EXHIBIT A

AUSTIN HOUSING FINANCE CORPORATION

PROCUREMENT POLICY

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Previously Approved on: December 5, 2019 RESOLUTION NO. 20191205 AHFC006

Submitted to AHFC Board for Approval on: November 19, 2026

I. Purpose

The Austin Housing Finance Corporation (Corporation) created in 1979 as a public, nonprofit corporation and instrumentality of the City of Austin (City) is governed by the Texas Housing Finance Corporation Act (Chapter 394 of the Texas Local Government Code). The mission of the Corporation is to generate and implement strategic housing solutions for the benefit of low- and moderate-income residents of the City. Through an annual service agreement with the City of Austin, the Corporation manages and operates various City housing programs, including homeless assistance, renter assistance, homebuyer assistance, homeowner assistance, and housing developer assistance.

The Corporation is not required to follow Chapter 252 of the Texas Local Government Code (Purchasing and Contracting authorities of Municipalities), or other applicable procurement statutes or policies, because the Corporation is not a municipality.

While state law provides the Corporation broad latitude in procurement, the Corporation will conduct its procurement in accordance with the procedures outlined in this policy document. The Corporation will promote open and fair competition and follow federal, state and local regulations, as applicable.

II. General Policy

All purchases by the Corporation shall be made in a manner that: (1) is beneficial and cost-effective for its customers; and (2) is fair and equitable to suppliers, contractors and service providers.

III. Code of Ethics and Conflict of Interest

The Corporation will follow the City of Austin Code of Ethics and City of Austin Policy on Conflict of Interest.

IV. Delegation of Authority

Purchasing authority is delegated &om the Corporation's Board of Directors to the Treasurer. The Corporation Treasurer may delegate his/her authority to assigned staff depending on the type of solicitation. Every assigned staff involved in procuring for the Corporation will maintain full and open competition between suppliers, vendors and contractors in accordance with the General Policy. The delegation of AHFC Treasurer's signature authority is included as **Attachment 1.**

V. Unauthorized Purchases

Any employee who commits the Corporation to a purchase, real estate transaction or other arrangement without proper authority may be subjected to disciplinary action and/or restriction of purchasing authority.

VI. Certificate of Exemption

To be consistent and document the basis for non-competitive procurement decisions, a Corporation Certificate of Exemption form shall be completed and signed by the Corporation Treasurer to guide the decision making and approval process, which generally follows the City's process. The form is included as **Attachment 2.**

VII. Federal Grants

The Corporation shall adhere to the procurement standards as defined in 2 CFR Part 200.318 to Part 200.324 for all procurements using federal grant funds.

VIII. Other Grants

The Corporation shall follow the General Policy for procurements unless restricted by grant specific procurement requirements.

IX. Solicitation Types

Following the Corporation's General Policy, the Corporation Treasurer/Designee will determine the type of solicitation to be used with every procurement. Commonly used solicitation types are as follows:

- **Invitation for Bids (IFB)** is a procurement method used to solicit competitive sealed bid responses, sometimes called a formal bid, when price is the basis for award.
- **Request for Proposals (RFP)** is a document used to solicit proposals from potential providers (proposers) for goods and services. Price is usually not a primary evaluation factor. An RFP provides for the negotiation of all terms, including price, prior to contract award; may include a provision for the negotiation of best and final offers; and may be a single-step or multi-step process
- **Request for Qualifications (RFQ)** is a document that is issued by a procurement entity to obtain statements of the qualifications of potential responders (development teams or consultants) to gauge potential competition in the marketplace, prior to issuing the solicitation.
- **Notice of Funding Availability (NOFA)** refers to a process that informs the public that funding is available for a specific purpose and can be requested through an application process.
- **Request for Grant Application (RFGA)** is a public, competitive process to request grant applications from potential grantees.
- **Inter-agency Memorandums of Understanding (MOU)** may be used when the Corporation seeks the professional services of a City of Austin Department or other legally recognized organization.
- A Corporation **Certificate of Exemption (COE)** form may be used for any purchase that qualifies as a non-competitive purchase, to be consistent and to document the basis for procurement decisions. This COE form has been created to guide the decision making and approval process, which generally follows the City of Austin COE process.

With the Corporation Treasurer's approval, other Solicitation Types can be used when available and are beneficial, in the best interest of the Corporation and comply with the policy.

X. Authorization for use of funds

The Board of Directors of the Corporation approve the Grant Operating Budget prior to the start of the fiscal year. The general manager may only authorize the use of funds if: (a) the amounts are available and are used for the programs and purposes in the Grant Operating Budget; and (b) the activity for which funds are spent is eligible under a budgeted program's requirements; (c) current AHFC Program Guidelines permit the use; and (d) the general counsel approves the form of the contract for the activity.

The general manager must obtain Board approval to authorize: (a) a contract expenditure amount greater than $300,000; (b) acquisition of an interest in real estate valued at more than $250,000; and (c) sale or transfer of an interest in real estate with an appraised fair market value exceeding $350,000.

XI. Spending Limits and Contract Types

A table summarizing the spending limits and contract types are included in **Attachment 3.**

XII. Contract Documentation

The Corporation requires written contracts prepared by the General Counsel and/or City's Purchasing Office on all recurring purchases of goods or services exceeding $10,000 per year, on any non-recurring purchases of goods or services exceeding $10,000 total. The original signed contract documents will be retained by the Corporation.

XIII. Policy Revisions

The Corporation Treasurer will review this policy and recommend revisions to the Board of Directors, if necessary.

AUSTIN HOUSING FINANCE CORPORATION

Delegation of Authority (Treasurer)

The State of Texas §
§
County of Travis §

I authorize the following individuals, in my absence, to execute any and all documents as permitted by the Bylaws, as amended, (Bylaws) in the name of the Austin Housing Finance Corporation (AHFC) approved by the Board of Directors or within the administrative authority allowing the General Manager's execution without the Board of Director's approval, except contracts expending more than $10,000,000, that may be signed as set forth in Sections 4 and 5 of Article 4 of the Bylaws:

NAME:	TITLE:
Nicole Joslin	Housing and Community Development Officer, Austin Housing, City of Austin, Texas

If Nicole Joslin is absent, then:

Brendan Kennedy	Division Manager, Austin Housing, City of Austin, Texas

I request and authorize any person to honor and accept an instrument in writing bearing the signature of the authorized individuals named in this Delegation of Authority, to the same extent and for the same purpose that the person would accept and honor my signature as Treasurer.

The authority granted in this Delegation of Authority terminates automatically upon the termination of the named individual's employment by either the AHFC or the City of Austin. The authority granted under this Delegation of Authority may be terminated upon the transfer of the named individuals to a different position at the City of Austin, at my discretion.

This authority may be revoked, amended, or superseded at any time, for any reason, and with or without cause by the execution and filing of a subsequent delegation of authority.

I request that the individuals named in this Delegation of Authority sign this document to provide a sample signature, and that the signatures be notarized as the true and correct signature of the named individuals.

Signed this 15th day of July 2026.

Deletta Dean
Treasurer
Austin Housing Finance Corporation

The State of Texas §
§
County of Travis §

TRINITY GROZIER
Notary Public, State of Texas
Comm. Expires 08-01-2029
Notary ID 135520693

Before me, the undersigned authority, personally appeared DELETTA DEAN, Treasurer of the Austin Housing Finance Corporation, known to me to be the person whose name is subscribed to this document, and acknowledged to me that she executed this document for the purposes and consideration expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 15th day of July 2026.

NOTARY PUBLIC, STATE OF TEXAS

SAMPLE SIGNATURE OF:

Nicole Joslin

Nicole Joslin
Housing and Community Development Officer
Austin Housing
City of Austin, Texas

The State of Texas §
§
County of Travis §

TRINITY GROZIER
Notary Public, State of Texas
Comm. Expires 08-01-2029
Notary ID 135520693

Before me, the undersigned authority, personally appeared NICOLE JOSLIN, known to me to be the person whose name is subscribed to this document, and acknowledged to me that she executed this document for the purposes and consideration expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 15th day of July 2026.

NOTARY PUBLIC, STATE OF TEXAS

SAMPLE SIGNATURE OF:

Brendan Kennedy
Division Manager
Austin Housing
City of Austin, Texas

The State of Texas §
§
County of Travis §

TRINITY GROZIER
Notary Public, State of Texas
Comm. Expires 08-01-2029
Notary ID 135520693

Before me, the undersigned authority, personally appeared BRENDAN KENNEDY, known to me to be the person whose name is subscribed to this document, and acknowledged to me that he executed this document for the purposes and consideration expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 15th day of July 2026.

NOTARY PUBLIC, STATE OF TEXAS

ATTACHMENT 2 - CERTIFICATE OF EXEMPTION

Austin Housing Finance Corporation (AHFC)

Certificate of Exemption for Professional Services, Public Health and Safety or Other Exempt Purchase (Non-Competitive)

DATE SUBMITTED:	
TO:	
FROM:	
PROJECT NAME:	

The Austin Housing Finance Corporation (AHFC) was created in 1979 as a public, nonprofit corporation and instrumentality of the City of Austin (City) under the provisions of the Texas Housing Finance Corporation Act, Chapter 394. The mission of the AHFC is to generate and implement strategic housing solutions for the benefit of low- and moderate-income residents of the City. While state law provides the AHFC broad latitude in procurement, the AHFC will conduct its procurement in accordance with the procedures outlined in current AHFC Purchasing Policy. It will promote open and fair competition and follow federal, state and local regulations as applicable.

AHFC is not required to follow Chapter 252 of the Texas Local Government Code because AHFC is not considered to be a municipality. However, in an effort to be consistent and document the basis for procurement decisions, this form has been created to guide the decision making and approval process, which generally follows the City's process.

This Certificate of Exemption is hereby executed and filed with the AHFC office as follows:

1. The undersigned is authorized and certifies that the following exemption is applicable to this procurement. Please check the criteria listed below that applies to this request:
   - ☐ A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of a municipality.
   - ☐ A procurement necessary to preserve or protect the public health or safety of the municipality's residents.
   - ☐ A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.
   - ☐ A procurement of Private Activity Bond related services
   - ☐ A procurement of professional or planning services
   - ☐ Other AHFC exemption (describe):

2. Describe this procurement of goods and/or services (What it is for and why it is needed?):

Describe the following (as applicable):

- **For Public Calamity, Public Health and Safety, Unforeseen Damage to Public Machinery or Equipment, or Critical Business Need Exemptions:**
  - Provide description of the event leading to the procurement and a business justification for this purchase.
  - What would be the impact to department operations and the community if this purchase was not made?
  - How and why this vendor was selected?

- **For Private Activity Bond Related, Professional or Planning Service Exemptions:**
  - Why is the vendor the most qualified to provide the services?
  - Does this vendor have a history of working with the AHFC or City? If so, was it on this particular service?
  - Will this procurement be component of a larger service or phases of service?
  - Is the vendor a City of Austin local vendor?
  - What qualifications, certifications, or specialized training does the vendor have?
  - What is the impact if a contract is not secured with this particular vendor (loss of project timeline, loss of funding etc.)?
  - What other vendors can provide these services and why are they not the best fit for the contract?

- **For Other AHFC Exceptions:**
  - Explain the circumstances of the procurement.

3. Forward the completed and signed Certificate of Exemption to the AHFC Treasurer along with the following documentation:
   - ☐ Scope of Work or Statement of Work (if applicable)
   - ☐ Vendor's proposal/quote (if applicable)
   - ☐ Project timeline with associated tasks, schedule of deliverables or milestones, and proposed payment schedule
   - ☐ Professional resumes, certifications, and/or licenses (Professional or Planning Services Only)
   - ☐ Other supporting documentation

4. On the basis of the facts stated above and supporting documentation provided, the AHFC Treasurer exempts this procurement from the competitive bidding process and intends to contract with: **(List Vendor Name and Vendor ID):**

For (Provide Description of Goods and/or Services):

Check the contract type (one-time or multi-term) and fill in the dollar amount and term as applicable:

☐This is a one-time request for $_____

☐This is a multi-term contract request for _____ (# months for base term) in the amount of $_____ with _____ (# of renewal options) for $_____ each for a total contract amount of $_____.

Recommend Certification:		
	Originator	Date
Recommend Certification:		
	AHFC Manager	Date
Approve Certification:		
	AHFC Treasurer or Designee	Date

EXHIBIT A

ATTACHMENT 3 – PURCHASING METHODS & CONTRACTING REQUIREMENTS

From	To	Method	Advantage 3 Document	Approval	Written Contract	Notes
$0.01	$3,000.00	Pro Card	None	AHFC Treasurer	NA	AHFC Staff Purchase based on single quote obtained informally by phone, fax, email, etc.
$3,000.01	$10,000.00	Purchasing Order (PO)	Purchase Order	AHFC Treasurer	NA	AHFC Staff Purchase based on single quote obtained informally by phone, fax, email, etc.
$10,000.01	$250,000.00	Central Purchasing Order (CT) or Master Agreement (MA)	RQS >> CT RQM >> MA	AHFC Treasurer	Contract required from Central Purchasing or Law Department	AHFC Staff Purchase based on three quotes using informal solicitation. *Central Purchasing - one time purchases are done with CT; recurring requirements use MA*
$250,000.01	$300,000.00	Central Purchasing Order (CT) or Master Agreement (MA)	RQS >> CT RQM >> MA	AHFC Treasurer	Contract required from Central Purchasing or Law Department	AHFC Staff Purchase based on three quotes using informal solicitation. *Central Purchasing - one time purchases are done with CT; recurring requirements use MA.*
$300,000.01	$10,000,000.00	Central Purchasing Order (CT) or Master Agreement (MA)	RQS >> CT RQM >> MA	AHFC Treasurer	Contract required from Central Purchasing or Law Department	AHFC conducts formal (advertised) Solicitation. Results are submitted to AHFC Board for award by means of a Request for Board Action (RBA)
$10,000,000.01 and above		Central Purchasing Order (CT) or Master Agreement (MA)	RQS >> CT RQM >> MA	ACM	Contract required from Central Purchasing or Law Department	AHFC conducts formal (advertised) Solicitation. Results are submitted to AHFC Board for award by means of a Request for Board Action (RBA)

Definitions:

- **Central Purchase Order** (CT) - The CT is issued by the Purchasing Office for the procurement of goods and services.
- **Certificate of Exemption** (COE) – The COE provides justification and documentation why the competitive bid process was not utilized for contract.
- **Delivery Order** (DO) - The DO is used to place an order against an existing master agreement.
- **Department Purchasing Order** (PO) - The PO is requested by an authorized employee of AHFC for the procurement of goods and services.
- **Master Agreements** (MA) - MAs, which are also called term contracts, are long term (greater than 12 months) agreements with a vendor to provide goods and services at a fixed price.
- **Master Agreement Requisition** (RQM) - for a recurring requirement and serves as AHFC's official "statement of need" and provides a description of the goods or services desired.
- **Pro Card -** AHFC purchasing credit card established to streamline purchasing and payment process for small transactions (below $3,000)
- **Request for Board Action** (RBA) - The negotiation and execution of a contract must be authorized by the AHFC Board for contract over $300,000 and the RBA is the document that is presented to the AHFC Board during regular public Board Meetings
- **Standard Requisition** (RQS) - for a one-time purchase and serves as AHFC's official "statement of need" and provides a description of the goods or services desired