

CITY OF
PORTAGE
A Place for Opportunities to Grow

HUMAN SERVICES BOARD

January 21, 2010

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

**Thursday, January 21, 2010
(6:30pm)**

Conference Room #1

APPROVAL OF MINUTES:

- * January 7, 2010

OLD BUSINESS:

NEW BUSINESS:

- * 1. Memorandum regarding FY 2010-11 Human/Public Service Funding Review and Options
- * 2. FY 2010-11 Human/Public Service Funding Board application scores and rankings
- * 3. FY 2010-11 CDBG Program Conflict of Interest disclosure by Elma (Pat) Maye

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, January 7, 2010

DRAFT

CALL TO ORDER: 6:30 p.m., approximately 12 people were in the audience

MEMBERS PRESENT: Diane Durian, Angela Manahan Ilori, Elma (Pat) Maye, Marc Meulman, Sandra Sheppard, Mike Thompson, Amy Tuley, Joanne Willson, and Logan Wessendorf (Youth Advisory Committee Liaison)

MEMBERS EXCUSED: Bill Lenehan

STAFF PRESENT: Vicki Georgeau, Deputy Director of Neighborhood Services

APPROVAL OF MINUTES: January 8, 2009 minutes were approved as submitted, 9-0.

NEW BUSINESS:

1. Memorandum regarding Human/Public Service funding, Human/Public Service Funding Application Booklet and Evaluation Criteria Forms: Staff summarized the six funding applications received, current year funding levels and amount of monies available through both the CDBG Program and General Fund in comparison to the total funding requests received. Staff also noted that the Board would hold a special meeting on January 21, 2009 to discuss application scores and rankings, and would make a recommendation on FY 2010-11 funding levels to City Council at their February 4, 2010 meeting. Finally, staff referenced the application summary forms provided to assist the Board with application scoring and ranking.
2. Presentations by Applicants: Representatives from Catholic Family Services (the ARK), Gryphon Place (2-1-1/Help-Line), YWCA (Domestic Assault, Sexual Assault, and Mentoring programs) Housing Resources, Inc. (Housing + Program), and the Portage Community Center (Program Coordination and Development, Youth Development, Emergency Assistance Programs and Fund Development Activities) made presentations regarding their grant requests from the General Fund and CDBG Fund. The Board had a number of questions and comments for the applicants regarding services provided to Portage residents, client qualifications for program participation, outreach efforts and the ability to measure program outcomes.
3. Public Hearing - FY 2010-11 Community Development Block Grant (CDBG) Program Community Development Block Grant (CDBG) Program – Housing and Community Development Needs: Chairperson Tuley opened the public hearing. With regard to the CDBG Program, staff provided an overview of the annual consolidated planning process, identified community development needs identified in the 2005-09 Consolidated Plan, recent census data estimates, and CDBG Program core activities and performance. With regard to the housing and community development needs analysis, the U.S. Department of Housing and Urban Development (HUD) granted the city a one-year extension to the update of the five-year 2005-09 Consolidated Plan due to the lack of relevant census data needed to prepare a meaningful analysis. Staff summarized the next steps in the process, which include: a recommendation to City Council regarding human/public service funding in early February 2010; a 30-day public comment period on the draft FY 2010-11 Annual Action Plan beginning in early March 2010; a public hearing by the Board on the draft plan in April 2010; review and approval of the CDBG budget and plan; and human/public service funding by City Council in mid-April 2010 and submission of the FY 2010-11 Annual Action Plan to HUD not later than May 15, 2010. In addition, while the CDBG entitlement grant is not yet known, staff indicated a seven percent increase from the current year is projected. Willson inquired if reported housing available for special needs households includes the Barrington Woods Apartments owned by Residential Opportunities, Inc. Staff indicated the 2000 Census data did not include the 12 special needs housing units added at the Barrington Woods in 2007, or the 10 special needs housing units added at the Gladys Street Apartments by the LIFT Foundation in 2009. Meulman indicated that based on the age of Portage housing stock, the housing lead hazard data is likely higher than reported. Staff noted that it is understood the Census estimates actual lead hazards, such as existence of peeling lead-based paint, as opposed to presence of lead-based paint and plumbing. As no comments from the Board or public were received, the hearing was closed.

OLD BUSINESS: None

STATEMENT OF CITIZENS: None

ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 8:35 p.m.

CITY OF PORTAGE

COMMUNICATION

TO: Maurice S. Evans, City Manager

DATE: January 11, 2010

FROM: Jeffrey M. Erickson, Director of Community Development

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

For FY2010-11, a total of \$161,247 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 revenue per City Council policy); and
2. The CDBG Program allocation, which is now estimated to be \$43,350 (maximum of 15% of the estimated FY2010-11 entitlement grant of \$229,000 and FY2008-09 program income of \$60,014).

The above human/public services money compares to \$212,642 available in the current fiscal year, derived from the General Fund (\$128,071 or 0.55% General Fund revenue), CDBG Fund (\$38,000), and additional General Fund allocation (\$46,571 or 0.20% of General Fund revenue). The total General Fund and CDBG funding estimated to be available in the upcoming fiscal year represents a 24.6% decrease in funds: The General Fund allocation decreased 32.5%, while the CDBG allocation increased 14%.

Attached are the Human/Public Service Application Summary Forms for each of the five General Fund applications and single CDBG Fund application. These summary forms highlight agency activities for which funding has been requested, and supplement the complete applications submitted by the agencies that were provided to the City Council and Human Services Board in December 2009.

The review of applications and FY2010-11 funding options have been completed based on:

1. Review of applications in the context of the Human Services Funding Evaluation Criteria (attached) to determine the extent to which each application fulfills the criteria of basic human needs, accessibility of services, critical needs in Portage, collaboration of services, economic or social needs of clientele served, Portage citizens served, outreach efforts, volunteer use and funding capacity/resources.
2. Review of the score and ranking of each application in comparison to other applications, the funding requested, the annual funding levels as determined by City Council, and applicant/agency performance, where appropriate.

1. CDBG Fund

One application from the Portage Community Center (PCC) was received in the amount of \$40,000, which is less than the estimated maximum \$43,350 allowed. The City of Portage CDBG Program for many years has allocated 15% of the annual CDBG Program budget toward human/public services, and this fund allocation method has also ensured consistency with the intent of the federal regulations that funding be directed to core programs such as housing, neighborhood improvement, and capital improvements where considered essential.

Table 1 provides information regarding the PCC funding request, the City Administration application score and ranking based on the established Human Services Funding Evaluation Criteria, and a funding option developed by the City Administration.

Table 1

Agency	Approved FY 09-10 Funding	Funding Requested	Percent of Available Funding	Evaluation Criteria Ranking/ (Score)	FY 10-11 Funding Option (% of Current Funding)
Portage Community Center	\$38,000	\$40,000	92%	1 / (225)	\$43,350 (114%)

PCC coordinates and administers numerous programs for persons in need, hosts other agency programs and provides referrals to other agencies as necessary. The CDBG program would fund the PCC emergency assistance, transportation and youth recreation scholarship programs to Portage families in need. Finally, by allocating all of the CDBG dollars to PCC, additional funding flexibility is available to consider funding other human/public service services through General Fund monies.

2. General Fund

Five agencies submitted applications in the total amount of \$151,679, compared to the total estimated General Fund revenue of \$117,897. Table 2 provides information regarding the applications received, agency program funding, applications scores as assigned by the City Administration together with the ranking of the applications based on the Human Services Funding Evaluation Criteria.

Table 2

Agency	Approved FY 09-10 Funding	Funding Requested	Funding Request as Percent of Program Budget	Funding Request as Percent of Funding Available	Evaluation Criteria Ranking/(Score)
PCC	\$96,342	\$96,342	21.1%	82%	1 / (220)
YWCA	\$10,734	\$14,000	0.8%	12%	2 / (215)
Housing Resources	\$24,203	\$24,200	1.4%	21%	3 / (205)
Catholic Family Services	\$11,137	\$11,137	0.8%	9%	3 / (205)
Gryphon Place	\$4,084	\$6,000	0.6%	5%	4 / (195)
	\$146,500	\$151,679			

As an additional element of review, the City Administration considered the funding requests received in comparison to current funding levels and current grantee performance. Based on the Status Reports submitted to the City Administration as required, all existing grantees have met expected accomplishments and are in compliance with the applicable contract. However, due to current and future funding constraints faced by the city, it is appropriate to consider the current FY2009-10 funding level of each applicant as the upper limit of funding available in FY2010-11. Options for funding levels for the upcoming fiscal year that can then be considered include:

- An equal percentage reduction in funding across the board can be considered for all applicants. While a flat, across the board reduction may be equitable, this funding option does not properly take into account the evaluation scores and rankings of the applicants.
- The elimination of one or more of the lower ranked applications can be considered. However, this alternative does not sufficiently assess the value of programs and services requested for funding.
- Establish the level of funding for each applicant, with higher ranked applicants receiving a lesser percentage reduction in funding support for the upcoming fiscal year in comparison to the approved, current funding. This funding option does allow consideration of scores and rankings and the assessment of the value of the various programs and services that are being considered for funding.

Table 3 shows a funding option that is based on current approved funding and performance, and establishes funding levels such that higher ranked applicants receive a lesser percentage reduction in

funding. Incremental reductions have been developed that incorporate the rank/score of each application in the context of total General Fund monies that have been made available by City Council.

Table 3

Agency	Approved FY 09-10 Funding	Funding Requested	Evaluation Criteria Ranking/(Score)	FY 10-11 Funding Option (Percentage Reduction)
PCC	\$96,342	\$96,342	1 / (220)	\$78,217 (**)
YWCA	\$10,734	\$14,000	2 / (215)	\$9,070 (16%)
Housing Resources	\$24,203	\$24,200	3 / (205)	\$18,960 (22%)
Catholic Family Services	\$11,137	\$11,137	3 / (205)	\$8,710 (22%)
Gryphon Place	\$4,084	\$6,000	4 / (195)	\$2,940 (28%)
	\$146,500	\$151,679		\$117,897

Notes: ** PCC has requested a combined total of \$136,342 from the General Fund and CDBG Fund. The General Fund and CDBG Fund recommendations for PCC equal a combined \$121,567. The reduction in approved, current funding for PCC, when combining General Fund and CDBG Fund dollars, equals 10%.

For FY 2010-11, human/public service funding that best provides basic human needs and supports core housing assistance and anti-poverty services for the Portage community is again advised. Applications have been considered based on the evaluation criteria and funding levels approved by City Council. Applicants that are considered to most fulfill the established criteria and have attained a higher score/ranking are shown in Table 3. These applications, if funded by City Council, result in Portage residents receiving human/ public services that:

- Fulfill critical needs that are identified in the FY 2005-09 CDBG Consolidated Plan and City Council goals. In particular, the Consolidated Plan is required and includes an analysis of Homeless Needs and also addresses anti-poverty strategies to be carried out by the City of Portage with CDBG Program and other local resources. Homelessness assessment/outreach and emergency shelter (including homelessness prevention) are identified as high priority needs (page 43) in the Consolidated Plan, while anti-poverty efforts including public services are considered to be medium and low priorities (pages 39, 44, and 49) to be addressed with CDBG Program and General Fund monies. Services to address these high and medium priorities include emergency assistance such as: emergency shelter; housing and emergency financial assistance; food; clothing; transportation assistance; utility shut-off, eviction and foreclosure prevention.
- Augment limited resources available to the city that maintain core housing assistance and anti-poverty services, per the objectives in the Consolidated Plan and consistent with City Council goals.
- Fulfill needs of Portage residents that are considered to be core human/public services and which have been successfully provided to Portage residents for a number of years. The applicant agencies have demonstrated capable performance and delivery of services as required by contract.

The Human Services Board will further review the FY 2010-11 Human/Public Service Funding applications at Board meetings scheduled for January 21, 2010, and February 4, 2010. As recommended by City Council, the City Administration analysis and funding options will be provided to the Board for consideration and included in the January 21st Board meeting agenda. In addition to the matter of FY 2010-11 Human/Public Service Funding, a draft of the FY 2010-11 CDBG Annual Action Plan and budget element of the Supplemental Budget will also be provided for your review not later than January 18, 2010, per Administrative Order 5.14.

I am available at your convenience to further discuss this matter.

Attachments: Human/Public Service Application Summary Forms; Human Services Evaluation Criteria Form

c: Brian J. Bowling, Deputy City Manager

HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

1. **NAME/ADDRESS OF ORGANIZATION:** Portage Community Center, 325 East Centre Ave.,
Portage, MI 49002

2. **APPLICATION TYPE:** GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2009-10): \$38,000
FUNDING AWARDED FY 2009-10: \$38,000

3. **AMOUNT OF FY 2010-11 REQUEST:** \$40,000

4. **MISSION OF AGENCY:** To provide all people the opportunity to improve their quality of life. The role of PCC is to identify human service needs and provide quality programs and services to the Portage community.

5. **SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Youth and social development, emergency assistance, program development, program coordination to host services of other agencies, affordable housing, meeting space, and volunteer opportunities.

6. **SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Emergency Assistance (\$36,500), Transportation Assistance (\$1,000) and Youth Recreation Scholarships (\$2,500)

7. **NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 2,350

8. **PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 100% with CDBG funds, 83% with all funds.

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** \$7.02

FUNDING REQUEST AS PERCENT OF BUDGET: 29.8% General Fund and CDBG Fund combined (21.1% General Fund programs, 8.7% CDBG Fund programs).

10. **VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 380 hours/month = 35.2%

HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

1. **NAME/ADDRESS OF ORGANIZATION:** Portage Community Center, 325 East Centre Ave., Portage, MI 49002

2. **APPLICATION TYPE:** GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2009-10): \$98,379
FUNDING AWARDED FY 2009-10: \$96,342

3. **AMOUNT OF FY 2010-11 REQUEST:** \$96,342

4. **MISSION OF AGENCY:** To provide all people the opportunity to improve their quality of life. The role of PCC is to identify human service needs and provide quality programs and services to the Portage community.

5. **SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Youth and social development, emergency assistance, program development, program coordination to host services of other agencies, affordable housing, meeting space, and volunteer opportunities.

6. **SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Youth Development (\$49,083), Community Collaboration (\$36,812), Emergency Assistance (\$10,447) activities.

7. **NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** Approximately 4,000 persons

8. **PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** Approximately 75%

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** \$7.02

10. **FUNDING REQUEST AS PERCENT OF BUDGET:** 29.8% General Fund and CDBG Fund combined (21.1% General Fund programs, 8.7% CDBG Fund programs).

11. **VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 380 hours/month = 35.2%

HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

1. NAME/ADDRESS OF ORGANIZATION: YWCA, 353 E. Michigan Ave., Kalamazoo, MI 49007

2. APPLICATION TYPE: GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2009-10): \$14,000
FUNDING AWARDED FY 2009-10: \$10,734

3. AMOUNT OF FY 2010-11 REQUEST: \$14,000

4. MISSION OF AGENCY: The elimination of racism and the empowerment of women. The YWCA vision is peace, justice, freedom and dignity for all people.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: The Kalamazoo YWCA offers: Domestic and Sexual Violence Crisis Intervention programs; Women's Economic Empowerment programs; and Racial Justice Initiatives, Community Education and Awareness programs.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Domestic Assault Program -DAP (\$9,000) and Sexual Assault Program-SAP (\$3,000) both provide 24-hour crisis intervention, forensic exams (SAP), counseling, support/advocacy groups, and information and referral services. The DAP also provides emergency shelter and transitional supportive housing for victims and children. Mentoring Program- (\$2,000) provides individual-oriented personal support/encouragement for women and at-risk teens seeking self-sufficiency through employment and educational goals.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: Total: 100 clients, 100+ crisis calls.

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: DAP-15%, SAP-9%, and MP-4%

9. AVERAGE COST OF ONE UNIT OF SERVICE: DAP Shelter-\$54, MP-\$1,500, SAP- not available

10. FUNDING REQUEST AS PERCENT OF BUDGET: 0.79% for DAP, SAP, MP combined

11. VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF: 532 hours/month for DAP, SAP and MP programs combined = 15.7%

HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

1. NAME/ADDRESS OF ORGANIZATION: Housing Resources, Inc., 345 N. Burdick, Kalamazoo, MI 49007.

2. APPLICATION TYPE: GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2009-10): \$40,000
FUNDING AWARDED FY 2009-10: \$24,203

3. AMOUNT OF FY 2010-11 REQUEST: \$24,200

4. MISSION OF AGENCY: Assurance of housing for socially and economically vulnerable residents of Kalamazoo County with provision of a safety net for individuals and families experiencing a housing problem/emergency housing needs and assistance with regaining independence.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: HRI provides a range of emergency, transitional and permanent housing assistance, including: HRI Family Shelter (24-bed emergency shelter), 84-unit Rickman House for mentally-ill single adults, three additional permanent affordable rental housing complexes with 197 unit (Pinehurst Townhomes, Summit Park Apartments, and Rosewood) housing assessment, education and counseling, program placement in 200+ transitional or permanent rental subsidy vouchers, landlord outreach/engagement, housing quality inspections and tenant/landlord mediation.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Housing + Program components, including: Housing Assessment, Education and Counseling; Emergency Financial Assistance to eviction or place renters in housing; and Emergency Homeowner Assistance including foreclosure prevention grants and payment of back taxes.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 100 households/300 persons.

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 13%

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$693, plus \$117 service cost per household.

10. FUNDING REQUEST AS PERCENT OF BUDGET: 1.4%

11. VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF: 210 hours/month = 4.4%

HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

1. **NAME/ADDRESS OF ORGANIZATION:** Catholic Family Services, 1819 Gull Road, Kalamazoo, MI 49048.

2. **APPLICATION TYPE:** GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2009-10): \$20,000
FUNDING AWARDED FY 2009-10: \$11,137

3. **AMOUNT OF FY 2010-11 REQUEST:** \$11,137

4. **MISSION OF AGENCY:** To provide social services with compassion and care, with concern for justice to all people in need, to advocate for their welfare, and to call those of good will to assist in the mission of the Diocese of Kalamazoo.

5. **SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Catholic Family Services fulfills its mission through the provision of services to runaway and homeless youth, youth and families in crisis, pregnant and parenting women and teens, and senior citizens.

6. **SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Funds will support The ARK shelter (for youth ages 10-17 including: 24-hour crisis phone line; remote assessments; counseling for youth and families; and outreach and prevention education services) and The ARK Community Services program (for youth ages 16-21 outreach to homeless youth, individual and group counseling; and case management).

7. **NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** Approximately 100 through The ARK Shelter and Community Services Program combined.

8. **PERCENTAGE OF CLIENTS SERVED THAT WERE PORTAGE RESIDENTS IN MOST RECENT YEAR:** 10% at The ARK Shelter and 5% of the The ARK Community Services Program.

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** \$138.20/day for The ARK Shelter. Unit costs for The ARK Community Services program average \$4,363.60 per youth served.

10. **FUNDING REQUEST AS PERCENT OF BUDGET:** 0.8% for The ARK Shelter and The ARK Community Services budget combined.

11. **VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 345 hours/month for The ARK and The ARK Community Services combined = 9.8%

HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

1. NAME/ADDRESS OF ORGANIZATION: Gryphon Place, 1104 S. Westnedge Ave., Kalamazoo, MI 49008.

2. APPLICATION TYPE: GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2009-10): \$6,000
FUNDING AWARDED FY 2009-10: \$4,084

3. AMOUNT OF FY 2010-11 REQUEST: \$6,000

4. MISSION OF AGENCY: To connect people to information, resources and support systems to assist them in resolving crises and meeting life challenges.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: 1) HELP-Line/2-1-1 service that provides 24/7 Crisis Intervention and Comprehensive Information and Referral (including volunteer opportunities); 2) Gatekeeper Program for students focused on prevention and intervention focused on suicide and other forms of violence; 3) Dispute Resolution Services that provides trained mediators; and 4) Critical Incident Stress Management Teams administered and coordinated by volunteers to help those impacted by traumatic events.

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Funds will support the 2-1-1- service, a 24/7 Crisis Intervention and Comprehensive Information and Referral that enhances the HELP-Line service by providing a three-digit phone number that enhances citizen access/awareness of information and referral for health and human services. In addition, volunteer referrals and an information and referral database are provided.

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 1,500

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

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$11.34

10. FUNDING REQUEST AS PERCENT OF BUDGET: 0.6%

11. VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF: 583 hours/month = 13%

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

HSB rater	Catholic Family Services	Gryphon Place	Housing Resources	YWCA	PCC-general	PCC CDBG
Diane Durian	150	135	120	135	215	125
Angela Ilori	180	205	210	225	235	210
Bill Lenehan						
Pat Maye	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain
Marc Meulman	210	140	205	215	235	235
Sandra Sheppard	220	155	210	230	195	225
Mike Thompson	220	190	200	220	220	235
Amy Tuley	220	145	180	200	225	210
Logan Wessendorf	195	210	200	210	225	230
Joanne Willson	215	210	210	195	235	230
Average	201	174	192	204	223	213

Victoria Georgeau - Fw: Human Service Board meeting

From: Elma Maye <maye0883@sbcglobal.net>
To: Victoria Georgeau <georgeav@portagemi.gov>
Date: 1/14/2010 1:11 PM
Subject: Fw: Human Service Board meeting

Hi Vickey:

I'm sorry you didn't get this yesterday. But now I know why you don't always get my emails I had your address at .com instead of .gov.

Pat Maye

--- On Wed, 1/13/10, Elma Maye <maye0883@sbcglobal.net> wrote:

From: Elma Maye <maye0883@sbcglobal.net>
Subject: Human Service Board meeting
To: "Victoria Georgeau" <georgeav@portagemi.com>
Date: Wednesday, January 13, 2010, 5:02 PM

Vickey:

Because of the death of my sister-in-law, I will be taking some time off and will not be available for the January 21st and February 4th Human Service Board meetings.

Also, I would like it noted that as an employee of an organization that is a sub-recipient of CDBG funds, it is a conflict of interest for me to take part in the discussions and voting on allocation of CDBG and related funds. Therefore, I will not submit scores for the human/service funding applications and I will abstain from any participation in the process.

Thanks you for your support and prayers as my family and I struggle with and

come to grips with this terrible tragedy.

Pat Maye