



# MEMORANDUM

Council Agenda  
Item No. IX. BV  
6/20/2023

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Amendment No. 4 to Professional Services Agreement with the Communities Foundation of Oklahoma for administration of the Emergency Rental Assistance program funded through the American Rescue Plan ("ERA2").

### **Background:**

The City of Oklahoma City was approved to receive \$15,559,933.50 in additional emergency rental assistance funding from the federal government for persons facing imminent homelessness ("ERA2"), through Section 3201 of Subtitle B of Title III of the American Rescue Plan Act of 2021 ("ARPA"). The Department of the Treasury made an initial payment of \$6,223,973.40 which was 40% of the total award (Tranche 1).

On November 9, 2021, the City entered into a contract with Communities Foundation of Oklahoma ("CFO") to administer the Emergency Rental Assistance (ERA2) program through the "Community Cares Partners" (CCP) resource center (Item No. IX. BK.). On June 21, 2022, City Council approved Amendment No. 1 to the Agreement to appropriate the first half of the Tranche 2 funds to the CFO (Item IX.CS.). On October 11, 2022, City Council approved Amendment No. 2 to receive the second half of Tranche 2 funds and authorize the CFO to continue to administer the ERA2 program (Item IX.BJ.). Because of the demonstrated need in Oklahoma City and the efficiency with which Contractor administered these funds, the City qualified for additional funds reallocated from other jurisdictions in the amount of \$2,082,984.33. On May 9, 2023, City Council approved Amendment No. 3 to the Agreement to allocate the additional \$2,082,984.33 in program funds and increase the administrative fee for CFO by \$312,447.65 for a not to exceed amount of \$2,623,937.67 (Item No. IX.BN.).

Treasury encourages grantees to use reallocated ERA2 funds for housing stability services and has enabled jurisdictions who have met their spending thresholds additional capacity to provide these services through the reallocation process. The City of Oklahoma City wishes to direct all remaining program funds for only housing stability services for very low-income families. Since the City Manager or his designee will be responsible for determining eligibility for these services, CFO will no longer operate as a subrecipient, but rather as a contractor. Therefore, CFO's responsibility to document administrative expenses is no longer required and the City can pay a flat fee for CFO's services. Amendment No. 4 reflects that distinction. The scope and funding remain unchanged, and all other terms and provisions of the November 9, 2021 Agreement, with Amendments No. 1, 2, and 3 remain in effect.

**Cost:**

No change

**Term:**

November 9, 2021 through December 31, 2025

**Source of Funds:**

For program delivery: Grant Fund - Department of Treasury - Non-Departmental - Emergency Rental Assistance 2- Resident Support Project - Other Services and Charges (OCITY-019-6980-9808000-GCV3E-GCOV19ERA2-GRANT-52000001)

For Administration: Grant Fund - Department of Treasury - Non-Departmental - Emergency Rental Assistance 2- Resident Support Program Administration Project - Other Services and Charges (OCITY-019- 6980-9808000-GCV3F-GCOV19ERA2-GRANT-52000001)

**Review:**

City Manager's

**Recommendation:** Amendment be approved.