

**I. Scope**

This Contracts and Documents Signing Authority Policy (“Policy”) applies to:

- a) Any type of contractual agreement that obligates the Authority –
  - (i) to provide or receive payments, services or goods to or from a third party, and
  - (ii) requires the use of the Authority’s property, facilities or other resources.
  
- b) Administrative, financial, and human resources related paperwork, documents, and forms, which are not considered as a contractual agreement, as described above.

This Policy applies to all personnel of the Authority.

**II. Policy Statement**

The purpose of this Policy is to establish the authority for the signature of contracts and documents on behalf of the Authority.

**III. Policy**

Signing of contractual agreements and documents shall follow the matrices below:

**A. Program-related Contracts**

Total Contract Price (\$)		Note	Authorized Signatory				Board Approval Required
			Chief Administrative Officer	Chief Program Officer	Deputy CEO/ Chief of Staff	Chief Executive Officer	
-	500,000	A		✓	✓	✓	No
500,001	1,000,000	A			✓	✓	No
1,000,001	2,500,000	B		✓		✓	No

More than \$2,500,000	B		✓		✓	Yes, if there is no previous approval through procurement.
-----------------------	---	--	---	--	---	------------------------------------------------------------

**B. Administrative (Non-program) Contracts**

Total Contract Price (\$)		Note	Authorized Signatory				Board Approval Required
			Chief Administrative Officer	Chief Program Officer	Deputy CEO/ Chief of Staff	Chief Executive Officer	
-	30,000	A	✓		✓	✓	No
30,001	50,000	A			✓	✓	No
50,001	500,000	B	✓			✓	No
More than \$500,000		B	✓			✓	Yes, if there is no previous approval through procurement.

**C. Human Resources**

Description	Note	Authorized Signatory		
		Chief Administrative Officer	Deputy CEO/ Chief of Staff	Chief Executive Officer
Any paperwork and forms for RHA employees, such as garnishment, employment verification, offer letter, etc.	C	✓	✓	✓

**D. Finance**

Description	Note	Authorized Signatory			
		Finance Director	Chief Administrative Officer	Deputy CEO/ Chief of Staff	Chief Executive Officer
Any day-to-day finance operational paperwork and forms, such as excise tax returns, payroll tax returns, license application, etc.	C	✓	✓	✓	✓

**E. Electronic Signatures**

The Authority may use electronic signature software to route and approve contracts and agreements in accordance with the above signing policy and may accept electronic signatures from contractors.

**Notes:**

**A** - Any one (1) of the authorized personnel has the general authority, on behalf of RHA, to execute agreements and financial commitments within set total contract price threshold.

**B** – *The two (2) authorized personnel shall sign jointly on behalf of RHA, agreements and financial commitments within set total contract price threshold.*

**C** - *Any one (1) of the authorized personnel has the general authority to sign on administrative, financial, and HR related paperwork, documents, and forms, which are not considered significant contractual agreements.*

*Revision history: revision approved 11-30-2021*