



MEMO

TO: HUD-DR TEAM
FROM: Laurie Moyer, Engineering & CIP
DATE: 23 December, 2020
RE: **Delegation of Authority – Engineering/Infrastructure CDBG Programs**

This memo is to formalize a delegation of authority for signatures regarding engineering and infrastructure related items within the CDBG programs.

Presently the Director of Engineering and CIP, Laurie Moyer, is the signatory for documents relating to infrastructure projects within the CDBG programs. These documents include but are not limited to:

- Consultant pay requests
- Construction pay requests
- Fund allocation approvals for on-call services
- Change in service request for professional service agreements
- Change orders on construction contracts
- Contingency Authorizations for construction
- Timesheets for engineering staff working on CDBG programs

In the absence of the Director of Engineering, delegation is extended to both Assistance Directors of Engineering which are Shaun Condor, P.E. and Richard Reynosa, P.E.

_____ **Date:** _____