



CITY of NOVI CITY COUNCIL

Agenda Item L
October 14, 2013

SUBJECT: Approval of bid award to administer the 2013 Program year for the Community Development Block Grant (CDBG) Minor Home Repair Program to Oakland Livingston Human Service Agency in the amount of \$15,530.

SUBMITTING DEPARTMENT: Finance

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$ 15,531
AMOUNT BUDGETED	\$ 91,654 (includes support of community organizations: Youth Asst./HAVEN services)
APPROPRIATION REQUIRED	\$ 77,654, offset by grant revenue
LINE ITEM NUMBER	208-691.00-891.000

BACKGROUND INFORMATION: Oakland County was recently notified by the U.S. Department of Housing and Urban Development (HUD) they will be receiving a 5.4% increase over 2012 in federal CDBG entitlement funds. As a result, Novi will be receiving an additional \$4,731 in grant funds which will be applied to our 2013 Minor Home Repair Program.

CDBG Program Description	Description	Allotted Minor Home Repair Amount	Administration Costs by service provider	Labor and Materials
Minor Home Repair	Residential repair program for Novi Residents	\$77,654	\$15,531	\$ 62,124

Each community receiving CDBG funds must bid public service contracts annually in order to comply with the grant's procurement guidelines. A total of two proposals were received this year. As a component to the annual Housing and Community Development (HCD) Committee meeting the two bids from Oakland Livingston Service Agency (OLSHA) and Inspection Experts Inc. (IEI). The HCD committee evaluated both submitted proposals. Seeing that IEI did not have significant experience administering Minor Home Repair programs and OLSHA has had significant experience especially in Michigan the Committee decided, once again, to award the contract to OLSHA. After the HCD met City Administration learned that IEI's bid, clearly, did not break out their program management costs which increased their proposal by \$11,648. In the end the lowest bidder was also the most qualified bidder. OLSHA's proposal includes a 20% program administrative fee. This fee is assessed on the actual construction cost of each project successfully completed by OLHSA. OLHSA began administering Novi's Minor Home Repair program back in July 2002. By partnering with OLHSA, Novi has also leveraged over \$300,000 in additional grant funds available through the weatherization program funded by the Department of Energy.

RECOMMENDED ACTION: Approval of bid award to administer the 2013 Program year for the Community Development Block Grant (CDBG) Minor Home Repair Program to Oakland Livingston Human Service Agency in the amount of \$15,530.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

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



CITY OF NOVI, MICHIGAN
45175 W. TEN MILE RD.
NOVI, MI 48375

ADMINISTRATION OF
CDBG MINOR HOME REPAIR PROGRAM

Proposal submitted by:

Name (printed) Ronald Borngesser Title: Chief Executive Officer

Company (Legal Registration) Oakland Livingston Human Service Agency

Address 196 Cesar E Chavez

City Pontiac State MI Zip 48343

Telephone 248-209-2600 Fax 248-209-2777

E-mail ronb@olhsa.org

Signature *Ronald B. Borngesser* Date 9-13-17

For information on responding to this RFP, contact Victor Cardenas, Assistant City Manager at (248) 347-0450, or e-mail vcardenas@cityofnovi.org

Proposals must be delivered prior to the due date and time specified above to the City of Novi, City Clerk's Office, 45175 Ten Mile Rd., Novi, Michigan 48375. Proposals must be submitted by person or mail. Faxed proposals will not be accepted.

THE OUTSIDE OF THE MAILING ENVELOPE MUST BE IDENTIFIED WITH THE FULL RFP NAME AND DUE DATE.

PLEASE INCLUDE THIS PAGE WITH YOUR PROPOSAL.

NOTICE TO PROPOSERS:

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** Only those vendors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued.

If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN site, www.mitn.info, and obtain an official copy.

PROPOSAL FOR ADMINISTRATION OF
COMMUNITY DEVELOPMENT BLOCK GRANT
MINOR HOME REPAIR PROGRAM
2013/2015

Presented to:

THE CITY OF NOVI

Proposal Presented by:

OAKLAND LIVINGSTON HUMAN SERVICE AGENCY
196 Cesar E. Chavez, P.O. Box 430598
Pontiac, MI 48343-0598
(248) 209-2600

Ronald B. Borngesser, Chief Executive Officer

CDBG MINOR HOME REPAIR PROGRAM
FOR THE CITY OF NOVI
2013/2015

INTRODUCTION AND BACKGROUND

For the past 49 years, the Oakland Livingston Human Service Agency (OLHSA) has carried out a wide array of programs to increase the self-sufficiency of and improve the quality of lives for low income households in Oakland and Livingston Counties. Among the programs provided are senior chore service, maternal and child health care, job training, energy and housing services, and preschool education. For the past 32 years, OLHSA has carried out energy and housing services such as heating assistance payments, weatherization, minor home repair, and major rehab, and more recently, first-time home buyer seminars, mortgage programs, financial management training, and affordable housing. These services have made OLHSA aware of the fact that as energy prices rise, and the state and federal resources are uncertain, additional local resources are needed to assure long term energy self-sufficiency and decent, safe homes for low to moderate income citizens.

Since 1972, OLHSA has weatherized over 16,930 homes in Oakland and Livingston Counties. Weatherization includes a whole-house energy audit, insulation of the attic, walls, and floor areas; major air sealing, and repair of windows, doors, and cracks in walls and ceilings, as well as a health and safety evaluation of the homes venting system and combustible appliances. Weatherization can also include repair and replacement of vent fan systems, furnaces, and hot water heaters, improving the health, safety, energy efficiency, and comfort of the home.

OLHSA has maintained and continues to work in a partnership with CLEAResult, ICF, and MCAAAA administering the Energy Optimization (EO) program. This program is a direct benefit to all OLHSA clients, allowing them to receive additional energy efficiency improvements that would not be possible using just weatherization funding. These EO funds expand the number of households for whom we are able to provide upgraded furnaces, refrigerators, the installation of compact fluorescent light bulbs, and other energy saving devices.

OLHSA is proud to announce an updated initiative. Our Home Chore program that has been in service for over 15 years has expanded to become our Affordable Assistance Program. Through high-quality service provided at very competitive rates, Affordable Assistance makes life a little easier for our customers. Seniors living alone can increase or maintain their independence, busy families worry less about the little tasks, and others are simply grateful that someone else is doing the work. The best part is that the profit from Affordable Assistance goes straight to helping OLHSA provide the free services desperately needed by so many of our struggling neighbors. By hiring Affordable Assistance, customers are giving back to the community. The more work Affordable Assistance performs, the more people in-need OLHSA can help.

CAPACITY AND EXPERIENCE

Under its current 2012-2014 grant with Novi, OLHSA has completed 13 homes. There are another 71 units on a waiting list, showing the critical need for minor home repairs. In addition, during 2012-2013, OLHSA has leveraged over \$26,500 to provide weatherization services for homes in the Novi CDBG Minor Home Repair Program. OLHSA has been delivering high-quality Minor Home Repairs through the CDBG program to Novi residents for many years. Since 2002, OLHSA has served 163 households in Novi with more than \$625,000 for minor

home repairs. These Minor Home Repair funds are used to improve the health and safety of homes and are used for repairs that are not covered by other funding sources. By combining these funds with an additional \$280,000 in weatherization funds, these homeowners are now living in more comfortable and energy efficient homes, lowering their utility bills and helping them stretch their limited incomes even further, improving the lives of everyone in the family.

In addition to providing the CDBG Minor Home Repair Program for the City of Novi, OLHSA has provided CDBG Minor Home Repair for Commerce Township, Oakland Township, Oxford Township, and West Bloomfield Township for the 2012-2013 grant year. In these townships a total of 17 homes received minor home repairs using grants totaling \$90,341, which also leveraged more than \$49,000 in weatherization funding.

Beginning April 22, 2010, the federal government issued a new regulation (40CFR part 745, subpart E) regarding repair on homes containing lead-based paint. To be in compliance with this new regulation, additional work and involvement of certified inspectors and contractors is required. OLHSA's Energy Services Division has taken the lead in lead inspection/risk assessment.

OLHSA has an inspection team that includes a certified lead inspector/assessor, a licensed builder, and an inspector with the Housing Quality Standards training provided by Michigan State Housing Development Authority (MSHDA). All inspectors are qualified state weatherization inspectors trained in the use of air quality and pressure diagnostic equipment and furnace testing equipment to assure the health and safety of every home receiving any services. Additionally all of OLHSA's auditors are Michigan Occupational Safety and Health Administration (MIOSHA) certified and have Green and Healthy Homes Initiative Certification.

The office personnel include oversight by Joan Leshley, Director of Energy Services and Gary Warsecke, Associate Director of Building Performance; inspection by Michael Smith, Energy Diagnostics Inspector and Jeremy Symons, Quality Control Inspector; and business operations by David Kosinski, Business Operation Coordinator. OLHSA has a fully staffed financial department responsible for more than 70 different programs. The senior accountant has over 29 years of experience in financial reporting and accountability and the financial staff has had many years of experience in a variety of CDBG programs both for the county and several municipalities.

OLHSA maintains full insurance coverage as an agency, including worker's compensation, general liability, automobile liability, and protective liability as required. In addition, all sub-contractors who provide weatherization and/or rehab services are required to maintain full insurance coverage. All contractors are required to complete the DOE Lead Safe Work Practices training and EPA Renovation Repair and Painting certifications.

Based upon past and current program activities, OLHSA can assure the effective and efficient delivery of CDBG funded minor home repair services, both in administration and technical applications.

PROPOSED PROGRAM

OLHSA will provide minor home repair for between 12 and 15 homes in the City of Novi depending on the scope of services required at a cost from \$1,000 to \$5,000 (One thousand to five thousand dollars and no cents) per unit for a total contract of \$77,8654.00 (including 20% for program management). OLHSA is familiar with all aspects of CDBG requirements, including client eligibility, contractor procurement, and financial and programmatic reporting, and will be in compliance with said requirements for the duration of the project. Where possible for eligible units, OLHSA will leverage funding from its weatherization program, including the Department of Energy Weatherization Assistance Program (DOE WAP).

All clients will be invited to participate in energy education classes offered by OLHSA. They will receive a comprehensive needs assessment through our Welcome Center, where they will be introduced to the variety of services provided by other departments at OLHSA, including Senior Aid Job Training, AIDS Support Services, and Emergency Needs Services, Maternal Health Advocacy, Head Start, Food Commodity Distribution, MSHDA Links to Homeownership (including Housing Counseling, Credit Repair, Financial Management and Economic Literacy) and other appropriate services.

BUDGET

The following is a general breakdown of the minor home repair budget.

Program Management	(20%)	\$ 15,530.00
Labor/Materials	(80%)	\$ 62,124.00
TOTAL	(100%)	\$ 77,654.00

CONCLUSION

OLHSA will effectively deliver a CDBG Minor Home Repair to low and moderate income residents of the City of Novi. By linking this program to the Department of Energy Weatherization assistance program as well as available utility and Department of Human Services Energy programs when applicable, these clients will receive the maximum benefit of energy cost saving and home repair services to provide healthy, safe, and decent homes for residents of the City of Novi. In addition, clients will be referred as needed to the wide range of services available through OLHSA's community services, senior and Head Start programs, providing a holistic approach for each household and family served.

OLHSA
NOVICDBG.rfp

08-30-20132

THE CHARTER TOWNSHIP OF COMMERCE

THOMAS K. ZONER
SUPERVISOR
VANESSA MAGNER
CLERK
SUSAN L. GROSS
TREASURER

2009 TOWNSHIP DRIVE
COMMERCE TOWNSHIP, MICHIGAN 48390
(248) 624-0110
www.commercetwp.com

TRUSTEES
BOB BERKHEISER
ROBERT J. LONG
DAVID LAW
RICK SOVEL

September 6, 2013

City of Novi
City Clerk's Office
45175 W. Ten Mile Road
Novi, MI 48375

RE: Reference Letter of Experience with OLHSA and CDBG Minor Home Repair Program

Dear Sir or Madam:

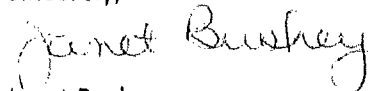
We, the Charter Township of Commerce, are writing this letter of support for OLHSA, a Community Action Agency, for OLHSA's work with the Community Development Block Grant Program for Minor Home Repairs. Many of our residents have benefited from OLHSA's work in the Minor Home Repair Program, along with the other programs OLHSA is able to provide.

OLHSA has consistently been able to manage and administer the Minor Home Repair program for our homeowners. They adhere to the guidelines for securing well-qualified contractors to bid on the work required, while following all CDBG regulations and requirements.

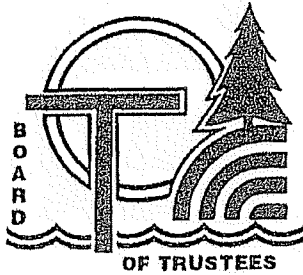
When OLHSA provides Minor Home Repairs they also leverage many other services to help improve the health, welfare, safety, and comfort of our homeowners and their families.

We strongly support OLHSA to receive funding to provide CDBG Minor Home Repair funding.

Sincerely,



Janet Bushey
CDBG Coordinator



CHARTER TOWNSHIP OF OXFORD

300 Dunlap Rd.

P.O. Box 3

Oxford, Michigan 48371-0003

Phone 248/628-9787 Fax: 248/628-8139

September 10, 2013

City of Novi
City Clerk's Office
45175 W. Ten Mile Road
Novi, MI 48375

RE: Reference Letter of Experience with OLHSA and CDBG Minor Home Repair Program

Dear Sir or Madam:

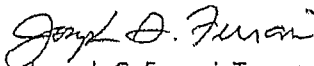
I, Joseph G. Ferrari, Oxford Township Treasurer, am writing this letter of support for OLHSA, a Community Action Agency, for OLHSA's work with the Community Development Block Grant Program for Minor Home Repairs. Many of our residents have benefited from OLHSA's work in the Minor Home Repair Program, along with the other programs OLHSA is able to provide.

OLHSA has consistently been able to manage and administer the Minor Home Repair program for our homeowners. They adhere to the guidelines for securing well-qualified contractors to bid on the work required, while following all CDBG regulations and requirements.

When OLHSA provides Minor Home Repairs they also leverage many other services to help improve the health, welfare, safety, and comfort of our homeowners and their families.

We strongly support OLHSA to receive funding to provide CDBG Minor Home Repair funding.

Sincerely,


Joseph G. Ferrari, Treasurer
Oxford Charter Township

Executive
Paul Gambka

Clerk
Dorothy Huser

*Township of Rose
Oakland County
Michigan*

Treasurer
Josh Trumbull

Township
Theresa Karp
Director of Public Safety

September 9, 2013

City of Novi
City Clerk's Office
45175 W. Ten Mile Road
Novi, MI 48375

RE: Reference Letter of Experience with OLHSA and CDBG Minor Home Repair Program

Dear Sir or Madam:

Rose Township Board of Trustees, is writing this letter of support for OLHSA, a Community Action Agency, for OLHSA's work with the Community Development Block Grant Program for Minor Home Repairs. Many of our residents have benefited from OLHSA's work in the Minor Home Repair Program, along with the other programs OLHSA is able to provide.

OLHSA has consistently been able to manage and administer the Minor Home Repair program for our homeowners. They adhere to the guidelines for securing well-qualified contractors to bid on the work required, while following all CDBG regulations and requirements.

When OLHSA provides Minor Home Repairs they also leverage many other services to help improved the health, welfare, safety, and comfort of our homeowners and their families.

We strongly support OLHSA to receive funding to provide CDBG Minor Home Repair funding.

Sincerely,


Paul Gambka
Rose Township Supervisor

September 6, 2013

City of Novi
City Clerk's Office
45175 W. Ten Mile Road
Novi, MI 48375

RE: Reference Letter of Experience with OLHSA and CDBG Minor Home Repair Program

Dear Sir or Madam:


We, Catherine Behrens & Jerry Walker, are writing this letter of support for OLHSA, a Community Action Agency, for OLHSA's work with the Community Development Block Grant Program for Minor Home Repairs. Many of our residents have benefited from OLHSA's work in the Minor Home Repair Program, along with the other programs OLHSA is able to provide.

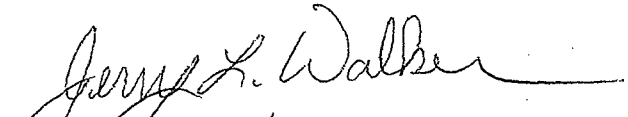
OLHSA has consistently been able to manage and administer the Minor Home Repair program for our homeowners. They adhere to the guidelines for securing well-qualified contractors to bid on the work required, while following all CDBG regulations and requirements.

When OLHSA provides Minor Home Repairs they also leverage many other services to help improve the health, welfare, safety, and comfort of our homeowners and their families.

We strongly support OLHSA to receive funding to provide CDBG Minor Home Repair funding.

Sincerely,


Village Clerk/Treasurer
Holly, Michigan


Village Manager



FERNDALE

The City of Ferndale, Michigan
300 East Nine Mile Road
Ferndale, Michigan 48220
(248) 546-2825
www.ferndalemi.gov

September 6, 2013

To Whom It May Concern

RE: Reference Letter of Experience with OLHSA and CDBG Minor Home Repair Program

Dear Sir or Madam:

We, the Community and Economic Development Department of the City of Ferndale, are writing this letter of support for OLHSA, a Community Action Agency, for OLHSA's work with the Community Development Block Grant Program for CHORE Services. Many of our residents have benefited from OLHSA's work in the this program, along with the other programs OLHSA is able to provide.

OLHSA has consistently been able to manage and administer the CHORE program for our homeowners. They adhere to the guidelines for securing well-qualified contractors to bid on the work required, while following all CDBG regulations and requirements.

When OLHSA provides CHORE Services they also leverage many other services to help improve the health, welfare, safety, and comfort of our homeowners and their families.

Sincerely,

Derek L. Delacourt
CED Director



CERTIFICATE OF LIABILITY INSURANCE

OP ID: CA

DATE (MM/DD/YYYY)

09/27/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Huttenlocher Group 1007 W. Huron Waterford, MI 48328 A. William Kendall	Phone: 248-681-2100	CONTACT NAME:	
	Fax: 248-681-0362	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		PRODUCER CUSTOMER ID #:	OAKLI-1
INSURED Oakland Livingston Human Service Agency Venture Inc P.O. Box 430598 Pontiac, MI 48343-0598	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Citizens Insurance Co.		
	INSURER B : Accident Fund Ins of America		10166
	INSURER C : Fidelity & Deposit of Maryland		
	INSURER D :		
	INSURER E :		
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			Z7B8884938	10/01/12	10/01/13	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Prof Liability						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Soc Work Liab			Z7B8884938	10/01/12	10/01/13	GENERAL AGGREGATE \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:			Z7B8884938	10/01/12	10/01/13	PRODUCTS - COMP/OP AGG \$ 3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			AWB8884941	10/01/12	10/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
<input type="checkbox"/> NON-OWNED AUTOS			\$				
A	UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		U7B8884940	10/01/12	10/01/13	EACH OCCURRENCE \$ 5,000,000
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	DEDUCTIBLE						\$
	RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCV0324634	01/01/12	01/01/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Crime-Fidelity			GCP0053647	10/01/12	10/01/13	Crime 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The City of Novi, it's officers, agents and employees are additional insured on the general liability as respects the operations of the named insured

30 days notice of cancellation-10 day notice for non payment

CERTIFICATE HOLDER

CANCELLATION

CITYNOV City of Novi Carol Kalinovik Purchasing Director 45175 West 10 Mile Rd Novi, MI 48375-3024	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Workers Compensation and Employers Liability Insurance Policy

Policy Number	Policy Period	
	From	To
WCV 0324634	01/01/2013 12:01 A.M. Standard Time at the described location	01/01/2014

Transaction	
AMENDED INFORMATION PAGE Effective: 01/01/2013	
Named Insured and Address	Agent
OAKLAND LIVINGSTON HUMAN SERVICE AGENCY PO BOX 430598 PONTIAC MI 48343	THE HUTTENLOCHER GROUP 1007 W HURON ST WATERFORD MI 48328 Telephone: 248-681-2100 9003000
Other Workplaces Not Shown Above:	See schedule attached
Extended Named Insured:	Absence of an entry means no exception
Interstate ID:	Intrastate ID:
Insured Is: NON-PROFIT CORP	FEIN # 381785665
Bureau/Risk ID: 0087262A	NCCI #: 90468
Unemployment Id Number:	

ITEM 2. POLICY PERIOD is from 12:01 A.M., 01/01/2013 to 12:01 A.M., 01/01/2014 Standard Time at the Insured's mailing address.

ITEM 3. COVERAGE

- A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MI
- B. Employers Liability Insurance: Part TWO of the policy applies to work in each state listed in Item 3A. The limits of our liability under Part TWO are:

Bodily Injury by Accident	\$	500,000	each accident
Bodily Injury by Disease	\$	500,000	policy limit
Bodily Injury by Disease	\$	500,000	each employee
- C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: All states and U.S. territories except monopolistic states, Puerto Rico, the U.S. Virgin Islands, and states designated in Item 3. A. of the Information Page.
- D. This policy includes these endorsements and schedules:

WC890600B (7/01)	DISCLOSR (9/10)	AF-NTI21 (10/10)	WC000000B (7/11)
WC000406 (8/95)	WC000419 (1/01)	WC000421C (9/08)	WC000422A (9/08)
WC210303A (6/97)	WC210304 (4/84)	WC990304 (4/98)	WC992101 (2/07)

ITEM 4. PREMIUM

The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates, and Rating Plans. All information required below is subject to verification and change by audit.

C L A S S I F I C A T I O N S

SEE SCHEDULE OF CLASSIFICATIONS ON FOLLOWING PAGE(S)

Minimum Premium	Deposit Premium	Total Estimated Annual Premium	Premium Adjustment Period:
\$750	\$221,828	\$221,828	Annual - Reporting

INSURED COPY



cityofnovi.org

**NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS**

**ADMINISTRATION OF
COMMUNITY DEVELOPMENT BLOCK GRANT
MINOR HOME REPAIR PROGRAM**

The City of Novi is seeking proposals from qualified service agency providers to manage and administer a **Community Development Block Grant (CDBG) Minor Home Repair Program** for the 2013 Program Year beginning July 1, 2013. The program will provide minor home repairs to qualified low and moderate-low income residents of the City of Novi.

Proposals must include a detailed outline on how the program will be managed and administered.

Proposals will be funded with Community Development Block Grant (CDBG) funds and the administrator must be familiar with, and comply with, all applicable CDBG requirements. When awarded, the term length of the contract will be two (2) years.

Sealed proposals will be received until **11:00 A.M.** prevailing Eastern Time, **Tuesday, September 17, 2013**, at which time proposals will be opened and read. Proposals shall be addressed as follows:

**CITY OF NOVI
CITY CLERK'S OFFICE
45175 W. Ten Mile Rd.
Novi, MI 48375-3024**

All proposals must be signed by a legally authorized agent of the proposing firm.
ENVELOPES MUST BE PLAINLY MARKED

"ADMINISTRATION OF CDBG MINOR HOME REPAIR PROGRAM"

AND MUST BEAR THE NAME OF THE PROPOSER.

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti
Purchasing Manager

Notice dated: August 23, 2013

OLHSA's Welcome Centers

Comprehensive services mean

you get what you need, and you get more than you expected. You'll be surprised at how much OLHSA can do for you and your family.

OLHSA team members will work with you to improve your quality of life through these services and many more:

- **Early childhood services:** education in the classroom and beyond, preparing children and families for a lifetime of learning.
- **Employment services:** working towards self-sufficiency through preparation and coaching.
- **Energy services:** making homes safer and warmer through education and energy-efficient upgrades.
- **Financial services:** helping families achieve financial stability through education, counseling, matched savings account programs, tax prep services, and more.
- **Health and Nutrition services:** providing the most basic of needs from emergency food to nutrition therapy and beyond.
- **Housing services:** achieving and maintaining affordable housing, whether in an emergency, renting, or owning.
- **Older Adult services:** helping seniors maintain independence.



The Welcome Center approach will open a world of possibilities for you and your family.

Components of the Welcome Center:

- A shoulder to lean on.
- Caring, professional, respectful help meeting your needs.
- Complete assessment of your situation, including screening for the many different services that OLHSA provides.
- Referrals to partner agencies in the community that can provide additional opportunities for your family.

creating
**meaningful
change**

Empowering families to succeed





OLHSA

A Community Action Agency

OLHSA

Services Overview



Visit our website at www.olhsa.org or find us on Facebook at [facebook.com/OLHSA](https://www.facebook.com/OLHSA)

To ask for help or give back, contact OLHSA's Welcome Centers at the information below.

Help us

Help others

Advocate

We rely on private and public funding to provide services to those who need them most. Help keep OLHSA and the important work of community action a priority for our elected officials by advocating on our behalf.

Volunteer

Join our army of over 1,000 volunteers! Options are diverse and include ongoing opportunities, one-time events and partnerships with other local organizations. Help us create meaningful change.

Donate

Your donation is important. Tell us what matters most to you; serving a specific population, helping with a specific need, or giving a donation to all of OLHSA's comprehensive services.



Locations

Central Office

196 Cesar E. Chavez Avenue T 248.209.2600
 P.O. Box 430598 F 248.209.2645
 Pontiac, MI 48343-0598 E info@olhsa.org

South Office

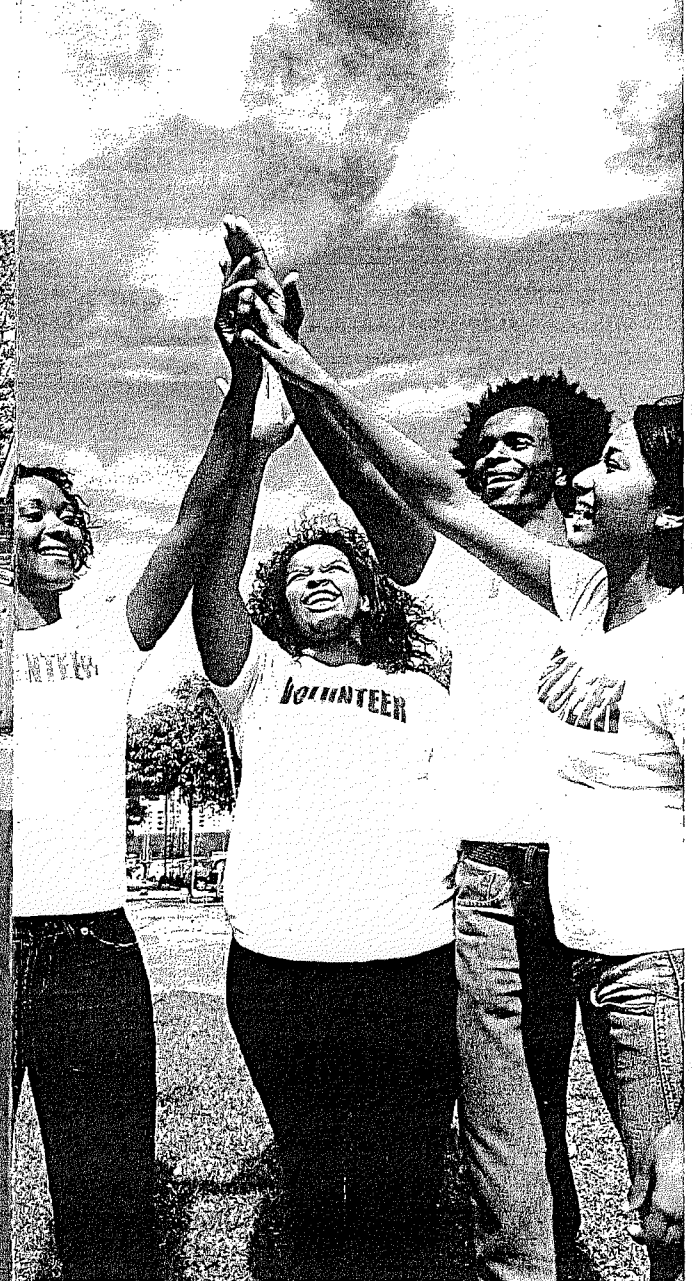
345 East Nine Mile Road T 248.542.5860
 Ferndale, MI 48220-1719 F 248.542.5897
 E info@olhsa.org

Livingston Office

2300 E. Grand River T 517.546.8500
 Suite 107 F 517.546.3057
 Howell, MI 48843-7574 E livingston@olhsa.org

HELPING PEOPLE, CHANGING LIVES,

Community Action Since 1964



A Welcome Center Approach

At our core

Our mission is to enable the low-income, elderly, and those living with disabilities in Oakland and Livingston Counties to become more self-sufficient.