

**Contract No. K-2223-24**

This Agreement, made and entered into this, **28th day of February, 2023** by and between the **City of Norman, Oklahoma**, a municipal corporation, hereinafter referred to as "City" and **Neighborhood Alliance, Inc.** hereinafter referred to as "Agency."

For and in consideration of the activities agreed to be performed herein, by Agency, City agrees to distribute to Agency the total sum of \$100,000 for the Norman Neighbors Program. The Agency will provide a monthly detail of activities with an itemized invoice. Said funds to be distributed by City to Agency pursuant to the terms and conditions for the funding period of February 28, 2023, through June, 2023.

The following information outlines the specific activities that Neighborhood Alliance will conduct during the first year of the Norman Neighbors Program:

City Wide Neighborhood Capacity Building Includes the Following:

- A dedicated staff person for Norman as described above
- Neighborhood/Community capacity building including meeting and establishing partners and collection/organization of neighborhood contacts
- Community engagement through all public relations activities
- Organizing new neighborhoods, goal is to assist three new voluntary neighborhood associations

City Wide Educational Workshops Includes the Following:

All workshops can be virtual or in person depending on the current situation and demand. In person workshops always have light refreshments and can be 1.5 to 2 hours long whereas virtual workshops need to be 1 to 1.5 hours max.

- How to Organize a Neighborhood:  
This intensive workshops will provide the basics of organizing
  - ✓ What is a voluntary neighborhood association?
  - ✓ Benefits of organized neighborhood associations
  - ✓ Demystifying the process of incorporation, bylaws, electing officers, bankaccounts, etc.
  - ✓ Hosting that first Neighborhood wide meeting
  - ✓ Running and effective meeting
  - ✓ New Officer Training:
- Hello Norman:  
To follow up on the Code Enforcement 101 workshop held in the Spring of 2022, the format will be expanded to include two

evening workshops to introduce citizens to the multiple departments within the City. Citizens will be able to spend time with representatives from each department in an organized table format. After 20 minutes at one table, the citizen can change tables and move to another table for a discussion with a different department. There is an opportunity to have 3 and maybe 4 different table discussions during the evening. One workshop will be dedicated to Public Safety: Police; Animal Control; Fire; City Attorney; Municipal Court; and Code Compliance. A second workshop will be dedicated to development: Public Works; Planning; Utilities; Parks; and Code Enforcement.

- Legal Issues for HOA's:  
2 part-series held on 2 separate nights. Taught by a local attorney whose practice is nothing but HOA's, Condo's and Townhomes. This is like the Bible for a person's service on HOA Boards or just living in an HOA.
- Norman Neighbors Academy  
A daylong conference designed to give citizens the confidence and tools they need to create, promote and sustain productive citizen-based neighborhood associations.
- Maintaining Private Roads  
An online workshop facilitated by professionals including City of Norman Staff to educate the ins and outs of maintaining and maintenance of private roads within Norman.
- Maintaining Private Waterways  
An online workshop facilitated by professionals including City of Norman Staff to educate the ins and outs of maintaining and maintenance of private waterways within Norman.

#### **Budget**

Norman Neighbors Program	\$100,000
Total Budget	\$100,000

#### **General Provisions -- Records & Reports:**

Agency shall maintain financial records documenting actual expenditures related to these activities performed under this contract. Records must also be maintained by Agency documenting all activities required under this contract. These records shall be kept for a period of five (5) years after completion of this Contract.

Agency will make all required records available for inspection by the City of Norman Community Development Division for monitoring purposes.

Agency shall ensure recognition of the role of the grantor Agency in providing services through this contract. All activities, facilities and items utilized pursuant to this contract shall be

prominently labeled as to funding source. In addition, Agency will include a reference to the support provided herein in all publications made possible with funds made available under this contract.

**Suspension and Termination:**

In accordance with 24 CFR 85.43, suspension or termination may occur if Agency materially fails to comply with any term of the award, and the award may be terminated for convenience in accordance with 24 CFR 85.44.

**Payment:**

Agency agrees to submit an invoice which reflects the direct costs under this Contract. The City will make payments from these invoices. Each invoice in excess of \$25,000 must be accompanied by a notarized affidavit provided by the City. The City will provide to Agency invoices to be used with payment requests.

This contract made and entered into by and between the parties the day and year first above written and shall be binding upon the successors and assigns thereof.

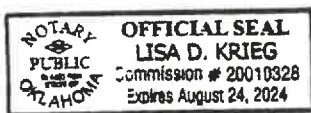
Neighborhood Alliance, Inc.

Georgie Pasco  
President

Attest:

Dorothy Davis  
Secretary

Subscribed and sworn to before me this 22 day of February, 2023.



Lisa D. Krieg  
Notary Public

My Commission expires: 8-24-24

The City of Norman, Oklahoma

Larry Heikkila, Mayor

Attest:

Brenda Hall, City Clerk

Approved as to form and legality this 23 day of February, 2023.

Christy Chudata  
City Attorney's Office