

## EXHIBIT 4-A

### PROCUREMENT STANDARDS

The following standards are hereby incorporated into existing Procurement Procedures for procurement activities related to the HOME grant.

1. A contract administration system is in place to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
2. No employee, officer or agent of this organization shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, exists.
3. A review of proposed procurements will be made to avoid purchase of unnecessary or duplicate items.
4. When feasible, State and local interlocal agreements will be entered into for procurement or use of common goods and services.
5. When feasible and cost effective, Federal excess and surplus property will be used in lieu of purchasing new equipment and property.
6. Value engineering clauses will be used in construction contracts when such contracts are of sufficient size to offer reasonable opportunities for cost reduction.
7. Awards will only be made to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.
8. Records will be maintained in sufficient detail to track the significant history of the procurement.
9. Responsibility will be taken for the settlement of all contractual and administrative issues arising out of procurement activities.
10. Protest procedures are in place to handle and resolve disputes related to procurement. In all instances, if requested, HOME shall receive all information regarding any protest.

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Chief Executive Officer

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Date