



# MEMORANDUM

Council Agenda  
Item No. IX. U  
12/31/2024

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution approving a Professional Services Agreement with Community Action Agency of Oklahoma City and Oklahoma and Canadian Counties, Inc.; allocating \$400,000 to process down payment and closing cost forgivable loans, authorizing execution of necessary documents; and approving Down Payment Assistance Program Guidelines, December 31, 2025 through January 31, 2026.

### **Location:**

Area primarily bounded by Britton Road on the north; Bryant Avenue on the east; SW and SE 89th Streets on the south; and Meridian Avenue on the west, as well as target areas, excluding the Cities of Nichols Hills and The Village.

### **Purpose:**

Provide contract authority to a Professional Service Provider to process applications in support of the City's Down Payment Assistance Program (DPA), under the DPA Program Guidelines, and approved geographical locations.

### **Background:**

Over the past several years the City has implemented down payment assistance (DPA) programs for homebuyers with low to moderate incomes, as federal funds have become available for this use. Current program funding is available from Housing and Urban Development's (HUD) Home Investment Partnerships Program (HOME). The City's FY 2024-2025 allocation for the DPA program was established at \$800,000 through the Consolidated Fifth Annual Action Year Plan, approved by City Council on July 2, 2024 (Item No. XI.V). The anticipated number of homebuyers to be assisted is approximately 40.

The City Council approved publication of a Request for Proposals and authority to negotiate contract(s) on October 22, 2024, (Item No. IX.Z), for professional services to process Down Payment Assistance (DPA) forgivable loans, for eligible homebuyers utilizing federal Home Investment Partnerships Program formula grant funds. The loans will be processed utilizing the Oklahoma City DPA Program Guidelines and approved geographical locations, as indicated in Exhibit I, attached to the Agreements. Community Action Agency (CAA) submitted a proposal in response to the RFP with a Selection Committee score of 8.4 out of 10. The Selection Committee concurred that contracting with CAA would best serve prospective clients, as CAA has a niche in the housing provider community.

**Estimated Cost:**

Not to exceed \$400,000.00, including professional services and homebuyer education fees.

**Source of Funds:**

Grants Management – Department of Housing and Urban Development – HOME Investment Partnerships Program – M-24-MC-40-0203 (1906-2408030-G3615C-52550787-G80433)

**Review:**

Planning Department

**Recommendation:** Resolution be adopted.