



DATE: 8/26/26

TO: Darrel Pyle, City Manager
Shannon Stevenson, Assistant City Manager

FROM: Tara Reynolds, CDBG Financial Management Analyst

SUBJECT: Fair Housing Activities Contract

office memorandum

Every year the City of Norman partners with Metropolitan Fair Housing Council (MFHC) to provide fair housing services for the residents of Norman. The services included are educational outreach, investigation of fair housing complaints, reasonable accommodation requests, and housing counseling.

The proposed contract represents a total of \$30,000 for fair housing activities that are a required part of the CDBG and HOME Programs. The contract has been developed in conjunction with all City of Norman and HUD requirements. This was approved by Council on May 12, 2026 in the CDBG/HOME Action Plan for 2026-2027, and was included in the annual budget.

Reviewed by: Anthony Purinton, Assistant City Attorney

8-24-26
Date

[Signature]
Signature

☒ APPROVED
☐ DISAPPROVED

BY:

☒ Darrel Pyle, City Manager
☐ Shannon Stevenson, Assistant City Manager

Cc: Jamie Meyer, City Clerk

AGREEMENT FOR FAIR HOUSING SERVICES

This Agreement, made and entered into this, **1st day of July, 2026** by and between the **City of Norman, Oklahoma**, a municipal corporation, hereinafter referred to as "City" and **Metropolitan Fair Housing Council, Inc.** hereinafter referred to as "Agency," each a "Party" and collectively "Parties," for the provision of fair housing services.

WITNESSETH:

WHEREAS, the City has received grant funds from the U.S. Department of Housing and Urban Development in conjunction with the Community Development Block Grant Program under Grant Number B-26-MC-40-0002 and the HOME Investment Partnerships Program M-26-MC-40-0204, a portion of which are to be distributed to Agency for the uses provided herein;

NOW, THEREFORE, for and in consideration of the mutual agreements, covenants, and conditions herein set forth, the Parties hereto agree as follows:

Fair Housing Services:

Scope of Services. In consideration of the funding provided under this Agreement, Agency shall provide fair housing services to residents of the City of Norman during the period of July 1, 2026 through June 30, 2027. Activities shall include, at a minimum:

1. **Fair Housing Counseling.** Agency shall provide fair housing counseling, education, and technical assistance to residents regarding their rights and responsibilities under federal, state, and local fair housing laws. Counseling may include assistance related to discrimination in the sale, rental, financing, advertising, accessibility, and other housing-related transactions.
2. **Investigation and Assistance with Fair Housing Complaints.** Agency shall receive, review, document, and investigate allegations of housing discrimination. Agency shall provide assistance to complainants, including information regarding available remedies and referral to appropriate enforcement agencies, including the U.S. Department of Housing and Urban Development (HUD), the Oklahoma Attorney General, or other agencies with jurisdiction.
3. **Referral Process and Status Reports.** The City may refer fair housing inquiries or discrimination complaints received from residents to Agency for review and follow-up. Within five (5) business days of receiving a referral from the City, Agency shall acknowledge receipt of the referral in writing via email to the City's Community Development (CDBG) Division. Agency shall make reasonable efforts to contact the complainant and evaluate the matter. Quarterly, Agency shall provide the City with a written status report update indicating:
 - A. Whether contact was made with the complainant;
 - B. Whether the matter appears to involve a potential fair housing violation;
 - C. Whether the complainant received counseling or technical assistance;
 - D. Whether the matter was referred to HUD or another enforcement agency; and
 - E. Whether the matter remains open or has been closed.

Agency shall provide a final written disposition or outcome summary when the matter is concluded, subject to any confidentiality requirements imposed by law.

Performance Standards

Agency shall maintain records demonstrating that funded activities principally benefit residents of the City of Norman and comply with all applicable HUD requirements. Failure to provide required reports or documentation may result in delayed reimbursement, withholding of funds, corrective action, or termination of this Agreement in accordance with applicable contract provisions. In addition to detailed status reports of all direct referrals made to Agency by City, Agency shall include alongside Agency's quarterly invoice a narrative summary detailing all Fair Housing Services that were provided to City residents during the prior quarter.

Agency further agrees that the above-mentioned activities will be completed no later than thirty (30) days after each fiscal quarter and that all necessary information and activities will be completed by Agency and a final report summarizing Agency's Fair Housing Services for the entirety of the contract term shall be delivered to City no later than July 30, 2027.

Compensation

For and in consideration of the activities agreed to be performed herein by Agency, City agrees to pay to Agency a total sum of \$30,000. Said funds to be distributed by City to Agency pursuant to the terms and conditions of Grant Number B-26-MC-40-0002 and M-26-MC-40-0204 by and between the U.S. Department of Housing and Urban Development and the City for the funding period of July 1, 2026, through June 30, 2027.

Payment:

Agency agrees to submit four (4) quarterly invoices to City. The City will make payments from these invoices within thirty (30) days of receipt. City shall not release payment until the Agency provides all required documentation and reports identified in this Agreement. 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.

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.

Program Income:

Program income generated by Agency from the use of City of Norman funds shall be recorded. Agency may retain program income and expend it only on those activities noted in this contract. Any program income on hand when this contract expires, or received after the contract expiration, shall be paid to the City of Norman; or if a subsequent contract is executed, shall be applied to the terms of the subsequent contract. (In accordance with 24 CFR 570.504(c).)

Uniform Administrative Requirement:

As further consideration for the disbursement of said funds by City to Agency, Agency agrees to abide by all the terms and conditions of the Community Development Block Grant Program, the HOME Investment Partnerships Program and the 2 CFR Part 200 Uniform Administrative Requirements to use funds distributed pursuant to this contract to improve the quality of services to program participants. Particular attention should be paid to purchasing and record-keeping requirements.

It is further understood by and between the parties hereto that all the provisions of the Community Development Block Grant and HOME Investment Partnerships Program Contract described above are incorporated herein by reference and made a part of this contract and specifically that all provisions regarding modification, termination, and/or suspension of said Community Development Block Grant Program and HOME Investment Partnerships Program Contract are applicable hereto.

Agency shall carry out all activities in compliance with all Federal laws and regulations described in Sub-part & of 24 CFR Part 560 except 570.604. Agency does not assume responsibility of 24 CFR Part 52.

Reversion of Assets:

Upon expiration or termination of this contract, Agency shall transfer to the City of Norman any unused CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of City of Norman CDBG funds.

Termination:

This Agreement may be terminated by either Party upon written notice in the event of substantial failure by the other Party to perform in accordance with the terms of this Agreement; provided, however, the nonperforming Party shall have fourteen (14) calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party. Upon termination, City shall be reimbursed, pro rata, for any remaining Agreement term.

Excluded Parties Based Upon Suspension and Debarment:

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000.

As such the Agency is required to verify that none of the Agency, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.920) or disqualified (defined at 2 C.F.R. § 180.935). The Agency must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by City. If it is later determined that the Agency did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

[remainder of page intentionally left blank; signature page to follow]

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.

Metropolitan Fair Housing Council, Inc.

Richard Marshall
President

Attest:

Lorena Machado
Vice President



Subscribed and sworn to before me this 30th day of JULY, 2026.

Lorena Machado
Notary Public

My Commission expires: 10/14/28

The City of Norman, Oklahoma

Darrel Pyle
Darrel Pyle, City Manager

Attest:

Jamie Meyer
Jamie Meyer, City Clerk

Approved as to form and legality this 25 day of Aug., 2026.

[Signature]
City Attorney's Office