



**CITY of NOVI CITY COUNCIL**

**Agenda Item C  
November 24, 2014**

**SUBJECT:** Approval of bid award to administer the 2015 Program Year for the Community Development Block Grant (CDBG) Minor Home Repair Program to Oakland Livingston Human Service Agency (OLHSA) in the amount of \$15,501.

**SUBMITTING DEPARTMENT:** Finance

**CITY MANAGER APPROVAL:** *←← PA*

<b>EXPENDITURE REQUIRED</b>	<b>\$15,501</b>
<b>AMOUNT BUDGETED</b>	<b>\$85,654 (includes support of Novi Youth Assistance)</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$0</b>
<b>LINE ITEM NUMBER</b>	<b>264-264.00-891.000</b>

**BACKGROUND INFORMATION:** Each community receiving CDBG funds must bid public service contracts annually in order to comply with the grant's procurement guidelines. One proposal was received this year. OLHSA's proposal includes a 20% program administrative fee (which is the maximum allowable under this federal grant). This fee is assessed on the actual construction cost of each project successfully completed by OLHSA. OLHSA began administering Novi's Minor Home Repair program back in July 2002. The total allotted CDBG funds for Minor Home Repair is \$77,505 of which \$15,501 is administrative costs and \$62,004 are available for labor and materials.

**RECOMMENDED ACTION:** Approval of bid award to administer the 2015 Program Year for the Community Development Block Grant (CDBG) Minor Home Repair Program to Oakland Livingston Human Service Agency in the amount of \$15,501.

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

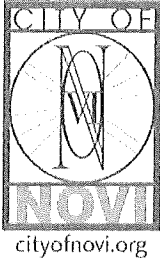
	1	2	Y	N
Council Member Mutch				
Council Member Poupard				
Council Member Wrobel				

# CDBG Bid Tabulation Form

Description of Item: City of Novi CDBG Minor Home Repair 2014 Program

<b>Date</b>	<b>Vender</b>	<b>Phone #</b>	<b>Contact Person</b>	<b>Program Management</b>	<b>Labor/Materials</b>	<b>Total</b>	<b>Comments</b>
10/9/14	Oakland Livingston Human Service Agency	248-209-2600	Ronald Borngesser	\$15,501	\$62,004	\$77,505	

The RFP was posted on the Michigan Intergovernmental Trade Network (MITN) website which emailed notice of the RFP to 198 firms registered in the categories of Home Management, Safe Housing, Administrative Services - All Kinds, and Professional Services (Not Otherwise Classified). A courtesy notice was sent to OLHSA.



**CITY OF NOVI, MICHIGAN**  
**ADMINISTRATION OF**  
**CDBG MINOR HOME REPAIR PROGRAM**  
**PROPOSAL FORM**

We, the undersigned as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Description	% of Total Amount	Amount
Program Management/ Administration Fee	20 %	\$ 15,501.00
Labor & Materials	80 %	\$ 62,004.00
<b>TOTAL</b>	<b>100 %</b>	<b>\$ 77,505.00</b>

We acknowledge the following addenda: \_\_\_\_\_  
(please indicate addendum number)

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposal submitted by:**

Name (printed) Ronald Borngesser Title: Chief Executive Officer

Company (Legal Registration) Oakland Livingston Human Service Agency

Address 196 Cesar E Chavez

City Pontiac State MI Zip 48343

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

E-mail ronb@olhsa.org

Signature *Ronald B. Borngesser* Date 10-7-14

PROPOSAL FOR ADMINISTRATION OF  
COMMUNITY DEVELOPMENT BLOCK GRANT  
MINOR HOME REPAIR PROGRAM  
Program Year 2014  
Grant Period: 7/1/2014 – 6/30/2016

Presented to:

THE CITY OF NOVI

Proposal Presented by:

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

Ronald B. Borngesser, Chief Executive Officer

CDBG MINOR HOME REPAIR PROGRAM  
FOR THE CITY OF NOVI  
Program Year 2014

## INTRODUCTION AND BACKGROUND

For the past 50 years, the Oakland Livingston Human Service Agency (OLHSA) has carried out a wide array of programs to increase the self-sufficiency of and improve the quality of lives for low income households in Oakland and Livingston Counties. Among the programs provided are senior chore service, maternal and child health care, job training, energy and housing services, and preschool education. For the past 32 years, OLHSA has carried out energy and housing services such as heating assistance payments, weatherization, minor home repair, and major rehab, and more recently, first-time home buyer seminars, mortgage programs, financial management training, and affordable housing. These services have made OLHSA aware of the fact that as energy prices rise, and the state and federal resources are uncertain, additional local resources are needed to assure long term energy self-sufficiency and decent, safe homes for low to moderate income citizens.

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

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

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

## CAPACITY AND EXPERIENCE

Under its current 2012-2014 grant with Novi, OLHSA has completed 13 homes. There are another 26 units on a waiting list, showing the critical need for minor home repairs. In addition, during 2013-2014, OLHSA has leveraged over \$24,513.10 to provide weatherization services for homes in the Novi CDBG Minor Home Repair Program. OLHSA has been delivering high-quality Minor Home Repairs through the CDBG program to Novi residents for many years. Since 2002, OLHSA has served 163 households in Novi with more than \$625,000 for minor

Since 2002, OLHSA has served 163 households in Novi with more than \$625,000 for minor home repairs. These Minor Home Repair funds are used to improve the health and safety of homes and are used for repairs that are not covered by other funding sources. By combining these funds with an additional \$280,000 in weatherization funds, these homeowners are now living in more comfortable and energy efficient homes, lowering their utility bills and helping them stretch their limited incomes even further, improving the lives of everyone in the family.

In addition to providing the CDBG Minor Home Repair Program for the City of Novi, OLHSA has provided CDBG Minor Home Repair for Commerce Township, Oxford Township, and West Bloomfield Township for the 2013-2014 grant years. In these townships a total of 15 homes received minor home repairs using grants totaling \$93,972.

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

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

The office personnel include oversight by Dayna Swindell, Community & Energy Services Director and Gary Warsecke, Associate Director of Building Performance; inspection by Michael Smith, Energy Diagnostics Inspector and Jeremy Symons, Quality Control Inspector; and business operations by David Kosinski, Business Operation Coordinator. OLHSA has a fully staffed financial department responsible for more than 70 different programs. The senior accountant has over 20 years of experience in financial reporting and accountability and the financial staff has had many years of experience in a variety of CDBG programs both for the county and several municipalities.

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

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

PROPOSED PROGRAM

OLHSA will provide minor home repair for between 12 and 15 homes in the City of Novi depending on the scope of services required at a cost from \$1,000 to \$5,000 (One thousand to five thousand dollars and no cents) per unit for a total contract of \$77,505.00 (including 20% for program management). OLHSA is familiar with all aspects of CDBG requirements, including client eligibility, contractor procurement, and financial and programmatic reporting, and will be in compliance with said requirements for the duration of the project. Where possible for eligible units, OLHSA will leverage funding from its weatherization program, including the Department of Energy Weatherization Assistance Program (DOE WAP).

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

BUDGET

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

Program Management	( 20%)	\$ 15,501.00
Labor/Materials	( 80%)	\$ <u>62,004.00</u>
TOTAL	(100%)	\$ 77,505.00

CONCLUSION

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

OLHSA  
NOVICDBG.rfp  
10.1.14



# CERTIFICATE OF LIABILITY INSURANCE

OAKLI-1

OP ID: R1

DATE (MM/DD/YYYY)

10/06/14

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

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

PRODUCER <b>The Huttenlocher Group</b> 1007 W. Huron Waterford, MI 48328 Brian Berryman	Phone: 248-681-2100 Fax: 248-681-0362	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):																				
	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A :</td> <td><b>Citizens Insurance Co.</b></td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	<b>Citizens Insurance Co.</b>		INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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INSURED <b>OLHSA - Oakland Livingston Human Service Agency</b> P.O. Box 430598 Pontiac, MI 48343-0598																						

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Professional Liab</b> <input checked="" type="checkbox"/> <b>Phys/Sex Abuse</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			Z7B888493804	10/01/14	10/01/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			AWB888494103	10/01/14	10/01/15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			U7B8884940	10/01/14	10/01/15	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Crime</b>			BDH1852398	10/01/14	10/01/15	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Novi, it's officers, agents and employees are additional insured on the general liability as respects the operations of the named insured 30 days notice of cancellation-10 day notice for non payment

**CERTIFICATE HOLDER****CANCELLATION**

CITYNOV

City of Novi  
 Carol Kalinovik  
 Purchasing Director  
 45175 West 10 Mile Rd  
 Novi, MI 48375-3024

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

OAKLI-1

OP ID: R1

DATE (MM/DD/YYYY)

10/01/13

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

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

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B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WCV0324634	01/01/13	01/01/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
A	<b>Crime-Fidelity</b>		BINDER	10/01/13	10/01/14	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

See next page

**CERTIFICATE HOLDER****CANCELLATION**

State of Michigan  
 735 E. Michigan Ave  
 P.O.Box 30044  
 Lansing, MI 48912

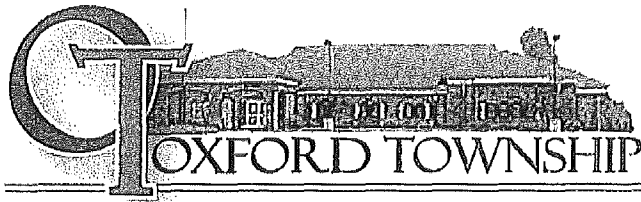
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*A. William Kendall*

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**CHARTER TOWNSHIP OF OXFORD**

P.O. Box 3 • 300 Dunlap Road  
Oxford, Michigan 48371  
Phone: (248) 628-9787 • Fax: (248) 628-8139  
[www.oxfordtownship.org](http://www.oxfordtownship.org)

October 2, 2014

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

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

Dear Sir or Madam:

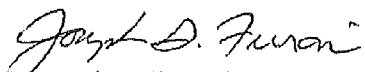
I, Joseph G. Ferrari, Oxford Township Treasurer, am writing this letter of support for OLHSA, a Community Action Agency, for OLHSA's work with the Community Development Block Grant Program for Minor Home Repairs. Many of our residents have benefited from OLHSA's work in the Minor Home Repair Program,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

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

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

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

Sincerely,

  
Joseph G. Ferrari, Treasurer  
Oxford Charter Township

**THE CHARTER TOWNSHIP OF COMMERCE**

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

2000 TOWNSHIP DRIVE  
COMMERCE TOWNSHIP, MICHIGAN 48390  
(248) 624-0110  
www.commercetwp.com

**TRUSTEES**  
**BOB BERKHEISER**  
**ROBERT J. LONG**  
**DAVID LAW**  
**RICK SOVEL**

September 6, 2013

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

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

Dear Sir or Madam:

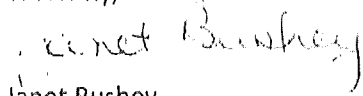
We, the Charter Township of Commerce, are writing this letter of support for OLHSA, a Community Action Agency, for OLHSA's work with the Community Development Block Grant Program for Minor Home Repairs. Many of our residents have benefited from OLHSA's work in the Minor Home Repair Program, along with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

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

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

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

Sincerely,



Janet Bushey  
CDBG Coordinator