

## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a new Intergovernmental Agreement with the **City of Eugene** for **COVID-19 Bill Assistance Services**.

Board Meeting Date: October 6, 2020  
Project Name/Contract #: COVID-19 Bill Assistance Services / 20-205-IGA  
Primary Contact: Julie McGaughey Ext. 7066

### **Contract Amount:**

Original Contract Amount: \$250,000 (Funds from City of Eugene to credit Customer Bills)  
Additional \$ Previously Approved: \$0  
Invoices over last approval: \$0  
Percentage over last approval: 0%  
Amount this Request: \$250,000  
**Resulting Cumulative Total: \$250,000 (Funds from City of Eugene to credit Customer Bills)**

### **Contracting Method:**

Method of Solicitation: Direct Negotiation  
If applicable, basis for exemption: Exemption – Intergovernmental Agreement  
Term of Agreement: October 7, 2020 until June 30, 2021  
Option to Renew? No  
Approval for purchases “as needed” for the life of the Contract Yes  No   
Proposals/Bids Received (Range): Direct Negotiation  
Selection Basis: Direct Negotiation-Intergovernmental Agreement

### **Narrative:**

#### Operational Requirement and Alignment with Strategic Plan

The Board is being asked to approve a new Intergovernmental Agreement (IGA) with the City of Eugene for the administration of CARES Act funds that have been allocated to the City for distribution to customers impacted by COVID-19. Funds must only be used for customers’ expenses accrued between March 1, 2020 and December 31, 2020.

#### Contracted Goods or Services

Under this contract, EWEB will apply assistance payments to customer accounts which will be fully reimbursed on a monthly basis by the City using federal funds the City has already received. EWEB and the City intend to allocate this assistance through two programs, one for residential accounts and one for non-profits and licensed childcare providers:

- Residential accounts that have been pre-approved by Lane County for programs with similar requirements will receive an additional credit. This credit may be applied to all EWEB and City services for which EWEB bills customers.
- EWEB will also accept applications from non-profit agencies providing direct services to COVID-19 impacted customers, and from licensed childcare providers. The City will establish criteria for eligibility and EWEB will screen applicants against that determined criteria. Approved applicants will receive a utility grant applied to their EWEB customer account.

EWEB will provide administrative services for the bill assistance funds provided by the City. There is no cost or revenue to EWEB, the \$250,000 is the amount expected for the City to contribute toward customer bills.

#### Prior Contract Activities

As community governmental agencies EWEB and the City of Eugene have had a variety of prior contracts including construction services, bill assistance support services, communication agreements, and pipeline crossings. The agencies work collaboratively to support the shared goals of the organizations.

#### Purchasing Process

The City of Eugene and EWEB Management has reviewed and agreed to the operational terms and conditions. Further internal review was provided by Purchasing to ensure compliance with applicable laws and adherence to EWEB policy.

#### **ACTION REQUESTED:**

Management requests the Board approve an Intergovernmental Agreement with the City to govern EWEB administration of temporary bill assistance programs, designed to address the financial impacts of the COVID-19 pandemic. The total allocation from the City for utility assistance is \$250,000 through the remainder of 2020. The contract extends into the second quarter of 2021 in case additional federal funding is received by the City and allocated to utility payments.