PORTAGE

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HUMAN SERVICES BOARD

December 4, 2014

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, December 4, 2014
(6:30pm)

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

* November 6, 2014

OLD BUSINESS:

1. FY 2014-15 Annual Action Plan Substantial Amendment

NEW BUSINESS:

* 1. FY 2014-15 Human 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.

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CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, November 6, 2014

CALL TO ORDER: 6:30 p.m.

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

MEMBERS EXCUSED: Diane Durian, Elma (Pat) Maye, Nadeem Mirza, Sharat Kamath (Youth Advisory representative)

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Morgan moved and LaPoint supported approval of the October 2, 2014 minutes as submitted. Motion passed 6-0.

OLD BUSINESS:

1. Red Ribbon Week Update: Sheppard informed the Board that upwards of 40 students, teachers, and parents attended the Red Ribbon Week event at the October 21, 2014 City Council meeting. The group met with the Mayor, took a brief tour of city hall, and students took turns reading the Proclamation at the meeting. Sheppard and the Board thanked LaPoint for his work organizing the schools' participation and the Board agreed that the same procedure should be followed next year.

2. Human Services Information & Referral Update: Sheppard indicated that she had apprised the City Council on the updates, the Board activities, and that training had occurred with city staff. Use of the handouts would be ongoing with city staff with certain employees, such as Public Safety and Parks Department employees, coming into contact with more residents that could use assistance information.

NEW BUSINESS:

1. Presentation Kalamazoo County Transit Authority: Sean McBride, Executive Director, presented information on Kalamazoo County Transportation Authority (KCTA) and Central County Transportation Authority (CCTA). McBride provided 2013 statistics on KCTA including ridership information, fleet information, information on the millage changes, and an explanation of the KCTA/CCTA future organization and operational areas. McBride then discussed the Kalamazoo Metro Transit ADA Compliance Inventory that was completed in October 2014. A majority of the bus stops on the KCTA/CCTA bus routes are not ADA compliant and work is needed to bring them into compliance. Some major areas of nonconformance are in bus stop grading, the width of the sidewalk, and the surface material of the bus stop. Plans are made to budget for future alterations to noncompliant stops to bring them into compliance with ADA code. The Board had several questions and comments regarding the bus service. Woodin inquired if the CCTA was what area governments were opting in and out of and McBride explained it was and referenced a map that outlined the CCTA area. There are now some areas served by fixed route buses that will no longer receive that service. McBride indicated that, in the future, private agreements may have to be made with large organizations outside of the CCTA fixed route system. An example would be Kalamazoo Valley Community College, which is no longer in an area served by fixed route buses. Other items under review are Sunday service (currently no Sunday service), expansion of hours in the fixed route system,

frequency of stops along current bus routes, and student fares or student fare cards. When questioned by the Board on ADA bus stops in Portage, McBride indicated that City Engineer Chris Barnes was already working with KCTA on improving bus stops when in conjunction with street work. Sheppard questioned how many bus shelters were needed. McBride indicated that while there currently were no guidelines, they worked to place bus stops in heavy use areas and areas where bus stop placement was feasible. Not every stop could or should have a shelter as the number of riders is low or the placement of a shelter is impossible. McBride passed out some additional handouts and thanked the Board for allowing him to present.

2. FY 2014-15 Annual Action Plan Substantial Amendment: Sheppard opened the Public Hearing for the Annual Action Plan amendment which included a review of the proposal by city staff Elizabeth Money and Portage Community Center (PCC) Director Chris Buckley. The Board agreed that the use of the additional funds to assist with utility bills was a good use of the money and that a number of Portage citizens would be directly assisted. The Board asked about the increased need in assistance and Buckley explained the new policies at the Department of Human Services (DHS) that increased the financial assistance requests to other area agencies, including PCC. The Board questioned the increased income and Money explained that more revenue was received in the second half of FY 2013-14 than anticipated, that the housing market was once again moving, and people were selling their homes and paying off their CDBG loans. Money indicated that having additional funds like the current situation was not typical and while each year there are program income projections – the CDBG Program had received almost twice the revenue as anticipated. As the increase came in conjunction with the DHS changes and PCC need for increased funds to assist residents, a rather unique situation was created and funds could be utilized to directly assist residents with utility service expenses. Buckley added that in October PCC had to halt assisting residents with utility shut-off (both electrical and water/sewer) as they had run out of funds. He indicated that there was enough need that he anticipated using up the funds from the requested amendment by June. No additional comments or questions were received and the public hearing was closed. Money indicated that the public hearing was followed by a 30 day public comment period and that the amendment would be brought back to the Board in December and then provided to City Council for approval.

3. Kalamazoo Transit Authority LAC update – Maye: Maye was absent and no update provided.

STATEMENT OF CITIZENS: None

ADJOURNMENT: Money reminded the Board that the Human Public Service Grant applications would be due by December 5, 2014, so the Board would receive their grant books after next month's meeting. There being no further business before the Board, Woodin moved and Morgan supported adjournment. Motion passed 6-0. Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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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, health and safety services, job training, educational services, transportation, quality of life enhancements, and clothing):

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:

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:

18. 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:

_____

_____

_____

19. For the program(s) to be funded, the grantee is required to track the number of Portage residents served:

a. Is your agency able to track the number of clients served who reside in the City of Portage? Yes _____ No* _____
*If the response is "No" then the service does not qualify for funding.

b. Indicate the total number of 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.):

_____

_____

_____

_____

20. 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)?

_____

_____

_____

_____

_____

_____

_____

_____

21. 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):

_____

22.

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:

_____

_____

_____

_____

_____

23. 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?_____

24. If the program for which funding is requested is not funded, or is not fully funded, how will the program be affected?

_____

_____

_____

_____

_____

25. 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?

_____

_____

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

_____

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

28. 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 health and safety services (e.g., emergency services, health care, crisis intervention, etc.)	30
Provision of job training, educational services, transportation, or quality of life enhancements	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 a facility located in Portage or at the citizen's location)	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	0

3. 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	0

4. 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	0

5. 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 1-7.5% of clients served by agency	5
Portage clients equals >1%	0

6. 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

7. 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 receives 15 points.

8. *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)

8(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

8(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: %