

# **C O N T R A C T**

**Between**

**The City of Jefferson City**

**And**

**East Tennessee Development District**

THIS CONTRACT, by and between the City of Jefferson City and the East Tennessee Development District, hereinafter referred to as the GRANTEE and ETDD, respectively.

This contract pertains to the provision of the DOWNTOWN IMPROVEMENT GRANT (DIG) grant administration services for the DOWNTOWN FACADE IMPROVEMENT project in accordance with all guidelines of the Tennessee Department of Economic and Community Development (TNECD), hereinafter referred to as THE PROJECT.

WITNESSETH: In consideration of the mutual promises herein contained, the parties have agreed and do hereby enter into this contract according to the provisions set out herein:

- A. ETDD agrees to perform grant administration services as follows:
  - a. Attendance at required conferences, webinars, and training sessions;
  - b. Establish and maintain a record keeping system to include financial record keeping, preparation and submission of all reports (as required), and preparation and submission of requests for reimbursement;
  - c. Review of bid documents for conformance with applicable regulations;
  - d. Supervision of procurement activities relevant to THE PROJECT;
  - e. Submission of obtained records as part of THE PROJECT for successful administration and closeout of THE PROJECT;
  - f. All other work necessary to ensure that the DIG grant funds are being expended in strict compliance with applicable rules and regulations.
  
- B. The GRANTEE agrees to perform the services as follows:
  - a. The GRANTEE shall disburse funds to the contractual parties as invoiced prior to reimbursement by THE STATE, unless otherwise approved by THE STATE;
  - b. The GRANTEE shall be responsible for all aspects of public/customer relations during the course of this project. ETDD may at the request of the GRANTEE provide instruction and assistance in the resolution of matters involving such relations and the guidelines of the DIG program.
  
- C. The GRANTEE agrees to compensate ETDD for the Administration Services for an amount not to exceed \$10,000.00 with payments to be made periodically during the course of the project based on the reimbursement schedule approved by TNECD.
  - a. Please note, this Administration Services fee will be paid by the awarded SUBGRANTEES and the GRANTEE will act as the pass-through entity.

- D. The GRANTEE agrees to provide to ETDD adequate filing space (or other acceptable storage space) for the maintenance of all files relating to THE PROJECT. The GRANTEE further agrees that such filing space or storage space will be accessible to ETDD during the normal business hours of the GRANTEE. The GRANTEE agrees to assume responsibility for the files once the project has been accepted as complete by the TNECD. The GRANTEE acknowledges that it must maintain the files for a period of five years after the project has been completed.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

ACCEPTED:

ACCEPTED:

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Mayor Mitch Cain  
City of Jefferson City

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Richard Yakubic  
East Tennessee Development District  
Executive Director

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Date

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Date