



CITY OF NOVI CITY COUNCIL
APRIL 13, 2026

SUBJECT: Approval to award a contract for the administration of the 2025 Program Year for the Community Development Block Grant (CDBG) Minor Home Repair Program to McKenna & Associates in the amount of \$19,075.00.

SUBMITTING DEPARTMENT: Finance

KEY HIGHLIGHTS:

- Two bids were received to administer the Novi Minor Home Repair Program for low-income homeowners
- Recommending McKenna & Associates over Decima LLC
- Funding is for the FY 2026-2027

FINANCIAL IMPACT

FY 26/27	
EXPENDITURE REQUIRED	\$ 19,075.00
BUDGET	
1. CDBG 274-694.00-837.000	\$ 131,000.00
APPROPRIATION REQUIRED	\$ 0
FUND BALANCE IMPACT	\$ 0

BACKGROUND INFORMATION:

The City of Novi receives Community Development Block Grant ("CDBG") funds as a subrecipient of Oakland County and the majority of these funds goes to the Minor Home Repair Program. The Minor Home Repair program provides grants up to \$5,000 (with a lifetime max of \$10,000) for eligible income households for program helps qualified low-income homeowners in the city make needed repairs and improvements to their residences. The program tackles priority improvement projects including furnace repair, water heater, toilet, or garbage disposal replacement, fixing porches, wiring, leaky roofs, and removal of dangerous trees.

Each community receiving CDBG funding must bid public service contracts (greater than \$10,000) annually in order to comply with the grant's procurement guidelines. The City received only two proposals, McKenna & Associates and Decima LLC, for program year 2025 CDBG Minor Home Repair (MHR) administration. Both McKenna and Decima bid 20% of the total CDBG funds the City is receiving from the County for the MHR program. This is the max allowed by the grant for an administrative fee.

McKenna was awarded the CDBG contract in the prior year to administer program year 2024. McKenna has done well administering the program in the past. They have authorized almost 95 projects for repair services using program years 2022, 2023, and 2024 funds and the City has received several letters and emails from the residents complimenting the McKenna staff over the years. Due to this successful ongoing relationship staff is recommending McKenna & Associates over Decima LLC.

RECOMMENDED ACTION: Approval to award a contract for the administration of the 2025 Program Year for the Community Development Block Grant (CDBG) Minor Home Repair Program to McKenna & Associates in the amount of \$19,075.00.