

# **Kentucky Housing Corporation**

## **Delegation of Signatory Authority**

In addition to any authority granted herein, the Managing Director for each department shall have authority to sign and execute any and all documents necessary or incidental to the operation of any and all current and/or future programs and business activities conducted by each Managing Director's respective department.

### **Accounting**

#### **Controller**

- Equipment lease contracts and maintenance agreements, contracts for janitorial services, contracts for building maintenance, Transportation Cabinet motor pool authorization forms, surplus property, and other documents required to carry out the day-to-day operations approved in the operating budget.
- Corporate advertising contracts and promotional buys, and other public relations documents and activities required as part of the corporate strategic plan and as approved in the Communications budget.
- Any and all other invoices/check requests and disbursements approved in the operating budget not referenced above.

### **Asset and Account Management**

#### **Managing Director, Asset and Account Management**

- Any and all documents necessary to amend or revise the original program design of an affordable multifamily project or HAF-allocated loan including (after the project has been placed in service), but not limited to, changes in populations to be served, debt service restructuring, rent limitations, and changes in ownership.
- Consolidated Plan and related documents.
- Any and all other documents necessary or incidental to the operation of any and all current and/or future programs and business activities conducted by Asset and Account Management.

#### **Assistant Director, Design and Construction**

- Any and all documents necessary or incidental to the operation of the Weatherization Training Grant Program, only; the Assistant Director, Design and Construction shall have no signatory authority with respect to the LIHEAP Program or the Weatherization Program.
- Authorization and disbursement of funds for the Weatherization Training Center.

#### **Coordinator, Residential Energy Efficiency Training Center**

- Coordinator of the Residential Energy Efficiency training center shall only have signatory authority if both the Managing Director, Asset and Account Management, and the Assistant Director, Design and Construction are unavailable and the Coordinator of the Residential Energy Efficiency training center shall only have signatory authority for the following:

- Any and all documents necessary or incidental to the operation of the Residential Energy Efficiency training center, only; Authorization and disbursement of funds for the Residential Energy Efficiency training center.

### **Manager, Compliance**

- Low Income Housing Tax Credit Agencies of Noncompliance or Building Disposition (Internal Revenue Service Form 8823).
- Any and all documents necessary or incidental to the ongoing operation of an affordable multifamily project throughout the life of the loan, including but not limited to, disbursements from escrow accounts, reserve for replacement accounts.
- Approval of various HUD-required documents for the Risk-Sharing Program.

### **Multifamily Loan Servicing Team Leader**

- Multifamily Loan Servicing Team Leader shall only have signatory authority if, the Managing Director, Asset and Account Management, and the Manager of Compliance are unavailable and Multifamily Loan Servicing Team Leader shall only have signatory authority for the following:
  - Any and all documents necessary or incidental to the ongoing operation of an affordable multifamily project throughout the life of the loan, including but not limited to, disbursements from escrow accounts, reserve for replacement accounts; and
  - Approval of various HUD-required documents for the Risk-Sharing Program.

### **Business Logistics**

#### **Managing Director, Business Logistics Controller**

#### **Managing Director, Program Accountability and Budget Services**

- Equipment lease contracts and maintenance agreements, contracts for janitorial services, contracts for building maintenance, Transportation Cabinet motor pool authorization forms, surplus property, and other documents required to carry out the day-to-day operations approved in the Business Logistics operating budget and/or the business plan.

#### **Managing Director, Business Logistics**

- Employee expense reports, invoices, check requests, disbursements, and other documents required to carry out the day-to-day activities approved in the operating budget and/or departmental business plan.
- Any and all other documents necessary or incidental to the operation of any and all current and/or business activities conducted by Business Logistics.

### **Business Services**

#### **Grants Developer/Policy Analyst**

#### **Managing Director, Program Accountability and Budget Services**

- U.S. Department of Housing and Urban Development Consolidated plan and related documents.

## **Communications and Marketing Services**

### **Managing Director, Communications and Marketing Services**

- Corporate advertising contracts, promotional buys, and other public relations documents and activities required to carry out the day-to-day operations approved in the Communications and Marketing Services Department operating budget and/or departmental business plan.
- Employee expense reports, invoices, check requests, disbursements, and other documents required to carry out the day-to-day activities approved in the Communications and Marketing Services Department operating budget and/or business plan.
- Any and all other documents necessary or incidental to the operation of any and all current and/or business activities conducted by Communications and Marketing Services.

## **Employee Services**

### **Managing Director, Employee Services**

- Employee Applications for Tuition Reimbursement.
- Employee expense reports, invoices, check requests, disbursements, and other documents required to carry out the day-to-day activities approved in the operating budget and/or departmental business plan.
- Any and all other documents necessary or incidental to the operation of any and all current and/or business activities conducted by Employee Services.

## **Finance**

### **Financial Analyst – Finance & Investments**

- Any and all documents necessary or incidental to procuring investment securities in accordance with KHC's Investment Policy; committing to deliver loans on the secondary market at agreed upon terms, in accordance with the KHC Secondary Market Program Policy; effecting bond redemptions; authorizing payment of expenditures provided for in the General Bond Resolution, including, but not limited to, legal fees, rating service fees, remarketing fees, liquidity fees, an financial analysis fees; authorizing the periodic establishment of interest rates made available for single family and multifamily loan products offered by KHC.

## **Housing Contract Administration (HCA)**

### **Managing Director, HCA**

- Agreements, commitments, recaptures and any and all other documents necessary to effectuate the allocation of program resources to HCA projects approved for funding.
- Consolidated Plan and related documents.
- Any waivers, modifications to program guidelines.
- Any and all other documents necessary or incidental to the operation of any and all current and/or future programs and business activities conducted by HCA.

**Manager of Project Administration, HCA**  
**Manager of Training and Development, HCA**

- The above listed individuals have signatory authority on any and all documents, excluding commitments, necessary or incidental to the operation and processing of programs administered, through HCA.
- Authorization and disbursement of funds for HCA Programs.

**Kentucky Home Performance (KHP)**

**Senior Corporate Programs and Strategy Advisor**  
**Coordinator, Residential Energy Efficiency Training Center**  
**Comptroller**  
**Financial Analyst, Program Accountability and Budget**

- The above listed individuals have signatory authority on any and all documents necessary or incidental to the operation and processing of KHP.
- Authorization and disbursement of funds for KHP.

**Legal Services**

**Deputy General Counsel/Manager of Minority Business Outreach**

- Any and all documents necessary or incidental to the operation of the Legal Department, including Multicultural Outreach.

**Manager, Legal Support Services**

- Approval of disbursements for incidental expenses relating to the day-to-day operation of the Legal Department.
- Closing instruction letters to Borrower's counsel related to the closing of multifamily loans.

**Recovery Kentucky Administrator**

- Funding for recovery centers and the adolescent treatment services (KY Kids) from the Attorney General Pharmacy Settlement Funds.
- Any and all documents necessary or incidental to the operation of the Recovery Kentucky and Scholar House programs.

**Loan Servicing**

**Managing Director, Loan Servicing**

- Authorized as "certified officer" for the Mortgage Electronic Registration System (MERS).
- Primary Contact, corporate system user and/or Project Manager for MERS, GNMA, FNMA, FHA, VA, RHS.
- Execute and deliver to GNMA, abide by all terms and conditions set forth in the Ginnie Mae Mortgage-Backed Securities Guide.
- Any and all necessary documents leading to the permanent or temporary amendment, restructuring and/or revision of the original mortgage and/or note including, but not limited to,

Trial Payment plans, Special Forbearances, formal forbearances, denials and other loss mitigation options available under insurer and guarantor guidelines.

- Proof of claim form necessary for the confirmation of funds due to Kentucky Housing Corporation via borrower bankruptcy. Deeds of Release on paid-in-full loans; loss drafts; loan assumption agreements; partial release of security documents; and documents, forms and contracts related to the marketing and sale of owned real estate. Proof of Loss on hazard insurance losses; reaffirmation agreements on bankruptcies; servicing agreements and trustee agreements on Habitat for Humanity loans; servicing agreements for the Neighborhood Stabilization Program; and any and all loan modification documents, notes and mortgages on foreclosed loans or on fire damaged properties being assigned to the insurance company. Assignments of notes and mortgages due to lender repurchases.
- Any and all other invoices/check requests and disbursements approved in the operating budget not referenced above.

#### **Assistant Director, Loan Servicing**

- Authorized as “certified officer” for the Mortgage Electronic Registration System (MERS);
- Execute and deliver to GNMA, abide by all terms and conditions set forth in the Ginnie Mae Mortgage-Backed Securities Guide.
- Proof of claim form necessary for the confirmation of funds due to Kentucky Housing Corporation via borrower bankruptcy. Deeds of Release on paid-in-full loans; loss drafts; loan assumption agreements; partial release of security documents; and documents, forms and contracts related to the marketing and sale of owned real estate. Proof of Loss on hazard insurance losses; reaffirmation agreements on bankruptcies; servicing agreements and trustee agreements on Habitat for Humanity loans; servicing agreements for the Neighborhood Stabilization Program; and any and all loan modification documents, notes and mortgages on foreclosed loans or on fire damaged properties being assigned to the insurance company. Assignments of notes and mortgages due to lender repurchases.
- Any and all other invoices/check requests and disbursements approved in the operating budget not referenced above.

#### **Assistant Director, Defaults**

- Authorized as “certified officer” for the Mortgage Electronic Registration System (MERS).
- Proof of claim form necessary for the confirmation of funds due to Kentucky Housing Corporation via borrower bankruptcy. Deeds of Release on paid-in-full loans; loss drafts; loan assumption agreements; partial release of security documents; and documents, forms and contracts related to the marketing and sale of owned real estate. Proof of Loss on hazard insurance losses; reaffirmation agreements on bankruptcies; servicing agreements and trustee agreements on Habitat for Humanity loans; servicing agreements for the Neighborhood Stabilization Program; and any and all loan modification documents, notes and mortgages on foreclosed loans or on fire damaged properties being assigned to the insurance company. Assignments of notes and mortgages due to lender repurchases.
- Any and all other invoices/check requests and disbursements approved in the operating budget not referenced above.

#### **Manager, Servicing Cash and Investor Accounting**

- Any and all invoices/check requests and disbursements approved in the operating budget.

## **Manager, Customer Advocate**

- Any and all necessary documents leading to the permanent or temporary amendment, restructuring and/or revision of the original mortgage and/or note including, but not limited to, Trial Payment plans, Special Forbearances, formal forbearances, denials and other loss mitigation options available under insurer and guarantor guidelines.
- Any and all other invoices/check requests and disbursements approved in the operating budget not referenced above.

## **Multifamily Programs**

### **Managing Director, Multifamily Programs**

- Agreements, commitments, recaptures and any and all other documents necessary to effectuate the allocation of program resources to multifamily projects approved for funding.
- Any and all documents necessary or incidental to the approval of various HUD-required documents for the Risk-Sharing Program.
- Any and all documents necessary or incidental to the operation and processing of multifamily loans for multifamily programs.
- Consolidated Plan and related documents.
- Provisions contained in the annual QAP and Multifamily Programs Guidelines as outlined in the Multifamily Programs Authorizations for Waivers and Modifications.
- Any and all other documents necessary or incidental to the operation of any and all current and/or future programs and business activities conducted by the Multifamily Programs area of Kentucky Housing Corporation.

### **Project Administrator, Multifamily Programs**

- Low Income Housing Tax Credit allocation certificates, including Forms 8609 and 8610
- Authorization and disbursement of funds for Multifamily Programs.

## **Program Accountability and Budget Services**

### **Managing Director, Program Accountability and Budget Services**

- All departmental invoices, check requests, and disbursements approved in the corporate operating budget.
- Employee expense reports, invoices, check requests, disbursements, and other documents required to carry out the day-to-day activities approved in the operating budget and/or departmental business plan.
- Any and all other documents necessary or incidental to the operation of any and all current and/or business activities conducted by the Program Accountability and Budget Services area of KHC.

## **Single Family Programs**

### **Managing Director, Single-Family Programs**

- Assignment of Notes and Mortgages necessary to process pool shipments of KHC loans to Fannie Mae and Ginnie Mae.

- Any and all documents necessary in the application and administration of counseling funds from the US Department of Housing and Urban Development, the National Foreclosure Mitigation Counseling Program, or any other entity publishing a Notice of Funding Available for counseling services.
- All contractual agreements related to lending and housing counseling relationships.
- Shall serve as primary contact, corporate system user and or Project Manager for MERS, GNMA, FNMA, FHA, VA, RHS.
- Any and all other documents necessary or incidental to the operation of any and all current and/or future programs and business activities conducted by Single Family Programs.

**Underwriting Manager**

**Underwriter**

**Closing and Quality Review Manager**

**Assistant Director Single-Family**

- The above listed individuals have signatory authority for commitments of insurance for single-family mortgage loan approval.
- Any and all documents necessary in the approval of Kentucky Housing Corporation single-family mortgage loans, Federal Housing Administration-insured loans on behalf of the U.S. Department of Housing and Urban Development, Veterans Affairs-guaranteed loans on behalf of Veterans Affairs, conventional loans, Fannie Mae loans, Ginnie Mae loans, and Hardest Hit Fund/Unemployment Bridge Program loans.

**Assistant Director Single-Family**

**Housing Education and Counseling Manager**

**Closing and Quality Review Manager**

**Mortgage Loan QC Administrator**

**Mortgage Business Administrator**

**Mortgage Loan Closer and QC Specialist**

**HHF Processing and Closing Specialist**

**Underwriting Manager**

**Underwriter**

- The above listed individuals have signatory authority for any and all single-family mortgage loan applications submitted for closing to the Corporation and any and all documents necessary or incidental to the closing of single-family mortgage loan applications and the processing and/or closing of the Hardest Hit Fund/Unemployment Bridge Program applications.

**Closing and Quality Review Manager**

**Assistant Director Single-Family**

**Housing Education and Counseling Manager**

**Financial Analyst**

**Mortgage Business Administrator**

**Servicing Liaison Team Lead**

**Servicing Liaison Administrator**

- The above listed individuals have signatory authority for any and all disbursements related to the Single-Family Programs, including the Housing Counseling and Education Program and Hardest Hit Fund/Unemployment Bridge Program.

**Financial Analyst**  
**Assistant Director Single-Family**  
**Closing and Quality Review Manager**  
**Mortgage Business Administrator**  
**Mortgage Business Specialist**

- The above listed individuals shall serve as the primary contact, corporate system user and or Project Manager for MERS, GNMA, FNMA, FHA, VA and RHS.

**Mortgage Business Administrator**  
**Mortgage Business Specialist**  
**Financial Analyst**  
**Assistant Director Single-Family**

- The above referenced individuals have authority to execute and deliver to GNMA, abiding by all terms and conditions set forth in the Ginnie Mae Mortgage-Backed Securities Guide (HUD Form 11702).

## **Technology Services**

**Managing Director, Technology Services**  
**Managing Director, Program Accountability and Budget Services**

- Equipment purchases, lease contracts, maintenance agreements, software and license agreements, along with other documents required to carry out the day-to-day operations approved in the Technology Services operating budget and/or departmental business plan.

**Managing Director**

- Employee expense reports, invoices, check requests, disbursements, and other documents required to carry out the day-to-day activities approved in the operating budget and/or business plan.
- Any and all other documents necessary or incidental to the operation of any and all current and/or business activities conducted by Technology Services.

## **Tenant Assistance Programs**

**Managing Director, Tenant Assistance Programs**  
**Assistant Director, Tenant Assistance Programs**

- The above referenced individuals have signatory authority for any and all Section 8 HAP contracts for the Tenant-Based Rental Assistance (TBRA) programs, and any documents necessary to amend existing HAP contracts, annual contribution contracts, housing choice vouchers, budget requisitions, and all supplemental documentation necessary for all TBRA Programs, this may include all related special programs, and the ability to amend such documents as approved in the operating budget.



**Assistant Director, Tenant Assistance Programs  
Contract Renewal Specialist**

- The above referenced individuals have signatory authority for any and all Section 8 Housing Assistance Payment (HAP) contracts for the Rental Assistance Performance Based Contract Administration (PBCA) Program and any documents necessary to amend existing HAP contracts, annual contribution contracts, and all supplemental documentation necessary to amend said documents for the PBCA program and as approved in the operating budget.

**Assistant Director, Tenant Assistance Programs  
Manager, Subsidy Administration**

- The above referenced individuals have signatory authority for the authorization and disbursement of any and all HAP for Tenant Assistance Programs.

**Assistant Director, Tenant Assistance Programs  
Manager, Tenant Assistance Programs  
Manager, Subsidy Administration  
Rental Housing Coordinator  
Project-Based Voucher Specialist  
Recovery KY Subsidy Administrator  
Recovery KY Subsidy Coordinator  
Family Self-Sufficiency Administrator  
Program Integrity Investigator  
Tenant Assistance Training Administrator**

- The above referenced individuals have signatory authority for the following:
  - Any and all Section 8 HAP contracts, housing choice vouchers, documentation for all Tenant-Based Rental Assistance Programs, and all related special programs; and
  - Any and all other documents necessary or incidental to the operation of the department, including but not limited to invoices/check requests and disbursements not referenced above and approved in the operating budget.

SAMPLE