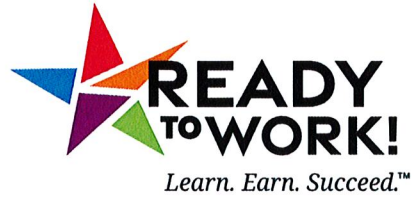




**WORKFORCE  
DEVELOPMENT**



## **MEMORANDUM OF UNDERSTANDING**

Between

The City of San Antonio

And

San Antonio Housing Trust and Affiliated Entities

### **Background**

This Memorandum of Understanding ("**MOU**"), is entered into between the City of San Antonio (the "**City**") and San Antonio Housing Trust and Affiliated Entities (each referred to herein as a "**Party**" and collectively referred to as the "**Parties**") to establish an informal relationship for the purpose of providing residents at San Antonio Housing Trust affiliated apartment communities high-quality, accessible career pathways through the Ready to Work program.

Residents who qualify for Ready to Work will be eligible receive the following wraparound supports on-site at housing properties:

1. Career Coaching
2. Benefits Navigation
3. Financial Counseling
4. Training Course Enrollment
5. Funding for Emergencies

6. Interview Preparation
7. Job Placement
8. Job Retention

The Parties envision collaborating in the following ways:

1. Meet regularly to foster communication;
2. Develop action plans;
3. Implement strategies that enhance the missions of both organizations;
4. Promote the Ready to Work program to eligible housing development residents;
5. Provide local building and maintenance contractors a reliable avenue for sourcing talent;
6. Leverage each organization's respective resources; and
7. Monitor and report participant progress.

**The City agrees to:**

1. Provide guidance to San Antonio Housing Trust and Affiliated Entities in creating appropriate Ready to Work promotional materials for residents;
2. Coordinate with Ready to Work partner agencies to ensure on-site resource centers are appropriately staffed;
3. Provide programmatic updates to Housing Trust and Affiliated Entities as needed to effectively promote to residents (e.g. changes to eligibility criteria, upcoming job fairs).

**San Antonio Housing Trust and Affiliated Entities agree to:**

1. Provide a dedicated on-site resource center at each housing development for Ready to Work partner agencies to provide intake, case management, and wraparound services to residents;
  - a. Ensure these resource centers are:
  - b. At least 150 sq. ft. in size;

- c. Furnished with at least one computer, one wall monitor, one desk, and chairs appropriate to the size of the space; and
- 2. Accessible to residents during regular business hours.
- 3. Co-promote the Ready to Work program to all housing development residents;
- 4. Encourage contracting entities utilized for building and maintenance of housing properties to sign the Ready to Work Employer Pledge;
- 5. Encourage these contracting entities to make a good-faith effort to hire qualified Ready to Work training completers to fill their open positions whenever possible. These positions must:
  - a. Pay at least \$15/hr.; and
  - b. Offer employee benefits (e.g. health insurance, retirement benefits)

**Terms and Amendment**

This MOU shall commence upon the execution by the Parties and will remain in effect until (1) amended in writing at any time by mutual agreement of both parties, or (2) by termination by either party upon 30 days advance written notice (i.e., a formal letter signed by administration of either party).

This MOU shall not be interpreted as a contract or as a mutually exclusive agreement between the two parties. The Parties understand that this MOU does not constitute an expressed or an implied endorsement of the opinions, products or services of either party, and neither party will be bound by the acts or the conduct of the other party.

City of San Antonio.

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Signature

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Printed Name and Title

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Date

San Antonio Housing Trust Foundation, Inc.

  
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Signature

*Edm Harris, Executive Director*  
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Printed Name and Title

*June 26, 2023*  
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Date