



Northeastern Minnesota Family, Friend, and Neighbor Child Care Provider Outreach and Support Initiative

Memorandum of Understanding (MOU)

Between Northland Foundation
and Duluth Public Library

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Northland Foundation and the Duluth Public Library to implement the Northeastern Minnesota Family, Friend, and Neighbor (FFN) Child Care Provider Outreach and Support Initiative with funding support from the Minnesota Department of Human Services.

1. Purpose, Scope, and Background - The Northland Foundation and seven community-based implementation partners will provide community-based education sessions (Play and Learns) for FFN providers in targeted sites across northeastern Minnesota. In addition to the seven community-based implementation partners, we will also be working closely with other partners including the Center for Inclusive Child Care, Child Care Aware Minnesota – Northeast District, Duluth Public Library, and County/Tribal Child Care Licensors.

The overall goal of the **Family, Friend, and Neighbor (FFN) Child Care Provider Outreach and Support Initiative** is to build the capacity of informal caregivers to enhance their skills to promote children's healthy physical and social emotional development. The Northland Foundation is serving as the umbrella organization providing administrative leadership, training, technical assistance, peer learning, and evaluation. Each of our seven implementation partners will conduct outreach, plan, and implement Play and Learns engaging FFN providers and young children in their communities, and participate in regional learning community meetings and training sessions.

2. Northland Foundation Responsibilities Under this MOU - The Northland Foundation shall undertake the following activities:

- Provide leadership to oversee the implementation of this regional initiative, including ongoing training, technical assistance, technology assistance, and other support.
- Support seven community-based Implementation Partner Sites as they conduct outreach, develop plan, and coordinate Play and Learns engaging FFN providers and young children.
- Work with Training Partners to support FFN providers served by the Implementation Partners.
- Design and support culturally appropriate program monitoring, evaluation, and learning for the Regional Collaborative and participate in state-led evaluation activities.
- Design needs assessment tools to gather ongoing information from FFN providers from racially, culturally, and geographically diverse communities.
- Create joint marketing and outreach strategies, and support outreach to engage FFN providers in community-based education sessions, and information sessions and training needed to become a Legal Non-Licensed provider.
- Hold Regional Learning Community Meetings and Trainings with Implementation Partners.

3. Implementation Partners' Responsibilities Under this MOU – Duluth Public Library shall undertake the following activities as a partner in the Family, Friend, and Neighbor Child Care Provider Outreach and Support Initiative:

- Conduct outreach, plan, and coordinate 4-8 free, community-based Play & Learn Sessions engaging FFN providers and young children.
- Recruit FFN providers, offer training and support to FFN providers, and connect FFN providers and children's families with community resources.
- Adhere to HHS Public Policy Guidelines outlined in Attachment A.
- Maintain Commercial Automobile Liability Insurance as a subcontractor of the Northland Foundation as part of this program funded by the MN DHS. Note: this only applies if the Program Coordinator(s) will be using their own vehicle to drive a FFN client (see Attachment B). Coverage of \$2,000,000 – per occurrence Combined Single Limit on Bodily Injury and Property Damage. In addition, the following Coverage should be included: Owned, Hired, and Non-owned Automobile.
- Track participation, participate in evaluation activities, and maintain project records and receipts.
- Participate in Northland Foundation learning community meetings and trainings.
- Complete Quarterly Financial Reports and Program Reports (as requested with dates to be determined). Financial Reports are due as follows:

<u>Service Period</u>	<u>Reports Due</u>
7/1/2022 - 9/30/2022	October 12 th , 2022
10/1/2022 - 12/31/2022	January 12 th , 2023
1/1/2023 - 3/31/2023	April 12 th , 2023
4/1/2023 - 6/30/2023	July 12 th , 2023
7/1/2023 - 9/30/2023	October 12 th , 2023

4. Funding Support - The Northland Foundation will provide **\$7,500** to the Duluth Public Library for the period of which this MOU becomes effective up until it expires.

5. Effective Date - This MOU is effective on **July 1st**, or the date Northland Foundation obtains all required signatures of the authorized officials of the participating parties, whichever is later.

6. Expiration Date - This MOU is valid through **September 30th, 2023**, or until all terms and understanding set forth in this MOU have been satisfactorily fulfilled, whichever occurs first.

7. Key Contact Information - Please provide the key contact for this project:

Project Coordinator Name, Title, and Organization

Telephone

Email

9. Fiscal Agent (if applicable) _____

10. Signatures - Please have this MOU signed by the appropriate person in your organization. By signing below, the parties agree to the terms and conditions contained in this MOU.

Partner Signature, Title

Date

Zane Bail, Chief Operating Officer
Northland Foundation

Date