



Fifth Program Year CAPER

The CPMP Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

Thank you for your interest in the City of Norman Community Development Block Grant (CDBG) and HOME Investment Partnerships annual report for 2014-2015. Known as the CAPER (Consolidated Annual Performance Evaluation Report), this document is intended to provide information on how the City invested the funds it received from these two federal programs. The information is provided for the use of both the local community and the U.S. Department of Housing and Urban Development, the federal agency that oversees the program. Some of the information required by HUD is provided to them through their computerized reporting program. The time period covered in the CAPER is July 1, 2014, through June 30, 2015. In this reporting period the City of Norman received \$721,987 in 2014/2015 CDBG funds; \$318,067 in HOME Investment Partnership Funds; \$1,000 in HOME Program Income and \$8,070.60 in CDBG Program Income.

The scope of the CAPER includes the wide range of activities undertaken in the past year using CDBG and HOME funds to address the priorities previously identified in the planning process. The statutory purpose of the CDBG program is "Decent housing and a suitable living environment and expanding economic opportunities for principally low-and moderate-income persons." The U.S. Department of Housing and Urban Development provides funds that allow the City of Norman to plan and provide services that meet the goal of assisting low/moderate income persons to secure for themselves better housing, better jobs, a better living environment, and more complete community services.

The planning process that is the first step in investing the funds is known as the 5-year Consolidated Plan. This process involves input from the public at all points. After receiving this public input, the CDBG Policy Committee and ultimately the Norman City Council makes the final determination as to how to invest the funds. The current Consolidated Plan, approved by the City Council, covers the program years 2010 through 2015.

Each year of the 5-year Consolidated Plan an Annual Action Plan is compiled. This portion of the 5-year plan details the specific activities that will be completed during that year. It explains the amounts budgeted for each activity, and provides details about that proposed activity. This document, the 2014-2015 CAPER, will explain how the City of Norman invested the CDBG and HOME funds during that year. It compares the actual activities to the plan in order to determine how well the actual activities met the intended goal for that program or project. The only significant

barrier to fulfilling the strategies and overall vision is that the money available is not sufficient to meet all the goals immediately. The City of Norman continues to make progress, but as the City grows, needs continue to grow as well.

Both the CDBG and HOME programs are in good standing in all respects. Grant disbursements are timely and actual expenditures did not differ from letter of credit disbursements.

Amendment 1 to the 2014-2015 Action Plan was approved by HUD in February 2015. This amendment included the following:

- Decreased funding for the Neighborhood Exterior Property maintenance Program by \$120,000.
- Increased funding for the Acquisition of Property for Food and Shelter, Inc. by \$25,000 for a total of \$75,000 and also designated the specific site of the acquisition.
- Added a new project for the Core Area Sidewalk repair Program and appropriated funding in the amount of \$70,000.
- Added a new Public Service Project for the Zero:2016 Program and appropriated funding in the amount of \$25,000.

Entitlement Program Requirements

The City of Norman did not use any funds outside the three national objectives and did not trigger any relocation cost. Norman did not use CDBG funds for Economic Development. No CDBG funds were used for any groups of limited clientele that did not fall within the categories of presumed limited clientele or did not meet low-and moderate-income guidelines. The City of Norman does not have a HUD approved Revitalization Strategy.

Program income is generated by repayment of Deferred Payment Mortgages in both the Housing Rehabilitation Program and the Downpayment Assistance Program. Funds are recaptured if beneficiary does not complete the period of affordability set by the particular program.

The CDBG/HOME administrative staff consists of three full time staff positions (including additional funds from the City of Norman General Fund). CDBG Salaries and administrative costs for the 2014-2015 program year was \$125,225.71. No HOME Admin funds were utilized for staff expenses. The 2014-2015 Program year saw several staff changes. Linda Price, Revitalization Manager, who had developed and administered the CDBG program in Norman since the inception in the 1970's retired. Lisa Krieg, Grants Planner was promoted to CDBG/Grants Manager to oversee the CDBG and HOME Programs. Michelle Evans who had been employed as a permanent part time intern in 2014-2015 was promoted to full time status as the Coordinator of the Homeless Programs, specifically the ZERO:2016 program. Jolana McCart, Administrative Technician IV, as well as the Rehabilitation Staff all remain. It was mentioned at the time of Linda's retirement that it is unusual that staff within a division has the tenure that is present with the CDBG Program. As mentioned, Linda worked with the program for over 40 years, the tenure of other staff is Keith Petillo, Rehabilitation Specialist 37 years; Lisa Krieg, CDBG/Grants Manager 31 years; Jolana McCart, Administrative Technician 21 years; and Jan Jansing Rehabilitation Technician 16 years.

General Questions

1. Assessment of the one-year goals and objectives:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
 - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.

TABLE ONE FY2014-2015 CDBG PROGRAM

2014-2015 CDBG Budget \$721,987 (as Amended)

\$144,392 Administration, Planning and Fair Housing Activities	
\$ 75,000 Acquisition of Property	
\$167,809 Housing Rehabilitation	
\$208,786 Exterior Property Maintenance Program	
\$ 70,000 Core Area Sidewalk Program	
\$ 56,000 Public Service Funding	
CART - public transportation assistance for low-income persons	\$31,000
Zero:2016	\$25,000

TABLE TWO FY 2014-2015 HOME BUDGET

HOME 2014-2015 Budget \$318,067

\$ 31,806 Administration and Fair Housing Activities
\$ 47,711 CHDO Activities
\$198,550 Affordable Housing Development
\$ 40,000 TBRA for Chronic Homeless

A. Specific Objectives, Outcomes, and Performance of CDBG and HOME Projects

The goals set forth in the 2010-2015 Consolidated Plan were a continuation and expansion of the goals that were designated as a part of the previous plan. In review of the previous goals and objectives, they were determined to still be valid but that expansion to further describe the intent and outcome was needed.

Below are statements, by national objective and national outcome measures of the projected accomplishments for CDBG, HOME and other HUD funded activities for the 2014-2015 program year. Where the objective is similar to one carried over from a previous year, the accomplishments to date on that objective are stated for the 2014-2015 program year.

Relative to activities and allocated funds, following is a summary of stated objectives and outcomes.

Generally, there are three objectives relative to program funding:

1. **Providing decent housing.** Activities that fall within this goal include assisting homeless persons in obtaining appropriate housing and assisting those at risk of homelessness; retaining affordable housing stock; increasing availability of permanent housing that is affordable to low-income Americans without discrimination on the basis of race, color, religion, sex, national

origin, familial status or handicap; and increasing the supply of supportive housing, which includes structural features and services to enable persons with special needs to live with dignity. Specific items that may be eligible under this objective include but is not limited to:

- a. Assisting of homeless persons obtain affordable housing;
- b. Assisting persons at risk of becoming homeless;
- c. Retention of affordable housing stock;
- d. Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income households, particularly to members of disadvantaged minorities without discrimination;
- e. Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs to live in dignity and independence; and
- f. Providing affordable housing that is accessible to job opportunities.

2. **Establishing and maintaining a suitable living environment.** The concept of a suitable living environment includes improving safety and livability of neighborhoods; increasing access to quality facilities and services; reducing isolation of income groups within an area through availability of housing opportunities and revitalization of deteriorating neighborhoods; restoring and preserving properties of special value for historic, architectural or aesthetic reason(s), and conserving energy resources. Specific items that may be eligible under this objective include but is not limited to:

- a. Improving the safety and livability of neighborhoods;
- b. Increasing the access to quality public and private facilities and services;
- c. Reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- d. Restoring and preserving properties of special historic, architectural, or aesthetic value; and
- e. Conservation of energy resources.

3. **Providing expanded economic opportunities.** Activities funded under this goal can include creating jobs accessible to low-income persons; making mortgage financing available at reasonable rates for low-income persons; providing access to credit for development activities that promote long-term economic and social viability of the community; and empowering low-income persons to achieve self-sufficiency to reduce generational poverty in federally assisted and public housing. Specific items that may be eligible under this objective include but is not limited to:

- a. Job creation and retention;
- b. Establishment, stabilization and expansion of small businesses (including microbusinesses);
- c. The provision of public services concerned with employment;
- d. The provision of jobs to low-income persons living in the areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- e. Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices and
- f. Empowerment and self-sufficiency for low income persons to reduce generational poverty in federally assisted housing and public housing.

Generally, three outcomes are relative to program funding objectives:

1. **Availability/Accessibility.** As defined by HUD, this category is applicable to activities that make up services, infrastructure, housing or shelter that is available or accessible to low- and moderate-income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available to low- and moderate-income people. As further locally defined, this includes public service activities that originally satisfied the eligibility threshold requirement of either being a new activity or a substantial increase to an already existing activity that would provide availability/accessibility to individuals. In a sense this could possibly be considered "sustainability", except the activity is not directed toward a particular targeted/geographical area but, rather, individuals or households. This also includes something newly developed or made available that previously did not exist, or is substantially improved.
2. **Affordability.** As defined by HUD, this category is applicable to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people, including: the creation or maintenance of affordable housing; basic infrastructure hookups; or services such as transportation or day care. As further locally defined, because this includes "maintenance" as a consideration, this includes any low/moderate income housing where an income payment is typically needed for the occupant's mortgage or rent that is rehabilitated. It also includes activities that provide a service otherwise readily available but un-affordable to low/moderate income persons (such as medical health care).
3. **Sustainability.** As defined by HUD, this category is applicable to activities or services that are directed toward improving communities or neighborhoods (to make them livable or viable) by providing benefit to low- and moderate-income people or by removing or eliminating slums or blighted areas. As further locally defined, this also includes rehabilitation/ renovation activities for public facilities (including shelters).

National Objective of Providing Decent Housing

Through the use of CDBG and HOME funding during 2014-2015, the Plan provided for the ability of the City to facilitate the provision of 36 rehabilitation, emergency repair, and accessibility projects.

Goal 1: Maintain an adequate supply of permanent, quality affordable housing for low- and moderate-income households.

- Objective 1.1: Continue to assist households with repair, emergency assistance and accessibility improvement needs through the City's housing rehabilitation program.

Outputs:

- 1.1.1. Provide rehabilitation services to a minimum of 50 units by a combination of emergency repairs, accessibility modifications, and whole house rehabilitation programs.
- 1.1.2. Target the City's rehabilitation program to areas in the City with units that have lead-based paint risk (older housing), elderly, and persons with disabilities by marketing the program through social service organizations and other direct means.

- 1.1.3. Continue to provide opportunities for contractors to be trained on lead-based paint remediation conducted through the rehabilitation program. The City may also consider partnering with the university and other organizations to develop programs that train and certify students as contractors.

Accomplishments:

- During the program year a total of thirty-six households received rehabilitation assistance. Of these projects eighteen emergency repairs were completed, eight comprehensive house rehabilitations were completed and four accessibility modifications were completed. Due to the age of housing, many of the projects were required to be completed in phases so that adequately licensed contractors could address lead based paint and asbestos issues before the general rehabilitation work is undertaken. This results in one actual project being divided into several smaller projects, thus involving more staff time and causing the duplication of some project delivery items (bids, contracts, payment requests, etc.) thus lowering the number of actual completed projects.
 - The income eligibility for Emergency Repair program was raised from 50% MFI to 80% MFI to allow for expanded accessibility for assistance.
 - Direct mail was utilized to provide information to potential clients in regards to the availability of the Housing Rehabilitation Programs. In addition a public service announcement ran on the public access channel on the local cable system.
 - The City of Norman provides information to contractors on the availability of upcoming training and education opportunities in regards to lead based paint.
- Objective 1.2: Explore the feasibility of a licensing program for property management companies doing business in Norman. As part of the licensing, require training on acceptable housing quality standards and fair housing.

Outputs:

- 1.2.1. Interview three other communities that have such a program to understand the program strengths and weaknesses and administrative costs. If the City decides to move forward with a program based on this evaluation, develop draft licensing guidelines and administrative procedures.

Accomplishments:

- In 2014 the State of Oklahoma passed a law that prohibits a unit of government in requiring the registration of rental property or landlords. The City of Norman will continue to pro-actively engage landlords in opportunities for the development of affordable housing and the maintenance of minimum property standards.
- Objective 1.3: Continue to create affordable homeownership opportunities for low- and moderate income households.

Outputs:

- 1.3.1 Monitor the demand for accessible structures that are created and develop units that are consistent with demand.

Accomplishments:

- With the changes to Homebuyer Assistance included in the Final HOME Rule, the Downpayment Program was discontinued without any expenditure of 2014-2015 funds. The City of Norman continues to maintain a very low rate of foreclosure activity with the past

- homebuyer program during the remaining period of affordability for the households assisted.
- The Homebuyer program was utilized in the past as the avenue for match generation. With the end of the Homebuyer Program, the focus has shifted to leveraging HOME funds as part of the development of affordable housing.
- Objective 1.4: Maintain and improve the marketing plan for the City’s housing rehabilitation program and affordable single-family program.

Outputs:

- 1.4.1. Target marketing efforts so that populations with the greatest needs—lowest income owners, persons with disabilities, families living in units with lead based paint risk—have access to the program.

Accomplishments:

- Staff had made presentations to service agencies as well and provide literature in locations frequented by this clientele.
- During the 2014-2015 Program Year, staff implemented with the Code Compliance Division to an exterior repair program to assist low income (<80% MFI) owner occupants that have been cited for exterior property maintenance violations. The program began 07/01/2014 and with numerous contacts and inquiries made, only six projects were initialized and four completed with a total of \$11,455 expended. The majority of the program funding will be reprogrammed but will still be available as needed.
- Objective 1.5: Explore additional resources to supplement housing and community development in Norman.

Outputs:

- 1.5.1. Continue efforts, with a variety of funding sources, toward land acquisition/land-banking for future affordable housing development.
- 1.5.2. Evaluate and consider City policy changes to promote affordable infill housing development, such as waiving proposed impact fees, reducing lot sizes, providing more flexible setback requirements, and encouraging elements conducive with existing neighborhood standards.
- 1.5.3. Explore the interest and potential of a capacity building program that is privately funded and would assist nonprofits with operating needs and technical assistance to weather market fluctuations, staff changes, etc.
- 1.5.4. Develop strong partnerships with local or regional profit and non-profit organizations capable of developing low and moderate income housing. Seek organizations capable of successfully partnering with the City from planning through construction of new housing units during this consolidated plan. Encourage and partner with private developers to include affordable units in their projects via providing support and access to HOME and other federal and state incentives.

Accomplishments:

- Discussions were held inclusive of the Social Service organizations that provide housing for special populations as well as with the Norman Affordable Housing Corporation (our designated CHDO) in regards to potential funding opportunities for affordable housing.
- Changes to the Accessibility Modification program were implemented after consultation with Progressive Independence to make the program more appealing to landlords. Even with this change, there was not a noticeable change in demand for this program. Discussions have been

held with Progressive Independence that they are the entity that has the direct access to the households that are in need of this assistance. Brochures have been provided and an in-service training has been held.

- A partnership was formed with the City of Norman HOME Program, Norman Affordable Housing Corporation (CHDO), and Food and Shelter, Inc. a 501(c)(3) to purchase and rehabilitate a 16 unit apartment complex. The CHDO is serving as the project sponsor with ownership being transferred to Food and Shelter, Inc. after the rehabilitation is complete. Eleven of the sixteen units are HOME assisted and all units will be available for rent at affordable rates. The rehabilitation has been completed and all 16 units are occupied. Ownership transfer of property to Food and Shelter is scheduled for September.
- A new CHDO was certified (Norman CHDO 2015) and a project was initialized to construct six units of affordable housing. Four of these units will be accessible. Contracts have been executed, funds committed, and the selected architect has begun design work. Anticipate construction beginning Spring 2016.

Goal No 2: Assist special-needs populations with social service and housing needs.

- Objective 2.1: Strengthen the supportive service system for low-income persons with special needs.

Outputs:

- 2.1.1. In conjunction with the Cleveland County Continuum of Care and the United Way of Norman, maintain communications with all organizations that serve persons with physical and developmental disabilities and those with mental illnesses in Norman (involving case managers) to identify supportive service needs and to explore options to create or better link housing with supportive services in the City.
- 2.1.2. Based on the framework established, partner with the appropriate agencies to improve capacity by providing supportive services linked with housing.
- 2.1.3. Should the PHA continue to provide much of the housing assistance to serve this population, work with the PHA to consider designating a qualified person on staff that can serve as a liaison between residents and service providers and ensure they are receiving the help they need. This person could also assist with resident disputes through conflict management training and community building activities.
- 2.1.4. Continue to support and participate in emergency food and fuel assistance programs.

Accomplishments:

- A coalition of service providers and governmental entities continue to utilize the Cleveland County Assistance Network (CCAN) which brings the front line mainstream entities together to discuss funding availability on a monthly basis. This allows each agency to discuss particulars of the programs that are currently available with peers so that appropriate referrals may be made for services.
- The Cleveland County Continuum of Care appointed a Steering Committee that is responsible for regular operations of the Continuum and serves as the overall decision making entity. The Steering Committee meets no less than once a month. The General Committee

meets quarterly to hear a report from the Steering Committee and to have educational opportunities.

- Within the Cleveland County Continuum of Care, eleven providers have elected to form a coalition called One Vision One Voice to address the public perception of homelessness. This group initially began as an issue campaign, have evolved into widespread adoption of the Housing First philosophy. This resulted in the Cleveland County Continuum of Care joining the 100,000 Homes Campaign and reaching a milestone of a Fully Committed Member.
- The City of Norman was selected to participate in the ZERO:2016 Campaign along with Oklahoma City and Tulsa.

Goal No 3: Reduce homelessness.

- Objective 3.1: Partner with the Cleveland County Continuum of Care and the Governor’s Advisory Council to End Homelessness to support statewide efforts to reduce chronic homelessness.
- Objective 3.2: Continue to work with homeless/housing providers to respond to requests for assistance as appropriate. Work in conjunction with efforts to ensure an adequate supply of emergency shelter, transitional housing, and permanent supportive housing is maintained.

Outputs:

- 3.2.1. If opportunities become available, assist the Continuum with securing resources to provide temporary housing to more of the City’s population who are homeless and/or at-risk of homelessness. Continue to work with service providers to identify populations to be served.
- 3.2.2. Provide assistance where needed to organizations that assist persons who are homeless move from homelessness into temporary and permanent housing.
- 3.2.3. Continue to encourage the creation of emergency, transitional and permanent supportive housing services for homeless individuals and families through the Continuum of Care process.

Accomplishments:

- The City of Norman serves as the Collaborative Applicant for the Cleveland County Continuum of Care and staff continues to participate with the Statewide Continuum of Care as well monitor the activities of the Governor’s Advisory Committee on Homelessness.
- In the 2014 Continuum of Care Competition, the Cleveland County Continuum of Care was awarded renewals for all projects for a total award of \$358,817
- The City of Norman Continuum of Care served as an oversight body for two ongoing Emergency Solutions Grants. The Emergency Solutions Grants as administered by the Oklahoma Department of Commerce was realigned to reflect a formula allocation by Continuum similar to the Continuum of Care Program. Funds totaling \$179,848 was available for the Continuum. These funds were administered to two agencies to assist in their efforts to address homelessness.

- As mentioned above, within the Cleveland County Continuum of Care, eleven providers have elected to form a coalition called One Vision One Voice to address the public perception of homelessness. This group initially began as an issue campaign, have evolved into widespread adoption of the Housing First philosophy. This resulted in the Cleveland County Continuum of Care reaching a milestone of being named a Fully Committed Member of the 100,000 Homes Campaign. In addition, was named to the ZERO:2016 Campaign.
- In October 2014, a Registry Week (ICount) was held utilizing over 80 community volunteers to identify and assess the persons who are street homeless in our community. With this and subsequent efforts over the last twelve months, 139 individuals have been identified by name and their vulnerability assessed utilizing the VI-SPDAT Tool. Of these there were 27 Veterans identified. To date 25 have been housed, including 8 veterans. The Cleveland County CoC is committed and is on track to reaching virtual zero for veterans by December 31, 2015 and virtual zero for chronic homelessness by December 31, 2016.
- A Coordinated Case Management Team is assembled and meets weekly to provide support in housing stability for the ZERO:2016 clientele. This multi-disciplined team includes representatives from the mental health field, law enforcement, DHS, and veterans service groups as well as homeless service providers.
- The Point-In-Time Count for January 2015 was 133, being reduced from 140 in 2014. While the net reduction itself is small, the efforts that have been made in outreach have resulted in a more accurate basis for this number.

Specific Objectives with the Primary Outcome of Making Decent Housing Available/Accessible

Activities receiving funding in the 2014-2015 Program Year with this objective and outcome:

Housing Rehabilitation Accessibility Modification Program (\$41,036.64 CDBG; 3 households and 1 not-for-profit entity assisted)

Specific Objectives with the Primary Outcome of Making Decent Housing Affordable

Activities receiving funding in the 2014-2015 Program Year with this objective and outcome:

Housing Rehabilitation Program, (\$418,834.62 CDBG and \$99,543.65 HOME; 36 households assisted)

Specific Objectives with the Primary Outcome of Making Decent Housing Sustainable

Activities receiving funding in the 2014-2015 Program Year with this objective and outcome:

No activity funding proposed

National Objective of Establishing and Maintaining a Suitable Living Environment.

Goals and objectives in this section address environmental concern necessary to sustain individuals and households and enhance the non-housing aspects of the quality of life in the community.

Goal No. 4: Continue commercial and residential revitalization efforts in low income neighborhoods.

- Objective 4.1: Continue to conduct vigorous code enforcement programs in CDBG eligible areas and coordinate incentive programs. Such a program could be funded with CDBG dollars or City general funds.

Outputs:

- 4.1.1 Coordinate with the Housing Rehabilitation Office to develop and implement an Exterior Property Maintenance Program to assist low income owners of housing with exterior Code Compliance issues.
- 4.1.2 Using neighborhood peer pressure and the power of neighborhood associations, create the expectation that both owner occupants and absentee owners will maintain their properties.

Accomplishments:

- The Exterior Property Maintenance Program was implemented 07/01/2014. This program has failed to perform as expected. \$120,000 of funds has been reprogrammed to other activities. The program remains in effect but with reduced funding. If demand increases, funds appropriated to the Housing rehabilitation Program may be utilized.
- Objective 4.2: Encourage the maintenance and improvement of infrastructure facilities in the core area of Norman

Outputs:

- 4.2.1. Continue to monitor and assess the condition of existing infrastructure in the core area.
- 4.2.2. Continue to provide support for inclusion of identified core area projects within the City of Norman Capital Improvement Plan.
- 4.2.3. Continue support for traffic calming implementation methods where needed to protect residential character and pedestrian circulation.

Accomplishments:

- Center City Visioning Process to intensively study the core of Norman, including a CDBG target neighborhood, was begun with a week-long planning facilitated charrette in May 2015. Staff was involved in process as well as neighborhood involvement. Draft plan received in August 2015 and development of Form Based Code is in Final review
- In April Planning Department staff including CDBG personnel assisted in the Urban Land Use redevelopment study of the Griffin Memorial Hospital site. This site is included within the CDBG Target area. The week-long event included not only representatives from the City of Norman and the State of Oklahoma but multiple community stakeholders participated to craft a framework for future redevelopment. The final report has been received and a Memorandum of Understanding being developed with the Oklahoma Department of Mental Health and Substance Abuse Services and the City of Norman pertaining to a future partnership in the redevelopment of this site.
- Objective 4.3: Continue to coordinate efforts with the City of Norman Parks Department to further develop and improve eligible neighborhood parks.

Outputs:

- 4.3.1. Continue to monitor and assess the condition of existing neighborhood parks in the eligible areas.
- 4.3.2. Implement improvements as funding is available to neighborhood parks in conjunction with neighborhood needs and the Norman Park Master Plan.

- 4.3.3 Coordinate with newly eligible areas as well as existing target areas to foster ownership in the neighborhood parks in regards to security and maintenance.

Accomplishments:

- The rehabilitation of Ruth Updegraff Park located in Old Silk Stocking Neighborhood continues with the completion of additional sidewalks, pedestrian bridges, railing and the installation of a gazebo. Final grading and landscaping to be completed in late Fall 2016. Multiple neighborhood events have been held in the park even prior to completion.
- Objective 4.4: Continue to improve accessibility in the City through extension and installation of sidewalk systems.

Outputs:

- 4.4.1. Coordinate with Neighborhood Representatives and the Public Works Department on where sidewalk system improvements are needed and what the overall costs may be.
- 4.4.2. Prioritize sidewalk system improvements based upon areas where persons with disabilities and low-income transit users reside.
- 4.4.3. Explore alternate funding methods to construct priority sidewalk infrastructure and utilize CDBG funds for service delivery costs in eligible areas as needed.

Accomplishments:

- Sidewalk replacement has been completed in the parks under construction to increase interior circulation and accessibility.
 - Identification of sidewalk in First Courthouse Neighborhood that was in need of rehabilitation and gap paving was identified thru the neighborhood meeting process. By consultation with the Public Works Department, alternate funding was identified and sidewalk construction has been scheduled.
 - A pilot project was funded with CDBG using a company with proprietary equipment that allows for horizontal saw cutting of existing sidewalks to remove tripping hazards and bring into ADA compliance areas where surfaces have shifted over time. A large portion of University Neighborhood and the Larsh portion of Larsh/Miller Neighborhood were assessed and repaired. Approximately 1400 identified areas repaired at a cost of \$70,000. This project received an incredible amount of public comments regarding the effectiveness and personal impact of the project. Staff is investigating additional areas to begin study of.
 - In conjunction with the rehabilitation of the June Benson Park in the Larsh/Miller Neighborhood, reconfiguration of the sidewalk network from the Norman Senior Center to the park is underway. This will allow for appropriate, accessible, access from the Senior Center to the adjacent park. Anticipated completion Fall 2015.
- Objective 4.5: Promote greater economic and income diversity within the central neighborhoods.

Outputs:

- 4.5.1. Continue to engage in neighborhood revitalization efforts to improve the core area and low income neighborhoods and encourage more mixed-income communities.
- 4.5.2 Continue to engage the development of live/work units in fringe commercial and residential border areas.

Accomplishments:

- The recent adoption of the Neighborhood Plans of the Original Townsite, Old Silk Stocking and First Courthouse Neighborhoods were
- The Center City Visioning Process has included discussions regarding walkability, live/work concepts, as well as the possible overlay zoning district for this area as it evolves into a very desirable place to live. As mentioned previously, the draft plan has been received and is under review.
- As mentioned previously, the Urban Land Institute coordinated a week long study pertaining to the redevelopment of the Griffin Memorial Hospital site. The study indicated the potential for mixed use development north of Main Street and the area south of Main Street being focused on Services. As this redevelopment moves forward, the City of Norman CDBG Program has the opportunity to participate in numerous economic development activities that will become available for the CDBG Target Area Neighborhood residents. No CDBG funds were utilized in this study but CDBG as well as Planning Department staff all participated in the facilitation.
- Objective 4.6: Support business and neighborhood associations.

Outputs:

- 4.6.1. Continue to encourage the formation and maintenance of active business and neighborhood associations in Norman where appropriate. Staff should continue to work with the associations to identify specific problems and opportunities, and prepare plans to implement strategies and programs that enhance the livability of the neighborhoods, particularly through volunteerism.
- 4.6.2. Establish formal neighborhood associations in each of the target areas, new and existing.

Accomplishments:

- A neighborhood meeting was held with each CDBG Target Neighborhood. At these meetings, CDBG Staff coordinates with the Police Department and the Code Enforcement Office to insure that a representative is available at the meeting to discuss neighborhood issues. Pro-active Code Enforcement and Community Policing were discussed in detail at the meeting including opportunities for residents to become more involved.
- The CDBG Program provided support for the Old Silk Stocking Neighborhood in participation in the National Night Out Program in the fall of 2014. The event was very well attended and the neighborhood has begun a facebook page with regular updates and communications between neighbors. In addition the CDBG Program assisted the Original Townsite Neighborhood in beginning neighborhood organization efforts.
- Objective 4.7: Continue to support commercial revitalization in designated redevelopment areas.

Outputs:

- 4.7.1. Continue to work with property owners and area residents to identify problems and solutions to blighting conditions.
- 4.7.2. Coordinate CDBG funding with long-term City goals, such as urban renewal planning efforts.

Accomplishments:

- See section above referencing the Urban Land Institute process for the redevelopment of Griffin Memorial Hospital.

Goal 6: Continue to support enhancement of the availability of public services by mainstream and other providers to low- and moderate-income persons and special needs populations.

- Objective 6.1: The City will continue to support a variety of public services, ranging from meeting basic needs to achieving self-sufficiency. Priority needs include transportation, substance abuse, and mental health services. Enhanced accessibility targeting transit dependent populations is essential to ensure all residents may travel to work and other facilities, as are other mobility concerns specific to the elderly and handicapped. The provision of substance abuse and mental health services is needed to assist individuals and families with emotional stability and good health. Continued support will be given to entities that enhance employment, and other community agencies to address health needs.

Outputs

- 6.1.1. Support services which provide reliable and safe mobility for the handicapped; and transportation for transit-dependent special needs and low income populations.
- 6.1.2. Support services which improve the community's health and welfare with relief targeted to the medical, dental, mental, substance abuse, and "HIV/AIDS" needs of lower-income households.
- 6.1.3. Support services that address the provision of needs targeted to the low income population of Norman; food, shelter, job training, etc.
- Objective 6.2: The City will assist community efforts to expand and enhance facilities and services that address the needs of senior citizens including health care, nutrition, recreation, transportation, and other activities that sustain assisted/independent living with dignity, including elder "protective services" to prevent abuse and fraud, assist bill paying with counseling for other financial matters, and provide substitute decision-makers. These services reinforce independent living by meeting the physical and social needs of seniors and reduce expenses for costly long-term care.
- *Outputs:*
 - 6.2.1. Support programs which assist community efforts to expand and enhance facilities and services that address the needs of senior citizens including health care, nutrition, recreation, transportation, and other "protective services" to prevent abuse and fraud, assist bill paying with counseling for other financial matters, and provide substitute decision-makers.
- Objective 6.3: The City will help address the problems of child care, nutrition, education, job training, crime/abuse prevention, recreation, transportation, gang induction and drug addiction among its youth through expansion and enhancement of developmental facilities and services. Special attention will be given young persons who are victims or otherwise "at risk" due to inadequate supervision and guidance. A preventive approach is preferred in order to avoid problems from occurring for susceptible youth during their developmental growth. That is especially true when otherwise exposed within at-risk environments which, if untreated, will surely compound into a larger and more costly dilemma.

Outputs:

- 6.3.1. Support programs which assist community efforts to expand and enhance facilities and services that address the needs/problems of youth including child care, nutrition, education, job training,

crime/abuse prevention, recreation, transportation, gang induction and drug addiction.

- Objective 6.4: The City will help improve the capacity of the community's non-profit organizations to provide targeted services identified in this plan through distribution of funds and administrative support.

Outputs

- 6.4.1. Support programs which assist with the development of new entities and maintenance of existing entities pending ability to become self-sustaining ("start-up" and operational costs).

Accomplishments:

- The accomplishments for each funded activity are detailed in the IDIS System. The funds were allocated and expended according to the approved Year Five Action Plan. There has been increased communication not only between CDBG staff and the agencies but regular communication between the agencies themselves. This allows for the reduction of duplication of services and creative problem solving. With the increase in the use of electronic communication, the agencies are discovering the ease in which client needs can be discussed while still maintaining client confidentiality.

Specific Objectives with the Primary Outcome of Establishing and Making Suitable Living Environments Available/Accessible

Activities receiving funding in the 2014-2015 Program Year with this objective and outcome:

No activities planned.

Specific Objectives with the Primary Outcome of Establishing and Making Suitable Living Environments Affordable

Activities receiving funding in the 2014-2015 Program Year with this objective and outcome:

CART (\$31,000 CDBG; 7,725 passes issued to low and moderate income households)

Specific Objectives with the Primary Outcome of Establishing and Making Suitable Living Environments Sustainable

Activities receiving funding in the 2014-2015 Program Year with this objective and outcome:

Neighborhood Improvement Projects (\$69,857 CDBG; 5 public facilities received assistance and one sidewalk project under contract)

National Objective of Providing Expanded Economic Opportunities

Objectives in this section include economic development activities as well as activities that build the self-sufficiency of persons to create wealth, outside of housing investment opportunities.

Goal No. 5: Continue to support and implement economic development activities that eliminate blight, promote private investment, and expand economic opportunities for low- and moderate-income persons.

- Objective 5.1: Continue to support commercial revitalization in designated redevelopment areas. The City will work with property owners and area residents to identify problems and solutions to blighting conditions. Responses may include organizational support through a business improvement district,

public investments and increased code enforcement (including possible acquisition and demolition activities).

- Objective 5.2: Continue to utilize alternative funding sources. In cooperation with community economic development groups, continue the use of tax increment financing, SBA loans, and other loan funds that promote the long-term economic and social viability of the community. Continue close working relationships between the City and developers in the preparation of plans and projects that take advantage of opportunities to create tax increment financing districts and leverage possible private dollars for housing, neighborhood revitalization and economic development.
- Objective 5.3: Support enhancement of living wage job opportunities and enhance job training/access to employment. Provide support where needed for the creation, retention, and expansion of living wage jobs in Norman. Where possible, contract with service and construction providers who provide living wages to their employees. Work cooperatively with and support, where appropriate, entities that assist individuals (including youth) who have low household incomes, are homeless, or have special needs by providing job training and improving their access to employment (including transportation and childcare assistance) and related informational resources. In addition, where possible, encourage opportunities for University of Oklahoma graduates to use their talents and education in the City of Norman.
- Objective 5.4: Continue to promote preservation of historic commercial and residential structures. Through mixed use zoning, create a vibrant 24-hour presence with people living, working and recreating in neighborhoods, which provide the community with its valuable sense of place. Support may come from the City's Historic District Commission, from CDBG funds, and other sources.

Specific Objectives with the Primary Outcome of Making the Provision of Expanded Economic Opportunities Available/Accessible

Activities receiving funding in the 2014-2015 Program Year with this objective and outcome: no activities planned

Specific Objectives with the Primary Outcome of Making the Provision of Expanded Economic Opportunities Affordable

Activities receiving funding in the 2014-2015 Program Year with this objective and outcome: no activities planned

Specific Objectives with the Primary Outcome of Making the Provision of Expanded Economic Opportunities Sustainable

Activities receiving funding in the 2014-2015 Program Year with this objective and outcome: no activities planned

2. Describe the manner in which the recipient would change its program as a result of its experiences.
 - a. Staff, along with the assistance of the Policy Committee evaluated the impact of the Public Service funding. While there is an impact, the reductions in the funding amount that is available have made this a minimal impact. A decision was made that the 2013-2014 program year was the last that Public Service funding is provided. This did allow for concentration on housing opportunities, both rehabilitation and possible development opportunities.

3. Affirmatively Furthering Fair Housing:

- a. Provide a summary of impediments to fair housing choice.
 - i. The previous Analysis of Impediments to Fair Housing was completed in the Spring of 2010. The report did not identify any impediments that needed addressing other than the need for more affordable housing. A new Analysis of Impediments to Fair Housing was conducted in the Spring of 2015 by RKG and Associates. The report did not identify any impediments other than those that are created by funding reductions limiting access to affordable, appropriate housing. Ongoing discussions are held with agencies and Metropolitan Fair Housing to identify potential impediments on a year around basis. Staff will monitor Fair Housing Issues and begin analysis of the Affirmatively Furthering Fair Housing (AFFH) to allow implementation in a timely manner.
 - b. Identify actions taken to overcome effects of impediments identified.
 - i. The City of Norman continues to work closely with our designated CHDO to explore additional opportunities for affordable housing. In addition the City of Norman partners with the Norman Housing Authority to develop additional avenues for the development of affordable housing.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
- a. None noted
5. Leveraging Resources
- a. Identify progress in obtaining "other" public and private resources to address needs.
 - i. Utilizing the information that is gathered at the CDBG Neighborhood Meetings, other City Departments are notified of needs at the neighborhood level. This has resulted in these identified needs being included in the recently adopted Parks Master Plan as well as the City of Norman Capital Improvements Plan. By providing communication to both City departments and City Council members, these potential projects are at the top of the lists as additional funding is made available.
 - ii. The City of Norman and Cleveland County was awarded CDBG-DR federal disaster assistance in the fall of 2014. This was possible primarily due to the CDBG staff being knowledgeable with the program. The CDBG Staff prepared the application for both the City of Norman and Cleveland County in the OKGrants system and was the point of communication for the Oklahoma Department of Commerce in the application development.
 - b. How Federal resources from HUD leveraged other public and private resources.
 - i. The City of Norman is able to provide funding to public service agencies that is used as leverage for obtaining additional funding. Through this process, programs are able to acquire additional funds. The City of Norman continues to seek additional funding from local, state and federal resources to maximize the effectiveness of both the CDBG and HOME funds.

The City staff also worked with the Cleveland County Continuum of Care to prepare an application through the US Department of Housing and Urban Development 2014 Continuum of Care and was awarded all eligible renewals.

- ii. The City of Norman provides additional resources not only by designating infrastructure improvement projects within the target areas but also by the experience provided for the CDBG administrative staff in administration of non-entitlement CDBG funded activities and other grant opportunities.

Federal resources from HUD leveraged other public funds through a number of infrastructure projects. Taking care of small projects with CDBG funds allows for larger projects to be accomplished with other City resources. Also, by having City crews provide the labor and equipment for a number of CDBG projects, CDBG funds are greatly leveraged.

The City of Norman was allocated \$550,000 of CDBG-DR funding in Spring 2014. This funding was received from the Oklahoma Department of Commerce to fund the rehabilitation of two sections of roadway that were utilized as debris removal routes after the May 20, 2014 tornado. Rehabilitation of two miles of 108th AVE NE and three miles of 168th AVE NE are currently under contract as a joint effort between the City of Norman Public Works Department and the Cleveland County Board of Commissioners providing the labor for the project and the CDBG-DR providing funding for the materials. These projects were completed and final acceptance made in February 2015.

The City of Norman was awarded an additional \$12,054,090 of CDBG-DR funds in the spring of 2015. The initial award was in the amount of \$731,712 for engineering and design and included 3% administrative funds. The design engineer has been selected and preliminary work is scheduled to begin early fall 2015 with the first projects scheduled to be bid in early 2016. These projects are being administered by the City of Norman CDBG and Public Works Staff.

- c. How matching requirements were satisfied.
 - i. In the past, match requirements for the HOME program were satisfied through our homebuyer program and the acquisition of affordable housing from the Norman Affordable Housing Corporation. With the homebuyer program no longer in operation, all match is generated by the development of affordable housing and utilizing as needed the banked match. A match of \$71,565 was required, but thru the end of the program year, \$100,000 was accrued, which increased the balance of the banked match funds by \$28,435. In conjunction with the affordable housing development for the Glen Oaks property and the \$100,000 of cash match from Food and Shelter, Inc. an additional \$225,000 will be provided by the Norman Affordable Housing Corporation in conjunction with the transfer of property and will be reported in the 2015-2016 CAPER. In fact since 1994, Norman has accrued over 3.9 million dollars of accrued match above the required amounts and over 2.1 million remains banked. Match was acquired through approved methods that include waived fees, foregone interest, gift funds, etc. To satisfy the recapture provisions for the homebuyer program, a Subordinate Mortgage is filed at time of closing to secure the period of affordability for each project.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

The City of Norman principally administers its housing and community development programs through the Revitalization Division of the Department of Planning and Community Development. The Revitalization Division coordinates all Consolidated Planning initiatives of the City, including plan preparation with citizen participation and community collaboration, and directly manages all housing and non-housing projects and activities funded through the Federal Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Program.

The City of Norman was responsible for managing the day to day operations of the CDBG and HOME programs as well as monitoring the performance and activities of sub-contractors in their utilization of these funds.

The City of Norman had no changes in program objectives and grantee funds were used exclusively to meet CDBG national objectives. During the reporting period the jurisdiction effectively worked toward the goals of the five year strategy in the Consolidated Plan and the goals set in the action plan. All the highest priorities were successfully addressed. The full amount of the resources which was received was used for projects consistent with the goals and priorities developed in the Consolidated Plan.

To assist the Revitalization Division, the following departments of the City of Norman will be consulted in the following manners:

- The Planning and Community Development Department will assist with Neighborhood Planning efforts
- The Parks and Recreation Department will implement the Neighborhood Parks Improvements projects.
- The Public Works Department will assist with the evaluation and implementation of the Neighborhood Improvement Projects and the CDBG-DR Projects.
- The Finance Department is responsible for processing pay requests and reconciling drawdown requests for the CDBG and HOME programs.

The Norman Housing Authority is responsible for the administration of Public Housing and Section 8 Housing Choice Voucher Program and federal rent subsidy certificates and vouchers awarded by the U.S. Department of Housing and Urban Development from the Section 8 Housing Choice Voucher Program.

Another lead entity with significant involvement in the City's consolidated planning effort is the Cleveland County Continuum of Care Steering Committee (CoC). It is principally through this committee, that homeless issues are addressed through a "Continuum of Care" for the community. The City of Norman is designated as the Collaborative Applicant providing administrative support, assists with arrangements to compile necessary demographic data (such as "point-in-time" counts of the homeless), and tracks trends to identify needs and priorities. As the organization's name implies, it is through this structure that the provision of homeless facilities and services are locally coordinated.

As a voluntary consortium of facility/service providers and other community interests concerned about homelessness, the CoC lacks a direct organizational charter from any governmental authority and, instead, relies on mutually agreed upon consensus of need, purpose, etc. to form such a collaboration to carry-out its stated mission.

The Continuum of Care has been with a Technical Assistance Provider designated by HUD to develop a Governance Charter and By-laws as required by the Continuum of Care regulations. Aside from the coordination role it provides, the CoC was also created, in part, to satisfy requirements for competitive funding. The Cleveland County CoC also satisfies federal provisions administered by the U.S. Department of Housing and Urban Development (HUD) as part of a Consolidated Planning process required to access funds from the Community Development Block Grant (CDBG) Program, HOME Investment Partnership Program, and other programs.

With broad-based cross-representative membership from the public and private sectors throughout Cleveland County, the principal role of the CoC is to serve as the primary local entity responsible for managing a systematic process designed to provide transition from homelessness to permanent independent living.

This Action Plan outlines the means through which the public was consulted for development of the plan. This plan incorporated the thoughts and concerns of citizens and organizations into the planning process at multiple stages. The plan was prepared using the input of citizens and interested organizations early in the process through focus group meetings and through direct surveying of citizens. As the fifth Action Plan of the 2010-2014 Consolidated Plan which overlapped the public consultation for the 2015-2019 Consolidated Plan, many of the meetings and agencies that participated in the Action Plan are the same as those listed in the Consolidated Plan document. Upon completion of the draft version of the plan, citizen input was again sought. At each stage, the plan was modified and edited to incorporate comments and suggestions.

The process for development of the Consolidated Plan and each subsequent Action Plan is initiated by a citizen input meeting held to discuss past program accomplishments, eligible grant activities and community development needs within the community. Comments and recommendations from the citizen input meetings are forwarded to the CDBG Policy Committee. The Policy Committee is an advisory committee established in the 1970's to review and make recommendations on entitlement grant programs and activities. The Policy Committee, after review and deliberation, forwards the proposed Plan and funding recommendations to the Norman City Council. All meetings are open to the public and are posted so interested persons and organizations can be alerted to meeting items and dates. In addition the meeting Agendas are posted on the City of Norman website and at the meeting location.

The process concludes by the publication of a public notice on the proposed Consolidated and/or Action Plan in The Norman Transcript, the general circulation newspaper in Norman. The notice sets forth the proposed sources and uses of funds that have been recommended by the Policy Committee. The Notice sets a 30-day period for citizens to submit written comments to the Planning and Community Development Department prior to the submittal of the Plan to HUD. All written comments receive a written response. Comments on the Consolidated Plan and Action Year Strategy and the written responses are submitted with the Action Year application.

Finally, a notice of a public hearing before the City Council is published to provide adequate notice to the public of the subjects and proposals that will be considered and/or changes and amendments that will be considered by the Council. The public hearings afford citizens with another opportunity to give their advice and comments

to the City Council before the Council takes action to amend or adopt the proposed activities and funding allocations

The City of Norman, Oklahoma, has compiled information from a variety of sources to formulate a five-year consolidated plan that would reflect the needs and priorities of its citizens. This plan is the result of collaboration with citizens, the private sector, private non-profit agencies, and other governmental agencies. The goals of each plan are to provide decent housing, a suitable living environment, and expanded economic opportunities for primarily low-to-moderate people in our community. Information for the 2010-2014 Consolidated Plan was obtained from the 2000 Decennial Census, the 2006-2008 American Community Survey, as well as the City of Norman 2025 Plan (long-range comprehensive plan) and annual updates, reports from the Norman Housing Authority, the Norman Housing Authority 5-Year Plan, service reports from agencies providing a wide range of services to homeless and other low-to-moderate income persons, local ordinances, a recently completed analysis of impediments to fair housing, and information gathered from local meetings and public hearings which were attended by City staff.

City staff has also participated in a variety of groups that work to benefit low-to-moderate income persons in our community. Included are the Cleveland County Assistance Network, the Norman Community Reinvestment Council, United Way, One Vision One Voice, and the Continuum of Care Steering Committee. In addition, City staff has had continued interaction with many local service agencies for a number of years through the CDBG, HOME, and Emergency Solutions Grant Programs. CDBG, HOME, the Continuum of Care, and Emergency Solutions Grants have provided funding resources for many of the agencies, and staff has had personal contact with service providers, including attending their board meetings and observing provision of services.

Coordination of action will primarily be the result of the Cleveland County Continuum of Care which has representatives from all the mainstream service providers, supportive service providers as well as representatives from city, county and state governments. Representatives of this group are currently discussing the needs of offenders and ex-offenders, needs of homeless youth, outreach to homeless persons, and the provision of information needed to apply for Continuum of Care funding. The City of Norman currently provides staff support to assist with this organization. The Continuum of Care is also the primary point of contact with the homeless service providers and will coordinate the City's efforts at identifying and reporting homeless needs for possible future funding.

As stated in Goal 2, Objective 2.1, the Norman Housing Authority is concentrating on improving the housing application process and communication between supportive service providers for special needs populations. This improvement will hopefully reduce the administrative efforts on both parts in working with this hard to serve population.

In addition, the Continuum of Care utilizes a website and other social media avenues that enhance the communication between service providers in regards to ongoing goals and objectives in the implementation of the Ten Year Plan.

Citizen Participation

1. Provide a summary of citizen comments.

- a. Attachment provided of citizen comments
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.
 - a. As noted in the Consolidated Plan, there are no areas of minority concentration in Norman.
 - b. Attachment provided demonstrates the location of assistance provided by the Housing Rehabilitation program during the program year.
 - c. Norman is unique in the sense that the majority of Public Service Activities are concentrated in the Community Services Building. This structure was previously the Oklahoma Veterans Center and when a new facility was constructed, the property was rehabilitated to allow for reduced rent for social service agencies. The facility is located in the 1700 block of East Main and can be easily accessed by car or public transportation.

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

The City of Norman has developed a process for allowing for additional eligible neighborhoods to apply for CDBG funding for Neighborhood Improvements. Consultation with the City of Oklahoma City has allowed for utilization of existing policies and procedures to be modified to meet the needs of Norman.

The Revitalization Division will participate in the update of the previously scheduled Norman 2025 Land Use Plan.

Monitoring

1. Describe how and the frequency with which you monitored your activities.
 - a. Program and comprehensive planning compliance was managed by active involvement by the staff. Public service contracts are monitored for overall regulatory compliance, with required reporting and expenditures prior to payment to agencies. Infrastructure projects are inspected daily, payrolls checked weekly, and quantities measured prior to payment. Checklists were utilized to insure bid documents included all required language. Housing program processes have been in place for decades and continue to comply with all requirements.
 - b. Staff will continue regular desk monitoring of requests for payment of all CDBG and HOME expenditures. Site visits will continue to be made to

contractors during the program year. Correspondence regarding timeliness of program expenditures will continue to all contracting entities.

2. Describe the results of your monitoring including any improvements.
 - a. There have been no areas of concern with any of the monitoring activities.
3. Self Evaluation
 - a. Describe the effect programs have in solving neighborhood and community problems.
 - i. Neighborhood planning is taken very seriously. Meetings are held per year in each of the five designated target neighborhoods, and existing neighborhood plans are reviewed and reinforced or amended as appropriate in support of decent affordable housing, protection of affordable housing, a suitable living environment and expanded economic opportunities for low and moderate-income persons. The Neighborhood Plans for Original Townsite, Old Silk Stocking Neighborhood and First Courthouse Neighborhood were adopted by the Norman City Council and are included in the City of Norman 2025 Comprehensive Plan. It will be these documents that are referred to in any case that would involve rezoning of a property within these neighborhoods.
 - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
 - i. As is the usual case, a large roadblock in meeting the identified goals and objectives, is the availability of funding to address the needs. On the other hand it has become apparent to other stakeholders in the community, that the availability of CDBG and HOME funds are not a given and there needs to be additional funding sought to address the identified problems. In addition, this realization had led to increased involvement from other City departments and the community at large. This is true especially in the need to address the increased needs of the precariously housed and the homeless.
 - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
 - i. Each activity undertaken by the City of Norman CDBG program is targeted towards low and moderate income persons. While some activities are qualified on an area benefit basis, the majority are qualified as a direct benefit. Each comprehensive housing rehabilitation project recipient is at or below 50% of the median income. These activities both improve the immediate needs by making needed home repairs; they also address long term needs of the owner for instance by improving energy efficiency. Additional assistance is available for households at or below 80% of the median income for Emergency Repair Assistance and for households with a disabled family member (for both owner and renter) that can make accessibility modification to their residence to allow for greater mobility.
 - d. Indicate any activities falling behind schedule.
 - i. At this point the only activities that have been slow to begin are the parks projects, all remaining projects are scheduled to conclude by the end of 2015.
 - e. Describe how activities and strategies made an impact on identified needs.
 - i. By having both a long range plan (Consolidated Plan 2010-2014; and the newly developed and approved 2015-2019 Plan) and an Annual Action

Plan 2014-2015, CDBG staff is able to effectively identify and prioritize the activities to be undertaken.

- ii. Having identified the Goals and Objectives in the Consolidated Plan has allowed the CDBG staff to work more effectively with other community groups to provide information when asked about various community needs.

- f. Identify indicators that would best describe the results.
 - i. The identified goals and objectives have been shared with United Way of Norman, the Cleveland County Continuum of Care Steering Committee, the Chamber of Commerce and various faith based groups.

- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
 - i. The major barrier is lack of funding.

- h. Identify whether major goals are on target and discuss reasons for those that are not on target.
 - i. All major goals are on target. The slightly reduced number of Housing Rehabilitation Projects is a direct result of projects being completed in phases due to environmental concerns and the lack of available contractors.

- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.
 - i. The only adjustment that may be noted in is regard to the item mentioned above in the Housing Rehabilitation program.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.
 - a. The City of Norman will continue to reduce the number of units containing lead-based paint hazards, primarily through its housing rehabilitation programs. The City is constantly bringing houses into lead safe condition through the Owner Occupied Rehabilitation Program and is continually educating owners and contractors concerning lead hazards.

According to the Cleveland County Health Department, in 2009 there were an estimated 17,598 children under the age of 6 in Cleveland County. Of these children 1,749 were tested for an elevated blood lead level. Six children (0.3%) tested positive for a Elevated Blood Lead Level of greater than 10 micrograms per deciliter of blood. The geometric mean blood lead level of all children tested was 1.4 micrograms per deciliter.

HOUSING

Housing Needs

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.
 - a. Norman Affordable Housing Corporation who was the designated CHDO for the City of Norman during this program year, in the past has effectively utilized all their available CHDO funds to purchase single family homes that are then rented at affordable rates to moderate income households. Recent completion of the acquisition and rehabilitation of the Glen Oaks project provided for sixteen two-bedroom units that are fully occupied and affordable to households at or below 50% MFI. Current funding is being designated towards the development of six housing units. All program income is returned to the program and utilized in the purchase/development of additional properties.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
 - a. Household Income less than 30% MFI
 - i. Renters: No assistance targeted with CDBG or HOME funds. Very low income renters have access to Public Housing and Rental Assistance opportunities provided by the Norman Housing Authority.
 - ii. Owners: These were recipients of Housing Rehabilitation assistance. This program operates on a waiting list for rehabilitation assistance and on an as needed basis for emergency repair assistance. Each year the total number and composition of households assisted varies. The numbers provided in the Action Plan are an estimate of assistance projected.
 - b. Household Income more than then 30% MFI and less than 50% MFI
 - i. Renters: No assistance targeted with CDBG or HOME funds. Low income renters have access to Public Housing and Rental Assistance opportunities provided by the Norman Housing Authority.
 - ii. Owners: These were recipients of Housing Rehabilitation assistance. This program operates on a waiting list for rehabilitation assistance and on an as needed basis for emergency repair assistance. Each year the total number and composition of households assisted varies. The numbers provided in the Action Plan are an estimate of assistance projected.
 - c. Household Income more than then 50% MFI and less than 80% MFI
 - i. Renters: This category included renters would have received assistance with an Accessibility Modification Project and households that received Emergency Repair assistance. This was a projected number for the Action Plan.
 - ii. Owners: These were recipients of homeowners that received accessibility modification assistance. The numbers provided in the Action Plan are an estimate of assistance projected for accessibility modifications.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
 - a. Although no goals were stated in the Action Plan, the Glen Oaks project provided 16 two-bedroom units that are affordable to households at or below 50% MFI.

3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.
 - a. Progressive Independence is a private non profit that provides services to disabled individuals and households. One program that they operate and that CDBG provides assistance to is the “Open Doors Program.” This program provides assistance to disabled persons that are currently residing in a nursing home or assisted living facility that with adequate support services could live in permanent housing. Utilizing Continuum of Care Funding for Rental Assistance has allowed for the successful transition to permanent housing.
 - b. Additional efforts have been made to address the housing needs of persons having a mental illness by Thunderbird Clubhouse. Utilizing a combination of Shelter Plus Care, Emergency Solutions Grant funding as well as CDBG funds when available, this agency has developed both emergency and permanent supportive housing units for this very difficult to house clientele.

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

The Norman Housing Authority (NHA) has made a strong commitment to assisting homeless families and homeownership opportunities for residents receiving rental assistance. Activities that the City of Norman is working on with the Housing Authority include the following:

- The City will continue to work with NHA to provide additional Shelter Plus Care/Rental Assistance applications through the Continuum of Care Application Process
- The City of Norman and the Norman Housing Authority along with the Norman Community Reinvestment Council will sponsor educational seminars for landlords and tenants in regard to the Oklahoma Tenant-Landlord Laws. This training will be conducted by Legal Aid of Oklahoma.
- The Norman Public Housing Authority has reviewed several of their admittance criteria for the Section 8 Voucher Program and determined that reducing the background check from three years to one year would not negatively impact the program.
- The Norman Housing Authority working with the Coordinated Case Management Team has provided twelve Section 8 Vouchers utilized by Chronically Homeless or Veterans in coordination with the Zero:2016 Initiative.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Actions that are ongoing to remove barriers to affordable housing include the following:

- The City of Norman will participate in the review and implementation of the Center City Visioning Plan. Additionally Staff will participate in any possible redevelopment of the Griffin Hospital Campus to insure that the affordable housing needs of the community and special populations are considered. Staff

- will participate and monitor both of these processes to insure that the maintenance or development of affordable housing is not deterred.
- The City will utilize any available funding that can be targeted in the development of affordable housing.
 - The Norman Housing Authority in coordination with the City of Norman has renewed the Norman Oklahoma Affordable Housing task force. This group of public and private members meets monthly to promote the development of affordable housing.
 - As mentioned previously, the City of Norman was a partner with two other entities to purchase and rehabilitate Glen Oaks, a sixteen unit apartment complex that will be utilized for affordable housing.

HOME/ American Dream Down Payment Initiative (ADDI)

1. Assessment of Relationship of HOME Funds to Goals and Objectives
 - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
 - i. In the 2014-2015 program year, four low income, single family owner occupied structures completed rehabilitation assistance from the HOME program. These projects included compliance with Lead Based Paint regulations, updating major systems of each house and increasing energy efficiency.
 - ii. The Glen Oaks project funded in part with HOME and HOME CHDO funds, provided acquisition and rehabilitation of sixteen two-bedroom units that are affordable to households at or below 50% MFI.
2. HOME Match Report
 - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
 - i. This document is attached. There was \$100,000 of match accrued during the program year. This amount exceeds the required match of \$71,565. All excess funds will be documented as matched bank.
3. HOME MBE and WBE Report
 - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
 - i. This document is attached.
4. Assessments
 - a. Detail results of on-site inspections of rental housing.

The Glen Oaks rehabilitation included replacement of all mechanical systems as well as updating the electrical and plumbing systems to meet current code requirements. All units received a comprehensive rehabilitation, all systems received final inspections by the City of Norman Development Services Division and a final Certificate of Occupancy was issued for each unit.
 - b. Describe the HOME jurisdiction's affirmative marketing actions.
 - i. The City of Norman works closely with the Norman Housing Authority, Social Service Agencies, and the banking community to insure that the availability of the programs that we offer are known about. In addition to reach the maximum number of potential participants, a flyer outlining the

programs offered is distributed in the water bill of each utility customer once a year. Also, an informational slide is continually in the rotation of information that is broadcast on the Public Information Channel 20.

- c. Describe outreach to minority and women owned businesses.
 - i. The City of Norman encourages minority and women owned business to participate in all public bidding of projects.

HOMELESS

Homeless Needs

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
 - a. The City of Norman is the lead agency/Collaborative Applicant in the Cleveland County Continuum of Care (CoC). The CoC meets regularly to discuss various topics related to homelessness and to work collectively to address the needs of homeless persons. With the participation of the ZERO:2016 Initiative the CoC is working closer than ever to insure that the needs of all the clients are documented and referred to the most appropriate program.
 - b. The primary homeless service organizations are Salvation Army, Food and Shelter for Friends, Bridges, Women's Resource Center, Catholic Charities Women's Sanctuary, and Thunderbird Clubhouse. These organizations in addition to receiving CDBG and ESG funds when available, also comprise the CoC Steering Committee. It is this group along with a representative from United Way and the City of Norman, which shapes the homeless strategies being employed.
 - c. Current efforts include a public relations campaign that began eighteen months ago to educate the public on homelessness. A group comprised of twelve providers has formally formed. One Vision One Voice meets monthly and has been working on various outlets to provide information to the public on the complex issue of homelessness. This group was instrumental in Cleveland's County successful participation in the 100,000 Homes Campaign, reaching the status of "Fully Committed." The group now has been accepted to the follow-up Zero:2016 Campaign which intends to end chronic and veteran homelessness by December 2016. The United Way of Norman is acting as the Fiduciary Agent for any donations. The decision was made to have an effort to increase education and hopefully private and faith based donations given the reduced federal and state funding that the agencies are receiving to address homelessness and the realization that the problem is only going to increase.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
 - a. A Planning Grant was awarded to the City of Norman to assist with the new Continuum Care Regulations regarding Centralized Intake. This Planning Grant is partially responsible for allowing the hiring of a permanent part-time employee to assist in the homeless efforts.
 - b. In coordination with Coordinated Case Management Committee and the implementation of the Housing First philosophy, Norman Housing Authority

- has provided twelve Section 8 Vouchers for use for this population (one per month).
- c. Similar to the previous HOME TBRA program, the City of Norman will provide up to \$40,000 in Tenant Based Rental Assistance in conjunction with the Coordinated Case Management Committee and the implementation of the Housing First philosophy.
 - d. Each Homeless Service Provider provides aftercare for the clients leaving the shelter for permanent housing. The length of the aftercare is dependant on the program that they are leaving. While we would like to state that we have a 100% success rate of retaining permanent housing for six months, we realize that with this population, this goal is very difficult to achieve.
3. Identify new Federal resources obtained from Homeless SuperNOFA.
- a. The following projects received awards from 2014 SuperNOFA. See attached
 - i. Food and Shelter, Inc. – Reprogrammed Outreach Grant (SSO) to provide case management for permanent housing provided by other funding.
 - ii. Food and Shelter, Inc – 4 SHP renewals consolidated into 1 renewal which was awarded.
 - iii. Central Oklahoma Community Action – SHP renewal
 - iv. Norman Housing Authority – HOPE Community Services – S+C Renewal
 - v. Norman Housing Authority – Progressive Independence – S+C Renewal
 - vi. Norman Housing Authority - Thunderbird Clubhouse – S+C Renewal

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.
 - a. The availability of the \$179,848 of Emergency Solutions Grants available to the Cleveland County Continuum of Care has greatly increased the possibility that precariously housed households can have proper intervention to avoid homelessness. In addition, having funding available to allow for proper rapid rehousing of households that find themselves homeless due to unforeseen circumstances has allowed for the long term housing stability for these households. With the funds actually being allocated to the Continuum for determination of funding, it is possible to place the funding with an agency where the appropriate services are being effectively administered instead of a statewide competition where the Continuum has no influence on how the funds are allocated. In past years, the funding within the Continuum had ranged from \$450,000 spread between five agencies to \$25,000 to one agency that was not a primary emergency services provider. Although the switch to this method has resulted in a substantial decrease of available funds, it is now a reliable funding source that can be effectively planned and budgeted.
 - b. The City of Norman is a member of the local board that is responsible for the distribution of the Emergency Food and Shelter Program (FEMA Funds). Program and financial reviews are held in accordance with the program guidelines to insure that distribution of all funds is in an appropriate manner.

Emergency Solutions Grants (ESG)

The City of Norman is not an entitlement community for the Emergency Solutions Grant Program. All applications for funding are sponsored by the City of Norman to the State of Oklahoma Department of Commerce for funding. Upon award of funds the City of Norman executes a Sponsor Shelter Agreement to the applying entity to allow for pass thru of funds. The City provides the financial management of the grant as well as the reporting requirements.

Given that the ESG funds are not awarded directly from HUD but through the State of Oklahoma only the general questions referring to the Goals and Objectives included in the City of Norman Consolidated Plan are answered.

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
 - a. There is a demonstrated need for additional Emergency Shelter in Cleveland County. Presently only the Salvation Army has ES beds for the general population and the Women's Resource Center provides beds for domestic violence victims.
 - b. The Cleveland County Continuum of Care is in the process from moving from a shelter based system to a housing based system. With this change in philosophy the need for traditional Transitional Housing is greatly reduced. While certain populations will need the additional support of TH, our intent is to adopt a transition in place type of program. This would allow the participants to be placed into permanent housing and unlike permanent supportive housing, the program and services would be mandatory not optional. We did not identify an unmet need of any Transitional Housing beds. At this same time and an additional 69 beds of Permanent Supportive Housing was noted.
 - c. The Salvation Army is in the third year of a five year capital campaign that hopefully will provide funds to construct or at least greatly expand the existing shelter.
 - d. Bridges (a program for homeless High School students) has designated one of their units as Emergency Shelter. Their problems are unique in the fact that they are usually working with underage youth and simply placing them in a motel room is not an option. In evaluating their program it was determined that with a few improvements the program could be designated as a Permanent Supportive Housing Program. These improvements as implemented greatly provide for additional stability for this population.
 - e. The Cleveland County Continuum of Care has begun the initialization of a Central System for Intake (CSI) to meet the requirements of the HEARTH Act. All past and current ESG recipients are participating in the development. In particular a Coordinated Case Management Committee has been meeting weekly to discuss program participant's issues as a group to see how services can be coordinated. As this committee evolved, it was designated be the placement process for the ZERO:2016 Program to access the Section 8 Vouchers allocated by the Norman Housing Authority as well as the HOME TBRA from the City of Norman.
2. Assessment of Relationship of ESG Funds to Goals and Objectives
 - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.

- i. No response, data submitted to the Oklahoma Department of Commerce for inclusion in their reporting to HUD.
5. Activity and Beneficiary Data
- a. Completion of attached Emergency Solutions Grant Program Performance Chart or other reports showing ESG expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
 - b. Homeless Discharge Coordination
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
 - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

No response, data submitted to the Oklahoma Department of Commerce for inclusion in their reporting to HUD.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
 - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
 - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
 - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
Accomplishments: Detailed descriptions of the accomplishments for each Goal and Objective are included in the previous section beginning on page 3.
2. Changes in Program Objectives
 - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
No changes in Program Objectives are requested.
3. Assessment of Efforts in Carrying Out Planned Actions
 - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
 - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
 - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

- All activities proposed in the Consolidated Plan and the Year Three Action Plan were initiated and/or completed using the approved parameters of the funding source.
4. For Funds Not Used for National Objectives
 - a. Indicate how use of CDBG funds did not meet national objectives.
 - b. Indicate how did not comply with overall benefit certification.
 - All funding utilized in the Year Four Action Plan met the CDBG National Objectives and 100% of funds were of benefit to low and moderate income persons.
 5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
 - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
 - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
 - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
 - The City of Norman did not have any activities that caused displacement or relocation activities.
 6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
 - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
 - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
 - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
 - No activity
 7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
 - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
 - The soup kitchen at Food and Shelter, Inc. presumes by nature of the location that all recipients are low/moderate clientele. Racial statistics are kept for each recipient.
 8. Program income received
 - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
 - b. Detail the amount repaid on each float-funded activity.
 - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
 - d. Detail the amount of income received from the sale of property by parcel.

- The City of Norman does not operate any of the program income sources mentioned above. Any program income received is the result of Deferred Payment Mortgages that are placed on housing rehabilitation and down payment assistance project for a period of time to insure that recipients either
 - i. Remain in the property during the period of affordability, or
 - ii. Do not reap any immediate financial benefits from the sale of a property that was improved by a rehabilitation project, thus increasing the potential sales price.
 - Any program income that is received from the program listed above is returned to that program for reuse. In the case of program income generated by the discontinued Downpayment Assistance Program, these funds are designated for the development of Affordable Housing.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
- a. The activity name and number as shown in IDIS;
 - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
 - c. The amount returned to line-of-credit or program account; and
 - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
- No Prior Period Adjustments were made.
10. Loans and other receivables
- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
 - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
 - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
 - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
 - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
- Not Applicable
11. Lump sum agreements
- a. Provide the name of the financial institution.
 - b. Provide the date the funds were deposited.
 - c. Provide the date the use of funds commenced.
 - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
- Not Applicable.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.
- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

City of Norman Housing Programs

Owner Occupied Comprehensive Housing Rehabilitation Program:

The City provided CDBG and HOME funds for the rehabilitation of low income (50% and below MFI) owner occupied housing units citywide. The program was implemented in accordance with the "City of Norman Housing Handbook," which is incorporated fully in this Plan by reference. Funds were provided in the form of a Deferred Payment Mortgage that is forgiven over a period of four years. These mortgages are due in full upon transfer of title for the property. The cost of the required lead hazard control will be in the form of a grant to the property owner. A total of \$158,023.78 of CDBG funds were utilized for four CDBG Rehabilitation Projects and a total of \$135,225.71 was utilized on a total of four HOME Rehabilitation Projects. The CDBG costs are exclusive of associated soft costs for the projects but the HOME costs include all soft costs and project delivery costs.

Owner Occupied Emergency Repair Program: The City provided CDBG funds for addressing urgent repair needs of low and moderate income (80% and below MFI) owner occupied housing units citywide. The program was implemented in accordance with the "City of Norman Housing Handbook," which is incorporated fully in the Plan by reference. Funds are provided in the form of a Deferred Payment Mortgage that is forgiven over a period of four years. These mortgages are due in full upon transfer of title for the property. In addition to program delivery costs a total of \$165,047.71 of CDBG funding was utilized for a total of eighteen Emergency Repair Projects. To allow for increased participation in this program the income limit was changed on 07/01/2014 to allow for incomes up to 80% of MFI.

Owner Occupied Exterior Property Maintenance Program: A new program in the 2014-2015 Program Year allowed low and moderate income (80% and below MFI) owner occupied properties that have been cited by a City of Norman Code Compliance Officer for exterior property maintenance violations to be eligible for financial assistance utilizing this facet of the Emergency Repair Program. This program was implemented 07/01/2014 with six households utilizing \$11,455.60 of funding. Due to the low demand for this project, the project will remain available but the majority of funds reprogrammed.

Owner Occupied Accessibility Modification Program: The City provided CDBG funds for addressing accessibility modification needs of low and moderate income (80% and below MFI) owner occupied housing units city wide. The program was implemented in accordance with the "City of Norman Housing Handbook," which is incorporated fully in the Plan by reference. Previously these funds are provided in the form of a Deferred Payment Mortgage that is forgiven over a period of four years. These mortgages are due in full upon transfer of title for the property. There was one owner occupied project undertaken this program year in the amount of \$25,115.

Renter Occupied Accessibility Modification Program: The City will continue to provide CDBG funds for addressing accessibility modification needs of low and moderate income (80% and below MFI) renter occupied housing units city wide. The program will be implemented in accordance with the "City of Norman Housing Handbook," which is incorporated fully in the Plan by reference. Projects are coordinated with the landlord upon request of a qualified tenant. In addition to program delivery costs, a total of \$ 11,419.34 was expended for three projects during in this reporting period.

Accessibility Modification for Non-Profit Entities: Funding in the form of a grant was available to one 501(c)(3) entity in the amount of \$6,000 to make accessibility modifications to their place of business, whether leased or owned. In addition to program delivery costs a total of \$4,502.30 of CDBG funding was utilized for one project.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
 - a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.
 - Not Applicable.

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

In addition to the Federal Sources of funding mentioned previously, including Emergency Repair and Continuum of Care funds, the following sources of funding are being used to address poverty level households in the community:

- i. State of Oklahoma Department of Mental Health and Substance Abuse Services for substance abuse and mental health treatment;
- ii. Funding by the Community Services Block Grant to Central Oklahoma Community Action Agency to help meet the basic needs of low income Cleveland County residents;
- iii. Workforce Investment Act funding;
- iv. USDA Commodity Foods Program;
- v. Cleveland County Department of Human Services for multiple social service programs;
- vi. Funding through United Way of Norman for multiple social service agencies;
- vii. Funding through the Social and Voluntary Services Commission of the City of Norman for numerous social service agencies;
- viii. Faith based administered funding to meet basic needs;
- ix. Funding for homeless prevention activities through the Federal Emergency Management Agency;

It should be noted that many of these sources of funding are available to

poverty level households as well as to those that are homeless or are in danger of becoming homeless.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

The City of Norman continued to support a range of services and programs that meet the needs of Norman individuals and families with special needs. Given the great need for services and limited resources, Norman focused its resources on maintaining successful programs that meet the special needs of low and moderate income Norman households. Norman is in the process of undertaking specific physical investments in neighborhoods with a high concentration of low and moderate income residents as well as investments in parks and community facilities that will improve the quality of life for all Norman residents, including individuals and families with special needs

The City of Norman Planning Department staff worked closely with organizations through the City's Social Voluntary and Social Services Committee of the City Council, State Departments that provide services to the non-homeless, and various service providers as the lead agency for fund applications for supportive services, Continuum of Care, Emergency Solutions Grants, and others in efforts to capture funds for the service activities conducted in Norman and Cleveland County. The City of Norman and its partners will continue to obtain funds to provide the services that presently exist over the term of this Plan period.

Participant organizations continued to rely on the City as the steward of the Federal funds awarded to the City in response to competitive and non-competitive applications for grant funds. The funds captured in grants awarded are expended in accordance with regulations governing each grant through the review of supporting documents submitted for payment or reimbursement, through accounting procedures and by tracking funds on a project basis. The departments and divisions within the City who are responsible for the administration of for federal grant funds, monitors grant activities to insure funds are being spent appropriately.

Specific HOPWA Objectives

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:

- a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
 - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
 - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
 - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
- a. Grantee Narrative
 - i. Grantee and Community Overview
 - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
 - ii. Project Accomplishment Overview
 - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds

- (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
- (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).
- The City of Norman is not a recipient of HOPWA funding.