

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
PARTNERS FOR COMMUNITY DEVELOPMENT
AND
CITY OF MANITOWOC**

The purpose of this Memorandum of Understanding (**MOU**) is to formalize a working relationship between **Partners For Community Development (Partners)** and **City of Manitowoc (City)** to outline respective responsibilities as it relates to Interpretation and Translation Services. This MOU will maximize the benefits to the parties' mutual clients by joining efforts and programs.

I. PURPOSE AND SCOPE

The purpose of this **MOU** is to clearly identify the roles and responsibilities of each party as they relate to providing interpretation / translation services from English to Spanish/Hmong and vice versa.

II. MOU TERM

The term of this **MOU** is effective as of June 24, 2022, and shall terminate on December 31, 2022.

III. PARTNERS RESPONSIBILITIES:

1. Provide translation and interpretation services to **City** during the term of this **MOU**.
2. Maintain trained staff that will be able to effectively perform interpretation duties in different settings (office visits, phone interviews, etc.)
3. Assist with scheduling and confirming appointments for clients receiving services.
4. Ensure all information shared before, during, and after the interpretation sessions, remains confidential.
5. Maintain a record of services rendered to **City**.

IV. CITY RESPONSIBILITIES:

1. Compensate **Partners** the amount of **\$55.00 per hour for Spanish or Hmong** interpretation and translation services received including oral services or written documents.
2. **City** is responsible to contact **Partners** at least 24 hours in advance to schedule interpretation or translation services. Appointments can be scheduled via phone or e-mail during business hours, Monday through Thursday, from 8:00 A.M. to 4:30 P.M. If a scheduled appointment is cancelled, Partners must be notified 24 hours in advance. Failure to do so will result in a charge equivalent to $\frac{1}{2}$ hour of service.
3. Compensate **Partners** for the miles traveled to and from appointments, at the IRS mileage rate applicable at the time of the service.
4. Provide the information necessary to **Partners** staff to effectively perform the services mentioned above.
5. Maintain communication with **Partners** staff to ensure all appointments are scheduled according to the interpreters and **City** staff availability.

6. Provide constant feedback to the Program Coordinator regarding the services received.

V. CHANGES OR TERMINATION

Changes to this **MOU** resulting from reviews called by either party or at scheduled intervals will be documented. Quarterly meetings will be scheduled by both parties if necessary to review the continuation of this **MOU** or any amendments or modifications.

This **MOU** may be terminated, in whole or in part, by either party at any time upon written advance notice to the other party of at least 15 days.

IN WITNESS THEREOF:

Partners for Community Development



Dated: 8/22/2022_____

City of Manitowoc

Justin M. Nickels, Mayor

Dated: _____

Mackenzie Reed-Kadow, City Clerk

Dated: _____