



CITY of NOVI CITY COUNCIL

Agenda Item E
August 24, 2009

SUBJECT: Award bid to administer the 2009 Program Year Community Development Block Grant Minor Home Repair Program to Oakland Livingston Human Service Agency in the amount of \$21,351.

SUBMITTING DEPARTMENT: Finance

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$21,351
AMOUNT BUDGETED	\$86,900 (includes all costs)
APPROPRIATION REQUIRED	\$19,854, offset by additional grant revenue
LINE ITEM NUMBER	208-691.00-891.000

BACKGROUND INFORMATION: Oakland County was recently notified by the U.S. Department of Housing and Urban Development (HUD) they will be receiving a 4.7% increase over 2008 in federal CDBG entitlement funds. As a result, Novi will be receiving an additional \$5,881 in grant funds which will be applied to our 2009 Minor Home Repair Program. By combining the additional funds approved in the 2009-10 Budget as a result of *accelerating the repayment of program income*, our 2009 Minor Home Repair Program will now total \$106,754 as follows:

CDBG Program Description	Description	2009 CDBG Funding Allocation (a)	Accelerated Funding Option (b)	Additional CDBG Funding Allocation (c)	2009 Award (a) + (b) + (c)
Minor Home Repair	Residential repair program for Novi residents	\$ 66,400	\$34,473	\$5,881	\$106,754

Each community receiving CDBG funds must bid public service contracts annually in order to comply with the grant's procurement guidelines. A total of four proposals were received this year. A summary of the bid evaluations is as follows:

Criterion:	Weight	OLHSA	Erde Construction, Inc.	JMA Contractors LLC	Sankofa Housing/ DBA NCAM
1. Capability - Provider's ability to have and maintain qualified contractors and staff on hand to do required CDBG minor home repair work. All repair work is to be completed in an efficient and well-organized manner.	30	240	120	90	150

Criterion:	Weight	OLHSA	Erde Construction, Inc.	JMA Contractors LLC	Sankofa Housing/ DBA NCAM
2. Experience – Provider's past experience regarding this type of administration of service.	25	200	50	50	75
3. Familiarity (with CDBG requirements) - Provider's familiarity with the Community Development Block Grant (CDBG) program requirements and ability to comply with all CDBG required guidelines	25	200	50	50	100
4. Cost - Costs and/or fees charged by provider to manage and administer this CDBG Minor Home Repair Program to the residents of the City of Novi.	20	140 (20% of actual construction cost)	100 (\$150 per location. \$55 per hour for repairs. Subcontractor price \$15%)	40 (fee quoted to perform construction work only based on type of repair)	60 (No fee specified)
Totals		780	320 *	230 *	385 *

* Vendors do not provide all services necessary to administer the program.

The Oakland Livingston Human Service Agency (OLHSA) received the highest rating based on their experience in administering the requirements of the CDBG program. Their proposal includes a 20% program administrative fee. 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. Since that time, over \$454,515 in Minor Home Repair grant funds have been spent to directly assist Novi residents. By partnering with OLHSA, Novi has also leveraged \$235,000 in additional grant funds available through the weatherization program funded by the Department of Energy.

RECOMMENDED ACTION: Award bid to administer the 2009 Program Year Community Development Block Grant Minor Home Repair Program to Oakland Livingston Human Service Agency in the amount of \$21,351.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Burke				
Council Member Crawford				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				



July 15, 2009

Dear Community & Home Improvement Friend,

RE: 2009 Community Development Block Grant (CDBG) Funds – Release Dates

Oakland County received the 2009 Community Development Block Grant Agreements this week from the U.S. Department of Housing and Urban Development. This delay is unprecedented due to the volume of new grants administered by HUD under the Recovery Act. We usually receive our CDBG grant agreements in June.

Before we can issue your “letter to spend 2009 CDBG funds”, the grant must complete a formal county executive grant review process, approval by the Oakland County Board of Commissioners Planning & Building and Finance committees and the full Board of Commissioners. CDBG acceptance will be presented to the full Board of Commissioners on September 3, 2009 and we will mail your letter to spend on the same day.

Actual funding amounts may change from those you had used for planning figures last fall. Oakland County received a 4.7% increase over 2008. However, we have been notified by HUD that new 2009 low and moderate income census updates must be used in allocating 2009 funding to communities. We also have two new communities joining us this year, Bloomfield Township and the City of Bloomfield Hills while Holly Village opted out of the 2009 urban county program. These factors will impact the formula amount each community generates and we will not know the exact amounts until early August when we complete the formula using new 2009 updated data.

The census updates may also change your eligible CDBG low and moderate income block group configurations. Again, we will not know until early August. As soon as we determine the affects of the data, we will inform you immediately.

You may prepare obligation documents for 2009 CDBG funding, but please do not sign or execute any contractual obligations until you have the official notification to spend from this office and know for certain any changes in your eligible block groups. Unfortunately, this delay will not extend our spending performance deadlines and requirements. Please move ahead prior years spending plans as quickly as possible.

If you have any questions, please contact your CDBG program monitor immediately.

Sincerely,
Karry L. Rieth
Manager



cityofnovi.org

CITY OF NOVI
RFP CDBG Minor Home Repair 2009 Program
Friday, February 27, 2009 3:00 PM

Company	Program Management Fee
OLHSA	\$13,280 (20% of program funds available)
Sankofa Housing/DBA NCAM	No fee specified
ERDE Construction	\$150 per location. \$55 per man hour for repairs. Subcontractor price +15%
JMA Contractors	Pricing provided for various repair services

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC SERVICE CONTRACT

Oakland Livingston Human Service Agency
&

City of Novi

CONTRACT DURATION:

Beginning Date: **September 3, 2009** Ending Date: **September 3, 2011**

This contract shall be effective for **two years** from the beginning date, subject to availability of funding, to the ending date of contract or when funding has been expended, whichever comes first.

CONTRACT FUNDING SOURCES:

Community Development Block Grant (CDBG) Program Year: 2009

CDBG Dollar Amount of Contract to Administer the 2009 Minor Home Repair Program: **\$21,350.77**

CDBG Grant Allocation	\$55,047.00
Program Income	<u>51,706.83</u>
Total Minor Home Repair grant award:	\$106,753.83

Section I. AGREEMENT

This contract is made this day, 9/3/ 2009,

Between Oakland Livingston Human Service Agency , hereinafter designated as the "**Agency**",
(*name of Agency*)

having its principal office at 196 Cesar E. Chavex Ave. P.O. Box 430598, Pontiac, MI 48343.

and, City of Novi , hereinafter designated as the "**Municipality**",
(*name of Municipality*)

having its principal office at 45175 W. Ten Mile Road, Novi, MI 48375

Section II. PURPOSE

The purpose of this contract shall be:

To provide Minor Home Repair services utilizing designated Community Development Block Grant Funds in the amount of \$106,753.83.

Minor Home Repair Programs are designed to help low to moderate income resident homeowners within the City of Novi complete more complicated home maintenance. Minor Home Repair Programs are subject to federal lead based paint regulations. Minor Home Repair jobs that require addressing lead based paint must be completed by certified lead abatement contractors. The contractor(s) doing these jobs must be licensed and carry liability, property damage and worker's compensation insurance in the kind and amount specified by the City of Novi. Minor home repairs include, but are not limited to the following:

1. Cleaning, adjusting and repair of furnaces
2. Testing of furnaces
3. Repair or replacing water heaters
4. Replacing garbage disposals
5. Replacing toilets
6. Replacing tub faucets, shower heads, laundry and kitchen faucets
7. Repairing water and waste lines
8. Rod sewer lines
9. Changing electrical services
10. Replace defective light fixtures
11. Install switches and light at entry ways
12. Replace defective wiring
13. Replace entrance doors
14. Repair or replace porch decks, stairs and handrails
15. Reinforce porches
16. Replace defective windows
17. Install storm doors
18. Install storm windows
19. Repair roofs, downspouts, gutters and siding
20. Repair chimneys
21. Clean chimneys
22. Paint interior and exterior (See lead based paint provisions)
23. Remove large items or large amounts of debris from in and around the home
24. Remove architectural barriers
25. Correct single code violations
26. Repair sidewalk and driveways
27. Replacing plaster/drywall on walls and ceilings

28. Connect residences to municipal water and/or sewer lines
29. Install battery operated or hard wired smoke detectors
30. One-time insect extermination

Minor Home Repair Programs cannot exceed \$5,000. The exception is a one-item job that exceeds \$5000 and does not affect any interior or exterior painted surfaces. Homes that require more work than \$5,000 or substantial improvements should be referred to Oakland County's Home Improvement Program.

All of these programs are designed to benefit low to moderate income resident homeowners within the City of Novi. To qualify a household for the Minor Home Repair Program, annual gross household income and ownership of the home must be verified and cannot exceed the Section 8 limits as established by the U.S. Department of Housing and Urban Development.

A file must be maintained for each applicant served under this program that contains an application, proper income/ownership verifications and all other necessary documentation required as proof of compliance with all applicable Federal regulations and Oakland County Community Development guidelines and requirements as established under the grant. These programs must be open to outside auditors and City personnel as required by federal regulation.

All Minor Home Repair projects must be competitively procured, based on Oakland County Procurement guidelines.

SECTION III. THE AGENCY'S RESPONSIBILITIES

The *Agency* shall do the following:

- A) Receive and maintain records pertaining to the monies received in accordance with this agreement for a minimum of **seven** years from the completion of this agreement. Allow the County of Oakland, authorized City personnel, the U.S. Department of Housing and Urban Development (HUD), the Comptroller General of the United States and any of their authorized representatives access to financial records pertaining to Community Development Block Grant Funds and this agreement for the purpose of audit or examination.
- B) Provide the municipality and Oakland County Community & Home Improvement Division a specific unit of measure chart for all services.
- C) Submit payment requests based on actual cost that include required supporting documentation upon completion of each individual project directly to the Finance Department.
- D) Provide management and personnel to adequately perform and administer the application review process, perform all necessary pre-inspections to determine scope of requested repair, award all Community Development Block Grant Minor Home Repair projects to qualified

City of Novi applicants (applicant qualifications are to include, but not limited to, CDBG income verification for applicant based on previous year's income tax returns, home ownership verification that dwelling is applicant's primary residence), proper bidding and hiring of qualified and licensed contractors to provide minor home repairs to homes of qualified applicants, secure licensed lead contactors to do lead work, perform inspections during and at completion of minor home repair projects for each applicant, handle all complaints/concerns from applicants in a timely manner, comply with all CDBG Minor Home Repair Program regulations in addition to meeting all State and Local laws, ordinances, codes and regulations.

- E) Be solely responsible for any and all taxes (federal, state and/or local); worker's compensation insurance; disability payments; social security payments; unemployment insurance payments; insurance, and/or any similar type of payments for the Agency or any employee thereof; and shall hold the City of Novi harmless from any and all such payments.
- F) Secure appropriate insurance coverage from Contractors in the kind and amount specified by the City of Novi (see Attachment A).
- G) The Agency will not solicit or apply funds from any other source for the services reimbursed under this agreement.
- H) Agency will comply with all CDBG regulations set forth by Oakland County, including but not limited to, completing all Historical Clearance Applications (when applicable), Direct Benefit Activity (DBA) Reports, Lead-based Paint Compliance Certification Forms (along with homeowner's signature on back of form stating they have received "Protect Your Family From Lead in Your Home pamphlet), Housing Rehabilitation and Minor Home Repair Environmental Review Forms, and taking photographs of the applicant's dwelling (if applicable) and submitting same to the City of Novi with each payment request.
- I) Oakland County Community Development Block Grant Procurement Guidelines shall be followed for bidding and awarding of all Minor Home Repair projects to qualified contractors. It shall be the Agency's responsibility to bid for contractors to do minor home repair improvements for applicants and properly award same. The Agency shall maintain a proper log of all bidding/awarding processes and submit all paperwork regarding process to City of Novi for CDBG auditing purposes.

Section IV. THE CITY'S RESPONSIBILITIES

The City of Novi shall do the following:

- A) In consideration for service rendered by the Agency, the City will reimburse the Agency for

the cost of administration and repairs for each minor home repair job upon completion of each job, receipt of a payment request that includes required supporting documentation from the Agency and receipt of payment by the County. The contract sum total is not to exceed the CDBG program year funding in the amount of \$106,753.83.

Section V. COMPLIANCE

The agency shall comply with all applicable laws, ordinances, codes and regulations, of the Federal, State and local governments and all applicable CDBG requirements governing Minor Home Repair Programs.

Section VI. DISCRIMINATION PROHIBITED

The Agency shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The Agency and the Municipality shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93-112, 87 Stat. 394, which require that no employee or client or otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap, or marital status be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this contract. The Agency shall comply with all applicable regulations promulgated pursuant to the Civil Rights Act of 1964 as amended.

Section VII. PROHIBITION OF POLITICAL AND RELIGIOUS ACTIVITY

There shall be no religious worship, instruction or proselytization as part of, or in connection with, the performance of this agreement. None of the funds, materials, property or services under this agreement shall be used in the performance of this agreement for any partisan political activity, including lobbying, as specified in Federal Circular A-122 Cost Principles for Nonprofit Organizations -- lobbying revisions, or to further the election, defeat, recall, impeachment, appointment or dismissal of any candidate for or from any public office.

Section VIII. GENERAL PROVISIONS

A) Merger or Integration:

This agreement including attachment A, constitutes the entire agreement between the Agency and the City of Novi with respect to the subject matter hereof; there are no other further written or

oral understandings or agreements with respect hereto.

B) Modification, Assignment or Subcontracting Absent Prior Written Consent:

No variation or modification of this agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the Agency and the Municipality. Any alterations, additions or deletions to the terms of this agreement, which are required by the enactment of legislation, regulations and directives, are automatically incorporated into this agreement on the date designated by law, regulation or directive.

C) Termination:

Either party may, at any time during the life of this agreement, terminate this agreement by giving thirty (30) days written notice to the other party of its intention to terminate and an opportunity for consultation prior to termination. In the event of a termination, the City of Novi's obligation shall only be to reimburse the Agency for services actually rendered up to the point of notification of termination, or for services actually rendered (and not contracted for) during the period of notice of termination, after notice is served.

D) Addendum

A contract duration may be extended or shortened, funds may be added or subtracted via an addendum signed by a representative from the municipality & the agency indicating exactly what is changing. Provide a notice to Oakland County Community & Home Improvement.

E) Hold Harmless

To the fullest extent permitted by law, the Agency agrees to indemnify, pay in behalf of, and hold harmless the City of Novi, Oakland County Community Development, their elected and appointed officials, employees, volunteers, boards, commissions and others working in behalf of the Municipality and/or County, against any and all claims, demands, suits, losses, including all costs connected therewith for any damages which may be asserted, claimed or recovered against or from the Municipality and/or County, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with, the activity authorized by this contract.

F) Confidentiality

The use or disclosure of information by the Municipality concerning services, applicants or recipients obtained in connection with the performance of the agreement shall be restricted to the purposes directly connected with the administration of the services provided under this agreement. Such information shall not be used for any other purpose unless written approval is obtained from the Agency.

G) Disputes

The City of Novi shall notify the Agency in writing of its intent to pursue a claim against the Agency for breach of any terms of this agreement. No suit may be commenced by the City of Novi for breach of the agreement prior to the expiration of ninety (90) days from the date of such notification. Within this ninety (90) day period, the City of Novi at the request of the Agency, must meet with an appointed representative of the Agency for the purpose of attempting to resolve the dispute. The Agency shall be given the opportunity to cure or remedy any breach within such ninety (90) day period.

H) Notices

Whenever under this agreement provision is made for notice of any kind, unless otherwise herein expressly provided, it shall be in writing and shall be served personally or sent by registered or certified mail with postage prepaid to the designated representatives at the addresses supplied below.

I) Equal Employment Opportunity: The Service Agency shall comply with Executive Order 11246 of Sept. 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

J) Copeland "Anti-Kickback" Act: The Service Agency shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C.874) as supplemented in Department of Labor regulations (29 CFR part 3). (Applies to contracts and sub grants for construction or repair)

K) Reporting/Monitoring Requirements: The Municipality shall monitor the operations of vendor activities under this contract to assure compliance with applicable Federal requirements, contract provisions and that performance goals are being achieved on an annual basis.

L) Patent Regulations: The Service Agency shall comply with the Municipality's requirements pertaining to patent rights with respect to any discovery or invention, copyrights and rights in data which arise or is developed in the course of or under such contract.

M) Debarment, Suspension, Ineligibility and Voluntary Exclusion

The Service Agency shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, the Contractor shall not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24. Using the Excluded Parties Listing System (<http://epls.arnet.gov>), Oakland County

Community & Home Improvement Division has determined, as of the date of this contract that the Contractor is not excluded from Federal Procurement and Non-procurement Programs.

AGENCY

MUNICIPALITY

Name: Oakland Livingston Human Service Agency

Name: City of Novi

Representative Name: Ronald B. Borngesser

Representative Name: David Landry

Phone #:248-209-2605

Phone #: 248-347-0456

Address: 196 Cesar E. Chavez

Address: 45175 W. Ten Mile

Pontiac, Mi 48342

Novi, Mi 48375

IX. ACCEPTANCE

The undersigned indicate by their signatures that they are authorized to act on behalf of their respective party in this capacity.

AGENCY

MUNICIPALITY

Name: Oakland Livingston Human Service Agency

Name: City of Novi

Officer Name: Ronald B. Borngesser

Officer Name: David Landry

Officer Title: Chief Executive Officer

Officer Title: Mayor

Signature:

Signature:

Witnessed:

Witnessed:

Date: September 3, 2009

Date: September 3, 2009

ATTACHMENT A

CITY OF NOVI

INSURANCE REQUIREMENTS

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** - The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$500,000** per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$500,000** (Five Hundred Thousand Dollars) each person and **\$500,000** (Five Hundred Thousand Dollars) each occurrence and minimum property damage limits of **\$500,000** (Five Hundred Thousand Dollars) each occurrence.
2. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
3. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.
4. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City.

The Commercial General Liability Insurance policy shall name the City of Novi, its officers, agents and employees as additional insured. This coverage shall be primary to any coverage that may be available to the additional insured, whether any other

available coverage be primary, contributing or excess

Certificates of Insurance evidencing such coverage shall be submitted to Carol J. Kalinovic, Purchasing Director, City of Novi, 45175 West Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

5. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
6. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.



Oakland Livingston Human Service Agency
A Community Action Agency Since 1964
Helping people. Changing lives.
"Equal Opportunity Employer/Program"

Ronald B. Borngesser
Chief Executive Officer

North Oakland

196 Cesar E. Chavez Avenue
P.O. Box 430598
Pontiac, Michigan
48343-0598
t 248/209.2600
f 248/209.2645
e info@olhsa.org

South Oakland

345 East Nine Mile Road
Ferndale, Michigan
48220-1719
t 248/542-5860
f 248/542-5897

Livingston County

2300 E. Grand River
Suite 107
Howell, Michigan
48843-7574
t 517/546.8500
f 517/546.3057
e livingston@olhsa.org

February 4, 2009

City of Novi
Office of the City Clerk
45175 W. Ten Mile Rd.
Novi, MI 48375-3024

RE: **Minor Home Repair Proposal for the City of NOVI 2009-2011**

Dear Maryanne Cornelius:

Enclosed you will find the Oakland Livingston Human Service Agency's (OLHSA) proposal for the Community Development Block Grant (CDBG) Minor Home Repair 2009/2011 Program for the City of Novi. OLHSA is pleased to be considered for the opportunity to continue our excellent partnership with the City of Novi.

If you have any questions, please contact Joan Leshley, Deputy Director for Resource Development at (248-209-2770 or email joanl@olhsa.org).

Sincerely,

A handwritten signature in black ink that reads "Ronald B. Borngesser".

Ronald B. Borngesser
Chief Executive Officer

RBB/jl

Encl

COMMUNITY DEVELOPMENT BLOCK GRANT
MINOR HOME REPAIR
2009/2011

Presented to:

THE CITY OF NOVI

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
2009/2011

INTRODUCTION AND BACKGROUND

For the past forty years, the Oakland Livingston Human Service Agency (OLHSA) has carried out a wide array of programs to increase the self-sufficiency of 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 30 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 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 12,300 homes in the Oakland and Livingston areas. Weatherization includes insulation of the attic, walls, and floor areas; major air sealing and repair of windows, doors and cracks in walls and ceilings; and a health and safety evaluation of combustible appliances which can include repair and replacement of furnaces and hot water heaters. During this same period OLHSA has operated an Oakland County CDBG Expanded Weatherization and Energy Education Program, providing additional weatherization and home repairs to approximately 35 homes per year and energy education classes to 200 participants per year. Federal funds have also been available to repair and replace roofs. During the 2007-2008 grant year, 55 roofs were replaced in Oakland and Livingston counties using Low Income Home Energy Assistance Program (LIHEAP) funds. A grant from the Michigan Public Service Commission's (MPSC) Low Income Energy Efficiency Fund (LIEEF) has provided additional supplemental funds primarily for electrical measures. A new component of the Weatherization Program allows for refrigerator replacement in eligible homes and the installation of compact fluorescent light bulbs.

Currently, OLHSA, through its housing subsidiary, Venture, Inc., has provided a rehab program for the city of Pontiac to do moderate to major rehab in a northeastern neighborhood in Pontiac. A complete revitalization of this neighborhood is underway. To date, some 52 homes have received rehab services and 17 new construction homes have been completed, thirteen of which have been sold to first time home buyers. These new homes include extensive energy efficient upgrades to provide up to 30% savings in utility bills. In addition, Venture Inc. constructed four new modular homes and sold them to first time home buyers in the City of Hazel Park in the spring of 2000 through funding from the Oakland County HOME program. In Royal Oak Township, eleven modular homes have been built and five site built energy efficient homes were completed in the summer of 2003. Seven new homes were completed by June 2006.

In 2007 Venture, Inc. received two Low Income Housing Tax Credit (LITC) awards. One will provide funding for 10 scattered site rent to own housing units in the city of Pontiac this project has been completed and Renters are moving in. The second award is for the renovation of 24 apartment units in the Village of Otisville (Genesee County). These fully renovated units will provide quality affordable housing to low and moderate income households in this community.

During 2007-2008, OLHSA has provided the CDBG Minor Home Repair Program for Oxford Township. Six homes were completed with Oxford. The community has turned their CDBG program over to the county administered Mobile Home Repair program. Brandon Twp entered into contract with OLHSA in November of 2007 to complete 2 homes.

Under its current 2008-2009 grant with Novi, OLHSA has completed 17 homes with funds to complete additional units. There are another 52 units are on a waiting list. In addition, during 2007-2008, OLHSA has provided over \$27,299 in weatherization services for homes in Novi as a leverage amount to the CDBG Minor Home Repair Program.

Beginning September 1999, the federal government issued a new regulation (24CFR part 35.100) 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 Housing & Energy Staff has taken the lead inspection/risk assessor. One inspector is a certified lead inspector/assessor and two are certified lead supervisors. One inspector is a licensed builder and two inspectors have taken 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.

The office personnel, consisting of the Deputy Director for Resource Development, two Resource Development Coordinators, and one Resource Development Assistant have over fifteen years experience in servicing low and moderate income clients for application intake, processing eligibility, and programmatic and financial reporting. OLHSA has a fully staffed financial department responsible for more than 70 different programs. The senior accountant has over 25 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, providing weatherization and/or rehab services, are required to maintain full insurance coverage as well. All contractors are required to complete the DOE Lead Safe Work Practices training, and Rehab contractors must also be state certified lead abatement contractors.

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 10 and 12 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 \$66,400.00 (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, including Department of Energy Weatherization (DOE WAP), Low Income Home Energy Assistance Program (LIHEAP) and the Michigan Public Service Commission (MPSC) Low Income Energy Efficiency Fund (LIEEF) and county CDBG programs to supplement the Novi Minor Home Repair programs.

All clients will be invited to participate in energy education classes offered by OLHSA. All clients will also 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%)	\$ 13,280
Labor/Materials	<u>\$ 53,120</u>
TOTAL	\$ 66,400

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

01-27-2009

ACORD CERTIFICATE OF LIABILITY INSURANCE

CSR SO
OAKLI-1

DATE (MM/DD/YYYY)
01/15/09

PRODUCER The Huttenlocher Group 1 W. Huron Waterford MI 48328 Phone: 248-681-2100 Fax: 248-681-0362		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Oakland Livingston Human Service Agency P.O. Box 430598 Pontiac MI 48343-0598		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: First Nonprofit Insurance Co.	
		INSURER B: Accident Fund Ins of America	10166
		INSURER C: Fidelity & Deposit of Maryland	
		INSURER D: Cincinnati Insurance Company	10677
		INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	TMPC2117679	10/01/08	10/01/09	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Prof Liability	TMPC2117679	10/01/08	10/01/09	PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Soc Work Liab	TMPC2117679	10/01/08	10/01/09	GENERAL AGGREGATE \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COM/OP AGG \$ Incl
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				Med Aggre 25,000
A	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO	TAPC2107144	10/01/08	10/01/09	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
A	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE	UXL2107217	10/01/08	10/01/09	AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DEDUCTIBLE				Prof Liab \$ 1,000,000
	<input checked="" type="checkbox"/> RETENTION \$ 10000				Soc Work \$
					Liability \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	WCV0324634	01/01/09	01/01/10	E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 500,000
					E.L. DISEASE - POLICY LIMIT \$ 500,000
C	OTHER				
	Crime	CCP005364707	10/01/08	10/01/09	Crime 1,000,000
D	Crime	SIB8421240	03/02/08	03/02/09	Crime 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

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

CERTIFICATE HOLDER

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

CITYNOV

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

William Kendall