



# HUMAN SERVICES BOARD

May 1, 2014

# **CITY OF PORTAGE HUMAN SERVICES BOARD**

## **A G E N D A**

**Thursday, May 1, 2014  
(6:30pm)**

**Conference Room #2**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES:**

- \* March 27, 2014

### **OLD BUSINESS:**

### **NEW BUSINESS:**

- \* 1. Human/Public Service Application/Summary/Criteria Review - Sheppard
- 2. Kalamazoo Transit Authority LAC update – Maye
- 3. Summer Meeting Schedule
- \* 4. April 18, 2014 report to City Council- Information Only

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

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

**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting, March 27, 2014

**DRAFT**

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

**MEMBERS PRESENT:** Diane Durian (arrived 6:45), Shawn Havens, Effie Kokkinos, Ray LaPoint, Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, Sandra Sheppard, and Amanda Woodin

**MEMBERS ABSENT:** Kitu Kumya (Youth Advisory Representative)

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

**APPROVAL OF MINUTES:** Maye moved and Kokkinos supported approving the minutes. Motion passed 8-0.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. **Public Hearing - Community Development Block Grant (CDBG) Program: FY 2014-15 Annual Action Plan:** Chair Sheppard opened the public hearing. Staff provided an overview of the plan and summarized proposed activities with the funds available next fiscal year. Maye inquired regarding fair housing activities, whether or not the city proactively pursued integrated neighborhoods, and if the city purchases, rehabilitates, and sells homes. Staff indicated that the CDBG program has averaged two down payment assistance projects a year and while those projects were directed at specific neighborhoods, the city was otherwise not involved in a homebuyer location. However, all applicants of the CDBG program receive the "Fair Housing –It's Your Right" brochure and it is provided again during loan closings. As indicated in the Annual Action Plan, the city also tracks fair housing activities, staff participate on the Fair Housing Center of Southwest Michigan Board, and anyone with a fair housing complaint is directed to the Fair Housing Center. With regard to refurbishing homes, the city does not buy, refurbish, and sell homes due to limited funding. A majority of the CDBG housing funds go towards housing repair activities for homes that are already owner-occupied. Maye suggested that the city fair housing brochure be incorporated into the Annual Action Plan. As no further comments were received, the public hearing was closed.
2. **FY 2014-15 Human/public Service Funding Update:** Staff explained the memo and that HUD had released funding information and the city received more than anticipated due primarily to lower reductions in appropriations for the CDBG Program and an increase in poverty. Woodin moved and Mirza approved accepting the new funding recommendation. Motion passed 8-0 (Maye abstained).
3. **Proposed FY 2014-15 Goals- Board Discussion:** After a brief discussion, Durian moved and Woodin supported accepting the proposed goals as presented. Motion passed 9-0.
4. **Kalamazoo Transit Authority LAC update - Maye:** Maye indicated that ridership had increased in Kalamazoo County during January and February – particularly on fixed routes that included grocery stores. In addition, the LAC had elected new officers and she was appointed Secretary. Finally, the community service vans were very successful and a main tool in increasing mobility for persons with disabilities.

**STATEMENT OF CITIZENS:** None

**ADJOURNMENT:** There being no further business before the Board, Woodin moved and Morgan supported adjournment. Motion passed 9-0. Meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Human Services Board

**DATE:** April 24, 2014

**FROM:** Vicki Georgeau,  Director Community Development

**SUBJECT:** Human/Public Service Review

Per the request of the Human Services Board, the Board has discussed reviewing the the Human/Public Services application form, Human Services Funding Evaluation Criteria, and the Human/Public Service Application Summary Form (attached). Staff has suggested a couple of wording changes for the FY 2015-16 funding cycle (including changes to the criteria based on Board comments).

Neighborhood Program Specialist Money will be present at the May 1<sup>st</sup> meeting to assist with Board discussion and review, as needed.

**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:

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**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.):**

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**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):**

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

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**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

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**18.** For the program(s) to be funded:

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

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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:

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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:

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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:

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

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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.):

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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)?

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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:

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

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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):

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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:

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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:

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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?

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

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

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

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

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

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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.**

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Name (Please Print or Type)

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Signature

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Title

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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

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**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 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?  
(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 PERCENT 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

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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

**HUMAN/PUBLIC SERVICE  
APPLICATION SUMMARY FORM**

**1. NAME/ADDRESS OF ORGANIZATION:**

**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: \$**

**4. MISSION OF AGENCY:**

**5. SUMMARY OF ALL SERVICES PROVIDED BY AGENCY:.**

**6. SERVICES PROPOSED TO BE PROVIDED WITH GRANT FUNDS:**

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

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

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

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

**11. VOLUNTEERS HOURS AS PERCENT OF AGENCY STAFF: %**

**TRANSMITTAL FROM  
HUMAN SERVICES BOARD**

**DATE:** April 18, 2014

**TO:** Honorable Mayor and City Council

**FROM:** Sandra Sheppard, Chair, Human Services Board



**SUBJECT:** FY 2013-2014 Board update and Proposed FY 2014-15 Goals

On behalf of the Human Services Board, I am writing to summarize the activities of the Human Services Board during the current fiscal year:

- The Board held the required public hearings for the CDBG Program, and reviewed the following documents: FY 2012-13 Consolidated Annual Performance Evaluation Report in September 2013, and draft FY 2014-15 Annual Action Plan over two meetings held in January and March 2014.
- The Board also reviewed human/public service funding applications and recommended funding levels for FY 2014-15 to City Council. In addition, the Board will review and update the evaluation criteria and application form for Human/Public service funding and the revised documents will be used in the FY 2015-16 funding round.
- The Board received an overview from the Kalamazoo Transit Authority and the Kalamazoo County Transit Authority (KCTA) on bus services and route changes in Portage.
- In addition, Board member Maye has continued to report to the Board regarding the Kalamazoo Transit Authority Local Advisory Committee (LAC) activities, and other transit issues on a monthly basis.
- Red Ribbon Week promotion was also accomplished in October 2013 which included a proclamation in acknowledgement of the substance and tobacco use prevention event.
- During the March 27, 2014 meeting, the Board discussed and recommended the following goals for FY 2014-15.

I look forward to discussing the activities of the Human Services Board at the April 29<sup>th</sup> Council meeting.

Attachment: 2014-2015 Recommended Human Services Board Goals and Objectives

*Sandra Sheppard*  
*April 22*  
*2014*

**2014-2015 RECOMMENDED  
HUMAN SERVICES BOARD  
GOALS AND OBJECTIVES**

**HUMAN SERVICES BOARD**

1. Fulfill advisory role requirements for CDBG program and human/public service funding requests.
  - a) To make recommendations regarding the Community Development Block Grant (CDBG) Program
  - b) To make recommendations regarding human/public service funding from the CDBG Program and General Fund to the City Council
    1. Convene public hearings for the CDBG Program Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report.
    2. Hear appeals from the CDBG Housing Program Guidelines.
    3. Review fair housing activities
    4. Review applications and presentations from agencies for human/public services and recommend funding levels to City Council.
2. To serve as a resource and provide information to City Council regarding public transportation in the City of Portage.
  - a) Advise City Council on matters pertaining to public transportation in the City of Portage and make recommendations as appropriate.
    1. Review public transportation needs within the City of Portage.
    2. Review countywide demand/response of transportation services.
3. To serve as a resource to City Council for special projects.
  - a) To take appropriate action on projects as assigned by City Council
  - b) Review mechanisms for identifying human service needs in the community.
  - c) Identify and educate City Council on emerging human service issues in Portage.
    1. Continue to serve on Kalamazoo Transit Authority Local Advisory Committee.
    2. Assist City Council with Red Ribbon Week activities.
4. Forward to City Council an update to goals for FY 2014-15 (November and April) and recommended goals for FY 2015-16 (April).