

**City of Norman  
CDBG Policy Committee  
April 6, 2016**

The CDBG Policy Committee of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on April 6, 2016 at 6:00 p.m. Notice and Agenda of the meeting were posted at 201 W Gray Building A, the Norman Municipal Complex and at [www.normanok.gov](http://www.normanok.gov) twenty-four hours prior to the beginning of the meeting.

**ITEM NO. 1 BEING: Call to Order.**

Co-Chair Kathleen Wilson called the meeting to order at 6:00 p.m.

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**ITEM NO. 2 BEING: Roll Call.**

MEMBERS PRESENT:                   Linn Blohm  
                                          Lloyd Bumm  
                                          Karen Canavan  
                                          Jayne Crumpley  
                                          Joyce Green  
                                          Janice Oak  
                                          Heidi Smith  
                                          Kathleen Wilson

MEMBERS ABSENT:                   Catherine Bruce  
                                          Debie Fidler  
                                          Kyle Lankford  
                                          Renee O’Leary  
                                          Bob Staples

STAFF MEMBERS PRESENT:       Lisa Krieg, CDBG /Grants Manager  
                                          Jolana McCart, Admin Tech IV

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**ITEM NO. 3 BEING: Approval of the February 3, 2016 and the March 2, 2016 Minutes.**

**Motion** by H Smith for approval; **Second** L Blohm. All approve.

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**ITEM NO. 4 BEING: Staff Presentation, Discussion and Request for Committee Approval of Program Budget.  
(See attached)**

L Krieg presented a proposed CDBG 16. CDBG will be receiving \$756,303; HOME will receive \$314,961.

## **CDBG**

\$144,199 is proposed for Admin. This includes the CDBG billable time of 2 staff members, along with office supplies, etc. MFH (Metropolitan Fair Housing) is contracted for \$20,000 to provide fair housing services, split between HOME and CDBG. The provision of Fair Housing Service is required by the Grant.

\$109,907 is proposed for Public Services. \$35,000 is proposed for CART bus passes; \$44,907 for Homeless Services Coordination; and \$30,000 for Housing First Case Management.

The RFP for the Housing First Case Management should go out around the first of June and will remain open for 3 weeks.

\$502,197 is proposed for the Housing Rehabilitation Program. \$175,539 for Delivery Costs, which includes 2 staff members, fuel, etc.; \$183,150 Owner Occupied Rehab Grant Program; \$110,000 Emergency Repair Grant Program; and \$33,508 for Accessibility Modifications Program.

J Oak asked about accessibility. She said that there had always been trouble getting people into accessible housing. L Krieg said that all kinds of information go out to the public about these programs. CDBG amended the program to not require a mortgage filed to secure the investment made, which seemed to be a hindrance in getting landlords to participate. But the referrals are not being made to the program. J Oak asked what else could be done. L Krieg said that agencies need to get the word out since we do not have access to this population.

L Blohm asked if a formal landlord initiative could be started to educate landlords of services available. L Krieg said that the case managers should be aware, or made aware, of these services being available.

K Wilson asked if ramps would be part of this program. L Krieg said yes.

J Crumpley asked if the lack of affordable family rentals she had been hearing about on NPR included Norman. L Krieg said that there is, but there is also a reluctance of landlords to accept rental assistance. J Crumpley asked if the eviction process was part of the reluctance and if it varied? K Canavan said that the Oklahoma Landlord Residential Act sets the eviction time of 30 days. She went on to say that with landlords renting by-the-head, the market makes the 2/3 bedroom rentals too expensive for families. L Krieg said that not counting OU, and looking at student directed housing that has been recently constructed, there are 7,168 beds made available in the last 5 years. OU has 4,200 new beds. It was noted that students are choosing to live off campus and are moving into the neighborhoods.

J Crumpley asked about the Neighborhood Improvement Plan. L Krieg said that this is a General Fund Capital Project that has been budgeted for several years and is not CDBG funds. L Krieg said that she had sent an e-mail addressing the use of these funds for lighting – new and replacement as well as a possible sidewalk repair project. She had not heard back from this inquiry.

**HOME**

L Krieg said that the HOME Investment Partnership is separate from the CDBG budget. The HOME funding is specifically for housing. \$31,495 is proposed for Admin, with \$10,000 of that going to MFH as previously discussed. \$47,245 is proposed for Community Housing Development Corporations (CHDO). They are set up specifically to develop affordable housing. They are currently under contract to build 6 units on Vicksburg. \$15,000 is to go to the operating expenses of the CHDO to help cut back on their overhead. \$221,221 is proposed to go towards affordable housing development.

J Crumpley asked if it had been considered to work with Habitat for Humanity. L Krieg said that Habitat would not accept government funding past the foundation. CDBG funds have been used before for partially funded projects, but Habitat requires full project payment.

**Motion** by K Canavan to approve the CDBG Budget as presented; **Second** by J Crumpley. **All approve.**

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**ITEM NO. 5 BEING: Staff Presentation of Action Plan Timeline.**  
**(See attached.)**

L Krieg said that it was necessary to show HUD that the Citizen Participation Plan had been followed. She went over the timeline hand-out. She said that the Action Plan would go to City Council on April 26<sup>th</sup> for approval. The MFH and CART contracts will go to City Council for approval on July 12<sup>th</sup>.

Food & Shelter is on hold until the Conflict of Interest statement is back from HUD. The contract is projected to go to City Council April 26<sup>th</sup> if the statement is received this week.

Ms. Krieg said that she would like to see the Committee review the Citizens Participation Plan. She will send the plan out to the Committee for review.

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**ITEM NO. 6 BEING: Report from Subcommittee on Policy Development for Funding of Outside Requests.**

There was no report.

**ITEM NO. 7 BEING: Establishment of Sub-Committee to Review Citizen Participation Plan.**

Ms. Krieg said that she would like to see the Committee review the Citizens Participation Plan. She will send the plan out to the Committee for review. The committee will meet at a later date.

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**ITEM NO. 8 BEING: Existing Project Discussion and Updates.**

Sidewalks at the Senior Citizens Center leading to the park is complete. Updegraff has some new bushes in place and the beds will be planted soon. That should wrap up the parks projects.

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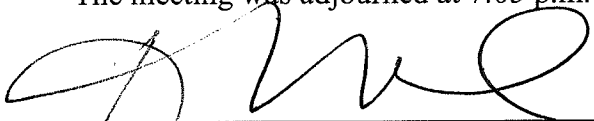
**ITEM NO. 9 BEING: Miscellaneous Comments.**

There were none.

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**ITEM NO. 9 BEING: Adjournment**

The meeting was adjourned at 7:05 p.m.



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**Kathleen Wilson, Co-Chair**  
*Kyle Hankford*

**2016 COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET**

**CDBG 16 Budget** **\$756,303**

**\$144,199 Admin, Planning & MFHC (\$10,000) (20% of allocation=\$151,260)**

**\$109,907 Public Services 15% Cap (\$113,445)**  
     \$35,000 *CART Bus Pass Program*  
     \$44,907 *Public Services - Homeless Services Coordination*  
     \$30,000 *Housing First Case Management*

**\$502,197 Housing Rehabilitation**  
     \$175,539 *Housing Rehabilitation-Rehabilitation Delivery Costs*  
     \$183,150 *Owner Occupied Rehab Grant Program*  
     \$110,000 *Emergency Repair Grant Program*  
     \$33,508 *Accessibility Modifications Program*

**2016 HOME INVESTMENT PARTNERSHIPS BUDGET**

**HOME 16 Budget** **\$314,961**

**\$31,495 Administration (\$10,000 MFHC)**

**\$47,245 Community Housing Development Corporation**

**\$15,000 CHDO Operating Expense**

**\$221,221 Affordable Housing Development**

	2014 Allocations	2015 Allocations	2016 Allocations
CDBG	\$ 721,987	\$ 744,314	\$ 756,303
HOME	\$ 318,067	\$ 296,211	\$ 314,961
	<u>\$ 1,040,054</u>	<u>\$ 1,040,525</u>	<u>\$ 1,071,264</u>

# Citizen Participation Process Development of City of Norman Action Plan Year 2

