

**City of Norman
CDBG Policy Committee
Special Meeting
November 4, 2015**

Lisa Krieg called the meeting to order at 7:05 p.m.

MEMBERS PRESENT: Linn Blohm
 Lloyd Bumm
 Karen Canavan
 Jayne Crumpley
 Cindy Gordon
 Travis Humphrey
 Kyle Lankford
 Heidi Smith
 Bob Staples
 Kathleen Wilson

MEMBERS ABSENT: Catherine Bruce
 Debie Fidler
 Joyce Green
 Allen Heinrichs
 Renee O’Leary
 Janice Oak

STAFF MEMBERS PRESENT: Susan Connors, Planning & Community Development
 Director
 Lisa Krieg, CDBG /Grants Manager
 Jolana McCart, Admin Tech IV

Introduction.

Lisa Krieg introduced City staff and explained that the CDBG Policy Committee is an advisory body for the grant of the CDBG Program and the Home Program. It is this body that helps sets policy, listens to concerns from the neighborhoods, the general public and the low and moderate income population as a whole.

Election of Co-Chairs.

Kyle Lankford and Kathleen Wilson were elected co-chairs.

Discussion and vote to set future meeting time.

The Committee agreed to change the meeting time to 6:00 p.m.

Presentation by staff regarding request from Food and Shelter, Inc. for financial assistance.

(See attached memo to the Policy Committee members and the Letter of Request from Food and Shelter, Inc.)

L Krieg went over some of the current and past CDBG projects and the status of the active park projects. She explained how the Food and Shelter request met the eligibility requirements for CDBG funds. She explained that there is now \$225,394 of funds available for reprogramming in the CDBG program. The purpose of this special meeting is to allow consideration of the Food and Shelter request of CDBG capital funds.

Susan Connors said that 3 acres of the Griffin land had been rezoned to allow for the building of a new Food and Shelter campus on Reed Street. City Council invested in the purchase of the land. Now the agency is requesting investment of additional funds. The City Manager has requested staff to bring this consideration to the Policy Committee.

L Krieg said that she had been asked why there were so many years listed on the Agenda that would require amendment. She explained that HUD required the funds to be segregated by awards. Each of the listed years had funding still available, ranging from \$5,000 to \$56,000. Since they are governmental funds, at the end of each program year a CAPER report is filed with HUD showing how the funds were expended. She asked if there were any questions.

Linn Blohm: Why, in 2015, are we still worried about monies from 2007? Why wasn't this addressed before?

L Krieg: She said that this was from a street project that came in under budget and had been earmarked to go towards the Porter project. At this time there is not a viable effort for this project. She did point out that HUD allows up to 1 and a half times the grant amount to remain on hand. HUD does monitor to make sure that the monies are being spent at a reasonable rate. They want to see the monies awarded out in the community doing what there were appropriated for.

Jayne Crumpley asked if all the years totaled the \$225,394; L Krieg answered yes.

Kyle Lankford asked if the Porter project could come back and the funds would be needed. What has happened that this project has been given up. S Connors explained that the idea of the Porter project was to re-landscape Porter from Robinson to Alameda. The City was going to provide funding for a block and Norman Regional Hospital was to also fund a block to show the public how the project could look. The hospital had not responded and the City re-landscaping one block would not be effective. She said that there is not strong support for the project at this time and the money set aside for the project could be better used at this time.

L Krieg said that the funds that CDBG was going to provide were to be used for the engineering and implementation for a one block area at the same time Norman Regional made the improvements to their property.

Presentation by April Heiple on behalf of Food and Shelter, Inc.

(See attached hand-out provided by Ms. Heiple)

April Heiple gave a brief description of who the agency serves and how they benefit the community as a whole. She said that there is no one in the community that has not been affected by homelessness, poverty, mental illness and addiction, either directly or indirectly. She said that because of the community cost to leave people on the street, policy has shifted to end chronic homelessness.

She said that this project has been a long dream. She said that with the fundraising that has been done, they are \$300,000 short of making the project a reality. She said the campus would be like a village, not a shelter, with houses, greenspace, new day center and soup kitchen. She said that the current shelter is serving 200 -250 people per day in a dining room that seats 60. She said that she appreciated the City's help with buying the land to build this project. She said that 90% of the money raised has been through people who care enough to give time and money towards this project. She said that this project would improve the neighborhood and the lives of people who have been disadvantaged in the community.

She said that they have to grow to meet the demands and needs of the people they serve. She said that the Board is dedicated to raise money for an endowment fund for operational costs. She said that much in the same way that East Main Place had sponsors, they were going to churches for sponsors to make an annual gift to support the maintenance and operations of a specific unit. She said that there are people ready and willing to do this.

She said that she did not bring a spreadsheet to show the committee, but the goal is to build an endowment of \$500,000. She feels confident that this will be possible. She said that 3 million was needed to build this project and all but \$300,000 had been raised through grants, people, and in kind gifts.

Cindy Gordon asked how much she was asking for of the \$225,000. A Heiple stated all of it. C Gordon asked if the \$75,000 used to buy the land came from the City but actually came from CDBG? L Krieg said that was correct.

J Crumpley asked how they expected to close the gap between the CDBG funds and the remaining funds. A Heiple stated that they would continue fund raising.

J Crumpley said that she thought part of the money raised so far included the estimated amount that the property could be sold for. A Heiple said yes, but she said that if they could raise enough money through other grants the sale of the property would go towards the endowment. We will be meeting with the Gaylord Foundation in a couple of weeks. She said they had been awarded, through another foundation, a challenge grant that will match other grant funds up to \$300,000, although this is not public knowledge at this time.

J Crumpley said that she was under the impression that the money was available for this project when it went through the system in order to get approval for it. She was not aware that there

were still large amounts of money needed to be raised. A Heiple said that she did not believe that was ever presented that way at City Council/Planning Commission. She said that they had come a long way but were not completely funded at that time.

Lloyd Bumm asked that if they did not get the CDBG funding, would they be able to start the project. A Heiple said that if they did not get this funding they would continue fund raising. She said that this was just one avenue for them to pursue. She said that if needed, they would take on debt. But she was hopeful they would not have to do that.

J Crumpley asked if the 3 million included the infrastructure. A Heiple said that through discussion with the neighborhood, they had identified some things that could be done to help the neighborhood address some issues of their concern. She said that the budget was higher since the beginning of the project because of a proposal to include infrastructure from the bus stop to the facility. Originally it only included the sidewalk directly in front of the property.

J Crumpley said that the Reed Street residents were very concerned about the addition of the facility. She said that she read that the needed staff would be added after they were settled. She felt that the staff needed to be in place before that. A Heiple said that the staffing issue was focused on case management. On site security and site managers would be in place.

A Heiple said that they had originally looked at the East Main Place site. She said that the asbestos assessment was very high, and the removal cost was astronomical. She said that as the Griffin Visioning project came in, the EMP area was focused on commercial.

S Connors said that the discussions on the Food and Shelter new location were already underway before the Griffin property study was done by ULI. She added that the final report had just been received for the Griffin property and would be on-line soon. She said that a master developer had not been chosen. The Urban Land Institute had simply been selected to make recommendations to suggest a method that the State could begin with the redevelopment. She reminded the committee that the land was still owned by the State, except for the piece that had been purchased and zoned for the Food and Shelter site.

J Crumpley said that she was frustrated that there was not a position that could speak for the citizens. Neighborhoods ask the City to not do certain things that would impact them and no one listens.

C Gordon asked if they qualified for CDBG funds because of the CDBG neighborhoods? L Krieg said that the grant from HUD was a formula allocation based on different variables that the City has as a whole. C Gordon said that portions of the money had historically gone back into the neighborhoods. Parks. Sidewalks. Funding used to be in the millions but now had been whittled down? L Krieg said that was correct.

C Gordon said that for disclosure purposes she wanted to say that she served on the Planning Commission and that she had voted against this for many reasons. One of them being what Jayne just brought up. C Gordon felt that it was a stretch to say that the City is invested in this project. If the initial money to pay for the land came from CDBG funds, then the low income

neighborhoods invested in the project. She felt it hard to believe that putting this next to the Original Townsite neighborhood would do anything for that neighborhood. In fact, she pointed out that the people attending the Planning Commission meeting from that neighborhood were against the project. She said that the City as a whole makes very little investment in the core neighborhoods except for lip service. She said that the CDBG funds is the only funding received and that the funds should go to a project that will help neighborhoods. She does not feel that this project does. She said that it doesn't stretch very far when talking about sidewalks, but pointed out the sidewalk shaving project. L Krieg said that a square mile of the sidewalk shaving had cost about \$70,000. C Gordon felt that the neighborhood sidewalks – if they existed at all - could use a little work. She said that it was the only way to invest back in the neighborhoods because the City was not going to do it.

C Gordon also stated a concern that the initial \$75,000 came from CDBG and now Food and Shelter was coming back for more. She said that everyone knows the importance of helping the homeless. She said that the \$225,000 would deplete any funds that are available. Then there is still a shortage of \$75,000. She stated a concern that CDBG would be asked for money every year. She felt that since Food and Shelter had been so successful in raising 2.8 million, the other \$300,000 could be raised through other sources without raiding funds for the lower income areas.

Travis Humphrey said that he was also a director of a non-profit and had been looking into what it would take to for a capital campaign for their own facility, which would be a much smaller facility than what Food and Shelter was looking at. He said that he had been told that they would need a 1 million dollar endowment fund. He felt that a \$500,000 endowment to support this facility was very low ball and they would need much more. He saw this as a concern.

T Humphrey continued that he was concerned, as was mentioned in the staff memo, about the interest from other agencies looking for capital funding. He said that this shows need in the community. He felt that \$75,000 had already gone to this agency and that there are others needing to fill gaps and holes and needed funding too. He did not feel that the whole pot should go to one agency when others are also serving needy populations.

T Humphrey said that if the Committee is providing funding for capital campaigns, there needs to be a formal application process to do so. He did not feel that it was appropriate to serve only one agency in the community. He said a process would ensure an opportunity and equality for everyone.

Heidi Smith asked for clarification per the submittal letter dated October 6 and the handout presented tonight. The letter states Phase 1 of the project would cost 3 million dollars whereas the handout is stating the entire project would cost this amount. She did not understand what the phases were or the funding schedule. A Heiple explained that Phase 1 would cost 3 million. Phase 2 is almost a completely different type of project with a different fund raising process. It would involve 10 permanent supportive housing units. The developer would help with tax credits and building affordable housing. She said that it's not on the radar right now.

H Smith asked if the 3 million encompassed the 32 units, infrastructure, and campus? A Heiple said yes. Everything in the picture of the handout. She said that there was another piece of land that would house another 10 units.

K Langford asked how much it would cost to rebuild a block of alleyway. L Krieg said approximately one hundred thousand to rebuild a block; to resurface, about \$40,000.

K Langford asked if all these alleys had been completed. L Krieg said that there were a couple of alleys in the Larsh/Miller Neighborhood that had been programmed but were not done because of the timing when alley pickup was being moved to front pick-up. In addition, Public Works, who had been doing the CDBG projects, were not going to be able to provide the labor due to staffing concerns. Infrastructure projects would now need to be out-sourced, which would mean more expense. (Also at this time, Public Works, who had originally planned to pick up trash only in the front, determined that due to on-street parking issues the trash pick-up would remain in the alley in selected areas.) But the cost of utilizing a private contractor was prohibitive and the Action Plans were amended to reflect the decision to not fund the alley improvements and the funds were re-appropriated to existing park projects.

K Langford asked what might be given up to do this. He said we were lucky to have Food and Shelter, but there is not another source of funding for neighborhood projects without standing in line.

C Gordon said that this is the only way of getting funding. L Krieg said that there were small projects being done by the City of Norman Capital Fund here and there.

J Cuplemy said that she noticed that the program was funding a program coordinator position since July. She asked who represents the citizens in the CDBG neighborhoods when developers come in with projects that, in essence, destroys what the neighborhoods look like. Is it possible to use funds for a position – or partially fund a position- to represent the CDBG neighborhoods with these visioning projects?

L Blohm asked for a clarification between HOME and CDBG funds. L Krieg said that they are both entitlement funding sources from HUD. CDBG is flexible whereas HOME dollars are for permanent housing projects. This request from Food and Shelter would come from CDBG funds.

L Bumm asked if CDBG received money every year and if these funds are already earmarked. Or was there flexibility. L Krieg said that Norman was an entitlement community and it's dependent on the budget passed. The allocation has continued to go down. She said that each year the received grant is budgeted in its own way. Money may need to be added to complete an ongoing project. She said that currently there is not a wish list of projects due to the low funding. The parks projects are now wrapping up and the sidewalk projects are wrapping up.

C Gordon said that before there had been a list of projects by priority. She said it sounds like that is no longer done due to low funding and needing to save up to complete projects. L Krieg said that there are not any infrastructure projects currently planned. The funds are going towards

housing rehab and homeless initiative and bus passes. The HOME funds are working with the new CHDO to build accessible duplexes. This is what the Committee had come up with.

K Canavan asked what happens if the money is not spent this year. Will it be there next year? L Krieg said it will be reprogrammed. HUD allows 1 ½ times the grant amount on the books 90 days prior to the beginning of the program year. She said that date is coming up in April. HUD does not have a timeline for funds to be expended as long as a grantee is in the 1 ½ times of allocation compliance. The money will not be recaptured by HUD at this time.

J Cumpley said that non-profits used to submit requests. L Krieg said that 2013 funding had gone so low that 30 or so agencies would apply for small amounts with contracts being administered for very small amounts. It had become very costly to administer these small grants. The Policy Committee decided to concentrate on owner occupied residences and the development of affordable housing. She said that information from HUD pertaining to the amount of new funds would be provided in March/April.

A Heiple asked if it would be more comfortable for the group if she was not present so they could speak freely. The group was comfortable having Ms. Heiple present during their discussion. She asked if they had more questions of her.

Kathleen Wilson asked if the current staffing would handle the new facility. A Heiple said that currently there are 13 housing units that we case manage for families and 10 beds of permanent supportive housing for individuals but they would need to staff up by at least one case manager or maybe two. But that would be decided as the units fill. S Connors stated that the units would go up gradually.

K Wilson said that a gentleman that Aging Services is assisting stated that he was unwilling to go to Food and Shelter because he was felt scared due to getting beat up and the fights and drugs there. Staff could address this. A Heiple said that she didn't know of anyone getting beat up lately. Ms. Wilson said that she was not sure how reliable he was. But the staffing issue concerned her.

S Connors said that police records were checked into when this went to City Council. She said that calls are made from Food and Shelter, but it is not always where the occurrence happens. J Crumpley said that she delivered the Panera Bread donation for over a year and said that staffing is an issue and when it moves into a neighborhood it is more of a concern.

J Crumpley said that if this amount of money is available then other non-profits with needs should be allowed to present and request the money.

K Canavan said that she wanted to make sure that she is above board. She went on to say that she has great respect for F&S and impressed with what they have done and how far they have come in the last few years. She is amazed at the fund raising and outreach they do. She said that she works for the Housing Authority and that she is very rules and business oriented. She stated that she is disappointed that there is not some kind of written business plan, a proforma to show expected expenses. She said that conversations are being had but there is nothing to go back on to use in the future. She said this is a lot of money to ask for without questions answered in the

same manner as going to a bank. She is a fan of helping non-profits but also a huge fan of making sure they are sustainable on their own without additional money. Sustainable in the way the community has promised and expects. She said she is not seeing that here. The endowment being spoken about looks like there is more fund raising needed but she does not see that anywhere in writing. She is not willing to vote without seeing numbers. She said that the request is for 1/3 of the annual CDBG award. She said that without having the numbers and information ahead of time she could not make a decision.

L Bumm said that one of the issues is that basically this is a proposal but it sounds like you are just asking for money. A Heiple said that this is the format that she was asked to submit. L Bumm said that there are a lot of organizations that are in competition and maybe there needs to be a proposal to see who else is interested.

K Wilson asked if there was any other source of money to help. Maybe the City could step up without using CDBG funds.

K Canavan asked what a note of \$300,000 would cost. She said a long note could be done on this large amount of money. Non-profits get a lower pay back rate.

C Gordon said that this just looks like low hanging fruit. We got the \$75,000 so now we are going to ask for the \$225,000 without any idea of how it's going to be spent. She said she agreed with Jayne in that she thought when presented to the Planning Commission that the money had already been acquired and didn't recall there still being a fund shortage. She again expressed the concern that every year this issue will need to be addressed. She said that this amount of money can do a lot of good within 5 needy neighborhoods.

K Lankford said that without the merits if this would be a good use, but is the project matched with the funding? Not sure about the location.

L Bumm said that he wanted to see the project funded but was not sure if this was the right source.

K Canavan said that she was impressed with how far they had come.

L Krieg asked where the Committee wished to go from here. No one had further questions of Ms. Heiple and she left the meeting.

K Lankford asked if more information would make the decision clearer for Ms. Canavan.

K Canavan said that she did not feel she had seen any numbers to look at. She said that even more numbers would maybe lead her to a 50/50 vote, keeping in mind the neighborhood need.

L Blohm said the Committee needed to decide if they wanted to develop a process to allow others to apply for the funds or they wanted to concentrate on the neighborhood aspect of it.

L Krieg said that when Food and Shelter made the decision to pursue another location, there was not a process established to allow such requests. The Board provided a letter asking if CDBG could provide some funds where F&S could have cash readily available if a location was identified. The Committee awarded \$50,000. If there is an annual formalized process, then each year would have to be budgeted x number of dollars and thus they would be back to where they were before.

J Crumpley asked for clarification on the amount already awarded. L Krieg said that \$50,000 was initially awarded, a site was chosen with a cost of \$75,000, and an additional \$25,000 was awarded.

T Humphrey said that while his non-profit was interested, he was not the only one out there that could use and need it. He said that if one agency is awarded nearly a quarter of a million dollars, they would be setting a precedent that could not be lived up to in the future.

Bob Staples would like to see projects in the neighborhoods and prioritize those.

C Gordon said that a larger point is that this nearly looks like amateur hour. You are asking for over \$200,000 with no specs. She also feels that the endowment is way off.

H Smith said that with her experience, the endowment does seem way off. She said that for the forum, Ms. Heiple provided what was requested. She stated that she did not like the presentation, being a numbers person. She said that she would have put more numbers in it. She said that it is not uncommon to have 50% of the goal raised before breaking ground. She said that she would like to see 10/\$20,000 projects keeping 10 people in their homes.

T Humphrey said that she had mentioned a private foundation that could easily fund this. He said that it wasn't uncommon to break ground and keep fund raising.

C Gordon said that it is very unprofessional to come to this body, asking for over \$200,000 and not having more numbers on how this is to be spent. She said that any organization has to provide more information. Why should this be different? L Blohm said that more information would have to be provided to any other foundation. C Gordon said that was correct so why should this Committee be any different? L Bumm said that she had provided what was required. C Gordon said that it is still very unprofessional. L Blohm said that even if it was not formally asked for, when the questions were asked more information should have been provided. H Smith said that the flip side is will someone give you over \$200,000 with only a 2 pages of information.

S Connors asked if the desired information should be requested of Ms. Heiple and have her return to the Committee.

C Gordon said no. It's not just the numbers but it's all the other stuff.

J Crumpley said she would be interested but all the other non-profits need to have the same opportunity. She said she still had to go back to the fact that this is the only money that the neighborhoods have access to. She would like to see what the neighborhoods need first.

T Humphries said that he did not like to see the Committee setting precedence of giving so much funding to only one agency.

B Staples said that non-profits have more resources than the neighborhoods.

K Wilson said that there are lots of people that these dollars could help.

K Canavan asked if the Committee should vote first on keeping the money in the neighborhoods.

S Connors said that this meeting was for a specific request.

J Crumpley asked if the decision should be tabled. B Staples asked why. K Lankford said that some strong opinions had been expressed and he did not feel tabling would be productive.

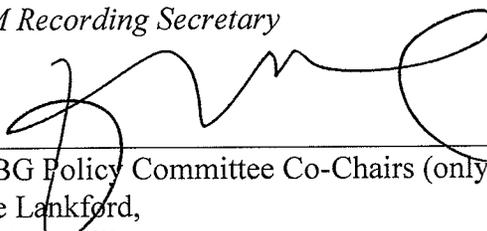
C Gordon said that then the Committee would need to take up how to allocate the funds at a different meeting. She asked how to make the motion. L Krieg said that she would prefer a positive motion to stop any confusion.

C Gordon moved to approve the funding request for \$225,000 as presented by Food and Shelter, Inc.; Second by B Staples. A roll call vote was taken. The motion failed with a unanimous vote.

S Connors said that she wanted to make clear to the Committee that they are an advisory committee to the City Council. This will go forward to the City Council with a recommendation of denial.

The meeting adjourned at 8:40.

JCM Recording Secretary



CDBG Policy Committee Co-Chairs (only one signature required)
Kyle Lankford,
Kathleen Wilson

To: 2015-2016 Policy Committee Members

From: Lisa D. Krieg, CDBG/Grants Manager

Date: October 30, 2015

Many of you are familiar with how the funding that is appropriated by HUD is programmed by the Policy Committee, but here is a refresher.

Each year the CDBG Policy Committee works with staff to identify and assess potential projects that meet the regulatory criteria. A few examples of current and past projects include:

- the housing rehabilitation program,
- development of affordable housing,
- gap sidewalk installation,
- park improvements and
- drainage/street improvements within the CDBG target area, just to name a few.

In 2012 the Policy Committee voted that due to the trend of declining CDBG and HOME appropriations, funding for 501(c)(3) eligible projects would be substantially reduced in FYE 2013 and be totally eliminated in FYE 2014. The exception is that the funding for the CART Bus Pass Program remained intact.

CDBG funds were then realigned from both of these programs towards the provision of affordable housing, whether it is housing rehabilitation projects, addressing homelessness, or the development of affordable housing. During this same time frame, the Interagency Council on Homelessness, which includes HUD, has focused their efforts on ending veteran and chronic homelessness. As a result of this, the City of Norman has also aligned our priorities towards ending homelessness.

For FYE 2016, the CDBG program is funding a Program Coordinator position that assists the homeless service agencies in their efforts. In addition, the CDBG program is providing funding for Housing First case management which is being administered on a contract basis. These efforts, as well as the CDBG bus pass funding, comprise the allowable 15% of Public Services funding.

Since this decision, our office has been approached by multiple agencies for capital funding. In these discussions, staff has explained the reason for the change and has also stated that the Policy Committee would consider a capital funding request if an agency were to submit a request in writing. In 2014 Food and Shelter, Inc. requested, and was awarded, \$75,000 of CDBG funds for the acquisition of approximately 3 ½ acres located south of Main Street and East of Reed Street for the construction of a new facility.

Recently, Food and Shelter has approached the City of Norman for additional financial participation in their development efforts. Attached is the letter submitted to Steve Lewis, City Manager, by April Heiple, Food and Shelter Executive Director. As a result of this request, staff

was directed to evaluate any potential for CDBG and/or HOME funding, both from an eligibility standpoint as well as the availability of funding.

➤ **Eligibility**

Regarding the eligibility of this project for CDBG funding, the majority of the project is eligible under the Public Facilities category in 570.201(c) as described below.

§570.201 Basic eligible activities.

CDBG funds may be used for the following activities:

(c) *Public facilities and improvements.* Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except as provided in §570.207(a), carried out by the recipient or other public or private nonprofit entities. (However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements, including those provided for in §570.207(a)(1).) In undertaking such activities, design features and improvements which promote energy efficiency may be included. Such activities may also include the execution of architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction described in §570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. In certain cases, nonprofit entities and subrecipients including those specified in §570.204 may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be operated so as to be open for use by the general public during all normal hours of operation. Public facilities and improvements eligible for assistance under this paragraph are subject to the policies in §570.200(b).

The permissible use of HOME funds for this request is limited:

- By statute, only housing units that Food and Shelter were to designate as Permanent Supportive Housing would be eligible for HOME funds.
- Use of HOME funds for new construction requires a 20 year use agreement/deed restriction and documentation must be provided over the entire term that the units are adhering to the occupancy requirements.

➤ **Availability of CDBG Funds**

Here is an update on the availability of CDBG funds. Beginning with the 2007 Program Year, CDBG funding was allocated annually in relatively modest amounts for various capital projects, including Park Improvements, minor drainage improvement projects, and historical pedestrian

lighting. All programmed improvements for the parks have been completed or are currently funded with installation scheduled.

The park improvement projects have been undertaken in-house by the Parks and Recreation Staff and only contracted for specialty items such as the gazebo in Updegraff Park and the playground replacement in McGeorge Park. While this has resulted in a substantial cost savings, the tradeoff is that these projects have taken quite a bit longer to complete than initially planned.

It is now at this point of substantial completion that we need to investigate the reprogramming of the remaining funds. Exclusive of the funds that are reserved for completion of the projects that have been approved, there is \$225,394 of funds available for reprogramming.

➤ **Timeline**

Once the reprogramming of funds is approved, the Action Plan's for the years from which funding is being reprogrammed must be amended. This is required to be conducted in a Public Hearing before City Council, followed by HUD approval of the Action Plan changes and the appropriate level of Environmental Review conducted for the new use. This timeline can vary but could be as long as several months before the funds are released environmentally for obligation.

➤ **Special CDBG Policy Committee Meeting**

Which brings us to a special meeting of the CDBG Policy Committee that is scheduled for Wednesday November 4, 2015. This meeting is being scheduled to allow for consideration of the Food and Shelter, Inc. request of CDBG capital funds. (The usual Policy Committee meeting schedule will begin in January.) Please feel free to contact our office with any questions that you may have pertaining to this request prior to the meeting.



Food and Shelter

104 West Comanche Street Norman, OK 73069-5609
info@foodandshelterinc.org 405.360.4954 405.360.2144

October 6, 2015

City Manager Steve Lewis
City of Norman
201 W Gray
Norman, OK 73069

Dear City Manager,

As you know, Food and Shelter has launched an initiative to create a better, more effective campus to serve the hundreds upon hundreds of Norman residents who turn to us for care each day. Our dining room is too small to meet the needs of our guests and our facility has achieved all it can in our 30 plus years here. It is time for us to have a facility indicative of the caliber of service we provide as well as the worth of our residents and guests.

Location of services is critical for the type of work we do. Our current plot of land is surrounded by other spaces leaving us no option to build outward. Because of this, we are limited on the services we can provide as well as the number of people we can assist. Building our facility in a location that is accessible by pedestrians, those on bicycles and those using the bus is important because this is the primary method people use to access food each day. Though our current location is wonderful for this very reason, the site is not sufficient to build what we need. The Griffin Campus lot, identified for Food and Shelter, really is a perfect location due to the proximity to other services in the area specifically Central Oklahoma Community Mental Health. We have access to the bus system immediately North of our new land and the access to Community Services Building and Center for Children and Families is a plus.

So, why now? Often momentum takes us on a journey we were not expecting and I believe, through the work of the Cleveland County Continuum of Care and One Vision, One Voice, the community demanded we do something more for our neediest neighbors. The Oklahoma Department of Mental Health and Substance Abuse Services believes in our plan because our missions are so closely related. Truthfully, if we do not act now, I believe we will lose an opportunity to capitalize on our community's willingness to embrace this amazing project.

There have been many alternative sites and concerns raised about our specific location. This lot, off of Main Street, was chosen partially to access land without having to first address the East Main Place facilities, but also to leave the Main Street portion of land open to other initiatives more appropriate for commercial development. Additionally, in order to preserve Main Street for future developments, we felt it important to keep the congregational services we provide away from Main Street. Though the placement on Main Street, where East Main Place buildings are now, was our original wish, it became apparent due to the asbestos within these buildings, the cost to abate the asbestos was well outside of our capabilities.

Food and Shelter is seeking support from the City of Norman to help us build a new facility for Food and Shelter services. We are looking to The City of Norman to help us achieve our goal because this community in all of its ways has been our greatest asset beginning with and lead by The City of Norman.



Food and Shelter

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The total cost for the first phase of our project is just over \$2.8 million. Due to the generosity of the community members as well as other philanthropic initiatives, we have raised and received in-kind gifts totaling \$2.5 million. This leaves us with a fundraising gap of just over \$300,000.

Phase 1 consists of a 6,000 square foot office building, day center and soup kitchen. Our housing units will be divided into two different types of housing. 16 units will be efficiency style houses which will provide permanent supportive housing to individuals who are homeless and also struggle with disabilities. We will have 14 housing units available for single parent households and 2 units able to hold larger families. These families will be provided long-term supportive shelter also known as Transitional Housing.

Once we are settled into our new facility, we will address the addition of any staff to help cover the case management need for our continuum of care. This will be a result of additional fundraising and grant opportunities available to Food and Shelter.

We do anticipate an increase in operational costs due to the expansion of housing and intend to build an endowment fund to help maintain and operate the expanded housing. We have also begun soliciting operational and support sponsorships for the cottages to help with maintenance and occupancy costs. Churches and civic groups are offering annual support as well as support to the individuals and families once they join us.

We believe we will not sustain a significant increase in operations within our office building. Landmark has recently built similar buildings in Norman and their costs to operate are actually less than we pay at our current location.

The City of Norman has stood by our work for so long. Your friendship and support is the reason we are as successful as we are today. Communities are judged by how they care for the neediest of people. I believe Norman has this figured out and am so grateful to be a part of this amazing community. This project is something our community needs. The City of Norman's support would be so incredibly appreciated.

Sincerely,

April Heiple
Executive Director

Why the move?

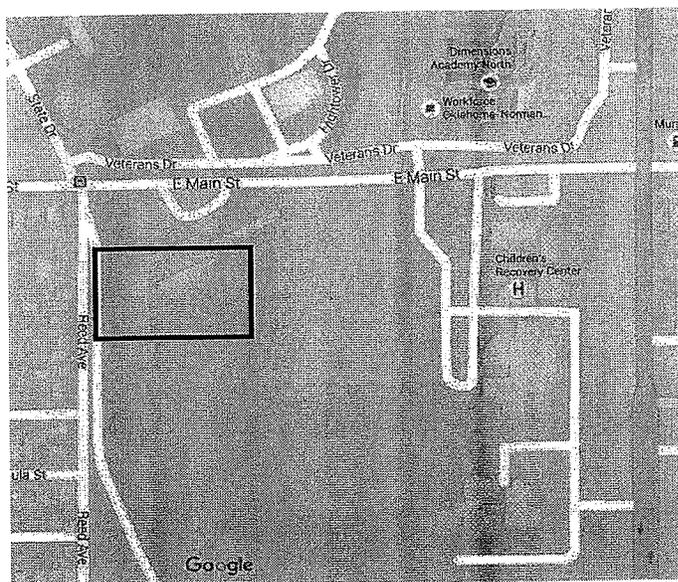
Anyone who has been within the Food and Shelter facility can see it is time to move. Our building is old and in many ways unusable. Our dining room no longer can seat the growing numbers of hungry people who come to us each day.

Additionally, we need more housing solutions for women, men and children facing homelessness. We decided on a village concept not only because of the way it will more effectively blend in to the neighborhood but also because the ability to have a home is something quite different than any other experience.

This concept is a dream for us and we are so very close to making this dream a reality.

Where are we moving?

We have purchased 3 acres of land in the area of East Main and Reed Street.



What will it cost?

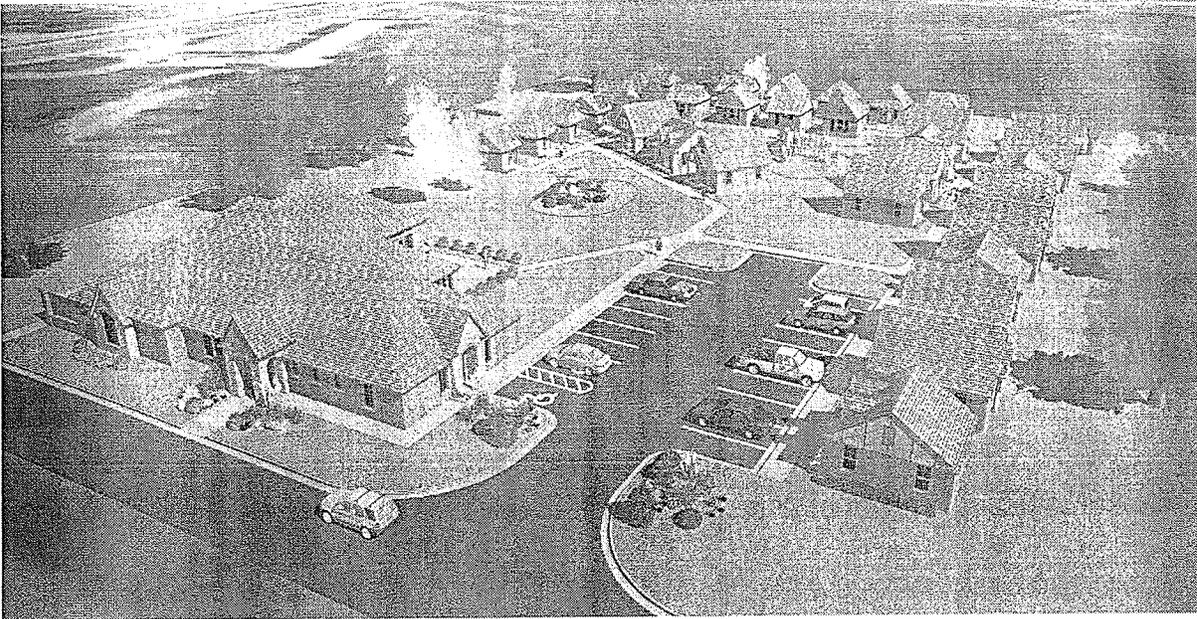
This project, in total, will cost just over \$3,000,000. That is 3 million dollars. To date, we have raised through in-kind gifts, cash donations and pledges almost \$2,700,000. What an incredible community in which we live.

What's our timeline?

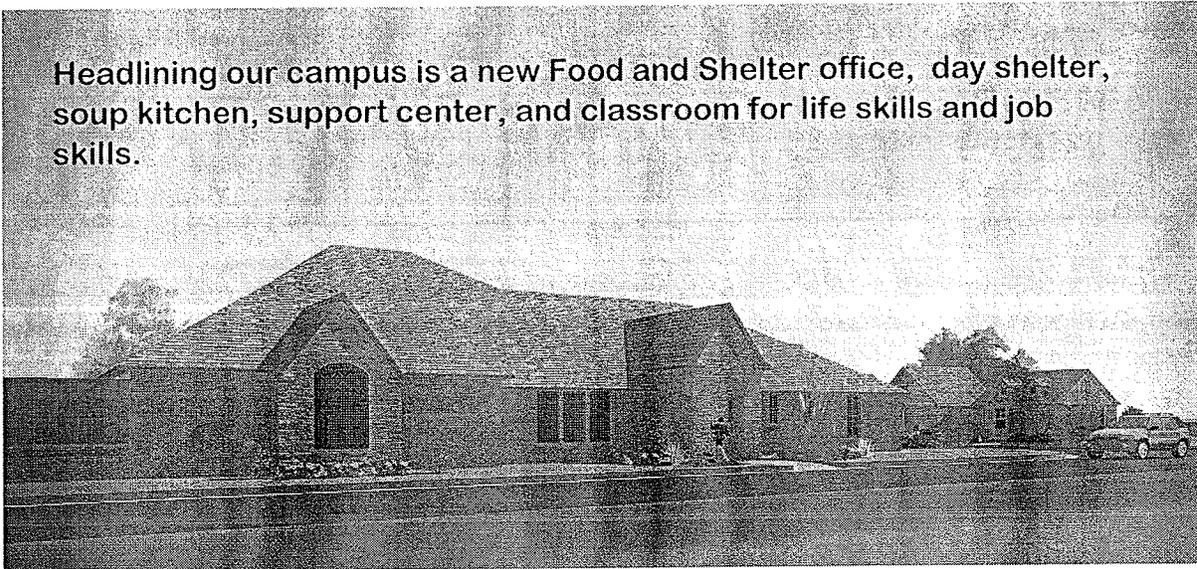
We expect to begin building shortly after the first of the year. We are currently soliciting permits from The City of Norman and will be anxiously waiting to receive these documents and break ground!

What can you do to help?

To make a donation, visit www.foodandshelterinc.org or contact April Heiple (405) 761-8313.



Headlining our campus is a new Food and Shelter office, day shelter, soup kitchen, support center, and classroom for life skills and job skills.



We will build a village of housing units for both individuals and families who need support and care throughout their journey back home. There will be 16 units for individuals and 16 units for families.

