

Memorandum of Agreement

This document constitutes the Agreement between Debbie Evans, dba Evans Enterprises; hereinafter referred to as "Grant Writer," and the Lapwai School District #341; hereinafter referred to as the School District. This agreement between the parties is for the purpose of the Grant Writer engaging in contract work for the School District; purpose of which is to write and obtain grant funding for the various activities associated with the School District.

It is agreed between the parties that:

1. The Grant Writer shall be compensated in the amount of \$2,921.75 per month for each consecutive month beginning July 1, 2016 and ending June 30, 2017 for a total of \$35,061. Payment will be made by individual invoice from Evans Enterprises to the School District and shall be due on the last working day of each month with payment due no later than the 5th of the following month. Extension of this agreement will be considered at the November 2017 School District Board meeting, to coincide with any awarded grant funds and the end of the calendar year. For 2017/18, monthly compensation will be based on 2016/17 awarded grants or \$800 per month whichever is greater, unless otherwise negotiated and agreed upon in writing by both parties.
2. The Grant Writer will work in coordination with the School District's designee, Superintendent David Aiken to facilitate efforts to obtain grants.
3. Expenses directly related to grant applications and administration, including postage and printing, shall be paid by the School District. The expenses of a co-sponsored application shall be shared between co-sponsors.
4. Travel and related expenses shall be paid by the School District. Prior approval must be received from the School District for funding all travel and travel related expenses. The request for approval shall be made one week prior to travel date.

It is agreed that the Grant Writer shall perform the following duties:

1. Research, develop, and prepare grant applications and funding for needs identified by the School District.
2. Maintain accurate records of all grants, proposed and awarded.
3. Present quarterly written reports (September, December, March, June) to the School Board identifying grants in process, denied, and successfully awarded as deemed necessary by the superintendent. Reports should be given to the superintendent one week prior to scheduled monthly board meetings.
4. Attend and present quarterly reports to the School District Board as deemed necessary by the superintendent.
5. Assist with and coordinate all awarded funds including scope of work and fiscal compliance.
6. Prepare and submit grant program narratives and fiscal reported as needed.
7. With prior approval from the School District, the Grant Writer shall represent the District at various meetings, and conferences which deal with proposed grants or grants currently in progress.

It is agreed that the School District shall:

1. Maintain a functional grants management accounting system.
2. Submit needs in written form to the Grant Writer.
3. Provide necessary data, input and statistics needed to prepare comprehensive grant applications in a timely manner.

It is further agreed that existing/potential funding for the City of Kamiah, the Kamiah Chamber of Commerce, the Upper Clearwater Community Foundation, Framing Our Community, the Glenwood-Caribel Volunteer Fire District, Idaho & Lewis County Fire Chiefs Association, City of

Lapwai, the City of Peck, Lapwai Community Coalition, Upper Clearwater Community Foundation, and any new partners will not be considered in conflict with this agreement.

It is further agreed that Debbie Evans, dba Evans Enterprises, the Grant Writer is an independent contractor and is not an employee of the Lapwai School District #341.

This Agreement shall be effective from July 1, 2016 and shall terminate on June 30, 2017; unless otherwise extended and/or modified in writing.

Debbie Evans, dba Evans Enterprises
Grant Writer

Date

David M. Aiken, Lapwai School District
Superintendent

Date

Memorandum of Agreement (MOU)

This document constitutes the Agreement between Christina Young, 5312 Jackson Lane Pasco, WA 99301 and Debbie Evans, 1995 Glenwood Road Kamiah, Idaho 83536, dba "Evans Enterprises"; hereinafter referred to as "LCC Program Evaluator", and the Lapwai School District representing the Lapwai Community Coalition, 404 South Main St. Lapwai, Idaho 83540 hereinafter referred to as "LCC". This agreement between the parties is for the purpose of Evans Enterprises engaging in contract work for LCC; the purpose of which is to carry out the duties of SPF program evaluation for Lapwai Community Coalition.

SECTION I

It is agreed between the parties that:

The LCC Program Evaluator shall be compensated in the amount of \$800 per month beginning July 1, 2016 and ending June 30, 2017. The total amount will not exceed the line item in the Grant budget for evaluation purposes of \$9,600. Payments will be made by the Lapwai School District within 30 days upon receipt of invoice from Evans Enterprises for professional services. Extension of this agreement may be considered at the June 2017 LCC meeting as well as discussion of compensation. Any mileage will be reimbursed at the Idaho State rate of \$.56/mile for any travel required for coalition activities.

SECTION II

It is agreed the LCC Program Evaluator shall perform the following duties:

1. Develop and utilize evaluation protocols to track and report outcomes for the following five main areas:
 - Improvement within the community of the overall scope of LCC actions, goals and mission statement.
 - Coordination between LCC staff, board, and members, community, grantors, youth, other community organizations and businesses.
 - Accountability of LCC staff, activities, projects and grants.
 - Celebrations of success as goals are met.
 - Sustainability of the coalition.
2. Use a minimum of five steps to analyze LCC contributions to actual outcomes:
 - Collect output data, e.g. attendance at meetings, events, trainings, etc.
 - Establish a time sequence.
 - Demonstrate plausible mechanisms for assumptions made in LCC plans and goals.
 - Account for alternative explanations and external factors which affect perceptions of LCC programs and the organization.
 - Show similar effect in similar context.
3. Assist in compilation of four main outputs:
 - Community Change: analysis of actual change effected by LCC including perception and assumptions by the community.
 - Services Provided: tracking and analysis of participation and other relevant data for activities, training, and programs offered by LCC.
 - Resources: tracking and analysis of resources received/generated by LCC for events or activities.
 - Media Presence: tracking and analysis of costs/return on investment of print/radio/web advertising, newspaper articles, web site statistics, and other media use as necessary.
4. The evaluator also shall:
 - Compile, analyze and report data necessary to participate in the Idaho Office of Drug Policy – SPF Grant Evaluation as required for SPF grantees.
 - Help establish an Evaluation Plan for the Idaho Office of Drug Policy – SPF Grant.
 - Assist in the completion of the evaluation section of the required Idaho Office of Drug Policy SPF report.

- Develop and/or modify online/paper/verbal survey instruments as needed for data collection and analysis.
- Assist with evaluation of LCC programming and events as needed.
- Develop and conduct a LCC member satisfaction survey bi-annually; analyze data, and report results to LCC members.
- Attend the annual LCC membership meeting, and present a report of year-to-date outcomes and recommendations.
- Complete assignments in a timely manner according to a mutually-agreed schedule.

SECTION III

It is agreed that LCC shall:

Submit needs in written form to LCC Program Evaluator.

SECTION IV

It is agreed that Christina Young and Debbie Evans, dba “Evans Enterprises”; as LCC Program Evaluator shall:

1. Be an independent contractor and is not an employee of LCC.
2. Indemnify, save harmless and defend regardless of outcome the LCC from expenses of and against suits, actions, claims, or losses of every kind, nature and description, including costs, expenses and attorney fees that may be incurred by reason of any act or omission, neglect or misconduct of the LCC Program Evaluator in execution of duties as listed under SECTION II of this MOU.

SECTION V

This agreement shall become effective on July 1, 2016 and shall remain in full force and affect until amended or replaced upon the mutual consent of the LCC Program evaluator and LCC no later than June 30, 2017.

This contract may be terminated or compensation reduced by the LCC Project Coordinator for poor job performance and/or failure to work contracted hours.

By this agreement LCC and the LCC Program Evaluator agree to comply with and be bound to the Civil Rights provisions of Title VI of the Federal Code.

Christina Young
dba “Evans Enterprises”

Date

Shawna Leighton, LCC Project Coordinator

Date

David Aiken, Lapwai School District Superintendent

Date