

## **Finding P6**

### **Delegations of Authority for Procurement Actions**

In this finding, please find the following:

a. DCHA Contracting Officer Delegation of Authority

An updated Delegation of Authority has been revised by the DCHA Office of General Counsel and executed by the Executive Director. DCHA also agrees to update the Designation of Authority with personnel and/or designation changes within 30 days of a personnel or designation revision. Lastly, DCHA will update the Contracting and Procurement Policy to reflect the same.



**Brenda Donald, Executive Director**

November 16, 2022

Cheryl Moore  
Contracting Officer  
District of Columbia Housing Authority

**RE: Delegation of Contracting Officer Authority**

As the Executive Director of the District of Columbia Housing Authority (DCHA or Authority), subject to the direction and supervision of the Board of Commissioners and pursuant to District of Columbia Code §6-213 (c)(3), I am responsible to execute leases, deeds, notes, bonds, contracts, and other documents on behalf of the Authority. In order to promote efficient management of DCHA's procurement process, I hereby delegate responsibility and authority to execute DCHA contracts and other documents as stated herein to the Contracting Officer:

- Enter into, administer, and terminate contracts and make related determinations and findings for DCHA, its subsidiaries and instrumentalities;
- This designation is applicable to contracts and other documents for the procurement of supplies, services, and construction services entered into by DCHA;
- Require review prior to signature to execute that DCHA purchasing actions are in full compliance with DCHA's Contracting and Procurement Policy, all applicable Federal standards, United States Department of Housing and Urban Development (HUD) regulations, and local laws. For any contract that involves District funds, DCHA shall comply with the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§ 2-351.01 et seq.)(2011 Repl.);
- This designation is sub-delegated to the Vice President of the Office of Administrative Service in the absence of the Contracting Officer;
- Contract amounts may not exceed \$249,999.
- Amount may not exceed the restrictions set forth in DCHA Board Resolution No. 10-46 TO AFFIRM THE DISTRICT OF COLUMBIA HOUSING AUTHORITY'S REQUIREMENT FOR CONTRACTS FOR GOODS AND SERVICES IN EXCESS OF \$250,000 BE APPROVED BY THE BOARD OF COMMISSIONERS (Attachment A);
- The effective date of this delegation is immediate and shall remain in effect until the end of my term in office.

Brenda Donald  
Executive Director  
District of Columbia Housing Authority



## **District of Columbia Housing Authority**

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### **BOARD OF COMMISSIONERS**

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Fernando Lemos, Vice-Chair  
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Adrienne Todman, Executive Director

### **RESOLUTION 10-46**

#### **TO AFFIRM THE DISTRICT OF COLUMBIA HOUSING AUTHORITY'S REQUIREMENT FOR CONTRACTS FOR GOODS AND SERVICES IN EXCESS OF \$250,000 BE APPROVED BY THE BOARD OF COMMISSIONERS**

WHEREAS, The Board of Commissioners ("Board") of the District of Columbia Housing Authority ("DCHA") has established in its procurement policy, consistent with its enabling statute, that contracts for goods and services for which the value exceeds \$250,000 must be approved by the Board prior to any work being performed under the contract for which the contractor expects payment.

WHEREAS, The Board, in the past, has received requests to approve contracts for which the associated work has already begun, and the value has either already exceeded the \$250,000 threshold, or is set to exceed it.

WHEREAS, The Board, based on these past requests, has determined the need to reaffirm its procurement policy for contracts for goods and services where the value will exceed \$250,000.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the District of Columbia Housing Authority affirms that only the Board may approve contracts for goods and services for which the value exceeds \$250,000. Further, the Board may withhold any payment due in excess of \$250,000 for contracts brought to the Board for approval after the work being performed under the contract has begun. Further, contracts with the same contractor(s) covering the same or related scopes of work may not be broken into separate contracts for the purposes of avoiding Board approval.

RESOLUTION 10-46

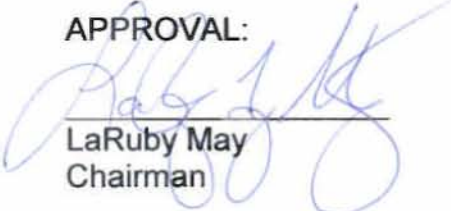
To Affirm The District Of Columbia Housing Authority's Requirement For Contracts For Goods And Services In Excess Of \$250,000 Be Approved By The Board Of Commissioners

ADOPTED, by the Board of Commissioners and signed in authentication of its passage the 20<sup>th</sup> day of December, 2010.

ATTEST:

  
\_\_\_\_\_  
Adrienne Todman  
Executive Director/Secretary

APPROVAL:

  
\_\_\_\_\_  
LaRuby May  
Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
Hans Froelicher  
General Counsel

# **RESOLUTION 10-46**