

IN THE BOARD OF COMMISSIONERS OF THE  
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 23-25-01-01H

In the Matter of the Joint Order of the Board  
of Commissioners & Local Contract Review  
Board Amending Federal & State Public  
Contracting Rules for Homes for Good  
Housing Agency

WHEREAS, it is the policy of the Housing and Community Services Agency of Lane County, Oregon (Homes for Good) that a sound and responsive public contracting system should allow impartial, meaningful, and open competition, preserving formal competitive selection as the standard for public contracts unless otherwise specifically exempted herein, by state law, or by subsequent ordinances, orders, or resolutions; and

WHEREAS, in 2018, Homes for Good opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the "Model Rules") and adopted its own rules governing both federal and state procurements; and

WHEREAS, that 2018 Board Order confirmed Homes for Good's governing body would continue as its local contract review board; and

WHEREAS, in 2020, the Board updated its state procurement rules via Board Order 20-09-12-03H, in accordance with state law, but did not amend its federal procurement rules; and

WHEREAS, since then both state and federal law has changed in ways requiring further updates both to accommodate changes in Oregon's public contracting code and to reflect procurement threshold increases; and

WHEREAS, Homes for Good additionally requests that Homes for Good's Local Contract Review Board approve the amendments to various classes of special procurements set forth in the attached rules, based upon the findings set forth in Exhibit A to this Order.

NOW IT IS HEREBY ORDERED:

1. The Homes for Good Board of Commissioners (Homes for Good Board) shall continue as the Local Contract Review Board of Homes for Good and shall have all of the rights, powers and authority necessary to carry out the provisions of Chapters 279A, 279B, and 279C (the "Public Contracting Code") and attached Rules. Except as otherwise provided in this Order, the definitions established in the attached Rules apply herein. The term "Contracting Agency" as used in the attached Rules includes Contracting Agency's Executive Director, his or her designee, or any other purchasing agent, as designated by Homes for Good policy. Those individuals are hereby designated as Homes for Good's Contracting Agency and may exercise all authorities, powers and duties granted to a Contracting Agency under the Public Contracting Code and attached Rules, unless otherwise established by Homes for Good policy.

2. The above recitals and Exhibit A are hereby adopted by the Homes for Good Board, sitting as the Local Contract Review Board, as findings of fact supporting approval of the Commissioners' request for amendments to classes of special procurement and public improvement contract exemptions.
3. The Model Rules adopted by the Attorney General pursuant to ORS 279A.065, including any implementing Oregon public contracting amendments from the 2021 legislative session, do not and will not apply to Homes for Good. Instead, Homes for Good hereby prescribes the following Rules, which include portions of the Attorney General's Model Rules, as the Rules of Procedure that Homes for Good will use for its public contracting: Public Contracting Rules Chapter 137, Divisions 46, 47, 48 and 49. While the numbering of these Rules reflects the numbering system of the Attorney General's Model Rules, they incorporate Homes for Good changes to the Model Rules, and, therefore, are not the Attorney General's promulgated administrative rules. Homes for Good exemptions are also set forth in these Rules, as numbered Exemptions 1 through 18 (E-1 through E-18). The Agency also adopts the attached Federal Grant Procurement Policy to apply as required by federal law or federal grant terms. All above-referenced Rules are attached to this Order as Exhibits B-1 and B-2 and incorporated herein by this reference.
4. In accordance with ORS 279A.065(6)(b), Homes for Good shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules to implement Oregon Public Contracting Code amendments adopted after the 2021 legislative session in order to determine whether amendments are required to ensure statutory compliance.
5. Amendments to these Rules and new rules shall be adopted in accordance with this Order and the Public Contracting Code. Special procurement requests and approvals shall be made in accordance with Division 47 of the attached Rules and ORS 279B.085. Public improvement contract exemption procedures, including notice and public hearing requirements, shall be made in accordance with Division 49 of the attached Rules and ORS 279C.335.
6. The Model Cost Accounting Guidelines developed by the Oregon Department of Administrative Services pursuant to Section 3, Chapter 869, Oregon Laws 1979 are hereby adopted as Homes for Good's Cost Accounting System to apply to public improvement projects exceeding \$5,000 and constructed with Homes for Good's own equipment or personnel. ORS 279C.310. For such public improvement projects estimated to cost more than \$200,000, or for certain road maintenance projects exceeding \$125,000, Homes for Good shall also comply with the requirements of ORS 279C.305.
7. Purchasing Authority. Spending authority for Homes for Good contracts is hereby delegated to Homes for Good staff, as listed below:

Unit		Authorized Employee	Purchasing		Purchase Auth. Form/ Check Issuance Limit (per transaction)	Contract Coordinator for	Contracting		Work Requester for	
Division	Department	Position	Card Limit (monthly)	Account Limit (monthly)			Contract Executor	Risk Manager		
Executive & Communications	Agency-Wide	Board of Commissioners	-	-	Above 150,000	-	-	-	-	
		Two Signers: Executive Director + Communications Director	-	-	150,000	-	-	-	-	
		Executive Director	2500	-	7500	-	Primary	-	-	
		Communications Director	5000	-	7500	PR, Legal, Other Professional Services	Backup	-	-	
		Office Administrative Coordinator	5000	-	1000	-	-	-	-	
	Information Services	Communications Admin Specialist	5000	-	-	-	-	-	-	
		Information Technology Director	5000	-	500	Computers, Software	-	-	-	
	Human Resources	Human Resources Director	4000	-	5000	Training, Temps, Benefits Insurance	-	Primary	-	
		ADA / HR Coordinator	1000	-	-	-	-	-	-	
		Community Services Director	2500	-	5000	-	-	-	-	
Community Services	Division-Wide	ASA - 3	-	-	-	Service Contracts	-	-	-	
	Service Contracts	Maintenance Services Manager	-	-	2500	-	-	-	Service Contracts	
		Maintenance Mechanic	1000	-	-	-	-	-	-	
		Maintenance Worker	-	-	-	-	-	-	-	
		Maintenance Worker	-	-	-	-	-	-	-	
		Painter	1000	-	-	-	-	-	-	
		Painter	-	-	-	-	-	-	-	
	Fee for Service	Real Estate Specialist - Maintenance	-	1000	-	-	-	-	-	
		Resident Services Manager	1000	-	-	-	-	-	-	
		Resident Services Assistant	1000	-	-	-	-	-	-	
	Resident Services	Resident Services Specialist	2000	-	-	-	-	-	-	
		Property Management	Portfolio Manager	2000	3000	2500	-	-	-	-
			Property Management Supervisor	1000	3000	2500	-	-	-	Service Contracts
	AMP 100/AMP 500/FW Team	Maintenance Mechanic	1000	1000	-	-	-	-	-	
		Site Maintenance Specialist	-	500	-	-	-	-	-	
		Site Maintenance Specialist	-	500	-	-	-	-	-	
		Property Management Supervisor	1000	3000	2500	-	-	-	Service Contracts	
	AMP 200/AMP 300 Team	Maintenance Mechanic	-	1000	-	-	-	-	-	
		Maintenance Mechanic	-	1000	-	-	-	-	-	
		Site Maintenance Specialist	-	500	-	-	-	-	-	
		Site Maintenance Specialist	-	500	-	-	-	-	-	
	AMP 400/AMP 600 Team	Property Management Supervisor	1000	3000	2500	-	-	-	Service Contracts	
		Maintenance Mechanic	-	1000	-	-	-	-	-	
		Site Maintenance Specialist	-	500	-	-	-	-	-	
		Site Maintenance Specialist	-	500	-	-	-	-	-	
	AL/VO/14 P Team	Property Management Supervisor	1000	3000	2500	-	-	-	Service Contracts	
		Maintenance Mechanic	-	1000	-	-	-	-	-	
		Site Maintenance Specialist	-	500	-	-	-	-	-	
		Site Maintenance Specialist	-	500	-	-	-	-	-	
	Rent Assistance	Division-Wide	Housing Assistance Director	3000	-	5000	-	-	-	-
Rent Assistance Supervisor			3000	-	500	-	-	-	-	
Office Assistant/Bilingual			-	-	-	-	-	-	-	
Office Supplies		Office Assistant	5000	500	-	-	-	-	-	
Energy Services	Division-Wide	Landlord Liaison	1000	-	-	-	-	-	-	
		Energy Services Director	2500	-	5000	-	-	-	-	
		Intake Coordinator	2500	1000	-	Weatherization/ Energy Services	-	-	-	
		Energy Auditor	-	-	-	-	-	-	WZ/ES	
		Energy Auditor	18000	-	-	-	-	-	WZ/ES	
		Energy Auditor	-	-	-	-	-	-	WZ/ES	
Development	Division-Wide	Real Estate Development Director	6000	-	5000	-	-	-	-	
		Project Coordination Specialist	-	-	-	-	-	-	-	
	CAP	CAP Project Manager	-	-	500	-	-	-	-	
		Contract Administrator	2500	-	-	CAP	-	-	-	
	Development	Contract Administrator	-	-	-	CAP	-	-	-	
		Project Developer	5000	-	-	Development	-	-	-	
		Project Development Manager	1500	-	-	Development	-	-	-	
	Asset Management	Project Developer	-	-	-	Development	-	-	-	
Asset Manager		1000	-	500	Property Mgmt, Agency Insurance	-	Backup	-		
Finance	Division-Wide	Finance Director	-	-	500	Financial Services	-	-	-	
		Accounting Technician	-	-	-	Purchasing Cards & Purchasing Accounts	-	-	-	

Classified staff shall only exercise delegated spending authorities for programs under their supervision.

Payments over \$7,500 require the signature of the Executive Director (or Acting ED in his absence) and the Communications Director.


Delegated spending limits apply to all Homes for Good contracts, public contracts and otherwise. Amendments to such contracts remain within the signer's authority, up to a total contract amount of 125% of the signer's spending authority.


These delegated spending limits extend to interim/acting staff members, in the absence of the classified staff member.

- All portions of previously adopted resolutions or board orders establishing federal and state procurement public contracting rules for Homes for Good, including Order No. 20-09-12-03H and are hereby repealed. Orders, or portions thereof, establishing Federal Grant Procurement Policy rules shall remain in full force and effect.

9. Effective Date. This Order and associated rules shall go into effect on January 25<sup>th</sup>, 2023.

DATED this 25 day of January, 2023.

  
Charene Michele Reavis (Jan 26, 2023 08:23 PST)  
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Chair, Board of Commissioners

  
Charene Michele Reavis (Jan 26, 2023 08:23 PST)  
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President, Local Contract Review Board

ATTEST:

  
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Secretary, Board of Commissioners

ATTEST:

  
\_\_\_\_\_  
Secretary, Local Contract Review Board










# Procurement Policy Amendment - Board Order

Final Audit Report

2023-01-26

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