



# NATIONAL INDIAN JUSTICE CENTER

5250 Aero Drive  
Santa Rosa, California 95403  
A non-profit corporation

Phone: (707) 579-5507  
Fax: (707) 579-9019  
E-mail: nijc@aol.com

Joseph A. Myers, Executive Director

## Partnership Agreement Memorandum of Understanding

### NATIONAL INDIAN JUSTICE CENTER AND (PARTNER NAME)

This document describes the agreed upon responsibilities and expectations between NATIONAL INDIAN JUSTICE CENTER (NIJC - Lead Organization) and **PARTNER NAME** (Acronym-NACTF Partner) for the use of resources received through the Native American Children Training Forum (NACTF). project funded by the California Emergency Management Agency (CalEMA). The purpose of NACTF is to assess and improve the telecommunications/information technology (T/IT) and training capacity of Tribes and organizations that provide services to Native American Children in California who have been abused and/or neglected, or are at risk of abuse or neglect.

NIJC is partnering with **Partner Acronym** along with at least 5 other service providers through this project. This 24- month project consists of 4 components:

1. A telecommunications/information technology (IT) needs assessment of California tribal communities;
2. Acquire and provide IT resources to up to five (5) or more tribal sites based upon the analysis of the needs assessment;
3. Identify and develop one (1) or more training curricula related to serving Indian children who have been abuse or neglected, or are at risk of being abused or neglected (subjects will be prioritized from responses to the needs assessment and requests from IT resources);
4. Develop, pilot and evaluate one training session.

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## **RESPONSIBILITIES AND EXPECTATIONS**

**For this project NIJC serves as the “lead” organization. As the lead organization, NIJC is responsible for the following:**

- Ensuring the activities and finances of the NACTF project are in compliance with CalEMA requirements and relevant regulations.
- Serving as the administrator and implementer of all NACTF project activities as outlined above.
- Providing transition support to advise PARTNERS on the installation, maintenance, upgrades and sustainment of resources provided to improve IT capacity.
- Coordinating efforts of Expert Panel in developing curriculum.
- Reporting NACTF activities and accomplishments to CalEMA.

**Under this Agreement, *Partner* agrees to:**

- Ensure and document participation of its service providers in all project activities.
- Assign a liaison to coordinate with NIJC in the identification, installation, maintenance, and sustainability of IT resources at the Partner site.
- Participate in a pre- and end-of-project assessment which will identify project targets or goals for the new IT resources
- Participate in curriculum pilot testing, if feasible.
- Request technical assistance from NIJC in a timely manner for help in implementing resources or participating in project.
- Comply with all appropriate local, state or Federal laws and regulations regarding the use of resources provided through NACTF;
- Participate in all evaluation activities required by agencies funding this project;

Optional: At the option of the Partner, the Partner may choose to provide NIJC with its own data concerning Tribal and/or non-tribal children served by the IT resources provided to PARTNER. Data will be used to evaluate the impact of the NACTF project and may include (but is not limited to) case management and efficiency, numbers of children and/or adults served and trained, increased access to resources as a result of NACTF resources, improved outcomes for staff and/or those served by Partner.

## **GUIDELINES FOR DISTRIBUTION OF PROJECT RESOURCES**

### **Project Description**

In order to receive IT resources from NIJC, *Partner* must submit to NIJC the following information:

- a completed IT Needs Assessment; and
- completed Resource Request Form

These surveys and forms must be received before any distribution of project resources.

### **Progress Reporting Period (for a 6-month project period)**

**Partner** will provide NIJC with written progress reports with a summary of accomplishments, outcomes achieved to date, and any issues requiring additional assistance or training due no later than 15 days after the end of each project quarter. The reporting schedule shall be as follows:

For **2013**:

July 12, 2013

October 11, 2013

NIJC reserves the right to make adjustments to **Partner's** IT resource award based on proposed activities and project progress.

**Financial Assistance Match**

There is no financial assistance match required for this Project. Partners are encouraged to report to NIJC any additional funds, resources or other types of assistance that enhance the IT resource award. This will assist NIJC in evaluating the impacts and outcomes of this project. All progress shall be forwarded by email to Stephanie Lucero, NIJC Program Specialist (Stephanie@niji.org) with a copy to Raquelle Myers, NIJC Staff Attorney (niji@aol.com) or by regular mail to: National Indian Justice Center

Attn: NACTF

5250 Aero Drive

Santa Rosa, CA 95403

**TIME PERIOD**

This Memorandum of Agreement shall remain in place from March 1, 2013 through February 28, 2014 unless modified in writing before that date.

**TERMINATION**

This Agreement may be terminated in whole or in part by either party without cause. Written notice of termination shall be given in writing to both the NIJC and **Partner** and shall be sent via certified or registered mail with return receipt requested. Failure to honor any of the obligations stated above may also result in the termination of this Agreement.

Signatures-Authorized agency representatives

\_\_\_\_\_  
Raquelle Myers, Staff Attorney  
National Indian Justice Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Title  
Name of Partner

\_\_\_\_\_  
Date

Attachment A

Native American Children Training Forum,  
Sample Partner Progress Reporting Form

Reporting Quarter:            July 2013        or        Oct. 2013 Partner Name:

Specific Purpose for the IT Request: (i.e., to improve access to online staff training)

IT Resources Received to Date:

Installation Date of Resources: Overview of how the new Resources are being used:

**Quarterly Targets (Outputs and Outcomes):**

**Summary of Activities Toward Meeting Targets during Reporting Period:**

**Issues and Obstacles in Meeting Targets to Address:**

