

**City of Novi**  
**Notice of Public Hearing**  
**Community Development Block Grant Funds**

NOTICE IS HEREBY GIVEN that the City of Novi will hold a Public Hearing on the use of Community Development Block Grant Funds. The Hearing will be held Monday, December 5, 2016 at 7:00 p.m., EST, at the Novi Civic Center, 45175 Ten Mile Road, Novi, Michigan 48375, for the purpose of hearing public comments on the Community Development Block Grant Program Year 2017 application in the approximate amount of \$98,481 to fund eligible projects.

**All interested citizens are requested to attend this Hearing.** Comments will also be received in writing or in person at the City Clerk's Office, 45175 Ten Mile Road, Novi, Michigan 48375, until 5:00 p.m., November 28, 2016. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter will be made upon receiving 72-hour advance notice. Contact City Clerk, Cortney Hanson at 248-347-0456 for special services.

CORTNEY HANSON, CITY CLERK



## MEMORANDUM

**TO:** PETER AUGER, CITY MANAGER

**FROM:** CARL JOHNSON, CFO

**SUBJECT:** 2017 COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING INFORMATION

**DATE:** DECEMBER 5, 2016

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The proposed Program Year (PY) 2017 Community Development Block Grant (CDBG) allocation for the City of Novi is **estimated** to total \$98,481. **Funding requests from outside agencies for public service activities were received totaling \$19,500.** The maximum amount the City of Novi is allowed to allocate directly to the public service program category for 2015 is \$29,544. Below is the history of Oakland County's public service cap policy:

Oakland County is required by the U.S. Department of Housing and Urban Development (HUD) to maintain an overall public service cap of 15%. Dating back to November 1, 1996, Oakland County was allowing participating communities to spend a maximum of 50% of its annual allocation for public service activities and still maintain the overall 15% requirement. This was possible because of the large offsetting Oakland County Home Improvement Program. The impact of the 2000 census was to eliminate the area wide benefit activities for many communities forcing more communities to now allocate funds directly to public service activities. As a result, Oakland County in 2006 changed their policy to only allow participating communities to spend a maximum of 45% of their annual allocation on public services. Because of a sever decrease in the amount of revolving loan fund (RLF) paybacks to the Home Improvement Program, the public service cap was reduced even further by Oakland County to a maximum of 30% of community allocations. Decreases in the amount of revolving loan fund (RLF) paybacks to the Home Improvement Program as well as a 17% reduction in federal funding in PY 2011, caused the public service cap to be reduced even further by Oakland County to a maximum of 15% of community allocations. **With the addition, in recent years, of the City of Pontiac to Oakland County's list of participating communities, the public service cap was increased to a maximum of 30% of community allocations.** This continues to be the allowed allocation limit. The public service category allows the City of Novi to fund programs and services such as Youth Assistance and HAVEN.

**Housing and Community Development Committee (HCD) Recommendation:** The HDC Committee is represented by six members, five residents and one administrative staff member (Carl Johnson) in addition to two non-voting student representatives. The committee could not obtain a quorum after numerous attempts over several months so the recommendation from the prior year committee will be used for the current year allocation.

Funding requests were reviewed by the Housing and Community Development Advisory Committee at their meeting on November 16, 2015 and they recommended the following program allocations for 2016 PY and based on those recommendations

the 2017 PY are presented (Novi older adult transportation did not request funding for 2017):

<b>Recommended Projects</b>					
CDBG Program Descriptions	Organization Requesting Funding	Description	2016 HCD Allocation Award	2017 Agency Requests	2017 Recommendation
Public Services	HAVEN	Battered and abused spouses	\$6,500	\$6,000	\$6,000
Public Services	Novi Youth Assistance	Specialized counseling and camp scholarships	\$10,000	\$10,000	\$10,000
Public Services	City of Novi	Older Adult Transportation	\$10,000	\$ -	\$ -
Public Services	Hospitality House	Food Pantry	\$ -	\$3,500	\$ -
		<b>Sub-Total*</b>	<b>\$26,500</b>	<b>\$19,500</b>	<b>\$16,000</b>
Minor Home Repair	City of Novi	Residential Repair program for Novi Residents	\$71,981	\$82,481	\$82,481
		<b>Total</b>	<b>\$98,481</b>	<b>\$101,981</b>	<b>\$98,481</b>

**\*The maximum 30% allocation allowed within the Public Service category for 2015 is \$29,544.**

**Letters requesting grant funding from HAVEN, Novi Youth Assistance, Older Adult Services have been included within this packet as additional information.**

The 2016 Committee sought to provide the greatest good for the greatest amount of people. The Committee agreed to recommend continued funding for both Novi Youth Assistance (NYA) and HAVEN at their requested funding levels. 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. NYA has assisted 51 students thus far this calendar year.



**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 120 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. 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.

There is currently no waiting list for the City of Novi Minor Home Repair program. The table below reflects funding levels for the Minor Home Repair program since 2011. On average, a minor home repair runs approximately \$1,000 to \$5,000 per unit. We anticipate the need for the Minor Home Repair program to sustain throughout the 2017 grant year.

CDBG Program	Description	2013 CDBG Funding Allocation	2014 CDBG Funding Allocation	2015 CDBG Funding Allocation	2016 CDBG Funding Allocation	2017 Recommendation
Minor Home Repair	Residential repair program	\$77,654	\$77,505	\$84,481	\$74,126	\$82,481

**Area-wide Benefit Map:** Enclosed with this packet is the current area-wide benefit map as provided by Oakland County which reflects the Program Year 2017 low/moderate income block groups from the U.S. Department of Housing and Urban Development. The [Recommended Projects](#) for 2017 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.

**Novi Community Development Block Grant History:** Since 2002, the City of Novi has received and **successfully managed over \$1,637,802** in CDBG grant funds.

The deadline to submit the 2017 CDBG application to Oakland County is December 16, 2016.

City of Novi Community Development Block Grant																
	2002 Program Year	2003 Program Year	2004 Program Year	2005 Program Year	2006 Program Year	2007 Program Year	2008 Program Year	2009 Program Year	2010 Program Year	2011 Program Year	2012 Program Year	2013 Program Year	2014 Program Year	2015 Program Year	2016 Program Year	Total
<b>Project Descriptions:</b>																
<b>Public Service:</b>																
Senior Citizen Center Manager	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Senior Van Program	29,874	20,000	25,000	25,000	25,000	25,000	25,000	25,000	15,000	-	-	-	-	-	10,000	224,874
Youth Assistance	5,000	6,000	9,000	11,000	11,000	11,000	11,000	11,000	9,164	7,560	7,000	8,000	8,000	8,000	10,000	132,724
Haven	11,000	12,000	15,000	16,000	9,546	9,232	9,232	9,500	6,000	4,950	5,000	6,000	6,000	6,000	6,500	131,960
Novi Lions Club eBlind	-	-	-	2,900	-	-	-	-	-	-	-	-	-	-	-	2,900
Subtotal	54,874	47,000	58,000	63,900	52,546	52,232	45,232	45,500	30,164	12,510	12,000	14,000	14,000	14,000	26,500	542,458
<b>Minor Home Repair</b>	54,875	62,749	76,143	63,928	64,223	63,839	66,758	106,754	73,978	73,408	74,923	77,654	77,505	84,481	74,126	1,095,344
<b>Grant-total</b>	<b>\$ 109,749</b>	<b>\$ 109,749</b>	<b>\$ 134,143</b>	<b>\$ 127,828</b>	<b>\$ 116,769</b>	<b>\$ 116,071</b>	<b>\$ 111,990</b>	<b>\$ 152,254</b>	<b>\$ 104,142</b>	<b>\$ 85,918</b>	<b>\$ 86,923</b>	<b>\$ 91,654</b>	<b>\$ 91,505</b>	<b>\$ 98,481</b>	<b>\$ 100,626</b>	<b>\$ 1,637,802</b>



# Outside Agency Requests





**HAVEN**  
LIVE WITHOUT FEAR

September 14, 2016

Sabrina Lilla  
City of Novi  
45175 W. 10 Mile Rd.  
Novi, MI 48375-3024

Dear Ms. Lilla:

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 manage 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 Protection 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, 2015 through June 30 2016, 97 individuals were seen within our programs and 23 crisis calls were received from families in the City of Novi who took the first step to break their own silence by contacting HAVEN. Our 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 2017-2018. 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. 319. Thank you.

Sincerely,

Marianne Dwyer  
Interim President & CEO

801 Vanguard Drive, Pontiac, MI 48341 Phone (248) 334-1284 Fax (248) 334-3161 HAVEN-oakland.org  
Crisis and Support (248) 334-1274 or (877) 922-1274 TTY (248) 334-1290





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  
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

**PROFESSIONAL  
COUNSELING  
TO YOUTH AND  
THEIR FAMILIES**

# NOVI YOUTH ASSISTANCE

September 8, 2016

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, continue and increased CDBG funding is vital if we are to continue providing programming in 2017-2018 to our most vulnerable community members.

Due to the on-going economic downturn we are seeing a record number of families requesting assistance. This trend is ever-increasing as a number of residents are struggling to provide the basics for their families. This 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 our 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 2017 budget year in the amount of \$10,000.00.

Sincerely,

Lisa Shields  
Novi Youth Assistance Caseworker

The Circuit Court-Family Division for the County of Oakland does not discriminate on the basis of disability in admission or access to its programs, activities, or services as required by Title II of the Americans with Disabilities Act of 1990. The Circuit Court-Family Division is An Equal Employment Opportunity Employer.



**Novi Youth Assistance  
2015 Scholarship Funds \$8,000.00  
Total of 51 Novi Families Assisted**

Scholarships	#	Boys	Girls
Tutoring	1		1
Basketball	2	2	
Special Education Camp	1	1	
Summer School	2		2
Karate Class	9	5	4
Swim Lessons	3		3
Summer Camps	21	15	6
Cheer	2		2
Ballet Class	1		1
Gymnastics	1		1
Football	1	1	
Thespian Theatre	4		4
5th Grade Camp	3	2	1
<b>Total</b>	<b>51</b>	<b>26</b>	<b>25</b>

Average Scholarship \$156.00

Family Income	Children
Extremely Low Income	24
Very Low Income	16
Low Income	11
<b>Total</b>	<b>51</b>

20 Female Head of Household



**Thank You!**



## Oakland County Youth Assistance Application

Youth Assistance uses Community Development Block Grant funds to offset the cost of some of its programs. In order to be eligible for these funds, your family must income qualify according to current HUD section 8 income guidelines listed below. Count the income of all adults 18 years of age and older who reside in your house. Please complete this form.

Circle the number of people in your household (adults and children). On the same line, circle your income level. If you're the income level exceeds persons per household you are not eligible for a scholarship.

<b>Persons Per Household</b>	<b>Extremely Low Income</b>	<b>Very Low Income</b>	<b>Low Income</b>
1	\$14,050	\$23,450	\$37,450
2	\$16,050	\$26,800	\$42,800
3	\$20,160	\$30,150	\$48,150
4	\$24,300	\$33,450	\$53,500
5	\$28,440	\$36,150	\$57,800
6	\$32,580	\$38,850	\$62,100
7	\$36,730	\$41,500	\$66,350
8	\$40,890	\$44,200	\$70,650

4/4/2016











## Hospitality House food pantry

P.O. Box 284  
1600 W. West Maple Rd., Ste. C  
Walled Lake, MI 48390

Phone: 248-960-9975  
[www.Hospitalityhousefoodpantry.org](http://www.Hospitalityhousefoodpantry.org)

September 21, 2016

City of Novi  
Sabrina Lilla  
45175 10 Mile Road  
Novi, MI 48375

Re: Community Development Block Grants

Dear Ms. Lilla:

On behalf of the Hospitality House food pantry, I would like to request that a minimum of \$3500 in Community Development Block Grant funding to help the pantry continue to provide food assistance to the low-income residents of Novi.


In the first six (8) months of 2016 Hospitality House distributed 29,759 pounds of food to 506 households to residents of Novi at a dollar value of \$50, 29.71 Each client received approximately 51 pounds of food per visit from the pantry. Every month, we allow families with incomes below 200% of the federal poverty level to come in and "shop" our pantry, selecting the food that best meets their family needs.

Hospitality House is diligent in the use of its resources; acquiring foods at no or lost cost and primary utilizes volunteers to man its operations. The savings are passed on directly to program beneficiaries who receive services at no cost.

Hospitality House is a 501(c)(3) organization, licensed by the State of Michigan, and has in the past received CDBG funding from the city of Wixom

Thank you for considering our agency. Hospitality House provides a vital service to the low-income residents to the city of Novi. If you have any questions about the organization or about this proposal, you can contact Donovan Neal at (248) 960-9975.

Sincerely,



Donovan M. Neal M.S.N.P.

Executive Director  
Hospitality House

Hospitality House is a 501 (c) (3) organization. Your donation is 100% tax deductible to the extent allowed by the law if you received no goods or services from this contribution. Your contribution qualifies for a Federal tax deduction. Also, individuals, couples and businesses may claim 50% of their cash donations to Hospitality House on the Michigan Income Tax Return (homeless/food bank cash contribution) tax credit line. Individuals may claim 50% of gifts up to \$200; couples filing jointly may claim 50% of gifts up to \$400; and businesses may claim 50% of gifts up to \$10,000. #MISC26196



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### **Project Description:**

Hospitality House is a "client choice" food pantry which serves the entire Walled Lake and Novi School Districts and the city of Wixom. "Client choice" means that the pantry is set up like a small grocery store and clients can go through and "shop" for their family, selecting the items that meet their family's needs, within established quantity guidelines based on family size. Hospitality House provides a wide range of foods, including cereal, fruit juice, canned fruits and vegetables, pasta, rice, canned meat and fish, frozen foods and baked goods. Clients can select food from the pantry once every two weeks.

### **Project Management and Administration:**

Hospitality House's Director Donovan Neal, has primary responsibility for the operations of the pantry, including intake procedures, record-keeping and reporting. Oversight is provided by Hospitality House's Board of Directors. Included in this proposal is information about Donovan Neal and the Board.

During the intake process, clients are screened to ensure that their household income does not disqualify them from receiving services that are funded by federal funds. We record the mailing address of every client, as well as the city or township of residence. Relevant demographic information, such as age, race/ethnicity and gender, is also recorded for every member of the household at this time. All of this information is stored in Microsoft Access database. Every time a client comes to Hospitality House for food, the pounds of food that they receive is also recorded in this database. This makes it possible for Hospitality House to quickly and precisely report how many pounds of food were distributed to individuals who live within the borders of Walled Lake, as well as the various incomes, racial, and other breakdowns that Hospitality House is required to list on its Direct Benefit Activity Report.

### **Capability:**

Hospitality House is a sizeable organization with a strong record. We also have a dedicated, well-trained group of approximately 50 volunteers who regularly work in the pantry distributing food to the clients, as well as numerous volunteers from local schools, churches, and the community who assist on a more irregular basis. The pantry has a five-year lease on a warehouse/office space at 1600 W. West Maple Rd. in Commerce Township, and its perishable food storage capacity includes 2 large walk-in freezer/refrigerators, two chest freezers and three refrigerators. In addition, Hospitality

Hospitality House is a 501 (c) (3) organization. Your donation is 100% tax deductible to the extent allowed by the law if you received no goods or services from this contribution. Your contribution qualifies for a Federal tax deduction. Also, individuals, couples and businesses may claim 50% of their cash donations to Hospitality House on the Michigan Income Tax Return (homeless/food bank cash contribution) tax credit line. Individuals may claim 50% of gifts up to \$200; couples filing jointly may claim 50% of gifts up to \$400; and businesses may claim 50% of gifts up to \$10,000. #MISC26196





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House's relationship with Gleaners Community Food Bank of SE Michigan allows the pantry to remain well stocked at a low cost.

### **Familiarity with CDBG Requirements:**

Hospitality House had a CDBG's from the City of Wixom, the City of Walled Lake and West Bloomfield Township in past years. We are familiar with mandatory Direct Benefit Activity Reports, the income standards for project beneficiaries and other requirements surrounding CDBG's. Funding from this grant will only be used to serve clients who report a household income that places them in the low/moderate income category.

### **Cost:**

Per the standards we received from the Food Bank of Oakland County, we value all of the food we distribute at a flat rate of \$1.69 per pound. On average, each individual client receives about 51 pounds of food per visit.

Actual amounts of food distributed vary, since each family "shops" our shelves for the food that is appropriate for their family (based on size and their needs). Thus, the cost to serve the average client for one month is approximately \$177.46.

### **Board of Directors**

Shawn Anderson, President  
Jason Gibb, Treasurer  
Denise Montgomery, Vice President  
Kevin Mulhall  
Jeff Noble  
Alyson Lobert  
Scott Lavine  
Linda McLean  
Barry A Hiscox  
Darin P. Sitto  
Lindsey Lavine

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### **Key Personnel Biographies**

#### **Donovan M. Neal M.S.N.P., Executive Director of Hospitality House**

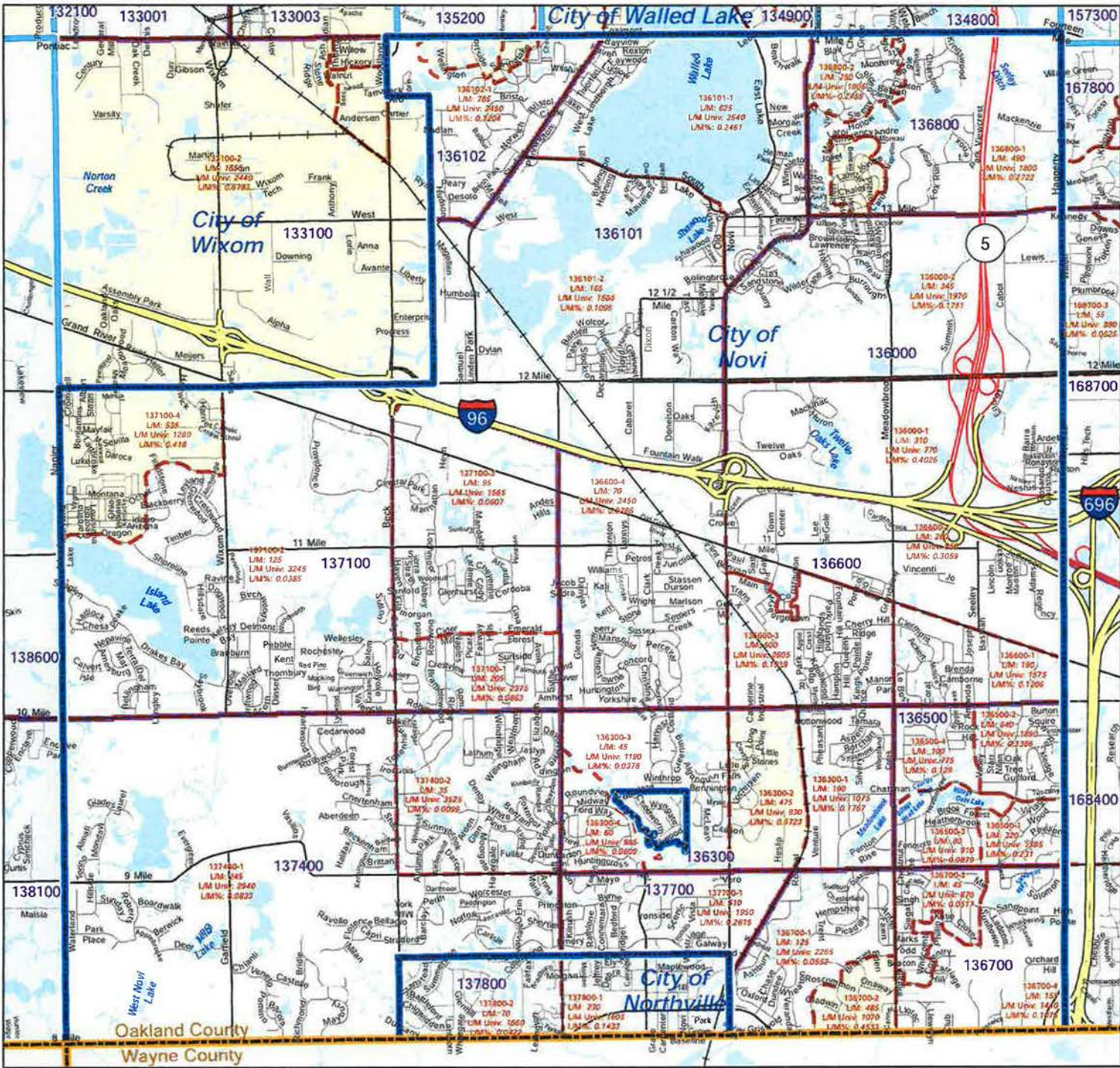
Donovan Neal became Director of Hospitality House in July 1, 2013. Donovan Neal M. S. N. P. has served as an Adjunct Professor at Washtenaw Community College in Ann Arbor, Michigan, and is a self-published author. He is also a freelance writer for Examiner.com. Donovan has spent his entire 23-year career, helping underprivileged and disempowered populations ranging from abused and neglected children, adults with disabilities, to survivors of domestic abuse and sexual assault. He has worked in a variety of nonprofit organizations overseeing multimillion dollar budgets and personnel. Donovan was selected to assist the pantry in taking it forward in its next step of growth and development. Donovan is a resident of Wixom, Michigan

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# Area-wide Benefit Map





**Area-Wide Benefit Map**  
 City of Novi

- County Border
- Community Boundary (Highlighted)
- Community Boundary (Adjacent)
- Census Tract 2010
- Eligible Area-Wide Benefit Block Groups
- Non-Eligible Block Groups
- Interstate
- US
- State
- Major
- Minor
- Railroad
- Waterbodies

1 in = 0.82 miles

This Census Block Group map reflects 2014 LMISD data from the U.S. Department of Housing and Urban Development.