

Agreement Between the City of Moore Oklahoma and Neighborhood Housing Services of Oklahoma to Administer a Down Payment Assistance Program

THIS AGREEMENT entered this 20th day of March, 2017 by and between the City of Moore, Oklahoma (herein called the “Grantee”) and Neighborhood Housing Services of Oklahoma,(herein called the “Sub-Recipient”).

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Sub-Recipient to assist the Grantee in utilizing such funds; NOW, THEREFORE, it is agreed between the parties hereto that;

SCOPE OF SERVICE

Activities

The Sub-Recipient will be responsible for administering a CDBG-DR Down Payment Assistance Program in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the Community Development Block Grant Disaster Recovery (CDBG-DR) program:

Program Delivery

Marketing

1. The Grantee will provide, or cause to be provided, marketing for the DPA program.
2. The Grantee requires the Sub-Recipient to participate in the Grantee's marketing plan by maintaining supplies of any brochures, applications or other materials the Grantee requires.
 - a. Specific marketing materials will be provided by the Grantee at the request of the Sub-Recipient
3. The Sub-Recipient will also maintain a stock of Fair Housing brochures and prominently display the Fair Housing emblem in the office where households apply, are interviewed or receive loan counseling

Application Intake, Qualification and Documentation

1. The Sub-Recipient will provide application intake, qualification and documentation services to the Grantee for the implementation of the DPA program.
2. The Sub-Recipient will provide all activities based on the application provided by the Grantee and in accordance with the City of Moore, Oklahoma CDBG-DR Down Payment Assistance Program Manual (DPA Manual) which is attached and is incorporated herein as Attachment 2

Loan Counseling

1. The Sub-Recipient will provide (or cause to be provided) loan counseling to all households deemed eligible and qualified for the DPA program.
2. Loan Counseling shall be to the current HUD standard.
3. Loan Counseling shall be provided by qualified persons who hold the certifications required

Communication

1. The Sub-Recipient shall maintain communication with the Grantee by:
 - a. Submitting the monthly report contained in Attachment 1.
 - b. Following the policies and procedures provided by the Grantee in the DPA Manual

GENERAL ADMINISTRATION

The Sub-Recipient agrees to administer the Grantee's Down Payment Assistance (DPA) program in accordance with the Grantee's CDBG-DR DPA Manual.

Governing Law

The Agreement is governed by:

1. Title I of the Housing and Community Development Act of 1974, as amended;
2. The Federal regulations contained at 24 CFR Part 570;
3. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C.5155), as amended;
4. Compliance with Federal Register Notices governing the expenditure of the City's allocation of CDBG-DR funds:
 - a. Public Law 113-2: Disaster Relief Appropriations Act, 2013 (at HR 152-34);
 - b. The HUD Federal Register Notice at 78 FR 14329 published March 5, 2013;
 - c. The HUD Federal Register Notice at 78 FR 23578 published April 19, 2013;
 - d. The HUD Federal Register Notice at 78 FR 76154 published December 16, 2013.
5. Compliance with all applicable standards, orders, or requirements issued under:
 - a. Section 306 of the Clean Air Act (42 U.S.C. 1857(h));
 - b. Section 508 of the Clean Water Act (33 U.S.C. 1368);
 - c. Executive Order 11738;
 - d. Environmental Protection Agency regulations (40 CFR part 15);
 - e. Environmental Reviews (24 CFR Part 58);
 - f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871). [53 FR 8068, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19642, Apr. 19, 1995].
 - g. In addition to the citations noted, the CDBG-DR allocation is also subject to "cross-cutting" Federal requirements listed herein:
 - i. Executive Order 11246, as amended;
 - ii. Section 3 of the Housing and Urban Development Act of 1968, as amended.