

Memorandum of Understanding
Maine Strategic Plan Collaborations



MAINE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

AND

XX

I. PURPOSE, OBJECTIVE AND EXPECTED OUTCOMES OF THIS AGREEMENT

The purpose of this Memorandum of Understanding (MOU) is to set forth the terms and conditions agreed upon by Maine Department of Economic and Community Development (DECD), as the body responsible for the oversight of the implementation of Maine's 10-Year Economic Development Strategy (hereinafter called "the Strategic Plan"), and **XX** with regard to the Collaborating Initiative (hereinafter called "the Collaborator") and these entities' respective functions.

The underlying concept is the establishment of a collaborative relationship through which the vision, goals and strategies of the Strategic Plan are advanced in a data-driven, action-oriented, equitable and collaborative manner.

This MOU primarily defines the responsibilities of the Collaborator and the relationship with DECD as it relates to the implementation of the Strategic Plan. It does not encompass or replace existing contractual relationships.

II. RESPONSIBILITIES OF EACH PARTY

DECD's Responsibilities -

- A. DECD will acknowledge and promote the Collaborator as part of the Strategic Plan implementation team.
- B. DECD will facilitate multi-way communication between the Collaborator and other members of the Strategic Plan implementation team to ensure alignment of purpose and understanding of activities.
- C. DECD will provide the Collaborator and its members/collaborating organizations with a graphics toolkit for promoting its role as a collaborator.
- D. DECD will connect the Collaborator to the work groups focused on the different strategy areas as appropriate.

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E. DECD will include the Collaborator's data in its tracking and reporting out of progress against Plan.

The Collaborator Responsibilities -

F. The Collaborator will help accelerate achievement of one or more of the three stated goals of the Strategic Plan.

G. The Collaborator will communicate to DECD progress and challenges associated with accomplishing action items identified within the Strategic Plan.

H. The Collaborator will work towards targets and goals shared with DECD and also communicate areas that need compromise.

I. The Collaborator will share appropriate metrics connected to the Strategic Plan goals and actions with DECD for inclusion in tracking program against Plan. These metrics will include those established to understand progress on goals around Diversity, Equity, and Inclusion.

J. The Collaborator will complete an annual survey to provide data to update the Strategic Plan Implementation Network Map.

III. FUNDING

This agreement does not come with a guarantee of funding from DECD for the projects pursued by the Collaborator. The Collaborator and DECD will work together to identify and develop resources for projects that advance shared goals within the Strategic Plan.

There will be no funds exchanged between DECD and the Collaborator as a result of this MOU. Any future commitment of funding by DECD in support of the Collaborator's work will require an amendment to this MOU.

IV. AMENDMENTS

This MOU may be amended by any of the parties with the concurrence of all parties.

V. RENEWALS and TERMINATION

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This MOU must be reviewed and renewed 60 days prior to the beginning of each new fiscal year, starting in June, 2022. The MOU may be terminated at any time only by mutual consent.

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SIGNATURES

Reviewed and approved by:
Heather Johnson, Commissioner
Maine Department of Economic and Community Development

DATE _____

Reviewed and approved by:
COLLABORATOR REPRESENTATIVE
COLLABORATING ENTITY NAME

DATE _____