



CHAUTAUQUA OPPORTUNITIES, INC.

A COMMUNITY ACTION PARTNERSHIP



Helping people. Changing lives.

Memorandum of Understanding

Chautauqua Opportunities, Inc., has entered into a Lead Hazard Reduction Program Contract (NYLHD0537-24), whose budget period ends 01/14/2029, with the County of Chautauqua, NY, whereby it has agreed to perform lead hazard reduction activities.

Chautauqua Opportunities, Inc. will provide funding to subcontract with _____ to act as Healthy Homes Coalition (HHC) Coordinator through the HUD Lead Hazard Control Program. The National Center for Healthy Housing has facilitated a Strategic Plan to develop a strong and sustainable Healthy Housing Coalition in Chautauqua County. The HHC Coordinator role will provide an essential foundation and building blocks for the Chautauqua County Healthy Housing Coalition.

Expected Outcomes

- Four quarterly Healthy Homes Coalition meetings will be held each year in 2026, 2027, and 2028.
- Subcommittees will be strengthened and supported, including the Rental Registry Task Force, Outreach, Communication and Education, Workforce Development, and the Executive Committee.

With respect to the relationship between the these two organizations:

Subcontractor

Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Address: _____

_____ **agrees to:**

- Coordination of services with Chautauqua Opportunities, Inc. and the Chautauqua County Health Department, local landlords, community members and other local agencies and organizations.
- Healthy Housing Coalition Administrative Duties
 - Organize and facilitate Chautauqua County Healthy Housing Coalition Meetings
 - Create/support and strengthen sub-committee work groups and facilitate bi-monthly meetings (or as needed) and work sessions
 - Engage existing and potential partnerships throughout the county, including health-related organizations
 - Be knowledgeable in community related issues, healthy homes, and lead poisoning prevention

Central Administrative Offices

17 West Courtney Street, Dunkirk, NY 14048

(716) 366 - 3333 FAX (716) 366 - 7366 TTY/TDD: (716) 366 - 3420

- Foster sharing of information between members and organizations encourage replication of successful programs and strategies
- Assist Healthy Homes Manager with Healthy Homes tracking/monitoring
- Managing shared drive
- Community Outreach & Education
- Work with local public health agencies, community organizations, housing authorities, and other stakeholders to ensure effective delivery of service
- Collaborate with housing providers, landlords, and tenants to facilitate lead hazard identification and remediation in rental properties and public housing
- Representing the Coalition at outreach events throughout the county
- Create educational opportunities with Coalition Members and public outreach opportunities

Chautauqua Opportunities: Housing & Community Development LEAD Services

Contact Person: Gabriel Shields

Telephone: 716-661-9430

Email: gshields@chautopp.org

Address: 402 Chandler Street Jamestown, NY 14701

Chautauqua Opportunities agrees to:

- Attend Coalition meetings and provide necessary support
- Provide access to shared drive and all relevant documentation.
- Meet with the contractor weekly for the first 3 months, then bi-monthly at minimum to discuss progress.
- Review work logs to assess progress and outcome completion
- Provide reimbursement of invoices within 30 days of receipt according to the reimbursement schedule herein:

Reimbursement Schedule:

The Subcontractor shall be compensated at a rate of forty dollars (\$40) per hour for services rendered, not to exceed eighty (80) hours per month. Total monthly compensation shall not exceed three thousand two hundred dollars (\$3,200).

The Subcontractor shall submit an itemized invoice no later than fifteen (15) days following the last day of each month in which services are performed. Each invoice must be accompanied by a work log detailing the dates worked, number of hours worked, and a description of tasks completed.

Payment is contingent upon receipt and approval of the invoice and required documentation

Terms of Agreement:

This Memorandum of Understanding will begin on _____ and will continue until 12/31/2028. At that time, it will be reviewed by both parties for the purpose of extending it, pending receipt of additional funding. However, should some unforeseen circumstance necessitate the termination of this Memorandum of Understanding, either party may do so by providing the other with at least thirty (30) days prior written notice.

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Name/Title: _____

Signature: _____

Date: _____

Chautauqua Opportunities, Inc.

Name/Title: Diane Hewitt-Johnson, CEO

Signature: _____

Date: _____

Name/Title: Amanda Straight, Director of Housing

Signature: _____

Date: _____

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