

Contract No. K-2425-16

This Agreement, made and entered into this, **13th day of August, 2024** 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, 2024, through June, 2025.

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
- 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, bank accounts, etc.
 - ✓ Hosting that first Neighborhood wide meeting
 - ✓ Running and effective meeting
 - ✓ New Officer Training
- Norman Streetwise:
The format will consist of 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:
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	<u>\$50,000</u>

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.

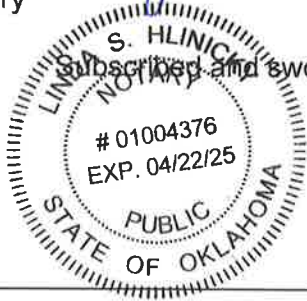
This contract made and entered into by and between the parties the day and year first above written and shall be binding upon the successors and assigns thereof.

Neighborhood Alliance, Inc.

Jessica Thompson
President

Attest:

Ammanda J. McCollon
Secretary



Subscribed and sworn to before me this 8 day of August, 2024.

Linda S. Hlinicka
Notary Public

My Commission expires: 4-22-2025

The City of Norman, Oklahoma

Larry Heikkila, Mayor

Attest:

Brenda Hall, City Clerk

Approved as to form and legality this _____ day of _____, 2024.

City Attorney's Office

NORMAN NEIGHBORHOOD CAPACITY BUILDING PROGRAM K-2425-16 SCOPE OF WORK

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

- Legal Issues for Home Owner's Associations;
- Jumpstart Trainings for Voluntary Neighborhood Associations; will be offered three times.

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

1. Community Engagement
 - a. Public relations activities averaging 6.5 hours/week including meeting and establishing partners for successful neighborhood capacity building; \$23,300
2. Organizing New Neighborhoods
 - a. Goal is to organize/reorganize three (3) new voluntary neighborhoods with one on one time with each; \$6,200
3. Special Events – One-time events
 - a. Workshop – How to Organize a Voluntary Neighborhood, \$1,500
 - b. Workshop – Norman Streetwise – Public Safety (Police, Fire Public Safety, Animal Welfare); \$3,000
 - c. Workshop – Norman Streetwise – Development (Code Enforcement, Planning, Parks, Utilities); \$3,000
 - d. Workshop – Maintaining Private Roads; \$1,500
 - e. Workshop – Maintaining Private Waterways; \$1,500
4. General Administration: \$10,000
 - a. Collecting neighborhood contacts/data average 4 hours/week
 - b. Reporting/billing – average 3 hours/month