

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 4, 2017 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 2018 application in the approximate amount of \$100,626 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., December 4, 2017. 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: 2018 COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING INFORMATION

DATE: NOVEMBER 9, 2017

The proposed Program Year (PY) 2018 Community Development Block Grant (CDBG) allocation for the City of Novi is estimated at \$100,626. **Funding requests from outside agencies for public service activities were received totaling \$24,500.** The maximum amount the City of Novi is allowed to allocate directly to the public service program category for 2018 is \$30,187. 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 severe 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).

Funding requests were reviewed by the Housing and Community Development Advisory Committee at their meeting on November 8, 2017. The Committee recommended the following program allocations for 2018 PY:

Recommended Projects					
CDBG Program Descriptions	Organization Requesting Funding	Description	2017 Allocation Award	2018 Requests	2018 Recommendation
Public Services	HAVEN	Battered and abused spouses	\$6,000	\$6,000	\$7,900
Public Services	Novi Youth Assistance	Specialized counseling and camp scholarships	\$10,000	\$15,000	\$16,887
Public Services	Hospitality House	Food Pantry	\$ -	\$3,500	\$ 5,400
		Sub-Total*	\$16,000	\$24,500	\$30,187
Minor Home Repair	City of Novi	Residential Repair program for Novi Residents	\$84,626	\$76,126	\$70,439
		Total	\$100,626	\$101,626	\$100,626

***The maximum 30% allocation allowed within the Public Service category for 2018 is \$30,187.**

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

The 2018 Committee sought to provide the greatest good for the greatest amount of people. The Committee agreed to recommend continued funding for Novi Youth Assistance (NYA) and HAVEN as well as agreed to fund the new request from Hospitality House. The Committee felt strongly that the City should fund up to the maximum 30% for public service activities and increased the recommendation for the three requests received on a pro-rata basis.

Novi Youth Assistance Program (NYA): 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 50 students thus far this calendar year.

Hospitality House Food Pantry Program (HH): Hospitality House is a not-for-profit food pantry that allows approved low income families to "shop" in their food pantry at no cost, selecting the food that best meets their family's needs. In addition to the food pantry, HH will also be launching several new programs in 2017/2018 to assist those struggling with transportation and housing. HH has reported distributing 37,985 pounds of food to 587 Novi households 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 95 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 2014. 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 2018 grant year.

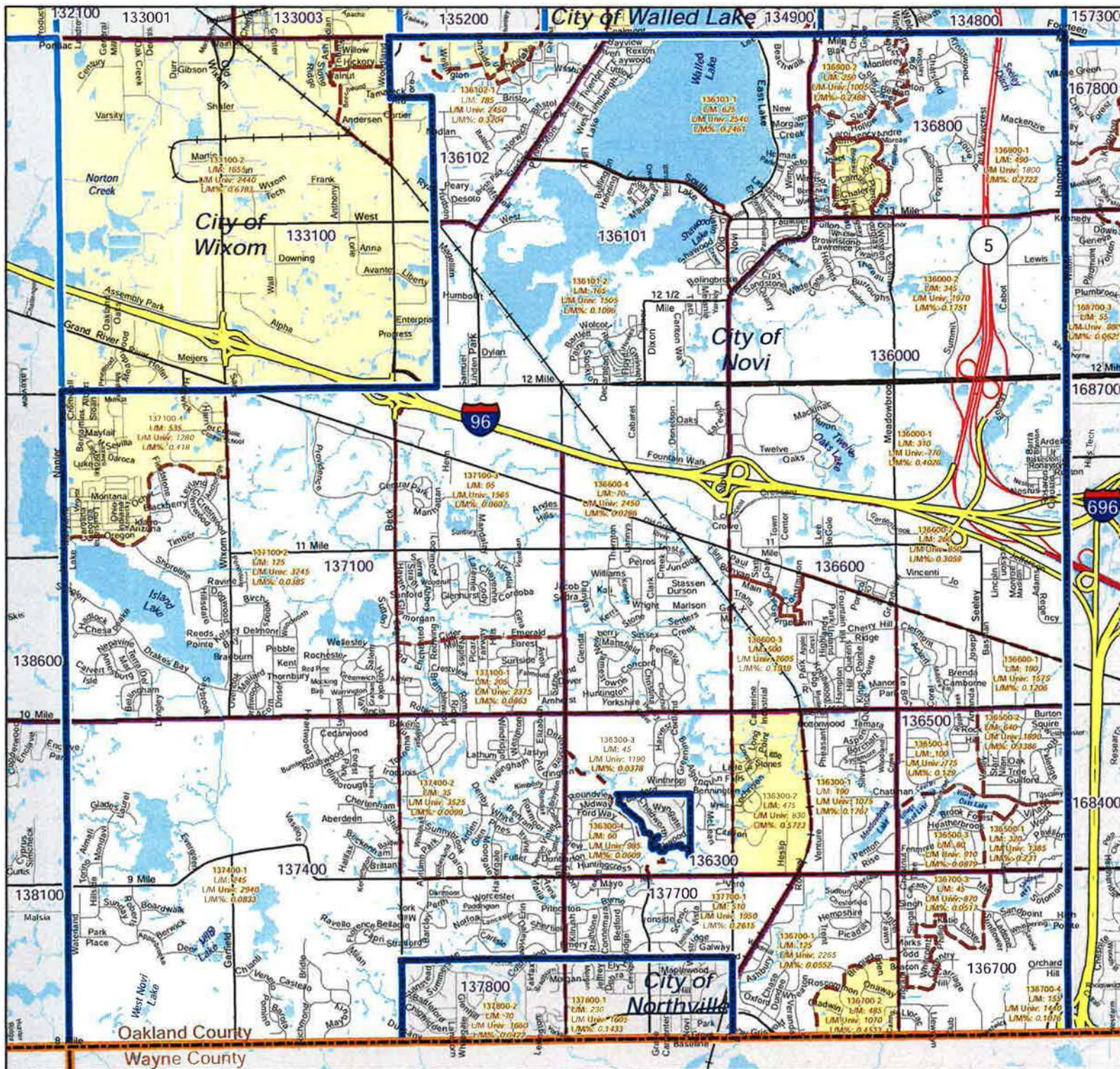
CDBG Program	Description	2014 CDBG Funding Allocation	2015 CDBG Funding Allocation	2016 CDBG Funding Allocation	2017 CDBG Funding Allocation	2018 Recommendation
Minor Home Repair	Residential repair program	\$77,505	\$84,481	\$74,126	\$84,626	\$70,439

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 2018 low/moderate income block groups from the U.S. Department of Housing and Urban Development. The Recommended Projects for 2018 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 2003, the City of Novi has received and *successfully managed over \$1,628,678* in CDBG grant funds.

**City of Novi
Community Development Block Grant**

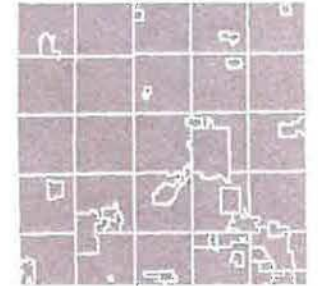
Project Descriptions:	Program Year															Total
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	
Public Service:																
Novi Lions Club eBlind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900	\$ -	\$ -	\$ 2,900
Youth Assistance	10,000	10,000	8,000	8,000	8,000	7,000	7,560	9,164	11,000	11,000	11,000	11,000	11,000	9,000	6,000	137,724
Haven	6,000	6,500	6,000	6,000	6,000	5,000	4,950	6,000	9,500	9,232	9,232	9,546	16,000	15,000	12,000	126,960
Senior Van Program	-	10,000	-	-	-	-	-	15,000	25,000	25,000	25,000	25,000	25,000	25,000	20,000	195,000
Senior Citizen Center Manager	-	-	-	-	-	-	-	-	-	-	7,000	7,000	9,000	9,000	9,000	41,000
Subtotal	16,000	26,500	14,000	14,000	14,000	12,000	12,510	30,164	45,500	45,232	52,232	52,546	63,900	58,000	47,000	\$ 503,584
Minor Home Repair	84,626	74,126	84,481	77,505	77,654	74,923	73,408	73,978	106,753	66,758	63,839	64,223	63,928	76,143	62,749	1,125,094
Total Award	<u>\$ 100,626</u>	<u>\$ 100,626</u>	<u>\$ 98,481</u>	<u>\$ 91,505</u>	<u>\$ 91,654</u>	<u>\$ 86,923</u>	<u>\$ 85,918</u>	<u>\$ 104,142</u>	<u>\$ 152,253</u>	<u>\$ 111,990</u>	<u>\$ 116,071</u>	<u>\$ 116,769</u>	<u>\$ 127,828</u>	<u>\$ 134,143</u>	<u>\$ 109,749</u>	<u>\$ 1,628,678</u>



Economic Development & Community Affairs
L. Brooks Patterson, County Executive

**OAKLAND COUNTY
COMMUNITY & HOME IMPROVEMENT**

Oakland Point
250 Elizabeth Lake Road, Ste. 1900
Pontiac, MI 48341-0414
248.858.0493
www.oakgov.com/chi



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.



August 31, 2017

Linda Vance
City of Novi
45175 W. 10 Mile Rd.
Novi, MI 48375-3024

Dear Ms. Vance:

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, 2016 through June 30, 2017, 75 individuals were seen within our programs and 20 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 2018-2019. 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
Director of Business Operations



Hospitality House food pantry

P.O. Box 284
2075 E. West Maple Rd Ste B204
Commerce Twp, MI 48390

Phone: 248-960-9975
www.hhfp.org

October 30, 2017

City of Novi
Alicia Parrinello,
45175 Ten Mile Road
Novi, Michigan 48375
Re: 2018-19 Community Development Block Grants

Dear Alicia Parrinello:

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

Year to date Hospitality House has distributed 37,985 pounds of food to 587 households in Novi. This figure has a dollar value of over \$64,194.65 in value. Of the 26 different municipalities Hospitality House serves, Novi is the third largest city from which our clients originate from. 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.

In addition, in the upcoming fall of this year Hospitality House will be launching several new programs to assist those who are struggling in the areas of transportation, and housing. Increasing our provision of services to the city.

Hospitality House is a diligent steward in the use of its resources; acquiring foods at no or lost cost and primarily utilizes volunteers to man its operations. These 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 and Walled Lake.

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



Hospitality House food pantry

*P.O. Box 284
2075 E. West Maple Rd Ste B204
Commerce Twp, MI 48390*

*Phone: 248-960-9975
www.hhfp.org*

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

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Hospitality House food pantry

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2075 E. West Maple Rd Ste B204
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Phone: 248-960-9975
www.hhfp.org

Project Description:

Hospitality House is a “client choice” food pantry which serves the entire Walled Lake School district and beyond. “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 secure online 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 Novi, 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 also assist. The pantry has a ten-year lease on a warehouse/office space at 2075 E. 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 House’s relationship with

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Gleaners Community Food Bank of SE Michigan and Forgotten Harvest Community Food Bank 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

Voting Members:

Jeff Noble, President
Scott Lavine, Vice President
Jason Gibb, Treasurer
Alyson Lobert, Secretary
Denise Montgomery
Kevin Mulhall
Lindsey Lavine
Linda McLean
Aja Geigert
Barry Hiscox
Pam Stevens
Judy Evola
Ginger Houghton

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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, he has his graduate degree in Nonprofit Management from Walden University and his undergraduate from the University of Michigan, Ann Arbor. He is Amazon bestselling independently-published author. And has been 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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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

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- Family Education
- Scholarships
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- Fund Raising
- Teen Center
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**PROFESSIONAL
COUNSELING
TO YOUTH AND
THEIR FAMILIES**

NOVI YOUTH ASSISTANCE

August 9, 2017

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. With a significant increase in requests for services has regrettably left us struggling, 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 2018-2019 to our most vulnerable community members.

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 2018 budget year in the amount of \$15,000.00.

Sincerely,

Julie Farkas
Chair, Novi Youth Assistance

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
 2016 Scholarship Funds \$10,000.00
 Total of 50 Novi Families Assisted

Scholarships	#	Boys	Girls
Tutoring	3	1	2
Basketball	3	3	
Special Education Camp	1	1	
Soccer	2	2	
Karate Class	5	3	2
Summer Camps	25	14	11
Cheer	3		3
Ballet Class	1		1
Football	4	4	
Volleyball	1		1
Ice Skating Lessons	1		1
Gymnastics	1		1
Total	50	28	22

YTD Average Scholarship \$180.00

Family Income	Children
Extremely Low Income	34
Very Low Income	12
Low Income	4
Total	50

24 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.

Persons Per Household	Extremely Low Income	Very Low Income	Low Income
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

