

## Agreement for Contracted Services

THIS Agreement is entered into this ---- day of -----, 200- by and between the -----, having its principal office and place of business at -----, PA ----- (hereinafter referred to as "service provider"), AND -----, on behalf of ---site---, a housing development having its principal office and place of business at -----, PA ----- (hereinafter referred to as the "Development").

WHEREAS the Development wishes to provide service coordination to the residents of the Development, and the Service Provider has the capability to provide these services, as outlined below,

NOW, THEREFORE, in consideration of the promises herein made, one to the other, and fully intending to be legally bound thereby, the parties do hereby agree as follows:

### 1. **SCOPE OF SERVICES:**

- The Service Provider will provide on-site staffing to work at the Development no less than --- hours per week on a schedule determined by Management of the Development. If the Service Provider finds it necessary to change on-site staffing during the term of this agreement, the Development must approve such changes.
- The Service Provider will provide all supervision, orientation, and continuing education for the on-site service coordinator. *(Alternatively, specific training for the on-site service coordinator may be arranged and paid for by the Development.)*
- The Service Provider will work with Management to develop a plan of services that addresses issues identified by the Development. The plan of services will be based on resident and management input and address identified asset management and resident issues. Such plan will be approved by the Development.
- The Service Provider will meet all identified reporting requirements (e.g. the Development, PHFA, HUD...). Supervision of on-site staff will be performed by Service Provider with a collaborative relationship established between service staff and Development staff.
- The Service Provider will fulfill duties of attached [service coordinator] job description. [Basic duties include being a liaison with community-based organizations, improving resident access to services, entitlements, and other benefits, developing new or leveraging existing resources to improve on-site services, meeting with residents individually to assess current needs and abilities, assisting with monthly newsletter, assisting with organization of resident council, if so desired.]
- The Development will provide a private office, locking files, computer, and telephone for the exclusive use of the on-site service coordinator.

2. **COMPENSATION:**

The Development will pay the Service Provider a total cost not to exceed \$----- per year. This cost will be billed to the Development monthly based on the number of hours actually worked at a rate of \$----- per hour.

This rate of compensation will be inclusive in covering costs of personnel, supervision, orientation, and continuing education of personnel.

3. **SCHEDULING**

The Development and Service Provider will mutually agree on a regular weekly schedule of ---- hours per week for the Service Coordinator to be on-site.

4. **TERMS**

This Agreement will be in effect from -----, 200- to -----, 200-. This Agreement is not to be renewed or extended except by written agreement signed by both parties on or before -----, 200-.

5. **TERMINATION**

This Agreement may be terminated for any reason by either party with a minimum of 30 days notification. Upon termination of this agreement, all equipment will revert to the Development, excluding those items specifically brought to the property paid for by the Service Provider. Resident records will be maintained by the service provider for a period of 5 years beyond the termination of this agreement.

6. **JURISDICTION**

This Agreement will be interpreted and controlled pursuant to the laws of the Commonwealth of Pennsylvania.

7. **SEVERABILITY**

If any part of this Agreement is determined to be illegal, unconstitutional, or otherwise invalid by any Court having jurisdiction hereof, the parties declare it to be their intent that all portions hereof, except as so determined, will be adhered to and legally binding on each of them.

8. **MODIFICATION**

This agreement may only be modified by written document(s) signed and dated by authorized officers of each of the parties hereto.

WITNESS HEREOF, the parties have caused this Agreement to be executed over the signature of authorized officers of each party, the day and date first above written.

ATTEST:

“SERVICE PROVIDER”

\_\_\_\_\_  
OFFICE: Executive Director

BY: \_\_\_\_\_  
OFFICE

ATTEST:

“DEVELOPMENT”

\_\_\_\_\_

BY: \_\_\_\_\_

EXAMINED AND APPROVED THIS \_\_\_\_\_ DAY \_\_\_\_\_, 200-