

AGENDA
SHAWNEE URBAN RENEWAL AUTHORITY
NOVEMBER 5, 2024 AT 9:00 AM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

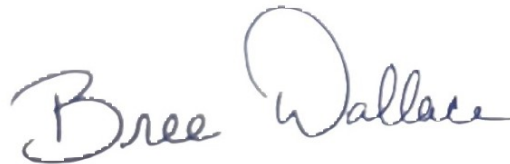
Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF QUORUM

1. **Approval of Minutes from August 6, 2024**
2. Consideration of 2025 Meeting Schedule
3. Update on Projects
4. Program Manager's Report
5. Adjournment

Respectfully submitted,

A handwritten signature in blue ink that reads "Bree Wallace". The signature is written in a cursive, flowing style.

Bree Wallace, Secretary

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)

SHAWNEE URBAN RENEWAL AUTHORITY PROCEEDINGS

AUGUST 6, 2024 AT 9:00 AM

The Shawnee Urban Renewal Authority of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Tuesday, August 6, 2024 at 9:00 AM, pursuant to notice duly posted as prescribed by law at _____. Chairman _____ presided and called the meeting to order. Upon roll call, the following members were in attendance.

William Burke
Chairman

Sydney Davidson
Commissioner

Robert Hoover
Commissioner

Carol Valentine
Commissioner

Robert Keil
Commissioner

ABSENT: Valentine

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of Minutes from the May 7, 2024 regular meeting.

Approval of Minutes:

The minutes from the meeting held on May 7, 2024, were presented for approval.

- **Motion:** Made by Commissioner Davidson
- **Second:** Chairman Burke

Vote:

- AYE: 4
- NAY: 0

The motion to approve the minutes passes.

2. Consideration of approval of the Minutes from the June 13, 2024 Special Call Meeting.

Approval of Minutes:

The minutes from the meeting held on June 13, 2024, were presented for approval.

- **Motion:** Made by Commissioner Keil
- **Second:** Commissioner Davidson

Vote:

- AYE: 4
- NAY: 0

The motion to approve the minutes passes.

3. Update on Projects

Secretary Wallace goes over the August 2024 project update.

Project Updates

August 6, 2024, Meeting

1. Home Repair: Reframe Walls, Replace Roof, Siding/Guttering –S. Philadelphia

Bids received: 2

Bid awarded to: A New Creation for \$14,435.00

Bids for this project have been received, but as of the time this report was written, it has not yet been awarded. ***Update May 2024* This project has been awarded and is set to start in the middle of May. *August 2024 Update* Waiting on the contractor to close out this job.**

2. Home Repair: Emergency Plumbing Repair – W. Dewey

Bids received: 0

Bid awarded to:

This is an emergency plumbing project that went out for a bid in January – no bids were received. We will be reaching out to more plumbing contractors in the coming weeks. ***Update May 2024* This project is on hold due to unforeseen circumstances relating to homeowner. *August 2024 update* The project remains on hold.**

3. Demo: Accessory Building and Foundation- S. Bell

Bids Received: 3

Bid awarded to: Midwest Wrecking CO.

The start date of this project has not been set at the time of this report *August 2024 Update*This project has been completed with no change orders and was closed out at a total cost of \$2,510.00.

4. Demo: Building and foundation, accessory structures, and other items- N Philadelphia

Bids Received 4

Bid awarded to: Wades Services

The start date on this project is set for May 1, 2024. *August 2024 update* This project has been completed with no change orders. Closed out at \$7,500.00.

5. Emergency Plumbing: Change material of all piping, Removal and Replace all plumbing- N. Beard

Bids received: 1

Bid awarded to: LG Contracting

This project was set to start June 17, 2024, and was completed with no change orders. Closed out at \$17,240.00

6. Home Repair: Floor Framing, Wall Framing, Roof framing and decking, Windows

Bids Received: 2

Bid awarded to: LG Contracting for \$29,475.00

The start date of this project is August 12, 2024.

7. Home Repair: Windows and Trim, Siding and Guttering

Bids Received: 0

Bid awarded to:

The project has recently completed its initial inspection and is scheduled to be released for bidding on August 5, 2024.

8. Home Repair: Roofing, Flashing, Interior Walls and Ceilings, Kitchen Cabinets, and more.

Bids Received: 0

Bid awarded to:

The project has recently completed its initial inspection and is scheduled to be released for bidding on August 5, 2024.

Currently we have 2 home rehab projects pending initial inspection, and 4 applications for home rehab awaiting review.

4. Program Manager's Report

No new business to report.

5. Adjournment

Chairman Burke motions to Adjourn
Commissioner Keil Seconds

Vote Results:

- Aye: 4
- Nay: 0

Outcome: The motion to adjourn the meeting passes.

William Burke
Chairman

ATTEST:



Bree Wallace
Secretary

2025 CALENDAR YEAR
SCHEDULE OF QUARTERLY REGULAR MEETINGS*

SHAWNEE URBAN RENEWAL AUTHORITY

DATE	TIME	PLACE OF MEETING
02/04/25	9:00 a.m.	Commission Chambers 16 W. 9 th Street, City Hall
05/06/25	9:00 a.m.	Commission Chambers 16 W. 9 th Street, City Hall
08/05/25	9:00 a.m.	Commission Chambers 16 W. 9 th Street, City Hall
11/04/25	9:00 a.m.	Commission Chambers 16 W. 9 th Street, City Hall

NAME: Bree Wallace
TITLE: CDBG Program Coordinator
ADDRESS: 16 W. 9th Street, City Hall
Shawnee, OK 74801
PHONE NUMBER: (405)273-1276

Filed in the office of the Municipal Clerk at _____ a.m./p.m on
_____.

Signed: _____
Clerk/Deputy Clerk

*Must be filed prior to December 13, 2024

Project Updates
November 1, 2024, Meeting

1. Home Repair: Emergency Plumbing Repair – W. Dewey

- **Bids Received: 0**
- **Bid Awarded To: N/A**
- **Status: This emergency plumbing project has faced challenges, with no bids received since it was put out for tender in January. We plan to contact additional plumbing contractors in the coming weeks.**
 - **May 2024 Update: Project on hold due to unforeseen homeowner circumstances.**
 - **August 2024 Update: Project remains on hold.**
 - **November 2024 Update: Awaiting confirmation from the homeowner's son regarding whether to proceed or rescind the application.**

2. Home Repair: Reframe Walls, Replace Roof, Siding/Guttering – S. Philadelphia

- **Bids Received: 2**
- **Bid Awarded To: A New Creation for \$14,435.00**
- **Status: This project has been awarded and commenced mid-May.**
 - **August 2024 Update: Awaiting contractor to finalize job.**
 - **November 2024 Update: Job successfully closed out.**

3. Home Repair: Roofing, Flashing, Interior Walls and Ceilings, Kitchen Cabinets, and More – W 34th

- **Bids Received: 1**
- **Bid Awarded To: LG Contracting for \$15,978.00**
- **Status: Initial inspection completed; project released for bidding on August 5, 2024.**
 - **November 2024 Update: Project completed with two change orders:**
 - **Overly decking: \$3,500.00**
 - **Fridge installation: \$1,900.00**
 - **Total Project Cost: \$21,378.00**

4. Home Repair: Floor Framing, Wall Framing, Roof Framing and Decking, Windows – E. 10th

- **Bids Received: 2**
- **Bid Awarded To: LG Contracting for \$29,475.00**
- **Status: Project commenced on August 12, 2024.**
 - **November 2024 Update: Roof framing and decking, along with front porch framing to meet city code, completed.**
 - **Current Cost: \$10,985.00**
 - **Projected Completion: By November 8, 2024.**

5. Home Repair: Electrical

- **Bids Received: 1**
 - **Bid Awarded To: LG Contracting for \$14,750.00**
 - **Status: Project awarded on October 1, 2024, and is currently in progress.**
-

6. Demo: 611 N Philadelphia

- **Bids Received: 4**
 - **Bid Awarded To: N/A**
 - **Status: Four closed bids received; selection process underway.**
-

Summary

Currently, we have 1 home rehab project pending initial inspection, 6 applications for home rehab, and 2 demolition applications awaiting review.

Drawdown set up and in the system: 10-30-24

IDIS Voucher# 6957058

Approved in the system by _____ on _____

cc:

Kimberly Smith, Courtney Conrad & Teresa Story

Activity Number	Description CDBG	EXPENSES	Program Income	Drawdown Amount
445	(190) Administration	\$ 3,841.60		\$ 24,840.29
445	(190) Salaries 03/01/24 - 09/27/24	\$ 20,998.69		
	TOTAL	\$ 24,840.29		
443	(190) Housing Rehab/ Emergency Repair	\$ 124,363.00		\$ 134,602.92
443	(190) Salaries 03/01/24-09/27/24	\$ 10,239.92		
		\$ -		
		\$ -		
	Total	\$ 134,602.92		
431	(190) Homeless Facilities/ Transitional Housing			\$ -
444	(190) Demolition			\$ -
433	(190) Rent/Utilities/Food Coronavirus Aid			\$ -
442	(190) CV Administration			\$ -
				\$ -
				\$ -
				\$ -
Total draw		\$ 159,443.21	\$0.00	\$ 159,443.21

Total Draw \$ 159,443.21

*Less PI \$0.00

Wire Trans \$ 159,443.21

Wire Transfer Received: _____ per _____



va

Community Development Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: October 21, 2024
To: Board of City Commissioners
From: Rian Harkins, Community Development Director
Subject: Consideration of approval of an updated Citizen Participation Plan for the Community Development Block Grant program.

Background: The City of Shawnee receives Community Development Block Grant (CDBG) funds annually from the U.S. Department of Housing and Urban Development (HUD). Shawnee receives these funds due to our status as an entitlement community (one of nine in Oklahoma to have this designation). The CDBG program provides funding to assist low- to moderate-income households and eliminate slum and blight conditions.

As part of Shawnee's 2023 monitoring report, staff from HUD noted that key revisions to the Citizen Participation Plan were needed. These requested revisions are designed to clarify how stakeholder groups can obtain information, notes where information can be obtained, and how individuals (including those with disabilities) can provide input on the Annual Action Plan and Consolidated Plan.

Approval of the updated Citizen Participation Plan by the City Commission is the final step in the revision process.

Financial Impact: Not applicable

Attachments: Citizen Participation Plan COS - amended March 2023 for 2024 CP

Staff Recommendation: Approval of the item

CITIZEN PARTICIPATION PLAN



Community Development Block Grant Program

Version: Updated October 2024

**THE CITY OF SHAWNEE
COMMUNITY DEVELOPMENT DEPARTMENT
CITIZEN PARTICIPATION PLAN**

I. INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) requires a five-year Consolidated Plan for Housing and Community Development. This process satisfies the minimum statutory requirements for four CPD formula programs (Community Development Block Grant (COMMUNITY DEVELOPMENT), (HOME Investment Partnerships HOME, Emergency Shelter Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) with a single submission.)

The statutes for the grant programs set forth three basic goals, which are closely related to HUD's major commitments and priorities. *Each of these goals must give maximum priority to the benefit of low and very-low income persons.*

- 1) Programs are to provide decent housing
- 2) Provide suitable living environment
- 3) Expand economic opportunities

The City of Shawnee Citizen Participation Plan outlines ways in which the citizens of Shawnee can participate in its CDBG (HOME, ESG and HOPWA) programs. Its purpose is to encourage public participation in the planning process, as well as to meet the requirements of the U.S. Department of Housing and Urban Development. The City of Shawnee receives CDBG funding and does not receive HOME, ESG or HOPWA funding at this time.

The City of Shawnee Citizen Participation Plan is available for public review at any time. Copies of the plan may be obtained through the City of Shawnee Community Development Department or by requesting a copy from the CDBG Administrator. This October 2024 Citizen Participation Plan amends the City of Shawnee's October 2020 Citizen Participation Plan, which was amended in April 2011 after being originally adopted in November 1998, to update the actions that the City of Shawnee's Community Development Department will take to encourage the participation of all residents.

II. STANDARDS FOR PARTICIPATION

The City of Shawnee is required by Federal Regulations to ensure that the citizen participation process be provided at the community wide level as well as the neighborhood level in areas where a significant amount of activity is proposed or ongoing. These levels of participation shall meet the following standards:

There shall be involvement both at the (1) neighborhood level by scheduling meetings at times and places convenient to the residents of the neighborhood and

at the (2) community-wide level through meetings to be held in the City of Shawnee, (City of Shawnee Commission Chambers 16 W 9th St. Shawnee, OK 74801), in the program processes.

The Consolidated Plan is the planning document that outlines the partnerships between housing providers, human service agencies, neighborhoods and the business community for addressing specific community needs. The Consolidated Plan will document housing and Community Development needs and identify strategies to meet those needs in the City of Shawnee. There is a five year Consolidated Plan and a yearly Annual Action Plan – these will both be referred to as the “Consolidated Plan” for the remainder of this document. Citizens, non-profits and other interested parties are invited and encouraged to become involved throughout all stages of the CDBG program. Areas of involvement include:

1. Development of the Citizen Participation Plan
2. Development of the Consolidated Plan (5-yr plan and Annual Action Plan)
3. Assessment of Performance (Consolidated Annual Performance Evaluation Report – CAPER)
4. Substantial Amendments to Consolidated/Action Plans

III. ACCESS TO ADEQUATE AND TIMELY INFORMATION

Citizens, public agencies, and other interested parties, including those most affected, will have the opportunity to receive information, review and submit comments on any proposed submission concerning the proposed activities, including the estimated amount proposed to benefit low to extremely low-income residents.

All areas of citizen participation shall be conducted in an open manner with freedom of access to all interested persons, non-profit organizations and other interested parties.

Citizens shall be provided adequate and timely information, so as to enable them to be meaningfully involved in important decisions at various stages of the programs. Information may include but is not limited to federal regulations and other issues to have an understanding of the programs.

The City of Shawnee will provide full public access to program records and information, particularly to those of low and moderate income and to those residing in lower-income and blighted neighborhoods. Such disclosures will be consistent with the laws regarding personal privacy and obligations of confidentiality. Any such request for access to records should be made so in writing to the City of Shawnee, Community Development Department, 16 W. 9th Street, Shawnee, OK 74801. The telephone number is (405) 273-1276. Documents relevant to the program shall also be made available for review at the City of Shawnee Office of Community Development during the hours of 8 a.m. to 4 p.m. Monday through Friday. Such documents include:

1. The total amount of grant funds (CDBG and others received) planned to be available for eligible activities including planning and administration,
2. The range of activities that may be undertaken with the funds and the kinds of activities that have been previously funded in the City of Shawnee.
3. The process that is to be followed in preparing and approving the Consolidated Plan and the proposed schedule of meetings and hearings,
4. All mailings and promotional material,
5. Record of hearings,
6. Documents regarding other important program requirements, such as contracting procedures, environmental review policies, fair housing and other equal opportunity requirements and relocation provisions, and

Additionally, a reasonable number of free copies of the Citizen Participation Plan, Consolidated Plan, Annual Action Plan and the Annual Performance Report will be made available to residents or groups who request them at locations convenient to persons affected by the program and to handicapped persons:

- Community Development Block Grant Department, 16 W. 9th Street, Shawnee
- The City of Shawnee Website – www.shawneeok.org
- The City of Shawnee Clerk’s Office at City Hall, 16 W. 9th Street, Shawnee
- The Shawnee Public Library, 101 N. Philadelphia, Shawnee

IV. PUBLIC HEARINGS

The City of Shawnee shall conduct public hearings to obtain views of citizens, particularly those persons affected by the programs, i.e., low and very low income persons, and those residents of blighted neighborhoods, public agencies and to hear interested parties to respond to proposals and comment at all stages of the Consolidated Plan submission process. Topics of interest at the public hearings will include but not be limited to: 1.) identifying housing and Community Development needs, 2.) reviewing proposed uses of funds and, 3.) reviewing previous program performance.

The City of Shawnee will hold at least two public hearings during each program year cycle, with one held before the proposed consolidated plan is published for comment and at least one after the proposed plan is available for review. The hearings will be held in the (City of Shawnee Commission Chambers 16 W 9th St. Shawnee, OK 74801) on a day selected in the normal workweek.

Notices of the hearings will be published in the non-legal section of the Shawnee News Star Newspaper and/or posted following local procedures for formal noticing at least fourteen (14) days prior to each hearing. Notices will also be posted at the following locations:

- Community Development Block Grant Department, 16 W. 9th Street, Shawnee
- The City of Shawnee Website – www.shawneeok.org
- The City of Shawnee City Hall, 16 W. 9th Street, Shawnee

Additionally, the City will be provide news releases to aid in informing the public. Accessibility to the handicapped will be provided at the location of each public hearing. If special accommodations are needed, please contact the Community Development Department 48 hours prior to the meeting to make specific accommodation requests.

V. NON-ENGLISH SPEAKING RESIDENTS

It has been determined that there are not a significant number of non-English speaking residents expected to participate in the hearings. However, special arrangements will be made, if requested 48-hours in advance of a hearing.

VI. OBTAINING CITIZEN VIEWS

The City of Shawnee encourages all citizens; particularly those persons affected by the programs, i.e., low- and moderate-income persons, and those residents of blighted neighborhoods, public housing residents and management, to submit their views and proposals concerning the programs. Citizens will have a period of not less than thirty (30) days to submit comments on performance reports before the report is to be submitted to. Each performance report shall include a citizen participation report with a summary of all comments to be attached. See section on PUBLIC HEARINGS for notice of comment periods information.

Citizens may submit their views and proposals in one of the following manners:

1. Contact the Community Development Department located 16 W 9th Street, Shawnee, OK 74801 any time throughout the program. However, to be truly meaningful, such input is encouraged at the earliest possible stage of planning before decisions are made through the public hearing process.
2. During formal public hearings (see section on public hearings).
3. Contact a representative of a project area or any community-wide citizen organization.

Once a proposal is received regarding any phase of the programs, the appropriate City department will respond. Written proposals will receive a written response stating the reasons the action was taken, regardless of whether the action is positive or negative. An oral request requires only an oral response, but in some cases a written response may be offered. Most oral proposals can and will be responded to during the hearings. Every effort will be made to respond to views and proposals prior to the final hearing where practicable or within fifteen (15) working days of receipt.

VII. CONSIDERATION OF OBJECTIONS TO APPLICATIONS

Citizens, particularly those persons affected by the programs, i.e., low- and very-low income persons, and those residents of blighted neighborhoods, public agencies and other interested

parties will be given a period of not less than 30 calendar days, prior to the submission of the consolidated plan to comment. The City of Shawnee will consider the views of all citizens, public agencies, and other interested parties in preparing the final Consolidated Plan and attach a summary of such comments to the final submission. The summary of citizen comments will include a written explanation of comments not accepted and the reasons these comments were not accepted.

Any person wishing to object to the approval of the Consolidated Plan is encouraged to do so in writing to the appropriate HUD Area Office. HUD will consider objections made on the following terms:

1. The stated needs and objectives are inconsistent with available facts and data.
2. Activities scheduled to be undertaken are inappropriate in meeting the needs and objectives the City has identified.
3. The Consolidated Plan does not comply with the overall requirements of citizen participation.
4. The City proposes ineligible program activities.

HUD will consider objections anytime during the duration of the program. However, objections should, if possible, be submitted within 30 days of the Notice of Publication that the application has been submitted to HUD. Objections may be sent to:

U.S. Department of Housing and Urban Development
Community Planning and Development
301 NW 6th Street, Suite 200
Oklahoma City, OK 73102-2807

VIII. COMPLAINTS

Complaints regarding program activities affected by the Consolidated Plan may be directed to the City of Shawnee, CDBG Administrator, located at 16 W. 9th Street, Shawnee, OK 74801, (405) 273-1276.

Basic information will be recorded including: the date, name, address, and telephone number of the complainant, convenient hour to be contacted, and nature of the complaint. Records will also be maintained regarding: whom the complaint was referred, a due date for response and the ultimate disposition.

Every reasonable effort will be made to provide a written response to all written complaints received concerning the program within fifteen (15) working days. When it appears that it will take longer than fifteen (15) working days to produce a suitable response, an interim oral response will be made to assure the complainant that their complaint has been received and a response is forthcoming.

The complaint log will be reviewed annually to determine the number and types of complaints. This analysis will provide an opportunity for overall program improvements and corrective actions.

Any person who feels they have received an unsatisfactory response or otherwise remains dissatisfied, may direct the complaint to:

U.S. Department of Housing and Urban Development
Community Planning and Development
301 NW 6th Street, Suite 200
Oklahoma City, OK 73102-2807

IX. TECHNICAL ASSISTANCE

To further citizen participation, particularly from those persons affected by the programs, i.e., low and very-low income persons, and those residents of blighted neighborhoods, the City of Shawnee will provide technical assistance to groups and individuals requesting assistance in the development of proposals (applications) and views. Technical assistance shall be provided to:

- (a) Citizen organizations, so they may adequately participate in planning, implementing and assessing program performance.
- (b) Groups and individuals of low- and moderate-income as well as groups and individual residents of blighted neighborhoods.
- (c) Citizens that are organizing and operating activities directed toward the accomplishment of one of the Community Development goals and objectives.

Such assistance will include at least one annual applicant workshop where staff will provide information and assistance on funding applications. Additional technical assistance will be available by individual appointments with CDBG staff.

X. PUBLISHING THE PLAN

To assure that all affected citizens have sufficient opportunity to review and provide comment, the City of Shawnee will publish, prior to its submission, a summary of the proposed Consolidated Plan and performance reports in a non-legal section of the Shawnee News Star newspaper. The summary will list the activities that were awarded funding as well as the amount of funding awarded. The summary will also include a list of the locations where a copy of the entire plan may be examined. A copy of the proposed plan will be available for review at:

- Community Development Block Grant Department, 16 W. 9th Street, Shawnee
- The City of Shawnee Website – www.shawneeok.org
- The City of Shawnee Clerk's Office at City Hall, 16 W. 9th Street, Shawnee

XI. PROGRAM AMENDMENTS

Prior to the submission to HUD of a ¹substantial change in the use of funds proposed in the program activities, the City of Shawnee will provide reasonable notice of, and opportunity to comment on, the proposed change. If HUD approval is needed prior to adopting the amendment, the City of Shawnee shall hold a public hearing concerning the adjustment. The public hearing will follow the guidelines established herein.

XII. CONTINGENCY AND LOCAL OPTION ACTIVITIES

Should any of the activities in the Consolidated Plan received disapproval from HUD, funds may be set aside by the City of Shawnee for any unforeseen contingencies. Activities that will replace those that have been disapproved are required to be selected through the same citizen participation process as stated herein.

¹ Substantial Change - (a) Change in Purpose- if an activity changes with respect to the objectives as originally described in the Consolidated Plan; (b) Change in Scope – if the scale and/or nature of the activity changes to the extent that there is a significant increase or decrease in program funds expended, or if changes/revisions within the original budget allocation exceed the greater of \$20,000 or 25% of the original budget for all projects approved within the Annual Action Plan; (c) Change in Location – if the originally approved project is neighborhood specific and the project location is changed to an area outside of its census tract; and (d) Change in Beneficiaries – if the percentage of low-income persons receiving service/assistance decreases 25% or more.