

MEMORANDUM of UNDERSTANDING

PUBLIC HOUSING AGENCY
CITY OF ST. PAUL
RESIDENT INITIATIVES

AND

ST. PAUL PUBLIC LIBRARY
MOBILE WORKPLACE

PARTIES: This agreement is between the Public Housing Agency, City of St. Paul - Resident Initiatives Department (hereafter referred to as "PHA") and St. Paul Public Library – Mobile WORKplace (hereafter referred to as "SPPL"). This agreement shall become effective upon the last signature date of the authorized PHA representative (s).

PURPOSE: PHA and SPPL have determined that employment barriers exist for individuals for whom English is not their first language, and that providing onsite language specific computer skills and job readiness assistance and training for PHA residents would enhance their opportunity to move towards self-sufficiency and minimize transportation barriers.

REFERENCE:

PHA " helps families and individuals with low incomes achieve greater stability and self reliance by providing safe, affordable, quality housing, and links to community services." Stable, affordable housing, is the PHA's core service and is essential to self sufficiency. PHA serves a very diverse population who speak multiple languages. One of the PHA's 10 annual goals is to "promote links to community services through PHA community centers ... to meet the changing needs of PHA residents, focusing on programs and services that enrich residents' lives, promote independence, increase community involvement and support successful tenancies in public housing." As such, the PHA is in support of collaborations that are in alignment with its mission and links residents to opportunities that enrich their well being.

SPPL mission is to "connect people in Saint Paul with the imperative and the joy of learning through a lifetime" and one means of living out their mission is through the Mobile Workplace Program which provides computer access, skill training, and job search and skill assistance outside of library locations. Classes are in English, Hmong, Somali, Oromo, Karen, Amharic, and Spanish.

POINT of AGREEMENT:

PHA and SPPL agree to: Collaborate for the provision of onsite job readiness training primarily for but not limited to PHA residents for whom English is their second language. This agreement covers all four PHA family sites computer labs and requires that proof of Liability Insurance be

provided. This agreement is only applicable to the community center computer labs, and does not cover any request for additional space in the community centers.

SCOPE OF RESPONSIBILITIES

PHA:

- Will provide space and computers for the designated times in its community center computer labs for Mobile WORKplace classes and/or trainings.
- Will enter into a space agreement for SPPL's lab usage dates and times for each family development community computer lab being utilized.
- Will work with PHA community centers management, Resident Initiatives staff and volunteers to secure Mobile WORKplace lab usage dates and times.

SPPL:

- Will enter into a space agreement prepared by the PHA that sets forth SPPL's lab usage dates and times for each family development community computer lab being utilized.
- Will provide instructors, curriculum, and language specific trainings as needed at the designated family site computer labs
- Work collaboratively with PHA family site management as needed.

INDEMNIFICATION

- 1) SPPL does hereby release, discharge, and agree to indemnify, protect, defend, and save harmless the PHA from liability for any cost, damage, expense, death, injury, or other casualty, to any person whomsoever, or property whatsoever caused by or arising out of SPPL's use and occupancy of the Premises or other PHA property and grounds; provided, that such indemnification shall not be applicable where a decision or judgment of a court of competent jurisdiction indicates that said casualty to person or property was the direct result of acts of omission, negligence, or fault of the PHA, their agents or employees.
- 2) SPPL shall, during the term of its use and occupancy of the Premises, carry with a recognized liability insurance carrier comprehensive general liability insurance protecting SPPL and the PHA from claims of others which may arise by reason of any accident resulting in death or of injury to any person or damage to property, which occurs on the Premises or during program activities. The insurance policy shall show limits of liability of no less than the limits set forth in Minnesota Statutes, Section 466.04. SPPL shall, within fifteen calendar days of the date of execution of this agreement, furnish the PHA with a Certificate of Insurance evidencing the existence of such a policy and showing the PHA as an additional insured.
- 3) PHA shall at all times during the term of this Agreement carry, maintain, and provide evidence of coverage for liability insurance and worker's compensation.

MONETARY OBLIGATIONS: There are no monetary obligations for either party associated with this agreement.

DURATION AND MODIFICATION

The term of this MOU shall be for two years commencing with the signing of this document, and may be dissolved by either party upon 30 day written notice. Likewise, this agreement may be amended and/or extended with the written consent of both organizations, executed by authorized representatives.

AUTHORIZATION

St. Paul Public Library – Mobile WORKplace (SPPL):

Authorized Signature

Date

Printed name

Title

Authorized Signature

Date

Printed name

Title

Public Housing Agency (PHA), City of St. Paul:

Authorized Signature

Date

Printed name

Title

Authorized Signature

Date

Printed name

Title