

Memorandum of Understanding

Between El Proyecto del Barrio, Inc., Inland Counties Emergency Medical Agency, San Bernardino County, through its Workforce Development Board, and Public Works Alliance

This Memorandum of Understanding (“MOU”) is made and entered into on March 11, 2025 (“Effective Date”) by and between El Proyecto del Barrio, Inc., (“Lead”), Inland Counties Emergency Medical Agency (“ICEMA”), San Bernardino County, through its Workforce Development Board (“SBCWDB”), and Public Works Alliance (“PWA”), a California based 501(c)(3) and EMS Corps program intermediary for the California Employment Development Department. The aforementioned entities are collectively referred to as “Partners” herein.

The Partners are collaborating to create and support an Emergency Medical Services (“EMS”) Corps program (“Program”) designed to recruit and train individuals ages 18-26 from San Bernardino County to be Emergency Medical Technicians (“EMTs”) while providing robust wraparound support including mentorship, job readiness and job placement. The objective of this MOU is to establish a partnership between the Lead and its Partners that clarifies responsibilities and positions the Program in San Bernardino County for success.

- The Program will train three 5-month cohorts of up to 20 participants to be job-ready, licensed EMTs each year.
- In marketing and admissions, the Program will prioritize young people who have historically faced barriers to employment including housing insecurity, financial insecurity, and/or child or legal system navigation.
- Due to the experiences many participants will have had in life and the intensity of the profession itself, the Program will offer EMT training in an extended format while providing robust wraparound support that includes group healing circles, life coaching and individual case management.
- In addition to EMT instruction and wraparound support, the Program also offers participants an earned monthly stipend, community service opportunities, physical fitness, job readiness training and job placement services.

As the Lead, El Proyecto del Barrio, Inc., is responsible for serving as the Program’s Administrative Home by:

Establishing EMS Corps operations in San Bernardino County, including:

- All financial management of San Bernardino County EMS Corps
 - Administering payroll to San Bernardino County EMS Corps local staff and monthly stipends to Program participants
 - Holding contracts with all Program partners and vendors, including all wraparound service providers
 - Paying Program partners and vendors according to contract terms, including paying the Training Provider for training services and supplies
- Serving as the lead agency when applying for grants (and providing the necessary inputs into proposals that will make this possible)

Building and supervising the San Bernardino County EMS Corps team and Program, including:

- Hiring and supervising the San Bernardino County EMS Corps core staff (Program director, case managers, life coaches, and administrative support staff)
- Securing and supervising all wraparound service providers for participants
- Marketing and promoting the Program
- Recruiting, selecting, supporting and, when necessary, disciplining Program participants
- Building a steering committee comprised of community-based organizations and employment partners
- Leading relations with city, county and state leaders to ensure sustainable operational funding for the Program.

El Proyecto del Barrio, Inc. is also responsible for providing the following wraparound supports to Program participants, including:

- **Bi-weekly case management** consisting of 20-45-minute, one-on-one sessions for each student provided by an experienced case manager. Sessions will focus on connecting participants to resources, goal setting, identifying challenges and ways around them. An intake assessment form will be completed by the case manager after their first visit to each participant. The case manager will maintain a report of each participant's progress and update it after each session.
- **Group discussions** conducted weekly on topics including teamwork and support, managing stress, managing trauma, mental health, personal development
- **One-on-One counseling** with participants as needed
- **Job readiness training and coaching**

ICEMA is responsible for serving as the Local EMS Agency EMT certifying authority partner by:

- Collaborating with Lead and Partners to help support the Program's success
- Sitting on the Program's steering committee
- Ensuring the Program's curriculum meets the state and national standards and aligns with EMSA regulations
- Helping to connect the Program with relevant partners within the health system
- Exploring strategies for sustaining the Program past the grant term
- Administering EMT certification and background checks
- Helping to identify mentors to expose Program participants to the workplace

SBCWDB is responsible for serving as the local workforce development partner by:

Helping to connect Program participants to relevant local supports and resources including:

- Support services for eligible participants including transportation assistance, childcare services and financial assistance
- Career guidance, resume and interview support, and job placement support following Program completion

Exploring funding sources to sustain the Program beyond the grant period including:

- State and local government grants and funding opportunities focused on workforce development, education, and healthcare training Programs

- Workforce Innovation and Opportunity Act funds (WIOA)
- Partnerships with local healthcare organizations, hospitals, and emergency services providers and other health sector and public safety partners that may be willing to contribute financially or provide in-kind support such as training facilities, instructors, or job placement opportunities for Program graduates
- Local private philanthropy and corporate sponsorships

PWA is responsible for serving as the Program Intermediary by providing:

Capacity building to prepare the local EMS Corps site team by:

- Assisting in developing the Program's collaborative of partners and Program staff
- Supporting the identification of an appropriate training space and training partners
- Sharing the EMS Corps Program manual and other essential documents/templates
- Training Program staff to maintain high fidelity to the Program model
- Providing a digital platform and learning management system that houses the Program's online application and learning modules, streamlines administrative activities including participant communications, stipend tracking and data collection, and trains staff on how to use it
- Helping to identify and secure additional funding sources to sustain the Program beyond the grant period

Technical support and guidance once the Program is operational including:

- Assistance in the application launch, review, and selection process for first two cohorts
- Opportunity identification and proposal writing
- Support for implementation of systems for data collection and performance measurement
- Regularly meeting with the local team to discuss best practices and opportunities for Program success

All parties recognize the benefits of collaborating to ensure a high fidelity, high impact Program ready to launch in 2025.

Term and Termination:

This MOU shall commence on the Effective Date and shall remain in effect until January 31, 2027, unless terminated by any of the Partners with written notice of 150 calendar days prior to the intended termination date. Any of the Partners may terminate this MOU for cause in its reasonable discretion if any of the other Partners fail to fulfill its obligations under this MOU. This MOU shall be reviewed at the end of the term stated herein, and may be renewed at the end of the stated period by a new written agreement of Parties for such additional time as the parties determine.

Legal and Financial Liability:

This MOU does not create a financial partnership between the Partners. A separate agreement will detail financial compensation associated with the services described in this MOU.

Confidentiality:

All Partners agree that all proprietary or confidential information (including any and all patient information, test results, and sensitive information) communicated by and between the parties, disclosed directly or indirectly, whether before, during or after the Effective Date of this MOU, will be received in confidence and will not be disclosed by the Partners, their Program participants, agents or employees, without prior written approval by the custodian of the proprietary or confidential information. This duty of confidentiality shall survive termination of this MOU.

Regulatory Compliance:

All Partners agree that they shall comply with all applicable requirements of Municipal, County, State and Federal authorities, all applicable Municipal and County ordinances and regulations, and all applicable State and Federal statutes and regulations now or hereafter in force and effect to the extent that they directly or indirectly bear upon the respective party's obligations under this MOU.

Independent Contractor:

All Partners are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between the Partners. Rather, in discharging all duties and obligations hereunder, the Partners shall at all times be in and remain an independent contractor relationship with each other.

Agreement Assignability:

Without the prior written consent of all the Parties, this MOU is not assignable by any Party either in whole or in part.

Attorney's Fees and Costs:

If any legal action is instituted to enforce any Party's rights hereunder, each Party shall bear its own costs and attorney fees, regardless of who is the prevailing Party.

Law and Venue:

This MOU shall be governed by and construed according to the laws of the State of California. The Parties agree that the venue of any action or claim brought by any Party to this MOU will be the Superior Court of California, County of San Bernardino, San Bernardino District. Each Party hereby waives any law or rule of the court, which would allow it to request or demand a change of venue. If any action or claim concerning this MOU is brought by any third party and filed in another venue, the Parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, County of San Bernardino, San Bernardino District.

Amendment:

Any amendments to this MOU shall be made in writing and agreed upon by all the Partners.

Notices:

All written notices provided for in this MOU or which either Party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by facsimile, or deposited in the United States mail, postage prepaid, and addressed to the other Party as follows:

To ICEMA:

EMS Administrator
ICEMA
1425 South "D" Street
San Bernardino, CA 92415-0060

To SBCWDB:

Director
Workforce Development Department
290 North D Street, Suite 600
San Bernardino, CA 92415-0046

To PWA:

President
Public Works Alliance
801 Cold Springs Road
Santa Barbara CA, 93108

To Lead:

President/CEO
El Proyecto del Barrio, Inc.
8932 Woodman Avenue
Arleta, CA 91331

Counterparts:

This MOU may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same MOU. The parties shall be entitled to sign and transmit an electronic signature of this MOU (whether by facsimile, PDF or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed MOU upon request.

IN WITNESS WHEREOF, the authorized representatives of the Partners have duly executed this Memorandum of Understanding as of the date first written above.

Signature pages follow.

Signed:

El Proyecto del Barrio, Inc.

Name: Corrine Sanchez, Esq.
Title: President/CEO
Date:

Public Works Alliance

Name: Jeff Metcalfe
Title: Chief Operating Officer
Date:

SAN BERNARDINO COUNTY



Dawn Rowe, Chair, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

**INLAND COUNTIES EMERGENCY MEDICAL
AGENCY**



Dawn Rowe, Chair, Board of Directors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
BOARD OF DIRECTORS

Lynna Monell, Secretary

By _____
Deputy