

City of Lansing Human Relations & Community Services Advisory Board

Date of Meeting: Tuesday, January 28, 2025
Time of Meeting: 5:30 p.m. – 7:00 p.m.
Place of Meeting: HRCS Office
124 W. Michigan Avenue, 4th Floor City Hall
Lansing, MI 48933

**HRCS ADVISORY BOARD MEMBERS ARE ASKED TO BRING THEIR LAPTOP
FOR WIZEHIVE TRAINING FOR SCORING OF GRANT APPLICATIONS**

~ Agenda ~

- I. Call to Order.....Ron Embry, Chair
- II. Roll Call.....HRCS Staff
- III. Approval of Agenda.....Receive Motion
- IV. Approval of Minutes (September 24, 2024).....Receive Motion
- V. Public Comment.....Chair Embry
- VI. CommunicationsChair Embry
- VII. Director's ReportK. Coleman
- VIII. Wizehive Grant Update & Training for Scoring of Applications.....Amy Crank
Daphine Whitfield
Daniel Spencer
- IX. Committee Reports
 - a) Policy CommitteeM. Horste
(Horste, Dripchak, Lopez)
 - b) Program CommitteeT. Woods
(Woods, Williams, Lee)
 - c) Budget Committee.....S. Gehle
(Gehle, Embry, Horste)
- X. Unfinished Business.....Chair Embry
- XI. New BusinessChair Embry
 - a) Approval of Meeting Schedule for 2025
- XII. Adjournment

***HRCS Advisory Board Members:** Paul Dripchak LMSW/Secretary (4th Ward), Ronald Embry/Chair (2nd Ward), Sean Gehle (MAL), Melissa Horste/Vice Chair (MAL), Frank Lee (MAL); Glenn Lopez (1st Ward), Versey Williams (3rd Ward), Thomas Woods (MAL)

HRCS Advisory Board Scheduled Meeting Dates

HRCS Advisory Board meetings are held on the **4th Tuesday of the month, 5:30 p.m.** at the Foster Community Center, Room 211 – 200 N. Foster, Lansing, Michigan, or a determined location. Notice of special meetings may be made by mail, e-mail or telephone to Board members in advance of such meetings, informing members of the purpose of the meeting.

2025 Meeting Dates

Tuesday, January 28, 2025

Tuesday, February 25, 2025

Tuesday, March 26, 2025

Tuesday, April 22, 2025

Tuesday, May 27, 2025

Tuesday, June 24, 2025

Tuesday, July 22, 2025

Tuesday, August 26, 2025

Tuesday, September 23, 2025

Tuesday, October 28, 2025

Tuesday, November 23, 2025

December 2025 – No Meeting

NOTE: Special meetings are subject to be scheduled in addition to dates listed.



Andy Schor, Mayor

City of Lansing HRCS Advisory Board Meeting Summary
Tuesday, September 24, 2024
5:30 p.m. – 7:00 p.m.
Foster Community Center
200 N. Foster Avenue
Lansing, MI 48912

Attendance: Paul Dripchak, Ron Embry, Sean Gehle, Melissa Horste, Frank Lee, Versey Williams, Thomas Woods

Staff: Delvata Moses, Renee Morgan Freeman, and Toni Young

Others: Joel Gerring, OCA

This meeting was called to order at 5:34 p.m. by Chair Ron Embry. R. Freeman conducted a roll call. A quorum was established.

S. Gehle moved to accept the agenda. Seconded by V. Williams. Motion carried.

T. Woods moved to accept the meeting minutes of August 27, 2024. Seconded by P. Dripchak. Motion carried.

There was no public comment or communication.

Director Coleman asked T. Young to report on the HRCS Grantee Community Forum held on September 24th. 80 persons were in attendance, which included a few new organizations. There was an icebreaker, an overview of the process and calendar of reports were presented. Policies and amendments were discussed and there was a Q&A session. The meeting was recorded by the City of Lansing Public Media Center. The Community Forum is scheduled for Thursday, November 7th.

Director Coleman announced the Empower and Protect: Housing Rights and Resource Fair being held on Wednesday, October 2nd – 5:30 p.m. to 8:00 p.m. – at Foster Community Center and the Annual ‘Share the Warmth’ Coat Drive being held through Friday, November 15th. Community Connect is being held on Thursday, November 21st at the CATA Transportation Center from 10:00 a.m. to 1:00 p.m. at which time coats will be distributed. Volunteers for the Coat Drive/Community Connect can be directed to Renee.

Policy Committee (M. Horse, Chair): A follow-up meeting will be scheduled to discuss mold. A meeting was held on September 25th regarding planning for the next Community Conversation meeting. Another location other than Foster Community Center is being considered.

Program Committee (T. Woods, Chair): An update on the SOS (Safe Outdoor Space) and plan with Holy Cross was provided. A video about SOS will be sent to HRCS AB members to review. Currently, a location is still being sought as well as showering and laundry facilities. HRCS will be meeting with MDHHS and the Mayor to further discuss SOS and the red tape process. HRCS/City is working with Holy Cross to finalize an agreement, which has been referred to OCA for review. The \$800,000 funds from the State will be used to support the built-out. Holy Cross will expand from 70 to 100 beds and by December 2025, 190 beds. The Holy Cross facility will address the majority of concerns from the Community Conversation Input meeting.

Budget Committee (S. Gehle, Chair): The budget process will be forthcoming and thus far the budget looks good.

V. Williams shared her concerns regarding families and children who need intervention and guidance. There was discussion and it was asked that she gather specifics and additional information to share with the Board.

After review by OCA of the Rules of Procedures passed at the August Board meeting, there were some minor revisions, which required another vote. S. Gehle moved to adopt the changes as outlined in the revised Rules and Procedures. Seconded by M. Horste. Motion carried. The revision will be returned to OCA for approval and presented to City Council.

There was no new business.

The meeting adjourned at 6:24 p.m.



Human Relations and Community Services Department

HRCS Grants Process for Reviewing Grant Applications

Welcome to the Board Training for Reviewing Funding Applications. This training is designed to help you effectively evaluate applications from local organizations seeking funding for their programs. Please follow the guidelines and best practices outlined below to ensure a fair and thorough review process.

1. Overview of Funding Opportunities

Human Services

- Programs that support the well-being of individuals and communities.
- Examples include health services, housing support, and food assistance.

Racial Equity

- Programs, initiatives, and policies that address root causes of racism, promote equity, and uplift marginalized communities.
- Examples include capacity building, health initiatives, youth and family programming, arts and culture, environmental programming, economic programming such as entrepreneurship, and financial literacy.

2. Application Review Process

- All applications are reviewed through the **WizeHive** platform. We will share with you how to access **WizeHive**.
- Reviewers must choose which grant funding source the application is for: Human Services or Racial Equity.

3. Reviewing Goals, Objectives, Outcomes and Alignment

Clear and Measurable Goals

- Goals should be specific, clear, and measurable.
- Review if the goals are realistic and achievable within the proposed timeline.

Strong Likelihood of Success

- Evaluate the feasibility of achieving the objectives based on the provided information.
- Consider the resources, strategies, and plans outlined in the application.

Organizational Experience and Expertise

- Assess the organization's experience and expertise to carry out the program.
- Look for past success stories, relevant experience, and qualifications of the team members.

Community Impact

- Determine the potential impact of the program on community members.
- Look for evidence of how the program will benefit the target population.

Alignment

- Confirm the program aligns with the broader goals and objectives of the organization.
- Verify the program meets HRCS funding requirements and priorities.

4. Reviewing the Budget

- **Ask yourself the following questions:** Is it realistic? Does it match the scope of work the applicant proposes? Are salary levels on par with community averages? Are they adequately staffed to achieve the objectives and outcomes listed in the application? Do they have other sources of funding for this program to show sustainability? (Keep in mind that we do not fund any program 100%)
- There is not a limit or average for the Human Services grants. They have ranged from \$2,000 to \$105,000 in prior years, with \$24,000 being the median.
- Racial Equity fund has a range of \$5,000 to \$50,000.

5. Best Practices for Integrity and Fairness

Honor and Responsibility

- Understand the honor and seriousness of reviewing applications to ensure funding is allocated fairly.
- Treat each application with respect and confidentiality.

6. Ethical Guidelines and Objectivity

Maintain Objectivity

- Base your assessment solely on the information provided in the application.
- Avoid letting personal opinions or external influences affect your judgment.

Confidentiality

- Keep all information contained in the applications confidential.
- Do not disclose any details about the applications to unauthorized parties.

Avoiding Bias

- Be aware of potential unconscious biases and actively work to mitigate them.
- Use a consistent and fair approach when evaluating each application.

7. Scoring System

Evaluation Criteria

- Reviewers will use a numbering system to indicate the strength of how each question was answered.
- Assign points based on the clarity, feasibility, and potential impact of the responses.

Scoring Scale

- Use a scale (e.g., 1 to 5, with 1 being the lowest and 5 being the highest) to rate each response.
- A higher score indicates a stronger, more comprehensive, and well-supported answer.

Providing Feedback

- Along with the score, provide detailed and constructive feedback for each response.
- Explain your reasoning for the assigned score, highlighting strengths and areas for improvement.

8. Document Your Review

- Provide detailed and constructive feedback for each application.
- Clearly explain your reasoning and assessment based on the provided criteria.



Human Relations and Community Services Department

HRCS Grants Funding Criteria Overview

Human Services Funding Administration

The City of Lansing's Human Relations and Community Services Department manages the distribution of human services funds. The department oversees contractual agreements with local non-profit organizations to provide these community-based services. Funding is allocated based on needs identified by the City, as well as other local, state, and federal sources, in accordance with City Ordinance.

Funding Formula

The City of Lansing allocates at least 1.35% of its annual general fund revenue to support organizations providing services to City of Lansing residences. Of these funds, 1.25% create a local funding base that supports basic human services, and helps meet matching requirements for grants from federal, state, foundation, and other sources. The remaining 0.10% is reserved for local agencies or activities that address the root causes of racism and/or promote racial equity. Additionally, the locally generated revenue allows providers to leverage more funding to support their service delivery efforts. This funding is separate from any direct funding the Lansing City Council provides to Community Supported Agencies or for Cultural Arts Programs.

Human Services Funding Criteria

To receive funding from the City of Lansing Human Relations and Community Services Department, agencies and programs must meet the following requirements:

1. Provide human services such as basic needs, life skills, job training, and health/mental health services as outlined.
2. Meet identified community needs through the successful delivery of appropriate services.
3. Demonstrate the operational, financial, and human resources capacity to implement and sustain the proposed program or service.
4. Primarily serve the needs of City of Lansing residents.
5. Have a track record of timely and accurate reporting, spending funds as budgeted, successfully completing contract goals, and achieving expected outcomes.

Program & Funding Categories

Basic Needs	Life Skills	Employability Development	Health/Mental Health
-Homeless Shelters	-Mentoring	-Job Readiness, Placement, Retention	-Health Awareness Promotion
-Childcare	-Academic Enhancement	-Job Seeking Skills	-Counseling
-Food	-Social Competency	-Vocational Training	-Substance Abuse
-Clothing	-Literacy	-Job Site Development	-Health Care Access
-Housing Assistance	-Conflict Resolution		-Crisis Intervention
-Transportation	-Parenting Classes		-Dental Care
-Senior Citizen Basic Assistance	-Structured Recreation		-Prescription Medications
-Legal Assistance for Indigents	-Self Sufficiency for Disabled Citizens		-Safety Promotion
			-Respite Care

Racial Equity Funding Criteria

To receive funding from the City of Lansing Human Relations and Community Services Department, agencies and programs must meet the following requirements:

1. Agencies and programs must provide services in one (1) of the following categories: access to health and wellness, economic stability, inclusion of people with diverse abilities, inspiring arts and culture or sustainable environment.
2. Be a BIPOC-led organization or organization serving Lansing's BIPOC communities on projects and initiatives that address racial disparities and promote equity.
3. Demonstrate the operational, financial, and human resources capacity to implement and sustain the proposed program or service.
4. Primarily serve the needs of City of Lansing residents.
5. Have a track record of timely and accurate reporting, spending funds as budgeted, successfully completing contract goals, and achieving expected outcomes.

Community Supported Agencies

Organizations directly funded by City Council through the Human Relations and Community Services Department to help improve social and community conditions.

Cultural Art Programs

Fine Arts and Cultural Appreciation activities supported through a direct City Council allocation that is administered by the Human Relations and Community Services Department. **Note:** Community Supported Agencies and Cultural Arts Programs are supported by City Council with funds separate from human services designated revenue.

City of Lansing Racial Equity Fund Case Statement

Title:

Advancing Equity: Establishing a Racial Equity Fund for the Lansing community

Introduction:

Racial disparities impact the well-being and opportunities of residents of color. To address these inequities and promote a more just and inclusive society, we propose the establishment of a City of Lansing Racial Equity Fund dedicated to addressing the root causes of racism and advancing racial equity throughout our community, as set forth within Ordinance #1272, which was enacted by the Lansing City Council in 2021.

Purpose:

The City of Lansing's Racial Equity Fund aims to allocate resources towards initiatives, programs, and policies that address systemic racism, promote equity, and uplift marginalized communities. By investing in these efforts and establishing collaborative partnerships, we seek to create a more equitable and inclusive city where all residents can thrive regardless of race or ethnicity.

Goals:

1. **Supporting Community-Led Initiatives:** The fund will prioritize supporting BIPOC-led organizations or organizations serving BIPOC communities on projects and initiatives that address racial disparities and promote equity.
2. **Promoting Policy Changes:** By reviewing and potentially supporting advocacy efforts and initiatives focused on systemic reform, the fund will empower stakeholders and organizations to work towards creating a more equitable society.
3. **Building Capacity:** The fund will provide resources, training, and technical assistance to support organizations and initiatives working towards racial equity, helping them maximize their impact and sustainability.

Strategies:

1. **Grantmaking:** The fund will provide grants to nonprofit organizations, community groups, and projects that align with its mission of promoting racial equity and social justice.
2. **Capacity Building:** In addition to providing financial support, the fund will offer training, resources, and technical assistance to help build the capacity of organizations and individuals working towards racial equity.
3. **Collaboration and Partnerships:** The fund will seek to collaborate with local stakeholders, organizations, and government agencies to amplify its impact and create a coordinated approach to advancing racial equity.

Impact:

Through the Racial Equity Fund, the City aims to invest in programs that support and enhance racial and equity efforts to impact the lives of Lansing residents and business owners positively. By investing in suitable initiatives and encouraging collaborative partners to do the same, we will empower communities of color and challenge systemic racism while working towards building a city where everyone can thrive.

Racial Equity Grants

Our funding Process

Grantmaking Process Overview

On behalf of the City of Lansing, the Human Relations and Community Services Department is pleased to announce the development of a new grant initiative titled "Advancing Equity: Establishing a Racial Equity Fund for the Lansing community.

The City of Lansing's Racial Equity Fund aims to invest in local agencies or activities that support and enhance the City's racial equity efforts. With the overarching goal of addressing the root causes of racism and promoting racial equity, the City hopes to address systemic racism while uplifting marginalized communities. By investing in these efforts and establishing collaborative partnerships, we seek to create a more equitable and inclusive city where all residents can thrive regardless of race or ethnicity.

Grants application acceptance will be announced annually using grant application processes. Community grants/grantee partners can receive one year of unrestricted mission-building support. **Applications, due in June this year, and** supporting documents are submitted online and will include virtual interviews with the Racial Equity Fund Selection Committee members. Grant amounts may vary and are limited to 501(C)3 tax-exempt organizations operating in the city of Lansing. Organizations without this status may also work with nonprofit fiscal sponsors to apply for grants.

Goals:

1. **Supporting Community-Led Initiatives:** The fund will prioritize supporting BIPOC-led organizations or organizations serving BIPOC communities on projects and initiatives that address racial disparities and promote equity.
2. **Promoting Policy Changes:** By reviewing and potentially supporting advocacy efforts and initiatives focused on systemic reform, the fund will empower stakeholders and organizations to work towards creating a more equitable society.
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3. **Collaboration and Partnerships:** The fund will seek to collaborate with local stakeholders, organizations, and government agencies to amplify its impact and create a coordinated approach to advancing racial equity.

Eligibility Criteria:

The fund will prioritize supporting BIPOC-led organizations or organizations serving Lansing's BIPOC communities on projects and initiatives that address racial disparities and promote equity. Organizations may apply for up to \$50,000.

- **Location** | The proposed work must serve the residents of the Lansing.
- **Compliance** | If you have a current grant through the City of Lansing General Fund Grants program, you must comply with that grant's requirements to apply. Please contact your grant manager with any questions.
- **Number of Applications** | Applicants may submit only one application to one category.
- **Partnership Applications** | We encourage collaboration. The partners should select one nonprofit as the lead applicant for collaborations between two or more nonprofits. Any awarded funds are to be used for the sole purpose of the partnership's work, and the lead applicant will be responsible for managing the funds on behalf of the partners. The lead applicant organization may also submit a separate individual application for its organization.

Funding Categories:

The City's Racial Equity Fund will make grants across the six categories described below. Category descriptions share our intentions but should not limit your potential approaches. Each applicant may submit only one application to only one category – please review the Eligibility section for limited exceptions.

- **Access to Health and Wellness** | Improve health outcomes by connecting people to quality health resources and education, reducing health disparities, or tackling contributing social determinants of health.
- **Economic Stability** | Improve residents' ability to meet local affordability challenges by providing access to opportunities that promote self-sufficiency, entrepreneurship, financial independence, or personal stability.
- **Inclusion of People with Diverse Abilities** | Expand opportunities for people with disabilities to promote inclusion and equity across all aspects of community life.
- **Inspiring Arts and Culture** | Apply the power of arts and culture to strengthen community. Funding will catalyze work that champions the diversity of our community, expands residents' access to arts and culture experiences, and/or increases opportunities for artistic expression.
- **Sustainable Environment** | Develop a healthier, more resilient community by promoting environmental education and action regarding clean water preservation or expanding awareness and action on the climate crisis and its local effects.

- **Thriving Youth and Families** | Expand opportunities for families (from early childhood to elder age) to excel through high-quality education, personal development, and work to ensure their safety and stability.

Funding Priorities:

Our priorities align with the values we hope to model with our nonprofit partners. Our priorities also guide application review, so we encourage you to review this section as you develop your proposal.

- **Advance equity of marginalized individuals and communities** | We prioritize support for organizations working directly with communities that face marginalization to tackle disparities around race, age, ethnicity, gender identity, sexual orientation, mixed abilities, and other lines of difference.
- **Focus on progress** | We support organizations whose work is guided by clear goals for the growth of individuals and communities. All partners will have the potential to create timely, impactful opportunities for individuals and communities to advance and thrive.
- **Build solutions** | We prioritize partners pursuing long-lasting change for individuals and communities. Organizations should highlight underlying barriers (s) or challenges (s) they address so our residents can pursue their greatest potential.
- **Collaborate with community** | We prioritize organizations with leadership representative and inclusive of the communities they serve, especially those intentionally gathering community feedback to guide their work. We believe in authentic community relationships and resident leadership.
- **Sustainability** | We support high-quality, viable work and prioritize investments to strengthen organizations serving those most affected by marginalization and inequity. We exclusively welcome proposals that will use awarded funds to improve their capacity and expertise to serve our most underserved in Lansing.

Application Review:

Review committees of community members evaluate full proposals with support from internal staff. This approach helps to ensure rich perspectives from people with personal and professional experiences related to each funding category.

Requirements for Organizations Awarded Funding

Organizations awarded funding will be asked to sign a grant agreement, which includes the following statements:

- Agrees to use the award for organizational capacity building as specified in the written application.
- Agrees to notify the contract manager when a new organizational leader is appointed or hired and will meet with the DEI Officer, assigned contract management staff, and select members of the Racial Equity Team within 30 days of the change.
- Agrees to report on the impact of the Racial Equity Fund grant before each 1-year funding cycle ends.
- Agrees not to use funds to add to endowments or programs that support religious activities. (Organizations with a religious affiliation must not refuse services to an applicant based on religion or require attendance at religious services as a condition of assistance.).

- Agrees to return unspent funds to HRCS at the end of the final grant cycle.
- Agrees to acknowledge the City of Lansing's support in publications and at appropriate events.
- Agrees that agency clients, staff, and governing board members are served, employed, or appointed without regard to social or economic class, gender, gender identity, age, sexual orientation and identification, disability, special health care needs, race, color, national origin, or religion.
- Submit a Policy on Protecting Children (if the agency serves children in any capacity) within six months of funding.
- Submit a short update report before the end of the first funding cycle (report form provided)
- Host an on-site or virtual visit with City Council members, the Racial Equity Team, and DEI Committee members if requested.
- Agrees that the organization's leader will engage in at least three roundtable discussions, networking opportunities, or learning opportunities with other Racial Equity Fund grantees.

Additional details on deadlines for each funding cycle will be posted on the City of Lansing website as soon as the information is available.

If you have any questions, please contact our DEI Officer using the form below.



Human Relations and Community Services Department

HRCS Grants Frequently Asked Questions

1. When is the Application window?

- The application will open on Tuesday, November 12, 2024, at Noon, and will close on Tuesday, January 14, 2025, at Noon. We recommend beginning your application early to leave time for technical issues. Late applications or incomplete applications will NOT be accepted.

2. How are applications accepted?

- Applications must be submitted through the online portal available on our website. Once submitted you will receive a confirmation email that will be sent to the email listed for the Director/log-in email. If you do not receive an email, please check your junk folder.
No other application submissions will be accepted or considered. This includes but is not limited to: Emailed, mailed, hand delivered or faxed applications.

3. How are grant applications reviewed and selected?

- All Grant Applications will be reviewed by the HRCS Advisory Board community members with support from HRCS staff. Applications are evaluated based on their alignment with the fund's goals and priorities, as well as their potential impact on Lansing residents.

4. When will grant award recipients be announced?

- All applicants will be notified mid to late Summer via an email sent through the portal. The email will be sent to the profile email. Please be sure to add the portal email address to your accepted senders.

5. What is the grant cycle?

- The grant cycle for all HRCS grants begins July 1 and ends June 30 for that grant year.

6. Who is eligible to apply for grants?

- A 501c(3) IRS designation or tax-exempt status is necessary to apply. (Including both faith-based and non-faith-based organizations.) We do not require the agency to be a certain 'age', but you must be able to provide all the requested documentation. Agencies that do not hold a 501c3 may partner with an agency that does and that agency will act as the fiduciary. Please note, a signed collaborative agreement is required, which should be on agency letterhead and include what services are being provided, LARA standing, experience, and be signed by the Directors of both agencies involved. We do NOT require for your agency to be located in Lansing; however, it is a requirement that there is a Lansing resident focus.

7. Can my agency submit multiple applications?

- Yes, agencies may submit more than one application if they are for different programs. You cannot apply under both grant types for the same program. Each application will appear individually on the portal.

8. Can my agency submit an application under Human Services and Racial Equity for the same program if it falls under both?

- No. Only one application can be submitted for each program, regardless of whether it falls under both funding sources. The best option should be selected for your agency.

9. Can I make changes to my application after it is submitted?

- No, after the application has been submitted you cannot make changes. You will be able to view the application, but you will not be able to open it to make changes.

10. Can a copy of the application be saved by the agency?

- Yes, a copy of the application can be downloaded as a PDF and shared. Go to the portal and select the application. Click on either edit (if it has not been submitted) or view (if submitted) button. At the top there will be an arrow pointing down next to the word "Application". Click on the arrow for the drop down to appear and it will show the 'Print Form' option. The contract should also be saved, if awarded.

11. Is there an average grant award?

- No, there is not an average. The awards are determined by the program description, scope, goals and objectives, as well as proposals from the HRCS Advisory Board and evaluation by the HRCS Director and Mayor. There is also no specific range for grant amounts for the Human Services grants, however, the Racial Equity Grants range is \$5,000- \$50,000.

12. What support is available for organizations during the application process?

- The City of Lansing Human Relations & Community Services staff is available to provide technical assistance and guidance to organizations throughout the application process. Please note, we cannot advise on content or give suggestions on how to increase the application score. Organizations may reach out with questions or concerns for clarification on eligibility criteria, funding categories, or other technical aspects of the application. We also have additional resources on our website, such as recorded training sessions, PowerPoint presentations, the HRCS Tips for the Grant Application and/or you may also reach out to a member of the team. HRCSgeneral@lansingmi.gov or 517-483-4477.

13. Can organizations apply for funding in multiple categories within the application?

This depends on the funding source you select.

- **For Human Services:** Organizations may select more than one category. This can be done by holding down the shift key and using your cursor to select the categories that apply.
For Racial Equity: Organizations may only submit **one** category per application but can submit more than one application if they are for different programs. It's important for applicants to carefully consider which category best aligns with their proposed initiative or project. However, collaborations between multiple organizations are encouraged, and partners should select one nonprofit as the lead applicant for collaborative projects.

14. What types of initiatives or projects does the HRCS grant support?

- **The Human Services** funding supports six funding categories. Subcategories that are included are shown in parentheses, including **basic needs** (homeless shelters, child care, food, clothing, housing assistance, transportation, senior citizen basic assistance, and/or legal assistance for indigents), **life skills** (mentoring, academic enhancement, social competency, literacy, conflict resolution, parenting classes, structured recreation, and/or self-sufficiency for people with disabilities), **employability development** (job readiness/placement/retention, job seeking skills, vocational training, and/or job site development), and **Health/Mental Health** (health awareness promotion, counseling, substance abuse, healthcare access, crisis intervention, dental care, prescriptions medication, safety promotion and/or respite care).
- **The Racial Equity funding** supports a wide range of initiatives across six funding categories, including **access to health and wellness, economic stability, inclusion of people with diverse abilities, inspiring arts and culture, sustainable environment, and thriving youth and families**. These initiatives should aim to address racial disparities and promote equity within the community.

15. What is the City of Lansing Racial Equity Fund?

- The City of Lansing Racial Equity Fund is an initiative aimed at addressing racial disparities and promoting equity within our community. It provides financial support and resources to organizations and initiatives working towards racial justice and systemic reform. The Racial Equity grant prioritizes advancing equity of marginalized individuals and communities and has a focus on progress, building solutions, collaboration with the community and sustainability.

16. What is the purpose of the Racial Equity Fund?

- *The purpose of the Racial Equity Fund is to allocate resources towards initiatives, programs, and policies that address systemic racism, promote equity, and uplift marginalized communities within Lansing. It aims to create a more just and inclusive society where all residents can thrive regardless of race or ethnicity.*

17. Does the HRCS Conflict of Interest form need to be completed and submitted each year? If so, who can sign?

- *Yes, the HRCS Conflict of Interest is required to be submitted for each new grant cycle. Signatories should be Executive Director and Board President. Also, signatures must be physical signatures or secured/verified signatures. Typed names will not be accepted as signatures.*

18. What are the requirements for organizations awarded funding?

- *Organizations awarded funding are required to sign a grant contract outlining city terms and conditions. Examples include using the award per the approved budget, acknowledging the City of Lansing's support, and adhering to non-discrimination policies. Please note: Equipment is not an allowable expense. Per 2 CFR 200.33, equipment is defined as, 'Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level for financial statement purposes..., or \$5,000.'*

19. Are there restrictions on how grant funds can be used?

- *Grant funds must be used for purposes that align with the goals and objectives outlined in the grant agreement and must match the approved budget. Any changes or required variance should be submitted to your contract manager for review and approval prior to the change.*

20. What reporting requirements are associated with receiving grant funding?

- *Organizations awarded funding must submit quarterly progress reports, financial statements, a final summary report and are subject to monitoring when requested. Additionally **Racial Equity award recipients** are expected to participate in three DEI (Diversity, Equity, and Inclusion) training activities with fellow Racial Equity Fund recipients and attend the City's Annual Celebration of Diversity Program held in June.*

21. If funded, when will the agency receive the money?

- *Payments are issued in two (2) payments. The 1st payment is issued once the contract has been completed, meaning signed by the agency and all required City staff, and all required documents have been received and approved by HRCS. This is typically completed by November 1st of the grant year. Please note, even though the funding may not be issued until mid-year, the quarter 1 report is still due October 20th. Also, the approved expenditure date range is July 1-June 30, and those expenses should be included in your quarterly report.*
- *The 2nd payment is issued once both the Quarter 1 and Quarter 2 reports have been submitted, and the reports show progress in spending and the program goals and objectives outlined in the contract. The target date for 2nd payments is February 28th.*

22. If the application is denied funding, will the agency receive an explanation?

- *All applicants will receive a decision letter through the portal. While the letter does not provide a specific explanation, denials are generally related to having limited funding and a need to focus on the most urgent community needs.*



Human Relations and Community Services Department

HRCS Grants Required Governance Documents List

All items must be uploaded into the profile for the application to open. Please note, if an item does not apply, you may select N/A, however, you **MUST** provide an explanation.

Document	To Keep in Mind
990 or 990-N (most recent)	Should be filed within the last year. ** see irs.gov for a list of excluded organizations
501c3	Must be showing approval. A notice of application being received will not be accepted.
Current Board Roster	Should be on company letterhead and show terms of board members. No City of Lansing employees can be part of your board.
General Liability Insurance	Must be valid. Please note, once awarded, City of Lansing will need to be added as a certificate holder.
Current Conflict of Interest Policy	This may be in your employee handbook.
HRCS Conflict of Interest Form (signed)	Must have physical signatures or verified secured electronic signatures. Typed signatures will not be accepted.
Most recent Audit <u>or</u> Financial Statement	One of these must be provided for the last fiscal year if you do not receive a Single Audit.
Single Audit (if applicable)	Per treasury.gov , all recipients who expend \$750,000 or more in aggregate federal financial assistance require a Single Audit.
Current LARA Annual Report	Must have been filed within the past year.
Personnel Policy and Procedures	This may be in your employee handbook.
Financial Policy and Procedures	We are looking for how expenses are tracked, what position has authority over financial decisions.
By-Laws <u>or</u> Articles of Incorporation	



Human Relations and Community Services Department

HRCS Grants TIPS for Completing a Grant Application

The following should be kept in mind prior to beginning an application:

- HRCS grants cannot fund any program 100%
- Applicants must be a non-profit, tax-exempt entity in good standing.
 - Any grant funds intended for another agency (if the non-profit is acting as a fiduciary) must be noted within the application and a Collaborative Agreement-Subcontract must be uploaded in your on-line application. Please see the Subcontract/Collaborative Agreement section below.
- HRCS Grant cycle is July 1, 2025- June 30, 2026.
- Applications are due, **Tuesday, January 14, 2025, by Noon**. Late applications will not be accepted.

Creating an Account

Only one account may be created by each applying agency. Keep in mind that the account profile used for submission of the applications, will also be used to submit all required reporting materials, should the agency be awarded. All automatic messages from the portal will be sent to the email address that was used to create the profile. Please verify that the email address is one that is accessible and being monitored. If the agency already has an account, do not create a second one. These accounts will not be linked together, nor will they have access to the same application records.

Profile

The first step after creating an account, is completing the profile section. This is a summary page for your agency. It will include the agency information (such as address, email, director name, phone number and EIN/TIN), and contact information for three individuals. This is also where all the governance documents will be required to be uploaded PRIOR to the application being opened. All items listed are required and need to be current. Expired items cannot be accepted. If a particular item does not pertain to the agency, the N/A button may be selected, and an explanation must be provided. Please note entering 'Will provide later' or N/A as the explanation will be counted as an incomplete application and may not be considered.

Application

Please note the following:

- A separate application must be submitted for each program.
- Each agency may submit up to 5 applications total.
- Each program will require a budget specific to the program.
- Several of the questions have a word count limit.
- It is recommended that the application be saved often to save your progress. You may return to it later if necessary.
- The application can be saved as a PDF by clicking the icon next to "Application" and selecting Print Form.

Grant Program Type

There are two grant programs available, Human Services or Racial Equity. Since you cannot apply under both grant types for the same program, please consider this selection carefully. The program specific questions that populate in the application depends on this selection.

Proposed Program

This section includes the name of the specific program, and whether the program has received City funds previously. If it has, please include the most recent Quarterly report (if it is currently funded) and the final Quarter 4 report if funded in the prior grant year.

Category

If the program is listed under **Human Services**, multiple categories and subcategories may be selected, depending on the program focus. To do so, hold down the *Shift* key and use the mouse to select the applicable categories.

If the program is listed as **Racial Equity**, only one category may be selected.

Agency Capacity

Please describe your agency's ability to implement the proposed program. This should include staff experience, specialized training, agency experience, track record or other resources. Please be specific on how it relates to the program being proposed.

Program Proposal

Needs Statement

Should be the specific unmet community need that the program would address. Please be detailed and data driven.

Program Description

This section has multiple parts, however, the need for detail and to answer the questions fully is required.

Overall project Aim- A brief synopsis on the mission for the program, including the target group.

Work Plan- Be specific. This includes where the program will operate, which communities will be impacted and served, how you selected the program (specific to the Racial Equity program type), a description of the services, staff involved, additional partnerships, and time frame.

Expected Benefits- Provide a detailed description on how the program will benefit the community.

Proposed Goals, Objectives and Outcomes- Each program may have up to two (2) goals, and each goal may have up to two (2) objectives/outcomes.

Goals should be what you want to accomplish by the end of the program. *As an example: To provide families facing food insecurity with additional resources.*

The **objectives** need to be specific, measurable, attainable, relevant and time-based (SMART). For example: 100 Families will be provided with weekly fresh produce boxes.

Finally, the **outcome** should provide the benefits and how the progress will be tracked and measured. Such as, 80% of families receiving the weekly produce box, will see a reduction in financial burden and will report having adequate food for their family on the weekly survey.

Program Sustainability

Describe how the program will continue if HRCS grant funds are not available. Please note, the grant funds are meant to supplement not sustain the program.

Budget Proposal

It should be noted again that the City of Lansing does not fund any program at 100%. Please take that into consideration when creating the budget. The Excel budget template is available on our website at www.lansingmi.gov/1059/HRCS-Grant-Application. Please submit one (1) budget per program application. Budgets should be detailed, match the amount requested and list all expenses for the program, even they are not covered by the City grant.

Subcontract/Collaborative Agreement

If the agency is dedicating a specific amount of funds from the grant to another agency, a subcontract/collaborative agreement is required. The agreement must be on the agency letterhead, list specifically what services are being provided by the other agency, experience of subcontracted agency, and be signed by the director of both agencies.

Official Authorization and Attestations

The Authorized Representative is typically the Director, Board President or other individual assigned by the board to have authority to make financial decisions for the agency. Please ensure the attestation is read thoroughly, mark complete and submit.

Please note: the application will not be considered if it is not submitted on time and with all required documentation.



SPOTLIGHT ON YOUR CITY

Lansing

Patrick Schaefer, Policy Analyst | April 2024

KEY METRICS



112,986
total population



\$50,747
median household income



14,223 | 13%
age 65+



32.9
median age



20%
poverty rate



8,011 | 7%
under age 5

POVERTY RATE FOR



Families with
children:

25%



Children under
age 18:

27%



Single parent
(female) family:

39%

MEDIAN WAGE

\$48,125

for men

\$45,033

for women

Female-to-male earnings ratio: **94%**

(Women earn 94¢ for every dollar men earn.)

ANNUAL HOUSEHOLD INCOME

23%

Under \$25,000

47%

\$25,000 - \$74,999

30%

\$75,000 or more

RACE/ETHNICITY

White **59,487 (53%)**

Black or
African American **26,000 (23%)**

Hispanic or
Latino **14,105 (13%)**

Asian **5,574 (5%)**

American Indian and
Alaska Native **321 (<1%)**

Native Hawaiian and
Other Pacific Islander **- (0%)**

Two or More
Races **6,815 (6%)**

LANGUAGE SPOKEN

A language other than English
spoken at home:

15,314 | 15%

Limited English proficiency
(age 5+):

5,621 | 5%

Kamusta!

Habari!

Hola!

TECHNOLOGY



47,144 | 94%

Households with a computer



43,752 | 87%

Households with broadband internet subscription

Source: All data from American Community Survey, 2022 5-Year Data Profiles

Note: Percentage totals may not equal 100% due to rounding

EDUCATIONAL ATTAINMENT AGE 25+

Less than ninth grade	2,864	4%
Some high school, no diploma	4,204	6%
High school diploma or equivalent	18,440	25%
Some college, no degree	19,067	26%
Associate degree	7,749	11%
Bachelor's degree	13,448	18%
Graduate or professional degree	8,219	11%

DISABILITY STATUS



1,180 | 5%

children under age 18 with disability



12,159 | 17%

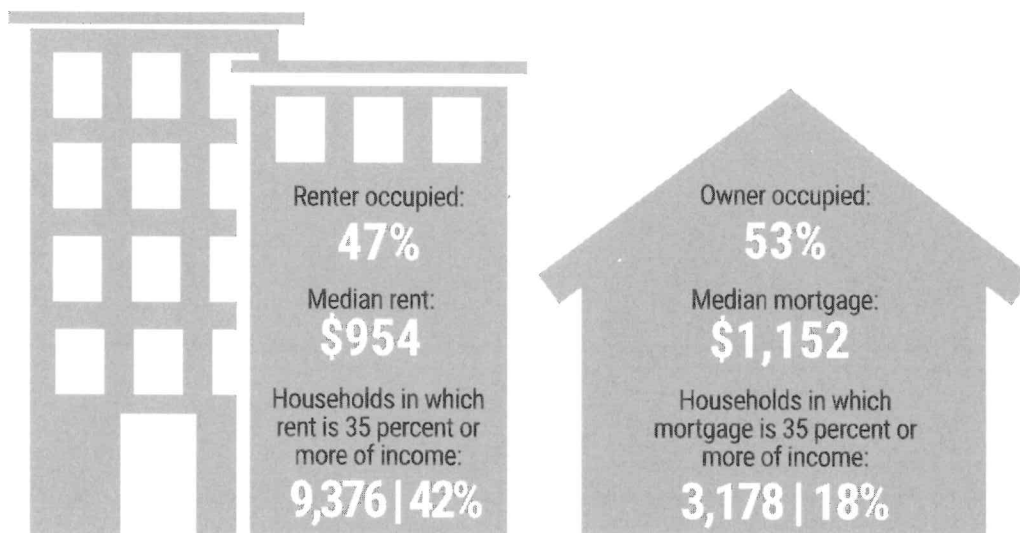
18-64 years old with disability



5,226 | 37%

65 years old and over with disability

HOUSING



HEALTH INSURANCE



Population with health insurance

Private: **69,912 | 62%**

Public: **50,623 | 45%**

Population with no health insurance

Total: **7,235 | 6%**

Children: **358 | 1%**

COMMUTING TO WORK

Travel time to work: 19 minutes



70%

Drove alone
(car, truck or van)



12%

Carpooled



3%

Public
transportation



2%

Walked



2%

Other means



11%

Worked at
home

Grooves and grandeur

Pianist Willis Delony brings jazz energy to Lansing Symphony Orchestra concert

By LAWRENCE COSENTINO

Willis Delony doesn't look like a fugitive from the law, but don't let the scholarly glasses and kindly smile fool you.

On paper, the guest soloist at Friday's (Nov. 1) Lansing Symphony Orchestra concert is as respectable as they come — a longtime composer, teacher and performer obsessed with exploring the connections between classical music and jazz.

Delony will play George Gershwin's famous "Rhapsody in Blue" Friday night, along with a unique concerto by Washington composer Greg Yasinitsky that fuses orchestral grandeur with jazz rhythms, harmonies and improvisation.

But "crossover" artists often find themselves in a crossfire.

"It's hard to find successful pieces that truly marry those two styles," Delony said. "If you don't play both, it's hard to be convincing in both."

It's tempting to imagine Delony scurrying down a back alley with two jurisdictions on his trail — the jazz police and the classical police.

"That might be a view from the past," Delony said with a laugh. "When I was coming along, the classical folks didn't like jazz, and the jazz folks were hiding in the corner, but it's not like that anymore. There are too many people out there who do both things, and there's too much respect on either side for both."

LSO maestro Timothy Muffitt vouched for Delony's skill in both genres.

"If you were to see one of his recitals, it would have Claude Debussy and Art Tatum on the same program," Muffitt said. "He's uncompromising in both realms."

Delony, a professor of piano and jazz studies at Louisiana State University, worked with Muffitt a dozen times when Muffitt was music director of the Baton Rouge Symphony Orchestra,



Courtesy photo

Have you seen this man? Pianist Willis Delony, guest soloist at Friday's (Nov. 1) Lansing Symphony Orchestra concert, has thus far eluded both the jazz and classical police.

but they're bringing their partnership to Lansing for the first time Friday.

In 2017, they struck gold together when they commissioned a concerto for piano and orchestra from Yasinitsky, then director of the School of Music and co-coordinator of the jazz studies program at Washington State University. (Yasinitsky retired in 2022.)

The performance, conducted by Muffitt with Delony as soloist, helped earn the piece the American Prize in composition that year. The duo will showcase it again on Friday.

For much of the concerto, Delony will have nothing but a series of chords to go on, leaving the rest to the whims of the moment.

"There's nothing else quite like it," Delony said. "It's a true jazz piece with classical techniques in the mix. Most of what you hear me play Friday night will be improvised." He'll bring a bassist and a drummer, embedding a jazz trio into the symphonic mix.

The last movement comes out swinging in a bebop frenzy. After drawing together threads from the previous movements in classical concerto fashion, the piece ends with a rollicking

jazz waltz.

In Delony's view, the concerto shows that crossover can be done — and done well.

"The old assumptions aren't true," he said. "This piece has to swing hard, and a lot of orchestras know what to do. Muffitt understands this better than any conductor I've ever met."

Friday's concert will open with William Grant Still's Symphony No. 2, "Song of a New Race." Muffitt is jazzed (so to speak) about conducting this piece for the first time in his career.

"From the moment it hits your ears, it draws you in," Muffitt said. "It's so attractive, so appealing, so American. I just know people are going to walk out saying, 'Why haven't I heard this before?'"

With two largely unfamiliar works on the program, Muffitt asked Delony to warm the piano stool for 20 more minutes and treat the audience to a live romp through Gershwin's "Rhapsody in Blue."

Delony has played the rhapsody a dozen times. He even wrote his doctoral thesis on it. Despite the demands of double concerto duty, he jumped at another chance to play it. These days, rhapsodizing in blue is the thing to do, with the 100th anniversary of the work's premiere approaching in February.

"I still love it," Delony said. "It's one of those miracles of creativity that's hard to explain and doesn't happen often."

Delony loves performing with Muffitt, but one of his favorite memories with the maestro has nothing to do with their own music. In 2018, the brass-heavy rock ensemble Chicago played a concert in Baton Rouge, performing its entire "Chicago II" album. A starstruck Delony and Muffitt got to hang out with the band afterward.

"Tim and I were just fanboys," Delony said. "I can play every note on that album if you want me to bore you."

Delony begged founding Chicago member Robert Lamm to let him bang out the famous piano intro to the band's hit "Saturday in the Park."

"I told him, 'Dude, if you could let me play that piano part, I could die happy,'" Delony said.

HUMAN RELATIONS AND COMMUNITY SERVICES (HRCS)

ANNUAL COMMUNITY FORUM

HRCS Grant Application Training

Thursday, November 7th, 2024
via ZOOM, 1:00 pm- 3:00 pm

Registration is required and attendance is strongly recommended for new and returning agencies seeking either Human Services or Racial Equity Grant Funds from the City of Lansing HRCS for FY 25-26: July 1, 2025 to June 30, 2026.

Please Scan or Click on the QR code to Register or visit
<https://us06web.zoom.us/join/register/tZYld-usqzkuEt1iPanDCr-72VeZ10SFz0tO>



Andy Schor, Mayor

Human Relations and Community Services Department
Kimberly A. Coleman, Director