



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/14/2026

REQUESTER: Amanda Sherf

PRESENTER: Amanda Sherf, Community Services Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTON, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2627-9: BY AND BETWEEN THE CITY OF NORMAN AND THUNDERBIRD CLUBHOUSE BOARD, INC. IN THE AMOUNT OF \$50,000 FOR THE COORDINATION OF ACTIVITIES FOR THE OK504 NORMAN/CLEVELAND COUNTY CONTINUUM OF CARE AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The Continuum of Care (CoC) program was authorized within the McKinney-Vento Homeless Assistance Act of 2009 and is funded by the U.S. Department of Housing and Urban Development. To be eligible for federal funding the program requires coordination of homelessness activities within a defined geographic area, and the City of Norman is located in the Cleveland County Continuum of Care. The program requires that a Collaborative Applicant be established for the geographic area by the relevant parties of the geographic area with the specific duties to:

- Design a collaborative process for the development of an application(s) for funding, and for evaluating the outcomes for projects for which funding is awarded in such a manner as to provide information necessary to determine compliance with:
 - Program requirements of potential funding,
 - Selection criteria for funding,
 - Establishment of priorities for funding projects for the geographic area involved.
 - Participation in the Consolidated Plan for the Geographic Area(s) served by the Continuum.
 - Ensure operation of, and consistent participation by, project sponsors in a community wide homeless management information system (HMIS), that
 - Collects unduplicated counts of individuals and families experiencing homelessness
 - Analyzes patterns of use of assistance provided for the geographic area involved
 - Provides information to project sponsors ad applicants for needs analysis and funding priorities
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Beginning in 2009 the City of Norman served as the CoC Collaborative Applicant. In March of 2022 the City of Norman resigned as the Collaborative Applicant for OK504 Norman/Cleveland County CoC. The CoC solicited letters of intent from potential applicants with Food and Shelter, Inc. and Thunderbird Clubhouse Board, Inc. both submitting Letters of Intent. Food and Shelter, Inc. later withdrew from consideration. On March 29, 2022, the CoC Executive Board selected Thunderbird Clubhouse Board, Inc. as the Collaborative Applicant and formally registered this entity with the U.S. Department of Housing and Urban Development.

In April 2022, City Manager Darrel Pyle approved the Letter of Intent and the associated Norman/Cleveland County CoC Collaborative Applicant Job Description with the agreed upon price of \$12,500 per quarter in compensation for duties as defined. As a part of the FYE 27 Budget Process, this activity was approved and funded as a new/expanded program.

DISCUSSION:

Since the designation of Thunderbird Clubhouse Board, Inc. as the Collaborative Applicant, the CoC has experienced better communication and an increase in participating agencies. A Memorandum of Understanding between the City of Norman and Thunderbird Clubhouse Board, Inc. was signed on July 1, 2026 and details the responsibilities of both parties.

It needs to be stated that the duties of the Collaborative Applicant are limited in that they are focused on the Coordination of Continuum of Care activities, not in direct client services to address homelessness.

RECOMMENDATION:

Staff has reviewed the proposed contract and recommends approval of Contract K-2627-9 in the amount of \$50,000 to Thunderbird Clubhouse Board, Inc. Funds are available in the General Fund, City Manager, Other Business Services (account 10110110 44199).