



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

Memorandum of Understanding (MOU)

Between Northland Foundation
and Duluth Public Schools ECFE

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

Purpose, Scope, and Background - The Northland Foundation and 10+ community-based implementation partners will conduct outreach to reach FFN's and provide community-based education sessions ("**Play and Learns**") for FFN caregivers and Legal Non-Licensed ("**LNL**") providers in targeted sites across northeastern Minnesota. In addition to the community-based implementation partners, Northland Foundation will also be working closely with other partners including the Center for Inclusive Child Care, Child Care Aware Minnesota – Northeast District, and County/Tribal Child Care Licensors.

The overall goal of the **Family, Friend, and Neighbor 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 implementation partner will conduct outreach during activities and community events, plan and implement Play and Learns engaging FFN caregivers and young children in their communities and participate in regional learning community meetings and training sessions.

1. 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 10+ community-based Implementation Partner Sites as they conduct outreach, and plan and coordinate Play and Learns engaging FFN caregivers and young children.
- Work with Training Partners to support FFN caregivers 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 caregivers from racially, culturally, and geographically diverse communities.
- Create joint marketing and outreach strategies, and support outreach to engage FFN caregivers 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.

2. Implementation Partners' Responsibilities Under this MOU – Duluth Public Schools ECFE shall undertake the following activities as a partner in the Family, Friend, and Neighbor Child Care Provider Outreach and Support Initiative over the 18-month implemented period:

- Conduct outreach activities such as tabling at community events/gatherings, outreach surveys to learn about the needs of FFNs, and other outreach efforts including Make and Takes and larger community events that are engaging parents and caregivers of young children.
- Plan, coordinate, and promote 15-20 community-based Play & Learn Sessions engaging FFN caregivers and young children. Play and Learns should be free, held for 1-2 hours, share available resources, and focus on specific topics that support the physical and social-emotional development of children. Please note, Play & Learns should be organized throughout the 18-month grant period to support consistency of opportunities for FFN caregivers.
- Recruit FFN caregivers with the goal of building consistent, supportive, and trusting relationships, offer training and information, as well as help connect them with community resources.
- Work in partnership with the Northland Foundation to share information with FFNs on how to become a LNL and its benefits.
- Adhere to State subrecipient obligations in the [Health and Human Services Grants Policy Statement \(Attachment A\)](#).
- 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. Reports are due as follows:

<u>Service Period</u>	<u>Reports Due</u>
12/1/2023 - 3/31/2024	April 12 th , 2024
4/1/2024 - 6/30/2024	July 11 th , 2024
7/1/2024 - 9/30/2024	October 10 th , 2024
10/1/2024 – 12/31/2024	July 12 th , 2024
1/1/2025 - 3/31/2024	October 12 th , 2024
4/1/2024 - 6/30/2024	July 11 th , 2024
7/1/2024 – 9/30/2024	October 10 th , 2024
10/1/2024 – 12/31/2024	January 9 th , 2025
1/1/2025 – 3/31/2025	April 10 th , 2025
4/1/2025 – 6/30/2025	July 10 th , 2025

3. Commercial Automobile Liability Insurance – Implementation Partner is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance, or use of all owned, hired, and non-owned autos which may arise from operations under this contract. Minimum insurance limits are as follows: \$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage. In addition, the following coverages should be included: Owned, Hired, and Non-owned Automobile. ***Please note: This only applies if the subcontractor staff members involved in this project are driving a client in their own personal vehicle.***

4. Nondiscrimination – Implementation Partner will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. Implementation Partner will ensure that all of its employees

and agents comply with Minnesota Management and Budget Policy #1329 (Sexual Harassment Prohibited) and #1436 (Harassment and Discrimination Prohibited).

5. Funding Support – The Northland Foundation will provide Duluth Public Schools ECFE \$17,500 for the period of which this MOU becomes effective up until it expires.

6. Effective Date – This MOU is effective on December 1st, 2023 or the date Northland Foundation obtains all required signatures of the authorized officials of the participating parties, whichever is later.

7. Expiration Date – This MOU is valid through June 30th, 2025, or until all terms and understanding set forth in this MOU have been satisfactorily fulfilled, whichever occurs first.

8. Key Contact Information – Please provide the key contact for this project:


Jen Jaros Early Childhood Family Ed Coordinator - ISD 709
Project Coordinator Name, Title, and Organization

218-336-8700 x 2828
Telephone

jennifer.jaros@isd709.org
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:


Implementation Partner Signature, Title

December 4, 2023
Date

Zane Bail, Chief Operating Officer
Northland Foundation

Date