

Autism Employment Network Employer Participation Agreement

This ***Autism Employment Network Employer Participation Agreement*** (“*Agreement*”) is made as of the **1st day of December 2020** by and between **Cranberry Township** (“*Client*”), with principal place of business at 2525 Rochester Rd, Cranberry Twp, PA 16066 and **Progress City LLC** (“*Consultant*”), with principal place of business at 3926 William Penn Highway, Monroeville, PA 15146.

1. Progress City LLC will:
 - a. Provide training and education for the Client and Client’s designated staff members. Training shall include autism awareness and techniques for inclusion in the workplace. Training may be delivered live in person and/or live-virtual, and will be recorded for future use.
 - b. Review with the hiring manager(s) available job openings, job descriptions, and work environment and prepare recommendations for potential matches from our network of Job seekers.
 - c. Provide weekly check-ins with all hiring managers and hired employees for up to three months per employee hired to ensure successful match and integration into the workforce.
 - d. Advice in obtaining the Work Opportunity Tax Credit. (Progress City LLC can not guarantee qualification for the W.O.T.C.).
 - e. Provide Certified Autism Inclusive Employer Badge
2. The Client will provide:
 - a. Make available hiring managers, supervisors, and key personnel that will regularly interact with employees hired from our network for training.
 - b. Provide job descriptions for open positions and discuss key skills, potential accommodations, and critical competencies needed to be successful in the job.
 - c. Meet weekly with the vocational consultant to discuss the hired employee’s progress.
3. The term of this agreement shall be One (1) year commencing on the effective date of this Agreement and may be extended as needed with mutual consent in writing.
4. The agreed upon fee structure between the Client and Consultant for the Project is as follows:
 - a. The annual membership cost of \$3,500 includes up to two half day trainings for identified employees.
 - b. and up to 15 hours consulting for job description reviews, job fairs, and employee integration.

5. Either party may terminate this Agreement by written notice to the other at any time if that other party:
- a. Commits a breach of this contract and, in the case of a breach capable of remedy, fails to remedy the breach within 14 days of being required to do so in writing; or
 - b. Becomes insolvent, or has a liquidator, receiver, manager or administrative receiver appointed.

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have executed this Agreement as of this _____ day of _____, 20_____.

Client: Cranberry Township

Consultant: Progress City LLC

By:

By: 

Name: _____

Name: Bryan Kiger

Title: _____

Title: CEO

Date: _____

Date: 12/01/2020