



Harris County Housing Authority Check Writing and Wire Transfer Policy

Effective: March 26, 2013

Last Revised: *September 21, 2022*

The policies set forth below apply to all bank accounts held by Harris County Housing Authority (HCHA) and all bank accounts held by HCHA Redevelopment Authority, Inc. (HCHA-RA)

- All checks require two signatures.
- As approved by the Board, only the Chairman, Vice Chairman, and a third HCHA Commissioner, agreed upon by the Chairman and Vice Chairman (designated Commissioner), are those HCHA Commissioners authorized to sign checks or approve wire transfers.
- One signature must be one of the above-specified HCHA Commissioners authorized to sign checks. For checks under \$10,000, the Commissioner's signature may be a facsimile signature.
- For all HAP payments to landlords and utility allowances to tenants, the second signature must be one of the other HCHA Commissioners authorized to sign checks. For HAP and utility allowance checks under \$10,000, both Commissioners' signatures may be facsimile signatures.
- For all other checks under \$10,000, the second signature may be the manual signature of the CEO or one of the other HCHA Commissioners authorized to sign checks whose signature is not already on the check.
- For checks in the amount of \$10,000 or over, each check must have two manual signatures by two of the three HCHA Commissioners authorized to sign checks. This requirement does not apply to the following monthly checks:
 - A check for monthly health insurance payments that does not exceed the annual budget approved by the Board of Commissioners.
 - A check for monthly payments to the Texas County & District Retirement System for an amount that does not exceed the required employer contribution rate for the current plan year as approved by the Board of Commissioners.
 - A check for monthly payments to Harris County for general counsel services that does not exceed the annual budget approved by the Board of Commissioners.
 - A check for monthly payments to NMA Inspections, LLC, for inspection services for the Housing Choice Voucher program that does not exceed the per-unit cost approved by the Board of Commissioners.
 - A check for monthly payments to ENGIE North America, Inc. for electricity services at 1933 Hussion Street that does not exceed the fee schedule approved by the Board of Commissioners.
 - A check for monthly mortgage payments to Berkadia Commercial Mortgage, LLC, the Citi Bank servicer, to pay the permanent loan for HCHA's central office space located in Building 3 at 1933 Hussion Street, Houston, Texas.

Provided, however, that for these specifically listed monthly checks, the second signature must be the manual signature of the CEO. If the CEO does not sign the check, the requirement of manual signatures by two of the three authorized HCHA Commissioners must be followed.

- The CEO may not allow any HCHA banking institution to use his or her facsimile signature.

- All planned/scheduled wire transfers under \$10,000 shall bear the manual signature/approval of the Finance Director and the CEO.
- All planned/scheduled wire transfers in excess of \$10,000 shall bear the manual signature/approval of the Finance Director and the CEO, plus the Chairman, Vice Chairman, or designated Commissioner.
- The approval by the Chairman, Vice Chairman, or designated Commissioner shall constitute authorization enabling the Finance Director and the CEO to complete the approved wire transfer of funds over \$10,000.

Special Policy for Development Cost Reimbursements.

- Harris County Community Services Department (HCCSD) regularly provides funding for the acquisition and construction of HCHA's affordable housing developments. These developments are structured so that HCHA or HCHA-RA directly or indirectly share ownership of a business entity (e.g., limited partnership) with private developers. Through its organizational structure, HCHA or HCHA-RA directly or indirectly have substantial control over the business entity (Entity).
- During the acquisition and construction of a new development, the Entity causes money to be paid for acquisition, construction, and other development costs (Development Costs). On behalf of the Entity, HCHA or HCHA-RA then submit to HCCSD a request for reimbursement of the Development Costs. After approval of a reimbursement request, HCCSD deposits the amount of the reimbursement to an account in HCHA-RA's name (Deposit Account). Soon thereafter, HCHA-RA transfers the amount of the reimbursement to the Entity's bank account.
- This policy is intended to expedite the reimbursement process. This policy applies only to a check or wire transfer authorization of the amount paid by HCCSD to the Deposit Account for reimbursement of Development Costs. For checks and wire transfer authorizations for the purpose of transferring HCCSD reimbursements from the Deposit Account to an Entity's bank account, a Commissioner's signature is not required. Instead, the check or wire transfer may be authorized by the signature of the CEO (including the Acting CEO) and the signature of Finance Director. Facsimile signatures may not be used to sign a check or authorize a wire transfer for this purpose. Alternatively, two HCHA Commissioners with check writing authority may sign the check or wire transfer authorization.