

Applications Due
By 5:00 PM
Friday, December
6, 2024

NO EXCEPTIONS

PROGRAM YEAR 2024

(July 1, 2025 - June 30, 2026)

Oakland County, MI Community Development Block Grant (CDBG) Application

A guide designed to assist participating communities to complete their annual application for Community Development Block Grant (CDBG) funds. The guide outlines the application process and provides specific instruction on proper completion. The PY 2025 CDBG Application Workshop was held virtually on Friday, September 27, 2024.

PREVIOUS EDITIONS OBSOLETE

oakgov.com/community/neighborhood-housing-development/about/publications

Catalog of Federal Domestic Assistance (CFDA) # 14.218

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CAGE# 39SZ3

HEALTH & HUMAN SERVICES

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OAKLAND COUNTY NEIGHBORHOOD & HOUSING DEVELOPMENT

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Pontiac, Michigan 48341

t: (248) 858-0493 • f: (248) 858-5311



CDBG PROGRAM RULES

- 1. MINIMUM ALLOCATION (THRESHOLD)** - Participating communities that generate less than \$7,000 by formula will receive a \$7,000 allocation. These threshold communities are allowed 1 Public Service activity at \$7,000 (procurement required) or 2 Public Service activities at \$3,500 each.
- 2. MINIMUM PROJECT ALLOCATION (NON-THRESHOLD)** - Participating communities that generate more than \$7,000 by formula will receive a formula allocation. These non-threshold communities are allowed up to 4 CDBG projects per program year and must allocate a minimum of \$3,500 for each project.
- 3. PUBLIC SERVICE CAP (NON-THRESHOLD)** - Oakland County will allow non-threshold communities to spend a maximum of 15% of their annual allocation on Public Services.
- 4. MULTIPLE AGENCY PUBLIC SERVICE CONTRACTS** - Multiple public service contracts providing the same type of service are not permitted within the same activity.
- 5. PUBLIC SERVICE CONTRACT DURATION** - Public service contracts may have 18-month duration and start on July 1.
- 6. PROJECT SERVICE DELIVERY COSTS** - Communities may seek reimbursement for eligible Project Service Delivery Costs. These costs include all eligible items related to the delivery of project services.
- 7. INELIGIBLE USES** - CDBG funds may not be used for maintenance of public facilities. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property that is not an integral structural fixture is generally ineligible. CDBG funds may be used to purchase such items when necessary for use in the administration of activities assisted with CDBG funds when such items constitute all or part of a Public Service. For information on the all project eligibility including Fire Station Equipment, contact Planning & Evaluation at (248) 858-5312.
- 8. REQUIRED DRAWS** - Draws are required on a monthly basis per activity from Letter to Spend date in the HUD Integrated Disbursements and Information System (IDIS).
- 9. REQUIRED EXPENDITURES** - All funds per year per activity must be spent in 18 months from Letter to Spend date in IDIS. After two years, all unobligated funds will be evaluated for possible recapture.
- 10. MICRO-PURCHASE** - Goods or services \$10,000 or less are considered a micro-purchase and no procurement is required.

RESIDUAL BALANCE REPROGRAMMING POLICY

Goal - To help participating communities improve spending performance by expediting the reprogramming of residual balances of \$1,000 or less per activity without administrative burden.

Policy - CDBG funded community projects with a residual balance of \$1,000 or less in any program year may be administratively reprogrammed.

An administrative reprogramming must be discussed with your community monitor before submittal.

An administrative reprogramming does not require advertising or hosting of a public hearing.

Funds may be administratively reprogrammed to one of the following:

- One active account within the same program year
- One new account in a program year related to an active account in another program year
- Oakland County Home Improvement Program (HIP)
- Oakland County Housing Counseling (subject to the Public Service Cap)

Funds must be accounted for in the program year where they were originally allocated and cannot be transferred from one program year into another

Procedures- Communities must contact Ashley Hinton at (248) 858-5312 to:

- Confirm that they reviewed the administrative reprogramming with their community monitor
- Determine if the account balance is eligible for the administrative reprogramming process
- Obtain instruction on required documentation to be submitted for final approval

Required documentation - Communities must submit to Ashley Hinton:

- An original cover letter on official letterhead signed by the community's authorized Community Development representative
- The cover letter must request the administrative reprogramming and specify program year, account name (FROM) and (TO), amount to be reprogrammed and a detailed project description

CDBG APPLICATION PROCESS

Application Process - As an urban county entitlement community, Oakland County distributes funds to participating communities through a formula grant application process. The County administers the CDBG Program through the Neighborhood & Housing Development Division of the Health & Human Services Department.

Record Retention - Each participating community must maintain all application documents for at least four years.

Application Steps - The annual application process begins by attending the Annual Application Workshop.-The attached application is to be used by communities requesting CDBG funds.

The **deadline for all CDBG applications is Friday, December 6, 2024 by 5:00 P.M.** Neighborhood & Housing Development staff provide technical assistance with applications and present the draft Annual Action Plan to its Citizens' Advisory Council for recommendation to the Oakland County Board of Commissioners. The following steps describe the application process:

1. Attend the PY 2025 CDBG Application Workshop
2. Determine Local Needs
3. Schedule required Public Hearing
4. Advertise Public Hearing Notice(s) as Required
5. Host Public Hearing
6. Complete Application Materials (Use most recently approved Project Summaries as a guide)
 - Application
 - Environmental Review Record
 - Conflict of Interest Certification
7. Prepare Citizen Participation Materials
 - Public Hearing Affidavit of Publication
 - Meeting Minutes OR Governing Body Resolution
8. Submit Application

Information Updates Oakland County strives to maintain the latest information available. If any information in this guide is incorrect or any additional information is needed, please contact Grant Compliance Coordinator at (248) 858-5312.

CDBG APPLICATION INSTRUCTIONS

Application Assistance - For assistance with the application process, please call Ashley Hinton in the Neighborhood & Housing Development Division (248) 858-5312 or Toll Free (888) 350-0900 x 85312, or email at hintona@oakgov.com

Application Materials - Applications must be fully completed to be considered. Forms are available from Neighborhood & Housing Development staff and/or online.

All applications must be received by Friday, December 6, 2024 at 5:00 p.m.

All materials can be delivered electronically (PDF only) to CDBG@oakgov.com

PLEASE REMEMBER

DO NOT USE old applications to complete PY 2025 application.

Use PY 2024 approved project summaries as a guide.

Contact Ashley Hinton at (248) 858-5312 for assistance

CDBG APPLICATION PART 1 - CHECKLIST

Place this checklist on top of the application. Submit the following pages in the order outlined below plus required attachments.

PART 2 - COMPLETE ONCE PER APPLICATION

- ☒ A - Applicant Contact Information
- ☒ B - Proposed Projects
- ☒ C- Affidavit of Compliance with Federal, State, Local Regulations
- ☒ D - Conflict of Interest Certification

PART 3 - COMPLETE PER PROJECT

- ☒ A- Project Type

PART 4 - COMPLETE PER PROJECT

- ☐ A - CDBG National Objective
- ☐ B - Project Description
- ☐ C - Code Enforcement
- ☐ D - Project Location
- ☐ E - Project Purpose
- ☐ F - Project Duration
- ☐ G - Project Administration
- ☐ H - Additional Resources
- ☐ I - Environmental Review Record

PART 5 - COMPLETE ONCE PER APPLICATION

- ☐ A - Public Hearing Notice
 - ☐ Option #1 Affidavit of Publication
 - ☐ Option #2 Web Posting and Certification
- ☒ B - Public Hearing Minutes
 - ☐ Option #1 True Copy
 - ☐ Option #2 Governing Body Resolution

CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT

Community:	Novi (City)		
CDBG Planning Allocation:	123243		
Contact Person:	Sabrina Lilla		
Telephone:	248-735-5692		
Best time to contact:	9:30AM-4:00PM		
UEI #:	HSCJU29TX894		
Copy of current SAMS attached:	Yes ☒	If No, Explain: _____	
Is community subject to Single Audit?	Yes ☐	No ☒	_____

B - PROPOSED PROJECT(S)

Project # <u>1</u>	Name: <u>Minor Home Repair</u>	Allocation: <u>104757</u>
Project # <u>2</u>	Name: <u>Public Service - Child Care Services</u>	Allocation: <u>8000</u>
Project # <u>3</u>	Name: <u>Public Service - Domestic Violence</u>	Allocation: <u>5243</u>
Project # <u>4</u>	Name: <u>Public Service - Subsistence payment</u>	Allocation: <u>5243</u>
Total # of Projects:	4	
# of Public Service Projects:	3	
Public Service %:	.15	

C - AFFIDAVIT OF COMPLIANCE

The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.	
Name of Highest Elected Official or Designee:	Justin P Fischer
Title of Highest Elected or Designee:	Mayor
Signature:	

CDBG APPLICATION PART 2 - CONTINUED

D - CONFLICT OF INTEREST CERTIFICATION

Code of Federal Regulations Title 24, Volume 3 Revised as of April 1, 2004 CITE: 24CFR570.611

TITLE 24--HOUSING AND URBAN DEVELOPMENT CHAPTER V--OFFICE OF ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT, DEPARTMENT OF HUD

Part 570 Community Development Block Grants

Subpart K Other Program Requirements

Sec. 570.611 Conflict of interest

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation: (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable: (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; (ii) Whether an opportunity was provided for open competitive bidding or negotiation; (iii) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question; (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section; (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and (vii) Any other relevant considerations. By applying for CDBG funds, the Participating Community certifies that they have read the above:

Community Name:

Novi (City)

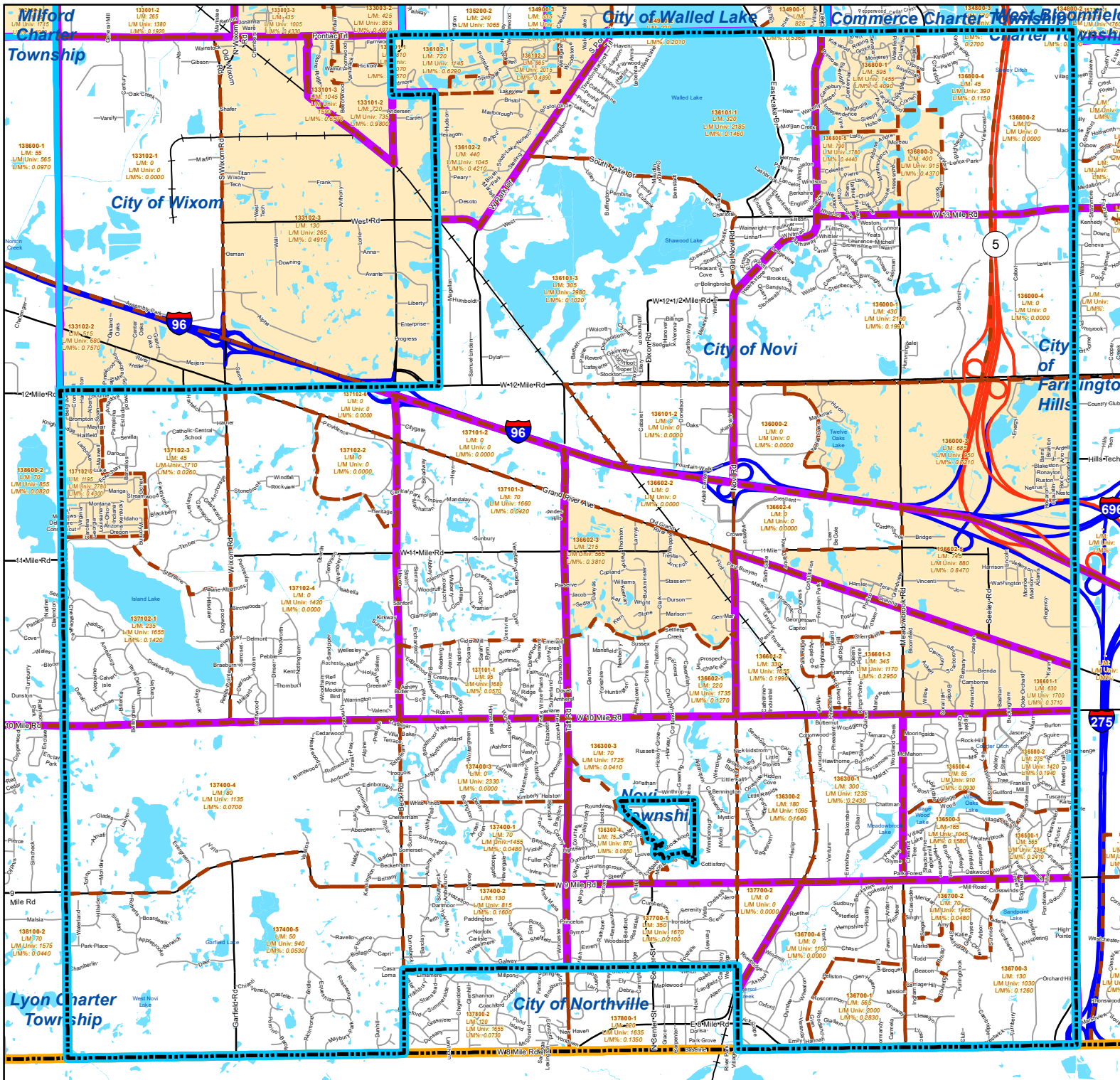
Name of Highest Elected Official or Designee:

Justin P Fischer

Title of Highest Elected or Designee:

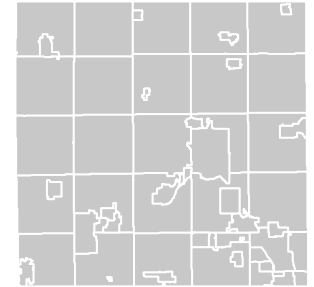
Mayor

Signature:



**OAKLAND COUNTY
NEIGHBORHOOD & HOUSING DEVELOPMENT**

Oakland Pointe
250 Elizabeth Lake Road, Ste. 1900
Pontiac, MI 48341-0414
248.858.0493
oakgov.com/nhd



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 = 0.8 miles

This Census Block Group map reflects the 2016-2020 American Community Survey (ACS).

Map Created On: 10/14/2024