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**EL DORADO COUNTY  
CHIEF ADMINISTRATIVE OFFICE  
PROCUREMENT & CONTRACTS DIVISION**

**To: Purchasing Agent**

**Requesting Department:** Human Services

**Subject: Purchasing Ordinance Section 7.4 - Delegation of Authority to Process Contracts**

A department head may request authority to process contracts for the procurement of services independent of the Procurement and Contracts Division by providing a written request to the Purchasing Agent. Provide sufficient justification for the requested authority below:

Human Services, Community Services Division, is requesting authorization to process Developer's Agreements and Buyer's Agreements, including amendments thereto, for affordable housing developments approved in the unincorporated areas of the County. On December 5, 2006 the Board of Supervisors approved, as standard format, both Agreements to be used in the development of affordable housing projects and to preserve affordable housing units in El Dorado County. The Board further authorized the Director of Human Services to execute the Agreements, specific to future affordable housing projects, contingent upon approval by County Counsel and Risk Management. The Developer's Agreement, which is executed by the Developer and recorded against the title of the property ensures that affordable units will be included in new developments or substantially rehabilitated developments. The Buyer's Agreement, which is executed by the income qualified buyer and recorded against the property at time of purchase, ensures the units remain affordable for the period of time specified in the Developer's Agreement. Any changes to these Agreements will be to the project-specific language, primarily to meet requirements set forth by the Planning Commission, and not to the general Agreement language. Any changes to the general agreement language will be submitted to Procurement and Contracts Department for review and approval. The Human Services Department is requesting delegation of authority to process said Agreements due to the time-sensitive nature and direct relation to the project approval, construction and subsequent sale of the units.

<b>Department Head</b>	<u><i>John Letourneau</i></u>	<b>Date</b>	<u>7/26/07</u>
	Signature		
<b>Purchasing Agent</b>	<u><i>Bonnie DeRosa</i></u>	<b>Date</b>	<u>7/30/07</u>
	Approving Signature		
<b>Chief Administrative Officer</b>	<u><i>Laura A. Hill</i></u>	<b>Date</b>	<u>7/30/07</u>
	Concurring Signature		

cc: County Counsel

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FAXED FORMS WILL NOT BE ACCEPTED