

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Econoimc Development Corporation
Department contract file name (use effective date): Click here to enter text.
Project Code: Click here to enter text.
Contract type: Other
Contracted Services/Goods: Click here to enter text.
Contract Component: Other
Change Order Number/Addendum Number: Click here to enter text.
Vendor Name: Central Pines Regional Council
Effective Date: July 1, 2024
Approved by: County Manager
Date approved by the BOC: Click here to enter text.
Ending Date: Click here to enter a date.
Total Amount: \$99,000

Please Return Contract to:
Name: Jason Smith
Email:
Jason.smith@chathamcountync.gov
Special Instructions for Clerks
Office:

2. Department Head or his/her designee has read the contract in its entirety.
By: _____ (Department Head signature required)
3. County Attorney has reviewed and approved the contract
County Attorney has reviewed and rejects the contract Reason: _____

This is an automatic renewal and does not require approval from the County Attorney: Yes No

If this box is checked the County Attorney’s Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes No
5. Vendor has signed the contract. Yes No
6. A budget amendment is necessary before approval. Yes No
If budget amendment is necessary, please attach to this form.

7. Approval
- Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.
- Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk’s Office Only

Finance Officer has signed the contract
 The Finance Officer is not required to sign the contract

Chatham County Street Outreach Coordinator Contract

About Us

Central Pines Regional Council (CPRC) is a resource and support hub for local governments, community members, and partners across Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties. Our work is rooted in the belief that our region thrives when we come together with a common vision and plan for the future. We advance this goal through the support of regional policy, collaboration, and technical assistance.

On any given day, CPRC works with our partners to provide support in the following areas:

- Aging & Human Services
- Community & Economic Development
- Environment & Resilience
- Housing
- Member Support & Strategy
- Mobility & Transportation

Scope of Work

Chatham County is committing funding to allow CPRC to employ the Chatham County Street Outreach Coordinator in a full-time capacity. The position will continue to conduct services following the Emergency Solution Grant guidelines, alignment with the Chatham County Strategic Housing Plan, and the goals and initiatives of the Chatham County Housing Collective. The Street Outreach Coordinator will follow CPRC's internal policies, including benefits and merit/cost of living increases, and will be required to attend assigned staff meetings. Funding will primarily support the Street Outreach Coordinator position (including salary, fringe, and indirect), in addition to a small amount of time for managerial oversight.

Qualifications – *The employed Street Outreach Coordinator must have the following qualification and, upon hiring, must be approved by Chatham County staff.*

Excellent communication (writing, speaking, presenting), interpersonal, and consensus-building skills.

Ability to understand and convey different perspectives and to identify creative solutions.

Ability to interact with people of a variety of backgrounds and lived experiences, especially those who have dealt with or are dealing with traumatic experiences including but not limited to domestic violence and homelessness.

Able to display empathy and provide personal and emotional support according to clientele needs.

The coordinator must be self-motivated, diligent, and resourceful, with the ability to work on multiple projects concurrently with limited direct supervision.

The ideal candidate will be an individual that has had lived experience.

Job Duties – *The following job duties include but are not limited to the below list. As an employee of Central Pines Regional Council (CPRC), the Street Outreach Coordinator will attend required staff meetings and follow internal processes as outlined in CPRC's Policy Manual.*

Serve as a part of a county-wide team working to reduce and mitigate the impacts of homelessness in Chatham County.

The successful candidate will work with CPRC staff and local stakeholders to develop and implement strategies to connect individuals and families experiencing homelessness to resources that meet their needs. The goal is to help clients exit homelessness while spending funding compliantly.

Collect information from clients and report this information through the Department of Housing and Urban Development (HUD) Homeless Management Information System (HMIS) to maintain compliance with grant requirements. Complete data collection, entry, and management tasks completing reports for grant funded projects and Chatham County.

Attend case management calls related to Chatham County and the Region 6 Continuum of Care (CoC) – under the NC Balance of State CoC. Attend other calls and meetings as desired by Chatham County staff and local partners.

CPRC's Responsibilities:

- Employ the Chatham County Street Outreach Coordinator position. If the current coordinator resigns, CPRC will work with Chatham County staff to determine next steps for hiring.
- Provide managerial oversight for the Street Outreach Coordinator.
- Complete proper reporting in a timely manner, as requested by Chatham County.
- Invoice the county for payment.

Chatham County Responsibilities:

- Pay invoices in a timely manner.
- Provide support to the Street Outreach Coordinator as a local partner.
- Outline proper reporting requirements and provide direction on project/coordinator performance as needed.

Support Team

Lindsay Whitson

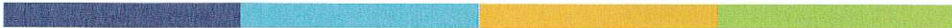
Community and Economic Development Director, Central Pines Regional Council

Melissa Lowell

Chatham County Street Outreach Coordinator

Proposed Fee

Chatham County will pay a total of **\$99,000** for FY 2025, in two equal installments of \$49,500. One payment will take place at execution of this agreement and the other will be invoiced in January 2025.



Acceptance

The Chatham County Street Outreach Coordinator will be issued a full-time offer letter, which will trigger CPRC's HR staff to conduct required processes, such as the completion of a background check. The Street Outreach Coordinator will become a full-time employee of CPRC within four weeks of the accepted agreement. This confirms your intention to accept the scope of work as indicated in the proposal presented by CPRC. You are also committing to meeting the responsibilities outlined and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

CPRC will bill 50% of the contract amount at the time the agreement is signed (\$49,500) and the remaining amount in January 2025. (\$49,500).

Questions and acceptance of proposal can be sent to:

Lindsay Whitson, Community and Economic Development Director
lwhitson@centralpinesnc.gov
919.558.9319

If Chatham County would like to proceed with this proposal, please accept the proposal by signing below.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be executed in their respective names.

Signature



Lee Worsley, Executive Director

Central Pines Regional Council
8/22/2024

Date



Dan LaMontagne, County Manager

Chatham County

8/27/2024

Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.



(Signature of Finance Director)

