



City Council Study Session

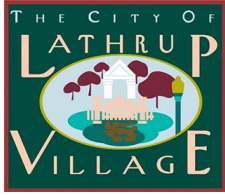
Monday, November 04, 2024 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
 - [A.](#) Communication Plan - E-Newsletter
 - [B.](#) Lathrup Village Nature Group - Partnership Agreement
 - [C.](#) MDNR Trust Fund Grant
 - [D.](#) CDGB 2025 Project
3. **Public Comments**
4. **Mayor and Council Comments**
5. **Adjourn**

ADDRESSING THE CITY COUNCIL

- Your comments shall be made during times set aside for that purpose.
- Stand or raise a hand to indicate that you wish to speak.
- When recognized, state your name and direct your comments and/or questions to any City official in attendance..
- Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to three (3) minutes duration during the first and last occasion for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
- In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.
- No speaker may make personal or impertinent attacks upon any officer, employee, or City Council member or other Elected Official, that is unrelated to the manner in which the officer, employee, or City Council member or other Elected Official, performs his or her duties.
- No person shall use abusive or threatening language toward any individual when addressing the City Council.
- Any person who violates this section shall be directed by the Mayor to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such person may be deemed by the Mayor to have committed a “breach of the peace” by disrupting and impeding the orderly conduct of the public meeting of the City Council and may be ordered by the Mayor to leave the meeting. If the person refuses to leave as directed, the Mayor may direct any law enforcement officer who is present to escort the violator from the meeting.



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Mayor & City Council
FROM: Mike Greene – City Administrator
DATE: November 4, 2024
RE: Study Session

Communication Plan – E-Newsletter

As the City is creating a Communication Plan, we want to discuss the e-newsletter. We are seeking guidance on what the Council would like to see/not see in the newsletter so we can include language in the plan. This guidance will give staff proper directions and any outside organization/individual who would like something included in the plan would have formal directions to follow.

Currently, the City utilizes the e-newsletter to share City-specific information (news/events), information from our partners, and free events hosted in the community. If the Council would like to modify our current practice, now is the time to have those discussions before formally adopting the communication plan.

Lathrup Village Nature Group – Partnership Agreement

The LVNG is looking to establish a formal partnership agreement with the City. Included in your packet is a draft agreement that could be up for consideration during your 11/18 Council meeting. In summary, the LVNG is looking to utilize City facilities, at no cost, a few times during the calendar year, and in exchange, they will maintain small sections of parks and host public seminars/garden tours.

MDNR Trust Fund Grant Request

As part of the City’s grant writing contract with Lexipol, they will write one full grant for the City each year of the contract. This year, staff have requested that they write/submit an MDNR Trust Fund grant for a new playscape in Municipal Park. This grant request would be for \$400,000 and we would utilize the Council RAP funding (~\$132,000) as our matching funds (total project cost \$500,000+). While the final design of this playscape is to be determined, I have included a mockup in your packet as a reference. The purpose of this discussion is to get initial feedback on submitting this type of request and utilizing the Lexipol services to fulfill it. If there is consensus to proceed with the MDNR grant submittal, there will be a formal resolution on the 11/18 agenda approving the grant submittal request.

CDBG 2025 Project

Each year the City receives community development block grant (CDBG) funding via Oakland County. This year the City will receive \$7,000. CDBG dollars must be spent per CDBG guidelines outlined by HUD and Oakland County. In the past, the City has tried to utilize these funds for senior programming or yard maintenance. This year, Community Development Director Colson and I have been discussing this program. Due to funding constraints in the park’s budget, we are recommending this year’s allocation be allotted to park facilities. If the consensus is to move forward with allocating this funding to park facilities, we will finalize the CDBG application and make that recommendation during the 11/18 Council meeting after the required public hearing.

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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Lathrup Village Women’s Club Request for Partnership with the City of Lathrup Village

To the City Council of Lathrup Village,

We respectfully submit to you our request for a Partnership with the City of Lathrup Village. Following is information about our overall purpose and our past and planned contributions to the City. We thank you kindly for your consideration.

WHAT WE ARE

Lathrup Village Nature Group (LVNG) is a group for like-minded people to discuss and simply enjoy the natural environment and cultivated gardens of Lathrup Village. We have a Facebook platform (Lathrup Village Nature Group, formed in March 2020) with about 270 members. Our Facebook group is very active and is a warm and welcoming environment for beginning and advanced gardeners. The platform also has many experts on a variety of subjects such as native plants, insects, garden design, pruning, trees, and more, who provide helpful information to members. We are planning to implement live meetings for the whole Group in 2025 to expand beyond just a Facebook group.

We have a Planning Committee of six (6) members who meet on a regular basis to formulate ideas and activities for the group. LVNG is a progressive garden group that is very much involved in sustainability, native plants, pollinators, organic growing techniques, vegetable gardening, and the natural environment, among other interests. We sponsored and produced the recent 2023 Garden Tour and the 2024 “Rock the Village” recognition of outstanding homes and gardens, both of which highlighted the beautiful neighborhoods of Lathrup Village.

Our Mission Statement is to encourage and support appreciation of and education about nature and the gardens of Lathrup Village.

LVNG is open to all people of Lathrup Village and outside of Lathrup Village. However, we do keep it Lathrup Village-focused.

WHAT WE DO

Besides the online platform, we have created and implemented the following for the City:

- Wrote an article about coyotes for the city.
- Presented Garden Tour Summer 2023.
- Hosted plant swap with DDA Spring 2024.
- Cleaned, weeded, and planted the Veteran’s Memorial Grove at City Hall in the Spring of 2024.
- Created a landscape plan and sourced plants for City Hall with DDA Beautification Spring 2024.
- Helped DDA Beautification to plant hanging baskets in Spring 2024.
- Presented “Rock the Village” Summer 2024 (home & garden excellence recognition).
- LVNG members installed the trees and shrubs at City Hall in Fall 2024 with DDA Beautification.

PLANS FOR 2025

- Produce Garden Tour June 2025.
- Maintain the Prairie Garden by Goldengate NE at City Hall starting Spring 2025.
- Maintain the Veteran’s Grove at City Hall.
- Present a seminar on a gardening/nature subject in the Community Room first quarter of 2025.
- Host three (3) live meetings in the Meeting Room at City Hall, topics to be determined.

- Partner with the DDA Beautification Committee to assist with hanging baskets.
- Host a Native plant sale at City Hall in Spring and possibly Fall.
- Collaborate with other groups in the City as needed/requested.

OUR REQUESTS TO THE CITY

The Lathrup Village Nature Group (LVNG) respectfully makes the following requests for the use of City Resources at no charge for our services to the City.

The use of the **Meeting Room three (3) times per year, M-Th only, after City Hall office hours.** We ask for a 3-hour time span which includes setup and cleanup. Usage is for LV Nature Group and open to all.

The use of the Community Room **one (1) time in the first quarter of 2025 after City Hall office hours, M-Th only.** We request a 4-hour time span to include set-up and cleanup and do not require kitchen facilities. Usage is for speaker presentations and is open to all. Light refreshments are to be provided by LVNG.

The Picnic Shelter **(2 times per year) Weekends (Saturday or Sunday) for activity TBD, 1x spring and 1x fall. 4 hours total including setup and cleanup.** Open to all.

The use of the City Hall outside space (does not have to be a Gazebo or Picnic Shelter) for ticket sales of Garden Tour 2025 on Saturday, June 21, the day of the Tour from 9 am to 4 pm. Open to all. We also request access to Public Restrooms in City Hall.

We respectfully ask that the **City promote our events** when scheduled, on the City website and email newsletter.

Thank you kindly for your consideration and please advise with any questions or concerns you may have.

The Lathrup Village Nature Group.

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement ("Agreement") is entered into as of August 19th, 2024, between The Lathrup Village Nature Group, hereinafter referred to as the "LVNG," and the City of Lathrup Village, located at 27400 Southfield Rd. Lathrup Village MI 48076 hereinafter referred to as the "City."

1. **Purpose:** LVNG and the City are entering into a collaborative effort for the purpose of community benefit.
2. **Hold Harmless Provision:** LVNG agrees to indemnify and hold harmless the City and its officers, employees, agents, and representatives (collectively, the "City Parties") from any and all claims, demands, suits, actions, liabilities, damages, losses, costs, and expenses, including attorney's fees (collectively, "Claims"), arising out of or in connection with LVNG activities, negligence, or breach of any obligation under this Agreement.
3. **Exceptions:** This indemnification obligation does not apply to Claims caused solely by the gross negligence or willful misconduct of the City Parties.
4. **Notice and Defense:** In the event of any Claim against the City Parties, LVNG agrees to promptly notify the City in writing. LVNG further agrees to assume the defense of such Claim, including the selection of legal counsel and shall keep the City reasonably informed of the progress of the defense.
5. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the state of Michigan, without regard to its conflict of law principles.

IN WITNESS WHEREOF, the parties hereto have executed this Hold Harmless Agreement as of the date first above written.

Lathrup Village Nature Group

Signature



Michigan Natural Resources Trust Fund (MNRTF) Grant Program Overview

- **Objective:** The MNRTF provides financial assistance for land acquisition and development projects to enhance public outdoor recreation opportunities and protect natural resources.
- **Eligible Applicants:** State and local units of government, such as cities, counties, and townships, as well as public authorities, boards, commissions, and school districts.
- **Funding Priorities:**
 - Acquisition of land for public recreation or natural resource conservation.
 - Development of outdoor recreation facilities, such as parks, trails, and water access.
 - Projects that preserve unique natural resources or support wildlife habitats.
- **Types of Projects Funded:**
 - Park development (e.g., playgrounds, picnic areas, restrooms).
 - Note: Development applications should be for a single park site.
 - Trails and pathways for hiking, biking, and equestrian use.
 - Water-based recreation such as boat launches, fishing piers, and beach access.
 - Acquisition of land for parks or natural areas.
- **Grant Size:** Minimum \$15,000; Maximum \$400,000
- **Match Requirement:** Applicants must provide a local match of at least **25%** of the total project cost.
 - Note: You may earn points for your application if you provide additional funds above the required minimum applicant match.
- **Application Deadline:** Applications are typically due by **April 1** of each year, with grant awards announced later in the year.
- **Evaluation Criteria:** Applications are scored based on factors such as the project's impact on public recreation, community need, regional and state benefits, and the preservation of natural resources.
- **Program Administration:** The grant is administered by the Michigan Department of Natural Resources (DNR) in collaboration with the Michigan Natural Resources Trust Fund Board.

For more detailed information, visit the Michigan DNR website at <https://www.michigan.gov/dnr/Buy-and-Apply/grants/rec/mnrtf>.



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A PLAYCORE Company
www.gametime.com

Lathrup Village Municipal Park Playground



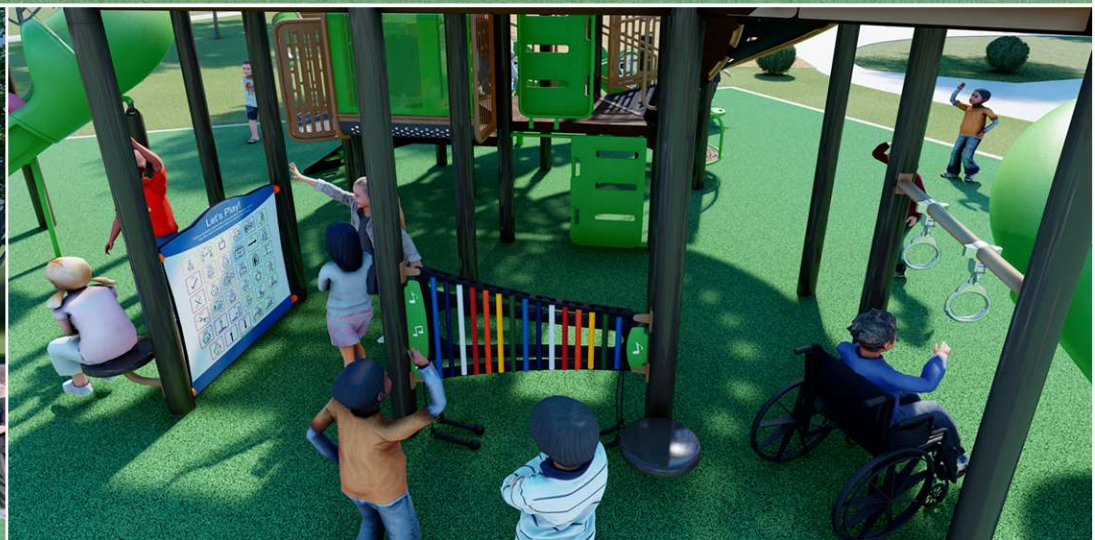


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Lathrup Village Municipal Park Playground



Rendered in Custom Malibu Palette



Lathrup Village Municipal Park Playground



Rendered in Custom Malibu Palette

Lathrup Village Municipal Park Playground



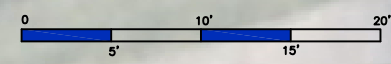
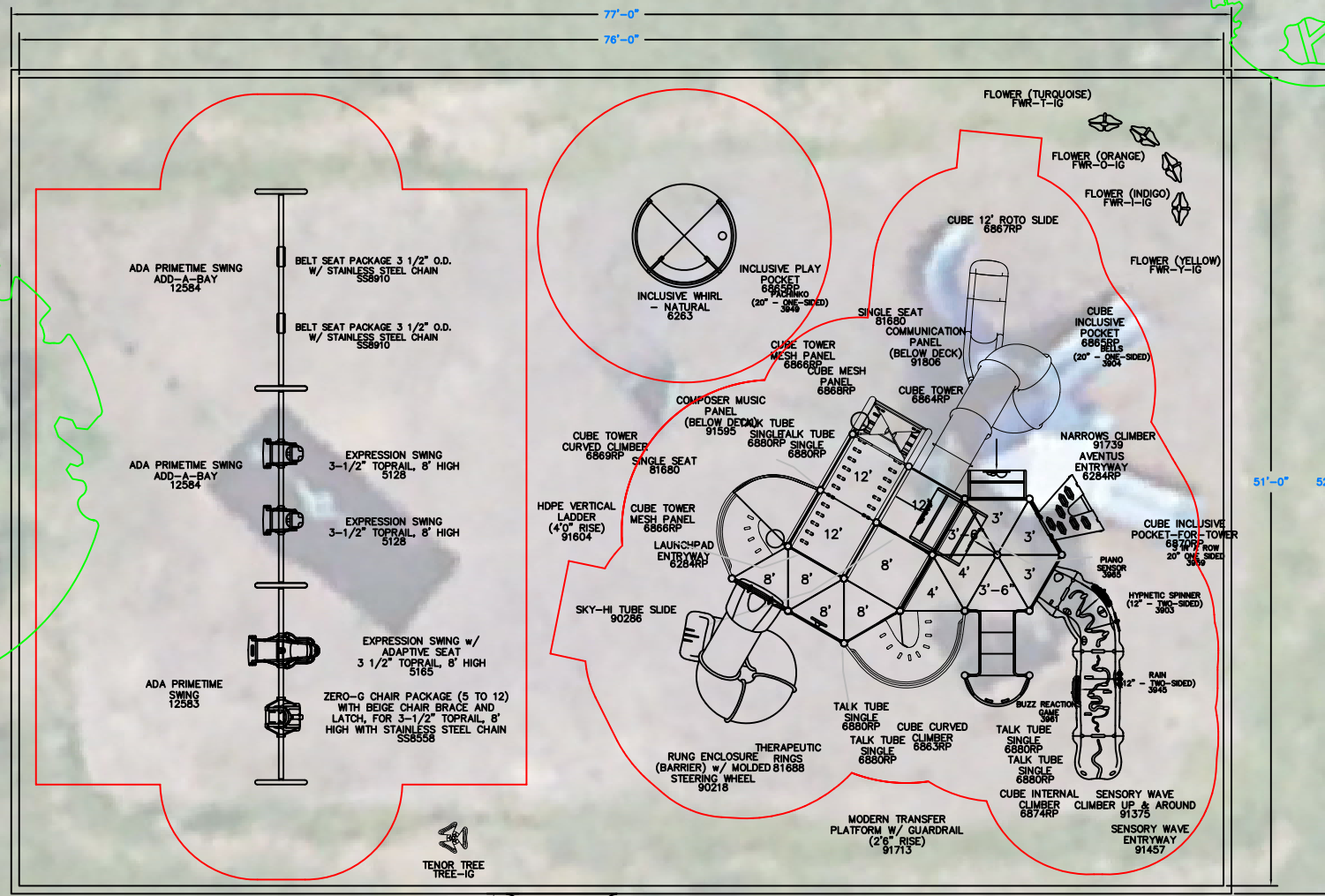
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Lathrup Village Municipal Park Playground



Rendered in Custom Malibu Palette

Lathrup Village Municipal Park Playground



ISO 9001 CERTIFIED
150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com

Lathrup Village
Municipal Park
Lathrup Village, MI
 Representative
Sinclair Recreation

This Unit includes play events and routes or travel specifically designed for special needs users. It is the opinion of the manufacturer that these play events and routes of travel conform to the accessibility requirements of the ADA (Americans with Disabilities Act)

Total Elevated Play Components	13	0	0
Total Elevated Play Components Accessible By Ramp	0	Required	0
Total Elevated Components Accessible By Transfer	13	Required	7
Total Accessible Ground Level Components Shown	15	Required	4
Total Different Types Of Ground Level Components	6	Required	3

This play equipment is recommended for children ages
5-12

Minimum Area Required:
77' x 52'
 Scale: Bar
 This drawing can be scaled only when in an 24" x 36" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. Consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:
ALW
 Date:
8/15/2024
 Drawing Name:
Lathrup Village - Municipal Park



GameTime c/o Sinclair Recreation
 176 E Lakewood Blvd
 Holland, MI 49424
 Ph: 800-444-4954
 Fax: 616-392-8634

08/21 Item 2C.
 Quote #
 106612-01-01

2024 Playground Proposal - Grant Check with Order

CITY OF LATHRUP VILLAGE
 Attn: Mike Green
 27400 SOUTHFIELD RD
 LATHRUP VILLAGE, MI 48076-3489
 UNITED STATES
 Phone: 248-557-2600 Ext. 225
 mgreene@lathrupvillage.org

Ship to Zip 48076-3489

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - Modified Dallas Dazzler Unit for 5-12 Year Olds	\$183,296.00	\$183,296.00
		(1) 3903 -- Hypentic Wheel 12" 2S		
		(1) 3904 -- Bells 20" 1S		
		(1) 3945 -- Rain 12" 2S		
		(1) 3949 -- Pachinko 20" 1S		
		(1) 3959 -- 3-in-A-Row 20" Sensor		
		(1) 3961 -- Buzz Game Sensor 20" one sided		
		(1) 3965 -- Rotogen Piano 20" Sensor with Adaptive		
		(11) 16701 -- Ada 49"Tri Punch Steel Dk		
		(2) 6284RP -- Aventus Entryway		
		(1) 6863RP -- Arise Climber		
		(1) 6864RP -- Aventus Tower Foundation		
		(2) 6865RP -- Inclusive Play Pocket		
		(2) 6866RP -- Aventus Tower Mesh Panel		
		(1) 6867RP -- Aventus Tower 12' Slide		
		(1) 6868RP -- Aventus Tower Mesh Panel		
		(1) 6869RP -- Arise Climber w/Cover		
		(1) 6870RP -- Inclusive Play Pocket (Tower)		
		(1) 6874RP -- Aventus Internal Climbing Wall		
		(6) 6880RP -- Aventus Talk Tube		
		(6) 6895RP -- Aventus Extensions		
		(2) 81680 -- Single Seat		
		(1) 81688 -- Therapeutic Rings Attch		
		(1) 90218 -- Rung Encl Mold S. Whl & Bar,Above Dk		
		(2) 90266 -- 8' Upright, Alum		
		(1) 90267 -- 9' Upright, Alum		
		(3) 90268 -- 10' Upright, Alum		
		(1) 90269 -- 11' Upright, Alum		
		(1) 90272 -- 14' Upright, Alum		
		(2) 90273 -- 15' Upright, Alum		





GameTime c/o Sinclair Recreation
 176 E Lakewood Blvd
 Holland, MI 49424
 Ph: 800-444-4954
 Fax: 616-392-8634

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Quantity	Part #	Description	Unit Price	Amount
		(1) 90286 -- 8' Sky Hi Spiral Tube Slide, 30" Dia		
		(1) 91375 -- PS Sensory Wave Up & Around (3' & 3'		
		(1) 91457 -- Sensory Wave Entryway		
		(1) 91595 -- Composer		
		(1) 91604 -- HDPE Vertical Ladder 4'0"		
		(1) 91713 -- Modern Transfer w/Guard 2'-6" Rise		
		(1) 91739 -- Narrows Climber (3'-4'6")		
		(1) 91806 -- Communication Board		
		(1) 91827 -- 5" Upright Extension w/ Cap 5'		
		(5) 91832 -- 5" Upright Extension w/o Cap 8'		
		(1) 91846 -- 5" Upright Extension w/o Cap 7'		
		(2) G90268 -- 10' Upright, Galv		
		(5) G90270 -- 12' Upright, Galv		
		(2) G90272 -- 14' Upright, Galv		
1	RDU	GameTime - Swings with Seats	\$12,789.00	\$12,789.00
		(2) 5128 -- Expression Swing 3 1/2" X 8'		
		(1) 5165 -- Expression Swing w Adaptive Seat 3 1/2		
		(1) 12583 -- Ada Primetime Swing Frame, 3 1/2" Od		
		(2) 12584 -- Ada Primetime Swing Aab, 3 1/2" Od		
		(1) SS8558 -- 3 1/2" Zero-G Chair (5-12)-Stainless		
		(2) SS8910 -- Belt Seat 3 1/2" /8' W/Clevis		
1	6263	GameTime - Inclusive Whirl - Natural	\$18,633.00	\$18,633.00
3876	PIP	GT-Impax - Poured in Place Surfacing, 50% standard color / 50% black, 5.25" thick for a 12' CFH- Price includes supply and installation of 8" crushed stone subbase to bring playground to grade of existing concrete walkway Does NOT include site security while PIP material cures.	\$39.00	\$151,164.00
1	REMOVAL	Installation - Removal and disposal of existing equipment	\$8,750.00	\$8,750.00
4004	EXCAVATION	Installation - Excavation of existing surfacing and grassy area to a depth of 12" or until all EWF has been removed	\$2.75	\$11,011.00
254	CURB	Installation - Concrete curb along perimeter of proposed play area with keyway for PIP	\$60.00	\$15,240.00
40	CONCRETE	Installation - Furnish and install concrete access walkway from existing sidewalk to play area	\$20.00	\$800.00
1	INSTALL	Installation - Installation of GameTime equipment and Freenotes musical instruments- Price includes snow fencing around construction site, installation of Gametime equipment and Freenotes music instruments, and site restoration of areas disturbed due to construction.	\$82,500.00	\$82,500.00



GameTime c/o Sinclair Recreation
 176 E Lakewood Blvd
 Holland, MI 49424
 Ph: 800-444-4954
 Fax: 616-392-8634

08/21 Item 2C.
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2024 Playground Proposal - Grant Check with Order

Quantity	Part #	Description	Unit Price	Amount
1	Freenotes Flowers Ensemble IG	Freenotes Harmony Park - Freenotes Flowers Inground Ensemble Collection	\$5,919.00	\$5,919.00
1	TREE-IG	Freenotes Harmony Park - Tenor Tree - (With Inground Mount Kit)	\$6,379.00	\$6,379.00
Contract: OMNIA #2017001134			Sub Total	\$496,481.00
			Grant	(\$93,616.83)
			Freight	\$3,000.00
			Total	\$405,864.17

Comments

Matching Grant Funds are available until October 25th, 2024 at 12PM EST **or** until Grant funds are no longer available. Approved grant application is required. To receive full grant funding, a check of \$136,399.16 **must be received at the time of order.**

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. **A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.**

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.

Shipment: Order shall ship within 12-14 weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

NOTE: To qualify for the GameTime Grant, you must complete the application form for pre-approval. Upon approval, a Partial Matching Grant (reflected in the pricing shown above) is good toward the purchase of a new Powerscape, PrimeTime, XScope or Ionix Structure only. The order **MUST** be received no later than October 18th, with full payment to allow for processing, and your order will ship within 6-10 weeks from date of order placement. The Grant does not apply toward Freight, Freestanding Items, Surfacing or Installation. To qualify for the matching grant amount shown above, a check for the **full** amount **MUST** accompany your order.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

NOTE: PRICING **DOES NOT** INCLUDE ANY DAVIS BACON OR PREVAILING WAGE RATES UNLESS SPECIFICALLY IDENTIFIED ABOVE IN QUOTE. THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS, UNLESS SPECIFICALLY LISTED IN ABOVE QUOTE.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders, drainage provisions, or any local/municipal permits or paperwork that may be required.





GameTime c/o Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424
Ph: 800-444-4954
Fax: 616-392-8634

08/21 Item 2C.
Quote #
106612-01-01

2024 Playground Proposal - Grant Check with Order

Acceptance of quotation:

Accepted By (printed): _____

Signature: _____

Title: _____

Facsimile: _____

Email: _____

P.O. No: _____

Please make P.O.s out to GameTime C/O Sinclair Recreation

Date: _____

Phone: _____

Purchase Amount: \$405,864.17

REQUIRED ORDER INFORMATION:

Bill To: _____

Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

Tel: _____

(For Accounts Payable)

Email: _____

Ship To: _____

Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

Tel: _____

(To call before delivery)

Email: _____

COLOR SELECTIONS: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

NOTE: IF INSTALLATION IS BEING QUOTED, THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS. PRICING VALID FOR 30 DAYS FROM THE DATE OF QUOTATION UNLESS OTHERWISE NOTED. ANY MODIFICATIONS TO AN ACCEPTED QUOTATION MUST BE DOCUMENTED IN WRITING OR WITH A NEW OR SEPARATE QUOTE. VERBAL MODIFICATIONS TO PREVIOUSLY SIGNED QUOTES WILL NOT BE ACCEPTED.



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

NO EXCEPTIONS

PROGRAM YEAR 2025

(July 1, 2025 - June 30, 2026)

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

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

PREVIOUS EDITIONS OBSOLETE

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

Catalog of Federal Domestic Assistance (CFDA) # 14.218

UEI #HZ4EUKDD7AB4

CAGE# 39SZ3

HEALTH & HUMAN SERVICES

Leigh-Ann Stafford • Director

NEIGHBORHOOD & HOUSING DEVELOPMENT DIVISION

Khadija Walker-Fobbs • Housing Officer

OAKLAND COUNTY NEIGHBORHOOD & HOUSING DEVELOPMENT

1200 N Telegraph Rd • Bldg. 34E
Pontiac, Michigan 48341

t: (248) 858-0493 • f: (248) 858-5311



CDBG PROGRAM RULES

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

RESIDUAL BALANCE REPROGRAMMING POLICY

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

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

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

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

Funds may be administratively reprogrammed to one of the following:

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

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

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

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

Required documentation - Communities must submit to Ashley Hinton:

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

CDBG APPLICATION PROCESS

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

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

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

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

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

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

CDBG APPLICATION INSTRUCTIONS

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

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

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

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

PLEASE REMEMBER

**DO NOT USE old applications to complete PY 2025 application.
Use PY 2024 approved project summaries as a guide.**

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

CDBG APPLICATION PART 1 - CHECKLIST

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

PART 2 - COMPLETE ONCE PER APPLICATION

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

PART 3 - COMPLETE PER PROJECT

- A- Project Type

PART 4 - COMPLETE PER PROJECT

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

PART 5 - COMPLETE ONCE PER APPLICATION

- A - Public Hearing Notice
 - Option #1 Affidavit of Publication
 - Option #2 Web Posting and Certification

- B - Public Hearing Minutes
 - Option #1 True Copy
 - Option #2 Governing Body Resolution

CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT	
Community:	Lathrup Village
CDBG Planning Allocation:	7000
Contact Person:	Austin Colson
Telephone:	248-557-2600 ext. 223
Best time to contact:	Monday - Friday 8:00 AM - 4:30 PM
UEI #:	GJ67JS51GRN3
Copy of current SAMS attached:	Yes <input type="checkbox"/> If No, Explain: _____
Is community subject to Single Audit?	Yes <input type="checkbox"/> No <input type="checkbox"/>

B - PROPOSED PROJECT(S)	
Project # <u>1</u> Name: <u>Sarrackwood Park Safety Mulch</u> Allocation: <u>7000</u>	
Project # _____ Name: _____ Allocation: _____	
Project # _____ Name: _____ Allocation: _____	
Project # _____ Name: _____ Allocation: _____	
Total # of Projects:	1
# of Public Service Projects:	1
Public Service %:	

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

CDBG APPLICATION PART 2 - CONTINUED

D - CONFLICT OF INTEREST CERTIFICATION

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

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

Part 570 Community Development Block Grants

Subpart K Other Program Requirements

Sec. 570.611 Conflict of interest

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

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

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

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

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

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

Community Name:	Lathrup Village
Name of Highest Elected Official or Designee:	
Title of Highest Elected or Designee:	
Signature:	

CDBG APPLICATION - PART 3 PROJECT TYPE

(Please one box per project)

Project #1

Allocation: \$7000

PROJECT TYPE						
Account	Account #	Objective	Goal	Indicator	Outcome	
<input checked="" type="checkbox"/>	ACQUISITION AND DISPOSITION					
<input type="checkbox"/>	Acquisition of Real Property	172170-730003	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Disposition of Real Property	172170-730536	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Clearance and Demolition	172170-730345	Suitable Living Environment	Strengthen Communities	Slum Blight	Sustainability
<input type="checkbox"/>	Cleanup of Contaminated Sites		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Relocation		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input checked="" type="checkbox"/>	PUBLIC FACILITIES AND IMPROVEMENTS					
<input type="checkbox"/>	Senior Center	172170-731696	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Facilities for Persons with Disabilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Homeless Facilities (not operating costs)		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Youth Centers		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Neighborhood Facilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Parks, Recreational Facilities	172170-731332	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Parking Facilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Solid Waste Disposal Improvements	172170-730744	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Flood Drainage Improvements	172170-730744	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Water/Sewer Improvements	172170-732114	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Street Improvements	172170-731864	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Sidewalks	172170-731745	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Child Care Centers		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Tree Planting	172170-732021	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Fire Stations/Equipment	172170-730733	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Health Facilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Facilities for Abused and Neglected Children		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Asbestos Removal		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Facilities for AIDS Patients (not operating costs)		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Other Public Improvements Not Listed in 03A-03T	172170-731498	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Remove Architectural Barriers	172170-731619				
<input type="checkbox"/>	Special Assessments	172170-731815				

CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED

(Please one box per project)

Project #1

Allocation: \$7000

PROJECT TYPE CONTINUED						
Account	Account #	Objective	Goal	Indicator	Outcome	
<input checked="" type="checkbox"/>	PUBLIC FACILITIES AND IMPROVEMENTS CONTINUED					
<input type="checkbox"/>	Interim Assistance		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Privately Owned Utilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input type="checkbox"/>	Non-Residential Historic Preservation	172170-731280	Suitable Living Environment	Strengthen Communities	Slum Blight	Sustainability
<input type="checkbox"/>	Tornado Shelters Serving Private Mobile Home Parks		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<input checked="" type="checkbox"/>	PUBLIC SERVICES					
<input type="checkbox"/>	Homeless/AIDS Patients Programs		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Senior Services	172160-731712				
<input type="checkbox"/>	Services for Persons with Disabilities	172160-730535	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Legal Services	172160-731073	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Youth Services	172160-732185	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Transportation Services	172160-732011	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Substance Abuse Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Services for victims of domestic violence/ dating violence/sexual assault/stalking	172160-730137	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Employment Training	172160-731941	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Crime Awareness/Prevention		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Fair Housing Activities (subject to PS cap)	132210-702010	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Tenant/Landlord Counseling		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Child Care Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Health Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Services for Abused and Neglected Children		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Mental Health Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Screening for Lead Poisoning		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Subsistence Payments	172160-730571	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Rental Housing Subsidies		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Security Deposits		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility

CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED

(Please one box per project)

Project #1

Allocation: \$7000

PROJECT TYPE CONTINUED						
Account	Account #	Objective	Goal	Indicator	Outcome	
<input checked="" type="checkbox"/>	PUBLIC SERVICES CONTINUED					
<input type="checkbox"/>	Housing Counseling only, under 24 CFR 5.100	132210-702010	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Neighborhood Cleanups		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Food Banks		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Housing Information and Referral Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Housing Counseling Supporting Homebuyer Downpayment Assist (05R)		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input type="checkbox"/>	Other Public Services Not Listed in 03T and 05A-05Y (Housekeeping/Safety & Repair/Yard)	172160-730880 172160-731665 172160-732170	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
<input checked="" type="checkbox"/>	HOUSING					
<input type="checkbox"/>	Loss of Rental Income		Decent Affordable Housing			Affordability
<input type="checkbox"/>	Construction of Housing		Decent Affordable Housing			Affordability
<input type="checkbox"/>	Housing Counseling for Homeownership Assist (13B)		Decent Affordable Housing			Affordability
<input type="checkbox"/>	Homeownership Assistance – ex Housing Counseling		Decent Affordable Housing			Affordability
<input type="checkbox"/>	Rehabilitation: Single-Unit Residential	132290-730898	Decent Affordable Housing	# of units brought to code		Affordability
<input type="checkbox"/>	Emergency Rehab	172170-730569	Decent Affordable Housing	# of units brought to code		Affordability
<input type="checkbox"/>	Minor Home Repair	172170-731227	Decent Affordable Housing	# of units brought to code		Affordability
<input type="checkbox"/>	Mobile Home Repair		Decent Affordable Housing	# of units brought to code		Affordability
<input type="checkbox"/>	Rehabilitation: Multi-Unit Residential		Decent Affordable Housing	# of units brought to code		Affordability
<input type="checkbox"/>	Rehabilitation: Public Housing Modernization		Decent Affordable Housing	# of units brought to code		Affordability
<input type="checkbox"/>	Rehabilitation: Other Publicly Owned Res Buildings	172160-731602	Decent Affordable Housing	# of units brought to code		Affordability
<input type="checkbox"/>	Rehabilitation: Energy Efficiency Improvements		Decent Affordable Housing	# of units brought to code		Affordability
<input type="checkbox"/>	Rehabilitation: Acquisition		Decent Affordable Housing	# of units brought to code		Affordability
<input type="checkbox"/>	Rehabilitation: Administration	132280-731605	N/A	N/A	N/A	N/A
<input type="checkbox"/>	Lead-Based Paint/Lead Hazards Testing/Abatement		Decent Affordable Housing			Affordability
<input type="checkbox"/>	Housing Services, Excluding Housing Counseling		Decent Affordable Housing			Affordability
<input type="checkbox"/>	Housing Counseling Support HOME Hsg Activities		Decent Affordable Housing			Affordability
<input type="checkbox"/>	Housing Counseling in Conjunction with CDBG Assisted Housing Rehab		Decent Affordable Housing			Affordability
<input type="checkbox"/>	Code Enforcement (See Part 4 C)	172170-730310	Suitable Living Environment	Strengthen Communities	# of LMI persons served	Sustainability

CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED

(Please one box per project)

Project #1

Allocation: \$7000

PROJECT TYPE CONTINUED					
Account	Account #	Objective	Goal	Indicator	Outcome
<input checked="" type="checkbox"/> HOUSING CONTINUED					
<input type="checkbox"/> Residential Historic Preservation		Decent Affordable Housing			Affordability
<input type="checkbox"/> Operation and Repair of Foreclosed Property ("In-Rem Housing")		Decent Affordable Housing			Affordability
<input checked="" type="checkbox"/> ECONOMIC DEVELOPMENT					
<input type="checkbox"/> Rehabilitation: Publicly or Privately Owned Commercial/Industrial					
<input type="checkbox"/> Commercial/Industrial: Acquisition/Disposition					
<input type="checkbox"/> Commercial/Industrial: Infrastructure Development					
<input type="checkbox"/> Commercial/Industrial: Building Acquisition, Construction, Rehabilitation					
<input type="checkbox"/> Commercial/Industrial: Other Improvements					
<input type="checkbox"/> Economic Development: Direct Financial Assistance to For-Profit Business					
<input type="checkbox"/> Economic Development: Technical Assistance					
<input type="checkbox"/> Economic Development: Microenterprise Assistance					
<input checked="" type="checkbox"/> GENERAL ADMINISTRATION					
<input type="checkbox"/> General Program Administration					
<input type="checkbox"/> Fair Housing Activities (subject to Admin cap)					
<input type="checkbox"/> CDBG Funding of HOME Admin					
<input type="checkbox"/> CDBG Funding of HOME CHDO Operating Expenses					
<input checked="" type="checkbox"/> OTHER					
<input type="checkbox"/> CDBG Non-Profit Capacity Building					

CDBG APPLICATION - PART 4

Project #1 Allocation: \$7000

A - CDBG NATIONAL OBJECTIVE		
Which one of the National Objectives will this project target?		
✓	Code/Description	24 CFR
Benefits low and moderate income persons		
For the National Objective that principally benefits low- and moderate-income persons is selected, describe how the activity will address ONE of the subcategories listed below:		
<input type="checkbox"/>	1) Area Benefit Activity - Those projects carried out in a neighborhood consisting predominantly of LMI persons and providing services for such persons yet could be available to other non-income eligible persons in the area. This information can be documented by documenting that the area is primarily residential (e.g., zoning map); and that the income characteristics of households in the service area (i.e., Census data)	570.208(a)
<input type="checkbox"/>	2) Limited Clientele Activity - Those that benefit a specific group of people (rather than all the residents in a particular area) who are, or presumed to be, income eligible. In order to meet the LMI Limited Clientele criteria, the activity must: serve at least 51% LMI, as evidenced by documentation and data concerning beneficiary family size and income; have income eligibility requirements which limit the service to persons meeting the LMI income requirements, as evidenced by procedures, intake/application forms, income limits and other sources of documentation; serve a specific group presumed by HUD to be income-eligible include: abused children, battered persons, elderly persons, handicapped adults, homeless persons, illiterate persons, migrant farm workers and persons living with AIDS; and be of such a nature and in a location that it may be concluded that the activity's clientele are LMI.	
<input type="checkbox"/>	3) Income Eligible Housing Activity - These projects add or improve a permanent residential structure wherein, upon completion, income eligible persons will occupy 51% or more of the housing units.	
<input type="checkbox"/>	4) Job Creation or Retention Activity - A project which creates or retains permanent jobs, of which at least 51% are either taken by or available to income eligible persons.	
JUSTIFICATION:		
Aids in the prevention or elimination of slums or blight		
For the National Objective that principally aids in the prevention of elimination of slums or blight is selected, describe how the activity will address ONE of the subcategories listed below:		
<input type="checkbox"/>	1) At least 25% of the properties throughout the area exhibit the following: a. Physical deterioration of buildings/improvements; b. Abandonment of properties; c. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings; d. Significant declines in property values or abnormally low property values relative to other areas in the community; or e. Known or suspected environmental contamination	570.208(b))
<input type="checkbox"/>	2) Public improvements throughout the area are in a general state of deterioration.	
<input type="checkbox"/>	Documentation must be maintained by the grantee on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications.	
JUSTIFICATION:		

CDBG APPLICATION - PART 4 CONTINUED

Project # 1 **Allocation: \$** 7000

B - PROJECT DESCRIPTION

Provide a detailed description of the proposed activity including how the activity will address the needs of the community:

Identify who will benefit from the proposed activity (ex: homeless, abused children, seniors, etc). If your program was designed to benefit persons on L/M income, describe the process you will use to identify these persons (process for income verification if persons are not members of HUD's presumed L/M clientele):

CDBG APPLICATION - PART 4 CONTINUED

Project #1 Allocation: \$7000

C - CODE ENFORCEMENT PROJECT ONLY

Will any of the supportive activities offered in conjunction with the Code Enforcement Program possibly trigger displacement of any "persons"?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

If "Yes" Explain:

The grantee will be required as a special condition of the CDBG grant contract to submit a formal relocation or displacement plan for the program prior to release of grant funds.

If "No" Explain how that determination was made?

Service Area Where the Code Enforcement Program Will Be Carried Out: Provide a brief narrative of the proposed activity and service area where the Code Enforcement activity will be carried out.

Severity of Problem

What level of service is needed?

<input type="checkbox"/>	A new code enforcement program
<input type="checkbox"/>	An existing code enforcement program to be increased currently funded by:
<input type="checkbox"/>	An existing code enforcement program previously funded with CDBG funds

How was need determined?

Service Area Identified

Census Tract/Block Groups

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group (s)	Block Group (s)	Block Group (s)	Block Group (s)	Block Group (s)

Specific streets within a service area

<input type="checkbox"/>	Maps attached showing the area is primarily residential
--------------------------	---

Beneficiaries (People)

Specify the type of beneficiaries who will benefit from this program. Supporting documentation is required.

<input type="checkbox"/>	Primarily Low/Mod (Include % of total population that is Low/Mod)
--------------------------	---

Jurisdiction's definition of *deteriorated or deteriorating* (HCDA, Section 105(a)(3)) Define:

CDBG APPLICATION - PART 4 CONTINUED

Project #1 Allocation: \$7000

Conditions within the Service Area

Describe, in enough detail, the existing conditions in the service area that qualifies the area, as defined above by the jurisdiction, as deteriorating or deteriorated.

Photos attached with any applicable reports or information

Identify problems resulting if the code enforcement program is not provided, continued or expanded:

Extent of the Solution

Explain how and to what extent the proposed activity will solve the problem:

Provide a summary of the proposed strategy for using code enforcement together with public or private improvements or services (e.g., a homeowner rehabilitation program) that can be expected to arrest the decline of the service area.

Describe the methodology and metrics to be used to assess whether the code enforcement program and other activities will mitigate the deterioration of the service area during the time CDBG funds are expended to implement the code enforcement program.

Activity Implementation Plan

Provide a detailed plan of how the code enforcement program, together with "supportive activities" (i.e. public or private improvements, rehabilitation, or services) will mitigate deterioration and is expected to arrest the decline of the area. Also, identify any current or potential funding sources available to assist with proposed supportive activities.

CDBG APPLICATION - PART 4 CONTINUED

Project #1 Allocation: \$7000

D - PROJECT LOCATION	
Please <input checked="" type="checkbox"/> one box	<input checked="" type="checkbox"/>
Describe Project Location	<input type="checkbox"/> City/Township/Village Wide
	<input type="checkbox"/> Area Wide Benefit Only
	<input type="checkbox"/> Specific
Parcel ID#	
Address	
City	
Zip Code	
Areawide Benefit (AWB) Projects Only	List Census Tract
	List Block Group
Attach AWB Map with project location indicated	
Describe service area for:	
Fire Stations/ Equipment	
Parks, Recreational Facilities	
Special Assessments	

E - PROJECT PURPOSE	
ALL PROJECTS Enter number of units in the appropriate type. Enter 0 for other unit types	
# of clients to be served	Type of clients to be served
	People
	Households
	Housing Units
	Public Facilities
PUBLIC SERVICES PROJECTS ONLY	
Help Prevent Homelessness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help the Homeless?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help those with HIV/AIDS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help Persons with Disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PUBLIC FACILITIES & IMPROVEMENTS PROJECTS ONLY	
Will the project meet ADA standards for access?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SENIOR CENTER PROJECT DEMOGRAPHICS	
Estimated Number of Current Members	
White alone	Asian Alone
Black or African American alone	Some other race alone
American Indian and Alaska Native alone	Two or more races
Native Hawaiian & Other Pacific Islander alone	

CDBG APPLICATION - PART 4 CONTINUED

Project #1 **Allocation: \$7000**

This is a new project	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This is an ongoing project	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This is an expanded project from previous years	Yes <input type="checkbox"/>	No <input type="checkbox"/>

G - PROJECT ADMINISTRATION		
Community will manage project	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Community will hire a vendor to manage project	Yes <input type="checkbox"/>	No <input type="checkbox"/>
County will administer contract	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Other Federal Funds	\$	State/Local Funds	\$	Other	\$
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Please ✓ each box as it applies and attach all required documents

<input checked="" type="checkbox"/>	Exempt Project	
<input type="checkbox"/>	Project is Exempt per 24 CFR 58.34	
<input type="checkbox"/>	Exempt Form Attached	<input type="checkbox"/> Project Location Map Attached

OR

<input checked="" type="checkbox"/>	Categorically Excluded Project	
<input type="checkbox"/>	Project is Categorically Excluded	
<input type="checkbox"/>	Statutory Checklist Attached	<input type="checkbox"/> Project Location Map Attached
<input type="checkbox"/>	Project is in Flood Plain	<input type="checkbox"/> 8 Step Attached
<input type="checkbox"/>	Flood Plain Map https://msc.fema.gov/portal/home	

OR

<input checked="" type="checkbox"/>	Environmentally Assessed Project	
<input type="checkbox"/>	Project is Environmentally Assessed	
<input type="checkbox"/>	Environmental Assessment Attached	<input type="checkbox"/> Project Location Map Attached
<input type="checkbox"/>	Project is in Flood Plain	<input type="checkbox"/> 8 Step Attached
<input type="checkbox"/>	Flood Plain Map https://msc.fema.gov/portal/home	

<input checked="" type="checkbox"/>	Other Projects	
<input type="checkbox"/>	Historic Preservation Profile (HPP) Attached	<input type="checkbox"/> Demolition Checklist Attached

CDGB APPLICATION - PART 5

A - PUBLIC HEARING OPTION #1 - AFFIDAVIT OF PUBLICATION

Participating communities are required to advertise a Public Hearing for the CDBG application. **Option #1 allows for the public hearing notice to appear in a newspaper of general local circulation at least 10 days before the hearing.**

SAMPLE PUBLIC HEARING NOTICE

(City, Township, Village)

Notice of Public Hearing - Community Development Block Grant Funds

NOTICE IS HEREBY GIVEN that the **(City, Township, Village)** will hold a public hearing on the use of Community Development Block Grant Funds. The Hearing will be held on **(Day/Date)** at **(Time)** at the **(Meeting Location)** **(Address/City, Township, Village/Sate/Zip)** to hear public comments on the CDBG Program Year 2025 application in the approximate amount of **(Planning Allocation)** to fund eligible projects. All interested citizens are requested to attend the Hearing. Comments will also be received in writing or in person at **(Location)** until **(Time, Date)**.

Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour notice. Contact **(name)** at **(number, location)** for special services.

(Name, Title, Department)

Published (Newspaper of general circulation, date)

A - PUBLIC HEARING OPTION #2 - WEB POSTING AND CERTIFICATION

Participating communities are required to advertise a Public Hearing for the CDBG application. **Option #2 allows for the public hearing notice to appear in a posting at the city/township/village hall and on the community website at least 10 days before the hearing. Option #2 is acceptable only if:**

- The community has approved by ordinance/resolution the use of web posting for CDBG Public Hearings and has provided a copy of the ordinance/resolution to Oakland County Neighborhood & Housing Development
- This procedure does not violate local public hearing notice requirements

SAMPLE PUBLIC HEARING NOTICE

(City, Township, Village)

Notice of Public Hearing - Community Development Block Grant Funds

NOTICE IS HEREBY GIVEN that the **(City, Township, Village)** will hold a public hearing on the use of Community Development Block Grant Funds. The Hearing will be held on **(Day/Date)** at **(Time)** at the **(Meeting Location)** **(Address/City, Township, Village/Sate/Zip)** to hear public comments on the CDBG Program Year 2025 application in the approximate amount of **(Planning Allocation)** to fund eligible projects. **All interested citizens are requested to attend the Hearing. Comments will also be received in writing or in person at (Location) until (Time, Date).**

Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour notice. Contact **(name)** at **(number, location)** for special services.

(Name, Title, Department)

Published (Website, date) Posted (Location, date)

CDBG APPLICATION – PART 5 CONTINUED

Participating communities are required to conduct a Public Hearing for the CDBG application. **The meeting minutes must clearly show an open and close of the public hearing, the planned use of CDBG funds and approval of the application. PUBLIC COMMENTS MUST OCCUR AFTER HEARING IS OPEN AND BEFORE IT IS CLOSED. STAFF/OFFICIAL COMMENTS MUST OCCUR BEFORE OR AFTER THE HEARING.** Additional information can be added to these required clauses to meet specific local needs and to encourage participation.

B - MEETING MINUTES OPTION #1 - TRUE COPY

(CITY, TOWNSHIP, VILLAGE)
(BOARD, COMMISSION, COUNCIL) MEETING
(DAY, DATE, TIME, LOCATION)

(Highest Elected Official) called the meeting to order at (Time)

1. ROLL CALL PRESENT: _____ ABSENT: _____

2. PUBLIC HEARING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

(Highest Elected Official) opened the Public Hearing at (Time).

(Record Public Comments Here)

(Highest Elected Official) closed the Public Hearing at (Time).

3. ACCEPTANCE PY 20__ Community Development Block Grant (CDBG) Application

Moved by _____ Seconded by _____

to approve the Program Year 20__ Community Development Block Grant (CDBG) application in the approximate amount of **(Proposed Allocation)** as follows and authorize the **(Highest Elected Official)** to sign the Application and submit the documents to Oakland County.

Project Name	Allocation Amount

Motion by: _____
Voting Yea: _____ Voting Nay: _____
Abstaining: _____ Absent: _____

I, **(Name)**, the duly elected Clerk of **(City, Township, Village)** Oakland County, MI do hereby certify that the above is a true copy of the **(City, Township, Village) (Board, Commission, Council)** meeting minutes from **(Date)** at which time a quorum was present.

(Signature)

B - MEETING MINUTES OPTION #2 - GOVERNING BODY RESOLUTION

Participating communities are required to conduct a Public Hearing for the PY 2025 CDBG application. **The governing body resolution must clearly show an opening and closing of the public hearing, the planned use of CDBG funds, and the approval of the application.** Additional information can be added to these required clauses to meet specific local needs and to encourage participation.

SAMPLE GOVERNING BODY RESOLUTION

**RESOLUTION OF THE (ORGANIZATION NAME AND ADOPTING BODY)
ADOPTED ON: (DATE)**

WHEREAS, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

WHEREAS, Oakland County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan, and

WHEREAS, the **(City/Township/Village)** has duly advertised and conducted a public hearing as follows:

(Highest Elected Official) opened the Public Hearing at (Time).

(Record Public Comments Here)

(Highest Elected Official) closed the Public Hearing at (Time).

on **(Public Hearing Date)** to receive public comments regarding the proposed use of PY20__ Community Development Block Grant funds (CDBG) in the approximate amount of **(Proposed Allocation)**, and

WHEREAS, the **(City/Township/Village)** found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

THEREFORE, BE IT RESOLVED, that the **(City/Township/Village)** CDBG application is hereby authorized to be submitted to Oakland County for inclusion in Oakland County’s Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the **(title of authorized representative)** is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

Project Name	Allocation Amount

Motion by: _____

Voting Yea: _____ Voting Nay: _____

Abstaining: _____ Absent: _____

I, **(Name)**, the duly elected Clerk of **(City, Township, Village)** Oakland County, MI do hereby certify that the above is a true copy of the **(City, Township, Village) (Board, Commission, Council)** meeting minutes from **(Date)** at which time a quorum was present.

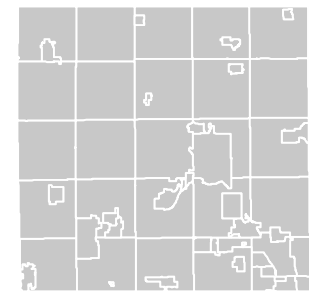
(Signature)



Economic Development & Community Affairs
David Coulter, County Executive

**OAKLAND COUNTY
COMMUNITY & HOME IMPROVEMENT**

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



**Area-Wide Benefit Map
City of Lathrup Village**

- 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 the 2011-2015 American Community Survey (ACS)

