



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/09/2024

REQUESTER: Lisa D. Krieg

PRESENTER: Lisa D. Krieg, CDBG Grants Manager

ITEM TITLE: CONDUCTING A PUBLIC HEARING FOR CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-16 ALONG WITH SUBSTANTIAL AMENDMENT TWO TO THE FYE18 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The Third Year Action Plan for the 43rd Year Community Development Block Grant (CDBG) Program and the 2017 HOME Partnership Program (City of Norman FY 2017-2018) were approved by the Norman City Council on May 23, 2017 and the U.S. Department of Housing and Urban Development (HUD) on June 29, 2017. All activities included in the proposed use of funds referenced the Five-Year Consolidated Plan Objectives and expected performance outcomes, and totaled \$756,303. Amendment One was approved in 2020 to utilize Neighborhood Project funding to address issues related to the October 2019 Ice Storm.

To assist in addressing the changes in the needs of a non-profit that was awarded funding, this substantial amendment is prepared to revise the use of the funding. After a RFP process, the funds were awarded to Bethesda, Inc. with contract K-1920-16 to be utilized in conjunction with their established Capital Campaign. As a result of diminished fundraising activity due to the COVID 19 Pandemic, they have revised the expectations of their campaign and have requested the use of the funds to meet the immediate need to replace office equipment that may be utilized at their existing location as well as being able to be utilized at the new location when it occurs.

DISCUSSION:

The CDBG Program uses the guidance of a Citizen Participation Plan (CPP) in addressing the development of each Consolidated Plan and Action Plan as well as any changes that need to be made after approval. The CPP is approved by the CDBG Policy Committee, the City Council, and HUD as part of the Consolidated Planning Process.

In regards to substantial amendments to the Consolidated Plan or Annual Action Plan, per the regulations, the grantee shall identify the criteria it will use for determining what constitutes a substantial amendment. The City of Norman identifies a substantial amendment as the following:

1. An increase to the funding level of a previously approved activity or program by 50 percent or more;
2. A change in the purpose, scope, location or beneficiaries of an activity to the extent that it would be considered a new activity, at the discretion of the City of Norman; or
3. A change in the types of beneficiaries proposed to be served by the activity (ex. from homeless to youth), when more than 50 percent of the original beneficiary types will be changed.

This request qualifies for a Substantial Amendment of requirement 2 due to the change in scope (Acquisition of Equipment).

In addition to this request being reviewed by staff, it was also reviewed by Monica Fiordeleis, HUD Representative for compliance. This request was reviewed and approved by the CDBG Policy Committee on March 3, 2024.

RECOMMENDATION:

Staff reviewed the proposed change and recommends approval of Amendment Number One to Contract K-1920-16 to Bethesda, Inc. No change in funding amount is required.