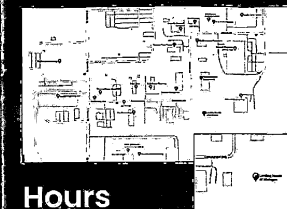
Call, or order online in advance.  
Some orders ready for pickup same day.

269.567.4381  
[LendingHandsMI.org](http://LendingHandsMI.org)

## We do not accept or loan:

Electric wheelchairs  
Lift chairs  
Hospital beds

Lending Hands of Michigan  
4570 Commercial Ave., Suite E  
Portage, MI, 49002  
[info@lendinghandsmi.org](mailto:info@lendinghandsmi.org)



## Hours

Monday 9 AM - Noon  
Wednesday 9 AM - Noon  
Friday 9 AM - Noon  
Saturday 9 AM - Noon

269.567.4381  
Order online:  
[LendingHandsMI.org](http://LendingHandsMI.org)

## Service area

Alligan, Calhoun, Cass,  
Kalamazoo, St. Joseph &  
Van Buren counties

Lending Hands of Michigan, Inc. is a  
volunteer-based 501c3 tax exempt  
organization, lending home medical  
equipment for free without barriers.




**Lending  
Hands**  
of Michigan

Free home medical  
equipment lending  
for up to 7 months.

Portage, MI  
269.567.4381  
Order online:  
[LendingHandsMI.org](http://LendingHandsMI.org)

Lending hands is a volunteer-based 501c3 nonprofit organization lending home medical equipment for free without barriers.

Our mission is to serve and support people during health transitions with assistive devices without barriers to access.



**Our Goals**

- Provide quality service to those in need
- Give recognition and goodwill to our donors
- Provide care, recognition and support to our volunteers
- Build lasting relationships with our community

**Our Funding**


- Individuals
- Community service groups
- Foundations
- Bi-annual appeal letters
- Corporations
- Memorials

**We Offer**

- Speakers to community groups, organizations, clubs, health care and social service organizations
- Exhibits at expos, meetings and conventions


**Restoring lives, providing comfort, and sharing social responsibility.**

Community Partnership: Talons



**Volunteer opportunities:**

- Greet and assist clients
- Answer telephone, place calls, coordinate internal communications & information retention
- Assist with cleaning & repair of equipment
- Computer data entry and communications
- Participate in community events





## 2023-2024 Board of Director's

### Julie VanderNoot-Director

1109 Sheridan Drive  
Kalamazoo, MI 49001  
269-381-5624

### Art Roberts-Director

9614 Woodlawn Drive  
Portage, MI 49002-7212  
269-501-8962

### Dan Story-Treasurer

8421 Parkstone Terrace  
Mattawan MI 49071  
269-598-9327

### Kelly Quardokus- Vice Chair

1125 East Milham Rd Ste. A  
Kalamazoo, MI 49002  
269-343-2227

### Jay Asher-Secretary

369 Pepper Drive  
Mattawan, MI. 49071  
269-598-8346

### Tim Stowers-Director

5300 North 6<sup>th</sup> Street  
Kalamazoo, MI 49009  
269-217-8423

### Tracey Hatch- Chair

6621 Cypress Street  
Portage, MI 49024  
269-808-7332

### Anne Zamlick-Director

403 Treasure Island Drive  
Mattawan, MI 49071  
269-998-7213

### Heien Palleschi-Director

260-609-8278  
Address 2091 Surry Ave  
Schoolcraft MI 49087

### Judy Sivak-Director

Phone # 269-303-4234  
Address: 105 Merriweather Lane  
Kalamazoo, MI. 49006

### Demetra D. LaFayette-Director

233 Snow Ave  
Battle Creek, MI 49037  
Cynthia Shauer

### 320 Lodge Lane

Kalamazoo, MI. 49009  
269-501-6005



2023-2024 Board of  
Director's

Lucinda M. Stinson-Chief Executive Officer

& Ex Officio

320 Glendale Boulevard

Parchment, MI. 49004

269-348-1528

Revised November 2023



2023-2024 Board of  
Director's

Lucinda M. Stinson-Chief Executive Officer

& Ex Officio

320 Glendale Boulevard

Parchment, MI. 49004

269-348-1528

Revised November 2023

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& Ex Officio

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Parchment, MI. 49004

269-348-1528

Revised November 2023



918 Jasper St, Kalamazoo, MI 49001  
200 W. Michigan Ave, Battle Creek, MI 49017  
269-382-0515  
www.milestoneseniorservices.org

November 20, 2023

Tina R. Perry  
City of Portage, Community Development  
7900 South Westnedge Avenue  
Portage, MI 49002

RE: FY 2024-2025 City of Portage Human Services Funding Grant

Dear Ms. Perry:

Attached please find an application from Milestone Senior Services for the City of Portage FY 2024-2025 Human Services Funding Grant. We appreciate the opportunity to apply for this funding and to provide dedicated services to the City of Portage.

We are requesting \$25,000 to fund a dedicated **Portage Critical Minor Home Repair Program** which provides repairs and accessibility modifications on the homes of low-income older adults and adults with disabilities in the City of Portage. The need for home repair services and barrier-free modifications for this vulnerable population is very high. These services frequently make the difference between someone remaining at home in their community or having to relocate to a nursing facility.

By partnering with Milestone Senior Services in supporting the **Portage Critical Minor Home Repair Program** the City of Portage can ensure this vulnerable population remains living safely in the community while contributing to, and benefiting from, the richness of an intergenerational and physically diverse community.

Sincerely,

Richard Klien  
CEO & President

#### GENERAL INFORMATION

Name of Organization: Senior Services, Inc. (dba: Milestone Senior Services)

Address: 918 Jasper Street, Kalamazoo, MI 49001

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: Carrie Nicholson

Contact Person:

Dale Abbott, Grant Writer Specialist

Phone #: 269-382-0515 Email: daleabbott@milestoneseniorservices.org

Web address: www.MilestoneSeniorServices.org

Is this application for HUD CDBG funding or General Fund program?

CDBG/Human Services Funding

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

- The organization will track the number of Portage residents served? ☒ Yes
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes

#### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

Milestone Senior Services is currently celebrating our sixtieth year of serving older adults and adults with disabilities with services which support their choice to remain living at home in their community. Our Home Repair program has been performing small-scale home repairs and accessibility modifications for 38 years to provide safe and properly functioning home environments.

*Rec'd 11/21/2023*

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$19,056,881      | October 1, 2023—September 30, 2024               |

#### GRANT APPLICATION INFORMATION

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

|    | Name of Program   | Funding amount requested (\$) |
|----|---|-------------------------------|
|    | <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |                               |
| 1. | Portage Critical Minor Home Repair  | \$25,000                      |
| 2. |   | \$                            |
| 3. |   | \$                            |
| 4. |   | \$                            |
| 5. |   | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |  |
|----|--|
| 1. | Funds will support time and materials for performing home repairs and accessibility modifications to homes of low-income older adults and adults with disabilities in the City of Portage. |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | Providing a safe, accessible, and functional home environment for older adults and adults with disabilities so that they may remain living safely at home in their community. |
| 2. |   |
| 3. |   |
| 4. |   |
| 5. |   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$32,441                         | 77%  |
| 2. | \$                               | %  |
| 3. | \$                               | %  |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |                        | Total number of Portage residents served |                        | Portage residents served as percent (%) of total clients served |             |
|----|--|------------------------|--|------------------------|---|-------------|
|    | Prior FY                               | Upcoming FY            | Prior FY                                 | Upcoming FY            | Prior FY  | Upcoming FY |
| 1. | n/a <sup>(1)</sup>                     | Est. 30 <sup>(2)</sup> | n/a <sup>(1)</sup>                       | Est. 30 <sup>(2)</sup> | 100 %   | 100%        |
| 2. |  |                        |  |                        | %   | %           |
| 3. |  |                        |  |                        | %   | %           |
| 4. |  |                        |  |                        | %   | %           |
| 5. |  |                        |  |                        | %   | %           |

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

<sup>(1)</sup> We are currently in our first cycle of this funding and therefore do not have a completed fiscal year to report on.

<sup>(2)</sup> Note that the cost of services range from \$75 to \$3,000, therefore the number of people we can serve with any set amount of money varies greatly depending on services provided. This estimated service number is based on the types of services that have been requested in Portage in the past. Additionally, one resident may receive more than one service on their home so that the number of services provided may be higher than the number of people served.

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

Milestone's **Portage Critical Minor Home Repair Program** provides repairs and modifications to homes of older adults and adults with disabilities in the City of Portage so that they may remain living safely at home in their community. The funds used from this grant will be applied specifically to low-income homes in the City of Portage with a priority to CDGB-designated neighborhoods. Most older adults and people with disabilities live on a fixed income and many fall within the threshold of low-income. Often, they do not have the resources to hire contractors to perform repairs or add safety features which would allow them to be safe in their own home. Left unaddressed, these needs can lead to injuries, hospitalization, and a path to premature relocation to nursing facilities. With the proper home modifications however, these residents can remain in their homes and in their community.

The services provided by our Home Repair program include:

- **Home Safety Assessments** identify hazardous conditions in the home which may put residents at risk.
- **Minor Repairs** can range from something as simple as installing smoke detectors or repairing a handrail to more involved electrical or plumbing issues.
- **Barrier-Free/Accessibility Modifications** includes projects such as adding grab bars and non-slip surfaces, widening doorways, and installing accessible-height toilets.



- **Entry Ramps** are designed by our on-staff licensed contractor. Ramps are pre-built in sections at our home repair workshop and then assembled and installed on site.

The need for low-income housing is at an all-time high. The lack of accessible low-income homes is even more alarming. By increasing the accessibility of homes in Portage, not only are the current residents directly benefiting from the program, but the City of Portage is also gaining accessible housing inventory.

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

Milestone Senior Services currently receives funding from a variety of sources that supports our overall Home Repair program throughout our service area, including Portage. The demand for home repair services is very high, and many of our funding sources come with limitations of how and where the money can be used. The funding we are requesting in this application will support a dedicated **Portage Critical Minor Home Repair Program** which will focus specifically on low-income households for older adults and people with disabilities in Portage.

There are two major costs involved in home repair – time and materials. While the cost of materials is at an all-time high, we are very fortunate to have a robust team of skilled, experienced volunteers dedicated to the Home Repair program. Our “Tuesday Toolmen” work alongside staff to provide much of the labor required for home repairs, modifications, and ramp construction. Although not a direct monetary source of funding, this volunteer labor is a tremendous financial resource.

| Source                     | Amount   | Purpose               | Status    |
|----------------------------|----------|-----------------------|-----------|
| Portage Human Svcs Funding | \$25,000 | Time & Materials      | Requested |
| Milestone Senior Services  | \$3,625  | Admin Program Support | Match     |
| Tuesday Toolmen*           | \$3,816  | Volunteer Labor       | Match     |

\*pay rate based on the 2023 Independent Sector Estimated Value = \$31.80

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- **Provision of Employment & Job Training:**

The **Portage Critical Minor Home Repair Program** supports housing through employment & job training by creating accessibility which allows more people with mobility disabilities to have access to and be active in the workforce which will assist them with the costs of homeownership.

- **Provision of Transportation:**

- **Provision of Budgeting & Financial Assistance:**

The services provided within the **Portage Critical Minor Home Repair Program** directly impact whether our clients may remain at home or are forced to relocate to a nursing facility. The cost of a nursing facility far exceeds the cost of caring for a family member at home; and even more so in Michigan where the cost is 16% higher than the national average. On average the monthly cost of a nursing facility in Michigan is \$8,973 which is nearly twice the cost of in-home healthcare.\* This cost can create a tremendous financial strain on the entire family.

(\*Caring.Com. *Nursing Homes in Michigan*. <https://www.caring.com/senior-living/nursing-homes/michigan>)

- **Provision of Disabled and Elderly Support Services:**

The **Portage Critical Minor Home Repair Program** directly supports safe and accessible housing for Portage residents by providing home repairs and modifications that allow older adults and adults with disabilities to remain living safely at home in their community. As “minor” as a repair may seem, this service makes a major impact on the quality of life for the vulnerable residents receiving our services. Whether installing a grab bar in a bathroom or constructing a ramp at the entry of their home, the services we provide directly impact our clients’ ability to remain living at home rather than having to relocate to a nursing facility.

- **Provision of Mental, Health & Medical Services:**

The **Portage Critical Minor Home Repair Program** directly supports housing through physical health by creating a safe living environment for older adults and adults with disabilities. According to the Center for Disease Control, falls are the leading cause of injuries among older adults, and more than one out of four older adults falls each year. Many of the repairs and modifications performed in this program directly address falling hazards. Other hazards which can lead to health problems such as fire, gas leaks, and carbon monoxide poisoning are also addressed by our home repair service.

The **Portage Critical Minor Home Repair Program** also supports housing through mental health by eliminating the anxiety that is associated with living in an unsafe environment. People who are vulnerable, such as older adults and people with disabilities can easily become fearful of their surroundings. Eliminating worrisome minor home repairs and providing reliable safeguards improves positive feelings of safety in the home environment as well as improved wellness due to increased mobility without fear of falling.

Many of our **Portage Critical Minor Home Repair Program** services create accessibility

and safe ingress/egress for our clients which makes it more possible for them to access doctors' appointments, prescriptions, and healthy food while also increasing their socialization. All of these things contribute to their overall health and well-being.

- Provision of Education & Life Skills Training:

The proposed **Portage Critical Minor Home Repair Program** supports housing through education by creating accessibility which allows more adults with mobility disabilities to attend training and opportunities outside the house.

- Provision of Role Models & Everyday Support Services:

The benefits of intergenerational communities are well documented. When living together in community, both young and old assist and learn from each other, creating a more vibrant and dynamic society. By providing older adults with a safe and accessible home environment the **Portage Critical Minor Home Repair Program** allows older adults and adults with disabilities to remain safely living in the community while contributing to, and benefiting from, the richness of an intergenerational and physically diverse community.

Milestone's **Portage Critical Minor Home Repair Program** not only benefits the clients we serve, but also extends to the client's entire family when, frequently, adult children become caregivers to their aging parents. By supporting elders in the family with what they need to be safe and healthy at home, we allow family caregivers more time, energy, and resources to focus on their own needs. Additional social and economic benefits exist in the situation of intergenerational households where a grandparent is living at home; studies have shown significant benefits for both children and grandparents where these situations exist. In many cases, the grandparent provides necessary childcare to accommodate the family's school/work schedule, which creates enormous economic impact by eliminating the need for paid childcare and allowing parents to remain in the labor force.

- Encouraging People to Give Back, volunteer, and mentor others:

The **Portage Critical Minor Home Repair Program** supports housing through volunteerism and a spirit of giving by utilizing a robust team of volunteer workers. Our Tuesday Toolmen are a dedicated team of volunteers who work with our staff on ramps and home repair projects. Many of our Tuesday Toolmen are retired from the trades and are eager to give back to the community in their retirement.

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

☐ Services located in Portage.

☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
(explain): Home Repair professionals will be on-site at residents' homes to perform services.

☐ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m. 24-hour phone hot line

☐ Services available/accessible via public bus routes and/or transportation by an agency

☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

With sixty years' experience, Milestone Senior Services is a widely known and highly respected provider of services that support older adults and adults with disabilities throughout Kalamazoo County and the surrounding areas.

Specifically, regarding home repair services in the City of Portage, we frequently partner with other area agencies such as Disability Network, Community Action Agency, and Kalamazoo Neighborhood Housing who may have alternative funding sources. Networking with other agencies allows us to leverage additional funding resources for a portion of the services being performed, thereby maximizing the overall resources being invested in the Portage community.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation

☒ Low Income (80% or below of area median income) and/or senior citizens

☒ Client is vulnerable or at risk of one of the above

☐ Client is in need of services

☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

Milestone has developed a vast network of community partners throughout Kalamazoo County. Our services are well-known and well-respected. Milestone receives many referrals from other human service and community-based agencies. Additionally, Milestone provides a wide variety of services to support older adults and adults with disabilities in living independently at home, which offers the opportunity for internal

referrals as well. Each of our customers, regardless of what service they come to us for, are informed of the services we provide, and an evaluation is made as to each client's need for any of our services, including home repair.

With a dedicated outreach staff member, Milestone is able to connect with community agencies throughout Kalamazoo County. Our outreach efforts include booths at community and/or senior resource fairs, presentations to service organizations and senior-focused groups, as well as membership on several community boards, organizations, and advocacy groups. We are intentional about our outreach efforts in minority and underserved areas by participating in neighborhood resource events and connecting with neighborhood associations, senior centers, and local church communities.

b. Describe how City of Portage residents learn about your program/service(s)?

Milestone Senior Services has the benefit of both a long history and a reputation for excellence. We are the go-to resource in Kalamazoo County for providing supports which allow older adults to remain living at home. In addition to community outreach, we purchase advertising with several local publications and radio stations, and we use our website and social media to keep people informed of our services. Milestone actively seeks ways to be out in the community helping people learn about our services; for example, we are a sponsor of, and volunteer with, the Zhang Portage Community Senior Center's fundraising event 'It's in the Bag.'

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

Milestone Senior Services currently receives funding from a variety of sources that supports our overall Home Repair program throughout our service area. Applicable to Portage, we receive funding for the Home Repair program through Kalamazoo County Senior Millage and the Area Agency on Aging IIIA, both of which is available for use throughout the County for anyone over 60 years of age. The demand for this service throughout the county is very high.

13. As a result of receiving city funding, are you able to secure other funding for your program/services?

Funds for this **Portage Critical Minor Home Repair Program** ensures funding for safety and accessibility in the homes of vulnerable adults in Portage. Although this program will not require additional funding streams, it will maximize community resources toward meeting the needs of Portage residents. While working in the homes of Portage residents to perform requested services, our staff will be on site to identify additional needs which may be met by other area resources. Leveraging additional funding resources for a portion of the services needed maximizes both the funding of this program and the overall resources being invested in the Portage community. For example, while Milestone staff is installing a

grab bar in a Portage resident's home, they may identify other types of repair needs in the home which may be eligible for other funding resources. Without the **Portage Critical Home Repair Program**, those needs may never be identified.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.  
<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract."

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

Richard Kline  
Name (print or type)

President & CEO  
Title

November 20, 2023  
Date

  
Signature



**MILESTONE**  
senior services

918 Jasper St., Kalamazoo, MI 49001  
www.milestone seniorservices.org  
info@milestoneseniorservices.org  
269-382-0515



## Home Repair

Milestone Senior Services Home Repair program provides home modifications and repair services that make living at home easier and safer for older adults and adults with disabilities. We provide both grant funded and fee-for-service opportunities depending on individual qualifications and circumstances.

## Free Home Safety Assessments & Estimates

- Ensure home is free from hazards hindering safety and independence.
- Specifically addressing fall prevention.
- Discuss grab bar installations, handrails/steps, ramp installations and any other safety modifications older adults may need during this free assessment.
- Plumbing, heating, electrical are a few items that our program can assist the homeowner with, based on program county and funding.
- Minor home repairs when health and safety are at immediate risk.
- We provide estimates for any fee-for-service needs for older adults as well.

## Home Repair Ramp Program

- Kalamazoo & Calhoun County seniors might be eligible for subsidized services (call for specific qualifications).
- For any older adults and adults with disabilities, we provide estimates for any fee for-service ramp builds and modifications.

Kalamazoo/Calhoun Counties (269) 382-0515

Toll Free: (866) 200-8877



REV 5/19/23



**MILESTONE**  
senior services

# A Mission to Enrich Lives

269-382-0515

918 Jasper Street, Kalamazoo, MI 49001-2853

www.milestone seniorservices.org

(Formerly known as Senior Services of Southwest Michigan)

## IN-HOME SUPPORT SERVICES

When individuals call us we are dedicated to provide beneficial services, accurate information, and the assistance they deserve. Our dedicated and professional staff is available from 8:30 am to 4:00 pm, Monday through Friday and is ready to help clarify the services and supports that may be available.

We encourage individuals to call our Customer Services Specialist or to stop in for a visit during our normal business hours. We are here to provide assistance, resources, and support so individuals can live as independently as possible for as long as possible.

### HOME REPAIR

- Do you want to stay in your home but not sure if it's safe? Our **Home Repair** program can provide a 40 point safety check at no cost to determine if minor

repairs or modifications are needed. We strive to improve safety and accessibility by providing: grab bars, banister repair/replacement, accessible ramps, walker steps, and more. Our affordable services may be covered by a grant or you may qualify for financial assistance. Please contact us for more information.

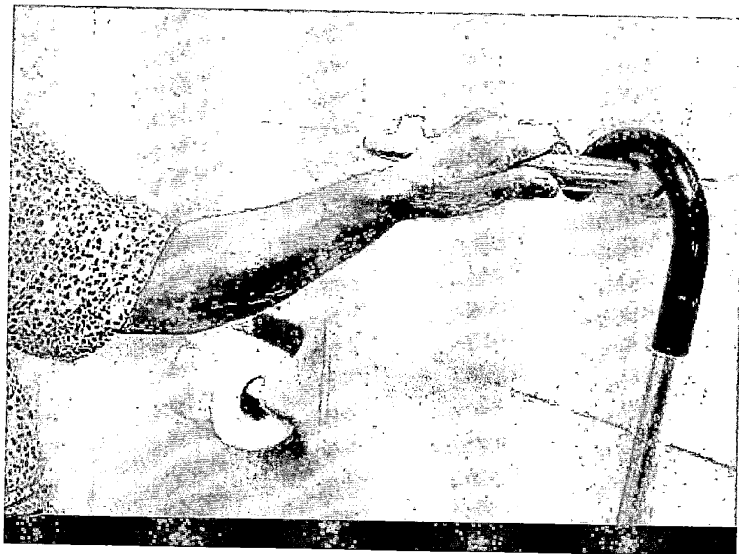
## VOLUNTEER SERVICES

### RSVP - YOUR INVITATION TO VOLUNTEER

Engages adults (55 and older) in volunteer service at a choice of over 100 Kalamazoo area non-profit agencies, including Milestone Senior Services. Provides a high quality experience designed to enrich the lives of the volunteers.

### SENIOR COMPANION PROGRAM

Matches low-income adult volunteers (55 and older) other adults looking for social interaction..



## COMMUNITY AND HOME-BASED SERVICES

### MI CHOICE WAIVER PROGRAM

Assesses needs and arranges for in-home services for Medicaid qualifying nursing home eligible individuals who wish to remain in their own homes or current nursing home residents who wish to return home.

### BEHAVIORAL HEALTH AND WELLNESS PROGRAM

Assists individuals with serious behavioral health and co-occurring medical disorders who need specialized supports due to age-related or complex medical issues. Supports Coordinators work closely with the individual, family, primary care providers and other health care professionals to improve communication, coordination of care, education, post-acute care and chronic disease management.

### FRIENDSHIP CENTERS

Nutritious lunchtime meals served at many community locations!

### HOME DELIVERED MEALS

Enables older adults unable to leave their home to receive healthy, hot meals allowing them to remain independent and at home for as long as possible.

### PAID MEAL DELIVERY

Nutritious meals prepared from scratch by a well trained culinary staff. A variety of meals to choose from with delivery included.

### GENERATIONS CATERING

Our chefs, with fine dining culinary experience, lead a team of catering professionals who surpass your expectations with great food and service for your large event. Contact us for your catering needs at 269-382-0520.



## OUR MISSION

To provide options that empower people  
to thrive in their community.

## OUR VISION

To be the leading and trusted community  
provider of innovative services to support  
independence with dignity.

## OUR VALUES

### COLLABORATION

Working Together To Build Relationships And Find Solutions.

### DEDICATION

Devoted to serving others with compassion.

### RESOURCEFULNESS

Stewardship through innovation and efficiency.

### INCLUSIVITY

Respecting and valuing all people.

### INTEGRITY.

Always doing what is right.

269-382-0515 • Fax 269-382-3189  
918 Jasper Street, Kalamazoo, MI 49001-2853  
[www.milestoneseniorservices.org](http://www.milestoneseniorservices.org)

9-22-23

SENIOR SERVICES, INC.  
Board of Directors  
For 2023/2024 – (Last updated June 2023)

### BOARD OF DIRECTORS

#### BOARD OFFICERS

(1) **CARRIE NICHOLSON**, Board Chair  
*Nulty Insurance*  
Term started 2022  
First term expires 2025  
Board Chair term started 2024

(2) **MINDY ALLWARDT**, Vice Chair  
*James & Springgate*  
Term started 2022  
First term expires 2025  
Treasurer term started 2022

(3) **NICOLE ASHER**, Secretary  
*Greenleaf Trust*  
Term started 2019  
Second term expires 2025  
Secretary term started 2019

#### Board Members

(4) **JAY PRINCE**  
*Heritage Community of Kalamazoo*  
Term started 2019  
Second term expires 2025

(5) **NADINA WILLIAMS-BARRETT**  
*Kalamazoo Loaves and Fishes*  
Term started 2020  
Second term expires 2026

(6) **DOROTHEA HOLLOWAY**  
*Western Michigan University (retired)*  
Term started 2020  
Second term expires 2026

#### Board Members (cont'd)

(7) **LISA ANSPAUGH**, CPA  
*James & Springgate*  
Term started 2020  
Second term expires 2026

(8) **BETSY LOEKS**  
*Consumers Credit Union*  
Term started 2022  
First term expires 2025

(9) **WENDY LAWRENCE**, CPA  
*Doeren Mayhew*  
Term started 2023  
First term expires 2026

(10) **KARA HOORN**  
*Miller Canfield*  
Term started 2024  
First term expires 2027

(11) **JOHN SCHUEMANN**  
*Rose Street Advisors*  
Term started in 2024  
First term expires in 2027

(12) **GARY STAFFORD**  
*Tranter (retired)*  
Term started in 2024  
First term expires in 2027

SENIOR SERVICES, INC.  
Board of Directors  
For 2023/2024 --(Last updated June 2023)

**CONSUMER REPRESENTATIVES**

**(13) KARLISSIA MUNN**  
*Waiver  
Participant*  
Term started 2022  
1 year term, expires annually

**(14) WILLIE MAE BELL**  
*SCP Participant*  
Term started 2024  
1 year term, expires annually

**PATNERING AGENCY REPRESENTATIVE**

**(15) DENISE KING**  
*Centrica Care Navigators*  
Term started in 2023  
1 year term, expires annually

**EMERITUS MEMBERS**

**TROY SHIRLEY**  
*Bronson Healthcare*



November 27, 2023

City of Portage  
Attn: Tina Perry  
7900 S. Westnedge  
Portage, MI 49002

Dear Tina,

Enclosed please find our 2024-2025 application for human services funding from the City of Portage's General Fund. Based on the traditional amount of funding we receive, we are respectfully requesting \$80,000 to administer and facilitate the Youth Development, Community Collaboration (hosted services) and a portion of the Emergency Assistance program.

We are also requesting \$35,250 from the Community Development Block Grant available dollars to support the balance of the Emergency Assistance program and transportation assistance. We ask, if possible, that these requests be viewed as one total request of \$165,250. This funding request will help us meet the increased demand, especially as more families are feeling the impact of the current economy and inflation.

We very much appreciate the longstanding relationship that Portage Community Center has had with both the City of Portage and more specifically the Human Services Board. We would not be able to do the work we do and meet the needs of families most vulnerable in Portage without your help and support.

On behalf of the Portage Community Center Board of Directors, please accept our appreciation for the city's wonderfully generous support over the past 47 years. Thank you for your thoughtful consideration of this request and please contact me should you have questions regarding the enclosed information.

Best Regards,

  
Chris Buckley  
Executive Director

Enclosures: 2024-2025 Funding Application & Attachments  
Sample brochures describing services  
2022-23 Audit  
Financial Statement - located on pages 18-20 of the 2022-23 Audit  
Board of Directors

### GENERAL INFORMATION

Name of Organization: **Portage Community Center**

Address: **325 E. Centre Ave. Portage, MI 49002**

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: **Kurt Lentner**

Contact Person: **Chris Buckley**

Phone #: **323-1942** Email: **chris@portagecommunitycenter.net**

Web address: **www.portagecommunitycenter.org**

Is this application for HUD CDBG funding or General Fund program? **General Fund & CDBG**

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes ☐ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence: **1976**

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| <b>\$ 506,647</b> | <b>July 1, 2023 – June 30, 2024</b>              |

### GRANT APPLICATION INFORMATION

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

|  | Name of Program                        | Funding amount requested (\$)            |
|--|--|--|
| NOTE: the same program numbers assigned in question #1 carry through to question #5. |  |  |
| 1.   | Youth Development                      | \$ 28,000                                |
| 2.   | Community Collaboration                | \$ 12,000                                |
| 3.   | Emergency Assistance                   | \$ 40,000 from GF and \$30,000 from CDGB |
| 4.   | Transportation Assistance (Bus Tokens) | \$5,250 from CDBG                        |
| 5.   |  | \$                                       |

2. Please indicate the specific products/services provided with city funds requested:

|    |   |
|----|---|
| 1. | Funds to administer youth programs including but not limited to staff salaries, program supplies & youth staff development.                   |
| 2. | Funds to administer collaborative efforts including but not limited to staff salaries, program supplies & marketing of collaborative efforts. |
| 3. | Funds to administer emergency assistance programs including but not limited to staff salaries and direct financial assistance.                |
| 4. |   |
| 5. |   |

2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | To continue to provide high quality, nationally recognized youth programs that continue to produce positive & meaningful outcomes.    |
| 2. | To collaborate with local agencies in bringing resources/services to PCC (i.e. VITA tax program, legal clinics).                      |
| 3. | To help provide funding to prevent Portage residents from evictions, utility shutoffs, food, bus tokens, clothing & holiday programs. |
| 4. |   |
| 5. |   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | <b>\$ 167,891</b>                | <b>16%</b>                                 |
| 2. | <b>\$ 124,701</b>                | <b>9%</b>                                  |
| 3. | <b>\$ 153,328</b>                | <b>42%</b>                                 |
| 4. | <b>\$</b>                        | <b>%</b>                                   |
| 5. | <b>\$</b>                        | <b>%</b>                                   |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | 229                                    | 240         | 229                                      | 240         | 100 %   | 100 %       |
| 2. | 3,188                                  | 3,300       | n/a                                      | n/a         | n/a %   | n/a %       |
| 3. | 4,270                                  | 4,400       | 2,669                                    | 3,000       | 62.5 %  | 65 %        |
| 4. |  |             |  |             | %   | %           |

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

We are unable to track the individuals of community collaboration as they are clients of other organizations we host. However, we do know that a majority are Portage residents based on verbal communication with staff of host agencies.

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents? PCC is a partner agency with HRI, United Way and DHHS. These organizations along with local churches and smaller organizations support helping families find/keep affordable housing by paying back rent or helping financially with court-ordered evictions. The biggest way PCC helps is offering ancillary services in the form of food, clothing, financial assistance for utility shutoffs, personal care items and holiday programs. By helping clients with these needs, in theory allows our clients more financial resources for housing. We do also help with evictions, but our annual limit is \$200/household. In every eviction client we help, our dollars have to be leveraged with several other agencies to prevent the eviction.

We also offer to help clients draft a resume to help increase their chances of finding a good job. This is just another service we offer that indirectly has an impact on affordable housing.

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

\$15,000 from Dorothy Dalton Foundation granted for general operating. \$48,000 requested from KZCF for general operating, \$45,000 granted from United Way for emergency assistance, \$5,000 from Eaton for emergency assistance, \$20,000 from AT&T Foundation for youth programs, \$7,500 from Quality Air for holiday programs, \$20,000 requested from Okun & ENNA Foundations each for general operating, \$7,500 from Gilmore Foundation for youth programs. Solicitation letters and increased fundraising efforts with our donors will continue as well as seeking new grants.

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training: We help clients by helping them create a resume for their job search. Having access to jobs that pay a livable wage is key to helping people afford housing.
- Provision of Transportation: We provide bus tokens to Portage residents. By helping clients with transportation we give them access to daycare, school and their job. Having reliable transportation is often the biggest barrier for people living in poverty. By helping provide transportation these families can allocate more resources to housing.
- Provision of Budgeting & Financial Assistance: Another ancillary service PCC offers is financial assistance for utility shutoffs. As with the other services we offer, helping clients pay their utility shutoffs keeps them in their current housing situation and allows them to allocate those dollars to housing.
- Provision of Disabled and Elderly Support Services: All our services are open to the disabled and/or elderly. While we don't offer any specific services to those populations, we are a distribution site for the monthly senior commodities. This is a monthly supplemental food program run by Milestone Services.
- Provision of Mental, Health & Medical Services: Our youth programs center around social-emotional learning and trauma resilience. Many times youth living in poverty know no other way than what they are doing with. This often leads to bad behavior and poor performance in school. By helping youth find healthy ways to deal with the trauma in their daily life we can help them make better choices that will later equate to ending generational poverty.
- Provision of Education & Life Skills Training: Our building is home to two KRESA Head Start classrooms. Our youth programs offer a weekly cooking course. The students who participate in our youth programs love attending the cooking days. Not only are they learning an important life skill, but many kids have stated they want to explore a career in the culinary arts. Our youth programs also offer "homework helps". This is a program designed to teach youth healthy study habits. Our help with all we do in our youth programs is that by teaching youth healthy ways to deal with trauma and adversity, they can help end the cycle of generational poverty many of them deal with.
- Provision of Role Models & Everyday Support Services: Our youth program staff strive to be positive role models for the youth in our programs. For many of these youth, our staff represent the only steady adult presence in their life. Many youth and parents of youth in our programs tell us that our programs give the students a sense of community and belonging. Because of this grades and behavior improve with our youth.

- Encouraging People to Give Back, volunteer and mentor others: **Just by the very nature of what PCC does we naturally encourage others to give back to their community. Either by donating funds, volunteering their time or donating items to PCC, we encourage everyone in our community to give back. In the past five years we developed a Peer Mentoring program within our youth program. This program is designed for high school youth who have attended our programs since middle school. This offers them a chance to learn valuable leadership skills while giving back to the next generation of students participating in PCC programs.**

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

- ☒ Services located in Portage.  
☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
 (explain): 325 E. Centre Ave.  
☐ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.  
☐ 24-hour phone hot line  
☒ Services available/accessible via public bus routes and/or transportation by an agency  
☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

First and foremost we are a partner agency with the United Way. This allows us access to their Continuum of Care. We work with other partner agencies using best practices to help solve the local housing crisis. We also are a proud partner with HRI. HRI is the HARA (Housing Resource Assessment Agency). For many years, PCC has partnered with HRI through the Kalamazoo County Eviction Diversion program. This program is designed to resolve court ordered evictions quickly and without a judgement. This allows a clients credit record to be eviction free. PCC contributes funds to help HRI resolve evictions for Portage residents. Additionally, PCC provides direct financial assistance to restore utility shutoffs allowing a Portage household in crisis to remain safe and warm in their home. PCC provides ancillary basic needs services such as food, clothing, personal care items and bus tokens. Basic needs supports are instrumental in helping residents take advantage of additional resources and improving their ability to maintain long term housing.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation  
☒ Low Income (80% or below of area median income) and/or senior citizens  
☐ Client is vulnerable or at risk of one of the above  
☒ Client is in need of services  
☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?  
 b. Describe how City of Portage residents learn about your program/service(s)?

We partner with the City of Portage to inform residents of services through the Portager Newsletter. We also partner with Portage Public Schools to distribute information on services to families in Portage schools. We use social media (Facebook & Twitter) as well as our website to promote PCC services. We will also utilize direct mailings and the message board on our marquee sign to promote PCC services. Through board contacts we also have a good relationship with the local media. This allows us to promote certain programs via different media outlets.

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

The three program areas we have requested funding for have been viable and sustainable for many years. Recently, the organization has been able to increase revenue through a concentrated effort on recruiting new donors and seeking new sources for grant funding. These increased efforts along with the generosity of the city of Portage and United Way have helped to increase the long-term sustainability of these critical programs. For the past four years, the PCC board has made a conscious effort to diversify its funding sources to increase dollars raised to the organization. Because of this effort, the past four years have been the best fundraising years in the history of the organization. With the remodeling of our facility complete, we are actively seeking new tenants for the space formerly occupied by the Family Health Center. Finding a new tenant will only help our long-term sustainability. The area that has taken the biggest hit due to the COVID-19 pandemic has been our community collaboration. When the pandemic hit in 2020, all outside agencies stopped coming to PCC. Over the course of the past four years, organizations such as the VITA Tax program and Kalamazoo County Health Department immunization clinics have come back to PCC to offer services. However at this time, the Kalamazoo County WIC program and the Free Legal Clinics do not have plans to resume seeing clients at our facility. We hope this will resume in the near future.

13. As a result of receiving city funding, are you able to secure other funding for your program/services? In 2022-23 city funds leveraged \$21,299 from the community for support to the emergency assistance/holiday programs fund. This includes all grants designed for emergency assistance. City funds (both general fund and CDBG) leveraged \$45,000 from the United Way for emergency assistance programs. We also believe United Way views their dollars as being leveraged by those from the city. As our donors know, PCC is required to be fiscally and programmatically accountable to both the City of Portage and the United Way. Our donors have confidence that their contributions to PCC will be used with integrity. We were also able to leverage the city's funding with our donors to raise dollars from our annual appeal. Several foundations also mentioned to us that their funding was due in part to the City of Portage's commitment to Portage Community Center.



Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract."

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

|                      |                           |                 |
|----------------------|---------------------------|-----------------|
| <u>Chris Buckley</u> | <u>Executive Director</u> | <u>11/27/23</u> |
| Name (print or type) | Title                     | Date            |
| X <u>[Signature]</u> |                           |                 |
| Signature            |                           |                 |

**WHAT IS PORTAGE  
COMMUNITY CENTER?**

Portage Community Center or "Peacock" is the only human service agency in the City of Portage. Founded in 1976 by two local high school students, PCC offers a variety of emergency assistance and youth programs for residents of Portage. For any resident residing in Kalamazoo County we offer food and clothing. PCC provides volunteer opportunities for individuals and groups.

**Portage Community Center**  
*Making Life Better*

Portage Community Center is open  
Monday-Thursday 9-5pm  
Friday 9-4pm (Sept. - May) & 9-3pm  
(Memorial Day thru Labor Day only)

Contact us at 269.323.1942 or visit us at  
[www.portagecommunitycenter.org](http://www.portagecommunitycenter.org) for  
more information.

**OUR VALUES**

COMPASSION RESPECT  
DIVERSITY EMPOWERMENT  
DIGNITY STEWARDSHIP



**OUR PARTNERS**

KRESA operates two Head Start classrooms at our facility. Head Start helps improve school readiness for children residing in households with economic challenges.

City of Portage PCC does receive annual funding from the city to provide services to Portage residents.

United Way PCC is a proud partner and member agency with the United Way of the Battle Creek and Kalamazoo Region.



**Portage Community Center**  
*Making Life Better*

**MISSION**

Creating a better community by helping individuals and families in need.

**VISION**

Everyone thrives and achieves his/her greatest potential.



325 E. Centre Avenue  
(corner of Centre & Carrier)

Portage, MI 49002

TEL: 269.323.1942 Fax: 269.323.1438

[www.portagecommunitycenter.org](http://www.portagecommunitycenter.org)

**Like** LIKE US ON FACEBOOK  
FOLLOW US ON TWITTER

#MakeLifeBetter



## EMERGENCY ASSISTANCE

PCC provides Emergency Assistance programs which are available to residents of the City of Portage. Our goal is to improve their present situation, increase a person's ability to meet their own and their family's basic needs and increase awareness of additional related programs and services available. Services provided to eligible\*\* residents include:

Evictions, Utilities Water/Sewer, Prescriptions, Bus Tokens, Personal Care Items, Holiday food Baskets & Holiday Adoptions

In addition to the above listed services, PCC also offers free clothing weekly and is a proud member of the Leaves & Fishes Food Pantry Network. Food and clothing are available to all residents of Kalamazoo County.

**\*\* Visit our website at [www.portagecommunitycenter.org](http://www.portagecommunitycenter.org) or call us at 269.323.1942 to check eligibility requirements.\*\***

## Portage Community Center

*Making Life Better*

Visit our website at [www.portagecommunitycenter.org](http://www.portagecommunitycenter.org) for more information and to download an intake application.

## PCC YOUTH PROGRAMS

### AFTER SCHOOL PROGRAMS:

PCC offers after school programs for middle and high school students attending Portage schools. After school programs include cooking, yoga/meditation, community movies and much more.



### SUMMER MIDDLE SCHOOL PROGRAMS:

PCC provides a summer program every year to students who will be in middle school for the upcoming school year. Students must be residents of the City of Portage and/or the Portage Public School District. Goals of the program include:

1) increasing healthy lifestyles through physical activity & positive behaviors/choices.

2) increasing the opportunity to participate in a structured & positive activities.



### YOUTH ADVISORY COUNCIL:

This is an exciting leadership opportunity for high school students to serve as a voice for PCC and their community. Participants also serve as peer mentors for our middle school programs and help with many volunteer projects at PCC.



FOLLOW OUR YOUTH PROGRAMS ON FACEBOOK AT @PORTAGECOMMUNITYCENTERSOUTH

## 2023-2024 PCC BOARD of DIRECTORS

### President – Kurt Lentner 2024\*\*

5093 Queen Victoria Lane 49009  
Home: 353-3083  
Director Org. Change Mgmt., Stryker  
Cell: 207-3623\*  
Email: [kurt.lentner@sbcglobal.net](mailto:kurt.lentner@sbcglobal.net)

### President Elect – Joel Kushner 2024\*\*

5363 Cypress Bay Drive 49009  
Home: 353-6556  
Chief HR Officer, Kushner & Co.-Retired  
Cell: 290-5333\*  
Email: [Joel.Kushner@kushnerco.com](mailto:Joel.Kushner@kushnerco.com)

### Secretary – Lissa Adams- 2024\*

3554 Cloverleaf Ln., Portage 49024  
Regional VP/Michigan Region, Hanger Clinic  
Cell: 636-734-1137  
Email: [ladams@hanger.com](mailto:ladams@hanger.com)

### Treasurer – Dave Jewell- 2024\*

6341 McGillicuddy Ln, 49024  
Principal, CPA—Yeo & Yeo  
Cell: 348-5886  
Email: [daview@yeoandyeo.com](mailto:daview@yeoandyeo.com)

### iPast President- Ben Cohen 2023^

6038 Cypress St. Portage 49024  
Work: 552-3248  
Emp. Benefit Relationship Mgr. Rose Street Advisors  
Cell: 808-7362  
Email: [bcohen@rosetreetadvisors.com](mailto:bcohen@rosetreetadvisors.com)

### Jennifer Alfieri- 2026\*\*

9409 Chapel St. Portage 49024  
Work: 488-7522  
COO Kushner & Co.  
Cell: 492-4203  
Email: [Jennifer.alfieri@kushnerco.com](mailto:Jennifer.alfieri@kushnerco.com)

### Sidney Bailey IV- 2026\*

215 Aldersgate Dr. 49024  
Work: 323-5800  
Assistant Principal- Portage West Middle School  
Cell: 734-904-8907  
Email: [sbaileviv@gmail.com](mailto:sbaileviv@gmail.com)

### Brian Ball --2025\*

8100 East YZ Ave., Vicksburg, MI 49097  
Director of Property Mgmt, Callender Commercial  
Cell: 269-207-0192  
[bball@ccmichigan.com](mailto:bball@ccmichigan.com)

### Jason Cape- 2026\*

9109 S. VanKal, Mattawan, MI 49071  
Work: 567-7961  
VP, Business Banking Relationship Mgr.— 5/3 Bank  
Cell: 599-4880  
Email: [Jason.cape@53.com](mailto:Jason.cape@53.com)

### Helen Driver- 2026\*

5206 Windyridge Dr, 49002  
Guest Teacher—PPS PCHS & PNHS  
Cell: 207-2381  
Email: [hdriver6281@gmail.com](mailto:hdriver6281@gmail.com)

### Erica Eklov- 2025\*

10653 Riedell Drive, 49009  
Work: 329-4513  
City Clerk, City of Portage  
Cell: 248-787-0631  
Email: [eklove@portage.mi.gov](mailto:eklove@portage.mi.gov)

### Erin Geschwendt- 2026\*

4560 Balsam Fir Dr., 49024  
Asst. Public Defender—Kalamazoo Defender  
Cell: 207-0048  
Email: [egeschwendt@kalamazoodefender.org](mailto:egeschwendt@kalamazoodefender.org)

### Josh Goodlock- 2026\*

2550 Airview Blvd., 49002  
Work: 385-5189  
Office Manager, SkillQuest  
Cell: 517-605-1925  
Email: [josh@skillquestintl.com](mailto:josh@skillquestintl.com)

### Brian Kaufman- 2026\*

5275 Heathrow Ave., 49009  
Work: 324-0040  
President- Allegra/Creative Marketing Group  
Cell: 377-2465  
Email: [brian@allegracmg.com](mailto:brian@allegracmg.com)

### Jeff Porter—2025\*

400 South Rose St. Apt. 414, Kalamazoo 49007  
Meteorologist, WVMIT  
Cell: 410-430-3451  
Email: [jeff.h.porter@gmail.com](mailto:jeff.h.porter@gmail.com)

### Collin Rosenbaum 2025\*\*

9140 El Dorado, Kalamazoo 49009  
Attorney, Honigman  
Cell: 269-370-7635  
Email: [crosenbaum@honigman.com](mailto:crosenbaum@honigman.com)

**Jim Spurr—2025\***

3589 Whistling Lane, Portage 49024  
Attorney/Miller-Canfield  
Cell: 269-370-1137  
Email: [spurr@millercanfield.com](mailto:spurr@millercanfield.com)

**Chris Stys 2025\*\***

8576 Trout Bay St., Kalamazoo 49009  
VP of Human Resources, Forman Glass  
Cell: 269-720-5625  
Email: [cstys1@gmail.com](mailto:cstys1@gmail.com)

**Mahsa Teachman- 2024\***

8388 Swan St. Kalamazoo 49009  
Community Volunteer  
Cell: 207-2752  
Email: [Mahsa.teachman@sbcglobal.net](mailto:Mahsa.teachman@sbcglobal.net)

**Craig VanDyke- 2026\***

392 Elmview, 49024  
Work: 384-8241  
Probation Services Director, 8<sup>th</sup> District Court  
Cell: 517-648-5414  
Email: [civand@kalamazoo.org](mailto:civand@kalamazoo.org)

**City Council/PCC Board Liaison**

Lori Knapp  
3131 Woodhams, Portage 49002  
Portage City Council Member  
Cell: 269-377-8287  
Email: [knappl@portagemi.gov](mailto:knappl@portagemi.gov)

**PCC Staff Contact**

Chris Buckley, Executive Director  
325 E. Centre  
Portage, MI 49002  
323-1942, ext. 212  
FAX: 323-1438  
1429 Wickford Dr. Kalamazoo 49009  
Home/Cell: 324-0778/269-274-7021  
[chris@portagecommunitycenter.net](mailto:chris@portagecommunitycenter.net)

**\* Denotes first 3 year term**

**\*\* Denotes second 3 year term**

**^ Term is over but will serve on Executive Committee as immediate past President**



**Prince of Peace Lutheran Church**

1747 W. Milham Avenue · Portage, Michigan 49024-1231  
269/343-3453 fax: 269/343-2025  
[www.poppportage.org](http://www.poppportage.org)

Ncv. 27, 2023

City of Portage Community Development  
c/o Tina Perry  
7900 S. Westnedge Avenue  
Portage, MI 49002

Dear Ms. Perry:

Enclosed please find our completed 2024-2025 application for Human Services Funding from the City of Portage's General Fund. In separate attachments, we also include the following:

- Prior year end financial statement
- Year-end financial review/audit
- List of Board of Directors (Church Council) including business and/or organizational affiliation
- Non-discrimination Policy
- Conflict of Interest Policy
- Financial Oversight/Control Policies and Procedures
- Community Partners List
- Sample brochure of services offered

We appreciate the opportunity to apply for funding and are requesting \$17,000 to support these three separate community support initiatives- Fresh Food Distribution at \$2750, Free Store at \$4250 and Good Samaritan Fund at \$10,000.

Prince of Peace Lutheran Church in Portage, MI is an active faith community that lives out our Gospel calling through hospitality, both for the greater community, and through caring for each other. From our founding in 1963, caring for our community, both locally and globally has been woven into our fabric. Our global care initiatives include assembling sleeping mats for a hospice ministry in Cameroon, supporting a clean water system in Guatemala, preparing personal care health kits, sewing quilts and children's backpacks and filling them with school supplies before sending off to East and West Africa, Latin America, Asia and the Middle East through Lutheran World Relief. Locally our care initiatives include helping with the refugee resettlement in West Michigan and serving as a distribution site for furniture, partnering with area organizations to serve under-resourced households in Kalamazoo County and donating hundreds of pounds of fresh produce from our Jubilee Garden to Mothers of Hope and Loaves and Fishes. Our members volunteer not only for our outreach efforts but also to help over 15 local agencies in the community such as the Community Action Agency and Open Doors Ministry.

We believe in showing hospitality to all and have opened our doors at no cost to more than 15 different organizations that utilize our space for meetings, support groups, education and civic action including serving as a polling site for the City of Portage.

*"Touched by the Gospel, we seek to be instruments of God's peace,  
for the sake of the world"*

As you know, the pandemic brought new struggles to families in Portage and Kalamazoo County as many individuals were without work. Businesses and schools had to close and life in front of a computer screen became a new normal. Post-pandemic, we were faced with greater community need and in 2020 Prince of Peace partnered with Sherman Lake YWCA to serve as a monthly food distribution site for boxes of fresh food purchased from South Michigan Food Bank. The initial cost for the food boxes was covered through a grant but as the grant was coming to an end, our congregation agreed to financially continue this ministry and even increase the support from one day a month to two. Lines begin forming a half hour to an hour before the Food Program distribution begins and often, we run out of boxes within one hour of opening. In the last year we have increased our distribution from 100 boxes of fresh food available twice per month to 115 boxes twice a month and we could give more if it were available. The program requires staff time to coordinate the deliveries and volunteers as well as collect and collate recipient data. The South Michigan Food Bank delivers all food on the day we distribute these items through our Food Program. This "just in time" delivery system requires no warehousing or associated costs. All food is distributed to those in need within two hours of delivery by volunteers who make up the needed workforce. As a result, this ministry has been able to maximize our resources to serve over 4,400 clients in 2023 in over 1300 households at a cost of \$2.40 per client.

In 2022, we also added a Free Store once per month to provide household items such as laundry detergent, cleaning supplies and diapers. Based on the prudent shopping of our volunteers and staff we have been able to supply up to two items to 636 households this year at a cost of approximately \$4 per household (approx. \$2/item). During 2023, 3 of 4 Free Store recipients were City of Portage residents. For next year, should we be fortunate to receive funding from the City of Portage, we are looking to expand our offerings to twice a month coinciding with the food distribution.

Housing and utility costs continue to rise and we find ourselves overwhelmed with requests for assistance. We nearly tripled the amount of assistance we provided through our Good Samaritan Fund from \$25,000 in 2021 to over \$70,000 in 2022-23. Our financial support level of \$400 per household has stayed the same but the request numbers have increased dramatically. While we are fortunate to have dedicated members who support this ministry, the growth is not sustainable and it is necessary that we begin to seek other sources of revenue such as outlined in this grant application.

It is our hope that the City of Portage finds our application compelling and worthy of funding. We would be proud to partner with you in service to our citizens and are willing to target our purchase of food, Free Store supplies, and rent/utility assistance to benefit only Portage households with City of Portage funds – and continue to serve non-Portage and additional Portage households with other funds.

We understand the Human Service Committee will likely have requests for more funding than it can grant. Also know that Prince of Peace is open to discussions with the Committee about a different allocation of funds for our three programs than what we may have presented in this application. We wish you the best as you go through this challenging process of reviewing proposals and generating a solid recommendation to City Council for the allocation of these important funds.

Thank-you for your thoughtful consideration of our application.

Sincerely,



Lisa Creed, Vice President  
Church Council

*"Touched by the Gospel, we seek to be instruments of God's peace,  
for the sake of the world"*

## GENERAL INFORMATION

Name of Organization: Prince of Peace Lutheran Church

Address: 1747 W Milham Ave, Portage, MI 49024

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: Dick Hewitt

Contact Person: Don Jones

Phone #: 269-598-5820

Email: [donjones282@gmail.com](mailto:donjones282@gmail.com)

Web address: <https://popportage.org/>

Is this application for HUD CDBG funding or General Fund program? General Fund

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☐ Yes ☒ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

## ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

Prince of Peace Lutheran Church was founded in 1963 and celebrated its 60<sup>th</sup> year anniversary in 2023. The Good Samaritan Fund which supports financial assistance to individuals and households experiencing transportation and housing challenges (bus tokens, rent and utility payments) was established in 2011. As the community need increased so did our generosity to try and help meet the need. In fact, from 2021-2023 over \$96,000 has been distributed to help with rent and utility payments. Both the food distribution (2020-present) and free store (2022-present) are new within the last few years as this need has also escalated within our community during and post-pandemic.

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$505,000         | Jan. 1, 2023 – Dec. 31, 2023                     |

*Revd 11/29/2023*

## GRANT APPLICATION INFORMATION

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

|    | Name of Program   | Funding amount requested (\$) |
|----|---|-------------------------------|
|    | <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |                               |
| 1. | Food Program  | \$2750                        |
| 2. | Free Store  | \$4250                        |
| 3. | Good Samaritan Fund   | \$10000                       |
| 4. |   | \$                            |
| 5. |   | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |   |
|----|---|
| 1. | Purchase of 20lb fresh food boxes from South Michigan Food Bank along with dairy and baked goods that can supplement the recipient's meals for up to two weeks and a modest amount for staffing to coordinate the deliveries and volunteers and collect and collate recipient data. No other overhead is requested. |
| 2. | Purchase of household items such as laundry detergent, dish and body soap, shampoo, cleaning supplies, toilet paper, diapers and baby wipes and a modest amount for staff to find best prices, make purchases and oversee inventory. No other overhead is requested.  |
| 3. | Funds are distributed from this fund to help cover for rent, housing, and utility costs up to \$400. A modest amount will be used for staff to answer questions, gather supporting documentation and process payments to the goods or service provider. No other overhead is requested.                             |
| 4. |   |
| 5. |   |

- 2.b. What is the purpose or mission you are using the funds for?

|    |  |
|----|--|
| 1. | To help relieve food insecurity in the community by providing fresh food                 |
| 2. | To help provide clean, safe living environments by providing basic household necessities |
| 3. | To help keep individuals in their homes by providing rental and utility assistance       |
| 4. |  |
| 5. |  |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$11000                          | 25 %                                       |
| 2. | \$8500                           | 50 %                                       |
| 3. | \$40000                          | 25 %                                       |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |               | Total number of Portage residents served |               | Portage residents served as percent (%) of total clients served |             |
|----|--|---------------|--|---------------|---|-------------|
|    | Prior FY                               | Upcoming FY   | Prior FY                                 | Upcoming FY   | Prior FY  | Upcoming FY |
| 1. | 4420                                   | 4700          | 2122                                     | 2350          | 48 %  | 50 %        |
| 2. | 1908                                   | 3800          | 1412                                     | 2470          | 74 %  | 65 %        |
| 3. | 82                                     | 88 households | 25                                       | 40 households | 30 %  | 45 %        |

|    | households |  | households |  |   |   |
|----|------------|--|------------|--|---|---|
| 4. |            |  |            |  | % | % |
| 5. |            |  |            |  | % | % |

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

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

Family budgets are stretched to the max for many of our recipients. For those who receive assistance through our Food Program, approximately 70% are below the median income for Portage residents. In fact, 24% are below the poverty level for Kalamazoo County. Providing food assistance through our Food Program and Free Store items for household items allows families to expend their limited resources on housing costs. Through our Good Samaritan fund, we provide direct support for housing and utilities to those in need in partnership with the landlord or utility company and usually a non-profit organization with social workers who are vetting the need for financial assistance. Unfortunately, we are limited by the generosity of others to supply these funds and often have to turn folks away.

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

At this point, all funds come from either the annual budget at Prince of Peace Lutheran Church or through the additional generous support of our members. Moving forward, we will be looking at other funding avenues to grow and sustain these programs so that we can continue to help meet the needs of the community.

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:

- Provision of Transportation:

Through our Good Samaritan Fund, we have resources to provide bus tokens to individuals in need. Since our food distribution and food store is on a bus line, we do have recipients who use the bus.

- Provision of Budgeting & Financial Assistance:

- Provision of Disabled and Elderly Support Services:

All our programs are inclusive and are available for the disabled and elderly. Indeed, more than half of the recipients for the food distribution and free store have an elderly member (senior citizen) in the household.

- Provision of Mental, Health & Medical Services:

- Provision of Education & Life Skills Training:



- Provision of Role Models & Everyday Support Services:

Without proper nutrition, children cannot focus or do well in school and adults have trouble in their jobs and everyday lives. Food and housing insecurity are real and our programs help to provide some relief.

- Encouraging People to Give Back, volunteer and mentor others:

Volunteering and giving back to the community are part of the DNA/fabric of Prince of Peace. As a primarily volunteer organization, church members support our endeavors with their time and talent. For example, for the Food Program alone, members volunteered over 500 hours last year. Community members who have benefitted from our Food Program have also volunteered on distribution days to help their neighbors in need. This is an amazing outcome that leads to building and sustaining a healthy, positive community in the City of Portage.

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

- ☒ Services located in Portage.
- ☐ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
(explain): \_\_\_\_\_
- ☐ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.
- ☐ 24-hour phone hot line
- ☒ Services available/accessible via public bus routes and/or transportation by an agency
- ☒ Other (explain): Speed of service delivery \_\_\_\_\_

Beneficiaries of the Good Samaritan Fund can be screened for, and receive, housing and utility financial assistance with minimal face-to-face contact. Prince of Peace, the person in need, a local social worker vetting the client's need, and the utility company or landlord can accomplish a great deal through phone and video calls. This relieves many burdens on households under enormous pressure and stress to be physically present, show up, and walk paperwork through numerous steps in "the process" while they are seeking to secure or maintain employment, care for their children, etc.

The Food Program and Free Store are literally one trip, one stop, that takes just a few minutes of contact with Prince of Peace volunteers to receive these services.

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

Many of the individuals who seek out help for rental, housing or utility costs are referred to us from other agencies such as the YWCA, Ministry with Community, Kalamazoo Housing Advocates and St. Vincent de Paul. We also provide volunteer and other support for agencies such as Open Doors, Kalamazoo.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation
- ☒ Low Income (80% or below of area median income) and/or senior citizens
- ☒ Client is vulnerable or at risk of one of the above
- ☒ Client is in need of services
- ☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

Individuals learn about our programs, primarily through word of mouth and by signage at our church on West Milham Road in Portage. Our website and social media platforms list the food distribution, free store and application guidelines for the Good Samaritan Fund. The food distribution is also advertised on the South Michigan Food Bank website. Currently we distribute all that we collect through our budget and donations. As our capacity grows through accessing external funding such as the Human Services grant through the City of Portage, more deliberate outreach such as advertising at the senior center in Portage or in the city newsletter will be planned to ensure maximum reach.

- b. Describe how City of Portage residents learn about your program/service(s)?

Individuals primarily learn about our programs through word of mouth and from local agencies that have similar missions. To serve more individuals we are seeking to expand our resources and will put a plan in place to reach more individuals.

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

We will expand our resources beyond our congregational generosity through other philanthropic endeavors such as grants, corporate sponsors and other donor support to help ensure long-term sustainability.

13. As a result of receiving city funding, are you able to secure other funding for your program/services?

We anticipate that we will be able to leverage City of Portage funding to apply for other grants. Support by local agencies is important to demonstrate trust, reliability and sound practice as we move to seek other revenue sources.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract."

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

Lisa Creed                                      Church Council Vice President                      11/28/23

Name (print or type)                                      Title                                      Date

☒ *Lisa Creed*  
Signature

## About

Prince of Peace Lutheran Church is an active faith community that lives out our Gospel calling through hospitality, both for the greater community, and through caring for each other.

## Contact Information

Phone:  
269-343-3453

Fax:  
269-343-2025

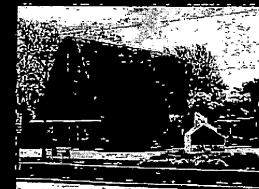
Email:  
[secretary@popportage.org](mailto:secretary@popportage.org)

Website:  
<https://popportage.org/>

Office Hours:  
Monday 9AM - 4PM  
Tuesday 9AM - 4PM  
Wednesday 9AM - 4PM  
Thursday 9AM - 4PM  
Friday 9AM-Noon

## Prince of Peace Lutheran Church


1747 W. Milham Ave.  
Portage, MI 49024



## Community Ministries


### Food Distribution Program

In cooperation with the South Michigan Food Bank, Prince of Peace is a food distribution site. Our designated days are the 1st and 3rd Thursday of each month from 1-3pm.



### Free Store

Household items such as laundry detergent, cleaning supplies, personal hygiene items, diapers, etc. are available for distribution during the 1st Thursday of the month from 1-3pm.



### Good Samaritan Fund

The Good Samaritan fund exists to assist members of our church and our wider Portage/Kalamazoo community in a crisis or emergency situation. We offer rental or utility assistance as well as other monetary requests. Each request is reviewed by and must be approved by the Pastor. Visit our website to learn more.



## Prince of Peace Lutheran Church

1747 W. Milham Avenue • Portage, Michigan 49024-1231  
 269/343-3453 fax: 269/343-2025  
[www.poppportage.org](http://www.poppportage.org)

### CHURCH COUNCIL

#### Dick Hewitt, President, Church Council

Retired

- Portage Rotary Club - Club Director
- Scouting USA - Michigan Crossroads Council - Executive Board
- Kalamazoo Salvation Army - Advisory Board
- Portage Bicycle Advisory Board - Board Chairman
- Shepherds Center of Kalamazoo - Board member
- Kalamazoo Master Gardener Association - Advanced Master Gardener
- Great Lakes Hosta Society - Vice President
- GetSetUp - diabetes support group leader
- Michigan Collaborative for Type 2 Diabetes - Board member & support group leader
- Life & Breath Foundation (sarcoidosis) - support group leader
- American Diabetes Association - legislative Advocate
- Southern Utah Wilderness Alliance - Midwest Captain
- Save the Boundary Waters - Ambassador
- League of American Bicyclists - safety instructor
- Professional Ski Instructors Association - part time instructor (Vail, CO)

#### Lisa Creed, Vice President, Church Council

Retired, PNC Bank

#### Dave Reinhold, Treasurer, Church Council

Retired, WMU

#### Gail MacNellis, Secretary, Church Council and Fellowship Committee Liaison

Retired, WMU College of Fine Arts

#### Pastor Rachel Laughlin, Prince of Peace

Advisory Board Member, Trinity Seminary (Columbus, OH)

#### Lee Banitt, Youth Committee Liaison

Dipharma Inc., 4502 Campus Dr., Kalamazoo, MI 49008

#### Laura Bovenkerk, Worship Committee Liaison

Owner, Centered Pilates Studio

*"Touched by the Gospel, we seek to be instruments of God's peace,  
 for the sake of the world"*

**Ella Bovenkerk, Youth Member, Youth Committee Liaison**  
High School Student

**Carol Christianson, Christian Education Liaison**  
Bronson Cancer Center, 805 John St., Kalamazoo MI 49001

**Don Eklov, Stewardship Committee Liaison**  
Retired, Automotive industry

**Jenn Jawahir, Evangelism Committee Liaison**  
Portage Public Schools, English as a Second Language

**Paula Kana'an, Care Team Committee Liaison**  
Kana'an Therapy & Behavioral Health Services

**Nancy Pendziszewski, Social Concerns Committee Liaison**  
Retired, Bronson

**Paul Swodzinski, Property Committee Liaison**  
Retired, Pfizer



## Prince of Peace Lutheran Church

1747 W. Milham Avenue - Portage, Michigan 49024-1231  
269/343-3453 fax: 269/343-2025  
www.popportage.org

### Community Partnerships as of 11/13/23

| Organization                                    | On-Site Program and/or Activity                   |
|---|---|
| 1 City of Portage Polling Site                  | Election day polling site                         |
| 2 South Central Michigan Food Bank              | Food distribution to neighbors                    |
| 3 Kalamazoo Literacy Council                    | English as Second Language Classes                |
| 4 Kalamazoo Literacy Council                    | Open Tutoring                                     |
| 5 Alcoholics Anonymous "Promises" Support Group | Women only support                                |
| 6 Can-Do Kitchen                                | Business education                                |
| 7 Kalamazoo Nature Center                       | Summer camp drop off/pick up                      |
| 8 Girl Scouts                                   | Troop center of activity                          |
| 9 Great Lakes Adventure Club                    | Outdoor recreation group                          |
| 10 Kalamazoo Master Gardeners                   | Educational meetings                              |
| 11 SERA   | Retired State employees                           |
| 12 South County Fiber Arts                      | Part of Vicksburg Cultural Art                    |
| 13 Altered Sisters                              | Art Retreat                                       |
| 14 Kalamazoo Area Runners                       | Exercise  |
| 15 Society for Creative Anachronism             | Education, medieval culture                       |
| 16 Partners in Profit                           | Financial training group                          |
| 17 Connecting Cords                             | Musical education                                 |
| 18 Alpha Delta Kappa                            | Education fundraiser                              |
| Organization                                    | Off Site Partnership                              |
| 19 Community Action Agency                      | In-kind and volunteer support for Project Connect |
| 20 Samaritas Refugee Program                    | In-kind support for refugee resettlement          |
| 21 Bethany Christian Services Refugee Program   | In-kind support for refugee resettlement          |
| 22 Portage Community Center                     | Holiday gifts for adopted Portage families        |
| 23 Kalamazoo Loaves and Fishes                  | Garden produce                                    |
| 24 Mothers of Hope                              | Garden produce and in-kind support                |
| 25 Ministry with Community                      | In-kind and financial support                     |
| 26 Kalamazoo County Defender                    | In-kind and financial support                     |
| 27 YWCA Kalamazoo                               | In-kind and financial support                     |
| 28 St. Vincent de Paul                          | Financial support for under-resourced households  |
| 29 Interfaith Homes                             | Financial support for under-resourced households  |
| 30 Open Doors Kalamazoo                         | Volunteer labor and meal support                  |
| 31 The Invisible Need Pantry at WMU             | Food items for food insecure students             |
| 32 Samaritas Foster Care Respite Day            | Volunteer support                                 |
| 33 Matrix Campus Ministry                       | Advisory support, student mentorship              |
| 34 Clean Water for the World                    | Financial support for Guatemalan water system     |
| 35 Lutheran World Relief                        | Health kits and blankets                          |

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*"Touched by the Gospel, we seek to be instruments of God's peace,  
for the sake of the world"*

*"Touched by the Gospel, we seek to be instruments of God's peace,  
for the sake of the world"*



### GENERAL INFORMATION

Name of Organization: Ripple Effects Community Inclusion Center

Address: 2255 W Centre Avenue Portage, MI 49024

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: Jason Bull

Contact Person: Lauren Cavalli

Phone #: 859-553-2472 Email: lauren@rippleeffectsinclusion.org

Web address: www.rippleeffectsinclusion.org

Is this application for HUD CDBG funding or General Fund program? General

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes ☐ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No New organization – No Financials Yet

### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$ 850,000.00     | 1/1/2024 – 12/31/2024                            |

Revd 11/27/24

### GRANT APPLICATION INFORMATION

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

| Name of Program   | Funding amount requested (\$) |
|---|-------------------------------|
| <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |                               |
| 1. Before & After School Care, Respite Care, & Summer Day Care                              | \$ 20,000                     |
| 2. Preschool  | \$ 20,000                     |
| 3. Transportation Assistance  | \$ 5,000                      |
| 4. Workforce Development, Supported Employment & Community Living Support                   | \$ 10,000                     |
| 5. Inclusive Social Skills & Recreational Activities  | \$ 10,000                     |

2. Please indicate the specific products/services provided with city funds requested:

|    |  |
|----|--|
| 1. | The \$20,000 funding for our after-school program is primarily aimed at enhancing our capacity to offer consistent, top-quality support for families. This initiative is crucial to ensure that all children, especially those with special needs, have access to a safe and supportive environment after regular school hours. The funds will cover startup expenses, laying a solid foundation for the program, which we anticipate will become self-sustaining in the future. The investment will be used to create an infrastructure that supports our trained staff, including learning and behavior specialists and paraprofessionals, who are equipped to deliver personalized care and developmental assistance tailored to each child's unique needs. |
| 2. | The \$20,000 funding for our Preschool program is targeted towards establishing an inclusive and diverse early education setting. This initiative is focused on adapting our curriculum and educational resources to meet the diverse needs of the children in our community. By allocating these funds wisely, we aim to ensure that every child, irrespective of their abilities or background, receives a solid preparation for their future academic journey. The investment will primarily cover the foundational aspects of the program, enabling us to integrate specialized support and strategies that cater to the unique requirements of all our young learners.  |
| 3. | Our request for \$5,000 in funding is targeted at alleviating transportation barriers for our clients. This amount will be used to start a transportation services, ensuring safe and reliable transit for those who access our programs. By addressing these transportation challenges, we aim to support the educational and vocational pursuits of our members, particularly those with special needs. This effort is crucial in promoting their independence and facilitating stable participation in our community-based activities.  |
| 4. | We are requesting \$10,000 for general operations to bolster our key initiatives: Workforce Development, Supported Employment, and Community Living Support. These programs are essential in empowering individuals with disabilities, providing them with vital skills for employment and fostering self-reliance. This funding will help sustain and enhance these initiatives, ensuring that we can continue to support individuals in our community in achieving and maintaining housing stability and success in their personal and professional lives. Your support is crucial in helping us maintain the quality and reach of these impactful programs.   |
| 5. | We are seeking \$10,000 for general operations to enhance our Inclusive Social Clubs & Recreational Activities, a cornerstone of our services. These programs play a crucial role in fostering social connections, community engagement and improving the physical health, essential for the holistic development of our community. The funding will ensure the continuation and enrichment of these programs, creating an inclusive space where individuals of all abilities can engage in meaningful activities. This support will help us in our mission to promote well-being and community integration for our members, reinforcing their sense of belonging and personal growth.   |

2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | The purpose of the \$20,000 funding is to strengthen our ability to provide continuous support for families, ensuring their children have a secure and nurturing space outside of school hours. Our mission with these funds is to ease the burden on working parents, especially those facing housing challenges, by offering reliable childcare. This service is particularly crucial for families with children who have special needs, as our trained staff, including learning specialist, behavior specialist and paraprofessionals, can provide the necessary care and attention to support their development. |
| 2. | The \$20,000 allocated to our Preschool program is intended to foster an inclusive early education setting  |



|    |   |
|----|---|
|    | that addresses the diverse needs of our community's children. Our mission is to utilize these funds to enhance our curriculum and resources, integrating specialized support where necessary, to ensure every child is prepared for the next step in their educational journey, irrespective of their abilities or background.  |
| 3. | For our \$5,000 funding request under Transportation Assistance, we aim to enhance our transportation services, ensuring safe and reliable access for our clients to our center. This funding will help address the mobility challenges faced by our members, ensuring they can consistently participate in our programs. These programs are crucial for their personal development and contribute to their stability in employment and housing. This investment is a step towards making our services more inclusive and accessible, supporting our mission of empowerment and community engagement. |
| 4. | Our Workforce Development and Supported Employment programs are dedicated to enhancing the employability of individuals with disabilities. The mission is to provide these individuals with the skills and opportunities needed to gain meaningful employment, which is a key factor in maintaining independence and stable housing. The Community Living Support program complements this by aiding our members in developing skills essential for daily living and integration into the community.  |
| 5. | The mission of our After School Social Skills & Recreational Activities is to offer engaging programs that promote social interaction, physical health and personal growth. These programs are designed to support our members' social and emotional development, helping them to form meaningful relationships within the community and to engage in positive recreational activities.   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$ 200,000                       | 10 %                                       |
| 2. | \$ 235,000                       | 8.5 %                                      |
| 3. | \$ 50,000                        | 10 %                                       |
| 4. | \$ 150,000                       | 6.7 %                                      |
| 5. | \$ 125,000                       | 8.0 %                                      |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

| Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|--|-------------|--|-------------|---|-------------|
| Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1.                                     | -           | 60                                       | -           | 45  | -           |
| 2.                                     | -           | 60                                       | -           | 45  | -           |
| 3.                                     | -           | 100                                      | -           | 45  | -           |
| 4.                                     | -           | 100                                      | -           | 45  | -           |
| 5.                                     | -           | 100                                      | -           | 45  | -           |

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

5. The Human Services Board is seeking long-term solutions directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?
- a. Our transportation assistance service is a fundamental enabler for consistent access to our full suite of supportive programs, such as After School Care and Workforce Development. This service ensures that logistical barriers do not impede the ability of individuals and families to participate in programs that foster employment stability, educational opportunities, and social inclusion—all critical elements in maintaining stable housing.
6. For the programs to be funded, please list other significant sources of funds expected or requested, including specific information (agency name, amount requested and purpose):
- a. MI Community Center Grants - The Michigan Department of Labor and Economic Opportunity announced the availability of up to \$60 million in Community Center

- Grant program funds for Michigan municipalities and organizations to expand programming or work on capital projects. – Applied for \$2,300,000
- b. Autism Speaks Local Impact Grant - Grants funding to service providers to offer social & educational experiences such as camps and employment opportunities. – Applied for \$5,000
- c. The Milbank Foundation - Aims to integrate people with disabilities into all aspects of American life. - Applied for \$100,000
- d. Kalamazoo Community Foundation – This foundation focuses on enhancing the quality of life for all in Kalamazoo County by supporting initiatives that aid individuals and communities in need. - Applied for \$25,000
- e. W.K. Kellogg Foundation - Known for addressing issues of equity and inclusion, WKKF's mission aligns with our center's vision of fostering an inclusive environment where everyone can thrive. - Applied for \$50,000

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:
  - Through our Workforce Development program, we offer tailored training that leads to gainful employment, a key factor in housing stability.
- Provision of Transportation:
  - Directly assists with maintaining employment and access to educational programs, which are vital for securing and retaining housing.
- Provision of Budgeting & Financial Assistance:
  - Initially, we will refer individuals in our community. If the need is greater than the support already available, we would consider offering lessons on financial literacy and budgeting.
- Provision of Disabled and Elderly Support Services:
  - Our Community Living Support and Supported Employment programs cater specifically to these demographics. We have no age limits on our services; elderly individuals are always welcome.
- Provision of Mental, Health & Medical Services:
  - While Ripple Effects Community Inclusion Center does not directly provide medical services, our facility employs specialist who are integral to our therapeutic and educational programs. These professionals offer behavior support and intervention strategies, which can significantly benefit individuals with special needs. Through our pending contract with ISK, Medicaid and Waiver, consumers may access these services at no cost to them. Additionally, we serve as a liaison to connect families and individuals to local mental health resources and medical services, ensuring they have access to comprehensive care.
- Provision of Education & Life Skills Training:
  - From preschool lessons to life skills support, we ensure our community is well-equipped for life's challenges.
- Provision of Role Models & Everyday Support Services:
  - Our entire facility operates on the premise of community support and mentorship.
- Encouraging People to Give Back, volunteer and mentor others:
  - We actively promote community engagement and volunteering within our center.

8. For the programs for which you are seeking funding, how are service(s) accessible to

Portage residents (check all that apply):

- ☒ Services located in Portage.  
☐ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)

(explain): \_\_\_\_\_

- ☒ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.  
☐ 24-hour phone hot line  
☒ Services available/accessible via public bus routes and/or transportation by an agency  
☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

- a. We have fostered partnerships and collaborations with local agencies, housing authorities, and community organizations. Regular meetings, joint events, and collaborative programs ensure that we align our services for the maximum benefit of the community.
- b. KRESA, Portage Public Schools, ISK, Southwest Michigan First. OnePlace, SWMBH, Disability Network

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation  
☒ Low Income (80% or below of area median income) and/or senior citizens  
☒ Client is vulnerable or at risk of one of the above  
☒ Client is in need of services  
☒ Other (explain): Special Needs & Disabilities

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)? We utilize a combination of community events, collaborations with local organizations, social media campaigns, and informational sessions at various city venues, such as KRESA schools.
- b. Describe how City of Portage residents learn about your program/service(s)? Residents often hear about our programs through word of mouth, our active online presence, community bulletin boards, and our participation in local events and fairs. Once our ISK contract is finalized, ISK will make referrals.

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

- a. With the foundation setup by the success of our sister company, Ripple Effects Autism Learning Centers and the strategic partnerships we're building, we anticipate steady growth and sustainability. The diversified services we offer also ensure multiple streams

of revenue and community support.

13. As a result of receiving city funding, are you able to secure other funding for your program/services?

- a. Absolutely. City funding not only provides immediate financial support but also significantly boosts our credibility, serving as a vote of confidence that encourages other organizations to invest in our mission.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

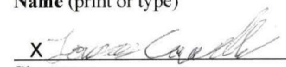
**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract."

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


|  |       |          |
|--|-------|----------|
| Lauren Cavalli   | CEO   | 11/22/23 |
| Name (print or type)   | Title | Date     |
|  |       |          |
| Signature  |       |          |

## Ripple Effects

COMMUNITY INCLUSION CENTER

**About Us**  
A community haven, Ripple Effects Community Inclusion Center offers inclusive recreational, educational and social clubs. No matter your unique journey, our community center is designed to help you connect, grow, and thrive. Discover a space where potential meets opportunity, open to everyone.

**Our Mission**  
To offer individualized, evidence-based support and enrichment for individuals and their families, fostering an inclusive environment where everyone can thrive socially, academically, and recreationally.




**Our Services**  
Recreational Activities  
Social Skills Clubs  
Education & Training  
Family Care & Support  
Personal Care Support


**Connect. Grow. Thrive Together.**  
(269) 263-8060  
info@rippleeffectsinclusion.org  
2268 W Centre Ave  
Portage, MI 49024

## Ripple Effects


COMMUNITY INCLUSION CENTER




Recreational Activities




Social Skills Clubs




Educational Training




Family Care & Support



Personal Care Support



Upcoming Events



# Ripple Effects

COMMUNITY INCLUSION CENTER

## Annual Family Membership

# \$30



### Family Membership

The annual family membership at Ripple Effects Community Inclusion Center is a foundational membership designed for families looking to access our range of services and activities. Our aim with the annual family membership is to provide a streamlined, inclusive, and enriching experience for every family. It's an integral step towards ensuring everyone, regardless of their abilities or challenges, feels valued, understood, and empowered at RECIC.

### Access to:

#### Programs

- Recreational Activities
- Social Skills Clubs
- Summer Day Camps

#### Family Care & Support

- Before/After School Care
- Caregiver's Cove Support Room
- Parent/Coregiver Training
- Respite Care Events

#### Education & Training

- Inclusive Preschool
- Skill Building and Tutoring
- Workforce Development
- Supported Employment

#### Personal Care Support

- Waves Sensory Hair Salon
- Community Living Support

*\*Additional fees may apply for select services.*

2255 W. Centre Ave. Portage, MI 49024 | [info@rippleeffectsinclusion.org](mailto:info@rippleeffectsinclusion.org)

| Name                | Board of Directors | Employer                   |
|---------------------|--------------------|----------------------------|
| Jason Bull          | Chairperson        | Rhino Media                |
| Ira Green           | Vice-Chairperson   | Family & Children Services |
| Roman Gribs         | Treasury           | Charles River              |
| Melissa McKenna     | Secretary          | Melissa McKenna Beauty Bar |
| Kathleen Morrill    | Member             | Pivotal                    |
| Mandy Knickerbocker | Member             | Foster Parent              |
| Amy MacFarlane      | Member             | Retired                    |
| Stephanie Bahr      | Member             | VBISD                      |
| Ashley Cantrell     | Member             | Ripple EffectsALC          |



November 13, 2023

Tina Perry

City of Portage, Department of Community Development

7900 S. Westnedge Ave.

Portage, MI 49002

Dear Tina,

Attached you will find our application for the 2024-2025 Human Services Funding Grant.

Twelve Baskets uses 100% of the donations for goods and expenses, there are zero paid volunteers or staff. Most of our volunteers are from Portage and we average about 600 hours per week of total volunteerism. We also make pick up runs for close to sell by date items from area grocery partners, 7 days per week with 2 to 7 pick ups per day.

We were able to purchase the building next door in 2023. The pantry has long outgrown its space and the new building will provide a pantry that is 3 times its current size, parking and staging for clients, expansion of the Free Store, walk-in coolers and freezers, and much needed storage. There are many exciting plans for expansion of our services in the future, but we also face a huge expense to bring the building up to City of Portage Code.

We have attached photos to this application of the food we provide weekly to our clients, which has grown exponentially in the last year to well over 300 families (over 1000 people) per week. Distribution last week was a record breaker, we served 387 families. We also give large families of over 4 people more food which include meat and larger items and have attached a picture as well. Twelve Baskets also serves the Supportive Housing at the Selinon Apartments in Portage where we serve 27 families with a food delivery 6 times per month, pictures attached. The numbers and the need continue to grow at a fast pace.

Twelve Baskets has also expanded its outreach at the Free Store. Because of the purchase of the new building, we were able to greatly expand the space for the store and sorting areas, and vastly improve the overall experience for Portage Clients. We now provide an expanded array of personal care, household items, clothing and over the counter medicine. Our grand re-opening was in October, and our clients have nearly tripled as well as incoming donations from generous Portage residents.

We also operate with a no waste initiative. If we happen to have excess that needs to get to clients before expiration, we donate to other food pantries, churches, and homeless coalitions. Our not quite fit for human food is given to local animal rescues.

We are able to provide these all these items to low income Portage Residents who can then, in turn, use their monies for housing and health care.

Thank you for considering our application. The support we receive from the City of Portage makes it possible for us to maintain and expand our outreach and services to Portage Residents.

Sincerely,

Kathleen Fett

Vice President



### GENERAL INFORMATION

Name of Organization: Twelve Baskets Food Pantry

Address: 10332 Portage Road, Portage, MI 49024

XIs the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: Robin Tullock

Contact Person: Kathleen Fett/Romona Czuk

Phone #: 269-207-7810 Email: twelvebaskets10332@gmail.com

Web address: www.twelve-baskets.org

Is this application for HUD CDBG funding or General Fund program? General Fund

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

- The organization will track the number of Portage residents served? YES ☒ ☐
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☐ Yes ☒ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

### ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence: 2014

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$ 300,000        | 1/1/23 - 12/31/23                                |

### GRANT APPLICATION INFORMATION

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

| Name of Program Overall Annual Expenses  | Funding amount requested (\$) |
|--|-------------------------------|
|  | \$50,000                      |
| NOTE: the same program numbers assigned in question #1 carry through to question #5. |                               |
| 1. Twelve Baskets Food Pantry  | \$ 40,000                     |
| 2. Twelve Baskets Free Store   | \$ 10,000                     |
| 3.   | \$ 0                          |
| 4.   | \$ 0                          |
| 5.   | \$ 0                          |

2. Please indicate the specific products/services provided with city funds requested:

|    |   |
|----|---|
| 1. | Food for the area food insecure clients   |
| 2. | Personal care items, clothing and household items for the area clients in need. |
| 3. |   |
| 4. |   |
| 5. |   |

2.b. What is the purpose or mission you are using the funds for?

|    |  |
|----|--|
| 1. | to provide food for the area food insecure which allows them to use their money for housing expenses                         |
| 2. | to provide clothing, personal care and household item for those in need and so they can use their money for housing expenses |
| 3. |  |
| 4. |  |
| 5. |  |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$ 300,000                       | 16%  |
| 2. | \$                               | %  |
| 3. | \$                               | %  |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | 21,350                                 | 25000       | 12687                                    | 15000       | 60  | %           |
| 2. | 5793                                   | 8500        | 4094                                     | 6035        | 71  | %           |
| 3. |  |             |  |             | %   | %           |
| 4. |  |             |  |             | %   | %           |
| 5. |  |             |  |             | %   | %           |

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

Revised 11-16-23

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

6. For the programs to be funded, please list other significant sources of funds expected or requested, including specific information (agency name, amount requested and purpose):  
No outstanding grant requests at this time, we are privately funded by donations.

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

• **Provision of Employment & Job Training:**

assistance with clothing/food/personal care products necessary for securing and maintaining employment.

• **Provision of Transportation:**

We do have food cart delivery those unable to access our distribution.

• **Provision of Budgeting & Financial Assistance:**

Assistance is available to assist with budgeting and obtaining financial assistance.

• **Provision of Disabled and Elderly Support Services:**

We actively seek out disabled/elderly to provide food/clothing so they do not go without, currently serve food carts 6 times per month to 27 families in supportive housing in Portage.

• **Provision of Mental, Health & Medical Services:**

• **Provision of Education & Life Skills Training:**

• **Provision of Role Models & Everyday Support Services:**

We provide everyday support of our clients by providing food and basic needs so they can use their money for housing. We also refer/assist clients to obtain other assistance they need and have initiated a subject/client person available for consultation, as well as a free medical service to refer to.

• **Encouraging People to Give Back, volunteer and mentor others:**

Many of our volunteers were or are food insecure but are encouraged to volunteer and give back to the community. We also mentor several special needs individuals and work with other organizations to assist them in job experiences.

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

☒ Services located in Portage.

☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
(explain): \_\_\_\_\_

☒ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.

☒ 24-hour phone hot line

☒ Services available/accessible via public bus routes and/or transportation by an agency

☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

Twelve Baskets collaborates with multiple agencies working toward the goal of long term housing by providing needs toward employment and housing. We are active partners with agencies such as ROI, HRI, ISK, homeless coalitions, Gospel Mission, WMU, YMCA and local churches to name a few. We assist in filling basic needs so the concentration can be on housing.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation

☒ Low Income (80% or below of area median income) and/or senior citizens

☒ Client is vulnerable or at risk of one of the above

☒ Client is in need of services

☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)? We actively promote our services with the Portage police, fire department, senior center, other pantries, Facebook, web site, churches, as well as other personal outreach.

b. Describe how City of Portage residents learn about your program/service(s)?

Through the Portage police, fire department, senior center, other pantries, Facebook, web site, churches, personal outreach and word of mouth.

12. Please describe the anticipated long-term sustainability of the programs for which funding is requested: Our program has been very successful and grown exponentially in number of Portage Clients we serve and continue to have the ability to attract donors from all areas to grow and adapt to the huge increase in demand.

13. As a result of receiving city funding, are you able to secure other funding for your program/services? Yes, the City Funding validates our organization and assists us in attracting new funding.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

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<https://www.portage.mi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable

federal, state and city codes and ordinances at all times during the term of this contract.”

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

|                        |                |          |
|------------------------|----------------|----------|
| Kathleen Fett          | Vice President | 11/12/23 |
| Name (print or type)   | Title          | Date     |
| <u>x Kathleen Fett</u> |                |          |
| Signature              |                |          |

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## TwelveBaskets

### Mission Statement

*"To lead the fight against hunger in our community by bridging the gap between the need and the excess while restoring hope, dignity and self-respect"*

*We serve those in need in the Portage, Vicksburg, Schoolcraft, Three Rivers and communities that surround those cities.*

### Hours of Operation

- 1<sup>st</sup> & 3<sup>rd</sup> Fridays ... 2:30 -5:30pm
- 2<sup>nd</sup> & 4<sup>th</sup> Saturdays .. 10:00am-1pm
- Drivers license or Michigan ID required
- Only one resident per household.

### Contact Information

- 10332 Portage Rd. Portage, MI 49002
- Office phone: 269-532-4912
- facebook.com/twelvebasketsmi
- www.Twelve-Baskets.org
- e-mail: TwelveBaskets10332@gmail.com

*"Dear Children, let's not merely say that we love each other. Let us show the truth by Actions."*

*1 John 3:18*

### FACTS

**Twelve Basket:** opened in June of 2014. We started with a handful of families and that has grown to a large number. Each week new clients register and other clients drop off as their circumstances change. We currently have a data base of more than 800 families that have shopped at some point in the past 12 months. The pantry works as a drive thru. Clients are asked to have their trunks empty so volunteers can place the large amount of food quickly in their vehicles. Clients may shop twice a month, receiving canned & boxed foods, meats, fresh produce, bread and baked goods.

We operate on a 100% volunteer and 100% donation basis. No one is paid for their services.

### Volunteer Opportunities

**Stocker:** sort item for the baggers.  
**Bagger:** placing food in bags & boxes to be loaded into clients trunks.  
**Outside workers:** loading trunks on distribution day.  
**Parking lot attendants:** monitor & control the parking lot on distribution day. There are well over 100 cars every distribution day.  
**Drivers:** food is picked up every day of the week from area stores and wholesalers. Drivers need to be able to lift up to 50#. They usually only work mornings. 12E provides the vehicles.  
**Fund Raising:** promoting Twelve Baskets to businesses, requesting ongoing funds and donations.

**Grant Writer:** apply for grants for financial support.

### 'Fill the Truck' Store Fund Raising Events:

hand out flyers at local stores with a list of needs and talk with people about Twelve Baskets.

### How to Donate Financially

Donations may be mailed or processed online:

Twelve Baskets Food Pantry  
10332 Portage Rd  
Portage, MI 49002  
www.Twelve-Baskets.org  
facebook.com/twelvebasketsmi

Make checks payable to: Twelve Baskets

501c3 Non Profit Organization  
Donations are tax deductible  
Receipts available on request

### Donate Food, Etc.

Donation Barrels can be placed in businesses or community living areas. Or you may want to do your own drive and drop off the items to us. We have a donation box located at the front (driveway side) of our building for drop offs. This box is checked daily.

### Items Needed:

Canned & boxes goods of all kinds, Pasta, Jellies, Peanut Butter, Tomato, V8 & Vegetable Juices, Personal Care items, Paper Products, Laundry and Cleaning supplies.

"Please join us and others in our communities by serving or donating. Families, Seniors, Vets, Disabled and the Working Poor **thank you.**"

**Twelve Baskets Food Pantry Contacts:**  
Romona Czuk 269-679-4543 / czukr@comcast.net



## TWELVE BASKETS' VARIETY OF FOODS DISTRIBUTED TO FAMILIES EACH WEEK

(MEATS, DAIRY, FRESH PRODUCE, NON-PERISHABLE, SWEET & SALTY, CEREALS, PASTAS, DRINKS, MISCELLANEOUS CANNED GOODS, BREADS, BAKING, DRESSINGS, SAUCES, TOILETRIES) \*\*IF AVAILABLE\*\*



## TWELVE BASKETS DISTRIBUTES ADDITIONAL FOOD PRODUCTS TO LARGE FAMILIES



MEAT PRODUCTS



MISCELLANEOUS NON-PERISHABLES



**TWELVE BASKETS DISTRIBUTES FOOD  
TO SELINON**



TWELVE BASKETS FOOD PANTRY

**BOARD OF DIRECTORS - 2023**

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Kathleen Fett, Vice President

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United Way of  
South Central Michigan

Calhoun | Clinton | Eaton | Ingham | Jackson | Kalamazoo



City of Portage  
7900 S. Westnedge Ave.  
Portage, MI 49002

November 29, 2023

Dear City of Portage Trustees,

Thank you for considering our request in the amount of \$20,000 for the Continuum of Care's RentAble program.

Each year, hundreds of households across Kalamazoo County, including the City of Portage, face eviction or extreme housing crisis because of a loss of job, reduced working hours, or an unforeseen financial event. These households don't tend to qualify for federal and state interventions that keep them housed. By providing qualifying households with up to \$2,000 to use in their unique circumstance, RentAble is an innovative approach to targeting homelessness before it happens and is a low-barrier approach to supporting homeless households with resources to secure stable long-term housing.

Between October 1, 2023 and November 28, 2023, RentAble has received 42 applications from City of Portage residents. This demand far outpaces the amount of funds available. Together with your support, we can serve struggling households in the City of Portage with the resources they need to be and remain housed.

Sincerely,

Chris Sargent, President & Executive Officer

Calhoun County

34 W. Jackson Street, Suite 4B  
Battle Creek, MI 49017  
269.962.9538

Clinton Eaton Ingham Counties

330 Marshall Street, Suite 203  
Lansing MI 48912  
517.203.5000

Jackson County

536 N. Jackson Street  
Jackson, MI 49201  
517.784.0511

Kalamazoo County

709 S. Westnedge Avenue  
Kalamazoo, MI 49007  
269.343.2524

UnitedForSCMI.org

**GENERAL INFORMATION**

Name of Organization: **United Way of South Central Michigan**

Address: **709 S. Westnedge Ave. Kalamazoo, MI 49007**

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: UWSCMI: **James Johnson Jr**; CoC: **Kelly Doyle and Sandy Barry-Loken**

Contact Person: **Patrese Griffin**

Phone #: **(269) 343-2524 ex.112** Email: **p.griffin@uwscmi.org**

Web address: UWSCMI: **unitedforscmi.org**; CoC: **kzoococ.org**

Is this application for HUD CDBG funding or General Fund program? **General Fund Program**

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes ☐ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

**ORGANIZATION INFORMATION**

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

**United Way of South Central Michigan has been in existence for 97 years (1926). The Kalamazoo Continuum of Care has been serving Kalamazoo County residents for almost 30 years (1994).**

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$20,140,561      | April 1, 2023-March 31, 2024                     |

*Rev'd 11/29/23*

## GRANT APPLICATION INFORMATION

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

|    | Name of Program   | Funding amount requested (\$) |
|----|---|-------------------------------|
|    | <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |                               |
| 1. | Continuum of Care's RentAble Program  | \$20,000                      |
| 2. |   | \$                            |
| 3. |   | \$                            |
| 4. |   | \$                            |
| 5. |   | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |  |
|----|--|
| 1. | Funds provided to the RentAble program will serve at least 10 Portage households with one-time housing assistance of up to \$2,000. Funds can be used by clients for many things including application fees, security deposits, offset rent increases, mortgage payments, owed utility costs, etc. |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

- 2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | This program's purpose is to help individuals and families overcome barriers to sustain or obtain housing in Portage. |
| 2. |   |
| 3. |   |
| 4. |   |
| 5. |   |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$) | Percent (%) of funding requested from city |
|----|----------------------------------|--|
| 1. | \$1,211,666                      | 1.65 %                                     |
| 2. | \$                               | %  |
| 3. | \$                               | %  |
| 4. | \$                               | %  |
| 5. | \$                               | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | N/A                                    | 131         | N/A                                      | 5           | N/A %   | N/A %       |
| 2. |  |             |  |             | %   | %           |
| 3. |  |             |  |             | %   | %           |

|    |  |  |  |  |   |   |
|----|--|--|--|--|---|---|
| 4. |  |  |  |  | % | % |
| 5. |  |  |  |  | % | % |

\*Please explain if you are unable to fully track this information: **There are two major notes to include with these numbers. Kalamazoo County Continuum of Care launched RentAble on 4/1/2023. As such, we've listed our number of clients served to-date. Second, the first cohort of RentAble was limited to households living in the City of Kalamazoo because of funding restrictions. RentAble has recently been able to expand their service area to include Kalamazoo County residents. RentAble has received 42 applications from Portage residents between 10/1/2023-11/28/2023.**

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents? **RentAble, led by Kalamazoo County's Continuum of Care, is designed to serve clients to do one of two things through one-time financial assistance: keep residents in their homes or support homeless households in securing safe, stable housing. Many households applying for RentAble assistance tends to be the result of one-time financial events that have destabilized their household budget. UWSCMI understands that populations most at-risk of homelessness include historically marginalized populations (Seniors, People with Disabilities, BIPOC, and LGBTQ+). Through this one-time support, households can do many things like catch up on their mortgage/rent payment to keep them from being evicted, or they can use the funds to pay for a security deposit on a new home.**

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

- a. Stryker Johnston Foundation, \$3,500,000, Continuum of Care (Kalamazoo County)
- b. ENNA Foundation, \$50,000, RentAble (Kalamazoo County)
- c. United Way of South Central Michigan, \$20,000, RentAble (Kalamazoo County)

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training: **If a RentAble applicant identifies that they need employment and job training assistance, the CoC will connect them with the appropriate employment service or neighborhood organization that can provide them with pathways to employment.**
- Provision of Transportation: **If a RentAble applicant identifies they need transportation support, the CoC will refer clients to the appropriate neighborhood organization. The CoC also has a limited ability to provide gas cards on a case-by-case basis, when funds are available. If a Portage resident is in need of in-person support in applying for RentAble support but is not able to drive to the CoC's office in Kalamazoo, a CoC team member will come to them to support them through the process.**
- Provision of Budgeting & Financial Assistance: **If a RentAble applicant identifies that they need**

**budgeting & financial assistance, the CoC team will connect them with the appropriate service provider.**

- Provision of Disabled and Elderly Support Services: **The CoC has flexible office hours and clients are able to apply in-person or online. If a client needs assistance with filling out an application and can't come in to the Kalamazoo office, a team member will meet them where they are.**
- Provision of Mental, Health & Medical Services: **If a RentAble applicant identifies they need mental, health and/or medical support, the CoC will refer clients to the appropriate neighborhood organization. In certain situations where a family is fleeing an active domestic violence or human trafficking situation, they will be prioritized for RentAble support and the CoC team will connect them with the appropriate additional support services.**
- Provision of Education & Life Skills Training: **If a RentAble applicant identifies they need education and life skills training, the CoC will refer clients to the appropriate neighborhood organization.**
- Provision of Role Models & Everyday Support Services: **The CoC works closely with neighborhood organizations across Kalamazoo to provide clients with wraparound and holistic services to meet the need of the household, and to support their growth toward financial stability and stable housing.**
- Encouraging People to Give Back, volunteer and mentor others: **The CoC and United Way of South Central Michigan have many opportunities for community members to volunteer and give back throughout the year. Namely the CoC hosts a volunteer-led annual Point in Time count, and there are many volunteer opportunities with partnering organizations that the CoC works closely alongside.**

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

- ☐ Services located in Portage.
- ☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
(explain): Portage residents can apply online 24/7 when applications are open
- ☒ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.
- ☐ 24-hour phone hot line
- ☒ Services available/accessible via public bus routes and/or transportation by an agency
- ☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing: **The Continuum of Care closely coordinates with many neighborhood organizations including Legal Aid, the 8<sup>th</sup> District Court, YWCA, Housing Resources Inc., Urban Alliance, Eviction Diversion Program, landlords and housing providers. This coordination allows the CoC to provide clients with efficient wraparound support without organizations having to duplicate efforts. 211 is also a critical referral resource.**

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☐ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation
- ☒ Low Income (80% or below of area median income) and/or senior citizens
- ☒ Client is vulnerable or at risk of one of the above
- ☒ Client is in need of services
- ☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)? **UWSCMI's marketing strategy to City of Portage residents includes social media, word of mouth, and direct outreach.**
- Describe how City of Portage residents learn about your program/service(s)? **City of Portage residents can learn about the RentAble program through social media, the Continuum of Care's or United Way's websites (kzoococ.org or unitedforscmi.org), word of mouth, and direct outreach.**

12. Please describe the anticipated long-term sustainability of the programs for which funding is requested: **the CoC has secured 3-year grant funding from Stryker Johnston Foundation that includes a large allocation to RentAble, and the CoC team is working to secure ongoing municipal investment.**

13. As a result of receiving city funding, are you able to secure other funding for your program/services? **Additional RentAble funding is not contingent on securing City of Portage funding.**

Please attach the following documents for City of Portage review:

- Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
- List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

- Provide an audit if required by the organization, or a prior year end financial statement.
- Financial Statements for most recently completed fiscal year which include revenue and budget information.

**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as

representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract."

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

|               |                               |            |
|---------------|-------------------------------|------------|
| Chris Sargent | President & Executive Officer | 11/29/2023 |
|---------------|-------------------------------|------------|

Name (print or type)

Title

Date

X

Signature



## Rentable Program

RentAble

The RentAble program is designed to provide one time assistance up to \$2000 per household to help individuals and families overcome barriers to sustain or obtain housing. Funds can be used for application fees, security deposits, offset rent increases, mortgage payments, owed utility costs, etc. This opportunity is available to individuals and families that live in Kalamazoo County.

RentAble staff is available Tuesdays and Thursdays from 9 a.m. to noon. After 1 p.m., they are available by appointment only. To make an appointment, call 269-343-2524 x125 and leave a message or send an email to [rentable@uwscmi.org](mailto:rentable@uwscmi.org) (put "appointment" in the subject line).

Documents can be left in the locked drop box located at the front door (UWSCMI 709 S. Westnedge Ave., Kalamazoo, MI 49007) or sent via email to [rentable@uwscmi.org](mailto:rentable@uwscmi.org) (put name in subject line).

The United Way of South Central Michigan will be closed from Friday, Dec. 22 through Monday, Jan. 1, 2024. No RentAble staff will be available during this time.

Visit us online at: <https://kzoococ.org/rentable-program/>

United Way of South Central Michigan  
Board of Directors  
2023-24

James Johnson, Jr.—Chair  
International Brotherhood of Electrical Workers

Carla Thompson Payton—1<sup>st</sup> Vice Chair  
W.K. Kellogg Foundation

Jamie Rabe—Treasurer  
Anders Hooper Pavlik

Becky Baldwin  
Michigan Nurses Foundation

Jim Bongiorno  
Henry Ford Allegiance Health

Ben Frantz  
UAW Local 652

Marcus Glass  
Bronson Healthcare Group

Unaa Holiness  
Michigan Education Association (MEA)

Shalanda Hunt  
Office of Workforce Development and Training

Rhonda Newman  
Jansen Valk Thompson & Reahm PC

Cheryl Ragland  
City of Jackson Police Department

Colleen Sullivan  
Michigan AFL-CIO WDI

Satya Veerapaneni  
GM Lansing Delta Township

Ted Ykimoff  
Consumers Energy

L. Robert McConnell—Immediate Past Chair  
Western Michigan University

Stephanie Slingerland—2<sup>nd</sup> Vice Chair  
Kellogg Company

Conner Wood—Secretary  
Michigan AFL-CIO

Debra Bittner  
Clerical-Technical Union of MSU

Rebecca Fleury  
City of Battle Creek

Gabriel Giron  
Speak It Forward

Ash Goel, MD  
Bronson Healthcare Group

Mike Huerta  
UAW Local 602

Maureen Keene  
Jackson County Intermediate School District

Jeremy Patterson  
Middle School at Parkside

Carrie Schneider  
Consumers Energy

Chris Tyler  
Astera Credit Union

Ashlee Willis  
Michigan Premier Events LLC & Lansing Mosaic LLC



## Kalamazoo County Continuum of Care Local Advisory Board

(Co-Chair) Kelly Doyle – Community AIDS Resource and Education

(Co-Chair) Sandy Barry-Loken – Kalamazoo Community Foundation

Amanda Sutherland – Michigan Works! Southwest

Andrew Chaponda – Open Doors Kalamazoo

Don Jones – Community Member

Don Roberts – Legal Aid of Western Michigan

Erica Patton – Integrated Services of Kalamazoo

Evelyn Thompson – Ministry with Community

Jen Strebs – Kalamazoo County Commission

Jessica Glynn – YWCA Kalamazoo

John Simpson – Kalamazoo Gospel Ministries

Johnny Anderson – Ministry With Community

Laura Lam – City of Kalamazoo

Lee Adams – Upjohn Institute

Michelle Davis – Housing Resources Inc.

Robin Greymountain – Kalamazoo Public Schools

Stephanie Hoffman – Evolution Housing and Services

Steve Powell – Community Member

Tiffany Cunningham – Department of Health and Human Services

Toni Newell – Catholic Charities Diocese of Kalamazoo

Zac Bauer – LISC



November 29, 2023

Department of Community Development  
City of Portage  
7900 South Westnedge Avenue  
Portage, Michigan 49002

# YWCA IS ON A MISSION

Dear Human Services Board Members:

YWCA Kalamazoo appreciates its continued support and partnership with the City of Portage and requests your consideration of our application through the City of Portage's 2024-2025 General Fund for \$25,000. This funding supports essential YWCA services provided to Portage City residents through its Victim Service programs: \$8,000 for YWCA's Sexual Assault Program, \$15,000 for YWCA's Domestic Assault Program, and \$2,000 for YWCA's Human Trafficking Program. This request reflects partial costs associated with service to Portage residents and represents an increase of \$5,000 over the current funding. This increase will provide YWCA additional funding to serve Portage residents and will still cover only a fraction of the total funding needed.

Portage residents continue to take advantage of the breadth of programming available through YWCA's Victim Services program. As a comprehensive service provider, YWCA offers individual and group support, advocacy, therapeutic services, criminal and civil legal representation and advocacy services, shelter and transitional housing options, our 24-hour crisis line and Emergency Response Team, and Sexual Assault Nurse Examinations (SANE). These services are available to all victims/survivors of intimate partner domestic violence, sexual assault, and human trafficking- sex and labor, along with their non-offending family members, regardless of their gender identity.

In addition to the comprehensive direct services that YWCA offers, its community education programs provide much-needed educational opportunities related to sexual assault, domestic and dating violence, and human trafficking to residents of all ages through partnerships with schools, community organizations, churches, and businesses. The City of Portage residents continue to need access to these vital services provided by YWCA Kalamazoo.

Along with our application, please find included our crisis information card (English and Spanish versions are available) and other flyers/brochures specific to our victim services programming, a list of the members of YWCA's Board of Directors, and our 2022 Audit which includes financial statements. To learn more about our programs, visit our website at [www.ywcakalamazoo.org](http://www.ywcakalamazoo.org).

If you have any additional questions, please contact me at (269) 345-5595 or [lrodriguez@ywcakalamazoo.org](mailto:lrodriguez@ywcakalamazoo.org). I look forward to hearing from you regarding our request.

Sincerely,



Lisa Rodriguez  
Interim CEO

eliminating racism  
empowering women  
**ywca**

YWCA Kalamazoo  
353 E. Michigan Avenue, Kalamazoo, MI 49007-3844  
P 269.345.5595 F 269.345.8230  
[ywcakalamazoo.org](http://ywcakalamazoo.org)

## GENERAL INFORMATION

Name of Organization: YWCA Kalamazoo

Address: 353 E. Michigan Avenue  
Kalamazoo, MI 49007

Is the organization an incorporated, not-for-profit organization: ☒ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☒ Yes ☐ No

Name of Board President: Demarra Gardner

Contact Person: Kellie Swikoski, Development and Data Manager

Phone #: 269.345.5595 Email: [kswikoski@ywcakalamazoo.org](mailto:kswikoski@ywcakalamazoo.org)

Web address: [www.ywcakalamazoo.org](http://www.ywcakalamazoo.org)

Is this application for HUD CDBG funding or General Fund program? General Fund

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

- The organization will track the number of Portage residents served? ☒ Yes ☐ No
- The organization will provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☒ Yes ☐ No
- The organization will provide a yearly independent audit performed by a Certified Public Accountant? ☒ Yes ☐ No
- If an audit is not required of the organization (preferred), are you able to provide a prior year end financial statement? ☒ Yes ☐ No

## ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

YWCA Kalamazoo has been of service for 138 years in the Kalamazoo community, while providing programs for more than 40 years for the Intimate Partner Domestic Assault and Sexual Assault Programs and more than five years for the Human Trafficking Program.

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

| Total budget (\$) | Fiscal year (e.g., July 1, 2023 – June 30, 2024) |
|-------------------|--|
| \$16,256,924      | January 1 – December 31, 2023                    |

## GRANT APPLICATION INFORMATION

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

|   | Name of Program                                | Funding amount requested (\$) |
|---|--|-------------------------------|
| <b>NOTE: the same program numbers assigned in question #1 carry through to question #5.</b> |  |                               |
| 1.  | YWCA Sexual Assault Program                    | \$8,000                       |
| 2.  | YWCA Intimate Partner Domestic Assault Program | \$15,000                      |
| 3.  | YWCA Human Trafficking Program                 | \$2,000                       |
| 4.  |  | \$                            |
| 5.  |  | \$                            |

2. Please indicate the specific products/services provided with city funds requested:

|    |   |
|----|---|
| 1. | YWCA Kalamazoo's (YWCA) Sexual Assault Program funds will support a portion of the total costs to provide free sexual assault services to Portage residents. These services include emergency response, a 24-hour crisis line, individual and group support, therapy, advocacy, criminal and civil legal services, Sexual Assault Nurse Examinations, and emergency shelter. Additionally, community education opportunities are available to schools, organizations, and businesses on topics appropriate for all ages ranging from safe/unsafe touch in elementary schools and safe social media in middle schools to sexual harassment for adults.   |
| 2. | YWCA Intimate Partner Domestic Assault Program funds will support a portion of the total costs to provide free intimate partner domestic violence services to Portage residents. These services include emergency response, a 24-hour crisis line, individual and group support, therapy, advocacy, criminal and civil legal services, and emergency shelter. Additionally, community education opportunities are available to schools, organizations, and businesses on topics appropriate for all ages ranging from healthy relationships to dating and domestic violence.  |
| 3. | YWCA Human Trafficking Program funds will support a portion of the total costs to provide free services to victims/survivors of both labor and sex trafficking who identify themselves as Portage residents. This is the first program in the state of Michigan to support all victims/survivors of human trafficking and their non-offending family members. These services include emergency response, a 24-hour crisis line, individual and group support, therapy, advocacy, criminal and civil legal services, and emergency shelter. Additionally, community education opportunities, specifically YWCA's Human Trafficking 101, a community education program is available to schools, organizations, and businesses to help dispel myths and assist in recognizing the signs of all forms of human trafficking (labor and sex). |
| 4. |   |
| 5. |   |

- 2.b. What is the purpose or mission you are using the funds for?

|    |   |
|----|---|
| 1. | YWCA's mission is to eliminate racism and empower women. The provision of services for victims and survivors empowers them to heal from their trauma with peace, justice, freedom, and dignity. Clients receiving sexual assault support services need access to culturally relevant services that empower them on their healing journey. This funding supports those services. |
| 2. |   |

|    |  |
|----|--|
| 3. |  |
| 4. |  |
| 5. |  |

3. For the program for which you are seeking funding, please provide the total annual program budget and the percent of that budget being requested from the city:

|    | Total annual program budget (\$)            | Percent (%) of funding requested from city |
|----|---|--|
| 1. | \$4,935,724 (total for all victim services) | 0.5%                                       |
| 2. | \$ included in #1                           | %  |
| 3. | \$ included in #1                           | %  |
| 4. | \$  | %  |
| 5. | \$  | %  |

4. For the program for which you are seeking funding, please indicate the following\* for your most recently completed fiscal year (FY) and goals for the upcoming year:

|    | Total number of program clients served |             | Total number of Portage residents served |             | Portage residents served as percent (%) of total clients served |             |
|----|--|-------------|--|-------------|---|-------------|
|    | Prior FY                               | Upcoming FY | Prior FY                                 | Upcoming FY | Prior FY  | Upcoming FY |
| 1. | 791                                    | 700         | 52                                       | 50          | 6.5%  | 7%          |
| 2. | 542                                    | 350         | 17                                       | 15          | 3%  | 4%          |
| 3. | 119                                    | 110         | 5  | 5           | 4%  | 4.5%        |
| 4. |  |             |  |             | %   | %           |
| 5. |  |             |  |             | %   | %           |

\*Please explain if you are unable to fully track this information: YWCA Kalamazoo diligently works with clients to ensure the accuracy of the data they provide, however, due to confidentiality, safety and other client concerns, it cannot be guaranteed that all clients are comfortable in providing these details. Clients are eligible to receive services regardless of how much or how little personal identifying data, demographics and other details they choose to provide.

5. The Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing. How does your program/service directly correlate to one of the services above, that supports obtaining and keeping housing for Portage residents?

Housing continues to be the number one need of clients as they seek shelter safe from abuse. YWCA has a variety of supports and partnerships to assist clients with obtaining or maintaining housing. Clients utilizing emergency shelter options are homeless as a result of fleeing domestic violence, which means it is not safe for them to stay in their current housing. During their stay at the shelters, advocates provide support in meeting their individual goals, including housing goals. For some, this may mean credit repair, for others it is clearing up eviction or leasing histories that have been damaged by their abuser as one of the abusive tactics they used to keep the victim reliant upon them.

YWCA has both Transitional Supportive (TSH) and Permanent Supportive (PSH) Housing programs providing supportive housing options to survivors of intimate partner domestic violence. TSH provides up to 24 months of rent and utility assistance in addition to having access to a Mobile Housing Advocate who is able to provide other supportive services during their stay in the program

and a Housing Manager who assists in communicating with landlords and making sure maintenance is up to date.

A partnership with a local church has provided enough funding to purchase two duplexes and one triplex, adding seven additional units to the Transitional Supportive Housing inventory. The addition of these agency owned properties further diversifies housing options available to clients.

Additionally, YWCA seeks diverse funding options that will support clients with housing assistance (security deposits, rent, utilities and relocation assistance) to have more funding options available with differing restrictions to better meet the individual needs of clients as they seek permanent housing.

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

| Grant  | Program   | Award Amount | Grant Year            |
|--|---|--------------|-----------------------|
| City of Portage  | Victim Services                                       | \$20,000     | 7/1/2023 - 6/30/2024  |
| Domestic Violence Services (VOCA, TANF & FVPSA)                          | Intimate Partner Domestic Assault Program             | \$833,355    | 10/1/2023 - 9/30/2024 |
| Domestic Violence Specialized Services                                   | Intimate Partner Domestic Assault Program             | \$75,000     | 10/1/2023 - 9/30/2024 |
| OVC FY2022 Housing Assistance Grants for Victims of Human Trafficking    | Human Trafficking Program                             | \$800,000    | 10/1/2022 - 9/30/2025 |
| OVC FY2022 Services for Victims of Human Trafficking                     | Human Trafficking Program                             | \$800,000    | 10/1/2022 - 9/30/2025 |
| Sexual Assault Victim Services   | Sexual Assault Program                                | \$574,877    | 10/1/2023 - 9/30/2024 |
| STOP Violence Grant  | Intimate Partner Domestic and Sexual Assault Programs | \$192,680    | 10/1/2023 - 9/30/2024 |
| Transitional Supportive Housing (VOCA & TANF)                            | Transitional Supportive Housing                       | \$350,000    | 10/1/2023 - 9/30/2024 |
| United Way   | Intimate Partner Domestic Assault Program             | \$40,000     | 7/1/2023 - 6/30/2024  |
| Human Trafficking Programming  | Human Trafficking Program                             | \$425,000    | 10/1/2023 - 9/30/2024 |
| Culturally Specific Responsive Services for Underserved Victims of Crime | Victim Services                                       | \$350,000    | 10/1/2023 - 9/30/2024 |

7. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

YWCA Kalamazoo has created pathways and partnerships to ensure victims/survivors of intimate partner domestic violence, sexual assault and human trafficking have access to a full breadth of services to meet their needs.

- Provision of Employment & Job Training:  
YWCA supports clients in creating short term and long term goals, which often include creating

financial independence either by obtaining or maintaining educational and employment goals. By connecting clients with other local agencies (Goodwill, Salvation Army, Michigan Works), they are able to meet these goals. Additionally, a partnership with Edwards Garment helps supply clients with business attire for interviewing and working.

- Provision of Transportation:  
YWCA recognizes transportation as one of the greatest barriers victims/survivors encounter in receiving services. With YWCA services now available via phone or video, mobile advocates who can meet clients at a mutually agreed upon location, as well as bus tokens and other transportation assistance available, YWCA is diligently working on eliminating this barrier and working with the client to best meet this need.
- Provision of Budgeting & Financial Assistance:  
YWCA provides direct client assistance in support of housing, utilities, phone, food, household items, transportation and other essential needs. Additionally, advocates are educated on assisting clients with budgeting and other financial needs. Financial abuse is one of the most common tactics that is also the least understood; assisting clients to get the financial assistance and support that they need is a priority in assisting them with healing and moving forward.
- Provision of Disabled and Elderly Support Services:  
YWCA is a recent recipient of a culturally responsive grant that will provide an advocate, therapist, and attorney who will work directly with disabled victims/survivors to ensure their different needs are met. Additional training will be required of these positions to provide them with proper ways to work with these populations. YWCA is building a relationship with Disability Network to assist with this project.
- Provision of Mental, Health & Medical Services:  
YWCA has a licensed therapy department that is well versed on working with victims/survivors of intimate partner domestic violence, sexual assault and human trafficking. However, when it is in the best interest of the client, referrals are provided to other therapy options outside YWCA. In addition to serving clients with disabilities, the culturally responsive grant provides an opportunity to create a better pathway for those struggling with other mental health issues as well as substance use.
- Provision of Education & Life Skills Training:  
Clients are provided access to a breadth of services depending upon their individual goals. Support groups and other organized opportunities give clients access to education and life skills training. This may include referrals to other organizations or programs that offer the skills the client is seeking.
- Provision of Role Models & Everyday Support Services:  
Both the domestic violence and human trafficking shelters are communal living situations. This encourages relationship building, role modeling and support between clients who all have similar experiences. A recent update to the Victim Services staffing structure has created additional Shelter Advocate positions. These Shelter Advocates provide leadership and modeled behavior for shelter residents to provide them with relevant skills to ensure their success when they leave the shelter into their own housing.

- Encouraging People to Give Back, volunteer and mentor others:  
Often times, former clients seek ways to give back to YWCA for the assistance they received. Former clients offer a unique perspective into how we can change/improve systems to better serve clients. YWCA supports a Client Advocacy Board that provides feedback from their lived experience perspective. There are also volunteers who come as former clients who want to provide similar support to someone else. To limit the possibility of a former client being triggered while volunteering, there is a requirement to be one year past your most recent services.

Additionally, in speaking with donors and volunteers, there is often a connection that either they, a family member or someone else they know has used YWCA services, or in some other way has a connection to domestic violence, sexual assault, or human trafficking.

8. For the programs for which you are seeking funding, how are service(s) accessible to Portage residents (check all that apply):

- ☐ Services located in Portage.  
☒ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)  
 (explain): YWCA Advocates and Therapists have the ability to travel to meet clients in mutually agreed upon and safe locations throughout Kalamazoo County. Additionally, teleservice options are available for clients unable to meet in person.  
☒ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.  
☒ 24-hour phone hot line  
☒ Services available/accessible via public bus routes and/or transportation by an agency  
☐ Other (explain): \_\_\_\_\_

9. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

YWCA Kalamazoo has a long-standing history with housing programs for victims/survivors of intimate partner domestic violence through its Transitional Supportive Housing (TSH) and Permanent Supportive Housing (PSH) programs. This has provided opportunities to partner with local landlords, churches, donors, and other agencies to provide housing assistance to clients.

As a recipient of an Office for Victims of Crime Human Trafficking Housing grant, YWCA was able to add a Housing Navigator position. The Housing Navigator is creating additional relationships and referral pathways to support clients in accessing safe and affordable housing. While this will initially be available only for Human Trafficking clients, there are plans to expand this position in the coming years.

10. For the programs for which you are seeking funding, a majority of clients are (check all that apply):

- ☒ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation  
☒ Low Income (80% or below of area median income) and/or senior citizens  
☒ Client is vulnerable or at risk of one of the above  
☒ Client is in need of services  
☐ Other (explain): \_\_\_\_\_

11. For the programs for which you are seeking funding:

- a. What ways do you outreach to City of Portage residents? Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

YWCA Kalamazoo uses a variety of outreach efforts to educate and inform the community of services available and provide educational opportunities around sexual assault, intimate partner domestic violence, and human trafficking. This includes participating in community events, reaching out to community organizations, and distributing crisis cards widely across the county at health care and other public facilities and organizations through a partnership with Kalamazoo Area Medicine Alliance (KAMA).

Additionally, YWCA advocates and therapists have built connections within the community to ensure potential clients are able to access services. This includes OutFront, Ministry with Community, and various other service providers. Specifically, through the culturally responsive grant, an advocate was hired who holds regularly scheduled office hours at Ministry with Community to increase YWCA's presence in the community, meet people where they are, and further reduce barriers to accessing services.

- b. Describe how City of Portage residents learn about your program/service(s)?

In addition to the activities described above, YWCA continues to build its social media presence to reach a larger audience with opportunities to engage and educate. Along with social media, the Marketing and Communications department is working on a website overhaul which will make the website more relevant and easier to navigate and find the resources clients need. Overall, YWCA reaches thousands of people throughout Kalamazoo County each year, hundreds of those from the Portage area.

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

YWCA has been providing services for victims/survivors of intimate partner domestic violence and sexual assault and their dependent children for over forty years while continuing to meet the changing needs of the community. This has resulted in adding program components such as the Emergency Response Team and therapeutic services, as well as adding the Human Trafficking Program which is the first comprehensive program of its kind in the state. YWCA regularly integrates client feedback when evaluating program effectiveness to ensure services are meeting the needs of the clients in Kalamazoo.

YWCA regularly evaluates its programming, funding, and structure to ensure its ability to sustain and support increased levels of service through diversified funding sources which include federal, state, and local government funding, private foundations, and individual donors. YWCA Kalamazoo is always exploring new and creative funding sources and opportunities to sustain its programs.

13. As a result of receiving city funding, are you able to secure other funding for your program/services?

In total, funding received from the City of Portage general fund represents less than 1% of the budget of the Victim Services programs- intimate partner domestic assault, sexual assault, and human trafficking. These funds give YWCA access to other funding sources that require a diversified funding strategy and help support the program budgets. With a majority of funding for YWCA victim services coming through governmental grants, it requires creativity in diversifying to ensure services would not be interrupted if funding was abruptly cut.

Having the support of local funders, such as the City of Portage, shows the community's dedication to the work that YWCA does for its citizens. YWCA would be unable to continue providing quality comprehensive services without the continued support of local partners.

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

**Mail/deliver applications** (electronic submissions will not be accepted) to the City of Portage Community Development c/o Tina Perry at 7900 S. Westnedge Avenue, Portage, MI 49002:

1. Provide an audit if required by the organization, or a prior year end financial statement.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

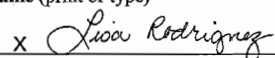
**Notice to Applicants for Human Public Service Funding:**

The City of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>.

"The applicant, and any successor or assign, is required to meet and maintain compliance with all financial obligations to the City and meet and maintain compliance with all applicable federal, state and city codes and ordinances at all times during the term of this contract."

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

|   |                    |                   |
|---|--------------------|-------------------|
| <b>Lisa Rodriguez</b>   | <b>Interim CEO</b> | <b>11/29/2023</b> |
| Name (print or type)  | Title              | Date              |
|  |                    |                   |
| Signature   |                    |                   |

**ABOUT US**

YWCA Kalamazoo is dedicated to promoting healthy relationships through engaging presentations rooted in the empowerment model, bystander intervention and violence prevention. **YWCA Kalamazoo Healthy Relationships Presentation Series** aims to raise awareness, build personal and collective responsibility, and provide skills to challenge violence throughout our lives and community.

For more information, please contact J. Kyon, Community Impact Lead, at [jkyon@ywcakalamazoo.org](mailto:jkyon@ywcakalamazoo.org).

**COMMUNITY EDUCATION PRESENTATIONS**

1st-3rd Grade  
Very Important People  
Middle School  
Building Boundaries  
Social Media Safety  
High School, Collegiate & Adults  
Sexual Assault  
Dating and Domestic Violence

**CONTACT**

**YWCA Kalamazoo**  
353 E. Michigan Avenue  
Kalamazoo, MI 49007

**24-Hour Crisis Line:** (269) 385-3587  
[www.ywcakalamazoo.org](http://www.ywcakalamazoo.org)

**HEALTHY  
RELATIONSHIPS**

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empowering women  
**ywca**  
Kalamazoo





## HOW DO I KNOW IF I AM IN AN ABUSIVE RELATIONSHIP?

### ISOLATION

- Tells you that you can not do something or go somewhere and where
- Jealous about who you see
- Monitors your time and makes you account for where you were
- Tries to prevent you from contacting family and friends
- Tries to turn people, including children, against you

### ECONOMIC ABUSE

- Controls the money
- Makes you ask for money
- Makes all major decisions about money without you
- Spends money only on things they want

### SEXUAL ABUSE

- Pressures you to have sex
- Treats you like a sex object
- Inflicts unwanted pain on you during sex

### THREATS AND PSYCHOLOGICAL ABUSE by threatening to:

- Leave the relationship
- Have you committed to an institution
- Hurt or kill you, children, and/or themselves
- Blames you for their problems
- Drives the car in a frightening way

### ANGER AND INTIMIDATION by:

- Changing their mood suddenly
- Giving silent treatment
- Demonstrating anger
- Shouting or yelling
- Throwing or kicking something

### PHYSICAL ABUSE

- Throws something at you
- Pushes, grabs, pulls, twists, hits, chokes, or shoves you
- Pins you to the wall, floor, bed
- Threatens you with a knife, gun or other weapons
- Physically and/or sexually abuses the children
- Kills pets
- Deprives you of sleep

### EMOTIONAL ABUSE

- Says things to spite/hurt you in front of others and/or privately, including putting down your physical appearance
- Criticizes your care of children/home
- Calls you names and tells you you are crazy/irrational
- Ridicules family or friends, including your children
- Goes through personal things (ie. purse, drawers, pockets)

**YWCA KALAMAZOO 24/7 CRISIS HOTLINE:**

**269-385-3587**

## HOW CAN I HELP SOMEBODY I AM WORRIED ABOUT?

### Only with the survivor's consent:

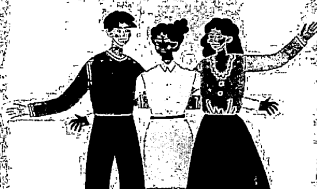
#### Emotional Support

- Tell them you believe them
- Tell them that it is not their fault
- Help them create a safety plan
- Offer to go with them to any service provider or legal setting

#### Material Support

- Help them by storing important documents and a to-go bag
- Help document instances of abuse
- Help them find a service provider that can get housing, food, healthcare, and transportation

**Do not make decisions without the survivor's consent** such as calling the police, posting on social media, meeting with the abuser, seeking services, etc.



## VOLUNTEER OPPORTUNITIES

### Join Us!

Teacher, Event, and Support Group Childcare  
Sexual Assault Supportive Volunteer  
Emergency Response Team Member  
Anti-Trafficking Language Mentor  
Sorting and Organizing Donations  
Legal Services Reception  
Classroom Support  
Bus Riders/Drivers  
Kitchen Assistance  
Event Volunteers  
Administrative Tasks

Visit our website at:

[www.ywcakalamazoo.org](http://www.ywcakalamazoo.org)  
or stop by YWCA Kalamazoo's  
downtown location  
353 E. Michigan Avenue  
for a volunteer application!

## Our ERT Team Is Here For You

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Kalamazoo

YWCA Kalamazoo supports survivors of violence from their emergency-immediate needs to future safety plans and beyond. We strive to help survivors lead lives free of violence, and have access to services when needed.

### We are here to:

#### • Listen to and support you

From your first call to our 24-hour crisis line, we are here for you.

#### • Discuss your safety and safety options.

Our emergency responders will determine with you your immediate needs to be safe. If you have life threatening injuries due to an assault please call 911.

#### • Arrange for safe shelter

YWCA Kalamazoo provides free, safe shelter for victims of domestic violence (intimate partner violence) and their dependent children. Any survivors of domestic violence who identify as women are eligible to stay on-site at our Emergency Shelter. Food, personal needs items, clothing, and emergency transportation are provided to Emergency Shelter residents. Self-identifying male survivors will be provided shelter at a safe off-site location.

#### • Perform a confidential on-site

##### Sexual Assault Nurse Examination

SANE exams are provided free for rape and sexual assault victims/survivors. Our specialized nurse examiners provide medical forensic exams in a quiet, private, and comforting examination room on-site at YWCA Kalamazoo with the aid and support of a victim advocate.

#### • Advocate for you

Your advocate will walk alongside you every step of the way. Advocates meet with survivors to discuss current and future needs and to refer them to resources and services throughout the community. Additionally, advocates assist with safety planning, court appearances, and ensuring access to public benefits.

#### • Assist you with understanding your legal rights and navigating the court system.

Our legal department provides advocacy and legal support to help you understand your rights, your legal options and what to expect of the legal process. They can help you navigate the court system, file a Personal Protection Order (PPO), and appear with you in court, if desired.

#### • Connect you with additional YWCA Kalamazoo services and community resources

YWCA Kalamazoo is dedicated to promoting healing of survivors of domestic violence, sexual assault, and human trafficking. Victim Services provides free, one-on-one counseling and we offer a variety of free support groups for survivors. Our advocates can also help you find additional resources needed including aid with employment, education, child care and transitional housing.

YWCA Kalamazoo services are confidential and provided free of charge. Victims/Survivors of any gender, age, ability, or sexual orientation are welcome regardless of insurance or immigration status.



## HOW YOU CAN HELP

- Share local resources (like this pamphlet) with your friends, family and network. In 2020, 40% of identified victims reached out for help because they learned about available resources from their family and friends\*\*.
- \*\*www.polarisproject.org
- Ask if businesses have open and fair employee policies and support those that do.
- Buy products with a Fair Trade Stamp which means the producer has committed to fair labor practices.
- Find your state senators and representatives on [www.congress.gov/members/find-your-member](http://www.congress.gov/members/find-your-member) and call or email them to support the Visa Transparency Anti-Trafficking Act, Criminal Record Relief Laws for Survivors of Human Trafficking, and the National Domestic Workers Bill of Rights.
- Support agencies that serve Human Trafficking victims like the YWCA Kalamazoo.



## SHARE YOUR SAFE SPACES!

The YWCA Kalamazoo ATP team travels all over Michigan to meet trafficking survivors which means we often have to meet in a public place or even our cars. Please let us know if you have a safe, private space, like an unused office or conference room, that we may use for these confidential meetings, especially in Kent county.



Get services • Learn More • Request a Training • Volunteer • Donate

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24-Hour Crisis Line: (269) 385-3587  
Main Line: (269) 345-5595  
HumanTrafficking@ywcakalamazoo.org  
553 Michigan Ave. Kalamazoo, MI 49007  
[ywcakalamazoo.org](http://ywcakalamazoo.org)

YWCA Kalamazoo

## ANTI-TRAFFICKING PROGRAM

Providing comprehensive free services to survivors of human trafficking

YWCA Kalamazoo's Anti-Trafficking Program is dedicated to supporting survivors of labor and sex trafficking in Southwest Michigan.

We are the only comprehensive direct service provider to victims of human trafficking in the state of Michigan. Our FREE services include case management, emergency housing, and full scope legal representation to all victims of human trafficking – labor and sex trafficking – including men, women, children.

The only Anti-Trafficking Program serving TEN Michigan counties.

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Kalamazoo

24-HOUR CRISIS LINE  
(269) 385-3587  
HumanTrafficking@ywcakalamazoo.org

## WHAT IS HUMAN TRAFFICKING?

Human trafficking involves the recruiting, transporting, obtaining, or holding of an individual for the purposes of forced labor or commercial sexual exploitation. While being trafficked can happen to anyone in our community, traffickers generally seek out our most vulnerable people, including those without legal immigration status and individuals living in poverty. Human Trafficking is a multi-billion dollar criminal industry that denies freedom to 24.9 million people around the world\*.

### Sex Trafficking

Sex trafficking occurs when a person is forced or coerced into commercial sex acts. Any child under 18 who is involved in commercial sex is automatically a victim of sex trafficking. Minors can't give consent.

### Labor Trafficking

Labor trafficking happens when workers are trapped and forced to work for someone against their will. Victims are often in a vulnerable position, such as working on a farm, in a factory, or in a restaurant, and are not paid in legal wages or are forced to commit criminal acts to pay off a debt.

\*[www.unodc.org/unodc/en/human-trafficking/human-trafficking.html](http://www.unodc.org/unodc/en/human-trafficking/human-trafficking.html)



## Industries where trafficking is commonly reported in Michigan:

Farming & agriculture, domestic work, cleaning & janitorial services, restaurant & food service, nail/hair salons, massage parlors, construction, escort services & commercial sex work based in a motel/hotel.

YWCA Kalamazoo

## ANTI-TRAFFICKING PROGRAM

The YWCA Kalamazoo Anti-Trafficking Program provides direct client services and raises awareness in the community through education and outreach. Our FREE intensive case management services are available to all victims of human trafficking regardless of race, age, gender, sex, language, insurance or immigration status.

YWCA Kalamazoo ATP strives to provide services that are culturally competent, trauma informed, and include survivors at the center of their own healing. Our case management process helps survivors so they can heal emotionally, find justice, and rebuild their lives.

## HOW WE HELP

- 24-hour crisis line
- Emergency shelter
- Assistance with basic needs
- Legal assistance
- Advocacy through the criminal justice system
- Help with access to public benefits
- Permanent supportive housing
- Supportive counseling and empowerment groups
- Culturally and linguistically sensitive services
- Links to other community resources

## TRAINING

Our ATP team provides consultations and trainings to educate professionals and organizations about human trafficking. We are designed to help agencies develop a deeper understanding of the laws, policies and practices that help human trafficking survivors escape and recover.

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## About Us

YWCA Kalamazoo is dedicated to providing clients access to quality legal services. Our Legal Department provides free legal services and victim advocacy to survivors of domestic violence, sexual assault, human trafficking, stalking, and teen dating violence. Our compassionate and experienced legal staff respects the needs of victims and understands the impact of trauma. We work with survivors to advocate for protection of their safety, dignity, and privacy.

## We Can Help

If you are in need of immediate safe shelter or are in crisis, please call our 24-Hour Crisis Line 24/7 at 269-385-3587.

For a complete list of available services, you can also visit our website at [ywcakalamazoo.org](http://ywcakalamazoo.org).

To request legal assistance, please contact:

### YWCA Kalamazoo Legal Services

353 E. Michigan Avenue  
Kalamazoo, Michigan 49007  
269.910.0190  
[Legal@ywcakalamazoo.org](mailto:Legal@ywcakalamazoo.org)

### Additional 24/7 Crisis Hotlines

Michigan Sexual Assault & Abuse Hotline  
1-855-864-2374 (855-VOICES4)

### National Domestic Violence Support Hotline

1-800-799-7233 / 1-800-787-3224 (TTD)

### National Human Trafficking Hotline

1-888-373-7888 (TTY: 711) / \*Text 233733

### National Suicide Prevention Lifeline

Call or text 988

LEGAL SERVICES

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Kalamazoo

Legal Department: 269.910.0190  
[Legal@ywcakalamazoo.org](mailto:Legal@ywcakalamazoo.org)  
24-Hour Crisis Line: 269.385.3587



The YWCA Kalamazoo legal department offers a broad range of legal services. Our attorneys can offer legal advice, review and prepare documents, negotiate settlements, and provide court representation. Legal advocates are available to provide court accompaniment, assist survivors in making reports to police, share community resources, and offer assistance with personal protection orders.

## Practice Areas

- Address Change
- Crime/Victim Rights Enforcement
- Criminal Justice Advocacy
- Child Support
- Custody
- Disability Rights
- Divorce
- Expungement (Trafficking)

- Immigration
- Landlord/Tenant (VAWA)
- Name Change
- Parenting Time
- Personal Protection Order(s)
- Public Benefits Advocacy
- Probate (Mental Health Proceedings)
- Title IX (Sexual Harassment)

## Know Your Rights

The Constitution of Michigan, Article 1,  
Section 24 states that:

**Crime victims, as defined by law, shall have the following rights, as provided by law:**

- The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process.
- The right to timely disposition of the case following arrest of the accused.
- The right to be reasonably protected from the accused throughout the criminal justice process.
- The right to notification of court proceedings.
- The right to attend trial and all other court proceedings the accused has the right to attend.
- The right to confer with the prosecution.
- The right to make a statement to the court at sentencing.
- The right to restitution.
- The right to information about the conviction, sentence, imprisonment, and release of the accused.

**YWCA IS ON  
MICHIGAN**

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**ywca**

## Board of Directors 2023

Kalamazoo

| Members              | Primary Affiliation            | Title  |
|----------------------|--------------------------------|--|
| Dr. Nakia Baylis     | True Impact LLC                |  |
| Kim Brinkman         | The Connable Office            | Associate Director & Trust Officer                                   |
| Mary Byerly          | Stryker                        | Senior Director of Marketing   |
| Artrella Cohn        | Communities in Schools (CIS)   | Senior Director of Community Engagement & Student Investment         |
| Dr. Deveta Gardner   | Western Michigan University    | Associate Dean   |
| Heather Haigh        | Justice for Our Neighbors      | Administrative Services Manager                                      |
| Lakeysa Ivy          | Kellogg Company                | Attorney   |
| Dr. Regena Nelson    | Western Michigan University    | Chair of the Department of Teaching, Learning, and Education Studies |
| Margaret Patton      | Community Member               | Retired  |
| Kimberly Peterson    | OAS&P                          | VP Investment Officer  |
| Leigh Ann Sayen      | The Peterson Company           | Owner, President   |
| Susan Springgate     | Kalamazoo Community Foundation | Vice President of Finance  |
| Nancy Turtle         | Mercantile Bank                | Community Bank President   |
| Wendy Van Peenan     | Don & Ann Parfet Family Office | Controller   |
| Elisabeth Von Eitzen | Warner Norcross + Judd         | Attorney   |
| Demarra West         | Change Agent Consulting        | Principle & Lead Consultant  |
| Cathy Wortham        | Mt. Zion Baptist Church        | Business Operations Director   |

**Chair:** Demarra West

**Vice Chair:** Regena Nelson

**Treasurer:** Kim Brinkman

**Secretary:** Elisabeth Von Eitzen

**Past Chair:** Heather Haigh

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