



## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 07/22/2025

**REQUESTER:** Lisa D. Krieg

**PRESENTER:** Lisa D. Krieg, CDBG Grants Manager

**ITEM TITLE:** CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, AWARDED, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2526-8: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NORMAN AFFORDABLE HOUSING CORPORATION, INC., IN THE AMOUNT OF \$100,000 FOR THE ACQUISITION OF PROPERTY FOR AFFORDABLE HOUSING AS PART OF THE COMMUNITY DEVELOPMENT BLOCK GRANT FIRST YEAR ACTION PLAN.

---

### **BACKGROUND:**

On May 13, 2025, the Norman City Council approved the fiscal year ending June 30, 2026 (FYE 26) First Year Action Plan for the Community Development Block Grant (CDBG) and HOME Investment Partnerships Programs. Included in this Action Plan was an activity to provide a total of \$100,000 for property acquisition to Norman Affordable Housing Corporation Incorporated (NAHC). These funds are designated for acquisition of property for the development of affordable housing. The FYE 18 thru FYE 25 Action Plans contained identical items to provide \$100,000 annually for the development of affordable housing.

Since the spring of 2013 when the CDBG Policy Committee realigned the program priorities to focus on affordable housing, there have been nineteen projects, consisting of fifty-four units that have been completed in partnership with the Norman Affordable Housing Corporation. Twice, Requests for Proposals have been administered to solicit other entities having an interest in participating, with no other proposals received other than from NAHC. Each year during the development of the Annual Action Plan, the CDBG Policy Committee reviews documentation from each of the developments that have been completed.

The CDBG and HOME budgets were developed over a series of meetings of the Community Development Block Grant Policy Committee. This Committee consists of fifteen members that are elected as designated in the Citizen Participation Plan. The proposed First Year Action Plan and Budget was unanimously approved by the Policy Committee on April 23, 2025.

### **DISCUSSION:**

Discussions pertaining to the long standing, beneficial partnership between the City of Norman and the Norman Affordable Housing Corporation, Inc. resulted in the CDBG Policy Committee recommending that \$100,000 of funding be designated within the FYE 26 First Year Action Plan

to the Norman Affordable Housing Corporation, Inc. for acquisition of property to be utilized for affordable housing.

Once this contract is awarded, prior to distribution of funds, NAHC will be required to provide documentation to the City of Norman of any intended property for purchase. This documentation will require an appropriate appraisal for cost reasonableness and evaluation of the site for appropriateness. An Environmental Review will be completed in accordance with HUD regulations prior to distribution of funds.

**RECOMMENDATION:**

Staff recommends approval of Contract K-2526-8 with the Norman Affordable Housing Corporation Incorporated in the amount of \$100,000. Funds are available in the Community Development Fund in CDBG Land Acquisition B26 (account 21240155 46001; Project GC0103).