

Contract No. K-2526-6

This Agreement, made and entered into this, 6th day of June, 2025 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 \$50,000 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 July 1, 2025, through June, 2026.

The following information outlines the specific activities that Neighborhood Alliance will conduct during this program 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

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 series of 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, bank accounts, etc.
 - ✓ Hosting that first Neighborhood wide meeting
 - ✓ Running and effective meeting
 - ✓ New Officer Training
- Legal Issues for HOA's:
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.
- 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		\$50,000
Total Budget		\$50,000

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.

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.



President

Attest:



Secretary

Subscribed and sworn to before me this 30th day of June, 2025.





Notary Public

My Commission expires: 8/16/28

The City of Norman, Oklahoma

Stephen Tyler Holman, Mayor

Attest:

Brenda Hall, City Clerk

Approved as to form and legality this 17 day of July, 2025.



City Attorney's Office

NORMAN NEIGHBORHOOD CAPACITY BUILDING PROGRAM

In addition to the specific activities listed below, Neighborhood Alliance, Inc. will also provide the listed workshops within their services for Norman:

- Legal Issues for Home Owner's Associations;
- Jumpstart Training for Home Owner's Associations;

The Norman Neighborhood Capacity Building Program will provide the specific billable activities:

1. Community Engagement
 - a. Meeting and establishing partners for successful neighborhood capacity building average 7 hours/week; \$26,300
2. Organizing New Neighborhoods
 - a. Voluntary Neighborhood Associations 101; will be offered four times. \$6,000
 - b. Jumpstart Trainings for Voluntary Neighborhood Associations; will be offered four times. \$6,000
 - c. Officer Training for Voluntary Neighborhood Associations; will be offered up to four times. If this training is not needed, two other webinar's will be offered, tailored to current issues. \$6,000
3. Special Events – One-time events
 - a. Workshop – Maintaining Private Roads; \$1,500
 - b. Workshop – Maintaining Private Waterways; \$1,500
4. General Administration
 - a. Activities occurring outside the above specific categories; average 3 hours/week; \$2,700