

**City of Norman
CDBG Policy Committee
August 10, 2016**

The CDBG Policy Committee of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on August 10, 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 twenty-four hours prior to the beginning of the meeting.

ITEM NO. 1 BEING: Call to Order.

Co-Chair Kyle Lankford 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  
                                          Travis Humphrey  
                                          Kyle Lankford  
                                          Janice Oak  
                                          Heidi Smith

MEMBERS ABSENT:                   Allen Heinrichs  
                                          Catherine Bruce  
                                          Debie Fidler  
                                          Renee O’Leary  
                                          Bob Staples  
                                          Kathleen Wilson

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

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ITEM NO. 3 BEING: Approval of the April 6, 2016 Minutes.

Motion by H Smith for approval; **Second** K Cannavan. All approve.

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**ITEM NO. 4 BEING: Projects Updates.**

Lisa Krieg reported that the on-going 6 year park projects were finished. There are currently no other CDBG projects except for the DR (Disaster Relief) projects in east Norman.

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ITEM NO. 5 BEING: Discussion and Vote Regarding the Remaining CDBG Funds (Admin, Parks, and Housing Rehabilitation)

L Krieg explained the year- end unencumbered balance of the Parks, General Admin and Housing Rehabilitation accounts for FY 15/16.

General Administration:	\$12,794.34.
Parks:	<u>\$11,534.85</u>
	\$24,329.19

Housing Rehabilitation:	<u>\$92,095.80</u>
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She recommended that the General Admin and Parks monies be added to the re-programmed money to be discussed in Item 6, and the Housing Rehab monies be rolled over and stay with that program.

HOME also has year-end balances:

Development of Affordable Housing:	\$ 65,423.00
Tenant Based Rental Assistance:	<u>\$ 74,880.00</u>
	\$140,303.00

Some of this money will be used to pay the building permit fees and to purchase the appliances for the 6 affordable housing units on Vicksburg. Since HOME funds are very use specific, staff recommended that these monies be allowed to roll over and stay as shown.

L Krieg said that due to the timing of the returned funds and other staff being out of the office, conversations have not been had to see if other uses have been discussed for use of the returned Food and Shelter monies.

Questions asked of staff:

- Could the building permit fees for Vicksburg be exempt? *No. Permit fees are a real cost which applies to everyone, including City of Norman projects.*
- Why was money left over? *Some money is always left over. The admin budget is divided among many accounts with no exact foreseen expenditures. Housing Rehab projects can come in under budget, thus leaving money in the account.*
- Did Food and Shelter know of the requirements that went with the Federal grant money? *Yes, they were aware but did not put a pencil to the increased costs until recently.*
- Discussion was held on Davis Bacon rules.
- Could housing rehab funds be used to provide repairs to an agency building? *These funds cannot be used for new construction of a private facility or housing new construction. The facility must be public, or a facility serving the homeless. The funds can be used for repair. Rehab, acquisition, and public facilities/public improvements are acceptable uses of the funds.*
- Could these funds be rolled into the HOME money? *No. These are two separate funding sources.*
- Could these funds be used for Social Services agencies to apply for computers, etc? *Equipment follows under the 15% Public Service cap. Could rewire a building – health, safety or sanitation. By using CDBG funds you must test for lead based paint, etc.*
- Where did the money come from to sponsor agencies before? (While proofing the minutes, L Krieg asked to clarify her answer.) *The CDBG Program allows for 15% of the grant to be used for Public Services such as bus passes, scholarships for program participants, equipment purchases for non-profits, etc. Beginning with the 2013 program year no CDBG funds other than the allocation for bus passes were made for public services. Prior to this change, the funds to be used for Housing Rehabilitation projects that were previously partially funded out of the HOME*

Investment Partnerships program as well as the CDBG program. This allowed for a larger percentage of the HOME allocation to be utilized for the development of affordable housing.

Since 2013 the program has slightly shifted to include an emphasis in the ending of homelessness within Cleveland County while still maintaining our commitment to the Housing Rehabilitation Programs. Currently included within the allowable 15% of Public Services is the bus pass program, the Homeless Services Coordinator, and the Housing First Case Management Contract.

- Can the extra money be put back into Social Services? *No because of the 15% cap, which is a year- by- year thing. The 15% has already been spent this year.*
- Could the money be used for more sidewalk projects? *Yes, but the amount of money limits the project.*
- Could the money be used for more street lighting installation? *Yes.*
- Could this money be used for expansion of the bus system? *Yes, but one new route would cost \$150,000 per year to maintain.*
- Would like to leave Rehab where it is to fund ADA features throughout Norman for affordable housing.
- There is currently no money for a neighborhood project; the re-programmed money could be used for such a project.
- Could this money go to the Vicksburg project? *Some of the HOME money is earmarked for this already.*

T Humphrey moved to add the unencumbered Parks and General Admin funds to the funds returned from Food and Shelter, to keep the Housing Rehab unencumbered funds with that program, and to leave the HOME funds as is; Second by H Smith. All Approve.

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**ITEM NO. 6 BEING: Opportunities Pertaining to Food and Shelter Funds and Potential for Reprogramming.**

This item has been discussed in Item 5. Staff will meet with the Planning Director and discuss if there are plans for the use of the re-programmed money already.

Suggestions from the Committee can be e-mailed to Lisa.

The RFP procedure for potential use of CDBG funds for non-profits is being roughed out. Chair Lankford asked that this be completed soon.

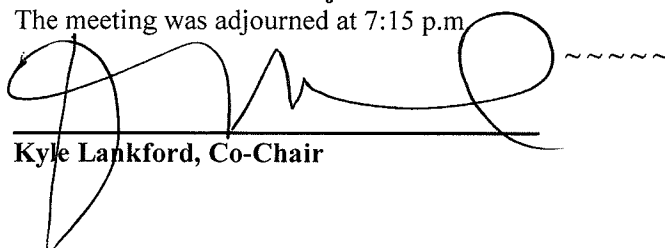
**ITEM NO. 7 BEING: Miscellaneous Comments.**

Chair Lankford thanked staff for their assistance in facilitating the Committee this past year.

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ITEM NO. 8 BEING: Adjournment

The meeting was adjourned at 7:15 p.m.


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**Kyle Lankford, Co-Chair**