

# CITY OF NORMAN, OK COMMUNITY DEVELOPMENT BLOCK GRANT POLICY COMMITTEE

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Wednesday, March 06, 2024 at 6:00 PM

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## MINUTES

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### INTRODUCTIONS

#### Attendees

Jayne Crumpley  
Heidi Smith  
Cindy Gordon  
Lee Hall  
Mary Katherine Long  
Michelle L. Jackson  
John McGraw  
Kendel Posey  
David John  
Jorie Welch  
Karen Canavan  
Kyle Lankford  
Mary Francis

#### Staff

Lisa Krieg, CDBG Grants Manager  
Tara Reynolds, CDBG Financial Management Analyst

The meeting was called to order at 6:04pm.

### MINUTES

1. Consideration of Approval, Rejection, Amendment, and/or Postponement of the minutes from the February 7, 2024 Policy Committee meeting.  
Motion by Karen Canavan to approve the minutes as submitted; Second by Heidi Smith. All approve.

## REPORTS

### 2. Housing Programs

The CDBG Housing Rehabilitation Program began in 1976, and has completed 1,277 projects totaling \$9,106,195.

There are three rehab types available: Emergency Repair, Accessibility Modification, and Exterior Property Maintenance.

Please see attached slides for qualifications.

### 3. Action Plan Amendment timeline

A legal notice for the previously approved B19 amendment to expand the Strong Neighborhood Initiative will run March 10. A 30-day comment period will follow. It will go before City Council on April 9, 2024.

### 4. B24 Action Plan timeline

April 3, 2024 the Policy Committee will vote upon estimated allocation.

Legal notice and 30 day public comment.

May 14<sup>th</sup>, 2024 it will go to City Council for approval.

Then a request for pre-award costs will go to HUD, and the Action Plan will be submitted with correct allocation amounts.

## ACTION ITEMS

5. Consideration of Approval or Rejection of an amendment to the B17 Action Plan to change Bethesda's award from acquisition of property to public services (equipment). Motion by Heidi Smith to approve amendment to the B17 Action Plan as submitted; Second by Kyle Lankford. All approve.

## MISCELLANEOUS COMMENTS

## ADJOURNMENT

The meeting was adjourned at 6:40pm.

# City of Norman

COMMUNITY DEVELOPMENT POLICY  
COMMITTEE

March 6, 2024



# CDBG Housing Rehabilitation

- Assists in the preservation of existing affordable housing for LMI owners
- Provides opportunities for accessibility modifications for both owners and renters



# Housing Rehabilitation Program

- Began in 1976
- Two full time staff
- To date: 1,277 projects completed at a cost of \$9,106,195
- All programs are income based
- Currently offer three programs
  - Emergency Repair Program (<80% MFI) to date 13 projects completed
  - Accessibility Modification Program (owner and renter<80% MFI) to date 15 projects completed
  - A total of 21 additional projects are underway
  - Exterior Property Maintenance Program (<80% MFI)



# Housing Rehabilitation Programs

80% and Below Median Family Income (2023)			
1 Person	2 Persons	3 Persons	4 Persons
\$48,200	\$55,050	\$61,950	\$68,800

- Must have owned and resided in property for one year (exception for accessibility modification)
- Each property has a lifetime maximum investment of \$35,000
- All programs are in the form of a grant
- Clients have the option of serving as their own general contractor and obtaining two bids for review or having staff write specifications and obtain bids
- All work must be inspected and approved by the City of Norman before payment



# FIRST PRIORITY

## Emergency Repair Program

- Addresses only specific items that are health and safety concerns up to a total cost of \$25,000
- Examples: roof replacement, heat in winter, air conditioning in summer, collapsed sewer line, etc.
- General homeowner maintenance items are not eligible (\$500 threshold)
- Projects are undertaken as identified and applicants qualified



# SECOND PRIORITY

## Accessibility Modification Program

- Owner occupied project eligible for \$25,000
- Renter Occupied eligible for \$8,000
- Typical modifications can range from installation of a handrail or grab bars, door widening, and ramp construction to major projects such as kitchen or bathroom reconstructions. Scope of projects are based upon the needs of the occupant and available budget.
- Ramp only projects referred to Habitat





# THIRD PRIORITY

## Exterior Property Maintenance Program

- Grant Based Program only available in Strong Neighborhood Initiative Areas with referrals from Code Compliance staff
- Address deficiencies to owner occupied property related to the International Property Maintenance Code on the exterior of a structure within the CDBG target area
- Up to \$25,000 project cost (inclusive of lead based paint cost for a total cost not to exceed \$25,000)
- Will expand to include a dedicated staff person for FYE25 to assist

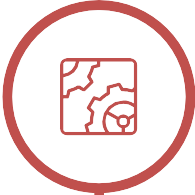


# Amendment Timeline

B17 and B19 Amendments

## B19 (PC 2/24)

Expend the SNI area to all three Neighborhoods FC; OT; and OSS



B

## Legal Notice

Norman Transcript

March 10, 2024



D

## City Council Consideration

April 9, 2024

A



## B17 (PC 3/24)

Change the Bethesda Funding

C



## 30 Day Comment Period

E

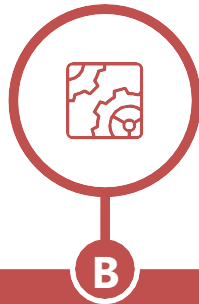


# Fifth Year Action Plan Timeline

In accordance with HUD Notice 24-1

## Policy Committee Approval

April 3, 2024  
Based upon  
Estimated  
Allocation



## Legal Notice

30 Day Public  
Comment

## City Council Consideration

May 14, 2024  
This completes the Citizen  
Participation Process

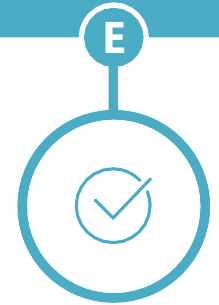


## Request Pre-award costs from HUD



## Submittal of Action Plan to HUD

424 and Action Plan  
with correct allocation  
amounts



# QUESTIONS?

[NormanOK.gov](http://NormanOK.gov)

