

MEMORANDUM OF UNDERSTANDING

Between
The City of Aurora
and
CompTIA-Creating IT Futures

This is an agreement between **The City of Aurora**, hereinafter referred to as **City of Aurora** and **CompTIA-Creating IT Futures**, hereinafter referred to as **CITF**.

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.

II. BACKGROUND

City of Aurora, **CITF** and a third partner, St. Augustine College, have agreed to develop a training program in the spirit of the Aurora Regional Pathways to Prosperity. The program to which CITF will administer as per this MOU, is designed to build technology skills for out of school Aurora youth residents. The following areas of workforce development training will be featured in the program: **CITF's IT-Ready Program** leading to A+ certification. This area represents a large percentage of available employment opportunities in the city of Aurora and region, as well as is a pathway where participants can quickly earn additional credentials that will lead to greater opportunities for gainful employment.

III. CITF'S RESPONSIBILITIES UNDER THIS MOU

CITF shall undertake the following activities during the duration of this MOU:

- A) Design and develop evidenced-based training courses and training course materials.
- B) Assist in recruiting 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.
- J) Provide vouchers and facilitate participants taking certification exams that are required for participants to obtain industry-recognized certification.
- K) Provide referrals for program participants to obtain 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.
- H) Develop a logistical plan for the execution of above responsibilities.
- I) Maintain records of all activities of this program, along with providing information to the funder as required.
- J) Participate in quarterly project progress meetings with training partners.
- K) Follow all relevant and applicable regulations as specified by the funder administrative rules and grant agreement.

Point person will be **Sue Wallace, Executive Director, National Workforce Solutions, Creating IT Futures.**

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 **CITF** on participant assessments.
- C) Regularly submit to Kane County Local Workforce Area, data as required by funding agency.
- D) Maintain contact with **CITF** program personnel to ensure that program participants have weekly contacts and are completing their chosen course as designed.

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 **CITF** and **City of Aurora**.
- C) With each program cycle, as per funding agreement with funding agency, no less than 10 participants will be recruited into the program.
- 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 1, 2019**. Both parties indicate agreement with this MOU by affixing their signatures to this document.

SIGNATURES and DATES

Richard C. Irvin
City of Aurora

Charles Easton
Creating IT Futures

Date

Date

DRAFT