



Letter of Agreement **Center for Environmental Farming Systems and [LOCAL LEAD AGENCY]**

This letter serves as an agreement between The Center for Environmental Farming Systems (“CEFS”) Farm to Early Care and Education Collaborative (“Farm to ECE”) and Local Lead Agency (“LA”) from **January 1, 2020** to **November 1, 2020**.

Local Lead Agency Agrees to the Following:

- ❖ Identify and reach out to child care site(s) to solicit interest in becoming a Farm to ECE Collaborative member;
- ❖ Inform child care sites of their eligibility and provide Letter of Agreement for signature;
- ❖ Submit both this LOA and child care site LOA to CEFS by listed due date;
- ❖ Instruct site(s) to complete GO NAPSACC assessment in the Farm to ECE Content Area prior to Learning Session one in January 2020;
- ❖ Ensure 2 child care site team members (including site director or owner) register and attend Collaborative Kick-off, 3 Learning Sessions and racial equity training, excluding extenuating circumstances;
- ❖ Ensure that at least 1 child care site parent/caregiver participates in the local team meetings as part of the extended team;
- ❖ Ensure team members are aware of and participate in affinity group activities;
- ❖ Monitor the submission of required child care site data to CEFS (local foods tracker, GO NAPSACC self-assessments and monthly data);
- ❖ Ensure that the child care site submits the mini-grant report on their use of funds to CEFS;
- ❖ Coordinate and facilitate monthly team meetings with local Farm to ECE core and extended Collaborative team;
- ❖ If you previously participated in a Farm to ECE Collaborative, encourage all former Farm to ECE child care sites to participate in your monthly team meetings and include them in all local team activities;
- ❖ Instruct child care site(s) to complete final GO NAPSACC self-assessment in the Farm to ECE Content Area following Learning Session 3;
- ❖ Submit invoices to CEFS using the payment schedule listed below, allowing 5-6 weeks for payment to finalize; and

- ❖ Communicate with CEFS throughout the process any needs or issues that arise that would inhibit the Lead Agency or child care site from meeting this agreement.

CEFS agrees to the following:

- ❖ Organize and provide 3 full-day trainings for child care sites and attendees from Lead Agency, known as “Learning Sessions”;
- ❖ Organize and provide a full day “Kick-off” Meeting prior to the first Learning Session;
- ❖ Provide a full day of racial equity training to each team;
- ❖ Provide guidance for local team meetings;
- ❖ Provide mentors as leaders and role models to guide each affinity group;
- ❖ Provide guidance for affinity group meetings;
- ❖ Analyze and track GO NAPSACC data for each participating child care site;
- ❖ Offer technical assistance for Farm to ECE content based on GO NAPSACC data and training needs identified by TA Specialist; and
- ❖ Reach out to local Cooperative Extension offices to encourage participation in local Collaborative teams.
- ❖ Provide each Local Lead Agency with a stipend of \$2,000 for coordinating their local teams;
- ❖ Provide \$600 mini-grants to each participating child care site;
- ❖ Provide the Local Lead Agency with \$500 travel stipend for each core team member as needed. Please note this stipend is only available for team members that attend learning sessions. *Travel stipends are to be remitted post-travel only to participants who have attended and stayed the full session.*

Invoice Timeline:

All invoices should be initiated by the Partnership or Lead Agency, and have the description “Coordinating the Farm to ECE Collaborative county team. Please send to Caroline Stover at cmstover@ncsu.edu.

- ❖ **\$2,000 (total TA stipend)** - to be invoiced after Farm to ECE Kick-off, **January 28, 2020.**
- ❖ **Mini-grants** (\$600 per participating child care site) and **Travel Stipends** for first three events (Kick-off, Regional Racial Equity Training, Learning Session One) - to be invoiced **April 2020.**
- ❖ **Remaining Travel Stipends** for participants who have attended Learning Session Two and Learning Session 3 -to be invoiced **October 2020.**

This **signed Letter of Agreement must be submitted to Caroline Stover (cmstover@ncsu.edu) by Friday, December 6, 2019.** One signed copy will be sent back to you.

Center for Environmental Farming Systems

Nancy Creamer, Director

Date

Local Lead Agency

Printed Name

Authorized Signature

Date

Questions? Contact Caroline Stover at cmstover@ncsu.edu