



*Office of Community Development/Disaster Recovery Unit*

*Exhibit 12-5  
Sample Contract Administration Form*

*Revised September 12, 2011*

**Contract Administration Form**

---

*THIS PAGE INTENTIONALLY LEFT BLANK.*



**Contract Administration Form**

---

---

**1. Contractor Name:**

**11. List Contract Deliverables, as applicable:**

<i>Deliverable</i>	<i>Due Date/ Frequency</i>	<i>Date Delivered</i>	<i>Delivered By</i>	<i>Accepted By</i>
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				

**12. General Comments**

## Contract Administration Form

---

### **Instructions for Contract Administration Form**

*This form may be used by the Grantee to assist in managing their contracts. A file should be created for each contractor to maintain all applicable documents listed within Section 4 of the OCD Disaster Recovery CDBG Grantee Administrative Manual. Procurement of each contractor must be performed according to all applicable rules and regulations. See Section 6 of the OCD Disaster Recovery CDBG Grantee Administrative Manual.*

1. Enter the Contractor's Name.
2. Enter the Contract Number.
3. List the contract information (name, address, phone number) for the contractor's primary point of contact.
4. Identify the Grantee staff responsible for administering the contract (receiving deliverables, coordinating payment processing, contract amendments, etc.).
5. Enter the Contract Start Date as provided within the contract.
6. Enter the Contract End Date as provided within the contract.
7. Enter the maximum contract value as provided within the contract. If the contract is fee-based, attach the fee schedule.
8. Briefly describe the scope of services as provided within the contract.
9. Describe each scope of services requirement.
10. List the Contract Amendment Date and a brief summary of the amendment, if applicable
11. List each deliverable from within the contract. As the Deliverables are provided, enter the date in the "Date Delivered" column. Notate the name of the contractor personnel who submitted the deliverable in the "Delivered By" column and notate the name of the Grantee personnel who accepted the Deliverable in the "Accepted By" column.
12. Provide any general comments regarding the contractor.

*THIS PAGE INTENTIONALLY LEFT BLANK*