

CITY OF  
**PORTAGE**  
*A Place for Opportunities to Grow*

# **HUMAN SERVICES BOARD**

**January 19, 2012**

**CITY OF PORTAGE HUMAN SERVICES BOARD**

**SPECIAL MEETING  
A G E N D A**

**Thursday, January 19, 2012  
(6:30pm)**

**Conference Room #1**

**APPROVAL OF MINUTES:**

- \* January 5, 2012

**OLD BUSINESS:**

- \* Human Services Public Education – Final draft brochure, cover letter and mailing list

**NEW BUSINESS:**

- \* 1. Memorandum regarding FY 2011-12 Human/Public Service Funding Applications
- \* 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 5, 2012

**DRAFT**

**CALL TO ORDER:** 6:30 p.m.

**MEMBERS PRESENT:** Diane Durian, Raymond LaPoint, Angela Manahan Ilori, Elma (Pat) Maye, Marc Meulman, Cory Puterbaugh, Sandra Sheppard, Kyle Huitt (Youth Advisory Committee Liaison)

**MEMBERS EXCUSED:** Nadeem Mirza

**STAFF PRESENT:** Vicki Georgeau, Director of Community Development

**APPROVAL OF MINUTES:** December 1, 2011 minutes were approved as submitted, 7-0.

**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 also explained the difference in the initial estimated amount available from the CDBG Program, compared to the increased estimate based on information received from the U.S. Department of Housing and Urban Development (HUD) in early December 2011. Staff noted the Board would hold a special meeting on January 19<sup>th</sup> to score and rank the applications, and would make a funding recommendation to City Council at the February 2, 2012 meeting. Staff noted that Board members should use the evaluation criteria and score summary forms provided, and submit their applicant scores to Chairperson Meulman via email not later than Thursday, January 12<sup>th</sup>.
2. Presentations by Applicants: Representatives from Catholic Family Services (the ARK Shelter and ARK Community Services), YWCA (Domestic Assault, Sexual Assault, and Mentoring programs), Gryphon Place (2-1-1/Help Line), 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. 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.
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 HUD planning and reporting requirements for CDBG program grantees, including completion of a Consolidated Plan update every five years (including an Analysis of Impediments to Fair Housing study), an Annual Action Plan and grant application, and a Consolidated Annual Performance Report. Staff provided a detailed overview of housing and community development needs included in the FY 2011-15 Consolidated Plan, key CDBG program activities, and performance measures from FY 2010-11. In addition, an overview of the projected budget and timeline to develop the Annual Action Plan was reviewed. In particular, a draft of the Annual Action Plan and budget would be prepared by mid-February, and a 30-day public comment period would follow with a public hearing on the plan in either late March or early April 2012. There was a brief discussion regarding the timing of the public hearing for the Annual Action Plan. As no further comments from the Board or no public comments 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 8:45 p.m.

Respectfully Submitted,  
Vicki Georgeau, Director of Community Development

Date

Name  
Organization  
Address  
City/State

Dear Community Partner:

Re: Human Services Information & Referral Resources

For those who are faced with a crisis situation, it can be overwhelming to navigate the various programs and organizations that may be able to provide assistance. On behalf of the City of Portage and the Portage Human Services Board, I am pleased to share with you the enclosed Human Services Information & Referral Resources brochure. The brochure was prepared to accomplish two primary objectives:

- to help organizations direct Portage citizens to the services that can best meet those needs, and
- to guide Portage citizens seeking assistance to “portals” or mainstream human service providers where information or direct assistance can be obtained.

If you find yourself in a position to help someone in need, but are unsure where to direct them, the enclosed brochure should be of assistance to you or your organization. This document is also available on the City of Portage website at [www.portagemi.gov](http://www.portagemi.gov) and includes links to the resource materials and mainstream human service providers referenced in the brochure.

I hope you find this information helpful to you and those you serve. If you have any questions or comments, please feel free to contact the City of Portage Department of Community Development at 329-4477. Thank you for your consideration regarding this matter.

Sincerely,

Marc Meulman, Chair  
City of Portage Human Services Board

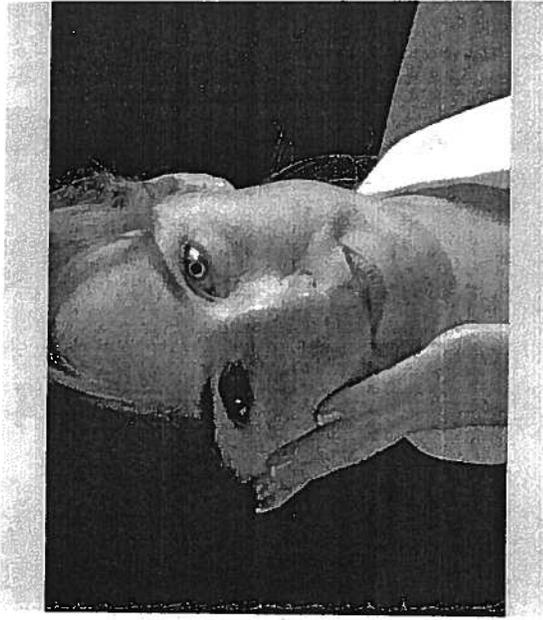
## For Citizens Seeking Assistance:

- ◆ For Life-Threatening Emergencies: Call 9-1-1
- ◆ For Crisis Counseling: Call 2-1-1 (or 269-381-4357) for the Gryphon Place 24-hour crisis intervention help line.
- ◆ For Information & Referral to Health and Human Services: Call 2-1-1, the Gryphon Place 24-hour help line. In addition to the 2-1-1 help line, a searchable database is available on the Gryphon Place website at [www.gryphon.org](http://www.gryphon.org).
- ◆ To receive direct assistance, contact the following local human service agencies:
  - Portage Community Center at 269-323-1942 or [www.portagecommunitycenter.org](http://www.portagecommunitycenter.org).
  - Kalamazoo County Health and Community Services at 269-329-5200 or [www.kalcounty.com](http://www.kalcounty.com).
  - Michigan Department of Human Services at 269-337-4900 or [www.michigan.gov/dhs](http://www.michigan.gov/dhs).



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

## Human Services Information & Referral Resources



**City of Portage**

7900 South Westnedge Avenue • Portage, Michigan 49002

## Human Services Information & Referral Resources

This brochure has been developed to help citizens connect with a variety of services, programs and opportunities that may be of assistance to persons in need.

From time to time, Portage citizens may find themselves, or someone they know in need of assistance, which may include, but is not limited to:

- ◆ Crisis intervention
- ◆ Food Assistance
- ◆ Housing Assistance
- ◆ Utility Assistance
- ◆ Health Care Assistance
- ◆ Youth Assistance
- ◆ Senior Assistance

Whether you are seeking assistance for yourself or a family member, or if you have come into contact with someone in need, the following information and resources are provided for consideration.

## For Organizations Providing Assistance to Citizens in Need:

The following resources may be of assistance to your organization with making appropriate referrals for citizens in need. These resources include a 24-hour help line, a searchable database, written guides and "service maps", annual forums and a weekly information center, all of which provide valuable information regarding human services available in the community.

### 2-1-1 24-Hour Help Line

The Gryphon Place maintains a 24-hour help line that provides crisis intervention, information and referrals for a variety of health and human services, and volunteer opportunities. Also available is a searchable database through the Gryphon Place website. For more information, call 2-1-1, 269-381-4357 or visit [www.gryphon.org/211](http://www.gryphon.org/211).

### Emergency Services Guide

This guide is prepared by the Greater Kalamazoo United Way and Gryphon Place to assist health and human service providers with directing consumers to appropriate resources for:

- ◆ Housing Assistance
- ◆ Utility Assistance
- ◆ Food Assistance
- ◆ Other Emergency Needs & Community Centers

For more information, call 269-343-2524 or visit [www.kalamazoounitedway.org](http://www.kalamazoounitedway.org).

### Service Maps

Maps or flow charts have been developed by the United Way to summarize and outline human services provided in the community. For more information, call 269-343-2524 or visit [www.kalamazoounitedway.org](http://www.kalamazoounitedway.org).

### Health Care, Youth Development and Mentoring Resources

The United Way and Gryphon Place have prepared additional resource information to assist service providers and consumers with health care, youth development and mentoring resources:

- ◆ Navigating Health Care Guide
- ◆ Navigating Health Care Brochure
- ◆ Youth Out of School Time Guide
- ◆ Youth Mentoring Guide

For more information, call 269-343-2524 or visit [www.kalamazoounitedway.org](http://www.kalamazoounitedway.org).

### Annual Forums

The United Way facilitates four annual forums to provide updates regarding: 1) Energy Assistance; 2) Housing Assistance; 3) Medical/Dental Assistance; and 4) Food Assistance. These forums are held for human service providers and other organizations. Information regarding the Annual Forums can be obtained by calling 269-343-2524 or at the following website: [www.kalamazoounitedway.org](http://www.kalamazoounitedway.org).

### Community Housing Information Center

A weekly "housing hour" is provided at Housing Resources Inc. and includes agencies that provide information regarding housing assistance, human services, legal aid and health care assistance. The housing hour is open to service providers and consumers. For more information, call 269-382-0287 or visit [www.housingresourcesinc.org](http://www.housingresourcesinc.org).



NAME	ADDRESS	Type
Curious Kids @ Lake Center	10011 Portage Rd.	Daycare Provider
Curious Kids	1010 W Milham	Daycare Provider
Curious Kids @ Woodland	1401 Woodland	Daycare Provider
Little Tykes Learning Center	1422 E. Centre Avenue	Daycare Provider
Woods Edge YMCA Preschool	1501 Milham	Daycare Provider
St James Lutheran Preschool	2381 Romence Rd	Daycare Provider
Portage Cong Comm Nurs Inc	2731 W Milham	Daycare Provider
Portage YMCA Ahoma	2900 W Centre Avenue	Daycare Provider
Portage Head Start	325 E. Centre Street	Daycare Provider
Milestone Educare	400 Gladys St	Daycare Provider
Adventures Learning Centers	4295 Bishop Road	Daycare Provider
Curious Kids @ Angling Road	5340 Angling Rd.	Daycare Provider
Bright Futures Child Care Center	5416 Meredith St.	Daycare Provider
Nazarene Wee Care Center	5625 Oakland Dr	Daycare Provider
Appletree Christian Learning Center	5902 South 12th Street	Daycare Provider
Tutor Time ChildCare Learning Center	6500 Constitution	Daycare Provider
Tutor Time ChildCare Learning Center	6500 Constitution Blvd	Daycare Provider
Curious Kids @ 12th Street	6501 12th Street	Daycare Provider
Curious Kids @ Amberly	6637 Amberly	Daycare Provider
C.H.U.M. Co-Op Preschool	7028 Oakland Dr	Daycare Provider
Grace Montessori Preschool	7200 Angling Road	Daycare Provider
Christ For Kids Childcare	7211 Oakland Drive	Daycare Provider
Curious Kids @ Moorsbridge	7361 Moorsbridge Rd	Daycare Provider
Kinder Care Learning Center	7455 Oakland Drive	Daycare Provider
Shamrock Montessori Center Inc	7508 Oakland Dr	Daycare Provider
Otis Montessori Academy Inc	810 East Centre	Daycare Provider
Play and Learn Zone (PALZ)	8125 Valleywood Lane	Daycare Provider
Pathfinder Church Childcare	8740 S Westnedge	Daycare Provider
Cristin's Creative Corner	9416 Shaver Rd.	Daycare Provider
Joy City USA	995 Romence	Daycare Provider
TIMOTHY G WALBRIDGE, DDS	1190 E MILHAM AV	Medical Provider
KALAMAZOO CHIROPRACTIC CENTER	1210 W MILHAM AV	Medical Provider
HAND SURGERY CTR OF SW MICH	1220 W MILHAM AV	Medical Provider
GRAYDON COON, DDS, PLC	1250 E MILHAM AV	Medical Provider
SIMONDS FOOT & ANKLE CLINICS PC	126 EAST KILGORE RD	Medical Provider
KALAMAZOO ORTHODONTICS	1314 W MILHAM AV	Medical Provider
ASTHMA ALLERGY CENTERS	1324 W MILHAM AV	Medical Provider
KEVIN LAVERY MD	1350 WEST CENTRE AVE	Medical Provider
MARY ANN BUKOWSKI, DDS	1416 W MILHAM AV	Medical Provider
CHILDREN'S MEDICINE PC	1428 W MILHAM AV	Medical Provider
MENTAL HEALTH CLINIC	1514 WEST MILHAM AVE	Medical Provider
NICOLA FAMILY DENTISTRY	1522 WEST CENTRE AVE	Medical Provider
CANDIS WARNER M EDD	1611 WEST CENTRE AVE	Medical Provider
JASON DOPP, DDS, PLC	1616 W CENTRE AV	Medical Provider
JOHNSON & SMITH, LLC	1617 E MILHAM AV	Medical Provider

DR MARK STEVENSON, DDS	1618 W MILHAM AV	Medical Provider
ZEAITER FOUAD	1624 WEST CENTRE AVE	Medical Provider
PROFESSIONAL THERAPY CNSLTN	1651 WEST CENTRE AVE	Medical Provider
CHILD & FAMILY PSYCHOLOGICAL	1662 EAST CENTRE AVE	Medical Provider
PAUL MASTON, DDS	1822 W MILHAM AV	Medical Provider
DENNY RICHARDS DDS	200 EAST CENTRE AVE	Medical Provider
JACK HOSNER, DDS	2100 E CENTRE AV	Medical Provider
JERRY SIWIK MD	2600 WEST CENTRE AVE	Medical Provider
SARA EHLKE-BEJCEK MD	2680 WEST CENTRE AVE	Medical Provider
KALAMAZOO NERVE CENTER	2750 OLD CENTRE AV	Medical Provider
THOMAS J SAEWERT, DDS	3000 W CENTRE AV	Medical Provider
ROGER VANDERBEEK, DDS	3060 W CENTRE AV	Medical Provider
KALAMAZOO PHYSICIANS REALTY CO	3200 W CENTRE AV	Medical Provider
SAGE ORTHODONTICS	3275 COOLEY CT	Medical Provider
KALAMAZOO ENDOSCOPY CENTER	3300 COOLEY CT	Medical Provider
BRONSON FAMILY PRACTICE	3300 W CENTRE AV	Medical Provider
OB/GYN ASSOC OF SW MICHIGAN	3300 W CENTRE AV	Medical Provider
GASTROENTEROLOGY OF SW MICHIGAN	3304 COOLEY CR	Medical Provider
OPHTHALMIC MGMT SVC LLC	3412 W CENTRE AV	Medical Provider
SOUTHERN MICH PAIN CONSULTANTS, PC	3770 GLENKERRY CT	Medical Provider
KALAMAZOO ORAL & MAXILLAFACIAL SURG	3801 GLENKERRY CT	Medical Provider
SPORTS MEDICINE & JOINT CARE	3810 W CENTRE AV	Medical Provider
W MICHIGAN EAR, NOSE & THROAT	3850 GLENKERRY CT	Medical Provider
TLC MICHIGAN, LLC	410 E CENTRE AV	Medical Provider
F W OPPEL DDS	425 E CENTRE AV	Medical Provider
ADVANCED ALLERGY & ASTHMA CENTER	430 WEST CENTRE AVE	Medical Provider
ADVANCED MICROENDODONTICS	440 WEST CENTRE AVE	Medical Provider
DANIEL BRAYTON DDS	470 WEST CENTRE AVE	Medical Provider
ACUPUNCTURE & ORIENTAL MEDICINE	4855 W CENTRE AV	Medical Provider
CONSTANCE BROWN HRG & SPCH CTR	4855 W CENTRE AV	Medical Provider
RONALD L FLACHS, DDS	4855 W CENTRE AV	Medical Provider
DAVID CRANDELL DDS	5040 LOVERS LN	Medical Provider
BORGESS FAMILY MEDICARE	5052 LOVERS LN	Medical Provider
HARRY BELL, DDS	5052 LOVERS LN	Medical Provider
TRESTLEWOOD PEDIATRICS PC	5082 LOVERS LANE	Medical Provider
FAMILY DENTAL CARE	5090 LOVERS LN	Medical Provider
KALAMAZOO CLINICAL ASSOC	5100 LOVERS LN	Medical Provider
CATHERINE PIKE DDS	5102 LOVERS LN	Medical Provider
DAVID COOLEY DDS	5108 LOVERS LN	Medical Provider
PATRICIA LYMAN PHD	5220 LOVERS LN	Medical Provider
CAROLYN HEINEMAN PHD	5228 LOVERS LN	Medical Provider
ADVANTAGE HEALTHCARE INC	528 WEST CENTRE AVE	Medical Provider
DAVID THROWER DO	576 ROMENCE RD STE 124	Medical Provider
JEFFRY SCHIMP DDS	5827 OAKLAND DR	Medical Provider
SHIRANI WIJAY MD	5829 SOUTH WESTNEDGE AVE	Medical Provider
HEARING LIFE	5833 OAKLAND DR	Medical Provider

OPTIMUM HEALTH	5833 OAKLAND DR	Medical Provider
ELLARD DENTAL CLINIC	5835 OAKLAND DR	Medical Provider
FAMILY DENTISTRY	5841 SOUTH WESTNEDGE AVE	Medical Provider
PREMIER NEUROPSYCHIATRY PC	5930 LOVERS LANE	Medical Provider
FAMILY DENTISTRY	6016 LOVERS LN	Medical Provider
PEDIATRICS, PC	6087 DOVE CT	Medical Provider
KALAMAZOO DERMATOLOGY	6100 NEWPORT RD	Medical Provider
GALLAGHER & ASSOC	6100 NEWPORT RD #222	Medical Provider
KALAMAZOO OPTOMETRY	6101 NEWPORT RD #A	Medical Provider
KWONG ORTHODONTICS PC	6121 SOUTH WESTNEDGE AVE	Medical Provider
JOHN A WILER, DDS	621 W CENTRE AV	Medical Provider
DAVID J WADAS, DDS	636 E MILHAM AV	Medical Provider
ANKLE & FOOT CENTRE PC	640 ROMENCE RD	Medical Provider
DEANNA MAYO DR	6483 SOUTH WESTNEDGE AVE	Medical Provider
PEDIATRICS, PC	670 MALL DR	Medical Provider
ASPEN DENTAL	6714 SOUTH WESTNEDGE AVE	Medical Provider
LINDA HUBBARD DDS	700 MALL DR	Medical Provider
RICHARD SHOCKLEY DDS	706 WEST CENTRE AVE	Medical Provider
FAITH A ROWEAN, DDS	710 W CENTRE AV	Medical Provider
SCOT STROMSTRA DDS	712 WEST CENTRE AVE	Medical Provider
ALL-DENTURE SAME DAY REPAIRS & RELINES	7127 SOUTH WESTNEDGE AVE	Medical Provider
HOUSECALL PHYSICIANS SWMI	724 WEST CENTRE AVE	Medical Provider
ENNIS BERKER DR	7320 GARDEN LN	Medical Provider
SW MICHIGAN DERMATOLOGY	7775 ANGLING RD	Medical Provider
GREAT LAKES ORTHODONTICS	7864 MOORSBRIDGE RD	Medical Provider
DELANO CLINIC	7895 CURRIER DR	Medical Provider
PRO MED INTERNAL MEDICINE	7895 CURRIER DR	Medical Provider
PROMED HEALTHCARE	7895 CURRIER DR	Medical Provider
BORGESS MEDICAL CENTER	7901 ANGLING RD	Medical Provider
IMMEDIATE MEDICAL CARE- WOODBRIDGE	7901 ANGLING RD	Medical Provider
GREATLAKES CARDIO THORACIC SURGERY	7901 S 12TH ST	Medical Provider
OPHTHALMOLOGY	7901 S 12TH ST	Medical Provider
ORTHOPEDIC ASSOCIATES OF KALAMAZOO	7901 S 12TH ST	Medical Provider
PHYSICIANS CTR OF PHYS MED, PC	7901 S 12TH ST	Medical Provider
PLASTIC SURGERY OF KAL., P.C.	7901 S 12TH ST	Medical Provider
SKIN CARE CENTER	7901 S 12TH ST	Medical Provider
PAIN CLINIC	7920 KIRKLAND DR	Medical Provider
FRANK ALLEY, DDS	7934 ASHTON WOODS DR	Medical Provider
GREAT LAKES PLASTIC & HAND SURGERY	7971 MOORSBRIDGE RD	Medical Provider
PRO MED PHYSICIANS- PEDIATRICS	8001 ANGLING RD #2	Medical Provider
MID-AMERICA PSYCHOLOGICAL SERVICES PC	8036 MORRSBRIDGE RD	Medical Provider
CREATIVE DENTISTRY	8080 MOORSBRIDGE RD #101	Medical Provider
KEITH COHRS, DDS	8110 COOLEY DR	Medical Provider
KEVIN KELLY, MD PC	8145 VALLEYWOOD LN	Medical Provider
DONALD TROYER	8150 MOORSBRIDGE RD STE C	Medical Provider
COVENANT CHRISTIAN COUNSELING	8175 CREEKSIDE DR	Medical Provider

RICHARD OPPENLANDER, DDS	8191 MOORSBRIDGE RD	Medical Provider
PORTAGE FAMILY DENTISTRY	8905 PORTAGE RD	Medical Provider
ADULT & FAMILY COUNSELING	8928 PORTAGE RD	Medical Provider
GREAT LAKES ENDODONTICS PC	950 TRADE CENTRE WAY	Medical Provider
FAMILY HEALTH CENTER	325 EAST CENTRE AVE	Medical Provider
CHURCH OF JESUS CHRIST	10000 SOUTH WESTNEDGE AVE	Religious Institution
KALAMAZOO DEACONS CONFERENCE	10010 PORTAGE RD	Religious Institution
UNITARIAN UNIVERSALIST COMM CHURCH	10441 SHAVER RD	Religious Institution
CHERRY CREEK COMMUNITY CHURCH	10641 SHAVER RD	Religious Institution
FIRST BAPTIST CHURCH OF PTG	1133 E CENTRE AV	Religious Institution
DIocese of KALAMAZOO	1150 W CENTRE AV	Religious Institution
MICHIGAN PRESBYTERIAN BOARD	1515 HELEN AV	Religious Institution
PORTAGE FR METHODIST CH	1715 W CENTRE AV	Religious Institution
PRINCE OF PEACE LUTHERAN CHURCH	1747 W MILHAM AV	Religious Institution
CHRIST APOSTOLIC CHURCH OF KALAMAZOO	1809 ROMENCE RD	Religious Institution
FIRST CHURCH OF GOD OF PORTAGE	1917 E CENTRE AV	Religious Institution
INDO AMERICAN CULTURAL CENTER AND TEMPLE	2002 RAMONA AVE	Religious Institution
FIRST UNITED METHODIST CHURCH	214 CROCKET AV	Religious Institution
ST. JAMES EVANGELICAL LUTHERAN CHURCH	2381 ROMENCE RD	Religious Institution
HART TO HEART MINISTRY	2401 EAST MILHAM AVE	Religious Institution
KALAMAZOO VALLEY FAMILY CHURCH	2500 VINCENT AV	Religious Institution
THE NEW APOSTOLIC CHURCH OF	2601 KALARAMA AV	Religious Institution
PORTAGE UNITED CHURCH OF CHRIST	2731 W MILHAM AV	Religious Institution
PORTAGE CONGREGATIONAL CHURCH	2817 W MILHAM AV	Religious Institution
VICTORY BAPTIST CH OF PORTAGE	308 W MILHAM AV	Religious Institution
THREADS CHURCH, INC.	3600 W MILHAM AV	Religious Institution
LIFT HIM UP GOSPEL MINISTRIES	5400 MEREDITH ST	Religious Institution
FIRST ASSEMBLY OF GOD CHURCH	5550 OAKLAND DR	Religious Institution
FIRST CHURCH OF NAZARENE	5603 OAKLAND DR	Religious Institution
GREATER FAITH MINISTRY	5811 OAKLAND DR	Religious Institution
GURDWARA SINGH SABHA KALAMAZOO	5828 CHESHIRE ST	Religious Institution
PORTAGE CHURCH OF CHRIST	6385 S 12TH ST	Religious Institution
CHAPEL HILL UNITED METH CHURCH	7028 OAKLAND DR	Religious Institution
SW MI CLASSIS, REFORMED CHURCH	7198 ANGLING RD	Religious Institution
THE BRIDGE PORTAGE	7200 ANGLING ROAD	Religious Institution
ST MICHAEL LUTHERAN CHURCH	7211 OAKLAND DR	Religious Institution
OAKLAND DR CHURCH OF CHRIST	7331 OAKLAND DR	Religious Institution
JEHOVAH'S WITNESSES	7415 OAKLAND DR	Religious Institution
BEREAN BAPTIST CH OF PORTAGE	7813 S 12TH ST	Religious Institution
CHRISTIAN ASSEMBLY OF GOD	7835 LOVERS LN	Religious Institution
MICH DIST ASSEMBLIES OF GOD	7837 LOVERS LN	Religious Institution
THE FIRST REFORMED CHURCH	7905 S WESTNEDGE AV	Religious Institution
LAKE CENTER BIBLE CHURCH	805 E OSTERHOUT AV	Religious Institution
LAKE CENTER BIBLE CHURCH	805 EAST OSTERHOUT AVE	Religious Institution
PORTAGE 1ST METHODIST CHURCH	8740 S WESTNEDGE AV	Religious Institution
LOVE HIM MORE MINISTRIES	8847 PORTAGE ROAD	Religious Institution

ST BARNABAS EPISCOPAL CHURCH	929 E CENTRE AV	Religious Institution	
PRAIRIE EDGE CHURCH	9316 OAKLAND DR	Religious Institution	
LORD OF LIFE LUTHERAN CHURCH	9420 PORTAGE RD	Religious Institution	
KALAMAZOO VALLEY FAMILY CHURCH	995 ROMENCE RD	Religious Institution	
Northern High School	1000 Idaho	School	
Northern High School	1000 Idaho	School	
Northern High School	1000 Idaho	School	
Northern High School	1000 Idaho	School	
Lake Center Elementary	10011 Portage Rd.	School	
Community Education Center	1010 West Milham Ave	School	
Portage Community High School	1010 West Milham Ave	School	
Portage Community High School	1010 West Milham Ave	School	
Portage Community High School	1010 West Milham Ave	School	
Portage Community High School	1010 West Milham Ave	School	
Woodland Elementary	1401 Woodland	School	
KALAMAZOO ACADEMY, INC	4221 E MILHAM AV	School	
Angling Road Elementary	5340 Angling Road	School	
North Middle School	5808 Oregon	School	
North Middle School	5808 Oregon	School	
FOUNDATION FOR BEHAV RESEARCH	6325 OAKLAND DR	School	
12th Street Elementary	6501 S 12th Street	School	
Haverhill Elementary	6633 Haverhill Ave	School	
Amberly Elementary	6637 Amberly	School	
West Middle School	7145 Moorsbridge	School	
West Middle School	7145 Moorsbridge	School	
West Middle School	7145 Moorsbridge	School	
Moorsbridge Elementary	7361 Moorsbridge	School	
Central High School	8135 South Westnedge Ave	School	
Central High School	8135 South Westnedge Ave	School	
Central High School	8135 South Westnedge Ave	School	
Central High School	8135 South Westnedge Ave	School	
Central High School	8135 South Westnedge Ave	School	
Central Middle School	8305 South Westnedge Ave	School	
Central Middle School	8305 South Westnedge Ave	School	
Central Middle School	8305 South Westnedge Ave	School	
Central Middle School	8305 South Westnedge Ave	School	
Central Elementary	8422 South Westnedge Ave	School	
Daycare Providers			30
Medical Providers			111
Religious Institutions			44
Schools			31
TOTAL			216

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Human Services Board

**DATE:** January 13, 2012

**FROM:** Vicki Georgeau, <sup>vk</sup> Director of Community Development

**SUBJECT:** FY 2012-13 Human/Public Service Funding Application Review

For FY 2012-13, a total of \$154,913 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 \$117,563 (0.55% of the General Fund revenue per City Council policy); and
2. The CDBG Program allocation, which is estimated to be \$37,350 (15% of the estimated FY 2012-13 entitlement grant and prior year program income).

The above human/public services funding compares to \$160,421 available in the current fiscal year, derived from the General Fund (\$117,127) and CDBG Fund (\$43,294). The total estimated funding in the upcoming fiscal year represents a 3% decrease from FY 2011-12 due to a decreased allocation from the CDBG Fund, which resulted from reduced program income received in the prior fiscal year.

Attached are the Human/Public Service Application Summary Forms for each of the five 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 2011.

The review of applications and FY 2012-13 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 \$29,000, which is less than the estimated maximum \$37,350 allowed (Note: The amount of funding available from the CDBG Program was initially anticipated to range up to \$29,000. The current estimate is based on the projected FY 2012-13 entitlement grant provided by HUD on December 15, 2011).

The City of Portage CDBG Program for many years has allocated the maximum 15% permitted toward human/public services. This fund allocation method has ensured consistency with the intent of 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.

Table 1

Agency	Funding Requested	Funding Request as Percent of Program Budget	Funding Request as Percent of Funding Available	Evaluation Criteria Ranking/(Score)
Portage Community Center	\$29,000	27.5% <sup>1</sup>	78% <sup>2</sup>	1 / (235)

<sup>1</sup> Percent shown includes the CDBG fund and General Fund requests combined.

<sup>2</sup> Amount of funding available estimated at \$37,350 as of December 15, 2011.

PCC coordinates and administers numerous programs for persons in need, hosts other agency programs and provides referrals to other agencies as necessary. If awarded, 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

Five agencies submitted applications in the total amount of \$163,137, compared to the total available General Fund allocation of \$117,563. All applicants, with the exception of the Gryphon Place were funded in FY 2011-12, whereas the Gryphon Place was last funded by the city in FY 2010-11. Fully funding the applicants at the requested amount is not possible due to funding constraints faced by the city. 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	\$107,000	27.5% <sup>1</sup>	91%	1 / (230)
YWCA	\$14,000	1.2%	12%	2 / (220)
Catholic Family Services	\$11,137	1.3%	9%	3 / (215)
Housing Resources	\$25,000	1.4%	21%	4 / (210)
Gryphon/211	\$6,000	0.6%	5%	5 / (195)
	<b>\$163,137</b>			

<sup>1</sup> Percent shown includes the CDBG fund and General Fund requests combined.

Subsequent to the determination of applicant scores and rankings, options for funding levels for the upcoming fiscal year can be considered. The City Administration will develop funding recommendations for FY 2012-13, which will be provided to the Board for consideration during its February 2, 2012 meeting.

- Attachments: Human/Public Service Application Summary Forms;  
 Human Services Evaluation Criteria Form  
 Human Services Board Application Scores table

**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 2011-12):** \$11,137  
**FUNDING AWARDED FY 2011-12:** \$9,109

**3. AMOUNT OF FY 2012-13 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:** 6.5% at The ARK Shelter and 10.3% 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 \$125.51/day per youth served.

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 1.3% for The ARK Shelter and The ARK Community Services budget combined.

**11. VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 260 hours/month for The ARK and The ARK Community Services combined = 8.1%

**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 2011-12):** \$0 (\$6,000 requested in FY 2010-11)  
**FUNDING AWARDED FY 2011-12:** \$0 (\$3,000 awarded in FY 2010-11)

**3. AMOUNT OF FY 2012-13 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:** 2,500

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 9.7%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$10.58

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 0.6%

**11. VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 500 hours/month = 10%

**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 2011-12):** \$25,000  
**FUNDING AWARDED FY 2011-12:** \$19,504

**3. AMOUNT OF FY 2012-13 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 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:** \$868, plus \$148 service cost per household.

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 1.4%

**11. VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 49 hours/month = 1%

## 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 2011-12):** \$14,000  
**FUNDING AWARDED FY 2011-12:** \$9,405

3. **AMOUNT OF FY 2012-13 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-13%, SAP-7.5%, and MP-2%

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** DAP Shelter-\$41, MP-\$1,835, SAP- not available

10. **FUNDING REQUEST AS PERCENT OF BUDGET:** 1.2% for DAP, SAP, MP combined

11. **VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 763 hours/month for DAP, SAP and MP programs combined = 21%

**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 2011-12):** \$89,342  
**FUNDING AWARDED FY 2011-12:** \$79,109

**3. AMOUNT OF FY 2012-13 REQUEST:** \$107,000

**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:** Youth Development (\$48,960), Community Collaboration (\$36,720), Emergency Assistance (\$21,320) 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:** \$13 (Emergency Assistance, Youth Development, Community Collaboration combined).

**FUNDING REQUEST AS PERCENT OF BUDGET:** 27.5% General Fund and CDBG Fund combined

**10. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 423 hours/month = 40%

**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 2011-12):** \$47,000  
**FUNDING AWARDED FY 2011-12:** \$43,294

**3. AMOUNT OF FY 2012-13 REQUEST:** \$29,000

**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 (\$25,500), Transportation Assistance (\$1,000) and Youth Recreation Scholarships (\$2,500)

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 2,450

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 87%.

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$13 (Emergency Assistance, Youth Development, Community Collaboration combined).

**FUNDING REQUEST AS PERCENT OF BUDGET:** 27.5% General Fund and CDBG Fund combined

**10. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 423 hours/month = 40%

**HUMAN SERVICES BOARD**  
**Human/Public Service Funding Application Scores**  
**Fiscal Year 2012-2013**

	Diane	Cory	Angela	Marc	Sandra	Ray	Pat	Nadeem	Kyle	Mean
Catholic Family Services (ARK)	200	245	205	220	225	190	NA	230	NA	216
Housing Resource, Inc.	210	235	205	205	225	195	NA	235	NA	216
YWCA	250	185	215	210	215	155	NA	215	NA	206
PCC (general fund)	230	245	210	230	230	240	NA	220	NA	229
Gryphon 211	215	210	160	140	225	230	NA	230	NA	201
PCC (CDBG)	230	240	215	230	225	220	NA	220	NA	226

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