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AGENDA COVER MEMO

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Date: February 23, 2005  
To: Board of County Commissioners  
Department: Health & Human Services  
Presented by: Rob Rockstroh



Agenda Title: ORDER \_\_\_\_\_ / IN THE MATTER OF DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN CONTRACT AMENDMENTS WITH ST. VINCENT DE PAUL OF LANE COUNTY FOR \$144,150 TO PROVIDE ENERGY ASSISTANCE ELIGIBILITY SCREENING SERVICES TO LOW INCOME HOUSEHOLDS IN LANE COUNTY.

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**I. MOTION**

ORDER \_\_\_\_\_ / TO DELEGATE AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN CONTRACT AMENDMENTS WITH ST. VINCENT DE PAUL OF LANE COUNTY FOR \$144,150 TO PROVIDE ENERGY ASSISTANCE ELIGIBILITY SCREENING SERVICES TO LOW INCOME HOUSEHOLDS IN LANE COUNTY.

**II. ISSUE OR PROBLEM**

Based on the receipts of additional funds from a Eugene Water and Electric Board (EWEB) energy assistance revenue contract, it is estimated that during the one-year contract term the contract will exceed the county administrator's signature authority.

**III. DISCUSSION**

**A. Background / Analysis**

Lane County receives funding for low income energy assistance programs. Lane County subcontracts with community service centers to screen applicants for eligibility. Based on current funding and projections, it is estimated that this subcontract will exceed \$50,000.

A competitive selection process that ran in August 2004 selected St. Vincent de Paul of Lane County to provide energy assistance eligibility screening services. The anticipated amended contract amounts are within the amounts advertised with the RFP. Therefore, an additional selection process is not needed.

Lane County will need to execute and amend this contract, which will put the total above \$50,000. This amount exceeds the county administrator's signature authority per Lane Manual 21.147(5). Therefore, the Board must delegate authority to the county administrator to sign the agreements.

**B. Alternatives / Options**

1. To grant authority to the County Administrator to sign contract amendments with St. Vincent de Paul of Lane County for \$144,150, to provide energy assistance eligibility screening services to low income households in Lane County.
2. Not to approve number one above. If the Board of Commissioners does not give the County Administrator authority to sign the contract amendments, then the County will have no way to screen low-income Lane County households for energy assistance program eligibility and these households will not receive energy assistance and as a result could lose their energy service.

**C. Recommendation**

To approve number one above.

**IV. IMPLEMENTATION / TIMING**

Upon Board action, the Department of Health & Human Services will process the contract amendments.

**V. ATTACHMENTS**

Board Order

**THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**RESOLUTION AND ORDER:** ) IN THE MATTER OF DELEGATING AUTHORITY TO THE  
) COUNTY ADMINISTRATOR TO SIGN CONTRACT  
) AMENDMENTS WITH ST. VINCENT DE PAUL OF LANE  
) COUNTY FOR \$144,150, TO PROVIDE ENERGY ASSISTANCE  
) ELIGIBILITY SCREENING SERVICES TO LOW INCOME  
) HOUSEHOLDS IN LANE COUNTY.

WHEREAS, Lane County accepts energy assistance funds from Eugene Water and Electric Board; and

WHEREAS, Lane County subcontracts with community service centers to screen applicants for eligibility; and

WHEREAS, the subcontractor, St. Vincent de Paul, will be receiving payments in excess of \$50,000 and over 20 percent of the original contract amount; and

WHEREAS, the County Administrator must be delegated authority from the Board of County Commissioners in order to sign contracts and contract amendments when the total contract amount is over \$50,000 and is over 20 percent of the original contract amount.

NOW, THEREFORE, IT IS HEREBY ORDERED, that the Board delegate authority to the County Administrator to sign contract and contract amendments with St. Vincent de Paul of Lane County for \$144,150, to provide energy assistance eligibility screening services to low income households in Lane County.

DATED this \_\_\_\_\_ day of February, 2005.

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Anna Morrison, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM

Date 2/28/05 lane county  
[Signature]  
OFFICE OF LEGAL COUNSEL

February 23, 2005 Agenda Item

Zoe and Teresa,

In the matter of delegating authority to the County Administrator to sign contract and contract amendments with St. Vincent de Paul of Lane County for \$144,150, to provide energy assistance eligibility screening services to low income households in Lane County.