

## **ECONOMIC DEVELOPMENT ADMINISTRATION**

### **PROJECT/GRANT ADMINISTRATION CONTRACTS**

- The local Economic Development District (EDD) may, under certain circumstances, perform the post approval project/grant administration services for the Recipient(s).
- The Recipient(s) may, on the other hand, hire a private firm or separate company to conduct the grant administration work for the EDA project. The private firm or separate company must be competitively procured in order to be an eligible expense. The firm must be selected in accordance with the procurement standards set forth in 2 CFR Part 200, and according to the EDA publication “Summary of Construction Standards.”
- In either circumstance, the two parties will execute a contract for project/grant administration services.
- The executed contract must be submitted and approved by the EDA Regional Office Project Engineer prior to initial disbursement. Below are two sample contracts, if needed.
- Please consult with the EDA Regional Office Project Engineer to submit a draft contract.
- Please submit the executed contract and the Project/Grant Administration Contract Checklist.

- **Project/Grant Administration Contract**

- Contract between the Recipient and (either) the local economic development district organization or a private firm/company.
- [Project/Grant Administration Contract Checklist](#)
- [Sample Project/Grant Administration Contract I](#)
- [Sample Project/Grant Administration Contract II](#)