



The City of  
**OKLAHOMA CITY**

**Citizens' Committee for  
Community Development**

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**MINUTES**

**September 10, 2024**

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**420 W. Main, 10<sup>th</sup> Floor Conference Room - 3:30 PM**

**Councilmember, Nikki Nice**

**At Large, Veran Randle**

**At Large, Eric Groves**

**At Large, Phi Nguyen**

**At Large, Rachel Baeza**

**Ward 1, Alan Norton**

**Ward 1, Pat Brown**

**Ward 2, VACANT**

**Ward 2, Angela Chase**

**Ward 3, Maira Mata (Vice Chair)**

**Ward 3, VACANT**

**Ward 4, Elaine Lewis**

**Ward 4, VACANT**

**Ward 5, Luke Small**

**Ward 5, Chandler Goodman**

**Ward 6, Anna Langthorn**

**Ward 6, Patricia Means**

**Ward 7, Rita Beasley**

**Ward 7, James Johnson**

**Ward 8, Carolyn Sims**

**Ward 8, Mel Martin (Chair)**

It is the policy of the City to ensure that communications with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability who requires an accommodation, a modification of policies or procedures, or an auxiliary aid or service, or alternate format of the agenda in order to participate in this meeting should contact the ADA Coordinator of the Planning Department at 297-2498 or TDD 297-2020 as soon as possible but not later than 48 hours (not including weekends or holidays) before the scheduled meeting. The Planning Department will give primary consideration to the choice of auxiliary aid or service requested by the individual with disability.

Meeting Minutes  
Citizens' Committee for Community Development  
10 September 2024  
3:30 PM

The Notice and Agenda for the Citizens' Committee for Community Development Meeting were filed with the City Clerk's office at 9:36 a.m., on September 06, 2024, and posted on the Council bulletin board 24 hours prior to the meeting.

The meeting was called to order at 3:36 p.m. and adjourned at 4:42 p.m.

**1. ROLL CALL**

PRESENT: NGUYEN, NORTON, BROWN, CHASE, MATA, GOODMAN\*,  
BEASLEY\*, SIMS, MARTIN

ABSENT: NICE, RANDLE, GROVES, BAEZA, LEWIS, SMALL, MEANS,  
LANGTHORN

\*Specific members noted above attended but joined meeting after roll call:  
Committee Members Goodman and Beasley arrived at the meeting at 3:39 p.m.

**2. APPROVAL OF MINUTES FOR JANUARY 30, 2024**

APPROVED. MOVED BY NGUYEN, SECONDED BY SIMS; AYES: NGUYEN,  
NORTON, BROWN, CHASE, MATA, GOODMAN, BEASLEY, SIMS, MARTIN

ABSENT: NICE, RANDLE, GROVES, BAEZA, LEWIS, SMALL, MEANS,  
LANGTHORN

**3. COMMITTEE REPORTS**

**A. Brownfields Program Report**

Amanda Alewine, City of Oklahoma City Senior Planner, provided Brownfields Program update. Highlights:

- Brownfields Programs can assist with Phase I and II Environmental Site Assessments, Clean Up Planning and Reuse Planning.
- There is a \$3.9 Million Revolving Loan Fund (RLF) available through the program. Highland Park Elementary and Parker Elementary are two projects that have been completed using these funds. Both sites had asbestos.
- The City of Oklahoma City was selected to receive the \$1 Million EPA Environmental Justice Government to Government Grant. Funds will be used for community engagement to create a community vision for selected sites located in the

vicinity of NE 23<sup>rd</sup> Street and N Martin Luther King Avenue that will be included in future Requests for Proposals for redevelopment. Grant funds will also be used to remove existing foundations and pavements in order to prepare the sites for redevelopment.

- Environmental Justice Community Change Grant - Community Action Agency (CAA) is applying for an EPA Environmental Justice Community Change Grant for \$20 Million that will focus on improvements to the Capitol Hill Community and the J.C. Penney Building. CAA would be the lead applicant, but as part of the application, they are required to have a partnership agreement with The City.
- The EPA released a Notice of Funding Availability for Brownfields Assessment on September 4, 2024. Staff is preparing a Brownfields Assessment proposal for \$500,000. These funds can be used for Phase I and Phase II Environmental Site Assessments, Cleanup Planning, Reuse Planning.
- The City has over \$2.5 million available for loans for environmental cleanups; contact Brownfields Planning staff if interested.
- Current Phase I Assessments:
  - Producers Stadium Site requested by ECHO
  - 1501 NE 21st
  - 2036 NE 16th Terrace
  - West Half of 1239 N Bath Avenue
  - 4300 S Douglas
  - 1436 NE Euclid
  - 6441 N MLK
- Current Phase II Assessments:
  - Taylor Ridge
  - 1308 NE 18th
  - 1443 NE 22nd

Committee Member Norton asked if projects outlined for the \$1 Million grant had already been completed the previous year.

Alewine stated that the City acquired a portion of the property in 2023, and the current grant proceeds will be used for community engagement. A portion of the grant will be used to remove concrete and asphalt slabs where buildings used to sit and to also continue to address the environmental cleanup of the site.

Committee Member Martin asked about the \$3.9 Million RLF being available for site assessments and remediation.

Alewine stated the RLF is available for cleanup only. She also stated that 50% of the RLF must be loaned to for-profit entities and 50% must be subgranted to non-profit organizations. The loan term is 10 years with 2% interest. The first four years of loan are interest only.

## **B. Housing Rehabilitation Program Policies – Review and Consideration of Revisions**

Todd Smith, Federal Program Manager provided the overview of changes.

- Purpose of the Policy Revision is to amend the existing housing rehabilitation program policies for loan and grant programs funded with federal Community Development Block Grant (CDBG) and HOME funds to ensure compliance with program regulations and stated goals and objectives of the five-year Consolidated Plan.
- The Policy document undergoes periodic review due to changes in city, state and federal regulations that have arisen to revise and amend the Housing Program Policies.
- The revised Policies include the following material changes:
  - **Overview**
    - The document was restructured to reduce the redundancy of similar requirements that were scattered throughout various Chapters and to ensure policy consistency.
  - **Table Of Contents**
    - Updated to reflect the restructuring and new Chapters and Appendices names.
  - **Chapter 1 – General Requirements**
    - The name of this Chapter was changed from Loan Program-Specific Requirements to General Requirements.
    - The existing Chapter 7 - Contractor Requirements and Submission of Documentation for All Programs, and Chapter 8 - Miscellaneous Provisions Relating to All Programs were consolidated and moved under this Chapter.
    - The Chapter also in structure follows the project lifecycle for a homeowner from application to post-project requirements.
    - This Chapter includes each program's shared requirements, such as homeowner eligibility, property standards, and contractor qualifications.
    - The 5% retainage fee on large whole-home projects is eliminated to comply with new state regulations requiring retainage fees to be reduced and to reduce administrative burden.
    - The procurement process was updated to match the Office of Management and Budget's (OMB) 2 CFR 200 requirements, which is a HUD requirement.
    - This update allows The City to use multiple contractors on a single project.
    - Policy language was inserted to address the bid award criteria in event of a tie bid.
    - The debarment policy was updated to include additional reasons for contractor suspensions from receiving project awards including not completing warranty work within the one-year warranty period, not responding to an official complaint filed against them, and receiving unfavorable post-project reviews from two consecutive Homeowners.

- Added a provision to suspend a Homeowner from the program if they create a hostile working environment for City staff or contractors or discriminate against contractors based on EEOC requirements.
- **Chapter 2 – Home Exterior Maintenance Program**
  - This Chapter was moved from Chapter 4 in the existing Policy to Chapter 2.
  - This condensed Chapter summarizes the Program-specific qualifications, conditions, limits, terms, and other program requirements.
  - Other similar program requirements were moved to Chapter 1.
  - The cost limit maximum per project funding is increased from \$23,000 to \$24,000. This increase is due to the rising costs of materials and labor, but it remains under the \$25,000 threshold that would impose additional regulatory requirements on the project.
- **Chapter 3 – Special Assistance for the Eligible (SAFE) Program**
  - This Chapter was moved from Chapter 2 in the existing Policy to Chapter 3.
  - This Chapter summarizes the program-specific qualifications, conditions, limits, terms, and other program requirements for the SAFE program.
  - Other similar program requirements were moved to Chapter 1.
  - The cost limit maximum per project funding is increased from \$57,500 to \$80,000, which includes raising the five-year forgivable loan limit to \$60,000 and the Lead Hazard Reduction forgivable grant to \$20,000. These increases are proposed due to the rising costs of materials and labor.
- **Chapter 4 – General Repayment Loans**
  - This Chapter was moved from Chapter 3 in the existing Policy to Chapter 4.
  - This Chapter summarizes the program-specific qualifications, conditions, limits, terms, and other program requirements.
  - Similar program requirements that were moved to Chapter 1 were removed.
  - The total cost limit maximum was raised from \$57,500 to \$80,000, which includes raising the no-interest loan limit to \$60,000 and the Lead Hazard Reduction forgivable grant up to \$20,000. These increases are proposed due to the rising costs of materials and labor.
- **Chapter 5 – Homeownership Opportunity Program**
  - This Chapter updates the requirements of this program, which has not been offered in several years. The goal is to sell fully rehabbed or newly constructed houses inside our Neighborhood Revitalization Strategy Area (NRSA) and our Strong Neighborhood Initiative (SNI) areas to potential Homebuyers utilizing the Downpayment Assistance Program (DPA). This ensures that our targeted clients are included in a comprehensive housing initiative.
  - The lottery system for selecting potential Homeowners is removed, allowing for a more effective, inclusive, and streamlined purchasing process.
- **Chapter 6 – Other Requirements**

- This Chapter addresses policies around federally required environmental review topics such as lead-based paint, radon, and noise. It identifies the City's approach to inspecting and mitigating the concerns that are included in The City's current policy.
- **Appendix 1 - Voluntary Moving Cost Expenses**
  - Removes the existing Appendix 1—Minimum Occupancy Standards, which dictates the number of bedrooms based on the size of a family and no longer applies to any of the City's Housing Programs.
  - To maintain numeral consistency, the existing Appendix 2 is renumbered as Appendix 1- Voluntary Moving Cost Expenses.
  - This Appendix was updated to reflect the current cost of moving and storing household items that would be required to be removed from a house during Lead-Based Paint abatement work required as a part of whole-home rehabilitation.
- **Appendix 2 – Minimum Property Standards**
  - To maintain consistency, renumbers the existing Appendix 3 to Appendix 2.
  - This appendix was updated to reflect new federal inspection and property standards (National Standards for the Physical Inspection of Real Estate (NSPIRE)) and the recently published program guidelines. The prior standards are revoked.

Committee Member Norton inquired about who will oversee projects if a General Contractor is not going to be used on projects.

Smith stated the internal City of Oklahoma City Rehabilitation Specialists will manage timelines and oversee contractors on all projects.

Committee Member Sims asked about one of the qualifications for Home Exterior Maintenance Program regarding only being able to get assistance only once and another program is every 10 years.

Smith commented that the Home Exterior Maintenance Program is a very popular program, and we want to be able to assist as many homeowners as possible instead of helping the same person or property repeatedly. The program is not intended to be a homeowner's primary maintenance program.

Committee Member Norton inquired about how big of an issue lead based paint actually is since it was made illegal in 1978.

Smith commented there are standards that must be followed during inspections of the properties and the standard today is either to do a paint chip sample or XRF testing. Federal regulations require that surface be below a specific number. Sometimes when lead based paint has been covered, it still may be contaminated. If the \$25,000 grant threshold is crossed, we must full lead abatement which means one of the four methods of abatement (enclosure, encapsulate, remove or replace) must be used.

Committee Member Martin asked for recommendation the plan be moved forward to City Council for consideration.

APPROVED. MOVED BY SIMS, SECONDED BY GOODMAN; AYES: NGUYEN, NORTON, BROWN, CHASE, MATA, GOODMAN, BEASLEY, SIMS, MARTIN

ABSENT: NICE, RANDLE, GROVES, BAEZA, LEWIS, SMALL, MEANS, LANGTHORN

#### **4. OTHER BUSINESS**

##### **A. Election of Chair**

Mata nominated Alan Norton for the position. Norton accepted the position.

APPROVED. MOVED BY MARTIN, SECONDED BY SIMS; AYES: NGUYEN, NORTON, BROWN, CHASE, MATA, GOODMAN, BEASLEY, SIMS

ABSENT: NICE, RANDLE, GROVES, BAEZA, LEWIS, SMALL, MEANS, LANGTHORN

##### **B. Election of Vice Chair**

Beasley nominated Carolyn Sims for the position. Sims accepted the position.

APPROVED. MOVED BY MARTIN, SECONDED BY GOODMAN; AYES: NGUYEN, NORTON, BROWN, CHASE, MATA, GOODMAN, BEASLEY, SIMS

ABSENT: NICE, RANDLE, GROVES, BAEZA, LEWIS, SMALL, MEANS, LANGTHORN

##### **C. Consider a Special Meeting dated for a review of the CAPER**

- Consolidated Annual Performance and Evaluation Report (CAPER) is the yearly report submitted to HUD regarding accomplishment and progress towards the Consolidated Plan goals.
- HUD granted an extension to November 30, 2024, to submit report.
- Next regular scheduled CCCD Meeting will be held in October but is too soon to present the CAPER.

Committee Member Norton asked for motion to hold a Special Meeting on November 12, 2024.

APPROVED. MOVED BY BROWN, SECONDED BY MARTIN; AYES: NGUYEN, NORTON, BROWN, CHASE, MATA, GOODMAN, BEASLEY, SIMS

ABSENT: NICE, RANDLE, GROVES, BAEZA, LEWIS, SMALL, MEANS, LANGTHORN

**5. COMMENTS FROM COMMITTEE**

No comments were made.

**6. COMMENTS FROM STAFF**

Todd Smith, Federal Programs Manager announced the retirement of Chris Varga, current City of Oklahoma City Planning Department Housing and Community Development Division Manager. He will be retiring January 2025. Ben Davis will be his replacement.

**7. COMMENTS FROM PUBLIC**

No comments were made.

**8. ADJOURNMENT**

MOVED BY GOODMAN, SECONDED BY MATA

The meeting was adjourned at 4:42 p.m.