

NORTHERN PONCA HOUSING AUTHORITY

AUTHORIZATION POLICY

SECTION I-1: POLICY STATEMENT

In order to maintain efficient administrative operating procedures and not cause unnecessary delays in the proper processing of documents and administrative functions, it is necessary to delegate the following authorizations:

1. The Executive Director is authorized to execute legal papers, financial and budgetary reports for and on behalf of the Housing Authority, and any report so executed shall constitute the lawful act of the Authority.
2. The Executive Director is authorized to negotiate Cooperation Agreements with the various city governments within the service areas.
3. The Executive Director is authorized to secure fidelity bonds for those Commissioners and employees who are authorized to expend Housing Authority Funds.
4. The Executive Director and/or Board of Commissioners Chairman are authorized to act as the Contracts Officer on behalf of the Housing Authority. This authorization includes; execution of contracts, contract change orders, contract payments, requests for development funds, and all other actions relating to contract administration.
5. The Executive Director is authorized to act on behalf of the Housing Authority in all matters relating to the requirements stipulated in 24 CFR, ACC, and office of Native American Programs (HUD) regulations and management handbooks.

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