



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Community Planning and Development
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477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
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Nov 7, 2017

Mr. Joseph M. Murphy
Director
City of Royal Oak
Department of Community Development
211 S Williams Street,
Royal Oak, Michigan 48067

Dear Mr. Murphy:

SUBJECT: Comprehensive Annual Performance and Evaluation Report (CAPER)
City of Royal Oak— Program Year ending June 30, 2017
Community Development Block Grant (CDBG) B-16-MC-26-0011- \$1,371,610

HUD's Office of Community Planning and Development (CPD) has sought to establish partnerships with State and local governments. The focus of our partnership has been to work with communities to ensure that our joint efforts result in housing and community development programs and policies that benefit and serve low- and moderate-income persons. These efforts occur within the framework of the statutes we administer and the regulations and emerging policies that are designed to improve program performance.

The provision of the Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990 require the annual submission of performance reports by grant recipients receiving Federal assistance through programs covered under these Acts. Additionally, these Acts require that a determination be made by the Secretary, that the grant recipient is in compliance with the statutes and has the continuing capacity to implement and administer the programs for which assistance is received. By assessing the City of Royal Oak's Consolidated Annual Performance and Evaluation Report (CAPER), we are able to support the Secretary's mission.

This assessment not only meets the mandates of the statutes, but it also provides a basis for working together collaboratively to help achieve housing and community development goals outlined in your planning and reporting documents. One critical outcome we strive to achieve is the development of a more comprehensive, effective and concise Consolidated Plan and improved performance in achieving specific goals that correspond to the activities outlined in your Annual Action Plan.

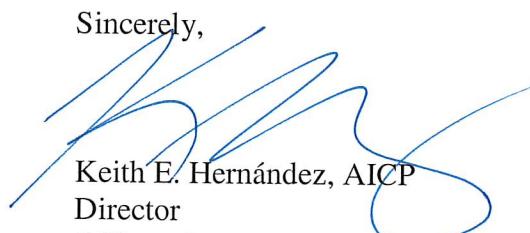
We would like to congratulate you on your accomplishments during this past year on the achievement of departmental objectives. Among them were:

- The CDBG standard for program progress is that the grantee has a ratio of no more than 1.50 of its current grant unexpended. We are pleased to note that the City has met its timeliness expenditures standard. Its ratio was 0.90 as of May 2, 2017. Additionally, the City is in

compliance with the 20% administration and planning cap (18.30%), 15% public services cap (10.23%), and 100% use of the Community Development Block Grant funds for the benefits of the County's low and moderate-income residents.

- HUD review of the Federal Audit Clearing House database shows that the most recent Single Audit was submitted timely on Dec 20, 2016 by City auditors for the fiscal year ending June 30, 2016. The City had three deficiencies of note during its last audit in the areas of disposition of property, Part 200 written procedures and PR26 inaccuracies.
- 151 extremely low-income, low-income, and moderate-income households were served by activities through the CDBG program.

We have determined that the City of Royal Oak has the capacity to administer and has successfully met the Federal requirements of the CDBG program. This determination is based on the information provided to this office and does not reflect a comprehensive evaluation of specific activities. If you have any questions or concerns, please contact Darrick Mallad, CPD Representative at: darrick.t.mallad@hud.gov or at: 313-234-7328

Sincerely,

Keith E. Hernández, AICP
Director
Office of Community Planning & Development

Community Development Systems

Integrated Disbursement & Information System (IDIS)

**User:** C90975**Role:** Grantee**Organization:**

ROYAL OAK

- Switch Profile
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Consolidated Annual Performance Evaluation Report

CR-00 - Administration

Activity

- Add
- Search
- Search HOME/HTF
- CDBG Cancellation

[Save](#) | [Save and Return](#) | [Cancel](#)

Program Year: * 2016

Title: PY 2016 CAPER - City of Royal O

Version: * Version #1

Programs included:

- CDBG
- HOME
- ESG
- HOPWA

Project

- Add
- Search
- Copy

Consolidated Plans

- Add
- Copy
- Search

AAP Plan Year: 2016

AAP Title: PY 2016 -
PY 2020
Oakland
County
Consolidated
Plan

AAP Plan Version: 7/1/2015

Annual Action Plans

- Add
- Copy
- Search

Consolidated Annual Performance Evaluation Report

- Add
- Search

Utilities

- Home
- Data Downloads
- Print Page
- Help

Links

- [Contact Support](#)
- [Rules of Behavior](#)
- CPD Home
- HUD Home

Attachments

	Title	Action
Attachment 1	Map - PY2016 locations	View Edit Delete
Attachment 2	affidavit of publication - draft PY2016 CAPER	View Edit Delete
Attachment 3	PR03	View Edit Delete
Attachment 4	PR01	View Edit Delete
Attachment 5	PR26	View Edit Delete

Status: [Submitted for Review](#)Status changed on: Fri, Sep 22 2017 at 3:03:26 PM
EDT

[Save](#) | [Save and Return](#) | [Cancel](#)

This IDIS version was deployed on Fri Jul 7, 2017 at 22:31

Session Timeout

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

During FY2016, the city fulfilled its obligation to address several of the priority needs and associated goals identified in the strategic plan.

The R.O.S.E.S. program provided supportive services for LMI or presumed LMI homeowner or renter households. It allowed these households to gain access to public services and address the priority need for in-home services for seniors, frail elderly & the disabled.

Funding for HAVEN provided victims of domestic violence and/or sexual assault with access to public services such as education, legal advocacy, immediate medical / forensic examination, counseling, and emergency housing. It addresses the priority need for services for victims of domestic violence.

Funding for SOS provided operational costs to operate programs that help in need gain access to public services. Case management is a large component to operational costs. It addresses the priority need for operational costs of homeless assistance programs.

The city's housing rehabilitation program addresses the priority of renovating the city's housing stock and allows single-family homeowners to renovate their dwellings while managing the affordability of those renovations.

The park improvements conducted at Barton Park and Dondero Park provided improved recreational facilities and opportunities to the residents of these LMAs. It addresses the priority need for improved parks and recreation facilities and infrastructure within LMAs.

Trees were purchased and planted in LMAs of the city. It addressed the priority need for improved facilities and infrastructure in LMAs.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Enhance Economic Development Opportunities	Non-Housing Community Development		Buildings Demolished	Buildings	2	0	0.00%			
Gain Access To Public Services	Homeless Non-Homeless Special Needs	CDBG: \$66000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	42		75	42	56.00%
Gain Access To Public Services	Homeless Non-Homeless Special Needs	CDBG: \$66000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	600	0	0.00%			
Gain Access To Public Services	Homeless Non-Homeless Special Needs	CDBG: \$66000	Homeless Person Overnight Shelter	Persons Assisted	125	4	3.20%	350	4	1.14%
Gain Access To Public Services	Homeless Non-Homeless Special Needs	CDBG: \$66000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	

Gain Access To Public Services	Homeless Non-Homeless Special Needs	CDBG: \$66000	Homelessness Prevention	Persons Assisted	125	0	0.00%	50	0	0.00%
Improve Exit. Single-Family Homes & Affordability	Affordable Housing	CDBG: \$600000	Homeowner Housing Rehabilitated	Household Housing Unit	175	26	14.86%	35	26	74.29%
Improve Public Facilities & Infrastructure	Non-Housing Community Development	CDBG: \$355555	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	890		2400	890	37.08%
Improve Public Facilities & Infrastructure	Non-Housing Community Development	CDBG: \$355555	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	1000	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

FY2016 (July 1, 2016 - June 30, 2017) is the 1st year in the city's 5 year consolidated planning efforts. Below is a list of the priority need and the corresponding CDBG-funded activity to help fulfill the need. This clearly links the annual action plan activities to the priority needs of the strategic plan.

R.O.S.E.S.'s suportive services addressed the following priority: in-home services for seniors, frail elderly & disabled. It was identified as a high priority.

HAVEN's services for victims of domestic violence & sexual assault addressed the following priority: services for victims of domestic violence & sexual assault. It was identified as a high priority.

SOS's operational costs for its homeless assistance programs addressed the following priority: operational costs of homelesss assistance programs. It was identified as a high priority.

The housing rehabilitation program addressed the following priority: housing rehabilitation needs of the owner-occupied single-family households. It was identified as a high priority.

The park improvements at Barton Park addressed the following priority: improvements to park and recreation facilities + facilities and infrastructure improv. in LMI areas. It was identified as a high priority.

The park improvements at Dondero Park addressed the following priority: improvements to park and recreation facilities + facilities and infrastructure improv. in LMI areas. It was identified as a high priority.

The neighborhood tree planting program addressed the following priority: facilities and infrastructure improv. in LMI areas. It was identified as a high priority.

CR-10 - Racial and Ethnic composition of families assisted

**Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)**

	CDBG
White	153
Black or African American	6
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	159
Hispanic	1
Not Hispanic	158

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

According to the 2011-2015 American Community Survey 5-Year Estimate, 91% of the city's population is white while 3.6% is black or african american. 2.5% of the city's population is of hispanic or latino descent. The racial and ethnic data for families assisted with CDBG funds correlates with the above city-wide percentages: 96% white, 4% black or african american.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	1,435,574	774,392
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Royal Oak			Entitlement Community

Table 4 – Identify the geographic distribution and location of investments

Narrative

CDBG public service activities (ROSES, HAVEN & SOS) and the housing rehabilitation program benefited individuals city-wide. The following public improvement activities targeted low- to moderate-income areas (census tracks & block groups) of the city: tree planting program, Barton Park and Dondero Park.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

All FY2016 activities were implemented with CDBG funds. Leveraged funds were not required; nor provided.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	35	26
Number of Special-Needs households to be provided affordable housing units	0	0
Total	35	26

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	26
Number of households supported through Acquisition of Existing Units	0	0
Total	0	26

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The city did define a goal of assisting thirty-five low-to moderate-income households with loans to rehabilitate their single-family dwellings. The goal amount is an approximation only. Actual number of units rehabilitated is dependent upon the amount of funds available and the total cost to rehabilitate based on individual needs. The city did not define a goal of affordable rental housing.

Discuss how these outcomes will impact future annual action plans.

The outcome will have no impact on future annual action plans. The number of qualified households awaiting assistance - on the "waiting list" - will help determine future amount of funds within annual action plans.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	99	0
Low-income	47	0
Moderate-income	5	0
Total	151	0

Table 7 – Number of Households Served

Narrative Information

65.6% were extremely low-income

31.1% were low-income

3.3% were moderate-income

The City of Royal Oak is a member of the Oakland County HOME Consortium. Oakland County's Community & Home Improvement Program is the lead agency for HOME. Oakland County will report all HOME progress in its reports.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Each year, The Alliance For Housing, Oakland County's C.o.C., conducts its HUD-required Point-In-Time (PIT) count of homeless individuals throughout Oakland County. In years past, there was only one deployment center for the entire county. For the past three years, city staff has worked with The Alliance For Housing and group of volunteers that operate the PIT count each year. Hundreds of volunteers canvass know portions of the county in search of those without shelter on one night each January. City staff offers the use of the City of Royal Oak's Farmers' Market as a deployment center for volunteer canvassing southern Oakland County. Anywhere from 60-100 volunteers utilize the facility to gather, deploy and return. During their canvass of south Oakland County, volunteers distribute a small care package to those they encounter. Additionally, they collect data which helps identify reasons for homelessness and the number of homeless in our community. This data forms the goals and objectives of the CoC and other organizations dedicated to addressing the needs of the homeless and those at risk of becoming homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

According to the 2013 Annual State of Homelessness Report by The Alliance For Housing - Oakland County's Continuum of Care, 2013 HMIS data revealed that the top three reasons for homelessness for adults are: 1) eviction, 2) domestic violence, 3) mental health issues. The city contracts with HAVEN to provide public services for those who are victims of domestic violence. Too often their household is not a safe environment. HAVEN provides emergency shelter to Royal Oak residents who are victims of domestic violence and sexual assault. The city contracts with the South Oakland Shelter to provide a wide variety of services to the homeless or those at risk of becoming homeless. SOS utilizes case management so that individual clients gain access to job and financial education, training, food, transportation, and lodging. Providing emergency shelter and transitional housing helps individuals gain access to the public services they need to live healthy, independent lives and not be trapped in the cycle of homelessness or elevated risk of becoming homeless.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The city utilizes CDBG funds to help SOS operate their homeless assistance programs. These programs are available to individuals and families exiting health care facilities, mental health facilities, foster care, corrections facilities, etc. SOS's case management is designed to craft plan for individuals to gain access to public services such as housing, health care, social services, employment, education, etc. In the fall of 2016, city staff will work with The Alliance For Housing - Oakland County's Continuum of Care - to provide free parking related to its annual Community Resource Day (CRD). The CRD was held at a nearby religious institution that was unable to provide sufficient parking. Staff was able to convince The Alliance For Housing to moving its fall 2017 CRD to the city's farmers' market. There will be over forty service agencies present to provide a wide variety of public services so that individuals in need may gain access in one center location on one day of the year.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The city utilizes CDBG funds to help SOS operate their homeless assistance programs. These programs are available to individuals and families exiting health care facilities, mental health facilities, foster care, corrections facilities, etc. SOS's case management is designed to craft plan for individuals to gain access to public services such as housing, health care, social services, employment, education, etc. In the fall of 2016, city staff will work with The Alliance For Housing - Oakland County's Continuum of Care - to provide free parking related to its annual Community Resource Day (CRD). The CRD was held at a nearby religious institution that was unable to provide sufficient parking. Staff was able to convince The Alliance For Housing to moving its fall 2017 CRD to the city's farmers' market. There will be over forty service agencies present to provide a wide variety of public services so that individuals in need may gain access in one center location on one day of the year.

CR-30 - Public Housing 91.220(h); 91.320(j)**Actions taken to address the needs of public housing**

The City of Royal Oak does not own or maintain public housing. No action was taken to address the need.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City of Royal Oak does not own or maintain public housing. No action was taken.

Actions taken to provide assistance to troubled PHAs

The City of Royal Oak does not own or maintain public housing. No action was taken.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

At its July 20, 2015 meeting, the Royal Oak City Commission approved the rezoning of along E. 11 Mile Rd. for a dense multi-family development. E. 11 Mile Rd. is a bus transit corridor. The site plan includes the construction of a 36 “micro” unit apartment complex. The apartment units are 352 gross square feet on the first floor, 315 gross square feet on the second floor, and 406 gross square feet on the third floor. The unit square footage are much smaller than any recently constructed apartment building within the city. A reduction in the square footage may possibly correlate to a reduction in the gross rent per unit. In recognition to its location along a transportation corridor and the size of the apartment units, the city commission approved a reduction in the total number of parking spaces required for the development.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The underserved may include special needs individuals, minority concentrations, those experiencing homelessness or those at-risk of becoming homeless, victims of domestic violence or sexual assault, returning veterans, the frail and elderly, large families, etc. The city expended CDBG funds to its at-home senior assistance program (R.O.S.E.S.). CDBG funds were expended to assist those experiencing homelessness or those at-risk of becoming homeless via the South Oakland Shelter (SOS). The city allocated CDBG funds to assist the South Oakland Citizens For The Homeless but this organization failed to meet the terms and conditions to the agreement. As a high risk subrecipient, the city did not provide CDBG funds to their efforts. CDBG funds were also provided to HAVEN, a local service agency that assists victims of domestic violence and sexual assault.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The city takes action to reduce or eliminate LBP hazards in its housing rehabilitation program. If proposed rehabilitation activities disturb greater than 2 square feet of paint, interior or exterior, then the city directs its contractual environmental services firm to conduct a LBP risk assessment of the structure. The risk assessment is an on-site investigation to determine existence, nature, severity, and location of LBP hazards, and the provisions of a report explaining the investigation and providing options for hazard reduction. The written report is shared with the homeowner. The specifications for the rehabilitation activities are written based on the results of the risk assessment. If LBP hazardous exist, they must be removed/abated, encapsulated or enclosed. All contractors that participate in the city's housing rehabilitation program are LBP certified professionals from the State of Michigan. The selected contractor works with city staff and the homeowner to create an occupant protection plan during the

rehabilitation of the structure. Once the rehabilitation work is complete, the city directs the environmental services firm to conduct a lead clearance report prior to reoccupancy of the structure. The lead clearance report is provided to the homeowner. All LBP work is compliant with HUD 24 CFR Part 35.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The city utilized CDBG funds to conduct a housing rehabilitation program. The city believes poverty-level families will financially and emotionally benefit greatly from livable single-family homes. A stable living environment can lead to great economic stability and upward economic mobility. The city actively seeks Section 3 (low-income residents or businesses) in every CDBG-funded project. The selection of Section 3 firms can provide economic gain to poverty-level families.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The city relies on existing agencies to assist its residents with access to a wide variety of public services. All of the city's CDBG subrecipients are required to utilize HMIS. This creates a seamless information system to assist clients in need that may utilize different agencies for different services. The information system helps reduce redundant institutional efforts and keeps clients on track with their case management efforts. Unfortunately, during PY2016 The South Oakland Citizens For The Homeless lost their daily director, moved to another location outside the city limits and failed to implement HMIS. Therefore, the city determined their organization to be high risk and did not enter into contract.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The city's continues to participate in the Oakland County HOME Consortium which greatly strengthens its knowledge of and access to the Oakland County Continuum of Care, other HUD-funded levels of government within Oakland County, and a broad network of social service agencies. Regular meetings and networking strengthen our knowledge of the local needs and the institutional structure to deliver results. The city has worked with the Oakland County Continuum of Care to host its Community Resource Day at the city's farmers' market in the fall of 2017. This event has over 40 service providers under one roof to help those in need gain access to public services and available housing.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The following impediment was identified: strength in promoting public awareness and education concerning fair housing. During PY2016, the city continued its commitment to promoting public awareness and education of fair housing rights to its residents by publishing HUD's Live Free ad campaign posters in the city's Insight magazine. Insight is mailed to every housing unit (30,200+) within the city on a quarterly basis. Staff created a fair housing awareness segment which airs throughout the

week on the city's local access cable channel. Each year the Royal Oak City Commission proclaims April as Fair Housing Awareness month. In anticipation of April as Fair Housing Month, staff wrote an open letter to 5 major local rental management agencies and hand delivered HUF provided posters for their on-site use. Additionally, on May 23, 2017, staff attended a fair housing seminar with Margaret Brown from the Fair Housing Center of Metro Detroit at Oakland County offices. These effects of campaign strategies may be measured when the city conducts discrimination testing with a contracted fair housing agency. This may occur in the near future.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The planning division of the City of Royal Oak's community development department is the lead department responsible for overseeing the CDBG program. This oversight involves coordinating with other city departments and social service organizations to ensure compliance with all applicable regulations. The city publishes notices as required and has made additional information available through the City of Royal Oak's website and at the municipal library. The monitoring includes a combination of on-site visits, as needed progress reports to collect data and invoice requests, telephone, e-mail and in-person communication. The planning division will continue to monitor the program through reporting tools that track the performance management strategies. In addition, the city completes an annual financial and program audit through a second party provider. The planning division has developed a memorandum of understanding (MOU) accompanied by a revised agreement, at HUD's request, to formalize its relationship with subrecipients. Each subrecipient, whether an internal city department or an outside agency, will be required to sign the MOU and the agreement prior to the commitment of CDBG funds. The documents will be reviewed annually to clearly outline the scope of work, the role and responsibility of each position, and dollar amount of CDBG funding granted. Staff also ensures that individual CDBG-funded activities maintain an active outreach to minority businesses when seeking services to assist in the implementation of the CDBG-funded project. Projects that involve laborers and mechanics must be competitively bid with women, minority and Section 3 owned businesses in mind at each step. Staff ensures that the first step involves the publication of the notice to bid in a minority-owned business publication. Federal required data is collected for all bidders that response to assess the level of participation of women, minority, and Section 3 owned businesses. Periodically, staff of the housing rehabilitation actively solicit the participation of local minority contractors.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The following public notice was published one-time on Wednesday, August 16, 2017 in the print version of The Royal Oak Tribune & Oakland Press and the electronic / on-line version of The Royal Oak Tribune, Oakland Press and Macomb Daily. The notice was also posted to the city's website:
<https://www.romi.gov/272/Public-Notices>

Under the guidelines established by the US Department of Housing & Urban Development (HUD), notice is hereby given that the City of Royal Oak has opened a 15-day comment period and is making the draft Program Year 2016-2017 CAPER available for public review and comment. The CAPER covers Community Development Block Grant (CDBG) community development objectives undertaken during the period of July 1, 2016 through June 30, 2017. The purpose of the notice of public comment is to gain input and comment on the city's efforts in meeting its goals and objectives described in the HUD-approved Consolidated Plan and PY 2016-2017 Annual Action Plan. Written comments may be directed to the Planning Division of the Community Development Department, City Hall, 211 Williams Street, Royal Oak, Michigan 48067. The city will incorporate received comments into the final CAPER prior to submission to HUD. An electronic copy of the draft CAPER will be available upon publication of this notice on the city's website (romi.gov) under the CDBG portion of the Planning Division's webpages. A paper copy of the CAPER will also be available at the office of the Planning Division, City Hall, 211 Williams Street, Royal Oak, Michigan 48067 upon request. Upon timely request, the city will provide reasonable accommodation to enable individuals with disabilities or Limited English Proficiency to participate in public comment, including access to materials in alternative formats.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Royal Oak did not modify its program objectives during FY2016. Its objective remains: "to address the housing and community needs to low- and moderate-income (LMI) residents by taking advantage of opportunities to ensure decent and affordable housing, a suitable living environment and where applicable, expand economic development".

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

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The City of Royal Oak did not modify its program objectives during FY2016. Its objective remains: "to address the housing and community needs to low- and moderate-income (LMI) residents by taking advantage of opportunities to ensure decent and affordable housing, a suitable living environment and where applicable, expand economic development".

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No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Community Development Block Grant

City of Royal Oak, Michigan

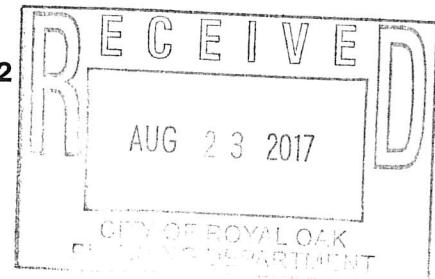
Target Areas





MICHIGAN GROUP

AFFIDAVIT OF PUBLICATION
48 West Huron Street • Pontiac, MI 48342



City of Royal Oak Planning Dept.
211 Williams Street

Royal Oak, MI 48068
Attention: JOSEPH MURPHY

**STATE OF MICHIGAN,
COUNTY OF OAKLAND**

The undersigned John Cleary August, being duly sworn the he/she is the principal clerk of Royal Oak Tribune, macombdaily.com, Oakland Press, published in the English language for the dissemination of local or transmitted news and intelligence of a general character, which are duly qualified newspapers, and the annexed hereto is a copy of certain order, notice, publication or advertisement of:

City of Royal Oak Planning Dept.

Published in the following edition(s):

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macombdaily.com	08/16/17
Royal Oak Tribune	08/16/17

**City of Royal Oak
Notice of Public Comment Period
Draft Consolidated Annual
Performance and Evaluation Report (CAPER)
PY 2016-2017**

Under the guidelines established by the US Department of Housing and Urban Development (HUD), notice is hereby given that the City of Royal Oak has opened a 15-day public comment period and is making the draft Program Year 2016-2017 CAPER available for public review and comment. The CAPER covers Community Development Block Grant (CDBG) community development objectives undertaken during the period of July 1, 2016 through June 30, 2017. The purpose of the notice of public comment is to gain input and comment on the city's efforts in meeting its goals and objectives described in the HUD-approved Consolidated Plan and PY 2016-2017 Annual Action Plan. Written comments may be directed to the Planning Division of the Community Development Department, City Hall, 211 Williams Street, Royal Oak, Michigan 48067. The city will incorporate received comments into the final CAPER prior to submission to HUD.

An electronic copy of the draft CAPER will be available upon publication of this notice on the city's website (romi.gov) under the CDBG portion of the Planning Division's webpages. A paper copy of the CAPER will also be available at the office of the Planning Division, City Hall, 211 Williams Street, Royal Oak, Michigan 48067 upon request.

Upon timely request, the city will provide reasonable accommodation to enable individuals with disabilities or limited English proficiency to participate in public comment, including access to materials in alternative formats.

Timothy E. Thwing
Director of Community Development
City of Royal Oak

Publish D.T. August 16, 2017

Notary Public, State of Michigan
TINA M CROWN
Notary Public - Michigan
Lapeer County
My Commission Expires Mar 30, 2021
Acting in the County of Oakland

Sworn to the subscribed before me this 18th August 2017

**Notary Public, State of Michigan
Acting in Oakland County**

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Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 1

PGM Year: 1994

Project: 0002 - CONVERTED CDBG ACTIVITIES

IDIS Activity: 2 - CDBG COMMITTED FUNDS ADJUSTMENT

Status: Open

Objective:

Location: ,

Outcome:

Matrix Code: Public Facilities and Improvement
(General) (03)

National Objective:

Initial Funding Date: 01/01/0001

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$9,477,971.00	\$0.00	\$0.00
		1989	B89MC260011		\$0.00	\$1,125,000.00
		1990	B90MC260011		\$0.00	\$1,107,000.00
		1991	B91MC260011		\$0.00	\$1,226,000.00
		1992	B92MC260011		\$0.00	\$1,244,000.00
		1993	B93MC260011		\$0.00	\$1,416,000.00
		1994	B94MC260011		\$0.00	\$1,580,565.00
		1995	B95MC260011		\$0.00	\$1,606,000.00
		1996	B96MC260011		\$0.00	\$173,406.00
		Total	Total	\$9,477,971.00	\$0.00	\$9,477,971.00

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 2

Asian/Pacific Islander:				0	0		
Hispanic:				0	0		
Total:			0	0	0	0	0

Female-headed Households: 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0

Percent Low/Mod

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 3

PGM Year: 2014
Project: 0009 - E 4th St Corridor Improvements - Phase I
IDIS Activity: 307 - E 4th St Corridor Improvements - Phase I

Status: Completed 7/15/2016 12:00:00 AM
Location: Address Suppressed

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Sidewalks (03L)

National Objective: LMA

Initial Funding Date: 08/28/2014

Description:

CDBG funds may be expended to conduct the following physical improvements along the E Fourth St corridor between S Campbell Rd and Knowles St.

- remove the overhead, cobra-style street lights and wood poles- bury overhead electrical wires associated with new street lights- purchase and install pedestrian scale decorative lights at intersections and key points to properly illuminate the sidewalk and street- design and build a place setting for the display of future public art within the median at several key locations, which are yet to be determined- remove and replace deficient non-compliant sidewalk curb ramps - remove one lane of eastbound and westbound traffic- install lane markings and signage for a designated eastbound and westbound bicycle routeThe project would be first phase of a multi phase effort to implement physical improvements along the entire corridor which extends east of downtown Royal Oak.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$374,572.63	\$0.00	\$0.00
		2013	B13MC260011		\$0.00	\$60,514.07
		2014	B14MC260011		\$0.00	\$314,058.56
	PI			\$200,427.37	\$0.00	\$200,427.37
Total	Total			\$575,000.00	\$0.00	\$575,000.00

Proposed Accomplishments

Public Facilities : 1

Total Population in Service Area: 1,830

Census Tract Percent Low / Mod: 40.20

Annual Accomplishments



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 4

Years	Accomplishment Narrative	# Benefitting
2014	<p>\$958,171.58 of PY 15/16 + \$575,000 of PY 14/15 CDBG funds were expended to create numerous physical improvements along the E Fourth St corridor between S Campbell Rd and Knowles Ave. The project included:</p> <ul style="list-style-type: none">- remove the overhead, cobra-style street lights and wood poles- bury overhead electrical wires associated with new street lights- purchase and install pedestrian scale decorative lights- design and construction of place settings for the display of public art within the median at several key locations- design and construct a new bio-swale / green infrastructure parking lot within the median across from Grant Park- remove and replace deficient / non-compliant sidewalk curb ramps at strategic locations- removal of dead vegetation and planting of new vegetation in the median <p>The bid opening for the project was held on July 2, 2015. The City Commission authorized entering into contract with the lowest, responsible bidder at its July 20, 2015 meeting. The contractor started site work on August 3, 2015. With the amendment to increase the Annual Action Plan budget for this project, the City Commission approved the contract modification at its October 19, 2015 meeting to include addition items that were originally bid upon but exceed the original budget amount. The contractor has completed the work as of the second week in July 2016.</p>	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 5

PGM Year: 2015
Project: 0001 - R.O.S.E.S. - Supportive Services
IDIS Activity: 309 - R.O.S.E.S. - Supportive Services

Status: Completed 6/30/2016 12:00:00 AM Objective: Create suitable living environments
Location: Address Suppressed Outcome: Availability/accessibility
Matrix Code: Senior Services (05A)

National Objective: LMC

Initial Funding Date: 09/18/2015

Description:

CDBG funds will be expended on supportive services for elderly, income-qualified Royal Oak residents. The Royal Oak Senior Essential Services (R.O.S.E.S) program is organized by the city's senior center. Contracted workers perform subsidized home chores, minor repairs, and personal care assistance for income qualified residents. Home chores include household tasks such as snow shoveling, lawn mowing, yard work, etc. Home repairs, which do not require a licensed contractor, include minor plumbing, carpentry, and electrical work. Personal care may include assistance with activities of daily living such as bathing, feeding, grooming, etc.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC260011	\$27,997.50	\$5,823.50	\$27,997.50
Total	Total			\$27,997.50	\$5,823.50	\$27,997.50

Proposed Accomplishments

People (General) : 55

Actual Accomplishments

Number assisted:



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 6

Hispanic: 0 0 0 0 0 0 0 0

Total: 0 0 0 0 0 0 77 0

Female-headed Households: 0 0 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	44
Low Mod	0	0	0	24
Moderate	0	0	0	9
Non Low Moderate	0	0	0	0
Total	0	0	0	77

Percent Low/Mod 100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2015	During PY 15/16, \$27,997.50 of CDBG funds were expended on supportive services for elderly, income qualified Royal Oak residents. The Royal Oak Senior Essential Services program is organized by the city's Senior Center. Contracted workers perform subsidized home chores, minor repairs, and personal care assistance for income qualified residents. Home chores include household tasks such as snow shoveling, lawn mowing, yard work, etc. Home repairs, which do not require a licensed contractor, include minor plumbing, carpentry, and electrical work. Personal care may include assistance with activities of daily living such as bathing, feeding, grooming, etc.	

The program assisted 77 individuals with exactly 1,227 individual chores. The average participant in the program is 69 years of age. The average participant has an income of \$16,547. 57% of the participants have an income between 0-30% of the AMI (Area Median Income), 31% have an income between 30-50% of the AMI, and 12% have an income between 50-80% of AMI. Sixty-five percent (65%) of the participants were homeowners and 35% were renters.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 7

PGM Year: 2015

Project: 0004 - Housing Rehabilitation Program - Owner Rehabilitation Assistance

IDIS Activity: 312 - housing rehabilitation program - owner rehabilitation assistance

Status: Completed 6/30/2016 12:00:00 AM

Objective: Provide decent affordable housing

Location: Address Suppressed

Outcome: Affordability

Matrix Code: Rehab; Single-Unit Residential (14A)

National Objective: LMH

Initial Funding Date: 09/18/2015

Description:

This is a multi-year activity involving the provision of funds, via grants, low and deferred loans, for the renovation of owner-occupied, single-family dwellings. Renovations are intended to bring sub-standard housing conditions up to federal housing quality standards and state and local housing codes.

Grant funds are provided in the form of a ten (10) year forgivable loan.

Grants are available for exterior improvements only.

The program is administered city-wide and is available to any low- to moderate-income resident.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$37,110.44	\$0.00	\$0.00
		2014	B14MC260011		\$22,370.64	\$37,110.44
	PI			\$375,663.51	\$47,047.85	\$375,663.51
Total	Total			\$412,773.95	\$69,418.49	\$412,773.95

Proposed Accomplishments

Housing Units : 35

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	21	0	0	0	21	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 8

Hispanic: 0 0 0 0 0 0 0 0 0

Total: 21 0 0 0 21 0 0 0 0

Female-headed Households: 1 0 1

Income Category:

	Owner	Renter	Total	Person
Extremely Low	11	0	11	0
Low Mod	3	0	3	0
Moderate	7	0	7	0
Non Low Moderate	0	0	0	0
Total	21	0	21	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2015	total # of approved projects which attended "closings" & projects commenced in PY 15/16: 21 total # handicap residents assisted: 1 total # of household members assisted: 33	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 9

PGM Year: 2015
Project: 0005 - Clawson Park - Playground Equipment
IDIS Activity: 313 - Clawson Park - replacement of playground equipment

Status: Completed 9/15/2016 12:00:00 AM **Objective:** Create suitable living environments
Location: Address Suppressed **Outcome:** Availability/accessibility
Matrix Code: Parks, Recreational Facilities (03F) **National Objective:** LMA

Initial Funding Date: 11/12/2015

Description:

CDBG funds will be expended to replace outdated and deteriorated playground equipment. The existing equipment will be removed and new equipment will be purchased and installed.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC260011	\$36,451.20	\$0.00	\$36,451.20
Total	Total			\$36,451.20	\$0.00	\$36,451.20

Proposed Accomplishments

Public Facilities : 1

Total Population in Service Area: 1,165

Census Tract Percent Low / Mod: 48.93

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2015	The city has expended \$36,451.20 of CDBG funds to purchase new playground equipment in November 2015. The park contained outdated and deteriorated playground equipment. Qualified employees of the Department of Public Service are schedule to install the purchase equipment in the late fall of 2016.	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 10

PGM Year: 2015
Project: 0006 - Worden Park - Resurface Parking Lot
IDIS Activity: 314 - Worden Park - resurface existing parking lot

Status: Completed 5/10/2017 12:00:00 AM
Location: Address Suppressed
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Parks, Recreational Facilities (03F)
National Objective: LMA

Initial Funding Date: 09/18/2015

Description:

The existing asphalt parking lot at Worden Park, adjacent to the tennis courts, has deteriorated. CDBG funds will be expended to mill and resurface the asphalt parking lot.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC260011	\$190,368.32	\$186,893.52	\$190,368.32
Total	Total			\$190,368.32	\$186,893.52	\$190,368.32

Proposed Accomplishments

Public Facilities : 1

Total Population in Service Area: 1,165

Census Tract Percent Low / Mod: 48.93

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2015	The bid packet was released in May 2016. The bid opening was held on May 25, 2016. The contract was awarded at the June 13, 2016 meeting of the Royal Oak City Commission. The pre-construction meeting was held on June 22, 2016. Site work began at Worden Park in early August 2016. The parking lot was resurfaced, vegetation was planted in the new bio-swales and the parking lot was opened back to public parking at the end of September 2016.	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 11

PGM Year: 2015
Project: 0007 - E Fourth Street Corridor
IDIS Activity: 315 - E Fourth St Corridor

Status: Completed 7/15/2016 12:00:00 AM Objective: Create suitable living environments
Location: Address Suppressed Outcome: Availability/accessibility
Matrix Code: Sidewalks (03L) National Objective: LMA

Initial Funding Date: 09/18/2015

Description:

CDBG funds from PY 1415 and PY 1516 will be leverage to implement improvements along the E Fourth St corridor between S Campbell Rd and Knowles St. Physical improvements may include: remove the overhead, cobra-style street lights and wood poles, bury overhead electrical wires associated with new street lights, purchase and install pedestrian scale decorative light posts, design and build a place setting for the display of future public art within the median at several key locations, design and construct a new parking lot within the median across from Grant Park, remove and replace deficient non-compliant sidewalk curb ramps, remove one lane of eastbound and westbound traffic, install lane markings and signage for a designated eastbound and westbound bicycle route, remove dead vegetation and plant new vegetation in the median, alter the median to accommodate infrastructure elements such as bio-swales.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$378,160.87	\$0.00	\$0.00
		2014	B14MC260011		\$0.00	\$378,160.87
		2015	B15MC260011	\$580,010.71	\$172,333.66	\$580,010.71
Total	Total			\$958,171.58	\$172,333.66	\$958,171.58

Proposed Accomplishments

Public Facilities : 1

Total Population in Service Area: 1,830

Census Tract Percent Low / Mod: 40.16

Annual Accomplishments



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 12

Years	Accomplishment Narrative	# Benefitting
2015	<p>\$958,171.58 of PY 15/16 + \$575,000 of PY 14/15 CDBG funds were expended to create numerous physical improvements along the E Fourth St corridor between S Campbell Rd and Knowles Ave. The project included:</p> <ul style="list-style-type: none">- remove the overhead, cobra-style street lights and wood poles- bury overhead electrical wires associated with new street lights- purchase and install pedestrian scale decorative lights- design and construction of place settings for the display of public art within the median at several key locations- design and construct a new bio-swale / green infrastructure parking lot within the median across from Grant Park- remove and replace deficient / non-compliant sidewalk curb ramps at strategic locations- removal of dead vegetation and planting of new vegetation in the median <p>The bid opening for the project was held on July 2, 2015. The City Commission authorized entering into contract with the lowest, responsible bidder at its July 20, 2015 meeting. The contractor started site work on August 3, 2015. With the amendment to increase the Annual Action Plan budget for this project, the City Commission approved the contract modification at its October 19, 2015 meeting to include addition items that were originally bid upon but exceed the original budget amount. The contractor has completed the work as of the second week in July 2016.</p>	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 13

PGM Year: 2015
Project: 0008 - Program Administration
IDIS Activity: 316 - program administration

Status: Completed 6/30/2016 12:00:00 AM **Objective:**
Location: , **Outcome:**
Matrix Code: General Program Administration (21A) National Objective:

Initial Funding Date: 09/18/2015

Description:

Program administration funds continue to allow the proper oversight of the activities and comply with all HUD regulations.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC260011	\$180,662.65	\$30,192.88	\$180,662.65
	PI			\$107,108.10	\$0.00	\$107,108.10
Total	Total			\$287,770.75	\$30,192.88	\$287,770.75

Proposed Accomplishments

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0							
Female-headed Households:					0			



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 14

Income Category:

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 15

PGM Year: 2016
Project: 0001 - R.O.S.E.S. - Supportive ServicesA
IDIS Activity: 319 - R.O.S.E.S. - Supportive Services

Status:	Open	Objective:	Create suitable living environments
Location:	Address Suppressed	Outcome:	Availability/accessibility
		Matrix Code:	Senior Services (05A)

Initial Funding Date: 11/18/2016

Description:

CDBG funds will be expended on supportive services for elderly, income qualified Royal Oak residents. The Royal Oak Senior Essential Services (R.O.S.E.S.) program is organized by staff at the city-owned Senior Center. Contracted workers perform subsidized home chores, minor repairs, and personal care assistance for income qualified residents. Home chores include household tasks such as snow shoveling, lawn mowing, yard work, etc. Home repairs, which do not require a licensed contractor, include minor plumbing, carpentry, and electrical work. Personal care may include assistance with activities of daily living.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC260011	\$1,060.73	\$0.00	\$0.00
		2016	B16MC260011	\$30,475.77	\$20,077.00	\$20,077.00
Total	Total			\$31,536.50	\$20,077.00	\$20,077.00

Proposed Accomplishments

People (General) : 80

Actual Accomplishments

Number assisted:



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 16

Hispanic: 0 0 0 0 0 0 0 0

Total: 0 0 0 0 0 0 95 0

Female-headed Households: 0 0 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	47
Low Mod	0	0	0	36
Moderate	0	0	0	12
Non Low Moderate	0	0	0	0
Total	0	0	0	95

Percent Low/Mod 100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2016	<p>During PY2016, \$31,536.50 of CDBG funds were expended on supportive services for elderly, income qualified Royal Oak residents. The Royal Oak Senior Essential Services (ROSES) program is organized by the city's senior center. Contracted workers perform subsidized home chores, minor repairs, and personal care assistance for income qualified residents. Home chores include household tasks such as snow removal, lawn mowing, yard work, etc. Home repairs, which do not require a licensed contractor, include minor plumbing, carpentry, and electrical work. Personal care may include assistance with activities of daily living such as bathing, feeding, grooming, etc.</p> <p>The program assisted 88 individuals with exactly 1,292 individual chores. The average participant in the program is 78.5 years of age. The average participant has an income of \$17,708. 50% of the participants have an income between 0 - 30% of AMI (area median income), 38.5% have an income between 30 50% of the AMI, and 12.5% have an income between 50 - 80% of the AMI. 56% of the participants were homeowners and 44% were renters. 11.5% of the participants were persons with severely disabilities.</p>	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 17

PGM Year: 2016
Project: 0002 - Domestic Violence / Sexual Assault Services - HAVENa
IDIS Activity: 320 - Domestic Violence / Sexual Assault Services - HAVEN

Status: Completed 1/20/2017 12:00:00 AM Objective: Create suitable living environments
Location: Address Suppressed Outcome: Availability/accessibility
Matrix Code: Battered and Abused Spouses (05G) National Objective: LMC

Initial Funding Date: 11/18/2016

Description:

HAVEN provides victims of domestic violence and sexual assault with counseling, advocacy, legal aide, first response, forensic exams, shelter, and crisis intervention services. CDBG funds will be expended to reimburse HAVEN for their assistance to residents of Royal Oak or individuals with a last known address of Royal Oak who are domestic violence and sexual assault victims.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC260011	\$8,000.00	\$8,000.00	\$8,000.00
Total	Total			\$8,000.00	\$8,000.00	\$8,000.00

Proposed Accomplishments

People (General) : 15

Actual Accomplishments

Number assisted:

	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	31	1
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	31	1



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 18

Female-headed Households: 0 0 0

<i>Income Category:</i>	Owner	Renter	Total	Person
Extremely Low	0	0	0	31
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	31
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2016	Between October 1, 2016 and December 31, 2016, HAVEN provided a variety of services to victims of domestic violence and sexual assault who are residents of Royal Oak. HAVEN assisted 31 Royal Oak residents with counseling, crisis intervention, court advocacy, forensic examinations, emotional support, personal protection orders, etc. HUD presumes that abused children and battered spouses are principally made up of low-to moderate-income persons. Anyone seeking assistance from HAVEN is a victim of domestic violence and/or sexual assault.	



U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 CDBG Activity Summary Report (GPR) for Program Year 2016
 ROYAL OAK

Date: 21-Sep-2017
 Time: 8:35
 Page: 19

PGM Year: 2016
Project: 0003 - Homeless Services - South Oakland Shelter (SOS)a
IDIS Activity: 321 - Homeless Services - South Oakland Shelter (SOS)

Status: Completed 1/20/2017 12:00:00 AM **Objective:** Create suitable living environments
Location: Address Suppressed **Outcome:** Availability/accessibility
Matrix Code: Operating Costs of Homeless/AIDS Patients Programs (03T) **National Objective:** LMC

Initial Funding Date: 11/18/2016

Description:
 SOS provides a wide array of services designed to permanently remove individuals and families from the cycle of homelessness. CDBG funds will be utilized to reimburse SOS for services provided in its Emergency Shelter program. The program is designed to utilize case management services for individual clients to gain access to job and financial education training, food, transportation and lodging. It will assist those experiencing homelessness with a last known address of Royal Oak.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC260011	\$10,000.00	\$10,000.00	\$10,000.00
Total	Total			\$10,000.00	\$10,000.00	\$10,000.00

Proposed Accomplishments

People (General) : 8

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	5	0
Black/African American:	0	0	0	0	0	0	6	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	11	0



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 20

Female-headed Households: 0 0 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	11
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	11

Percent Low/Mod 100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2016	SOS assisted eleven (11) Royal Oak residents in seven (7) households. Four (4) households were experiencing homelessness and were provided with emergency shelter care and case management. Additionally, three (3)households that were permanent housed with assistance but continue to receive after care and case management services to prevent chronicle homelessness. SOS programs are designed to utilize case management services to help clients gain access to jobs, financial & educational training, food, transportation, and lodging. It assists those experiencing homelessness with a last known address in Royal Oak and those Royal Oak residents at high risk.	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 21

PGM Year: 2016
Project: 0004 - Housing Rehabilitation Program - Owner Rehabilitation Assistancea

IDIS Activity: 323 - Housing Rehabilitation Program - Owner Rehabilitation Assistance

Status: Open
Location: Address Suppressed
Objective: Provide decent affordable housing
Outcome: Affordability
Matrix Code: Rehab; Single-Unit Residential (14A)

National Objective: LMH

Initial Funding Date: 11/18/2016

Description:

A city administered program to provide technical and financial assistance to low- and moderate-income residents of the City of Royal Oak to rehabilitate owner-occupied single family houses on a city-wide basis.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC260011	\$44,164.20	\$0.00	\$0.00
		2016	B16MC260011	\$32,465.78	\$23,459.78	\$23,459.78
	PI			\$520,435.55	\$416,985.16	\$416,985.16
Total	Total			\$597,065.53	\$440,444.94	\$440,444.94

Proposed Accomplishments

Housing Units : 35

Actual Accomplishments

Number assisted:	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	26	0	0	0	26	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	26	0	0	0	26	0	0	0



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 22

Female-headed Households: 0 0 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low	10	0	10	0
Low Mod	11	0	11	0
Moderate	5	0	5	0
Non Low Moderate	0	0	0	0
Total	26	0	26	0
Percent Low/Mod	100.0%		100.0%	

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2016	total # of approved projects which attended "closings" & projects commenced in PY 16/17: 26 total # of elderly household members assisted: 20 total # of household members under 18 years of age: 2 total # disabled residents assisted: 4 total # of household members assisted: 43	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 23

PGM Year: 2016
Project: 0007 - Barton Park - South: park improvementsa
IDIS Activity: 324 - Barton Park - South: park improvements

Status: Open
Location: Address Suppressed
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Parks, Recreational Facilities (03F)
National Objective: LMA

Initial Funding Date: 11/18/2016

Description:

Barton Park - South is a very small and passive neighborhood park. It was created to provide small-scale recreational opportunities for the neighborhood located just north of downtown. It is located directly adjacent to a senior high-rise apartment complex. The existing park has no real central feature. It contains a paved walking path with very few benches. The park is underwhelming and under utilized. CDBG funds would be utilized to purchase and install a high quality metal (low maintenance) gazebo, backdrop landscaping, and benches and tables. The gazebo would be sited between the existing U-shaped walkway within the park. A large-scale gazebo, between 24 ft. and 30 ft. in diameter, would create a setting for numerous types of small-scale, live outdoor events. It would be available for the adjacent senior high-rise to host day-time events. The adjacent senior high-rise complex does not have an outdoor open space area. Additionally, the adjacent single-family neighborhood may utilize the gazebo feature for events like neighborhood meetings. CDBG funds will also be expended to create a public place setting for outdoor chess and table games. Stationary tables will encourage players at all skill levels and onlookers to frequent the park for this passive leisure activity. The park is an excellent defining buffer between the existing, well established neighborhood and the redevelopment of the city's commercial corridors. Improvements to the park serve as a commitment to neighborhood reinvestment and assurance of defining character for the neighborhood. A gazebo would create a focal point for the park and hopefully garner more use and attention to the park.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$30,386.47	\$0.00	\$0.00
		2014	B14MC260011		\$0.00	\$0.00
		2015	B15MC260011	\$11,909.69	\$0.00	\$0.00
		2016	B16MC260011	\$74,928.17	\$22,270.85	\$22,270.85
Total	Total			\$117,224.33	\$22,270.85	\$22,270.85

Proposed Accomplishments

Public Facilities : 1

Total Population in Service Area: 1,030

Census Tract Percent Low / Mod: 44.17



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 24

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2016	<p>At its August 22, 2016 meeting, the Royal Oak City Commission entered into contract with a firm to complete the park improvement project. The work covered under this contract included the purchase and construction of a 24 ft. in diameter, two-tier steel park shelter with a raised deck constructed on a steel frame with composite lumber. The raised deck is accessed via a central flight of stairs and an ADA-compliant, barrier-free ramp. The park shelter is located on the east side of the park between the horseshoe-shaped walkway. Park patrons are able to gather in the open space of the park and see performances, exhibits, and ceremonies occurring under the shelter. The project included the purchase and delivery of three sets of concrete chess tables and stools within the park.</p> <p>The bid opening was held on July 29, 2016. The Royal Oak City Commission awarded the contract at its August 22, 2016 meeting. Due to order timelines and the onset of inclement weather, the project did not start until April 17, 2017. The gazebo was completed on June 9, 2017.</p>	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 25

PGM Year:	2016
Project:	0008 - Dondero Park: park improvementsa
IDIS Activity:	325 - Dondero Park: park improvements
Status:	Completed 5/10/2017 12:00:00 AM
Location:	Address Suppressed
Objective:	Create suitable living environments
Outcome:	Availability/accessibility
Matrix Code:	Parks, Recreational Facilities (03F)
National Objective:	LMA

Initial Funding Date: 11/18/2016

Description:

Dondero Park is a neighborhood park and contains 2 tennis courts within an enclosed fence area adjacent to an open basketball court, a ball field with backstop, play structures/equipment, picnic area, and open space.

The sport courts (tennis and basketball) are in disrepair and have not been reconditioned in many years.

CDBG funds will be utilized to mill, resurface, & stripe/paint the tennis courts.

Additionally, CDBG funds may be utilized to purchase and install replacement the tennis net post and netting.

The basketball court will be striped, power washed, joint sealed and painted.

The basketball netting will also be replaced.

The existing ball field is overgrown, undefined, and uneven.

It presents trip hazards to children at play.

CDBG funds will be utilized to strip the infield, purchase and install new quality infield materials.

The backstop is in good condition and requires no attention.

CDBG funds will be utilized to purchase and install new play equipment & purchase materials for and create a setting for an appropriate play surface based on playground requirements.

DPS will conduct an assessment of the existing play equipment to determine its remaining life expectancy.

New equipment may replace dilapidated or dangerous equipment.

In addition to replacing play equipment, new play equipment will be purchased and install to increase the variety of play equipment available.

Play equipment is available for suitable age ranges from ages 5 -12 years old, ages 2 - 5 years old, and 6 months to 23 months.

The Recreation Department will assess the equipment demand based on the neighborhood and availability of similar recreational opportunities at nearby facilities.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC260011	\$106,224.58	\$106,224.58	\$106,224.58
Total	Total			\$106,224.58	\$106,224.58	\$106,224.58

Proposed Accomplishments

Public Facilities : 1

Total Population in Service Area: 890

Census Tract Percent Low / Mod: 49.44

Annual Accomplishments



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 26

Years	Accomplishment Narrative	# Benefitting
2016	The bid packet was released in May 2016. The bid opening was held on May 25, 2016. The contract was awarded at the June 13, 2016 meeting of the Royal Oak City Commission. The pre-construction meeting was held on June 22, 2016. Site work at Dondero Park began in early August 2016. The tennis courts and basketball court were milled, resurfaced and painted in late September / early October 2016. Additionally, the baseball field was graded and seed installed in October 2016.	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 27

PGM Year: 2016
Project: 0009 - Neighborhood Tree Replacement Program
IDIS Activity: 326 - Neighborhood Tree Replacement Program

Status: Open
Location: Address Suppressed
Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Tree Planting (03N)
National Objective: LMA

Initial Funding Date: 11/18/2016

Description:
In the past 10 years, many trees have been removed within the city's right-of-way, between the back of curb and sidewalk, OR within city parks due to disease or age. The Department of Public Service currently operates a tree replacement program each spring. They plant approximately 80-100 trees within the right-of-way adjacent to a homeowner's property. Homeowners pay a \$150 fee for the purchase and installation.

At this pace, the city will never be able to replace the number of trees it has lost over the past decade.

CDBG funds will be utilized to purchase and plant trees within the city's right-of-way and parks.

It is staff goal to commit to utilizing CDBG funds, when available, each program year to replenish the city's tree canopy. Criteria will be established to determine appropriate locations for new trees.

The city must afford adjacent property owners notice of the intent to plant a tree with an appropriate response time for the property owner to voice objection.

Objections usually focus on future problems of tree roots growing into private sewer leadlines and heaving sidewalks. The city may seek assistance from the Royal Oak Nature Society to assist with the tree planting project.

The Department of Public Service would use assistance with canvassing neighborhoods.

The result would be a list of suggested sites by street address or locations with parks and suggested tree species and caliper depending upon the individual setting.

City staff would solicit bids from private contractors to purchase and plant trees.

Staff estimates that an individual tree, depending upon species and maturity, may cost anywhere from \$250-\$450 to purchase and plant.

This estimate is based on fairly recent CDBG-funded projects which included tree plantings.

A large percentage of the cost per tree is associated with the requirement that prevailing wages must be paid to tree installers.

This CDBG-funded project will fulfill a PY 1617 goal set by the City Commission.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$57,678.00	\$0.00	\$0.00
		2014	B14MC260011		\$0.00	\$0.00
		2016	B16MC260011	\$369.13	\$369.13	\$369.13
Total	Total			\$58,047.13	\$369.13	\$369.13

Proposed Accomplishments

Public Facilities : 1

Total Population in Service Area: 1,045

Census Tract Percent Low / Mod: 37.32

Annual Accomplishments



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 28

Years	Accomplishment Narrative	# Benefitting
2016	At its February 13, 2017 meeting, the Royal Oak City Commission entered into contract with the low bid firm to plant 190 trees within the city's public right-of-way between the back of curb and public sidewalk in the residential neighborhood (1843-) at the southeast corner of the city. The area is approximately bound by Interstate 75 to S. Campbell Rd. and Interstate 696 to E. Lincoln Ave. The contractor started planting on May 8, 2017 and finished on May 30, 2017.	



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 29

PGM Year: 2016
Project: 0005 - Program Administration
IDIS Activity: 327 - Program Administration

Status: Open Objective: _____
Location: _____, Outcome: _____
Matrix Code: General Program Administration (21A) National Objective: _____

Initial Funding Date: 11/18/2016

Description:

Program administration funds continue to allow the proper oversight of projects and comply with all HUD regulations.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$72,141.21	\$0.00	\$0.00
		2014	B14MC260011		\$0.00	\$0.00
		2016	B16MC260011	\$132,922.24	\$132,922.24	\$132,922.24
		PI		\$34,083.58	\$34,083.58	\$34,083.58
Total	Total			\$239,147.03	\$167,005.82	\$167,005.82

Proposed Accomplishments

Actual Accomplishments

Number assisted



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 30

Female-headed Households: 0

Income Category:

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0

Percent Low/Mod

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2016
ROYAL OAK

Date: 21-Sep-2017
Time: 8:35
Page: 31

Total Funded Amount: \$13,133,749.40

Total Drawn Thru Program Year: \$12,740,896.62

Total Drawn In Program Year: \$1,239,054.37

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
PR01 - HUD Grants and Program Income

DATE: 9/21/2017
TIME: 8:40:32 AM
PAGE: 1/1

IDIS

Program	Fund Type	Grantee Name	Grant Number	Authorized Amount	Suballocated Amount	Amount Committed to Activities	Net Drawn Amount	FY YTD Net Draw Amount	Available to Commit	Available to Draw	Available to Recapture Amount
CDBG	PI	ROYAL OAK	B98MC260011	\$2,136,339.88	\$0.00	\$2,136,339.88	\$2,136,339.88	\$0.00	\$0.00	\$0.00	\$0.00
			B99MC260011	\$2,049,389.92	\$0.00	\$2,049,389.92	\$2,049,389.92	\$0.00	\$0.00	\$0.00	\$0.00
			B00MC260011	\$1,306,177.88	\$0.00	\$1,306,177.88	\$1,306,177.88	\$0.00	\$0.00	\$0.00	\$0.00
			B01MC260011	\$1,193,921.92	\$0.00	\$1,193,921.92	\$1,193,921.92	\$0.00	\$0.00	\$0.00	\$0.00
			B02MC260011	\$1,065,231.47	\$0.00	\$1,065,231.47	\$1,065,231.47	\$0.00	\$0.00	\$0.00	\$0.00
			B03MC260011	\$1,084,985.06	\$0.00	\$1,084,985.06	\$1,084,985.06	\$0.00	\$0.00	\$0.00	\$0.00
			B04MC260011	\$866,353.93	\$0.00	\$866,353.93	\$866,353.93	\$0.00	\$0.00	\$0.00	\$0.00
			B05MC260011	\$430,289.17	\$0.00	\$430,289.17	\$430,289.17	\$0.00	\$0.00	\$0.00	\$0.00
			B06MC260011	\$407,523.75	\$0.00	\$407,523.75	\$407,523.75	\$0.00	\$0.00	\$0.00	\$0.00
			B07MC260011	\$396,020.36	\$0.00	\$396,020.36	\$396,020.36	\$0.00	\$0.00	\$0.00	\$0.00
			B08MC260011	\$254,740.95	\$0.00	\$254,740.95	\$254,740.95	\$0.00	\$0.00	\$0.00	\$0.00
			B09MC260011	\$231,717.05	\$0.00	\$231,717.05	\$231,717.05	\$0.00	\$0.00	\$0.00	\$0.00
			B10MC260011	\$289,786.63	\$0.00	\$289,786.63	\$289,786.63	\$0.00	\$0.00	\$0.00	\$0.00
			B11MC260011	\$292,943.55	\$0.00	\$292,943.55	\$292,943.55	\$0.00	\$0.00	\$0.00	\$0.00
			B12MC260011	\$423,384.31	\$0.00	\$423,384.31	\$423,384.31	\$0.00	\$0.00	\$0.00	\$0.00
			B13MC260011	\$531,701.67	\$0.00	\$531,701.67	\$531,701.67	\$0.00	\$0.00	\$0.00	\$0.00
			B14MC260011	\$392,581.11	\$0.00	\$392,581.11	\$392,581.11	\$0.00	\$0.00	\$0.00	\$0.00
			B15MC260011	\$683,198.98	\$0.00	\$683,198.98	\$683,198.98	\$0.00	\$0.00	\$0.00	\$0.00
			B16MC260011	\$554,519.13	\$0.00	\$554,519.13	\$554,519.13	\$0.00	\$0.00	\$0.00	\$0.00
			ROYAL OAK Subtotal:	\$14,590,806.72	\$0.00	\$14,590,806.72	\$14,590,806.72	\$554,519.13	\$0.00	\$0.00	\$0.00
			PI Subtotal:	\$14,590,806.72	\$0.00	\$14,590,806.72	\$14,590,806.72	\$554,519.13	\$0.00	\$0.00	\$0.00
GRANTEE				\$14,590,806.72	\$0.00	\$14,590,806.72	\$14,590,806.72	\$554,519.13	\$0.00	\$0.00	\$0.00

Murphy, Joseph

From: Vails, Cynthia C <Cynthia.C.Vails@hud.gov>
Sent: Tuesday, December 5, 2017 10:03 AM
To: Murphy, Joseph
Cc: Mallad, Darrick T
Subject: RE: Royal Oak CDBG - PY2016 - corrected PR26

Hi Joseph,

Thank you for submitting this and the prior email with the response to the audit finding.

I have not yet reviewed your documentation, but I wanted to confirm receipt.

My next step is to review the documents and draft a letter from our office to the City of Royal Oak.

Cindy

Cynthia Cooper Vails
Sr. Financial Analyst, Community Planning and Development
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Fax: (313) 226-6689
Cynthia.c.vails@hud.gov

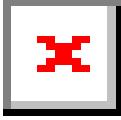
From: Murphy, Joseph [mailto:JoeM@romi.gov]
Sent: Tuesday, December 05, 2017 9:54 AM
To: Vails, Cynthia C <Cynthia.C.Vails@hud.gov>
Cc: Mallad, Darrick T <Darrick.T.Mallad@hud.gov>
Subject: Royal Oak CDBG - PY2016 - corrected PR26

Cindy,

The single audit of the city's PY2016 CDBG program revealed the need to correct one line on the city's PR26. Please find attached the corrected copy with changes highlighted in yellow and the appropriate background / supplemental documentation.

The correction reduces the city's unexpended balance of the CDBG program. Please let me know if you need anything further. Hopefully this resolves the finding.

Joseph M. Murphy
Director of Planning
Community Development Department
City of Royal Oak MI
P 248 246 3285



PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	846,005.71
02 ENTITLEMENT GRANT	1,085,574.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	554,519.13
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	2,486,098.84
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,041,855.67
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,041,855.67
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	197,198.70
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	114,283.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	1,353,337.37
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,132,761.47

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,041,855.67
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,041,855.67
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

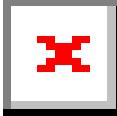
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2016 PY: 2017 PY: 2018
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	1,041,855.67
25 CUMULATIVE EXPENDITURES BENEFITTING LOW/MOD PERSONS	1,041,855.67
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	43,900.50
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	11,459.50
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	5,823.50
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	49,536.50
32 ENTITLEMENT GRANT	1,085,574.00
33 PRIOR YEAR PROGRAM INCOME	683,198.98
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,768,772.98
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	2.80%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	197,198.70
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	72,141.21
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	30,192.88
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	41,948.33
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	281,095.36
42 ENTITLEMENT GRANT	1,085,574.00
43 CURRENT YEAR PROGRAM INCOME	554,519.13
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,640,093.13
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.14%



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2016
 ROYAL OAK , MI

DATE: 12-05-17
 TIME: 9:32
 PAGE: 2

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17
 Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18
 Report returned no data.

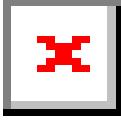
LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	6	314	5964088	Worden Park - resurface existing parking lot	03F	LMA	\$801.22
2015	6	314	5984835	Worden Park - resurface existing parking lot	03F	LMA	\$185,772.25
2015	6	314	6033654	Worden Park - resurface existing parking lot	03F	LMA	\$320.05
2016	7	324	5984835	Barton Park - South: park improvements	03F	LMA	\$519.33
2016	7	324	6033654	Barton Park - South: park improvements	03F	LMA	\$21,751.52
2016	8	325	5984835	Dondero Park: park improvements	03F	LMA	\$105,597.47
2016	8	325	6033654	Dondero Park: park improvements	03F	LMA	\$627.11
					03F	Matrix Code	\$315,388.95
2015	7	315	5964088	E Fourth St Corridor	03L	LMA	\$172,333.66
					03L	Matrix Code	\$172,333.66
2016	9	326	6033654	Neighborhood Tree Replacement Program	03N	LMA	\$369.13
					03N	Matrix Code	\$369.13
2016	3	321	6033654	Homeless Services - South Oakland Shelter (SOS)	03T	LMC	\$10,000.00
					03T	Matrix Code	\$10,000.00
2015	1	309	5964088	R.O.S.E.S. - Supportive Services	05A	LMC	\$5,823.50
2016	1	319	5984835	R.O.S.E.S. - Supportive Services	05A	LMC	\$8,294.00
2016	1	319	6033654	R.O.S.E.S. - Supportive Services	05A	LMC	\$11,783.00
					05A	Matrix Code	\$25,900.50
2016	2	320	6033654	Domestic Violence / Sexual Assault Services - HAVEN	05G	LMC	\$8,000.00
					05G	Matrix Code	\$8,000.00
2015	4	312	5964088	housing rehabilitation program - owner rehabilitation assistance	14A	LMH	\$69,418.49
2016	4	323	5984835	Housing Rehabilitation Program - Owner Rehabilitation Assistance	14A	LMH	\$134,992.49
2016	4	323	6033654	Housing Rehabilitation Program - Owner Rehabilitation Assistance	14A	LMH	\$281,992.67
2016	4	323	6034012	Housing Rehabilitation Program - Owner Rehabilitation Assistance	14A	LMH	\$23,459.78
					14A	Matrix Code	\$509,863.43
Total							\$1,041,855.67

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	3	321	6033654	Homeless Services - South Oakland Shelter (SOS)	03T	LMC	\$10,000.00
					03T	Matrix Code	\$10,000.00
2015	1	309	5964088	R.O.S.E.S. - Supportive Services	05A	LMC	\$5,823.50
2016	1	319	5984835	R.O.S.E.S. - Supportive Services	05A	LMC	\$8,294.00
2016	1	319	6033654	R.O.S.E.S. - Supportive Services	05A	LMC	\$11,783.00
					05A	Matrix Code	\$25,900.50
2016	2	320	6033654	Domestic Violence / Sexual Assault Services - HAVEN	05G	LMC	\$8,000.00
					05G	Matrix Code	\$8,000.00
Total							\$43,900.50

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System

PR26 - CDBG Financial Summary Report

Program Year 2016

ROYAL OAK , MI

DATE: 12-05-17
TIME: 9:32
PAGE: 3

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	8	316	5964088	program administration	21A		\$30,192.88
2016	5	327	5984835	Program Administration	21A		\$74,249.43
2016	5	327	6034012	Program Administration	21A		\$92,756.39
					21A	Matrix Code	\$197,198.70
Total							\$197,198.70

City of Royal Oak – CDBG – PY2016 CAPER – edit report parameters for PR26

Line 01

\$864,005.71 unexpended CDBG funds from PY2015 taken from Line 16 of PR26 PY2015

Line 03

The city does not have surplus renewal fund. \$0 entered.

Line 07

All PI receipted during PY2016 was reported to the correct year in IDIS. No adjustment needed.

On 09/18/2017, \$103,450.39 (receipt # 5234350) of PI was receipted in IDIS. While the PI was receipted in IDIS after the end of PY2016, it was correctly associated with PY2016. Other PI receipted during PY2016 includes \$281,992.67 (receipt # 5222161) on 04/21/2017 & \$169,076.07 (receipt # 5208810) on 11/18/2016. The total amount of PI earned and receipted during PY2016 is \$554,519.13

Line 10

All vouchers identified the correct program year. No adjustment needed.

Line 14

Increased by \$114,283 (see attached communication from internal audit).

The sum total of all draw downs performed during PY2016 equals \$1,353,377.40. The total dollar amount corresponds perfectly to the city's general ledger records.

Line 17

The city does not have special areas (CDFI or NRSA). \$0 entered.

Line 18

The city does not expend CDBG funds for multi-unit housing activities. \$0 entered.

Line 20

Line 19 correctly details all of the draw downs that occurred during PY2016. No adjustments needed.

City of Royal Oak – CDBG – PY2016 CAPER – edit report parameters for PR26

Line 23

In its PY2016 annual action plan, the city identified the following certification period: 2016, 2017 & 2018.

Line 24

\$1,041,855.67 amount taken from Line 11. 2016 is the 1st year of a 3 year certification period. Therefore, there is no need to add Line 11 from prior years to create an adjustment. The PY2017 CAPER will need to be adjusted due it being the 2nd year of a 3 year certification period. The PY2018 CAPER will also need to include the totals of prior years.

Line 25

\$1,041,855.67 amount taken from Line 21. 2016 is the 1st year of a 3 year certification period. Therefore, there is no need to add Line 11 from prior years to create an adjustment. The PY2017 CAPER will need to be adjusted due it being the 2nd year of a 3 year certification period. The PY2018 CAPER will also need to include the totals of prior years.

Line 28

\$11,459.50 of public service unliquidated obligations remained open at the end of PY2016 for IDIS activity #319. These funds were draw down as part of voucher #6080183 on 09/19/2017 during PY2017.

Line 29

\$5,823.50 of public service unliquidated obligations remained open at the end of PY2015 for IDIS activity # 309. These funds were draw down as part of voucher # 5964088 on 09/15/2016 during PY2016.

Line 30

The total accrued expenditures + any unliquidated obligations for public services not include on Line 27 or Line 28 as of the end of the reporting period. No adjustment needed.

Line 34

No adjustment needed.

Line 38

\$72,141.21 of program administration unliquidated obligations remained open at the end of PY2016 for IDIS activity #327. These funds were draw down as part of voucher #6080183 on 09/19/2017 during PY 2017.

City of Royal Oak – CDBG – PY2016 CAPER – edit report parameters for PR26

Line 39

\$30,192.88 of program administration unliquidated obligations remained open at the end of PY2015 for IDIS activity #316. These funds were draw down as part of voucher #5964088 on 09/15/2016 during PY2016.

Line 40

reported disbursements in 2016 PR26

plan year	IDIS proj	IDS activity	voucher #	activity name	matrix code	drawn amount
2015	8	316	5964088	program admin	21A	\$30,192.88
2016	5	327	5984835	program admin	21A	\$74,249.43
2016	5	327	6034012	program admin	21A	\$92,756.39
						\$197,198.70

actual disbursements associated with PY2016 program administration expenses

327	5984835	program admin	21A	\$74,249.43
327	6034012	program admin	21A	\$92,756.39
327	6080183	program admin	21A	\$72,141.21
				\$239,147.03

Line 40 needs to note “\$41,948.33” needed to adjust the computation for planning & administration IDIS activity #316 is program admin. expenses associated with PY2015 which occurred in a draw down during PY2016. Voucher # 6080183 included \$72,141.21 of PY2016 program admin. expenses which was conducting during PY2017.

Line 44

No adjustments needed. The PY2016 entitlement grant amount (Line 42) & PI amount (Line 43) are listed correctly.

Joseph M Murphy

From: Joseph M Murphy
Sent: Tuesday, October 24, 2017 9:57 AM
To: 'Dan Merritt'
Cc: Anthony DeCamp
Subject: RE: CDBG CAPER

Expires: Sunday, December 03, 2017 12:00 AM

All of the vouchers identified the correct program years. I have no idea why IDIS's software to perform PR26 did not identify the correct amount of total expenditures.

Joseph M. Murphy
Director of Planning
City of Royal Oak
Community Development Department
P (248) 246-3285

From: Dan Merritt [mailto:Dan.Merritt@rehmann.com]
Sent: Tuesday, October 24, 2017 9:49 AM
To: Joseph M Murphy <JoeM@romi.gov>
Cc: Anthony DeCamp <TonyD@romi.gov>
Subject: RE: CDBG CAPER

Joseph,

You are correct I meant line 15. **I agree that the ledger corresponds to the draw downs –** however, it's my understanding that the total expenditures on the CAPER should agree to that number as well. I believe there was a finding in last year's single audit report regarding this, as certain items were left off of the CAPER.

Dan Merritt, CPA, CGFM
Assurance Supervisor
Governmental Services



Rehmann Robson
675 Robinson Rd
Jackson, MI 49203
Phone: 517.841.6193
Fax: 517-788-8111
Email: Dan.Merritt@rehmann.com

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From: Joseph M Murphy [mailto:JoeM@romi.gov]
Sent: Tuesday, October 24, 2017 9:45 AM
To: Dan Merritt <Dan.Merritt@rehmann.com>
Cc: Anthony DeCamp <TonyD@romi.gov>
Subject: RE: CDBG CAPER

Line 19, on PR26, reads \$1,041,855.67; not \$1,239,054. I am assuming you meant Line 15 – total expenditures.

You can see from the list below of all the draw downs, by voucher number, performed during PY2016. The total dollar amount corresponds to the GL perfectly.

Voucher #	Date	Line Item #	IDIS Activity Id	Amount		
5984835	11/18/2016	1	314	\$185,772.25		
		2	319	\$8,294.00		
		3	323	\$134,992.49		
		4	324	\$519.33		
		5	325	\$105,597.47		
		6	327	\$34,083.58		
		7	327	\$40,165.85		
6033654	4/21/2017	1	323	\$281,992.67		
		4	320	\$8,000.00		
		5	324	\$21,751.52		
		6	326	\$369.13		
		7	321	\$10,000.00		
		8	319	\$11,783.00		
		9	314	\$320.05		
		10	325	\$627.11		
		6034012	4/24/2017	1	323	\$23,459.78
				2	327	\$92,756.39
6080183	9/19/2017	1	323	\$103,450.39		
		2	323	\$44,164.20		
		3	323	\$9,006.00		
		4	327	\$72,141.21		
		5	324	\$30,386.47		
		6	324	\$11,909.69		
		7	324	\$52,657.32		
		8	326	\$57,678.00		
		9	319	\$1,060.73		
		10	319	\$10,398.77		
				\$1,353,337.40		

Joseph M. Murphy
Director of Planning
City of Royal Oak
Community Development Department
P (248) 246-3285

From: Dan Merritt [<mailto:Dan.Merritt@rehmann.com>]

Sent: Monday, October 23, 2017 1:46 PM

To: Joseph M Murphy <JoeM@romi.gov>

Cc: Anthony DeCamp <TonyD@romi.gov>

Subject: CDBG CAPER

Hi Joseph,

I'm trying to tie out the CAPER to the financial requests and underlying ledger detail, and I come up with a total of \$1,353,337 in total expenditures per the ledger (and the total of reimbursement requests). However, line 19 of the PR26

shows total expenditures as \$1,239,054, a difference of \$114,283. Could you help us understand what the difference between these amounts is?

Thanks,

Dan Merritt, CPA, CGFM
Assurance Supervisor
Governmental Services



Rehmann Robson
675 Robinson Rd
Jackson, MI 49203
Phone: 517.841.6193
Fax: 517-788-8111
Email: Dan.Merritt@rehmann.com

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