

MEMORANDUM OF UNDERSTANDING (Service Providers)

Between: PLAYA VISTA JOB OPPORTUNITIES AND BUSINESS SERVICES (PVJOBS) and (AGENCY NAME).

1. Introduction

This non-financial Memorandum of Understanding (MOU) is entered into in the spirit of cooperation and collaboration by PLAYA VISTA JOB OPPORTUNITIES AND BUSINESS SERVICES and (AGENCY NAME) to describe how their services and resources will be utilized to serve the community and their mutual customers' (job seekers and employers) 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.

PVJOBS will act primarily as a job placement agency. (AGENCY NAME) will act primarily as a client service and referral agency, and will refer clients to PVJOBS for potential placement. It is understood by both parties that PVJOBS will make every effort to service clients referred by (AGENCY NAME), but there is no guarantee that any particular client will receive employment through these efforts.

To the extent possible and dependant on (AGENCY NAME) program design and program entrance eligibility, (AGENCY NAME) agrees to work with PVJOBS in accepting referrals from PVJOBS (reverse referrals) for client services provided by (AGENCY NAME). In some cases, PVJOBS may reverse refer (AGENCY NAME) clients to other PVJOBS collaborators for needed additional services prior to the provision of services by PVJOBS.

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

(AGENCY NAME) shall provide the following minimum services and responsibilities that conform to the minimum partnership requirements as per an approved PVJOBS Board of Directors policy and described below;

- Provide client services to prepare candidates for referral
- Provide certification of PVJOBS At-Risk Factors
- Provide access to G.E.D. or High School Diploma programs
- Provide access to life skills training
- Provide access to Driver's License acquisition/reacquisition
- Provide access to legal assistance for the removal of warrants
- Provide case management as needed for one year post-referral to PVJOBS
- Collect AND maintain documentation and verification(s) of PVJOBS At-Risk Factors

Note: For clients interested in a construction craft, it is understood that candidates will be 'union ready' prior to referral to PVJOBS, having qualified for and/or completed the necessary requirements for entry into the union they wish to join, as outlined in the PVJOBS Union Book, Union Apprenticeship Requirements.

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

PLAYA VISTA JOB OPPORTUNITIES AND BUSINESS SERVICES shall provide;

- Client referrals to employment on site for up to 3000 hours of employment at the Playa Vista development and other construction projects or employment opportunities according to Board of Director approved policies for referral to employment.
- Client technical assistance with union entry.

- Direct client aid (as necessary) to secure employment (such as tools, clothing, transportation assistance) to secure employment.
- Dissemination of information to clients and (AGENCY NAME) concerning union entry and construction employment opportunities, as well as non-construction related employment opportunities.
- Provide (AGENCY NAME) with data and information concerning candidate status. Information to include, but not limited to, placement dates, pay rates, interview dates, employer comments, case management notes and supportive services provided by PVJOBS.

4. Reciprocal Website Links

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 PVJOBS: www.pvjobs.org
 for (AGENCY NAME): _____

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 December 31, 2019, 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:

for: (AGENCY NAME)
 Address _____
 City/State/Zip _____
 Phone _____

Signature: _____
 Printed Name and Title: _____ Date _____

for: Playa Vista Job Opportunities and Business Services
 4112 S. Main Street
 Los Angeles, CA. 90037
 (323) 432-3955 tel
 (323) 432-3995 fax

 Ernest M. Roberts, Executive Director Date _____