

**ECONOMIC DEVELOPMENT ADMINISTRATION
PROJECT/GRANT ADMINISTRATION CONTRACT CHECKLIST**

EDA Award Number: _____ Date: _____

Recipient: _____

Co-Recipient(s): _____

Recipient's Authorized Representative: _____
Name & Phone Number

The Economic Development District Organization or Grant Administration Firm is:

District or Firm Name

The contract amount is \$ _____

Y	N	NA
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1. The Recipient has determined that the administration of this project is beyond the capacity of their staff to perform and requires contract support for such services.
2. If an Economic Development District Organization is being used, the Recipient has found no local organization or business that could administer the project in a more efficient or cost-effective manner than the staff of the Economic Development District Organization. The District has assured the Recipient that their staff will administer the project without subcontracting the work.
3. If an Economic Development District Organization is not used, the Recipient has addressed the following items:
 - a. The Recipient's Grant Administration Firm contract is in compliance with the Recipient's written procurement procedures. The firm was selected in accordance with the procurement standards set forth in 2 CFR 200, and according to the EDA publication "Summary of EDA Construction Standards."
 - b. The Grant Administration Firm was selected competitively by sealed bids (formal advertising) or by competitive proposals. If not, attach an explanation of the selection method and the reason(s) for using that method.
 - c. Requests for proposals were publicized and all evaluation factors and their relative importance were identified therein. Any response to publicized requests for proposals was honored to the maximum extent practical.

Y	N	NA
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- d. Proposals were solicited from an adequate number of qualified sources (normally it is sufficient to secure at least three proposals from qualified sources). If less than 3 qualified proposals were secured, attach an explanation to this document.
 - e. The Recipient has an objective method for conducting technical evaluations of proposals received and for selecting the best proposal, price and other factors considered.
 - f. The Recipient determined the responsible firm whose proposal was most advantageous to the program, with price and other factors considered.
4. The Economic Development District Organization or Grant Administration Firm's fee for basic services is either a fixed price or a cost reimbursement with an agreed maximum. (The amount of EDA participation will be based on a determination, subject to audit, that the compensation is reasonable).
 5. The Economic Development District Organization or Grant Administration Firm provided fee breakdown stipulates that compensation is made based on completion of specific milestones (Project Management, Financial Management, Project Closeout, etc.)
 6. The Economic Development District Organization or Grant Administration Firm contract compensation is not based on the use of the cost-plus-a-percentage-of- cost or percentage of construction cost form of compensation. (These forms of compensation are not eligible for EDA participation.)
 7. The Economic Development District Organization or Grant Administration Firm's fee covers all services necessary for the successful execution of the project.
 8. The Economic Development District Organization or Grant Administration Firm agrees to submit a report not less frequently than quarterly to EDA covering the general progress of the job and describing any problems or factors contributing to delay.
 9. The Economic Development District Organization or Grant Administration Firm contract has the required federal contract provisions included. (Refer to Appendix II to 2 CFR Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.)
 10. The executed grant administration contract has been reviewed by the Recipient's Attorney.

Prepared By (Signature)

Date

Prepared By (Typed or Written Name & Title)