

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between:

The University of Texas of the Permian Basin (UTPB), which is the fiscal agent and administrator of the Texas Home Visiting Program grant (THVP) awarded by the Texas Health and Human Services Commission RFP # 529-12-0029 and Ector County Independent School District (ECISD), which is part of the Texas public school system.

The THVP develops and implements two home visiting programs in at-risk communities in Texas, Parents as Teachers and Home Instruction of Parents of Preschool Youth. The THVP also creates a comprehensive early childhood system that promotes maternal, infant, and early childhood health, safety, and development, and strong parent-child relationships in our community. This MOU helps both ECISD and UTPB further their missions, which involves enriching our community through education.

A. Purpose.

This MOU is an agreement that ECISD will provide office space as in-kind support of the THVP and that UTPB will administer the THVP as a service to Ector County, which includes students of ECISD.

B. Roles and Responsibilities.

ECISD agrees to provide as in-kind support of the THVP office space for one person at the Community Outreach Center (COC) located at 301 E. Clements St., Odessa, TX. This office space will include basic furniture (desk, chair, etc.), a working telephone, and access to a copy machine, internet access, electricity and necessary utilities for the lifetime of the grant from May 15, 2012 through September 29, 2013. ECISD will provide general cleaning and maintenance of office space, computer, printer and copy machine. ECISD will also furnish a working key to the office space for the THVP personnel. ECISD will allow authorized THVP personnel to work in the office space outside normal operating hours, provided the person is conducting THVP business only.

UTPB agrees to act as the fiscal agent and administrator of the THVP. Some of the families served by the THVP will include ECISD students who are pregnant or parents. Through funding by the THVP grant, UTPB will provide the salary of the office personnel, computer, printer, office supplies including copy paper, toner and printer ink for the business of the grant, and additional office furniture as needed such as a display rack for program brochures, a sign indicating the THVP office (which will most likely be the Home Visiting Matching System), and a secured, locking file cabinet for storage of confidential records. Furniture and equipment brought into the office in support of the THVP will remain property of the THVP and/or UTPB.

C. Personnel management.

The THVP personnel hired by UTPB will pass a criminal records check, submit it to both ECISD and UTPB before reporting for duty at the COC and will maintain the confidentiality of all ECISD and THVP clients who come to the COC. The THVP personnel will be supervised by the THVP grant Contract Manager and/or the Project Director, Dr. Kathryn J. Siepak, but will work in cooperation with existing staff at the COC. ECISD may report problems regarding the THVP

personnel or use of the COC office directly to the THVP Contract Manager or Project Director for assistance in finding solutions.

D. Funding and reporting of expenses.

ECISD will pay for all rent, utilities, internet access, maintenance, cleaning and other overhead expenses of the office space. The value of this in-kind contribution would be \$1,521 per month, \$18,250 per year and \$25,097 for the life of the grant. UTPB, through the funding provided by the THVP, will pay for the operation of the office including salary, equipment and supplies.

E. Timeframe.

This MOU will commence on May 15, 2012 or the date that the THVP grant contract between HHSC and UTPB is signed, whichever is later. This MOU will dissolve at the end of the THVP grant funding period on September 29, 2013. However, if the THVP grant funding period is extended and the enactment of this MOU is satisfactory to both ECISD and UTPB, the terms of this MOU can be renewed with approval by both agencies in another MOU.

F. Confidentiality.

COC, ECISD, TVHP personnel, and all parties to this MOU agree to adhere to the confidentiality expectations as outlined in ECISD and UTPB policies. If there is disagreement between these policies, the more stringent requirements will be met.

This Memorandum of Understanding is the complete agreement between ECISD and UTPB and may be amended only by written agreement signed by each of the parties involved.

The University of Texas of the Permian Basin

Authorized Official: _____ Date _____
Dr. David Watts, President of UTPB

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Ector County Independent School District

Authorized Official: _____ Date _____
Hector Mendez, Superintendent of Schools

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