

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
SCOPE OF WORK FOR THE MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

COG shall undertake the following items in performance of this Agreement:

1. Finance

- a. Manage and process accounts payable and accounts receivable,
- b. Maintain records of project expenditures and revenues in COG financial management system,
- c. Maintain copies of personal services contracts and other contracts for goods and services under this Agreement,
- d. Provide monthly financial report to the Alliance Board,
- e. Provide support to and project financial statements in annual audit,
- f. Incorporate project expenditures and revenues into COG budget forecast; prepare budget documents for Alliance Board approval,
- g. Provide documentation of internal controls and other financial policies and procedures to HUD upon request,
- h. Manage HUD planning grant, when awarded. Assure planning grant expenditures made by the project are allowable per HUD regulations,
- i. Prepare any required financial reports associated with the planning grant,
- j. Accept and record Alliance member contributions, and
- k. Invoice members for annual project contributions and track contribution receipts.

2. Administrative Support

- a. Attend Alliance Board meetings and executive committee meetings, prepare draft minutes, and maintain meeting records,
- b. Assist the Alliance in scheduling meetings and other meeting-related tasks, including merging documents for the meeting packet,
- c. Schedule meeting space, when available; facilitate meeting logistics and preparation, including setting up meeting space, copying documents, making name cards, setting up laptop and PowerPoint equipment, connecting participants through conference phone,
- d. Maintain email lists, in conjunction with the Alliance,
- e. Notice meetings per Public Meetings Law requirements,
- f. Assist the Alliance in preparing and disseminating a quarterly Alliance newsletter. COG is not responsible for creating or obtaining content for the newsletter, and
- g. Maintain Homeless Initiative web page on the COG website and provide up to six (6) hours a month of IT support for the newly acquired and licensed Homeless Initiative web page.

3. Executive Director Support

- a. Negotiate and approve goods and personal service contracts and contract amendments, upon request of the Alliance,
- b. Approve payments for monthly invoices,
- c. Provide executive level advice and support in working with the COG board of directors and COG members,
- d. Authorize legal services, upon request of the Alliance,

- e. Authorize IT services, upon request of the Alliance,
 - f. Attend MWVHA board meetings, as needed, and
 - g. Serve as the Collaborative Applicant for the 2020 NOFA process, sign required application documents.
- 4. IT Support
 - a. Support development and maintenance of the Alliance website, and
 - b. Other projects, upon request of the Alliance and approval of Executive Director.
- 5. Legal Services, upon request of the Alliance and approval of Executive Director.
- 6. Rates for services provided by COG are set forth COG's fee schedule, attached hereto as Exhibit 1 (COG Board of Directors Resolution 2019-06). COG modifies its fee schedule annually on or about on July 1 of each year. COG may modify the fees under this Agreement by not more than 15% for any individual fee, upon adoption of a fee schedule for the 20-21 fiscal year and providing the Member Governments 10-days' notice of the modified fees. The rates for services set forth herein apply to this Agreement and COG reserves the right to propose different rates in any future agreement pursuant to COG's adopted fee schedule.