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:       |  |

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| Contract Execution Individual 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.**