

CITY OF
PORTAGE
A Place for Opportunities to Grow

**HUMAN SERVICES
BOARD**

January 7, 2010

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, January 7, 2010
(6:30pm)

Conference Room #1

APPROVAL OF MINUTES:

- * December 3, 2009

OLD BUSINESS:

NEW BUSINESS:

- * 1. Memorandum regarding Human/Public Service funding, Human/Public Service Funding Application Booklet and Evaluation Criteria Forms
- 2. Presentations by Applicants: Catholic Family Services; Gryphon Place; Housing Resources, Inc.; YWCA; and Portage Community Center
- 3. Public Hearing - FY 2010-11 Community Development Block Grant (CDBG) Program – Housing and Community Development Needs

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

HUMAN SERVICES BOARD
Minutes of Meeting, December 3, 2009

 **DRAFT**

CALL TO ORDER: 6:35 p.m.

MEMBERS PRESENT: Diane Durian, Elma (Pat) Maye, Bill Lenehan, Marc Meulman, Sandra Sheppard, Amy Tuley, Joanne Willson, Logan Wessendorf (Youth Advisory Committee Liaison)

MEMBERS EXCUSED: Angela Manahan Ilori, Mike Thomspen,

STAFF PRESENT: Vicki Georgeau, Deputy Director of Neighborhood Services

APPROVAL OF MINUTES: Minutes of the November 5, 2009 meeting were approved 7-0 with two additions as recommended by Willson and Tuley.

OLD BUSINESS: None

NEW BUSINESS:

Set public hearing for Community Development Block Grant Program - FY 2010-11 Community Development Needs and Human/Public Service funding: A public hearing was set for Thursday, January 7, 2010 for the FY 2010-11 CDBG Program. Tuley noted the Board will also hold a special meeting on January 21, 2010 to review and rank applications.

Metro Transit ADA Advisory Board update: Lenehan acknowledged reported problems relating to the change in the phone number for Kalamazoo County Connect, and continued concerns associated with the transition to a new service provider. Willson requested that Lenehan report to the Committee a recommendation that marketing materials for the new service phone number be developed and widely distributed, such as a bus-shaped magnet with the new phone number. Tuley recommended that individual Board members consider assisting with the distribution of such promotional material. Tuley inquired regarding the Holiday Trolley in Portage and Willson noted that the service was not going to be provided this year due to low ridership and high costs.

Election of Officers: Lenehan moved and Meulman supported a motion to nominate Tuley as Chair, Willson as Vice-Chair, and Maye as Secretary. Upon voice vote, motion passed 7-0.

STATEMENT OF CITIZENS: Willson inquired with Diane Schrock of the Portage Community Center as to what is their greatest client need. Schrock indicated there is a great need for canned goods food and likely a need for toys for the holiday children's party. Schrock noted that over 330 children have been registered for the holiday party, and they have closed the registration for the first time ever this year. Willson noted an increase in students at Amberly Elementary that receive free or reduced cost lunch. Schrock indicated the entire school district has seen over a three percent increase this year in students receiving free lunch. In response to an inquiry from Willson, staff indicated that most of the CDBG-R funds received through the federal stimulus have been expended or encumbered, primarily towards homeowner rehabilitation projects.

ADJOURNMENT: The Board meeting was adjourned at approximately 7:05 p.m. and was proceeded with the annual holiday potluck.

Respectfully submitted,

Vicki Georgeau, Deputy Director of Neighborhood Services

CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: December 18, 2009

FROM: Jeffrey M. Erickson, Director of Community Development

SUBJECT: Human/Public Service Grant Applications – Information Only

Five human/public service agencies submitted funding requests for the upcoming fiscal year, which are summarized Table 1 and Table 2. The combined FY 2010-11 human/public service grant application requests total \$191,679. The far right columns in each table shows current fiscal year funding for the applicable agency.

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATION REQUESTS			
Applicant	Program	FY 2010-11 Request	FY 2009-10 Funding
Catholic Family Services	The ARK Shelter and The ARK Community Services	\$11,137	\$11,137
Gryphon Place	2-1-1 / HELP-Line	\$6,000	\$4,084
Housing Resources, Inc.	Housing + Program: Housing counseling, eviction and foreclosure prevention and related programs	\$24,200	\$24,203
Portage Community Center	Youth Development, Program Coordination & Development	\$96,342	\$96,342
YWCA	Sexual Assault, Domestic Assault, and Mentoring Programs	\$14,000	\$10,734
General Fund Total		\$151,679	\$146,500

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST			
Applicant	Program	FY 2010-11 Request	FY 2009-10 Funding
Portage Community Center	Emergency Assistance and similar programs and services	\$40,000	\$38,000
CDBG Fund Total		\$40,000	\$38,000

For FY 2010-11, a total of \$159,002 of General Fund and Community Development Block Grant (CDBG) Program funds are estimated to be available for human public service funding from two sources:

1. The General Fund allocation, which is estimated to be \$117,897 (0.55% of the General Fund budget per City Council policy); and
2. The CDBG Program allocation, which is estimated to be \$41,105 (maximum of 15% of the FY 2010-11 entitlement grant of \$214,020 and FY 2008-09 program income of \$60,014).

Due to budget constraints faced by the city, City Council decided to fund human/public services at the long-standing level of 0.55% of General Fund revenue for FY 2010-11 (see attached December 15, 2009 City Council Meeting Summary and December 14, 2009 communication from City Manager Evans).

As information for the Board, \$212,642 has been made available for human/public service funding in the current fiscal year, which \$38,000 is money from the CDBG Program Fund.

Enclosed for Board information is the FY 2010-11 Human/Public Service Funding Applications booklet. The booklet contains the completed applications and all related documents submitted by the agencies seeking human/public service funding from the City of Portage. Also enclosed for Board use is the evaluation criteria for funding applications.

The Board will have an opportunity to ask questions of applicants during presentations scheduled for the January 7, 2010 Board meeting. Subsequently, each Board member will utilize the evaluation criteria to review and score the applications, and further review of the applications will occur at a special meeting of the Board scheduled for January 21, 2010. Finally, the Board will develop a final recommendation to City Council at the February 4, 2010 meeting.

Attachment: December 15, 2009 City Council Meeting Summary
December 14, 2009 communication from City Manager Evans
Evaluation Criteria
FY 2010-11 Human/Public Service Funding Applications booklet

CITY COUNCIL MEETING SUMMARY

December 15, 2009

CHECK REGISTER

- ◆ Approved the Check Register of December 15, 2009, as presented.

PUBLIC HEARING

- ◆ Adopted the Resolution approving an amended Brownfield Redevelopment Plan by adding Brownfield Redevelopment Plan Amendment No. 6 involving 8019 Portage Road.

PETITIONS AND STATEMENTS OF CITIZENS

- ◆ Alison Lincoln, indicated that Michigan Blood, a nonprofit organization based in Grand Rapids, will soon have a new location at 524 East Milham Avenue, Portage, by January 2010, and will begin supplying blood donated by the public to Borgess Medical Center and to Bronson Methodist Hospital.

REPORTS FROM THE ADMINISTRATION

- ◆ Adopted the Refunding Bond Resolution authorizing the sale of Michigan Transportation Fund Refunding Bonds, Series 2010, in an amount not-to-exceed \$7,500,000; and the Resolution Approving the Undertaking to Provide Continuing Disclosure by the City of Portage for the Michigan Transportation Fund Refunding Bonds, Series 2010.
- ◆ Approved the contract with Kalamazoo County for Household Hazardous Waste collection during the 2010 calendar year in the not-to-exceed amount of \$32,000 and authorized the City Manager to execute all documents related to the contract on behalf of the city.
- ◆ Authorized payment to the Michigan Municipal League in the amount of \$9,238 for year 2010 membership dues.
- ◆ Approved contracts with Office Max Contract, Inc., through MiDEAL for the purchase of office supplies and products through January 1, 2011, and any MiDEAL contract extensions offered to Office Max Contract, Inc., thereafter; Office Depot Business Solutions Division through U.S. Communities Government Purchasing Alliance for the purchase of office supplies and products through January 1, 2011, and any U.S. Communities contract extensions offered to Office Depot Business Solutions thereafter; and authorized the City Manager to execute all documents related to the contracts on behalf of the city.
- ◆ Adopted the Resolution setting the dates and times for the March 2010 Board of Review sessions.
- ◆ Accepted the results of the 2009 Portage Community Survey conducted annually by the Kercher Center for Social Research at Western Michigan University.
- ◆ Received the communication from the City Manager regarding the 2009 Tax Rate Survey as information only.
- ◆ Received the communication from the City Manager regarding the November 2009 Summary Environmental Activity Report as information only.
- ◆ Received the Department Monthly Reports from the various city departments
- ◆ Allocated up to 0.55 percent of the General Fund for support of human service agencies for Fiscal Year 2010-2011.
- ◆ Approved the Resolution adopting the 2010-2011 Council Mission Statement and Goals and Objectives for the City of Portage as established at the City Council Goal Setting Session on December 11 and 12, 2009.

NEW BUSINESS

- ◆ Approved the fourteen Portage City Council 2010 Priorities and the 2010 City Council Standing Committee Appointments.

AD HOC COMMITTEE REPORT

- ◆ Adopted the Resolution of Intent for the City of Portage to join the Public Media Network for the provision of Cable Access Public, Education and Government programming services within the community.

STATEMENTS OF CITY COUNCIL

- ◆ City Council wished all a Merry Christmas and/or a safe and happy holiday.
- ◆ Councilmember Randall enjoyed the Stuart Mannor Tea and the singing of the Portage Northern High School Quartet.
- ◆ Councilmember Reid emphasized the importance of recognizing the warnings of a stroke: sudden numbness or weakness of the face, arm or leg, especially on one side of the body; sudden confusion, trouble speaking or understanding; sudden trouble seeing in one or both eyes; sudden trouble walking, dizziness, loss of balance or coordination; or sudden, severe headache with no known cause, and advised getting the patient to the hospital fast.
- ◆ Councilmembers O'Brien, Campbell and Urban expressed their delight and satisfaction as volunteers serving lunch to seniors at the Senior Center.
- ◆ Mayor Pro Tem Sackley complimented the Administration for the newly installed Portage City Seal in City Council Chambers and thanked everyone who recently supported Portage Public Schools and their families.
- ◆ Mayor Strazdas disclosed a common theme of respect and teamwork among City Council during the recent retreat and commended City Council for their work on the unprecedented number of ad hoc committee meetings in 2009.

COMPLETE MINUTES OF EACH CITY COUNCIL MEETING ARE AVAILABLE ON THE CITY WEBSITE AT PORTAGEMLGOV, IN CITY HALL AND IN THE DISTRICT LIBRARY. MINUTES OF CITY BOARDS AND COMMISSIONS ARE AVAILABLE ON REQUEST FROM VARIOUS DEPARTMENTS.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: December 14, 2009

FROM: Maurice S. Evans, City Manager



SUBJECT: Fiscal Year 2010-11 Human Services Funding

ACTION RECOMMENDED: That City Council allocate up to 0.55 percent of the General Fund for support of human service agencies for Fiscal Year 2010-2011.

As described in the attached communication from Community Development Director Erickson, in 2007 City Council increased funding available for human/public services by 0.20 percent (to 0.75 percent) of General Fund revenue for a three year period. As the Council is aware, this amount of General Fund support is annually combined with an allocation of 15 percent of annual entitlement funding and program income from the Community Development Block Grant (CDBG).

In 2007, a majority of the City Council communicated a priority for additional funding support of human service programs and for maintaining funding for the Portage Community Center (PCC). As a result, the City Administration recommended that the additional General Fund allocation be for a stipulated time period (3 years) so as to provide time to consider the impact of the additional allocation on human service programs, the success in meeting fund development objectives established for PCC and to provide a point in time wherein Council could again evaluate the impact of the additional 0.20 percent allocation on the city budget.

One primary purpose to be addressed with the additional 0.20 percent allocation was to incentivize the PCC to expand upon fund development efforts so as to reduce dependency on the City of Portage as a primary funding source. [City funding of the PCC operating budget has decreased from 41.1 percent in 2006-07 to 29.9 percent as of October, 2009. However, exclusive of the fund development contribution, the dollar amount of support from the city to PCC in 2009-10 (\$137,305) is still approximately 97 percent of the amount contributed in 2006-07 (\$142,000).] In addition, as decreases to the amount of CDBG funding were anticipated, the additional funding allocation was utilized for maintaining the level of support to human services agencies at the level that existed in 2006-07 (an allocation of \$184,500). The additional 0.20 percent General Fund allocation has resulted in approximately \$30,000 per year for fund development support at PCC as well as approximately \$15,000 to \$18,000 per year of added revenue support for human service agencies over this 3 year period.

In 1988, the Portage City Council established a policy to allocate 0.55 percent of General Fund revenue for support of human service programs. As the policy specified a percentage of the General Fund for support of human service agencies, a dedicated amount of funding has been made available for this purpose each year. Past years of growth in the General Fund have resulted in increasing amounts of funding support for human services agencies until recent decreases in amounts of CDBG funding and limited growth in General Fund revenue have materialized. For Fiscal Year 2010-11 it is anticipated that 0.55 percent of General Fund revenue will generate approximately \$118,000 and CDBG funding will generate approximately \$41,000 for a total amount of approximately \$159,000. While the total anticipated human services funding allocation would represent a considerable reduction from the \$184,500 allocation over the past 3 years, given the anticipated reductions that will necessarily be absorbed by city operations due to decreased property tax, state revenue sharing and Act 51 revenue, it is recommended City Council revert to the long-standing policy of allocating 0.55 percent of General Fund revenue for support of human service agencies.

CITY OF PORTAGE

COMMUNICATION

TO: Maurice S. Evans, City Manager

DATE: December 9, 2009

FROM: Jeffrey M. Erickson, Director of Community Development

SUBJECT: FY 2010-11 Human/Public Service Funding – Information and Options

Administrative Order 5.14, Supplemental Budget Information Preparation Process, establishes the annual human/public service funding allocation process, which began on November 9, 2009 with receipt of a preliminary funding estimate from the Finance Department. Subsequently, the preparation and mailing of funding application invitations to human/public service agencies was accomplished by the Department. Prior to the start of the annual process, additional review and consideration by the City Administration of funding levels is recommended.

In 2007 City Council increased funding available for human/public services by 0.20% of the General Fund budget for a three year period (as indicated in the attached December 15, 2006 communication from the City Administration, February 2, 2007 communication from the Human Services Board, and City Council December 19, 2006 and February 13, 2007 meeting minutes). The following was decided:

- funds generated by the additional allocation will be first directed for human service funding such that the total funding available is not less than the total funding available in FY 2006-07 (i.e., \$184,500);
- balance of funds generated by the additional allocation be made available to support Fund Development Activities by the Portage Community Center (PCC) such that no more than 30% of the PCC operating budget is derived from the city General Fund and CDBG Fund by 2010-11.

FY 2009-10 is the final year established for the additional funding, which equals \$212,642 from the following three sources:

- 0.55% General Fund budget allocation, or \$128,071;
- CDBG allocation, or \$38,000; and
- the additional 0.20% of the General Fund budget, or \$46,571.

The Finance Department has provided a funding estimate for FY 2010-11 human/public services. Due to projected General Fund revenue decreases, human/public service funding is estimated at \$117,897. With regard to CDBG Program, while an increase in the entitlement grant appears to have support, at this time the Detroit HUD Office recommends for planning purposes to estimate flat funding levels in FY 2010-11. Based on the estimated FY 2010-11 entitlement grant and program income received in FY 2008-09, CDBG Program human/public service funding is currently estimated at \$41,105. Based on these factors, the funding level for human services can be projected to be reduced to about \$159,002, or \$57,640 less than in FY 2009-10.

With regard to this projected reduction and related matters, several possible positions can be considered, particularly with the upcoming City Council goal setting retreat in mind --

1. Recommending the continuation of the 0.20 percent funding, estimated at \$42,872 for the upcoming fiscal year, as opposed to eliminating this level of support.
2. Recommending that the funding level of \$184,500 established in FY 2006-07 be continued, with no further Fund Development monies to PCC, which would mean that an estimated \$25,498 would be needed in FY 2010-11.
3. Advising that a funding reduction to the estimated \$159,002 level is necessary due to funding constraints facing the city. Similar to other funding reductions implemented by other entities such as the United Way, which reduced its agency funding and has lowered its campaign fund raising goal, funding reductions by the City of Portage are required. Also, as a related consideration, funding for PCC should be reduced to a maximum of 30% of the PCC budget, with the budget being the FY 2006-07 budget year. The rationale in this regard would be -- the large growth (33%) of the PCC budget since FY 2006-07; the less than successful Capital Campaign by PCC (an annual \$40,000 to \$50,000 mortgage cost continues); and the expected capacity of PCC to develop other funding sources to reduce the agency dependence on the City of Portage.
4. Developing some funding option for the short term, based on the above possible options, or other alternative, as a bridge to resolving the long term funding of human/public services through a voter-approved millage.

I am prepared to further discuss this matter. If you have any questions or comments, I am available to meet with you at your convenience.

Attachments: Administrative Order 5.14
December 15, 2006 City Administration communication to City Council
December 19, 2006 City Council meeting minutes
February 2, 2007 Human Services Board communication to City Council
February 13, 2007 City Council meeting minutes

c: Brian J. Bowling, Deputy City Manager
Deputy Director Georgeau

ISSUED: June 11, 2009

ORDER NO.: 5.14

SUBJECT: Supplemental Budget Information Preparation Process

As part of the annual budget process of the City Administration, a Supplemental Budget Information document may be prepared. Preparation will be coordinated by the Department of Community Development with assistance by the Finance Department when requested.

The Department of Community Development is responsible for administration of the City of Portage Community Development Block Grant (CDBG) Program with funds provided to the city as a federal entitlement community. The Department of Community Development is also responsible for the annual review and preparation of human/public service funding recommendations involving the General Fund and the CDBG Fund, and preparation of the necessary Federal program documents (required one or multi-year action plan and other CDBG budget documents) that are included in the Supplemental Budget Information document.

Due to the timing of receipt of annual CDBG Fund estimates from the US Department of Housing and Urban Development (HUD) and federally-required CDBG public notice and public comment periods, it is necessary to submit final recommendations for human/public service funding and the necessary Federal program documents (required one or multi-year action plan and other CDBG budget documents) in April of each fiscal year. This information will be included as Supplemental Budget Information, separate from the annually prepared Operating Budget and Capital Improvement Program budget documents. Other information that may pertain to other city budget matters may also be included in the Supplemental Budget Information document when necessary, as determined by the City Manager.

The following table outlines the timeline and responsibility for tasks to be completed in order to prepare the Supplemental Budget Information:

2 nd Monday in November	<ul style="list-style-type: none"> ▪ Preliminary estimate of General Fund human/public service funding is prepared by the Finance Department and forwarded to the Department of Community Development and the City Manager.
2 nd Monday in December	<ul style="list-style-type: none"> ▪ Department of Community Development receives and reviews applications for funding from human/public service agencies. Funding applications and related materials are assembled and provided to the City Manager for distribution to City Council. ▪ HUD provides the Department of Community Development with the estimated entitlement grant for the next program year. The estimate is provided to the City Manager as information. ▪ Final funding amount available from the General Fund for human/public service funding is prepared by the Finance Department and forwarded to the Department of Community Development and the City Manager.

1 st Advisory Board meeting in January	<ul style="list-style-type: none"> ▪ Department of Community Development coordinates the applicable city advisory board meeting to receive comments regarding applications for funding for human/public services. ▪ Department of Community Development coordinates the applicable city advisory board meeting to gather comments on CDBG program performance and receive input on housing, community development needs, housing priorities and fair housing issues in relation to drafting the necessary HUD program documents (required one or multi-year action plan and other CDBG budget documents).
3 rd Week in January	<ul style="list-style-type: none"> ▪ Department of Community Development prepares recommendations for the proposed fiscal year CDBG Program budget, CDBG human/public service funding and General Fund human/public service funding. The draft City Administration recommendations are submitted to the City Manager and, when approved, the recommendations for CDBG and General Fund Human/Public Service funding are provided to the city advisory board as information.
1 st Week in February	<ul style="list-style-type: none"> ▪ A separate recommendation is developed by the applicable city advisory board regarding CDBG human/public service funding and General Fund human/public service funding for the review of City Council.
2 nd Monday in February	<ul style="list-style-type: none"> ▪ Department of Community Development prepares complete draft of the necessary HUD program documents (required one or multi-year action plan and other CDBG budget documents) and, together with human/public service funding information, submits draft communications and related information to the City Manager.
1 st Week in March	<ul style="list-style-type: none"> ▪ Department of Community Development prepares and publishes summary of the draft HUD document (required one or multi-year action plan and other CDBG budget documents) for the applicable fiscal year, including projected use of funds in the <u>Kalamazoo Gazette</u>. ▪ Department of Community Development prepares draft Supplemental Budget Information document, with assistance from the Finance Department, as requested. The Department of Community Development submits the draft budget document to the City Manager for review and finalization.
Early March – Early April	<ul style="list-style-type: none"> ▪ Thirty (30) day public comment period on draft HUD document (required one or multi-year action plan and other CDBG budget documents) commences. The Department of Community Development ensures that the draft HUD document is available at several locations (Department of Community Development, Portage District Library, Portage Senior Center and Portage Community Outreach Center) for public review and comment.
1 st Week in April	<ul style="list-style-type: none"> ▪ Department of Community Development coordinates applicable city advisory board meeting and public hearing to gather comments on the draft HUD document (required one or multi-year action plan and other CDBG budget documents). ▪ Department of Community Development prepares the final HUD document (required one or multi-year action plan and other CDBG documents) for the applicable fiscal year.
1 st City Council meeting in April	<ul style="list-style-type: none"> ▪ Supplemental Budget Information is finalized and provided to City Council, consisting of applicable communications from the City Manager concerning: 1) final HUD document (required one or multi-year action plan and other CDBG documents); 2) General Fund human/public service funding; and 3) the annual compensation with benefit plan amendment material, as appropriate, and other budget and related information involving city activities when determined necessary by the City Manager.
Late April - Early May	<ul style="list-style-type: none"> ▪ City Council approves the final HUD documents and human/public service funding.
May 15th	<ul style="list-style-type: none"> ▪ The Department of Community Development forwards the final, Council-approved HUD document (required one or multi-year action plan and other CDBG documents) to HUD, pursuant to federal requirements.

Adherence to this procedure will ensure a thorough and well-developed budget document for consideration by the City Administration and City Council.

CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: December 15, 2006

FROM: Maurice S. Evans, City Manager *(ME)*

SUBJECT: Human Service Funding Support

- ACTION RECOMMENDED:** That City Council amend the human service agency funding policy to provide an additional 0.20% of General Fund revenue for a three year period to:
- a. ensure a minimum of \$184,500 annually is provided to support human service agency funding over the next three years and
 - b. to provide funds in excess of the \$184,500 amount for support of a Fund Development position for the Portage Community Outreach Center, the goal of which is to reduce the City of Portage share of the total Portage Community Outreach Center operating budget to 30% by 2010-11.

As was communicated during the 2006 City Council Goal Retreat, City of Portage taxpayers provide funding support for local human service agencies through a number of sources including the City of Portage General Fund, the Portage Community Development Block Grant (CDBG) program and Kalamazoo County millage as described more completely below:

City of Portage General Fund - The amount of funding available for support of human service agencies through the City of Portage General Fund is established by policy of the City Council. The current policy, established in 1988, provides that 0.55% of General Fund revenues be annually allocated to support human service agencies. As the policy specifies a percentage of the General Fund for support of human service agencies, a dedicated amount of funding is available for this purpose each year. The amount of human service funding available through the 0.55% allocation has grown proportionally as revenues have increased to the General Fund. In fact, human service funding support generated through the 0.55% of General Fund revenue allocation has increased by nearly 53% over the past ten years.

The City of Portage also supports other human service-related programs through the General Fund including an annual subsidy to the Senior Center (\$177,467 in 2006/07).

Community Development Block Grant - The amount of funding made available for human service funding through the CDBG is regulated by the Federal government and is capped at a maximum of 15% of the annual entitlement grant and available program income. In contrast to the annual human service allocation from the City of Portage General Fund, the amount of funding available through the CDBG has been decreasing. As an example, between 2005/06 and 2006/07, total funding available for human services decreased approximately 26%. (For the 2006/07 budget, City Council increased the General Fund contribution by \$13,713 from a one-time land sale proceeds to replace the reduced CDBG funding amount.)

Kalamazoo County General Fund Millage - In addition to the direct funding support of human service programs provided by the City of Portage through the General Fund and CDBG, Portage taxpayers contribute significantly to the support of Kalamazoo County human services programs through the Kalamazoo County General Fund millage levy. Unlike city government, the county is mandated to provide certain human service programs/activities.

For the 2006 budget year, Kalamazoo County directed approximately \$4 million of the total approximate \$33 million General Fund revenue to the support of human service programs. As the City of Portage represents approximately 25% of the taxable value of Kalamazoo County (and 23.9% of the total county SEV), Portage taxpayers contributed approximately \$1 million to the support of human service programs provided through Kalamazoo County government in 2006. In addition, passage of the Transit Authority millage in the November 2006 election means that Portage taxpayer support of transit services will increase to approximately \$859,000 (based on current taxable value). These are substantial contributions to human service agencies and programs by City of Portage taxpayers that should not go unrecognized.

Future Funding Considerations - Additional revenue support by the City of Portage will not present an answer for long-term funding needs of human service agencies. It can be expected that the city will continue to face a number of budget challenges in the future that will likely place additional limits on the ability to expand contributions in one budget area without imposing a corresponding reduction in other services. With the current maximum levy of the General Fund millage, the ability to fund increases in the cost of basic city services – police, fire and general infrastructure maintenance – will come primarily through continued growth of the tax base, which will slow over time. Additionally, continued reductions in the CDBG entitlement could have a significant impact upon the total amount of funding made available for direct support of human service programs through the city. While the City Council has clearly communicated a desire to increase General Fund support of human service agencies, City Council is cautioned that an increased contribution will not be able to be sustained in future years without impact upon other city services.

Increasing Human Service Funding Support - Through the 2006 City Council Goal Retreat the Council has expressed a desire to change the policy obligating 0.55% of General Fund revenue to a greater amount in support of human service agencies. The following options are provided for an additional General Fund allocation above 0.55%:

- Permissive funding allocation - An allocation in excess of 0.55% of General Fund revenue could be reserved for those agencies demonstrating the highest conformance with the Human/Public Service Funding Request Evaluation Criteria (copy attached). The evaluation criteria are currently utilized by the Human Services Board in recommending annual human service funding allocations to City Council each fiscal year. Alternatively, separate Evaluation Criteria could be developed for award of any or all of the human service funding allocation above 0.55% for specific areas of service. As an example, a permissive funding allocation could be reserved for award to the requesting agency most directly impacting the most needed human service program not currently funded as defined and recommended by the Human Services Board. (As an aside, it is suggested that the Council request the Human Services Board review and update the current Evaluation Criteria, as appropriate, including an investigation of other human service funding agency award criteria.)

- Challenge grant allocation - An allocation in excess of 0.55% of General Fund revenue could be utilized to match other funding generated by a human service agency for a specific program objective defined by the City Council.
- Human Service Agency funding diversification - An allocation in excess of 0.55% of General Fund revenue could be reserved for those agencies willing to demonstrate strong diversification of their support base. For example, funds made available over the 0.55% of General Fund allocation could be reserved for distribution as additional funds to those agencies providing desired programs having less than 30% of the agency funding base originating from the City of Portage.

The amount of funding to be generated through 0.55% of General Fund revenue for fiscal year 2007-08 is estimated at \$129,690, which represents an increase of approximately \$1,000 over the 0.55% General Fund allocation for 2006-07. Funding available from the 15% human service allocation permitted via CDBG entitlement and program income is estimated at \$40,125 or approximately \$2,000 less than 2006-07. In total, funding anticipated to be available for human service agencies from the 0.55% General Fund and CDBG allocations in 2007-08 is equivalent to funding provided in 2006-07 (i.e., \$170,787 in 06-07 vs. \$169,815 in 07-08). However, as will be recalled, an additional one-time supplement of \$13,713 was provided for human service funding in 2006-07 due to a decline in CDBG fund availability. Accounting for the 2006-07 supplemental amount, total anticipated funding available for human service agencies will decrease by \$14,685 (-8.0%) in 2007-08.

If, for example, City Council were to change the policy regarding the percentage of General Fund revenue allocated to support human service agencies from 0.55% to 0.75%, an estimated additional General Fund allocation of \$47,160 would be available in 2007-08. With the additional 0.20% General Fund revenue, anticipated CDBG revenue and 0.55% General Fund allocation, a total of \$216,975 would be available for human service agency funding in 2007-08, representing a 17.6% increase in funds from 2006-07 or a 27.8% increase in funds that would otherwise be available in 2007-08.

Although it is dangerous to consider specific funding categories independent of the entire city budget, a majority of the Council has clearly communicated a priority for additional funding support of human service programs. A majority of the Council has also communicated a desire to maintain funding for the primary City of Portage human service agency, the Portage Community Outreach Center (PCOC). As a result, it is recommended that the Council provide an additional 0.20% of General Fund revenue for human service related funding. However, in consideration of the above noted concerns regarding potential long-term city budget constraints and the corresponding necessity for PCOC to decrease operating budget dependence on the City of Portage, the following additional recommendations are provided regarding the 0.20% of General Fund allocation:

- Any additional allocation of General Fund revenue for human service agencies approved by the City Council should be for a stipulated time period, recommended at 3 years. In this manner the city will have a definite time period within which to consider both the impact of the additional allocation on human service programs, the success at meeting specific program objectives outlined below and a specific point where the impact to the overall city budget (i.e., General Fund and CDBG) can be evaluated and considered by the City Council.
- Funds generated by the additional allocation first be directed for human service funding such that the total funding available will be no less than the total funding available in 2006-07 (i.e., \$184,500). Approximately \$15,000 of the additional allocation would be directed in this manner

in 2007-08. The additional General Fund allocation will offset anticipated reductions in CDBG funds.

- The balance of funds generated by the additional allocation be made available to support a Fund Development position at PCOC (i.e., approximately \$32,000 in 2007-08). The objective of establishing/funding the position would be to further diversify the funding base of PCOC such that no more than 30% of PCOC's total operating budget is derived from the City of Portage (i.e., General Fund and CDBG) by 2010-11.

In summary, it is believed City Council should exercise caution with regard to increasing the city General Fund commitment to human service agency funding. Similarly, direct action needs to be taken to promote diversification of the funding base of PCOC. While PCOC, as a United Way Member Agency, has had the opportunity to access grant writing professionals on staff with the United Way since 1998, the continued dependency of this agency on the City of Portage (Portage currently provides 45% of PCOC's operating budget) suggests that additional steps need to be taken. Limiting the funding commitment as outlined above to PCOC to the next 3 years while providing resources to assist with further diversification of the agency's resource base may afford the best opportunity to secure a financially sound future for this agency.

CITY COUNCIL MEETING MINUTES FROM DECEMBER 19, 2006

DRAFT

The Regular Meeting was called to order by Mayor Peter J. Strazdas at 7:30 p.m.

Mayor Strazdas invited Reverend Greg Wood of the Portage First United Methodist Church to give the invocation and the City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with all of the members present: Councilmembers Larry B DeShazor, Margaret E. O'Brien, Claudette S. Reid, Edward J. Sackley, Terry R. Urban, Mayor Pro Tem Ted W. Vliek and Mayor Peter J. Strazdas. Also in attendance were City Manager Maurice S. Evans, Assistant City Attorney Charlie Bear and City Clerk James R. Hudson.

COMMUNITY DEVELOPMENT
RECEIVED
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APPROVAL OF MINUTES: Motion by Reid, seconded by DeShazor, to approve the December 5, 2006 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember O'Brien to read the Consent Agenda. Councilmember Reid asked that Items F.11, Oreon, Incorporated, Telecommunications Management Services Agreement, and F.12, Vehicle Purchases, be removed from the Consent Agenda. Motion by Vliek, seconded by O'Brien, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF CHECK REGISTER OF DECEMBER 19, 2006:** Motion by Vliek, seconded by O'Brien, to approve the Check Register of December 19, 2006. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **STANLEY AVENUE SANITARY SEWER PROJECT #409-S AND STANLEY AVENUE WATER MAIN PROJECT #312-W:** Motion by Vliek, seconded by O'Brien, to adopt Resolutions No. 2 for the Stanley Avenue Sanitary Sewer Project #409-S and Stanley Avenue Water Main Project #312-W, setting public hearings of necessity on January 9, 2007, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

* **OSTERHOUT AVENUE SANITARY SEWER PROJECT #410-S:** Motion by Vliek, seconded by O'Brien, to adopt Resolution No. 2 for the Osterhout Avenue Sanitary Sewer Project #410-S, setting a public hearing of necessity on January 9, 2007, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

* **MANDIGO AVENUE/ANDREWS STREET SANITARY SEWER PROJECT #411-S:** Motion by Vliek, seconded by O'Brien, to adopt Resolution No. 2 for the Mandigo Avenue/Andrews Street Sanitary Sewer Project #411-S, setting a public hearing of necessity on January 9, 2007, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

— **HUMAN SERVICE FUNDING SUPPORT:** City Manager Maurice Evans provided an overview of the analysis, including funding sources. Councilmember O'Brien spoke in favor of the recommendation, but asked that the item be referred to the Human Services Board for review. Discussion followed.

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Since the city was proposing to fund a position for the Portage Community Outreach Center (PCOC), Councilmember Reid asked whether PCOC had been contacted. City Manager Evans answered in the negative as the Administration was only responding to City Council's recommendation at this point as requested and did not intend to exclude the HSB. Discussion followed.

Motion by O'Brien to send the Administration's report to the Human Services Board for review and to come back to Council as part of the annual Human Services Board recommendation. Mayor Pro Tem Vliek supported the motion, but asked for a date certain. Discussion followed. Motion by O'Brien, seconded by Vliek, to amend the motion to send the Administration's report to the Human Services Board for review and to come back to Council as part of the annual Human Services Board recommendation before City Council at the February 13, 2007 Regular City Council Meeting. Discussion followed. Councilmember Urban asked for input from PCOC regarding the proposed position to be funded, expressed reservations regarding funding a position for another agency and expressed an interest in encouraging other agencies in the community to apply for funding. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

* **HEATH INSURANCE CONTRACT RENEWALS:** Motion by Vliek, seconded by O'Brien, to approve one-year contract renewals for heath insurance with Blue Care Network, Blue Cross Blue Shield of Michigan and IBA Health Plan – a UnitedHealthcare Group Company and non-union premium caps for the 2007 plan year and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **CITY HALL BUILDING MODIFICATIONS:** Motion by Vliek, seconded by O'Brien, to approve the expenditure of up to \$45,000 for City Hall building modifications and authorize the City Manager to execute all documents related to completion of construction elements. Upon a roll call vote, motion carried 7 to 0.

* **RAMONA COTTAGE REQUEST - EDWARD AND CAROL HIXSON:** Motion by Vliek, seconded by O'Brien, to approve a Ramona Park Life Lease to Edward and Carol Hixson for 8761 Waruf Drive and authorize the City Manager to sign all documents related to this action. Upon a roll call vote, motion carried 7 to 0.

* **2007 FEE SCHEDULES:** Motion by Vliek, seconded by O'Brien, to adopt the revised fee schedule for Freedom of Information Act requests, the recommended fee schedules for recreation programs and park facilities for 2007, the resolutions establishing grave opening and closing fees and burial right fees and the 2007 Special Assessment Rate Resolution. Upon a roll call vote, motion carried 7 to 0.

* **HOUSEHOLD HAZARDOUS WASTE PROGRAM – INTERGOVERNMENTAL COOPERATION:** Motion by Vliek, seconded by O'Brien, to approve the contract with Kalamazoo County for Household Hazardous Waste collection for the period of January 1 through December 31, 2007, and authorize the City Manager to execute the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **ANNUAL AS/400 AND DISASTER RECOVERY SERVER MAINTENANCE:** Motion by Vliek, seconded by O'Brien, to approve an agreement with Synergistic for AS/400 and disaster recovery server hardware/software maintenance services in the amount not to exceed \$22,900 for 2007 and authorize the City Manager to execute all documents related to this action. Upon a roll call vote, motion carried 7 to 0.

TO: Honorable Mayor and City Council

DATE: February 2, 2007

FROM: Human Services Board

SUBJECT: FY 2007-2008 Human/public Service Funding Recommendation

On behalf of the Human Services Board, I am writing regarding the Board's review and recommendation for FY 2007-08 human/public service funding. As described in more detail in the attached minutes, the Board recommends the following:

1. With regard to the additional 0.20% of General Fund monies proposed:

- The Board unanimously passed a motion to support the City Administration proposal to increase General Fund monies to 0.75 % and to allocate \$32,000 to PCOC for Fund Development activities from the 0.75% increase. While not part of the motion, the Board also noted:
 - There must be measurable outcome conditions that accompany the additional funding to PCOC for Fund Development activities.
 - Additional review of the funding evaluation and overall allocation of human/public service funding is necessary. The Board will be working on this in the coming months and will prepare a recommendation to Council prior to the beginning of the next funding cycle.
 - Funding to meet the community need for human/public services will continue to grow. While the additional funding is appreciated, even if PCOC is successful at diversifying their funding base, the additional 0.20% of General Fund monies should be continued beyond the three-year time period.

2. With regard to the total FY 2007-08 human/public service funding, the Board recommends the following allocation, which it is understood will be further reviewed by Council during the annual budget workshop:

GENERAL FUND		
Applicant	Program	FY 07-08 Requests
Catholic Family Services	The ARK Shelter and The ARK Community Services Program	\$9,500
YWCA	Sexual Assault Program, Domestic Assault Program, and Mentoring Program	\$10,000
Housing Resources, Inc.	Housing Stabilization Program	\$26,500
Portage Community Outreach Center	Youth Development and Program Coordination & Development Programs	\$98,850
Portage Community Outreach Center	Fund Development activity	\$32,000
Subtotal		\$176,850
CDBG PROGRAM FUND		
Portage Community Outreach Center	Emergency Assistance, etc.	\$40,125*
TOTAL		\$216,975

*Estimated amount available as of February 1, 2007

Feel free to contact me or any other Human Services Board member if there are additional questions or comments regarding this matter.

Sincerely,

Cory Bailes, Chair
Human Services Board

Attachment: Human Services Board minutes: January 4, 2007, January 11, 2007 and draft February 1, 2007

c: James R. Hudson, City Clerk, Vicki Georgeau, Deputy Director of Neighborhood Services

W:\Programs\FY2007-08\FY07-08 Board\2007 Funding Recommendations to Council 02.01.07

REPORTS FROM THE ADMINISTRATION:

* **REZONING APPLICATION #06-02 (9810, 9818 AND 9838 OAKLAND DRIVE):** Motion by O'Brien, seconded by Sackley, to accept Rezoning Application #06-02 for first reading and set a public hearing for March 13, 2007, at 7:30 p.m. or as soon thereafter as may be heard and, subsequent to the public hearing, not approve Rezoning application #06-02, but retain the current R-1C, one-family residential, and I-1, light industrial, zoning pattern. Upon a roll call vote, motion carried 7 to 0.

HUMAN SERVICE FUNDING SUPPORT: City Manager Maurice Evans answered the concerns of Councilmembers Sackley, O'Brien and Reid regarding the amount of funding necessary, the fund development position "on staff" to be funded, the question of whether the city plans to decrease funding to Portage Community Outreach Center (PCOC) and the question of measurable outcome conditions or an annual review by saying, first, that the estimate is \$32,000 in additional funding; but, if it is going to be beyond \$60,000, the Administration would come back to City Council for guidance. Mr. Evans also indicated that the Administration perceives the position to be a staff person unless, after discussion, PCOC wants to change it to a consultant. He then pointed out some of the United Way opportunities regarding grant writing to be explored. He also indicated that the measurable elements need to be worked out so, at a minimum, staff would be looking to PCOC to determine the nature of the grants that have been sought knowing that not all grants are successful in the first year, and this is why the recommendation is three years. Mr. Evans reiterated the goal of reducing PCOC reliance on the general fund of the city. Discussion followed.

Councilmember Sackley emphasized flexibility and the importance of not being nailed down to a "fund development position" and Mr. Evans agreed. Mayor Strazdas encouraged Human Services Board Chair Cory Bailes, who was present in the audience, to get his board involved in the advisory role regarding this matter. Discussion followed.

Motion by Sackley, seconded by Urban, to amend the human service agency funding policy to provide an additional 0.20% of General Fund revenue for a three-year period to ensure a minimum of \$184,500 annually is provided to support human service agency funding over the next three years and to provide funds in excess of the \$184,500 amount for support of a Fund Development position for the Portage Community Outreach Center, the goal of which is to reduce the City of Portage share of the total Portage Community Outreach Center operating budget to 30% by 2010-11. Councilmember Reid offered an amendment to the motion, that the continuation of this funding through this three-year period will be dependent upon demonstration of measurable outcomes. Councilmembers Sackley and Urban agreed to the amendment. There being no discussion, upon a roll call vote, motion carried 7 to 0.

* **COMPREHENSIVE LIABILITY, PROPERTY AND AUTO FLEET INSURANCE COVERAGE:** Motion by O'Brien, seconded by Sackley, to approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority at a total cost not to exceed \$527,647 for the period of March 1, 2007, to February 28, 2008, and authorize the City Manager to execute all documents related to the action. Upon a roll call vote, motion carried 7 to 0.

* **CITY-OWNED PROPERTY:** Motion by O'Brien, seconded by Sackley, to authorize the City Manager to obtain an appraisal and solicit bids from interested parties for the sale of the

HUMAN SERVICES FUNDING EVALUATION CRITERIA

In addition to the criteria listed below, which apply to the service(s) to be provided with the funding requested, the following Mission Statement for the Human Services Board will also serve as a guide to the Board in its review and recommendation of funding applications:

The mission of the Human Services Board is to facilitate the satisfaction of the basic human needs of all Portage citizens by educating and advising the City Council, Portage human service agencies, and the community at large.

1. EXTENT TO WHICH THE PROGRAM ADDRESSES A BASIC HUMAN NEED

(Select only one that most closely fits)

“Basic Human Needs” are considered to include:	Score
Provision of housing (e.g, emergency, transitional, permanent, homelessness prevention)	50
Provision of food (e.g., direct food distribution, food bank/pantry, Meals on Wheels)	40
Provision of transportation or health care services (e.g., direct free/low-cost assistance to individuals/families)	30
Provision of job training/educational services or recreational services	20
Provision of clothing (e.g, direct, free/low-cost clothing and/or distribution)	10
None of the above	0

2. ACCESSIBILITY OF THE PROGRAM SERVICE TO PORTAGE RESIDENTS

5 = Not Accessible to 25 = Easily Accessible

(Select only one that most closely fits)

“Accessibility” can be considered to be:	Score
Services located in Portage	25
Services regularly provided in Portage (e.g. at PCOC, City Hall, Senior Center, Portage Schools, Police/Court offices and other similar locations)	20
Services accessible after normal (8 a.m.-5 p.m.) business hours, 24-hour phone hot line, or other methods	15
Services available / accessible via public bus routes and/or transportation by agency	10
None of the above	5

3. EXTENT TO WHICH THE PROGRAM ADDRESSES A CRITICAL NEED IN PORTAGE

5 = Not A Critical Need to 25 = Critical

(Select only one that most closely fits)

“Critical Need” can be generally considered to be such if identified high or medium priority in one or more of the following official, published documents:	Score
City of Portage FY 2005-09 CDBG Consolidated Plan and/or annual City Council goals	25
City of Portage Comprehensive Plan, Capital Improvement Plan, Recreation Plan or Portage 2025 Visioning Project Final Report	20
Local (e.g., Portage and/or Kalamazoo County specific) needs analysis/reports regarding human/public services	15
State or national needs analysis/reports regarding human/public services	10
None of the above	5

4. DOES APPLICANT HAVE WORKING RELATIONSHIPS / COLLABORATIONS WITH OTHER ORGANIZATIONS SERVING PORTAGE RESIDENTS?

5 = Fragments Service Delivery to 25 = Coordinates or Improves Service Delivery

(Select only one that most closely fits)

“Coordinates or Improves Service Delivery” can be generally considered to be:	Score
Services are unique in community and not duplicated by others	25
Services are similar to others but carefully coordinated to avoid duplication	20
Services are similar to others but Information and Referral is routinely provided to avoid fragmentation	15
Services are similar to others and some fragmentation of services occurs	10
None of the above	5

5. OF PORTAGE RESIDENTS SERVED, ARE MAJORITY ECONOMICALLY OR SOCIALLY DEPRIVED, SENIOR CITIZENS OR PERSONS WITH DISABILITIES?

5 = No Special or Unusual Needs to 25 = Economically or Socially Deprived

(Select only one that most closely fits)

“Economically or Socially Deprived” can be generally considered to be:	Score
Clientele is extremely low income and/or disabled and/or victim of abuse and/or other situation	25
Clientele is low income and/or senior citizens	20
Clientele is vulnerable or at risk of one of the above	15
Clientele is in need of services	10
None of the above	5

6. NUMBER OF PORTAGE CLIENTS SERVED

5 = Few to 25 = Many

(Select only one that most closely fits)

“Many” clients served can be considered to be:	Score
Portage clients equals 51-100% of clients served by agency	25
Portage clients equals 31-50% of clients served by agency	20
Portage clients equals 16-30% of clients served by agency	15
Portage clients equals 7.6-15% of clients served by agency	10
Portage clients equals 0-7.5% of clients served by agency	5

7. AMOUNT OF OUTREACH EFFORTS

5 = No Outreach to 25 = Extensive Outreach Efforts to People in Needs

(Select only one that most closely fits)

“Extensive Outreach” can be considered to be: regular newsletter distribution; cable access PSAs; advertisements/marketing campaigns; service listing in I&R databases/directories (2-1-1, United Way, etc.); presentations to community organizations/schools; open houses; coordination/provision of services with/at other agencies; participation in community collaborative efforts (e.g., MPCB, KLAHP, etc.)	Score
Utilizes 5 or more methods of outreach to Portage residents	25
Utilizes 4 methods of outreach to Portage residents	20
Utilizes 3 methods of outreach to Portage residents	15
Utilizes 2 methods of outreach to Portage residents	10
Utilizes 1 method of outreach to Portage residents	5

8. USE OF UNPAID VOLUNTEERS

5 = No Use to 25 = Extensive Use

(Select only one that most closely fits)

“Extensive Use of Unpaid Volunteers can be generally considered to be:	Score
Unpaid volunteers equals 51% or more of the agency’s full-time equivalent (FTE) employees	25
Unpaid volunteers equals 31-50% of the agency’s FTE employees	20
Unpaid volunteers equals 21-30% of the agency’s FTE employees	15
Unpaid volunteers equals 11-20% of the agency’s FTE employees	10
Unpaid volunteers equals 0-10% of the agency’s FTE employees	5

NOTE: If unpaid volunteers are inappropriate due to the type of services provided by organization, applicant get score of three.

9(A). *For new programs/agencies in the community for less than five years, and funded by the City of Portage for zero to two years, use criterion 9(A). Otherwise, use criterion 9(B):*

ABILITY OF AGENCY TO RECEIVE OTHER FUNDING OR

5 = Extensive to 25 = Limited

(Select only one that most closely fits)

“Limited” ability to receive other funding for “new” applicants can be generally defined as follows:	Score
Grant request equals 51% or more of the agency’s budget	25
Grant request equals 31-50% of the agency’s budget	20
Grant request equals 11-30% of the agency’s budget	15
Grant request equals 6-10% of the agency’s budget	10
Grant request equals 0-5% of the agency’s budget	5

9(B). *For programs/agencies in existence in the community for five or more years, and funded by the City of Portage for three or more previous years, use criterion 9(B)*

ABILITY OF AGENCY TO LEVERAGE OTHER FUNDING

5 = Limited to 25 = Extensive

(Select only one that most closely fits)

“Extensive” leveraging of other funding for “previous” applicants can be generally defined as follows:	Score
Grant request equals 0-5% of the agency’s budget	25
Grant request equals 6-10% of the agency’s budget	20
Grant request equals 11-30% of the agency’s budget	15
Grant request equals 31-50% of the agency’s budget	10
Grant request equals 51% or more of the agency’s budget	5