



**CITY OF NOVI CITY COUNCIL  
DECEMBER 2, 2024**

**SUBJECT:** Approve the Program Year 2025 Community Development Block Grant (CDBG) Application in the approximate amount of \$123,243 and authorize the Mayor to sign the Application.

**SUBMITTING DEPARTMENT:** Finance

**KEY HIGHLIGHTS:**

- Funding requests were reviewed individually by the Beautification Commission at their meeting on November 13, 2024.
- Per Oakland County, public service requests are limited to 15% of total allocated funds or \$18,486.
- The Commission felt Novi Youth Assistance (NYA) had less outside support. Therefore, the majority of its requests of \$8,000 should be honored, and the remaining public service balance should be split between HAVEN and Hospitality House.

**FINANCIAL IMPACT**

	<b>FY 24/25</b>
<b>BUDGET REQUIRED</b>	<b>\$123,243</b>
<b>BUDGET</b> Community Dev Block Grant Fund - 264-000.00-502.100	<b>\$123,243</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$0</b>
<b>FUND BALANCE IMPACT</b>	<b>\$0</b>
(Additional Notes, if needed)	

**Background Information:** The City of Novi receives Community Development Block Grant ("CDBG") funds as a subrecipient of Oakland County. There are 51 other communities that participate as sub recipients of Oakland County. During October of every year, the County holds a CDBG pre-application training. During this training the County reminds it's

subrecipients how to fill out the application form and provides the local communities with an estimate of funds they can expect for the upcoming program year. On average, the City receives \$115,000 annually. Per County restrictions, the City can only allocate a max of 15% of its total allocation to public service activities). The City receives funding requests from organizations providing public services in September/October of each year.

After very thoughtful deliberation, the Commission is recommending the following program allocations for 2025:

<b>Recommended Projects</b>					
<b>CDBG Program Descriptions</b>	<b>Organization Requesting Funding</b>	<b>Description</b>	<b>2024 Application Amount</b>	<b>2025 Agency Requests</b>	<b>2025 Beautification Commission Recommendation</b>
Public Services	HAVEN	Domestic violence	\$5,393	\$15,000	\$5,243
Public Services	Novi Youth Assistance	Specialized counseling and camp and fieldtrip scholarships	\$8,000	\$9,000	\$8,000
Public Services	Hospitality House	Emergency Services	\$5,393	\$9,950	\$5,243
		<b>Sub-Total*</b>	<b>\$18,786</b>	<b>\$33,950</b>	<b>\$18,486</b>
Minor Home Repair	City of Novi	Residential Repair Program for Novi Residents	\$106,460	\$89,293	\$104,757
		<b>Total</b>	<b>\$125,246</b>	<b>\$123,243</b>	<b>\$123,243</b>

**RECOMMENDED ACTION:** Approve the Program Year 2025 Community Development Block Grant (CDBG) Application in the approximate amount of \$123,243 and authorize the Mayor to sign the Application.

**CITY OF NOVI**  
**COUNTY OF OAKLAND, MICHIGAN**

**APPROVING THE 2025 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 December 2, 2024 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 Beautification Committee has recommended a program for the use of 2025 Community Development Block Grant funds, and

**WHEREAS**, the City of Novi has duly advertised and conducted a public hearing on December 2, 2024, for the purpose of receiving public comments regarding the proposed use of 2025 Community Development Block Grant funds in the approximate amount of \$123,243, 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.

<b>Account #:</b>	<b>Project Name:</b>	<b>Amount:</b>
172160-730571	<b>Public Services</b> – Emergency Services – Subsistence Payments	\$ 5,243
172160-730137	<b>Public Services</b> – Domestic Violence	\$ 5,243
172160-730283	<b>Public Services</b> – Child Care Services	\$ 8,000
172170-731227	<b>Minor Home Repair</b>	\$ 104,757
<b>Total</b>		<b>\$123,243</b>

**NOW THEREFORE BE IT RESOLVED**, that the City of Novi hereby authorizes that the 2025 Community Development Block Grant Application in the approximate amount of \$123,243 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.

---

Cortney Hanson, 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 2<sup>nd</sup> day of December 2024, 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.

---

Cortney Hanson, City Clerk  
City of Novi



Applications Due  
By 5:00 PM  
Friday, December  
6, 2024

NO EXCEPTIONS

## PROGRAM YEAR 2024

(July 1, 2025 - June 30, 2026)

# Oakland County, MI Community Development Block Grant (CDBG) Application

A guide designed to assist participating communities to complete their annual application for Community Development Block Grant (CDBG) funds. The guide outlines the application process and provides specific instruction on proper completion. The PY 2025 CDBG Application Workshop was held virtually on Friday, September 27, 2024.

**PREVIOUS EDITIONS OBSOLETE**

[oakgov.com/community/neighborhood-housing-development/about/publications](https://oakgov.com/community/neighborhood-housing-development/about/publications)

Catalog of Federal Domestic Assistance (CFDA) # 14.218

UEI #HZ4EUKDD7AB4

CAGE# 39SZ3

**HEALTH & HUMAN SERVICES**

Leigh-Ann Stafford • Director

**NEIGHBORHOOD & HOUSING DEVELOPMENT DIVISION**

Khadija Walker-Fobbs • Housing Officer

**OAKLAND COUNTY NEIGHBORHOOD  
& HOUSING DEVELOPMENT**

1200 N Telegraph Rd • Bldg. 34E  
Pontiac, Michigan 48341

t: (248) 858-0493 • f: (248) 858-5311



## CDBG PROGRAM RULES

- 1. MINIMUM ALLOCATION (THRESHOLD)** - Participating communities that generate less than \$7,000 by formula will receive a \$7,000 allocation. These threshold communities are allowed 1 Public Service activity at \$7,000 (procurement required) or 2 Public Service activities at \$3,500 each.
- 2. MINIMUM PROJECT ALLOCATION (NON-THRESHOLD)** - Participating communities that generate more than \$7,000 by formula will receive a formula allocation. These non-threshold communities are allowed up to 4 CDBG projects per program year and must allocate a minimum of \$3,500 for each project.
- 3. PUBLIC SERVICE CAP (NON-THRESHOLD)** - Oakland County will allow non-threshold communities to spend a maximum of 15% of their annual allocation on Public Services.
- 4. MULTIPLE AGENCY PUBLIC SERVICE CONTRACTS** - Multiple public service contracts providing the same type of service are not permitted within the same activity.
- 5. PUBLIC SERVICE CONTRACT DURATION** - Public service contracts may have 18-month duration and start on July 1.
- 6. PROJECT SERVICE DELIVERY COSTS** - Communities may seek reimbursement for eligible Project Service Delivery Costs. These costs include all eligible items related to the delivery of project services.
- 7. INELIGIBLE USES** - CDBG funds may not be used for maintenance of public facilities. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property that is not an integral structural fixture is generally ineligible. CDBG funds may be used to purchase such items when necessary for use in the administration of activities assisted with CDBG funds when such items constitute all or part of a Public Service. For information on the all project eligibility including Fire Station Equipment, contact Planning & Evaluation at (248) 858-5312.
- 8. REQUIRED DRAWS** - Draws are required on a monthly basis per activity from Letter to Spend date in the HUD Integrated Disbursements and Information System (IDIS).
- 9. REQUIRED EXPENDITURES** - All funds per year per activity must be spent in 18 months from Letter to Spend date in IDIS. After two years, all unobligated funds will be evaluated for possible recapture.
- 10. MICRO-PURCHASE** - Goods or services \$10,000 or less are considered a micro-purchase and no procurement is required.

## RESIDUAL BALANCE REPROGRAMMING POLICY

**Goal** - To help participating communities improve spending performance by expediting the reprogramming of residual balances of \$1,000 or less per activity without administrative burden.

**Policy** - CDBG funded community projects with a residual balance of \$1,000 or less in any program year may be administratively reprogrammed.

An administrative reprogramming must be discussed with your community monitor before submittal.

An administrative reprogramming does not require advertising or hosting of a public hearing.

Funds may be administratively reprogrammed to one of the following:

- One active account within the same program year
- One new account in a program year related to an active account in another program year
- Oakland County Home Improvement Program (HIP)
- Oakland County Housing Counseling (subject to the Public Service Cap)

**Funds must be accounted for in the program year where they were originally allocated and cannot be transferred from one program year into another**

**Procedures- Communities must contact Ashley Hinton at (248) 858-5312 to:**

- Confirm that they reviewed the administrative reprogramming with their community monitor
- Determine if the account balance is eligible for the administrative reprogramming process
- Obtain instruction on required documentation to be submitted for final approval

**Required documentation - Communities must submit to Ashley Hinton:**

- An original cover letter on official letterhead signed by the community's authorized Community Development representative
- The cover letter must request the administrative reprogramming and specify program year, account name (FROM) and (TO), amount to be reprogrammed and a detailed project description

## CDBG APPLICATION PROCESS

**Application Process** - As an urban county entitlement community, Oakland County distributes funds to participating communities through a formula grant application process. The County administers the CDBG Program through the Neighborhood & Housing Development Division of the Health & Human Services Department.

**Record Retention** - Each participating community must maintain all application documents for at least four years.

**Application Steps** - The annual application process begins by attending the Annual Application Workshop.-The attached application is to be used by communities requesting CDBG funds.

The **deadline for all CDBG applications is Friday, December 6, 2024 by 5:00 P.M.** Neighborhood & Housing Development staff provide technical assistance with applications and present the draft Annual Action Plan to its Citizens' Advisory Council for recommendation to the Oakland County Board of Commissioners. The following steps describe the application process:

1. Attend the PY 2025 CDBG Application Workshop
2. Determine Local Needs
3. Schedule required Public Hearing
4. Advertise Public Hearing Notice(s) as Required
5. Host Public Hearing
6. Complete Application Materials (Use most recently approved Project Summaries as a guide)
  - Application
  - Environmental Review Record
  - Conflict of Interest Certification
7. Prepare Citizen Participation Materials
  - Public Hearing Affidavit of Publication
  - Meeting Minutes OR Governing Body Resolution
8. Submit Application

**Information Updates** Oakland County strives to maintain the latest information available. If any information in this guide is incorrect or any additional information is needed, please contact Grant Compliance Coordinator at (248) 858-5312.



## **CDBG APPLICATION INSTRUCTIONS**

**Application Assistance** - For assistance with the application process, please call Ashley Hinton in the Neighborhood & Housing Development Division (248) 858-5312 or Toll Free (888) 350-0900 x 85312, or email at [hintona@oakgov.com](mailto:hintona@oakgov.com)

**Application Materials** - Applications must be fully completed to be considered. Forms are available from Neighborhood & Housing Development staff and/or online.

**All applications must be received by Friday, December 6, 2024 at 5:00 p.m.**

All materials can be delivered electronically (PDF only) to [CDBG@oakgov.com](mailto:CDBG@oakgov.com)

## **PLEASE REMEMBER**

**DO NOT USE old applications to complete PY 2025 application.**

**Use PY 2024 approved project summaries as a guide.**

**Contact Ashley Hinton at (248) 858-5312 for assistance**

## CDBG APPLICATION PART 1 - CHECKLIST

Place this checklist on top of the application. Submit the following pages in the order outlined below plus required attachments.

### PART 2 - COMPLETE ONCE PER APPLICATION

- A - Applicant Contact Information
- B - Proposed Projects
- C- Affidavit of Compliance with Federal, State, Local Regulations
- D - Conflict of Interest Certification

### PART 3 - COMPLETE PER PROJECT

- A- Project Type

### PART 4 - COMPLETE PER PROJECT

- A - CDBG National Objective
- B - Project Description
- C - Code Enforcement
- D - Project Location
- E - Project Purpose
- F - Project Duration
- G - Project Administration
- H - Additional Resources
- I - Environmental Review Record

### PART 5 - COMPLETE ONCE PER APPLICATION

- A - Public Hearing Notice
  - Option #1 Affidavit of Publication
  - Option #2 Web Posting and Certification
- B - Public Hearing Minutes
  - Option #1 True Copy
  - Option #2 Governing Body Resolution

## CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT	
Community:	Novi (City)
CDBG Planning Allocation:	123243
Contact Person:	Sabrina Lilla
Telephone:	248-735-5692
Best time to contact:	9:30AM-4:00PM
UEI #:	HSCJU29TX894
Copy of current SAMS attached:	Yes <input checked="" type="checkbox"/> If No, Explain: _____
Is community subject to Single Audit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

B - PROPOSED PROJECT(S)		
Project # <u>1</u>	Name: <u>Minor Home Repair</u>	Allocation: <u>104757</u>
Project # <u>2</u>	Name: <u>Public Service - Child Care Services</u>	Allocation: <u>8000</u>
Project # <u>3</u>	Name: <u>Public Service - Domestic Violence</u>	Allocation: <u>5243</u>
Project # <u>4</u>	Name: <u>Public Service - Subsistence payment</u>	Allocation: <u>5243</u>
Total # of Projects:	4	
# of Public Service Projects:	3	
Public Service %:	.15	

C - AFFIDAVIT OF COMPLIANCE	
<p>The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.</p>	
Name of Highest Elected Official or Designee:	Justin P Fischer
Title of Highest Elected or Designee:	Mayor
Signature:	

# CDBG APPLICATION PART 2 - CONTINUED

## D - CONFLICT OF INTEREST CERTIFICATION

Code of Federal Regulations Title 24, Volume 3 Revised as of April 1, 2004 CITE: 24CFR570.611

TITLE 24--HOUSING AND URBAN DEVELOPMENT CHAPTER V--OFFICE OF ASSISTANT SECRETARY  
FOR COMMUNITY PLANNING AND DEVELOPMENT, DEPARTMENT OF HUD

Part 570 Community Development Block Grants

Subpart K Other Program Requirements

Sec. 570.611 Conflict of interest

**(a) Applicability.** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

**(b) Conflicts prohibited.** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

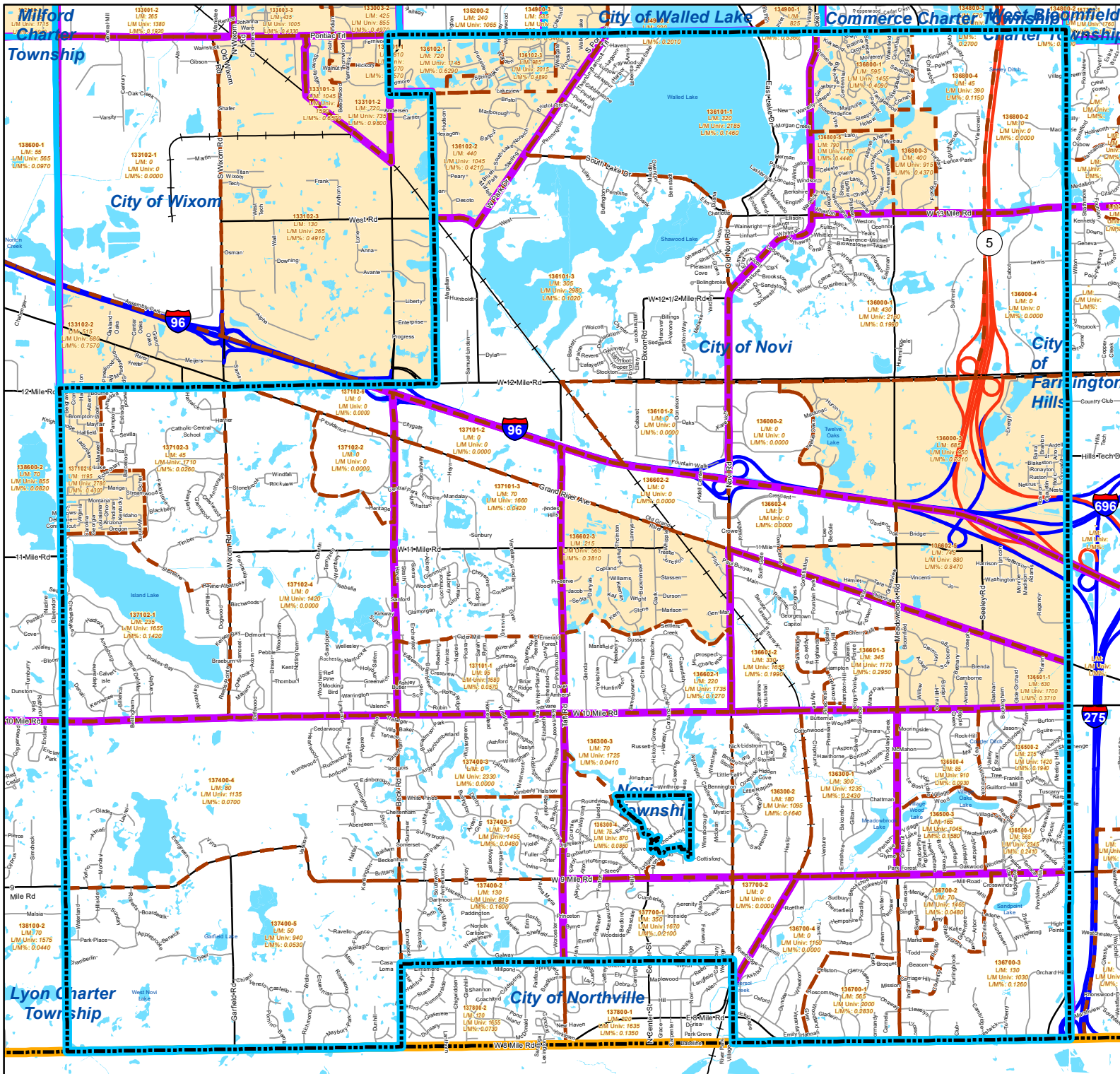
**(c) Persons covered.** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

**(d) Exceptions.** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

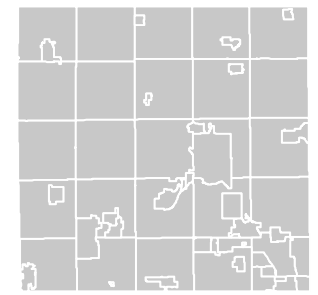
**(1) Threshold requirements.** HUD will consider an exception only after the recipient has provided the following documentation: (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

**(2) Factors to be considered for exceptions.** In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable: (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; (ii) Whether an opportunity was provided for open competitive bidding or negotiation; (iii) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question; (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section; (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and (vii) Any other relevant considerations. By applying for CDBG funds, the Participating Community certifies that they have read the above:

<b>Community Name:</b>	Novi (City)
Name of Highest Elected Official or Designee:	Justin P Fischer
Title of Highest Elected or Designee:	Mayor
<b>Signature:</b>	



OAKLAND COUNTY  
 NEIGHBORHOOD & HOUSING DEVELOPMENT  
 Oakland Pointe  
 250 Elizabeth Lake Road, Ste. 1900  
 Pontiac, MI 48341-0414  
 248.858.0493  
 oakgov.com/nhd



### 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 = 0.8 miles

This Census Block Group map reflects the 2016-2020 American Community Survey (ACS).

Map Created On: 10/14/2024



## MEMORANDUM

**TO:** BEAUTIFICATION COMMISSION

**FROM:** SABRINA LILLA, DEPUTY FINANCE DIRECTOR

**SUBJECT:** COMMUNITY DEVELOPMENT BLOCK GRANT

**DATE:** NOVEMBER 5, 2024

---

The City of Novi receives Community Development Block Grant ("CDBG") funds as a subrecipient of Oakland County. There are 51 other communities that participate as subrecipients of Oakland County. During October of every year, the County holds a CDBG pre-application training. During this training the County reminds it's subrecipients how to fill out the application form and provides the local communities with an estimate of funds they can expect for the upcoming program year. On average the City receives \$115,000 annually. Per County restrictions, the City can only allocate a max of 15% of its total allocation to public service activities (see the history of Oakland County's public service cap policy in box below). The City receives funding requests from organizations providing public services in September/October of each year.

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 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 continued to be the allowed allocation limit for the last 10 plus years. **In the current year, the City was notified, the public service cap has been lowered back down to 15%.** The public service category allows the City of Novi to fund programs and services such as Youth Assistance and HAVEN.

**Public Services:** A public service would be that which is not capital in nature but provides a service to a moderate to low-income individual. Examples include, but are not limited to, homeless programs, senior services, services for persons with disabilities, legal services, youth services, transportation services, substance abuse services, domestic violence services, employment training, crime awareness/prevention, fair housing activities, child care services, health services, services for abused and neglected children, mental health

services, screening for lead poisoning, subsistence payments, rental housing subsidies, neighborhood cleanups, foodbanks, housekeeping/safety and repair/yard.

The City typically receives requests from Haven, Novi Youth Assistance and Hospitality House. While other organizations are free to submit a request for funding, the organization must prove they are a non-profit and the City would need to vet them with the County to ensure they are an eligible entity/program. In previous years, we have had other organizations request funds, but upon follow up with the County, they did not meet the qualifications to be a recipient of funds.

It is important to note that the public service cap is 15% of the City's total allocation. The County estimates the City will receive \$123,243. Of this amount, only \$18,486 can be allocated to public services. In addition, the County caps the number of programs the City can provide at 4 total. That means, only three public services may be funded. Another stipulation is each program must be awarded at least \$3,500.

**Non-Public Services:** The remaining CDBG funds that are not allocated to a public service must be used for acquisition and disposition, public facilities, and improvements and or housing. Historically the City has used the non-public service funds for Minor Home Repair. The Minor Home Repair program provides grants up to \$5,000 (with a lifetime max of \$10,000) for eligible income households for items such as replace water heaters, garbage disposals, tubs, laundry, and kitchen faucets, repair water and waste lines, replace entrance doors, replace porch decks, stairs and handrails, reinforce porches, replace defective windows, install storm doors, replace roofs, paint interior and exterior of homes built after 1978, remove large items or large amounts of debris, repair sidewalk and driveway tripping hazards, replace wall/ceiling plaster/drywall, and dangerous tree or limb removal. Since COVID-19, the cost of projects have increased. Projects are now ranging closer to \$7,000 per project.

**Recommendation:** The Beautification Committee will provide a recommendation to City Council reflecting how funds should be allocated. The CDBG application is due to Oakland County no later than December 6, 2024 at 5:00. The Commission's recommendation will be taken to the November 25<sup>th</sup> City Council meeting.

<b>Recommended Projects</b>			
CDBG Program Descriptions	Organization Requesting Funding	Description	2025 Agency Requests
Public Services	HAVEN	Battered and abused spouses	\$15,000
Public Services	Novi Youth Assistance	Specialized counseling and camp scholarships	\$9,000
Public Services	Hospitality House	Emergency services	\$9,950
		<b>Sub-Total*</b>	<b>\$33,950</b>

Minor Home Repair	City of Novi	Residential Repair program for Novi Residents	Remaining funds
		<b>Total</b>	<b>\$123,243</b>

Agency requests, in previous years, typically mirror actual awards from the previous year. For Program Year 2025, we spoke with the requesting organizations and suggested they should request funds they believe they can use. They did not need to limit their requests to the level of funding from the prior year but should request the funds they believe they can utilize. Unfortunately, the County's reduced allowable public service percentage effects the amount of funds the City can allocate to each requesting agency.

**Nove Youth Assistance:** The mission of NYA is to strengthen youth and families and to reduce the incidence of delinquency, abuse, and neglect through community involvement. NYA uses CDBG funding to offer scholarships to the Novi community. Scholarships are provided for (but not limited to) youth camps, tutoring, and counseling.

**Hospitality House:** Hospitality House Food Pantry offers food assistance to all of Oakland County. Novi is the third largest city from which their clients originate. Year to date, 247 unique households in Novi have been assisted.

**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 provided program services to 113 individuals and 148 crisis calls were received from families within the City of Novi. The cost to provide services to Novi residents far exceeds the funding request.

**Minor Home Repair Program:** The City contracts out the administration of it's Minor Home Repair program. City staff are not experts in what it takes to administer the CDBG program and therefore, it has been more cost effective to contract the administration. The City currently holds the minor home repair contract with McKenna Associates. Due to the COVID pandemic, there was a delay in starting projects as well as finding contractors to do the work; however, we are starting to see less of an issue as of late. There is currently a wait list for funds. Program 2023 funds have been earmarked and the City is waiting for the program year 2024 funds to be released.

The table below reflects funding levels for the Minor Home Repair program since 2020. In prior years the average minor home repair cost approximately \$1,000 to \$5,000 per unit. Since the COVID pandemic and the increase in inflation, we are seeing those costs increase with projects ranging from \$3,000 to \$7,000. We anticipate the need for the Minor Home Repair program to sustain throughout the 2025 grant year.



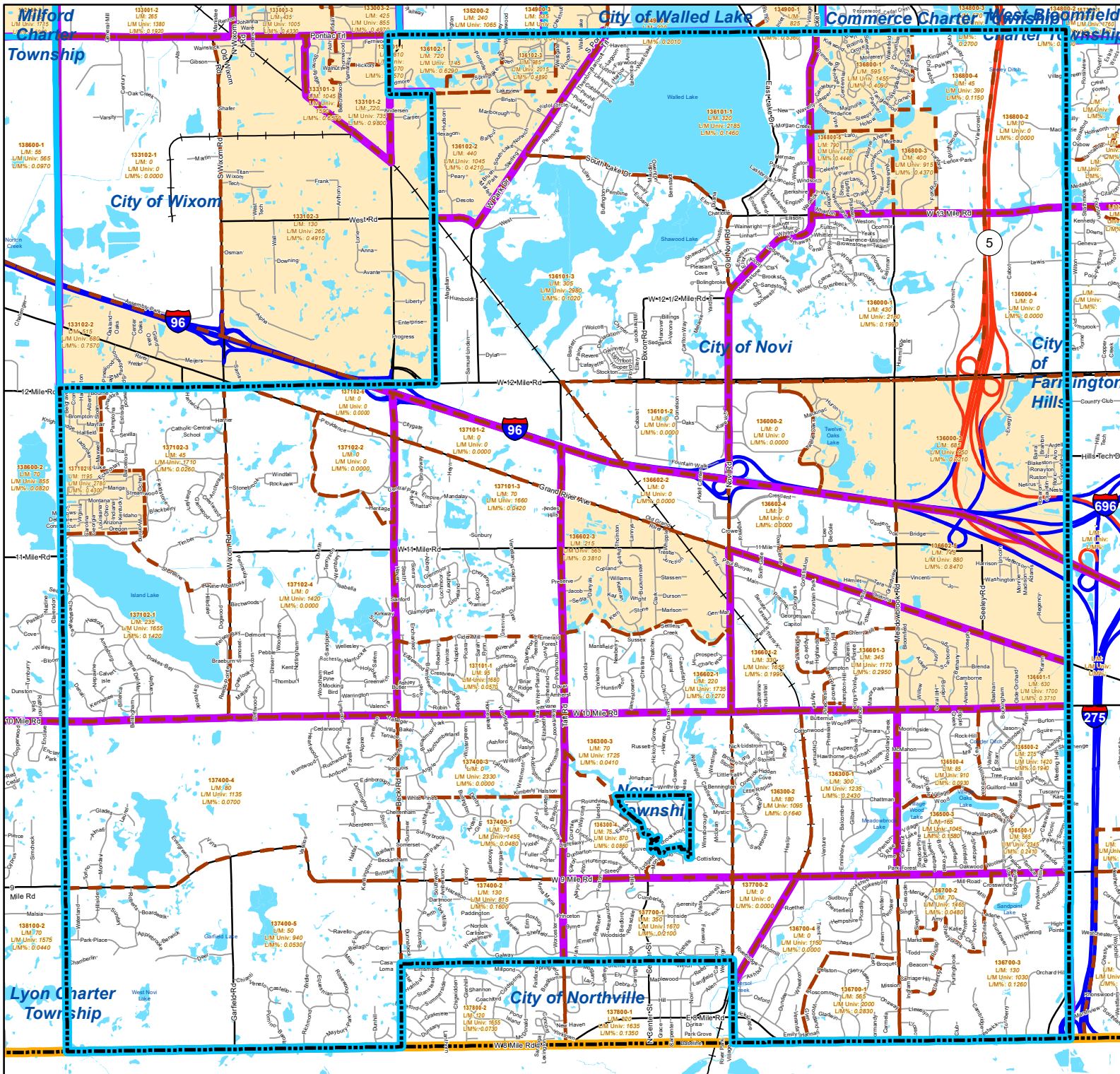
CDBG Program	Description	2021 CDBG Funding Allocation	2022 CDBG Funding Allocation	2023 CDBG Funding Allocation	2024 CDBG Application Allocation	2024 Committee Recommendation
Minor Home Repair	Residential repair program	\$100,603	\$102,603	\$90,346	\$104,757	\$104,757

**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 2024 low/moderate income block groups from the U.S. Department of Housing and Urban Development. The **Recommended Projects** for 2025 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.

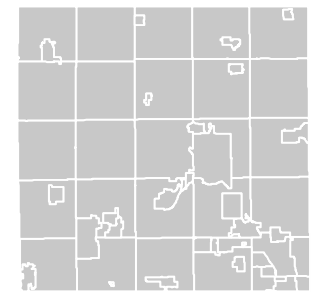
**Novi Community Development Block Grant History:** Since 2002, the City of Novi has received and **successfully managed over \$2,901,627** in CDBG grant funds.

The deadline to submit CDBG applications to Oakland County is December 6, 2024.

	Recommended <b>2024</b>	Awarded <b>2024</b>	Awarded <b>2023</b>	Awarded <b>2022</b>	Awarded <b>2021</b>	Awarded <b>2020</b>	Awarded <b>2019</b>	Awarded <b>2018</b>	Awarded <b>2017</b>	Awarded <b>2016</b>	Awarded <b>2015</b>	Awarded <b>2002-2013</b>	Total
Minor Home Repair	104,757	\$ 104,757	\$ 90,346	\$ 102,603	\$ 100,603	\$ 100,569	\$ 104,030	\$ 74,345	\$ 84,626	\$ 74,126	\$ 84,481	\$ 941,736	\$ 1,966,979
Novi Youth Assistance	8,000	8,000	-	8,000	-	8,000	-	18,562	10,000	10,000	8,000	\$ 83,724	162,286
NYA - Child Care Services	-	-	9,950	-	8,000	-	15,000	-	-	-	-	\$ -	32,950
Haven	5,243	5,243	15,000	13,000	15,000	16,000	8,000	7,900	6,000	6,500	6,000	\$ 65,460	169,346
Transportation	-	-	-	-	-	-	-	-	-	10,000	-	\$ 115,000	125,000
Senior Services	-	-	-	-	-	-	-	-	-	-	-	\$ 14,000	14,000
Mobile Home Repair	-	-	-	-	-	-	-	-	46,407	-	-	\$ -	46,407
Emergency Services	5,243	5,243	9,950	9,900	9,900	7,000	3,500	5,400	-	-	-	\$ -	56,136
Public Services*	-	-	-	-	-	-	-	-	-	-	-	\$ 328,523	328,523
	<b>123,243</b>	<b>123,243</b>	<b>125,246</b>	<b>133,503</b>	<b>133,503</b>	<b>131,569</b>	<b>130,530</b>	<b>106,207</b>	<b>147,033</b>	<b>100,626</b>	<b>98,481</b>	<b>1,548,443</b>	<b>\$ 2,901,627</b>



OAKLAND COUNTY  
 NEIGHBORHOOD & HOUSING DEVELOPMENT  
 Oakland Pointe  
 250 Elizabeth Lake Road, Ste. 1900  
 Pontiac, MI 48341-0414  
 248.858.0493  
[oakgov.com/nhd](http://oakgov.com/nhd)



### 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 = 0.8 miles

This Census Block Group map reflects the 2016-2020 American Community Survey (ACS).

Map Created On: 10/14/2024



# HAVEN

LIVE WITHOUT FEAR

October 4, 2024

Carl Johnson  
City of Novi  
45175 W 10 Mile Rd  
Novi, MI 48375-3024

Dear Carl

As the landscape of funding for vital community programs shifts, HAVEN understands the recent changes in the Community Development Block Grant (CDBG) to support only two programs rather than the four previously funded makes for a hard decision for the community of City of Novi. While these changes mean that funds may not directly flow into multiple community-based initiatives as before, the support for survivors of intimate partner violence and sexual assault remains more critical than ever. The assistance provided through CDBG funding still plays a crucial role in enhancing the safety and well-being of survivors within our community, helping to build a safer environment for all residents.

Imagine escaping violence with nothing but the clothes on your back. For many survivors, that is their reality. Through your support, we can provide them with the resources to not only overcome their circumstances but to build new, thriving lives. HAVEN is here to ensure that every survivor gets a chance to heal—but we can only continue this vital work with your help.

Domestic violence and sexual assault affect hundreds of thousands of people annually. In Michigan alone, 1 in 3 families are impacted by these forms of abuse. Think about that for a moment. These aren't just numbers—they represent your neighbors, co-workers, friends, and loved ones. The impact of domestic violence reaches into every corner of our society, affecting people from all walks of life. No part of our community is immune. As we continue to battle the pervasive effects of domestic and sexual violence, financial resources are essential to meet the growing demand for services. The work we do cannot stand alone.

HAVEN plays an essential role in a survivor's journey. Supporting HAVEN means supporting survivors. With critical funding decisions at all turns there are many ways to get involved:

- Financial contributions allow us to sustain and expand our services.
- Volunteering your time can directly impact the lives of those we serve.
- Hosting events in partnership with HAVEN helps spread awareness and build connections.

By standing together, we can create a community where domestic violence is not tolerated, where survivors are supported, and where every individual has the opportunity to live free from fear. From July 1, 2023 through June 30, 2024 HAVEN supported survivors from City of Novi in the following ways:

<b>Total Individuals from City of Novi*</b>	113
<b>Crisis Calls from City of Novi*</b>	148

*\*Confidentiality and anonymity are vital for our clients. The numbers provided above are based on self-identified demographics and limited to only those clients who chose to share that information. For reference, during that same time frame HAVEN assisted 3328 individuals of which 2085 self-identified from Oakland County. During this same reporting period HAVEN received 10,612 calls to our crisis line.*

**Will you believe survivors? Will you stand with us in this fight? Will you help us celebrate 50 years of HAVEN by ensuring that we can continue this work for the next 50 with a Community Development Block Grant of 15000?**

Sincerely,

Patricia Hoskins  
Director of Quality Assurance and Administration  
phoskins@haven-oakland.org, 248-334-1284 ext. 305



Novi

Strengthening Families  
Through Community Involvement

# NOVI YOUTH ASSISTANCE

September 23, 2024

Housing and Community Development Committee  
City of Novi  
45175 Ten Mile Rd.  
Novi, MI 48375

Dear Committee Members:

There are risk factors which can increase the likelihood of negative outcomes on a young person, and there are protective factors that *reduce* the likelihood of negative outcomes.

The Novi Youth Assistance Scholarship program exposes Novi youth to protective factors. The program offers financial assistance for skill-building and enrichment programs to youth in low income families. By participating in the programs and services that our scholarships help families to afford, our youth have the potential to be exposed to the following protective factors ([www.ojjdp.gov](http://www.ojjdp.gov)):

- Prosocial opportunities/opportunities for participation/availability of neighborhood resources
- Presence and involvement of caring/supportive adults
- Involvement with positive peer group activities and norms
- Healthy/conventional beliefs and commitment to community and school

It is the mission of Novi Youth Assistance to strengthen youth and families and to reduce the incidence of delinquency, abuse and neglect through community involvement. Novi Youth Assistance has been fortunate to be able to offer the Scholarship program to the Novi community through CDBG funds since 1994. Continued CDBG funding is vital for this program to continue to serve our most vulnerable youth.

Novi Youth Assistance respectfully requests that the committee members consider granting Novi Youth Assistance \$9,000 for the Child Care program in the 2025 budget year.

Sincerely,

Greg Cocke  
Chairperson, 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 required by Title II of the Americans with Disabilities Act of 1990. The Circuit Court Family Division is an Equal Employment Opportunity Employer.

#### OFFICE

Novi Youth Assistance  
24062 Taft Road  
Novi, MI 48375

#### TELEPHONE

(248)675-3089

#### WEBSITE

[ecec.novi.k12.mi.us/  
programs/novi-youth-  
assistance](http://ecec.novi.k12.mi.us/programs/novi-youth-assistance)

#### SPONSORED BY

Oakland County Circuit Court  
Family Division  
City of Novi  
Novi Community Schools

#### PROFESSIONAL COUNSELING TO YOUTH AND THEIR FAMILIES



## Hospitality House *food pantry*

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

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

November 4, 2024

City of Novi  
c/o Sabrina Lilla  
45175 Ten Mile Rd  
Novi, MI 48375

Re: 2025 Community Development Block Grant

Dear Ms. Lilla,

On behalf of Hospitality House Food Pantry, I would like to request that a minimum of \$9,950 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 served 247 households in Novi, which is a 79% increase from this time last year. Those households consist of 709 unique individuals. **Novi is the top city in Oakland County from which our clients originate, and we have had 1,882 visits from residents so far this calendar year.** Hospitality House has distributed 144,612 pounds of food year to date to Novi residents, which has a dollar value of \$279,101. Twice each month, we allow families and individuals with income at or below 200% of the federal poverty level to “shop” our client-choice pantry. Clients can shop the pantry for items they need and want, leaving with an average of 70 pounds of food per visit.

Hospitality House Food Pantry not only serves Novi but all of Oakland County and never turns away anyone seeking food assistance. From January 1<sup>st</sup> of this year to November 1<sup>st</sup>, Hospitality House served 1,920 unique households consisting of 4,883 individuals who visited the pantry a total of 15,110. These households were supplied with a total of 1,046,427 pounds of food during this time period.

In addition to the client-choice pantry, Hospitality House operates the Weekend Food Program, which is an initiative that combats food insecurity and nutritional deficits among pre-K through 12<sup>th</sup> grade students who rely on school meals as their primary source of food. The Weekend Food Program provides six meals and four snacks in discrete drawstring backpacks each Friday to students who would otherwise go hungry over weekends.



## Hospitality House *food pantry*

---

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

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

Hospitality House is a diligent steward in the use of its resources; acquiring food at no or low 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 the City of Novi. Thank you for considering our agency, Hospitality House, as a vital service to the low-income residents of the City of Novi. If you have any questions about the organization regarding this proposal, you can contact Susan Erspamer at (248) 960-9975.

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan Erspamer", is written over a light blue circular stamp.

Susan Erspamer  
Executive Director