

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between **Laredo Community College** and the **Webb County Community Action Agency** for the purpose of coordinating services, maximizing existing resources, and avoiding duplication of services in the area of **Truck Driver Training Classes** during FY 2017.

Laredo Community College agrees to:

- Further screen the applicant sent by Webb County Community Action Agency for training eligibility requirements.
- Provide Webb County Community Action Agency with copy of applicant's registration form.
- Provide participants with instruction where the participant will develop and learn the necessary skills to successfully earn a State of Texas Class A Commercial Driver's License, which includes:
  - In-classroom instructions
    - Area hands on driving instructions
    - Over-the road hands on driving instructions
- Inform participants of the varied opportunities that exist for those with a CDL.
- Inform the participant of optional additional endorsements to the Commercial Driver's License.
- Provide a participant's progress and attendance report to Webb County Community Action Agency.
- Inform Webb County Community Action Agency of any class cancellations.
- Advise Webb County Community Action Agency of a participant's lack of participation or excess of absences.
- Provide Webb County Community Action Agency with a copy of participant's completion documentation, which may include:
  - Certificate of Completion
  - Copy of CDL-A Permit
  - Copy of CDL-A
  - GPA

Webb County Community Action Agency agrees to:

- A. To work in conjunction with Laredo Community College to ensure that participants successful completion of the training provided.
- B. Provide participant with an award letter for the purpose of registering at Laredo Community College for the Truck Driver Training Classes.

### Amendment and Modification:

This memorandum of understanding is not a contract. The understanding may be amended by understanding of the parties above mentioned. Said amendment of modification will become a part of this understanding. In witness thereof, this memorandum of understanding has been executed by each agency's authorized representative on the dates listed below:

\_\_\_\_\_  
Dr. Federico Solis Jr., Associate Vice President for Instruction  
Laredo Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ricardo D. Martinez, Executive Director  
Webb County Community Action Agency

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Date

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Hon. Tano E. Tijerina  
Webb County Judge

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Date

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Margie Ramirez Ibarra  
Webb County Clerk

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Date

**APPROVED AS TO FORM:**

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Marco A. Montemayor  
Webb County Attorney\*

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Date

\*By law, the County Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not deny or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Other parties should not rely on this approval, and should seek review and approval of their own Respective attorneys.