PORTAGE

A Natural Place to Move

HUMAN SERVICES BOARD

January 8, 2015

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, January 8, 2015
(6:30pm)

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

* December 5, 2014

OLD BUSINESS:

NEW BUSINESS:

* 1. Memorandum regarding Human/Public Service funding, Human/Public Service Funding Application Booklet, and Evaluation Criteria Forms

2. Presentations by Applicants: Catholic Charities; Gryphon Place; Housing Resources, Inc.; Kalamazoo Anti-Human Trafficking Coalition; YWCA; and Portage Community Center

3. Public Hearing – Community Development Block Grant (CDBG) Program – Overview of Housing and Community Development Needs for Annual Action Plan update

4. Kalamazoo Transit Authority LAC update- Maye

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

T:\COMMDEV\2014-2015 Department Files\Board Files\Human Services Board\Agenda\hsb agenda 01.08.15.doc

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting, December 4, 2014

CALL TO ORDER: 6:33 p.m.

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

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Kokkinos approved and Morgan supported approval of the November 6, 2014 minutes as submitted. Motion passed 7-0.

OLD BUSINESS:

1. FY 2014-15 Annual Action Plan Substantial Amendment: Maye abstained from discussion and voting due to a conflict of interest as her employer is a sub-recipient of funds. Sheppard inquired with city staff Money about the Amendment. Money indicated no public comments have been received and the Amendment would be forwarded to City Council for approval. Woodin moved and Morgan supported recommending approval of the Amendment to City Council. Motion passed 6-0, 1 abstained.

NEW BUSINESS:

1. FY 2014-15 Human Service Grant Review Process and January meeting schedule: Due to the holiday, the January meeting schedule was altered. Woodin moved and Morgan supported canceling the January 1, 2015 meeting and scheduling the regular January meeting for January 8, 2015 and a special meeting on January 22, 2015. Motion passed 7-0.

2. Kalamazoo Transit Authority LAC update – Maye: Maye indicated that at the previous meeting they discussed the changes to the bus routes and those areas that would be losing routes – such as KVCC and Pavilion Estates. While solutions are not yet available as to maintaining service to areas no longer receiving service, it is being actively worked on.

STATEMENT OF CITIZENS: None

ADJOURNMENT: Sheppard informed the Board that Mirza, Morgan, and Woodin were reappointed to new terms. Sheppard thanked all on the Board for volunteering their time and energy. Woodin moved and Maye supported adjournment. Motion passed 9-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

DRAFT

CITY OF PORTAGE **COMMUNICATION**

TO: Human Services Board **DATE:** December 12, 2014

FROM: Vicki Georgeau, Director of Community Development

SUBJECT: FY 2015-16 Human/Public Service Grant Applications – Information Only

Consistent with established administrative procedures, on November 12, 2014, FY 2015-16 Human/Public Service Grant Applications were sent to all current grantees and applicants over the past five years. In addition, regional planning and/or funding organizations were provided information regarding City of Portage funding to distribute to potentially interested organizations. These organizations included the United Way of the Battle Creek and Kalamazoo Region, Kalamazoo LISC Affordable Housing Partnership, and the Kalamazoo County Multi-Purpose Collaborative Body.

On December 5, 2014, six agencies submitted seven funding requests for the upcoming fiscal year, which are summarized in Table 1 and Table 2. The combined FY 2015-16 human/public service grant applications total $184,332. The far right columns in each table show the current fiscal year funding for the applicable agency.

TABLE 1: GENERAL FUND HUMANS/PUBLIC SERVICE APPLICATIONS			
Applicant	**Program**	**FY 2015-16 Request**	***FY 2014-15 Funding***
Catholic Charities	The ARK Shelter and The ARK Community Services	$11,137	*$9,433*
Gryphon Place	2-1-1/HELP-LINE, Crisis Services, Dispute Resolution	$7,000	*$2,077*
Housing Resources, Inc.	Housing Stabilization Program	$20,000	*$18,110*
Kalamazoo Anti-Human Trafficking Coalition	Training and Educational Programs	$2,500	*$0**
YWCA	Sexual Assault and Domestic Assault Programs	$8,695	*$8,915*
Portage Community Center	Youth Development, Program Coordination & Development	$100,000	*$83,535*
General Fund Total		**$149,332**	***$122,070***

TABLE 2: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION			
Applicant	**Program**	**FY 2015-16 Request**	***FY 2014-15 Funding***
Portage Community Center	Emergency Assistance, Transportation Assistance and Youth Recreation scholarships	$35,000	*$37,972*
CDBG Fund Total		**$35,000**	***$37,972***

* Not previously funded in FY 2014-15

For FY 2015-16, a total of *$164,900* 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 *$125,500* (0.55% of the General Fund budget per City Council policy); and

2. The CDBG Program allocation, which is estimated to be *$39,400* (maximum of 15% of the estimated FY 2015-16 entitlement grant and FY 2014-15 program income received year to date). It is noted that the city has not yet been notified by the U.S. Department of Housing and Urban Development regarding the FY 2015-16 entitlement grant amount. Due to federal budget deliberations, it is likely such notice will not be forthcoming until early 2015.

Enclosed for Board information is the FY 2015-16 Human/Public Service Funding Applications booklet. The booklet contains the completed applications and all related documents submitted by the agencies seeking human/public service funding from the City of Portage. Also enclosed for Board use is the approved evaluation criteria for funding applications.

The Board will have an opportunity to ask questions of applicants during presentations scheduled for the January 8, 2015 Board meeting. Subsequently, each Board member will utilize the evaluation criteria to review and score the applications. Further review of the applications and evaluation criteria scores will occur at a special meeting of the Board scheduled for January 22, 2015. The City Administration will provide a review of the funding applications and options for discussion at the special meeting. The Board will then develop a final recommendation to City Council at the February 5, 2015 meeting.

Attachments: FY 2015-16 Human/Public Service Funding Applications booklet
Evaluation Criteria

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