



MEMORANDUM

TO: CARL JOHNSON, FINANCE DIRECTOR

FROM: SABRINA LILLA, DEPUTY FINANCE DIRECTOR

SUBJECT: 2019 COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING INFORMATION

DATE: NOVEMBER 26, 2018

The proposed Program Year (PY) 2019 Community Development Block Grant (CDBG) allocation for the City of Novi is *estimated* to total \$106,207. *Funding requests from outside agencies for public service activities were received totaling \$28,500.* The maximum amount the City of Novi is allowed to allocate directly to the public service program category for 2019 is \$31,862. 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 non-voting administrative staff member (Sabrina Lilla).

Funding requests were reviewed by the Housing and Community Development Advisory Committee at their meeting on November 14, 2018 and they are recommending the following program allocations for 2019:

Recommended Projects					
CDBG Program Descriptions	Organization Requesting Funding	Description	2018 Application Amount	2019 Agency Requests	2019 HCD Committee Recommendation
Public Services	HAVEN	Battered and abused spouses	\$7,900	\$8,000	\$8,000
Public Services	Novi Youth Assistance	Specialized counseling and camp scholarships	\$16,887	\$15,000	\$15,000
Public Services	Several	Emergency services	\$ 5,400	\$5,500	\$3,500
		Sub-Total*	\$30,187	\$28,500	\$26,500
Minor Home Repair	City of Novi	Residential Repair program for Novi Residents	\$70,439	\$77,707	\$79,707
		Total	\$100,626	\$106,207	\$106,207

*The maximum 30% allocation allowed within the Public Service category for 2019 is \$31,862.

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

Agency request usually mirror actual awards from the previous year. For Program Year 2018, 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 requested 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.

The City received emergency service funding requests from two organizations; Feed the Need and Hospitality House. Feed the Need was a new request in the current year. City staff was unclear of the eligibility of the Feed the Need program and reached out to the Oakland County Community and Home Improvement Division. Per staff's discussion with Oakland County, unfortunately, Feed the Need is not an eligible

emergency service program. The program does not meet requirements of providing “one-time” or short-term emergency services”. The Committee recommends Council provide CDBG funding for emergency services to Hospitality House given the ineligibility of Feed the Need.

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 119 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 0 Novi residents as of October 23, 2018. The City was able to serve 15 clients with program year 2017 funds (program year 2018 funds have not been approved for spending as of the date of this memo). The table below reflects funding levels for the Minor Home Repair program since 2015. 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 2019 grant year.

CDBG Program	Description	2015 CDBG Funding Allocation	2016 CDBG Funding Allocation	2017 CDBG Funding Allocation	2018 CDBG Application Allocation	2019 HCD Committee Recommendation
Minor Home Repair	Residential repair program	\$84,481	\$74,126	\$84,626	\$70,439	\$79,707

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 2019 low/moderate income block groups from the U.S. Department of Housing and Urban Development. The **Recommended Projects** for 2019 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 \$1,995,209* in CDBG grant funds.

The deadline to submit the 2019 CDBG application to Oakland County is December 14, 2018.

	Program Year											Total
	Application 2018	Awarded 2017	Awarded 2016	Awarded 2015	Awarded 2014	Awarded 2013	Awarded 2012	Awarded 2011	Awarded 2010	Awarded 2009	Awarded 2002-2008	
Minor Home Repair	\$ 70,439	\$ 84,626	\$ 74,126	\$ 84,481	\$ 77,505	\$ 77,654	\$ 74,923	\$ 73,408	\$ 73,978	\$ 106,753	457,515	\$ 1,255,408
Novi Youth Assistance	16,887	10,000	10,000	8,000	8,000	8,000	7,000	7,560	9,164	11,000	33,000	128,611
Haven	7,900	6,000	6,500	6,000	6,000	6,000	5,000	4,950	6,000	9,500	28,010	91,860
Transportation	-	-	10,000	-	-	-	-	-	15,000	25,000	75,000	125,000
Senior Services	-	-	-	-	-	-	-	-	-	-	14,000	14,000
Mobile Home Repair	-	46,407	-	-	-	-	-	-	-	-	-	46,407
Emergency Services	5,400	-	-	-	-	-	-	-	-	-	-	5,400
Public Services*	-	-	-	-	-	-	-	-	-	-	328,523	328,523
	100,626	147,033	100,626	98,481	91,505	91,654	86,923	85,918	104,142	152,253	936,048	\$ 1,995,209

*The public service was not specifically identified



Outside Agency Requests



Strengthening Families
Through Community Involvement

OFFICE

45175 Ten Mile Road
Novi, MI 48375-3024

TELEPHONE

(248) 347-0410

FAX

(248) 347-0552

EMAIL

nya@cityofnovi.org

SPONSORED BY:

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

STANDING COMMITTEES

- Board of Directors
- Family Education
- 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

November 5, 2018

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

Dear Committee Members:

Novi Youth Assistance has received and utilized CDBG funding for moderate, low income and special needs youth since 1994. With continuing community support we have consistently honed our ability to identify at-risk children who would benefit from recreational, educational and supportive programming. With a significant increase in requests for services has regrettably left us struggling, to assist all applicants. As the sole local organization that can regularly provide comprehensive and varied scholarship opportunities within the City of Novi, we continue to find that demand is outpacing donations received. While we have made internal adjustments to stretch our monies as best we can, continue and increased CDBG funding is vital if we are to continue providing programming in 2019-2020 to our most vulnerable community members.

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

Historically, Novi Youth Assistance has been there to provide for those in need when there have been no other options. We continue to strive to do so. The benefit of offering summer programs, skill building activities and other supportive programming is demonstrated over and over again as we see these children move through the schools and community successfully. Therefore, in response to today's economic climate and rising costs, as well as demand for programming and decrease in other funding, Novi Youth Assistance respectfully requests that the members of the CDBG committee consider granting funds for the child care services program 2019 budget year in the amount of \$15,000.00.

Sincerely,

Linda Cianferra
Chair, Novi Youth Assistance



HAVEN

LIVE WITHOUT FEAR

September 7, 2018

Ms. Sabrina Lilla
City of Novi
45175 W 10 Mile Rd
Novi, MI 48375-3024

Dear Ms. Lilla:

Violence in families is everywhere, crossing racial, ethnic, cultural, social, and economic boundaries. The impact of this violence invades our schools, places of worship, offices, businesses, factories, and throughout our neighborhoods. Human beings, both young and old, are being harmed physically, sexually, and emotionally and this violence may be creating lifelong patterns of ongoing abuse in youngsters as they move into adulthood. We all pay the cost for the horrible crimes of domestic violence and sexual assault either in real dollars or in diminished potential of human and community life.

Since 1982, HAVEN has been dedicated to building violence-free communities where everyone can live without fear. HAVEN maintains a 24-hour emergency shelter exclusively for domestic violence victims and their children and sexual assault survivors who are afraid to stay in their own homes. HAVEN offers counseling and education that help families stop the violence, begin the process of healing, and create the hope that their future will be free from abuse. The agency steps out into the community – over the phone, in courtrooms, police stations, hospitals, schools, the workplace, and at community meetings – to provide crisis intervention and education to help victims and families prevent violence in future generations. HAVEN staff manage a Personal Protection Order Office exclusively for victims of domestic violence and sexual assault located in the Circuit Court system, helping victims with the creation and filing of Personal Protection Orders, at no charge, as the first step in their safety plan.

HAVEN, through its comprehensive work, serves to break the silence that has kept the crimes of domestic violence and sexual assault behind closed doors. This silence has only served to allow these crimes to flourish. From July 1, 2017 through June 30, 2018, 80 individuals were seen within our programs and 119 crisis calls were received from families in the City of Novi who took the first step to break their own silence by contacting HAVEN. Our agency is again reaching out to you for support of our work with an even greater need as we assume the burden of increased clientele and additional staff to maintain these vital services. We ask that you continue to support these families through a Community Development Block Grant of \$8000 for fiscal year 2019-2020. 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. 344. Thank you.

Sincerely,

Blanca Q. Fauble
Director of Development



Hospitality House food pantry

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

Phone: 248-960-9975
www.hhfp.org
EIN 38-3635226

Sept 11, 2018

City of Novi
Senior Financial Analyst
45175 10 Mile Road
Novi, Michigan 48375

Re: 2018-19 Community Development Block Grants

Dear Sabrina Lilla:

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

In the first six (6) months of 2018 Hospitality House distributed 200,876 pounds of food to 95 households in Novi. Novi is tied with the City of Wixom as the second largest beneficiary of Hospitality House services. Each client received approximately 51 pounds of food per visit from the pantry. Every month, we allow families with incomes below 200% of the federal poverty level to come in and "shop" our pantry, selecting the food that best meets their family needs.

CDBG funding will allow the agency to continue to provide this type of assistance and will also allow us to increase our provision of services to the city; by offering transportation assistance in the form of low cost car repair.

Hospitality House is diligent steward in the use of its resources; acquiring foods at no or lost cost and primary 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 Novi

Thank you for considering our agency. Hospitality House provides a vital service to the low-income residents to the city of Novi. If you have any questions about the organization or about this proposal, you can contact Donovan Neal at (248) 960-9975.

Hospitality House is a 501 (c) (3) organization. Your donation is 100% tax deductible to the extent allowed by the law if you received no goods or services from this contribution. Your contribution qualifies for a Federal tax deduction. Also, individuals, couples and businesses may claim 50% of their cash donations to Hospitality House on the Michigan Income Tax Return (homeless/food bank cash contribution) tax credit line. Individuals may claim 50% of gifts up to \$200; couples filing jointly may claim 50% of gifts up to \$400; and businesses may claim 50% of gifts up to \$10,000. #MISC26196



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Sincerely,

Donovan M. Neal M.S.N.P.
Executive Director
Hospitality House

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Project Description:

Hospitality House is a “client choice” food pantry which serves the entire Walled Lake School District and West Bloomfield Township, Farmington/Livonia region. In 2017 Hospitality House removed its residential restrictions opening up its services to those outside the Walled Lake School District. “Client choice” means that the pantry is set up like a small grocery store and clients can go through and “shop” for their family, selecting the items that meet their family’s needs, within established quantity guidelines based on family size. Hospitality House provides a wide range of foods, including cereal, fruit juice, canned fruits and vegetables, pasta, rice, canned meat and fish, frozen foods and baked goods. Clients can select food from the pantry once every two weeks.

Project Management and Administration:

Hospitality House’s Director Donovan Neal, has primary responsibility for the operations of the pantry, including intake procedures, record-keeping and reporting. Oversight is provided by Hospitality House’s Board of Directors. Included in this proposal is information about Donovan Neal and the Board.

During the intake process, clients are screened to ensure that their household income does not disqualify them from receiving services that are funded by federal funds. We record the mailing address of every client, as well as the city or township of residence. Relevant demographic information, such as age, race/ethnicity and gender, is also recorded for every member of the household at this time. All of this information is stored in an online database. Every time a client comes to Hospitality House for food, the pounds of food that they receive is also recorded in this database. This makes it possible for Hospitality House to quickly and precisely report how many pounds of food were distributed to individuals who live within the borders of Walled Lake, as well as the various incomes, racial, and other breakdowns that Hospitality House is required to list on its Direct Benefit Activity Report.

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Capability:

Hospitality House is a sizeable organization with a strong record. We also have a dedicated, well-trained group of approximately 50 volunteers who regularly work in the pantry distributing food to the clients, as well as numerous volunteers from local schools, churches, and the community who assist on a more irregular basis. The pantry has a ten-year lease on a warehouse/office space at 2075 E. West Maple Rd. in Commerce Township, and its perishable food storage capacity includes 3 large walk-in freezer/refrigerators, two chest freezers and three refrigerators. In addition, Hospitality House's relationship with Gleaners Community Food Bank of SE Michigan and Forgotten Harvest allows the pantry to remain well stocked at a low cost.

Familiarity with CDBG Requirements:

Hospitality House had a CDBG's from the City of Wixom, the City of Walled Lake and West Bloomfield Township in past years. We are familiar with mandatory Direct Benefit Activity Reports, the income standards for project beneficiaries and other requirements surrounding CDBG's. Funding from this grant will only be used to serve clients who report a household income that places them in the low/moderate income category.

Cost:

Per the standards we received from the Food Bank of Oakland County, we value all of the food we distribute at a flat rate of \$1.69 per pound. On average, each individual client receives about 51 pounds of food per visit.

Actual amounts of food distributed vary, since each family "shops" our shelves for the food that is appropriate for their family (based on size and their needs). Thus, the cost to serve the average client for one month is approximately \$177.46.

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Board of Directors

Voting Members:

Jeff Noble, President
Scott Lavine, Vice President
Jason Gibb, Treasurer
Alyson Lobert, Secretary
Denise Montgomery
Lindsey Lavine
Linda McLean
Barry Hiscox
Sara Habbo
Susan Voydanoff
Ginger Houghton
Judy Evola

Key Personnel Biographies

Donovan M. Neal M.S.N.P., Executive Director of Hospitality House

Donovan Neal became Director of Hospitality House in July 1, 2013. Donovan has served as an Adjunct Professor at Washtenaw Community College in Ann Arbor, Michigan, he has his graduate degree in Nonprofit Management from Walden University and his undergraduate from the University of Michigan, Ann Arbor. He is the Amazon bestselling independently-published author. And has been a freelance writer for Examiner.com. Donovan has spent his entire 27-year career, helping underprivileged and disempowered populations ranging from abused and neglected children, adults with disabilities, to survivors of domestic abuse and sexual assault. He has worked in a variety of nonprofit organizations overseeing multimillion dollar budgets and personnel. Donovan was selected to assist the pantry in taking it forward in its next step of growth and development. Donovan is currently a resident of Commerce Township, Michigan.

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September 22nd, 2018

Dear Ms. Lilla,

I humbly reach out to request funding through the Housing and Development Grant to support our Novi Community Summer Lunch Program, *Feed the Need*.

Feed the Need Summer Lunch Program recently ended its fourth year of programming in the Novi Community. This wonderful program began with the Novi Interfaith community as an effort to bridge the food gap for students in need during the summer months. The program blossomed into a much broader and comprehensive effort for our young people which meets a need that goes far behind filling the stomachs of children. The program also fills the spirits and minds of our kids by providing them engaging activities and the opportunity to develop meaningful relationships.

The Novi Community encompasses three school districts that each have students and families who are economically disadvantaged and struggle with food insecurity. Students who are eligible for free or reduced priced lunch during the school year are left without access to similar healthy and consistent nutrition during the summer months. The Novi Rotary, in partnership with a number of community organizations (Novi Public Library, Novi Interfaith group, Novi Community School District) have worked diligently to provide both nutritional support and enrichment opportunities for kids in need during the summer.

Feed the Need is able to offer summer engaging enrichment activities and tutoring at the main location, Village Oaks Elementary. The programming for students focuses on supplemental educational learning, life skills and social development. Village Oaks provides lunch Monday - Friday each week. In addition to our main location, Feed the Need provides lunches at four satellite locations in Novi. Novi Ridge Apartment complex, Oakland Glens Mobile Home community, Novi High School and Country Cousins Mobile Home Community all partner with Feed the Need to provide bag lunches for children.

Feed the Need continues to grow in terms of the number of lunches that are served each year. This past summer, 8348 lunches were served to young people in our Novi community.

Feed the Need relies on community support to fund the food and programming costs. We believe that through this program we are able to enrich the lives of our young people by providing meals and an opportunity for a summer experience economically challenged students do not have access to. With the exception of our Program Coordinator, the program is completely volunteer staffed. Feed the Need has a

range of individuals from high school age to senior volunteers who give back to our kids by investing time and energy to make a difference in the lives of others. Regular volunteers means there is potential for a impactful and positive relationship between participants and volunteers. Many of our kids need a positive model and trusting relationship in their lives. Our program fills the hearts of our volunteers and strengthens ties to the community for our kids.

Our hope is that Housing and Development Grant dollars will assist in supporting this incredible program through a \$2,000 contribution to Feed the Need.

Thank you in advance for your consideration and we would be incredibly grateful for any assistance that could be provided to our program.

Best Regards,

A handwritten signature in black ink, appearing to read 'Tia Marie Sanders', followed by a period.

Feed the Need Committee:

Tia Marie Sanders

Darby Hoppenstedt

Bryan Berent

RJ Webber

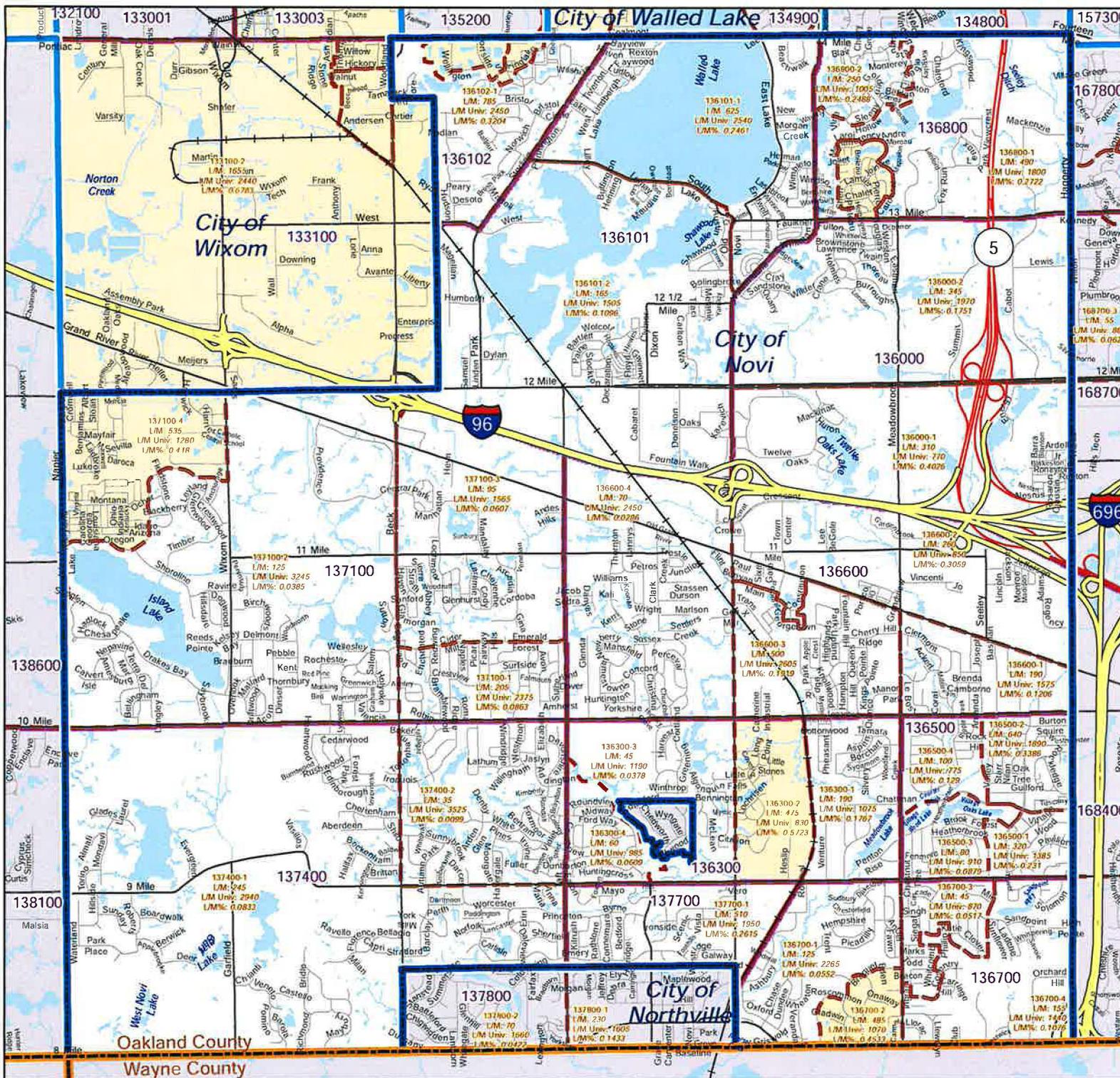
Evol Gazzarato

Julie Farkas

Bruce Hinkle



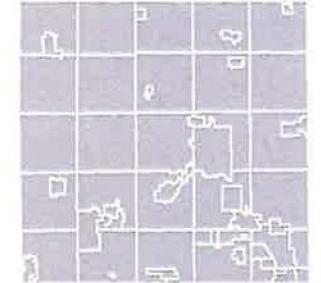
Area-wide Benefit Map



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

OAKLAND COUNTY
COMMUNITY & HOME IMPROVEMENT

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



Area-Wide Benefit Map

City of Novi

- County Border
- Community Boundary (Highlighted)
- Community Boundary (Adjacent)
- Census Tract 2010
- Eligible Area-Wide Benefit Block Groups
- Non-Eligible Block Groups
- Interstate
- US
- State
- Major
- Minor
- Railroad
- Waterbodies



1 in = 0.82 miles

This Census Block Group map reflects 2014 LMISD data from the U.S. Department of Housing and Urban Development.

Map Created On: 9/5/2014