

CONTRACT ROUTING FORM

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

Department: County Manager's Office

Department contract file name (use effective date): CPRC_Manager_20240701

Project Code: Click here to enter text.

Contract type: Agreement

Contracted Services/Goods: Grant Assistance

Contract Component: Master

Change Order Number/Addendum Number:

Vendor Name: Central Pines Regional Council

Effective Date: 07/01/2024

Approved by: County Manager

Date approved by the BOC: Click here to enter text.

Ending Date: 6/30/2025

Total Amount: \$25,000

Please Return Contract to:

Name: Brandon Dawson

Email:

brandon.dawson@chathamcountync.gov

Special Instructions for Clerks Office:

2. Department Head or his/her designee has read the contract in its entirety.

By: [Signature] (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

2024-2025 Grant Assistance Program

Program Overview

Central Pines Regional Council will administer a comprehensive grant program that assists local governments with grant tracking, proposal development, grant writing and reporting, and funding agency engagement on the influx of federal and state funding opportunities. Participating communities will be able to request help for their own grant applications and will have regular meetings with assigned project leads to assist with internal collaboration between departments, discuss potential projects, and give guidance on eligible funding sources.

Program Contacts

Alana Keegan, akeegan@centralpinesnc.gov
Local Government Services Director

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

Central Pines Regional Council Responsibilities:

- Managing all program administration including hiring and oversight of program staff, coordination with contractual and external partners, and financial oversight.
- Communicating regularly with local government staff to discuss potential projects, additional funding opportunities, and opportunities for multi-jurisdictional applications.
- Tracking a wide range of funding sources to monitor and identify opportunities for program communities.
- Working with local government staff to move projects from ideation to submitted applications: develop competitive project ideas, and coordinate with partners or sub-recipients and associated funding sources.
- Overseeing project management for grant proposal writing, proposal development, stakeholder coordination, application submission, and grant evaluations.
- Establishing strong relationships with state/federal funding agencies identified as priorities and facilitating meetings with agencies to talk through project ideas and funding alignment.
- Provide quarterly status report on grant activities and coordination with Town stakeholders.

Local Government Responsibilities:

- Providing up-to-date information on local funding goals, priorities, and project needs.
 - Assisting with proposals and applications by providing internal documentation, resources, or plans in a timely manner.
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- Assigning a program contact(s) to ensure continuity of operations that can work with the Central Pines staff on information dissemination and coordination internally.

Program Cost and Program Sustainability

Chatham County will pay \$25,000 and be provided with all the services listed above, with the following limitations on federal grant applications. These stipulations ensure that the CPRC team can provide the most effective and high-quality products.

- CPRC will write up to four (4) federal grant applications each year. Additional applications can be requested at a rate of \$85/hour.
- Federal grant applications requested less than 3 weeks before the deadline will include an additional \$2,500 fee.

Communities are also asked to prioritize utilizing CPRC for grant administration of successfully awarded proposals over other external agencies to support the longevity and growth of CPRC’s grant services. Grant administration costs can be built into grant applications to reduce the burden on local funds.

TERMS

The term of this agreement shall be entered into July 1, 2024, through June 30, 2025. If you agree with the terms of this service agreement, please indicate by signing below and returning a signed copy to Central Pines Regional Council. This confirms your intention to accept the scope of work and that you are confirming the encumbrance of funds sufficient to pay the fees for services rendered. Thereafter, this agreement shall be renewed automatically for annual periods beginning July 1st, unless the agreement is terminated by either party with 30-days’ notice.

SIGNATURES

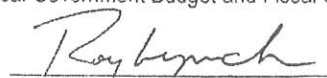
Chatham County

By: Dan LaMontagne
 Signature: 
 Title: County Manager
 Date: 9/4/2024

Central Pines Regional Council

By: _____
 Signature: _____
 Title: _____
 Date: _____

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


 Roy Lynch, Finance Officer