



AGREEMENT BETWEEN THE GULF COAST ECONOMIC DEVELOPMENT DISTRICT AND THE HOUSTON-GALVESTON AREA COUNCIL

This Agreement ("Agreement") is made and entered into by and between the Gulf Coast Economic Development District ("District") and the Houston-Galveston Area Council ("H-GAC"), collectively referred to as the "Parties," effective as of June 1, 2025.

RECITALS

WHEREAS, the District is a federally designated Economic Development District authorized under 13 CFR Part 304 and supported by the U.S. Economic Development Administration (EDA);

WHEREAS, the District is responsible for implementing the region's Comprehensive Economic Development Strategy (CEDS) and related economic development initiatives;

WHEREAS, H-GAC is a regional planning commission established under Chapter 391 of the Texas Local Government Code;

WHEREAS, H-GAC serves as the administrative and fiscal agent for the District and employs the staff that carry out the District's programs and operations;

WHEREAS, the District requires staff, fiscal, and programmatic support to administer its activities in compliance with EDA regulations and to meet programmatic goals;

WHEREAS, the Parties desire to formalize their relationship and outline the responsibilities of each organization to ensure transparent and effective administration of District programs.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein, the Parties agree as follows:

TERMS AND CONDITIONS

1. Administrative Agent Responsibilities

H-GAC shall serve as the District's administrative and fiscal agent. In this role, H-GAC agrees to:

- a. Employ and supervise staff to carry out the day-to-day operations of the District;
- b. Provide office space, IT support, and other operational resources as needed;
- c. Maintain compliance with EDA regulations, including 13 CFR Part 304;



- d. Ensure proper accounting, financial reporting, and coordination of annual audits for District funds;
 - e. Prepare and submit required reports to the EDA, including Annual Performance Reports.
- 2. Staffing
H-GAC shall employ a full-time Manager and additional staff to support the District's economic development, planning, and lending programs. Staff shall be subject to H-GAC's personnel policies and procedures and receive salary and benefits in accordance with H-GAC's compensation plans.
- 3. Program Execution and Compliance
The Manager and staff will:
 - a. Execute the District's work plan and implement the CEDS;
 - b. Support administration of EDA-funded programs, including Revolving Loan Funds (RLFs);
 - c. Coordinate with stakeholders and other partners in the public and private sectors;
 - d. Monitor performance metrics and ensure compliance with applicable federal guidelines.
- 4. Board Governance Support
H-GAC staff shall support the operations of the District's Board of Directors, including:
 - a. Preparing meeting agendas and materials;
 - b. Maintaining official records and minutes;
 - c. Advising the Board on matters related to compliance, program performance, and strategy.
- 5. Confidentiality
All records, documents, financial data, and other information accessed under this Agreement shall be considered confidential. H-GAC agrees to use such information solely in its role as the District's agent and not for any unrelated purpose.
- 6. Reimbursement and Funding
H-GAC shall be reimbursed for direct and indirect costs incurred in the administration of the District's programs. Funding sources shall include EDA grants and other program income, and reimbursements shall be made in accordance with approved budgets.



7. Termination

Either party may terminate this Agreement with sixty (60) days written notice.

IN WITNESS WHEREOF

The Parties have executed this Agreement by their duly authorized representatives.

Approved

Gulf Coast Economic Development District

By: _____

Name: Mike Rozell

Title: Board President

Date: _____

Approved

Houston-Galveston Area Council

By: _____

Name: Charles Wemple

Title: Executive Director

Date: _____