



# Third Program Year Action Plan

The CPMP Third Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### Executive Summary

**The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.**

#### Program Year 3 Action Plan Executive Summary:

Since the 2010, Moore has been a designated Entitlement City for the Community Development Block Grant program. As such, the City receives an annual allocation of CDBG funds to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services with maximum feasible priority to activities that primarily benefit low- and moderate-income persons.

In order to obtain funds, the City develops its own programs and funding priorities by preparing the following:

- Five-Year Consolidated Plan, a comprehensive long-term review of development needs for housing, services, public improvements and facilities, and economic growth. At least 70% of CDBG funds must be spent on activities to benefit people with low and moderate incomes. The remaining 30% can be used to aid in the prevention or elimination of slums and blight or to meet an urgent need.
- Annual Action Plans which identify how CDBG funds will be used to achieve proposed outcomes and respond to identified community needs.
- Consolidated Annual Performance Evaluation Report at the close of each project year summarizing activities undertaken to meet objectives set forth in the Consolidated Plan.

2012 is the third year that the City of Moore qualifies as an entitlement city under the Community Development Block Grant. As such, the city receives an annual allocation of CDBG funds to carry out a wide range of community development

activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services with maximum feasible priority to activities that primarily benefit low and moderate income persons. To obtain funds, the city develops its own programs and funding priorities by preparing: 1) a **Five-Year Consolidated Plan**, a comprehensive long-term review of development needs for housing, services, public improvements and facilities, and economic growth; 2) a **One-year Action Plan**, identifying how CDBG funds will be used to achieve proposed outcomes and respond to identified community needs; and 3) a **Consolidated Annual Performance Evaluation Report**, at the close of each project year summarizing activities to meet objectives set forth in the Consolidated Plan.

The following initiatives and goals are consistent with the Five Year Consolidated Plan that became effective October 1st, 2010; which included suitable living environment, decent housing and expanded economic opportunities with the final goal being the development of a viable urban community. The activities that will be addressed in this action plan are compatible with the Five Year Consolidated Plan which includes public facilities improvement, assistance to low-income at-risk youth through counseling services, and assistance to the elderly and abused children.

The Third Year Action Plan will cover the one-year period of October 1, 2012-September 30, 2013. For program year 2012, Moore's CDBG allocation is \$277,256.00. Of this amount, HUD regulations allow up to 20% (\$55,451.00) to be allocated for administration, up to 15% (\$41,588.00) to be allocated for public service, and up to 100% (\$277,256.00) to be allocated for city projects. An additional \$47,823 will be available from reallocated funds, which will be used for public facilities improvement.

The City of Moore has reviewed all proposed activities and each of these activities has been reviewed for eligibility under 24 CFR Subpart C and has been determined to be eligible under HUD guidelines as established for the Community Development Block Grant program. The activities planned for this year will meet HUD national objectives. Funding requests totaling more than \$70,000 were considered. The CDBG Advisory Committee reviewed and made recommendations to the City Council.

<b>Table 1: FFY 2012 Planned Activities</b>		
	<b>DESCRIPTION</b>	<b>CDBG AMOUNT</b>
<b>PLANNING/ADMINISTRATION</b>		
City of Moore	Program Administration	\$55,451
<b>PUBLIC FACILITIES</b>		
City of Moore/Senior Center	Senior Center Expansion	\$228,040
<b>PUBLIC SERVICES</b>		
Aging Services, Inc.	Senior Meal Delivery	\$8,000
Bethesda, Inc.	Abused Children Counseling	\$8,000
Moore Youth and Family Services	Youth 1 <sup>st</sup> Time Offenders Program	\$8,000
Moore Alcohol/Drug Center,	At-Risk Youth Counseling Program	\$13,107

Inc.		
Moore Public Schools Foundation	Youth Lice Kits	\$4,481
<b>TOTAL FFY 2012</b>		<b>\$325,079.00</b>
<b>FUNDING JUSTIFICATION</b>		
HUD Allocation	B-12	\$277,256
Reallocated Funds	B-10	\$47,823
Program Income	N/A	\$0
<b>Total</b>		<b>\$325,079.00</b>

The following table explains the objective and outcomes each activity will meet.

<b>Table 2: FFY 2012 Planned Activities</b>		
	<b>OBJECTIVE</b>	<b>OUTCOME</b>
<b>PLANNING/ ADMINISTRATION</b>		
City of Moore	N/A	N/A
<b>PUBLIC FACILITIES</b>		
City of Moore/Senior Center	Create a Suitable Living Environment	Accessibility/Availability
<b>PUBLIC SERVICES</b>		
Aging Services, Inc.	Create a Suitable Living Environment	Accessibility/Availability
Bethesda, Inc.	Create a Suitable Living Environment	Accessibility/Availability
Moore Youth and Family Services	Create a Suitable Living Environment	Accessibility/Availability
Moore Alcohol/Drug Center, Inc.	Create a Suitable Living Environment	Accessibility/Availability
Moore Public Schools Foundation	Create a Suitable Living Environment	Accessibility/Availability

### **Past Performance**

CDBG staff strives to meet all HUD and CDBG program requirements, while also following City and State mandated requirements. To ensure sub-grantees understand their responsibilities, staff provides training, technical assistance, and monitors projects regularly based on the type of activity and complexity.

As shown in Moore's most recent Consolidated Performance and Evaluation Report (CAPER) (2010-2011), the City of Moore expended \$40,745.60 in funds. A total of 9 activities were open in FFY 2010-2011 with 3 of those activities completed. The remainder of the activities was complete by the end of calendar year 2011 and will be reported with the next CAPER. Of the total funds expended for projects, 100% of the funds went to benefit low/moderate income persons and households.

## General Questions

- 1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.**
- 2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.**
- 3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.**
- 4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.**

### Program Year 3 Action Plan General Questions response:

1. Moore is located in the central part of the state within Cleveland County and is a suburb of Oklahoma City. The city is an urban community of 24 square miles with an estimated 20,339 housing units and 2295.04 persons per square mile.

The 2010 Census shows Moore's total population to be 55,081. According to the 2010 Census; racially the City is predominantly Caucasian at approximately 78.9% (43,459). Approximately 8.9 % (4,900 persons) are Hispanic or Latino; approximately 4.6% (2,511 persons) are black, approximately 4.5% (2,463) are American Indian, approximately 2.3% (1,256) Asian. Approximately 6.7% (3,697) fall into the combination of the some other races alone or two or more races.

CDBG assistance is made available throughout the City of Moore. However, based on the type of the activity to be undertaken, the City may target and invest CDBG funds to specific areas where 51% or more of the total household beneficiaries have low to moderate incomes. Typically, the City qualifies CDBG activities under the national objective of benefit to low and moderate income households. Figure 1 identifies the areas within Moore that qualify for low-moderate income. Figure 2 shows the distribution of minority residents within the City.

For 2012, CDBG Project Activities are categorized in 3 areas: Administration (20%), Public Services (15%), and Public Facilities (65%). Public Services and Public Facilities are projects that will directly benefit low-moderate income households. Public Services are undertaken on a city-wide basis, with eligibility based on household income or presumed low-mod clientele. The public facilities project (Brand Senior Center expansion) is intended to serve Senior Citizens, a presumed low-mod income clientele.

2. Moore plans to make CDBG funds available on a citywide basis with project eligibility determined on a case-by-case, activity-by-activity basis. However, should geographic targeting of resources become necessary due to unforeseen needs or opportunities, the specific geographies will be publicized and qualified under one or more of the three CDBG national objectives.

Assignments of Priorities for the Consolidated Plan are based on consideration of citizen input; data generated by the Housing Needs Analysis and Impediments to Fair Housing; input from social service agencies, health and educational providers; City staff, CDBG Committee, and funding availability. Using the HUD's priority needs categories, individual priorities are assigned as follows:

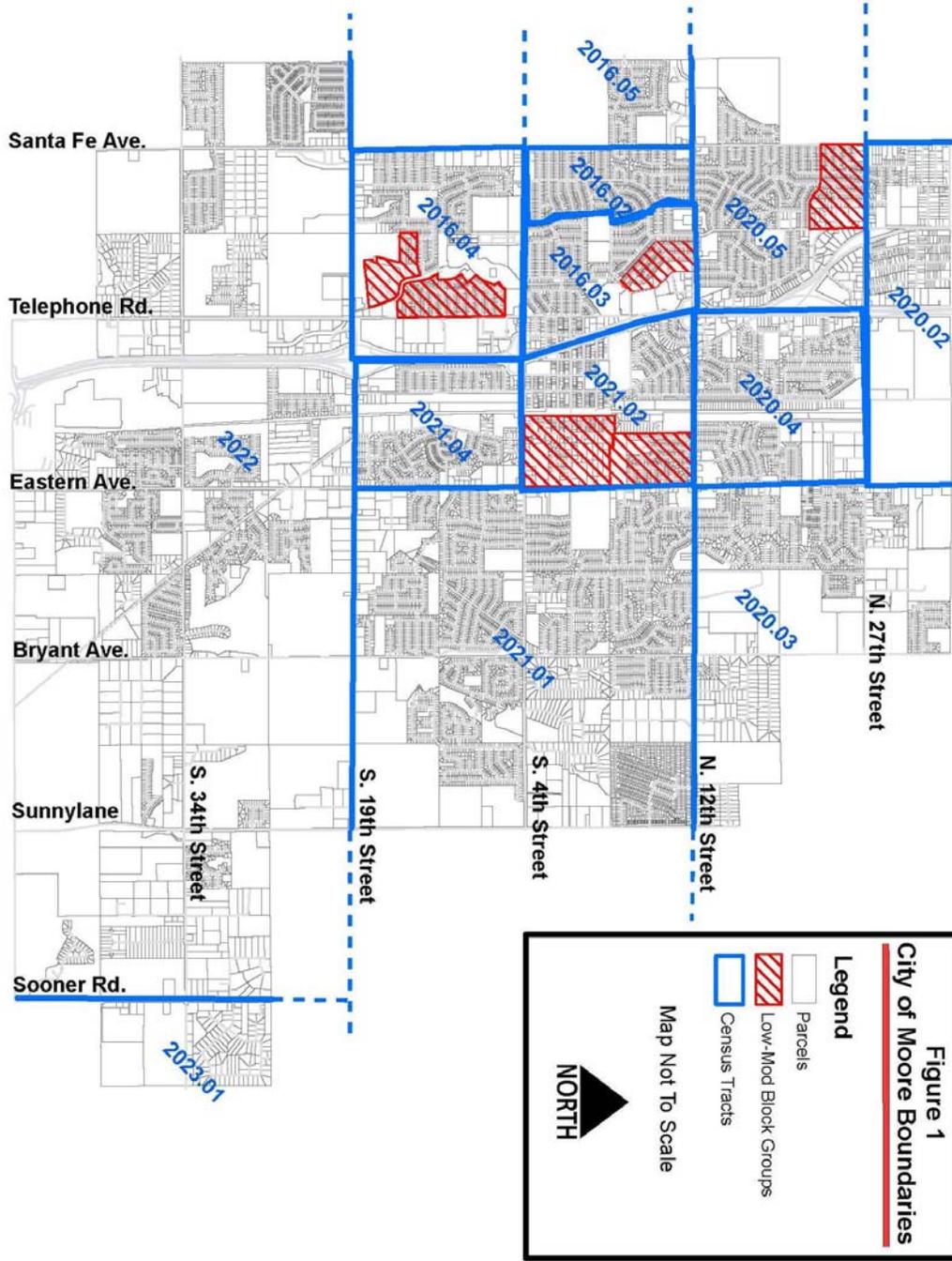
- ✓ **High Priority**-Activities to address this unmet need will be funded by the locality with federal funds, either alone or in conjunction with the investment of other public or private funds.
- ✓ **Medium Priority**-If funds are available, activities to address this unmet need may be funded by the locality with federal funds, either alone or in conjunction with the investment of other public or private funds.
- ✓ **Low-priority**-needed but not pursued by the city. The City will consider certifications of consistency for other entities' applications for federal assistance.

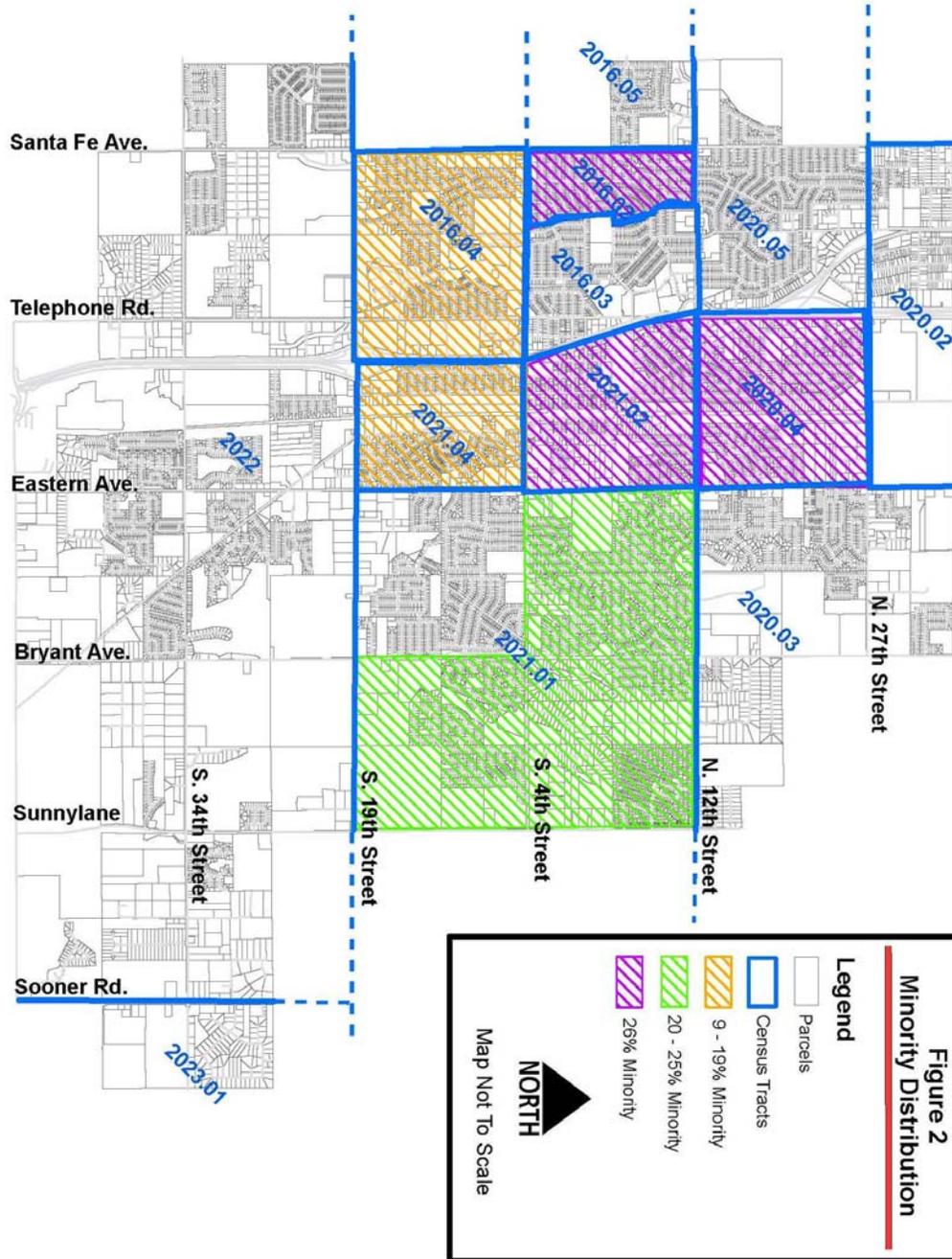
3. The city's primary obstacle to meeting underserved needs is limited CDBG funding availability in relation to project needs, demands and staffing. Available funds are divided among competing needs in affordable housing, community development, supportive public services and economic development. Additionally, all funded activities are labor intensive, and governed by numerous federal regulatory requirements that require constant staff oversight and monitoring. Moore does not receive a direct allocation of funds from HUD's other formula driven entitlement programs (HOME, ESG, and HOPWA).

4. The Strategic Plan identified several public facilities needs that can be supplemented with other funding sources, including streets, sidewalks, and landscaping. The possible funding sources include:

- Competitive transportation improvement funding from the Association of Central Oklahoma Governments (ACOG)
- State grant funding for landscaping projects
- Local Bond Issue Projects that include portions of identified low-moderate income neighborhoods

Since Moore does not receive a direct allocation of funds from HOME, ESG and HOPWA, additional funding needed to address housing needs is pursued from other areas. The City of Moore has relied in the past on a grants manager to pursue additional funding. This has proved successful in many areas, and the City of Moore will continue a strong and robust grants program.





## Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

### Program Year 3 Action Plan Managing the Process response:

1. The Community Development Department of the City of Moore is the lead agency responsible for development and administration of programs and activities of the Consolidated Plan. A CDBG Citizen Advisory Committee composed of Moore citizens who have insight on issues that face the low-moderate income population within the City of Moore reviews the applications and makes final recommendations for funding for the City Council's approval. Administration of all aspects of the program will be the responsibility of the Community Development Department of the City of Moore.

Moore's CDBG Program is under the direction and oversight of the Community Development Department. The City currently utilizes the Community Development Director to manage and oversee all grants funding. However, a portion of CDBG funding will be spent to pay the CDBG Coordinator, who will be responsible for administering and implementing the CDBG Program, including all funded activities, preparing the 5-year Consolidated Plan and Annual Action Plans, program and project record keeping, and federal and state Program related regulations and statutes.

Table 3 lists the agencies that will assist in the administration of programs and activities that will be addressed in the 2012 Annual Action Plan:

<b>Table 3: FFY 2012 Public Service Activities</b>				
<b>ORGANIZATION</b>	<b>PROJECT DESCRIPTION</b>	<b>NEW OR EXPANDED SERVICE</b>	<b>PERSONS SERVED</b>	<b>FUNDING</b>
Aging Services, Inc.	Senior Meal Delivery	Expanded	11	\$8,000
Bethesda, Inc.	Abused Children Counseling	New	59	\$8,000
Moore Youth and Family Services	Counseling Services for At-Risk Youth	New	200	\$8,000
Moore Alcohol/Drug Center, Inc.	Youth 1 <sup>st</sup> Time Offenders Program	New	325	\$13,107
Moore Public Schools Foundation	Youth Lice Kits	New	90	\$4,481

2. Development of the Action Plan followed the city's adopted Citizens Participation Plan that is readily available on the city's website at [www.cityofmoore.com](http://www.cityofmoore.com). As part of the development of the 2012 Action Plan, two public hearings were held to encourage community participation. The first public hearing was held February 2, 2012 at 5:30 p.m. at Moore City Hall, and the second public hearing was held May 24, 2012 at 5:30 p.m. in the same location. City CDBG Staff is available throughout the year for questions, comments or assistance. Organizations participating in these meetings included Aging Services Inc, Moore Council on Aging, First United Methodist Church of Moore, Mary Abbott House, The Fathers Business, Moore Youth and Family Services, Inc., Moore Alcohol/Drug Center, Inc., and the Moore Public Schools Foundation.

**Table 4: 2012 Annual Action Plan Process Timeline**

DATE	DESCRIPTION
February 2, 2012	Public Hearing-Needs Assessment
February 21, 2012	Public Service Applications mailed
February 28, 2012	Public Service Application Workshop
March 19, 2012	Public Service Applications Due
March 29, 2012	CDBG Advisory Committee Meeting-Public Service Allocations
April 26, 2012	CDBG Advisory Committee Meeting-Public Facility Allocations
May 9, 2012	Draft Annual Action Plan available for 30-day Comment Period
May 24, 2012	Public Hearing-Citizen Comments on Draft Annual Action Plan
July 2, 2012	Annual Action Plan Adoption by City Council
August 2012	2012 Action Plan submitted to HUD

**February 2, 2012**– City of Moore held a formal public hearing at Moore City Hall to allow the public and agencies to participate in the needs assessment phase of the plan and in planning the 2012 strategies. Public hearings are open to all citizens and interested parties throughout the city. This meeting was attended by three (3) committee members, four (4) staff members, and six (6) citizens.

**February 21, 2012**-CDBG Applications are made available on the City of Moore website.

**February 28, 2012**- The City of Moore held an Application Workshop at Moore City Hall for individuals and organizations interested in the CDBG program. Kathleen Wilson from Aging Services Inc., Lisa Williams with Moore Youth and Family Services, Danna Cobble with Moore Drug and Alcohol, Inc., Ashley Miller with the Moore Public Library, Kristi Scroggins with the Moore Public Schools Foundation, and Amy Graves with the First United Methodist Church were in attendance for their respective agencies

**March 19, 2012-** Public Service Applications due by 5:00 p.m.; they could be mailed or brought to the City of Moore Community Development Office.

**March 29, 2012-** City of Moore held a CDBG Advisory Committee meeting at Moore City Hall. This meeting was to discuss the expected 2012 Budget and to review the Public Service Applications received. This meeting was attended by three (3) committee members, two (2) staff members, and representatives from the nine (9) public service agency applicants.

**April 26, 2012-** City of Moore held a CDBG Advisory Committee meeting at Moore City Hall. This meeting was to discuss the expected 2012 Budget and to review the Public Facilities requests received. This meeting was attended by three (3) committee members and two (2) staff members. No citizens were present.

**May 9, 2012-** 30-Day Comment Period begins.

**May 24, 2012-** The City of Moore held the final formal public hearing at Moore City Hall. In attendance were three (3) committee members, two (2) staff members, and one (1) citizen. At this hearing those in attendance heard what the Citizens Advisory Committee approved to be funded for the 2012 Annual Action Plan. Public hearings are open to all citizens and interested parties throughout the city.

**July 2, 2012-** Moore City Council considered approval of the 2012 Annual Action Plan, which will be submitted to HUD.

**August 1 2012-** Submittal to HUD for Comment Period.

Copies of the Consolidated Plan, Citizen Participation Plan and Annual Action Plan are available at locations convenient to persons affected by the program and to persons with disabilities. These locations are:

1: Moore City Hall:  
301 N. Broadway, Moore, OK 73160,  
405-793-5053

2: Moore Public Library:  
225 South Howard Avenue, Moore, OK 73160,  
405-793-5100

3: Brand Senior Center:  
507 East Main St, Moore, OK 73160,  
405-799-3130

And on the Internet at [www.cityofmoore.com](http://www.cityofmoore.com)

3. During the next year, the City of Moore will encourage networking through the CDBG Advisory Committee meetings, as well as participation in organizations such as the Cleveland County Continuum of Care. The City of Moore will contract with the Metro Fair Housing Council to administer the City's fair housing activities. Through this networking, the City will be able to better track the needs of the underserved population.

## Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

### Program Year 3 Action Plan Citizen Participation response:

1. In 2010, the City Staff prepared a Citizen Participation Plan as required by HUD. This plan provides citizens with information on how they can participate in the City's CDBG Program. A summary of the Plan's main topics are as follows:

- ✓ Standards for Participation requires a minimum of 2 community-wide meetings
- ✓ Access to Adequate and Timely Information: provides for full public access to records and information regarding all aspects of the CDBG Program
- ✓ Public Hearings: requires at least 2 public hearings during each Program Year (one during the Consolidated Plan's development and one after publication) and a minimum 14 day advance notice publication and notice postings of public hearings.
- ✓ Non-English Speaking Residents: provides for accommodation of non-English speaking residents
- ✓ Obtaining Citizen Views: provides a variety of methods for the submission of citizen comments; directly to the Community Development Department via phone, mail, or e-mail, at formal public hearings, at any CDBG Citizen Advisory Meeting
- ✓ Consideration of Objection to Applications: requires the City to consider all citizen comments and views and publish written explanation of comments not accepted in the Consolidated Plan, encourages citizens objections to Plan approval to be directed to HUD
- ✓ Complaints: direct complaints to the CDBG Coordinator, requires the City to provide written responses within 15 working days, calls for the maintenance and annual review of complaints for the purpose of program improvements
- ✓ Technical Assistance: provides for the provision of technical assistance to anyone requesting help in the development of proposals, applications and views
- ✓ Publishing the Plan: requires the City to publish its Consolidated Plan prior to submission to HUD for approval for the purpose of gathering public views and comments
- ✓ Program Amendments: requires for reasonable advance notice and opportunity to comment on substantial changes to approved Consolidated Plans

- ✓ Contingency and Local Option Activities: makes provision for unapproved Consolidated Plan activities

The City conducted two public hearings in the development of the 2012 Annual Action Plan. Both public hearings were widely advertised by postings of meeting notices in select public places, and publishing of the notices in the *Daily Oklahoman* and *Moore American* newspapers at least 14-days prior to the meeting. All published notices invited interested parties to submit written comments directly to the CDBG Coordinator.

On May 9, 2012, the Draft 2012 Annual Action Plan was published for public comment. Additional public comments were accepted at the 2<sup>nd</sup> and final public hearing on May 24, 2012. The proposed Annual Action Plan was presented at the July 2, 2012 City Council meeting, with public comments accepted. City Council Persons, the Mayor, City Manager, and City staff attended.

A chronology of public hearings conducted as part of the Consolidated Plan follows.

**Public Hearing #1: February 2, 2012, Needs Assessment**

- January 18, 2012 published as a block ad in the non-legal section of *The Daily Oklahoman* and *Moore American* newspapers.
- Posted notice at City Hall, Public Library, and Brand Senior Center 14-days prior to the hearing
- Posted notice to City's Website 14-days prior to public hearing

**Public Hearing #2: May 24, 2012, Annual Action Plan Public Review and Comments**

- May 9, 2012, published as a block ad in the non-legal section of *The Daily Oklahoman* and *Moore American* newspapers.
- Posted notice at City Hall, Public Library, and Brand Senior Center 14-days prior to the hearing
- Posted notice to City's Website 14-days prior to public hearing

2. Time was allowed during each public hearing for public comment. Comments were received during this time and addressed. The City welcomes public comments and encourages citizens to submit written comments. All written comments may be submitted to the City of Moore, CDBG Coordinator, 301 North Broadway Moore, OK, 73160. Each comment will be considered and addressed by the City of Moore.

A summary of the comments received either in person or by phone are listed below. No written comments were received.

- Drainage problems in Lockhoma Estates Addition are causing damage to private property.
- Moore's Brand Senior Center operating at capacity and is in need of expansion.
- Low-income students in great need of hygiene kits and counseling services.
- Upgrade current new construction project for First United Methodist Church in Old Town to include a generator and storm shelter to provide emergency assistance to residents during severe weather.
- Additional on-street parking and drainage improvements needed to Howard Avenue in Old Town to meet traffic capacity.
- Compliments were given for City of Moore CDBG funding from Aging Services,

- Inc. CDBG funding has eliminated the wait list to provide home-bound senior citizens with meals.
- Comment was given that CDBG money should be put into an interest bearing account to generate more money.
  - Request was made to give senior citizens more monetary help.
  - Need expressed to provide financial assistance towards youth activities for low income families.
  - A dog park in Moore is greatly needed.
  - Request was made to dedicate funding to a Homeowner Downpayment Assistance Program.
  - Concern was raised that not many Moore residents are aware of the CDBG Program or Fair Housing issues. *City's Response: The City of Moore will make Fair Housing education and compliance a priority in 2013, including working closely with Metro Fair Housing to ensure Fair Housing education and compliance within the City's senior living communities.*

Transcripts from each of the meetings and public hearings are provided in the appendix.

No public comments were received during the 30 day comment period.

3. The City of Moore values the public's opinion by accepting citizen and other interested parties' comments throughout development of the 2012 Annual Action Plan. Every effort is made to reach minorities, non-English speaking residents, as well as persons with disabilities. For all meetings, comments, questions, and other information, a Spanish-speaking translator was made available on a daily basis. Translation services for other languages were available, if requested. No requests were made for Spanish or other translations.

To increase the public awareness of the CDBG Program, the following public notification methods were used:

1. The *Daily Oklahoman* South Metro Section and the free weekly publication *The Moore American* were used for all legal notices, including the public hearings. The notices were published in the non-legal section. Notices were published at least 14 days in advance of the meetings.
2. Public Postings at Moore City Hall, Moore Public Library, and the Moore Brand Senior Center, were used for all public hearings, CDBG Advisory Committee meetings, and plan summary notices. Notices were posted at least 14 days in advance of the meetings.
3. Website: Public Hearing and CDBG Advisory Committee meeting notices were posted on the City of Moore website at least 14 days prior to meeting date. CDBG updates and documents are also posted on a dedicated Grants page on the Community Development Section of the City of Moore website.
4. Public Hearing notices posted on Cox Cable Channel 20 (Moore's local community access cable channel) at least 14 days prior to hearing date.
5. Mailed invitations were sent to Public Service Organizations and Agencies that serve children, elderly, disabled, homeless and persons with HIV/AIDS for the CDBG Public Service Applications invitations.

4. Comments Not Accepted: (None)

## **Institutional Structure**

### **1. Describe actions that will take place during the next year to develop institutional structure.**

#### **Program Year 3 Action Plan Institutional Structure response:**

The City of Moore has 1 full-time employee to manage and monitor the administration and implementation of the CDBG Program, including all funded activities.

In the delivery of the 2012 Annual Action Plan and CDBG funded activities, the CDBG Coordinator will work with a broad network of public and private partners. This network covers a variety of non-profit community organizations as well as private sector entities. The Community Development Department releases an application for CDBG funding. Local organizations submit proposals for funding.

## **Monitoring**

### **1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.**

#### **Program Year 3 Action Plan Monitoring response:**

1. The CDBG Coordinator manages all CDBG projects and Sub recipients, carries out the day-to-day operations and implementation of funded activities. Project oversight and monitoring is accomplished using a system of internal controls that separate duties. Additionally, a CDBG Procedures Manual will be used to guide the program's administrator in the implementation of activities and projects. The procedure manual will be updated as HUD issues Program related CPD Notices, new and modified regulations, memorandums and other guidance.

All purchasing, including purchases under the CDBG Program, are subject to the City's Purchasing Manual. Small purchases in the aggregate follow documented price and rate quote processes. Purchases of goods and service in excess of the small purchase ceiling follow formal RFQ, RFP or closed sealed bid process and are subject to Commission approval.

Electronic and printed project and program files are maintained at the Department level. All records are subject to the state's Open Records and Federal Freedom of Information Acts. As part of the annual independent audit, federally funded activities are audited to determine compliance with grant provisions and federal guidelines.

The Community Development Director reviews and oversees the CDBG Coordinator's activities and requests for financial draws to pay Sub recipients and other contractors. All approved requests are forwarded to the Finance Department for

processing through US HUD's IDIS. Additionally, the Finance Department is responsible for reconciling all financial transactions and records associated with the expenditure of CDBG funds. Each month the CDBG Coordinator reviews the City's financial reports and Program reports against planned activities and Commission approved Consolidated Plan goals and objectives.

The City solicits applications for funding. The CDBG Coordinator performs an analysis of funding requests to determine Program eligibility, compliance with other overarching federal regulations and to ensure consistency with the City Council-adopted Consolidated Plan. A CDBG Advisory Committee composed of appointed citizens then assists the CDBG Coordinator in developing funding recommendations that are forwarded to the City Council for review and consideration.

Program sub recipients enter written agreements with the City outlining the CDBG Program requirements and monitoring procedures. All sub recipients must submit receipts and approved expenditures signed by authorized personnel. The CDBG Coordinator monitors all sub recipients on-site at least annually.

Long-term program compliance with CDBG and other program requirements are ensured through the use and maintenance of required documentation that is retained by the city for a minimum of 5 years.

The City of Moore will contract with the Metro Fair Housing Council to perform all required Fair Housing requirements. The CDBG Coordinator will meet with the Metro Fair Housing Council to discuss community housing concerns, and monitor their actions to promote and protect Fair Housing in Moore.

## **Lead-based Paint**

- 1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.**

### **Program Year 3 Action Plan Lead-based Paint response:**

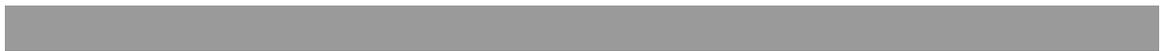
1. The City follows state and federal regulations prohibiting the use of lead based paint (LBP) and relies on sub-recipients to advise households receiving CDBG assistance.

The Community Development Department has Lead-Safety informational materials that detail the dangers of LBP. This printed material is made available to the general public, and the City of Moore will make available this printed information to any projects that involve owner-occupied rehabilitation and emergency repair assistance.

For all Public Service projects approved that involve home rehabilitation and/or repairs, the City will require all existing dwellings constructed prior to 1978 undergo an assessment to determine the presence of lead-paint. Contractors performing assessment and rehabilitation work funded by Moore's CDBG Program must be State Certified Lead-Based Paint Risk Assessors. CDBG-assisted dwellings determined to

contain lead paint shall be required to receive appropriate abatement measures using contractors licensed and certified to mitigate lead pain hazards.

CDBG assisted households with children 6 years of age and under are required to undergo blood lead screening to determine their level of lead exposure and results are subsequently reported to the Oklahoma State Department of Health. Moore will coordinate its affordable housing activities with the Oklahoma State Department of Health's Childhood Lead Poisoning Prevention Program by asking households with children 6 years or younger to complete the Lead Exposure Risk Assessment Questionnaire in order to further identify children that may need to receive blood lead level testing.



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## HOUSING

### Specific Housing Objectives

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

- 1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.**
- 2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.**

#### Program Year 3 Action Plan Specific Objectives response:

1. The Consolidated Plan identified Moore's priority housing need as "rehabilitation of owner occupied units for elderly and small related households who are income eligible." The city through a competitive application process uses non-profit entities to carry out rehabilitation activities. The non-profit entity, acting as the sub recipient, selects properties to be assisted.

For the Third Program Year of CDBG, no sub-recipients were awarded funding for these activities. However, other Program Activities were selected to assist the priority households, such as Cleveland County Aging Services being awarded \$8,000 for meal delivery to the elderly, and Bethesda, Inc. being awarded \$8,000 for counseling services for sexually-abused children.

2. Moore reasonably expects CDBG resources and some local revenue to address identified needs. The City's Annual Budget Report for 2012-2013 estimates approximately \$87 million in revenue and operating expenses which include water, sewer, streets, parks, code enforcement and other similar costs.

Since Moore does not receive a direct allocation of funds from HOME, ESG and HOPWA, additional funding needed to address housing needs is pursued from other areas. The City of Moore has relied in the past on a grants manager to pursue additional funding. This has proved successful in many areas, and the City of Moore will continue a strong and robust grants program.

### Needs of Public Housing

- 1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.**
- 2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.**

#### Program Year 3 Action Plan Public Housing Strategy response:

# NOT APPLICABLE

## **Barriers to Affordable Housing**

- 1. Describe the actions that will take place during the next year to remove barriers to affordable housing.**

### **Program Year 3 Action Plan Barriers to Affordable Housing response:**

During the 2012-2013 CDBG Program Year, the City of Moore will work to lessen the impacts of identified impediments to Fair Housing Choice.

- The City of Moore will continue its implementation of the Moore Trails Plan to offer active transportation opportunities for all residents of Moore, regardless of age, income, or disability status.
- Absent of a local Housing Authority, the City of Moore will contract all fair housing services with the Metro Fair Housing Authority, and will work closely with the organization to resolve complaints and become educated on fair housing trends and issues.
- The City of Moore will continue to promote and support the provision of services for the homeless, including being active with the Cleveland County Continuum of Care.
- The City of Moore will distribute information about housing rehabilitation and emergency home repair programs, as well as down payment assistance, and other area sources of funding to encourage home ownership.
- The City of Moore will publish the contact information and procedure for making a fair housing complaint.

## **HOME/ American Dream Down payment Initiative (ADDI)**

- 1. Describe other forms of investment not described in § 92.205(b).**
- 2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.**
- 3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:**

- a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
- a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 3 Action Plan HOME/ADDI response:

**NOT APPLICABLE**

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**HOMELESS****Specific Homeless Prevention Elements**

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

- 1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.**
- 2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.**
- 3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.**
- 4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.**
- 5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.**

**Program Year 3 Action Plan Special Needs response:**

1. The amount of CDBG allocation that the City receives is inadequate to address all homeless needs, emergency repairs and barriers within the City of Moore. Because of the lack of funding, the City of Moore relies on the Cleveland County Continuum of Care's objectives and goals to assist in addressing homelessness issues in Moore. The City of Moore will become an active partner in the CoC by attending meetings and assisting whenever possible.

2, 3 & 4. The Cleveland County Continuum of Care sets goals, priorities and strategies to address the homeless needs of Cleveland County. Recently the COC finished their homeless needs plan that identified specific goals to end chronic homelessness, move families and individuals to permanent housing, and strengthen the Cleveland County Continuum of Care. The objectives and action steps will be reviewed at six month intervals by the Executive Committee, and may be amended or altered after careful review with committee chairs.

CoC homeless prevention strategy over the next program year action plan will be to:

Goal 1: Decrease the number of homeless people living on the streets, in shelters, and in precarious housing situations by monitoring and coordinating the system wide resources necessary to facilitate a cohesive homeless service system.

- ✓ Enhancing the city wide coordinated and collaborative systems involves creating a resource information system for emergency and prevention services, and then monitoring how that information is disseminated to assure that it is kept current and distributed appropriately. The information must be available to public and private service providers, first responders, churches, and the general public, in a format that is user friendly.
- ✓ Evaluating overall patterns of homelessness and assessing the performance based outcomes of individual service providers is dependent upon having a functioning Homeless Management Information System (HMIS) that will provide the needed information. A reliable HMIS will knit together homeless assistance providers within the community and create a more coordinated and effective housing and services delivery system, while maintaining Cleveland County compliance with the HUD mandate.
- ✓ Strengthening the discharge planning policies of public and private institutions, and building networking problem solving relationships will assure a seamless system of services for the homeless. Dialogue between mainstream service agency representative and service provider agencies in the community will improve services to the client and reduce discharges into homelessness.

Goal 2: Develop permanent housing solutions to expand and preserve the supply of decent, safe, accessible and affordable housing.

- ✓ Identifying existing housing and gaps will establish a baseline so that priorities can be identified and future expansion can be accurately measured.
- ✓ Increasing the supply of permanent supportive housing for homeless persons with disabilities without providing ongoing services will produce ultimate failure. The "Rapid Re-housing" model relies heavily on a community's recognition that housing is a priority for the population and that wraparound services must be provided.
- ✓ Creating a strategic plan will ensure that a variety of housing choices are developed, including new construction and rehab, while preserving the existing safe, affordable and accessible housing stock.

Goal 3: Increase housing retention; improve access to eligible mainstream benefits, and increase employment training and opportunities for earning a living wage by streamlining access to a collaborative and integrated service delivery system.

- ✓ Providing agencies with training and assessment tools to determine client eligibility will reduce the average time for eligible persons to qualify for and begin receiving SSI, SSDI, Medicaid, Veterans Benefits, Tribal Benefits, and other applicable benefits.
- ✓ Creating an integrated service system that provides wrap around services for homeless individuals and families will increase housing retention. Service delivery systems often times function in conflict with each other, especially for the service resistant client, and developing a collaborative system that is flexible will generate more productive outcomes.
- ✓ Increasing access to education, employment training and employment

opportunities will sustain permanent housing for individuals and families.

Goal 4: Reduce and prevent homelessness by integrating and redesigning the services delivery system through centralized resource services that provide uniform intake, real time resource availability and point of entry services.

- ✓ Developing a coordinated homeless housing and services system that establishes point of entry, a standardized intake, triage services, and follow up will streamline the process and provide fair and equal service access for homeless families and individuals. Providing triage services for emergency resources or prevention programs will prevent or mitigate the damage of homelessness.
- ✓ Developing a coordinated prevention system will reduce homelessness and improve our community's service efficiency. A more efficient and coordinated system of prevention services will facilitate establishment of a baseline on the number of people served so that reductions in homelessness can be accurately measured in the future.

Goal 5: Collect and interpret data on homelessness and provide public information, awareness and training programs.

- ✓ Enhancing the data collection system to provide accurate, consistent data from performance based programs and measurable outcomes related to housing, income and services will provide a more reliable picture of homelessness in Cleveland County.
- ✓ Provide information and training programs for homeless provider agencies, law enforcement, health care providers, and the general public will increase access to available resources for assistance. Collaboration among all workgroups will produce more effective training programs.
- ✓ Increasing public awareness of the multi-faceted issues related to homelessness will reduce stigma and generate political will, civic support, and public and private resources to effectively address the needs of the homeless.

Goal 6: Ensure that the unique and complex needs of homeless and at-risk children and youth are addressed in a comprehensive and holistic manner.

- ✓ Opening the lines of communication between the Public School systems, DHS, and homeless service providers will initiate the process of improving service integration for children and youth.
- ✓ Improving and expanding services for homeless and at risk children and youth will provide them with opportunities for success in adult life and prevent future homelessness.
- ✓ Collaborating with the Oklahoma Department of Human Services for expanded discharge policies, programs, and service integration for youth aging out of foster care will reduce future adult homelessness.

## 5. Discharge and Transitional Planning

### **Foster Care**

The Department of Human Services (DHS) has formalized a protocol in conjunction with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) to help decrease the number of young people with mental illness or co-occurring mental illness and substance abuse disorders aging out of foster care and subsequently becoming homeless. ODMHSAS was first successful in obtaining funding in 2005 for a discharge planning housing subsidy program. The protocols

require DHS case managers to complete a discharge plan that includes referral forms and participant agreements for all eligible persons aging out of foster care. The program provides housing subsidies to those who would be homeless or at risk of homelessness without the subsidy. The housing subsidy is tenant based and utilized for housing selected by the program participant for a 9 to 12 month period. In addition to this initiative, the Oklahoma Office of Juvenile Affairs participates in the Governor's Interagency Council on Homelessness and is working toward increasing housing stock and support services for those that become adults in the foster system. On a local level, our CoC has created a committee/work group specifically dedicated to working on issues related to homeless children and youth, and they have brought Cleveland County Department of Human Services' foster care workers to the table in 2009 and are now working to develop protocol for our community.

### **Health Care**

The Oklahoma Department of Health (ODH) is the agency charged with licensing medical facilities including hospitals, state institutions and long-term care facilities. State licensed facilities accepting Medicaid and Medicare in Oklahoma are mandated to provide discharge planning to ensure the health of the patient. Oklahoma has implemented the Oklahoma Olmstead Plan, which works to establish community based housing with support services for people with disabilities that move from institutions. Oklahoma mandates that state facilities ensure that appropriate housing and support services are available before a person with a disability is discharged. Locally, Norman Regional Health Systems (NRHS) administrators and staff collaborate with our CoC on discharge planning procedures, participating in several different CoC committee/work group meetings. Discharge planning is provided for all patients admitted to Moore Medical Center. Referrals for case management services can be made at any time by the patient, family, support systems, physicians or community agencies. Case managers help coordinate resolutions for any social, emotional, or financial problems identified, and every effort is made to prevent discharge into homelessness or emergency shelter. Homeless service providers report good collaboration with MMC case managers, and our CoC plans to develop formal written protocol with NRHS in the coming year.

### **Mental Health**

The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) administrative rules include Standards and Criteria for State- Operated Inpatient Services. Within these rules are the requirements for discharge planning, which include a written discharge plan to address the basic needs of the consumer for housing, income maintenance and social support as well as specific provisions for ongoing community based mental health or substance abuse treatment needs. To assist with successful implementation of the rules/protocol, ODMHSAS has implemented several Bridge housing subsidy programs to help bridge the housing affordability gap. The Discharge Planning Housing Subsidy funds have written protocols, program referral forms and participant agreements. ODMHSAS is also using grant funds to hire three regional housing facilitators to work on permanent housing solutions for people with mental illness or co-occurring disorders. Because Norman is home to Griffin Memorial Mental Health Hospital, there are issues on the local level that require continued discussion and protocol development. Administrators and case workers from both Griffin Memorial Hospital and Central Oklahoma Community Mental Health Center participate in CoC meetings and work groups. Additionally, this year Griffin Hospital initiated a monthly meeting with hospital staff and local homeless provider agencies to promote better collaboration.

### **Corrections**

In 2004 various state agencies collaborated to improve access to benefit programs for people with serious mental illness that are discharged from corrections. Members of this workgroup included the Department of Corrections (DOC), Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), Department of Human Services (DHS), and the Oklahoma Health Care Authority (OHCA). The Oklahoma legislature supports several elements of the discharge planning project and funded three ODMHSAS integrated service discharge managers to work within facilities that have mental health units. This included funding four "Reentry Intensive Care Coordination Teams" to determine eligibility and to follow up with agencies to determine the status of pending applications. Results will be used to advocate for policy and systems change to ensure individuals who are released from State Correction Facilities are not discharged into homelessness. Locally, discussion and protocol development between Cleveland County Detention Center (CCDC) and homeless provider agencies continues, and communication between these systems has been greatly enhanced over the last year. A female diversion program has been created through collaboration with the OU School of Social work and the Cleveland County Sheriffs Office, but finding psychiatric services/resources for the CCDC has been difficult and is a barrier to fully serving persons while they are in the diversion program or incarcerated.

### **Emergency Shelter Grants (ESG)**

**(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.**

**Program Year 3 Action Plan ESG response:**

**NOT APPLICABLE**

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.

2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 3 Action Plan Community Development response:

Table 4: Community Development Need, Ranking			
	COMMUNITY DEVELOPMENT NEED	PRIORITY	2012-2013 Budget Allocations
	01 Acquisition of Real Property 570.201(a)	L	
	02 Disposition 570.201(b)	L	
Public Facilities and Improvements	<b>03 Public Facilities and Improvements (General) 570.201(c)</b>	M	
	<b>03A Senior Centers 570.201(c)</b>	H	\$228,040
	03B Handicapped Centers 570.201(c)	L	
	03C Homeless Facilities (not operating costs) 570.201(c)	L	
	03D Youth Centers 570.201(c)	L	
	<b>03E Neighborhood Facilities 570.201(c)</b>	M	
	<b>03F Parks, Recreational Facilities 570.201(c)</b>	H	
	03G Parking Facilities 570.201©	L	
	03H Solid Waste Disposal Improvements 570.201(c)	L	
	<b>03I Flood Drain Improvements 570.201(c)</b>	H	
	<b>03J Water/Sewer Improvements 570.201(c)</b>	H	
	<b>03K Street Improvements 570.201(c)</b>	H	
	<b>03L Sidewalks 570.201(c)</b>	H	
	03M Child Care Centers 570.201(c)	L	
	<b>03N Tree Planting 570.201(c)</b>	H	
	03O Fire Stations/Equipment 570.201(c)	L	
	03P Health Facilities 570.201(c)	L	
03Q Abused and Neglected Children Facilities 570.201(c)	L		
03R Asbestos Removal 570.201(c)	L		

	03S Facilities for AIDS Patients (not operating costs) 570.201(c)	L	
	03T Operating Costs of Homeless/AIDS Patients Programs	L	
	04 Clearance and Demolition 570.201(d)	L	
	04A Clean-up of Contaminated Sites 570.201(d)	L	
Public Services	05 Public Services (General) 570.201(e)	L	
	<b>05A Senior Services 570.201(e)</b>	<b>H</b>	<b>\$8,000</b>
	<b>05B Handicapped Services 570.201(e)</b>	<b>M</b>	
	<b>05C Legal Services 570.201(E)</b>	<b>M</b>	
	<b>05D Youth Services 570.201(e)</b>	<b>H</b>	<b>\$25,481</b>
	<b>05E Transportation Services 570.201(e)</b>	<b>H</b>	
	05F Substance Abuse Services 570.201(e)	L	
	<b>05G Battered and Abused Spouses 570.201(e)</b>	<b>M</b>	
	<b>05H Employment Training 570.201(e)</b>	<b>M</b>	
	<b>05I Crime Awareness 570.201(e)</b>	<b>M</b>	
	<b>05J Fair Housing Activities (if CDBG, then subject to 570.201(e))</b>	<b>H</b>	
	05K Tenant/Landlord Counseling 570.201(e)	L	
	<b>05L Child Care Services 570.201(e)</b>	<b>H</b>	
	<b>05M Health Services 570.201(e)</b>	<b>H</b>	
	<b>05N Abused and Neglected Children 570.201(e)</b>	<b>H</b>	<b>\$8,000</b>
	<b>05O Mental Health Services 570.201(e)</b>	<b>M</b>	
	05P Screening for Lead-Based Paint/Lead Hazards Poison 570.201(e)	L	
	05Q Subsistence Payments 570.204	L	
	05R Homeownership Assistance (not direct) 570.204	L	
	05S Rental Housing Subsidies (if HOME, not part of 5% 570.204	L	
05T Security Deposits (if HOME, not part of 5% Admin c	L		
	06 Interim Assistance 570.201(f)	L	
	07 Urban Renewal Completion 570.201(h)	L	
	08 Relocation 570.201(i)	L	
	09 Loss of Rental Income 570.201(j)	L	
	<b>10 Removal of Architectural Barriers 570.201(k)</b>	<b>H</b>	
	11 Privately Owned Utilities 570.201(l)	L	
	12 Construction of Housing 570.201(m)	L	
	<b>13 Direct Homeownership Assistance 570.201(n)</b>	<b>M</b>	
	14A Rehab; Single-Unit Residential 570.202	L	
	14B Rehab; Multi-Unit Residential 570.202	L	
	14C Public Housing Modernization 570.202	L	
	14D Rehab; Other Publicly-Owned Residential Buildings 570.202	L	
	14E Rehab; Publicly or Privately-Owned Commercial/Indu 570.202	L	
	<b>14F Energy Efficiency Improvements 570.202</b>	<b>M</b>	
	14G Acquisition - for Rehabilitation 570.202	L	
	14H Rehabilitation Administration 570.202	L	
	14I Lead-Based/Lead Hazard Test/Abate 570.202	L	
	<b>15 Code Enforcement 570.202(c)</b>	<b>H</b>	
	16A Residential Historic Preservation 570.202(d)	L	
	16B Non-Residential Historic Preservation 570.202(d)	L	
	17A CI Land Acquisition/Disposition 570.203(a)	L	
	17B CI Infrastructure Development 570.203(a)	L	
	17C CI Building Acquisition, Construction, Rehabilitate	L	

	570.203(a)		
	17D Other Commercial/Industrial Improvements 570.203(a)	L	
	18A ED Direct Financial Assistance to For-Profits 570.203(b)	L	
	18B ED Technical Assistance 570.203(b)	L	
	18C Micro-Enterprise Assistance	L	
	19A HOME Admin/Planning Costs of PJ (not part of 5% Ad	L	
	19B HOME CHDO Operating Costs (not part of 5% Admin ca	L	
	19C CDBG Non-profit Organization Capacity Building	L	
	19D CDBG Assistance to Institutes of Higher Education	L	
	19E CDBG Operation and Repair of Foreclosed Property	L	
	19F Planned Repayment of Section 108 Loan Principal	L	
	19G Unplanned Repayment of Section 108 Loan Principal	L	
	19H State CDBG Technical Assistance to Grantees	L	
	<b>20 Planning 570.205</b>	<b>H</b>	
	<b>21A General Program Administration 570.206</b>	<b>H</b>	<b>\$47,451</b>
	21B Indirect Costs 570.206	L	
	<b>21D Fair Housing Activities (subject to 20% Admin cap) 570.206</b>	<b>H</b>	<b>\$8,000</b>
	<b>21E Submissions or Applications for Federal Programs 570.206</b>	<b>M</b>	
	21F HOME Rental Subsidy Payments (subject to 5% cap)	L	
	21G HOME Security Deposits (subject to 5% cap)	L	
	21H HOME Admin/Planning Costs of PJ (subject to 5% cap	L	
	21I HOME CHDO Operating Expenses (subject to 5% cap)	L	
	22 Unprogrammed Funds		
<b>HOPWA</b>	31J Facility based housing – development	L	
	31K Facility based housing - operations	L	
	31G Short term rent mortgage utility payments	L	
	31F Tenant based rental assistance	L	
	31E Supportive service	L	
	31I Housing information services	L	
	31H Resource identification	L	
	31B Administration - grantee	L	
	31D Administration - project sponsor	L	
<b>CDBG</b>	Acquisition of existing rental units	L	
	Production of new rental units	L	
	Rehabilitation of existing rental units	L	
	Rental assistance	L	
	Acquisition of existing owner units	L	
	Production of new owner units	L	
	Rehabilitation of existing owner units	L	
Homeownership assistance	L		
<b>HOME</b>	Acquisition of existing rental units	L	
	Production of new rental units	L	
	Rehabilitation of existing rental units	L	
	Rental assistance	L	
	Acquisition of existing owner units	L	
	Production of new owner units	L	
	Rehabilitation of existing owner units	L	
Homeownership assistance	L		

2. 1. To meet the priorities as set forth in the 2010-2015 Consolidated Plan during the 2012 Action Plan, projects indentified for expenditure during the 2012 fiscal year will be Public Service needs/improvements, and infrastructure improvements. To address these areas, the City will:

- ✓ Assist Bethesda, Inc. by providing funds to provide additional counseling services to child victims of sexual or severe physical abuse and neglect. 59 additional children served.
- ✓ Assist Aging Services Inc in expanding their Meals on Wheels Program in Moore. By providing them funding they will be able to provide nutritious meals to additional elderly/home bound residence in Moore. 11 additional senior citizens served.
- ✓ Assist Moore Youth and Family Services with providing funds for counseling at-risk youth in Moore public schools to promote mental health and provide avenues for youth to be heard. 325 citizens served.
- ✓ Provide Lice Treatment Kits for underprivileged students in public schools to encourage attendance and success in education. 90 citizens served.
- ✓ Provide counseling services to first time juvenile offenders with curriculum for parents as well as youth to promote positive decision making. 200 citizens served.
- ✓ Provide Senior Center Expansion of 2,000 sq ft. to offer top notch service to senior citizens and provide an array of activities to promote physical and mental health 4,733 citizens served.

## **Antipoverty Strategy**

**1. Describe the actions that will take place during the next year to reduce the number of poverty level families.**

**Program Year 3 Action Plan Antipoverty Strategy response:**

1. The City of Moore will continue to promote efforts that incorporate supportive services to assist extremely low and low-income residents to achieve self-sufficiency. The City will also encourage applicants from non-profit agencies for programs that are directed toward extremely low, low and moderate-income individuals.

## NON-HOMELESS SPECIAL NEEDS HOUSING

### **Non-homeless Special Needs (91.220 (c) and (e))**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

- 1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.**
- 2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.**

#### **Program Year 3 Action Plan Specific Objectives response:**

1. The City provides a portion of its CDBG funds competitively to eligible outside agencies for specific eligible activities that meet a CDBG National Objective and further CDBG goals and objectives stated in the city's 2010-2015 Consolidated Plan.
2. Moore uses general funds to make the community accessible to physically disabled residents. Local organizations currently serving special needs populations also receive funding from their respective resource outlets. The CDBG Public Facilities Project "Senior Center Expansion" will expand the existing Brand Senior Center by approximately 2,000 sf to better serve Moore's elderly residents.

### **Housing Opportunities for People with AIDS**

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

- 1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.**
- 2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.**
- 3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.**
- 4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.**

5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 3 Action Plan HOPWA response:

**NOT APPLICABLE**

### **Specific HOPWA Objectives**

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 3 Specific HOPWA Objectives response:

**NOT APPLICABLE**

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## Other Narrative

**Include any Action Plan information that was not covered by a narrative in any other section.**

### Description of Proposed Federal Fiscal Year 2012 Annual Action Plan

**Anticipated Funding** **\$325,079.00**

B-08-MC-40-0012	\$277,256.00
B-08-MC-40-0010 (Reallocation)	\$ 47,823.00

**I. Public Facilities & Improvements [570.201(c)]** **\$228,040.00**

Brand Senior Center 570.201(c)  
 Add on 2,000 sq ft of space to Brand Senior Center  
 Number expected to serve: 4,733 individuals  
 Objective: Create suitable living environment  
 Outcome: Availability/Accessibility  
 Estimated date of completion: 9/30/2012  
 Low/Mod Limited Clientele Benefit [570.208(a)(2)]

**II. Public Services [570.201(e)]** **\$41,588.00**

1. Aging Services, Inc. [570.201(c)]	\$ 8,000.00
Provide in-home meals to 12 elderly	
Objective: Create suitable living environment	
Outcome: Availability/Accessibility	
Estimated date of completion: 9/30/2012	
Low/Mod Limited Clientele Benefit [570.208(a)(2)]	

2. Bethesda, Inc. [570.201(c)]	\$ 8,000.00
Provide child advocate services to 16 abused children	
Objective: Create suitable living environment	
Outcome: Availability/Accessibility	
Estimated date of completion: 9/30/2012	
Low/Mod Limited Clientele Benefit [570.208(a)(2)]	

3. Moore Public Schools Foundation [570.201(c)]	\$ 4,481.00
Provide Lice Kits for 90 Low/Mod Students	
Objective: Create suitable living environment	
Outcome: Sustainability	
Estimated date of completion: 9/30/2012	
Low/Mod Limited Clientele Benefit [570.208(a)(2)]	

4. Moore Alcohol and Drug Center [570.201(c)]	\$13,107.00
Provide counseling services for 200 first time offenders	
Objective: Create Suitable Living Environment	
Outcome: Sustainability	
Estimated Date of Completion: 9/30/2012	

Low/Mod Limited Clientele Benefit [570.208 (a)(2)]

5. Moore Youth and Family Services [570.201 (c)] \$8,000.00

Provide counseling services for at-risk youth

Objective: Create suitable living environment

Outcome: Sustainability

Estimated Date of Completion: 9/30/12

Low/Mod Limited Clientele Benefit [570.208 (a)(2)]

**III. Administration [507.206] \$55,451.00**

City of Moore, 301 N. Broadway, Moore, OK 73160

Portion of funding will go towards the salary of one full time person: CDBG Project Coordinator. Maintenance and operation funds including required audits, environmental assessments, training & continuing education expenses, and citizen participation related expenses; and funds to provide fair housing administration and educational materials to further fair housing in Moore.

# Appendix



## PUBLIC NOTICE

### Public Hearing for the 2012 Community Development Block Grant (CDBG) Program

Community Public Hearing: February 2, 2012, 5:30 pm, Moore City Council Chambers, 301 N. Broadway.

The City of Moore will receive Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development (HUD). CDBG funds can support a broad range of community projects and activities, provided such projects and activities meet one or more of the following national objectives: 1) benefit low and moderate-income persons; 2) aid in the prevention and elimination of slum or blight; or 3) meet other community development needs of a particular urgency and for which other funding sources are not available. The City of Moore will receive approximately \$277,386.00 for FFY 2012.

The City of Moore has scheduled a Community-Wide public hearing to obtain citizen input and explain the CDBG Entitlement Program, eligible activities, and related matters. Any questions or comments regarding the CDBG Program may be directed to Elizabeth Jones, Community Development Director, at (405) 793-5053 or 301 N. Broadway, Moore, Oklahoma, 73160.

The City of Moore CDBG Public Hearings and CDBG Advisory Committee Meetings are open to all residents. If any persons wishing to attend the meeting need special accommodations due to a disability, language barrier, or lack of transportation, please contact the City of Moore Community Development Department at least three (3) days prior to the meeting at 405-793-5053.

This notice is posted at the following locations: Moore City Hall, 301 N. Broadway; Moore Public Library, 225 S. Howard; Moore Senior Center, 501 E. Main; and [www.cityofmoore.com](http://www.cityofmoore.com).

Published on January 18, 2012 in *The Daily Oklahoman* and *Moore American*.

**2012 CDBG Public Hearing #1**  
**February 2, 2012**  
**Moore City Hall**  
**301 N. Broadway**  
**Moore, OK 73160**

Elizabeth Jones, Community Development Director, called the meeting to order at 5:33.

CDBG Advisory Members Present: Mark Hamm; Jimmy Milligan; Janie Milum  
CDBG Advisory Members Absent: Jerry Ward; Amber West; Steven Ferguson; Laura Lawson

City Staff Present: Elizabeth Jones, Community Development Director; Cody Mosly, CDBG Intern;  
Todd Jenson, Parks Director; Deidre Ebrey, Economic Development Director

Ms. Jones welcomed the committee, staff, and citizens to the public hearing. Referring to a handout, Ms. Jones reported that the 2010 CDBG Program Year was officially over. CDBG funds assisted 596 low-income residents, funded 1 ½ miles of sidewalk along Eastern Avenue and Main Street, and City Staff worked approximately 1,000 hours on the grant.

Ms. Jones reported that the 2011 Program Year is underway, and the environmental review is currently underway for the sidewalk project.

Ms. Jones introduced the 2012 Program Year with a prepared powerpoint presentation. The CDBG Program was explained, including that it is to provide suitable living conditions for low-moderate income individuals. The City of Moore is anticipating to receive approx. \$277,000 for 2012 Program Year. Ms. Jones showed a map and list of the qualifying areas for public facilities improvements, such as streets, sidewalks, etc. Ms. Jones explained the difference between public services and public facilities. A list was presented of high and low priorities of projects as established by the Consolidated Plan. She reviewed the application process for social service agencies, and important dates for 2012.

Ms. Jones opened the meeting to comments or questions at 5:47 pm. The following citizen's spoke:

1. James Hunsucker, 2921 Woodlawn Drive, Moore, OK: Mr. Hunsucker explained that a 2005 CDBG Program was used to help fix streets and drainage in his neighborhood, Lockhoma Estates. Since that time, his property has regularly flooded. The water has no outlet. He believes that the drainage improvements directed the street's water directly to his lot, whereas before the improvements, this was not the case. He has reported this problem to every level of the City, including the City Council. Everyone says that the problem can't be fixed. He requests that the 2012 CDBG Program fix the drainage problem at his house.

2. Todd Jenson, Parks and Recreation Director, City of Moore: Mr. Jenson explained that the current Senior Center is undersized and over-utilized. Recently the City had to rent an additional space in order to hold senior citizen activities. He believes that an addition to the senior center is greatly needed and could be used by the City's senior population for a variety of purposes.

3. Lynn Stedman, 1800 S. Bryant, Moore, OK: Mr. Stedman explained that he agrees that the Senior Center is too small for the amount of seniors and demand for activities that we have currently. He explained that the Senior Center is a big open space, and many activities can't mix, such as exercise classes can't be held with the daily meal service provided by Aging Services because the music is too loud. He believes that the best solution is to add on to the Senior Center with additional rooms to hold activities.

4. Beverly Stedman, 1800 S. Bryant, Moore, OK: Mrs. Stedman agreed that the Senior Center is too small. Mrs. Stedman explained that she is the President on Moore Council on Aging, and she receives many complaints that not enough activities are offered for seniors. She explained that the reason they cannot offer more activities is because of a lack of space. She requested that 2012 CDBG funds be used to create additional space at the Senior Center.

5. Landon Heath, First United Methodist Church, 201 W. Main Street, Moore, OK: Mr. Heath explained that the church was adding on a new Family Life Center, and it is intended to serve the community for recreation, fellowship, etc. Part of the new improvements include safe rooms for severe weather outbreaks that would be open to the public. The Methodist Church would like to request that 2012 CDBG Funds be used to purchase a generator to ensure power to the facility since it will act as a public shelter. He believes that this will improve the safety of the residents inside the shelter if power goes out.

Mr. Heath also requested that the 2012 DBG funds be used to create additional parking facilities along Howard Avenue from 1<sup>st</sup> Street to Main Street. He believed that this would be needed by the new Family Life Center because of the traffic it would generate. It would be on-street parking, and therefore open to the public, also benefitting the area in general.

6. Deidre Ebrey, Moore Public Schools Foundation, 1500 SE 4<sup>th</sup> Street, Moore, OK: Ms. Ebrey explained that she is part of the Moore Public Schools Foundation, which provides various services to the students in the Moore Public Schools. She explained that there are many children whose families do not possess the resources for school supplies, personal hygiene, and counseling services. The Moore Public Schools Foundation would like to fill that gap. They have a limited budget, and are requesting 2012 CDBG funds for personal hygiene products, like lice kits, and counseling services for needy children. Counseling services are currently provided by Moore Youth and Family, but their funding has recently been cut. She would like to see counseling services continue in the schools.

7. Mr. Hugh Goulby, First United Methodist Church, 201 W. Main Street, Moore, OK: Mr. Goulby wished to also comment about the need for a generator for the First United Methodist Church. Mr. Goulby added that during the tornado of 1999, their church acted as a shelter and distribution center for food, clothing, and other items. And they would fill the same need in the future, but with a generator he feels they could provide a better community service. Mr. Goulby also agreed that more parking is needed along Howard Drive, and there is a hole in the grass where a buried drainage culvert was. That needs to be fixed, as well, for the safety of walkers that walk from the Central Elementary (to the north) to the Library (to the south).

8. Kathleen Wilson, Aging Services, Inc., 1179 E Main Street, Norman, OK: Ms. Wilson briefly explained the mission and history of Aging Services. She thanked the committee for past CDBG funding, and explained that the home delivered meals made a good difference in the lives of homebound seniors in Moore. Because of past CDBG funds, Aging Services has been able to eliminate a waiting list for their services. She requested that 2012 CDBG Program include funding for Senior Meals.

Mark Hamm, CDBG Advisory Committee Member, asked Ms. Jones what stipulations are placed on religious organizations who use CDBG funds. Ms. Jones replied that the big stipulation was that volunteers of the church could not advocate a religion or church in their charitable dealings that were federally funded. In other words, a volunteer could not ask a citizen to a church service while handing out food, clothing, etc.

Ms. Jones asked if anyone else would like to speak. Hearing none, she thanked all of the citizens for coming, and commented that this was the biggest crowd that has ever attended a CDBG meeting. She thanked them again and pointed out the calendar of 2012 CDBG meetings and deadlines. She noted that the Feb. 23 meeting on the calendar was marked as a "make-up" meeting, if needed. Because the weather allowed them to meet tonight, there would be no need for a make-up meeting. Therefore the next meeting would be March 29, 2012.

The meeting adjourned at 6:23 pm.

The following citizens' comments were received after the meeting, and were accepted for consideration:

*9. Dawna Mallow, address not given: Ms. Mallow arrived at the meeting after adjournment, and talked directly with Elizabeth Jones, Community Development Director. Ms. Mallow explained that more help could be directed towards school children who cannot afford extra-curricular activities. The City should set aside money to help with athletic costs, field trips, etc. She also commented that senior citizens need more monetary help, especially for property taxes. She requested that the CDBG funding be placed in an interest-bearing account to generate more money to be used for the poor.*

*10. Patricia Clampett, 649 NW 1<sup>st</sup> Street, Moore, OK: Ms. Clampett contacted Elizabeth Jones, Community Development Director, by phone on Feb. 3, 2012, to give comments. Ms. Clampett requested that the City dedicate funds for a dog park. She also reported that her street was in very poor condition and needed to be reconstructed. She had contacted the City Manager's Office about the condition of her street before, but nothing has been done. Ms. Jones thanked her for her comments, and offered to mail her a schedule of the CDBG meetings for 2012, in case she wished to attend the meetings. Ms. Clampett asked Ms. Jones to contact her neighbor, Ms. Juanita Jones, to collect her comments as well.*

*11. Juanita Jones, 645 NW 1<sup>st</sup> Street, Moore OK: At the request of Patricia Clampett, Elizabeth Jones, Community Development Director, contacted Ms. Juanita Jones, 649 NW 1<sup>st</sup> Street, by phone. Ms. Jones asked if Ms. Juanita Jones had any comments regarding the 2012 CDBG Program. Ms. Juanita Jones reiterated Ms. Clampett's requests for a dog park and street reconstruction in front of her house. Ms. Elizabeth Jones thanked her for her comments, and*



## City of Moore Oklahoma

Community Development | 301 N. Broadway, Moore, OK 73160 | (405) 793-5053 | [www.cityofmoore.com](http://www.cityofmoore.com)

### **2012 CDBG PUBLIC SERVICE APPLICATIONS ARE NOW AVAILABLE!**

The City of Moore is now accepting applications for projects and activities from non-profit organizations who provide public services to Moore's low-moderate income residents. Each project or activity is limited to a maximum request of \$8,000. In order to qualify, the proposed project or activity must be provided to low-income Moore residents. The application and application instructions are now available at Moore City Hall and posted on the City's website:

<http://www.cityofmoore.com/grants>

CDBG funding can be used for a variety of public service projects and activities that benefit the low-moderate income and disadvantaged residents in our community, including, but not limited to:

- Emergency repairs for homeowners
- Counseling services
- After-School Programs

Applications are due at the Community Development Department by **March 19, 2012, no later than 5:00 pm.** A workshop is being offered to assist organizations in completing the application on **February 28, 2012, at 5:30 pm at Moore City Hall.** Although this workshop is not mandatory, it is highly recommended that all new applicants attend. If you should have any questions regarding the CDBG Program or the Public Service Application, please contact:

Elizabeth Jones, AICP  
Community Development Director  
Ph 405-793-5053  
Fax 405-793-5057  
E-mail: [ejones@cityofmoore.com](mailto:ejones@cityofmoore.com)

**Metro Fair Housing Council  
of Greater Oklahoma City, Inc**  
1500 NE 4<sup>th</sup> Street, Ste. 204  
Oklahoma City, OK 73117

**Moore Council on Aging**  
501 E. Main Street  
Moore, OK 73160

**Moore Youth and Family Services**  
624 NW 5<sup>th</sup> Street  
Moore, OK 73160

**Work Activity Center**  
203 E. Main  
Moore, OK 73160

**Aging Services of Cleveland County**  
1179 E. Main  
Norman, OK 73071

**Regency Park Baptist Church**  
2001 N. Janeway  
Moore, OK 73160

**Fresh Start Community Church**  
309 N. Eastern Ave.  
Moore, OK 73160

**First Baptist Church of Moore**  
301 NE 27<sup>th</sup> Street  
Moore, OK 73160

**Carepoint, Inc.**  
1200 N. Walker, Suite 500  
Oklahoma City, OK 73103

**Center for Children and Families**  
1152 E. Main  
Norman, OK 73071

**Central Oklahoma Community  
Action Agency**  
2270 Industrial  
Norman, OK 73069

**Cleveland County Career Center**  
1141 E. Main  
Norman, OK 73071

**The Salvation Army**  
PO Box 1092  
Norman, OK 73070

**First United Methodist Church of  
Moore**  
201 W. Main  
Moore, OK 73160

**Bethesda, Inc.**  
1181 East Main St  
Norman, OK 73071

**The Fathers Business**  
825 NW 24<sup>th</sup> Street  
Moore, OK 73160

**Mary Abbott Children's House**  
P.O. Box 6316  
Norman, OK 73070

**Community Literacy Centers**  
3707 S. Blackwelder  
Oklahoma City, OK 73119

2012 CDBG PUBLIC SERVICE APPLICATION WORKSHOP  
February 28, 2012; 5:30 PM  
Moore City Hall  
301 N. Broadway  
Moore, OK 73160

Workshop Attendees:

Elizabeth Jones, Community Development Director, City of Moore  
Cody Mosly, CDBG Intern, City of Moore  
Steven Ferguson, CDBG Advisory Committee Member

Danna Cobble, Moore Youth and Family Services  
Lisa Williams, Moore Youth and Family Services  
Amy Graves, 1<sup>st</sup> United Methodist Church  
Ashley Miller, Moore Public Library  
Kristi Scroggins, Moore Public Schools Foundation

Ms. Jones explained that the amount available for non-profits is approximately \$40,000. In past years a cap has been placed on the amount that could be asked for; that amount was \$8,000. This year there will be no cap, but everyone should keep in mind that the City wants to fund as many projects as possible, so if the money is tight, the City may not award the full amount of the request. There is a scoring system that the CDBG Advisory Committee will use to prioritize requests. And since this is a competitive grant award, each entity will need to make their case within the application and by a brief presentation given to the advisory committee. Ms. Jones opened the meeting to any questions:

- 1. Can a non-profit ask for funding for more than 1 project?** Yes. You can either fill out another application for the other project, or if 2 projects are connected or similar in nature, you could use Page 6 of the application form.
- 2. Referring to the “Proposed Project Budget”, it that just the Budget for the Project Activity? (Page 9)** No. The title may be misleading. This is for your organization’s entire budget. What will be gained from this review is an understanding of how much overall money the organization takes in, from what sources, and how it is spent.
- 3. Does a Day Care located in an identified LMI area qualify for funding?** You must be able to prove that the children you are serving come from low-moderate income families. This can be done by having the parents fill out an income survey. You can create your own survey, or you can use an example by another organization. City Staff can help you with this if you are selected for funding.
- 4. Explain what “unduplicated” clients means on Page 8.** With your current funding, you can fund services for 10 people. If you receive Moore CDBG funding, you can serve an additional 5 people. The Unduplicated clients are the 5 new clients.

**5. What types of projects are ineligible for funding?** Primarily those that will involve an environmental assessment (EA). This is because 1) the process takes a long time, and there would not be enough time after the EA is complete to expend the funding; and 2) to complete an EA takes a lot of City Staff time, and with limited staffing levels, we cannot devote the necessary time to complete multiple EAs. A good rule of thumb is anything that involves moving dirt requires an EA.

After hear no additional questions, Ms. Jones reminded the attendees that the applications are due by 5:00 pm on March 19, 2012 in the Community Development Office. She also emphasized that if anyone has any questions about the application, do not hesitate to call or e-mail. Either she or Cody would help them.



**MOORE CDBG ADVISORY COMMITTEE  
AGENDA  
March 29, 2012**

Notice is hereby given that the CDBG Advisory Committee of the City of Moore will hold a meeting scheduled on **March 29, 2012 at 5:30 PM** in the City Council Chambers, 301 N. Broadway, Moore, Oklahoma.

- AGENDA ITEM I:** ROLL CALL
- AGENDA ITEM II:** CITY STAFF REPORTS
- AGENDA ITEM III:** REVIEW PUBLIC SERVICE APPLICATIONS FOR THE 2012-2013 CDBG PROGRAM YEAR
- AGENDA ITEM IV:** CITIZENS TO BE HEARD
- AGENDA ITEM V:** ADJOURNMENT

Agenda posted in compliance with Oklahoma Open Meeting Law on the 5<sup>th</sup> Day of March, 2012, by Elizabeth Jones, Community Development Director.

THE CITY OF MOORE CDBG ADVISORY COMMITTEE MEETINGS ARE OPEN TO ALL RESIDENTS. IF ANY PERSONS WISHING TO ATTEND THE MEETING NEEDS SPECIAL ACCOMMODATIONS DUE TO A DISABILITY, LANGUAGE BARRIER, OR LACK OF TRANSPORTATION, PLEASE CONTACT THE CITY OF MOORE COMMUNITY DEVELOPMENT DEPARTMENT AT LEAST THREE (3) DAYS PRIOR TO THE MEETING AT 405-793-5053.

2012 CDBG PUBLIC SERVICE APPLICATION WORKSHOP

March 29, 2012; 5:30 PM

Moore City Hall

301 N. Broadway

Moore, OK 73160

AGENDA ITEM I, being ROLL CALL:

The following CDBG Advisory Committee Members were present: Steven Fergusen, Mark Hamm, and Janie Milum

The following City Staff were present: Elizabeth Jones, Community Development Director, and Cody Mosly, CDBG Intern

The following citizens were present:

Danna Cobble, Moore Alcohol and Drug Center  
Lisa Williams, Moore Youth and Family Services  
Shelia Crosby, Moore Public Library  
Kristi Scroggins, Moore Public Schools Foundation  
Deidre Ebrey, Moore Public Schools Foundation  
Heidi Smith, Mary Abbott Children's House  
Kathleen Wilson, Aging Services, Inc.  
Sr. Associate Pastor Jacob, The Father's Business  
Kay Christianson, Bethesda, Inc.

Elizabeth Jones, Community Development Director, called the meeting to order at 5:33 pm. Ms. Jones opened the meeting by explaining that the City received 9 public service applications for the 2012 CDBG funds that equaled \$70,000 when only \$41,640 are available. She explained that the purpose of today's meeting is to allow the public service applicants a chance to explain their projects and give the CDBG Advisory Committee members an opportunity to ask questions. Ms. Jones explained that each public service application will be allowed 5 minutes to explain their projects.

**Aging Services, Inc.** Kathleen Wilson introduced herself as representing the applicant. She explained that Aging Services Inc. provides senior congregate meals and home-delivered meals to seniors in Cleveland County. The Brand Senior Center site is by far the busiest site. Ms. Wilson explained Aging Services previous involvement with CDBG and the City of Moore. In 2009 Aging Services started their first contract for CDBG funding to provide meals for senior citizens and provide full meals daily as well as welfare check ups on clients. Further, recipients live in city limits and meals at home provide alternative to specialized living situations. Aging Services suggests a donation from clients of \$2 per meal to cover the costs that CDBG funds do not. Ms. Wilson explained that there were some anticipated budget cuts and expressed the urgency to provide meals to seniors who are without the capacity to leave the house or even pay for a meal. From 1990 to 2010 demands raised 230% for Aging Services clientele. Ms. Wilson asked if the committee members had any questions.

Janie Milum: What would happen if funds weren't provided? Ms. Wilson explained that the suggested donation from clients would rise and possibly even a waiting list might be created to provide meals.

Janie Milum: How many meals were provided? Ms. Wilson answered by explaining that 90 meals a day were provided to Brand Senior Center and 100 meals a day were delivered to homebound clients.

Steven Ferguson: How many clients were served last year? Ms. Wilson answered with 2,400 in Cleveland County.

**Mary Abbott Children's House.** Heidi Smith introduced herself as representing the applicant. She explained that M.A.C.H. is a child abuse response team that provides housing and forensic interviews to abused children. Last year 499 forensic interviews were given to children. No child is ever turned away from M.A.C.H.. MA.C.H. is funded through grants only. Last year 42 children were serviced from Moore. Ms. Smith asked if the committee members had any questions.

Elizabeth Jones: Can you clarify the financial breakdown and how information was tracked such as race, household income, etc? Ms. Smith responded that no information like that was tracked due to legal reasons.

Steven Ferguson: What exactly would the money be used for? Ms. Smith responded that it would all go directly into the general fund.

Mark Hamm: How much of the annual expenses were obtained through private fundraising? Ms. Smith replied approximately 28%.

Janie Milum: What would happen if City of Moore 2012 CDBG funds were not provided? Ms. Smith informed Mrs. Milum that M.A.C.H. would continue writing different grants and that they would continue to never turn a child away.

**Bethesda, Inc.** Kay Christianson introduced herself as representing the applicant. Bethesda was originally founded in 1982 in Norman, OK, and provides counseling to sexually abused children up to age 18. In 2011, 17 Oklahoma Counties and 462 children were served with only 10% administration cost. Last year 59 children from Moore went to Bethesda for services.

Janie Milum: How are referrals were made? Ms. Christianson responded with DHS, schools, and churches were typically how clients were sent to Bethesda for treatments.

Mark Hamm: Does Mary Abbott House partner with Bethesda, and what are the differences between the two organizations? Ms. Christianson responded that MACH determines if abuse happened. If they believe that sexual abuse happened, they refer the child to Bethesda for mental health counseling. The two organizations work closely with each other.

Janie Milum: How is statistical information tracked and can they provide a report to the city as to the race of each client? Ms. Christianson responded that they keep track of all socio-economic information and can make that available without identifying who the client is.

Steven Ferguson: Are there were any income limitations for the clients served? Ms. Christianson answered that there is no fee for service, there are no income limitations for clients, however, family income is asked in the initial paperwork. Their records show that 90% of clients were served by public assistance of some sort.

**The Father's Business.** Sr. Associate Pastor Jacob (from Living Faith Church) and the food distribution manager Sam Farmer introduced themselves as representing the applicant. The Father's Business started in early 1990's helping to feed and clothe those in need. T.F.B. has been CDBG funded for the past 2 years and helps 130-150 families per week. They are a 100% volunteer staff, and are currently working on spending last year's funds.

Janie Milum: What would happen if T.F.B. was not funded with City of Moore 2012 CDBG funds? Pastor Jacob responded that they would continue to try and serve as many as possible.

Mark Hamm: TFB was not able to expend all of the 2010 CDBG grant, so if awarded, do you think that you could spend all the 2012 funds? Pastor Jacob advised that they have restructured their volunteers and believes that under Mr. Farmer's supervision, that all funds can be spent on time and meeting all regulations.

Steven Ferguson: Is the organization entirely grant funded? Pastor Jacob responded that TFB also takes in private donations in the way of food, money, and equipment.

Steven Ferguson: What does each bag of contain, and how long does it last? Pastor Jacob responded that as described in the grant application, each "unit" of food was actually 1 grocery bag of food that contains various items as they are available, but generally fresh produce, fresh meat, canned food, and staples. The Fresh Food is purchased using grant funds, and it takes most families about 2 weeks to go through resources provided.

**Moore Alcohol and Drug Center.** Danna Cobble introduced herself as representing the applicant. MADC identifies students who need counseling assistance through referrals. In the past, much funding for the program has been provided by the school system, however, for the upcoming school year, the schools have cut funding entirely. MADC is aware of the reporting requirements for the CDBG grant, and they are hoping to help 325 students.

Steven Ferguson: How are referrals made? Ms. Cobble informed the advisory committee that referrals are made by principals, teachers, and counselors in the schools.

Mark Hamm: Is the program redundant in any way with the existing school counselors? Ms. Cobble replied that school counselors provide guidance counseling, and oftentimes are limited to ensuring that students get the credits needed to graduate. They are not mental health counselors.

The MADC counselors are mental health professionals who counsel students who are having behavioral problems.

Steven Ferguson: What would happen if City of Moore 2012 CDBG funds were not provided? Ms. Cobble said that the anticipated clients would be cut almost in half.

**Moore Public Schools Foundation.** Deidre Ebrey introduced herself as representing the applicant. MPSF is partnering with MADC to help provide counseling services as described in the previous presentation. Because the amount of funding that MADC will be losing from the school budget cuts, they need as much funding as they can get. The superintendent of schools asked the foundation to assist MADC in securing as much money through grants and donations as possible. Their grant application for 2012 CDBG funds is exactly the same as that from the MADC.

Steven Ferguson: Are you able to take donations? Ms. Ebrey referred the questions to MADC. Ms. Cobble replied that due to MADC's association with United Way, they have restrictions on how they can raise money through donations.

**Moore Youth and Family Services.** Lisa Williams introduced herself as representing the applicant. MYAFS is an outpatient counseling services that children and first time offenders are brought in to discuss what they've done and the results of what a life of those actions would result in. The parent and the offender are responsible for attending these meetings and they're given a curriculum. MYAFS is hoping to provide services to 200 offenders in the next year. Curriculum is based on communications and substance rehabilitation, and is a set curriculum with measurable results.

Mark Hamm: How do you get referrals to your program? What role does the Juvenile Detention Center play? Ms. Williams responded that the Juvenile Detention Center is only a short-term holding facility to allow minors to be released to parents with no counseling. The City court system refers them to the program.

Steven Ferguson: Is the curriculum was taken home or more focused on the counseling sessions? Ms. Williams said that the curriculum was given to clients for their use away from the offices.

Steven Ferguson: Are there different curriculum for different types of offenses? The board was informed that the guidance provided covered several general issues.

**Moore Public Schools Foundation.** Dr. Kristi Scroggins introduced herself as representing the applicant. She explained that the MPSF is requesting CDBG funds for use of organizing a "care closet" for LMI families who cannot afford basic hygiene products for their children. Currently to fill this need teachers generally purchase products out of their own money. The funds will be used to purchase items for the closet, where counselors can go to pick up products for students who are missing school frequently due to health-related absences, such as lice, or who have poor personal hygiene and are in need of basic self-care products, such as deodorant or toothpaste. This is a new program that is trying to help kids not miss as much school due to issues that can be helped with the right resources.

Steven Ferguson: How many kids do they anticipate serving? Dr. Scroggins said there are 16 schools in Moore, Ok that all have large percentage of LMI families. Ms. Jones noted that the application has an estimated 150 children to be assisted by the "care closet".

Steven Ferguson: Would there be a cap on maximum income for a household receiving these items? Dr. Scroggins replied that teachers and/or counselors would refer the children to the service. They have knowledge of the income level of the children's family primarily through the Free and Reduced Lunch Program.

Steven Ferguson: Is the foundation actively soliciting donations of money or items? Ms. Ebrey said they had received commitments for the "care closet", but once they determined that the lice kits were important, they needed to raise more money to cover the extra cost. To date they have commitments for \$5,000 for this program.

Janie Milum: Are you actively seeking donations of items? Ms. Ebrey answered yes, they have already identified potential businesses to approach.

**Pioneer Library System.** Sheila Crosby introduced herself as representing the applicant. Ms. Crosby is looking for funding to help the Nottingham apartments provide better standard of living by providing services to enrich lives of the residents. Varied programs sponsored by CDBG would be put on by the library professionals geared towards adults, children, and families. She plans to hold one activity per week, located in the Nottingham Community Center.

Mark Hamm: Can you further explain the transportation issues surrounding this grant? Mrs. Crosby replied that because of the low-income status of the Nottingham residents, many don't have the means to travel to the library to take advantage of their services. This grant will allow for librarians to bring their services to the residents of Nottingham.

Janie Milum: How would you advertise your services to the residents? Mrs. Crosby replied that she would rely on the Community Services advocate at Nottingham and the leasing office to spread the word among the residents. They would offer incentives to get the residents to participate, like giving participants a book.

Steven Ferguson: What would happen if City of Moore 2012 CDBG funds were not provided? Mrs. Crosby replied that without the funding, the library administration would likely not pursue the program.

Ms. Jones thanked all of the applicants for their interest in the CDBG program and their service to the community. She invited the applicants to stay for discussion among the committee members as to how to allocate the funds.

Ms. Jones began the funding discussion by suggesting that Mary Abbott House, although a worthy cause, seems unable to comply with the grant requirements of noting the ethnicities of the beneficiaries; consequently they cannot meet the requirements of the grant. Mr. Hamm agreed.

Mr. Hamm asked if the \$8,000 allocation would go towards only 11 seniors for Aging Services. He recalled Ms. Wilson explaining that many more were fed at the Brand Senior Center. Ms. Milum

clarified that \$8,000 was the cost for providing one meal per day for 11 seniors all year long, which turns out to be around 1,300 meals. Ms. Jones added that a portion of the money goes to pay for an on-site aid to help coordinate the food delivery.

Mr. Ferguson asked about the overall budget of Aging Services and why they need the money. He noted that the salary expenses annually were a lot. Ms. Milum said that the budget is for the entire Aging Services Program that includes 13 staff for 5 congregate meal sites in Cleveland County.

Mr. Hamm mentioned that every school has a library, so that need is being met in some form for the children of Nottingham. This does not seem to be the highest priority that we have heard about tonight. Mr. Ferguson agreed with that. Mrs. Milum added that it may be difficult to get the residents to take advantage of the program. The committee agreed to focus on other needs for 2012.

Mr. Ferguson stated that he would like to focus on the requests that had the smallest budgets, like The Father's Business; he felt that the money could go further. Ms. Jones replied that one reason those budgets are low is because they are fully ran by a volunteer staff, and that has challenges of their own, such as high volunteer turnover rates and potential problems in meeting the grant reporting requirements. For example, in CDBG year 2010, the programs that did not expend all funding were those ran with volunteers.

Cody Mosley noted that for 2011 CDBG Program Year, The Father's Business had not expended any CDBG funds to date. On a separate issue, he added that we cannot underestimate the importance of record keeping and monitoring with the CDBG program. Following the federal rules for CDBG should be the most important priority because if the rules aren't followed, the City's entire funding could be cut.

Mr. Hamm noted that if they purchase a lot of their food from the Regional Food Bank, perhaps The Father's Business could make do with less money.

Mr. Ferguson stated that the MPSF submitted 2 applications- 1 was an exact duplicate of MDAC, and the other is the "Care Closet". Ms. Milum noted the importance of good hygiene for children, and since they already have some commitment of other funds, maybe we could fund the "Care Closet" in a lesser amount than \$8,000. Ms. Jones agreed that of the 2 applications submitted by MPSF, the "Care Closet" has the best chance of success with reduced funding. Mr. Mosley suggested that MPSF may be happy even if we just funded the lice kit portion of the closet.

After further discussion, the CDBG Advisory Committee proposed the following funding plan: Moore Public School Foundation Lice Kits-\$4,000; Moore Youth and Family Services<sup>1st</sup> Offenders-\$8,000; Moore Alcohol and Drug Counseling-\$8,000; Bethesda-\$8,000; Aging Services-\$8,000=\$40,000. That leaves a remaining grant amount of \$5,607.

Mr. Ferguson agreed with that allocation plan. Mrs. Milum asked what should we do with the extra funds, or if one of the organizations do not want the money? Mr. Hamm suggested that if we have extra money, we might fund the Moore Alcohol and Drug Center for counseling services; it appeared as if they had the biggest need since the MPSF submitted an application on their behalf. All committee members agreed on the funding allocation plan.

All committee members agreed to meet at the planned meeting April 26 to go over the infrastructure budgets.

Meeting was adjourned at 7:41 pm.



**MOORE CDBG ADVISORY COMMITTEE  
AGENDA  
April 26, 2012**

Notice is hereby given that the CDBG Advisory Committee of the City of Moore will hold a meeting scheduled on **April 26, 2012 at 5:30 PM** in the City Council Chambers, 301 N. Broadway, Moore, Oklahoma.

- AGENDA ITEM I:** ROLL CALL
- AGENDA ITEM II:** CITY STAFF REPORTS
- AGENDA ITEM III:** REVIEW AND CONSIDER PUBLIC INFRASTRUCTURE PROJECTS FOR THE 2012-2013 CDBG PROGRAM YEAR
- AGENDA ITEM IV:** CITIZENS TO BE HEARD
- AGENDA ITEM V:** ADJOURNMENT

Agenda posted in compliance with Oklahoma Open Meeting Law on the 16<sup>th</sup> Day of April, 2012, by Elizabeth Jones, Community Development Director.

THE CITY OF MOORE CDBG ADVISORY COMMITTEE MEETINGS ARE OPEN TO ALL RESIDENTS. IF ANY PERSONS WISHING TO ATTEND THE MEETING NEEDS SPECIAL ACCOMMODATIONS DUE TO A DISABILITY, LANGUAGE BARRIER, OR LACK OF TRANSPORTATION, PLEASE CONTACT THE CITY OF MOORE COMMUNITY DEVELOPMENT DEPARTMENT AT LEAST THREE (3) DAYS PRIOR TO THE MEETING AT 405-793-5053.

2012 CDBG ADVISORY COMMITTEE MEETING

April 26, 2012; 5:30 PM

Moore City Hall

301 N. Broadway

Moore, OK 73160

AGENDA ITEM I, being ROLL CALL:

The following CDBG Advisory Committee Members were present: Steven Ferguson, Mark Hamm, and Janie Milum

The following City Staff were present: Elizabeth Jones, Community Development Director, and Cody Mosly, CDBG Intern

No citizens were present.

Elizabeth Jones, Community Development Director, called the meeting to order at 5:30 pm. Ms. Jones opened the meeting by explaining that the City received 2 public facilities applications for the 2012 CDBG funds. For the 2012 CDBG Program Year, the City of Moore is anticipating a total of \$277,386 in federal CDBG funds. The Committee is allocating \$41,607 for public service projects, and the City takes the allowed 20% of the allocation, or \$55,477, for administration expenses. This leaves a remaining \$180,302 that may be used for public infrastructure, along with an additional \$47,823 from the 2010 CDBG PY, for a total amount for public infrastructure funding of \$228,125.

**Sidewalk Repair in Regency Park.** Sidewalk construction (including repair) is identified in the Consolidated Plan as a high priority. A good portion of Regency Park is included in the CDBG Target Area, and is eligible for CDBG funding. In using federal funds to construct or repair sidewalks, the entire length of the sidewalk must meet strict ADA standards, including portions of sidewalk that may not need repair and all driveways, regardless of condition. This greatly increases the cost of replacing or repairing sidewalks in a residential area. Estimated Cost of \$161,000 for ¼ mile of sidewalk replacement on 2 sides of street and approx. 67 served individuals.

**Brand Senior Center Expansion.** Senior Centers are identified in the Consolidated Plan as a high priority. CDBG funding is allowed to be spent on senior centers, including expansions. The existing center is operating at capacity, requiring the City to rent a "Senior Center Annex" for additional activities. With the funding available, a 2,000 sf expansion to the east is possible. The finish-out of the expansion will likely be funded with either City funds or a portion of the 2013 CDBG funding. Estimated Cost of \$225,000 for approx. 4,733 served individuals (based on 2010 Census info).

Mr. Ferguson expressed surprise that it would cost so much for sidewalk repair. Ms. Jones commented that the main expense is in making all driveways ADA-compliant. That requires tearing out and reconstructing each driveway with a "shelf" in the walk aisle.

Mr. Hamm stated that the sidewalks in Regency Park are in horrible repair, and they haven't been repaired since they were constructed in the 1960's. He stated that if this is the only way to get

these issues fixed, he believes that it was a good use of CDBG funds. However, if the city can use other funding sources to fix the problem areas at a lower cost, which would be the best solution.

Mr. Hamm asked Ms. Jones if she knows if the city manager wants to fix these sidewalks with another funding source. Ms. Jones answered that for residential street sidewalks, it is the city's policy to always repair and replace with city funds, never federal funding. She explained that the only sidewalks funded with federal dollars are arterial road sidewalks that have limited driveways, thus making the dollars stretch farther. Ms. Jones went on to say that the City is making it a priority to fix sidewalks as they rebuild streets with the Residential Street Repair Sales Tax fund. However, she is not aware if this street or any other in Regency Park is on the list to be repaired, and if they are on the list, she is not sure when it will happen.

Mr. Hamm stated that he wanted to know if and when Yorkshire Avenue in Regency Park will be rebuilt with the Sales Tax fund. If it will be within a year, he thinks that is the best solution. If it will be a longer wait than that, then he would like to use other funding, like CDBG, to get these repaired. Ms. Jones replied that she would find out the status of street and sidewalk repairs in Regency Park and report back to the committee via e-mail.

Ms. Milum commented that the Senior Center is operating at full capacity, and with the growing senior population, it would be vitally important to look at its expansion, even if CDBG funds aren't used. She also noted that not only is an expansion needed, but also staff should look at the kitchen to make sure that it is meeting all the needs, and the electrical system has some issues that may need to be addressed.

Mr. Ferguson agreed with Mr. Hamm that the sidewalks are in great need of repair, but the scope of the work that is dictated by the federal funding seems to "waste" a lot of money on non-sidewalk items, like driveway replacements. He also agreed with Ms. Milum that the senior center expansion would be a great project.

Mr. Ferguson asked Ms. Jones if the \$225,000 would complete the senior center expansion. Ms. Jones replied that the money would pay for the "shell" building. The finish-out would likely need to be funded from other sources, whether it is the general fund or the 2013 CDBG funding. But it is difficult to determine the cost of the finish-out until the programming of the space is complete by the Moore Council on Aging.

Mr. Ferguson expressed concern about implicitly allocating future CDBG funds for the senior center expansion by approving a project that we know can't be completed with the funding available. He requested some more information about how far the 2012 grant funding would go to give a complete project. Ms. Jones agreed that she would find out more information about this and get back to them via e-mail.

Ms. Jones verified that she will find out the following items tomorrow and e-mail them the information:

- 1) Whether or not Yorkshire Avenue in Regency Park will be on the Sales Tax street repair list, and if so, when will it be scheduled; and

2) Can the \$225,000 senior center expansion be done for that amount, and can the space be useable for that amount?

Ms. Jones went on the explain the budget breakdown for the 2012 CDBG Program Year that will be published on May 9 for the next public meeting to be held on May 24. The meeting was adjourned at 5:57 pm.



**MOORE CDBG PUBLIC HEARING NOTICE**

**May 24, 2012**

Notice is hereby given that the City of Moore will hold a Public Hearing on **May 24, 2012 at 5:30 PM** at Moore City Hall, 301 N. Broadway, Moore, Oklahoma. The purpose of the hearing is to review the proposed 2012-2013 Annual Action Plan. These documents may be viewed at the Moore Public Library, Brand Senior Center, Moore City Hall, and on the City’s website, [www.cityofmoore.com](http://www.cityofmoore.com). A summary is as follows:

**Anticipated Funds:**

2012 CDBG Program Funds:	\$277,256
2010 CDBG Reallocated Funds:	<u>\$ 47,823</u>
Total CDBG Funds Available:	\$325,079

**Recommended Use of Funds:**

**Public Facilities**

Brand Senior Center (Expansion)	\$228,040
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**Public Services**

Aging Services (Senior Meal Delivery)	\$ 8,000
Bethseda, Inc. (Youth Counseling)	\$ 8,000
Moore Youth and Family Services, Inc. (Youth Counseling)	\$ 8,000
Moore Alcohol/Drug Center, Inc. (Youth Counseling)	\$ 13,107
Moore Public Schools Foundation (Youth Health Services)	\$ 4,481

**Administration**

Personnel/Training/Publications	\$ 47,451
Fair Housing Administration	\$ 8,000

**Total CDBG Recommendation** **\$325,079**

The Moore City Council will consider approval and adoption of the documents at the July 2, 2012 City Council Meeting, held at Moore City Hall, 301 N. Broadway, Moore, Oklahoma, at 6:30 pm.

The City is seeking any comments on the proposed 2012 CDBG Program. Public Comments will be accepted through July 2, 2012. Public Comments may be made in person at the May 24, 2012 Public Hearing or at the regularly scheduled Moore City Council Meeting on July 2, 2012. Written Comments may be made to Elizabeth Jones, Community Development Director, 301 N. Broadway, Moore, OK 73160 or by phone at 405-793-5053.

THE CITY OF MOORE CDBG ADVISORY COMMITTEE MEETINGS ARE OPEN TO ALL RESIDENTS. IF ANY PERSONS ATTENDING THE MEETING NEED SPECIAL ACCOMMODATIONS DUE TO A DISABILITY, LANGUAGE BARRIER, OR LACK OF TRANSPORTATION, PLEASE CONTACT THE CITY OF MOORE COMMUNITY DEVELOPMENT DEPARTMENT AT LEAST THREE (3) DAYS PRIOR TO THE MEETING AT 405-793-5053.

**Published in the *Daily Oklahoman* and *Moore American* on May 9, 2012.**

**2012 CDBG Public Hearing #2**  
**May 24, 2012**  
**Moore City Hall**  
301 N. Broadway  
Moore, OK 73160

Elizabeth Jones, Community Development Director, called the meeting to order at 5:35.

CDBG Advisory Members Present: Mark Hamm; Jimmy Milligan; Janie Milum  
CDBG Advisory Members Absent: Jerry Ward; Amber West; Steven Ferguson; Laura Lawson

City Staff Present: Elizabeth Jones, Community Development Director; Cody Mosly, CDBG Intern;

Ms. Jones welcomed the committee, staff, and citizens to the public hearing. Referring to a handout, Ms. Jones reported that the 2011 Program Year is making progress with the environmental review being complete sooner than anticipated, and that the sidewalk will begin construction as soon as the city's schedule allows for it.

Ms. Jones directed attention to the handouts that were provided that outlines the proposed 2012 Program Year. The City of Moore is anticipating receiving \$277,386 for 2012 Program Year. Of that amount, 20%, or \$55,477, is reserved for administration. 15%, or \$41,607, is reserved for Public Service activities. The remaining funding of \$180,302 can be used for Public Facilities Improvements.

Ms. Jones explained that at past meetings the committee had allocated the Public Service funding to the following organizations:

Aging Services (Senior Meal Delivery)	\$ 8,000
Bethseda, Inc. (Youth Counseling)	\$ 8,000
Moore Youth and Family Services, Inc. (Youth Counseling)	\$ 8,000
Moore Alcohol/Drug Center, Inc. (Youth Counseling)	\$ 13,107
Moore Public Schools Foundation (Youth Health Services)	\$ 4,500

Ms. Jones explained that at past meetings the committee had agreed to fund the expansion to the Moore Senior Center with the Public Facilities funding. This project is estimated at approximately \$228,000. In order to secure that much funding, staff is proposing to use 2012 Public Facilities funding and the carry-over from 2010 PY, or \$47,823. Ms. Jones showed the committee members a preliminary floor plan of the Senior Center Addition that would add approximately 2,000 sf of new activity space.

Ms. Jones stated that these activities are all in compliance with the adopted Consolidated Plan.

Ms. Jones opened the meeting to comments or questions at 5:52 pm. The following citizen's spoke:

1. Donna Henson, 3205 Jason Ryan Circle, Moore, OK: Ms. Henson explained that she believed that she had recently been the victim of Housing Discrimination because she has recently added her grandchildren to her family. She brought up the concern of rental units in Moore being

advertised as “Senior Living”, but not meeting the standards that the government has set up for true Senior Living. She believes that landlords routinely rent to individuals who are not yet 55 years old, however, they claim to be “Senior Living” when a family inquires about rental.

Ms. Jones mentioned that she had spoken to Ms. Henson on the phone this afternoon, and that she is looking into her issue. But Ms. Henson has been in contact with Metro Fair Housing with her complaint and they are pursuing an investigation. Ms. Jones said that she would also contact Metro Fair Housing and speak with them about ways to educate landlords of “Senior Communities” in Moore on how to comply with the Fair Housing Act.

Mr. Hamm asked what the process was to file a Fair Housing Complaint. Ms. Jones answered that usually a resident will call her office and describes the situation. If it is something that is not fair housing related, her department can generally solve any issues. However, if it is Fair Housing related, she asks the caller to contact Metro Fair Housing. Metro Fair Housing then opens a “case” and investigates it. If Metro Fair Housing believes a landlord is guilty of Housing Discrimination, it can generally be resolved through mediation but sometimes will go to court.

Ms. Henson went on to say that she is disappointed that Moore does not have Home Ownership information or Down-Payment Assistance information readily available for their residents. Ms. Jones answered that Moore gets a very limited amount of CDBG funding, and priorities for the funds are established every 5 years through the consolidated planning efforts. Although CDBG funding may not be the best source of funding for these types of activities, she did think that other government or private sector sources can assist with this.

Ms. Henson noted that the residents do not seem to be very informed about the CDBG Program or Fair Housing Issues in general. That was a big concern of hers. Ms. Jones agreed that in Moore it is difficult to get the word out about these issues. Ms. Henson suggested using the “Moore Monthly” as a way to get the word out. Ms. Jones said that she would look into getting the CDBG Activities included in their publication for the future.

Ms. Milum made the motion to recommend approval of the proposed 2012 Annual Action Plan and forward to the Moore City Council. Mr. Milligan seconded the motion. The item was approved unanimously.

Ms. Jones thanked everyone for attended. She mentioned that the proposed plan will be considered by the Moore City Council on July 2, 2012. Afterwards it will be forwarded to HUD for approval. She pointed out the calendar of 2012 CDBG meetings and deadlines, and noted that this committee would not reconvene until November.

The meeting adjourned at 6:28 pm.

