**Expanded Territory for a Specified Employer Agreement**

This Agreement, dated and effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the name of the CLC requesting permission, hereto referred to by their initials and also as ‘requestor’) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the name of the CLC granting permission, referred to by their abbreviation and also as ‘grantor’).

The Parties agree as follows:

**I. PURPOSE AND SCOPE**

The purpose of this MOU is to memorialize the request from \_\_\_\_\_\_\_\_\_\_\_ (requestor) to \_\_\_\_\_\_\_\_\_\_\_ (grantor) in order to expand the \_\_\_\_\_\_\_\_\_\_ (requestor’s initials) Affordable Small-Dollar Loan Program to a new participating employer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, located in \_\_\_\_\_\_\_\_\_\_ county or counties in the State of \_\_\_\_\_\_. The home office of this is employer is located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city and state).

**II. RESPONSIBILITIES**

1. Both parties will appoint a contact person to coordinate any needed activities of each organization in carrying out this Agreement. The initial appointees of the Parties are:

**Requestor** **Grantor**

|  |  |
| --- | --- |
| **Community Loan Center of** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State and Zip Code: \_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Community Loan Center of** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:** Contact name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State and Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**B. Responsibilities of the requesting CLC:**

1. As a result of the terms of this agreement, \_\_\_\_\_\_\_\_\_\_\_\_\_ (requestor) agrees to recruit \_\_\_\_\_\_\_\_\_\_\_ (employer) as a participating employer in the \_\_\_\_\_\_\_\_ (requestor) Affordable Small-Dollar Loan Program, train the necessary staff and market the \_\_\_\_\_\_\_\_\_ (requestor) loan program to all program-eligible employees of this employer who are employed within the grantor’s approved CLC operating territory. As with other \_\_\_\_\_\_\_ (requestor) participating employers, \_\_\_\_\_\_\_ (requestor) will be the authorized contact with this Employer and their employees concerning the \_\_\_\_\_\_ (requestor) loan program.
2. \_\_\_\_\_\_\_\_\_\_\_ (requestor) further agrees to promptly notify \_\_\_\_\_\_\_ (grantor) if this employer adds additional workplaces to be served by the \_\_\_\_ (requestor) loan program.
3. \_\_\_\_\_\_\_\_ (requestor) further agrees to refrain from marketing the \_\_\_\_\_ (requestor) loan program to other employers, employees or funders outside \_\_\_\_\_ (requestor) approved counties, unless \_\_\_\_\_\_\_\_\_\_ (requestor) negotiates another similar agreement with \_\_\_\_ (grantor) and any other affected CLC Local Lenders.

**C.** **Responsibilities of the granting organization:**

\_\_\_\_\_\_\_\_ (grantor) hereby agrees to permit \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (requestor) to market the \_\_\_\_\_\_\_\_\_ (requestor) Loan Program solely to employees of \_\_\_\_\_\_\_\_\_\_ (employer) located within \_\_\_\_\_\_\_\_\_\_\_\_\_(grantor) approved territory. This agreement does otherwise limit the ability of \_\_\_\_\_\_\_\_ (Grantor) to market its loan program to other employers or employees within its territory.

 \_\_\_\_\_\_\_\_\_ (grantor) further agrees to refer all calls or correspondence from \_\_\_\_\_\_ (employer) and/or their employees about the \_\_\_\_\_\_\_\_\_ (requestor) loan program, to the designated contact person at \_\_\_\_\_\_\_\_\_\_\_\_ (requestor) as listed above.

**D. Both Parties Agree to the Following:**

1. All Parties commit to act in good faith to bring the \_\_\_\_\_\_\_\_ (requestor) Affordable Loan Program to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employer) employees as quickly and smoothly as possible.

**III. MODIFICATION/TERMINATION/NON-ASSIGNMENT/NOTICE**

 This Agreement may be modified only by mutual, written consent of the Parties, evidenced by a written amendment, signed and dated by the Parties. Notices and other communications by the Parties to each other pursuant to this Agreement are effective only if they are provided in writing, by e-mail or by personal delivery, Registered or Certified Mail, or nationally recognized overnight courier, to the email or mailing address listed for each party in Section II, above.

**IV. MEDIATION**

All Parties agree that any disputes pertaining to this Agreement will be resolved according to direct negotiation and if that is not successful, by mediation, both techniques being described in the CLC Franchise Agreement or Services Agreement, under the section,‘Dispute Resolution’.

**V. AUTHORIZATION**

By signing below, I attest that, on behalf of the organization I represent, I am authorized to sign this Agreement:

 **Requestor:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

**Grantor:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of \_\_\_\_\_\_\_\_\_\_’s Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name