

CONTRACT ROUTING FORM

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

Department: Social Services

Department contract file name (use effective date): 2024 CCHA and Chatham County MOU

Project Code: Click here to enter text.

Contract type: MOU/MOA

Contracted Services/Goods: MOU for housing voucher referrals

Contract Component: Other

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: Chatham County Housing Authority

Effective Date: 11/1/2024

Approved by: Choose an item.

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

Ending Date: Click here to enter a date.

Total Amount: 0

Please Return Contract to:

Name: Jennie Kristiansen

Email: jennie.kristiansen@chathamcountync.gov

Special Instructions for Clerks

Office: This is a multi-department MOU with the Housing Authority to refer for specialized vouchers.

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

By: Jennie Kristiansen, Renita Foxx, Jason Smith (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 Housing Authority

13450 U. S. Hwy 64 W. ~ P.O. Box 571 ~ Siler City, North Carolina 27344

Phone 919-742-1236 ~ Fax 919-742-1099 ~ (TRS) - Dial "711"

"Building a Stronger Community One Family at a Time"

MEMORANDUM OF UNDERSTANDING between CHATHAM COUNTY HOUSING AUTHORITY and CHATHAM COUNTY

Purpose

This Memorandum of Understanding (MOU) establishes the framework for a relationship between the Chatham County Housing Authority (CCHA) and Chatham County to jointly promote the Housing Choice Voucher (HCV) program while promoting self-sufficiency and upward mobility of voucher recipients.

Background

The Housing Choice Voucher program is a federal program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. The CCHA receives funding from the U.S. Department of Housing and Urban Development (HUD) to administer the program. Voucher recipients are responsible for finding suitable housing where the owner agrees to rent under the program. All rental units must meet minimum standards of health and safety as set by the CCHA.

Chatham County Housing Authority

The CCHA has been awarded regular Housing Choice Vouchers and Special Purpose Vouchers (SPVs) that provide rental assistance to specific populations. These SPVs are funded by Congress separately from the regular HCV program funding. Some examples of SPV programs include, but are not limited to, Mainstream (MS), Non-Elderly Disabled (NED), and Veterans Affairs Supportive Housing (HUD-VASH). CCHA is seeking to expand referral sources in an effort to assist more individuals and families to obtain housing through the Housing Voucher Programs.

Roles and Responsibilities

Chatham County Housing Authority:

- Accept direct referrals for eligible individuals and families.
- Ensure housing search and activities are offered to eligible households by either providing the services internally and/or contracting with a service provider.
- Commit resources to ensure that all voucher programs and administered in accordance with program requirements.

Chatham County:

- Through the Department of Social Services, Diversion and Advocacy, Veteran Services and Housing & Community Development, assess and refer individuals and families to CCHA who may benefit from the housing choice voucher program.
- Support CCHA in ensuring notifications to eligible individuals and families.
- Assist individuals and families with access, review, and completion of documentation to determine eligibility and address barriers.
- Provide ongoing case management for a 12-month period to assist the family in maintaining their voucher and working through and challenges that occur.

Terms of Understanding


The term of this MOU is for a period of one (1) year from the effective date of this MOU and may be extended upon written mutual agreement. It shall be reviewed at least quarterly (every 3 months) to ensure that it is fulfilling its purpose and to make any necessary revisions. Either party may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

Authorization

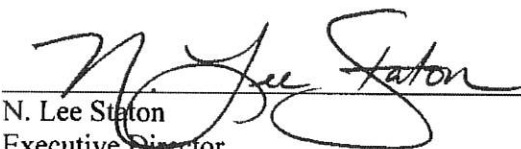
The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objective stated in the MOU. On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.



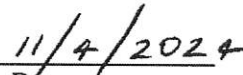
Dan LaMontagne
Chatham County Manager



Date



N. Lee Staton
Executive Director
Chatham County Housing Authority



Date