

Letter of Agreement
Between Napa Valley Education Foundation and
Napa Valley Unified School District
for project period: 7/1/19 - 6/30/22

UNDERSTANDINGS AND COMMITMENTS

The Napa Valley Education Foundation (NVEF) and Napa Valley Unified School District (NVUSD) enter into this Agreement for the purpose of collaboratively working to implement the proposed Napa Valley Vintners Grant. The grant will provide \$1,000,000 to construct a Family Resource Center on the campus of Napa Junction Elementary School, as part of the NVUSD renovation project at that campus. This MOU captures each agency's specific commitments and roles to be played in the delivery of the grant objectives.

BOTH PARTIES AGREE TO:

- Proactively and regularly communicate with each other about the program, including needs, concerns and successes.
- Convene regular meetings to address any issues and monitor progress.

RESPONSIBILITIES OF NVEF:

- NVEF will disburse funding it receives from the Napa Valley Vintners in the amount of \$970,000 to NVUSD, payable over three years, for construction costs associated with the project. Specifically, NVEF will pay NVUSD \$323,333.33 by December 31st in 2019, 2020 and 2021, so long as it has actually received those funds from Napa Valley Vintners. NVEF will notify NVUSD if a delay is expected or an extension is needed in any of those years.
- Gather collaborative partners for planning and reporting; distribute information to partners; develop and communicate milestone and targets with partners.
- Prepare one interim and one final report for the funder annually.
- Arrange one site tour of the program in action.
- Address any concerns or questions in a timely manner.

RESPONSIBILITIES OF NVUSD:

- Construct the Napa Junction Family Resource Center building as per original renderings, with such changes or modifications as may be required by the California Division of State Architects or as may be mutually agreed upon.
- Provide documentation of use of grant funds for construction costs for the Napa Junction Family Resource Center, as may be requested by NVEF.
- Determine a mutually agreeable name for the building that incorporates the Napa Valley Vintners. List the Napa Valley Vintners as sponsors on materials, when appropriate.



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