



Northeastern Minnesota Family, Friend, and Neighbor Child Care Provider Outreach and Support Initiative 2026 - 2027

Subcontract Agreement

Between Northland Foundation and Rock Ridge Public Schools

This Subcontract Agreement sets forth the terms and understanding between the Northland Foundation and Rock Ridge Public Schools ("**FFN Community Partner**") to continue to implement the Northeastern Minnesota Family, Friend, and Neighbor ("**FFN**") Child Care Provider Outreach and Support Initiative with funding support from the State of Minnesota Department of Children, Youth, and Families ("**State**").

Purpose, Scope, and Background - The Northland Foundation and 10+ FFN community partners will conduct outreach to reach FFN's and provide community-based education sessions ("**Play and Learns**") for FFN caregivers and Legal Non-Licensed ("**LNL**") providers in targeted sites across northeastern Minnesota. In addition to the FFN Community Partners, Northland Foundation will also be working closely with other partners including the Center for Inclusive Child Care, Child Care Aware Minnesota – Northeast District, and County/Tribal Child Care Licensors.

The overall goal of the **Family, Friend, and Neighbor Child Care Provider Outreach and Support Initiative** is to build the capacity of informal caregivers to enhance their skills to promote children's healthy physical and social emotional development. The Northland Foundation is serving as the umbrella organization providing administrative leadership, training, technical assistance, peer learning, and evaluation. Each FFN Community Partner will conduct outreach during activities and community events, plan and implement Play and Learns engaging FFN caregivers and young children in their communities and participate in regional learning community meetings and training sessions.

1. Northland Foundation Responsibilities Under this Agreement - The Northland Foundation shall undertake the following activities:

- Provide leadership to oversee the implementation of this regional initiative, including ongoing training, technical assistance, technology assistance, and other support.
- Support 10+ FFN Community Partner sites as they conduct outreach, and plan and coordinate Play and Learns engaging FFN caregivers and young children.
- Work with Training Partners to support FFN caregivers served by the FFN Community Partners.
- Design and support culturally appropriate program monitoring, evaluation, and learning for the Regional Collaborative and participate in state-led evaluation activities.
- Design needs assessment tools to gather ongoing information from FFN caregivers from racially, culturally, and geographically diverse communities
- Create joint marketing and outreach strategies, and support outreach to engage FFN caregivers in community-based education sessions, and information sessions and training needed to become a Legal Non-Licensed provider.
- Hold Regional Learning Community Meetings and Trainings with FFN Community Partners.

2. FFN Community Partners' Responsibilities Under this Subcontract Agreement – The FFN Community Partner agrees to:

- Conduct outreach activities such as tabling at community events/gatherings, administer outreach surveys to learn about the needs of FFNs, and other outreach efforts including Make and Takes and larger community events that are engaging parents and caregivers of young children.
- Plan, coordinate, and promote community-based Play & Learn Sessions engaging FFN caregivers and young children as outlined in your work plan. Play and Learns should be free, held for 1-2 hours, share available resources, and focus on specific topics that support the physical and social-emotional development of children. Play & Learns should also be organized throughout the 12-month grant period to support consistency of opportunities for FFN caregivers.
- Recruit FFN caregivers with the goal of building consistent, supportive, and trusting relationships, offer training and information, as well as help connect them with community resources.
- Work in partnership with the Northland Foundation to share information with FFNs on how to become a LNL and its benefits.
- Adhere to State subrecipient obligations in the Health and Human Services Grants Policy Statement (Attachment A).
- Track participation, participate in evaluation activities including administering Outcome Surveys, and maintain project records and receipts.
- Participate in Northland Foundation learning community meetings and trainings.
- Participate in site visits with the State upon request.
- Complete Financial Reports as requested and quarterly Program Reports by the below due dates:

Service Period

7/1/2026 – 9/30/2026
10/1/2026 – 12/31/2026
1/1/2027 – 3/31/2027
4/1/2027 – 6/30/2027

Reports Due

October 15, 2026
January 15, 2026
April 15, 2027
July 15, 2027

3. Commercial Automobile Liability Insurance – FFN Community Partner is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance, or use of all owned, hired, and non-owned autos which may arise from operations under this contract. Minimum insurance limits are as follows: \$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage. In addition, the following coverages should be included: Owned, Hired, and Non-owned Automobile. ***Please note: This only applies if the subcontractor staff members involved in this project drive a client in their own personal vehicle.***

4. Nondiscrimination – FFN Community Partner will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. FFN Community Partner will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #1329 (Sexual Harassment Prohibited) and #1436 (Harassment and Discrimination Prohibited).

5. Data Practices Act – FFN Community Partner must comply with the provisions of the Data Practices Act as though it were a governmental entity as defined by the Data Practices Act. FFN Community

Partner will be performing functions of a government entity under Minn. Stat. 13.05, subd. 11, and thus any data created, collected, received, stored, used, maintained, or disseminated by FFN Community Partner in performing its duties under this project is subject to the protections of the Data Practices Act. Any FFN Community Partner staff handling personal identification information (PII) must take mandatory Data Privacy and Security Training as required by the State. The training that meets this requirement is completed through the Develop system, a data system maintained by Child Care Services. Any staff working with PII will need to complete this training by September 30, 2026.

6. Publicity – Any publicity regarding the subject matter of this project must identify the State as the sponsoring agency. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, websites, social media, and similar public notices prepared by the FFN Community Partner individually or jointly with others. All projects primarily funded by the State must publicly credit the State of Minnesota. FFN Community Partners shall use the following language when publicly crediting funding: "Funding provided by the State of Minnesota with the support of the Northland Foundation."

7. Other Provisions – No Religious Based Counseling. FFN Community Partner agrees that no religious based counseling shall take place under the auspices of this project.

8. Funding Support – The Northland Foundation will provide **\$10,000 to Rock Ridge Public Schools** for the period of which this Subcontract Agreement becomes effective up until it expires. Payment will be made to the FFN Community Partner in the first quarter of FY27.

9. Effective Date – This Subcontract Agreement is effective on July 1, 2026, or the date Northland Foundation obtains all required signatures of the authorized officials of the participating parties, whichever is later.

10. Expiration Date – This Subcontract Agreement is valid through June 30, 2027, or until all terms and understanding set forth in this agreement have been satisfactorily fulfilled, whichever occurs first.

11. Key Contact Information – Please provide the key contact for this project:

Shanon Kush-Jeffery Early Childhood Coordinator Rock Ridge Public Schools
Project Coordinator Name, Title, and Organization

218- 742-3805

Telephone

Shanon.kush@rrps.org

Email

12. Fiscal Agent (if applicable)

13. Signatures - Please have this Subcontract Agreement signed by the appropriate person in your organization. By signing below, the parties agree to the terms and conditions contained in this agreement.

MS Superintendent RRPS
FFN Community Partner Signature, Title

8/5/26
Date

Zane Bail, Senior Vice President – Programming and Development Date
Northland Foundation