

LINKAGE AGREEMENT**

This linkage agreement dated October 1, 2010, is made and entered into by the **Any Town Housing Authority** and **Any Town Works Collaborative** hereinafter referred to as **ATW Collaborative**.

The purpose of this Linkage Agreement is to describe the cooperative relationships, services and activities between the **Any Town Housing Authority** and the **ATW Collaborative**. This coordination is designed to fully utilize the expertise and resources of each agency so that **WIA** eligible participants who are also public housing residents will be well served.

SECTION I: ELEMENTS OF SERVICE

In an effort to ensure that Any Town families complete training and maintain stable long-term employment the Any Town Housing Authority agrees to provide, as able, the following elements of services to WIA and Housing eligible families:

1. Housing Assistance - The Any Town Housing Authority has available housing to serve participants who meet all eligibility and suitability requirements including completion of application and all priorities that take them from the waiting list to available housing.
2. Service Coordination - The Any Town Housing Authority has qualified staff that provide service coordination services to qualified referred participants.

The ATW Collaborative will provide the following elements of service to 15 families who are ATW applicants referred by the Any Town Housing Authority who are assessed by ATW Collaborative and determined suitable for training. Each family will receive:

1. *Program Orientation* - ATW Collaborative case managers will provide a presentation of all training programs offered by ATW Collaborative. Labor Market Information will be given to referrals indicating growth, career advancement opportunities and salary range.
2. *Post Assessment* - ATW Collaborative case manager will assess interested applicants using a battery of assessment tools to determine suitability and appropriateness.
3. *Basic Education Skills* - ATW Collaborative and collaborative partners will provide concurrent basic skills for those referred who are tested below a 8.9 grade level. These skills are reading, writing, math and proper English grammar.
4. *VESL* - ATW Collaborative VESL instructor will provide Vocational English as a Second Language to those limited English speakers who are tested at 5th grade level.

****Linkage Agreements are legally binding documents and should only be negotiated with the explicit approval of legal counsel and Board approval.**

LINKAGE AGREEMENT**

5. *Work Readiness Skills* - ATW Collaborative will provide to referrals from ATHA a minimum of 40 hours of work preparation that includes resume writing, interviewing techniques, career planning, interpreting labor market information and completing job applications. All these components are to develop critical thinking skills, interpersonal skills, use of computers in resume writing and self-esteem.
6. *Occupation - Skills Training* - ATW Collaborative industry experienced instructors will provide skills training in an *Internships & OJT* work simulated environment. ATW partner agency employment staff will develop OJT's, subsidized and employer paid internships.
7. *Job Placement* - ATW Collaborative and partner job placement specialists will assist by setting up interviews, appointments, and company physicals. One-on-one interviews will be provided by the employment specialist.
8. *1 year Follow-up* - ATW Collaborative will monitor the employment status and progress of each participant referred at 30, and 90 days of employment. Assistance will be provided for re-placement if necessary.

SECTION II. TOTAL COST VALUE OF SERVICES PROVIDED

The Any Town Housing Authority will provide a \$68,000 worth of service coordination services specified in Section I for a minimum of 50 participants enrolled in the ATW Collaborative.

The ATW Collaborative will provide a total of at least \$60,000 worth of services specified in Section I to referred and enrolled participants.

- Basic Education Skills classes are valued at \$200 per class per person
- VESL is valued at \$300 per class per person
- One cycle of Work Readiness Skills is valued at \$400 per person
- Occupation –Skills Training is valued at \$300 per person
- Job Placement is valued at \$500 per placement
- One year of Follow-Up is valued at \$200 per person

****Linkage Agreements are legally binding documents and should only be negotiated with the explicit approval of legal counsel and Board approval.**

LINKAGE AGREEMENT**

SECTION III. MODIFICATION AND CANCELLATION

This Linkage Agreement may be modified by mutual agreement of both parties. Cancellation requires 30 day written notice from canceling partner to this agreement.

This agreement is effective October 1, 2010 and shall remain in effect until canceled by either party.

Any Town Housing Authority

Any Town Works Collaborative

Blanca Vega
Manager Resident Services &
Property Management

Sammie Smithye
President

Sample

****Linkage Agreements are legally binding documents and should only be negotiated with the explicit approval of legal counsel and Board approval.**