



MEMORANDUM OF UNDERSTANDING (Service Providers)

Between: _____ and THE UNITY COUNCIL

1. Introduction

The Mission of The Unity Council is to promote social equity and improve quality of life by building vibrant communities where everyone can work, learn, and thrive. Through comprehensive programming in workforce, economic, housing, education, and business development, The Unity Council serves low- and moderate-income children, youth, families, and seniors. With 54 years in the Fruitvale neighborhood of Oakland, The Unity Council has reversed the economic decline of this East Oakland neighborhood, created a vibrant commercial corridor, and has prevented displacement of long-time residents through community benefit real estate and community-based programs.

This non-financial Memorandum of Understanding (MOU) is entered into in the spirit of cooperation and collaboration by _____ and THE UNITY COUNCIL to describe how their services and resources will be utilized to serve the community and their mutual customers' (18-24 Year Old East Bay Residents) through a more coordinated and comprehensive system of services, reducing duplication and improving overall delivery of services. It is understood that this agreement will require mutual trust and teamwork between both parties, working together to accomplish shared goals.

THE UNITY COUNCIL will act primarily as a community workforce services provider (Career Center and Financial Opportunity Center, including WIOA funded services).

_____ will act primarily as a work-based learning site, to provide a STEP participant with real-life work experiences that enable the participant to gain valuable knowledge and skills that help develop their employability. Therefore, tasks and work assigned to the participant should be aligned to the attached job description and help expose the participant to a potential career path.

It is understood by both parties that the entirety of the placement will be conducted in a safe and sanitary work environment that is consistently supervised; accountability for participants' time and attendance; and, adherence by all parties to the rules and regulations governing the placement.

The purpose of this agreement is to define the scope of the placement for our client and set forth the understanding of our agencies that our partnership will provide a continuum of service for participants.

2. Roles, Responsibilities and Services to be provided by:

_____ shall provide the following minimum services and responsibilities that conform to the minimum partnership requirements as per THE UNITY COUNCIL and described below:

Host Site Responsibilities

- Provide a schedule and job description detailing participant duties, responsibilities, and training (**see attached**).
- Provide sufficient work assignments to occupy participants' time, in compliance with job description.
- Designate a Host Site supervisor who is experienced in the position where the intern will be placed, will monitor the participants placement, and function as the primary point of contact for THE UNITY COUNCIL.
- Assure that an alternate supervisor will be available for times the regular Host Site supervisor is absent and that The Unity Council staff have been made aware of all potential supervisors and their contact information.
- Provide ongoing site- based supervision, and adequate equipment and materials to enable participants to perform their job.
- Notify the Youth Career and Employment Coordinator immediately in the event of a request to change the schedule or job description, or in the event of a participant's accident or injury while on duty.
- Expect no more than the required hours of participation, as applicable by program guidelines (**not to exceed 100 hours**).
- Host Sites are expected to provide a thorough orientation to all work-based learning participants. The content must include explaining relevant company policies and safety protocols as well as an explanation of duties, expectations, and descriptions of how to perform their duties.
- Support participants in learning about the industry or field of work.

TIME & ATTENDANCE: Accurate time and attendance records are the responsibility of the participant, but must be verified by the Host Site supervisors. The time log must reflect the actual time worked (including any training or educational hours). Please verify the participants' time and sign the form. **The participant and Host Site supervisor, whose signatures certify accuracy, will sign time logs at the end of each pay period and the participant will turn it in.** Supervisors are asked not to sign a blank time sheet and request that the participant complete it afterwards.

3. Roles, Responsibilities and Services to be provided by:

The Unity Council offers the following youth services under the Community Programs department:

WIOA Services for Youth Ages 16-24 (Oakland Residents)

- Paid work-based learning opportunities, **at a maximum of 100 hours, at a rate of \$14.14/hr.**
- Incentive program to help participants meet their career and vocational goals
- Access to job listings, warm handoff to employers and support with job applications.
- Soft skills training that support participants in being punctual, courteous, and dependable.
- Opportunities to learn new job skills and gain personal and professional development during their work experience.
- Paid certification programs that match participant's career interest (cost of up to \$5000)
- Transportation, uniform and interview attire stipend

- Provide ORG/BUSINESS NAME with data and information concerning candidate status. Information to include, but not limited to, application status, placement dates, pay rates, interview dates, employer comments, case management notes and supportive services provided by THE UNITY COUNCIL.

COMPENSATION: Participants will receive paychecks twice a month, based on hours completed. **The Host Site is not required to compensate the participant.**

MONITORING: TUC reserves the right to make a site visit during the span of time in which a participant is placed at your site, to observe the participant as well as check in with Host Site supervisors.

4. Reciprocal Agreements:

NONDISPLACEMENT: **No participant shall replace regular employees.** This means that any company/organization participating in the Internship Track for work experience will not (directly or indirectly) cause the displacement of any company's regular employees.

GENERAL ADHERENCE: The Host Site agrees to adhere to the guidelines governing TUC's Youth Workforce programming.

TERMINATION AND AMENDMENTS: This agreement may be modified or terminated at any time by either party through a written addendum. Failure to adhere to the regulations of TUC Youth Workforce programming constitutes the termination of this Agreement.

ASSURANCES: The parties whose signature(s) appear below are authorized to represent each organization/company. Representatives have reviewed and accepted the terms described in this Agreement.

MARKETING & COMMUNICATIONS: The partners agree that a website link may be placed on the partner website linking to their agency with a brief description of the partnership. This agreement is non-transferable to any affiliated agencies and applies only to the agencies named in this MOU. This agreement does not convey any intellectual property rights to the partner agency.

for The Unity Council: <https://unitycouncil.org/>

for ORGANIZATION: _____

5. Duration and Modification of the MOU:

The partners agree that the terms of this MOU are effective upon date of signature and will continue in effect until _____ or upon the completion of **100 placement hours**, unless earlier modified by mutual agreement or terminated by both parties. Any partner to the

MOU may request a modification of its terms with a written request expressly purporting to be such an amendment, signed and acknowledged by both parties to the MOU. Either party may cancel this MOU at any time for cause, or may cancel the MOU without cause with a 30 day written notice.

This MOU is meant to outline only general roles and responsibilities. Each party hereby agrees that specific program delivery strategies will be agreed upon in the future mutually and may be added as an attachment to this MOU.

6. Signatures:

The Unity Council Representative:

Print Name	Title	Phone number
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Signature	Date
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Host Site Representative:

Print Name	Title	Phone number
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Signature	Date
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