

Memorandum of Understanding
between
United Way of the Greater Seacoast
and
Oversight Board, Community Prevention Coalition
NH Strategic Prevention Framework

Purpose:

This Memorandum of Understanding (MOU) outlines respective roles and responsibilities for the organization and implementation of the Community Prevention Coalition (CPC) of the NH Strategic Prevention Framework (NHSPF). Through this MOU, The United Way of the Greater Seacoast (UWGS) will serve as fiscal agent for the CPC and the Oversight Board will serve as the primary regional governing body for the CPC. A formal and binding relationship with all the requirements thereof is hereby established through this MOU for the purposes of ensuring proper implementation of the NHSPF and establishment of a Regional Governance Structure to include an Oversight Board and Membership Body.

UWGS Roles and Responsibilities:

United Way of the Greater Seacoast (UWGS), as fiscal agent for the Community Prevention Coalition in Region (CPC), agrees to provide the following in support of the NHSPF project:

- Act as fiscal agent and assume responsibility for any subsequent contractual relationship with the state of NH on behalf of the emerging Oversight Board for the CPC;
- Provide fiscal management including working with the CPC Coordinator and the Regional Governance Structure to develop fiscal processes for creating and monitoring budgets, tracking expenditures, and preparing a monthly expenditures report;
- Provide fiscal management including: working with the CPC Coordinator and Oversight Board, to develop fiscal processes for creating and monitoring budgets, tracking expenditures, and preparing a monthly expenditures report;
- Act as employer for the CPC Coordinator and other staff as agreed, performing HR functions including payroll, benefits administration and general supervision related to fiscal management and HR duties. Direct employment supervision and accountability will be provided by the Oversight Board, where UWGS will have a member;
- Provide in kind office and meeting space, and access to basic office equipment such as copier, fax and internet connection;
- Assign a UWGS representative to serve as a member of the Oversight Board who will provide leadership in the Regional Governance of the CPC;
- Provide resources for programs and services seeking volunteer and citizen action through the use of the Volunteer Action Center;
- As desired and possible, provide some marketing and communications support including the development of press releases and inclusion of information on uwgs.org;

- Provide direct matching funds up to \$12,500 annually to support implementation activities;

Oversight Board Roles and Responsibilities:

The Oversight Board for the Community Prevention Coalition (CPC), agrees to provide the following in support of the NHSPF project:

- Establish a working governing body, to be known as the Oversight Board, comprised of prevention stakeholders and citizens-at-large to total at least (5), but no more than eleven (11) members;
- Disclose fully any conflicts of interest, real or perceived, related to the distribution of implementation funding;
- Assist the CPC Coordinator with the development and support of a Membership Body for the CPC comprised of community-level stakeholders reflecting all twelve (12) federal SAMSHA required sector representation (Youth, Parents, Business Community, Media, Schools, Youth-serving Organizations, Law Enforcement Agencies, Religious/Fraternal Organizations, Civic/Volunteer Groups, Healthcare Professionals, State/Local/Tribal Government with a Substance abuse reduction mission or expertise, and one other organization involved in reducing Substance Abuse) and other service providers and prevention stakeholders as appropriate and available;
- Oversee and assist with the assessment, planning, capacity building and evaluation of the CPC as required by the NHSPF. Ensure the CPC Membership Body puts forth comprehensive and valid community assessments, through strategic plans, appropriate funding allocation plans, and other NHSPF activities for approval. Approves the processes, outcomes and any other required reports of the CPC staff and Membership Body before they are forwarded to the state of NHSPF team for approval;
- Oversees and authorizes the relationship with the UWGS as initial fiscal agent and any subsequent contractual relationships related to financial, administrative or other project matters.
- Oversee the CPC budget and supervise CPC staff, whether hired employees or contractual personnel, through full board, assigned subcommittee and chairperson roles;
- Meet at least monthly and participate on subcommittees as able to plan, implement, evaluate and sustain the CPC.

Duration:

The roles and responsibilities outlined in this MOU, between the UWGS and CPC Oversight Board are to be for a period ending September 2010, at which time, barring any additional funding, will be eligible for renewal.

Signatures:

By signing below, we hereby agree to, and will actively support and participate in the roles and responsibilities articulated in this Memorandum of Understanding between the United Way of the Greater Seacoast as Fiscal Agent and the Oversight Board for the Community Prevention Coalition.

_____	_____	_____
<i>UWGS Authorized Signature</i>	<i>Position</i>	<i>Date</i>
_____	_____	_____
<i>CPC Oversight Board Member Sign</i>	<i>Affiliation/Organization</i>	<i>Date</i>
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<i>CPC Oversight Board Member Sign</i>	<i>Affiliation/Organization</i>	<i>Date</i>