

FIRST AMENDMENT TO THE SUBRECIPIENT AGREEMENT FOR EMERGENCY HOME TENANT-BASED RENTAL ASSISTANCE WITH THE OKLAHOMA CITY HOUSING AUTHORITY

This Amendment revises the Subrecipient Agreement for Emergency HOME Tenant-Based Rental Assistance with the Oklahoma City Housing Authority approved by the City Council on October 10, 2023, as follows:

- 1) Sub-section, 2.6 Disbursement of Funds is hereby revised to allow requests for reimbursement to be submitted up to 3 times per month per the following:

2.6 Disbursement of Funds

OCHA must remit disbursement requests (or, in the case where no reimbursement is due, a report explaining inactivity) at least quarterly and may request payments ~~no more than once~~ up to three times per month.

2.6.1 Reimbursement Basis

The CITY will provide funds to OCHA for Program costs on a reimbursement basis only.

2.6.2 Allowable Costs

To request payment of allowable costs (i.e. rental or utility assistance or security or utility deposits), Invoices shall be submitted on OCHA letterhead and shall include copies of the executed HAP contract and records demonstrating payment by OCHA (e.g., copies of checks). Invoices shall clearly designate if expenses are to be reimbursed with general funds or HOME-ARP.

Requests for payment of administrative and programmatic funds are subject to the 10% limits provided in Section 2.1 above, and must be supported by (i) time-sheet documentation for any costs associated with OCHA staff, (ii) invoices for any third-party costs, and/or (iii) other source documentation (e.g. receipts and mileage logs for travel expenses, etc.). OCHA may include costs for inspecting the housing units and determining the income eligibility of participants as eligible costs. Any travel expenses charged (e.g. mileage, per diems, etc.) must be consistent with the travel requirements listed in 2 CFR 200.474.

2.6.3 Final Payment

Subrecipient shall submit a final payment request no later than 60 days following the end of the Term of this Agreement, consistent with Section 2.2 of this Agreement.

All other provisions of the initial Agreement remain intact.

IN WITNESS WHEREOF, this Amended Agreement was approved and executed by the City of Oklahoma City this 9TH day of APRIL, 2024.

ATTEST:

(Seal)

Amy K. Simpson
City Clerk



THE CITY OF OKLAHOMA CITY

David Holt
Mayor

OKLAHOMA CITY HOUSING AUTHORITY

Mark W. Dillett

Executive Director

REVIEWED as to form and legality.

Jill Burnett
Assistant Municipal Counselor