

# MEMORANDUM OF UNDERSTANDING

Between  
*The City of Aurora*  
and  
*Local Workforce Innovation Area #5*

This is an agreement between **The City of Aurora**, hereinafter referred to as **City of Aurora** and **Local Workforce Innovation Area #5**, hereinafter referred to as **LWIA**.

## 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 the Aurora Youth Career Pathways Initiative. 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

The **City of Aurora**, **Creating IT Futures-CompTIA** and **St. Augustine College**, have agreed to develop a training program in the spirit of the Aurora Regional Pathways to Prosperity. The program to which **Creating IT Futures-CompTIA** will administer is **IT Ready Program**. **St. Augustine College** will administer both an **Industrial Maintenance Technician Program** and a **Medical Office Assistant Training Program**. All training programs offered under the Aurora Youth Career Pathways Initiative will result in certificates of completion and preparation to take testing leading to industry accepted certification. The area of training offered in the Aurora Youth Career Pathways Initiative represents a large percentage of available employment opportunities in the city of Aurora and region, as well as are pathways where participants can quickly earn additional credentials that will lead to greater opportunities for gainful employment.

## III. 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 **CompTIA**, **St. Augustine** on participant assessments. Report, as necessary to **LWIA**.
- C) Regularly submit to **LWIA** data as required by funding agency.

- D) Maintain contact with **CompTIA and St. Augustine** program personnel to ensure that program participants have weekly contacts and are completing their chosen course as designed. Report, as necessary to **LWIA**.
- E) Participate in requisite training offered by **LWIA**.
- F) Utilize resources offered by **LWIA**, inclusive of access to Illinois WorkNet, to assist in job placement of training participants.

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

**VI. LOCAL WORKFORCE INNOVATION AREA #5 RESPONSIBILITIES UNDER THIS MOU:**

- A) Will provide labor market information.
- B) Will refer youth to the City of Aurora’s program where appropriate.
- C) Will inform the City of Aurora’s staff of local WIOA eligibility/performance training sessions.
- D) Will not be responsible for data management assistance and/or oversight as it pertains to file for participants, data entry into IWDS and program exits.
- E) Will not be responsible for eligibility determinations.
- F) Will not be responsible for general case management of participants for duration of program participation or after exit.

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

- A) The relationship established under this MOU is only in effect if the training grant proposal is funded DCEO.
- B) This MOU may be modified by a written, signed and executed notice by the **City of Aurora** and the **Local Workforce Innovation Area #5**.

**VI. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be in effect upon the signature of both parties’ authorized officials. It shall be in force upon project award through **June 30, 2019**. Both parties indicate agreement with this MOU by affixing their signatures to this document.

**SIGNATURES and DATES**

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*Richard C. Irvin, Mayor*  
 City of Aurora

  
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*Scott Berger*  
 Director, Kane County Office of Community Reinvestment  
 c/o Local Workforce Innovation Area #5

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 Date

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 April 13, 2018  
 Date