

Underserved Teen Victims Initiative*
National Crime Prevention Council and the National Center for Victims of Crime

Memorandum of Understanding

This is a Memorandum of Understanding between the National Crime Prevention Council (hereinafter referred to as “NCPC”), the National Center for Victims of Crime (hereinafter referred to as the “National Center”) and [your organization]. NCPC, the National Center, and [your organization] shall be hereinafter jointly referred to as the “parties.”

A. Purpose

The purpose of this Memorandum of Understanding is to guide and direct the parties respecting their affiliation and working relationship, inclusive of anticipated future arrangements and agreements in furtherance thereof, to develop and implement a youth program designed to promote youth leadership, increase awareness of teen victimization issues among both youth and adults, and improve the community’s response to teen victims of crime.

Neither party intends for this Memorandum to alter in any way their respective legal rights or their legal obligations to one another or to any third party.

B. Partners

[Your organization’s background, history, etc.]

The **National Crime Prevention Council** is a private, nonprofit tax-exempt [501(c)(3)] organization whose primary mission is to be the nation’s leader in helping people keep themselves, their families, and their communities safe from crime. For nearly 20 years, NCPC directed the Teens, Crime, and the Community project in partnership with Street Law, Inc., educating over 500,000 youth about youth victimization and youth crime prevention. NCPC manages the McGruff® “Take A Bite Out Of Crime®” public service advertising campaign.

The **National Center for Victims of Crime** is the nation’s leading resource and advocacy organization for victims of crime, dedicated to serving individuals, families, and communities harmed by crime. The Youth Initiative of the National Center leads a national strategy to identify and fill the gaps for youth victims of crime by building the nation’s capacity to respond to youth victimization, advancing youth victims’ rights, and ensuring youth leadership on issues that affect youth.

The **Office for Victims of Crime** (OVC), Office of Justice Programs, U.S. Department of Justice funds the Underserved Teen Victims Initiative (UTVI) project through a cooperative agreement with NCPC. OVC’s goal through this project is to educate adolescents on the dynamics of victimization and provide them with information on where they can turn for help and support. This goal will be achieved through the development of education and awareness initiatives focused on reaching youth through school- and community-based organizations.

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C. Description of the Project

UTVI aims to educate adolescents in underserved populations on the dynamics of victimization and to provide information on where they can turn for help and support. UTVI aims to educate and support underserved populations of teens including, Hispanic/Latino, American Indian, Asian and Pacific Islander, Muslim and/or Arab, youth with disabilities, LGBTQ, and runaway youth. This will be accomplished through the development of youth-led education and awareness initiatives in 25 school- and community-based sites. Other specific goals are to raise awareness of the dynamics and impact of victimization among youth and adults in participating communities, to establish and nurture effective partnerships between youth and adults that address adolescent victimization, and to enhance the capacity of service providers to recognize and serve adolescent victims.

D. Roles and Responsibilities

[Your organization] will

- Recruit a group of approximately 10 to 20 teens to participate in the program. Teens are considered youth between the ages of 13-17 years who have been selected or volunteered to participate as a part of your organization's youth-led UTVI group; your team should include youth members from the specified underserved populations
- Convene regular meetings of project teams and maintain a record of how many youth attend
- Participate in the national training and regular technical assistance conference calls
- Submit a budget detailing how funds will be used
- Design and implement a youth-led and youth-focused educational awareness campaign on a topic related to teen victimization
- Focus your campaign on raising awareness about how victims can access resources
- Assist the youth in making connections to other organizations and agencies in the community
- Submit monthly progress reports to NCPC and the National Center, as well as a final report on your campaign, including any materials developed

NCPC and the National Center will

- Facilitate a UTVI national training for core teams of youth and adults from the project sites and coordinate regular conference calls
- Provide ongoing technical assistance to UTVI project sites
- Distribute resource materials for project planning and implementation, including a UTVI project toolkit and fact sheets on youth development and youth-adult partnerships
- Provide funds to carry out the projects as described below
- Develop and distribute materials on working with teen victims to local victim service providers in the project sites' communities

E. Timeline

The following dates will guide the process during the year:

By 5/31/10	All sites confirm participation by signing and returning MOU.
By 6/30/10	Sites identify adult and youth project leaders who will attend the national training.
August 2010	Youth and adults attend the UTVI national training.
By 9/30/10	Group of teen participants are recruited.
By 10/31/10	Provisional budget is submitted to NCPC for approval.
By 2/28/10	Sites complete implementation of their youth-led educational awareness campaign.

F. Funding

NCPC will provide to [your organization] a subcontract of not more than \$2,500 in order to implement the program. The following guidelines shall apply:

- No funds may be used for staff salaries.
- Travel and lodging costs for [your organization's] adult and youth leaders to attend the national training will be paid by NCPC, separate from these funds. Any additional travel or meeting costs will be paid by [your organization] out of the funds provided or other available funds.
- Funds may be used for items such as supplies and project materials, product development, incentives, honoraria for speakers, recognition events, and presentations.

Procedure for disbursement of funds:

- [Your organization] will submit a provisional budget to NCPC by October 31, 2010, for approval by NCPC. Subsequent revisions to the budget will be submitted for approval in a timely manner.
- Upon approval of the budget and a submission of an invoice by [your organization], NCPC will advance [your organization] \$1,250. The remaining funds, up to \$1,250, will be disbursed to [your organization] upon the completion of the project and the submission of an invoice, documentation of expenses, and all reports and as required.

G. Key Staff

Kelsey Tokar, program associate at the National Crime Prevention Council, will manage NCPC's administration of the UTVI grants and provide training and technical assistance.

Joselle Shea, director of children and youth initiatives at the National Crime Prevention Council, will oversee NCPC's administration of the UTVI project and provide training and technical assistance.

Lisa Brito Greene, training and technical assistance manager for the Youth Initiative at the National Center for Victims of Crime, will conduct training, manage technical assistance to the UTVI sites, and will coordinate the National Partners' response to sites' needs.

Mitru Ciarlante, director of the Youth Initiative at the National Center for Victims of Crime, will oversee the National Center's role in the project and provide training and technical assistance to the UTVI sites as needed.

[Person responsible for project implementation at your organization.]

H. Collaboration

[Your organization], NCPC, and the National Center will contribute considerable experience and resources to this project and agree to carry it out in a collaborative fashion, with emphasis on communication with each other and with the other sites as the program develops. It is expected that the youth and adult leaders in each site will develop a program that meets the needs of their own community, with input and support from NCPC and the National Center.

I. Further Understandings

1. The parties will work together to meet the requirements of the agreement. At the request of any party, a meeting or conference will be held between NCPC, the National Center, and [your organization's] representatives to resolve any problems or develop any improvements in the operating procedures.
2. This Memorandum of Understanding may be amended at any time by mutual written agreement of the parties. It may also be canceled at any time by any party upon no fewer than five (5) days written notice to the other party.
3. NCPC, the National Center, and [your organization] acknowledge and agree that no party shall be responsible for any loss, injury or other damage to the person or property of any employee or volunteer participating in this agreement unless such loss, injury or damage results from the negligence or willful misconduct of that party, its agents, officers, or employees.
4. This relationship is intended solely for the mutual benefit of the parties hereto, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than NCPC, the National Center, and [your organization].
5. No party is an agent of the others. No party has the right or authority to bind the other parties through its actions or any other contracts or communications.
6. This Memorandum of Understanding shall be governed by, construed, and applied in accordance with the laws of the District of Columbia.
7. This Memorandum of Understanding shall supersede any and all previously executed Memoranda of Understanding between the parties concerning the content of the agreement.

We, the undersigned, approve this Memorandum of Understanding and commit our organizations to its contents.

Joselle Shea
Director of Children and Youth Initiatives
National Crime Prevention Council

Date

Jeffrey R. Dion
Acting Executive Director
National Center for Victims of Crime

Date

[authorized person]
[title]
[your organization]

Date