



No Neighborhood Left Behind!

The re-visioning initiative in Norman is tasked with finding the right people, with the right skill-sets to provide the care needed to ultimately create a safe and nurturing City for all...one, that among other things could lessen the need for unnecessary police interaction. Neighborhood Alliance of Central Oklahoma is pleased to present the following proposal, which outlines a plan that can be one of the tools in that tool-kit to help the citizens of Norman reach that goal.

Our 45 years of experience with neighborhoods and many empirical studies have proven that organized neighborhood associations create social neighborhoods, and social neighborhoods have positive benefits to a community:

- ✓ Lower crime rates
- ✓ Less dependency on calling 911
- ✓ Children who grow up in organized neighborhoods do better in school
- ✓ Elderly age in their homes longer
- ✓ Homes retain higher property values
- ✓ Residents enjoy more productive communications with City Officials and local Law Enforcement

In the PowerPoint we presented to the Task Force you learned about our philosophy, history, funding source, 501(c)3 status and staffing, therefore we will not repeat any of that information here. We are eager to create a program specific to the needs of the 124,000 + residents of Norman that accomplishes the goals laid out for the task force...and then some.

NACOK First Steps to Start this Program in Norman

- Hire a qualified 30-hour a week employee who specializes in Norman. A majority of their training will be handled by Georgie Rasco, Executive Director of NACOK and completely supported by the other 5 staff members of NACOK. Training for this position typically takes 1.5 to 2 years time after completion of a Degree.
- Host a City-Wide Brainstorming Session for all Citizens to bring their ideas to the table (Virtual)
- Create Media and Publicity about the project
- Invite all existing organized neighborhoods to meet with us so we can hear and learn from them and invite them to work alongside our goals
- Meet and get to know City Municipal Staff, Mayor and Council, Police Chief, Fire Chief and a few specific non-profits

The Right Person for the Job:

It will take 30 hours a week to do the work required to build this program for the good of the entire City. This employee will have to be working with individuals, listening to individual citizens needs, forging connections with City employees, businesses, churches, other non-profits so these relationships can all come together to help neighborhoods if and when needed, in addition to working with the OKC Staff to set up workshops and other trainings and gatherings. This position will be a fully functioning member of the NACOK team and supported by all members of our staff, eligible to access all of our “tools of the trade” including all 5 staff members expertise, existing trainings, Board expertise, neighborhood leaders from OKC, etc. They will attend all staff meetings and the entire staff will have input on the Norman Project direction and programming.

They will be working patiently with new neighborhoods, attending neighborhood meetings when needed, answering their questions, supporting and inspiring them. They will also be administering the Neighborhood Small Grants program, which is explained later in this proposal. Community organizing absolutely pays off, but it is slow, patient work and requires a great deal of trust banked between the Citizens and the Organizer. Patience pays off in this field.

Qualifications for the Neighborhood Capacity Builder for Norman /30 Hours per week

- ✓ The hire will hold a Master’s Degree or be working toward that goal
- ✓ Have some experience in the field of Social Work, Adult Education, City Planning or other related field
- ✓ Supervision and training for this position will be by Georgie Rasco, Executive Director, NACOK
- ✓ Training for all Neighborhood Alliance Capacity Building positions takes 1.5 to 2 years after hire as it is a very nuanced and multi-tasked field (Average Capacity Builder at Neighborhood Alliance stays on the job for 6 years or more)

Neighborhood Alliance of Central Oklahoma has created many Norman connections over the years that are very excited to partner in a hometown program!

- OU School of Architecture and School of City Planning (Dr. John Harris, Dr. Aujean Lee and Dr. Bryce Lowery) NACOK staff have presented in their Graduate classes and their students have interned in our organization. All are excited to get their students involved in Norman neighborhoods.
- OU School Of Social Work (Dr Shane Brady and Dr. Meghan Wieters) We have had interns from Dr. Brady and applied for a research grant together (not funded) and I feel there could be many partnerships with these students and professors.

- Center for Public Management (Vince Deberry, Executive Director) He was a long time Board Member at NACOK and has offered free office and meeting space for this program when needed at the CPM building. He has been a huge mentor over the years and is constantly on the lookout for grants and other funding resources. He will be instrumental in helping to build this program in Norman.
- Oklahoma Water Survey at OU has a lot of resources for neighborhoods with waterways and we have partnered with them for years and can make sure Norman neighborhoods know how to utilize them as well.
- The Institute for Quality Communities (Shane Hampton, Ron Frantz,) NACOK has partnered with this agency for many years and look forward to being closer to them and asking them to help us focus on Norman.
- Panera Bread: We have a connection with Panera Bread and get large donations of Box Lunches from them. When appropriate to have face-to-face groups, box lunches are great incentives for attendees.
- Sarkeys Foundation: Currently one of our Funders, we will ask them for additional funding to go toward the Norman Project.

Building a Strong Relationship with Norman Police and Neighborhoods

A priority for most neighborhoods is to have low or no crime. The best way to accomplish this is to have Police and Neighborhoods working closely together. I have no doubt Norman Police are doing a great job of getting to know their citizens and we would like for this program to assist in increasing that effort and maybe even grow into a larger, more sanctioned partnership.

I have attached a typical contract that NACOK has with the Oklahoma City Police Department. This OCPD contract is separate from the City of OKC Planning Department Contract. The Police contract with NACOK every year to help the Police with community crime prevention trainings, Neighbors Night Out, distribute a City Wide crime prevention newsletter, etc. We are their conduit into the neighborhoods, helping the community put a personal face to the Police Department.

This year, due to the racial unrest, one of our contracted activities is to create 8-9 “Dinner with the Chief” events. We will organize and invite 5-7 POC to have a restaurant dinner with Chief Gourley. A Community Organizer from Neighborhood Alliance will loosely lead a discussion about Public Safety in OKC. This is a time for Chief Gourley to listen and hear what the citizens have to say. The people invited will be the ones that otherwise may never of had an audience with the Chief. The Chief and the Deputy Chiefs helped design the Program.

Incentivizing Neighborhoods to Organize by Using Small Grants

Organizing a Neighborhood Association is a lot of work for a group of Volunteers. Some see the need and jump at the chance immediately, others need to be incentivized. A very successful method used in OKC was the “Neighborhood Small Grant Program.”

Basically, this project would work closely with the Norman City Planning Department and the CDBG and/or General Fund dollars to create a pool of funds from which ORGANIZED neighborhoods only could apply for a set amount of money (TBD/typically \$15-\$20K) to complete some kind of improvement project to public lands in or around their neighborhood. We have had discussions about this program with Lisa Kreig, CDBG Manager in the Norman Planning Department and she felt like they could fund the money for the grants and liked the idea.

In order to apply the Neighborhood would have to

- ✓ Be an organized, incorporated Neighborhood Association
- ✓ Complete a simple grant application explaining their project
- ✓ Attach bids to show costs (Some projects the City of Norman may prefer to do and the Neighborhood will pay them to do the work)
- ✓ Show pages of sign in sheets of their neighborhood planning meetings to prove they have neighborhood buy-in
- ✓ Have a signed form from the appropriate City offices showing they have discussed their project with them and they give their permission
- ✓ Or, that they know how to file for the permit, or go to BOA, etc.

The City approves or disapproves the grant project and they are given permission to begin the permitting process. No cash is exchanged, the Norman NACOK Capacity Builder will work with the Municipality in creating a system they are comfortable with and he/she will then bring the Neighborhood invoices to the City for payment in an orderly fashion, with all appropriate codes and names needed on the invoices. The City of Norman procurement officers then pay all the grant invoices. The Capacity Builder will help the Neighborhood Assure they do not spend more than allotted.

Result... the City has new murals, park equipment, ornamental lighting, new trees, benches, creative bus stops, etc, all envisioned and supervised by the Neighborhood, and the Neighborhoods have pride of place and a legacy they can point to and say "I did that!"

This was a very successful program for years in OKC. Councilman Sam Bowman once said, "The fact the City gets a project out of it at the end is just icing on the cake. What we as a City really gained with our money, was giving citizens a chance to gather around a dining room table, plan a capital improvement project, get all the proper permits and permissions all while meeting City employees, and learning firsthand how City Hall works."

City Wide Educational Workshops Could Include the Following:

All workshops can be virtual or in person. 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. The exact workshops offered will be determined by the brainstorming sessions with City residents and meetings with Mayor and Council.

1.) Neighborhood Organizing (3 within the first year)

These 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 effective meeting

2.) New Officer Training (Monthly):

Will rotate each month between teaching only Voluntary Neighborhood Association Officers one month and the next month will be specifically focused on HOA Officers

3.) Private Roads Maintenance: 1 x a year

Taught by experts in the field of asphalt, concrete and gravel, as well as a Neighborhood Rep who has been in charge of his neighborhood roads for many years.

4.) Private Waterways Maintenance: 1 X a year

Taught by experts in pond and waterway maintenance from OKC and OU. Geared specifically for HOA owned waterways. Will invite appropriate City of Norman staff to participate on the panel of speakers.

5.) Code Enforcement 101: 1 X per year (Best done in person but can be adapted as virtual)

After a brief opening and explanation of how Code Enforcement works in the City of Norman, Dept. heads from Planning, Animal Welfare, Streets, Code Enforcement, Municipal Courts, Police, Planning Commission, Zoning, 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.

6.) 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

7.) Other possible Workshop topics could include:

- ✓ *Crime Prevention* topics (Would be taught along with local Police)
- ✓ *Communications in your Neighborhood* (newsletters, social media, NextDoor, etc.)
- ✓ *Handling Conflict in your Neighborhood*, which could lessen dependency on 911 (Would be taught by Neighborhood Alliance along with Norman Police)
- ✓ *Advocating for your Neighborhood*
- ✓ *Navigating City Hall*
- ✓ *Strategic Planning (Planning for your Neighborhoods future)*
- ✓ *Coalition Building* (Building a strong alliance with several abutting neighborhoods, businesses, churches, schools, etc. all located in close proximity to each other)
- ✓ *And anything else suggested by Residents, Council, or City Departments*

Thank You!!

Thank you for this opportunity. We look forward to future discussions and tailoring a program that fits the specific needs of Norman and her Citizens.

Sincerely,

Neighborhood Alliance Staff and Board

Attached:

Budget Page

Current contract with Oklahoma City Police Department as an Example for future -partnerships

BUDGET

No Neighborhood Left Behind!			
Staffing Expenses	Salary (30 hours per week)	\$23-\$26 per hour	\$ 40,560
	Taxes		\$ 6,345
	Mileage	State Authorized Rate	\$ 800
	Cell Phone	\$50 per month	\$ 600
Overhead	Accounting, Audit, Large Equipment, Office and Vol. Insurance, etc.	14% of Proposal Total	\$ 12,202
NACOK Supervisory and Training Staff	Employee Supervision, Additional Trainers and Capacity Builders, Graphic Design Work, Website, Etc.	13 hours per week in total @ \$50 per hr.	\$ 33,800
Norman Staff Supplies	Laptop, Personal Printer		\$ 2,700
	Office Supplies	Personal Copier paper, ink cartridges, pens,	\$ 950
Printing	Outside Professional Printing	Fliers, letters, workbooks, posters	\$ 650
Food for Meetings	\$150 X 5 Community Meetings		\$ 750
Total Program Cost			\$ 99,357



The City of OKLAHOMA CITY

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AMENDMENT 3 AND FY21 RENEWAL

April 9, 2020

Neighborhood Alliance, Inc.
1236 NW 36th Street
Oklahoma City, OK73118

Dear Vendor,

The City of Oklahoma City requests to renew Contract **R20-C173046 for Crime Prevention and Education Services for the Police Department** for the term **7/1/2020 through 6/30/2021**. This document will be attached to your contract as an amendment and renewal. This renewal/amendment will not be effective until after Council approval.

Current Price Schedule and Amended Language

1.) Six Neighborhood Crime Patrollers Training

In consultation with an OCPD Police Community Relations Officer, Neighborhood Alliance shall participate in all City-wide and/or Division-wide Crime Patrol Trainings, up to six (6) per year. All trainings whether online or in-person require, but are not limited to, advertising, recruiting, on-line registration, attending and presenting along with OCPD. The in-person trainings require the purchase of food, procuring, setting up and cleaning up location. Whereas the digital sessions require the purchase or licensure of a program of an on-line meeting program.

- a) Cost Breakdown - 3 online meetings at \$1,700 each, and 3 in person meetings at \$2,200 each, billed after each has been held. (Due to inability to fully plan the full year because of the pandemic, we ask that if all funds are not expended in any single line item, they be allowed to be moved to another line item, with OCPD guidance and approval.

Up to \$11,700 Annually

2.) Produce Four City-Wide Prevention Forums in conjunction with each Patrol Division

NACOK Team works with each division to come up with a timely topic and NACOK produces the event, to include venue, advertising, power points, creating agenda, all materials, post survey (and pre if needed), all done while in consultation with the PCR and Divisional Majors. In person events require purchase of food and all venue requirements. Digital events require the purchase or license of an online training program.

- a) At least 4 city-wide forums, three online meetings at \$1,700 each and one in-person meeting at \$2,200. Billed after they are held.

\$7,300 Annually

3.) Host two City-Wide Meetings for all Neighborhood Crime Patrol Captains

Provide an opportunity for all individual Neighborhood Patrol Cpt's to meet, discuss issues, compare ideas and talk with PCR officers openly. At least 2 per year (1 being a Jingle and Mingle at the Holidays).

- a) \$500 each meeting billed after they are held.

\$1,000 Annually4.) Monthly Crime Stats Newsletter

Every month OCPD sends out Crime Stats reports that are unique to each Neighborhood's specific boundaries. NACOK posts these each month in a Newsletter that is filled with crime prevention info., stories about other OCPD Community Programming, personal interviews with OCPD Officers and ways to make your neighborhood safer. Monthly newsletters will be delivered to over 6,000 Constant Contact addresses, posted on Facebook, NACOK website and Nextdoor.

- a) \$1200 per issue x 12 issues, billed monthly

\$12,000 Annually5.) Provide Spanish Language Assistance

Frequently, OCPD and/or Neighborhoods need a Spanish translator and NACOK provides that resource as needed.

- a) \$2500 flat fee billed at \$625 per quarter.

\$2,600 Annually6.) Provide Crime Watch Trainings as Requested

NACOK Staff will solely present Neighborhood Watch Trainings as requested using the very popular "Meet your Neighbor" cards created by NACOK

- a) At least 5 per year at \$500 per training

\$2,500 Annually7.) Dinners with the Chief

Research has proven small, curated dinners with diverse groups of people have a huge impact on cultural understanding among attendees. OCPD is interested in meeting diverse constituents and breaking down seen or unseen barriers, and NACOK will help them orchestrate that. Applications will be taken, and diverse groups of 4-5 people will be matched with an OCPD Captain or above to have a group conversation at a local restaurant with a trained community organizer in attendance to help guide the conversation.

- a) 8 events a year (in person or virtual) to include all costs of planning, following up, and dinner expenses, reports of all dinners will be compiled into an end of year report for OCPD Chief.
\$650 per event.

\$5,200 Annually8.) Townhalls – Community Outreach

The need for Townhalls in order to hear from and address community relevant topics throughout the year comes up multiple times per year. Neighborhood Alliance will work with OCPD as topics arise that need to be discussed to determine the most relevant topics. All Townhalls, whether online or in-person, require, but is not limited to, advertising, recruiting, on-line registration, setting up the relevant panel and partner agencies, attending and presenting along with OCPD. The in-person trainings require the purchase of food, procuring, setting up and cleaning up location. Whereas the digital sessions require the purchase or licensure of a program of an on-line meeting program.

- a) 4 Townhall meetings, 2 online meetings at \$2000 and 2 in-person meetings at \$2500.

\$9,000 Annually9.) CPTED Training

CPTED training is effective and in high demand. NACOK will host 4 city-wide trainings, whether online or in-person, requires but is not limited to, advertising, recruiting, on-line registration, attending and presenting along with OCPD. The in-person training requires the purchase of food, procuring the facility, setting up and cleaning up the location. Whereas the digital sessions require the purchase or license use of a program of and for on-line meetings.

- a) 4 city-wide training sessions. 3 online meetings at \$1,000 each and 1 in-person meetings at \$1,500 each (due to inability to fully plan due to the Pandemic, we ask that if all funds are not expended in any single line item they be allowed to be moved to another line item, with OCPD guidance and approval.

\$4,500 Annually

Total Contract Amount: \$55,800.00

Please indicate your concurrence or non-concurrence by completing the requested information, including signature and return to me. If the individual signing below is not the owner or an officer of the business or corporation, a letter of authorization should also be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.

If you have any questions, please contact me at (405) 297-3138 or sherry.cochranschmees@okc.gov.

Thank you,

Sherry Cochran-Schmees, Purchasing Analyst
City of Oklahoma City, Procurement

☐ Yes, I agree to the contract amendment per the above mentioned.

☐ No, I do not agree to amend the contract.

Sign Here

×

Signature of Individual

Title

Note: If individual signing is not the owner or an officer of the business or corporation a letter of authorization is to be included. For instance, if a Salesman or Manager signs this form, a letter of authorization is to be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.

Printed Name of Individual

Company Name and Address (Please Print)

Zip Code

Telephone Number and Fax Number

TO BE COMPLETED BY THE NOTARY:

State of * _____)
_____) SS.

County of * _____)

[*State and County where notarized must be written in.]

Signed and sworn to before me this _____ day of _____, _____ by

_____.
[Printed Name of Individual who signed above]

My Commission Number: _____ My Commission Expires: _____

Notary Public Printed Name

Notary Public Signature