



CITY OF NORMAN PUBLIC WORKS DEPARTMENT NEIGHBORHOOD ASSISTANCE PROGRAM



Background:

Many neighborhoods within the City of Norman own and are responsible for maintaining stormwater infrastructure. Stormwater infrastructure can include, but is not limited to, such things as detention ponds, channels, and flumes. Often, these neighborhoods conduct routine mowing of these structures but may lack the expertise to identify and fund more extensive maintenance activities. Through the City of Norman's Neighborhood Assistance Program, the City's Stormwater Division will inspect these structures annually and provide the owner with an inspection report identifying any issues that need to be addressed. The owner, whether a neighborhood, resident, or Homeowners' Association (HOAs), will then be eligible to apply for a 50/50 cost share program to assist in the completion of any needed repairs on that structure.

Project Prioritization:

The first step in this process will need to involve a complete inventory and assessment of the condition of the City's stormwater infrastructure. The condition assessment, in conjunction with the results of annual inspections, will serve as the first step for project prioritization. When applications for assistance are received, City staff will review the application for completion and rank each project in order of priority. The number of projects funded each year will depend on the number of applications received, the cost of each project, and the amount of funding available. The projects with the highest priority ranking will be funded as funding allows for the year.

Ranking Criteria:

Applications will be ranked using the following criteria:

1. Project rank based on condition assessment
2. Potential to adversely affect life and property
3. Scope of project
4. Incorporation of green infrastructure, where applicable
5. Ability of Applicant(s) to provide necessary cost share

Application Process:

To begin participation in the Neighborhood Assistance Program, eligible entities must submit all necessary documents by April 1st each year. Completed applications can be sent to the Stormwater Division via email to pwstormwater@normanok.gov or by mail attention Stormwater Division, P.O. Box 370, Norman, OK 73070.

1. Necessary documents to be submitted include:
 - a. Application form
 - b. Participation agreement between the City and the applicant.
 - c. Approval by a simple majority of affected neighbors and/or HOA members.
 - d. Dedication of any necessary easements.
 - e. Proof of ability to provide Applicant's portion of the cost match
 - i. Special assessment districts may be used to collect Applicant's portion of

cost match through the utility billing process. If this will be the means by which the Applicant's cost match will be provided, then the application must include the definition of the boundaries of the district and a petition to City Council signed by a simple majority of those to be affected by the special assessment district.

f. Maintenance agreement

Applications will be reviewed by City staff within 90 days of due date. Projects selected for funding will be sent a letter informing them of the decision.

For More Information:

For information or assistance in completing application forms, contact Carrie Evenson, at carrie.evenson@normanok.gov or by phone (405) 366-5455 or visit the City of Norman website at www.normanok.gov/

Additional Information Checklist:

Participation Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Documentation of Approval by Affected Neighbors and/or HOA Members	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Dedication of Easements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Financial Assurances	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Special Assessment District Boundary Definition and Petition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A