

Contract No. K-2122-17

This Agreement, made and entered into this, 13th day of July, 2021 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 July 1, 2021, through June 30, 2022.

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
- To kick off the inaugural year the following events are planned:
 - Focus group meet and greet for established neighborhood associations
 - Focus group meet and greet for anyone not currently in an organized neighborhood
- Organizing new neighborhoods, goal is to assist five 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:

- Code Enforcement 101:

After a brief opening and explanation of how Code Enforcement works in the City of Norman, staff from Planning, Animal Welfare, Streets, Code Enforcement, Municipal Courts, Police, Parks, and others as you see fit are invited to have a table discussion with citizens. 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.

- 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 persons serving on Mandatory Boards or just living in an HOA

- Norman Neighbors Academy

- An academy consisting of four separate sessions designed to give citizens the confidence and tools they need to create, promote and sustain productive citizen-based neighborhood associations.

Budget

Norman Neighbors Program

	\$100,000
Total Budget	<u>\$100,000</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.

Georgie Pasco
President

Attest:

Duylas Doss
Secretary

Subscribed and sworn to before me this 2nd day of July, 2021.



[Signature]
Notary Public

My Commission expires: 03/10/23

The City of Norman, Oklahoma

Breea Clark, Mayor

Attest:

Brenda Hall, City Clerk

Approved as to form and legality this _____ day of _____, 2021.

City Attorney's Office