

MEMORANDUM OF UNDERSTANDING

Between
The City of Aurora
and
St. Augustine College

This is an agreement between **The City of Aurora**, hereinafter referred to as **City of Aurora** and **St. Augustine College**, hereinafter referred to as **St. Augustine**.

I. PURPOSE & SCOPE

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership in providing workforce training. In particular, this MOU is intended to:

- A) Ensure the recruitment of WIOA-eligible participants into the program.
- B) Ensure that participants are accurately assessed for experience, interests, and skills before being referred to potential training pathways.
- C) Ensure that participants are enrolled in their chosen career pathway.
- D) Ensure that participants are supported in the completion of their chosen career pathway and achieve marketable credentials.
- E) Ensure that participants are assisted, as needed, to be placed in gainful employment. However, it will be the responsibility of the City of Aurora to deliver placement services to successful program graduates.

II. BACKGROUND

City of Aurora, St. Augustine and a third partner, CompTIA-Creating IT Futures, have agreed to develop a training program in the spirit of the Aurora Regional Pathways to Prosperity program. The program to which St. Augustine will administer as per this MOU, is designed to build manufacturing and administration skills of out of school Aurora youth residents. The following areas of workforce development training will be featured in the program: **Industrial Maintenance Technician** leading to OSHA 10-Hour General Industry Certification, National Fire Protection Association Arc Flash Electrical Safety Certification, American Red Cross First Aid/CPR Certification, and preparation for the Society of Maintenance and Reliability Professionals Certified Maintenance and Reliability Technician. St. Augustine will also provide the **Medical Office Assistant** Training which will lead to trainees becoming Certified Medical Administrative Assistant. The areas of manufacturing and health care represent a significant percentage of available employment opportunities in the city of Aurora and in the region, as well as are pathways where participants can quickly earn additional credentials that will lead to greater opportunities for gainful employment.

III. ST. AUGUSTINE'S RESPONSIBILITIES UNDER THIS MOU

St. Augustine shall undertake the following activities during the duration of this MOU:

- A) Design and develop evidenced-based training courses and training course materials.
- B) Recruit potential WIOA-eligible unemployed out of school youth between the ages of 18 and 24.
- C) Refer potential participants to the **City of Aurora** for eligibility determination.
- D) Conduct comprehensive assessments of program participants' skills, interests, and work experiences in order to advise them about which career pathways are likely to meet their needs; and make referrals to program partners when required.
- E) Provide trainers for all courses.
- F) Prepare paperwork and documentation.
- G) Deploy training courses.
- H) Provide competency-based assessments within course sequences as appropriate to determine if program participants are progressing adequately through program training modules.
- I) Provide Certificates of Completion for participants who successfully complete their training course(s).
- J) Administer certification exams, where allowed, or refer participants to places where recertification exams are offered, for participants to obtain industry certification.
- K) Provide access for program participants to counseling, advising, and other student services, as needed, to ensure their success.
- L) Assist program participants in finding employment in their chosen career through established employer partnerships. However, it will be the responsibility of the City of Aurora to deliver placement services to successful program graduates.
- M) Develop a logistical plan for the execution of above responsibilities.
- N) Maintain records of all activities of this program, along with providing information to the funder as required.
- O) Participate in weekly project progress meetings with training partners.
- P) Follow all relevant and applicable regulations as specified by the funder administrative rules and grant agreement.

Point person will be **Norman Ruano, Ph.D. Vice President, Workforce Development, St. Augustine College.**

IV. CITY OF AURORA'S RESPONSIBILITIES UNDER THIS MOU

City of Aurora shall undertake the following activities:

- A) Perform WIOA eligibility determination on referred customers.
- B) Work in coordination with **St. Augustine** on participant assessments.
- C) Regularly submit to Kane County Local Workforce Area, data as required by funding agency.
- D) Maintain contact with **St. Augustine** program personnel to ensure that program participants have weekly contacts and are completing their chosen course as designed.
- E) Assist program participants in finding employment in their chosen career through established employer partnerships.

Point person will be **Adrienne M. Holloway, Ph.D., Chief Innovation Officer, City of Aurora.**

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- A) Training will be provided only if the training grant proposal is funded.
- B) This MOU may be modified by a written, signed and executed notice by **St. Augustine** and **City of Aurora**.
- C) With each program cycle, as per funding agreement with funding agency, no less than 15 participants will be recruited into a cohort for each of the programs.
- D) No less than 80% of these participants will complete the training program and secure employment.

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of both parties' authorized officials. It shall be in force from **April, 2018** to **July, 2019**. Both parties indicate agreement with this MOU by affixing their signatures to this document.

SIGNATURES and DATES

<p><i>Richard C. Irvin</i> City of Aurora</p>	<p><i>Bruno Bondavalli, Ph.D.</i> St. Augustine College</p>
<p>Date</p>	<p>Date</p>