



## MEMORANDUM

**TO:** CARL JOHNSON, FINANCE DIRECTOR

**FROM:** SABRINA LILLA, SENIOR FINANCIAL ANALYST

**SUBJECT:** 2016 COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING INFORMATION

**DATE:** NOVEMBER 13, 2015

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The proposed Program Year (PY) 2016 Community Development Block Grant (CDBG) allocation for the City of Novi is *estimated* to total \$98,481. *Funding requests from outside agencies for public service activities were received totaling \$31,500.* The maximum amount the City of Novi is allowed to allocate directly to the public service program category for 2015 is \$29,544. Below is the history of Oakland County's public service cap policy:

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

**Housing and Community Development Committee (HCD) Recommendation:** The HDC Committee is represented by six members, five residents and one administrative staff member (Sabrina Lilla) in addition to two non-voting student representatives.

Funding requests were reviewed by the Housing and Community Development Advisory Committee at their meeting on November 16, 2015 and they are recommending the following program allocations for 2016:

<b>Recommended Projects</b>					
CDBG Program Descriptions	Organization Requesting Funding	Description	2015 Allocation Award	2016 Agency Requests	2016 HCD Committee Recommendation
Public Services	HAVEN	Battered and abused spouses	\$6,000	\$6,500	\$6,500
Public Services	Novi Youth Assistance	Specialized counseling and camp scholarships	\$8,000	\$10,000	\$10,000
Public Services	City of Novi	Older Adult Transportation	\$ -	\$15,000	\$10,000
		<b>Sub-Total*</b>	<b>\$14,000</b>	<b>\$31,500</b>	<b>\$26,500</b>
Minor Home Repair	City of Novi	Residential Repair program for Novi Residents	\$84,481	\$84,481	\$71,981
		<b>Total</b>	<b>\$98,481</b>	<b>\$115,981</b>	<b>\$98,481</b>

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

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

Agency request usually mirror actual awards from the previous year. For Program Year 2016, we spoke with Novi Youth Assistance and Haven and stated each organization 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. Each agency has request the funds they believe can be utilized to best serve the community.

The Committee sought to provide the greatest good for the greatest amount of people. The Committee agreed to recommend continued funding for both Novi Youth Assistance (NYA) and HAVEN at their requested funding levels. Funding dollars allocated to NYA are used to provide direct intervention services for Novi youth and include counseling, enrichment, skill building and academic support to children who are for various reasons deemed to be at "at risk" or whose families have insufficient financial resources to meet their needs for these activities. The broad goals are: 1) to provide scholarships to allow children (who qualify by income) to attend various summer camps according to their individual interest and needs, 2) to enroll qualifying children in programs that increase skills in various areas and 3) to provide tutoring to qualifying children who can benefit from additional academic support. NYA has assisted 40 students thus far this calendar year.

Transportation funding will be used to support the City's Older Adult Services transportation program. During fiscal year 2016/2017, the program will lose \$20,000 of funding due to a grant expiring. The first priority of the program is to transport older adults to medical appointments and then for shopping, restaurants, visiting friends,

going to the movies and allowing them to participate in activities they may not otherwise be able to do. The program began 1990 by providing 3,390 rides and has grown to 11,434 one way rides in fiscal year 2014/15.

**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 143 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.

The current wait list for the City of Novi Minor Home Repair program is **17** Novi residents as of September 23, 2015. The table below reflects funding levels for the Minor Home Repair program since 2011. On average, a minor home repair runs approximately \$1,000 to \$5,000 per unit. We anticipate the need for the Minor Home Repair program to sustain throughout the 2016 grant year.

CDBG Program	Description	2012 CDBG Funding Allocation	2013 CDBG Funding Allocation	2014 CDBG Funding Allocation	2015 CDBG Funding Allocation	2016 HCD Committee Recommendation
Minor Home Repair	Residential repair program	\$74,923	\$77,654	\$77,505	\$84,481	\$71,981

**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 2016 low/moderate income block groups from the U.S. Department of Housing and Urban Development. The **Recommended Projects** for 2016 do not include any area benefit type projects such as parks, streets or sidewalk improvements. The projects are strictly city-wide individual income-qualified type projects such as minor home repair or direct benefit projects such as public services which are not dependent on location.

**Novi Community Development Block Grant History:** Since 2002, the City of Novi has received and *successfully managed over \$1,537,176* in CDBG grant funds.

The deadline to submit the 2016 CDBG application to Oakland County is December 18, 2015.

City of Novi															
Community Development Block Grant															
	2002 Program Year	2003 Program Year	2004 Program Year	2005 Program Year	2006 Program Year	2007 Program Year	2008 Program Year	2009 Program Year	2010 Program Year	2011 Program Year	2012 Program Year	2013 Program Year	2014 Program Year	2015 Program Year	Total
<b>Project Descriptions:</b>															
<b>Public Service:</b>															
Senior Citizen Center Manager	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Senior Van Program	29,874	20,000	25,000	25,000	25,000	25,000	25,000	25,000	15,000	-	-	-	-	-	214,874
Youth Assistance	5,000	6,000	9,000	11,000	11,000	11,000	11,000	11,000	9,164	7,560	7,000	8,000	8,000	8,000	122,724
Haven	11,000	12,000	15,000	16,000	9,546	9,232	9,232	9,500	6,000	4,950	5,000	6,000	6,000	6,000	125,460
Novi Lions Club eBlind	-	-	-	2,900	-	-	-	-	-	-	-	-	-	-	2,900
Subtotal	54,874	47,000	58,000	63,900	52,546	52,232	45,232	45,500	30,164	12,510	12,000	14,000	14,000	14,000	515,958
<b>Minor Home Repair</b>	54,875	62,749	76,143	63,928	64,223	63,839	66,758	106,754	73,978	73,408	74,923	77,654	77,505	84,481	1,021,218
Grant-total	\$ 109,749	\$ 109,749	\$ 134,143	\$ 127,828	\$ 116,769	\$ 116,071	\$ 111,990	\$ 152,254	\$ 104,142	\$ 85,918	\$ 86,923	\$ 91,654	\$ 91,505	\$ 98,481	\$ 1,537,176



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Publication: Novi News  
Placed By: City of Novi  
Subject: Public Hearing CDBG Bonds  
Date of Publication: November 12, 2015

Susan Totoraitis (Susan Totoraitis), being duly sworn, deposes  
and says that the advertising illustrated above/attached was published in the  
Novi News Newspaper on the following date/s/: November 12, 2015,  
INVOICE number 263325 and as an authorized employee of the Observer and  
Eccentric Media, she knows well the facts stated\herein. Cost: \$117.90.

STATE OF MICHIGAN

NOTARIZED BY: Charese Monroe Commission Expires: 4/26/20

(Acting in County of) Oakland Notary Public in and for said County

CHARESE MONROE  
Notary Public, State of Michigan  
County of Eaton  
My Commission Expires 04-26-2020  
Acting in the County of Oakland

**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, November 23, 2015 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 2016 application in the approximate amount of \$98,481 to fund eligible projects.

**All interested citizens are requested to attend this Hearing.** Comments will also be received in writing or in person at the City Clerk's Office, 45175 Ten Mile Road, Novi, Michigan 48375, until 5:00 p.m., November 23, 2015. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter will be made upon receiving 72-hour advance notice. Contact Deputy Clerk, Cortney Hanson at 248-347-0456 for special services.

MARYANNE CORNELIUS,  
CITY CLERK

Published: November 12, 2015

LO-000025325 3x3



# Outside Agency Requests



October 01, 2015

CITY OF NOVI  
CITY CLERK'S OFFICE

Bringing Help and Hope to Victims of Domestic  
and Sexual Violence for Over 40 Years

2015 OCT -2 A 11: 24

Mary Anne Cornelius  
City of Novi  
45175 W. Ten Mile Road  
Novi, MI 48375

Dear Ms. Cornelius:

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 manages 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 Protective 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, 2014 through June 30 2015, 117 individuals were seen within our programs and 26 crisis calls were received from families in the City of Novi who took the first step to break their own silence by contacting HAVEN. The 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 \$6500 for fiscal year 2016-2017. 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. 240. Thank you.

Sincerely,

Beth Morrison  
President & CEO







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

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- Scholarships
- Camp
- Mentors Plus
- Public Relations
- Youth Recognition
- Fund Raising
- Teen Center
- Alcohol/Drug Awareness

**PROFESSIONAL  
COUNSELING  
TO YOUTH AND  
THEIR FAMILIES**

# NOVI YOUTH ASSISTANCE

September 29, 2015

Housing and Community Development Committee  
City of Novi  
45125 W. Ten Mile Road  
Novi, MI 48375

Dear Committee Members:

Novi Youth Assistance has received and utilized CDBG funding for moderate, low income and special needs youth since 1994. With continuing community support we have consistently honed our ability to identify at-risk children who would benefit from recreational, educational and supportive programming. Once again this year, overall grant opportunities were reduced. In spite of this, we still insured a summer recreation program for Novi children at our own expense. Nonetheless, this along with a significant increase in requests for services has regrettably left us struggling, once again, to assist all applicants. As the sole local organization that can regularly provide comprehensive and varied scholarship opportunities within the City of Novi, we continue to find that demand is outpacing donations received. While we have made internal adjustments to stretch our monies as best we can, continued and increased CDBG funding is vital if we are to continue providing programming in 2016-2017 to our most vulnerable community members.

Due to the on-going economic downturn we are seeing a record number of families requesting assistance. This trend is ever-increasing as a number of residents are struggling to provide the basics for their families. This inevitably eliminates any options to offer their children positive, healthy activities. Many of these children are then left with unscheduled time which leaves them at risk which, in turn, affects our community as a whole.

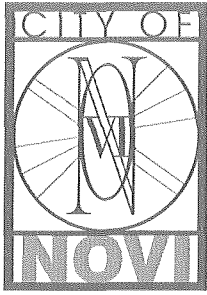
Historically, Novi Youth Assistance has been there to provide for those in need when there have been no other options. We continue to strive to do so. The benefit of offering summer programs, skill building activities and other supportive programming is demonstrated over and over again as we see these children move through the schools and community successfully. Therefore, in response to today's economic climate and rising costs, as well as demand for programming and decrease in other funding, Novi Youth Assistance respectfully requests that the members of the CDBG committee consider granting funds for the 2016 budget year in the amount of \$10,000.00.

Sincerely,

Lisa Shields

Novi Youth Assistance Caseworker

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



October 27, 2015

Housing and Community Development  
City of Novi  
45125 W. Ten Mile  
Novi, MI 48375

Re: CDBG Funding - FY 2016

Dear Committee Members,

**CITY COUNCIL**

**Mayor**

Bob Gatt

**Mayor Pro Tem**

Dave Staudt

Justin Fischer

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Doreen Poupard

**City Manager**

Peter E. Auger

**Parks, Recreation & Cultural  
Services Director**

Jeffrey A. Muck

**Older Adult Services Manager**

Karen Kapchonick

The City of Novi is seeking \$15,000 in funding to assist in supporting the Older Adult Services (OAS) Transportation Program for Novi residents age 55+ or those physically challenged non-senior residents. This essential service is a direct lifeline at an affordable rate that encourages living a healthy and independent lifestyle.

The first priority of the program is to transport older adults to medical appointments and then for shopping, restaurants, visiting friends, going to the movies and allowing them to participate in activities they may not otherwise be able to do.

The success of the program is hearing the favorable comments from riders acknowledging how the service is important to their health, convenience of not walking a distance, ability to be independent and not relying on others, and stress free – they don't have to worry about traffic.

The Older Adult Services Transportation Program began in February 1990 and provided 3,390 rides with one van and one part-time driver funded by Novi Parks, Recreation and Cultural Services. Twenty five years later FY 2014/2015, the program provides an astonishing 11,434 one way rides, employs one part-time Coordinator, two part-time Schedulers and thirteen part-time Drivers with the Older Adult Services Manager overseeing the program.

The program is supported by the City of Novi Parks, Recreation and Cultural Services Fund, farebox fees, Sponsorship Program and Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credits funding. SMART funding is determined by the population of the city. The Sponsorship Program for FY 2016/17 has been decreased by \$20,000 due to a 3 year grant expiring.

Attached is information about the service. Feel free to contact me at 248-347-0414 should you have any questions.

Sincerely,

Karen Kapchonick  
Older Adult Services Manager  
City of Novi

**City of Novi Older Adult Services**

45175 W. Ten Mile Road  
Novi, Michigan 48375  
248.347.0414  
248.347.0490 fax

cityofnovi.org

## NOVI TRANSPORTATION PROGRAM

The Older Adult Services Transportation program currently operates a total of 7 vehicles. The table below shows year, seating, mileage, purchase price, depreciation value without a wheelchair lift and the recommended useful life of the vehicle.

Vehicle	Seating	Mileage (updated 8/1/15)	Purchase price	Current Depreciation value	Useful life
2008 Jeep Liberty (#6)	3 passenger	77,670			7
2009 Ford E350 Van (#9)	14 passenger	44,490	\$39,977	\$22,844	7
2010 Ford Crown Vic (car) (#7)	4 passenger	114,825	\$20,806	\$11,772	7
2011 Ford E250 Van (#1)	8 pass or 4 pass and 2 w/chair	89,327	\$31,918	\$27,359	7
2012 Ford E350 Van (#5)	6 pass or 4 pass 2 w/chairs	66,670	\$35,798	\$33,241	7
2015 Dodge RAM Van (#3)	7 pass w/2 w/chairs	4,338	\$44,670	\$38,289	7

For FY 2014-2015 over 97,531 miles were traveled in 7,963 hours, spending \$20,172 on fuel and approximately \$10,000 on maintenance (oil changes, body work, tires, and general repairs).

OAS Transportation employees 1 part-time coordinator, 2 part-time driver/schedulers and 12 part-time drivers and is supervised by the Older Adult Services Manager.

The program operates Monday through Friday from 8am-5pm and Saturday 9am-3pm and closed on Sunday. Transportation is provided to Novi residents only.

Reservations are required at least 2 days in advance and are scheduled based on availability. Individuals may call 248-735-5617 between the hours of 7am and 4pm Monday through Friday. Also by email: [Noviseniortransportation@cityofnovi.org](mailto:Noviseniortransportation@cityofnovi.org) We ask that they state name, address, phone number, destination address, date, time (pick-up and return) for their trip.

Passengers may ride anywhere within the City of Novi for a nominal fee of \$3 per one-way ride and \$5 per one-way ride for visits outside the City of Novi but within 10 miles from Novi Civic Center. There are complimentary rides to Meadowbrook Activity Center, Civic Center, Novi Public Library or to any program sponsored by City of Novi.

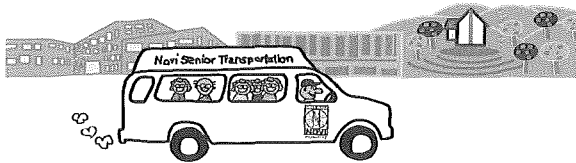
Punch cards are available for the following rates:

- 10 rides within the City \$30
- 6 rides outside the City \$30

# City of Novi Older Adult Services Transportation Program



Thanks to Novi City Council's approval, complimentary transportation is now available for those 55+ to City activities and programs.



## INFORMATION

The City of Novi's Older Adult Transportation program provides specialized transportation for residents of Novi age 55 or over, or physically challenged non-seniors to doctor appointments, shopping, special events, classes, programs, etc.

Vehicles are scheduled based on the needs of each passenger using either a lift-equipped bus or standard car/van. If you are under 55 years of age, you must provide a letter from your doctor stating you are experiencing a physical challenge and cannot drive a vehicle. The service cannot accommodate children.

### **6 Reasons why YOU should ride with us:**

- Safe and secure.
- Curb to curb service.
- Save on gas.
- Friendly drivers.
- Keeps you active and independent.
- We get you where you need to go on time!

## SERVICE HOURS

Transportation is available 8am-5pm Monday-Friday (last pick-up is at 4:30pm in Novi or 3:30pm out of Novi) and 9am-3pm Saturday (last pick-up is at 2:30pm).

## TO SCHEDULE TRANSPORTATION

Call **248.735.5617** between 7am and 4pm, Monday through Friday.

By email: [Noviseniortransportation@cityofnovi.org](mailto:Noviseniortransportation@cityofnovi.org). State name, address, phone number, destination address, date, times (pick-up & return) for your trip.

Reservations are required at least 2 days in advance and are scheduled based on availability.

## FARE STRUCTURE

- \$3 one-way within the city limits.
- \$5 one-way outside the city limits-within a 10 mile range (begins at the Novi Civic Center).
- No Charge for rides to the Novi Civic Center, Novi Public Library, Meadowbrook Activity Center or to a City of Novi special event or program within the city limits.

## PUNCH CARDS

For your convenience, pre-paid punch cards are available. The cards are used in place of cash.

<u>Card</u>	<u>Price</u>
10 rides within the City limits (white)	\$30
6 rides outside the City limits (yellow)	\$30

Punch cards can be purchased from transportation drivers or at the Older Adult Services office. **Punch cards are non-refundable, non-transferrable and cannot be replaced, if lost.**

For detailed information regarding the Transportation Program, please call **248.735.5617**.



**City of Novi Older Adult Services** | 45175 Ten Mile Rd  
Novi, Michigan 48375 | 248.347-0414 or visit [cityofnovi.org](http://cityofnovi.org)  
*Encouraging Healthy, Active Lifestyles*

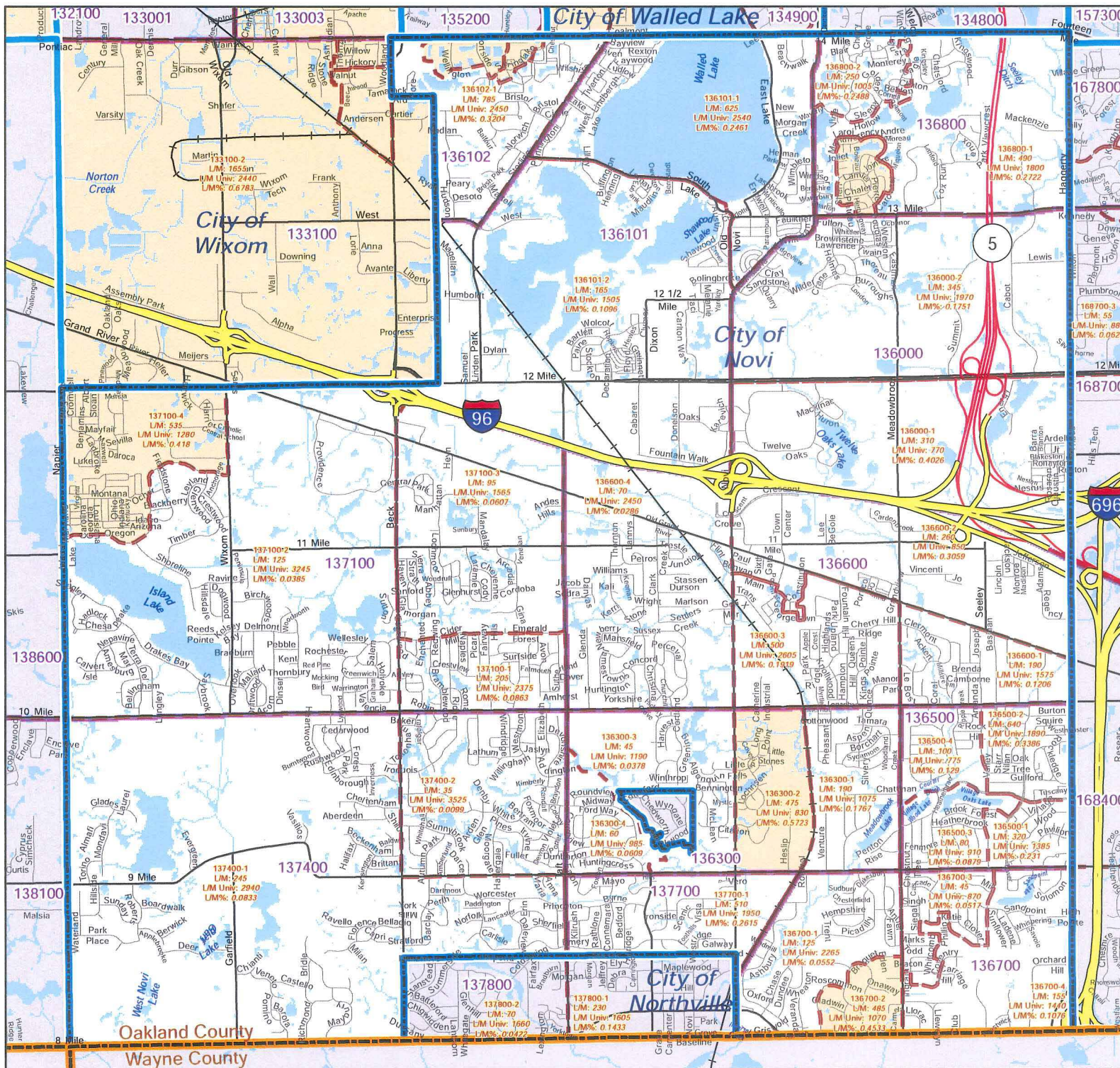
 Find us on Facebook-Search City of Novi Boomers and Beyond

Revised 10/2015



# Area-wide Benefit Map

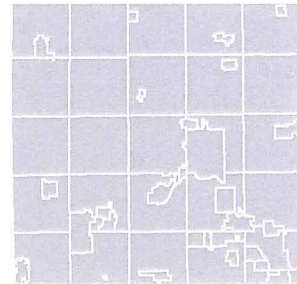




Economic Development & Community Affairs  
L. Brooks Patterson, County Executive

OAKLAND COUNTY  
COMMUNITY & HOME IMPROVEMENT

Oakland Pointe  
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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.