



Department of Commerce

Innovation is in our nature.

Contracts Administration Unit

Managing infrastructure planning and construction contracts

Purpose

Manage contracts from point of execution through project completion, closeout and loan repayments for the following Commerce infrastructure programs:

- Community Development Block Grant and CDBG-ARRA
- Community Economic Revitalization Board
- Capital Programs
- Drinking Water State Revolving Fund and DWSRF-ARRA
- Public Works Board
- Water System Acquisition and Rehabilitation Program
- Energy ARRA
- Neighborhood Stabilization Program

Types of infrastructure projects:

- Planning, Needs Assessments, or Feasibility Studies
- Pre-Construction & Design
- Emergency and/or Imminent Threat
- Drinking Water, Storm Water, and Waste Water Systems
- Community Facilities
- Streets, Sidewalks, Lighting, and Bridges
- Housing Rehabilitation
- Public Services
- Energy Efficiency Projects

Strategic Goal

Enable local governments to have adequate infrastructure to accommodate allocated growth and enable economic development and business opportunities, while maintaining the quality of life.

Results and Achievements

- Improved coordination on multi-funded projects
- Improved efficiency in invoice payments
- Improved customer service

Services

- Contracts management training and technical assistance
- Single point of contact, by regions, on multiple-funded construction projects
- Coordination of project management across multiple infrastructure programs
- Payments/draws on grants and loans, loan repayment processing
- Contract amendments and closeout

Fast Facts

- Managing over 600 planning and construction loans or grant contracts; billed and accounted for over 1,700 loan repayments.
- Multiple-funded construction projects are assigned to staff by regions, resulting in improved coordination and customer service.

Contact Information

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