AGENDA

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, October 28, 2024

7:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

ADDRESSING THE VILLAGE COUNCIL: Each person wishing to address the village council shall be afforded an opportunity to do so. If you wish to comment, please stand or raise a hand to indicate that you wish to speak. When recognized, give your name and address and direct your comments to the Chair.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call and Determination of Quorum**
4. **Presentations**
   - **A.** Proclamation Recognizing Ken Van Portfliet's Years of Service
   - **B.** Proclamation Recognizing Jerry Narsh's Years of Service
5. **Call to the Public**
6. **Consent Agenda**

   All items on the Consent Agenda are approved by one vote.

   - **A.** Schedule Public Hearing on Village of Lake Orion Program Year 2025 Community Development Block Grant Application
   - **B.** Receive and File of Correspondence from Brad Hoover dated October 1, 2024, regarding Non-Consistent Enforcement of Violation Warning
   - **C.** Approval of Village Council Regular Meeting Minutes of October 14th, 2024.
   - **D.** Receive and File Board of Zoning meeting minutes July 11th , 2024
   - **E.** Receive and File of DDA Regular Meeting Minutes of September 17th , 2024

7. **Items Removed from the Consent Agenda**

8. **Approval of Agenda**

   By order of the President/Chair, no matters will be discussed after 10:30 p.m., unless council/board/commission votes to continue the meeting.

9. **Public Hearings**

10. **Financial Matters**

    A. Invoice Approval - October 28, 2024

11. **Other Items**

    A. Bonds – Sanitary Sewer Pump Stations Improvement Project

    B. Park Avenue Retaining Wall Replacement Project – Change Order No. 1

    C. Correction to FY 2024-25 Municipal Fee Schedule – Rubbish Collection Fee

12. **Call to the Public**

13. **Council Comments**

14. **Village Manager Comments**

15. **Closed Session Items**

16. **Business From Closed Session**

17. **Adjournment**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.

En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.

LIFETIME IN PUBLIC SERVICE RECOGNITION

Presented to

KENNETH VAN PORTFLIET

We are honored to recognize Kenneth Van Portfliet for his lifetime achievement in public service to the Lake Orion Community.

Ken moved to Lake Orion in 1988, and soon began seeking out public service opportunities to use his talents and energy to improve his new community. Ken was first elected to the Lake Orion Village Council in the early 1990's, and since that time has served over thirty years in elected public service.

In addition to his elected service as a Village Council Member, Ken VanPortfliet has served as a member of the Planning Commission, the Downtown Development Authority, and many sub committees. Ken is a proud and long-serving member of the Lake Orion Lion's Club and has worked with many civic organizations to improve the lives of his neighbors, and those less fortunate.

Mr. VanPortfliet has continually provided leadership and wisdom through his lifetime in public service. Ken's remarkable leadership is evident by being elected 10 years as Council President.

We are thankful for Ken's dedication and devotion to the improvement, safety and prosperity of the Village of Lake Orion.

October 28, 2024

_____
Jerry Narsh
Village President

_____
Darwin McClary
Village Manager

CERTIFICATE OF RECOGNITION

Presented to

JERRY NARSH

In recognition of your outstanding commitment and dedicated service to the Village of Lake Orion.

For over 40 years, you have been a guiding force in our community. Starting as a Part-Time Police Officer and rising through the ranks to become a Full-Time Police Officer, Lieutenant, and ultimately Chief of Police, your exceptional leadership has been a cornerstone of our village.

In addition to your distinguished law enforcement career, you have also served as the Village President and as a Board Member for the Lake Orion Downtown Development Authority and Planning Commission. Your integrity and genuine passion for the betterment of our community have left a lasting impact on the lives of our residents and the future of our community.

We honor your contributions and celebrate your remarkable service.

October 28, 2024

Teresa Rutt
President Pro-Tem

Darwin McClary
Village Manager

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 28, 2024

TOPIC Schedule Public Hearing on Village of Lake Orion Program Year 2025 Community Development Block Grant Application

BACKGROUND BRIEF:

Administration is requesting that Village Council schedule a public hearing on the Village's Program Year (PY) 2025 Community Development Block Grant application for the Village Council's regular meeting on to be held on Monday, November 25, 2024 . Administration is currently working on the proposed grant application. The deadline for submission of the application to Oakland County is Friday, December 6, 2024.

Attached is a copy of the Village of Lake Orion 2025 CDBG Area-Wide Benefit Eligibility Map and a list of eligible CDBG projects.

SUMMARY OF PREVIOUS COUNCIL ACTION:

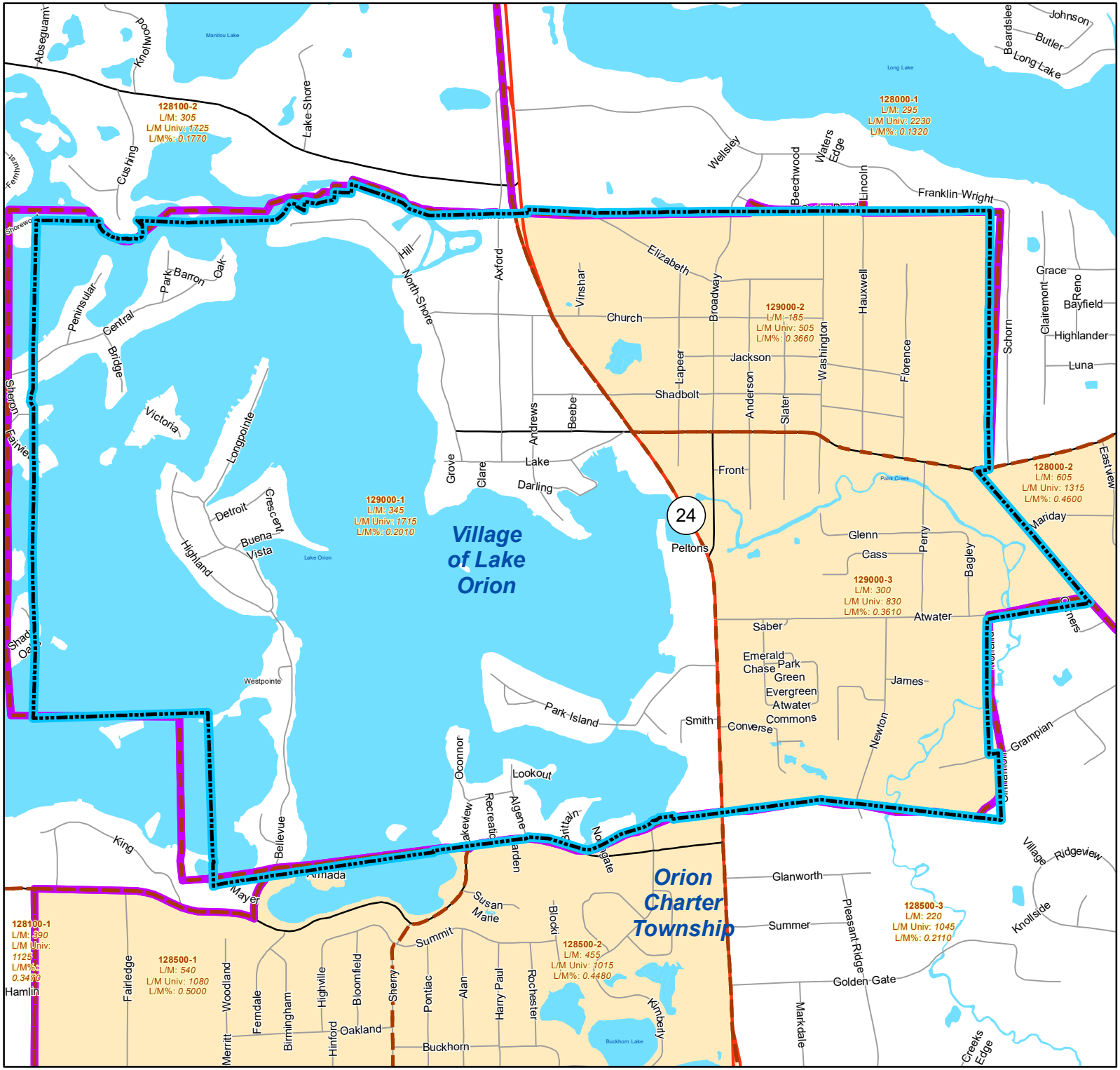
None

FINANCIAL IMPACT:

There is no financial impact to publish the required notice, as the Village Council has previously authorized by resolution for the CDBG application public hearing notices to be published on the Village's web site in accordance with Oakland County policy.

RECOMMENDED MOTION:

To schedule a public hearing for the Village Council's regular meeting to be held on Monday, November 25, 2024, for the purpose of receiving public comments on the Village of Lake Orion Program Year 2025 Community Development Block Grant application; and to authorize Village administration to provide notice of the public hearing through posting of the same at village hall and on the Village of Lake Orion web site at least 10 days prior to the hearing.



OAKLAND COUNTY MICHIGAN
ECONOMIC DEVELOPMENT
David Coulter, County Executive

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

Village of Lake Orion

- 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 = 0.2 miles

This Census Block Group map reflects 2016-2020 American Community Survey

Map Created On: 1

PY 2025 ELIGIBLE PROJECTS & CDBG MATRIX CODES

CDBG matrix codes are used to indicate-but do not establish-activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201- 570.207. If interested in activities other than those listed below contact the Grant Compliance Coordinator at (248) 858-5312 to discuss eligibility

ACQUISITION AND DISPOSITION

01 Acquisition of Real Property
02 Disposition of Real Property
04 Clearance and Demolition
04A Cleanup of Contaminated Sites
08 Relocation

PUBLIC FACILITIES AND IMPROVEMENTS

03A Senior Center
03B Facilities for Persons with Disabilities
03C Homeless Facilities (not operating costs)
03D Youth Centers
03E Neighborhood Facilities
03F Parks, Recreational Facilities
03G Parking Facilities
03H Solid Waste Disposal Improvements
03I Flood Drainage Improvements
03J Water/Sewer Improvements
03K Street Improvements
03L Sidewalks
03M Child Care Centers
03N Tree Planting
03O Fire Stations/Equipment
03P Health Facilities
03Q Facilities for Abused and Neglected Children
03R Asbestos Removal
03S Facilities for AIDS Patients (not operating costs)
03Z Other Public Improvements Not Listed in 03A-03T
06 Interim Assistance
11 Privately Owned Utilities
16B Non-Residential Historic Preservation
23 Tornado Shelters Serving Private Mobile Home Parks

PUBLIC SERVICES

03T Homeless/AIDS Patients Programs
05A Senior Services
05B Services for Persons with Disabilities
05C Legal Services
05D Youth Services
05E Transportation Services
05F Substance Abuse Services
05G Services for victims of domestic violence, dating violence, sexual assault, or stalking
05H Employment Training
05I Crime Awareness/Prevention
05J Fair Housing Activities (subject to Public Services cap)
05K Tenant/Landlord Counseling
05L Child Care Services

PY 2025 ELIGIBLE PROJECTS & CDBG MATRIX CODES CONTINUED

PUBLIC SERVICES CONTINUED

05M Health Services
05N Services for Abused and Neglected Children
05O Mental Health Services
05P Screening for Lead Poisoning
05Q Subsistence Payments
05R Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100
05S Rental Housing Subsidies
05T Security Deposits
05U Housing Counseling only, under 24 CFR 5.100
05V Neighborhood Cleanups
05W Food Banks
05X Housing Information and Referral Services
05Y Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assist (05R)
05Z Other Public Services Not Listed in 03T and 05A-05Y (Housekeeping/Safety & Repair/Yard)

HOUSING

09 Loss of Rental Income
12 Construction of Housing
13A Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance (13B)
13B Homeownership Assistance – excluding Housing Counseling under 24 CFR 5.100
14A Rehabilitation: Single-Unit Residential
14B Rehabilitation: Multi-Unit Residential
14C Rehabilitation: Public Housing Modernization
14D Rehabilitation: Other Publicly Owned Residential Buildings
14F Rehabilitation: Energy Efficiency Improvements
14G Rehabilitation: Acquisition
14H Rehabilitation: Administration
14I Lead-Based Paint/Lead Hazards Testing/Abatement
14J Housing Services, Excluding Housing Counseling, under 24 CFR 5.100
14K Housing Counseling, under 24 CFR 5.100 Supporting HOME Program Housing Activities
14L Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG Assisted Housing Rehab
15 Code Enforcement
16A Residential Historic Preservation
19E Operation and Repair of Foreclosed Property (“In-Rem Housing”)

ECONOMIC DEVELOPMENT

14E Rehabilitation: Publicly or Privately Owned Commercial/Industrial
17A Commercial/Industrial: Acquisition/Disposition
17B Commercial/Industrial: Infrastructure Development
17C Commercial/Industrial: Building Acquisition, Construction, Rehabilitation
17D Commercial/Industrial: Other Improvements
18A Economic Development: Direct Financial Assistance to For-Profit Business
18B Economic Development: Technical Assistance
18C Economic Development: Microenterprise Assistance

GENERAL ADMINISTRATION

21A General Program Administration
21D Fair Housing Activities (subject to Admin cap)
21H CDBG Funding of HOME Admin
21I CDBG Funding of HOME CHDO Operating Expenses

OTHER

19C CDBG Non-Profit Capacity Building

ACQUISITION AND DISPOSITION

ACQUISITION OF REAL PROPERTY

Program/Account #	172170-730003
Eligible Uses	Acquisition of real property that will be developed for a public purpose. Use code 01 if CDBG funds will be used ONLY for the acquisition of property. This code is frequently used for the acquisition of property on which a public facility, public improvement or housing will be constructed using other funds
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and discuss Uniform Relocation Act and appraisal requirements before applying for this project.** • When a grantee acquires and constructs or rehabilitates a public facility with CDBG funds, assign the appropriate 03* matrix code, instead of 01. • When a grantee combines acquisition with relocation or disposition in a single activity, that activity can be coded as Acquisition 01. • When a grantee acquires and rehabilitates housing with CDBG funds for residential purposes, use code 14G. • When a grantee or subrecipient acquires land, clears structures, or packages land for the purpose of creating an industrial park or encouraging commercial/industrial redevelopment, use matrix code 17A. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	01
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(1)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

DISPOSITION OF REAL PROPERTY

Program/Account #	172170-730536
Eligible Uses	Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. Eligible costs would include the costs incidental to disposing of the property, such as preparation of legal documents, fees paid for surveys, transfer taxes, and other costs involved in the transfer of ownership of the CDBG-assisted property. The costs can also include the costs of temporarily maintaining property pending disposition, for example, boarding property up, mowing grass, security. However, the temporary maintenance costs are eligible only for properties initially acquired with CDBG funds.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and discuss Uniform Relocation Act and appraisal requirements before applying for this project.** Disposition must assure property meets CDBG National Objectives. Proceeds of disposition are program income. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	02
Authority	24 CFR 570.201(b) or 42 USC 5305(a)(7)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	When the property will be used for the purpose for which it was acquired, use the same Accomplishment Code that was or should have been used for acquisition of the property. When a property is disposed of for a use other than for which it was acquired, use the Accomplishment Code that corresponds to the new use.
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

CLEARANCE AND DEMOLITION

Program/Account #	172170-730345
Eligible Uses	Clearance or demolition of buildings and improvements, or the movement of structures to other sites.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and SHPO requirements before applying for this project.** Must document as vacant at least one year and slum/blight condition and condemnation of structure as necessary. This project can take place anywhere in the community. The community must provide the following information (per structure) before starting the project: property address, location map, photographs, statement signed by the local building official that the structure meets the State of MI Definition of Blight, description signed by the local building official of the specific conditions detrimental to public health and safety which will be corrected by demolishing the structure, signed certification that the structure, if residential in nature, has been vacant for at least one year, signed approval to demolish, and demolition agreement. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	04
Authority	24 CFR 570.201(d) or 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income. SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

CLEANUP OF CONTAMINATED SITES

Program/Account #	
Eligible Uses	Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	04A
Authority	24 CFR 570.201(d) or 24 CFR 570.482(c)(3) [Public Law 105-276]
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

RELOCATION

Program/Account #	
Eligible Uses	Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Exempt, Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	08
Authority	24 CFR 570.201(i) or 42 USC 5305(a)(11)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PUBLIC FACILITIES AND IMPROVEMENTS

Use matrix codes in this section when the CDBG funds are used by the grantee or other public or private non-profit entities for public facilities and improvements.

- Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related activities are funded with CDBG, the grantee needs to set up a separate activity for each facility or improvement.

- When a facility is used only by a specific client group, the activity should be assigned the matrix code specific to that group, not the type of facility. For instance, assign 03Q to a health facility for abused and neglected children, not 03P.

- If CDBG funds are only used to acquire property for a public facility, use matrix code 01. If the grantee uses CDBG funds to pay for the acquisition and construction, or rehabilitation of a public facility or improvement, use the appropriate 03* matrix code.

- For commercial and industrial improvements undertaken by a grantee or a subrecipient for economic development purposes, use matrix code 17A, 17B, 17C, or 17D.

SENIOR CENTERS

Program/Account #	172170-731696
Eligible Uses	Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and persons with disabilities, provided it is not intended primarily to serve persons with disabilities. If it is, use 03B Facilities for Persons with Disabilities instead. A senior is defined by HUD as 62 years of age or more.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** This is a presumed benefit activity. Communities must develop and maintain a senior center membership roster which includes documentation of age to establish client eligibility (driver's license). A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the presumed benefit eligibility of clients served. The purchase and installation of permanently attached equipment is eligible under this code (i.e. public-address system and built in appliances/defibrillator). If a municipality does not have a senior center than an access fee is eligible for non- residents age 62 > to access a senior center in a neighboring community. A **PERSON DBA** must be kept for all seniors accessing the senior center. The access fee calculation is based on the previous years' actual facility expenses **not** budgeted amounts. The senior center coordinator's salary can be figured in this expense. No other programming or personal expenses are to be included. **For more details on how to calculate the access fee, contact Contract Compliance at (248) 858-0196.** If the facility to retrofit is 50 years of age or older, project plans and a historic preservation profile is required at the time of application or reprogramming. **Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03A
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FACILITIES FOR PERSONS WITH DISABILITIES

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for persons with disabilities. 03B may be used for a facility serving both persons with disabilities and the elderly, provided it is not intended primarily to serve the elderly. If it is, use 03A instead. Note: For the construction of permanent housing for the persons with disabilities, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs**.
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03B
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

HOMELESS FACILITIES (NOT OPERATING COSTS)

Program/Account #	
Eligible Uses	Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees. Note: For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code; for facilities for abused and neglected children, use 03Q.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	03C
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

YOUTH CENTERS

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs**.
Environmental Code	**Categorically Excluded**
HUD Matrix Code	03D
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

NEIGHBORHOOD FACILTIES

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs**.
Environmental Code	**Categorically Excluded**
HUD Matrix Code	03E
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PARKS, RECREATIONAL FACILITIES

Program/Account #	172170-731332
Eligible Uses	Use this code for development of open space areas or facilities intended primarily for recreational use.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine before applying for this project.** This is an areawide benefit activity. Only recreational facilities within designated low-income census tract block groups are eligible. Parks, recreational facilities must be open to the public, and if fees are charged, they must be low enough not to preclude the use of the facility by low-income persons. If there is only one facility in the community and *even* if it is in a low-income block group, the entire service area must have a population that is at least 45.08%* low-income. Any new CDBG-financed recreational facility must be in a designated low-income block group. (*percentage may change as HUD provides the county with new income data) If the project requires section 106 to take place, the County will consult the State Historic Preservation Office (SHPO) regarding eligibility for the National Historic Register. The SHPO has 30 days from receipt of a completed profile to comment. Section 106 requires consultation with federally recognized Indian tribes when a project may affect a historic property of religious and cultural significance to the tribe. The checklist will be placed in the file. HUD no longer allows the removal and/or replacement of accessible playground equipment as an eligible project under this category. **Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03F
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PARKING FACILITIES

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of parking lots and parking garages. Use 03G if rehabilitation of a public facility or street improvement is a small part of an activity to improve a parking facility. However, if parking improvements are only a small part of a larger street improvement activity, use 03K.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309**
HUD Matrix Code	03G
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SOLID WASTE DISPOSAL IMPROVEMENTS

Program/Account #	
Eligible Uses	Acquisition, construction or rehabilitation of solid waste disposal facilities. The eligible costs can also include equipment, such as bulldozers, used exclusively at the facility.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** This is an areawide benefit activity. **Contact Contract Compliance at (248) 858-0196 when compiling**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03H
Authority	24 CFR 570.201(c) or 42 USC 5205(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FLOOD AND DRAINAGE IMPROVEMENTS

Program/Account #	172170-730744
Eligible Uses	Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds, catch basins, streambank erosion controls, channelization of streambeds, or dams. 03I can also be used for "Green Infrastructure" improvements to manage stormwater. However, if stormwater management improvements are integral to some other activity like a park or a street project, it should be included in that matrix code (03F for parks, 03K for streets) rather than 03I.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. Use 03J for storm sewers and 03K for street and storm drains. This is an areawide benefit activity. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03I
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Public Facilities/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

WATER/SEWER IMPROVEMENTS

Program/Account #	172170-732114
Eligible Uses	Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J. For water/sewer improvements that are part of: • More extensive street improvements use 03K. For example, an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks. • A housing rehabilitation activity such as water/sewer hookups (lines from a house to the street), use the appropriate 14* housing
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** If the water/sewer line runs under low-income block groups, consider the project as areawide. You may not charge low-income persons to recover CDBG funded capital costs to install or improve water/sewer lines in areas where CDBG funds are used on an areawide basis for the water/sewer line installation/improvement. CDBG funds recovered from persons who are not low-income are program income. In all other areas, CDBG funds may only pay the special assessments levied against low-income households for construction or improvement of the water/sewer line. This may include the water/sewer tap and related lines from the street to the homeowner property line only. The installation of lines and related plumbing from the property line to (and into) the home is classified as minor home repair or housing rehabilitation. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03J
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

STREET IMPROVEMENTS

Program/Account #	172170-731864
Eligible Uses	Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K: • For improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping"). • If sidewalk improvements (see code 03L) are part of more extensive street improvements.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** If the street runs through low-income block groups, the project can be considered as areawide in those areas. You may not charge low-income persons to recover CDBG funded capital costs to install or improve streets in areas where CDBG funds are being used on an areawide basis for the street installation/improvement. CDBG funds recovered from persons who are not low-income are considered program income. In all other areas, CDBG funds may only be used to pay the special assessments levied against low-income households for construction or improvement of the street. **Contact Contract Compliance at (248) 858-0196 when compiling**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally**
HUD Matrix Code	03K
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SIDEWALKS

Program/Account #	172170-731745
Eligible Uses	Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** If the sidewalk runs through low-income census tract block groups, the project is considered an areawide benefit activity. Low-income persons cannot be charged to recover CDBG funded capital costs to install or improve sidewalks in areas where CDBG funds are being used on an areawide basis for the sidewalk installation/improvement. CDBG funds recovered from persons who are not low income are considered program income. In all other areas, CDBG funds may only be used to pay the special assessments against low-income households for construction or improvement of the sidewalk. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03L
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities When sole purpose is to create curb cuts, report number of curb cuts using Public Facilities code. When creating curb cuts in conjunction with other sidewalk improvements, report number of people.
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

CHILD CARE CENTERS

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03M
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

TREE PLANTING

Program/Account #	172170-732021
Eligible Uses	Activities limited to tree planting (sometimes referred to as "beautification"). For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** Subsequent maintenance costs are not eligible. This is an areawide benefit activity. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	03N
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FIRE STATIONS/EQUIPMENT

Program/Account #	172170-730733
Eligible Uses	Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** The fire station service area must be either entirely within one or more low-income block groups, or if the service area contains both areawide and non-areawide block groups, documentation that at least 45.08%* of the fire runs in the past year were to low-income block groups within the service area. Documentation must be provided to Oakland County when applying for the project. (*percentage may change as HUD provides the county with new income data) If the facility to retrofit is 50 years of age or older project, plans and a historic preservation profile is required at the time of application or reprogramming. The planning unit will forward the documents to the State Historic Preservation Office (SHPO) for comment before work begins. The SHPO has 30 days from receipt of a completed profile to comment. If the SHPO does not concur, the project will have to be redesigned and resubmitted. **Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Exempt, Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03O
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

HEALTH FACILITIES

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03P
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FACILITIES FOR ABUSED AND NEGLECTED CHILDREN

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03Q
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

ASBESTOS REMOVAL

Program/Account #	
Eligible Uses	Rehabilitation of any public facility undertaken primarily to remove asbestos.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03R
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

FACILITIES FOR AIDS PATIENTS (NOT OPERATING COSTS)

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS. For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03S
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

OTHER PUBLIC IMPROVEMENTS NOT LISTED IN 03A-03T

Program/Account #	
Eligible Uses	This matrix code replaces matrix code 03. Only use this code when an activity does not fall under a more specific 03A – 03S matrix code.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** • Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related facilities are funded by CDBG, the grantee needs to set up a separate activity for each facility or improvement. • 03Z can be used for seawalls, bus shelters, retaining walls, and wind turbines. • 03Z can be used for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding). **Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	03Z
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

REMOVAL OF ARCHITECTURAL BARRIERS

Program/Account #	172170-731619
Eligible Uses	Removal of architectural barriers in public facilities. Removal of architectural barriers within public facilities requires pre-planning. Some common activities within this category include curb cuts, wheelchair ramps, or alterations to buildings for increasing handicapped accessibility, such as wider doorways or elevators. Projects can take place community wide wherever necessary and appropriate. Barrier-free improvements to public facilities including buildings for the general conduct of government are eligible. Removal of architectural barriers does not include repairing sections of damaged sidewalk or sections of sidewalk raised by tree roots. This is an eligible Sidewalk or Minor Home Repair activity. **Contact Planning & Evaluation at (248) 858-5312 for further consultation.**
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine before applying for this project.** If the project requires section 106 to take place, the County will consult with the State Historic Preservation Office (SHP) regarding eligibility for the National Historic Register. The response from SHPO will be filed in the ERR. Section 106 requires consultation with federally recognized Indian tribes when a project may affect a historic property of religious and cultural significance to the tribe. The checklist will be placed in the applicable file. **Contact Planning & Evaluation at (248) 858-5312 regarding SHPO requirements before applying for this project.** Equipment to help disabled persons access services, such as Kurzweil-style readers, TDD machines, and large-print reading materials must be classified under public services disabled services. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	03Z
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

SPECIAL ASSESSMENTS

Program/Account #	172170-731815
Eligible Uses	Special assessments levied against low- income households in non-low-income census tract block groups for sewer, street, sidewalk, water, or drainage improvements. If infrastructure improvements are completed in low-income census tract block groups on an areawide benefit basis, communities may not levy a special assessment against low-income households for the CDBG funded portion of that project.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** The following procedures are required: Establish a Special Assessment District (SAD) by council or board resolution. Send notices to all households in the SAD stating that assessment assistance is available to income-qualified homeowners. Have interested homeowners complete an application including income verification. Set and state a specific application cutoff date. Assess for the improvement. Pay all or part of the special assessment for those homeowners who completed an application and are qualified to receive the benefit. The special assessment charge of all low-income homeowners must be paid first. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Environmentally Assessed**
HUD Matrix Code	Select either: 03I Flood and Drainage Facilities 03J Water/Sewer Improvements 03K Street Improvements 03L Sidewalks
Authority	24 CFR 570.201(c) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.MH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

INTERIM ASSISTANCE

Program/Account #	
Eligible Uses	Only for activities undertaken either to: • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements. • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project. Contact Contract Compliance (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	06
Authority	24 CFR 570.201(f) or 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income. SBA - Slum/blight area basis: activities that address conditions of blight or physical decay located in a designated slum/blight area. SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.
Accomplishment Type	People/Businesses/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PRIVATELY OWNED UTILITIES

Program/Account #	
Eligible Uses	Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	11
Authority	24 CFR 570.201(l) or 42 USC 5305(a)(14)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	People/Businesses/Housing Units/Public Facilities
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

NON- RESIDENTIAL HISTORIC PRESERVATION

Program/Account #	172170-731280
Eligible Uses	Use this code for any non-residential historic building that will be rehabilitated. Examples include the rehabilitation of an historic building for use by an historic preservation society, the renovation of an historic building for use as a museum, or the renovation of an historic building for use as a neighborhood facility.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and SHPO requirements before applying for this project.** Historic preservation is eligible on a spot slum/blight basis. Historic preservation within public facilities requires pre-planning. **Contact Planning & Evaluation at (248) 858-5312 for further consultation.** Documented evidence of blight and decay on the exterior of the building is required. If the project requires section 106 to take place, the County will consult with the State Historic Preservation Office (SHP) regarding eligibility for the National Historic Register. The response from SHPO will be filed in the ERR. Section 106 requires consultation with federally recognized Indian tribes when a project may affect a historic property of religious and cultural significance to the tribe. The checklist will be placed in the applicable file. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs**.
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	16B
Authority	**24 CFR 570.202(d)**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.
Accomplishment Type	Organizations
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

TORNADO SHELTERS SERVING PRIVATE MOBILE HOME PARK

Program/Account #	
Eligible Uses	Construction or improvement of tornado-safe shelters for residents of manufactured housing parks and the provision of assistance (including loans and grants) to nonprofit and for-profit entities to do so, in accordance with Section 42 USC 5305(a)(24).
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 for further consultation.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	23
Authority	42 USC 5305(a)(25)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income.
Accomplishment Type	People
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

PUBLIC SERVICES

Use matrix codes in this section for CDBG assisted public services activities.

- It is important to distinguish a service from construction or rehabilitation of a facility where a service is being provided. For example, the construction or rehabilitation of a senior center is coded as 03A, but the funding of services provided at a facility for senior citizens is coded as 05A.

- Rental of a facility for a service is considered a part of delivery of service and should be treated as a public service.

- Operation and maintenance may be paid with CDBG funds only for the portion of the building where a public service is being carried out.

- If the activity is restricted to one client group, use the matrix code for that group. For example, use 05A for senior services.

- Income payments are permissible if the payments are made directly to the provider of services on behalf of the individual or family which are used to provide basic services such as food, shelter (including payment for rent, mortgage, and/or utilities) or clothing.

- Income payments that are provided as a loan are permissible within the public services cap.

- To utilize CDBG funds for a public service, the service must be either: A new service; or a quantifiable increase in the level of an existing service which has been provided by the grantee or another entity on its behalf through State or local government funds in 12 months preceding the submission of the grantee's Consolidated Plan Annual Action Plan to HUD. An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the local government. This provision was put into place to ensure that localities do not use CDBG funds to replace local or state monies to fund essential services typically offered by the local government entity. Specifically, the public services provision applies in the following manner:

    - If a service is new, it may be funded.
    - If it is determined whether the service was not provided by or on behalf of the local government with funding from the local government, it may be funded.
    - If it was provided by or on behalf of the local government with funding from the State or local government, and it is determined and documentable that the proposed service will be a quantifiable increase in the level of service, it may be funded.
    - The regulations do not prohibit a grantee from continuing to provide funding to a CDBG funded public service at the same or decreased level in subsequent program years.

      ***Ineligible Public Service Activities include political or religious activities and income payment (when occuring outside of allowable parameter stated above.)

HOMELESS/AIDS PATIENTS PROGRAMS (SUBJECT TO PUBLIC SERV

Program/Account #	
Eligible Uses	Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	03T
Authority	CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SENIOR SERVICES

Program/Account #	172160-731712
Eligible Uses	Use code 05A for services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead. Code 05A, Senior Services, or 05B, Services for the Disabled, may be used for activities that will provide services for both senior citizens and persons with disabilities if the activity is not intended primarily to serve one group rather than the other.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** This is a presumed benefit activity. Public services (including labor, supplies and materials) directed toward improving services and facilities including: • Equipment and furnishings • Meal programs either meals-on-wheels or congregate • Prescription drug programs • Arts and crafts workshops • Senior Day Care • Senior Center Staff Wages • Counseling • Resource advocacy • Recreation/education services tailored to seniors including nutrition, swim exercise, dance, tax preparation, Medicaid classes and enrichment classes • Transportation of seniors to recreational events • Senior Center newsletter (for those 62+ only) A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the presumed benefit eligibility of clients served. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
Environmental Code	**Exempt**
HUD Matrix Code	05A
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SERVICES FOR PERSONS WITH DISABILITIES

Program/Account #	172160-730535
Eligible Uses	Use this code to indicate services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead. Public services (including labor, supplies, and materials) directed toward improving services and facilities may include: Accessible Technologies (large print books, TDD machines)
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This is a presumed benefit activity. Communities must develop an application and advertise the availability of disabled services. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
Environmental Code	**Exempt**
HUD Matrix Code	05B
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

LEGAL SERVICES

Program/Account #	172160-731073
HUD Matrix Code	05C
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Use this code for services providing legal aid to low- and moderate-income (LMI) persons. If the legal service is only provided for the settlement of tenant/landlord disputes, use 05K.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Public services (including labor, supplies, and materials) directed toward improving services. Communities must develop an application and advertise the availability of legal services. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

YOUTH SERVICES

Program/Account #	172160-732185
HUD Matrix Code	05D
Authority	**24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)**
Environmental Code	**Exempt**
Eligible Uses	Use this code for services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity is designed to serve clients who are from an income qualified household. Public services (including labor, supplies, and materials) directed toward improving services. Use Code 05D for services for youth from low-income families that include, for example, recreational services limited to teenagers or a teen-counseling program. If a counseling program is targeted for youth but includes counseling for the family as well, it may still be classified as a youth service if the focus is on counseling for youth. A current **HOUSEHOLD DBA REPORT** must be submitted with each invoice which indicates the income eligibility of the household. If an agency is hired to administer this activity, contracts must be
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

TRANSPORTATION SERVICES

Program/Account #	172160-732011
HUD Matrix Code	05E
Authority	CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Use this code for general transportation services. Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Public services (including labor, supplies, and materials) directed toward improving services. This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Use Code 05E for all client groups. Use Code 05E to purchase/lease a vehicle for a transportation services program. (Vehicle maintenance is not eligible). Transportation services include: • Driver/dispatcher/staff wages • Communication devices • Vehicle signage Retrofitting an existing vehicle to improve access is also eligible. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Submit invoices/time reports to receive reimbursement for administrative, dispatcher, or driver wages. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc.
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SUBSTANCE ABUSE SERVICES

Program/Account #	
HUD Matrix Code	05F
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SERVICES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING

Program/Account #	172160-730137-40620
HUD Matrix Code	05G
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Use this code only for services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This is a presumed benefit activity. This activity represents a County executed and administered one-year contract with HAVEN. HAVEN and Oakland County will agree to a per unit service cost and HAVEN will invoice the County quarterly for services provided. HAVEN will submit performance and **PERSON DBA REPORT** as required in the contract. The County will issue payment and at the end of the contract period any community balance will be expended for a 24-hour crisis hotline. HAVEN will report directly to the Community & Home Improvement Division and the Division will report accomplishments to the participating communities on a quarterly basis. The report will include a list of services rendered and cost for the quarter and year-to-date.
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

EMPLOYMENT TRAINING

Program/Account #	
HUD Matrix Code	05H
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a popular field or skill when there is no tie to a specific position or business. For activities providing training for specific permanent jobs with specific businesses, use 18A.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

CRIME AWARENESS

Program/Account #	172160-TBD
HUD Matrix Code	05I
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

FAIR HOUSING ACTIVITIES SUBJECT TO PUBLIC SERVICE CA

Program/Account #	
HUD Matrix Code	05J
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Fair housing services (e.g. counseling on housing discrimination) as public services. The activity needs to meet a national objective. For fair housing services activities carried out as part of general
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

TENANT/LANDLORD COUNSELING

Program/Account #	
HUD Matrix Code	05K
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Counseling to help prevent or settle disputes between tenants and landlords.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

CHILD CARE SERVICES

Program/Account #	172160-730283
HUD Matrix Code	05L
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HEALTH SERVICES

Program/Account #	
HUD Matrix Code	05M
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
Project Delivery Costs	Project service delivery costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SERVICES FOR ABUSED AND NEGLECTED CHILDREN

Program/Account #	
HUD Matrix Code	05N
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Daycare and other services exclusively for abused and neglected children.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

MENTAL HEALTH SERVICES

Program/Account #	
HUD Matrix Code	05O
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Services addressing the mental health needs of residents of the community.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SCREENING FOR LEAD BASED PAINT/LEAD HAZARDS

Program/Account #	
HUD Matrix Code	05P
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Activities undertaken primarily to provide screening for lead poisoning. Note: • Use 05P to test people for possible lead poising. • Use 14I to test buildings/properties for presence of lead contamination.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SUBSISTENCE PAYMENTS

Program/Account #	172160-730571
HUD Matrix Code	05Q
Authority	**24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)**
Environmental Code	**Categorically Excluded NOT Subject to**
Eligible Uses	One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and, rent/mortgage payments to prevent eviction.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity can be designed to serve clients who are presumed benefit. This activity can be designed to serve clients who are income qualified. This activity can be designed to serve clients who are presumed benefit and are income qualified. Communities must develop an application and advertise the availability of emergency services. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. Housing/utility payments can last no more than three consecutive months per household or family. If an agency is hired to administer the activity, contracts must be executed specifying services, duration, cost, etc.
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HOMEBUYER DOWNPAYMENT ASSISTANCE - EXCLUDING HOUSING COUNSELING, UNDER 24 CFR 5.100

Program/Account #	
HUD Matrix Code	05R
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Categorically Excluded NOT Subject to**
Eligible Uses	Homebuyer downpayment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with downpayment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with downpayment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity. • It is subject to the public service cap, unless the assistance is provided by a CBDO in an NRSA or by a 105(a)(15) entity. • Only report the number of households that received downpayment assistance as accomplishments for 05R. • For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

RENTAL HOUSING SUBSIDIES

Program/Account #	
HUD Matrix Code	05S
Authority	24 CFR 570.204 or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Categorically Excluded NOT Subject to**
Eligible Uses	Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

SECURITY DEPOSITS

Program/Account #	
HUD Matrix Code	05T
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Categorically Excluded NOT Subject to**
Eligible Uses	Tenant subsidies exclusively for payment of security deposits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HOUSING COUNSELING SERVICES ONLY, UNDER 24 CFR 5.10

Program/Account #	132210-702010
HUD Matrix Code	05U
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Housing counseling, under 24 CFR 5.100, for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Public services include labor, supplies, and materials directed toward improving housing counseling services. Use this code to indicate funds for services are provided through the Oakland County Community & Home Improvement Housing Counseling Unit. Services include assistance with: • Preventing Mortgage or Property Tax Foreclosure • Reverse Mortgages for those Aged 62 or Older • Home Buying Process • Tenant Rights and Responsibilities • Credit and Budget Issues • Home Repairs, Subsidized Housing and Rental Assistance for Low-Income Households • Housing Discrimination • Preventing Homelessness • Referrals to various agencies for short-term help to prevent homelessness
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

NEIGHBORHOOD CLEANUPS

Program/Account #	
HUD Matrix Code	05V
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

FOOD BANKS

Program/Account #	
HUD Matrix Code	05W
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt or Categorically Excluded NOT Subject to**
Eligible Uses	Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HOUSING INFORMATION AND REFERRAL SERVICES

Program/Account #	
HUD Matrix Code	05X
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HOUSING COUNSELING, UNDER 24 CFR 5.100 SUPPORTING HOMEBUYER DOWNPAYMENT ASSISTANCE (05R)

Program/Account #	
HUD Matrix Code	05Y
Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Eligible Uses	Housing Counseling, under 24 CFR 5.100, that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

OTHER PUBLIC SERVICES NOT LISTED IN 03T AND 05A-05Y

Program	172160
HUD Matrix Code	05Z
Eligible Uses	Only use code when an activity does not fall under a more specific 05A-05Y code. An example of a legitimate use of this code is when a public service activity that does not have a more specific matrix code, provides services to multiple groups of clients such as seniors, persons with disabilities and homeless persons. For instance, for a "meals on wheels" program for seniors and persons with disabilities, use 05Z. If this program had been available to only seniors, the correct matrix code is 05A.
Account #	**Safety & Repair - 731665**

Small jobs that are less than $600 and can be completed in a reasonable time. A permit typically is not required. A local maintenance/ handyperson can complete the jobs.

Safety Devices		Repair Services	
Bed Aide/Commode	Jell Cushion	Cabinets & Countertops	Roof repair
Bells/Whistles/Monitors/Amps	Large Button Phone	Caulk Tub/Toilets/ Windows	Siding < 20 sq. ft.
Blood Pressure Monitors	Magnifying Glass/Sheet	Chimney	Sinks/Faucets installed
Bottle/Jar Openers	Non-skid Tub	Elec Outlets/Switches/Cover Plates	Smoke/CO detectors installed
Canes	Mat/Strips	Floor repair	Stairs & Handrail
Laundry/Shopping Carts	Pill Boxes	Gutter/Downspout	Storm Doors installed
Clapper	Power Outlet Strip	Duct work/Pipe/Water heater insulation	Supply Lines
CO Detectors	Raised Toilet Seats	Light Bulbs change	Thermostats installed
Diapers/Pads	Reachers	Lock Sets & Dead Bolts installed	Toilets installed
First Aid Kits	Shower Chair/Transfer Bench	Patch < 2 sf holes in drywall/plaster	Tree Trimming
Flashing Telephones	Smoke Detector	Porch & Deck < 20 sf	Waste Lines
Flashlights/Night Lights	Talking Clock/ Watch/Keychain		
Grab Bars installed	Wheelchairs/Walkers		
Handheld Showers			

Housekeeping - 730880	**Yard Services - 732170**
Projects to clean the interior of a home.	Lawn service, snow removal, spring/fall yard clean up, gutter cleaning, tree trimming, and dangerous tree

Authority	24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Environmental Code	**Exempt**
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This activity can be designed to serve clients who are presumed benefit, income qualified or clients who are presumed benefit and income qualified. Communities must develop an application and advertise availability of services. A current **PERSON DBA REPORT** must be submitted with each invoice which indicates the income eligibility or presumed benefit eligibility of clients served. Supporting documentation must be provided to the County to receive reimbursement. If an agency is hired to administer the activity, contracts must be executed specifying services, duration, cost, etc.
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	People
Performance Objective	Suitable Living Environment
Performance Outcome	Improved Availability/Accessibility

HOUSING

Housing includes new construction and rehabilitation.

- Reconstruction of housing is eligible as is rehabilitation. Replacement of stick-built residential structures with manufactured housing units, or vice versa, is eligible as reconstruction of housing.
- Manufactured housing may be rehabilitated if it is considered part of the community's permanent housing stock.
- Wiring multifamily properties for broadband internet service, as part of substantial rehabilitation as defined in 24 CFR 5.100, should be treated as a cost of the rehabilitation, not broken out separately.
- Conversion of non-residential structures to housing is eligible as rehabilitation (esp. significant for 14B, 14D, 14G).
- Rehabilitation of housing can include water/sewer hookups, running water/sewer lines from a house out to the street, installation/rehabilitation/replacement of wells, septic tanks, septic drain fields, etc.
- Historic preservation work that is done as part of other housing rehabilitation can be included in the relevant matrix code.
- Installation or replacement of landscaping materials, sidewalks, and driveways can be included when the costs are incidental to the rehabilitation of the property.

LOSS OF RENTAL INCOME

Program/Account #	
HUD Matrix Code	09
Authority	24 CFR 570.201(j) or 42 USC 5305(a)(6)
Environmental Code	**Categorically Excluded NOT Subject to**
Eligible Uses	Use this code for Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

CONSTRUCTION OF HOUSING

Program/Account #	
HUD Matrix Code	12
Authority	24 CFR 570.201(m), 570.204 or 42 USC 5305(a)(15)
Environmental Code	Environmentally Assessed
Eligible Uses	Construction of housing with CDBG funds must either be: carried out by CBDOs, in accordance with the regulations at 24 CFR 570.204(a); in accordance with 42 USC 5305(a)(15); or last resort housing under the provisions of the Uniform Act, 42 USC Part 49.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HSG COUNSELING, UNDER 24 CFR 5.100, FOR HOMEOWNERSHIP AS

Program/Account #	
HUD Matrix Code	13A
Authority	24 CFR 570.201(n) or 42 USC 5305(a)(24)
Environmental Code	**Exempt**
Eligible Uses	Housing Counseling, under 24 CFR 5.100, when provided in conjunction with direct homeownership assistance 13B. Report housing counseling under matrix code 13A as a separate activity.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HOMEOWNERSHIP ASSIST - EXC HSG COUNSELING UNDER 24 CFR

Program/Account #	
HUD Matrix Code	13B
Authority	24 CFR 570.201(n) or 42 USC 5305(a)(24)
Environmental Code	**Categorically Excluded NOT Subject to**
Eligible Uses	CDBG funds may be used to provide direct homeownership assistance under 24 CFR 570.201(n) and Section 105(a)(24) of the HCDA under the low- and moderate-income housing national objective [24 CFR 570.208(a)(3) and 570.483(b)(3)]. Direct homeownership assistance may include: • Subsidizing interest rates and mortgage principal amounts to make loan payments affordable. This may include making grants to reduce the effective interest rates changed on the loans. Low-or no-interest subordinate loans can also be used to reduce overall loan repayment amounts. • Financing the cost of acquiring property already occupied by renter households at terms needed to make the purchase affordable. • Paying all or a part of the premium on behalf of the homebuyer for mortgage insurance required upfront by a private mortgagee. • Paying any or all of the reasonable closing costs associated with the home purchase on behalf of the homebuyer. • Paying up to 50 percent of the down payment required by the mortgagee for the purchase on behalf of the homebuyer. (The 50 percent limitation on downpayment assistance is a statutory requirement. Grantee records must document what amount of downpayment is required by the mortgagee, and must clearly distinguish between the amount of CDBG funds being provided for downpayment assistance vs. the amount provided for subsidizing the mortgage principal, for closing costs, for mortgage insurance, etc.)
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	If Housing Counseling, under 24 CFR 5.100, is provided in conjunction with direct homeownership assistance, report housing counseling under matrix code 13A, as a separate activity. • If referral services, homeownership education programs, or general budget/financial counseling is provided to homebuyers in conjunction with homeownership assistance, the services are considered activity delivery costs as part of a 13B activity. • All recipients of assistance provided under matrix code 13B must be low/moderate income and the activity must meet the LMH national objective. • Only report the number of households that received homeownership assistance as accomplishments for 13B. **Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION; SINGLE UNIT RESIDENTIAL

Program/Account #	132290-730898
Eligible Uses	Rehabilitation of privately owned, single-unit homes. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services, or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14A activity.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Contract work of the County's Home Improvement Program which is available to income qualified homeowners of single-family owner-occupied units and owner occupants of attached single family rental (2-4 units) in participating communities. Funding for this activity is transferred to the Oakland County Home Improvement Program. Communities cannot specify that funds be invested in their community. Projects to bring the homes of low-income persons up to decent, safe, and sanitary conditions per Oakland County Housing Rehabilitation Property Standards.
Environmental Code	**Categorically Excluded**
HUD Matrix Code	14A
Authority	24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

MINOR HOME REPAIR (REHAB; SINGLE UNIT RESIDENTIAL)

Program/Account #	172170-731227
Eligible Uses	Use this code for loans and grants for the rehabilitation of privately-owned homes. **NOTE:** Under CDBG, single family means one-unit structures. Less extensive repairs (no more than $5,000) to a home that do not necessarily bring it up to Universal Property Condition Standards (UPCS).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Minor Home Repairs must conform to Oakland County guidelines and State of MI Lead Based Paint requirements. **This is a strictly income qualified project.** **Documentation of income eligibility must be kept on file.** A current **HOUSEHOLD DBA REPORT** must be submitted with each invoice. If an agency is hired to administer this activity, contracts must be executed specifying services, duration, cost, etc. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	14A
Authority	24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

Minor Home Repairs include the following:	
Clean, adjust, test and replace furnaces	Replace defective windows (see LBP provisions)
Replace water heaters	Install storm doors and/or storm windows
Replace garbage disposals	Replace roofs, downspouts, gutters and siding
Replace toilets	Tuckpoint chimneys
Replace shower heads and tub/laundry/kitchen faucets	Paint interior & exterior of homes built after 1978 (see LBP provisions)
Repair water and waste lines	Remove large items or large amounts of debris from and around home
Rod sewer lines	Remove architectural barriers
Change electrical services	Correct single code violations
Replace defective light fixtures	Repair sidewalk and driveway tripping hazards
Install switches and light at entry ways	Replace wall/ceiling plaster/drywall (See LBP provisions)
Replace accessible defective wiring	Connect residences to municipal water and/or sewer
Replace entrance doors (see LBP provisions)	Install battery operated or hard-wired smoke detectors
Replace porch decks, stairs and handrails	One-time insect/vermin extermination
Reinforce porches	Dangerous tree or limb removal

MOBILE HOME MINOR HOME REPAIR (MHMHR) (REHAB; SINGLE UN

Program/Account #	172170-731244
Eligible Uses	Use this code for loans and grants for the rehabilitation of privately-owned mobile homes. Less extensive repairs (no more than $5,000) to a mobile home that do not necessarily bring it up to Universal Property Condition Standards (UPCS). **NOTE:** Under CDBG, single family means one-unit structures. The Neighborhood & Housing Development Division will contract with Oakland
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Eligible Communities-** Participating communities with multiple mobile home parks should prioritize and specify park(s) to align funding with need. **Eligible Applicants-** Applicants must own the unit being repaired, income qualify, and require eligible repairs. **Eligible Income -** Income guidelines are based on Federal Government Poverty Guidelines issued each February with income limits set at 150% of poverty. **Maximum Grant per Unit-** $5,000 **Eligible Repairs- R o o f** replacement, furnace repair/replacement, hot water heater repair/replacement, ADA ramps, minor plumbing leaks, park violations, skirting, and safety repairs. Other repairs may be made on a case by case basis. No lead repairs are eligible. **Application Process-** Clients are served on a first-come, first-served basis as determined by eligible vendor's receipt of a complete application. No customer will be served until the application and eligibility process is completed. **Emergency Needs-** This is not an Emergency Program- For heating emergencies (NO HEAT 11/1-4/1), vendor will make every effort to refer customers to emergency programs and on a case-by-case basis make every effort to address no-heat situations. **Program Promotion-** Participating communities, vendor and the County will promote the program. **One Contract-** Participating communities will designate funds for the MHMHR for Oakland County Neighborhood & Housing Development to provide to the vendor in one single contract. The contract will include a list of participating communities and funds provided. The vendor will reserve $5,000 of a community's funding per local applicant. Priority will be given to current, approved weatherization customers from each community who need the eligible CDBG funded items. **Reporting-** the vendor will report directly to the NHD Division and participating communities on a quarterly basis. The report will include a list of the number of units to be done in each community according to funding received, and the number and cost of completed units in each community for the quarter and year-to-date. A copy of the contract listing each community and allocation amount and quarterly productivity reports will be provided to each community for local files. **Contract Payments-** the vendor will request payment directly from Oakland County. Funds will be paid directly through NHD using funds allocated by participating communities. **Contract Duration-** The contract duration and service delivery period will be one year. At the end of the contract period, any community that has not generated the appropriate number of referrals will be notified. If no applicants are forth coming, all balances from the participating communities will be expended to serve approved applicants from any eligible area on a first come, first served basis. **Residual Balances-** At any time during the program, when the balance of a community's funds reaches $500 or less, this balance will become part of the program general fund and used to serve customers from any eligible municipality. These customers will be served on a first come, first served basis determined by the receipt of a completed application. Every effort will be made to expend funds within the contributing community. **Administrative Costs-** 15% of the total grant will be available for the vendor's administrative purposes including income eligibility determination, file documentation, inspection process, bid process and contractor oversight, quality control, invoicing, tracking, and reporting.

Environmental Code	**Categorically Excluded**	**HUD Matrix Code**	14A
Authority	24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)	**Accomplishment Type**	Housing Units
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.		
Performance Objective	Provide Decent Affordable Housing	**Performance Outcome**	Affordability

REHABILITATION; MULTI-UNIT RESIDENTIAL

Program/Account #	
Eligible Uses	Rehabilitation of privately-owned buildings with two or more permanent residential units. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14B activity. For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	Projects to bring the homes of low-income persons up to decent, safe, and sanitary conditions per local building codes and Universal Property Condition Standards (UPCS).
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	14B
Authority	24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: PUBLIC HOUSING MODERNIZATION

Program/Account #	
Eligible Uses	Rehabilitation of housing units owned/operated by a public housing authority (PHA).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	14C
Authority	24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: OTHER PUBLICLY OWNED RESIDENTIAL BUILD

Program/Account #	132290-730898
Eligible Uses	Rehabilitation of permanent housing owned by a public entity other than a PHA. For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	14D
Authority	24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: ENERGY EFFICIENCY IMPROVEMENTS

Program/Account #	
Eligible Uses	Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program). For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	14F
Authority	24 CFR 570.202(b)(4) or 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: ACQUISITION

Program/Account #	
Eligible Uses	Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	14G
Authority	24 CFR 570.202(b)(1) or 42 USC 5305(a)(1)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

REHABILITATION: ADMINISTRATION

Program/Account #	132280-731605
Eligible Uses	All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing and underwriting; survey, site and utility plans; application processing. 14H should be used when the CDBG funds are used for activity delivery costs in implementing a program where the rehabilitation hard costs are paid with other funding sources. Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehabilitation program (e.g., tenant/landlord counseling). For administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21A.
Project Delivery Costs	Not applicable
Notes	Documents such as monthly time reports are required.
Environmental Code	**Exempt**
HUD Matrix Code	14H
Authority	24 CFR 570.202(b)(9) or 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Not Applicable (N/A)
Performance Objective	Not Applicable (N/A)
Performance Outcome	Not Applicable (N/A)

LEAD-BASED PAINT/LEAD HAZARDS TESTING/ABATEMENT

Program/Account #	
Eligible Uses	Housing rehabilitation activities with the primary goal of evaluating housing units for lead-paint hazards and reducing lead-based paint/lead hazards in units. For lead-based paint/lead hazards screening of persons, use 05P.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	14I
Authority	24 CFR 570.202(f) or 42 USC 5305(a)(26)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HOUSING SERVICES - EXC HOUSING COUNSELING, UNDER 24 CFR

Program/Account #	
Eligible Uses	Housing services, except Housing Counseling, under 24 CFR 5.100, in support of the HOME Program, eligible under 24 CFR 570.201(k).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	14J
Authority	24 CFR 570.201(k) or 42 USC 5305(a)(20)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HOUSING COUNSELING, UNDER 24 CFR 5.100, SUPPORTING HOME PROGRAM HOUSING ACTIVITIES

Program/Account #	
Eligible Uses	Housing Counseling, under 24 CFR 5.100, in support of a HOME-funded housing assistance program.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	14K
Authority	24 CFR 570.201(k) or 42 USC 5305(a)(20) Housing Counseling, under
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

HOUSING COUNSELING, UNDER 24 CFR 5.100 IN CONJUNCTION WITH CDBG ASSISTED HOUSING REHABILITATION

Program/Account #	
Eligible Uses	Housing Counseling, under 24 CFR 5.100, in support of CDBG assisted housing rehabilitation activities, including 14A-14D, 14F-14I, and 16A.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	14L
Authority	24 CFR 570.202 or Section 42 USC 5305(a)(4)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Housing Units
Performance Objective	Provide Decent Affordable Housing
Performance Outcome	Affordability

CODE ENFORCEMENT

Program/Account #	172170-730310
Eligible Uses	Code enforcement involves the payment of salaries related to the enforcement of state and/or local codes. Code enforcement cannot pay the costs of correcting code violations. CDBG funds may be used for code enforcement only in deteriorating or deteriorated areas where such enforcement, together with public improvements, rehabilitation and services to be provided, may be expected to arrest the decline of the area, and provided the code enforcement meets a national objective of the CDBG program. Reference: s570.202(c).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	This is an areawide benefit activity. See HUD CPD-14-016 below and application pages for specific requirements. Communities should refer clients to the Oakland County Home Improvement Program so that low-income persons can correct violations cited under CDBG funded code enforcement without being unduly burdened financially. Time reports must be submitted to receive reimbursement for this activity. Provide the number of inspections when requesting reimbursement.
Environmental Code	**Exempt**
HUD Matrix Code	15
Authority	24 CFR 570.202(c) or 42 USC 5305(a)(3)
National Objective Codes	In order to meet a National Objective and be eligible for Code Enforcement funding: LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. Code Enforcement is eligible only in primarily residential service areas.
Accomplishment Type	Report People when Code Enforcement consists of inspecting privately-owned vacant lots and/or tagging abandoned vehicles. When Code Enforcement includes inspection of multiple types of property, report Housing Units in the proposed and actual unit's fields and report number of People, Businesses and/or Organizations inspected, as appropriate, in Accomplishments Narrative.
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

U.S. Department of Housing and Urban Development
Community Planning and Development
Notice: CPD-14-016 - Use of CDBG Funds for Code Enforcement Activities

WHAT IS CODE ENFORCEMENT?

The Housing and Community Development Act of 1974 (HCDA) and the CDBG regulations permit the use of CDBG funds for selected code enforcement activities. Section 105(a)(3) of the HCDA permits "the use of CDBG funds for code enforcement in deteriorated or deteriorating areas in which such enforcement, together with the public or private improvements or services to be provided, may be expected to arrest the decline of the area." This provision is codified in the CDBG Entitlement program regulations at 24 CFR 570.202(c), which reads as follows:

Code enforcement. Costs incurred for inspection for code violations and enforcement of codes (e.g., salaries and related expenses of code enforcement inspectors and legal proceedings, but not including the cost of correcting the violations) in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area.

Eligible code enforcement activities assisted under 24 CFR 570.202(c) for entitlement communities do not include the costs of correcting the code violations, which may be an eligible rehabilitation cost, provided a national objective is met. In the Entitlement CDBG program, the rehabilitation costs are separate and distinct from code enforcement activities carried out under 570.202(c). Rehabilitation of buildings and code enforcement activities are also listed in the HCDA as separate eligible activities. The State CDBG regulations do not contain a section listing eligible activities, and the Entitlement eligibility provisions are not binding on states. States may use the Entitlement regulations as interpretive guidance in addition to Section 105(c) of the HCDA. Throughout this Notice, the text will refer to the Entitlement regulations regarding eligible activities; states should refer to the citations from the HCDA.

There are varying definitions and standards for code enforcement. Code enforcement is defined by some jurisdictions as the prevention, detection, investigation, and enforcement of violations of statutes and ordinances regulating public health, safety and welfare. Code enforcement can also include the maintenance and preservation of the value and appearance of residential, commercial, and industrial buildings within its boundaries. Some jurisdictions' code enforcement efforts focus more on buildings and structures, while others are concerned with community cleanliness, public advertisement displays, garage sales, lawn care, environmental concerns (such as abandoned tires), and the condition of motor vehicles on the streets.

For CDBG program purposes, code enforcement is defined as a process whereby local governments gain compliance with ordinances and regulations regarding health and housing codes, land use and zoning ordinances, sign standards, and uniform building and fire codes. Code enforcement may take place in primarily residential, commercial, and industrial areas. The legislative language requiring "other improvements" to be made to arrest the decline of the area suggests a greater emphasis on structural issues. As a result, the CDBG program will expect that localities emphasize health and safety issues in buildings. Ancillary efforts to address violations of codes concerning vacant lots, signs, and motor vehicles are permitted in conjunction with efforts regarding buildings but should form a minor part of the code enforcement program.

PURPOSE OF CODE ENFORCEMENT

Most jurisdictions in the United States have building codes, which are rules that must be followed to comply with the minimum levels of safety for buildings and non-building structures. The objective of these building codes is to ensure the health, safety, and protection of the public in the construction and occupancy of buildings. Building codes affect such matters as structural integrity, fire resistance, lighting, electrical, plumbing, sanitary facilities, ventilation, and seismic design. Therefore, the condition of buildings may be reflected in building, property maintenance, zoning, and/or other locally adopted codes or ordinances, the enforcement of which would all be eligible with CDBG funds.

The purpose of having building codes and enforcement inspections is to protect the public health, safety and welfare. As an example, a house may not have the required number of electrical outlets in each room, which may result in too many items being plugged into an extension cord, resulting in a fire. Additional examples are bathrooms venting into attics, resulting in roof deterioration, and the structural integrity of floor and roof joists.

Code enforcement inspections may also seek to encourage residents (homeowners and tenants) to maintain the appearance and value of their housing units. It is hoped that other residents are motivated to keep their housing units in compliance with local codes because of the good condition of the surrounding housing units. Since this does not always happen, units of government enforce housing codes to ensure that housing units are maintained. Housing units that are well-maintained and meet all local housing codes and standards protect the health and safety of occupants, improve the value of the residential units in a neighborhood and give such neighborhoods the appearance of being well-maintained. Housing units that are dilapidated and/or vacant may attract squatters, vandals, drug addicts, and rodents.

Code inspections are also done to protect the health and safety of persons utilizing buildings such as public facilities. For example, a privately-owned daycare center utilized by children may have peeling paint on its walls, which may pose a danger to children who may eat it, even if it does not contain lead, or loose floorboards may pose a tripping hazard for children and adults. In addition, the owners of such facilities may face legal liability if someone is seriously injured. This may be the grantee if it is a public facility or a nonprofit carrying out an eligible activity.

Code enforcement can help to reduce crime in a neighborhood, as well. The “broken window” theory was introduced in 1982 by social scientists James Q. Wilson and George L. Kelling. Their research showed that, if broken windows in a structure are not repaired, vandals are more likely to break more windows. Crime levels thus tend to be higher in areas where repairs are not accomplished. Therefore, jurisdictions monitor and maintain buildings, particularly in urban areas, to prevent vandalism and further deterioration so that neighborhoods are well-maintained and experience less crime.

ELIGIBLE CODE ENFORCEMENT COSTS

Code Enforcement Inspections - The cost of conducting code enforcement inspections is an eligible CDBG expense. Section 105(a)(3) of the HCDA permits the use of CDBG funds for code enforcement in deteriorated or deteriorating areas in which such enforcement, together with the public or private improvements or services to be provided, may be expected to arrest the decline of the area. The CDBG Entitlement program regulations at § 570.202(c) provide that costs incurred for inspection and enforcement of codes, such as salaries and related expenses of code enforcement inspectors and legal proceedings, are eligible costs. In the Entitlement CDBG program, eligible code enforcement costs do not include the costs of correcting the code violations.

Rehabilitation activities in § 570.202(a) and Section 105(a)(4) of the HCDA are distinct from code enforcement activities carried out under Section 105(a)(3) of the HCDA and § 570.202(c). If a grantee is responsible for code enforcement, that grantee may conduct code enforcement inspections using its own employees. If the grantee contracts for code enforcement inspection services, the cost of procuring a code enforcement inspection company or specialist is an eligible CDBG activity delivery cost. Grantees may contract with another unit of government to perform code inspections services; hiring another government entity is not subject to procurement requirements at 24 CFR 85.36.

To conduct inspections in various areas within its jurisdiction, code enforcement inspectors may require the use of a vehicle. According to § 570.207(b)(1)(iii), purchase of equipment not an integral structural fixture (such as vehicles) with CDBG funds is eligible when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds. However, the grantee must be able to demonstrate that the vehicle is only being used for code enforcement inspections in CDBG-eligible areas. This may require logs to be kept for each trip. The vehicle may not be used for any other purpose. Vehicles may be leased with CDBG funds. Grantees may also purchase vehicles with non-CDBG funds (e.g., general funds) and then charge the CDBG program for their use. In the case of code enforcement, the use allowance is an eligible activity delivery cost [see § 570.207(b)(1)(iii)]. Appendix B, Item 11 of 2 CFR Part 225[1] (formerly OMB Circular A-87) describes cost allocation and use allowances and how costs may be maintained for vehicle usage.

Grantees may also use CDBG funds to purchase uniforms and/or coveralls if they are a job requirement for code enforcement inspectors and are a regular city-incurred expense. Appendix A of 2 CFR Part 225 states that for the cost to be allocable to a Federal award, it must be consistent with policies, regulations, and procedures that apply uniformly to both federally- financed and other activities of the non-federal entity. Such costs would be considered activity delivery costs.

CDBG funds also may be used to purchase hand-held computers or tablets to record information as the code enforcement inspection is being conducted. The purchase or lease of such devices is an eligible activity delivery cost. If CDBG funds are used to purchase computers or tablets, the grantee must be able to demonstrate that they are only being used for code enforcement inspections in CDBG-eligible areas. If computers or tablets are leased or are purchased with non-CDBG funds, grantees must ensure that the use charges to the CDBG program are appropriately allocated by the percentage of time they are used for inspections carried out for CDBG purposes in CDBG-eligible areas and for non-CDBG purposes.

Enforcement Actions - The costs of legal proceedings that result from code enforcement inspections are also a CDBG-eligible expense. Grantees or their contractors issue citations and/or fines for code violations. The staff costs associated with processing and issuing the citations, collecting and processing the fines, and postage are all eligible activity delivery costs. The property owner may challenge the citation or fine assessed. A hearing may be scheduled to ensure that the property owner receives due process. The cost of the hearing is an eligible CDBG expense. The salaries of the hearing officers may be paid with CDBG funds proportionate to the time they spend hearing and deciding the appeals from code enforcement citations or fines resulting from CDBG- assisted code inspections and enforcement expenses. If the grantee pays legal fees to an attorney as part of the proceedings, the grantee may charge to the CDBG program the legal fees allocable to CDBG code enforcement. These costs are considered activity delivery costs under § 570.202(c). A defendant's legal costs are not eligible costs.

[1] OMB Circulars A-87, A-110, and A-122, were incorporated into 2 CFR Parts 225, 215, and 230, respectively. On December 26, 2014, the Uniform Administrative Requirements (2 CFR Part 215, A-102), Audit Requirements (A-133) and Cost Principles (2 CFR Parts 225 and 230) will be superseded by 2 CFR Part 200.

INELIGIBLE CODE ENFORCEMENT COSTS

CDBG funds may be used for the costs for inspection of code violations and enforcement of codes in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area. While the cost of correcting the violations is not an eligible code enforcement cost under § 570.202(c), the regulation states that code enforcement must be performed in conjunction with improvements, rehabilitation, or services. The purpose of this requirement is to ensure that the deteriorated or deteriorating areas are being made safe and sanitary for the general public, not to generate revenue via code violation fines.

Grantees may trigger concerns about the eligibility of code enforcement if it appears that the CDBG program is being used for general government expenses or if the use of CDBG funding appears excessive in relation to the community's overall enforcement program. As fiscal stress has put pressure on local budgets, HUD has seen examples of significant increases in CDBG code enforcement budgets, while overall spending on enforcement remains the same.

Grantees should use CDBG for code enforcement as appropriate to advance the goals of the CDBG program in areas designated for such activity; HUD is not discouraging the use of CDBG in these cases. However, § 570.207(a)(2) prohibits grantees from using CDBG funds for general government expenses. Code enforcement is an eligible cost that may be paid from local and CDBG funding sources, and grantees have been tempted to shift existing code enforcement efforts to CDBG to relieve pressure on general fund budgets. HUD will look into cases where this appears to be happening to ensure that CDBG code enforcement activities adhere to the targeting and supporting services required for CDBG eligibility.

The costs of the rehabilitation, improvements, and services are not required to be CDBG- assisted, although some of the rehabilitation and improvement costs may be CDBG-eligible. The cost to rehabilitate single unit housing or multifamily housing structures may be eligible under § 570.202(a) and (b) and Section 105(a)(4) of the HCDA. The rehabilitation of public facilities and improvements on publicly owned buildings is eligible under § 570.201(c) and Section 105(a)(2) of the HCDA. Rehabilitation of commercial buildings may be eligible under §§ 570.202(a), 570.203(a) or (b) and Section 105(a)(14) of the HCDA. Demolition of buildings may be eligible under § 570.201(d) and Section 105(a)(4) of the HCDA.

Grantees may not use CDBG funds to pay for code enforcement inspections and enforcement in every area or neighborhood or for a grantee's entire jurisdiction (e.g., city- or county-wide) unless the entire jurisdiction is deteriorating. Grantees may use state or local law to determine what constitutes a deteriorated/deteriorating area. The standards identified at §§ 570.208(b)(1) and 570.483(c)(1) may also be used to determine if an area is deteriorated or deteriorating. (See Section VI.B. below.)

NATIONAL OBJECTIVES FOR CODE ENFORCEMENT

Low- and Moderate-Income Area Benefit - Code enforcement activities may meet the national objective of benefit to low and moderate income persons on an area basis under § 570.208(a)(1) (for Entitlements) or § 570.483(b)(1) (for states) when carried out in deteriorated or deteriorating areas and when carried out in conjunction with public or private improvements, rehabilitation, or services that may be expected to arrest the deterioration of the area. This national objective may be met when code enforcement inspections are conducted on single or multifamily housing units, commercial buildings, and other publicly or privately-owned buildings. The building or facility being inspected must be located in a primarily residential area where a minimum of 51 percent of the residents in those areas are low- and moderate-income.

Some metropolitan cities and urban counties have few or no areas where 51 percent of the residents are low- and moderate-income. For these grantees, the CDBG law authorizes an exception criterion to be able to undertake area benefit activities. Specifically, Section 105(c)(2)(A)(ii) of the HCDA, as amended, states that an activity shall be considered to principally benefit low- and moderate-income persons when "the area served by such activity is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low and moderate income." This is implemented in the regulations at § 570.208(a)(1)(ii), which identifies the methodology to calculate a grantee's exception threshold. A list of exception grantees is available at http://www.hud.gov/offices/cpd/systems/census/lowmod/exception.cfm.

While residences and other real property in private ownership may be subject to code enforcement, code enforcement of such buildings would not be considered to meet the low- and moderate-income housing national objective (LMH). In addition, code enforcement inspections of public facilities serving presumed beneficiaries such as severely disabled adults, battered spouses, and persons with AIDS would not meet the low- and moderate-income limited clientele national objective (LMC). This is because the costs of the code enforcement actions, by themselves, do not provide a direct benefit to the homeowners or the users of the public facilities. It is the correction of the code violations that directly benefit the residents; thus, the code enforcement must meet the area benefit (LMA) national objective. The rehabilitation or improvement of the homes and public facilities subject to code enforcement address the LMH or LMC national objective criteria.

Prevention or Elimination of Slum/Blight on an Area Basis - Code enforcement activities may qualify under the national objective of prevention or elimination of slums/blight on an area basis under § 570.208(b)(1) (for Entitlements) and § 570.483(c)(1) (for States). Code enforcement activity will be considered to address prevention or elimination of slums or blight in an area if: The area, delineated by the recipient, meets a definition of a slum, blighted, deteriorated or deteriorating area under State or local law; The area also meets the conditions in either paragraph (A) or (B):

A. At least 25 percent of properties throughout the area experience one or more of the following conditions:
   1) Physical deterioration of buildings or improvements;
   2) Abandonment of properties;
   3) Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
   4) Significant declines in property values or abnormally low property values relative to other areas in the community; or
   5) Known or suspected environmental contamination.

B. The public improvements throughout the area are in a general state of deterioration.

Note that many of the criteria in (i) and (ii)(A) overlap with state or local definitions of slum [illegible]. Grantees may use some or all of these provisions as the basis for delineating "deteriorated or deteriorating areas" for eligibility purposes, even if the LMA criteria are being used for national objectives purposes. However, grantees are cautioned that there are some limits on their ability to use these requirements for both delineating deteriorated/deteriorating areas and for meeting the slum/blight national objective. For example, a determination that public improvements are in a general state of deterioration can be a basis for defining a slum/blighted area but would not by itself sufficiently justify why a code enforcement program needs to be undertaken on private property in a given neighborhood. Conversely, state or local laws may provide a grantee with sufficient basis to define "deteriorated or deteriorating areas", but do not by themselves qualify an area as slum or blighted for national objective compliance. Some state or local definitions include criteria that have nothing to do with physical conditions of the built environment (such as "undeveloped land" or "inappropriately zoned" parcels.) In these cases, inappropriate requirements should not be included in the basis for a grantee's determinations.

This national objective may be used when carrying out the inspection and enforcement of code violations in areas that are designated as slum or blighted as a way of bringing much- needed improvements to such areas. The area does not have to be primarily residential, and code enforcement need not be limited to residential structures. Commercial and industrial buildings, and sometimes vacant lots, can lead to deterioration as well.

A redetermination of the area must be carried out every 10 years for the area to continue to qualify as a designated slum or blighted area. The grantee must maintain documentation that the area qualified as a slum or blighted area. The documentation must demonstrate the boundaries of the area, the date of the designation, the conditions and standards that qualified the area at the time of its designation in sufficient detail to show how it met the criteria for designation, and how the code enforcement addressed a condition that led to the decline of the area.

Prevention or Elimination of Slum/Blight on a Spot Basis - Please note that code enforcement activities cannot meet the slum/blight spot national objective. The legislation and regulations require code enforcement to be undertaken in deteriorated or deteriorating areas, ruling out consideration of individual structures not located in such areas.

Slum Blight Urban Renewal Completion - Although this national objective rarely applies, it remains an option for the few grantees that have outstanding urban renewal plans or areas. Grantees that want to conduct code enforcement inspections and enforcement in areas identified in the urban renewal plans may do so under the slum/blight urban renewal completion national objective if it is an activity that is necessary to complete the urban renewal plan. The grantee must be able to document this national objective by having a copy of the Urban Renewal Plan in effect at the time of closeout of HUD financial assistance under title I of the Housing Act of 1949 or financial settlement under Section 112 of the HCDA, and a description of how the inspections for code violations and enforcement of codes are needed to complete the urban renewal plan for the area.

Activities Designed to Meet Community Development Needs Having a Particular Urgency - Grantees may experience tornadoes, floods, hurricanes, and other disastrous events that do not rise to the level of Presidential declarations. In this instance, grantees would not receive Federal Emergency Management Agency (FEMA) funds to alleviate the effects of the disaster. There may also be areas that experienced Presidentially declared disasters, and FEMA funds were received and exhausted. In both instances, there may remain a need to address the devastation caused by the disaster.

An area that was not previously deteriorated may become so if the effects of the disasters are not addressed because of a shortage of funds, and areas that were deteriorating before the disaster may further deteriorate.

Grantees may conduct code enforcement inspections in areas that experienced disasters to ensure that citizens are not residing in homes or frequenting buildings with environmental contaminants and other problems that affect their safety and welfare. Following a disaster, for example, buildings may have mold and mildew, which are environmental contaminants. In such instances, code enforcement may meet the urgent need national objective. In the Entitlement program, grantees must certify that existing conditions pose a serious and immediate threat to the health and welfare of the community, the disastrous occurrence is of recent origin (18 months before the grantee's certification) or recently became urgent, that the grantee is unable to finance the activity on its own, and that no other funding resources are available. In the State program, the unit of general local government certifies, and the state determines, that those same conditions exist. Grantees must be able to document that the inspections for code violations and enforcement of codes were designed to address the urgent need, met the timing of the development of the serious condition, and have evidence demonstrating that no other financial resources were available to address the urgent need.

Please note that if CDBG-Disaster Recovery funds are used, the requirements to document urgent need may differ; and, they may depend on the requirements that apply to the specific appropriation of disaster recovery funds involved.

Other National Objective Compliance Considerations - Grantees must ensure that they are not paying the salaries for code enforcement personnel over their entire jurisdiction, unless the grantee has determined that its entire jurisdiction is deteriorated or deteriorating. The areas where the inspections are being carried out using code enforcement inspectors whose salaries are paid with CDBG funds must be deteriorated or deteriorating. In some communities, this will be areas that demonstrate substantial abandonment or that are designated as slum/blighted areas by local or state law.

Many of the criteria at § 570.208(b)(1)(i) and (ii)(A) overlap with state or local definitions of slums and blight. Grantees may use some or all of these provisions as the basis for delineating "deteriorated or deteriorating areas" for eligibility purposes. However, there are some limits on grantees' ability to use these requirements for both delineating deteriorated/deteriorating areas and for meeting the slum/blight national objective. State or local laws may provide a grantee with a sufficient basis to define "deteriorated or deteriorating areas" but that definition may not meet the state or local law definition to qualify an area as slum or blighted for national objective compliance purposes. In addition, some state or local definitions include criteria that have nothing to do with physical conditions of structures (such as "undeveloped land" or "inappropriately zoned" parcels). The grantee must be careful not to apply inappropriate requirements as the basis for its determinations.

When carrying out eligible code enforcement activities under the slum/blight or urgent need national objectives, grantees should be mindful of the statutory overall low- and moderate- income benefit requirement: over a period of time specified in the grantee's certification, not to exceed three years, not less than 70 percent of CDBG funds shall be expended for activities that benefit low- and moderate-income persons.

FAIR HOUSING AND CIVIL RIGHTS CONSIDERATIONS

Section 109 of Title I of the Housing and Community Development Act of 1974 prohibits CDBG grantees and sub-grantees from conduct that will cause discrimination on the ground of race, color, national origin, religion, or sex, in the participation in any program or activity funded in whole or in part with Federal financial assistance.

Pursuant to 24 CFR 5.105 (a), CDBG grantees and sub-grantees must also comply with housing and civil rights laws, including but not limited to the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. Grantees and- sub-grantees must assure that all CDBG-funded activities, including code enforcement activities, do not discriminate on the basis of race, color, religion, sex, disability, familial status, or national origin.

Pursuant to Section 504 of the Rehabilitation Act of 1973, CDBG grantees and sub- grantees should implement affirmative efforts to involve and ensure equal access to people with disabilities; therefore, varied approaches may be required to assure effective communication and information dissemination. For example, the code enforcement agency could ensure that electronic information concerning the building code is accessible to persons with disabilities. As another example, the code enforcement agency could conduct outreach to organizations representing persons with disabilities to inform them about inspection services to ensure compliance with accessibility requirements and about procedures for filing accessibility-related complaints. Also, pursuant to Section 504, the code enforcement agency must ensure that its communications offices and hearing rooms are accessible to persons with disabilities.

Recipients of CDBG funds should take reasonable steps to ensure meaningful access to their programs and activities to limited English proficient individuals. As an aid to recipients, the Department published *Final Guidance to Federal Financial Assistance Recipients: Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* (LEP Guidance) in the Federal Register at 72 FR 2732. For assistance regarding LEP obligations, go to www.justice.gov/crt/lep/guidance/HUD_guidance_Jan07.pdf. For more information on LEP, please visit www.hud.gov/offices/fheo/promotingfh/lep.cfm .

Finally, CDBG recipients and subrecipients must affirmatively further fair housing in their use of such funds. Grantees may offer services to affirmatively further fair housing in code enforcement. Such costs, examples of which follow, are not eligible code enforcement expenses but could be eligible as public services or program administrative costs. Both of these categories have caps on the overall activity expenses.

- Providing mobility counseling or referrals to housing counseling agencies for persons temporarily or permanently displaced by code enforcement actions;
- Training staff on fair housing requirements;
- Providing outreach to marginalized populations
- Establishing partnerships with Fair Housing Organizations, state and local fair housing agencies, and community-based organizations representing protected classes under the Fair Housing Act.

REVENUE FROM CODE ENFORCEMENT INSPECTIONS AND ENFORCEMENT OF CODES

Jurisdictions may assess a fine to the owner of the property that incurred the code violation. Since the fines are the end result of carrying out a CDBG-assisted activity, some grantees have been treating these fines as program income. However, such fines are not program income because they do not meet the definition of program income at § 570.500(a). Rather, revenue from code enforcement fines should be treated either as applicable credits against CDBG expenditures or as general revenue.

Appendix A of 2 CFR Part 225 defines applicable credits as receipts or reductions of expenditure type transactions that offset or reduce expense items allocable to Federal awards. To the extent that such credits accruing to or received by the governmental unit relate to allowable costs, they shall be credited to the Federal award either as a cost reduction or cash refund, as appropriate.

There are two instances that must be met for code enforcement fines to be considered credits: (1) the cost of the inspections for code violations and enforcement of codes, which may include the inspectors' salaries, must have been wholly or partially paid for with CDBG funds, and (2) the intended purpose of the code enforcement fine, as reflected in local law, handbook, manual, etc., is to recover the costs incurred for the code enforcement activities without regard to the source of funds for payment of the code enforcement activity. The second criterion means that local law or procedure requires that collected fines be used to recover the costs of code enforcement, regardless of the source of the funds used to pay these costs. For example, if 50 percent of a code enforcement inspector's salary is paid with CDBG funds and his or her code inspections in Target Area A resulted in $5,000 in fines being assessed, $2,500 would be considered an applicable credit against the CDBG expenditure, but only if the intended purpose of assessing the fine is to recover the code enforcement expenditures.

Code enforcement fines should be treated as general revenue if:
1) the purpose of the fine is not to recover the cost of the code inspections and enforcement;
2) the costs of carrying out the code inspections and enforcement were not paid with CDBG funds; or
3) the amount of the fine exceeds the costs paid with CDBG funds.
For example, a jurisdiction may require that revenues from code enforcement fines go into a dedicated fund that is used solely for some other purpose such as after-school education programs. Other income received by governments that may be considered general revenue include income earned from investments and income received from the payment of fines.

2012 STATUTORY PROVISION ON CODE ENFORCEMENT

Title II of Division F of the Moving Ahead for Progress in the 21st Century Act (MAP- of 2012 (Pub. L. 112-141) amended Section 105(a) of the Housing and Community Development Act of 1974 to add a new Section 105(a)(27) to the HCDA. This provision permitted CDBG funds to be used to supplement existing state or local funding for administration of building code enforcement by local building code enforcement departments, including:

1) increasing staffing;
2) providing staff training;
3) increasing staff competence and professional qualifications;
4) supporting individual certification or departmental accreditation; and
5) capital expenditures specifically dedicated to the administration of the building code enforcement department.

This legislation permitted training for code enforcement staff to be considered an activity delivery cost rather than a program administrative cost. This statute had a sunset date of July 6, 2014; CDBG-assisted activities allowed via this statutory authority are no longer eligible. However, some grantees may have undertaken code enforcement activities under its auspices while it was in effect. In particular, CDBG assistance provided under the authority of Section 105(a)(27) of the HCDA was required to be matched using non-Federal funds as follows:

1) For building code enforcement departments serving an area with a population of more than 50,000, not less than 50 percent of the total amount of CDBG funds provided for this activity;
2) for building code enforcement departments serving an area with a population of between 20,001 and 50,000, not less than 25 percent of the CDBG funds provided for this activity; and
3) For building code enforcement departments serving an area with a population of less than 20,000, not less than 12.5 percent of the CDBG funds provided for this activity.

Section 105(a)(3) of the HCDA and § 570.202(c) also permit the use of CDBG funds to pay of code enforcement inspectors. Training in code enforcement procedures and practices and paying for courses to increase inspectors' abilities to carry out efficient and proper code inspections and enforcement are eligible as activity delivery costs of CDBG-assisted code enforcement activities under Section 105(a)(3) of the HCDA and § 570.202(c). CDBG assistance under these provisions does not require a match and there is no sunset for these provisions.

RECORDKEEPING REQUIREMENTS

The Entitlement CDBG program regulations at § 570.506 identify records that must be kept by grantees carrying out CDBG-assisted activities. The State CDBG program regulations at § 570.490(a) and (b) identify records that states and units of general local government must maintain and provides that the content of records maintained by the state shall be as jointly agreed upon by HUD and the states. A copy of those requirements may be accessed at http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16372.pdf.

The lack of time distribution records and documentation to demonstrate use of CDBG funds for code enforcement in eligible areas has been a significant problem for some grantees. Not having complete and accurate documentation has resulted in monitoring findings and disallowed costs. Grantees have been required to repay significant sums of money from non- federal funds because they did not maintain records delineating the deteriorated or deteriorating areas, or records demonstrating that the CDBG program only paid for code enforcement costs in those areas. HUD has seen instances in which automobiles were purchased ostensibly for code enforcement purposes solely in defined areas, but the vehicle was assigned to a motor pool with no restrictions on who could use it; those costs had to be repaid. To avoid this problem, grantees should ensure that their records and documentation demonstrate activity eligibility, national objective compliance, allowability of costs, and cost reasonableness. In addition, grantees must ensure that their time distribution records regarding time spent conducting code enforcement in eligible areas is accurate. Having this information readily available is critical for grantees to avoid monitoring findings and disallowed costs.

At a minimum, grantees are required to have records that provide a full description of each activity being assisted with CDBG funds, including its location, if applicable; the amount of CDBG funds budgeted, obligated, and expended for the activity; and the provision in 24 CFR 570 subpart C or section 105(a) of the HCDA under which it is eligible. In addition, grantees must also have records that demonstrate how activities meet the criteria for national objectives in §§ 570.208 or 570.483. Records that grantees should maintain when carrying out CDBG- assisted code enforcement activities include:

- The state and local law definitions of deteriorated/deteriorating.
- A description of the conditions of the areas in which CDBG funds are used for code enforcement, demonstrating that these areas meet the state local law definition of deteriorated/deteriorating.
- If the low/moderate income area benefit national objective criterion is used, the boundaries of the areas in which CDBG funds are used for code enforcement that demonstrate compliance with this national objective.
- If the slum/blight area national objective criterion is used, the grantee's delineation of the areas inspected as slum/blighted under state or local law; a determination that a minimum of 25 percent of the buildings in the delineated area have either physical deterioration, property abandonment, chronic high occupancy turnover rates, and/or significant declines in property values or abnormally low property values relative to other areas in the community; and documentation of known or suspected environmental contamination.

- If the slum/blight urban renewal national objective criterion is used, the Urban Renewal at the time of closeout of Federal financial assistance under the Housing Act of 1949 or financial settlement under Section 112 of the HCDA, documentation that the urban renewal plan is incomplete, and a description of how the code enforcement inspections and enforcement were needed to complete the plan for the area.
- If the urgent need national objective is used, for entitlement grantees, a certification that the buildings inspected posed a serious and immediate threat to the health and welfare of the community, the disastrous occurrence was of recent origin (18 months before the grantee's certification, and that no other funding resources were available to assist the activity [§ 570.208(c)]. For the State CDBG program, the unit of general local government makes the certification, and the State determines, that the criterion above was met. See § 570.483(d).
- Identification of other activities to be carried out (whether CDBG-assisted or not) that will arrest the decline of the areas and their funding sources.
- Compliance with the procurement standards at § 85.36 when equipment and services are procured.

Grantees should also be able to justify expenses for necessary equipment and their use (e.g., uniforms/coveralls, handheld computers, gasoline, vehicle lease payments or use allowances). Grantees should maintain salary records (salaries, benefits, timesheets) of code enforcement inspectors being paid with CDBG funds and a description of all areas they are responsible for inspecting. The grantee must also document costs for legal proceedings such as salaries of hearing officers and attorneys.

CDBG funds may be used to pay for salaries, related benefits and costs such as uniforms, equipment, and vehicle use allowances, only for staff responsible for conducting inspections in specific target areas or areas that meet the low- and moderate-income area benefit national objective. Furthermore, such costs should be supported by time distribution records (if costs are treated as direct charges) or an indirect cost allocation plan prepared in accordance with applicable Federal cost principles. Grantees should charge the salaries of hearing officers in the same manner whenever possible. By doing so, grantees can avoid charging the CDBG program for the costs of code enforcement inspections carried out in ineligible areas and/or for charging the entire cost of their code enforcement programs to the CDBG program.

RESIDENTIAL HISTORIC PRESERVATION

Program/Account #	
Eligible Uses	Rehabilitation of historic buildings for residential use. Use matrix code 16A when the preservation or restoration of historically significant features is the only work being done. If historic preservation work is done as part of other housing rehabilitation, then use the relevant 14* matrix code.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility and SHPO requirements before applying for this project.** Historic preservation is eligible on a spot slum/blight basis. Historic preservation within public facilities requires pre-planning. Documented evidence of blight and decay on the exterior of the building is required. If the project requires section 106 to take place, the County will consult with the State Historic Preservation Office (SHP) regarding eligibility for the National Historic Register. The response from SHPO will be filed in the ERR. Section 106 requires consultation with federally recognized Indian tribes when a project may affect a historic property of religious and cultural significance to the tribe. The checklist will be placed in the applicable file. **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs**.
Environmental Code	**Contact Environmental Review at (248) 858-5309 to confirm if project is Categorically Excluded and/or Environmentally Assessed**
HUD Matrix Code	16A
Authority	24 CFR 570.202(d)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. SBS - Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.
Accomplishment Type	Organizations
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

CDBG OPERATION & REPAIR OF FORECLOSED PROPERTY ("IN-REM HOUSING")

Program/Account #	
Eligible Uses	Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	19E
Authority	42 USC 5305(a)(23)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	Organizations
Performance Objective	Create Suitable Living Environment
Performance Outcome	Sustainability

ECONOMIC DEVELOPMENT

- Matrix codes 17A – 17D should be used to identify special economic development activities carried out by the grantee or through a public or private non-profit subrecipient. Under these matrix codes, CDBG funds are not given to a specific for-profit business or businesses.

- Matrix codes 14E, 18A, 18B, 18C should be used when assistance is provided to a for-profit business for economic development projects.

REHAB: PUBLICLY OR PRIVATELY-OWNED COMMERCIAL/INDUS

Program/Account #	
Eligible Uses	Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to: • Exterior improvements (generally referred to as "façade improvements"). • Correction of code violations. For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	14E
Authority	24 CFR 570.202(a)(3) or 42 USC 5305(a)(2)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

Objectives	Outcome 1: Availability/ Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
#3 Economic Opportunity	Accessibility for the purpose of creating economic opportunities	Affordability for purchase of creating economic opportunities	Sustainability for the purpose of creating economic opportunities

Improve Availability or Accessibility - Applies to activities that make infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live. **Improve Affordability -** Applies to activities that provide affordability by lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Activities can include affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. **Improve Sustainability -** Sustainability is specifically tied to activities that are designed for the purpose of ensuring that a particular geographic area as a whole (such as a neighborhood) becomes or remains viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services
that sustains communities or neighborhoods.

COMMERCIAL/INDUSTRIAL: ACQUISITION/DISPOSITION

Program/Account #	
Eligible Uses	Land acquisition, clearance of structures, or assembling land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by public or private non-profits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Environmentally Assessed**
HUD Matrix Code	17A
Authority	24 CFR 570.203(a) or 42 USC 5305(a)(14)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

COMMERCIAL/INDUSTRIAL: INFRASTRUCTURE DEVELOPMEN

Program/Account #	
Eligible Uses	Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by public or private non-profits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Environmentally Assessed**
HUD Matrix Code	17B
Authority	24 CFR 570.203(a) or 42 USC 5305(a)(14)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

COMMERCIAL/INDUSTRIAL: BUILDING ACQUISITION, CONSTRUCTION

Program/Account #	
Eligible Uses	Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by public or private non-profits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Environmentally Assessed**
HUD Matrix Code	17C
Authority	24 CFR 570.203(a) or 42 USC 5305(a)(14)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

COMMERCIAL/INDUSTRIAL: OTHER IMPROVEMENTS

Program/Account #	
Eligible Uses	Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by public or private non-profits.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Environmentally Assessed**
HUD Matrix Code	17D
Authority	24 CFR 570.203(a) or 42 USC 5305(a)(14)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

ECONOMIC DEV: DIRECT FINANCIAL ASSIST TO FOR-PROFIT BUSIN

Program/Account #	
Eligible Uses	Financial assistance to private for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants. With one exception, a separate 18A activity must be set up for each business assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all businesses assisted during a program year may be combined in one activity.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Categorically Excluded**
HUD Matrix Code	18A
Authority	24 CFR 570.203(b) or 42 USC 5305(a)(17)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

ECONOMIC DEVELOPMENT: TECHNICAL ASSISTANCE

Program/Account #	
Eligible Uses	Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	18B
Authority	24 CFR 570.203(c) or 42 USC 5305(a)(17)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

ECONOMIC DEVELOPMENT: MICRO-ENTERPRISE ASSISTANC

Program/Account #	
Eligible Uses	Financial assistance, technical assistance, or general support services to owners and developers of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). The activity must be designed to exclusively serve microenterprises. With one exception, a separate activity must be set up for each microenterprise assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all assisted businesses may be combined in one activity.
Project Delivery Costs	Project Service Delivery Costs including staff timesheets, other direct costs, and service costs directly related to carrying out this activity are eligible. Cost reasonableness standards apply.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	18C
Authority	24 CFR 570.201(o) or 42 USC 5305(a)(22) + 24 CFR 570.482(c)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income.
Accomplishment Type	
Performance Objective	Economic Opportunity
Performance Outcome	

GENERAL ADMINISTRATION

GENERAL PROGRAM ADMINISTRATION

Program/Account #	
Eligible Uses	Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation. These activities, along with planning activities, are subject to the 20 percent limitation under24 CFR 570.200(g) and 570.489(a)(3).
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	21A
Authority	24 CFR 570.206 or 24 CFR 570.489(a)(3)
National Objective Codes	Not Applicable
Accomplishment Type	Not Applicable
Performance Objective	Not Applicable
Performance Outcome	Not Applicable

FAIR HOUSING ACTIVITIES (SUBJECT TO ADMIN CAP)

Program/Account #	
Eligible Uses	Fair housing activities carried out as part of general program administration rather than as a public service. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3). For fair housing activities carried out as a public service, use 05J.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	21D
Authority	24 CFR 570.206(c)
National Objective Codes	Not Applicable
Accomplishment Type	Not Applicable
Performance Objective	Not Applicable
Performance Outcome	Not Applicable

CDBG FUNDING OF HOME ADMINISTRATIVE COSTS

Program/Account #	
Eligible Uses	CDBG funding of administrative costs for the HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	21H
Authority	24 CFR 570.206(i)(2) or 42 USC 5305(a)(13)
National Objective Codes	Not Applicable
Accomplishment Type	Not Applicable
Performance Objective	Not Applicable
Performance Outcome	Not Applicable

CDBG FUNDING OF HOME CHDO OPERATING EXPENSES

Program/Account #	
Eligible Uses	CDBG funding of CHDO operating expenses for HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	21I
Authority	24 CFR 570.206(i)(2)
National Objective Codes	Not Applicable
Accomplishment Type	Not Applicable
Performance Objective	Not Applicable
Performance Outcome	Not Applicable

OTHER

CDBG NON-PROFIT ORGANIZATION CAPACITY BUIDLING

Program/Account #	
Eligible Uses	Activities specifically designed to increase the capacity of non-profit organizations to carry out specific CDBG eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff. The specific eligible activity for which capacity is being developed must meet a national objective. Payment of general operational and administrative costs of a non-profit organization is not eligible under this category.
Notes	**Contact Planning & Evaluation at (248) 858-5312 to determine eligibility before applying for this project.** **Contact Contract Compliance at (248) 858-0196 when compiling bids/specs.**
Environmental Code	**Exempt**
HUD Matrix Code	19C
Authority	24 CFR 570.201(p) or 42 USC 5305(a)(19)
National Objective Codes	**Contact Planning & Evaluation at (248) 858-5312 to determine National Objective. Options include:** LMA – Low-income area benefit: the service area identified for activities is at least 45.08% low-income income. LMC – Low-income limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low-income. LMH – Low-income housing benefit: activities that are carried out for providing or improving permanent residential structures that will be occupied by low-income households.
Accomplishment Type	
Performance Objective	
Performance Outcome	

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 28, 2024

TOPIC: Receive and File of Correspondence from Brad Hoover dated October 1, 2024, regarding Non-Consistent Enforcement of Violation Warning

BACKGROUND BRIEF:

Pursuant to Village Council rules, the Administration is requesting that Council receive and file the correspondence received from Brad Hoover dated October 1, 2024, regarding the Non-Consistent Enforcement of Violation Warning. Hard copies of the correspondence were provided to Council at the October 14, 2024, meeting.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To receive and file the correspondence received from Brad Hoover dated October 1, 2024, regarding the Non-Consistent Enforcement of Violation Warning.

Sonja Stout

From: Brad Hoover <bradnsandy@yahoo.com>
Sent: Tuesday, October 1, 2024 12:03 PM
To: Jerry; Teresa Rutt; c cyrowski; n moshier; Ken Portfliet; Stan Ford; Michael Lamb; Darwin McClary; Sonja Stout
Subject: UNFAIR SELECTIVE NON-CONSISTANT ENFORCEMENT OF VIOLATION

To: All Village of Lake Orion Council Members 10-1-2024 @ 11:47

From: Bradley Hoover, 376 BELLEVUE AVE, LAKE ORION MI 48362

SUBJECT : UNFAIR, NON CONSISTANT, WHAT I BELIEVE IS SELECTIVE ENFORCEMENT OF A VIOLATION WARNING.

I AM A LAKE FRONT HOME OWNER ON LAKE ORION, I PAY LAKE ORION AND VILLAGE TAX.

I AM SPEAKING ABOUT THE COMPREHENSIVE VILLAGE INVENTORY AND MAPPING PROJECT ON NON TAX LAND OR RIGHT OF WAY ALONG : *BELLEVUE AVE , BUENA VISTA , LONGPOINTE DRIVE. BECAUSE THEY ARE IN MY PROXIMITY*.

ON MAY MAY 19TH I WAS GIVEN A VIOLATION WARNING FOR SOME MOVABLE NAUTICAL 2 FOOT STANTIONS AND ROPES ACROSS THE STREET FROM MY ADDRESS. DUE TO WHAT I BELIEVE IS A FALSE REPORT OF A SAFETY HAZARD. I WAS TOLD TO REMOVE THEM WITHIN 24 HOURS. BEFORE THAT 24 HOURS WAS UP, THE VILLAGE HAD A TRUCK AND TWO MEN REMOVING MY ITEMS. I STOPPED THEM AND, I DID COMPLY AND MOVE THOSE ITEMS MYSELF.

DURING THE CONVERSATION WITH THE CODE ENFORCEMENT OFFICER, I TOLD HIM, THAT IF MY ACTION WAS A VIOLATION, AND A SAFETY HAZARD THEN THERE ARE OVER 37 VIOLATIONS ALONG THESE ROADS ON VILLAGE RIGHT OF WAY AND NOTHING IS BEING DONE ABOUT THEM. THE OFFICER DID AGREE WITH ME.

I DO HAVE SEVERAL EMAILS BETWEEN THE OFFICER AND THE VILLAGE MANAGER TO SUPPORT THIS.

I UNDERSTAND THIS MAY NOT BE MY PROPERTY. THAT IS YET TO BE DECIDED, HOWEVER, I WAS GIVEN A VIOLATION PRIOR TO ANY EVALUATION OF OWNERSHIP. AND WHEN I GAVE THE VILLAGE A LIST OF PROPERTIES THAT I ACTUALLY KNOW

ARE VILLAGE ROW. WITH PICTURES AND ADDRESSES SHOWING THE VIOLATIONS THAT ARE FAR WORSE THAN MY ALEGID VIOLATION. NOTHING HAS BEEN DONE.

THEREFORE MY CASE IS A FALSE REPORT OF A SAFETY HAZARD, FOLLOWED BY SELECTIVE UNFAIR ENFORCEMENT OF A VIOLATION WARNING.

I HAVE MORE DETAILS ON THAT, BUT I WON'T SHARE THEM AT THIS TIME. HOWEVER IN THE MEETING ON 9-9-2024 SEVERAL OF YOU SPOKE OF EQUALITY , FAIRNESS AND CONSISTANCY FOR THIS ENFORCEMNT OF CODE. AND THIS IS WHAT I AM SPEAKING TO. AS OF NOW, IN MY SITUATION AND AS TO WHAT HAS BEEN DONE TO ME IT HAS NOT BEEN FAIR, EQUAL OR CONSISTANT.

AND THE PROCESS IS JUST BEGINNING.

MOST OF THE HOMEOWNERS I WAS SPEAKING OF DO NOT HAVE LAKE FRONT ACCESS, DO NOT PAY LAKE FRONT TAXES, AND HAVE MADE MAJOR IMPROVEMENTS TO THESE VILLAGE OWNED LOTS ACROSS FROM THEIR HOMES. GIVING THEMSELVES FULL ACCESS TO LAKE ORION WATER FRONT, WHICH THEY DO NOT OWN. MANY WITH FRAUDULANT PERMITS. MEANING, THEY ARE GETTING PERMITS FOR WORK ON THEIR PROPERTY, BUT HAVE ACTUALLY BEEN DOING THE WORK ACROSS THE STREET ON VILLAGE PROPERTY. I MADE THIS KNOWN TO THE VILLAGE WHEN IT WAS HAPPENING, THEY AGREED, BUT GAVE THE OWNERS PERMISSION TO CONTINUE, EVEN AFTER THE BUILDING DEPARTMENT GAVE THEM A STOP WORK ORDER. THIS WAS DONE BY THE PREVIOUS VILLAGE MANAGER.

* THEY HAVE BEEN BUILDING TEIRED LANDSCAPING, AND IMPROVEING AND ADDING WALLS, SEAWALLS, A BOATHOUSE, AND FULLY REBUILDING A BOAT HOUSE AT (124 BELLEVUE AVE) POLES AND ROPES, HUGE BOULDERS, LARGE LANDSCAPING SLABS, DOCKS, ELECTRICAL, WATER SCOURCES. LIGHTING , HUGE PLANTERS AND, NO PARKING SIGNS, JUST TO NAME A FEW, AGAIN ALL ON VILLAGE OWNED RIGHT OF WAY. THESE RIGHT OF WAYS ARE COMPLETELY BLOCKED. THERE IS NO WHERE FOR A EMERGENCY VEHICLE TO PASS OR PARK ON THOSE NARROW ROADS. UNLIKE MY ROAD IN FRONT OF MY HOME WHICH TWO TRUCKS CAN PASS. AND THESE ARE REAL SAFETY HAZARDS.

I WAS ASSURED BY THE VILLAGE, POLICE AND CODE ENFORCEMENT THAT THERE WOULD BE FAIRNESS, EQUALITY AND CONSISTANCY, AND THAT ALL THE OTHER LOCATIONS WOULD BE ADDRESSED. REMEMBER, I HAD 24 HOURS TO COMPLY. AND THERE WAS NO INVENTORY, MAPPING OR SURVEY INVESTIGATION TO SEE IF I OWNED THE LOT ACROSS FROM MY HOME. IT HAS BEEN NOW 5 MONTHS AND STILL NOT ONE OTHER VIOLATION WARNING HAS BEEN GIVEN TO ANY OF THE OTHER 37 PLUS HOMEOWNERS, THAT I AM AWARE OF.

I BELIEVE IN MY CASE THERE WAS A FALSE SAFETY HAZARD REPORTED. A WARNING VIOLATION GIVEN TO ME, WHICH IN TURN WAS UNFAIR SELECTIVE ENFORCEMENT OF A WARNING VIOLATION, DUE TO NO OTHER IMMEDIATE VIOLATIONS HAVE BEEN GIVEN TO ANY OTHER HOMEOWNERS.

IF THERE IS TO BE FAIR, EQUAL AND CONSISTANCY THEN WHAT HAPPENED TO ME NEEDS TO BE DONE WITH ALL OTHER PROPERTIES IN THESE LOCATIONS.

I HAVE PICTURES OF MY AREA, AND PICTURES OF OTHERS. *****

IF A HOUSE, LANDSCAPING, OR A BOAT HOUSE IS ON VILLAGE LAND IT NEEDS TO BE REMOVED AND THE LOT LEVELED TO THE ROAD. IF THESE THINGS ARE NOT DONE, IT WILL NOT BE FAIR AND EQUAL OR CONSISTANT. I WAS TOLD I HAD 24 HOURS TO REMOVE MY ITEMS, WITHOUT ANY SURVEY ON MY AREA.

I AM STILL WAITING FOR THE VILLAGE, CODE ENFORCEMENT AND COUNCIL TO MAKE THE RIGHT FAIR AND CONSISTANT DECISIONS ON ALL LOTS AND PROPERTIES IN THE VILLAGE. THE COUNCIL NEEDS TO ENFORCE THESE CODES ACROSS THE BOARD TO ALL VILLAGE LOT OWNERS OR TO NONE. THAT IS THE ONLY FAIR AND EQUITABLE WAY TO HANDLE THIS IN A CONSISTANT WAY.

****

****

THERE IS ONE OTHER OPTION:

IT HAS BEEN PROPOSED BEFORE IS TO GRANT THESE LOTS TO THE OWNERS ACROSS THE STREET FROM THEIR HOMES, JUST LIKE THERE ARE ALREADY RANDOM LOTS THAT DO OWN ACROSS FROM THEIR HOMES. FOR WHAT EVER REASON. OWNERS SHOULD ASSUME COSTS

I REALIZE THIS WOULD BE A DECISION FOR COUNSEL, THEN A VOTE FOR THE VILLAGE. HOWEVER THIS HAS BEEN A LONG BATTLE FOR THE VILLAGE AND HOMEOWNERS

THIS WAY THE VILLAGE CAN BE RELEIVED FROM MAINTAINING THE LOTS, AND COLLECT ADDITIONAL TAX REVENUE, AND BE RELEIVED OF THIS BURDEN ONCE AND FOR ALL.

IF THE VILLAGE DECIDEDS NOT TO LAND GRANT, THEN AS I SAID THE LOTS NEED TO BE LEVELED, BROUGHT BACK UP TO ROAD LEVEL FOR A SHOULDER AND ROW. AND USED AS A RIGHT OF WAY AS IT WAS INTENDED, THAT WOULD BE FLAT GRAVEL. THIS WOULD BE FOR PARKING AND EMERGENCY VEHICLE ACCESS TO OUR AREA.

AND THAT WOULD BE THE ONLY ACTION THAT WOULD BE FAIR, EQUITABLE AND CONSISTANT. BASED ON WHAT HAS BEEN DONE TO ME.

IF ANY OF YOU HAVE QUESTIONS PLEASE CONTACT ME

YOU MAY REACH ME AT 248-997-0889 MESSEGE, TEXT OR CALL

MY EMAIL: bradnsandy@yahoo.com

THANK YOU

Brad Hoover

376 Bellevue Ave

Lake Orion MI 48362

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 28th, 2024

TOPIC: Approval of Village Council Regular Meeting Minutes of October 14th, 2024.

RECOMMENDED MOTION: To approve the October 14th, 2024 Village Council Regular Meeting Minutes, as presented.

MINUTES

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, October 14, 2024

7:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The October 14th, 2024, Village Council Regular Meeting was called to order at 7:30 PM.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

PRESENT
President Jerry Narsh
President Pro Tem Teresa Rutt
Council member Carl Cyrowski
Council member Nancy Moshier
Council member Kenneth Van Portfliet
Council member Stan Ford
Council member Michael Lamb

STAFF PRESENT
Village Manager Darwin McClary
Police Chief Mark Amundson
DPW Director Wes Sanchez
DDA Executive Director Matthew Gibb
DDA Asst. Director Janet Bloom

4. Presentations

None.

5. Call to the Public

George Dandalides spoke.

Donald Kindred spoke.

6. Consent Agenda

MOTION made by Council member Lamb, Seconded by Council member Cyrowski to remove items A. Budget Amendments for Adopted Budget, B. Receive and file correspondence from Cory Johnston and item C. Board of Zoning Appeals Re-appointment- Ray Putz for further discussion.
VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

A. Budget Amendments for Adopted Budget

Removed for further discussion.

B. Receive and file correspondence from Cory Johnston dated September 23rd , 2024, regarding Public Comments

Removed for further discussion.

C. Board of Zoning Appeals Regular Member Re-Appointment - Ray Putz

Removed for further discussion.

D. Approval of Village Council Regular Meeting Minutes of September 23, 2024

MOTION made by Council member Lamb, Seconded by Council member Cyrowski to approve the September 23, 2024 Village Council Regular Meeting Minutes, as presented.
VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

E. Receive and File of September 2024 Police Department Activity Report

MOTION made by Council member Lamb, Seconded by Council member Cyrowski to receive and file the September 2024 Police Department Activity Report.
VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

F. Village Office Closure - December 26, 2024 & January 2, 2025

MOTION made by Council member Lamb, Seconded by Council member Cyrowski to approve the Village Office Closure of December 26, 2024, and January 2, 2025, as presented.
VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

G. Approval of Special Event - Sing & Stroll Tree Lighting

MOTION made by Council member Lamb, Seconded by Council member Cyrowski to adopt Resolution 2024-035 approving the "Sing & Stroll Tree Lighting" Event Permit Application and the License Agreement between the Village of Lake Orion and Lake Orion Downtown Development Authority. The event is to be held on November 21, 2024, and authorize the Village Council President and Village Clerk to execute the document on behalf of the Village.

VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

7. Items Removed from the Consent Agenda

A. Budget Amendments for Adopted Budget

MOTION made by President Pro Tem Rutt, Seconded by Council member Van Portfliet to approve the Village Administration's budget amendment requests for several funds, as presented.

VOTING YEA: Narsh, Rutt, Cyrowski, Van Portfliet, Ford,
VOTING NAY: Moshier, Lamb
ABSENT: None
MOTION: Carried

B. Receive and file correspondence from Cory Johnston dated September 23rd , 2024, regarding Public Comments

MOTION made by Council member Lamb, Seconded by Council member Cyrowski to receive and file the correspondence received from Cory Johnston dated September 23rd , 2024, regarding Public Comments.

VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

C. Board of Zoning Appeals Regular Member Re-Appointment - Ray Putz

MOTION made by Council member Lamb, Seconded by Council member Van Portfliet to re-appoint Ray Putz to three-year term on the Board of Zoning Appeals (BZA), term to expire on June 30, 2027.

VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

8. Approval of Agenda

MOTION made by President Pro Tem Rutt, Seconded by Council member Cyrowski to approve the agenda for Monday, October 14, 2024 Village Council Regular Meeting.
VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

9. Public Hearings

None.

10. Financial Matters

A. Invoice Approval - October 14, 2024
Motion made by Council member Van Portfliet, Seconded by President Pro Tem Rutt to approve the October 14, 2024 bills in the amount of $ 432,884.70 of which $ 78,985.74 are DDA bills for a net total of $ 353,898.96 and to receive and file the DDA bills.
VOTING YEA: Narsh, Rutt, Cyrowski, Van Portfliet, Ford,
VOTING NAY: Moshier, Lamb
ABSENT: None
MOTION: Carried

B. Financial Reports - September 2024
MOTION made by President Narsh, Seconded by Council member Lamb to receive and file the financial reports for September 2024.
VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

C. Invoice Approval - Necessary Invoices to be paid by December 23, 2024
MOTION made by President Pro Tem Rutt, Seconded by Council member Ford to authorize the Village Manager and Clerk/Treasurer to pay the remainder of the 2024 bills that are necessary to keep bills from accumulating late fees and penalties during the holiday season on the next check run date of December 23rd, 2024.
VOTING YEA: Narsh, Rutt, Cyrowski, Van Portfliet, Ford,
VOTING NAY: Moshier, Lamb
ABSENT: None
MOTION: Carried

11. Other Items

A. Leaf and Wood Chip Hauling and Disposal
MOTION made by Council member Van Portfliet, Seconded by Council member Cyrowski to approve the Village Manager to authorize Owen Tree Service to haul the pile of leaves and

wood chips at Eastlawn Cemetery at a price of $10.00 per Yard up to but not to exceed $7000.00.

VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

12. Call to the Public

Harry Stephens spoke.

Matt Gibb spoke.

Donald Kindred spoke.

Rosemary Ford spoke.

13. Council Comments

Council Member Lamb spoke.

Council Member Ford spoke.

Pro Temm Rutt spoke.

Council Member Van Portfliet spoke.

Council Member Moshier spoke.

Council Member Cyrowski spoke.

President Narsh spoke.

14. Village Manager Comments

The Village Manager provided a summary of his report, which is also available on the Village Manager's page of the Village of Lake Orion's website.

15. Closed Session Items

16. Business From Closed Session

17. Adjournment

MOTION made by Council member Cyrowski, Seconded by Council member Van Portfliet to adjourn the October 14, 2024, 2024 Village Council Regular Meeting.

VOTING YEA: Narsh, Rutt, Cyrowski, Moshier, Van Portfliet, Ford, Lamb
VOTING NAY: None
ABSENT: None
MOTION: Carried

The October 14th, 2024, Village Council Regular Meeting adjourned at 8:20 PM.

_____ _____

Jerry Narsh
President

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on October 28th, 2024.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 28, 2024

TOPIC: Receive and File Board of Zoning meeting minutes July 11th , 2024

RECOMMENDED MOTION: To receive and file the July 11th , 2024 Board of Zoning Regular Meeting Minutes, as presented.

MINUTES

SPECIAL MEETING OF THE BOARD OF ZONING APPEALS

Thursday, July 11, 2024

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The July 11, 2024 Board of Zoning Appeals Special Meeting was called to order at 6:30 PM.

2. Roll Call and Determination of Quorum

PRESENT
Chairperson Bradley Mathisen
Vice Chairperson Raymond Putz
Secretary Brenton Bailo
Board Member/Planning Commission Representative Hank Lorant

ABSENT
Board Member Mary Chayka-Crawford

STAFF PRESENT
Village Planning and Zoning Coordinator Gage Belko
Village Clerk/Treasurer Sonja Stout

3. Designation of Alternate, as necessary

4. Approval of Agenda

MOTION made by Vice Chairperson Putz, Seconded by Secretary Bailo to approve the July 11, 2024 Special Meeting Agenda of Board of Zoning Appeals as presented.

VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

5. Approval of Minutes

A. Approval of BZA Minutes June 6th, 2024

MOTION made by Secretary Bailo, Seconded by Board Member/Planning Commission Representative Lorant, to approve the June 6th, 2024 Regular meeting minutes of Board of Zoning Appeals as presented.

VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

6. Public Comments on Non-Agenda Items Only

None.

7. Action Items

A. A-24-04 (638 Buena Vista) Variance Requests

MOTION made by Chairperson Mathisen, Seconded by Vice Chairperson Putz to open the Public Hearing.

VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

Chairperson Mathisen opened the public hearing at 6:32 PM.

Planner Belko provided a brief synopsis of variance request as stated in McKenna report with noting that item #2 is actually a 3.5 foot variance instead of the stated 4.5 ft variance. Planner Belko presented the recommendation for approving all the proposed variances subject to the property being lawfully rezoned within one (1) year to RL, Lake Single Family Residential, to align with zoning map and future land use map.

Anton Rozhanskiy with Olax, Inc, stated that there is no exterior/interior structure rebuild except for the kitchen as mentioned by the planner. Their plan is to reface the home to grant access to the house from the current garage and currently there is no access to the home from the garage.

The Board asked various questions directed towards Olax, Inc, representatives about their plans for improvement to the current structure and responses were provided.

Anton Rozhanskiy provided Chairperson Mathisen with a document that is attached and incorporated as part of the minutes that included various signatures from neighbors requesting the variance be approved.

Planner Belko went over procedures for approving the variances and his recommendation of attaching the condition to re-zone the property. He also went over the re-zoning procedures and that the property owner must initiate the process, then it must work through the proper

channels such first going to the Planning Commission Board then to Village Council for approvals. He said that construction can begin immediately.
Planner Belko had asked if the homeowners, the Ottos, would be open to the re-zoning process before moving forward on a vote.

The Ottos inquired about the cost and process of the re-zoning process and asked various questions to Planner Belko. Planner Belko expressed his concern for the homeowner's hesitancy and possibly tabling the item until he felt the homeowners would have a better understanding of the process being requested.

Caren Otto, requested a short recess to discuss with the representatives from Olax, Inc, and Planner Belko to discuss their options before tabling the item.

MOTION made by Chairperson Mathisen, Seconded by Board Member/Planning Commission Representative Lorant to recess for 15 minutes.
VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

The Board took a recess at 7:02 PM.
The Board re-convened at 7:17 PM.

Board Member/Planning Commission Representative Lorant asked if the item needed to be tabled and expressed his concern if voted on, the repercussions of not being able to be brought back to the board for another year.

Matt Craig, 146 Bellevue Ave, supports the construction of the property but is unsure of the re-zoning process that is being requested.

MOTION made by Chairperson Mathisen, Seconded by Board Member/Planning Commission Representative Lorant to close the Public Hearing.
VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

Chairperson Mathisen closed the public hearing at 7:22 PM.

Chairperson Mathisen read an email from Tom and Mary Sakala expressing their support for granting the variance requests. The letter is attached and incorporated as part of the minutes.

The Board had discussion.

MOTION #1 made by Secretary Bailo, Seconded by Board Member/Planning Commission Representative Lorant to approve the requested variance from the minimum required front yard setback for accessory structures, as proposed, subject to the property being lawfully

rezoned within one (1) year to RL, Lake Single Family Residential, therefore conferring approval of a lesser variance of 5.5 feet, based on the findings of the Village Planning Consultant enumerated in a letter dated July 2, 2024.
VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

MOTION #2 made by Secretary Bailo, Seconded by Board Member/Planning Commission Representative Lorant to approve the requested variance from the minimum required side yard setback, as proposed, subject to the property being lawfully rezoned within one (1) year to RL, Lake Single Family Residential, based on the findings of the facts that is found in the Village Planning Consultant enumerated in a letter dated July 2, 2024.
VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

MOTION #3 made by Chairperson Mathisen, Seconded by Board Member/Planning Commission Representative Lorant to approve the requested variance from the minimum required accessory structure placement behind the front building line, as proposed, subject to the property being lawfully rezoned within one (1) year to RL, Lake Single Family Residential, based on the findings of the Village Planning Consultant enumerated in a letter dated July 2, 2024.
VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

B. Monthly Planning and Zoning Report

MOTION made by Chairperson Mathisen, Seconded by Board Member/Planning Commission Representative Lorant to receive and file.
VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

Board Member/Planning Commission Representative Lorant spoke.

Dr. Brenton Bailo spoke.

Board Member Putz spoke.

8. Next Regular Meeting - August 1st, 2024

9. Adjournment

MOTION made by Board Member/Planning Commission Representative Lorant, Seconded by Secretary Bailo, to adjourn the July 11, 2024 Board of Zoning Appeals Special Meeting.
VOTING YEA: Mathisen, Putz, Bailo, Lorant
VOTING NAY: None
ABSENT: Chayka-Crawford
MOTION: Carried

The July 11th, 2024 Board of Zoning Appeals Special Meeting adjourned at 7:34 PM.

_____
Dr. Brenton Bailo
Secretary

_____
Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on October 3, 2024.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 28, 2024

TOPIC: Receive and File of DDA Regular Meeting Minutes of September 17th , 2024

RECOMMENDED MOTION: To receive and file the September 17th, 2024 Regular Meeting Minutes of the Downtown Development Authority Board as presented.

MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, September 17, 2024

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The September 17th, 2024 Downtown Development Authority Board Regular Meeting was called to order at 6:30 PM.

2. Roll Call and Determination of Quorum

PRESENT
Chairperson Debbie Burgess
Vice Chairperson Sam Caruso
Treasurer Matt Shell
Secretary Hank Lorant
Board Member Sally Medina
Board Member Alaina Campbell
Village President Jerry Narsh

ABSENT
Board Member Lloyd Coe
Board Member Chris Barnett

STAFF PRESENT
DDA Executive Director Matthew Gibb
DDA Assistant Director Janet Bloom
Village Manager Darwin McClary
Clerk/Treasurer Sonja Stout

3. Approval of Minutes

A. August 20th, 2024 DDA Regular Meeting Minutes

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Minutes of August 20th, 2024.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the agenda of September 17, 2024, Downtown Development Authority Board Regular Meeting, with the addition of agenda item 9.B.1, Debris and Dangerous Material Removal-Lumberyard.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

5. Call to the Public

Mike Lamb spoke.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the written correspondence from Cory Johnston.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

6. Consent Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Consent Agenda approved by one vote.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the financial reports for August 2024.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve disbursements in the amount of $15,581.40 for August 2024 .

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

8. New and Old Business

9. Reports, Resolutions and Recommendations

A. Budget Task Force

MOTION made by Treasurer Shell, Seconded by Vice Chairperson Caruso to receive and file the Minutes of the Budget Task Force Meeting held on September 11, 2024, including the exhibits thereto.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move and direct that the Executive Director, with assistance of counsel, prepare and present a policy resolution for a step by step basis for all future budget preparation and approval(s), as set forth in the attorneys letter of August 19, 2024, such Resolution be presented at the next available meeting of the DDA Board.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move and direct that the Executive and Assistant Director complete such necessary research so that the DDA Board, with the advice of counsel, may discuss and consider an appropriate and reasonable basis for including a “reasonable administrative fee”, as set forth in PA 57, in all future budgets, with all other charges and expenses contained within a fully considered contract or agreement.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

B. Executive Directors Report

MOTION made by Treasurer Shell, Seconded by Vice Chairperson Caruso to receive and file the Executive Directors Report.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

C. Assistant Director's Report

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Executive Directors Report.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

D. Committee Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Executive Directors Report.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

10. Board Comments

Board Member Medina spoke.

Secretary Lorant spoke.

Treasurer Shell spoke.

Vice Chairperson Caruso spoke.

Board Member Campbell spoke.

President Narsh spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting - October 15, 2024

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to adjourn the September 17, 2024 Downtown Development Authority Board Regular Meeting.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh
VOTING NAY: None
ABSENT: Coe, Barnett
MOTION: Carried

The September 17, 2024 Downtown Development Authority Board Regular Meeting adjourned at 8:04 PM.

_____ _____

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on October 15, 2024.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 28, 2024

TOPIC: Invoice Approval - October 28, 2024

RECOMMENDED MOTION: To approve the October 28, 2024 bills in the amount of $ 122,120.72 of which $ 15,829.06 are DDA bills for a net total of $ 106,291.66 and to receive and file the DDA bills.

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000 REVENUE					
101-000-279-000	RETIREE HEALTHCARE-RETIREE PORTI	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE 11-1-2024-11-30-2024	978.48	
101-000-281-001	44 E FLINT VARIANE	MCKENNA ASSOCIATES, INC.	SERVICES SEPTEMBER 1, 2024 THRU SEPTEME	400.00	
101-000-281-002	175-195 LAKE STREET RE-ALIGNMENT	NOWAK & FRAUS ENGINEERS	N704 LAKE ST RE-ALIGNMENT SEPTEMBER 29	325.00	
101-000-281-006	141 ELIZABETH ST	NOWAK & FRAUS ENGINEERS	M818 ELIZABETH STREET APTS THRU OCTOBEF	1,868.75	
101-000-281-007	CONSTRUCTION SERVICES/AS BUILT R	NOWAK & FRAUS ENGINEERS	M775 BLANCH SIMS ELEMENTARY THRU SEPTEM	1,392.50	
101-000-281-008	ENGINEERING REVIEW	NOWAK & FRAUS ENGINEERS	O039-SNUG HARBOR SEPTEMBER 29 2024	375.00	
101-000-281-011	CONSTRUCTION SERVICES	NOWAK & FRAUS ENGINEERS	N569 ORION VILLAS-597 MILLER RD THRU SE	3,637.50	
101-000-281-012	CONSTRUCTION SERVICES/SITE PLAN	NOWAK & FRAUS ENGINEERS	N035 MYSTIC COVE THRU SEPTEMBER 29 2024	343.75	
		Total For Dept 000 REVENUE		9,320.98	
Dept 171 VILLAGE MANAGER					
101-171-956-000	ICMA ANNUAL MEMBER DUES-VILLAGE	ICMA	ANNUAL MEMBERSHIP DUES - VILLAGE MANAGE	620.75	
		Total For Dept 171 VILLAGE MANAGER		620.75	
Dept 215 VILLAGE CLERK					
101-215-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	497.82	
		Total For Dept 215 VILLAGE CLERK		497.82	
Dept 228 Information Technology					
101-228-801-000	ANNUAL FEE	CIVICPLUS LLC	WEBSITE YEARLY PAYMENT	4,636.01	
101-228-801-000	MONTHLY BILLING FOR JULY INV #15	VC3, INC.	COMPUTER SERVICES	8,012.60	
		Total For Dept 228 Information Technology		12,648.61	
Dept 253 FINANCE TREASURY					
101-253-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	601.76	
		Total For Dept 253 FINANCE TREASURY		601.76	
Dept 260 GENERAL ACTIVITIES					
101-260-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE 11-1-2024-11-30-2024	856.19	
101-260-727-000	VILLAGE WATER RENTAL	CRYSTAL WATER COMPANY	VILLAGE WATER OCTOBER	25.00	
101-260-727-000	FED/STATE/PREVENTIONX5	MICHIGAN LABOR LAW POSTER	LABOR LAW POSTERS 2025	782.00	
101-260-728-000	TOILET PAPER 1VNXHWXXFR9N	AMAZON CAPITAL SERVICES	AMAZON SUPPLIES	56.38	
101-260-830-000	10-1-24/10-31-24	PRIORITY WASTE	MONTHLY CURBSIDE COLLECTION ACC32147	21,874.60	
101-260-851-000	TELEPHONES	MISWITCH COMMUNICATIONS	VILLAGE & POLICE PHONES NOVEMBER	272.45	
101-260-920-000	20 E SHADBOLT ACCT # 1030 1598 9	CONSUMERS ENERGY	SEPTEMBER BILL	11.54	
101-260-930-000	ACCT 28473094 VILLAGE MONTHLY NO	ORKIN PEST CONTROL	MONTHLY PEST BILL NOVEMBER	104.99	
101-260-956-000	10/1/24-10/31/24	BASIC BENEFITS	MONTHLY COBRA FEE - OCTOBER	33.97	
101-260-956-000	MILEAGE REIMBURSEMENT 144 X 2 X	JOEL WARREN	MERS CONFERENCE	192.96	
		Total For Dept 260 GENERAL ACTIVITIES		24,210.08	
Dept 721 PLANNING AND ZONING					
101-721-801-000	OCT 3 2024 BZA MINUTES	SMITH, DANIELLE	BZA MEETING MINUTES 10.3.24	150.00	
101-721-829-000	PROFESSIONAL VIRTUAL OFFICE	MCKENNA ASSOCIATES, INC.	SERVICES SEPTEMBER 1, 2024 THRU SEPTEME	4,440.00	
101-721-840-000	MONTHLY RETAINER	MCKENNA ASSOCIATES, INC.	SERVICES SEPTEMBER 1, 2024 THRU SEPTEME	850.00	
		Total For Dept 721 PLANNING AND ZONING		5,440.00	
Dept 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-805-000	20	ANDREWS HOOPER PAVLIC PLC 2024-2025	FINANCIAL AUDIT	2,965.00	
		Total For Dept 880 CONTRACT SERV - LEAGAL/ACCTING/ENGI		2,965.00	
		Total For Fund 101 GENERAL FUND		56,305.00	
Fund 202 MAJOR STREET FUND					
Dept 260 GENERAL ACTIVITIES					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR STREET FUND					
Dept 260 GENERAL ACTIVITIES					
202-260-805-000	2	ANDREWS HOOPER PAVLIC PLC	2024-2025 FINANCIAL AUDIT	101.00	
		Total For Dept 260 GENERAL ACTIVITIES		101.00	
Dept 463 ROUTINE MAINTENANCE					
202-463-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	223.77	
202-463-801-000	STREET SWEEPING 10/13/24	CURBCO SWEEPING	STREET SWEEPING	385.00	
		Total For Dept 463 ROUTINE MAINTENANCE		608.77	
Dept 474 TRAFFIC SERVICES					
202-474-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	83.92	
		Total For Dept 474 TRAFFIC SERVICES		83.92	
Dept 478 WINTER MAINTENANCE					
202-478-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	447.54	
		Total For Dept 478 WINTER MAINTENANCE		447.54	
		Total For Fund 202 MAJOR STREET FUND		1,241.23	
Fund 203 LOCAL STREET FUND					
Dept 260 GENERAL ACTIVITIES					
203-260-805-000	2	ANDREWS HOOPER PAVLIC PLC	2024-2025 FINANCIAL AUDIT	77.00	
		Total For Dept 260 GENERAL ACTIVITIES		77.00	
Dept 463 ROUTINE MAINTENANCE					
203-463-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	419.57	
		Total For Dept 463 ROUTINE MAINTENANCE		419.57	
Dept 474 TRAFFIC SERVICES					
203-474-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	111.88	
203-474-726-000	STREET SIGNS PARK CT	ECONO SIGNS		162.55	
		Total For Dept 474 TRAFFIC SERVICES		274.43	
Dept 478 WINTER MAINTENANCE					
203-478-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	531.45	
		Total For Dept 478 WINTER MAINTENANCE		531.45	
Dept 875 CONSTRUCTION					
203-875-977-000	PROPOSAL P2021-084	NOWAK & FRAUS ENGINEERS	M718 PARK AVENUE RETAINING WALL THRU SE	3,450.00	
		Total For Dept 875 CONSTRUCTION		3,450.00	
		Total For Fund 203 LOCAL STREET FUND		4,752.45	
Fund 207 POLICE FUND					
Dept 301 POLICE/SHERIFF/CONSTABLE					
207-301-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE 11-1-2024-11-30-2024	856.19	
207-301-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	1,415.75	
207-301-740-000	MOUTH PIECES 250 PKG	LIFELOC TECHNOLOGIES, INC	MOUTH PIECES	37.00	
207-301-740-000	REIMBURSEMENT FOR CANDY	MATT MIHACSI	TRUNK OR TREAT LOPD	75.77	
207-301-742-000	RENTAL FOR POLICE RANGE	MICHIGAN SHOOTING CENTERS,	POLICE RANGE	350.00	
207-301-743-000	ARMOR FOR LARRY JONES	ON DUTY GEAR LLC	VEST FOR LARRY JONES	675.00	
207-301-743-000	ARMOR FOR POLICE	ON DUTY GEAR LLC	VESTS FOR POLICE	5,280.00	
207-301-743-000	REIMBURSEMENT	PINCKNEY POLICE DEPARTMENT	PURCHASE OF BULLET PROOF VEST FOR ANNIE	828.50	
207-301-801-000	OAKLAND COUNTY SHERIFF COVERAGE	CHARTER TOWNSHIP OF ORION	OAKLAND COUNTY PATROL 10/24	8,500.00	
207-301-801-000	ANNIE PIRKLE BACKGROUNDS	FORTIS GROUP LLC	PRE EMPLOYMENT BACKGROUND CHECK - PIRKI	1,200.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 POLICE FUND					
Dept 301 POLICE/SHERIFF/CONSTABLE					
207-301-801-000	SHANE HOCKNEY BACKGROUNDS	FORTIS GROUP LLC	PRE EMPLOYMENT BACKGROUND CHECK - HOCKN	1,200.00	
207-301-801-000	ANNE PIRKLE PSYCHE NEW HIRE	JUDITH MALINOWSKI LLP	PRE EMPLOYMENT PSYCHOLOGICAL EVALUATION	500.00	
207-301-804-000	SHERIFF DISPATCH SERVICES	OAKLAND COUNTY TREASURER	SHERIFF DISPATCH SERVICES OCTOBER 2024	3,840.00	
207-301-805-000	9	ANDREWS HOOPER PAVLIC PLC	2024-2025 FINANCIAL AUDIT	439.00	
207-301-807-000	MEMBERSHIP USAGE FEE JUL-SEP 202	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP INVOICE # CI045988	3,238.00	
207-301-851-000	TELEPHONES	MISWITCH COMMUNICATIONS	VILLAGE & POLICE PHONES NOVEMBER	272.45	
207-301-865-000	POLICE	ROAD COMMISSON FOR OAKLANI	FUEL FOR DPW & POLICE SEPTEMBER	128.91	
		Total For Dept 301 POLICE/SHERIFF/CONSTABLE		28,836.57	
		Total For Fund 207 POLICE FUND		28,836.57	
Fund 225 DEPT OF PUBLIC WORKS FUND					
Dept 000 REVENUE					
225-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE 11-1-2024-11-30-2024	3,180.14	
		Total For Dept 000 REVENUE		3,180.14	
Dept 276 CEMETERY					
225-276-748-000	28X18 FOUNDATION 10/16/24	GENESEE VALLEY VAULT INC.	FOUNDATION	112.00	
		Total For Dept 276 CEMETERY		112.00	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
225-441-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	139.86	
225-441-740-000	REPLACEMENT PHONE CASE 11WQHNN4N	AMAZON CAPITAL SERVICES	AMAZON SUPPLIES	19.99	
225-441-805-000	6	ANDREWS HOOPER PAVLIC PLC	2024-2025 FINANCIAL AUDIT	282.00	
225-441-820-000	GRAY 1X	BOOT BARN	DPW CLOTHING PURCHASES	84.60	
225-441-821-000	UNIFORM CLEANING 10/9/24 1390321	UniFIRST	WEEKLY DPW UNIFORM CLEANING	213.32	
225-441-865-000	DPW	ROAD COMMISSON FOR OAKLANI	FUEL FOR DPW & POLICE SEPTEMBER	245.77	
225-441-930-000	DPW EXTERIOR LIGHTS 256101	J & T ELECTRICAL SUPPLY	REPLACEMENT BULBS DPW EXTERIOR LIGHTS	748.81	
225-441-931-000	PLOW OIL CHANGE 274541	BOSTICK TRUCK CENTER	PLOW MAINTENANCE	228.60	
225-441-931-000	TIRE FOR WOOD CHIPPER	TIRE WAREHOUSE, INC	REPAIR FOR WOOD CHIPPER	210.46	
		Total For Dept 441 DEPARTMENT OF PUBLIC WORKS		2,173.41	
Dept 443 PHASE II STORMWATER					
225-443-801-000	MS4 EVALUATION/AUDIT	NOWAK & FRAUS ENGINEERS	M671 MS4 PERMIT ASSISTANCE THRU OCTOBEF	600.00	
		Total For Dept 443 PHASE II STORMWATER		600.00	
		Total For Fund 225 DEPT OF PUBLIC WORKS FUND		6,065.55	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 260 GENERAL ACTIVITIES					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	546.16	
248-260-801-000	24% OF ESTIMATED AUDIT FEE	VILLAGE OF LAKE ORION	AUDIT FEES	4,200.00	
248-260-920-000	INV 203945402087	CONSUMERS ENERGY	UTILITY	25.93	
248-260-920-000	WATER/SEWER/GARBAGE 165 S BROADW	VILLAGE OF LAKE ORION	UTILITY	505.22	
		Total For Dept 260 GENERAL ACTIVITIES		5,277.31	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-888-000	INV 24-0002251	CHARTER TOWNSHIP OF ORION	MARKETING	2,723.75	
248-728-888-000	INV 363753	VIEW NEWSPAPER GROUP	ADVERTISING	828.00	
		Total For Dept 728 ECONOMIC DEVELOPMENT		3,551.75	
		Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND		8,829.06	
Fund 301 DOWNTOWN DEV BOND PROJECT 2023					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 301 DOWNTOWN DEV BOND PROJECT 2023					
Dept 901 905					
301-901-950-000	ACQUISTION OF ADDITIONAL PROPERT	VANGUARD TITLE CO	ACQUISITION OF ADDITIONAL PROPERTY, ALI	7,000.00	
		Total For Dept 901 905		7,000.00	
		Total For Fund 301 DOWNTOWN DEV BOND PROJECT 2023		7,000.00	
Fund 592 WATER AND SEWER FUND					
Dept 260 GENERAL ACTIVITIES					
592-260-805-000	23	ANDREWS HOOPER PAVLIC PLC	2024-2025 FINANCIAL AUDIT	1,136.00	
		Total For Dept 260 GENERAL ACTIVITIES		1,136.00	
Dept 548 SEWER ACTIVITIES					
592-548-801-000	SEPTEMBER 2024	GREAT LAKES WATER AUTHORI1	INDUSTRIAL SPECIFIC RETAIL	840.72	
592-548-801-000	M629 GENERAL ENGINEERING	NOWAK & FRAUS ENGINEERS	M629 GENERAL ENGINEERNIG SERVICES THRU	437.50	
592-548-975-001	EPA GRANT APPLICATION	NOWAK & FRAUS ENGINEERS	N434 SANITARY SEWER PUMP STATION IMPROV	1,862.50	
		Total For Dept 548 SEWER ACTIVITIES		3,140.72	
Dept 556 WATER ACTIVITIES					
592-556-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	839.14	
592-556-931-002	SUPPLIES	GUNNERS METERS & PARTS,]	PARTS FOR WATER MAIN REPAIRS	170.00	
592-556-931-003	SUPPLIES	GUNNERS METERS & PARTS,]	PARTS FOR WATER MAIN REPAIRS	65.00	
592-556-975-000	SUPPLIES	GUNNERS METERS & PARTS,]	PARTS FOR WATER MAIN REPAIRS	1,486.00	
592-556-975-000	TOPSOIL	ORION STONE DEPOT	RESTORATION-TOP SOIL 4 YARDS	104.00	
		Total For Dept 556 WATER ACTIVITIES		2,664.14	
		Total For Fund 592 WATER AND SEWER FUND		6,940.86	
Fund 701 ESCROW					
Dept 000 REVENUE					
701-000-675-000	OFFICER CONTRIBUTION PORTION	ON DUTY GEAR LLC	VESTS FOR POLICE	2,150.00	
		Total For Dept 000 REVENUE		2,150.00	
		Total For Fund 701 ESCROW		2,150.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #

Fund Totals:

Fund 101 GENERAL FUND	56,305.00
Fund 202 MAJOR STREET FU	1,241.23
Fund 203 LOCAL STREET FU	4,752.45
Fund 207 POLICE FUND	28,836.57
Fund 225 DEPT OF PUBLIC	6,065.55
Fund 248 DOWNTOWN DEVELO	8,829.06
Fund 301 DOWNTOWN DEV BO	7,000.00
Fund 592 WATER AND SEWEI	6,940.86
Fund 701 ESCROW	2,150.00
Total For All Funds:	122,120.72

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 28, 2024

TOPIC Bonds – Sanitary Sewer Pump Stations Improvement Project

BACKGROUND BRIEF:

Administration is requesting that Village Council approve the engagement of bonding financial advisor services through Bendzinski and Company and adopt an ordinance authorizing the issuance of up to $4.025,000 in revenue bonds for the sanitary sewer pump stations improvement project. Jeff Aronoff of Miller Canfield will serve as bond counsel for the bonds. The first bond issue will provide the monies necessary to complete the phase I project pending the receipt of the $1.75 million in grant funding through the 2024 Congressional Community Projects Grant Program. Bond proceeds not utilized for the phase I project will be used for subsequent project phases.

Attached are the bond ordinance, financial advisor services engagement letter, and supporting information relating to the bond issue and project costs. Bond Counsel Jeff Aronoff, Financial Advisor Stephen Hayduk, and Village Engineer Wendy Spence will be in attendance at Monday's meeting to present the bond and project cost information and to answer Council's questions.

SUMMARY OF PREVIOUS COUNCIL ACTION:

03/18/2024 – Council adopted the resolution authorizing the publication of the notice of intent to issue revenue bonds for the Sanitary Sewer Pump Stations Improvement Project up to $9 million.

05/13/2024 – Council received and filed the bond counsel engagement letter from Miller Canfield for the Sanitary Sewer Pump Stations Improvement Project bond issuance.

FINANCIAL IMPACT:

Please refer to the attached documents for the costs of bond issuance and debt retirement schedule as well as the current cost estimates for the Sanitary Sewer Pump Stations Improvement Project.

RECOMMENDED MOTION:

#1 – To approve the letter of engagement for bond financial advisor services from Bendzinski & Company dated October 22, 2024, and authorize the Village Manager to execute the acceptance of the letter on behalf of the Village.

#2 – To adopt Ordinance No. 38.04, ***AN ORDINANCE TO PROVIDE FOR THE ISSUANCE AND SALE OF WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE BONDS TO PAY THE COST OF THE ACQUISITION AND CONSTRUCTION OF, IMPROVEMENTS TO THE WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM OF THE VILLAGE AND TO PRESCRIBE THE FORM OF THE BONDS; TO PROVIDE FOR THE COLLECTION OF REVENUES FROM THE SYSTEM SUFFICIENT FOR THE PURPOSE OF PAYING THE COSTS OF OPERATION AND MAINTENANCE OF THE SYSTEM AND TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS AND CERTAIN OUTSTANDING BONDS OF THE SYSTEM; TO PROVIDE AN ADEQUATE RESERVE FUND FOR THE BONDS AND OUTSTANDING BONDS OF THE SYSTEM; TO PROVIDE FOR THE SEGREGATION AND DISTRIBUTION OF THE REVENUES; TO PROVIDE FOR THE RIGHTS OF THE HOLDERS OF THE BONDS AND OUTSTANDING BONDS OF THE SYSTEM IN ENFORCEMENT THEREOF; AND TO PROVIDE FOR OTHER MATTERS RELATING TO THE SYSTEM AND THE BONDS AND OUTSTANDING BONDS OF THE SYSTEM***; and to direct the Village Clerk to cause the same to be published in full in The Lake Orion Review newspaper after its approval.

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

MICHIGAN
ILLINOIS
NEW YORK
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WASHINGTON, D.C.
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MEXICO
POLAND
UKRAINE
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JEFFREY S. ARONOFF
TEL (313) 496-7678
FAX (313) 496-7500
E-MAIL aronoff@millercanfield.com

Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, Michigan 48226
TEL (313) 963-6420
FAX (313) 496-7500
www.millercanfield.com

October 23, 2024

Via email only

Darwin D. P. McClary
Village Manager
Village of Lake Orion
21 East Church Street
Lake Orion, MI 48362

Re: *Revenue Bond Ordinance*

Dear Darwin:

As we discussed, I have enclosed the Bond Ordinance for the above Bond issue to be considered for approval by the Village Council at its meeting on Monday, October 28th. The Ordinance authorizes the issuance of the Bonds in the amount not to exceed $4,025,000 for the purposes of paying the cost to acquire, construct and equip various improvements to the Village's Water Supply and Sewage Disposal System (the "System"), including rehabilitating lift stations; replacement of pumps, valves, compressors and motors, electrical improvements, and SCADA upgrades; improvements to sewer pipes and manholes, including open cut replacement, lining, spot repair, and pressure testing and joint repairs, together with all related appurtenances and attachments (the "Project"). The Bond proceeds will also be used to pay issuance costs and may pay the cost of funding the Bond Reserve Account.

The Ordinance is based upon the bond specifications prepared by Bendzinski & Co. Municipal Advisors, the Village's financial advisors. The Bonds are payable solely from the Net Revenues of the System. The Bonds are of equal standing and priority of lien as to the Net Revenues with the previous series of Revenue Bonds of the Village issued in 2018 through the State of Michigan's State Revolving Fund program.

The Ordinance contains the mandatory requirements for revenue bond ordinances as required by the Revenue Bond Act, Act 94, Public Acts of Michigan, 1933, as amended. The Ordinance sets forth the terms of the Bonds, the form of Bonds and provides for a competitive public sale of the Bonds. The Ordinance is the only remaining approval from the Village Council needed to issue and sell the Bonds. If approved, the Ordinance also authorizes various Village officials (President, Village Clerk/Treasurer and Manager) to select the sale date, proceed with the sale of the Bonds and award the Bonds on the date of the sale of the Bonds to the bidder whose bid produces the lowest interest cost to the Village. It also allows the

authorized officers to reduce the size of the Bonds either before or at the time of sale of the Bonds.

This is called an Ordinance in the Revenue Bond Act, but pursuant to Section 6 of the Revenue Bond Act, the Ordinance may be adopted in one reading without a public hearing, regardless of any contrary provision in the Village Charter. This Ordinance is required to be published in full in your local newspaper, the *Lake Orion Review*, after its approval.

We would appreciate receiving three (3) certified copies of the Ordinance upon adoption by the Village Council and a copy of the affidavit of publication of the Ordinance from the newspaper when available.

If you have any questions, please do not hesitate to call.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By: _____
Jeffrey S. Aronoff

Cc: Stephen Hayduk
Wendy Spence
Wesley Sanchez
Sonja Stout
Aricca Thelen
Conor Starrs

40005180.1/100315.00028

ORDINANCE NO. _____

VILLAGE OF LAKE ORION, MICHIGAN

AN ORDINANCE TO PROVIDE FOR THE ISSUANCE AND SALE OF WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE BONDS TO PAY THE COST OF THE ACQUISITION AND CONSTRUCTION OF, IMPROVEMENTS TO THE WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM OF THE VILLAGE AND TO PRESCRIBE THE FORM OF THE BONDS; TO PROVIDE FOR THE COLLECTION OF REVENUES FROM THE SYSTEM SUFFICIENT FOR THE PURPOSE OF PAYING THE COSTS OF OPERATION AND MAINTENANCE OF THE SYSTEM AND TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS AND CERTAIN OUTSTANDING BONDS OF THE SYSTEM; TO PROVIDE AN ADEQUATE RESERVE FUND FOR THE BONDS AND OUTSTANDING BONDS OF THE SYSTEM; TO PROVIDE FOR THE SEGREGATION AND DISTRIBUTION OF THE REVENUES; TO PROVIDE FOR THE RIGHTS OF THE HOLDERS OF THE BONDS AND OUTSTANDING BONDS OF THE SYSTEM IN ENFORCEMENT THEREOF; AND TO PROVIDE FOR OTHER MATTERS RELATING TO THE SYSTEM AND THE BONDS AND OUTSTANDING BONDS OF THE SYSTEM.

THE VILLAGE OF LAKE ORION ORDAINS:

Section 1. Definitions. Whenever used in this Ordinance, except when otherwise indicated by the context, the following terms shall have the following meanings:

(a) "Act 94" means Act 94, Public Acts of Michigan, 1933, as amended.

(b) "Authorized Officers" means the Village President, Clerk/Treasurer and Manager.

(c) "Bonds" means the Series 2025 Bonds, the Outstanding Senior Lien Bonds and any additional Bonds of equal standing hereafter issued.

(d) "Issuer" or "Village" means the Village of Lake Orion, County of Oakland, State of Michigan.

(e) "Outstanding Senior Lien Bonds" means the Series 2018 Bonds.

(f) "Outstanding Ordinance" means Ordinance No. 38.03 of the Village.

(g) "Project" means furnishing and equipping improvements to the System, including rehabilitating lift stations; replacement of pumps, valves, compressors and motors, electrical improvements, and SCADA upgrades; improvements to sewer pipes and manholes, including open cut replacement, lining, spot repair, and pressure testing and joint repairs, together with all related appurtenances and attachments thereto.

(h) "Reserve Amount" shall mean with respect to the Bonds the lesser of (1) the maximum annual debt service due on the Bonds in the current or any future year, (2) 125% of the average annual debt service on the Bonds, or (3) 10% of the outstanding principal amount of the Bonds on the date of issuance of the Bonds.

(i) "Revenues" and "Net Revenues" mean the revenues and net revenues of the System and shall be construed as defined in Section 3 of Act 94, including with respect to "Revenues", the earnings derived from the investment of moneys in the various funds and accounts established by the Outstanding Ordinance and this Ordinance.

(j) "Sale Order" means the Sale Order to be executed by an Authorized Officer of the Issuer respecting the sale of the Series 2025 Bonds.

(k) "Series 2018 Bonds" means the Water Supply and Sewage Disposal System Revenue Bonds, Series 2018, dated June 22, 2018, in the original principal amount of $6,030,000.

(l) "Series 2025 Bonds" means the Water Supply and Sewage Disposal System Revenue Bonds, Series 2025, authorized pursuant to this Ordinance.

(m) "Sufficient Government Obligations" means direct obligations of the United States of America or obligations the principal and interest on which is fully guaranteed by the United States of America, not redeemable at the option of the issuer, the principal and interest payments upon which, without reinvestment of the interest, come due at such times and in such amounts as to be fully sufficient to pay the interest as it comes due on the Bonds and the principal and redemption premium, if any, on the Bonds as it comes due whether on the stated maturity date or upon earlier redemption. Securities representing such obligations shall be placed in trust with a bank or trust company, and if any of the Bonds are to be called for redemption prior to maturity, irrevocable instructions to call the Bonds for redemption shall be given to the paying agent.

(n) "System" means the entire Water Supply and Sewage Disposal System of the Village as defined in the Outstanding Ordinance.

(o) "Transfer Agent" means The Huntington National Bank, Grand Rapids, Michigan or such other bank or trust company qualified to act as bond registrar, paying agent and transfer agent for the Series 2025 Bonds selected by an Authorized Officer.

Section 2. Necessity; Public Purpose; Estimated Cost and Life of Project. It is hereby determined to be a necessary public purpose of the Issuer to acquire and construct the Project. The estimated cost acquiring and constructing the Project, including contingencies, engineering, legal and financing expenses, in an amount of approximately Four Million Twenty-Five Thousand Dollars ($4,025,000), is hereby approved. The Issuer does hereby estimate the period of usefulness of the Project to be at least twenty-one (21) years.

Section 3. Payment of Cost; Bonds Authorized. To pay the costs associated with acquiring and constructing the Project, including legal, financial and other expenses incident thereto and incident to the issuance and sale of the Series 2025 Bonds, the Issuer shall borrow the sum of not to exceed Four Million Twenty-Five Thousand Dollars ($4,025,000), as finally determined in the Sale Order and issue the Series 2025 Bonds pursuant to the provisions of Act 94. The remaining costs, if any, shall be defrayed from System funds on hand and legally available for such use.

Except as amended by or expressly provided to the contrary in this Ordinance, all of the provisions of the Outstanding Ordinance shall apply to the Series 2025 Bonds issued pursuant to this Ordinance, the same as though each of said provisions were repeated in this Ordinance in detail; the purpose of this Ordinance being to authorize the issuance of additional revenue bonds of equal standing and priority of lien as to the Outstanding Senior Lien Bonds to finance the cost of acquiring additions, extensions and improvements to the System, with such additional Bonds of equal standing and priority of lien as to the Outstanding Senior Lien Bonds for such purpose being authorized by the provisions of the Outstanding Ordinance, upon the conditions therein stated, which conditions have been fully met.

Section 4. Bond Details. The Series 2025 Bonds shall be designated WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE BONDS, SERIES 2025, shall be payable solely and only out of the Net Revenues, as set forth more fully herein, shall consist of bonds of the denomination of $5,000, or integral multiples of $5,000 not exceeding in any one year the amount maturing in that year, dated as of the date of delivery or such other date as shall be determined in the Sale Order, numbered in order of authentication, and shall mature on April 1st in the years and amounts as follows, or such other years of maturity and principal amounts as shall be determined in the Sale Order:

Year	Amount	Year	Amount
2026	$105,000	2036	$200,000
2027	140,000	2037	210,000
2028	145,000	2038	220,000
2029	150,000	2039	230,000
2030	155,000	2040	235,000
2031	165,000	2041	245,000
2032	170,000	2042	260,000
2033	175,000	2043	270,000
2034	185,000	2044	280,000
2035	195,000	2045	290,000

The Series 2025 Bonds shall bear interest at the rate specified in the Sale Order, but not to exceed six percent (6.00%) per annum, payable on April 1 and October 1 of each year, commencing October 1, 2025, or such other date as shall be determined in the Sale Order, by check or draft mailed by the Transfer Agent to the person or entity which is, as of the 15th day of the month preceding the interest payment date, the registered owner at the registered address as shown on the registration books of the Issuer maintained by the Transfer Agent. The date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be

changed by the Issuer to conform to market practice in the future. The principal of the Series 2025 Bonds shall be payable at the designated corporate trust office of the Transfer Agent. The Series 2025 Bonds shall be sold at a price not less than 99% of their par value.

The Series 2025 Bonds may be subject to redemption prior to maturity at the times and prices and in the manner finally determined in the Sale Order.

In case less than the full amount of an outstanding Bond is called for redemption, the Transfer Agent upon presentation of the Bond called in part for redemption shall register, authenticate and deliver to the registered owner a new bond in the principal amount of the portion of the original bond not called for redemption. Notice of redemption shall be given in the manner specified in the form of the Bonds contained in Section 13 of this Ordinance.

Section 5. Execution of Bonds. The Series 2025 Bonds shall be executed in the name of the Issuer with the manual or facsimile signature of the President and Village Clerk and shall have a facsimile of the Issuer's seal printed on them. No Bond executed by facsimile signatures shall be valid until authenticated by an authorized signer of the Transfer Agent. The Series 2025 Bonds shall be delivered to the Transfer Agent for authentication and be delivered by the Transfer Agent to the purchaser thereof in accordance with instructions from the Village Clerk of the Issuer upon payment of the purchase price for the Series 2025 Bonds in accordance with the bid therefor when accepted. Executed blank bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

Section 6. Registration and Transfer. Any Bond may be transferred upon the books required to be kept pursuant to this section by the person in whose name it is registered, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the Issuer shall execute and the transfer agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent shall not be required (i) to issue, register the transfer of or exchange any Bond during a period beginning at the opening of business 15 days before the day of the giving of a notice of redemption of Bonds selected for redemption as described in the form of Bonds contained herein and ending at the close of business on the day of that giving of notice, or (ii) to register the transfer of or exchange any Bond so selected for redemption in whole or in part, except the unredeemed portion of Bonds being redeemed in part.

The Transfer Agent shall keep or cause to be kept, at its principal office, sufficient books for the registration and transfer of the Series 2025 Bonds, which shall at all times be open to inspection by the Issuer; and, upon presentation for such purpose, the Transfer Agent shall, under such reasonable regulations as it may prescribe, transfer or cause to be transferred, on said books, Bonds as hereinbefore provided.

If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bond, shall execute, and the Transfer Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution for the mutilated Bond, upon surrender to the Transfer Agent of the mutilated Bond. If any Bond issued under this Ordinance shall be lost, destroyed or stolen, evidence of the loss, destruction or theft may be submitted to the Transfer Agent and, if this evidence is satisfactory to both and indemnity satisfactory to the Transfer Agent shall be given, and if all requirements of any applicable law including Act 354, Public Acts of Michigan, 1972, as amended ("Act 354"), being sections 129.131 to 129.135, inclusive, of the Michigan Compiled Laws have been met, the Issuer, at the expense of the owner, shall execute, and the Transfer Agent shall thereupon authenticate and deliver, a new Bond of like tenor and bearing the statement required by Act 354, or any applicable law hereafter enacted, in lieu of and in substitution for the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond the Transfer Agent may pay the same without surrender thereof.

The Bonds may be issued in book-entry-only form through the Depository Trust Company in New York, New York ("DTC") and any officer of the Village is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Bonds in book-entry-only form and to make such changes in the Bond form within the parameters of this resolution as may be required to accomplish the foregoing.

Section 7. Payment of Series 2025 Bonds. The Series 2025 Bonds and the interest thereon shall be payable solely and only from the Net Revenues, and to secure such payment, there is hereby recognized a statutory lien upon the whole of the Net Revenues which shall be a first lien to continue until payment in full of the principal of and interest on all Bonds payable from the Net Revenues, or, until sufficient cash or Sufficient Government Obligations have been deposited in trust for payment in full of all Bonds of a series then outstanding, principal and interest on such Bonds to maturity, or, if called for redemption, to the date fixed for redemption together with the amount of the redemption premium, if any. The statutory first lien referred to herein shall be of equal standing and priority with the Village's Outstanding Senior Lien Bonds. Upon deposit of cash or Sufficient Government Obligations, as provided in the previous sentence, the statutory lien shall be terminated with respect to that series of Bonds, the holders of that series shall have no further rights under this Ordinance except for payment from the deposited funds, and the Bonds of that series shall no longer be considered to be outstanding under this Ordinance.

Section 8. Bondholders' Rights; Receiver. The holder or holders of the Bonds representing in the aggregate not less than twenty percent (20%) of the entire principal amount thereof then outstanding, may, by suit, action, mandamus or other proceedings, protect and enforce the statutory lien upon the Net Revenues of the System, and may, by suit, action, mandamus or other proceedings, enforce and compel performance of all duties of the officers of the Issuer, including the fixing of sufficient rates, the collection of Revenues, the proper segregation of the Revenues of the System and the proper application thereof. The statutory lien upon the Net Revenues, however, shall not be construed as to compel the sale of the System or any part thereof.

If there is a default in the payment of the principal of or interest on the Series 2025 Bonds, any court having jurisdiction in any proper action may appoint a receiver to administer and operate

the System on behalf of the Issuer and under the direction of the court, and by and with the approval of the court to perform all of the duties of the officers of the Issuer more particularly set forth herein and in Act 94.

The holder or holders of the Series 2025 Bonds shall have all other rights and remedies given by Act 94 and law, for the payment and enforcement of the Series 2025 Bonds and the security therefor.

Section 9. No Free Service or Use. No free service or use of the System, or service or use of the System at less than the reasonable cost and value thereof, shall be furnished by the System to any person, firm or corporation, public or private, or to any public agency or instrumentality, including the Issuer.

Section 10. Fixing and Revising Rates. The rates presently in effect in the Village are estimated to be sufficient to provide for the payment of the expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the System in good repair and working order, to provide for the payment of the principal of and interest on the Bonds as the same become due and payable, and the maintenance of the reserve therefor and to provide for all other obligations, expenditures and funds for the System required by law and this Ordinance. In addition, the rates shall be set from time to time so that there shall be produced Net Revenues in an amount not less than 99% of the principal of and interest on the Bonds coming due in each fiscal year. The rates shall be reviewed not less than once a year and shall be fixed and revised from time to time as may be necessary to produce these amounts, and it is hereby covenanted and agreed to fix and maintain rates for services furnished by the System at all times sufficient to provide for the foregoing.

Section 11. Funds and Accounts; Flow of Funds. All Revenues of the System shall continue to be set aside as collected and credited to the Receiving Fund as provided in the Outstanding Ordinance and this Ordinance. Upon the issuance of the Series 2025 Bonds the Revenues so credited are pledged for the purpose of the funds and accounts established in the Outstanding Ordinances and this Ordinance and shall continue to be transferred quarterly as provided in the Outstanding Ordinances and this Ordinance.

The Treasurer is hereby directed to create and maintain the following accounts, into which the proceeds of the Series 2025 Bonds, the Revenues of the System and other amounts specified in this Section shall be deposited, transferred, expended and used in the manner and at the times provided in this Ordinance, which accounts shall be established and maintained, except as otherwise provided, so long as any of the Bonds hereby authorized remain unpaid.

(A) Operation and Maintenance Fund. The separate account designated the Operation and Maintenance Account under the Outstanding Ordinance is hereby re-confirmed and redesignated the OPERATION AND MAINTENANCE FUND (the "Operation and Maintenance Fund"). Revenues in the Operation and Maintenance Fund upon the date of the delivery of the Series 2025 Bonds shall remain in said account. Revenues shall be transferred each quarter of the Village's fiscal year commencing upon the effective date of this Ordinance, from the Receiving Fund to the Operation and Maintenance Fund to pay the reasonable and necessary current expenses of administration and operating and maintaining the System for the ensuing quarter.

(B) Bond and Interest Redemption Fund. The separate account designated "Bond Interest and Redemption Account" is hereby reconfirmed and redesignated the BOND AND INTEREST REDEMPTION FUND (the "Bond and Interest Redemption Fund"). There shall be deposited or credited to the Bond and Interest Redemption Fund the proceeds of the Series 2025 Bonds representing accrued interest, if any. After the transfer required in (A) above, Revenues shall be transferred each quarter of the Village's Fiscal Year from the Receiving Fund, before any other expenditures or transfers therefrom, and deposited in the Bond and Interest Redemption Fund for payment of principal of and interest on the Bonds and to replenish the Bond Reserve Account. There shall be set aside on the first day of each quarter of the Village's fiscal year an amount not less than ½ of the amount of interest due on the next interest payment date on the Bonds. There shall be set aside on the first day of each quarter of the Village's fiscal year an amount not less than ½ of the amount of principal due on the next principal payment date on the Bonds. Except as provided in this Ordinance, no further deposits shall be made into the Bond and Interest Redemption Fund (excluding the Bond Reserve Account) once the aforesaid sums have been deposited therein. Any amount on deposit in the Bond and Interest Redemption Fund (excluding the Bond Reserve Account) in excess of (a) the amount needed for payment of principal installments of the Bonds for the then current principal payment period, plus (b) interest on the Bonds for the then current interest payment period, shall be used by the Issuer for redemption of principal installments of the Bonds in the manner set forth in this Ordinance, or if such use is impracticable, shall be deposited or credited to the Receiving Fund.

If for any reason there is a failure to make such quarterly deposit in the amounts required, then the entire amount of the deficiency shall be set aside and deposited in the Bond and Interest Redemption Fund out of the Revenues first received thereafter which are not required by this Ordinance to be deposited in the Operation and Maintenance Fund or in the Bond and Interest Redemption Fund, which amount shall be in addition to the regular quarterly deposit required during such succeeding quarter or quarters.

There is hereby recognized in the Bond and Interest Redemption Fund a separate account designated the BOND RESERVE ACCOUNT (the "Bond Reserve Account"). The Bond Reserve Account shall be adjusted in such amounts, so that upon issuance of the Series 2025 Bonds, the Bond Reserve Account shall total a sum equal to the Reserve Amount. The Village may fund the Reserve Amount by cash, or by a surety bond, insurance policy or a letter of credit if the provider or issuer thereof shall be rated by a nationally recognized bond rating agency as high or higher than the Bonds. In the event that the amount in said Reserve Account is greater than the Reserve Amount, such excess amount shall be transferred to the Bond and Interest Redemption Fund described herein.

Except as hereinafter provided, the moneys credited to the Bond Reserve Account shall be used solely for the payment of the principal of, redemption premiums (if any) and interest on the Bonds as to which there would otherwise be a default. If at any time it shall be necessary to use the moneys or the letter of credit, surety bond or insurance policy credited to the Bond Reserve Account for such payment, then the moneys so used shall be replaced or repaid over a period of not more than 5 years, or such other period as required by the letter of credit, surety bond, or insurance policy securing the Bond Reserve Account, from the Net Revenues first received

thereafter which are not required for current principal and interest requirements until the amount on deposit equals the Reserve Amount.

The moneys in the Bond and Interest Redemption Fund and the Bond Reserve Account shall be invested in accordance with Section 14 of the Outstanding Ordinance.

(C) General Purpose Fund. There shall next be established and maintained an account designated GENERAL PURPOSE FUND (the "General Purpose Fund"), the money credited thereto to be used solely for the purposes of making repairs and replacements to the System and for additions, improvements, enlargements and extensions of the System. Out of the Revenues and moneys of the System remaining in the Receiving Fund each quarter after provision has been made for the deposit of moneys in the Operation and Maintenance Fund and the Bond and Interest Redemption Fund, there may be deposited in the General Purpose Fund such additional funds as the Village may deem advisable. If at any time it shall be necessary to use moneys in the General Purpose Fund for the purpose for which the General Purpose Fund was established, the moneys so used shall be replaced from any moneys in the Receiving Fund which are not required by this Ordinance to be used for the Operation and Maintenance Fund or the Bond and Interest Redemption Fund.

(D) Reverse Flow of Funds; Surplus Moneys. In the event the moneys in the Receiving Fund are insufficient to provide for the current requirements of the Operation and Maintenance Fund or the Bond and Interest Redemption Fund (including the Bond Reserve Account), any moneys and/or securities in the funds of the System described by this Ordinance shall be transferred, first, to the Operation and Maintenance Fund, and second, to the Bond and Interest Redemption Fund. Thereafter, any Revenues in the Receiving Fund after satisfying all the foregoing requirements of this Section may, at the discretion of the Issuer, be (i) transferred to the General Purpose Fund or (ii) considered surplus and be disposed of by the Village as provided by law.

Section 12. Disposition of Bond Proceeds. There is hereby established in a bank or banks qualified to act as depository of proceeds under Section 15 of Act 94 to be selected by the Village Clerk, a separate depositary account to be designated "Water Supply and Sewage Disposal System Revenue Bonds, Series 2025 Construction Fund", the moneys from time to time on deposit to be used solely to pay the cost of the Project and the incidental costs set forth in Section 4 of this Ordinance. The proceeds of sale of the Series 2025 Bonds shall be allocated and used as follows, or as set forth in the Sale Order:

First, any accrued interest shall be deposited into the Bond and Interest Redemption Fund.

Second, an amount necessary to fully fund the Bond Reserve Account shall be deposited into the Bond Reserve Account in the Bond and Interest Redemption Fund, unless the Village determines to use funds on hand to fund the Bond Reserve Account to the necessary level.

Third, the amount of funds necessary to pay the costs of the Project, as set forth in the Sale Order, shall be deposited in the Water Supply and Sewage Disposal System

Revenue Bonds, Series 2025 Construction Fund. Moneys in the Construction Fund shall be applied solely in payment of the cost of the acquisition and construction of the Project, including any engineering expenses incident thereto. The investment of the Bonds shall be limited as may be required by federal law.

Fourth, the remaining proceeds of the Series 2025 Bonds shall be used to pay the costs of issuance of the Series 2025 Bonds.

Any unexpended balance of the proceeds of sale of the Bonds in the Construction Fund remaining after completion of the Project may, in the discretion of the Issuer, be used for further improvements and extensions to the System: provided, that, at the time of such expenditure, such use be approved by the Michigan Department of Treasury. Any remaining balance after such expenditure, or in the event no expenditure is made, the entire unexpended balance shall be paid into the Bond and Interest Redemption Fund and used for the redemption or purchase of callable Bonds or for any other purpose permitted by Act 94. The proceeds of sale of said bonds may be invested in whole or in part in the manner provided by Act 94.

Section 13. Bond Form. The Series 2025 Bonds shall be in substantially the following form with such changes as may be approved by an Authorized Officer and Bond Counsel:

[Form of Bond]

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF OAKLAND

VILLAGE OF LAKE ORION
WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE BOND
SERIES 2025

Interest Rate	Maturity Date	Date of Original Issue	CUSIP
	April 1, 20__	_____, 2025	

REGISTERED OWNER: Cede & Co.

PRINCIPAL AMOUNT: _____ Dollars ($_____)

The Village of Lake Orion, County of Oakland, State of Michigan (the "Issuer"), for value received, hereby promises to pay, solely and only out of the hereinafter described Net Revenues of the Issuer's Water Supply and Sewage Disposal System (hereinafter defined) the Principal Amount shown above in lawful money of the United States of America to the Registered Owner shown above, or registered assigns, on the Maturity Date shown above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue shown above or such later date to which interest has been paid, until paid, at the Interest Rate per annum shown above, first payable on October 1, 2025, and semiannually thereafter. Principal of this bond is payable upon surrender of this bond at the corporate trust office of The Huntington National Bank, Grand Rapids, Michigan (the "Transfer Agent") or such other Transfer Agent as the Issuer may hereafter designate by notice mailed to the registered owner not less than 60 days prior to any interest payment date. Interest on this bond is payable by check or draft mailed by the Transfer Agent to the person or entity who is, as of the 15th day of the month preceding the interest payment date, the registered owner of record, at the registered address as shown on the registration books of the Issuer kept by the Transfer Agent. For prompt payment of principal and interest on this bond, the Issuer has irrevocably pledged the revenues of the Water Supply and Sewage Disposal System of the Issuer (the "System"), including all appurtenances, extensions and improvements thereto, after provision has been made for reasonable and necessary expenses of operation, maintenance and administration (the "Net Revenues"), and a statutory first lien thereon is hereby recognized and created.

This bond is one of a series of bonds of even Date of Original Issue aggregating the principal sum of _____ Dollars ($_____), issued pursuant to Ordinances Nos. 38.03 and ____ of the Issuer, duly adopted by the Village Council of the Issuer (together, the "Ordinances"), and under and in full compliance with the Constitution and statutes of the State of Michigan, including specifically Act 94, Public Acts of Michigan, 1933, as amended, for the purpose of paying the cost of acquiring and constructing additions, extensions and improvements to the System.

For a complete statement of the revenues from which and the conditions under which this bond is payable, a statement of the conditions under which additional Bonds of equal standing as to the Net Revenues may hereafter be issued and the general covenants and provisions pursuant to which this bond is issued, reference is made to the Ordinances. The bonds of this issue are of equal standing and priority of lien as to the Net Revenues with the Issuer's Water Supply and Sewage Disposal System Revenue Bonds, Series 2018 (the "Outstanding Bonds").

Bonds of this issue maturing in the years 2026 to 2035, inclusive, are not subject to redemption prior to maturity. Bonds or portions of bonds in multiples of $5,000 maturing in the year 2036 and thereafter may be redeemed at the option of the Issuer, in such order as the Issuer shall determine and within any maturity by lot, on any date on or after April 1, 2035 at par and accrued interest to the date fixed for redemption.

[insert any mandatory redemption or extraordinary redemption provisions]

In case less than the full amount of an outstanding bond is called for redemption the Transfer Agent upon presentation of the bond called in part for redemption shall register, authenticate and deliver to the registered owner a new bond in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption of any bond or portion thereof shall be given by the Transfer Agent at least thirty (30) days prior to the date fixed for redemption by mail to the registered owner at the registered address shown on the registration books kept by the Transfer Agent. Bonds shall be called for redemption in multiples of $5,000 and any bond of a denomination of more than $5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the bond by $5,000 and such bond may be redeemed in part. Notice of redemption for a bond redeemed in part shall state that upon surrender of the bond to be redeemed a new bond or bonds in aggregate principal amount equal to the unredeemed portion of the bonds surrendered shall be issued to the registered owner thereof. No further interest on a bond or portion thereof called for redemption shall accrue after the date fixed for redemption, whether presented for redemption or not, provided funds are on hand with the Transfer Agent to redeem the bond or portion thereof.

This bond is a self-liquidating bond and is not a general obligation of the Issuer and does not constitute an indebtedness of the Issuer within any constitutional, statutory or charter debt limitation of the Issuer but is payable solely and only, both as to principal and interest, from the Net Revenues of the System. The principal of and interest on this bond are secured by the statutory lien hereinbefore mentioned.

The Issuer has covenanted and agreed, and does hereby covenant and agree, to fix and maintain at all times while any bonds payable from the Net Revenues of the System shall be outstanding, such rates for service furnished by the System as shall be sufficient to provide for payment of the interest on and the principal of the bonds of this issue, the Outstanding Bonds and any additional bonds of equal standing as and when the same shall become due and payable, and to create and maintain a bond redemption fund (including a bond reserve account) therefor, to provide for the payment of expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the same in good repair and working order, and to provide for such other expenditures and funds for the System as are required by the Ordinances.

This bond is transferable only upon the books of the Issuer kept for that purpose at the office of the Transfer Agent by the registered owner hereof in person, or by the registered owner's attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner's attorney duly authorized in writing, and thereupon a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Ordinances authorizing the bonds, and the Outstanding Bonds, and upon the payment of the charges, if any, therein prescribed.

It is hereby certified and recited that all acts, conditions and things required by law precedent to and in the issuance of this bond and the series of bonds of which this is one have been done and performed in regular and due time and form as required by law.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the Village of Lake Orion, County of Oakland, State of Michigan, by its Village Council, has caused this bond to be executed with the facsimile signatures of its President and its Village Clerk, and a facsimile of its corporate seal to be printed on this bond, all as of the Date of Original Issue.

VILLAGE OF LAKE ORION

By: _____
President

(Seal)

Countersigned:

By: _____
Village Clerk

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within-mentioned Ordinances.

_____,
_____, Michigan
Transfer Agent

By: _____
Authorized Signatory

Date of Registration: _____

[End of Bond Form]

Section 14. Adjustment of Bond Terms. The Authorized Officers are each hereby authorized to adjust the final bond details as set forth herein to the extent necessary or convenient to complete the sale of the Series 2025 Bonds and in pursuance of the forgoing are each authorized to exercise the authority and make the determinations pursuant to Sections 7a(1)(c)(i) and (v) of Act 94, including but not limited to determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, date of issuance, interest payment dates, redemption rights, and other matters within the parameters established by this Ordinance.

Section 15. Notice of Sale; Sale Order; Award of Sale of Series 2025 Bonds. The Authorized Officers are each hereby authorized to fix a date of sale for the Series 2025 Bonds and to publish a notice of sale of the Series 2025 Bonds in ***The Bond Buyer***, New York, New York, which notice of sale shall be in the form as recommended by the Village's Bond Counsel. The Authorized Officers are each hereby authorized on behalf of the Village to execute a Sale Order awarding the sale of the Series 2025 Bonds to the bidder whose bid meets the requirements of law and the terms of the Official Notice of Sale as published; *provided* that the interest rate on the Series 2025 Bonds shall not exceed 6.00%, the final maturity of the Series 2025 Bonds shall not exceed twenty-one (21) years from the date of issuance and the minimum price shall be not less than 99% of the par value of the Series 2025 Bonds..

The Authorized Officers are each hereby authorized on behalf of the Village to execute a Sale Order evidencing the final terms of the Series 2025 Bonds, and to take all other necessary actions required to effectuate the sale, issuance and delivery of the Series 2025 Bonds within the parameters authorized in this Ordinance.

Section 16. Tax Covenant; Qualified Tax-Exempt Obligations. The Issuer shall, to the extent permitted by law, take all actions within its control necessary to maintain the exclusion of the interest on the Series 2025 Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditures and investment of the proceeds of the Series 2025 Bonds and moneys deemed to be proceeds of the Series 2025 Bonds. The Issuer may, at the time of sale, designate the Series 2025 Bonds as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions pursuant to the Code.

Section 17. Additional Bonds. The Issuer may issue additional Bonds of equal standing with the Bonds under the conditions set forth in the Outstanding Ordinance.

Section 18 Continuing Disclosure. The Village covenants to enter into a continuing disclosure undertaking for the benefit of the holders and beneficial owners of the Series 2025 Bonds in accordance with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission, and the Authorized Officers are each hereby authorized to execute such undertaking prior to delivery of the Series 2025 Bonds.

Section 19. Other Matters. The Authorized Officers are each authorized and directed to (a) approve the circulation of a preliminary official statement describing the Series 2025 Bonds and to deem the preliminary official statement "final" for purposes of Rule 15c2-12 of the SEC; (b) solicit bids for and approve the purchase of a municipal bond insurance policy for the Series

2025 Bonds; (c) apply for ratings on the Series 2025 Bonds; and (d) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Series 2025 Bonds.

Section 20. Appointment of Bond Counsel. The appointment of the law firm of Miller, Canfield, Paddock and Stone, P.L.C. of Detroit, Michigan, as Bond Counsel for the Series 2025 Bonds is hereby confirmed, notwithstanding its periodic representation in unrelated matters of potential parties to the Bonds.

Section 21. Appointment of Municipal Advisor. Bendzinski & Co. Municipal Finance Advisors, Grosse Pointe, Michigan, is hereby appointed as municipal advisor for the Series 2025 Bonds.

Section 22. Savings Clause. The Outstanding Ordinance shall continue in effect, except as specifically supplemented or altered herein.

Section 23. Severability; Paragraph Headings; and Conflict. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance. The paragraph headings in this Ordinance are furnished for convenience of reference only and shall not be considered to be part of this Ordinance.

Section 24. Publication and Recordation. This Ordinance shall be published in full in the ***Lake Orion Review***, a newspaper of general circulation in the Village, qualified under State law to publish legal notices, promptly after its adoption, and shall be recorded in the Ordinance Book of the Issuer and such recording authenticated by the signatures of the President and Village Clerk.

Section 25. Effective Date. Pursuant to the provisions of Section 6 of Act 94, this Ordinance shall be approved on the date of first reading and accordingly this Ordinance shall immediately be effective upon its adoption.

Adopted and signed this 28th day of October, 2024.

Signed: _____
President

Signed: _____
Village Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the Village Council of the Village of Lake Orion, County of Oakland, Michigan, at a Regular Meeting held on October 28th, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

I further certify that the following Members were present at said meeting: _____ _____ and that the following Members were absent: _____.

I further certify that Member _____ moved adoption of said Ordinance, and that said motion was supported by Member _____.

I further certify that the following Members voted for adoption of said Ordinance: _____ and that the following Members voted against adoption of said Ordinance: _____ _____.

The above ordinance was passed at the regular meeting of the Council of the Village of Lake Orion held Monday, October 28th, 2024 at 7:30 p.m.

_____
Sonja Stout, Village Clerk

42838868.4/050436.00015

Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS

October 22, 2024

Mr. Darwin McClary, Village Manager
Village of Lake Orion
21 East Church Street
Lake Orion, MI

RE: Village of Lake Orion, County of Oakland, State of Michigan, Sanitary Sewer System Revenue Bonds, Series 2025

Dear Darwin,

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as the Registered Municipal Advisor for the issuance of the above referenced bond issue. This letter will confirm the terms of our engagement:

- Act on behalf of the Village (the "Issuer") with a fiduciary duty, which shall include dealing fairly with all persons in accordance with the rules and regulations set forth by the Municipal Securities Rulemaking Board (“Board” or “MSRB”) and the Securities and Exchange Commission (“SEC”);
- If necessary, prepare with officials, the forms required by the Municipal Finance Division of the Michigan Department of Treasury;
- Prepare complete financial information in cooperation with officials and engineers in order to arrive at the amount of the issue to be sold;
- Development of cash flow analysis and revenue sources to meet the principal and interest obligations on the proposed bonds;
- Prepare a time schedule, illustrating the steps necessary to issue the bonds for the project;
- With input from the Issuer, determine whether a private placement, competitive or a negotiated sale is the most beneficial to the issuance of the bonds depending on the selected bond issue type and current market conditions, and then develop a plan of finance;
- Prepare bond specifications for bond counsel including interest rate limitations, redemption provisions, bidding, and good faith details;
- Assist with the selection of registrar/transfer/paying agent, if necessary;
- Assist the Issuer with the selection of an underwriter or placement agent, if necessary;
- Prepare Preliminary and Official Statements, or any other form of disclosure that may be required based on information provided by Issuer, in accordance with the provisions of S.E.C. Rule 15c2-12;

17000 Kercheval Ave • Suite 230 • Grosse Pointe, Michigan 48230
(313) 961-8222
e-mail • shayduk@bendzinski.com

- If the Bonds are to be rated, advising and assisting with the selection of rating agencies. Preparation of materials to be provided to ratings agencies and in developing strategies with officials for meetings with ratings agencies;
- A representative of Bendzinski & Co. shall review the bids for compliance with the terms set forth by the Issuer;
- After the bids are received, Bendzinski & Co. will calculate and verify the True Interest Cost on the bids submitted.
- Prepare an easy to read comparison of all the bids received;
- Prepare final closing memo, pricing numbers including the final debt service schedule, pricing summary, and sources and uses of funds based on lowest bid; and
- Usual and customary Registered Municipal Advisor services as may be requested by the Issuer.

Bendzinski & Co. proposes a fee of $26,600.00

In addition to the above professional fee, the Issuer will be charged $400 for the approximate pro rata cost of the annual subscription fee for Lumesis Diver Pricing & Scales software.

We believe this provides you with the outline of the services we provide. The Registered Municipal Advisor fee is contingent upon the closing and delivery of the bonds. Although this form of compensation may be customary, it presents a conflict because Bendzinski & Co. may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the Issuer. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, Bendzinski & Co. may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. Bendzinski & Co. manages and mitigates this conflict primarily by adherence to the fiduciary duty which it owes to municipal entities such as the Issuer which require it to put the interests of the Issuer ahead of its own.

The Municipal Advisory Council of Michigan (the "MAC") assesses Bendzinski & Co., a $450.00 fee for every bond issue where we act as municipal advisor in the State of Michigan. Our membership in the MAC is voluntary, but the per bond issue assessment is meant to cover costs for credit reports and similar information available from the MAC that is used in the offering document and in other states is billed directly by a third-party. The MAC is a single-source municipal database for essential bond and note details for all local government issuers in Michigan. Among 23 distinctive credit reports, the MAC is the primary source for Issuer's debt statements, overlapping debt and indirect debt, as used to determine suitability and as disclosed in official statements, (if applicable). The MAC tracks, monitors and records all Michigan new issue bond sales, whether competitive, negotiated or private placements and bond calls. The MAC does not do any lobbying. Robert J. Bendzinski, currently serves on the MAC Board of Directors.

Bendzinski & Co.
Mr. Darwin McClary, Village Manager
October 22, 2024

Bendzinski & Co. is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the MSRB. As part of this registration Bendzinski & Co. is required to disclose to the SEC information regarding any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Bendzinski & Co. Pursuant to MSRB Rule G-42, Bendzinski & Co. is required to disclose any legal or disciplinary event that is material to the Issuer's evaluation of Bendzinski & Co. or the integrity of its management or advisory personnel. Bendzinski & Co. has determined that no such event exists as there are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving Bendzinski & Co. that were required to be reported to the SEC.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Copies of Bendzinski & Co.'s filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page, which is currently available at https://www.sec.gov/edgar/searchedgar/companysearch.html and searching for either Bendzinski & Co. or for our CIK number which is 1614475.

It is understood and agreed that either party to this contract of employment may terminate the contract for any reason upon thirty (30) days prior written notice to the other party. If our employment on this basis is agreeable to you, please endorse your acceptance hereof on this letter which will constitute our contract of employment.

Should you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

BENDZINSKI & CO.
Municipal Finance Advisors

Stephen Hayduk, CPA
Vice President
Registered Municipal Advisor

Accepted: _____, 20__

VILLAGE OF LAKE ORION, STATE OF MICHIGAN

By:_____
Name, Title

Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS

October 24, 2024

Via E-mail

Mr. Jeffrey S. Aronoff
Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, MI 48226

RE: $4,025,000 Village of Lake Orion, County of Oakland, State of Michigan,
Sanitary Sewer System Revenue Bonds, Series 2025

Dear Jeffrey,

We are enclosing the following, on the above referenced issue:

1. A Schedule of Debt Service Requirements; and
2. Bond specifications.

We are requesting that you begin preparing the necessary resolutions, documents, etc. and forward them to the Village, so that they may adopt the same.

Should you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

BENDZINSKI & CO.
Municipal Finance Advisors

Stephen Hayduk, CPA
Registered Municipal Advisor

SNH/AGT
Enclosures

17000 Kercheval Ave. • Suite 230 • Grosse Pointe, Michigan 48230
(313) 961-8222
e-mail • shayduk@bendzinski.com

Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS

$4,025,000
VILLAGE OF LAKE ORION
COUNTY OF OAKLAND, STATE OF MICHIGAN
SANITARY SEWER SYSTEM REVENUE BONDS, SERIES 2025

DATED:	Date of Delivery (expected to be January 28, 2025)
PRINCIPAL DUE:	April 1, 2026 to April 1, 2045, annually
INTEREST DUE:	October 1, 2025, semi-annually
MAXIMUM DISCOUNT PERMITTED:	1.00%
MAXIMUM INTEREST RATE:	6.00%
DENOMINATION:	$5,000 or any integral multiple thereof up to the amount of a single maturity.
MULTIPLES:	Any
REGISTRATION:	DTC – Book-Entry-Only
QUALIFIED TAX-EXEMPT OBLIGATIONS:	No
REDEMPTION PROVISION:	Bonds are callable in any order. Bonds due April 1, 2026 through April 1, 2035 shall be non-callable; Bonds due April 1, 2036 through final maturity shall be made callable on any date on or after April 1, 2035, at par and accrued interest to the date fixed for redemption.
OPTIONAL TERM BOND:	All maturities.
GOOD FAITH:	Please provide that a good faith deposit is not required.
BIDDING LOCATIONS:	Please provide in the Notice of Sale that the bids will be accepted electronically via info@bendzinski.com and by way of Parity.
REGISTRAR:	The Huntington National Bank, Grand Rapids, Michigan

17000 Kercheval Ave. • Suite 230 • Grosse Pointe, Michigan 48230
(313) 961-8222
e-mail • shayduk@bendzinski.com

The information contained herein was derived from sources generally recognized as reliable and does not make any representations as to correctness or completeness and has in no way been altered except to the extent that some information may be summarized, and is in no way intended to be a solicitation for orders.

Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS

OFFICIAL STATEMENT:	Email distribution only of the POS; Copies of the Official Statement will be supplied by Bendzinski & Co. Municipal Finance Advisors, upon request and agreement by the purchaser to pay the cost of the copies. Requests for copies should be made to Bendzinski & Co. Municipal Finance Advisors within 24 hours of the time of sale.
RATING:	S&P Global.
PUBLICATION OF THE NOTICE OF SALE:	Please provide in the bond resolution that the Notice of Sale will be published in The Bond Buyer.
AWARD OF SALE OF BONDS:	Please provide that the Village Manager and the Finance Director/Treasurer will each have the authority to award the bonds to the bidder whose bid provides the lowest true interest cost to the Village.
REGISTERED MUNICIPAL ADVISORS:	Please incorporate in the text of the Official Notice of Sale that Bendzinski & Co. Municipal Finance Advisors, Grosse Pointe, MI, (the "Municipal Advisor") is a Registered Municipal Advisor in accordance with the rules of the Municipal Securities Rulemaking Board ("MSRB"). The Municipal Advisor has been retained by the Village to provide certain financial advisory services relating to the planning, structuring and issuance of the Bonds. The Municipal Advisor is not engaged in the business of underwriting, trading, marketing or the distribution of securities or any other negotiable instruments. The Municipal Advisor's duties, responsibilities and fees arise solely as a Registered Municipal Advisor to the Village, and it has no secondary obligation or other responsibility. Further information relating to the bonds may be obtained from Bendzinski & Co. Municipal Finance Advisors, 17000 Kercheval Ave., Suite 230, Grosse Pointe, MI 48230. Telephone (313) 961-8222.

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$4,025,000

VILLAGE OF LAKE ORION
COUNTY OF OAKLAND, STATE OF MICHIGAN
SANITARY SEWER SYSTEM REVENUE BONDS, SERIES 2025

Sources & Uses

Dated 01/28/2025 | Delivered 01/28/2025

Sources Of Funds

Par Amount of Bonds	$4,025,000.00
Total Sources	**$4,025,000.00**

Uses Of Funds

Total Underwriter's Discount (1.000%)	40,250.00
Financial Advisor	27,000.00
Bond Counsel	32,500.00
Rating Agency Fee	20,000.00
POS/Official Statement	750.00
Printing and Publishing	2,500.00
MAC Fee	450.00
Michigan Department of Treasury	805.00
Deposit to Debt Service Reserve Fund (DSRF)	402,500.00
Deposit to Project Construction Fund	3,498,245.00
Total Uses	**$4,025,000.00**

$4,025,000

VILLAGE OF LAKE ORION
COUNTY OF OAKLAND, STATE OF MICHIGAN
SANITARY SEWER SYSTEM REVENUE BONDS, SERIES 2025

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	DSR	Net New D/S	Fiscal Total
01/28/2025	-	-	-	-	-	-	-
10/01/2025	-	-	115,467.19	115,467.19	-	115,467.19	-
04/01/2026	105,000.00	4.250%	85,531.25	190,531.25	-	190,531.25	-
06/30/2026	-	-	-	-	-	-	305,998.44
10/01/2026	-	-	83,300.00	83,300.00	-	83,300.00	-
04/01/2027	140,000.00	4.250%	83,300.00	223,300.00	-	223,300.00	-
06/30/2027	-	-	-	-	-	-	306,600.00
10/01/2027	-	-	80,325.00	80,325.00	-	80,325.00	-
04/01/2028	145,000.00	4.250%	80,325.00	225,325.00	-	225,325.00	-
06/30/2028	-	-	-	-	-	-	305,650.00
10/01/2028	-	-	77,243.75	77,243.75	-	77,243.75	-
04/01/2029	150,000.00	4.250%	77,243.75	227,243.75	-	227,243.75	-
06/30/2029	-	-	-	-	-	-	304,487.50
10/01/2029	-	-	74,056.25	74,056.25	-	74,056.25	-
04/01/2030	155,000.00	4.250%	74,056.25	229,056.25	-	229,056.25	-
06/30/2030	-	-	-	-	-	-	303,112.50
10/01/2030	-	-	70,762.50	70,762.50	-	70,762.50	-
04/01/2031	165,000.00	4.250%	70,762.50	235,762.50	-	235,762.50	-
06/30/2031	-	-	-	-	-	-	306,525.00
10/01/2031	-	-	67,256.25	67,256.25	-	67,256.25	-
04/01/2032	170,000.00	4.250%	67,256.25	237,256.25	-	237,256.25	-
06/30/2032	-	-	-	-	-	-	304,512.50
10/01/2032	-	-	63,643.75	63,643.75	-	63,643.75	-
04/01/2033	175,000.00	4.250%	63,643.75	238,643.75	-	238,643.75	-
06/30/2033	-	-	-	-	-	-	302,287.50
10/01/2033	-	-	59,925.00	59,925.00	-	59,925.00	-
04/01/2034	185,000.00	4.250%	59,925.00	244,925.00	-	244,925.00	-
06/30/2034	-	-	-	-	-	-	304,850.00
10/01/2034	-	-	55,993.75	55,993.75	-	55,993.75	-
04/01/2035	195,000.00	4.250%	55,993.75	250,993.75	-	250,993.75	-
06/30/2035	-	-	-	-	-	-	306,987.50
10/01/2035	-	-	51,850.00	51,850.00	-	51,850.00	-
04/01/2036	200,000.00	4.250%	51,850.00	251,850.00	-	251,850.00	-
06/30/2036	-	-	-	-	-	-	303,700.00
10/01/2036	-	-	47,600.00	47,600.00	-	47,600.00	-
04/01/2037	210,000.00	4.250%	47,600.00	257,600.00	-	257,600.00	-
06/30/2037	-	-	-	-	-	-	305,200.00
10/01/2037	-	-	43,137.50	43,137.50	-	43,137.50	-
04/01/2038	220,000.00	4.250%	43,137.50	263,137.50	-	263,137.50	-
06/30/2038	-	-	-	-	-	-	306,275.00
10/01/2038	-	-	38,462.50	38,462.50	-	38,462.50	-
04/01/2039	230,000.00	4.250%	38,462.50	268,462.50	-	268,462.50	-
06/30/2039	-	-	-	-	-	-	306,925.00
10/01/2039	-	-	33,575.00	33,575.00	-	33,575.00	-
04/01/2040	235,000.00	4.250%	33,575.00	268,575.00	-	268,575.00	-
06/30/2040	-	-	-	-	-	-	302,150.00
10/01/2040	-	-	28,581.25	28,581.25	-	28,581.25	-
04/01/2041	245,000.00	4.250%	28,581.25	273,581.25	-	273,581.25	-
06/30/2041	-	-	-	-	-	-	302,162.50
10/01/2041	-	-	23,375.00	23,375.00	-	23,375.00	-
04/01/2042	260,000.00	4.250%	23,375.00	283,375.00	-	283,375.00	-
06/30/2042	-	-	-	-	-	-	306,750.00
10/01/2042	-	-	17,850.00	17,850.00	-	17,850.00	-
04/01/2043	270,000.00	4.250%	17,850.00	287,850.00	-	287,850.00	-
06/30/2043	-	-	-	-	-	-	305,700.00
10/01/2043	-	-	12,112.50	12,112.50	-	12,112.50	-
04/01/2044	280,000.00	4.250%	12,112.50	292,112.50	-	292,112.50	-
06/30/2044	-	-	-	-	-	-	304,225.00
10/01/2044	-	-	6,162.50	6,162.50	-	6,162.50	-
04/01/2045	290,000.00	4.250%	6,162.50	296,162.50	(402,500.00)	(106,337.50)	-
06/30/2045	-	-	-	-	-	-	(100,175.00)
Total	**$4,025,000.00**	**-**	**$2,071,423.44**	**$6,096,423.44**	**(402,500.00)**	**$5,693,923.44**	**-**

$4.025 million 20 years 2 | SINGLE PURPOSE | 10/22/2024 | 1:53 PM

Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS
A MICHIGAN FIRM, WORKING FOR MICHIGAN.

October 18, 2024

To: Village of Lake Orion's Working Group

RE: Village of Lake Orion, County of Oakland, State of Michigan
Sanitary Sewer System Revenue Bonds, Series 2025

Date	Activity/Event	Participants
10/18	Send Bond Specifications to Miller Canfield.	RMA/BC
10/22	POS Information request sent to the Village.	RMA
10/28	Bond Authorizing Resolution adopted at a regular meeting.	VILL/BC
11/13	Distribute initial draft of Preliminary Official Statement (POS) to working group for review and comments.	RMA
11/14	Request rating from Standard and Poor's (S&P).	RMA
11/27	Comments are due on the POS from working group.	BC/VILL
12/4	Second draft of the POS out to the working group. Request Notice of Sale, Legal Opinion and CDU from Miller Canfield.	RMA/BC
~12/4	Rating call with S&P.	RMA/VILL
~12/4	Due Diligence call.	RMA/BC/VILL
12/11	Comments are due on the POS from working group.	BC/VILL
12/12	Rating received from S&P.	RMA/BC/VILL
12/16	Final draft of POS sent to working group for final review, comments, and sign off.	RMA
12/19	POS distributed to the market by the printer.	RMA
12/19	Notice of Sale is published by Miller Canfield in the Bond Buyer.	BC
1/7	Bond Sale.	RMA/BC/VILL
1/14	Final Official Statement distributed to the market by the printer.	RMA
1/14	Closing letter sent to the working group.	RMA
1/28	Bond Closing with funds deposited to the Village's account.	RMA/BC/VILL/TA

17000 Kercheval Ave. • Suite 230 • Grosse Pointe, Michigan 48230
(313) 961-8222
e-mail • info@bendzinski.com

Legend

VILL = Village of Lake Orion

RMA = Registered Municipal Advisor, *Bendzinski & Co., Municipal Finance Advisors*

BC = Bond Counsel, *Miller, Canfield, Paddock and Stone, P.L.C*.

TA = Transfer Agent, *The Huntington National Bank*

WRC
WATER RESOURCES COMMISSIONER
Jim Nash

Project Cost Estimate for
Lake Orion Lift Stations - Phase 1
PRJ1-3381
22-Aug-24

		Total Cost	% of Construction
1)	**Construction** Project Construction Cost (Est)	**$ 2,774,000**	
2)	**Project Development: Engineering Consulting**	$ 134,000	4.83%
3)	**Project Financing & Legal**	$ 11,000	0.40%
3)	**Right-of-Way Services**	$ 10,000	0.36%
4)	**Exclusive County Services**	$ 251,000	9.05%
5)	**Subtotal:**	**$ 3,180,000**	
6)	**Contingency (10%)**	$ 318,000	11.46%

	Total Project Cost	Total % Admin & Contingency
	$ 3,498,000	**26.10%**

Grant Funding	**$ 1,750,000**	***Congressional Community Projects Grant***
	$ 335,000	***ARPA Funding***
Remaining Funded by Village	**$ 1,413,000**	

BID TABULATION
VILLAGE OF LAKE ORION PUMP STATION IMPROVEMENTS - PHASE 1
VILLAGE OF LAKE ORION, MI

Bids Due: Tuesday, July 30, 2024 at 2:00 p.m.
HRC Job # 20200802

	Item	Quantity	Unit	**DVM Utilities, Inc.** 6045 Sims Sterling Heights, MI 48313 Unit Price	Total Cost	**Lawrence M. Clark, Inc.** 50850 Bemis Road Belleville, MI 48111 Unit Price	Total Cost
	BASE BID						
	Item						
1.	Mobilization (5% Max)	1	LS	$100,000.00	$100,000.00	$150,000.00	$150,000.00
2.	Color Audio-Video Recording Construction Areas	1	LS	$7,000.00	$7,000.00	$20,000.00	$20,000.00
3.	Traffic Maintenance & Control	1	LS	$24,000.00	$24,000.00	$20,000.00	$20,000.00
4.	Soil Erosion and Sedimentation Control	1	LS	$9,000.00	$9,000.00	$20,000.00	$20,000.00
5.	LO-7 Improvements, Complete	1	LS	$250,000.00	$250,000.00	$450,000.00	$450,000.00
6.	LO-7 Dewatering	1	LS	$33,000.00	$33,000.00	$15,000.00	$15,000.00
7.	LO-8 Improvements, Complete	1	LS	$450,000.00	$450,000.00	$550,000.00	$550,000.00
8.	LO-8 Dewatering	1	LS	$41,000.00	$41,000.00	$15,000.00	$15,000.00
9.	LO-9 Improvements, Complete	1	LS	$512,000.00	$512,000.00	$550,000.00	$550,000.00
10.	LO-9 Dewatering	1	LS	$14,000.00	$14,000.00	$15,000.00	$15,000.00
11.	LO-10 Improvements, Complete	1	LS	$272,000.00	$272,000.00	$475,000.00	$475,000.00
12.	LO-10 Dewatering	1	LS	$10,000.00	$10,000.00	$15,000.00	$15,000.00
13.	New Force Main, 4" HDPE, HDD, LO-9	370	LF	$370.00	$136,900.00	$150.00	$55,500.00
14.	New Force Main, 4" HDPE, HDD, LO-10	530	LF	$387.00	$205,110.00	$150.00	$79,500.00
15.	Bypass Pump Connections and Valves	4	EA	$80,000.00	$320,000.00	$30,000.00	$120,000.00
16.	CIPP Lining Installation	80	LF	$900.00	$72,000.00	$250.00	$20,000.00
17.	Epoxy Coating	200	SF	$100.00	$20,000.00	$150.00	$30,000.00
18.	Permit Fee Allowance	1	LS	$5,000.00	$5,000.00	$5,000.00	$5,000.00
19.	DTE Service Allowance	1	LS	$20,000.00	$20,000.00	$20,000.00	$20,000.00
20.	SCADA Allowance	1	LS	$258,000.00	$258,000.00	$258,000.00	$258,000.00
21.	Cathodic Protection Allowance	1	LS	$15,000.00	$15,000.00	$15,000.00	$15,000.00
	TOTAL Amount of Bid - BASE BID				**$2,774,010.00**		**$2,898,000.00**

ENGINEER:
Hubbell, Roth & Clark, Inc.
555 Hulet Drive
Bloomfield Hills, MI 48302

EPA Grant Funding
CONSTRUCTION Cost Projection After Bid

Station	**TOTAL CONSTRUCTION** 2024 $	HRC Estimate 100%	HRC % of total	DVM Bid % of total
Lake Orion Station #1 - Ejector	$710,000	$437,000	6.03%	
Lake Orion Station #2 - Ejector	$702,750	$434,000	5.99%	
Lake Orion Station #3 - Ejector	$702,750	$434,000	5.99%	
Lake Orion Station #4	$494,750	$400,000	5.52%	
Lake Orion Station #5 - Ejector	$730,000	$453,000	6.25%	
Lake Orion Station #6 - Ejector	$730,000	$453,000	6.25%	
Lake Orion Station #7	$494,750	$396,000	5.47%	17.84%
Lake Orion Station #8 - Ejector	$702,750	$434,000	5.99%	25.33%
Lake Orion Station #9 - Ejector	$737,750	$475,000	6.56%	26.60%
Lake Orion Station #10	$493,750	$410,000	5.66%	17.80%
Lake Orion Station #11 - Ejector	$710,000	$440,000	6.07%	
Lake Orion Station #12	$450,000	$291,000	4.02%	
Lake Orion Station #13 - Ejector	$702,750	$434,000	5.99%	
Lake Orion Station #14 - Ejector	$743,500	$481,000	6.64%	
Lake Orion Station #15 - Ejector	$750,000	$491,000	6.78%	
Lake Orion Station #16 - Ejector	$737,750	$478,000	6.60%	
LO-9 Force Main	$138,400	$141,000	1.95%	4.99%
LO-10 Force Main	$206,610	$164,000	2.26%	7.45%
Total Construction Cost	$10,938,260.00	$7,246,000.00	100.00%	
Total Phase 1	$2,774,010	$2,020,000		
Total Phase 2	$4,094,000			
Total Phase 3	$4,070,250			
Total Construction all 3 Phases	$10,938,260			

EPA Grant Funding
TOTAL Cost Projection After Bid

PHASE 1 POST-BID	WRC 8/22/24	Percentage of Construction Cost
Construction as bid by DVM	$2,774,010	
Project Development: Engineering Consulting	$134,000	4.83%
Project Financing & Legal	$11,000	0.40%
Right-of-way Services	$10,000	0.36%
Exclusive County Services	$251,000	9.05%
Subtotal	**$3,180,010**	
Contingency (10%)	$318,000	11.46%
Total Project Cost Phase 1	**$3,498,010**	26.10%

Total Single Phase Cost
Per HRC/WRC 100% Estimate
PRE-BID
$9,103,000

Post-bid Single Phase
Estimate per DVM + WRC %
$13,793,080

PROJECTED COSTS FUTURE PHASES	Construction Costs	26.10% "Admin"	1.50% Add'l Bonding	5.00% Inflation	Phase Cost	CPF Grant	Final Cost
Phase 1 (LO-7 through LO-10 , FM 9 and FM 10)	$2,774,010	$724,000	$0	$0	**$3,498,010**	$1,750,000	**$1,748,010**
Phase 2 (LO-11 through LO-16)	$4,094,000	$1,068,509	$61,410	$204,700	**$5,428,619**	$0	**$5,428,619**
Phase 3 (LO-1 through LO-6)	$4,070,250	$1,062,311	$61,054	$213,688	**$5,407,303**	$0	**$5,407,303**
	$10,938,260	$2,854,820			**"Worst case" Total 3-year cost**		**$12,583,932**

	Construction Costs	26.10% "Admin"	1.50% Add'l Bonding	5.00% Inflation	Program Cost	80% CPF Grant	Final Cost
Phase 1 (LO-7 through LO-10 , FM 9 and FM 10)	$2,774,010	$724,000	$41,610	$0	**$3,539,620**	$1,750,000	**$1,789,620**
Phase 2 (LO-11 through LO-16)	$4,094,000	$1,068,509	$61,410	$204,700	**$5,428,619**	$750,000	**$4,678,619**
Phase 3 (LO-1 through LO-6)	$4,070,250	$1,062,311	$61,054	$213,688	**$5,407,303**	$0	**$5,407,303**
	$10,938,260	$2,854,820			**"Best case" Total 3-year cost**		**$11,875,542**

Total projected estimate 3-year cost of all phases with no EPA grants or other funding **$14,333,932**

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 28, 2024

TOPIC Park Avenue Retaining Wall Replacement Project – Change Order No. 1

BACKGROUND BRIEF:

Administration is requesting that Village Council approve Change Order No. 1 to the Park Avenue Retaining Wall Replacement construction contract with JB Contractors, Inc. During construction, the contractor unearthed a large contract mass requiring saw cutting and removal to allow the new retaining wall to be constructed as designed.

Attached is the letter of recommendation and proposed change order from the Village's Engineer.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

If approved, the change in scope of work will increase the cost of the project by $2,049.00 from $76,722.00 to $78,771.00. In accordance with the cost sharing agreement between the Village and affected property owners, the Village will cover the cost of this change. The Village included a 10% contingency in the project budget.

RECOMMENDED MOTION:

To approve Change Order No. 1 to the Park Avenue Retaining Wall Replacement Project construction contract with JB Contractors, Inc., in the amount of $2,049.00, with said additional cost to be charged to FY 2024-25 Budget account #203-875-977-000 – Local Street Fund – Construction – Capital Outlay; and to authorize the Village Manager to execute the change order on behalf of the Village.

NF ENGINEERS
Civil Engineers | Land Surveyors | Land Planners | Geospatial Engineers
48680 Van Dyke, Ste 200 Shelby Twp, MI 48317 | P: 844-416-3364 | www.nfe-engr.com

Mr. Darwin McClary, Village Manager
Village of Lake Orion
21 E. Church St.
Lake Orion, MI 48362

October 24, 2024

RE: Park Street Retaining Wall Replacement
Change Order #1
NFE Job No. M718

Dear Mr. McClary:

We have forwarded to you a signed copy of Change Order #1 for the Park Avenue Retaining Wall replacement project. The change order was necessitated by a changed field condition, which is one reason contingency amounts are typically included in final construction cost opinions, even after receipt of contractor's bid prices. For this project, a contingency of $6,120 was estimated, or 10% of the Village's portion of the total project. Change Order #1 is for $2,049.00, approximately 1/3 of the estimated contingency. Work at the site is nearly complete.

The field condition that necessitated this change order was the discovery on October 4, after demolition of the failing timber retaining wall, of a substantial existing concrete mass at the depth and location of the new replacement wall's foundation that made construction of the new wall impossible. This mass, possibly an earlier retaining structure, was not visible prior to demolition, and no record of its existence has been found.

After a site meeting October 7 with Wes Sanchez, myself, and Bruce Abbott of JB Contractors, it was determined that the safest and quickest method to resolve the situation was to have the contractor sawcut and remove portions of the existing concrete to allow placement of the new foundation blocks as designed. The contractor provided the cost of that work based on the time spent by his crew and the disposal of the removed material, which is reflected on the signed Change Order #1.

If you have any questions, please feel free to call.

Sincerely,
NOWAK & FRAUS ENGINEERS

Wendy E. Spence, PE
Sr. Project Manager

CC: Wesley Sanchez, DPW Director
Sonja Stout, Clerk

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NF ENGINEERS

Village of Lake Orion

CONSTRUCTION CHANGE ORDER NO. 1

Project : M718: Park Avenue Retaining Wall Replacement

To: JB Contractors, Inc
2933 Military
Detroit, MI 48209
Email: jbcontractors@outlook.com

You are hereby authorized and directed to make the changes to your contract with the Village of Lake Orion for the above project, as described below:

Sawcut and remove portions of existing concrete mass, possible old retaining wall, to accommodate location of replacement wall as discussed in the field Tuesday, October 8, 2024.

Additional Contract Days: NONE

For the labor, material and any other necessary costs to make the change or for omitting labor and material and any other costs, you will be allowed the additions or deductions to the amount of your contract as follows:

CONTRACT AMOUNT TO DATE	$ 76,722.00
ADDITION TO CONTRACT	$ 2,049.00
DEDUCTION FROM CONTRACT	$ 0.00
NET CONTRACT AMOUNT	$ 78,771.00

It is hereby understood that the provisions of the contract will not be otherwise changed or affected by this order.

RECOMMENDED BY:

Nowak & Fraus Engineers

Wendy E Spence

10/21/24

Wendy E. Spence, PE (Date)

Village of Lake Orion

Darwin McClary, Village Manager (Date)

ACCEPTED BY:

Contractor: JB Contractors, Inc.

By: Bruce Abbott 10/24/24
(Date)

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Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 28, 2024

TOPIC Correction to FY 2024-25 Municipal Fee Schedule – Rubbish Collection Fee

BACKGROUND BRIEF:

Due to a clerical error, the rubbish collection billing amount for FY 2024-25 was not increased from the previous year for the October 2024 utility bill in accordance with the fee adopted by Village Council in May 2024. As a result, it is necessary to increase the rubbish collection fee by $0.60 per quarter per account for the next three billing periods to adjust for the billing shortfall. This change will be reflected on the January, April, and July 2025 utility bills.

SUMMARY OF PREVIOUS COUNCIL ACTION:

05/09/2024 – Council adopted the FY 2024-25 municipal fee schedule, which included an adjustment in rubbish collection fee from $51.99 per quarter to $53.79 per quarter.

FINANCIAL IMPACT:

While the Council increased the rubbish collection fee from $51.99 per quarter to $53.79 per quarter for FY 2024-25, this increase was not reflected on the October 2024 utility bills. Therefore, an adjustment of $0.60 per quarter per account is necessary to cure the revenue shortfall. If the fee adjustment is approved, no financial impact to the Village will result. However, failure to adjust the fee will result in a rubbish collection revenue shortfall of $6,588 based on 1,220 rubbish accounts. The annual contractual rubbish collection services cost with Priority Waste for FY 2024-25 is $262.495.

RECOMMENDED MOTION:

To amend the FY 2024-25 municipal fee schedule to increase the rubbish collection fee from $53.79 per quarter to $54.39 per quarter for the January, April, and July 2025 utility bills.