



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

DEPARTMENT OF FINANCE  
Oscar Knott, CPP, CPPO, NIGP-CPP, VCO  
Purchasing Director

January 29, 2025

Mr. Thomas Fitzpatrick  
Housing Opportunities Made Equal of Virginia, Inc.  
626 East Broad Street, Suite 400  
Richmond, VA 23219

**RE: Contract # 2553A- Home Purchase Assistance Program**

Dear Mr. Fitzpatrick:

The annual contract the County has with your company to provide **Home Purchase Assistance Program** to Henrico County expired on **September 30, 2024**. We missed the renewal but we know you have been operating as if it was renewed and we are just getting the paperwork in order. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **October 1, 2024 through September 30, 2025**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Angie Woodson at [woo113@henrico.gov](mailto:woo113@henrico.gov) as soon as possible.

If you have any questions, please call me at (804) 501-5649 or email me at [Kno008@henrico.gov](mailto:Kno008@henrico.gov). Your cooperation and prompt response will be appreciated.

Sincerely,

*Oscar Knott/acw*

Oscar Knott, CPP, CPPO, NIGP-CPP, VCO  
Purchasing Director

JOK/acw

**CONTRACT #2553A- Home Purchase Assistance Program**

**BUYER NAME: Oscar Knott**

**Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect. Please check one of the following:**

☒ Yes. Renew the contract for an additional one-year period at current contract pricing.

☐ Yes. Renew the contract for an additional one-year period at new contract pricing.  
(list below or attach new pricing sheet)

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☐ No. Do not wish to renew the contract. If no, please provide reason below.

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Company Name: HOMES of Virginia

Date: 1-29-2025

Signature: Tom

Title: Executive Director

Telephone#: 804-354-0641

Email: tom@homeofva.org