



Parent ACTION Memorandum of Understanding 2007

The following Memorandum of Understanding sets forth roles and responsibilities assumed by San Francisco Children and Families Commission and its grantees with regard to the Parent ACTION grant. This MOU is not intended to serve as a legal contract, but rather as a letter of agreement and understanding between the Commission and its grantees.

FIRST 5 SAN FRANCISCO STAFF

Elaine Wang, Civic Engagement Program Officer, will be your primary contact for the overall project. She can be reached by phone at 415-554-8966 or email: ewang@first5sf.org. All grantee groups should relay questions and turn in reporting forms directly to Elaine.

COMMUNITY CONSULTANT

Sandra Leung will be offering additional technical assistance for groups with such needs. Contact information:
Sandra Leung: (415)652-2216 or email: qqsinagirl@yahoo.com

COMMUNITY AGENCY STAFF

If the group is supported by an agency (such as family resource centers, childcare centers, other community based agencies, etc.), agency staff are encouraged to support grantees on a as needed basis.

FIRST 5 SAN FRANCISCO RESPONSIBILITIES

First 5 San Francisco will be responsible for:

- Providing **one orientation, three 2.5 hour trainings/workgroups and one year end celebration**. Trainings/workgroups seek to provide 1). Information regarding Parent ACTION program design & other program related information 2) opportunities for grantee groups to work with each other and share best practices 3) exposure to city resources concerning families with young children.
- Providing as needed one-on-one assistance to grantees from First 5 staff and consultants through phone, email, and site visit. First 5 staff and consultants will do two visits per grantee in one year to talk about challenges or issues.
- Distributing Parent ACTION handbooks, resource guide and other relevant materials to grantees.
- Collecting two reporting forms from grantees per funding cycle.

GRANTEE RESPONSIBILITIES

Grantees will be responsible for:

- Assign **two** members from each grantee group to serve as point persons who will be responsible for maintaining regular communication with First 5 San Francisco staff and providing First 5 San Francisco with:
 - Updated **contact information**
 - **Two reporting forms** per funding cycle
- Two members from each group **will attend the orientation, three 2.5 hour workshops and year end celebration.** These two members are responsible for sharing the information they have learned from the workshops with other members of the group.
- Acknowledge First 5 San Francisco funding by putting First 5 logo on flyers & other outreach materials.
- Grantees should inform First 5 staff via Email or letters if any major changes need to be made with the grant. First 5 staff will evaluate the change and inform grantees if the change is acceptable.
- Participate in First 5 San Francisco evaluation process.

OTHER REQUIREMENTS

- When contracting out for guest speakers/performers/instructors/child development specialist, grantees should consider using resources suggested by the First 5 Hand Book first. If using outside contractors, grantees must submit bio of the guest speaker/performer/instructor to First 5 staff.
- **If grantees fail to fulfill any of the above obligations listed, the group will not receive the full grant amount. Any grant money without proof of expenditure must be returned to First 5.**
- **First 5 San Francisco may use photos obtained from Parent ACTION activities for web and/or other communication materials.**

I have read and understand that this is not a legal contract, but rather a Memorandum of Understanding between First 5 San Francisco and my grantee group:

_____ Name: _____

Project Name: _____