OMB Approval No. 2577-0229
Expiration Date: 08-31-2026

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING

SAMPLE CONTRACT ADMINISTRATOR PARTNERSHIP AGREEMENT FOR THE ROSS-SERVICE COORDINATOR GRANT PROGRAM

***Instructions for completing this form**: This form is provided to applicants as a **sample** to use for formalizing agreements with the organization that will serve as the applicant's Contract Administrator. Troubled PHAs and resident associations must submit a Contract Administrator Partnership Agreement with their application and the agreement must be for the full three-year term of the grant. Applicants may elect to use this form, a modification thereof, or their own form provided that the same information is contained*

I. General Terms

This partnership agreement is made and entered into by and between the **applicant**, _____ (name of applicant's organization) and _____ (name of Contract Administrator's organization) the **Contract Administrator (CA)**, (e.g., the local public housing authority (PHA) or non-profit organization), hereinafter referred to as "CA".

WHEREAS, the applicant is submitting a proposal for a Resident Opportunity and Self-Sufficiency (ROSS) grant.

WHEREAS, the applicant agrees to comply with all terms and conditions expressed in HUD's NOFA, applicable provisions of 24 CFR 964, provisions of the grant agreement entered into with HUD, 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," and provisions contained in this Partnership Agreement.

WHEREAS, the CA supports the applicant's ROSS application and agrees to provide technical assistance to the applicant in accordance with HUD's NOFA, HUD regulations and

WHEREAS, pursuant to the commitment made by the CA, this agreement is executed outlining the type, scope and extent of services that the CA will provide to the applicant if the grant is funded. If HUD does not fund the grant, this agreement shall be null and void.

II. Roles and Responsibilities

A. Grant Oversight

Under the direction of the applicant, the CA agrees to oversee the administration of the ROSS grant. This includes financial management, procurement, completing required reporting, and ensuring that all grant activities are completed successfully within the grant period. In meeting these commitments, the CA agrees to abide by the provisions of the NOFA, 24 CFR Part 964, and 2 CFR part 200.

B. Grant Coordination

The CA and the applicant will meet weekly to discuss progress, problems incurred, strategies to overcome them, specific areas of responsibility, future activities, and any other issues as necessary.

C. Financial Responsibility

The applicant retains ultimate responsibility for all grant activities, including drawing down funds from HUD, grant expenditures, and reporting to HUD.

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D. Performance Measurement

The CA will work with the applicant to ensure that results agreed to by the applicant and HUD are achieved. All financial and performance reports prepared by the CA must be reviewed and approved by the applicant prior to submission to HUD.

E. Coordinating and Building Partnerships

The CA agrees to coordinate the provision of assistance from grant partners. The CA also agrees to work with the applicant in pursuing additional partnerships/assistance from community organizations, government, and other organizations whose services would benefit residents and the overall grant program. Following are suggested resources:

Area enrichment programs
Local Banks
Chamber of Commerce
Community Development Agencies
Private Industry Council
Libraries
Local/State Health & Human Services Agencies
Local Higher Education and Continuing Education Facilities
Local Independent School Districts

F. Program Assessment and Reporting

The CA agrees to conduct or otherwise assist the applicant in assessing grant activities based on 1) the performance measures in the applicant's grant proposal submitted to HUD and 2) any revisions to the assessment methodology made by the local HUD field office. The CA will ensure that reports to HUD are made as required. All semi-annual financial and performance reports prepared by the CA must be reviewed and approved by the applicant prior to submission to HUD.

III. Contract Period

This contract is based on a period of time beginning

(NOTE: CAs must be retained for the full three-year term of the grant.)

IV. Termination

Each party may terminate this agreement provided 60 calendar days of written notice is given to the local HUD field office and the other party to this agreement. Applicants may terminate this agreement based on non-compliance or non-cooperation by the CA. Termination may only occur when all channels of resolution have been exhausted, including mediation between the two parties. If all avenues for resolution have been exhausted, termination by the applicant will require a two-thirds majority vote of the applicant's Board of Directors/Resident Council.

Public reporting burden for the collection of information is estimated to average one hour per response. This includes the time for collecting, reviewing, and reporting the data. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street SW, Room 8210, Washington, DC 20410–5000. When providing comments, please refer to OMB Control No. 2577-0229. The information will be used to determine eligibility for the ROSS SC grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. This information does not lend itself to confidentiality.

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WITNESS OUR HANDS EFFECTIVE

Applicant Organization	Contract Administrator
Applicant Executive Director/ Other Authorized Representative	Executive Director
Date	Date