



# HUMAN SERVICES BOARD

February 7, 2013

**CITY OF PORTAGE HUMAN SERVICES BOARD**

**A G E N D A**

**Thursday, February 7, 2013  
(6:30pm)**

**Conference Room #1**

**APPROVAL OF MINUTES:**

\* January 16, 2013

**OLD BUSINESS:**

**NEW BUSINESS:**

\* 1. FY 2013-14 Human/Public Service Funding Board recommendation

**STATEMENT OF CITIZENS:**

**ADJOURNMENT:**

**MATERIALS TRANSMITTED**

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

**CITY OF PORTAGE HUMAN SERVICES BOARD**

Minutes of Meeting, January 16, 2013

**CALL TO ORDER:** Meeting called to order at 6:35 p.m. by Sandra Sheppard, Chair

**MEMBERS PRESENT:** Diane Durian, Effie Kokkinos (nonvoting until sworn in), Ray LaPoint, Nadeem Mirza, Edward Morgan, Sandra Sheppard

**MEMBERS EXCUSED:** Elma (Pat) Maye, Kelly Williams

**MEMBERS ABSENT:** Tim Wilger (Youth Advisory Committee Liaison)

**STAFF PRESENT:** Elizabeth Money, Neighborhood Program Specialist

**APPROVAL OF MINUTES:** A motion was made by LaPoint and supported Morgan to approve the January 3, 2013 minutes as written. Motion passed, 6-0.

**OLD BUSINESS:**

**NEW BUSINESS:**

1. **Memorandum regarding FY 2013-2014 Human/Public Service Applications:** Sheppard reviewed the memo in the agenda from staff, and provided an overview of the Human/Public Service application process.
2. **FY 2013-2014 Human/Public Service Funding Board application scores and rankings:** Sheppard began the discussion with a review of Board member scores and ranking as included in the final agenda. Each Board member then provided input on each applicant. LaPoint questioned the large amount of assets owned by the YWCA. Woodin responded that the YWCA is organized to be self-sustaining and so funding/investments in assets are prioritized. The Board inquired if anything had been heard from Gryphon/211. Staff noted Gryphon/211 responded regarding their absence at the previous meeting's presentations with an admission that they continue to operate with the Director on leave and remaining staff have had difficulty addressing everything required. Discussion occurred on the Prevention Works proposed project. While the Board acknowledged that it was a beneficial proposal, they also felt it was not directly in line with the mission or focus of the funding guidelines by directly servicing a basic need and required, as proposed, all their funding to come from the city. A general discussion continued with questions asked if any past applicants had not been funded with an answer provided by several Board members and staff that applicants had not been funded in the past. Mirza suggested the Board conduct onsite visits each applicant to provide the Board with a better understanding of each organization's location and function. After the discussion period, the Board agreed that the ranking provided by averaging the Board's scores was acceptable and comparable to staff ranking. The ranking from highest to lowest average was: Portage Community Center, Housing Resource, Inc., YWCA, Catholic Charities, 211, Prevention Works. Woodin motioned to accept the ranking and Durian support. Motion passed, 6-0.

Following the vote, the Board had a brief discussion on the allotment of funding and determining each recipient's amount. Staff indicated a memo would be included in the next agenda with staff recommendations. Sheppard encouraged the Board to review available monies and past funding and think about what they would recommend for the meeting scheduled for February 7<sup>th</sup>.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Maurice S. Evans, City Manager

**DATE:** January 30, 2013

**FROM:** Vicki Georgeau, <sup>12</sup>Director of Community Development

**SUBJECT:** FY 2013-14 Human/Public Service Review and Options

For FY 2013-14, a total of \$154,691 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 \$121,237 (0.55% of the General Fund revenue per City Council policy); and
2. The CDBG Program allocation, which is estimated to be \$33,454 (15% of the estimated FY 2013-14 entitlement grant and prior year program income).

Based on recent revenue estimates, the amount available from the General Fund has been revised from prior estimated funding for FY 2013-14. In addition, due to Federal budget negotiations, the city does not anticipate being notified of its FY 2013-14 CDBG entitlement grant amount until March or April 2013. At this time, a 2.4% decrease in CDBG program funding, based on census data use to calculate the entitlement grant formula, is projected for the CDBG program.

The above total human/public services funding compares to \$153,563 available in the current fiscal year, derived from the General Fund (\$117,563) and CDBG Fund (\$36,000). The total estimated funding in the upcoming fiscal year represents an approximate 1% increase from FY 2012-13 due to a slightly increased allocation from the General Fund.

Attached are the Human/Public Service Application Summary Forms for each of the six 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 2012.

The review of applications and FY 2013-14 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 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 \$32,000, which is slightly less than the estimated maximum amount allowed. As noted above, the current estimate is based on the projected FY 2013-14 entitlement grant and prior year program income.

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	\$32,000	26.8% <sup>1</sup>	96% <sup>2</sup>	1 / (230)

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

<sup>2</sup> Amount of funding available estimated at \$33,454 as of January 22, 2013

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.

## 2. General Fund

Six agencies submitted applications in the total amount of \$159,387, compared to the total available General Fund allocation of \$121,237. All applicants, with the exception of Prevention Works, were funded in FY 2012-13. Prevention Works was not an applicant for the FY 2012-2013 grant cycle but did previously apply for funding in FY 2009-10. 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	\$98,000	26.8% <sup>1</sup>	84.0%	1 / (230)
YWCA	\$9,250	2.4%	7.6%	2 / (220)
Catholic Charities	\$11,137	0.7%	9.2%	3 / (205)
Housing Resources	\$25,000	1.7%	20.6%	3 / (205)
Gryphon/211	\$6,000	0.6%	4.9%	5 / (195)
Prevention Works	\$10,000	1.6%	8.2%	6 / (145)
	<b>\$159,387</b>			

<sup>1</sup> Percent shown includes the CDBG fund and General Fund requests combined. PCC has specifically requested that the CDBG Program and General Fund requests be considered one combined application. Therefore, consideration of total funding requested by PCC is applied.

As accomplished for the current and prior budget years, the City Administration considered the funding requests received in comparison to current or prior year funding levels and grantee performance. Based

on Status Reports submitted to the City Administration, all existing and prior grantees have met expected accomplishments and have complied with contract requirements.

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

- With regard to Prevention Works, teen substance abuse prevention efforts are important to the community and the Prescription Drug Abuse Awareness Video Project is a notable and worthy activity. However, the Prevention Works application scored considerably lower than other applications primarily because the project does not provide a service that meets a basic human need as specified in the evaluation criteria and does not provide direct services. In addition, the application requests city funding for 100% of the proposed project budget, and Prevention Works has indicated without full funding project implementation is uncertain. For the reasons noted above, no funding allocation is recommended for Prevention Works in FY 2013-14. However, there may be other ways in which the City of Portage can assist Prevention Works with education and outreach with regard to teen substance abuse awareness activities (e.g. assistance from the Youth Advisory Board, publication of information in the PORTAGER, posting of information on the city web site and cable access, amongst others.)
- An equal increase in funding for each currently funded agency can then be considered, as these applicants have capably performed and met contract requirements, and 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.
- An additional alternative is to establish funding for all currently funded applicants at least equal to FY 12-13 levels, with higher ranked applicants receiving a greater increase in total funding for the upcoming fiscal year in comparison to the current year funding levels. This option allows for consideration of scores and rankings of the various programs and services. Under this option, funding would range from a 1.1% to 0.4% increase compared to current year funding levels, with the first ranked applicant receiving a 1.1% increase, and the fifth ranked applicant receiving a 0.4% 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 higher 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 12-13	Funding Requested	Evaluation Criteria Ranking/(Score)	FY 13-14 Funding Option (Percent Increase of Current Funding)
PCC	\$80,513	\$98,000	1 / (230)	\$83,948 (1.1%) <sup>1</sup>
YWCA	\$8,570	\$9,250	2 / (220)	\$8,643 (0.9%)
Housing Resources	\$17,400	\$25,000	4 / (205)	\$17,504 (0.6%)
Catholic Charities	\$9,080	\$11,137	3 / (205)	\$9,134 (0.6%)
Gryphon	\$2,000	\$6,000	5 / (195)	\$2,008 (0.4%)
Prevention Works	\$0	\$10,000	6 / (145)	\$0
	<b>\$117,563</b>	<b>\$159,387</b>		<b>\$121,237</b>

Notes: <sup>1</sup> PCC has requested a combined total of \$130,000 from the General Fund and CDBG Fund, compared to current year total funding of \$116,513. The General Fund and CDBG Fund recommendation for PCC above equals a combined \$117,402, which represents a 1.1% increase in General Fund and CDBG Fund dollars combined.

For FY 2013-14, human/public service funding that best provides basic human needs and supports core housing assistance and anti-poverty services for the Portage community is 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 2011-15 CDBG Consolidated Plan and City Council goals. In particular, the Consolidated Plan 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 in the Consolidated Plan, while anti-poverty efforts including public services are considered to be medium and low priorities 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 many years.

On January 3, 2013, the Human Services Board heard presentations from the applicants. On January 16<sup>th</sup>, the Board met to discuss, review, and vote on ranking the applications received. The Board will further review the FY 2013-14 Human/Public Service Funding applications at the Board meeting scheduled for February 7, 2013. As recommended by City Council, the City Administration analysis and funding options will be provided to the Board for consideration and included in the February 7<sup>th</sup> 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;  
January 3, 2012 and January 16, 2013 Human Services Board minutes

c: Brian J. Bowling, Deputy City Manager

**HUMAN/PUBLIC SERVICE  
APPLICATION SUMMARY FORM**

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

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
**NEW APPLICATION:** YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2012-13):** \$11,137  
**FUNDING AWARDED FY 2012-13:** \$9,080

**3. AMOUNT OF FY 2013-14 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 Charities 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:** 7.1% at The ARK Shelter and 6.0% of the The ARK Community Services Program.

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$145.20/day for The ARK Shelter. Unit costs for The ARK Community Services program average \$115.72/day 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:** 448.5 hours/year for The ARK and The ARK Community Services combined = 1.3%

## HUMAN/PUBLIC SERVICE APPLICATION SUMMARY FORM

1. **NAME/ADDRESS OF ORGANIZATION:** Gryphon Place, 3245 South 8<sup>th</sup> Street, Kalamazoo, MI 49009.

2. **APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
NEW APPLICATION: YES:  NO:   
**MOST RECENT PRIOR YEAR REQUEST (FY 2012-13):** \$6,000  
**FUNDING AWARDED FY 2012-13:** \$2,000

3. **AMOUNT OF FY 2013-14 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:** 8%

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

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

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 2012-13):** \$25,000  
**FUNDING AWARDED FY 2012-13:** \$17,400

**3. AMOUNT OF FY 2013-14 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 (emergency shelter); Homeless Prevention Services; and Permanent Supportive Housing including (Rickman House for mentally-ill single adults, additional permanent affordable rental housing complexes 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:** 8%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$1,040 for homeless prevention; \$2,865 Rapid Re-housing.

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 1.7% of program budget.

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

**HUMAN/PUBLIC SERVICE  
APPLICATION SUMMARY FORM**

**1. NAME/ADDRESS OF ORGANIZATION:** Prevention Works, 611 Whitcomb, Suite A, Kalamazoo, MI 49008

**2. APPLICATION TYPE:** GENERAL FUND:  CDBG FUND:   
NEW APPLICATION: YES:  NO:   
MOST RECENT PRIOR YEAR REQUEST (FY 2012-13): N/A  
FUNDING AWARDED FY 2012-13: N/A

**3. AMOUNT OF FY 2013-14 REQUEST:** \$10,000

**4. MISSION OF AGENCY:** Reduce youth alcohol and substance abuse in our community.

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Develops and delivers research-based health education programs addressing substance abuse, pregnancy prevention, infant mortality reduction strategies, violence prevention, parenting, diversity education, and adolescent health. In addition, Prevention Works coordinates the Kalamazoo County Substance Abuse Task Force, comprised of three strategy teams, which are: Portage, Kalamazoo, and Colleges (WMU, Kalamazoo College, KVCC). Each strategy team has four subcommittees: Access to Alcohol and Other Drugs, Policy and Enforcement, Social Marketing, Youth and Family Services.

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Prevention Works on behalf of the Kalamazoo County Substance Abuse Task has proposed to produce a prescription drug abuse awareness videos for use primarily in Portage Public Schools to educate students, educators, parents, and the Portage community at large.

**7. NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** Approximately 4,875 educators and students in the Portage Public Schools; plus information provided to Portage households to access the video online (Portage has approximately 19,000 households).

**8. PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 100%

**9. AVERAGE COST OF ONE UNIT OF SERVICE:** \$2 per person

**FUNDING REQUEST AS PERCENT OF BUDGET:** 1.6% of Prevention Works budget (100% of project budget).

**10. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 101 hours/month = 44.9%

**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 2012-13):** \$14,000  
**FUNDING AWARDED FY 2012-13:** \$8,570

**3. AMOUNT OF FY 2013-14 REQUEST:** \$9,250

**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 (\$6,000) and Sexual Assault Program-SAP (\$2,000) 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- (\$1,250) 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-10%, SAP-10%, and MP-7%

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

**10. FUNDING REQUEST AS PERCENT OF BUDGET:** 2.4% for DAP, SAP, MP budgets combined.

**11. VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 843 hours/month for DAP, SAP and MP programs combined = 24%

## 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 2012-13):** \$107,000  
**FUNDING AWARDED FY 2012-13:** \$80,513

3. **AMOUNT OF FY 2013-14 REQUEST:** \$98,000

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 (\$41,600), Community Collaboration (\$35,100), Emergency Assistance (\$21,300) 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:** \$11.78 (Emergency Assistance, Youth Development, Community Collaboration combined).

**FUNDING REQUEST AS PERCENT OF BUDGET:** 26.8% General Fund and CDBG Fund Combined.

10. **VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 467 hours/month = 43%

## 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 2012-13):** \$29,000  
**FUNDING AWARDED FY 2012-13:** \$36,000

3. **AMOUNT OF FY 2013-14 REQUEST:** \$32,000

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 (\$28,500), Transportation Assistance (\$2,500) and Youth Recreation Scholarships (\$1,000)

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:** \$11.78 (Emergency Assistance, Youth Development, Community Collaboration combined).

**FUNDING REQUEST AS PERCENT OF BUDGET:** 26.8% General Fund and CDBG Fund combined.

10. **VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 467 hours/month = 43%

## 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

**CITY OF PORTAGE HUMAN SERVICES BOARD**

Minutes of Meeting, January 3, 2013

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

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

**MEMBERS EXCUSED:** Kelly Williams

**STAFF PRESENT:** Vicki Georgeau, Director of Community Development, Elizabeth Money, Neighborhood Program Specialist

**APPROVAL OF MINUTES:** December 6, 2012 minutes were approved as submitted, 6-0 (Mirza arrived after vote).

**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 estimated funds available through the Community Development Block Grant (CDBG) Program and General Fund. Staff noted the Board would hold a special meeting on January 17th to score and rank the applications, and would make a funding recommendation to City Council at the February 7, 2013 meeting. Staff noted that Board members should use the evaluation criteria and score summary forms provided, and submit their applicant scores to Money via email not later than Thursday, January 10<sup>th</sup>.
2. **Presentations by Applicants:** Representatives from Catholic Charities (the ARK Shelter and ARK Community Services), Housing Resources, Inc. (Housing Stabilization Program), Prevention Works (on behalf of the Kalamazoo County Substance Abuse Task Force), YWCA (Domestic Assault, Sexual Assault, and Mentoring programs), 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 Gryphon Place (2-1-1/Help Line) had no one present to make a presentation. The Board had a number of questions and comments for the applicants regarding services provided to Portage residents, the number of employees who live in Portage, and clarification on the uniqueness of the services provided.
3. **Public Hearing - CDBG Program - Overview of Housing and Community Development Needs for Consolidated Plan update:** Chair Sheppard 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 2011-12. In addition, an overview of the projected budget and timeline to develop the Annual Action Plan was reviewed. The city will not know the entitlement grant amount until March or April 2013, but is estimating flat funding for FY 2013-14. A draft budget and Annual Action Plan 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 2013. Woodin inquired regarding the fiscal year. Staff clarified the city's fiscal year starts on July 1<sup>st</sup> and ends June 30<sup>th</sup> and the CDBG program year is on the same cycle. 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 8:45 p.m.

Respectfully Submitted,  
Elizabeth Money, Neighborhood Program Specialist

**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting, January 16, 2013

**CALL TO ORDER:** Meeting called to order at 6:35 p.m. by Sandra Sheppard, Chair

**MEMBERS PRESENT:** Diane Durian, Effie Kokkinos (nonvoting until sworn in), Ray LaPoint, Nadeem Mirza, Edward Morgan, Sandra Sheppard

**MEMBERS EXCUSED:** Elma (Pat) Maye, Kelly Williams

**MEMBERS ABSENT:** Tim Wilger (Youth Advisory Committee Liaison)

**STAFF PRESENT:** Elizabeth Money, Neighborhood Program Specialist

**APPROVAL OF MINUTES:** A motion was made by LaPoint and supported Morgan to approve the January 3, 2013 minutes as written. Motion passed, 6-0.

**OLD BUSINESS:**

**NEW BUSINESS:**

1. **Memorandum regarding FY 2013-2014 Human/Public Service Applications:** Sheppard reviewed the memo in the agenda from staff, and provided an overview of the Human/Public Service application process.
2. **FY 2013-2014 Human/Public Service Funding Board application scores and rankings:** Sheppard began the discussion with a review of Board member scores and ranking as included in the final agenda. Each Board member then provided input on each applicant. LaPoint questioned the large amount of assets owned by the YWCA. Woodin responded that the YWCA is organized to be self-sustaining and so funding/investments in assets are prioritized. The Board inquired if anything had been heard from Gryphon/211. Staff noted Gryphon/211 responded regarding their absence at the previous meeting's presentations with an admission that they continue to operate with the Director on leave and remaining staff have had difficulty addressing everything required. Discussion occurred on the Prevention Works proposed project. While the Board acknowledged that it was a beneficial proposal, they also felt it was not directly in line with the mission or focus of the funding guidelines by directly servicing a basic need and required, as proposed, all their funding to come from the city. A general discussion continued with questions asked if any past applicants had not been funded with an answer provided by several Board members and staff that applicants had not been funded in the past. Mirza suggested the Board conduct onsite visits each applicant to provide the Board with a better understanding of each organization's location and function. After the discussion period, the Board agreed that the ranking provided by averaging the Board's scores was acceptable and comparable to staff ranking. The ranking from highest to lowest average was: Portage Community Center, Housing Resource, Inc., YWCA, Catholic Charities, 211, Prevention Works. Woodin motioned to accept the ranking and Durian support. Motion passed, 6-0.

Following the vote, the Board had a brief discussion on the allotment of funding and determining each recipient's amount. Staff indicated a memo would be included in the next agenda with staff recommendations. Sheppard encouraged the Board to review available monies and past funding and think about what they would recommend for the meeting scheduled for February 7<sup>th</sup>.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist