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*City of Norman, Oklahoma*

*Substantial Amendment Two  
to the Community Development Block Grant (CDBG)*

*2019 Action Plan*

*For public comment May 7, 2020 through May 13, 2020*

*City of Norman, Planning and Community Development*

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The City of Norman was allocated \$535,688 in federal funding under the Coronavirus Aid, Relief & Economic Security Act (CARES) to assist with efforts to prepare, prevent and respond to the growing effects of this public health and economic crisis. President Trump signed this Public Law 116-136 on March 27, 2020 and immediately requested that grantees begin the process to assist and support the local pandemic response. The City of Norman has utilized community partners, stakeholders, private for-profit, non-profit sectors, local health authorities and citizens to survey needs affiliated with the pandemic. Although not every need can be addressed with these funds, the City of Norman along with our community service providers have developed a plan that prioritizes the unique needs of low-and moderate-income persons being affected by the crisis.

Policies, procedures, oversight and reporting remains a requirement for these federal funds. Federal regulations including income eligibility with supporting documentation applies to the use of these funds. Stakeholders assisting with the distribution of assistance using these funds must have policies, procedures and tracking systems in place to ensure prevention in the duplication of benefit to prevent fraud, waste, and abuse by ensuring the most vulnerable individuals and families receive services. Data collection and reporting of all beneficiaries is an essential part of the process to prove the need and to ensure compliance. Source documentation includes demographic information, income disclosure and/or documentation supporting circumstantial need. This funding is not an on-going assistance program. Alternative services and assistance is recommended for needs that exist beyond this funding award. An agreement between the City of Norman and the selected entities will ensure compliance.

The City of Norman will submit final substantial plan amendment, SF-424, SF-424D and the certifications at 24 CFR 91.225(a) and (b) or 24 CFR 91.325(a) and (b) to the Department of Housing and Urban Development after a 5-day comment period has expired and a virtual public hearing is held. The comment period begins May 7, 2020 and expires on May 13, 2020. The virtual public hearing will be held during the regularly scheduled city council meeting on May 12, 2020 at 6:30pm.

Funding was made available to address other needs under the CARES Act to assist health care, airlines, corporate and small businesses. Priorities were determined and based on need as well as access to other funding sources. CDBG-CV funds are not recommended to respond to groups that are addressed under other relief fund allocations or those that have access to resources specifically designated for those efforts. The City of Norman will utilize their CDBG-CV allocation to address the unserved or underserved needs identified by the community and stakeholders.

The City of Norman identified the following needs: rental/utility assistance, delivered meal assistance, and assistance with housing start-up for homeless individuals. The City recommends allocating the funds as follows:

## **Funding Recommendations**

### **Administration \$25,000**

The administration of the grant includes overall administration and compliance monitoring as well as start-up expenses for the programs.

### **Homeless Programs Technician \$59,000**

Salary and benefits for one full time position to assist in the distribution of these funds and the homeless assistance programs. This position is fully funded thru FYE21 with the CDBG-CV program and will transition to a General Fund Position for FYE22.

### **Homeless Start-Up Supplies**

This funding will provide sustaining resources for the provision of supplies that are provided for each homeless individual that is housed thru the Coordinated Case Management process. The supplies include the provision of a new bed and frame and basic household supplies at an average cost of \$500. With the susceptibility of the chronic population it is critical that permanent housing be made readily available. Financial resources are readily available for the provision of housing, one of the gaps is the cost of provision of furnishings.

### **Rent/Utility Assistance \$376,688**

The City of Norman will provide a rent/utility assistance program for Norman households with annual income less than 80% of area median income. Income verification will be documented as well as the household size, race/ethnicity of the household, and head of household. A duplication of benefits policy and procedure will be implemented. Participants of the program will receive assistance no more than two months in a twelve-month period. Participants will be eligible for both utility and rental assistance in the same month.

### **Home Delivered Meals \$25,000**

Providing meals to the low and moderate income citizens of Norman is a large part of the mission of five non-profit agencies located in Norman. While many other non-profits provide meals as a part of their programs, they are usually provided/purchased from one of these five agencies. Each of these agencies have their own procurement/preparation/distribution policies and each have experienced a disruption of these policies due to the COVID-19 Crisis. Many of them relied heavily on volunteers for the donation of supplies, preparation of the meals, while others utilized in house employees and volunteers for distribution. Because of the COVID-19 Crisis each of these agencies have admirably been able to continue to provide meals to the vulnerable populations they serve, but have had to purchase frozen or shelf stable meals at a substantial increased cost of the meals. Providing a \$5,000 grant to each of these five agencies will assist in offsetting the costs of the meals. Each of the populations that are served by these agencies are considered a "Presumed Benefit" category by HUD so no income verifications will be

required. Racial and ethnic information will be provided by each agency for the clients served. The agencies are:

- Aging Services, Inc.
- Food and Shelter, Inc.
- Meals on Wheels, Inc.
- Salvation Army, Inc.
- Thunderbird Clubhouse, Inc.