



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 08/13/2024

**REQUESTER:** Lisa D. Krieg

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

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-15: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, 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.

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### **BACKGROUND:**

Since 2009, the City of Norman has served the Norman/Cleveland County Continuum of Care (CoC) as the designated Collaborative Applicant (CA). The general duties of the CA include the formal designation as the applicant for the CoC to collect and submit the CoC registration, CoC Consolidated Application (which includes the CoC Application and Priority Listing) and apply for CoC Planning funds on behalf of the CoC during the CoC Program Competition. The duties of this responsibility have been undertaken by multiple City of Norman staff within the Planning Department over this time period.

The CoC program was authorized within the McKinney-Vento Homeless Assistance Act of 2009 as Amended and is funded by the U.S. Department of Housing and Urban Development. The program requires that the coordination of activities be within a defined geographic area, OK504 encompasses Cleveland County, and the program further 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 and applicants for needs analysis and funding priorities

In March 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 fiscal year 24-25 (FYE 25) budget process, this activity was approved and funded as a new/expanded program.

#### **DISCUSSION:**

The proposed contract represents activities described within the contract and associated Job Description/Scope of Work. This document is codified within the CoC Governance Documents and has been approved by the CoC Executive Committee and Manager Pyle and reviewed annually for any needed amendments.

Since the designation of Thunderbird Clubhouse Board, Inc. as the Collaborative Applicant, the CoC has experienced better communication and an increase in participating agencies. 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-2425-15 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).