

MOU between Reinvestment Partners, Urban Ministries of Durham, and Project Access Durham County

Responsibilities of the Parties:

Reinvestment Partners (Building B):

- Provide 16 furnished single rooms at the Carolina Duke Inn. Each room will include a bed and living area, private bathroom, and kitchenette, with a microwave and small refrigerator for storing perishable items.
- Provide supportive housing services at the property to include:
 - Weekly cleaning of each room
 - Laundering sheets and towels provided weekly
 - On-site property management
 - On-site resident advocate and care coordinator
 - Initial supplies such as shampoo, soap, and toothbrush (1x per occupancy)
 - Weekly personal laundry services for residents
- Provide project management including:
 - Managing the relationship with the hotel owner
 - Managing the move-ins and move-outs
 - Preparing rooms for new tenants
 - Responding to maintenance requests
 - Helping provide resources for access to additional services if needed (such as food and transportation)
 - Invoicing Durham County for rooms and additional expenses as specified in the Contract with Durham County
- Provide office space for use by Project Access Durham County's case managers when they are meeting with their clients occupying units managed by Reinvestment Partners.
- Maintain the property, in a good state of repair and preservation, except for ordinary wear and tear or obsolescence in spite of repair.
- Coordinate with Project Access of Durham County in weekly meetings

Reinvestment Partners (Building A) serve as official interface with Carolina Duke Inn to include:

- Coordinate timely payment to Carolina Duke Inn for up to 40 rooms (support services and food will be responsibility of Urban Ministries of Durham)
- Negotiating and paying for repairs to rooms if damages to the room occur from guests
- Coordinate with Urban Ministries weekly meetings
- Submit invoices to Durham County for reimbursement of costs incurred

Project Access of Durham County (Building B):

- Determine who will enter each room based on Coordinated Entry Referral process
- Provide coordination of services and case management to participants in up to 16 rooms in Building B

- Case Management includes providing medically vulnerable participants with connections to medical and mental health services, benefits acquisition assistance, and help with permanent housing goals, and ideally exiting participants to more permanent or stable housing as quickly as possible.
- Work towards full occupancy of rooms over a “ramp-up” period of 6 weeks.
- Ensure participants sign all required documents related to program participation
- Ensure accurate and timely data entry into the Homeless Management Information System (HMIS) to ensure weekly reports to the State are accurate
- Provide required information to Coordinated Entry to ensure units are fully utilized

Urban Ministries of Durham:

- Determine who will enter each of the 40 rooms in Bldg. A based on Coordinated Entry Referral process
- Provide coordination of services and case management to participants in up to 40 rooms in building A
 - Case Management includes addressing client crisis, working with participants on permanent housing goals, and ideally exiting participants to more permanent or stable housing as quickly as possible.
- Ensure participants sign all required documents related to program participation
- Ensure accurate and timely data entry into the Homeless Management Information System (HMIS) to ensure weekly reports to the State are accurate
- Provide required information to Coordinated Entry to ensure units are fully utilized
- Provide onsite security for Building A and Building B during hours that Project Access of Durham County, Urban Ministries of Durham, and Reinvestment Partners staff are not onsite or during other times parties agree additional security is needed and it is available.
- Provide food for participants in Building A and Building B (up to 56 participants)