



## 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-2526-14: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, NORMAN AFFORDABLE HOUSING CORPORATION, AND NORMAN COMMUNITY HOUSING DEVELOPMENT ORGANIZATION 2015, INC., IN THE AMOUNT OF \$342,000 AS AGREED UPON UNDER THE FOLLOWING HOME INVESTMENT PARTNERSHIP PROGRAM FUNDING YEARS; M21; M22; M23; M24; AND M25 FOR THE CONSTRUCTION OF A FOUR BEDROOM STRUCTURE TO BE LOCATED AT 521 LEANING ELM, NORMAN, OKLAHOMA, TO BE UTILIZED AS AFFORDABLE RENTAL HOUSING.

---

### **BACKGROUND:**

This Written Agreement is between the City of Norman, Norman Affordable Housing Corporation, Inc. and Norman CHDO 2015, Inc. to construct one single family structure located at 521 Leaning Elm, Norman, OK. HOME Community Housing Development Organization (CHDO) funding is available in the amount of \$342,000 (budgeted in FYE 2022, FYE 2023, FYE 2024, FYE 2025, and FYE 2026). The City of Norman funds are to be combined with an investment of \$54,410.18 from Norman Affordable Housing Corporation, for a total project cost of \$396,410.18.

### **DISCUSSION:**

The four-bedroom single family unit will be constructed by Norman CHDO 2015, Inc. in partnership with Norman Affordable Housing Corporation to expand the availability of affordable housing to the community at large. The project will consist of a single-family structure located at 521 Leaning Elm, Norman, OK. This unit contains approximately 2,000 square feet of living area exclusive of a double car garage and includes standard amenities. This structure meets the Phase One criteria of the City of Norman Visitability Ordinance. This vacant lot is currently owned by Norman Affordable Housing Corporation, Inc. and will be donated to the project. The structure will adhere to all City of Norman requirements for parking and site improvements in addition to installation of perimeter fencing.

The unit will rent at rates affordable to households at or below 60% of the Median Family Income with an approximate rent of \$800 per month. The HOME Investment Partnerships Program requires that projects utilizing HOME funds remain affordable and be occupied by households meeting the income requirements for a specific period of time, depending on the type of construction and the amount of HOME funds utilized. This project will require a twenty (20) year period of affordability. The Period of

Affordability will be secured by a Deed of Trust that is filed on the property. The City of Norman will maintain the certification and recertification pertaining to the affordability throughout this period insuring compliance.

This project is collaboration between the City of Norman, Norman Affordable Housing Corporation, Inc. and Norman CHDO 2015, Inc. The Written Agreement to be executed outlines the roles and responsibilities that each entity is required to fulfill.

The funds being provided by the Norman Affordable Housing Corporation were the result of an investment the Norman City Council made with the proceeds from the sale of the Kingsgate Property in 2005. The funds provided to Norman Affordable Housing to purchase residential property to be rented at affordable rates has provided a substantial return and is now being reinvested into this project, thus perpetuating the return on the investment by the City of Norman. This is the fifth project of this type that the City of Norman has undertaken to expand the availability of affordable housing. Each of the previous projects have been successfully completed and are fully occupied. In compliance with the HOME Investment Partnership regulations, a Pro-Forma has been completed to document the development expenses as well as the sustainability of the operation of the project through the period of affordability.

**RECOMMENDATION:**

Staff recommends approval of Contract K-2526-14 with the Norman Affordable Housing Corporation and Norman CHDO 2015, Inc. in the amount of \$342,000.

Funds are available in the CDBG Fund, in the following accounts:

HOME 22; Miscellaneous Services/Rental Housing (Account 21240020-44712; \$65,000)  
HOME 23; Miscellaneous Services/Rental Housing (Account 21240026-44712; \$70,000)  
HOME 24; Miscellaneous Services/Rental Housing (Account 21240030-44712; \$70,000)  
HOME 25; Miscellaneous Services/Rental Housing (Account 21240034-44712; \$70,000)  
HOME 26; Miscellaneous Services/Rental Housing (Account 21240159-44712; \$67,000)