



# MEMORANDUM

Council Agenda  
Item No. IX. AE AE  
4/9/2024

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Fourth Amendment to Professional Services Agreements with Community Action Agency of Oklahoma City and Oklahoma and Canadian Counties Inc., allocating an additional \$120,000 in funding for the Down Payment Assistance Program.

### **Location:**

Area primarily bounded by Britton Road on the north; Bryant Avenue on the east; SW and SE 89th Street on the south; and Meridian Avenue on the west, plus target areas designated on the attached map, and excluding the cities of Nichols Hills and The Village.

### **Purpose:**

To allocate an additional \$120,000 in funding for the Down Payment Assistance Program to Community Action Agency (CAA).

### **Background:**

City Council approved Professional Services Agreement for CAA on August 17, 2021 (Item No. IX.P) to provide professional services in support of the City's Down Payment Assistance (DPA) Program for homebuyers with low to moderate incomes for the 2021-2022 Program year. Funding for the Program is from the Home Investment Partnerships Program (HOME) formula grant the City receives from the U.S. Department of Housing and Urban Development (HUD). The original Agreement has been amended three times: the First Amendment was approved by City Council on August 2, 2022, the Second Amendment was approved on August 1, 2023, and the Third amendment was approved on October 10, 2023, to extend the term and update the DPA Guidelines. Heretofore, no additional funds have been allocated. Now CAA has exhausted its allocated funding and needs additional funds to continue the DPA Program.

### **Estimated Cost:**

\$120,000

### **Source of Funds:**

GRANTS MANAGEMENT – DEPT OF HSG & URB DEVEL-RSTR-HOME ENTITLEMENT  
– M-23-MC-40-0003 (1906-2408030-G3615-G80429, prior approval under 019-6140-248030-G3615-G80429)

### **Review:**

Planning Department

**Recommendation:** Amendment be approved.