



HUMAN SERVICES BOARD

December 5, 2013

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, December 5, 2013
(6:30pm)

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

- * November 7, 2013

OLD BUSINESS:

NEW BUSINESS:

- * 1. FY 2013-14 Human/public Service Grant Review Process and January meeting schedule:
Overview of application, Human Services Funding Evaluation Criteria form, and Board Member Application Evaluation Summary form
- 2. Kalamazoo Transit Authority LAC update- Maye

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, November 7, 2013

CALL TO ORDER: Meeting called to order at 6:32 p.m. by Sandra Sheppard, Chair

MEMBERS PRESENT: Shawn Havens, Effie Kokkinos, Ray LaPoint, Edward Morgan, Nadeem Mirza, Sandra Sheppard, Amanda Woodin

MEMBERS EXCUSED: Motion made by Wooden and supported by Morgan to excuse the following members: Diane Durian, Elma (Pat) Maye, Kitu Komya (Youth Advisory Committee). Motion passed, 7-0.

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Mirza requested an update on Red Ribbon Week activities listed in the minutes as they had difficulties recruiting students to attend the proclamation. Money informed the Board that Kyle Huitt, Youth Advisory Committee member, was present to read the proclamation at the City Council meeting. The Board discussed that next year, a different approach was needed in order to get students present for the reading of the proclamation. A motion was otherwise made by Kokkinos and supported by Woodin to approve the October 3, 2013 minutes as written. Motion passed, 7-0.

NEW BUSINESS:

1. Presentation, Kalamazoo Transit Authority: Sean McBride, Executive Director, provided a presentation regarding the services provided by the Kalamazoo County Transportation Authority (KTA). McBride began by stating that Portage Metro County Connect ridership accounts for 20% of the total ridership in the County. As the Portage population represents 18% of the overall County population, ridership numbers are in line with the overall population. McBride continued with a review on the number and type of buses, pending changes to the Portage bus routes, the accessibility study currently underway, service upgrades (including smartphone tracking, installation of electronic bus stop signage, etc.), and a regionalization update with full transference of transit management to the County by fall 2015. The Board sought clarification on a number of issues and received the following information from McBride: there are currently eight hybrid buses with a total of 15 planned over the next three years, reloadable payment cards are currently available, ridership fees remain the same (\$1.50 per ride and \$0.75 for seniors, the disabled, and anyone under 48" in height), all buses are currently accessible (many due to hydraulics that raise and lift the bus), ultimate destinations are not known but tracking of ridership shows a mix of destinations, bus drivers are currently required to do voice announcements at each stop but this will become automated with the new GPS system, Crossroads Mall is the busiest bus stop in Portage with 2,500 on/offers per week, currently there is a 40% fund balance that provides a safety net and this is due to millage being the only revenue funding source, KTA is working on promotions to increase ridership and expunge the myth that bus service is only for those who can't afford a car, and KTA is working to make bus shelters friendly, more accessible, and promote bus ridership to all residents. Significant discussion ensued on the bus shelters, how to get more shelters placed in Portage, and what options the Board may have in the future to assist. After further discussion, the Board thanked McBride on his presentation and for the information provided.

STATEMENT OF CITIZENS: The Board welcomed the new member, Shawn Havens. Money also indicated that the Board would have to determine the January 2014 meeting schedule at the regular December Board meeting and to confirm their schedules so a decision could be made. Money also indicated that a pending CDBG appeal application was received and it was anticipated it would appear on the December agenda.

ADJOURNMENT: There being no further business before the Board, Woodin moved and LaPoint supported the meeting adjourned at 8:12 p.m. Motion passed 7-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: November 27, 2013

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: Human Service Funding Overview

During the March 7, 2013 Human Services Board meeting, a motion was made to have a Board training session each December regarding the Human Service Funding process. As such, included in the agenda packet for review are: the Human Services Application for Funding, the Human Services Funding Evaluation Criteria, and the Board Member Application Evaluation Summary Form (with last year's applicants listed as examples). Changes to all three of these documents were made over the course of the past year with the goal of further streamlining this process and clarifying information to assist in the Board's review.

The following is a timeline of the annual funding review process:

- Requests for applications were mailed November 12th. Grant applications are due to the Department of Community Development on December 6, 2013.
- Department staff will review and assemble all applications. The City Council and Board will receive the FY 2014-2015 applications on December 17, 2013.
- At the first January 2014 meeting (date to be determined at the December 5, 2013 Board meeting), applicants will make presentations to the Board.
- At the second January 2014 meeting (date also to be determined), the Board will present their scores, review and discuss application and presentation information, and rank the applicants. City staff will separately score, rank, and provide to the City Manager a recommendation for funding. A copy of this recommendation will be provided to the Board at this meeting.
- At the February 6, 2014 Board meeting, the Board will recommend funding amounts to City Council based on the applicant ranking.

As with the FY 2013-14 funding cycle, projected versus actual funding levels for the Community Development Block Grant program may alter the above schedule and/or necessitate revisiting recommended funding amounts.

Attachments: Human Services Application for Funding, the Human Services Funding Evaluation Criteria, and the Board Member Application Evaluation Summary Form

**HUMAN SERVICES
APPLICATION FOR FUNDING**

Check One: General Fund _____ CDBG Fund _____

GENERAL INFORMATION

1. Name of Organization: _____

2. Address: _____

3. Contact Person: _____

4. Phone #: _____ email: _____

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

17. For the program(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 2011-15 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 program(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 program(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 program(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 served in the most recently completed year:

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 (indicate if new service)? _____%.

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 program(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 program(s) to be funded, are volunteers utilized? Yes _____ No _____

a. If no, or if volunteer use is limited by the type of service provided, please explain:

b. If yes, include the number of estimated volunteer hours per month for the program funded:

- c. What is the percent (%) of volunteer hours compared to full-time staff equivalent hours for the program(s) to be funded (for example, 2 full-time equivalent volunteer staff (2080 hours per year) and 10 full-time paid staff equals 20% volunteer hours):

23.

- a. When was the program(s) for which funding is requested first established? _____
- b. What is the total annual budget of your agency? \$ _____ Year 20 _____
- c. What is the total annual program(s) budget for which funding is requested? \$ _____
- d. What is your funding request? \$ _____ What is the percent (%) of the total annual program(s) budget that the funding request represents? _____ %
- e. Is the organization a United Way Agency? Yes _____ No _____ If yes, how much funding is provided by the United Way on an annual basis? \$ _____
- f. 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 program(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 is used to serve Portage residents for the program(s) being funded? _____ %

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?

a. Are there any changes in staffing levels or property acquisitions related to the programs funded?

b. Is there a significant cost change to a service that is currently funded? Why?

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

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
(QUESTION 15 ON APPLICATION)

(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
(QUESTION 16 ON APPLICATION)

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
(QUESTION 17 ON APPLICATION)

5 = Not A Critical Need to 25 = Critical

(Select only one that most closely fits)

“Critical Need” can be generally considered to be such if identified high or medium priority in one or more of the following official, published documents:	Score
City of Portage FY 2005-09 CDBG Consolidated Plan and/or annual City Council goals	25
City of Portage Comprehensive Plan, Capital Improvement Plan, Recreation Plan or Portage 2025 Visioning Project Final Report	20
Local (e.g., Portage and/or Kalamazoo County specific) needs analysis/reports regarding human/public services	15
State or national needs analysis/reports regarding human/public services	10
None of the above	5

4. DOES APPLICANT HAVE WORKING RELATIONSHIPS / COLLABORATIONS WITH OTHER ORGANIZATIONS SERVING PORTAGE RESIDENTS?
(QUESTION 18 ON APPLICATION)

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?
(QUESTION 19 ON APPLICATION)

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
(QUESTION 20 ON APPLICATION)

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
(QUESTION 21 ON APPLICATION)

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
(QUESTION 22 ON APPLICATION)

5 = No Use to 25 = Extensive Use

(Select only one that most closely fits)

"Extensive Use of Unpaid Volunteers can be generally considered to be:	Score
Unpaid volunteers equals 51% or more of the agency's full-time equivalent (FTE) employees	25
Unpaid volunteers equals 31-50% of the agency's FTE employees	20
Unpaid volunteers equals 21-30% of the agency's FTE employees	15
Unpaid volunteers equals 11-20% of the agency's FTE employees	10
Unpaid volunteers equals 0-10% of the agency's FTE employees	5

NOTE: If unpaid volunteers are inappropriate due to the type of services provided by organization, applicant get score of fifteen.

9. For new programs/agencies in the community for less than five years, use criterion 9(A).
For programs/agencies in the community for five or more years, use criterion 9(B).
(QUESTION 23 ON APPLICATION)

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

Board Member Application Evaluation Summary Form

Board Member Name: _____

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATION REQUESTS										
Applicant	Criterion Points									Total Application Score
	1	2	3	4	5	6	7	8	9	
Catholic Charities										
Gryphon Place										
Housing Resources, Inc.										
Prevention Works										
YWCA										
Portage Community Center										

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST										
Applicant	Criterion points									Total Application Score
	1	2	3	4	5	6	7	8	9	
Portage Community Center										

PROPOSED