

CITY OF
PORTAGE
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**HUMAN SERVICES
BOARD**

January 20, 2011

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, January 20, 2011

(6:30pm)

Conference Room #1

APPROVAL OF MINUTES:

- * January 6, 2011

OLD BUSINESS:

NEW BUSINESS:

- * 1. Memorandum regarding FY 2011-12 Human/Public Service Funding Review and Options
- 2. FY 2010-11 Human/Public Service Funding Board application scores and rankings

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, January 6, 2011

DRAFT

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Diane Durian, Pamela Gilchrist, Angela Manahan Ilori, Bill Lenehan, Elma (Pat) Maye, Marc Meulman, Genna Nichols, Sandra Sheppard, Kyle Huitt (Youth Advisory Committee Liaison)

MEMBERS EXCUSED: Amy Tuley

STAFF PRESENT: Vicki Georgeau, Deputy Director of Neighborhood Services

APPROVAL OF MINUTES: December 2, 2010 minutes were approved as submitted, 8-0.

OLD BUSINESS: None

NEW BUSINESS:

1. Memorandum regarding Human/Public Service funding, Human/Public Service Funding Application Booklet and Evaluation Criteria Forms: Staff summarized the funding applications received, current year funding and amount of funds available through the Community Development Block Grant (CDBG) Program and General Fund. Staff noted the Board would hold a special meeting on January 20th to score and rank the applications, and would make a funding recommendation to City Council at the February 3, 2011 meeting. Board member Maye noted that as she works for a sub-recipient of CDBG funding (the Fair Housing Center of Southwest Michigan), she would abstain from discussion and voting on human/public service funding and the CDBG program. Meulman noted that Board members should use the evaluation criteria and score summary forms provided, and submit their applicant scores to him via email not later than Wednesday, January 12th. In addition, Lenehan moved, and Ilori supported, that the Board consider the scores of Huitt, even though he does not vote on the Board, as he is a Youth Advisory Committee Liaison. The motion carried 8-0.
2. Presentations by Applicants: Representatives from Catholic Family Services (the ARK Shelter and ARK Community Services), YWCA (Domestic Assault, Sexual Assault, and Mentoring programs) Housing Resources, Inc. (Housing Stabilization Program), and the Portage Community Center (Program Coordination and Development, Youth Development, and Emergency Assistance Programs) 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, coordination between agencies, program participant characteristics, and other funding to support agency services.
3. Public Hearing - CDBG Program - Overview of Housing and Community Development Needs for Consolidated Plan update: Chairman Meulman opened the public hearing. Staff provided an overview of the U.S. Department of Housing and Urban Development (HUD) planning and reporting requirements for CDBG program grantees, including completion of a Consolidated Plan update every five years, an Annual Action Plan and grant application, and an Analysis of Impediments to Fair Housing study update. Staff indicated that a one-year extension to the Consolidated Plan update requirement was granted in FY 2009-10, and that new U.S. Census and HUD data released in December 2010 were utilized to update the plan. Staff then summarized the data in the community profile and housing and market analysis, and explained the Board would receive a draft of the Housing, Homeless and Community Development Needs Assessment, and Strategic Plan portion of the document at the February 3rd Board meeting, that a complete draft of the Plan, along with the Analysis of Impediments to Fair Housing study, would be completed by early March 2011. A 30-day public comment period would follow with a public hearing on the plan in early April 2011. Finally, while the CDBG entitlement grant is not yet known, staff estimates a five percent reduction from current year funding. Meulman asked for clarification on the affordability of rental housing units. Staff reviewed data in Tables 10-13, indicating that median gross rent increased over the past nine years, yet more rental units were offered at or below the HUD-established Fair Market Rent. In addition, there are more rental units available at affordable rates for low-income households in comparison to owner-occupied housing units. However, as will be shown in the data provided in the next section of the Plan, there are still unmet needs with regard to both affordable renter-occupied and owner-occupied housing. As no comments from the Board or public were received, the hearing was closed.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at about 8:50 p.m.

Respectfully Submitted,
Vicki Georgeau, Deputy Director of Neighborhood Services

CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: January 11, 2011

FROM: Jeffrey M. Erickson, Director of Community Development

SUBJECT: FY 2011-12 Human/Public Service Funding Recommendation

Attached as information for the Board is a communication to City Manager Evans regarding FY 2011-12 human/public service funding. This communication includes an initial overview of the applications received, and potential funding options for FY 2011-12 available from the perspective of staff.

Deputy Director Georgeau will be available at the January 20, 2011 Human Services Board meeting to review the communication and address any questions or comments from the Board in regard to this matter.

Attachment: FY 2011-12 Human/Public Service Funding Review Options communication to City Manager Evans

CITY OF PORTAGE

COMMUNICATION

TO: Maurice S. Evans, City Manager

DATE: January 11, 2011

FROM: Jeffrey M. Erickson, Director of Community Development

SUBJECT: FY 2011-12 Human/Public Service Review and Options

For FY 2011-12, a total of \$164,461 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 \$117,127 (0.55% of the General Fund revenue per City Council policy); and
2. The CDBG Program allocation, which is estimated to be \$47,334 (maximum of 15% of the estimated FY 2011-12 entitlement grant of \$219,197 and FY 2009-10 program income of \$96,375).

The above human/public services funding compares to \$161,247 available in the current fiscal year, derived from the General Fund (\$117,897) and CDBG Fund (\$43,350). The total estimated funding in the upcoming fiscal year represents a 2% increase from FY 2010-11 due to an increased allocation from the CDBG Fund, which resulted from receipts of program income above the budgeted amount.

Attached are the Human/Public Service Application Summary Forms for each of the four General Fund applications and the 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 2010.

The review of applications and FY 2011-12 funding options have been completed based on:

1. The extent to which each application fulfills the Human Services Funding Evaluation Criteria (attached), which are: basic human needs, accessibility of services, critical needs in Portage, collaboration of services, Portage citizens served, outreach, volunteer use, and funding capacity and resources.
2. Review of the score and ranking of each application in comparison to other applications, the funding requested, the current annual funding levels as determined by City Council, and current grantee agency performance.

1. CDBG Fund

One application from the Portage Community Center (PCC) was received in the amount of \$47,000, which is less than the estimated maximum \$47,334 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 shows the PCC funding request, the City Administration application score and ranking based on the established Human Services Funding Evaluation Criteria (attached). The City Administration funding recommendation is also shown in Table 1.

Table 1

Agency	Funding Requested	Percent of Available Funding	Evaluation Criteria Ranking/ (Score)	Approved FY 10-11 Funding	Recommended FY 11-12 Funding (% of Current Funding)
Portage Community Center	\$47,000	99%	1 / (230)	\$43,3500	\$47,334 (100%)

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 agencies through General Fund monies.

2. General Fund

Four agencies submitted applications in the total amount of \$139,479, compared to the total available General Fund allocation of \$117,127. Fully funding agencies at the requested amount is not possible due to funding constraints faced by the city. However, compared to the current fiscal year funding for the four applicants, which equals a total of \$114,897, funding current levels can be accomplished with \$2,230 of remaining funding available in FY 2011-12.

Table 2 shows the applications received, funding requested, application 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	Funding Requested	Funding Request as Percent of Program Budget	Funding Request as Percent of Funding Available	Evaluation Criteria Ranking/(Score)
PCC	\$89,342	18.7%	76%	1 / (225)
YWCA	\$14,000	0.8%	12%	2 / (215)
Housing Resources	\$25,000	1.4%	21%	3 / (210)
Catholic Family Services	\$11,137	0.7%	9%	4 / (205)
	\$139,479			

As accomplished for the current budget year, the City Administration considered the funding requests received in comparison to current funding levels and current grantee performance. Based on the required Status Reports submitted to the City Administration, all existing grantees have met expected accomplishments and are in compliance with the applicable contract.

Options for funding levels for the upcoming fiscal year that can then be considered include:

- An equal increase in funding (\$557.50, which is \$2,230 divided by four) for each agency can be considered, as all applicants have capably performed and met contract requirements, and all agencies provide services that address critical, basic human needs of Portage residents. However, this funding option could be construed as not properly accounting for the evaluation scores and rankings of the applicants.
- Establish increased funding for all applicants, with higher ranked applicants receiving a greater percentage increase in total funding for the upcoming fiscal year in comparison to the approved, current funding. This option allows for consideration of scores and rankings of the various programs and services. In addition, consideration of total funding is recommended as PCC has applied for funding from both the CDBG Fund and General Fund, and has specifically requested that the applications be considered one combined request. Under this option, increased funding would range from 1% to 4% over current total funding levels, with the first ranked applicant receiving a 4% increase, and the fourth ranked applicant receiving a 1% increase in funding.

Table 3 shows the funding option that is based on the evaluation criteria rank/score and performance, and as noted above, establishes funding levels with higher ranked applicants receiving a greater percentage funding increase, in the context of total funding available. The figures shown in the far right column represent the specified increase, based on a percent of current total funding to each agency.

Table 3

Agency	Approved FY 09-10	Funding Requested	Evaluation Criteria Ranking/(Score)	FY 11-12 Funding Option (Percentage Increase)
PCC	\$78,217	\$89,342	1 / (225)	\$79,702 (4%*)
YWCA	\$9,070	\$14,000	2 / (215)	\$9,380 (3%)
Housing Resources	\$18,835	\$25,000	3 / (210)	\$19,140 (2%)
Catholic Family Services	\$8,775	\$11,137	4 / (205)	\$8,905 (1%)
	\$114,897	\$139,479		\$117,127

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 \$127,036. The recommended increase from approved, current funding for PCC, when combining General Fund and CDBG Fund dollars, equals 4%.

For FY 2011-12, 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. 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 (an update of the current Consolidated Plan is underway and will be complete this fiscal year) 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 prevention, assessment/outreach and emergency shelter 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, yet supplemented with 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 2011-12 Human/Public Service Funding applications at Board meetings scheduled for January 20, 2011, and February 3, 2011. 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 20th Board meeting agenda.

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: 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 2010-11): \$11,137
FUNDING AWARDED FY 2010-11: \$8,775

3. AMOUNT OF FY 2011-12 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 including: outreach to homeless youth, individual and group counseling; and case management).

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: Approximately 125 through The ARK Shelter and Community Services Program combined.

8. PERCENTAGE OF CLIENTS SERVED THAT WERE PORTAGE RESIDENTS IN MOST RECENT YEAR: 8% 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 \$4,467.37 per youth served.

10. FUNDING REQUEST AS PERCENT OF BUDGET: 0.7% for The ARK Shelter and The ARK Community Services budget combined.

11. VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF: 264 hours/month for The ARK and The ARK Community Services combined = 6.0%

**HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM**

1. NAME/ADDRESS OF ORGANIZATION: Housing Resources, Inc., 420 E. Alcott Street, Suite 200, Kalamazoo, MI 49001.

2. APPLICATION TYPE: GENERAL FUND: CDBG FUND:
NEW APPLICATION: YES: NO:
MOST RECENT PRIOR YEAR REQUEST (FY 2010-11): \$24,200
FUNDING AWARDED FY 2010-11: \$18,835

3. AMOUNT OF FY 2011-12 REQUEST: \$25,000

4. MISSION OF AGENCY: To assure housing for socially or economically vulnerable residents of Kalamazoo County by meeting the increasing housing needs with leadership and innovation.

5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY: HRI provides a range of emergency, transitional and permanent housing assistance, including: Centralized Intake/Assessment providing a community-wide housing delivery system; the Eleanor House Rapid Re-housing Center (24-bed emergency family shelter); Homeless Prevention Services; and Permanent Supportive Housing including (84-unit Rickman House for mentally-ill single adults, three additional permanent affordable rental housing complexes with 197 units (Pinehurst Townhomes, Summit Park Apartments, and Rosewood).

6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS: Housing Stabilization Program, including: Centralized Intake/Assessment services; Homeless Prevention services; Rapid Re-housing Services; and a 35-unit scattered-site Permanent Supportive Housing program.

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

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 9%

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: 226 hours/month = 3.8%

**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 2010-11): \$14,000
FUNDING AWARDED FY 2010-11: \$9,070

3. AMOUNT OF FY 2011-12 REQUEST: \$14,000

4. MISSION OF AGENCY: Eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all people. The YWCA of Kalamazoo service continuum focuses on empowering victims of racism, sexism, violence and poverty and advocating for social change.

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-8%, SAP-9%, and MP-2%

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

10. FUNDING REQUEST AS PERCENT OF BUDGET: 0.76% for DAP, SAP, MP combined

11. VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF: 667 hours/month for DAP, SAP and MP programs combined = 15.7%

**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 2010-11): \$40,000
FUNDING AWARDED FY 2010-11: \$43,350

3. AMOUNT OF FY 2011-12 REQUEST: \$47,000

4. MISSION OF AGENCY: To make life better for people in our community who need assistance with basic needs, youth development, healthcare, education, and supportive services. .

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 (\$43,500), Transportation Assistance (\$1,000) and Youth Recreation Scholarships (\$2,500)

7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED: 2,750

8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS: 86.5%.

9. AVERAGE COST OF ONE UNIT OF SERVICE: \$9.07 (Emergency Assistance, Youth Development, Community Collaboration combined).

FUNDING REQUEST AS PERCENT OF BUDGET: 28.6% General Fund and CDBG Fund combined (18.7% General Fund programs, 9.8% CDBG Fund programs).

10. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF: 292 hours/month = 26.9%

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 2010-11): \$96,342
FUNDING AWARDED FY 2010-11: \$78,217

3. **AMOUNT OF FY 2011-12 REQUEST:** \$89,342

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 (\$3,447) 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:** \$9.07 (Emergency Assistance, Youth Development, Community Collaboration combined).

FUNDING REQUEST AS PERCENT OF BUDGET: 28.6% General Fund and CDBG Fund combined (18.7% General Fund programs, 9.8% CDBG Fund programs).

10. **VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 292 hours/month = 26.9%

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 such as eviction, foreclosure, and/or utility shut-off 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 fifteen.

9. *For new programs/agencies in the community for less than five years, use criterion 9(A).
For programs/agencies in the community for five or more years, use criterion 9(B).*

9(A). ABILITY OF AGENCY TO RECEIVE OTHER FUNDING **OR**

5 = Extensive to 25 = Limited

(Select only one that most closely fits)

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

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