



CITY OF NORMAN, OK SOCIAL AND VOLUNTARY SERVICES COMMISSION MEETING

Development Center, Conference Room B, 225 N. Webster Avenue,
Norman, OK 73069
Monday, April 06, 2026 at 5:30 PM

AGENDA

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.

ROLL CALL

MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES FROM FEBRUARY 09, 2026.

REPORTS

2. UPDATE ON FYE26 AGENCY EXPENDITURE REPORT & UPCOMING FYE27 FUNDING

DISCUSSION ITEMS

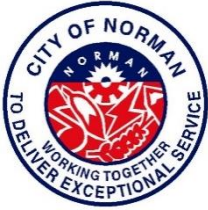
3. REVIEW & UPDATE OF GRANT APPLICATION
4. DISCUSSION OF AGENCY VISITS

ACTION ITEMS

5. ELECTION OF CHAIR & VICE CHAIR

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK SOCIAL AND VOLUNTARY SERVICES COMMISSION MEETING

Development Center, Conference Room B, 225 N. Webster Avenue,
Norman, OK 73069

Monday, February 09, 2026 at 5:30 PM

MINUTES

The Social and Voluntary Services Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on Monday, February 09, 2026 at 5:30 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

Present

Marc Bonge
Sandra Duncan
Jennifer Newell
Heidi Smith

Absent

Fallon Burleson
Scott Meier

Staff

Tara Reynolds, CDBG Financial Management Analyst

MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES FROM JULY 14, 2025.
Motion by Heidi Smith to approve the minutes as submitted; **Second** by Sandra Duncan. All approve.

REPORTS

2. UPDATE ON FYE26 AGENCY EXPENDITURES & FYE27 SVSC BUDGET

<u>Agency</u>	<u>Purpose</u>	<u>Awarded</u>	<u>Remainder as of 2/9</u>
Abbott House	Client Assistance	\$5,000.00	\$5,000.00
ABLE	Fire sprinkler system	\$10,000.00	\$0.00
Aging Services	Special Assistance, utilities, housekeeping	\$7,500.00	\$7,500.00
Among Friends	Scholarships	\$9,600.00	\$4,800.00

Antioch Church	Assistant Director salary for tutor program	\$6,000.00	\$6,000.00
Assistance League	Operation School Bell shoes	\$5,000.00	\$0.00
Beacon Project	food pantry program	\$10,000.00	\$0.00
Big Brothers Big Sisters	21 matches	\$10,000.00	\$10,000.00
Bridges	Student Utility Bills	\$9,600.00	\$4,400.00
Care A Vans	Car, general liability, and payroll insurance	\$10,000.00	\$5,812.66
CASA	Gas cards, gifts, meals, activities	\$9,000.00	\$5,264.77
Catholic Charities	Sanctuary Day Shelter	\$10,000.00	\$0.00
CCFI	Therapist Salaries	\$10,000.00	\$10,000.00
City Care	Administrative & operational oversight	\$10,000.00	\$0.00
Food & Shelter	Food/Operational Cost of Share Center	\$10,000.00	\$0.00
Fostering Futures	Beds	\$9,000.00	\$3,727.27
Full Circle	Scholarships	\$8,500.00	\$6,799.28
Healthy Living Norman	Fitness Instructor Salaries	\$3,500.00	\$0.00
HeartLine	211 Staff, software, outreach	\$10,000.00	\$10,000.00
Infant Crises	Baby Mobile Program	\$10,000.00	\$10,000.00
Legal Aid	Office rent	\$10,000.00	\$0.00
Little Read Wagon	Books, activity books, reading glasses	\$7,500.00	\$4,201.09
Loveworks	After school program salary, insurance	\$7,992.00	\$7,992.00
McFarlin	Food pantry toilet paper	\$9,360.00	\$6,998.96
Meals on Wheels	Meals	\$10,000.00	\$0.00
Mission Norman	Scale, mailbox, warehouse position	\$9,000.00	\$2,215.42
Salvation Army	Salaries	\$10,000.00	\$10,000.00
Share & Grow	Zoom, prizes, equipment, location rentals, admin cost, office supplies	\$1,000.00	\$1,000.00
St Francis	Storage Unit, deliveries	\$9,948.00	\$5,145.16
Thunderbird Clubhouse	Staff healthcare	\$10,000.00	\$0.00
Transition House	Apartment flooring	\$7,500.00	\$7,500.00
Virtue Center	family support group/parenting classes for Family Pathways program	\$10,000.00	\$10,000.00
Total		\$275,000.00	\$144,356.61

The Commission asked for \$275,000 for the FYE27 fiscal year.

3. FYE27 APPLICATION TIMELINE

The application for funding will be open May 4-May 29, 2026 for agencies to apply for FYE27 funding.

DISCUSSION ITEMS**4. ASSIGN AGENCY MONITORING VISITS**

<u>Agency</u>	<u>Visit</u>
Abbott House	Jennifer
ABLE	Heidi
Aging Services	Scott
Among Friends	Fallon
Antioch Church	Marc
Assistance League	Scott
Beacon Project	Sandy
Big Brothers Big Sisters	Fallon
Bridges	Jennifer
Care A Vans	Sandy
CASA	Scott
Catholic Charities	Heidi
CCFI	Jennifer
City Care	Heidi
Food & Shelter	Heidi
Fostering Futures	Fallon
Full Circle	Sandy
Healthy Living	
Norman	Heidi
HeartLine	Scott
Infant Crises	Sandy
Legal Aid	Marc
Little Read Wagon	Fallon
Loveworks	Scott
McFarlin	Sandy
Meals on Wheels	Heidi
Mission Norman	Marc
Salvation Army	Marc
Share & Grow	
	Fallon
St Francis	Sandy
Thunderbird	
Clubhouse	Jennifer
Transition House	Jennifer
Virtue Center	
	Marc

ACTION ITEMS

5. ELECTION OF CHAIR & VICE CHAIR
This item was postponed to the April 6, 2026 meeting.

MISCELLANEOUS COMMENTS

Heidi Smith let the Commission know that on April 7th there will be vote for a bond for a new homeless shelter.

ADJOURNMENT

This meeting was adjourned at 5:57pm.

Social and Voluntary Services Commission Funding Request

The City of Norman Social and Voluntary Services Commission was approved for \$250,000 of funding in the 2025-2026 City of Norman budget. These funds are to be awarded to eligible 501(c)(3) organizations serving Norman. To be considered for funding please submit one original funding request no later than 5:00pm on May 30, 2025 to SVSC@normanok.gov. Only include the requested attachments, however additional information might be requested at the discretion of the Commission. Award notifications will be sent at the end of July.

These funding awards are on a reimbursement basis, and must be expended by July 15, 2026. Operational and administrative costs are eligible activities for this award. If you are selected to receive funds you will be required to submit a blurb of no more than 250 words summarizing your agency's mission and a photo or graphic to provide to City Councilmembers.

Legal Name of Agency:

Mailing Address:

Address

Address 2

City/Town

State

ZIP/Postal Code

Website Link:

Example: <https://www.agency.com>

Application Completed By:

Telephone Number:

Email Address:

DUNS Number:

Amount of Funding Request:

Please note this grant funding will be on a reimbursement basis. Payment will be made as invoices with appropriate documentation are provided. All expenditures must be made during the period of July 1, 2025 and June 15, 2026 to be reimbursed.

Please Note: Due to the increased demand for the SVSC funds, on March 25, 2019, the Commission voted to limit the maximum funding per agency to \$10,000. An agency can submit more than one application but the total request of all applications cannot exceed \$10,000.

In what year was your Agency incorporated:

Number of volunteers annually:

How many hours do volunteers donate annually:

Are you associated with a national or state organization? If yes, are there dues involved?:

How are volunteers utilized:

Has your Agency applied for SVSC funds before?

Financial Information from the last fiscal year:

Total Annual Budget:

Does the agency get audited yearly:

Yes

No

Percentage of Organizational Funding (must equal 100%):

Religious Organizations

Government Grants

Civic Clubs

Government Contracts

Corporate Donors

Individual Donors

Endowment/Interest Income

Private Foundations

Fees for services/products

United Way

Special Events (based on net earnings)

Other

Formal Agency Mission Statement as approved by the Board

Please discuss in the space below, the following: (4000 character limit)

- Has the Agency Mission evolved since the beginning of the agency? If so how?

- List the target client population (income, age, geographic location - percentage of Norman residents) and briefly describe all programs and services currently offered by your agency. Include any duplication of services in our area and the percentage increase or decrease projected in staff numbers over the previous year.
- If your agency serves clients other than residents of the City of Norman, please describe the methodology where funds provided by the Social and Voluntary Services Commission will be limited to use by Norman citizens.

Describe the specific program, project, activity, or equipment for which funds are requested. Explain how the SVSC funds will be utilized and how the specific program, project, activity, or equipment fits within the Mission of your agency. (4000 character limit)

Provide staff positions, salaries, equipment, office supplies, etc. that will be utilized for the requested program whether or not being funded by SVSC. (2000 character limit)

Please address what similar services are available through other local agencies, why this program is unique, how many will benefit and why it would be appropriate for City of Norman funds to be used to support this program. (2000 character limit)

Financial Information

Please provide a description of internal financial evaluation procedures, control processes and performance review procedure including the percentage increase or decrease of total budget over previous fiscal year budget. Please email projected budget to include in kind contributions and budget assumptions. (3,000 character limit)

Identification of Gaps

The Social and Voluntary Services Commission is charged with advising the City Council regarding the coordination and cooperation among various social and voluntary services and to promote positive links between service deliveries. To assist in evaluation of the services being provided within our community and to help identify gaps in these services, please provide a narrative answering the following questions: (4000 character limit)

1. What gaps in Norman/Cleveland County social services are affecting the clients you serve? Are there any geographical or demographic gaps? How does your agency help fill those gaps?
 2. How is your agency addressing these gaps, internally or in collaboration with other agencies? Identify further assistance/collaboration your agency needs to increase the success of these attempts.
 3. Are there strategies, other than increases in funding, that you recommend addressing the gaps?
-

In addition to the information included in this form, you must also submit the following information:

- The organization must submit a 990 tax form for the previous tax year or Financial Statement (including Profit/Loss) performed by a CPA for the agencies most recent fiscal year.
- Agency budget for award year of 2025-2026 and the proposed project budget for award.
- A list of current board members including names, professions and terms.
- A list of current staff members and their position titles and assigned duties.
- A back up contact person and email, different than the person submitting the grant.

This information should be emailed to SVSC@NormanOK.gov.

Please identify the agency which the information is being submitted for within the body of the email.

Award notifications will be sent at the end of July.