

ATTACHMENT C

MEMORANDUM OF UNDERSTANDING

Between

[Partner Name], [City and State]

And

[Neighborhood Networks Center Name], [City and State]

This Memorandum of Understanding (MOU) formalizes a partnership between the [Partner's Name] and [Neighborhood Networks Center's Name]. Under this partnership agreement, the [Partner's Name] will provide [list services and/or gifts]. By participating in this partnership, the [Partner's Name] will reach its targeted constituency of underserved young adults interested in achieving greater economic opportunity and self-sufficiency.

[Partner's Name] is a no-cost education and training program administered by the U.S. Department of Labor (DOL) that helps disadvantaged young people ages 16 through 24 to obtain better jobs, earn more money, and take control of their lives. Funded by Congress, [Partner's Name] has trained young adults for meaningful careers since 1964. The [Neighborhood Networks Center's Name] was created in [year], to provide computer technology access and services for low-income and moderate-income residents of the [Apartment Complex Name] housing community.

The [Neighborhood Networks Center's Name] and the [Partner's Name] both believe that residents of underserved communities can achieve economic opportunity and self-sufficiency if provided proper training, access, and support. Accordingly, under this MOU, they agree as follows:

I. Purpose and Scope

To address low job skills levels of [Apartment Complex Name] housing residents by providing quarterly onsite job training presentations and initial application screening for placement at a [Partner's Name] Training Center.

II. Responsibilities

The [Partner's Name] and the [Neighborhood Networks Center's Name] together will:

- Provide quarterly onsite presentations and informal application screening that will address the residents' training and employment needs;
- Promote the partnership to residents, community stakeholders, and media outlets; and
- Monitor and evaluate the outcomes of the partnership.

The [Neighborhood Networks Center's Name] will:

- Provide the meeting facility, computer hardware and software, and other equipment as needed;

- Provide outreach to secure residents and community support for scheduled onsite presentations and application screenings; and
- Offer administrative assistance with coordinating the onsite sessions.

The [Partner’s Name] Outreach and Admissions Office will:

- Oversee overall management and coordination of the quarterly onsite [Partner’s Name] presentations and application screenings for residents;
- Provide relevant materials and qualified staff and instructors for the quarterly onsite [Partner’s Name] presentations and application screenings at the [Neighborhood Networks Center’s Name];
- Advertise the availability of course(s) offered at the [Partner’s Name] centers to the [Apartment Complex Name] housing community; and
- Explore additional career center involvement with the [Neighborhood Networks Center’s Name].

III. Tracking and Evaluation

Before and during the partnership, the [Partner’s Name] will work with the [Neighborhood Networks Center’s Name] to determine the variables necessary to track and evaluate partnership activities, and identify possible outcomes and quantifiable results. Initial items to be tracked and evaluated include:

- Number of residents participating per presentation.
- Number of residents completing [Partner’s Name] applications.
- Training/employment needs requested by residents.
- Number of residents referred for training/type of training.
- Number of residents completing training.
- Number of residents placed in jobs/type of jobs.

Tracking and evaluation results will be collected by [Partner’s Name] and [Neighborhood Networks Center’s Name] on a quarterly basis to meet reporting requirements, and will be available to both partnering organizations.

IV. Funding

This MOU does not constitute a fiscal or funds obligation document. Each party will direct and fund its own participation under this MOU. Any joint endeavors involving reimbursement or transfer of funds between the parties to this MOU will be handled in accordance with applicable regulations and procedures of the participating parties, and will be the subject of supplemental agreements, which shall be effected in writing by authorized representatives of the parties. The parties are not required to enter into supplemental agreements.

V. Period of Performance

The period of performance for this MOU is two years beginning [Date] and ending [Date]. This MOU may be extended upon written mutual agreement and will be

reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions. The agreement may be cancelled by mutual agreement of both parties through written notice to the partnership officer(s) 60 days in advance of the termination date.

VI. Partnership Officers

The persons listed below will serve as the partnership officers to coordinate the activities of each organization in carrying out this MOU:

<u>[Partner's Name]</u>	<u>[Neighborhood Networks Center's Name]</u>
[Partner's Authorized Representative's Name] [Partner's Title] [Partner's Name] [Address] [City], [State] [Zip Code] [Phone Number]	[Center Director's Name] [Center Director's Title] [Neighborhood Networks Center's Name] [Address] [City], [State] [Zip Code] [Phone Number]

VII. Authorization

The signing of this MOU implies that the signatories will strive to achieve, to the best of their ability, the stated purpose.

On behalf of the organization I represent, I wish and have the authorization to sign this MOU and contribute to its implementation and further development.

 [Partner's Authorized Representative's Name]
 [Partner's Title]
 [Partner's Company/Organization's Name]

 Date

 [Center Director's Name]
 [Center Director's Title]
 [Neighborhood Networks Center's Name]

 Date