

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

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 system-wide initiatives that involve a diverse group of agencies.
- Evaluate program performance and develop correction action plans.
- Coordinate regular training sessions throughout the year for case workers with focus on improving performance outcomes using Housing First, Harm Reduction, Motivational Interviewing, Supported Employment, and Progressive Engagement.
- 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

Improve CoC Performance and Compliance: Manage grant agreements with approximately 12-15 project sponsors including HUD CoC grants, HOPWA, SAMHSA CABHI, and grants from other funding sources.

- **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.
- **Conduct Training:** Improve compliance with HUD regulations by conducting 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. Improve system performance measures to increase permanent housing outcomes, increase income, and decrease the length of time people experience homelessness.
- **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.

HUD CoC Application: Assist with annual HUD application for funding through the Continuum of Care (CoC) program:

- Initiate contact with all project sponsors to inform them about required documents that must be submitted for the application.
- 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.
- Provide information for project evaluation 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.

Monthly, Quarterly and Annual Progress Reports

- Coordinate and compile Annual Progress Reports (APRs) for 10-15 projects
- Review APRs for accuracy/errors and submit to HUD
- Review of monthly and quarterly reports for each project sponsor to ensure that program is expected to meet outcomes. Develop improvement plans and provide technical assistance for programs that are not meeting outcome goals.

Staff Qualifications:

Staff should be knowledgeable about and demonstrate competence in the following areas: Housing First, budgeting, ability to read and interpret federal regulations. Skills include: working with spreadsheets, MS Office, Google Docs, ability to interpret data, excellent communications. Experience with homeless programs or other federal funded programs is helpful. Bachelor's degree or advanced degree.