



# MEMORANDUM

## The City of OKLAHOMA CITY

Council Agenda  
Item No. IX. CS  
6/21/2022

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Amendment No. 1 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"), increase of \$692,547.01.

### **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 ("ERA 2"), 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.)

The City met ARPA's requirement to obligate at least 75% of the Tranche 1 funds in order to receive the remainder of ERA 2 award funds. The City received the first half of Tranche 2, \$4,667,980.05, and will receive the remaining balance subject to potential reductions resulting from the implementation of ARPA's reallocation requirement. The City desires CFO to continue to administer the Emergency Rental Assistance program with the first half of the Tranche 2 funds.

Amendment No. 1 adjusts the not to exceed amounts for services for the new allocation of ERA 2 funds based on ARPA requirements. The City reserved \$7,650 from the administrative budget for external auditor services, and applied the remainder to increase the administrative services allocation to CFO by \$692,547.01 for a not to exceed amount of \$1,618,943.02. Housing stability services were increased by \$466,798.01 for a not to exceed amount of \$995,835.75. All other terms and provisions of the November 9, 2021 Agreement remain in effect.

### **Cost:**

Increase of \$3,967,783.04 in program funding.

Increase of \$692,547.01 for administrative services.

### **Term:**

November 9, 2021 through December 31, 2025

**Source of Funds:**

\$3,967,783.04      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)

\$692,547.01      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 Office

**Recommendation:** Amendment be approved.