



## **Memorandum of Understanding**

This Memorandum of Understanding (hereinafter the “MoU”) is made this 1st day of February, 2010, by and between Municipal Action for Immigrant Integration (hereinafter “MAII”) and the City of Grand Forks (hereinafter the “City”).

MAII and the City will define other collaborative activities under this MoU over time. Such additional activities shall be separately agreed upon, in writing, by both parties and will be made a part this MoU by being attached as an addendum and/or amendment to this MoU.

### **About Municipal Action for Immigrant Integration**

Municipal Action for Immigrant Integration (MAII) is a National League of Cities (NLC) project focused on promoting civic engagement and naturalization among immigrant communities in cities throughout the United States. In addition, the project will establish a knowledge-sharing network across different cities and organizations. The goal of MAII is to be a resource for municipal officials and community-based organizations who seek assistance in addressing immigrant integration challenges in their communities. MAII has two components to support these efforts, the NewCITYzen Naturalization Campaign and the CITYzenship Community Initiative.

The NewCITYzen Naturalization Campaign will focus on highlighting the many benefits of naturalization. Cities will have the opportunity to use the Campaign Toolkit to launch naturalization campaigns in their communities. The Toolkit includes media materials and guidelines on how to market to local immigrant communities. The Campaign Toolkit is available to NLC member cities.

The Municipal Action for Immigrant Integration project will provide city participants with customized levels of assistance and support to help local officials promote civic participation and naturalization. As a result of the Community Initiative, city participants will be able to move forward in developing an action plan to manage immigrant integration challenges in their communities. The opportunity to participate is open to all NLC member cities.

### **Scope of Activities Covered Under This MoU**

The activities that MAII and the City will collaborate on include: (1) launching the NewCITYzen Naturalization Campaign and (2) establishing a New Americans Citizens Academy. The scope of this MoU may be broadened to include further activities as permitted by funding and agreement between MAII and the City.



**MAIL and the City agree, as follows:**

**1) MAIL agrees to:**

- a) Assist representatives of the City in enhancing connections with local community-based organizations (CBOs); and assist in developing a plan for launching the NewCITYzen Naturalization Campaign (Campaign);
- b) Facilitate and coordinate the organization of a group of representatives (Community Partners) from immigrant service providers and community-based organizations (CBOs) that will work with representatives from city government;
- c) Working with the City and Community Partners, MAIL will plan and coordinate the official launch of the NewCITYzen Naturalization Campaign;
- d) Provide the City with Campaign marketing materials: radio public service announcement (PSA), television PSA, and guidelines for effectively using the materials to reach immigrant audiences;
- e) Working with the City and Community partners, MAIL will provide assistance in establishing a New Americans Citizens Academy;
- f) Supply the City with regular updates in the form of a quarterly e-newsletter, periodic NLC publications (e.g. City Practice Briefs and Municipal Action Guides), and the MAIL website;
- g) Offer ongoing distance support to the City for the duration of the project to include answering enquiries, making recommendations, and connecting the City with counterparts addressing similar issues;
- h) Produce additional resources and make additional on-site visits as permitted by funding; and

**2) The City agrees to:**

- a) Facilitate the activities described in this document by reaching out to Community Partners to participate in plan development and implementation;
- b) Develop an implementation plan that details specific actions, deadlines, and responsibilities of the City and Community Partners;
- c) Designate a city staff member to serve as liaison with Community Partners to support administration of the Campaign and any other related measures agreed upon by participants;



- d) Coordinate with MAII to plan the release of any information regarding the NewCITYzen Naturalization Campaign (including press releases, etc.);
- e) Follow NewCITYzen Naturalization Campaign Branding Guidelines as provided by MAII;
- f) Establish and operate a New Americans Citizens Academy with the assistance of MAII and Community Partners;
- g) Establish a mechanism to monitor the performance of the actions undertaken as part of the project;
- h) Provide periodic feedback about the Campaign and results for the duration of the project to MAII for reporting purposes; and
- i) Actively participate in a network of cities that are participating in this project for the duration of the City's involvement with the project.

3) **Additional Matters:**

- a) This MoU shall remain in force through the 31st day of December, 2010. Either party may terminate this MoU upon delivery of written notice to the other party.
- b) Nothing in this MoU shall give the City the right to use, or any interest in, the trademarks of MAII or NLC.
- c) This MoU is intended to indicate a convergence of interest between the parties and a common course of action to pursue common interests. This MoU is not intended to create a contract or any legally binding obligations.

Acknowledged and Agreed:

**National League of Cities Institute**

**City of Grand Forks**

By:

By:

Date:

Date: February 1, 2010

Printed Name: Ricardo Gambetta

Printed Name: Hal Gershman

Title: Manager, Immigrant Integration Program, National League of Cities

Title: City Council President, Grand Forks City Council

City/State: Washington, DC

City/State: Grand Forks, ND