

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

Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069  
Wednesday, January 22, 2025 at 6:00 PM

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## MINUTES

The Community Development Block Grant Policy Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Conference Room A in the Development Center on Wednesday, January 22, 2025 at 6:00 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

*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 call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

## INTRODUCTIONS

This meeting was called to order at 6:01pm.

### Attendees

Heidi Smith  
Jane L. Crumpley  
Patrick Schrank  
John McGraw  
Mary K. Long  
Michelle L. Jackson  
Kendel Posey  
David John  
Zane Z. Woods  
Lee Hall

### Staff

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

## REPORTS

1. COMMUNITY DEVELOPMENT BLOCK GRANT POLICY COMMITTEE ORIENTATION  
See attached slides.
2. REVIEW OF CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER)  
See attached slides. The full CAPER report is always posted to the City website as well.
3. UPDATE ON CITY OF NORMAN CDBG & HOME FUNDS/ CONSOLIDATED PLAN PROCESS  
See attached slides.
4. CDBG POLICY COMMITTEE SCHEDULE  
  
MARCH 5  
  
ANOTHER TO BE DECIDED  
  
Another meeting will be scheduled when a federal budget is underway.
4. RECAP OF DECEMBER 4, 2024 PUBLIC HEARING
  - Six citizens in attendance; three staff
  - General discussion pertaining to different housing needs in Norman
  - Support for continuation of the Housing Rehabilitation Programs, Housing Navigator, Down Payment Program, Housing Start-Up Assistance Program, and the CDBG Neighborhoods Program

## DISCUSSION ITEMS

None

## ACTION ITEMS

5. ELECTION OF CHAIR & VICE-CHAIR  
Motion by Mary K. Long to nominate Heidi Smith as Chair, and Lee Hall as Vice-Chair.  
Second by Zane Z. Woods. All approve.

## MISCELLANEOUS COMMENTS

There was a discussion about Senate Bill 484, introduced by Senator Lisa Standridge, and how it would affect the CDBG program. This bill would limit homelessness assistance by municipalities to only cities with a population of 300,000 or more. The City of Norman could no longer fund a shelter or the Collaborative Applicant for the Continuum of Care. The CDBG program could no

longer contribute to housing start up costs for housing people, and the Single Room Occupancy project funded by HOME ARP dollars would no longer be an eligible project.

## **ADJOURNMENT**

The meeting was adjourned at 7:08pm.

**CITY OF NORMAN  
COMMUNITY DEVELOPMENT BLOCK GRANT  
HOME INVESTMENT PARTNERSHIP PROGRAM**

**Staff:**

**Lisa Krieg; CDBG Grants Manager**

**Tara Reynolds; CDBG Financial Analyst**

**James Heath; Rehabilitation Specialist**

**Jan Jansing; Rehabilitation Technician**

# Policy Committee Orientation

- The basics: Each **Activity** must meet one of the three **National Objectives**
  - Benefit low and moderate population
  - Eliminate Slum or Blight
  - Meet an urgent need that cannot be met any other way
- Once the **National Objective** has been selected the activity must meet the criteria of one of the 26 **Eligible Activities**

# Sample of Eligible Activities

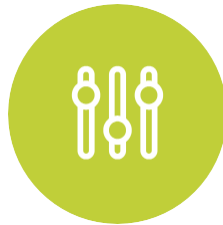
- Program Administration Costs
- Acquisition of Property
- Disposition of Property
- Public Facilities and Improvements
- Clearance
- Public Services
- Interim Assistance
- Relocation
- Loss of Rental Income
- Privately Owned Utilities
- Rehabilitation
- Construction of Housing
- Code Enforcement
- Special Economic Development Activities
- Microenterprise Assistance
- Special Activities by CBDO's
- Homeownership Assistance
- Planning and Capacity Building
- Multiple Minor Programs

# CONSOLIDATED PLAN

Effective Dates 7/1/2020 thru 6/30/2025  
Currently Developing the Plan for 2025-2029



## EXECUTIVE SUMMARY



## MARKET ANALYSIS

Housing, Affordable Housing, Homeless Facilities, Community Development



## FIRST – FOURTH YEAR ACTION PLANS (completed)



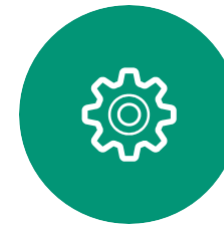
## THE PROCESS

Citizen Participation and Consultations



## STRATEGIC PLAN

Geographic Priorities, Anticipated Resources, Goals



## FIFTH YEAR ACTION PLAN (currently underway)



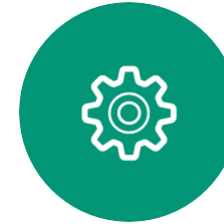
## NEEDS ASSESSMENTS

Housing, Homeless, Special Needs Populations, and Community Development.



## STRATEGIES

Affordable Housing, Homelessness, Lead Based Paint, and Anti-Poverty

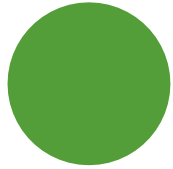


## CONSOLIDATED PLAN 2025-2029 (planning process)

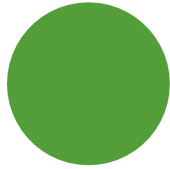
The 2020-2024 Consolidated Plan and Fifth Year Action Plan are available for review at:

<https://www.normanok.gov/your-government/departments/planning-and-community-development/grant-programs>

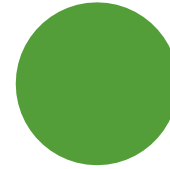
# CONSOLIDATED PLAN GOALS



Continue to collaborate with homeless providers to supply a continuum of services.



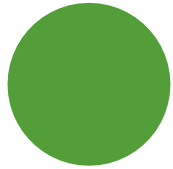
Support services aimed at the prevention and elimination of homelessness and Rapid Rehousing.



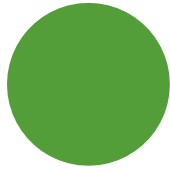
Improve the condition of housing for low-income homeowners.



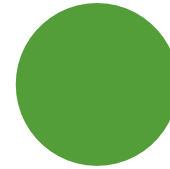
Increase the viability of potential homeownership opportunities.



Improve the condition of housing for low-income renters and homeowners through regulatory programs.



Support improvement of infrastructure and public facilities in CDBG targeted areas in Norman.



Expand business opportunity by supporting economic development projects.



Address community needs through community-based public service programs.



# CDBG Entitlement Consolidated Annual Performance Evaluation Report (CAPER)

An evaluation of the CDBG Program Year from July 1, 2023 thru June 30, 2024



**\$1,223,085.29** Total Expenditures of CDBG Funds

16% Administration

9% Public Service

12 households received housing start-up assistance

53% Housing Rehab

42 Projects Completed

28% Community Development

Acquisition, Strong Neighborhoods, Tree Project, Senior Kitchen

The 2023-2024 Program Year provided expenditures that were of 100% benefit to low and moderate income households.

The 2023-2024 CAPER is available for review at:

<https://www.normanok.gov/your-government/departments/planning-and-community-development/grant-programs>

# CDBG-CV

## Consolidated Annual Performance Evaluation Report (CAPER)

An evaluation of the CDBG Program Year from July 1, 2023 thru June 30, 2024



\$1,273,256 Total Award of CDBG CV (1;3) Funds  
\$1,209,534 Total Expenditures of CDBG CV Funds

Drawn as expended from Treasury

### Activities included:

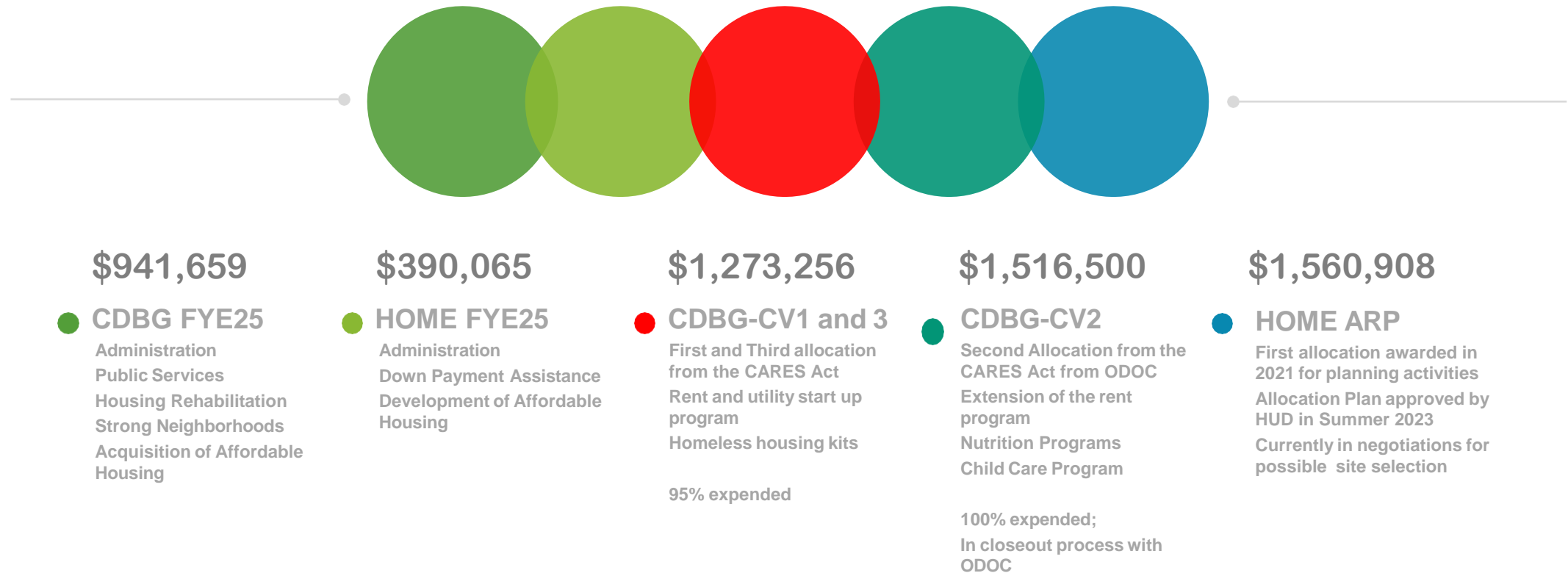
- Rent Assistance
- Housing Navigator
- Housing Start-up
- Encampment Cleanup
- Remaining Balance includes funds for Admin and Housing Navigator

The 2023-2024 Program Year provided expenditures that were of 100% benefit to low and moderate income households.

The 2023-2024 CDBG CV CAPER is available for review at:

<https://www.normanok.gov/your-government/departments/planning-and-community-development/grant-programs>

# FUNDING UPDATE



The CARES Act Funding is required to be programmed to “prevent, prepare for, and respond to” the coronavirus.

# CITIZEN PARTICIPATION PLAN



The Citizen Participation Plan was modified in the Spring of 2020 to allow for virtual meetings and is available for review at:

<https://www.normanok.gov/your-government/departments/planning-and-community-development/grant-programs>

Current Program Year Meetings will be in-person unless directed to virtual due to health concerns.

- 1/22/25 ORIENTATION OF CDBG AND HOME PROGRAMS, REVIEW OF CAPER
- 3/5/25 HOUSING REHABILITATION PROGRAM; NEIGHBORHOOD PROGRAMS
- 4/2/25 CONSOLIDATED PLAN AND ACTION PLAN FUNDING AND PROGRAMS DISCUSSION; THIS WILL BE RESCHEDULED ONCE CONGRESS HAS APPROPRIATED FUNDING
- 4/22/25 PUBLIC HEARING #2 AT CITY COUNCIL; THIS WILL ALSO BE RESCHEDULED

## POLICY COMMITTEE MEETING DATES

- Six citizens in attendance; three staff
- General discussion pertaining to different housing needs in Norman
- Support for continuation of the Housing Rehabilitation Programs, Housing Navigator, Down Payment Program, Housing Start-Up Assistance Program, and the CDBG Neighborhoods Program

## RECAP OF PUBLIC HEARING 12/4/24

Run the Policy Committee Meetings

Assist staff in the discussion of issues that may arise

Speak at the Council on behalf of the Policy Committee

**ELECTION OF CHAIR  
AND CO-CHAIR**

**QUESTIONS?**