

Sample Memorandum of Agreement

Between Mississippi State University Extension Service and Children, Youth & Family At Risk Community Project Sites

Bridging the Gap Between Home, School and Communities in Mississippi

A State Strengthening Grant

Background

The Mississippi State University Extension Service (MSU-ES) envisions Mississippi communities where children and youth lead positive, secure, and happy young lives while developing the skills, knowledge, and competencies necessary for fulfilling, contributing adult lives. The MSU-ES is committed to a future where all children and youth live in families and communities that promote their positive development.

The MSU-ES is committed to marshal resources of the Land Grant System to collaborate with other organizations to develop and deliver educational programs that equip limited resource families and youth who are at risk for not meeting basic human needs, to lead positive, productive, contributing lives.

The MSU-ES plan of work has recognized Youth and Families at Risk as a major issue and has demonstrated its support of programming through successful models in after-school childcare, coalitions, and science/technology literacy. Curriculum has been developed and continues to be developed through both the 4-H Youth Development Department, the School of Human Science, and other subject matter faculty/departments within MSU-ES.

This state strengthening project, Bridging the Gap Between Home, School and Communities in Mississippi, will enable MSU-ES to provide an emphasis for statewide programming for Children, Youth and Families at Risk (CYFAR). For Grenada, Harrison, Jefferson, Claiborne and Oktibbeha Counties, this grant will provide support so that extension agents implementing this project can enhance their existing county programs by improving and increasing their efforts, evaluating the effectiveness of the projects, and sharing their lessons learned with others while incorporating the State Strengthening Project within their total program. The project offices and locations will receive computers and connectivity to the Internet so they can better serve the needs of their audiences.

Operational Plan

The plan for this project is to continue the development of educational materials and delivery methods designed to give youth the necessary skills to improve their attitude toward school and to improve their educational responsibility and functional literacy in order to enhance their opportunity in preparing to enter the workforce.

Programming will also be available through MSU-ES Family and Youth centers to enhance the quality of life for children and families by providing programs for parents in the area of parenting, child behavior, financial management, communications, career opportunities, nutrition, food safety and life skills.

Human and technological infrastructure will be developed allowing the integration of resources among MSU-ES, the county extension and community program staff, and the youth and adult

participants in this state strengthening project. This telecommunication's infrastructure will include computers, technical support for the county and community program staff, Internet access, and linkage among the county extension offices, MSU-ES, the Children, Youth & Families Network and other partners. This state strengthening grant project will provide enhancements to the instructional methods currently utilized in these counties.

This use of new technologies and the connectivity it provides will help lessen the sense of isolation for residents and allow them to experience new and different environments and to access information on demand.

MSU-ES agrees to:

1. Provide the hardware and limited software, as outlined in the proposal, necessary to meet the goals and objectives of the State Strengthening Grant.
2. Provide for the installation and ongoing support of the hardware and software approved through the project and for the duration of the project.
3. Provide for the installation of a phone line if necessary for connectivity to the Internet during the first year of the State Strengthening project.
4. Provide for training on the use of the Internet, WWW, and email for project staff and community collaborators.
5. Provide additional computer training as determined necessary for the implementation of the programs of the State Strengthening Project.
6. Provide programmatic reports to CSREES in accordance with established time frames.
7. Submit project proposal in CSREES format, setting forth goals, procedures, time frame and proposed budgets.

Community Project Sites agree to:

1. Recognize that equipment purchased by State Strengthening Grant dollars will be owned by the State Strengthening Grant project. However, the intent is to allow us, as the collaboration organization, to keep the equipment as long as we are able to use it for the intended purpose.
2. Support the State Strengthening Grant project by ensuring that the extension staff and State Strengthening Grant project participants have priority use of hardware and software placed in our facility.
3. Accept the responsibility for the security, protection, and for the appropriate use of the assigned equipment.
4. Assume any monthly costs for a phone line necessary to meet the requirement for connectivity to the Internet.
5. Assume the monthly costs for the Internet Service Provider for connectivity beginning the second year of the project.

6. We agree to contribute out-of-pocket or in-kind resources for the everyday operation of the hardware and software. These might include but not be limited to printer paper, ink cartridges, and disks.
7. We agree to cooperate with MSU-ES staff in programmatic delivery.
8. We agree to cooperate with MSU-ES in the evaluation to determine participants' gains in knowledge, skills and abilities obtained during this project regarding computer and Internet skills along with self-esteem, workforce preparedness skills and other life skills. Methods used will include but not be limited to pre and post testing through role playing, written descriptive instruments, student portfolios and case studies.

Mississippi State University Extension Service and Community Project Sites mutually agree:

1. The period of performance of the project shall be from May 1, 1999 to April 30, 2000, unless extended in writing by mutual agreement of the parties or terminated by CSREES-USDA or Mississippi State University Extension Service.
2. In the event of default by the Community Project Sites, or in the event CSREES-USDA terminates the project, performance by the Community Project Site may be terminated by MSU-ES upon thirty (30) days written notice.
3. OMB Circulars A-110, A-21 and A-133 are hereby incorporated by reference and made binding upon the parties with the same force and effect as in the full text.
4. This agreement, including the payment proposal, constitutes the entire agreement between the parties. All amendments and/or changes shall be by written instrument executed by the parties hereto.

This Memorandum of Agreement shall be reviewed annually, to determine its continuation and/or need for modification.

Ronald A. Brown, Director

Date

Mississippi State University - Extension Service

Community Project Site Administrator

Date

MSU-ES Agent

Date

Title

County