



Memorandum of Understanding between NAAEI and NJCA

The purpose of this memorandum of understanding (MOU) is to outline the general terms under which the National Apartment Association Educational Institute (NAAEI) and the National Job Corps Association (NJCA) will work together to effectively and efficiently coordinate employment opportunities in the residential property management industry for Job Corps graduates.

The purpose of the MOU is to increase the breadth and facilitate the ease of local implementation of the partnership between individual Job Corps centers and NAAEI member companies around the country and, consequently, increase the number of Job Corps graduates employed in the residential property management industry by NAAEI member companies.

As part of this partnership, the NJCA agrees to inform the Job Corps community, annually serving approximately 60,000 youth between the ages of 16 and 24, of the appropriate career opportunities that exist within the residential property management industry by NAAEI member companies. In turn, NAAEI agrees to inform its member companies of the existence of, and the resources available through, the Job Corps centers in each local market. Further, NJCA and NAAEI agree to promote other opportunities for employer involvement including, but not limited to, work-based learning arrangements, mentoring programs, mock-interviews, job shadowing, guest speaker engagements, and instructor training.

In order to meet Job Corps Policy Requirement Handbook requirements for work-based learning assignments, NAAEI member companies agree to the following:

- Provide supervision and workplace mentors to students; assist students in achieving agreed upon career technical and academic skills; document student achievements and competencies; and provide a safe environment.
- Work closely with the centers to provide training and resolve problems that arise.
- Ensure that Job Corps' work-based learning students do not displace employees at the worksite.
- Adhere to all federal and state laws and regulations regarding employment and working conditions.
- Acknowledge that Job Corps students are considered employees of the federal government for purposes of medical coverage under the Federal Employees' Compensation Act (FECA).
- Recognize an employment relationship exists and the provisions of the Fair Labor Act are applicable between the employer and the student in situations where students are being paid.
- Provide the name of worksite supervisor, schedule, and hours of work, and agree upon procedures for reporting absences, competencies that the student will be trained, and a format for reporting performance to the center. These provisions will be documented in a mutually agreed upon format.

- Provide an hourly wage or stipend for work-based learning students at a rate agreed upon by the company and the center. Work-based learning wages may be at a lesser rate than the center's placement wage standards. NAAEI member companies will be provided with the center's individual wage standards which will be taken into consideration for direct hires and graduates transitioning from work-based learning assignments.
- Provide job shadowing, field trips, speakers and/or industry trainers that support career preparation activities and interest in the property management industry among Job Corps students.

In order to meet the needs of NAAEI member companies, Job Corps Centers will agree to the following:

- Provide a single Point of Contact at the center to facilitate streamlined communication and prompt follow-up. Both the center and the NAAEI member company will notify each other if there is a change in the Point of Contact.
- Ensure students referred to NAAEI member companies are 18 years of age or emancipated minors.
- Review Job Corps records and background checks to ensure all candidates meet an acceptable level as determined by the individual company's hiring policies. (No felony convictions or misdemeanors for violence, theft or drugs.)
- Provide reliable transportation arrangements to the designated worksite.
- Arrange for career preparation activities that highlight careers in the property management industry and realistically convey background requirements (drug-free and no felonies).
- Comply with the individual company's practices for the employment of interns (e.g., policies regarding drug testing, background checks, and driver's license requirements).

NJCA and NAAEI agree to continue to work together to explore the alignment of Job Corps training programs with the Certified Maintenance Technician and National Association of Leasing Professionals curricula offered through NAAEI.

It is also important to note that this Partnership is not a commitment by NJCA or any of its contractors or center operators to enter into any purchase agreements (exclusive or otherwise) with the NAAEI or any of its affiliates nationwide. The normal competitive procurement procedures, pursuant to the Federal Acquisition Regulation (FAR), must always be followed in acquiring goods or services.

Both NJCA and NAAEI will be free to promote that they have established a Strategic Partnership; however, no suggestion or implication will be made by either party that NJCA endorses any product or service of the NAAEI.

To allow all parties to determine future needs for modifications to the terms of this of this agreement, the effective period will begin with the date of execution by all parties and conclude on June 30, 2008. Prior to the expiration, NAAEI and NJCA will discuss the need for revisions to the original agreement and execute an extension, as needed.

The following parties agree they have read and understand this Memorandum of Understanding and it will be used to govern work-based learning arrangements as described above.

 2/29/08

Date

Richard F. Shubert
National Job Corps Association
Chair

 3/3/08

Date

Maureen Lambe
NAAEI
Executive Vice President

Center Director Date

Company Official Date