Texas Department of Housing and Community Affairs

HOME Program Contract System Access Request Form

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| --- | --- |
| Contract Organization Name: | Organization Phone Number: |
| Physical Address (street, city, zip):      ,      , | |
| Mailing Address:      ,      , | Email: |
| HOME Contract **OR** RSP Agreement Number: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contract ExecutionIndividual authorized to execute a contract on behalf of Contract Administrator. Also has authority to enter and approve project set-ups and draw requests. | | | | | |
| Name: | | | | | Title: |
| Phone: | | Fax: | | | Email: |
| **I certify that all individuals identified in this document are authorized to perform the functions as specified.**  **\_**     **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**     **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature of Authorized Administrator RepresentativeDate | | | | | |
| **Data Entry and Approval Authorizations**  Individuals authorized to enter and approve project set-ups or draw requests.  *Note: An individual who enters an activity set-up or draw request cannot be the same individual who approves that transaction.* | | | | | |
| **Name 1**: | | | | Add  Remove | Title: |
| Phone: | | | | | Email: |
|  | | | | |  |
| **Name 2**: | | | | Add  Remove | Title: |
| Phone: | | | | | Email: |
|  | | | | |  |
| **Consultant Information and Authorization**  *Note: Consultants may enter data into TDHCA Contract System, and approve set-ups and/or draw requests.* | | | | | |
| Organization Name and Address:       ,       , | | | | | |
| Phone: | Fax: | | | | Email: |
| Person Authorized to  Perform Data Entry: | | | Add  Remove | | Title:  E-mail: |
| Contract Administrator Authorizes:  (check box(s) that apply) | | | set-up activity  enter draw request | | approve set-up activity  approve draw request |
|  | | | | |  |
| Individual Authorized to  Perform Data Entry: | | | Add  Remove | | Title:  E-Mail: |
| Contract Administrator Authorizes:  (check box(s) that apply) | | | set-up activity  enter draw request | | approve set-up activity  approve draw request |
|  | | | | |  |

**WARNING: TITLE 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and** 

**willingly making false or fraudulent statements to any department of the United States Government.**