PORTAGE

A Natural Place to Move

HUMAN SERVICES BOARD

February 6, 2014

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, February 6, 2014
(6:30pm)

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

* January 23, 2014

OLD BUSINESS:

NEW BUSINESS:

* 1. FY 2014-15 Human/Public Service Funding Board recommendation

2. March/April Board Meeting Schedule

3. Kalamazoo Transit Authority LAC update- Maye

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

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CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, January 23, 2014

CALL TO ORDER: 6:37 p.m.

MEMBERS PRESENT: Diane Durian, Shawn Havens, Raymond LaPoint, Nadeem Mirza, Edward Morgan (arrived at 6:45), Sandra Sheppard, Amanda Woodin

MEMBERS EXCUSED: Woodin moved, Durian supported excusing Effie Kokkinos and Elma (Pat) Maye. Motion passed 6-0.

MEMBERS ABSENT: Kitu Kumya

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Durian moved and Mirza supported approval of the January 9, 2014 minutes as submitted. Motion passed 6-0.

NEW BUSINESS:

1. Memorandum regarding FY 2014-2015 Human/Public Service Applications: Sheppard and staff reviewed the memo in the agenda and provided an overview of the Human/Public Service application process.

2. FY 2014-2015 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. The Board discussed the average Board scores, individual rankings, and the overall ranking of each applicant. A discussion ensued regarding Community Homeworks, what qualified as a human service activity, how not being an identified human service activity impacted the score and ranking for the organization, and whether human service funding was appropriate for housing repair activities. Staff indicated to the Board that a meeting had occurred with Community Homeworks in September 2013 to discuss working with city staff on CDBG housing rehabilitation projects. The Board questioned if any work had developed from that meeting but staff indicated that Community Homeworks had not yet worked with the city or bid on a CDBG project. Discussion continued with a review of the Goodwill Industry application and the impact an increased tax return could make on low to moderate income residents and the educational benefits residents received that could be used on future tax returns. Several Board members noted that the Portage Community Center application was difficult to review this year due to the "see attachment" sections and that the Catholic Charities application contained so much information that it was difficult to extract information to answer the evaluation criteria questions. The Board felt this affected the scores since it was challenging to isolate the correct data. After further discussion, the Board felt that the average ranking was appropriate (LaPoint indicated that throwing out the lowest score for each application did not affect the average ranking). Further discussion occurred regarding Gryphon Place and the negative impact the lack of a presentation had on supplementing their application. While a presentation is not required, the presentations highlight effective agency activities and further educate the Board on activities specifically funded by the human service grant. It was suggested that Gryphon Place be given an opportunity to make a presentation after the new Director takes office. Woodin moved and Haven supported accepting the average Board ranking as presented in the agenda. The ranking from highest to lowest average was: Portage Community Center, Catholic Charities, YWCA, Housing Resources, Inc., Gryphon Place, Goodwill Industries, and Community Homeworks. Motion passed, 6-0 (Mirza left the meeting prior to this vote).

   Following the vote, additional discussion occurred regarding the Community Homeworks application and the pending suggested funding amounts to be determined at the February 6th meeting. LaPoint moved and Morgan supported a motion that the Community Homeworks application did not address a specific human service need

and would be excluded from funding. Motion passed 6-0. The Board expressed an interest in Community Homeworks building a relationship with city staff to coordinate efforts on housing repair activities.

Staff indicated a memo would be included in the next agenda with staff funding recommendation and that the Board would prepare their own recommendation for the remaining six General Fund applicants and one CDBG applicant and vote on funding amounts at the next meeting.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: There being no further business before the Board, Woodin moved and Durian supported adjourning the meeting. Motion passed 6-0. Meeting was adjourned at 8:07 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

CITY OF PORTAGE **COMMUNICATION**

TO: Maurice S. Evans, City Manager **DATE:** January 31, 2014

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: FY 2014-15 Human/Public Service Review and Options

For FY 2014-15, a total of *$159,377* 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 *$123,090 (*0.55% of the General Fund revenue per City Council policy); and
2. The CDBG Program allocation, which is estimated to be *$36,287* (15% of the estimated FY 2014-15 entitlement grant and prior year program income).

The above human/public services funding compares to $156,081 available in the current fiscal year, derived from the General Fund ($121,237) and CDBG Fund ($34,844). The total estimated funding in the upcoming fiscal year represents a $3,296 or 2% increase from FY 2013-14 due to a slightly increased allocation from both the General Fund and the CDBG Program Fund. The city does not anticipate being notified of its CDBG entitlement grant amount until spring 2014. At this time, a 5% reduction in funding for FY 2014-15 is projected for the CDBG Program (The increase in funding for human services in the CDBG Program Fund is due to an increase in program income received in FY 2013-14 compared to FY 2012-13).

Attached are the Human/Public Service Application Summary Forms for each of the seven General Fund applications and the one 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 2013.

The review of applications and FY 2014-15 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 $32,000, which is $4,287 less than the estimated maximum amount allowed of $36,287. As noted above, the current estimate is based on the projected FY 2014-15 entitlement grant and program income received in FY 2013-14.

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	Approved FY 13-14	Funding Requested	Funding Request as Percent of Program Budget	Funding Request as Percent of Funding Available	Evaluation Criteria Ranking/(Score)
Portage Community Center	$34,844	$32,000	29%[1]	82.8%[1]	1 / (230)

[1] Percent shown includes the CDBG program fund and General Fund requests combined.

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. By funding PCC at a higher level than the grant requested from the CDBG Program this allows more flexibility in the allocation of the grants to applicants from the General Fund.

2. General Fund

Seven agencies submitted applications in the total amount of $156,482, compared to the total available General Fund allocation of $123,090. All applicants, with the exception of Community Homeworks and Goodwill Industries, were funded in FY 2013-14. Goodwill Industries was not an applicant for the FY 2013-14 grant cycle but did previously apply for and received funding in FY 2008-09 for a different program (Retail Work Experience). While there is a slight increase of funds available ($1,853) in FY 2014-15 compared to FY 2013-14, fully funding 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	29%[1]	82.8%	1 / (230)
YWCA	$8,695	0.6%	7.1%	2 / (220)
Catholic Charities	$11,137	0.82%	9.0%	2 / (220)
Housing Resources	$20,000	1.5%	16.2%	4 / (215)
Gryphon Place	$6,000	0.64%	4.9%	5 / (200)
Goodwill Industries	$2,650	3.9%	2.2%	6 / (185)
Community Homeworks[2]	$10,000	2.1%	8.1%	7 / (95)
Total	**$156,482**			

[1] Percent shown includes the CDBG Program Fund and General Fund requests combined.
[2] Owner-occupied housing rehabilitation is identified as a high priority in the FY 2011-15 Consolidated Plan. However, housing repair is not a human service activity.

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 Community Homeworks, owner-occupied housing rehabilitation is identified as a high priority in the FY 2011-15 Consolidated Plan. However, housing repair is not a human service activity. As show in Table 2 above, the Critical Home Repair program also scored low and ranked last based on the established evaluation criteria. Therefore, no human service funding allocation is recommended for Community Homeworks in FY 2014-15. However, Community Development staff met with Community Homeworks in September 2013 and reviewed ways in which the city could partner with the Critical Home Repair program through the CDBG Housing Rehabilitation Program. Options discussed included opportunities to bid on projects as a registered contractor and/or provision of CDBG Program funds to leverage Community Homework funds on specific projects as such opportunities may arise.

- Goodwill Industries Tax Counseling Initiative assists low-to-moderate income tax payers with filing tax returns and obtaining increased returns primarily through the Earned Income Tax Credit program. In addition, the initiative provides a valuable service and tax education program that results in direct financial assistance to assisted households. While Goodwill Industries ranked sixth out of the applicants, it scored significantly higher than Community Homeworks. It is recommended that Goodwill Industries receive $900 in funding to assist with program costs. Funding Goodwill Industries at a level less than the grant amount requested will not adversely impact the initiative, which has been provided within the city for a number of years. This amount is approximately one-third of their requested grant amount and is approximately 50% of the additional funds available from the General Fund for FY 2014-15. Under this scenario, the remaining funds can be allocated between the other five applicants.

- With regard to the remaining $953 in funding, two options can be considered:

  1. 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.

  2. An additional alternative is to establish funding for all currently funded applicants at least equal to FY 13-14 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 1.54% to 1.48% increase compared to current year funding levels, with the first ranked applicant receiving a 1.54% increase, and the fifth ranked applicant receiving a 1.48% increase in funding.

Table 3 shows the recommended funding option based on the evaluation criteria rank/score and performance, and as noted above in item #2, 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 13-14	Funding Requested	Evaluation Criteria Ranking/(Score)	FY 14-15 Funding Option (Percent Increase of Current Funding)
PCC	$83,650	$98,000	1 / (230)	$84,033 (1.54%) [1]
Catholic Charities	$9,200	$11,137	2 / (220)	$9,341 (1.53%)
YWCA	$8,695	$8,695	2 / (220)	$8,828 (1.53%)
Housing Resources	$17,665	$20,000	4 / (215)	$17,931 (1.51%)
Gryphon Place	$2,027	$6,000	5 / (200)	$2,057 (1.48%)
Goodwill Industries	N/A	$2,650	6 / (185)	$900 (N/A)
Community Homeworks	N/A	$10,000	7 / (95)	$0 (N/A)
	$121,237	**$156,482**		**$123,090**

Notes: [1] PCC has requested a combined total of $130,000 from the General Fund and CDBG Fund, compared to current year total funding of $118,494. The General Fund and CDBG Fund recommendation for PCC above equals a combined $120,320, which represents a 1.54% increase in General Fund and CDBG Fund dollars combined.

For FY 2014-15, human/public service funding that best provides basic human needs and supports 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.

- Fulfill needs of Portage residents through human/public services that have been successfully provided to Portage residents for many years.

On January 9, 2014, the Human Services Board heard presentations from the applicants. On January 23rd, the Board met to discuss, review, and vote on ranking the applications received. While the Board scores varied slightly from those of staff, the ranking of applications were essentially the same. The Board will further review the FY 2014-15 Human/Public Service Funding applications at the Board meeting scheduled for February 6, 2014. The City Administration analysis and funding options are provided to the Board for consideration and included in the February 6th Board meeting agenda.

I am available at your convenience to further discuss this matter.

Attachments: Human/Public Service Application Summary Forms and Evaluation Criteria Form;
January 9, 2014 and January 23, 2014 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 2013-14): $11,137
   FUNDING AWARDED FY 2013-14: $9,200

3. **AMOUNT OF FY 2014-15 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 Supported Community Living 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 75 through The ARK Shelter and Supported Community Living combined.

8. **PERCENTAGE OF CLIENTS SERVED THAT WERE PORTAGE RESIDENTS IN MOST RECENT YEAR:** 10.3%

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** $145.20/day for ARK Shelter and $115.72/day for ARK Community Service

10. **FUNDING REQUEST AS PERCENT OF BUDGET:** 0.82% for the ARK Shelter and ARK Supported Community Living Program combined

11. **VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 940.2 hours/year for ARK services = 2.3%

HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM

1. **NAME/ADDRESS OF ORGANIZATION:** Community Homeworks, 810 Bryant Street, Kalamazoo, MI 49001

2. **APPLICATION TYPE:** GENERAL FUND: ☒ CDBG FUND: ☐
   NEW APPLICATION: YES: ☒ NO: ☐
   MOST RECENT PRIOR YEAR REQUEST (FY 2013-14): N/A
   FUNDING AWARDED FY 2013-14: N/A

3. **AMOUNT OF FY 2014-15 REQUEST:** $10,000

4. **MISSION OF AGENCY:** To live out the love of Jesus Christ through community development that produces and sustains dignified housing for low income families, a strategic network of good neighbors and the sustainable development of communities. Based in Kalamazoo, Michigan, Community Homeworks was founded in 2009 with the goal of closing the gaps in post-purchase support for low income homeowners in Kalamazoo County.

5. **SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:**. Critical home repair grants, whole house weatherization, energy efficiency installations (including furnace and water heaters), and educational programs.

6. **SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:** Critical home repair – which will provide 5 furnace/water heater replacements and 5 non-emergency related emergency repairs.

7. **NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 10

8. **PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 7.9% (9 Portage households/114 Kalamazoo County households)

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** $2,500

FUNDING REQUEST AS PERCENT OF BUDGET: 2.1%

10. **VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 20 hours per month = 1%

HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM

1. **NAME/ADDRESS OF ORGANIZATION:** Goodwill Industries of Southwest Michigan, 420 East Alcott Street, Kalamazoo, MI 49001

2. **APPLICATION TYPE:** GENERAL FUND: ☒ CDBG FUND: ☐
   NEW APPLICATION: YES: ☒ NO: ☐
   MOST RECENT PRIOR YEAR REQUEST (FY 2013-14): N/A (funded Retail Work Experience program in 2008-2009)
   FUNDING AWARDED FY 2013-14: N/A

3. **AMOUNT OF FY 2014-15 REQUEST:** $2,650

4. **MISSION OF AGENCY:** Goodwill Industries provides employment, education, and training and support services to individuals and families so they can achieve self-sufficiency.

5. **SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:** Tax Counseling Initiative, Adult Job Training and Placement, Youth Career Development, Employment and Transitional Work Program, Financial Literacy, Literacy Programs, GED Preparation Courses, and operates Southwest Michigan Industrial Services.

6. **SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUND:** Tax Counseling Initiative at two sites for the 2014 tax season: 1) Portage Community Center and 2) Bowers Manufacturing.

7. **NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 265

8. **PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 13.8% (165 Portage returns completed/1,198 Kalamazoo County returns completed)

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** $56

10. **FUNDING REQUEST AS PERCENT OF BUDGET:** 3.9%

11. **VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 261 hours per month = 67%

HUMAN/PUBLIC SERVICE
APPLICATION SUMMARY FORM

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

2. **APPLICATION TYPE:** GENERAL FUND: ☒ CDBG FUND: ☐
   NEW APPLICATION: YES: ☐ NO: ☒
   MOST RECENT PRIOR YEAR REQUEST (FY 2013-14): $6,000
   FUNDING AWARDED FY 2013-14: $2,027

3. **AMOUNT OF FY 2014-15 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:** 2,600

8. **PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 10%

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** $14.31

10. **FUNDING REQUEST AS PERCENT OF BUDGET:** 0.64% of program budget

11. **VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 840 hours/month = 50% of staffing

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 2013-14): $25,000
   FUNDING AWARDED FY 2013-14: $17,665

3. **AMOUNT OF FY 2014-15 REQUEST:** $20,000

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: Coordinated Assessment and Referral 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: Coordinated Assessment and Referral; Homeless Prevention and Rapid Re-housing Services; and a scattered-site Permanent Supportive Housing program.

7. **NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 300

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

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** $785.00 Homeless Prevention/$2,525.00 Rapid Re-housing.

10. **FUNDING REQUEST AS PERCENT OF BUDGET:** 1.5% of program budget.

11. **VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 57 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 2013-14): $9,250
   FUNDING AWARDED FY 2013-14: $8,695

3. **AMOUNT OF FY 2014-15 REQUEST:** $8,695

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 ($5,652) and *Sexual Assault Program*-SAP ($3,043) 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.

7. **NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 100+ clients, 100+ crisis calls for both programs

8. **PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** DAP = 7%, SAP = 12%

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** DAP = $41, SAP = not available

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

11. **VOLUNTEER HOURS AS PERCENT OF AGENCY STAFF:** 740 hours/month for both programs = 28%

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 2013-14): $98,000
   FUNDING AWARDED FY 2013-14: $83,650

3. **AMOUNT OF FY 2014-15 REQUEST:** $98,000

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:** 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:** $10.53

FUNDING REQUEST AS PERCENT OF BUDGET: 29% CDBG and General Fund combined

10. **VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 449.5 hours per month = 41%

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 2013-14): $32,000
   FUNDING AWARDED FY 2013-14: $34,844

3. **AMOUNT OF FY 2014-15 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 ($2,000) and Youth Recreation Scholarships ($1,500)

7. **NUMBER OF PORTAGE RESIDENTS EXPECTED TO BE SERVED:** 2,650 for all programs

8. **PERCENTAGE OF TOTAL CLIENTS THAT ARE PORTAGE RESIDENTS:** 90%

9. **AVERAGE COST OF ONE UNIT OF SERVICE:** $10.53 (Emergency Assistance, Youth Development, Community Collaboration combined).

FUNDING REQUEST AS PERCENT OF BUDGET: 29% for CDBG and General Fund combined

10. **VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF:** 449.5 hours/month = 41%

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

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, January 9, 2014

CALL TO ORDER: 6:30 p.m.

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

MEMBERS EXCUSED: Woodin moved, Durian supported excusing Kitu Kumya and Elma (Pat) Maye. Motion passed 8-0.

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: December 5, 2013 minutes were approved as submitted, 8-0.

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 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 23rd to score and rank the applications and would make a funding recommendation to City Council at the February 6, 2014 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 Wednesday, January 15th.

2. Presentations by Applicants: Representatives from Catholic Charities (the ARK Shelter and ARK Community Services), Community Homeworks (Critical Home Repair), Goodwill Industries of Southwest Michigan (Tax Counseling Initiative), Housing Resources, Inc. (Housing Stabilization Program), YWCA (Domestic Assault and Sexual Assault 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 including clarification on funding sources, the demand for specific services for Portage residents. Woodin inquired about last year's funding requests and awarded amounts and staff indicated the Board would be provided that information.

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 Evaluation 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 2012-13. 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 2014, but is estimating 5% reduction in funding for FY 2014-15. 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 2014. As no further comments from the Board or no public comments were received, the hearing was closed.

4. Kalamazoo Transit Authority LAC Update - Maye: As Maye was not present, no update was provided.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: There being no further business before the Board, Woodin moved and Kokkinos supported adjourning the meeting. Motion passed 8-0. Meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, January 23, 2014

CALL TO ORDER: 6:37 p.m.

MEMBERS PRESENT: Diane Durian, Shawn Havens, Raymond LaPoint, Nadeem Mirza, Edward Morgan (arrived at 6:45), Sandra Sheppard, Amanda Woodin

MEMBERS EXCUSED: Woodin moved, Durian supported excusing Effie Kokkinos and Elma (Pat) Maye. Motion passed 6-0.

MEMBERS ABSENT: Kitu Kumya

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Durian moved and Mirza supported approval of the January 9, 2014 minutes as submitted. Motion passed 6-0.

NEW BUSINESS:

1. Memorandum regarding FY 2014-2015 Human/Public Service Applications: Sheppard and staff reviewed the memo in the agenda and provided an overview of the Human/Public Service application process.

2. FY 2014-2015 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. The Board discussed the average Board scores, individual rankings, and the overall ranking of each applicant. A discussion ensued regarding Community Homeworks, what qualified as a human service activity, how not being an identified human service activity impacted the score and ranking for the organization, and whether human service funding was appropriate for housing repair activities. Staff indicated to the Board that a meeting had occurred with Community Homeworks in September 2013 to discuss working with city staff on CDBG housing rehabilitation projects. The Board questioned if any work had developed from that meeting but staff indicated that Community Homeworks had not yet worked with the city or bid on a CDBG project. Discussion continued with a review of the Goodwill Industry application and the impact an increased tax return could make on low to moderate income residents and the educational benefits residents received that could be used on future tax returns. Several Board members noted that the Portage Community Center application was difficult to review this year due to the "see attachment" sections and that the Catholic Charities application contained so much information that it was difficult to extract information to answer the evaluation criteria questions. The Board felt this affected the scores since it was challenging to isolate the correct data. After further discussion, the Board felt that the average ranking was appropriate (LaPoint indicated that throwing out the lowest score for each application did not affect the average ranking). Further discussion occurred regarding Gryphon Place and the negative impact the lack of a presentation had on supplementing their application. While a presentation is not required, the presentations highlight effective agency activities and further educate the Board on activities specifically funded by the human service grant. It was suggested that Gryphon Place be given an opportunity to make a presentation after the new Director takes office. Woodin moved and Haven supported accepting the average Board ranking as presented in the agenda. The ranking from highest to lowest average was: Portage Community Center, Catholic Charities, YWCA, Housing Resources, Inc., Gryphon Place, Goodwill Industries, and Community Homeworks. Motion passed, 6-0 (Mirza left the meeting prior to this vote).

   Following the vote, additional discussion occurred regarding the Community Homeworks application and the pending suggested funding amounts to be determined at the February 6th meeting. LaPoint moved and Morgan supported a motion that the Community Homeworks application did not address a specific human service need

and would be excluded from funding. Motion passed 6-0. The Board expressed an interest in Community Homeworks building a relationship with city staff to coordinate efforts on housing repair activities.

Staff indicated a memo would be included in the next agenda with staff funding recommendation and that the Board would prepare their own recommendation for the remaining six General Fund applicants and one CDBG applicant and vote on funding amounts at the next meeting.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: There being no further business before the Board, Woodin moved and Durian supported adjourning the meeting. Motion passed 6-0. Meeting was adjourned at 8:07 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist