



OFFICE OF THE CITY MANAGER



October 18, 2013

Ms. Ellen George
Dean, Corporate and Community Education
Illinois Central College
5407 N University
Peoria, IL 61635-001

Dear Ms. George,

Please accept this letter of support by the City of Peoria for Illinois Central College's application for the Employment Opportunities Grant Program. The City of Peoria is willing to provide, subject to Peoria City Council approval, \$20,000 of financial support in addition to partnering with Illinois Central College in applying for this opportunity.

Earlier this year, representatives of the NAACP and the faith community in Peoria addressed the Peoria City Council concerning the lack of minorities in the construction trades and specifically on public, city-funded construction sites throughout Peoria. Mayor Jim Ardis convened a meeting of interested parties, and the group has recently completed a strategic planning with a vision of "A well-prepared, well-trained diverse union construction workforce that reflects our community." The document has strategies to increase and improve communication, recruitment, preparation enhancement and retention of minority applicants into the building trades.

The Employment Opportunities Grant Program, with a stated goal of expanding the number of individuals from targeted populations who enter the building trades apprenticeship program is precisely what this working group is striving to achieve. With the experience of managing the Illinois Department of Transportation's Highway Construction Careers Training Program, the City of Peoria feels very strongly that Illinois Central College is best positioned to be successful in training more program participants with the appropriate skills set than any other entity in central Illinois. The City of Peoria eagerly supports partnering with Illinois Central College in this worthwhile endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Urich".

Patrick Urich
Peoria City Manager

Peoria City Hall
419 Fulton Street, Suite 207, Peoria, IL 61602
Phone: (309) 494-8524 **Fax:** (309) 494-8559

APPENDIX B

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Illinois Central College

and

City of Peoria, IL

This is an agreement between "Party A", hereinafter called Illinois Central College and "Party B", hereinafter called City of Peoria, IL.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the collaboration and partnership in expanding the number of minorities and women entering and completing apprenticeship programs and achieving journey-level status within the building and construction trades.

In particular, this MOU is intended to:

Enhance and develop the lives of individuals from targeted populations, such as minorities, women, youth aging out of foster care, ex-offenders, homeless, former substance abusers and long-term unemployed.

Expand the number of individuals from those targeted populations who enter into building trades apprenticeship programs.

II. BACKGROUND

Earlier this year, representatives of the NAACP and the faith community in Peoria addressed the Peoria City Council concerning the lack of minorities in the construction trades and specifically on public, city-funded construction sites throughout Peoria. Mayor Jim Ardis convened a meeting of interested parties, and the group has recently completed a strategic planning with a vision of "A well-prepared, well-trained diverse union construction workforce that reflects our community." The document has strategies to increase and improve communication, recruitment, preparation enhancement and retention of minority applicants into the building trades.

III. Illinois Central College RESPONSIBILITIES UNDER THIS MOU

Illinois Central College shall undertake the following activities during the duration of the MOU term:

- Refine and enhance curriculum already developed for the Highway Construction Careers Training Program
- Deliver at least three, ten week sessions over a one to two year period accommodating 60 individuals
- Share all relevant, aggregated program information with the City of Peoria and the EEO Committee, including follow-up information after participants leave program
- Convene an Advisory Committee consisting of union apprentice personnel, representatives from the West Central IL Building & Construction Trades Council, area contractors and others
- Provide all program instruction, materials, stipends, transportation, tools and other support services to all participants
- Perform course review upon completion of each session to identify strengths, weaknesses and action plan for desired changes
- Maintain all records as required by DCEO
- Evaluate completed program at grant end

Illinois Central College shall follow all relevant and applicable regulations as specified in the Department of Commerce and Economic Opportunity EOGP "Request for Application," also known as Appendix C.

V. City of Peoria, Illinois RESPONSIBILITIES UNDER THIS MOU

The City of Peoria, IL shall undertake the following activities during the duration of the MOU term:

- Upon successful award of the EOGP grant to Illinois Central College, provide \$20,000 in financial support, subject to Peoria City Council approval. Specific payment arrangements to Illinois Central will be determined upon award of EOGP

City of Peoria, IL shall follow all relevant and applicable regulations as specified in the Illinois Department of Commerce and Economic Opportunity EOGP "Request for Application," also known as Appendix C.

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

- Invoicing and payment terms will be determined upon award of the EOGP grant to Illinois Central College.

VIII. REPORTING REQUIREMENTS

This MOU does include the reimbursement of funds between the two parties.

Reporting requirements: Illinois Central College will provide reporting at the end of each of training session to the City of Peoria, IL.

No portion of the proposed EOGP funds is being counted more than once for participant activity during the term of the contract.

The collaborating/partnering organization will provide EOGP Budget documentation as requested by City of Peoria, IL. None of the activities funded through EOGP budget shall be outside the scope of work as outlined in the grant agreement.

Any modifications or terminations will be documented and reported to Illinois Department of Commerce by Illinois Central College in written form.

IX. RECORD RETENTION

Illinois Central College and the City of Peoria, IL must maintain all records supporting the MOU and related activities for three years after the end of the contract term. Additionally, City of Peoria, IL agrees to make all records relating to the contract available upon request by Illinois Central College.

X. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from February 1, 2014 to December 2015.

Illinois Central College and the City of Peoria, IL indicate agreement with this MOU by their signatures.

Signatures and dates:

Ellen George

Christopher A. H.

Dean,
Corporate & Community Education
Illinois Central College

Acting City Manager
City of Peoria, IL

10.24.13

Date

Oct. 22, 2013

Date