

AGREEMENT

This Supportive Service Initiative Agreement (hereafter, this “Agreement”), is made as of _____, 200__ (the “Effective Date”), by and between Community Affordable Housing Equity Corporation, a North Carolina nonprofit corporation (“CAHEC”), and _____ (“Principal”), having an office at _____, the terms of which set forth the mutually agreed understanding concerning the establishment and operation of an onsite Supportive Services Coordinator (“SSC”) through CAHEC’s Supportive Services Coordinator Initiative (“SSCI”).

1. DURATION

The initial term of this Agreement shall begin on the Effective Date and shall end, unless terminated sooner, one year thereafter; provided, however, that this Agreement shall automatically renew for successive one year terms subject to the right of each party to terminate this Agreement in accordance with Section 6 below.

2. CAHEC RESPONSIBILITIES

CAHEC will:

- a. Provide guidelines for the SSCI.
- b. Provide training for the SSC through a one-time orientation and annual in-service trainings.
- c. Provide input to the Principal concerning the SSC’s implementation of CAHEC’s Community Programs.
- d. Provide technical assistance and support through biannual site visits, email and phone conversations, and quarterly Community Programs newsletters.
- e. Reimburse Principal up to a maximum of \$1200 per quarter for its cost in connection with the employment of the SSC.

3. PRINCIPAL RESPONSIBILITIES

Principal will:

- a. Operate the project within the guidelines attached as Exhibit 1.
- b. Submit the site application form attached as Exhibit 2.
- c. Recruit and hire the SSC to work for a minimum of 40 hours/month.
- d. Submit to CAHEC the SSC Information Sheet attached as Exhibit 3.
- e. Maintain the SSC as its own employee and assume all employee expenses, including benefits if applicable.
- f. Provide day-to-day supervision of the activities of the SSC.
- g. Ensure performance of the functions on the SSC job description attached as Exhibit 4.
- h. Prepare and submit to CAHEC the Activity Report attached as Exhibit 5 on a monthly basis.
- i. Provide materials, supplies, and adequate working space to permit the SSC to complete assigned duties.
- j. Notify CAHEC immediately upon the unscheduled removal of an SSC.

4. SEVERABILITY

If any provision of this Agreement is construed as illegal or invalid, this will not affect the legality or validity of any of the other provisions contained in this agreement. The illegal or invalid provision will be deemed stricken and deleted from the agreement, but all other provisions will continue in effect.

5. NOTICES

All notices and communications required to be given to CAHEC by Principal, except as specifically provided in Section 7, should be directed to Katherine Occhipinti, 7700 Falls of Neuse Road, Suite 200, Raleigh, NC 27615.

6. TERMINATION

Either party may terminate this Agreement at any time by giving sixty (60) days written notice thereof to the other party.

7. PAYMENT

On a quarterly basis, Principal shall complete and submit an invoice to CAHEC, c/o Erin Griffin, 7700 Falls of Neuse Road, Suite 200, Raleigh, NC 27615.

8. EXCULPATORY PROVISIONS

Neither CAHEC nor any of its respective directors, officers, employees or agents shall be liable to Principal for any action taken or omitted to be taken in connection with this Agreement.

9. OWNERSHIP RIGHTS; CONFIDENTIALITY

Principal acknowledges that all information provided by CAHEC relating to its Community Programs are and shall remain the sole property of CAHEC (the "Information"), including without limitation, all written materials and electronic data that embodies or is derived from such information. Principal agrees not to disclose, distribute, utilize or exploit any Information or cause the Information to be disclosed or distributed or utilized or exploited for any purpose other than to carry out the intent of this Agreement.

10. CHOICE OF LAW

This Agreement shall be governed exclusively by its terms and by the laws of the State of North Carolina, without regard to principles of conflict of laws.

11. MISCELLANEOUS

This Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all agreements previously made between the parties relating to its subject matter. There are no other understandings or agreements between them. This Agreement may not be changed orally but only by an agreement in writing signed by the party against whom enforcement of any waiver, change, modification, extension or discharge is sought.

IN WITNESS WHEREOF, Principal and CAHEC have caused their respective signatures, or the signatures of their respective duly authorized representatives, to be set forth below on the day and year first above written.

Principal

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

Address: _____

Phone: _____

CAHEC

By: _____
(Signature)

Name: Katherine Occhipinti

Title: Community Programs Manager

Date: _____

Address: 7700 Falls of Neuse Road
Suite 200
Raleigh, NC 27615

Phone: 919-420-0063