

Memorandum of Understanding

Between
Metropolitan Council (Council)
and
[Youth Serving Organization] (Contractor)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Council and the Contractor to provide research of the regional park systems to develop data to assist the Council in better serving young people.

Background

While large numbers of Twin Cities residents visit the regional parks, young people and people of color are not visiting the parks in representative numbers. Why? What amenities and activities would appeal to a young audience? The intention of this project is to generate data about how youth, age 15-19, think about and enjoy nature in the Regional Parks System. [Named organization] has important expertise needed to be able to answer these questions.

Purpose

This MOU will help to develop key research data to assist Council staff in developing and planning of the regional park systems to better serve young people.

The above goals will be accomplished by undertaking the following activities.

Contractor Responsibilities.

Give input and research participation:

- Meet with research team members twice before the in-park experience and once after the experience. Youth or parents from the Greater Twin Cities Region must be present at least one of the activities.
- Maintain confidentiality of youth and guardian/parent voices within the process as appropriate
- Organize an audience for a presentation on the research findings before April 30, 2020.

Provide organizational and logistical expertise:

- Recruit between 10 and 15 youth to participate who are available for the half-day experience to be held at [location] from [time] on [date].
- Recruit at least five guardians or parents to participate in the workshop (may include more parents, up to twenty parents/guardians of youth participants).
- Collect signatures for waivers by all participants before the workshop date
- Transport participants to [location] by [time].
- Recruit audience members to hear youth-led presentation of results. This audience can include original research participants.

Council Responsibilities

- At the completion of these tasks, the organization will be paid \$4000. Each youth and parent participant will receive a \$20 gift card within one month after the event. Additionally, the Council will attend to details of:

Analysis

- Organize meetings with each community organization before the project.
- Facilitate research experience in park along with implementing agencies.
- Value youth input and mentor youth for participation in presentations if the organization so chooses. Details of this participation will be sent to groups within one week after in-park experience.

- Make findings available to stakeholders in ways that are useful and accessible to the community organizations.

Logistics

- Produce a Certificate of Completion for each youth and guardian/parent who completes the workshop.
- Council staff and research team will meet with community organizations before and after the in-park experience.
- Arrange for food during the event.
- Provide compensation for organization and youth/guardian effort while being good stewards of taxpayer money.
- Demonstrate a process to ensure the safety of youth through background checks of all research team members and appropriate human subjects protections.
- Reimburse reasonable expenses for time, expertise, transportation, and food.
- Arrange presentations on the research findings between January and May 2020.

Reporting

Principal Parks researcher will evaluate effectiveness and adherence to the agreement. Evaluation will happen on or before May 30, 2020.

Funding

At the completion of these tasks, the Contractor will be paid \$4,000 within 30 days of receipt of invoice.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from _____ . This MOU shall become effective upon signature by the authorized officials from the _____ and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from _____ this MOU shall end on September 30, 2020.

Contact Information

Council: [Staff name and title]
 Address: [Address of staff office]
 Telephone:
 Fax:
 E-mail:

Contractor Name: [Youth Serving Organization]
 Partner Representative: [Name]
 Position: [Position]
 Address:
 Telephone:
 Fax:
 E-mail:

 (Partner signature) Date:
 (Partner name, organization, position)

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 (Partner name, organization, position)