



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

Development Center, 225 N. Webster, Conference Room  
Wednesday, March 01, 2023 at 6:00 PM

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## MINUTES

### INTRODUCTIONS

Attendees: Heidi Smith  
Karen Canavan  
Michelle L Jackson  
Jayne Crumpley  
Jorie Welch  
Kyle Lankford  
Lee Hall  
David John  
Kendel Posey  
Jim Frazier  
Cheri Lee

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

### REPORTS

#### 1. Overview of the CDBG & HOME Programs

Staff:  
Lisa Krieg; CDBG Grants Manager  
Tara Reynolds; CDBG Financial Analyst  
James Heath; Rehabilitation Specialist  
Jan Jansing; Rehabilitation Technician

- The Mission of the CDBG program is to promote the development of viable urban communities by providing principally for low and moderate income persons:
  - Decent Housing
  - Suitable living environment
  - Expanded economic opportunities

Every CDBG activity must meet one of the three National Objectives:

- Benefit to low and moderate income persons – persons with income 80% below median.
  - Can either be direct benefit or area benefit
- Prevention or elimination of slum and blight.
- Meeting an urgent need – defined as a serious and immediate threat to the health and welfare of a community of recent origin and with no other funding available to remedy it.

- Eligible activities include acquisition, economic development, administration & planning, housing, public improvements, public services, repayments of section 108 loans.
- Every program dollar spent must both meet a National Objective and be used for an Eligible Activity
- First consideration is meeting of the National Objective
- Second consideration is qualifying under an Eligible Activity

#### **HOME Investment Partnership Program**

- Designed to reinforce several important values and principles of community development, specifically the development of affordable housing.
- HOME's flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities.
- Emphasis on consolidated planning expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing.
- Requirement that cities match 25% of every dollar in program funds mobilizes community resources in support of affordable housing

#### **Planning for the CDBG and HOME Programs**

- The CDBG Program Planning Process is one where each phase overlaps and informs the others
- This planning process is the formal means, or the tool, by which the CDBG program design and the community development plans are realized
  - Consolidated Plan – every 5 years
  - Annual Action Plan for each year of the Consolidated Plan

#### **Responding to changing needs**

- Evaluate past activities
  - Consider community needs and market forces
  - Explore new funding sources
  - Look for opportunities to leverage resources.
  - Seek input from program beneficiaries and stakeholders to inform their goals and strategies
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- For FYE23 CDBG received \$940,869 and HOME received \$431,097. HOME-ARP allocation of \$1,560,908 will be released shortly.
  - Each year a Consolidated Annual Performance Report is due to HUD by September 30.

2. Affordable Housing 101 Primer  
Please see the attached slides.

3. HOME ARP Program Allocation Plan Update  
The draft of the allocation plan is available on [normanok.gov](https://normanok.gov) for review. The public comment period is March 1-March 20. This funding is programmed for 12 permanent supportive housing units with supportive services with a deadline to be spent by 2030.

4. CDBG Housing Rehabilitation Program  
The Housing Rehabilitation Program assists in the preservation of existing affordable housing for low-moderate income home owners. It also provides opportunities for accessibility modification for both owners and renters.  
The program began in 1976, and employs 2 full time staff. It has completed a total of 1,277 projects and spent \$8,817,738. The program offers accessibility modifications

for owners and renters less than 80% MFI, and emergency repair for owners less than 80% MFI.

The income limits are available on the website.

An exterior property maintenance program is being developed.

5. CDBG Policy Committee Schedule

April 5, 2023 6pm

May 3, 2023 6pm

**DISCUSSION ITEMS**

None

**ACTION ITEMS**

6. Election of Chair & Vice-Chair

**Motion** by Karen Canavan to nominate Heidi Smith & Kyle Lankford as Co-Chairs, and Lee Hall for Vice-Chair. **Second** by Kendel Posey. All approve.

**MISCELLANEOUS COMMENTS**

There was a question and discussion about allowance of garage apartments and pattern zoning.

**ADJOURNMENT**

The meeting adjourned at 8:19pm.