

Memorandum of Understanding
Between
United Way of Central New Mexico
LENA
and
City of Santa Fe Public Libraries

This Memorandum of Understanding (MOU) sets forth the terms and understandings between the United Way of Central New Mexico (UWCNM), Language Environment Analysis (LENA), a nonprofit organization, and City of Santa Fe Public Libraries (SFPL) necessary to successfully implement LENA Start at SFPL.

Purpose

The purpose of this MOU is to establish a general framework for cooperation between UWCNM, LENA and SFPL and to define the partnership for the duration of "LENA Start" from November 11th (based on the invoice from LENA), 2022 to December 31st, 2024.

LENA Start is an evidence-based, 10-week parent group program using objective feedback and strengths-based coaching to help adult caregivers increase interaction with young children.

Implementing LENA Start at SFPL with the support of UWCNM will allow adult participants to develop their skills in increasing conversational turns (back and forth turn taking during a conversation) with young children, in turn supporting the children's academic success and socio-emotional development.

Responsibilities of Each Party

As partners in fulfilling the implementation of LENA Start at SFPL, each Party commits to the following:

LENA

- Provides training, technical assistance, and ongoing support;
- Provides LENA Start participant kits with vests, devices (audio recorders and connectors), and parent workbooks;
- Sets up access to LENA Online – program management portal; and
- Provides data analysis support.

Santa Fe Public Libraries

- Recruits a total of 100 families over two years;
- Provides at least one staff-person to fulfill the role of coach;

- Supports staff in uploading LENA device data;
- Provides child care during sessions;
- Provides location with internet access for sessions;
- Oversees inventory; and
- Secures incentives such as books for shared reading and refreshments.

United Way of Central NM

- Coordinates check-in meetings and any other necessary communications between partner organizations;
- Serves as first line of support and sets strategic directions; and
- Provides flexible support for the first five LENA Start Sessions.

Reporting

All parties will have permission to report on the program and are expected to share reports with all parties.

Data Sharing

All parties will share access to all data relevant to the program.

Funding

UWCNM will provide \$36,930 for the cost of LENA Start to be implemented at SFPL, serving 100 families over the course of two years. After the 2-year funding period has ended, UWCNM staff will be available to assist in finding future funding opportunities. Within reason, continued funding over the 2-year grant period will be contingent on the meeting of benchmarks that will be agreed upon by UWCNM and the grantee. In the case that any party does not fulfill their respective responsibilities, UWCNM may withdraw funding.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from UWCNM, LENA and SFPL for the duration of the funding period. This MOU shall become effective upon signature by LENA Director of Growth Operations, the City, and UWCNM Early Childhood Coordinator and will remain in effect until modified. An MOU must be in place during the duration of funding.

New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense, and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

Contact Information

Partner name: LENA

Partner representative: Steve Hannon

Position: Chief Executive Officer 361 Centennial Parkway, Suite 100, Louisville, CO 80027

Telephone: (303) 441-9025

E-mail: stevhannon@lena.org

Partner name: City of Santa Fe Public Libraries

Partner representative: Margaret Neill

Position: Library Division Director

Address: 145 Washington Ave. Santa Fe, NM 87501

Telephone: (505) 955-6788

E-mail: mmneill@santafepubliclibraries.gov

Partner name: United Way of Central NM

Partner representative: Teri Wimborne

Position: Director of Collective Impact

Address: 2340 Alamo Ave. SE, Albuquerque, NM 87106

Telephone: (505) 508-7583

E-mail: teri.wimborne@uwcnm.org


Steve Hannon, LENA, Chief Executive Officer

Date: January 30, 2023


Margaret M. Neill
Margaret M. Neill (Feb 6, 2023 11:00 MST)

Date: Feb 6, 2023

Margaret Neill, Santa Fe Public Libraries, Library Division Director


Teri Wimborne

Date: 01/30/23

Teri Wimborne, United Way of Central NM, Director of Collective Impact

City of Santa Fe:

John Blair
John Blair (Feb 20, 2023 14:54 MST)

John W. Blair, City Manager

Attest:

Kristine Mihelcic

Kristine Bustos Mihelcic, City Clerk XIV

City Attorney's Office:

Narciso Martinez
Narciso Martinez (Feb 20, 2023 11:30 MST)

Senior Assistant City Attorney

Approved for Finances:

Emily K. Oster
Emily K. Oster (Feb 17, 2023 18:26 MST)

Emily Oster, Finance Director



City of Santa Fe, New Mexico

Memorandum



DATE: February 6, 2023

TO: John Blair, City Manager
Emily Oster, Finance Director
Kristine Mihelcic, City Clerk

VIA: Maria Sanchez-Tucker, Community Services Director *Maria Tucker*
Manuel Sanchez, Business Operations Manager *Manuel Sanchez*
Margaret Neill, Library Division Director *Margaret M. Neill*

FROM: Maura Gentry, Project Administrator

ITEM AND ISSUE:

United Way of Central New Mexico LENA (Language Environment Analysis) requests for the approval of MOU with the City of Santa Fe Public Library.
Term 11/11/2022-12/31/2023; United Way of Central New Mexico
Maura Gentry, mcgentry@santafenm.gov, 505-955-6789

BACKGROUND AND SUMMARY:

The United Way of Central New Mexico LENA will implement "LENA Start" at the Santa Fe Public Library. Fully funded by the UWCNM, LENA Start is an evidence-based, 10-week parent group program using objective feedback and strengths-based coaching to help adult caregivers' interaction with young children. SFPL agrees to aid LENA in finding families to participate, providing childcare during sessions, and helping with data collection.

PROCUREMENT METHOD:

Memo of Understanding (MOU)

CONTRACT NUMBER:

N/A

FUNDING SOURCE:

N/A

ACTION REQUESTED:

Community Services/Library respectfully requests your review and approval.












LENA MOU Packet_20230207 (002)

Final Audit Report

2023-02-28

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