

**AUTHORIZED SIGNATURE CARD  
FOR PROGRAM POLICY AND ACTIVITY DOCUMENTS  
UNDER THE COMMUNITY HOME INVESTMENT PROGRAM**

**INSTRUCTIONS:**

Completion of this form is voluntary on behalf of the Authorizing Official of the State Recipient or Sub-recipient. If no individual(s) is designated in either Section 1 or Section 2, the Authorizing Official will be required to sign all documents submitted by the State Recipient or Sub-recipient. This Authorized Signature Card may be utilized for any CHIP Grant regardless of the year that the grant was awarded.

Section 1: An Authorizing Official of the State Recipient or Sub-recipient may designate up to one individual to take certain actions on behalf of the State Recipient or Sub-recipient. First, the Designee may approve policy documents of the State Recipient or Sub-recipient. These policy documents are limited to (1) Section 3 Business and Employee Recruitment Plan, (2) Affirmative Fair Housing Marketing Plan, and (3) MBE/WBE Outreach Plan. Second, the Designee may approve a request to DCA changing the scope of activities permitted under the Grant Award or changes to the program design authorized under the award. Third, the Designee is authorized to receive all communications concerning grant implementation on behalf of the Grantee from DCA. Fourth, for those Grantees administering a Down Payment Assistance Grant received in the 2009 or prior year funding round, the Designee may also approve the DCA CHIP/HOME Environmental Screening Checklist. The Designee must be an elected official or an employee of the State Recipient or Sub-recipient.

Section 2: An Authorizing Official of the State Recipient or Sub-recipient may designate up to two individuals to prepare and submit requests to DCA and receive communication from DCA regarding specific activities or the submission of policies approved by the State Recipient or Sub-recipient. These requests may include, but are not limited to the following actions: (1) Request to Exceed Maximum, (2) Request to Extend a Grant Award Period, (3) Request to Amend the Grant Budget, (4) Requests to Revise an Activity Set Up Amount, (5) Request to Cancel an Activity, (6) Request to Clear a Contractor, and (7) Request to Address a Conflict of Interest Issue. However, under no circumstances will the authorization include authority to draw funds on behalf of the State Recipient or Sub-recipient. Draw authority must be completed on the "Authorized Signature Card for Drawdown of Funds." The designated individual(s) must be either (1) an employee or elected official of the Grantee or (2) an employee of the Administrator under contract with the State Recipient or Sub-recipient to administer the Grant Award on behalf of the State Recipient or Sub-recipient.

**Please Note:** Federal environmental requirements do not allow for any individual other than the Chief Elected Official of the Grantee to certify compliance of the Tier One Environmental Review or the Site Specific Environmental Screening Checklist required by Tier Two.

