



CITY of NOVI CITY COUNCIL

Agenda Item C
November 14, 2011

SUBJECT: Approve the Program Year 2012 Community Development Block Grant Application in the approximate amount of \$85,918 and authorize the Mayor to sign the Application and Sub-recipient Agreement.

SUBMITTING DEPARTMENT: Finance

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION: The proposed program year (PY) 2012 planning allocation for the City of Novi is estimated to total \$85,918. **Housing and Community Development Committee Recommendation:** Funding requests were reviewed individually by the HCD Committee at their meeting of October 4th. After very thoughtful deliberation, the Committee is recommending the following program allocations for 2012:

Recommended Projects					
CDBG Program Description	Organization Requesting Funding	Description	2011 Allocation Award	2012 Agency Requests	2012 HCD Committee Recommendation
Public Services	HAVEN	Battered and abused spouses	\$ 4,950	\$ 6,000	\$ 5,000
Public Services	Novi Youth Assistance	Specialized counseling and camp scholarships	\$ 7,560	\$ 11,000	\$ 7,000
		Sub-total *	\$12,510	\$17,000	\$12,000 *
Minor Home Repair	City of Novi	Residential repair program for Novi residents	\$73,408	\$73,408	\$73,918
		TOTAL	\$85,918	\$90,408	\$85,918

*The maximum 15% allocation allowed within the Public Service category for 2012 is \$12,888.

The timeline to submit the 2012 CDBG application to Oakland County is Wednesday, November 30, 2011.

RECOMMENDED ACTION: Approve the Program Year 2012 Community Development Block Grant Application in the approximate amount of \$85,918 and authorize the Mayor to sign the Application and Sub-recipient Agreement.

	1	2	Y	N
Mayor Gatt				
Council Member Casey				
Council Member Fischer				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Staudt				
Council Member Wrobel				

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

Approving the 2012 Community Development Block Grant Application

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on November 14, 2011 at 7 o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS, the Housing and Community Development Committee has recommended a program for the use of 2012 Community Development Block Grant funds, and

WHEREAS, the City of Novi has duly advertised and conducted a public hearing on October 24, 2011, for the purpose of receiving public comments regarding the proposed use of 2012 Community Development Block Grant funds in the approximate amount of \$85,918 , and

WHEREAS, the City of Novi found that the following projects meet the federal objectives of the Community Development Block Grant program and are prioritized by the community as high priority need.

Account #:	Project Name:	Amount:
172160-730137	Public Services – Battered and Abused Spouses	\$ 5,000
172160-732185	Public Services – Youth Services	\$ 7,000
172170-731227	Minor Home Repair	\$ 73,918
	Total	\$85,918

NOW THEREFORE BE IT RESOLVED, that the City of Novi hereby authorizes that the 2012 Community Development Block Grant Application in the approximate amount of \$85,918 be approved and submitted for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Mayor is

hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Maryanne Cornelius, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this ____ day of _____, 2011, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Maryanne Cornelius, City Clerk
City of Novi

**Program Year 2012 Community Development Block Grant (CDBG)
Subrecipient Agreement Between the
County of Oakland and the City of Novi**

INTRODUCTION

This agreement is entered into by and between the County of Oakland, a Michigan constitutional corporation (herein called the "Grantee"), and the City of Novi (herein called the "Subrecipient") in accordance with Community Development Block Grant (CDBG) regulations at 24 CFR 570.503. The Grantee is designated as an Urban County entitlement community and has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383. As an entitlement community the Grantee has received an entitlement of CDBG funds for the program year (PY) 2012 period beginning May 1, 2012 and ending April 30, 2013. The Grantee has the right and authority under said CDBG Program to allocate a portion of its funds to the Subrecipient for purposes of administering eligible activities. It is the purpose and intent of this Subrecipient Agreement to enable the Grantee to pass the responsibility and CDBG funds to the Subrecipient to carry out the project(s) described in the PY 2012 CDBG application which was approved and funded by the Grantee as the grant. The following statements and provisions are acknowledged and agreed upon by and between the parties.

I. TIME PERIOD

This agreement shall go into effect on the day that PY 2012 CDBG funds are released to the Subrecipient for expenditure and will remain in effect until either (A) all PY 2012 CDBG funds are expended and the seven-year record retention period has expired as specified in Section IV of this agreement, or (B) the community terminates participation in the CDBG program at the end of a given three-year cooperative agreement period and the seven-year record retention period has expired as specified in Section IV of this agreement, or (C) at the expiration of any additional period specified in the body of this agreement, whichever is longer.

II. STATEMENT OF WORK

The Subrecipient Project Summary as contained in the Grantee approved PY 2012 CDBG application to the U.S. Department of Housing and Urban Development (HUD) and any changes to the project summary through grantee approved reprogramming shall constitute the CDBG statement of work as attached. The specific activities, scope of work, national objective identifications, eligibility determinations, budget, levels of accomplishment, project schedule and goals and performance measures are specified in the Subrecipient PY 2012 Project Summary as attached.

The Subrecipient shall assign and maintain personnel to administer CDBG activities and expend funds. The Grantee shall monitor the performance of the Subrecipient against CDBG goals and performance standards and federal CDBG regulations.

III. GENERAL CONDITIONS

A. General Compliance

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570, the U.S. Housing and Urban Development regulations concerning CDBG as applicable. The Subrecipient further agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract.

B. Relationship of Grantee and Subrecipient

For purposes of this agreement, the relationship of the Subrecipient to the Grantee shall be that of two independent governmental entities. No partnership, association, or joint enterprise shall arise between the parties hereto as a result of any provision of this agreement except as specified in the 2012-2014 Cooperative Agreement, as renewed, already executed between the Subrecipient and the Grantee, nor shall any provision herein be construed as making an employee of the Subrecipient an agent or employee of the Grantee.

C. Hold Harmless

The Subrecipient shall indemnify, defend, and hold harmless the Grantee, its officials, volunteers, boards, commissions, and agents against any and all expense and liability arising from any act, omission, or negligence of the Subrecipient. In the event the Subrecipient becomes involved in, or is threatened with, litigation relative to the CDBG program, the Subrecipient shall immediately notify the Grantee through the Manager of Community & Home Improvement and the Grantee may enter into such litigation to protect the interests of the Grantee as they may appear.

D. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Insurance & Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage.

F. Notification of Legal Action

The Subrecipient shall notify the Grantee, through the Manager of Community & Home Improvement, in writing, of its intent to pursue a claim against the Grantee for breach of any of the terms of this agreement. No suit may be commenced by the Subrecipient for breach of this contract prior to the expiration of ninety days from the date of such notification. Within this ninety-day period, the Subrecipient, at the request of the Grantee, must meet with an appointed representative of the Grantee for purposes of attempting to resolve the dispute.

G. Amendments

The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and are approved by the Grantee. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as a part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient through the Grantee's Reprogramming Process.

H. Suspension or Termination

In accordance with 24 CFR 85.43, the Grantee may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any term of this Agreement. Written suspension or termination notice will be sent to the Subrecipient by the Grantee to the Subrecipient's business address. The Subrecipient's termination of its participation in the CDBG program at the end of a given three-year cooperative agreement period or its suspension or termination by the Grantee or HUD for program noncompliance does not relieve it of the obligations concerning Reversion of Assets (see Section IV), nor the requirements of Record Retention (see Section IV), nor of being monitored and/or audited by Oakland County or HUD regarding the Community's CDBG program performance prior to termination or suspension.

IV. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The Subrecipient agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Subrecipient shall administer its program in conformance with applicable requirements of OMB Circular A-87 "Cost Principles for State and Local Governments", OMB Circular A-133 "Audits of States and Local Governments and Non-Profit Organizations" and 24 CFR 85 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments".

B. Documentation and Record Keeping

1. Records to be Maintained

The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to: records providing a full description of each activity undertaken; records demonstrating each activity undertaken meets a national objective of the CDBG program; records required to determine the eligibility of activities; records required to document acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance; records documenting compliance with the fair housing and equal opportunity components of the CDBG program; financial records as required by 24 CFR 570.502 and 24 CFR 84.21-28; beneficiary reports, performance data and other records necessary to document compliance with Subpart K of 24 CFR Part 570.

2. Retention

The Subrecipient shall retain all CDBG project and financial records, supporting documents, statistical records and all other records pertinent to the Agreement for a period of seven years after the Grantee has issued the final payment for the project and closed all pending matters related to the Subrecipient's grant in that program year. Records for nonexpendable real property purchased with CDBG funds must be retained for seven years after its final disposition. If any litigation, claim or audit is started before the expiration of the seven year period, then records must be retained for seven years after the litigation, claim or audit is resolved.

3. Disclosure

CDBG records are public to the extent allowed by State and Federal Freedom of Information Act laws. Client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Subrecipient's responsibilities with respect to services provided under this Agreement, is prohibited unless written consent is obtained from such client or guardian.

4. Monitoring, Audits and Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at anytime during normal business hours, as often as deemed necessary, to monitor, audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 60 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient shall also comply with the provisions of the Single Audit Act of 1984, if applicable.

C. Reporting and Payment Procedures

1. Program Income

The Subrecipient will remit to the Grantee any and all CDBG program income received during PY 2012, from whatever program year's funding generated, to the Grantee upon its receipt by the Subrecipient. The Grantee shall hold these funds for the remainder of the 2012 program year and re-issue these funds to the Subrecipient in PY 2012 as an addition to its PY 2012 formula allocation or under a separate release of funds process as mutually agreed by the Subrecipient and the Grantee, unless the Grantee, for good cause, shall in writing inform the Subrecipient that it shall not have the program income returned and the reasons why it shall not be returned.

2. Payment

The Grantee will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. Payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed the total grant amount delineated in the Subrecipient's PY 2012 Project Summary. Drawdowns for the payments of eligible expenses shall be reimbursed to the Subrecipient against line item budgets specified in the PY 2012 Project Summary and in compliance with supporting financial and performance documentation required by the Grantee.

3. Progress and Performance Reports

The Subrecipient shall report on its progress or performance to the Grantee in the form, content and frequency as required by the Grantee.

D. Procurement

The Subrecipient shall comply with current Grantee procurement policies concerning the purchase of goods and services to facilitate fair and open competition and shall maintain inventory records.

All persons, agencies, suppliers, organizations, etc. hired by the Subrecipient to carry out activities funded in whole or in part with CDBG funds are vendors or contractors, not subrecipients or subgrantees. All procurement and other requirements as they relate to contractors apply. The Subrecipient must have written agreements with all contractors. The Subrecipient may not subgrant CDBG funds to any person or non-profit or private for-profit organization or agency.

E. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the Requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503 and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation or termination.
2. At the termination of the Subrecipient's participation in the CDBG program, or at the point of converting real property acquired or improved with CDBG funds in excess of \$25,000, to a use inconsistent with one or more objectives of the CDBG program, there shall be a reversion of assets. In the case of a conversion to a non-eligible use, the Subrecipient will pay the Grantee an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of or improvement to the property. Such payment shall constitute program income in accordance with the Grantee's program income policy. If the Subrecipient terminates its participation in the CDBG program, then all real property acquired or improved with CDBG funds must meet one or more objectives of the CDBG program for a period of five years after the official termination. If the property will not be used to meet one or more objectives of the CDBG program, the Subrecipient must pay the County an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of or improvement to the property.
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that CDBG funds were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be transferred to the Grantee for the CDBG program or retained after compensating the Grantee (an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment).

V. OTHER PROGRAM REQUIREMENTS

The Subrecipient shall carry out its CDBG activities in a manner consistent with the requirements contained in the three-year Cooperation Agreement between the Grantee and the Subrecipient for program years 2012 through 2014, as renewed, with the applicable statutes and regulations governing the Consolidated and Annual Action Plans as authorized by the Oakland County Board of Commissioners, and under Subpart K of the CDBG regulations at 24 CFR Part 570, with the exception of the CDBG environmental review responsibilities, which shall be borne by the Grantee using information and/or reports provided by the Subrecipient in accordance with the CDBG environmental review process. CDBG compliance requirements address civil rights laws; non-discrimination in providing services, employment and contracting opportunities; affirmative action; prohibited political, religious and lobbying activities; and conflict of interest, copyright and labor standards.

VI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS WHEREOF, the authorized representatives of the County and the Community have signed this agreement below, and agree to abide by all terms as set forth herein.

County of Oakland by

City of Novi by

County Executive
Date _____

Highest Elected Official
Date _____

Witnessed By
Date _____

Witnessed By
Date _____

The Subrecipient Agreement is subject to the terms and conditions of the Grant Agreements as approved by the Oakland County Board of Commissioners by resolution on file with the Oakland County Clerk.



Public Hearing Packet



MEMORANDUM

TO: KATHY SMITH-ROY, FINANCE DIRECTOR
FROM: MARINA NEUMAIER, ASSISTANT FINANCE DIRECTOR *Marina*
SUBJECT: 2012 COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING INFORMATION
DATE: OCTOBER 12, 2011

The proposed Program Year (PY) 2012 Community Development Block Grant (CDBG) planning allocation for the City of Novi is **estimated** to total \$85,918. **Funding requests from outside agencies for public service activities were received totaling \$17,000.** The maximum amount the City of Novi is allowed to allocate directly to the public service program category for 2012 is \$12,888, assuming our estimated grant award remains at \$85,918.

UPDATE - PY 2012 Further Reduction in Public Service Cap. Because of decreases in the amount of revolving loan fund (RLF) paybacks to the Home Improvement Program as well as a 17% reduction in federal funding for PY 2011, the public service cap was reduced even further by Oakland County to a maximum of 15% of community allocations. The impact of this action has forced Novi to cut total public service requests by **\$4,112** or 24% in order to stay within the maximum 15% as allowed or \$12,888 (\$17,000 requested - \$12,888 allowed). The public service category allows the City of Novi to fund programs and services such as Youth Assistance and HAVEN.

HCD Committee Recommendation: Funding requests were reviewed by the Housing and Community Development Advisory Committee at their meeting of October 4th and they are recommending the following program allocations for 2012:

Recommended Projects					
CDBG Program Description	Organization Requesting Funding	Description	2011 Allocation Award	2012 Agency Requests	2012 HCD Committee Recommendation
Public Services	HAVEN	Battered and abused spouses	\$ 4,950	\$ 6,000	\$ 5,000
Public Services	Novi Youth Assistance	Specialized counseling and camp scholarships	\$ 7,560	\$ 11,000	\$ 7,000
		Sub-total *	\$12,510	\$17,000	\$12,000 *
Minor Home Repair	City of Novi	Residential repair program for Novi residents	\$73,408	\$73,408	\$73,918
		TOTAL	\$85,918	\$90,408	\$85,918

*The maximum 15% allocation allowed within the Public Service category for 2012 is \$12,888.

Letters requesting grant funding from HAVEN and Novi Youth Assistance have been included within this packet as additional information.

The Committee agreed to recommend continued funding for both Novi Youth Assistance (NYA) and HAVEN at levels comparable to the current Program Year while still meeting the 15% public service cap. Funding dollars allocated to NYA are used to provide direct intervention services for Novi youth and include counseling, enrichment, skill building and academic support to children who are for various reasons deemed to be at "at risk" or whose families have insufficient financial resources to meet their needs for these activities. The broad goals are: 1) to provide scholarships to allow children (who qualify by income) to attend various summer camps according to their individual interest and needs, 2) to enroll qualifying children in programs that increase skills in various areas and 3) to provide tutoring to qualifying children who can benefit from additional academic support.

HAVEN Guidelines for CDBG Communities: Beginning with the 2007 Program Year, Oakland County now contracts directly with HAVEN as a sole source provider on behalf of participating communities. In the past, each community would contract individually with HAVEN. The contract duration period will be one year and at the end of the contract period, any community balance will be expended for the 24-hour crisis hotline. HAVEN has reported last fiscal year a total of 151 Novi residents received direct assistance from HAVEN by way of shelter assistance, crisis intervention as well as services from HAVEN's Personal Protection Order Office.

Minor Home Repair Program: In addition to our allocation of CDBG funds, Novi offers its residents the ability to participate in the Weatherization Assistance Program (WAP) administered through OLHSA. We were able to **leverage an additional \$34,088 in weatherization funding for our residents in 2010**. The WAP provides free, grant-funded, energy-related home repairs to all eligible low income households to help lower their utility bills and to improve living conditions. Additional information regarding this program has been included within this packet as additional information.

The current wait list for the City of Novi Minor Home Repair program has grown to a total of **131** Novi residents as of October 12th. The table below reflects funding levels for the Minor Home Repair program since 2008. We anticipate the need for the Minor Home Repair program to sustain throughout the 2012 grant year.

CDBG Program	Description	2008 CDBG Funding Allocation	2009 CDBG Funding Allocation	2010 CDBG Funding Allocation	2011 CDBG Funding Allocation	2012 HCD Committee Recommendation
Minor Home Repair	Residential repair program	\$66,758	\$106,754	\$73,978	\$73,408	\$76,918

Area-wide Benefit Map: Enclosed with this packet is the current area-wide benefit map as provided by Oakland County which reflects the 2009 low/moderate income block groups from the U.S. Department of Housing and Urban Development. The Recommended Projects for 2012 do not include any area benefit type projects such as parks, streets or sidewalk improvements. The projects are strictly city-wide individual income-qualified type projects such as minor home repair or direct benefit projects such as public services which are not dependent on location.



Outside Agency Requests

| HAVEN



August 4, 2011

Marina Neumaier
City of Novi
45175 W. Ten Mile
Novi, MI 48375

Dear Ms. Neumaier:

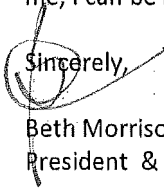
Violence in families is everywhere, crossing racial, ethnic, cultural, social and economic boundaries. The impact of this violence invades our schools, places of worship, offices, businesses, factories and throughout our neighborhoods. Human beings, both young and old, are being harmed physically, sexually and emotionally and this violence may be creating lifelong patterns of ongoing abuse in youngsters as they move into adulthood. We all pay the cost for the horrible crimes of domestic violence and sexual assault either in real dollars or in diminished potential of human and community life.

Since 1982, HAVEN has been dedicated to building violence-free communities where everyone can live without fear. HAVEN maintains a 24-hour emergency shelter exclusively for domestic violence victims and their children and sexual assault survivors who are afraid to stay in their own homes. HAVEN offers counseling and education that help families stop the violence, begin the process of healing, and create the hope that their future will be free from abuse. The agency steps out into the community – over the phone, in courtrooms, police stations, hospitals, schools, the workplace, and at community meetings – to provide crisis intervention and education to help victims and families prevent violence in future generations. HAVEN staff manages a Personal Protection Order office exclusively for victims of domestic violence and sexual assault located in the Circuit Court system, helping victims with the creation and filing of Personal Protective Orders, at no charge, as the first step in their safety plan.

HAVEN through its comprehensive work serves to break the silence that has kept the crimes of domestic violence and sexual assault behind closed doors. This silence has only served to allow these crimes to flourish. From July 1, 2010 through June 30 2011, 151 individuals were seen within our programs and 57 crisis calls were received from families in the City of Novi who took the first step to break their own silence by contacting HAVEN. The agency is again reaching out to you for support of our work with an even greater need as we assume the burden of increased clientele and additional staff to maintain these vital services. We ask that you continue to support these families through a Community Development Block Grant of \$6,000.00 for fiscal year 2012-2013. Please remember that the federal government presumes that domestic violence victims are considered to be low income and therefore qualify for inclusion in block grant public service requests.

HAVEN looks forward to the opportunity to meet with you this year to provide further information on this request and answer any questions you may have. In the meantime, if you wish to speak with me, I can be reached at (248) 334-1284 ext. 240. Thank you.

Sincerely,


Beth Morrison
President & CEO



Novi Youth
Assistance

September 10, 2011

Dear Housing and Development Committee Members,

I am submitting this letter along with the 2012 CDGB request letter for Novi Youth Assistance. As you know in the past we have always included letters of support from professionals, community members and clients we have served. Unfortunately, this year the office and Board of Directors has been without a full-time secretary since June. I am still waiting to receive letters and do not have the computer programming which would allow me to simply make changes to the request letter. The absence of a full packet, is not an oversight, but simply staffing at this time. I understand the Committee's timeline and appreciate your consideration in spite of the absence of our usually thorough packet.

Thank you very much for all of the years of continued support.

Sincerely,

A handwritten signature in cursive script that reads "Claudia L. Walter, L.M.S.W.".

Claudia L. Walter, L.M.S.W.

Novi Youth Assistance Caseworker



Novi

Strengthening Families
Through Community Involvement

OFFICE

45175 Ten Mile Road
Novi, MI 48375-3024

TELEPHONE

(248) 347-0410

FAX

(248) 347-0552

EMAIL

nya@cityofnovi.org

SPONSORED BY:

Oakland County
Probate Court/
Circuit Court-Family Division
City of Novi
Novi Community Schools

STANDING COMMITTEES

- Board of Directors
- Family Education
- Scholarships
- Camp
- Mentors Plus
- Public Relations
- Youth Recognition
- Fund Raising
- Teen Center
- Alcohol/Drug Awareness

**FREE PROFESSIONAL
COUNSELING
TO YOUTH AND
THEIR FAMILIES**

NOVI YOUTH ASSISTANCE

September 10, 2011

Housing and Community Development Committee
City of Novi
45125 W. Ten Mile Road
Novi, MI 48375

Dear Committee Members:

Novi Youth Assistance has received and utilized CDBG funding for moderate, low income and special needs youth since 1994. With continuing community support we have consistently honed our ability to identify at risk children who would benefit from recreational, educational and supportive programming. Once again this year, overall grant opportunities were reduced. In spite of this, we still insured a summer recreation program for Novi children at our own expense. Nonetheless, this along with a significant increase in requests for services has regrettably left us struggling, once again, to assist all applicants. As the sole local organization that can regularly provide comprehensive and varied scholarship opportunities within the City of Novi, we continue to find that demand is outpacing donations received. While we have made internal adjustments to stretch our monies as best we can, continued and increased CDBG funding is vital if we are to continue providing programming in 2012-2013 to those who otherwise might go unserved.

Due to the on-going economic downturn we are seeing record number of families requesting assistance with no end in sight at this time. This trend is ever increasing and a number of residents are struggling to provide the basics for their families. This then, inevitably eliminates any options to offer their children positive, healthy activities. Many of these children are then left with unscheduled time which leaves them at risk which, in turn, affects the community as a whole.

Historically, Novi Youth Assistance has been there to provide for those in need when there have been no other options. We continue to strive to do so. The benefit of offering summer programs, skill building activities and other supportive programming is demonstrated over and over again as we see these children move through the schools and community successfully. Therefore, in response to today's economic climate and rising costs, as well as demand for programming and decrease in other funding, Novi Youth Assistance respectfully requests that the members of the CDBG committee consider granting funds for the 2012 budget year in the amount of \$11,000.00.

Housing and Community Development Committee
Page 2

I am including, for your consideration, letters from clients who have greatly benefited from the availability of these funds for their respective families, as well as numerous letters from community members who support Novi Youth Assistance and our efforts to meet the needs of children in Novi.

Sincerely,

A handwritten signature in cursive script that reads "Claudia L. Walter, L.M.S.W.".

Claudia L. Walter, L.M.S.W.
Youth and Family Caseworker

CLW

Hello John, 2011
I wanted to send a note of thanks
for your support of our seniors in this
years Honors Night. I know Christ
Alyssa felt incredibly humbled and
honored to receive the awards that
night - thank you for your work
in presenting to them and all your
efforts with this scholarship. I look
forward to working with you again
next year!

Thank you!
LORI ULICH
Counselor-NHS

Dear Mr. O'Brien,

2011

Thank you so much for choosing me as the Nancy O'Kray Scholarship recipient. I feel honored that I will be representing Novi Youth Assistance next year at Michigan State University. It was such a pleasure meeting you at Honors Night and I hope our paths meet again. I am blessed for this opportunity
Thanks again,
Alyssa Miller

Dear Brien O'Meara and Novi Youth Assistance,

Thank you very much for naming me the outstanding student volunteer of the year. This means so much to me and it is an honor to be selected. All my life I have worked hard to make a difference in my community and I am happy and thankful to be recognized. I hope to continue volunteering next year as a Shipman Scholar at the University of Michigan. I know my service will continue in Ann Arbor. Thank you for the gift card and savings bond, I plan to use them to buy books next year. I apologize for being unable to attend the event, I had a class at OCC. Thank you for everything NYA does in our community and thanks again for selecting me.

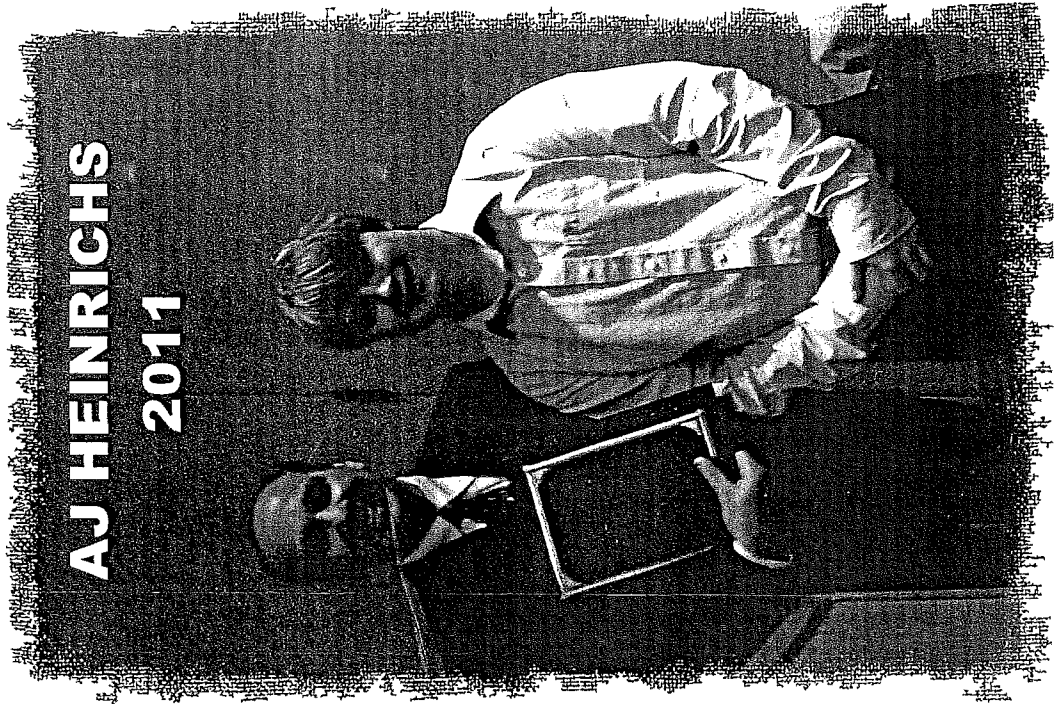
Thank you!

Matt Thimm

5-23-11
Dear Novi Youth Assistance,
Thanks so much for
honoring our students with
scholarships each year. A.J.
Steinrich is a very deserving
young man. We greatly
appreciate your continued
support.

Sincerely,
Deb, Kay & Nancy

**AJ HEINRICHS
2011**



5-23-10

Dear Novi Youth Assistance,

Thank you very much for the Nancy Okray Memorial scholarship. It is really going to help me pay for college. I plan on using the scholarship to pay for books and classes at Schoolcraft in the fall.

Sincerely,

A.J. Heinrichs

May 5, 2011

Dear Novi Youth Assistance,

Thank you so much for the \$300 scholarship for my daughter, Eloise. This money is a true Godsend. For the first time in years she will be able to finish the school year with me not owing money to the CARE program. I really appreciate your wonderful program and how generous you've been to us over the years. Thank you.

Sincerely,



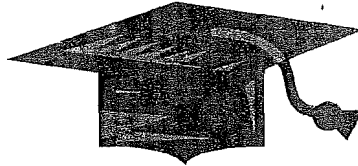
Novi High School

24062 Taft Road

Novi, MI 48375



Senior All-Night Party



May 25, 2011

Dear Donor,

On behalf of the Novi High School Senior All Night Party, we would like to express our sincerest heartfelt thanks for your generous donation. Without your support, this event would not be possible.

We have been hard at work creating a fun, safe and supervised environment for the graduates to celebrate after their commencement ceremony. Please join us to experience the amazing transformation of the High School at our Donor Walk-Through on Saturday, June 4th between 11:30 A.M. and 1:00 P.M. at Novi High School.

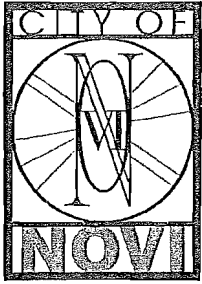
We truly appreciate all of your support for our students and look forward to seeing you on June 4th. Again, thank you for your donation.

Sincerely,

Novi High School

Senior All Night Party Committee

Class of 2011



April 25, 2011

Novi Youth Assistance
45175 West Ten Mile
Novi, MI 48375

CITY COUNCIL

Mayor

David B. Landry

Mayor Pro Tem

Bob Gatt

Terry K. Margolls

Andrew Mutch

Dave Staudt

Justin Fischer

Wayne Wrobel

City Manager

Clay J. Pearson

City Clerk

Maryanne Cornelius

Dear Claudia,

On behalf of the Novi Parks, Recreation & Cultural Services Department, I would like to thank you for your generous donation to the Flashlight Egg Hunt that took place on Wednesday April 20, 2011 at the Novi Civic Center. Your sponsorship will be recognized at the event with signage on all of our marketing pieces.

I truly appreciate your support of this community event and thank you for your participation.

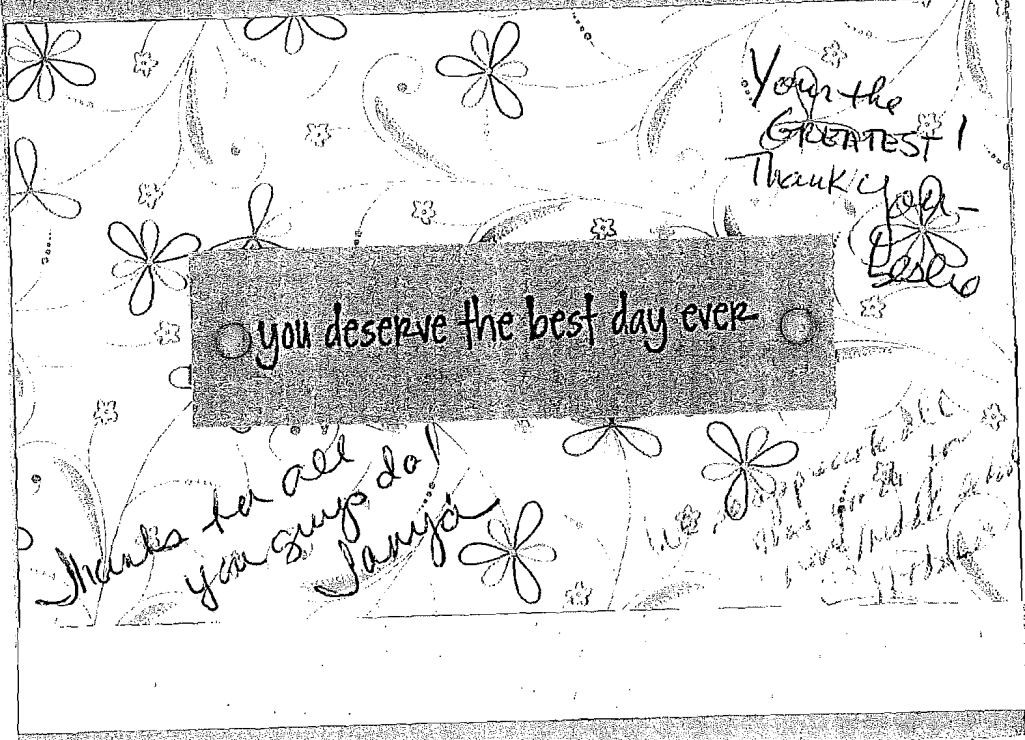
Sincerely,

A handwritten signature in black ink that reads "Wendy DuVall". The signature is fluid and cursive, with a long horizontal stroke at the end.

Wendy DuVall
Recreation Supervisor

City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375
248.347.0460
248.347.0577 fax

cityofnovi.org



You're the
GREATEST!
Thank you
Leslie

You deserve the best day ever

Thanks for all
you guys do!
Janice

We appreciate all
the love and support
from the Middle School
Staff

Dear Novi Youth Assistance / Kim,
Thank you very, very much for the
coat. Also, thank you for all of the extra
gifts and clothes. They were nice
surprises for the holiday and I really
enjoyed them. Again, thank you
ve. much for all of the gifts. ☺



Sincerely,

Dear Novi Youth Assistance Kim,

Thank you so very much for all of the lovely clothing items gifted to Muddy from your Department. I would also like thank the Good Fellows for their generous gifts of food most unexpected & might add - but very much appreciated over these past 2010 holidays. Please excuse the delayed card of appreciation. Such generosity during times such as these is truly remarkable and says so much about the human spirit. Thank you once again For your kindness.

My Best,

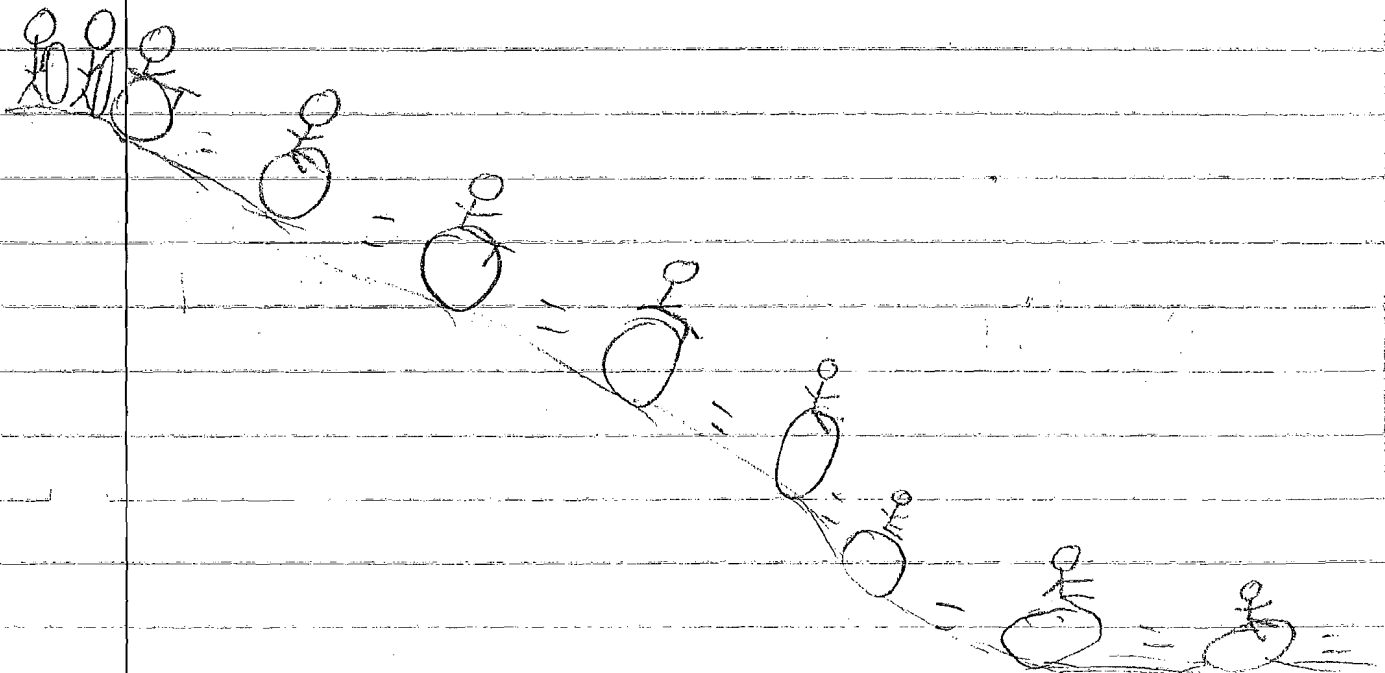
Dear Claudia,

Thank you for your continued support and assistance that you provide to the students of Novi. Your dedication is greatly appreciated!

Kathy Grisa
Kindergarten Teacher
Parkview Elem. School

Dear Novi Youth center,

Thank you for paying for Camp
it was really fun! We did a lot of
stuff there at the end before we went
home we went sledding even though
there wasn't a lot of snow. We still
had fun! When we just got done
w/ our showers we got up in our
bunk beds three of the girls
thought there was nice everybody
else belived them except me anyway
Thank you again x Jannifer



WITH *Gratitude*

Thank you for all the
gifts and food. Your
generosity was outstanding
and so appreciated.

Sincerely

Claudia,

You are such an amazing team player. Thanks for all your support, energy, & passion. Even when you are stretched thin... you give 150% and it shows!

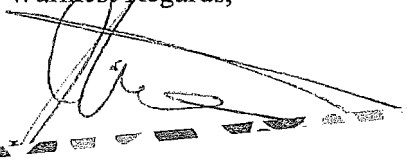
Thank you from the bottom
of our hearts! ♡, Jan
Michor

3/15/2011

Dear Novi Youth Assistance,

My boys and I have had some difficult challenges lately. Only through the help, support and guidance from our Church, Schools and Community Resources, such as Novi Youth Assistance are we making it through. I want to thank you from the bottom of my heart for all you have done for us asking nothing in return. Thank you for the wonderful Thanksgiving Dinner my boys and I really had a feast! Mostly, thank you for giving my boys a Christmas that I never could have given them.

Warmest Regards,

A handwritten signature in black ink, appearing to be "W. G.", written over a horizontal dashed line. The signature is written in a cursive style.

January 6, 2011

Our family would like to say thank you very much to The Owl Scout Troop and Nova Youth Assesment for making this a wonderful Christmas for my kids and family. Without organizations like yours the Holidays would be so much harder on children.
So Once again thank you so very much.



To the wonderful family who made our christmas so amazing this year in such hard times. I know when my mom and I picked up from the youth center we were just amazed at how much there was thank you so much. I know when my boys woke up christmas morning and walked out to see what santa had brought them they were both so flabber gasted that there was so much and the look on their faces was just enough to you smile and cry at the same time. I know I personally love every thing and so do Brendon and Trevor, The eskimo coat as my boys call it has kept me so warm and so have the flannel sheets also the bracelet and the ear rings are so nice, The boys are also enjoying their coats, hats and gloves they also keep them warm. Brendon just told me the other day he loves the comforter and sheets and that he is sleeping like a baby. Trevor said his favorites are the transformers and the movies that he is watching over and over again. I would also like to thank you for the extra money I know that also came in very handy that I was also able to fo out and get them a couple of things from me. We just wanted to tell you thank you so much from the bottom of our hearts the

1/7/2011

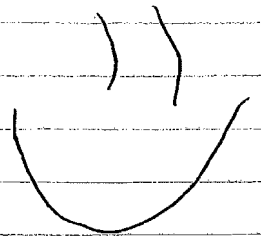
Thank you for all the gifts we
received we really appreciate it. We
had a great Christmas. Thank you
~L.M.

I want to thank everyone who took
their time and money to give us
presents. I greatly appreciate it for giving
us a wonderful Christmas. Thank you
God bless you all. Ana Orozco

Thank you for all the
AWESOME gifts, and I hope
you had a great x-mas
-thnx-
Valeria

Muchas Gracias Por mis regalos me isieron
muy FELIZ Jackie

MUCHAS



GRACIAS

01-01-11

Thank you very much for helping
us this Christmas you helped me
make my boys very happy.

I hope some day to give someone
the same happiness you gave us
this year, THANK YOU!

I hope you have a Great New Year

Thank You

John

January 3, 2011

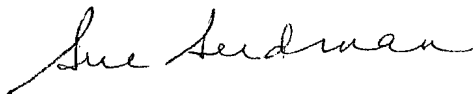
Dear Board of Directors of Novi Youth Assistance,

I wish that I knew each of your names so I could thank you individually for the 'ModelMe' CDs that you purchased for me and the students at Novi Woods Elementary School. They are a fabulous base for learning social skills and lend themselves to other activities which will reinforce the life-long skills that are so important to our children. I shared the knowledge of your generosity with our principal, Pam Quitiquit.

I have been a school social worker in the Novi Community Schools for fourteen years...ten years at the Middle School, and I am in my fourth year at Novi Woods. During this entire time, Novi Youth Assistance has been there for our families, students and teachers in so many important ways. I know that, whenever I refer families to NYA for counseling support, they will be treated with the utmost respect and given insight into whatever is troubling and difficult at the time. More and more families are experiencing financial difficulties, and NYA tries to be supportive in every way possible. We are so fortunate that NYA is so involved in our community!!

Thank you for all that you do!!

Sincerely,

A handwritten signature in cursive script that reads "Sue Seidman".

Sue Seidman L.M.S.W
School Social Worker
Novi Woods Elementary School

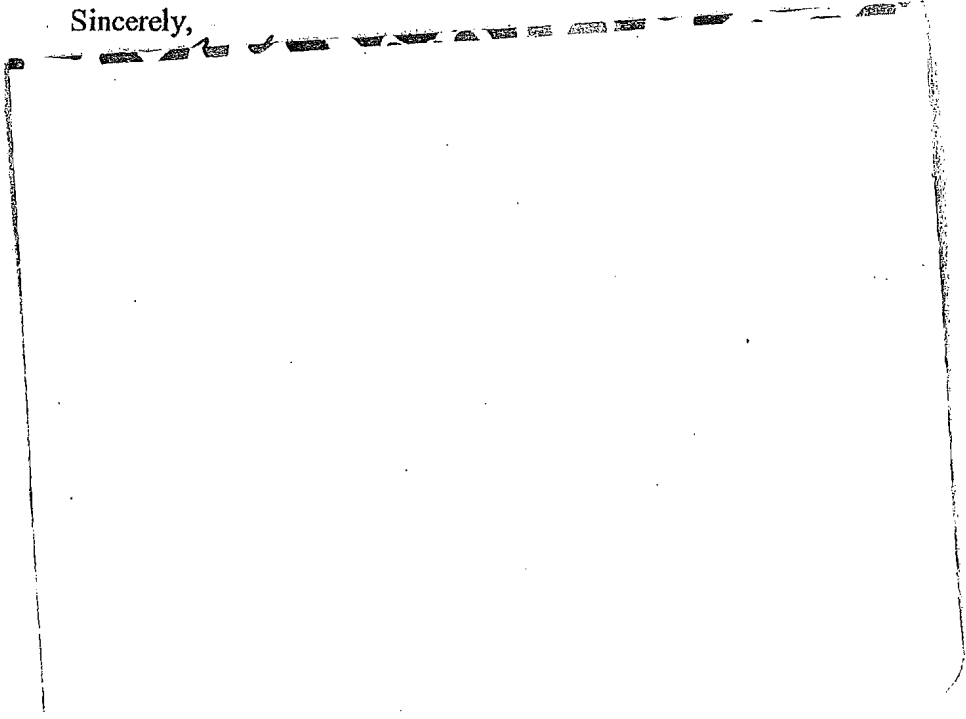
January 1, 2011

To Whom It May Concern:

Our family would like to take this time to thank your organization whole heartedly for the wonderful Christmas gifts received. He could not believe how generous and loving people could be during this holiday season. Your organization showered a little boy with so many wonderful presents; he states that he is very special in such a magical and enlightening way. His face lit up with such joy and excitement. We thank you for all the gifts which we received.

We hope that this organization continue to stay committed to the goal of touching the hearts of many families throughout the community as you have touched ours. Words can never express our gratitude and appreciation. On behalf of , we thank and support this organization for providing such support, and thoughtfulness. Thank You.

Sincerely,



January 9, 2011

To: Novi Police Department
From: The Family (especially)
Attn: Chief Molloy

Ken -
THANK YOU FOR TAKING
THE TIME WITH
AND RESTORING HIS
FAITH IN OUR TRUSTED
PROFESSION! GREAT WORK
DAVID M.

Dear Chief Molloy,

This past New Year's Eve my son (age 7) was given the opportunity to experience a personal guided tour of Novi Police Headquarters by Sergeant Kenneth Meier and it changed his mind. I know it may sound strange to hear a 7 year old boy like [redacted] would need to have his mind changed about anything to do with the police or law enforcement - but he did and Sergeant Meier was just the officer to do it.

C: PS
ADM:
PER. FILE
e-we

Last summer when [redacted] was 6 years old, he had an experience which left him feeling very afraid of the police - he actually saw the police as people to avoid and was anxious at the thought of being near a police officer. After the summer incident occurred, our case was forwarded to Claudia Walter in Novi Youth Assistance; through the process and final assessment it was clear to her a possible lasting effect for [redacted] could be his continued fear of the police.

As a possible way to overcome this, Claudia suggested a personal tour of the police department; both [redacted]'s dad and I agreed this was important. We felt it so important for [redacted] to grow up with a positive image of the police and not to look at them as people to be feared.

So the tour took place on Friday, December 31 at 10am and I am happy to report the visit was a success. Though on our way to the police station [redacted] wanted nothing to do with the tour, after about 5 minutes with Sergeant Kenneth Meier he was comfortable and went ahead inside with no coaxing from me whatever.

On his tour [redacted] came into contact with several very friendly people who were happy to speak with him and tell him about their job at the police department. Those people were: Kelly & Kelly in the 911/dispatch area, Detective Mike Wilson and Officer Jeremy Stempien. Everyone greeted [redacted] with a smile and warm welcome; it was an experience which truly changed his mind.

On our way home in the car [redacted] told me he thought, "The police are awesome." Then later that evening he could not stop telling our family and friends all about his special tour and how the Sergeant gave him a badge (which he continued to wear all night).

In short, this is a letter of thanks. [redacted] his dad and I all want to thank each and every one of you for doing what you do - and in this case going above and beyond for one little boy.

In addition, [redacted]'s dad and I want to sincerely extend our gratitude for the way all of you worked together to go out of your way to turn around an unfortunate incident and leave [redacted] feeling intact, as well as positive about law enforcement and the police.

We realize we are very lucky to live in a city like Novi where there are resources available who not only care about what they do, but truly care about the people in the community. Please extend our thanks to your team and let them know they made a big difference that day.

Most Sincerely and with gratitude,



To our friends at NYA,

Thanks so much for helping
us. We'd like to repay the kindness to
another family

Sincerely

The [unclear] family

Dear all,

Thank you all so very much
for making Our Holiday
Season Extra Special!

God Bless
you & yours!
(Peace)

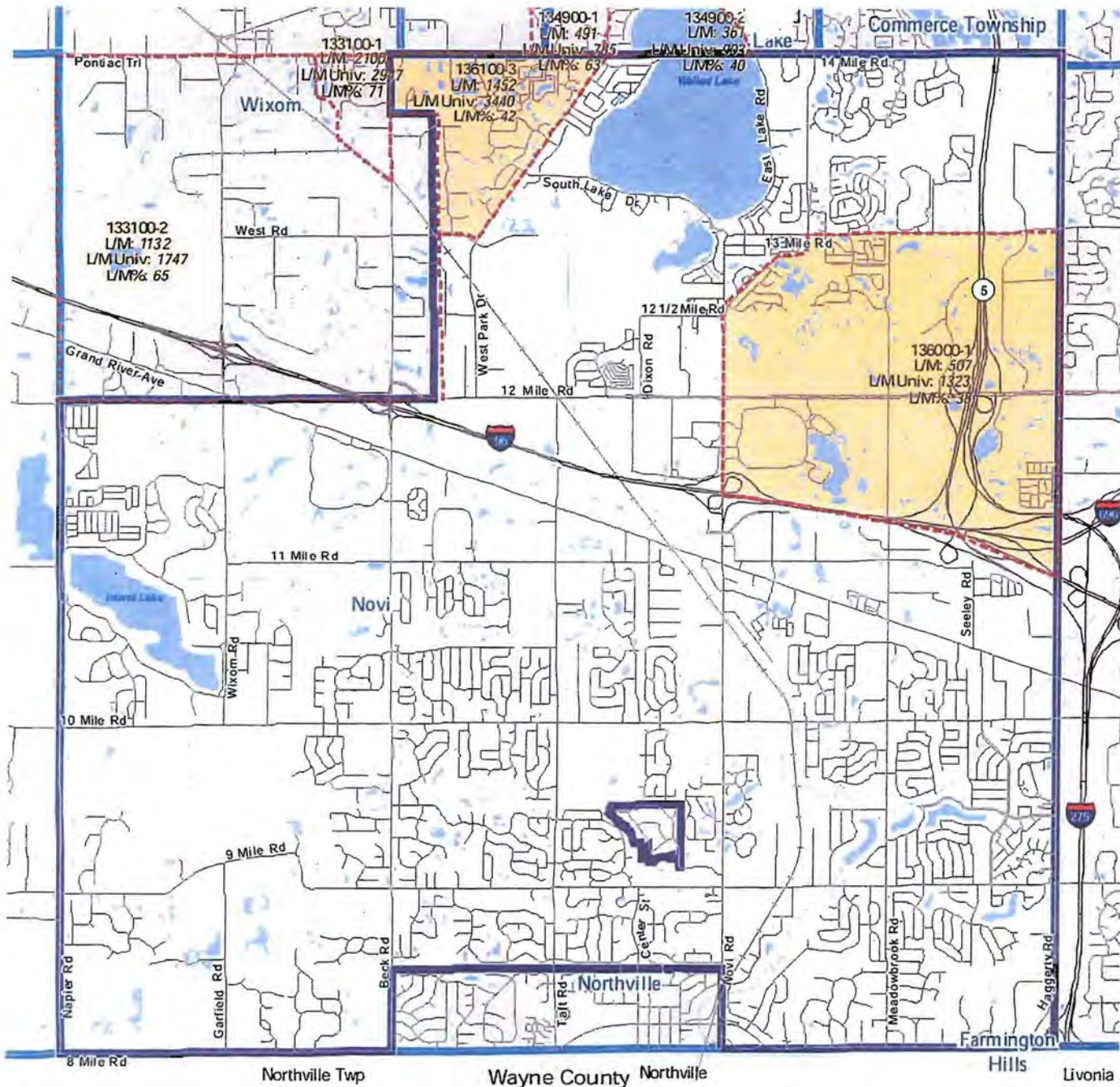
[Redacted]
[Redacted]
[Redacted] and
(mom)

-2010-





Area-wide Benefit Map



OAKLAND COUNTY
 COMMUNITY & HOME IMPROVEMENT
 Oakland Pointe
 250 Elizabeth Lake Road, Ste. 1900
 Pontiac, MI 48341-0414
 248.858.0493
www.oakgov.com/chi



Area-wide Benefit Map City of Novi

Legend

- Eligible Area-wide Benefit Block Groups
- Community Boundary (highlighted)
- Community Boundary (adjacent)
- Highways
- Major Roads
- Minor Roads
- Railroads
- Lakes



1 inch = 4,793 feet

This Census Block Group map reflects 2009
 LMISD data from the U.S. Department of
 Housing and Urban Development.

The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as a map. Users should consult the information sources mentioned above when questions arise.

Map created on July 27, 2009



Weatherization
Assistance
Program



June 21, 2011

Dear City Clerk Maryanne Cornelius,

As a caring member of our local community we know you are committed to the financial empowerment of those you serve and we would like to increase your awareness of our work here at Oakland Livingston Human Service Agency's Weatherization Assistance Program.

Since its inception in 1976, the Weatherization Assistance Program has gained a solid reputation as the nation's core program for delivering energy-efficiency services to low-income households. Weatherization's professionally trained crews use the latest energy audit technologies to identify energy-saving strategies in single-family, multi-family, and mobile homes.

OLHSA's Weatherization Assistance Program is a **FREE** program that can help make a home more comfortable, safer for families, lower utility bills and help save money! Participants in this program you will be eligible for **FREE** services which may include a home energy audit, added insulation, furnace and hot water heater repair or replacement, air leakage reduction, energy education and much more.

In February of 2009 President Obama signed into action the American Recovery and Reinvestment Act. These ARRA funds allowed OLHSA to increase our annual production from an average of 300 houses each year to approximately 1000 houses in Oakland and Livingston Counties per year, but these resources are now limited.

The Weatherization Assistance Program is still accepting applications, but we are down to the last few months of spending out our funding and we want to help as many people as possible before the funding runs out! We believe there are great possibilities for Weatherization and our community leaders to establish a unique relationship whereby both can more effectively serve our local community through information exchange and coordinated efforts.

Please consider this letter a personal invitation to request more information, partner in outreach events, or even view an on-site demonstration of the Weatherization Assistance Program. In efforts to offer this great opportunity to as many people possible, the Energy Services Team is always looking for new opportunities to promote our program. If you would like to help and/or are interested in learning more or would like a Weatherization presentation, please contact us at 248.209.2760 or 517.546.8500.

Help us help your community!

Sincerely,

OLHSA's Energy Service's Team

Weatherization Works

FREE Program

**Save money &
Lower your utility bills!**

OLHSA's Weatherization Assistance Program:

- Serves income eligible families free of charge
- Makes your home more energy efficient
- Increases home safety
- Employs local contractors and inspectors
- Provides referrals to other FREE Community Action programs

Energy efficiency measures may include:

- Home energy audits
- Wall insulation
- Attic insulation and ventilation
- Floor/foundation insulation
- Air leakage reduction
- Furnace repair or replacement
- Other energy saving measures

Improve the energy efficiency of your home today!

To see if you qualify, contact the
OLHSA Housing & Energy Department
248-209-2760 or 517-546-8500
or visit www.olhsa.org



Weatherization Works for Us!



"We now have hot water and for this alone we owe all much appreciation. Boiling water on the stove to wash dishes and fill the bath was wasteful and could only lead to an accident someday"

Thankful Recipient, Oakland County

"I just had to thank you again for weatherizing my home. The neighbors burned leaves and branches and for the first time ever, the smoke did not get into my house. Thank you from the bottom of my heart."

Mary, Hamburg

"It has made a big difference in the comfort of my home, and I can't wait to see a reduction in heating and cooling bills as well, which will be very welcome."

Nathaniel, Oakland County

"I want to thank all of you at OLHSA for helping me, and especially for the new refrigerator. God Bless you all."

Elizabeth, Brighton

"How blessed I am with the new windows, vents, weather stripping, duct sealing, furnace inspection, plus the water heater and new fridge. By God's grace and the goodness of OLHSA, I am extremely blessed and looking forward to a more cozy winter. Again, thank you so very, very much."

Lorraine, Oxford

"The weather stripping, door brushes, the dryer vent, and the storm windows are also already a great cost help and I'm sure will lower the cost of my budget plan with consumers. It's a win-win situation."

David, Holly

"Thank you with all my heart OLHSA for providing me with free insulation, vents, and new doors for the home I lived in 64 years. I am a widow 87 yrs old and moved here to Royal Oak when I was 23. Where have the years gone? I raised 4 children in this house. I would not have been able to afford the above services. From my heart, thank you."

Blanche, Royal Oak



Weatherization Works!

The low-income Home Weatherization Assistance Program is a FREE service funded by the Federal Department of Energy (DOE) and administered by the Michigan Department of Human Services (DHS). The program provides free energy conservation services for eligible low-income households. DHS contracts with Oakland Livingston Human Service Agency (OLHSA) to operate the program. The Agency determines applicant eligibility, performs the necessary inspections and contracts with qualified, licensed and insured private contractors to complete the work. Their services reduce energy use and lower utility bills, thus creating more self sufficient households.

Energy savings services may include:

- Combustion appliance testing
- Installing ceiling insulation/ventilation
- Sidewall and floor insulation
- Interior sealing of major cold-air infiltration areas, utilizing blower door technology

Eligibility

- Families and individuals who are interested in having their home weatherized must meet current federal income guidelines, which includes the gross income of everyone residing in the home at the time of application
- Recipients of FIP, SSI or SDA who have received benefits during any part of the past twelve months are automatically eligible
- Applications must be residents of Oakland or Livingston County

How to Apply

- You must contact OLHSA to apply for services
- All applicants must provide proof of income for the previous three months
- Proof of income could include one or more of the following items:
 - "Award" letter from Social Security
 - Pay stubs with year to date totals
 - Letter from applicant's employer
 - Unemployment check stubs
 - Most current W-2 or 1040 tax statement

Homeowner must provide one of the following pieces of documentation:

- Recorded deed with name and address
- Recorded land contract

Mobile home owner must provide:

- Title with applicant's name

Renters must have landlord:

- Complete and sign landlord agreement
- Provide proof of ownership (see homeowner above)
- Provide rental or lease agreements signed by both landlord and applicant

For more information on the Weatherization Program, please visit www.olhsa.org or call 248-209-2760 or 517-546-8500.



Oakland Livingston Human Service Agency
Community Action Since 1964
Helping People. Changing Lives.

Responsible Energy Actions for Life



Impact on Oakland and Livingston Counties 4/09-5/11				
Houses/Units Weatherized	2094	\$7,765,638.60		
Furnaces Installed	401	\$951,827.57		
Hot Water Heaters Installed	216	\$230,979.69		
Jobs Created through 5/11				
Licensed Contractors		22		
Crew Members		223		
Certified Inspectors/Auditors		15		
Program Staff		26		
Energy Education Clients Served				
	1217			
Funding Sources				
	DOE	MPSC	LIHEAP	ARRA
2008/2009	\$799,414	\$764,463	\$206,850	\$0
2009/2010	\$964,391	\$612,366	\$531,900	\$5,562,868
2010/2011	\$1,173,296	\$591,000	\$886,500	\$5,562,868

- Economic Impact 4/09-5/11:**
- Private sector job creation, local contractors, crews, and auditors
 - Purchasing from local and small businesses
 - Reduction of fossil fuels
 - 365,872 CFLs installed at a cost of \$281,440
 - 558 Refrigerators installed at a cost of \$291,843

OLHSA Energy Services

The Facts

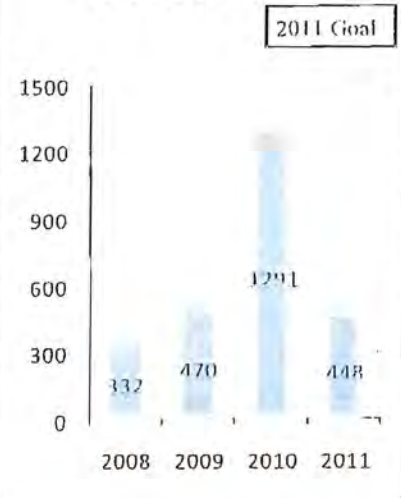
Did you know...?

OLHSA has 34 years experience administering the Weatherization Assistance Program

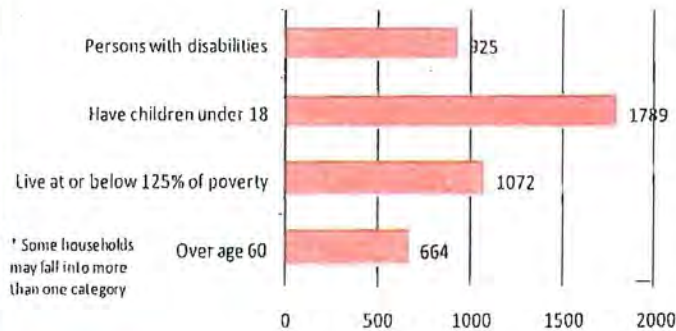
When surveyed, 95% of clients rated their Weatherization experience as "Excellent"

In May, the Weatherization Department gave out 493 applications!

Households Weatherized



Who We're Serving



Helping People. Changing Lives.

