

Job Description

Contracts Manager

UNITY of Greater New Orleans

TITLE: Contracts Manager

TYPE OF POSITION: Full-Time Employee

DIRECT SUPERVISOR: Director of CoC Programs

MAJOR RESPONSIBILITIES

Contracts Management: Manage grant agreements with approximately 40 project sponsors including HUD CoC grants, HOPWA, SAMHSA CABHI, and grants from other funding sources.

Contracts Management Responsibilities include:

- **Develop Contracts:** Develop specific grant agreements for each project sponsor based on grant application; communicate with project sponsors regarding grant agreement, execution of grant, and necessary attachments; revise budgets as needed; work with project sponsors to ensure measurable program objectives are met which are consistent with CoC System goals.
- **Renewals:** Obtain information needed from project sponsors for the application renewal process; correspond with HUD regarding renewal projects; complete Environmental Reviews to City and/or Jefferson Parish as needed.
- **Conduct Training:** Conduct start-up training for new project sponsors to explain grant agreement responsibilities, CoC participation, performance and spending expectations.
- **Monitor spending** on monthly basis or as needed: Assure financial compliance including appropriate and effective expenditures by monthly reviewing of invoices and comparing them to previous months to ensure efficient spending; timely submission of reimbursement requisitions; assist in the development of project budgets.
- **Coordinate Budget Changes:** Throughout the year, review requests for budget or programmatic revisions and/or amendments and the timely submittal of these revisions to the local HUD field office; maintain communication with HUD until a response is completed; communicate HUD response to project sponsor; make necessary changes to grant agreement.
- **Program Monitoring:** Conduct monitoring of project sponsors to ensure grant compliance, program development recommendations and to maintain or improve performance including follow-up contact to ensure that corrective plans of action have been implemented
- **Evaluation:** Review performance of project sponsors including quarterly and annual reports.
- **Independent Grants:** For those projects which receive funding directly from HUD, CoC Grants Managers will be required to monitor these programs at least annually, maintain communication throughout the operating year, collect and review APRs before submittal, and collect necessary information/documentation for the CoC Application.

Monthly, Quarterly and Annual Progress Reports

- Coordinate and compile Annual Progress Reports (APRs) for 40 projects
- Issue notices on timely basis to individual agencies regarding the completion of the APRs
- Review APRs for accuracy/errors and submit to HUD; ensure consistency with HMIS
- Provide technical assistance as needed to complete APRs

- Ensure that all project sponsors are submitting monthly and quarterly reports in HMIS format
- Review of monthly and quarterly HMIS reports for each project sponsor to ensure that services are being delivered in a timely fashion and that project sponsors are meeting contractual service goals

Subcontracts from State and Local Agencies:

- Obtain monthly invoices from subrecipients and consolidate for submission to funder for reimbursement.
- Conduct monitoring of programs as required by the contract
- Frequent communication with funder regarding grant performance

CoC Planning and Coordination

- Staff CoC and SPPA Committees which may include the Permanent Supportive Housing Directors Committee; Employment Committee; Ending Youth Homelessness Task Force.
- Project management for initiatives that involve a diverse group of agencies.
- Evaluate program performance and develop correction action plans.
- Plan, develop and coordinate regular training sessions throughout the year for case workers with focus on best practices and improving performance outcomes.
- Plan and host start up/renewal trainings for CoC grantees including separate trainings for PSH programs, RRH programs, Coordinated Entry Programs, etc.
- Other responsibilities as assigned by Executive Director and/or Director of CoC Programs

HUD CoC Application: Assist with annual HUD SuperNOFA application for continued funding Responsibilities Include:

- Initiate contact with all project sponsors including independent sponsors to inform them about required documents that must be submitted for the application and process to follow in order to submit via esnaps.
- Throughout the year, ensure that action steps are implemented i.e., monitor lowest performing project sponsors.
- Prepare Project Applications for submission in Esnaps including project budgets, program outcomes, etc.
- Prepare Performance Outcome charts with prior compilation of aggregate APR results
- Complete other sections of application: for example, Discharge Planning, Mainstream Resources, HMIS, Point in Time, Housing Inventory Chart, Education/Children, Strategic Planning Objectives, etc.
- Provide information as needed by the CoC Governing Council to make decisions for the CoC Ranking and Review Process as necessary throughout year and at time of RFP for new project sponsors.

Annual Point in Time Count:

- Assist with planning for PIT methodology and implementation
- Assist with coordination of outreach and service-based location completion of surveys
- Communicate with residential providers and assist with coordination as necessary
- Assist with survey completions, as necessary.