



Hidalgo County Head Start Program Policy Council Agenda

DATE: October 18, 2017

SUBJECT: Discussion/Approval of Request to Enter into a Memorandum of Understanding (MOU) Between Hidalgo County Head Start Program and Communities Unlimited, Inc.

RATIONALE/NEED: The memorandum of Understanding (MOU) is to collaborate with the Communities Unlimited, Inc. to provide financial literacy training to Head Start parents.

RECOMMENDATION: Administration recommends approval.

COST: There is no cost.

RELATED INFORMATION INCLUDED: Memorandum of Understanding

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

EXECUTIVE DIRECTOR'S APPROVAL:

Memorandum of Understanding Between

Hidalgo County Head Start Program

And

Communities Unlimited, Inc.

2017-2018

The **Hidalgo County Head Start Program (HCHSP)**, a governmental entity under the auspices of **Hidalgo County** and **Communities Unlimited, Inc. (CU)**, a nonprofit community development financial institution, agree to establish a working and cooperative relationship between the parties in order to plan services appropriate for each agency's or program's clients. It is the objective of the Hidalgo County Head Start Program to collaborate with partners in our communities, in order to provide the highest level of services to children and families; to foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures.

The terms and conditions set forth in the following document shall constitute the entire Agreement between the **HCHSP** and **CU** may not be amended except by a written document signed by **HCHSP** and **CU**.

CU will:

1. Authorize **HCHSP** to use the Financial Education Material described without charge.
2. Provide a limited number of Participant and Facilitator Guides through the Certified Financial Coach.
3. Provide **HCHSP** an electronic (PDF) version of the 10 Facilitators and 10 Participant Guides.
4. Grant permission to **HCHSP** to reproduce additional copies of the Participant and Facilitator Guide, as needed, for the **HCHSP** participants.

HCHSP will:

1. Designate a staff member to serve as instructors.
2. Agree to facilitate a short meeting with the instructor and or participants to review what worked or did not work, make suggestions for improving material, and question/discussion relating to program's impact on participants.
3. Agree to limit printing and distribution of copies printed to its clients and or participants in class.
4. Agree to not charge participants for materials or for participation in classes.
5. Agree to direct other entities interested in using the materials to **Communities Unlimited, Inc.**
6. Submit a written report to **CU** each time a group of families completes all of the 10 modules containing the following information:
 - a. The location of the classes (facility name)
 - b. The number of participants completing all 10 modules.
 - c. The number of participants completing some but not all of the modules.
 - d. Pre/Post Assessments data collected by facilitator.

Collaboration Efforts between CU and HCHSP:

1. To exchange reports describing services rendered between each other on a regular basis. The undersigned parties agree that they will try, when possible, to participate and collaborate in shared forums, networking meetings, and training sessions.

Description of Materials:

CU's Financial Education materials consists two parts:

- A. A set of 10 Spanish/English Family Resources Guides, each covering a specific financial topic. The program is designed to be used in a group setting led by a teacher/facilitator.
- B. A set of 10 Spanish/English Family Advocate Guides corresponding to each of the Family Resource Guides and designed to help the teacher/facilitator introduce and guide the topic of discussion contained in the corresponding module.

Termination:

Either party may terminate the Agreement, with or without cause, by giving ten (10) days written notice to the other party and sent by certified mail to:

Ines S. Polonius, Chief Executive Office
 Communities Unlimited, Inc.
 3 East Colt Square Drive
 Fayetteville, AR 72703

Teresa Flores, Executive Director
 Hidalgo County Head Start Program
 P.O. Box 117
 Edinburg, TX. 78540

Term:

This Agreement is in effect for the 2017-2018 school year, unless earlier terminated as provided herein.

Governing Law:

This Memorandum of Understanding will be construed in accordance with the Laws of the State of Texas and is performable in Hidalgo County, Texas.

Consideration:

This Agreement is being made in consideration of the following: **Communities Unlimited, Inc.** and **Hidalgo County Head Start Program** agree that there will be no financial exchange of monies or other compensation.

The below signed authorities agree to the statements in this document in order to develop a strong collaboration and an open communication system at all levels which will enable both **Communities Unlimited, Inc.** and **Hidalgo County Head Start Program** to provide the Head Start families the best services available.

{Signature page follow}

