

COMMUNITY PARTNERSHIP AGREEMENT

NM Border Communities Healthy Marriage & Couple Relationship Project facilitated through New Mexico State University's Strengthening Families Initiative and Gadsden Independent School District

MISSION: Create healthier families and communities in New Mexico by strengthening parent-child and couple relationships, building economic self-sufficiency, and encouraging healthy behaviors.

SPONSOR: The Family Wellness Program (FWP) is offered through NMSU's Strengthening Families Initiative (SFI). Funding for the program is provided by the New Mexico Border Communities Healthy Marriage and Relationships grant (#90FM0037-02-00) from the Department of Health and Human Services, Office of Family Assistance, Administration for Children and Families.

DESCRIPTION: The project uses the Family Wellness curriculum and teaches practical skills based on proven principles that strengthen, uphold and empower couples and families while assessing and linking participants to opportunities for economic self-sufficiency. Each session is organized to demonstrate and then practice skills using role play, coaching and fun activities. Class series encourage maximum participation and integration of relationship skills. The curriculum focuses on couple relationship, parenting skills, healthy family functioning and economic self-sufficiency. (*See Attachment 1: Couple and Family Wellness Matrix.*)

TARGET POPULATION: The program serves the needs of diverse families including:

- Low income families with children
 - Married and single parents
 - Cohabiting parents
 - Divorced parents
 - Grandparents raising grandchildren
 - Immigrant and refugee parents
- Families referred by social services
 - Child support enforcement
 - Child protection
 - Workforce solutions
 - Income support
 - Juvenile probation
 - Public housing

VOLUNTARY: Due to the federal requirement that all programs be voluntary and free from coercion, it must be made clear to the consumer that participation in Family Wellness classes and research is completely voluntary. Consumers are free to make a choice about participating in the study. A decision to not participate in the research does not restrict anyone from participating in the classes. It is essential for social service agencies providing authorized referrals to provide two additional referral options for their clientele. These options need to be equitable in nature to Family Wellness to ensure that the clientele are in no way coerced into participating in the program.

FAITH-BASED: Due to the requirements for federally funded programs, Family Wellness must be separate and distinct from any inherently religious activities. The distinction must be completely clear to the consumer. All FWP activities, curriculum, and educational materials

must be secular in nature and be separate in time and location from faith-based activities (*See Attachment 2: Legal Safeguards, 45 CFR 87.1. c).*

PURPOSE: The Community Partnership Agreement is to formally enter into a partnership agreement with agencies to provide a coordinated, comprehensive array of services to children and their families in the community setting and facilitate quality programs.

MISSION STATEMENT:

Gadsden Independent School District (GISD)

The Gadsden Independent School District will ensure that all students will learn by putting education first. The district will provide quality educational opportunities conducive to learning that will facilitate students' individual goals. El distrito escolar independiente de Gadsden se compromete a poner en prioridad la educación de cada estudiante. El distrito proporcionara oportunidades educativas de calidad conducentes a un aprendizaje que facilite las metas individuales de los estudiantes.

SCOPE OF WORK

- I. **Responsibilities of the NM Border Communities Healthy Marriage and Couple Relationship Project**
 - A. Provide family education to parents of GISD and the surrounding communities.
 - B. Offer and provide work readiness and career advancement assessments, referrals, and case management to program participants.
 - C. Provide professional, family educator(s) to facilitate the FWP classes.
 - D. Provide a children's program to run concurrently with the family education classes.
 - E. Provide one or two staff members to facilitate and lead the children's class series.
 - F. Provide adult and youth workbooks and educational supplies.
 - G. Provide a healthy, light meal or snack for families that are enrolled and participate in the classes.
 - H. Provide open enrollment through the third week of classes.
 - I. Work closely with the designated staff at GISD schools to advertise, recruit participants, and coordinate the FWP.
 - J. Develop and provide informational brochures in English and Spanish to post in the GISD host school, and surrounding schools and communities.
 - K. Provide professional brochures to the host school staff and administrators, and to these individuals in the surrounding schools and communities.
 - L. Visit weekly with the Parent Outreach Ambassador or other identified personnel at the host school to discuss concerns and successes of the class series, and all collaborative efforts.
 - M. Collaborate with host school administration to establish start and end dates, day and time of the 12-week class series.
 - N. Disseminate, through school principals, electronic information to all school and support staff personnel.

- O. Maintain monthly contact with Ray Lara, Title I Coordinator, to keep abreast of district-wide parent meetings at which FWP information may be shared.
- P. All costs associated with the FWP are covered by the NM Border Communities Healthy Marriage & Couple Relationship Project grant. (*See Attachment 3: In-kind document.*)

II. Responsibilities of GISD

- A. Promote recruitment efforts by advertising the FWP program in the District and host school, and neighboring schools', websites, school marquees, school newsletters, and parent and staff meetings.
- B. Provide two rooms at the host school which are suitable for learning for the parents' and children's classes, at no cost to NMSU SFI.
- C. Allow access to school rooms for three hours each week for the duration of the program.
- D. Work closely with Family Wellness facilitators to advertise, recruit participants, and coordinate the FWP. This will be done in conjunction with NMSU SFI by informing the school and community families at various events, and posting informational fliers throughout the neighboring communities.
- E. Provide Family Wellness facilitators an opportunity to present at District and school events (i.e., parent/teacher conferences, open house events, principal/parent meetings, and/or school staff meetings).

III. Responsibilities of Both Parties

Both parties agree to execute any forms and releases that may be necessary to facilitate the open exchange of the client information between the two agencies while maintaining strict confidentiality.

IV. Terms and Termination

This agreement is effective beginning September 1, 2013 through September 30, 2014, and shall continue until such time that either party terminates by providing thirty days' notice of intent to terminate. This Community Partnership Agreement represents the entire agreement and maybe modified by a written amendment signed and dated by both parties. Disputes concerning the implementation or interpretation of this agreement shall be resolved through discussion between key staff of both entities and shall be the sole remedy for resolutions of such disputes.

SIGNED

NM Border Communities Healthy Marriage and Couple Relationship Project

Lisa Shields, Program Manager

Date

Diana M. Magallanez, Facilitator

Date

Esther Hernandez, Facilitator

Date

Gadsden Independent School District

Efren Yturralde, Superintendent

Date

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Attachment 1

Couple and Family Wellness Matrix

SESSION		TOPIC	CURRICULUM UNIT
Parenting	1	Couple and Family Wellness: Expectations Strong Parents: Parents as Leaders	Survival Skills, Session 1 The Strongest Link, Appendix B
	2	Strong Parents: Parents as Models	Wellness Way, Session 3 Domestic Violence, Session 6
	3	Strong Parents: Children in Healthy Families	Survival Skills, Session 2 Domestic Violence, Session 3
	4	Strong Parents: Dealing with Change	Survival Skills, Session 4 Domestic Violence, Session 9
Family Functioning	5	Strong Families: Passing on Your Values	Survival Skills, Session 6 Wellness Way, Session 8
	6	Strong Families: Communication	The Strongest Link, Session 4
	7	Strong Families: Stepfamily and Extended Family Issues	The Strongest Link, Appendix C Domestic Violence, Session 8
Couples and Relationships	8	Strong Couples: Signs of a Healthy Relationship	The Strongest Link, Session 1
	9	Strong Couples: Domestic Violence	Domestic Violence, Session 2 Appendix D Domestic Violence, Session 3 and 10
	10	Strong Couples: Commitment	The Strongest Link, Session 2 and 6
	11	Strong Couples: Conflict Resolution & Money Management	The Strongest Link, Session 4 and 5
	12	Celebrating Your Success; Program Completion	

Attachment 2



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Legal Safeguards

1. Separate and Distinct Programs

Any program with religious content must be a separate and distinct program from the federally funded program, and the distinction must be completely clear to the consumer. Some of the ways in which this may be accomplished include, but are not limited to, the following examples:

- Creating separate and distinct names for the programs;
- Creating separate and distinct looks for the promotional materials used to promote each program; and
- Promoting *only* the federally funded program in materials, websites, or commercials purchased with *any portion* of the federal funds.

Note: If an organization offers both a federally funded program and a religious program that both provide the same social service, or the clients served are children, it is very important that the separation between the programs be accentuated.

45 CFR 87.1 (c). ("Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department."), 69 Fed. Reg. 42586, 42593 (2004).

2. Separate Presentations

Completely separate the presentation of any program with religious content from the presentation of the federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

Some of the ways in which separation of presentations may be accomplished include, but are not limited to, the following examples:

- **The programs are held in completely different sites or on completely different days.**
- **The programs are held at the same site at completely different times.** Separation may be accomplished through such means as:
 - Have sufficient time between the two programs to vacate the room, turn down the lights, leave the stage, etc. in order to reasonably conclude the first program before beginning the second;
 - Completely dismiss the participants of the first program;
 - The second program could follow in the same room or, where feasible, in a different room to further distinguish the difference between the programs.
- **The programs are held in different locations of the same site at the same time.** Separation may be accomplished through such means as:
 - Completely separate registration locations; and
 - Completely separate areas where programs are held such as by room, hallway, or floor, etc.

45 CFR 87.1. (c). ("If an organization conducts [inherently religious] activities, the activities must be offered separately, in time or location, from the programs or services

funded with direct financial assistance from the Department . . . ”). 69 Fed. Reg. 42586, 42593 (2004).

3. **Religious Materials**

Eliminate all religious materials from the presentation of the federally funded program. This includes:

- Bibles or other books of worship;
- Registration materials that include religious inquiries or references;
- Follow up activities that include or lead to religious outreach; and
- Religious content in materials.

45 CFR 87.1. (c). (“If an organization conducts [inherently religious] activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the Department . . . ”). 69 Fed. Reg. 42586, 42593 (2004).

4. **Cost Allocation**

Demonstrate that federal funds are only being used for the federally funded program. Some of the ways in which separation of funds may be accomplished include, but are not limited to, the following examples:

- Implement the use of time sheets that keep track of all staff hours charged to the federally funded grant, whether the staff work in other programs or not.
- Require any staff working in both federally funded programs and other programs to clearly indicate how many hours are spent on each program.
- If any staff work on both a federally funded program and a non-federally funded program at the same site on the same day, require the staff to clearly indicate not only how many hours are spent on the federal program but also which specific hours are spent on the federal program. The hours should reflect that time spent on any program with religious content have been completely separated from hours spent on the federally funded program.
- Show cost allocations for all items and activities that involve both programs such as staff time, equipment, or other expenses such as travel to event sites.
This may be accomplished through such means as:

- Example: if transportation is used to go to a site where a federally funded program is conducted and a religious or non-religious program funded through other means is also conducted by the grantee at the same site, one half of the travel costs (gas, lodging, etc.) should be charged to the federal program. If *three* separate and distinct programs are conducted at a site by a federally funded grantee and one of them is the federally funded program, only one third of the travel costs should be charged to the federal program, etc.
- Example: if an electronic device is used 30% of the time for the federally funded program, this should be demonstrated through clear record keeping. Only 30% of the cost of the electronic device should be charged to the program.

OMB Circular A-122, Attachment A. § A.4.a.(2); 45 C.F.R. 87.1.

5. **Advertisements**

Federally funded programs cannot limit advertising the grant program services exclusively to religious target populations.

45 CFR 87.1 (e). (“An organization that participates in programs funded by direct financial assistance from the department shall not, in providing services, discriminate against a program beneficiary or prospective beneficiary on the basis of religion or religious belief.”)

6. **Availability of other Programs**

After the federally funded program has ended a grantee may provide a brief and non-coercive invitation to attend a separate religious program.

The invitation should make it very clear that this is a separate program from, and not a continuation of, the federally funded program. It must also be clear that participants are not required to attend the separate religious program, and that participation in federally funded programs are not contingent on participation in other programs sponsored by the grantee organization.

Religious materials, such as a registration that includes religious follow-up may only be provided in the privately funded program rather than the federally funded program.

45 CFR 87.1 (c). (“participation [in any privately funded inherently religious activities] must be voluntary for beneficiaries of the programs or services funded with [direct federal financial] assistance”). 69 Fed. Reg. 42586, 42593 (2004).

Attachment 3

NMSU-Strengthening Families Initiative

Family Wellness Program Cost Share

\$21,874.18 Total cost (*Class series w/1 parent served*)
\$23,568.60 Total cost (*Class series w/20 parents served*)

Family Wellness Program

Salary/Benefits	\$21,403.00
<i>Family Education Facilitators (\$8,026 x 2 = \$16,052)</i>	
<i>Work Readiness/Career Advancement Facilitator (\$5,351)</i>	
Average Mileage (<i>Class series, team meetings, recruitment events</i>)	\$ 382.00
Parenting Education (<i>per Parent</i>)	\$ 89.18
<i>Parent Workbooks (\$15)</i>	
<i>Youth Workbooks (\$10.50)</i>	
<i>Education and Office Supplies (\$15)</i>	
<i>Copies (\$7.50)</i>	
<i>Postage (\$2.18)</i>	
<i>Food (\$24)</i>	
<i>Phone calls, misc. (\$15)</i>	
Total cost (<i>1 Parent served</i>)	\$ 21,874.18
Total cost (<i>20 Parents served</i>)	\$ 23,568.60