

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
SF Programs Contract System Access Request Form

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

Note: Individuals that need access to the TDHCA Contract System must have their own email address and account to maintain confidentiality and to meet security authorization and authentication measures. Email addresses and accounts may not be shared.

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 Representative

Date

Primary Contact

Individual authorized to act as the primary contact. This may be the signature authority listed in the above section, or the primary contact role may be designated to another employee. The primary contact may not be the consultant.

Name:	Title:
Phone:	Fax:
Email:	

Data Entry and Approval Authorizations

Individuals authorized to enter and approve project set-ups or draw requests.

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:	
Individual Authorized to Perform Data Entry:	☐ Add	☐ Remove	Title: E-mail:
Contract Administrator Authorizes: (check box(s) that apply)	☐ set-up activity	☐ approve set-up activity	
	☐ enter draw request	☐ 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	☐ approve set-up activity	
	☐ enter draw request	☐ 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.

