

CITY OF
PORTAGE
A Place for Opportunities to Grow

**HUMAN SERVICES
BOARD**

January 3, 2013

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

**Thursday, January 3, 2013
(6:30pm)**

Conference Room #1

APPROVAL OF MINUTES:

- * December 6, 2012

OLD BUSINESS:

NEW BUSINESS:

- * 1. Memorandum regarding Human/Public Service funding, Human/Public Service Funding Application Booklet and Evaluation Criteria Forms
- 2. Presentations by Applicants: Catholic Charities; Gryphon Place; Housing Resources, Inc.; Prevention Works, Inc.; YWCA; and Portage Community Center
- 3. Public Hearing – Community Development Block Grant (CDBG) Program – Overview of Housing and Community Development Needs for Annual Action Plan update

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, December 6, 2012

CALL TO ORDER: Approximately 6:40 p.m.

MEMBERS PRESENT: Diane Durian, Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, Sandra Sheppard, Amanda Woodin, Tim Wilger (Youth Advisory Committee Liason)

MEMBERS EXCUSED: Ray LaPoint

MEMBERS ABSENT: Kelly Williams

CITIZENS PRESENT: Gwen Morgan, Bill Lenehan

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: A motion was made by Mirza and supported by Morgan to approve the November 1, 2012 minutes as submitted. Upon voice vote, motion passed 6-0.

NEW BUSINESS:

FY 2013-14 Human/Public Service Grant Review Process and January Meeting Schedule: Sheppard provided an overview of the upcoming grant review process and the Board discussed the presentations, the criteria, and the allocation of funds. Sheppard then reviewed the upcoming meeting dates of January 3rd, January 17th, and February 7, 2013 and stressed that a quorum was needed. Money said she would send an email to Board members confirming attendance prior to the scheduled meeting date.

Kalamazoo Transit Authority Local Advisory Committee: After a brief discussion on the Committee and meeting dates, it was decided if LaPoint was still interested in serving that he should be appointed. However, due to his absence, Maye volunteered to serve if LaPoint was unable. Mirza made a motion and Morgan supported that LaPoint be appointed the city representative to the Kalamazoo Transit Authority Local Advisory Committee and that Maye be appointed if LaPoint was unavailable. Upon voice vote, motion passed 6-0.

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Elizabeth Money, Neighborhood Program Specialist

CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: December 17, 2012

FROM: Vicki Georgeau, ^{1/3} Director of Community Development

SUBJECT: FY 2013-14 Human/Public Service Grant Applications – Information Only

Consistent with established administrative procedures, on November 13, 2012 FY 2013-14 Human/Public Service Grant Applications were sent to all current grantees and applicants over the past five years. In addition, regional planning and/or funding organizations were provided information regarding City of Portage funding to distribute to potentially interested organizations. These organizations included the Kalamazoo LISC Affordable Housing Partnership and the Kalamazoo County Multi-Purpose Collaborative Body.

On December 7, 2012, six agencies submitted seven funding requests for the upcoming fiscal year, which are summarized in Table 1 and Table 2. The combined FY 2013-14 human/public service grant applications total \$191,387. The far right columns in each table show the current fiscal year funding for the applicable agency.

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATIONS			
Applicant	Program	FY 2013-14 Request	FY 2012-13 Funding
Catholic Charities	The ARK Shelter and The ARK Community Services	\$11,137	\$9,080
Gryphon Place	2-1-1/HELP-LINE	\$6,000	\$2,000
Housing Resources, Inc.	Homeless Prevention and Rapid Re-Housing Services	\$25,000	\$17,400
Prevention Works	Prescription Drug Abuse Awareness Video Projects	\$10,000	\$0*
YWCA	Sexual Assault, Domestic Assault, and Mentoring Programs	\$9,250	\$8,570
Portage Community Center	Youth Development, Program Coordination & Development	\$98,000	\$80,513
General Fund Total		\$159,387	\$117,563

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION			
Applicant	Program	FY 2013-14 Request	FY 2012-13 Funding
Portage Community Center	Emergency Assistance, Transportation Assistance and Youth Recreation scholarships	\$32,000	\$36,000
CDBG Fund Total		\$32,000	\$36,000

* Not previously funded

For FY 2013-14, a total of \$155,627 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 \$123,138 (0.55% of the General Fund budget per City Council policy); and

2. The CDBG Program allocation, which is estimated to be \$32,489 (maximum of 15% of the estimated FY 2013-14 entitlement grant of \$214,000 and FY 2012-13 program income of \$2,594 received through December 11, 2012). It is noted that the city has not yet been notified by the U.S. Department of Housing and Urban Development regarding the FY 2013-14 entitlement grant amount. Due to federal budget deliberations, it is likely such notice will not be forthcoming until the spring 2013.

Enclosed for Board information is the FY 2013-14 Human/Public Service Funding Applications booklet. The booklet contains the completed applications and all related documents submitted by the agencies seeking human/public service funding from the City of Portage. Also enclosed for Board use is the approved evaluation criteria for funding applications.

The Board will have an opportunity to ask questions of applicants during presentations scheduled for the January 3, 2013 Board meeting. Subsequently, each Board member will utilize the evaluation criteria to review and score the applications. Further review of the applications and evaluation criteria scores will occur at a special meeting of the Board scheduled for January 17, 2013. The City Administration will provide a review of the funding applications and options for discussion at the special meeting. The Board will then develop a final recommendation to City Council at the February 7, 2013 meeting.

Attachments: FY 2013-14 Human/Public Service Funding Applications booklet
Evaluation Criteria

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 2011-15 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 gets 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