

CITY OF
PORTAGE

A Place for Opportunities to Grow

**HUMAN SERVICES
BOARD**

August 2, 2012

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, August 2, 2012

(6:30pm)

Conference Room #1

APPROVAL OF MINUTES:

- * May 3, 2012

NEW BUSINESS:

1. Human Services Information & Referral Resources video- Presentation to the Board- Information only
- * 2. Human/Public Services Funding application – Proposed revisions
3. Metro Transit ADA Advisory Committee – Update by Board member Meulman
4. Local Housing Antidiscrimination Ordinance – Presentation by Board Member Dekker

OLD BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, May 3, 2012

DRAFT

CALL TO ORDER: Approximately 6:35 p.m.

MEMBERS PRESENT: Diane Durian, Angela Manahan Ilori, Ray LaPoint, Elma (Pat) Maye, Marc Meulman, Nadeem Mirza, Cory Puterbaugh, Kyle Huitt (Youth Advisory Committee Liaison)

MEMBERS EXCUSED: Sandra Sheppard

MEMBERS ABSENT: Cody Dekker

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: A motion was made by Maye and supported by Durian to approve the March 28, 2012 minutes as submitted. Upon voice vote, motion passed 6-0 (Mirza arrived after approval of minutes).

NEW BUSINESS:

1. Fair Housing Activity Update – Presentation by Bob Ells, Executive Director, Fair Housing Center of Southwest Michigan: Bob Ells provided an overview of the Fair Housing Center which included: trainings, an annual fair that was hosted in April (it was noted that city staff Chris Forth and Money attended the fair), review of complaints and complaint associated activity, and additional information as provided in the Fair Housing Report included in the agenda. Ells indicated that there were three Portage based complaints over the past nine months that included one race based discrimination case, one based on disability, and the third one on both race and disability. Huitt asked what type of discrimination is typical. Ells responded that race, disability, and family status are the three main types of discrimination that they see. The seven protected classes are race, color, national origin, religion, family status, sex/gender, and disability. Ells indicated they are looking to expand their efforts and reach more people as it is estimated only a small percentage of people discriminated against actually file a fair housing complaint. Money suggested that they could target Portage landlords or rental housing by utilizing property information available through the Assessing and Community Development Departments.
2. Metro Transit ADA Advisory Committee – Update by Board member Meulman: Meulman attended the March meeting but had nothing new to report except there has been an increase this year for on demand service and increase in fixed route ridership in general.
3. Resignation of Board member Cory Puterbaugh: Meulman and the Board expressed thanks to Puterbaugh for his service. Durian moved to accept the resignation of Puterbaugh, Maye seconded. Upon vote, motion passed 6-0 (Puterbaugh abstained).
4. Summer meeting schedule: Maye moved to cancel the June and July meetings, Mirza seconded. Upon vote, motion passed 6-0 (Puterbaugh abstained). A discussion followed regarding the August meeting agenda items and that the agenda include a topic discussed at the March 28, 2012 meeting, which was a potential need for a local housing discrimination ordinance that provides protection for gay, lesbian, bisexual, and transgender persons. The Board agreed to place this item on the August agenda.

STATEMENT OF CITIZENS: None

ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Elizabeth Money, Neighborhood Program Specialist

CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: July 27, 2012

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Human/Public Services application changes

Please find a draft application for the 2013-2014 Human/Public Service funding attached. Based on review methods utilized by the Board during the 2012-2013 funding cycle, questions have been added that should standardize a method of comparison between applications. These changes were incorporated into question 24 as sub-questions b, c, and d. The questions will:

- Require applicants to provide the percent (%) funding used to serve Portage residents from the total annual budget of the program being funded;
- Provide the cost (\$) to serve Portage residents out of the total annual budget for the program funded;
- Provide the number of housing units used/provided for in Portage if this service is offered.

Staff will be prepared to discuss these changes with the Board during the August 2, 2012 meeting.

**HUMAN SERVICES
APPLICATION FOR FUNDING**

Check One: **General Fund** _____ **CDBG Fund** _____

GENERAL INFORMATION

- 1. Name of Organization: _____
- 2. Address: _____
- 3. Contact Person: _____
- 4. Phone #: _____
- 5. Is the Organization an incorporated, not-for-profit organization? Yes _____ No _____
- 6. Has the Internal Revenue Service classified the organization as a 501 (c)(3)?
Yes _____ No _____
- 7. Does your agency undergo a yearly audit of its financial records by an outside independent public accountant? Yes _____ No _____
- 8. Number of Full time employees? _____
- 9. Number of part-time employees? _____
- 10. Name of Board President? _____
- 11. How long has the organization been in existence? _____
- 12. Is your agency affiliated with any religious organization? Yes _____ No _____

ORGANIZATION INFORMATION

13. State the overall purpose or mission of the agency:

14. Please list the individual service(s) and funding level for which you are seeking City of Portage funding and indicate the specific intended use of City funds requested (e.g. staff salaries, new program, replacement of lost revenue, etc.):

15. For the service(s) to be funded, describe how the service(s) meets a basic human need (e.g, the provision of: housing, food, clothing, transportation services, health care services, job training/educational services, or recreational services).

16. For the service(s) to be funded, describe how the service(s) are accessible to Portage residents:

17. For the service(s) to be funded, describe how the service(s) addresses a critical need in Portage. Please indicate which of the following documents, if any, support the service(s) as a critical need:

- City of Portage FY 2005-09 CDBG Consolidated Plan and/or annual City Council goals
- City of Portage Comprehensive Plan, Capital Improvement Plan, Recreation Plan or Portage 2025 Visioning Project Final Report
- Local (e.g., Portage and/or Kalamazoo County specific) needs analysis/reports regarding human services
- State or national needs analysis/reports regarding human/public services

18. For the service(s) to be funded:

- a. Describe the working relationships and collaborations your organization has with other organizations serving Portage residents.

- b. Do any other organizations in Portage or Kalamazoo County provide the service(s)?
Yes _____ No _____.

c. If yes, please list other agencies which provide same or similar services:

19. For the service(s) to be funded are the majority of clients economically or socially deprived, senior citizens, or persons with disabilities? Yes _____ No _____. Please explain.

20. For the service(s) to be funded:

a. Is your agency able to track the number of clients served who reside in the City of Portage? Yes _____ No _____

b. Indicate the total number of **Portage** clients to be served with the funding requested.

c. Indicate the total number of **Portage** clients served in the most recently completed year. (if new service, please indicate).

d. What percent of the total clients served in the most recently completed year reside within the City of Portage? _____% (if new service, please indicate).

e. Please identify the entire geographic area(s) benefited by the service(s) for which funding is requested (e.g. County of Kalamazoo, City of Portage, City of Kalamazoo, etc.)

21. For the service(s) to be funded, list and describe the organization's outreach efforts to Portage residents. That is, through what means would Portage residents be notified of the availability of the service(s)?

22. For the service(s) to be funded, describe the extent to which your agency uses volunteers, including estimated volunteer hours per month. If use of volunteers is limited due to the type of service(s) provided by the organization, please explain:

23.

- a. What is the total annual budget of your agency? \$ _____ Year 20 _____
- b. What is the total annual budget of the program for which funding is requested? \$ _____
- c. Is the organization a United Way Agency? Yes _____ No _____ If yes, how much funding is provided by the United Way on an annual basis? \$ _____
- d. Please list the other sources of funds expected or requested for the service(s) to be funded, including specific information (agency name, amount requested and purpose) from which a grant/funding is or will be sought.

24. For the service(s) to be funded,

- a. What is the average cost of delivering one unit of service to an individual or family? (For example one hour of counseling, one night of shelter, etc.)

\$ _____ Please explain and describe Unit of Service:

- b. What percentage of the total annual budget for the program being funded is used to serve Portage residents? _____%
- c. What is the cost to provide services to Portage residents out of the total annual budget for the program funded? \$ _____
- d. If housing services are provided, how many housing units provided are within the City of Portage? _____

25. If the program for which funding is requested is not funded, or is not fully funded, how will the program be affected?

26. If you are a current grantee and have requested an increase in funding, please explain the rationale for the increased funding request?

27. Please describe the anticipated long-term sustainability of the program for which funding is requested.

28. Please indicate how many public and private dollars are leveraged for each dollar of city funding requested.

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

- a. Sample brochure(s) describing the services offered, particularly services to be funded by a City of Portage grant.
- b. Most recently completed audit.
- c. Financial Statements for most recently completed fiscal year which include revenue and budget information.
- d. List of agency Board of Directors, including business and/or organizational affiliation.

AUTHORIZED SIGNATURE

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

Name (Please Print or Type)

Signature

Title

Date