

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

MAYOR'S OFFICE OF COMMUNITY EMPOWERMENT & OPPORTUNITY

AND

PHILADELPHIA WATER DEPARTMENT

I. PURPOSE:

This Memorandum of Understanding (“MOU”) sets forth the terms and understanding between the Mayor’s Office of Community Empowerment and Opportunity (CEO) and Philadelphia Water Department (PWD) hereafter referred to as the “Parties.” The Parties enter into this MOU to mutually promote the PowerCorpsPHL Initiative.

II. TERM:

This MOU will commence July 1, 2017 and terminate June 30, 2018.

III. FUNDING:

PWD will pay CEO two hundred forty-six thousand dollars (\$246,000) in local match funds to support PowerCorpsPHL.

IV. OVERVIEW:

CEO enters into this agreement with PWD as partners in PowerCorpsPHL, a City of Philadelphia AmeriCorps initiative that engages “Opportunity Youth” in advancing their lives through service.

PowerCorpsPHL, operated in partnership with EducationWorks, enrolls “disconnected” young adults and returning citizens, ages 18-26, as full-time AmeriCorps members to support the City’s environmental, youth violence prevention, and workforce development priorities.

PowerCorpsPHL aims to plant one thousand three hundred (1,300) trees; revitalize one thousand three hundred (1,300) acres of public land; remove eighty (80) tons of debris, recycling fifty percent (50%) of tonnage removed; and connect program participants to meaningful employment and/or post-secondary education upon completion of their term of AmeriCorps service.

Specifically, in partnership with PWD, PowerCorpsPHL will complete service projects aligned with *Green City Clean Waters* stormwater management initiatives.

V. ORGANIZATIONAL CONTACTS:

PWD:

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Apprenticeship and Workforce Development Director
Philadelphia Water Department
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Cell: 215.327.1833

CEO:

Catherine Wolfgang
Director of Workforce Strategies
Office of Community Empowerment & Opportunity
1234 Market St, 16th FL
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Lisa Varon
Executive Director, PowerCorpsPHL
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VI. ROLES AND RESPONSIBILITIES:

This MOU establishes a collaborative partnership between the Parties. The roles and responsibilities of each party are as follows:

A. PWD Agrees To:

1. Provide two hundred forty-six thousand dollars (\$246,000) in match funding to PowerCorpsPHL. One hundred percent (100%) of this funding will come from the Class 200. CEO will, in turn, provide these funds to EducationWorks to support PowerCorpsPHL.
2. Provide service projects aligned with Green City Clean Waters that provide a public good.
3. Ensure AmeriCorps members are not engaged in, nor asked to be engaged in, AmeriCorps Prohibited Activities (see Appendix 1).
4. Ensure AmeriCorps members are not used to displace PWD staff.
5. Provide safety and technical training guidelines, as needed for AmeriCorps service projects.

6. Provide a safe environment that adheres to all workforce laws and regulations and comply with all safety measures, as applicable.
7. Specify site-specific policies, procedures, and expectations, as needed.

B. CEO AGREES TO:

1. Ensure high-quality completion of service projects designed in partnership with PWD staff.
2. Recruit, enroll, and train AmeriCorps members to complete assigned service projects in one of three configurations: a crew-in-training, a project-specific crew, or an individual AmeriCorps fellowship.
3. Deploy one (1) crew-in-training and one (1) project specific crew to complete all assigned Green Stormwater Infrastructure Maintenance (GSIMN) service projects.
4. Provide administrative structure, matching process, and additional support to PWD divisions hosting individual members as AmeriCorps Fellows.
5. Provide a Project Manager to coordinate GSIMN project scheduling, logistics, and reporting. The PowerCorpsPHL Project Manager will:
 - a) Coordinate project and scheduling for each crew deployed to GSIMN service projects
 - b) Coordinate multi-crew service projects where PWD and other City department priorities overlap
 - c) Coordinate and plan technical and service-related trainings in collaboration with PWD
 - d) Manage project logistics and reporting
6. Provide a Crew Leader for each crew deployed. The PowerCorpsPHL Crew Leader will:
 - a) Provide direction to and supervision of AmeriCorps members
 - b) Support AmeriCorps members in meeting service expectations including safety and technical protocols
 - c) Manage and transport necessary tools and equipment
 - d) Transport corps members from service site to service site
 - e) Provide a safe environment that adheres to all workforce laws and regulations and complies with all safety measures outlined by the program
 - f) Enforce program Code of Conduct
 - g) Follow incident reporting procedure provided by the program
 - h) Communicate site-specific policies, procedures, and expectations to AmeriCorps members
7. Provide any additional tools, supplies, or amenities needed for each crew.
8. Work with PPR to adapt program policies and procedures, when necessary.
9. Work with the Project Manager to evaluate and provide feedback to corps members, as needed

IN WITNESS, WHEREOF, the parties hereto, have caused this Memorandum of Understanding to be executed by their respective officers the date and year of the hereinabove mentioned.

Mayor's Office of Community Empowerment and Opportunity:

Mitchell Little
Executive Director

Date: _____

Catie C. Wolfgang
Director of Workforce Strategies

Date: _____

Philadelphia Water Department:

Alex Warwood
Director, Apprenticeship and Workforce Development

Date: _____