

AGENDA
SPECIAL MEETING
CITY OF MIDWEST CITY
CITIZENS' ADVISORY COMMITTEE
ON HOUSING AND COMMUNITY DEVELOPMENT

September 25, 2023 -- 5:30 p.m.
Midwest City Council Chambers
100 N. Midwest Blvd.
Midwest City, Oklahoma 73110

A. ANNOUNCEMENTS

B. MINUTES

1. Approval of minutes of April 3, 2023.

C. NEW MATTERS

1. Public hearing with discussion and consideration of the 2022 Consolidated Annual Performance and Evaluation Report (CAPER).
2. Discussion and consideration of nomination of chairman and vice chairman.
3. Discussion and consideration of changing the committee meeting time to 6:00 p.m. per survey of members.

D. PUBLIC DISCUSSION

E. COMMITTEE DISCUSSION

F. ADJOURNMENT

THOSE REQUIRING SPECIAL ACCOMMODATIONS, INCLUDING ALTERNATIVE MEANS OF COMMUNICATION FOR THE DEAF OR AUXILLARY AIDS SHOULD CONTACT THE GRANTS MANAGEMENT DEPARTMENT AT 739-1216 24 HRS PRIOR TO THE MEETING. COPIES OF THE PROPOSED DOCUMENTS CAN BE PROVIDED IN ACCESSIBLE FORMATS FOR THE DISABLED UPON REQUEST.

Notice of the Midwest City Citizens' Advisory Committee on Housing and Community Development Public Hearing was filed with the City Clerk, notice of the public hearing was made on March 22, 2023 and a copy of the agenda for the meeting was posted in the lobby of City Hall 48 hours in advance of the meeting.

MINUTES OF THE CITIZENS' ADVISORY COMMITTEE
ON HOUSING AND COMMUNITY DEVELOPMENT

April 3, 2023 – 6:30 p.m.

Council Chambers

A Citizens' Advisory Committee on Housing and Community Development public hearing, open to the public, was held in the Midwest City council chambers, 100 N Midwest Boulevard, Midwest City, Oklahoma, at 6:30 p.m., on April 3, 2023, with the following members present:

Committee Present

Mike Anderson

Kathy Gain

Elaine Winterink

Scott Young

Absent

Tammy Pote

Greta Stewart

Staff

Ashley Stephenson, Plan Asst

Terri Craft, Grants Manager

The meeting was called to order by Chairman Anderson at 6:30pm.

No Announcements

A motion was made to approve the minutes for November 14, 2022 meeting as written by Winterink and was seconded by Gain. Motion carried.

Public hearing with discussion and consideration of the proposed FY'2023 Action Plan for use of 2023 Community Development Block Grant (CDBG) funds, and recommendation to the city council.

Terri presented the proposed plan and activity funding.

Public service providers that had responded to the city RFP with proposals were present to speak about their organization and answer questions.

Present:

Shari Lopp representing Autumn House –. The CDBG funding will pay for a part time activities coordinator and supplies for activities for the senior residents. The participation in activities has increased and now serving more residents than were pre-pandemic.

Roseanna Reynolds representing Latchkey – CDBG funding requested will pay for partial scholarship for before/after school care for income eligible families that are not receiving state or tribal assistance for child care. Latchkey serves at 6 of 13 Mid-Del elementary schools.

Darla Check representing Mid-Del Youth and Family – Providing counselling services to youth in crisis at the Midwest City schools. The CDBG funds will pay for services for those students not covered by insurance or Medicaid.

Brittany Hussain representing Leah’s Hope – Annex services provided include support services for the transitional housing tenants, support groups and training, and client case management.

Shafeeq Islam representing Metro Fair Housing Council – services include fair housing enforcement, education and outreach. MFHC has provided 44 years of service to the Metro Area. They are currently servicing 28 MWC clients.

Motion was made by Winterink and 2nd by Young to approve the proposed FY23 Action Plan budget. All voted aye, motion passed.

The action plan will be subject to a 30-day comment period and presented to the City Council on May 16, 2023.

Discussion and consideration of changing the Citizens’ Advisory Committee 6:30pm meeting time.

Committee Member Winterink proposes a 5:30 meeting time. Gain seconds Committee votes 3 ayes 1 nay. Meeting time change is approved however, as the committee had absent members, it was decided that a survey would be issued to all members before the next meeting and the discussion would be brought back at that time to discuss the results.

No Old Tabled Matters

No Public Discussion

Committee Discussion – the next anticipated meeting will be to review the FY22 CAPER in Sept/October.

Motion to adjourn was made by Winterink seconded by Gain. Motion carried. Meeting adjourned at approximately 7:02 p.m.

Chairman



Grants Management
100 N. Midwest Boulevard
Midwest City, OK 73110
405.739.1216

TO: Citizens' Advisory Committee

FROM: Terri L. Craft, Grants Manager

DATE: September 25, 2023

SUBJECT: Public Hearing with discussion and consideration of the 2022 Consolidated Annual Performance and Evaluation Report (CAPER).

The attached draft CAPER documents Community Development Block Grant (CDBG) activities and expenditures for the period of July 1, 2022 through June 30, 2023. It represents accomplishments made toward the 2020-2024 Consolidated Plan and 2022 Action Plan goals and anticipated outcomes.

The report has been available for public comment and will be transmitted to the Department of Housing and Urban Development for review.

A handwritten signature in black ink that reads "Terri L. Craft". The signature is written in a cursive, flowing style.

Terri L. Craft
Grants Manager

CITY OF MIDWEST CITY
Consolidated Annual Performance and Evaluation Report (CAPER)
Year Three Action Plan (2022)
July 1, 2022 – June 30, 2023

GENERAL SUMMARY

The Consolidated Annual Performance and Evaluation Report (CAPER), a requirement of the U.S. Department of Housing and Urban Development (HUD), provides financial and beneficiary information detailing the City of Midwest City's progress in carrying out its housing and community development strategies outlined in its 2020 – 2024 Consolidated Plan. This CAPER represents activities outlined in the City of Midwest City's Year Three Action Plan covering the program year of July 1, 2022 through June 30, 2023.

The City of Midwest City receives entitlement funds from only one of the four HUD programs covered by the consolidated planning process. Community Development Block Grant (CDBG) funds were used for housing, community development and public service activities meeting the CDBG objectives of decent affordable housing, suitable living environments and economic opportunity.

The City of Midwest City expended a total of \$480,551.27 in CDBG funds during the fiscal year to:

- *Provide rehabilitation services to 18 homeowners*
- *Serve 2357 persons through public service activities*
- *Assisted 2 first time homebuyers*

The city received through the Coronavirus Aid Relief and Economic Security Act (CARES Act), \$559,346 in CDBG CV funds during FY'20 and the majority of funds expended in FY'21. The remaining \$44,550.14 was spent in FY'22. Cumulative expenditures of CARES Act funding through June 30, 2023 resulted in public services assisting 2200 persons.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

During Year Three of the City of Midwest City's 2020-24 Consolidated Plan and Strategy, the city continued to work toward accomplishing the

five-year goals set out in the consolidated plan of affordable housing, public facility/infrastructure/improvements, public services and administration. Midwest City remains well within the HUD expenditure timeliness requirements and has made steady progress toward goals set out in its 5-year Consolidated Plan. Most programs and activities were affected in some way due to the irregularity of the past few years with the housing market, business decline, COVID-19 pandemic, experienced delays, inflation or other interruptions. Strategic plan goals were only met in the public services category. Only six (6) of the city's fifteen (15) 2022 Action Plan individual project goals were met this reporting period and are reflected on page 4.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

The following tables provide proposed versus actual outcome measures indicated in the city's 5-year Conplan and 2022 Action Plan.

Table 1
Accomplishments – Program Year & Strategic Plan to Date

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan 2020-2024	Actual – Strategic Plan 2020-2024 Cumulative	Percent Complete	Expected 2020 AP Year 1	Actual – 2020 CAPER Year 1	Percent Complete	Expected 2021 AP Year 2	Actual – 2021 CAPER Year 2	Percent Complete	Expected 2022 AP Year 3	Actual – 2022 CAPER Year 3	Percent Complete
Preservation of safe, decent, affordable housing	Affordable Housing Rehab Admin	CDBG: \$995,000	Homeowner Housing Rehabilitated	Household Housing Unit	115	49	43%	23	16	70%	23	15	65%	23	18	78%
Increasing the supply of affordable housing	Affordable Housing	CDBG: \$35,000	Other	Household Housing Unit	100	41	37%	20	20	100%	20	17	85%	20	4	20%
Facilities, infrastructure, improvement needs	Non-Housing Community Development	CDBG: \$290,000	Public Facilities/ Infrastructure/ Improvements	Other	8	7	88%	2	4	200%	1	0	0%	4	3	75%
Provide public assistance and services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$300,000	Public Services	Persons Assisted	5,135	2,232	43%	1,027	1,106	108%	884	1,126	127%	1,010	2,357	233%
Reduce Slum and Blighted Buildings	Non-Housing Community Development	CDBG: \$0	Slum/Blight Activities	Units	0			0			0			0		
Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$0	Economic Development	Persons Assisted	0			0			0			0		
Planning and Administration	Administration	CDBG \$400,000	Other	Other	N/A			N/A			N/A			N/A		

2022 Program Year - Community Development Block Grant (CDBG) Project Progress – Year Three of 2020-2024 Consolidated Plan

Project Name	Goal	Measure	Annual Outcome Expected	Annual Outcome Actual	Percent Goal Met 2022
Primary Systems Home Repair	Affordable Housing	Households Assisted	20	16	80%
HBA Housing Services – HOME Prog Insp	Affordable Housing	Households Assisted	20	4	20%
HBA Housing Services - Counseling	Affordable Housing	Households Assisted	20	0	0%
Housing Rehab Admin – HR Loan Prog	Affordable Housing	Households Assisted	3	2	66%
Senior Services	Provide Services	Persons Assisted	175	143 - LMC	82%
At Risk Youth Services	Provide Services	Persons Assisted	200	216 - LMC	108%
Before/ After School Care Scholarships	Provide Services	Persons Assisted	10	8 - LMC	80%
Senior Transportation Services - EMBARK	Provide Services	Persons Assisted	450	1870 - LMC	415%
Homeless Services	Provide Services	Persons Assisted	25	76 - LMC	304%
Fair Housing Services	Provide Services	Persons Assisted	30	44 - LMC	133%
Municipal Complex Sidewalks - ADA	Public Facilities	Other	0	1 - LMA	
Mid Del Group Home Fire Line Insulation	Public Facilities	Other	1	1 - LMC	100%
Neighborhoods in Action Center Sign	Public Facilities	Other	1	1 - LMA	100%
Mid America Park Equipment	Public Facilities	Other	1	0	0%
Lions Park Pickleball Courts	Public Facilities	Other	1	0	0%
Administration	Planning & Admin	Other	N/A	N/A	N/A

Acronyms: LMC – low to moderate income clientele activity, LMA – low to moderate income area activity, HH – household

CARES ACT CDBG-CV FUNDING

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected	Actual	Percent Complete	Percent Goal Met
Provide public assistance and services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBGCV: \$462,614.67	Public Services	Persons Assisted	1565	2200	100%	141%
Planning and Administration	Administration	CDBGCV: \$96,731.33	Other	Other	N/A	N/A	100%	N/A

PROJECT NAME	GOAL	MEASURE	OUTCOME EXPECTED	ACTUAL TD	PERCENT GOAL MET
CDBG-CV Emergency Rent and Utility Assistance – Community Action Agency	Provide Services	Persons Assisted	250	694 – LMC	278%
Autumn House – expanded services	Provide Services	Persons Assisted	175	142 – LMC Completed	81%
Steed B&G Club – expanded services	Provide Services	Persons Assisted	100	201 - LMC Completed	201%
Leah’s Hope – expanded services	Provide Services	Persons Assisted	20	17 – LMC Completed	85%
Mid Del Group Home – expanded services	Provide Services	Persons Assisted	20	35 – LMC Completed	175%
Mid Del Youth & Family – expanded services	Provide Services	Persons Assisted	300	186 – LMC Completed	62%
Volunteer Income Tax Asst – expanded services	Provide Services	Persons Assisted	700	925 – LMC Completed	132%
Administration	N/A	N/A	N/A	N/A	100%

Cummulative CARES ACT CDBG-CV Project Progress

2020-24 Midwest City Consolidated Plan Goal Progress

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Midwest City identified seven priority areas in its 2020-2024 Consolidated Plan in which to be addressed with HUD Community Development Block Grant (CDBG) funds. These priorities include: Affordable Housing - Preservation, Affordable Housing – Increasing, Public Facilities/Infrastructure/Improvements, Public Services, Slum/Blight Activities, Economic Development and Administration. All CDBG funded activities are guided by the primary program objectives of providing decent housing, a suitable living environment and expanded economic opportunities principally benefiting persons of low and moderate income. Five of these priorities were addressed in program year 2022. Economic Development and Slum/Blight are identified as a low priority due to limited CDBG funding.

During program year 2022-23, the City of Midwest City had \$716,509.42 in CDBG funds, consisting of \$394,856 in 2022 funding and \$321,653.42 in prior year funding. \$480,551.27 in total CDBG expenditures were made during program year 2022. \$187,403.58 in

expenditures supported affordable housing, \$53,948.00 supported public services, \$165,125 supported public facilities and \$74,074.69 supported administration expenses.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1492
Black or African American	509
Asian	37
American Indian or American Native	83
Native Hawaiian or Other Pacific Islander	5
Other multi-racial	79
Total	2126
Hispanic	92
Not Hispanic	2034

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Table 2 represents persons participating in CDBG Senior Services, At Risk Youth Program, Child Care Scholarship Program, Senior Transport, Homeless Services and Fair Housing Services. The Primary System Home Repair Program, HBA Housing Services and Housing Rehabilitation Program numbers are collected as households and are not included above but are listed as follows:

22 Total households were assisted to include; White households - 15; Black or African American households – 5; and American Indian or Alaskan Native households – 2; Hispanic households – 2.

Of the beneficiaries served listed above 253 were considered Female Head of Households and 42 were disabled.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	HUD	\$716,509.42	\$480,551.27
CDBG CV	HUD	\$44,550.14	\$44,550.14

Table 3 – Resources Made Available

Narrative

The City of Midwest City receives only Community Development Block Grant (CDBG) as an entitlement community and received \$394,856 in 2022. Prior year funding brought resources available to \$716,509.42. CDBG-CV funding in the total amount of \$559,346 was awarded during prior fiscal years and \$44,550.14 in expenses was reflected in the 2022 CAPER document.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City-wide			Midwest City Limits

Table 4 – Identify the geographic distribution and location of investments

Narrative

Funds are not committed or allocated geographically.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

CDBG funds were not used to leverage additional resources, however, the City of Midwest City continues to support and pursue complimentary funding sources to provide activities and services that meet needs in the community and provide an improved quality of life. The following table represents other resources utilized and/or managed by the Grants Management Department during this reporting period.

SOURCE	PROGRAM	Description	Beneficiaries
HUD - Oklahoma Housing Finance Agency	HOME Homebuyer Assistance Program	Down Payment, Closing Costs	2 MWC first time homebuyers assisted
HUD - Oklahoma Department of Commerce	Community Development Block Grant Coronavirus Funding	Crutcho Boys and Girls Club, NIA Tutoring Program, NIA Job Coaching Program, Career Training Grants, Rose State Kids College Scholarships, public facility improvements (rehab assistance)	Beneficiaries: Crutcho BGC – 103, NIA Tutoring Program – 413, NIA Job Coaching – 16, Career Training Grants – 10
City of Midwest City	Transitional Housing for Homeless/At-Risk Families	5 SF units – Catholic Charities referral and case management	4 families/1 vacant
City of Midwest City	Volunteer Income Tax Assistance Program	Free income tax preparation service – partner with IRS	1266 households
City of Midwest City	Dana Brown Cooper Head Start & Steed Head Start Centers	Provide facilities for CAA of Oklahoma City and Oklahoma /Canadian Counties Head Start Programs	100 preschool youth
City of Midwest City EMBARK	Route 15 Bus Service	Embark contract to provide express bus service and para-transit to, from and within Midwest City	4044 avg persons per month
City of Midwest City	Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc. - MWC District Office	Provide facilities for Midwest City District Office location at the Neighborhoods in Action Center	259 households
Oklahoma Atty Generals Office	Safe Oklahoma Grant	OT funds for targeted 2-man patrols in high risk areas	City-wide
City of Midwest City	Country Estates Boys and Girls Club Program	Funding provided for BGC programming Elementary School	258 students enrolled in afterschool program.

Midwest City Memorial Hospital Authority	MWC Community Improvement Grant	Construction of electronic sign at Neighborhoods in Action Center	Completed
Midwest City Memorial Hospital Authority	MWC Community Improvement Grant	Middle Income Homebuyer Assistance Program – down payment & closing costs	City-wide – 10 grants avail – 8 completed – 5 this FY.
NPS – OK Dept of Tourism	Land, Water and Conservation Fund (LWCF) Grant	Mid America Park Expansion – Phase I and Phase II pending	City-wide Benefit – \$1,290,000 - 50/50 match. GO Bond Project
City of Midwest City	Bus Stop Shelter Advertising and Maintenance	Manage advertising and maintenance of 10 bus stop shelters	City-wide Benefit – local advertising, community events, contract with Mid Del Group Homes for cleaning.

Midwest City owns (4) lots in the city’s Original Mile Revitalization Area. One of the properties was acquired using HUD Neighborhood Stabilization Program (NSP) funding and the remaining three properties were acquired through Oklahoma County. The NSP property has since met programmatic requirements and will be utilized in conjunction with the Revitalization Plan for the Original Mile.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	43	22
Number of special-needs households to be provided affordable housing units	0	0
Total	43	22

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	23	18
Number of households supported through the acquisition of existing units	20	4
Total	43	22

Table 6 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals. Outcomes have not exceeded goals for the year.

Discuss how these outcomes will impact future annual action plans.

Midwest City's affordable housing goals were not met for the year. Housing market supply is down, housing values have jumped considerably along with mortgage interest rates. The combination has been reflected in the reduction of applicants to Midwest City's Homebuyer Assistance Program. It is hoped that as the economy normalizes and inflation subsides, future action plan goals will see more normal outcomes.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	4	0
Low-income	12	0

Moderate-income	6	0
Total	22	0

Table 7 – Number of Households Served

Narrative Information

The City of Midwest City’s Primary Systems Home Repair Program serves low and extremely low income homeowner households while the Housing Rehabilitation Loan Program and HBA Housing Services serve homeowner households at or below moderate income. Midwest City continues to see great need for these programs.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Midwest City continues to make contact with persons (adults) who are seemingly chronically homeless and have chosen the lifestyle, seeing an increase in the incident of individual panhandlers and transients, primarily adjacent to commercial areas, along with a few encampments in out-of-the-way wooded areas. The number varies from approximately 12 to 30 persons, a few regulars with family in the area but most are transient in nature. The Midwest City Police Department has enacted a Homeless Outreach Team consisting of (2) officers per shift, who can access needs. Being in such close proximity to Oklahoma City shelters and homeless services, any willing persons with immediate shelter needs are referred to these existing resources. The 211 referral service refers to Oklahoma City providers and referrals often return to our community by way of transitional or permanent housing opportunities.

Addressing the emergency shelter and transitional housing needs of homeless persons

Seeing the most pressing need to be assisting those at risk of homelessness in the community, Midwest City owns and operates (5) single family structures used as transitional housing for homeless families. Case management and wrap-around services are provided to families residing in the city's properties by a local non-profit homeless provider. Leah's Hope is a homeless services provider in the area and currently provides housing and services to (4) families with the capacity to serve (4). Midwest City is also home to a 10-bed emergency youth facility operated by Mid-Del Youth & Family.

When available, bus passes are provided to the local hospital and Midwest City Police Department Jail to accommodate at-risk discharges. They are distributed to the MWCPD Jail Diversion Program, Community Action Officers, Homeless Outreach Team and the Neighborhoods In Action/Community Action Agency staff. Many local churches and organizations provide other needed services, such as meals, food, and clothing to the at-risk community.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of Midwest City is not a recipient of the Emergency Solutions Grant (ESG) which could assist with housing the homeless and provide services to prevent homelessness, re-house or otherwise permanently house the homeless. It is the intent of the city to improve its coordination with those entities in the

community that may come in contact with those experiencing homelessness in order to improve the city's assessment of need and plan appropriately for needed resources and service referrals.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Midwest City is not a recipient of the Emergency Solutions Grant (ESG) which could assist with housing the homeless and provide services to prevent homelessness, re-house or otherwise permanently house the homeless. It is the intent of the city to improve its coordination with those entities in the community that may come in contact with those experiencing homelessness in order to improve the city's assessment of need and plan appropriately for needed resources and service referrals.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

Midwest City does not have a public housing authority.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable.

Actions taken to provide assistance to troubled PHAs

Not applicable.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

No actions taken. The City of Midwest City has not identified any public policies that serve as barriers to affordable housing. If encountered, the city will endeavor to remove or lessen any adverse effects.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Midwest City coordinates its CDBG programs and activities to utilize funding in the most efficient way to address the needs of low to moderate income residents using the limited resources and funding available. The Grants Management Staff continues to seek out funding opportunities and partnerships that meet underserved needs in the community.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Lead hazard reduction and abatement continues to be an important component of the city's rehabilitation programs. Programs that provided rehabilitation/repair to owner occupied homes where painted surfaces would be impacted, required inspections of each house built prior to 1978 for lead-based paint (LBP) hazards using a Certified LBP inspector or risk assessor for compliance with HUD's Lead-Safe Housing Rule.

Staff will pursue educational opportunities for lead based paint training, educating contractors of the requirements and needed training, and working to identify additional funds sources to address this issue.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

To reduce the number of poverty-level families, Midwest City provides at least 70% of its CDBG activities to benefit the low to moderate income community. Public services are funded up to the full allowable 15% of our annual grant amount. Midwest City attempts to help individuals and families rise above the poverty level, become self-sufficient, and eliminate barriers to success through services provided to the community and support for other entities who are dedicated to reducing poverty. There are many anti-poverty programs offered by local agencies in Midwest City and the Oklahoma City Metropolitan Area.

Midwest City staff, in addition to providing programs and services that assist poverty level families, makes every attempt to refer families and individuals seeking assistance to the appropriate service agency.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

There were no actions taken to develop institutional structure.

Actions taken to enhance coordination between public and private housing and social service

agencies. 91.220(k); 91.320(j)

Actions during this period include coordination identified in the resource table under Leveraging in this document.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City of Midwest City contracts with the Metropolitan Fair Housing Council (MFHC) to provide comprehensive fair housing services to Midwest City residents. During the 2022-23 program year, MFHC conducted (44) client complaint intakes for Midwest City. Of those, (18) intakes were renter's rights complaints. Protected class intakes included (10) allegations of familial status discrimination, and (16) allegations of disability discrimination. No allegations of income, racial, sex (harassment), color, religion, or national origin discrimination were reported. The racial breakdown of client intakes were 66% Black, 32% White, and 2% American Indian with no Hispanic Ethnicity.

Under the Oklahoma Fair Housing Act, no allegations of race, color, religion, sex or national origin discrimination were reported.

Of the protected class intakes, (1) formal disability discrimination complaint was filed against a Midwest City housing provider with the US Department of Housing and Urban Development (HUD) during the program year.

MFHC also assists with requests for reasonable accommodations under the Fair Housing Act of which (7) Midwest City residents were assisted. All seven resident requests were granted by their landlords.

MFHC also provided instruction at First Time Homebuyer workshops in conjunction with the Community Action Agency of Oklahoma and Canadian Counties, Neighborhood Housing Services, and the Oklahoma Housing Finance Agency. All are associated with Midwest City's Homebuyer Assistance Program. MFHC also provided outreach through (4), Summer, Fall, Winter and Spring Fair Housing Forum Newsletters.

Actions made by the City of Midwest City during program year 2022 include the following:

- Provide referrals to Metropolitan Fair Housing Council for education, outreach, research, counseling and general information.
- Fair Housing Month Proclamation – April 2023
- Specific social media outreach during April for Fair Housing Month (Facebook, Twitter)
- Fair Housing Banners were placed in (10) bus stop shelter ad cases a month before, during April 2023 and a month after.

- Information about fair housing choice and education provided on the city website, flyers, city newsletters, posters and brochures.
- Make available pamphlets explaining rights and responsibilities of tenants and landlords, along with copies of the Oklahoma Residential/Non-Residential Landlord and Tenant Acts.
- Provide information about NHS, and CAA to meet education requirement for applicants to Midwest City's Homebuyer Assistance Program. Fair Housing education is a component of the classes.
- Midwest City's housing programs – Primary Systems Home Repair, Housing Rehabilitation and Homebuyer Assistance are provided city-wide in order to accommodate needs from any area of the city.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Grants Management Department is responsible for ensuring that CDBG funds are used in accordance with all program requirements. In meeting this responsibility, monitoring efforts are directed toward program performance, financial performance, regulatory compliance, and long-term compliance, to include minority, women and Section 3 business outreach and comprehensive planning compliance.

Financial expenditures are reviewed weekly, activities are reviewed on a monthly basis, and a quarterly financial report is prepared. CDBG projects are generally managed in-house by existing staff and procured through the RFP or competitive bid process in compliance with local ordinances. All contracts contain provisions to insure compliance with federal, state and local regulations and are overseen by staff for the duration of the contract. The Single Audit Act requirements also provide for a comprehensive audit and review of the Community Development Block Grant (CDBG) Program when total city federal expenditures exceed \$750,000.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

In accordance with the Citizen Participation Plan, the City of Midwest City provided a public notice in the Midwest City Beacon, fifteen days in advance of the public hearing to review the CAPER. In addition, notice of the draft CAPER was posted on the City's website and at various city buildings. The draft CAPER will be available for public comment from September 8, 2023 – September 22, 2023. The Citizens' Advisory Committee on Housing and Community Development will review the document on September 25, 2023 prior to submittal to HUD. Citizen comments are pending.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

City of Midwest City has not made any changes in its program objectives during the year.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

City of Midwest City has no BEDI grants.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

Though Midwest City has no CDBG activities that meet the threshold for Section 3 reporting, we do have 2 activities funded with state CDBG-CV2 funds, see Attachment 1 Leveraging Chart. These 2 activities address several of the efforts quantified above. The Job Coaching Program helps low income residents with job applications, resume preparation, job searches, and interviewing. The Career Training Program pays educational expenses for residents that are pursuing a degree, certification or career training.



Grants Management
100 N. Midwest Boulevard
Midwest City, OK 73110
405.739.1216

TO: Citizens' Advisory Committee

FROM: Terri L. Craft, Grants Manager

DATE: September 25, 2023

SUBJECT: Discussion and consideration of nominations for Chairman and Vice-Chairman.

In accordance with the committee's bylaws, nominations are to be taken annually for the positions of Chairman and Vice-Chairman of the Citizens' Advisory Committee on Housing and Community Development. The current Chairman is Mr. Mike Anderson and the Vice-Chairman is Ms. Elaine Winterink.

Terri L. Craft
Grants Manager



Grants Management
100 N. Midwest Boulevard
Midwest City, OK 73110
405.739.1216

TO: Citizens' Advisory Committee

FROM: Terri L. Craft, Grants Manager

DATE: September 25, 2023

SUBJECT: Discussion and consideration of changing the committee meeting time to 6:00 p.m. per survey of members.

Staff conducted a telephone survey of committee members and the majority wish to change the meeting time to 6:00 p.m. This option seems to be a middle ground for all. Discussion is encouraged.

Terri L. Craft, Grants Manager