



# CITY OF NORMAN, OK CITY COUNCIL SPECIAL MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069

Tuesday, February 28, 2023 at 5:00 PM

## MINUTES

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### CALL TO ORDER

Mayor Heikkila called the Meeting to Order at 5:00 p.m.

### PRESENT

Mayor Larry Heikkila  
Councilmember Ward 2 Lauren Schueler  
Councilmember Ward 3 Kelly Lynn  
Councilmember Ward 4 Helen Grant  
Councilmember Ward 5 Rarchar Tortorello  
Councilmember Ward 6 Elizabeth Foreman  
Councilmember Ward 7 Stephen Holman  
Councilmember Ward 8 Matthew Peacock

### ABSENT

None

### AGENDA ITEMS

1. DISCUSSION REGARDING THE HOME AMERICAN RESCUE PLAN ACT (ARPA) ALLOCATION PLAN.

Ms. Lisa Krieg, Community Development Block Grant (CDBG) Grants Manager, said the Home American Rescue Plan (ARP) provides \$5 billion of supplemental HOME funds to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations by providing housing, rental assistance, supportive services, and non-congregate shelter. She said the plan is being administered under the Housing and Urban Development (HUD) and the funds have to be used by a "qualified population."

Item 1, continued;

Ms. Krieg said the HOME-ARP fund was given to various participating jurisdictions (PJ), which includes Norman. The regulations are a 90 page document with details to develop a HOME-ARP Plan and determine gaps and priorities. Allocated via HOME formula, highly targeted to poverty, renters in poverty, cost, availability, and condition of housing stock. She said jurisdictions that qualified for HOME allocation in FYE 2021 received HOME-ARP allocations and Norman's allocation is \$1,560,908. She said the City went through a consultation and public participation process, which is still ongoing and public comments will be taken through March 20th. Staff along with Continuum of Care developed a needs assessment and gaps analysis and established eligible activities based on the needs assessment and gaps analysis. She said they also discussed HOME-ARP production housing goals as well as preferences and referral methods. She said a pretty broad outreach to stakeholders and the public.

In December 2021, Council approved a completed contract with HUD in the amount of \$78,045.40 and due to the complexity of the HOME-ARP process, HUD released five percent of the eligible administration dollars so Staff can begin preparation or hire a consultant. Ms. Krieg said preparation was done in-house and Staff developed an allocation plan for public review and once Council has approved the allocation plan it will be reviewed by HUD. Once HUD has approved the allocation plan, Staff will develop a Request for Proposal (RFP) for the activities identified and the City will have until December 30, 2030, to expend the funds.

Ms. Krieg highlighted components of the allocation plan that included Consultation; Needs Assessment and Gap Analysis; HOME-ARP Activities; Activity Specific Requirements; Public Participation; and Certification.

HUD mandated the City reach out to service providers whose clientele include HOME-ARP qualifying populations to identify unmet needs and gaps in housing and service deliver systems. The groups contacted include Continuum of Care; homeless and domestic violence service providers; veteran's groups; public housing agencies; public agencies that address the needs of qualifying populations; public or private organization that address fair housing, civil rights, and the needs of persons with disabilities. She said consultations were held in person, through an online survey, and in virtual context.

The City as the PJ conducted a needs assessment and gap analysis, both rooted in data, and the analysis included the size and demographics of the qualifying population and the unmet need in housing and services. Detailed needs assessment and gaps analysis data that was part of the Homebase Strategic Plan was updated and included. Ms. Krieg said the Homebase Strategic Plan includes current point and time numbers, housing numbers, etc. In addition, the plan identified characteristics of housing associated with instability and an increased risk of homelessness; priority needs for qualifying populations; and explained low level of need and gaps in its shelter. Based upon this analysis, housing inventory and service delivery systems were determined.

Item 1, continued:

Ms. Krieg said HOME-ARP activities includes describing how a PJ would distribute HOME-ARP funds in accordance with its priority needs; indicating the amount of HOME-ARP planned for each individual activity type; demonstrating that no more than five percent of the allocation will be used for non-profit organization operating assistance, non-profit capacity building, and no more than 15% for administrative costs; and providing a description on how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities.

HUD identified four qualifying populations that include homeless; at-risk of homelessness; fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and other populations where providing supportive services or assistance would prevent the family's homelessness or would service those with the greatest risk of housing instability.

Ms. Krieg said the five eligible activities include production or preservation of affordable housing; tenant-based rental assistance; supportive services, homeless prevention services, and housing counseling; purchasing and developing of non-congregate shelter; and non-profit operating and capacity building.

The City, Continuum of Care, and other community partners collected data to identify the gaps that included who is experiencing homelessness in the community, reviewing current community plans of gaps analysis, identifying additional sources of funding for potential projects, as needed, and developing prioritization tools for potential projects. They also discussed other potential funding sources that could leverage the HOME-ARP Plan funds as well as operational costs since this is one time funding and prioritization tools for the different populations.

#### Rental Housing

HOME-ARP funds may be used to acquire, construct and rehabilitate rental housing for occupancy by individuals and families that meet one of the qualifying populations. Ms. Krieg said permanent supportive housing has been identified as the top priority and funding proposes to construct 12 units of permanent housing. HOME-ARP funding will be leveraged to the maximum extent to produce additional units and the Norman Housing Authority (NHA) has committed to providing project based rental assistance for this project which will provide operational funding.

#### Supportive Services

HOME-ARP funds may be used to provide a broad range of supportive services to individuals and families that meet one of the qualifying populations, such as McKinney-Vento Supportive Services, Homeless Prevention Services (EST Program), and Housing Counseling Services. Ms. Krieg said the 12 units of permanent housing are being designated as permanent supportive housing and will utilize HOME-ARP funds. The supportive services will be limited on the tenants of this project to maintain housing stability.

Item 1, continued:

Preferences/Limitations/Methods of Prioritization

Ms. Krieg said a *Preference* permits an eligible qualified population applicant to be selected for assistance before another eligible qualifying applicant. She said a preference has been established for Category 1 – Homeless with a subpopulation of Chronically Homeless. Chronically homeless is someone who has been homeless for a period of one year or more with verified disability. A *Limitation* purposely excludes an eligible qualified population applicant from applying for or receiving assistance – no limits are proposed. A *Method of Prioritization* is the process used to determine how two or more eligible qualified population applicants qualifying for preferences are selected for HOME-ARP assistance – referrals may be made from multiple sources, a waiting list will be utilized, and prioritization will be based upon length of time homeless.

Ms. Krieg said the allocation plan funding includes \$1,226,908 for Production of Affordable Housing, \$100,000 for Supportive Services, and \$234,000 for Program Administration.

Next steps include continuing to consider consultation opportunities to refine plan; continuing public comment; substantial amendment to the 2021 Action Plan and execution of certifications; submittal to HUD by March 31, 2023; RFP process for development after HUD approval; and all activities completed by 2030.

Items submitted for the record

1. PowerPoint presentation entitled, "HOME-ARP AMERICAN RESCUE PLAN"

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2. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, UNDER TITLE 25 § 307(B)(4) TO DISCUSS PENDING LITIGATION ASSOCIATED WITH SHAZ INVESTMENT GROUP, L.L.C., VS. THE CITY OF NORMAN, CLEVELAND COUNTY COURT CASE CJ-2021-1044(K).

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Heikkila, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

The City Council adjourned into Executive Session at 5:25 p.m. Mr. Darrel Pyle, City Manager, Ms. Kathryn Walker, City Attorney, Mr. Rick Knighton, Assistant City Attorney, and Ms. Beth Muckala were in attendance at the Executive Session.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 7 Holman.

Item 2, continued:

Voting Yea: Mayor Heikkila, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

The Executive Session was Adjourned out of and the Special Session was Reconvened at 6:25 p.m.

Pending litigation associated with Shaq Investment Group was discussed in Executive Session. No action was taken and no votes were cast.

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## **ADJOURNMENT**

The meeting was adjourned at 6:26 p.m.

ATTEST:

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City Clerk

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Mayor