Clackamas Community Resource Hub
Partnership Agreement Form

This Partnership Agreement establishes a collaborative partnership between Clackamas Workforce Partnership (CWP) and **[ ]** in support of the *Clackamas Community Resource Hub* (CCRH or Hub).

The Hub is designed to connect individuals with public benefits, workforce services, training opportunities, and flexible-use funds, which may be used to address immediate needs related to an individual's ability to:

- Access and utilize local workforce system resources and employment supports
- Enter into and/or remain enrolled in a training or education program
- Successfully complete a training or education program
- Obtain and/or maintain employment (current or prospective)
- Advance in their career and/or increase their wage

This agreement outlines the commitments each party makes to support the initiative's goals, maximize impact, and ensure seamless service coordination.

General Information

Participant Eligibility
Individuals referred to the Hub through this partnership must meet at least one of the following criteria:

- Legal to work in the United States
- Age 18 or older
- Unemployed or underemployed and seeking employment
- Interested in education, job-training, and/or employment-related supports
- Currently participating in workforce-related training and/or education
- Seeking to advance in their career and/or increase their wage

Resource Hub Assistance
There is a spending limit of $800 per individual. Note: This does not guarantee that $800 will be available for every individual seeking assistance. Individuals may not apply for assistance directly, but through a referral from a Hub partner organization. The Clackamas Community Resource Hub will be managed by a Coordinator, staffed by Northwest Family Services (NWFS).

Roles and Responsibilities

CWP will be responsible for ensuring:

1. **Organizing and Facilitating Partner Engagement Activities:**
    - Assistance with relationship development activities among Hub partners
    - Creation and upkeep of Hub partnership roster and contact sheet
2. **Communications and Partner Support:**
    - Creation of common-use communication and promotional materials for use by Hub partners
    - Technical assistance (TA) to Hub partners as needed
    - Promotion of Hub partners and their programs/services via social media and distribution lists, newsletter, etc.
3. **Resource Hub Operations:**
    - Assistance with implementation and operation of the Resource Hub (in partnership with NWFS)
    - Assistance with implementation and maintenance of the referral process, data collection process, partner/participant testimonials, etc.
    - Maintenance of online enrollment form and related Hub materials

[ ] will be responsible for:

1. **Resource Referrals and Coordination:**
    - Identifying up to two (2) organizational representatives (points of contact) to receive referrals from the Resource Hub Coordinator
    - Providing an organizational one-pager (with logo) outlining programs and services offered by the partner (and eligibility requirements for individuals)
    - Referring eligible community members to the Resource Hub

- Accepting referrals from the Hub Coordinator and Hub partner agencies
- Supporting the Hub Coordinator in connecting with and maintaining contact with an individual being served by both the partner and the Hub
- Assisting individuals in completion of the Resource Hub Enrollment Form
- Assisting (as needed) the Resource Hub Coordinator in obtaining all required enrollment data, testimonials and success stories, etc.

2. **Branding & Visibility:**
    - Allowing the use of the organization's logo in Resource Hub materials (including promotional materials, success stories, Hub website, etc.)
    - Including the Resource Hub information and link to the enrollment form on the organization's website
    - Promoting the Resource Hub via social media and other community outreach channels
    - Actively sharing information on the Hub with community partners, program participants, and local stakeholders via distribution lists, social media, networking groups, and in-person events (using digital and print materials)
    - Providing partner testimonials and participant success stories to help demonstrate impact of the Hub and partnerships
3. **Information-Sharing and Event Participation:**
    - Participating in four (4) Hub-specific partner events in February, March, April, and May.
    - Presenting or facilitating at relevant meetings, workshops, or similar partner forums upon mutual agreement

4. **Scope of Services**: Please note that the Resource Hub Coordinator will help connect individuals to Hub resources but does not provide career coaching or case management services. Individuals referred to the Hub for assistive services will be redirected to the referring entity to provide these services or will refer the individual to an appropriate resource for on-going support.

Partnership Agreement Terms

This agreement remains in effect from the date signed until June 30th, 2026, unless terminated by either party with 30 days' written notice. The agreement may be amended by mutual written agreement.

General Terms

- This is a non-binding statement of mutual intent and not a legal contract for the exchange of funds (unless otherwise stated in a separate written agreement).
- Each party retains its own governance, operations, and decision-making authority.

Signatures

By signing below, the parties agree to the commitments outlined in this document and affirm their shared mission to meet the needs of Clackamas County communities.

For Clackamas Workforce Partnership (CWP):
Name: Brent Balog
Title: Interim Executive Director
Signature:
Date:

For [ ]
Name:

Title:

Signature:
Date: