



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: Mach 22, 2023

Agenda Section: Consent

Agenda Item Title: Hispanic Association of Colleges and Universities (HACU) MOU

From: Joel Gaines, Executive Director of Curriculum & Instruction

Additional Presenters if Applicable: Not Applicable

Description: The Hispanic Association of Colleges and Universities will provide a cooperative framework for South San Antonio ISD that will focus on the economic empowerment of underrepresented students through financial literacy coursework. The focus will be to strengthen South San Antonio ISD commitment to advance equity, diversity, and inclusion within the workforce sector.

Historical Data: South San Antonio ISD hasn't worked previously with the Hispanic Association of Colleges and Universities.

Recommendation: To approve the MOU with the Hispanic Association of Colleges and Universities (HACU)

Purchasing Director and Approval Date: NA

Funding Budget Code and Amount: NA

MEMORANDUM OF UNDERSTANDING

HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES (HACU) AND

South San Antonio ISD

I. PARTIES

The parties of this Memorandum of Understanding (MOU) are the Hispanic Association of Colleges and Universities (HACU) and the **South San Antonio ISD**. HACU and NAME from now on are referred to as “the Partners” and the partnership developed under this MOU is referred to as the “Collaboration” for the purposes of this document.

II. PURPOSE

The purpose of this MOU is to provide a cooperative framework for the Partners to support the development and preparation of students for achieving educational excellence and professional success. The Partners will focus on the economic empowerment of Hispanic students and others underrepresented backgrounds by enhancing their financial proficiency and entrepreneurial skills. This MOU also strengthens the Partners’ commitment to advance equity, diversity, and inclusion within the workforce sector.

III. SCOPE OF COLLABORATION

The Partners intend to collaborate on the design and implementation of a pilot program to help high school students and their parents understand and manage effectively family finances and student financial aid opportunities important for success in college; and to train high school students to maneuver the complexities of financial assistance, credit worthiness, and long-term strategies to ensure their financial independence and well-being. *A template of the Scope of Work can be found in Addendum A.*

1. The Partners will pursue the enhancement of the financial literacy curriculum as vehicles for achieving the desired goals of this MOU.
2. The Partners will explore the delivery of extracurricular activities, workshops, and supplemental resources to enhance the financial proficiency and entrepreneurial skills of the students.
3. The Partners will identify resources and community and collegiate-level volunteers to enrich the students’ learning experience.
4. The Partners will support the tracking of student participants and the evaluation of the activities and programs.
5. The Partners will participate and support each other in their respective and joint activities to further the progress of this partnership.

IV. IMPLEMENTATION OF ACTIVITIES

The Partners are committed to enhancing the educational pathway through the engagement of regional Hispanic Serving Institutions, federal and industry partners, and nonprofit organizations. The cooperation activities will be carried out by HACU, **South San Antonio ISD** and their designated staff, in coordination with the organizations' CEOs and governing board input and approval.

V. FUNDING

This MOU does not entail financial obligations for the Partners. Instead, the Partners intend to assume the cost incurred on this MOU with resources allocated in their respective budgets as they become available and as stipulated by their respective governing boards.

VI. COLLABORATION

Each Partner will utilize its resources to achieve the goals of this agreement to include, but not limited, to the exchange of information, partnering, and collaborative organization of programs. Other methods include advocacy of mutual issues, promotional support of programs and services, such as training, conferences, websites, and other mutually agreed upon means.

VII. NONBINDING UNDERSTANDING

This MOU sets forth the Partners' intention in connection with the Collaboration and is not intended to constitute a legally binding or enforceable agreement or commitment on either Partner.

VIII. VALIDITY

This MOU is a framework for guiding discussions and activities among the Partners for two years beginning on the date on which the Partners have signed this MOU. The MOU may be amended by mutual written agreement at any time during the period in which the MOU is in effect. Any Partner may withdraw from this MOU at any time for any reason. However, the Partners must notify the other Partner sixty (60) days in advance of the termination of this agreement.

The Partners will have the option to jointly establish supporting memorandums of agreements and contracts under the purview of this MOU for a specific program, service and/or activity associated with the Collaboration to further outline associated responsibilities and commitments. *The contract can be found under Addendum B.*

IX. GOOD FAITH NEGOTIATIONS

The Partners shall negotiate in good faith and use their reasonable efforts to achieve the goals set forth in this MOU and bring about the execution and delivery of the Collaboration. These terms are based on information currently available.

X. CONFIDENTIALITY

All written and oral information obtained and exchanged by the Partners in connection with the Collaboration shall be deemed confidential unless otherwise agreed upon by the Partners.

XI. NO THIRD-PARTY BENEFICIARIES

Nothing herein is intended or shall be construed to confer upon any person or entity other than the Partners and their successors or assigns any rights or remedies under or by reason of this MOU.

XII. NO ASSIGNMENT

Neither this MOU nor any rights or obligations hereunder may be assigned, delegated, or conveyed by either Partner without the prior written consent of the other Partner.

This agreement is executed in San Antonio, Texas on March 3, 2023.

Oralia De los Reyes, Ph.D.
Assistant Vice President for Programs &
Services
Hispanic Association of Colleges and Universities

Henry Yzaguirre
Superintendent
South San Antonio ISD



Hispanic Association of Colleges and Universities
Financial Proficiency and Entrepreneurship Project
Scope of Work

Project Description

The Hispanic of Colleges and Universities (HACU) received a grant from the United Services Automobile Association (USAA) to uplift the economic condition of Hispanics through a comprehensive education strategy on financial matters relevant to their circumstances and life-stage.

The Financial Proficiency and Entrepreneurship Project is based on the following three goals:

1. **Manage Financial Resources for College:** The first goal is to help high school students and their parents understand and effectively manage family finances and student financial aid opportunities important for success in college.
2. **Develop Lifelong Financial Skills:** The second goal is to train high school and college students to maneuver the complexities of financial assistance, credit worthiness, and long-term strategies to ensure their financial independence and well-being.
3. **Embrace an Entrepreneurial Mindset:** The third goal is for students enrolled in business courses to learn about small-business management and financing and serve as a resource for the Latino family-owned small business community.

The project has four components, two of which are directly related to participating high school campuses:

- **High School Curriculum:** HACU will supplement the Personal Financial Literacy high school curriculum by providing experiential learning opportunities and culturally relevant content for Latino and first-generation students. We will collaborate with relevant stakeholders to deliver the curriculum.
- **USAA Scholarships and HACU Scholars Engagement:** High school seniors that participate in the program will be invited to apply for a scholarship of \$1,000 towards their freshman year at one of the five college/university partners. Fifty scholarships will be awarded for the Fall 2023. HACU also plans to offer online key components of the college-level curriculum to HACU scholars to help strengthen their financial competency and wellness.

Approximately 1,125 high school students and 650 colleges students will be engaged from all participating schools. The duration of the program for each participant is one semester (spring 2023) with the opportunity to extend services to the summer if objectives are not met by the spring.

School District Information

School District Name: **South San Antonio ISD**

School District Address:

Point of Contact (Name & Title):

POC's email: _____

POC's Phone: _____

Statement of Need

The statement of need should describe the population that will be served and the needs/conditions of that population.

Our mission is to provide opportunities for all learners to be confident, resilient, and successful global citizens with a vision to continue to build on the strengths of the community to create effective and equitable schools where students met their highest potential.

Recruitment Plan

The recruitment plan should include how many students the campus plans to target and the recruitment methods that will be used to encourage students to participate.

Check one:

<input type="checkbox"/>	Students in their Advisory class
<input type="checkbox"/>	Students in their Economics class
<input type="checkbox"/>	Students in their Financial Proficiency class
<input type="checkbox"/>	Other class:

Based on the selection above, answer the following:

School	Class Name	Number of students	Time/Period of the day	Teacher Name	Teacher email
<i>Ex. South Side HS</i>	<i>Economics</i>	<i>15</i>	<i>1st period 8:00 a.m.</i>	<i>Ms. Murillo</i>	<i>Rebecca.murillo@hacu.net</i>

Goals and Objectives

When writing your goals and objectives make sure they are linked back to your need statement. Please use words such as decrease, deliver, develop, establish, improve, increase, produce, and/or provide.

Examples:

- Increase the exposure of students to financial literacy topics.
- Deliver the Cash Course curriculum and additional resources to students on our campuses.
- Provide families in our community with relevant financial resources.
- Improve students' financial literacy skills.
- Establish a program that exposes students to financial professionals in our community.
-
-
-
-
-

Description of Activities

Please select or describe the activities that will directly support the achievement of goals/objectives.

Activity	Description	Goal	Key Performance Indicator	Measurement of Tool
<i>For example, speaker series, field trips, forums, etc.</i>	<i>What are the specifics of this activity? Include mode of delivery.</i>	<i>How does this goal align with your goals and objectives listed above?</i>	<i>What metrics will you use to measure the success of this activity?</i>	<i>What tool will you use to evaluate this metric?</i>
Speaker Series	Students will watch a minimum of one speaker via zoom or video recordings.	Students will be exposed to financial literacy topics and have further discussions.	# of students watching	Sign in sheet/attendance
Fieldtrip for speaker series	Students will take a field trip to a partner college/university	Students will be exposed to financial literacy topics and	# of students attending	Sign in sheet/attendance

	to watch a speaker.	have further discussions.		
Cash Course Curriculum	Students will work with financial advisor or independently to complete 50% of the cash course curriculum or workbook with the incentive to apply for a \$1000 scholarship.	Students will receive additional resources on financial topics.	Percentage of completion on cash course and signatures from advisors on workbooks.	Download Cash Course spreadsheet and view signatures on workbook covers.
Community Events	In conjunction with Financial Proficiency Advisors, students can participate in various community/family-oriented activities	To assist in education the community at large and bringing resources to their immediate community	Attendance of the event.	
One on one meetings	Students can meet with Financial Proficiency Advisors to evaluate progress in the program	To reinforce the topics being taught in the classroom.	Attendance of the event	

Timeline

This section lays out when the activities will begin and end during the grant's funding period. The activities listed above should align with the activities listed below.

Activity	Estimated Timing	Person(s) Responsible	Notes
Speaker series	Once in the semester	Financial Advisor	Financial advisor will identify a speaker, record their speech, or host a live stream/webinar and distribute the links for the students to watch.

Field Trip for speaker series	Once in the semester		
Cash Course	March 13 through May 30, 2023	Financial Advisors/ Students who work independently	
Community Events	Once in the semester	Advisors to coordinate activities with schools	
One on One Meetings	March 13 through May 30, 2023	Advisors to meet with students on campus	

Budget

Please submit a tentative budget for project budget needs. A budget template has been included below for guidance. Budgets can be uploaded in Excel or completed below. Don't forget to allocate funds for event food, transportation, etc., if needed.

- Amount of request (not to exceed \$10,000 per participating campus and *must be used for the period between January - July 2023*).

Project Budget Needs	Units	Amount	Total	Explanation
Program Expenses				
Guest speakers [Example]				
Campus visits [Example]				
Participant Support				
Mentors [Example]				
Travel/Field Trips [Example]				
Marketing and Promotion				
Family engagement [Example]				
Printing [Example]				
Indirect Costs				
Total Estimated Costs				

Please submit your final proposal as soon as possible to Jeanette Morales, Senior Executive Director for Student & PK-12 Services, at jeanette.morales@hacu.net. If more time is needed, please reach out to Ms. Morales. Any questions or comments can also be directed to Ms. Morales.

AGREEMENT BETWEEN
South San Antonio ISD
AND HISPANIC ASSOCIATION OF COLLEGES
AND UNIVERSITIES

This Agreement is made effective on November 14, 2022 between the Hispanic Association of Colleges and Universities (“HACU”), hereto referred as HACU and **South San Antonio ISD**, hereto referred as grantee.

WHEREAS, HACU has received a grant from the United Services Automobile Association (USAA) to promote a solid foundation on financial knowledge that would empower students to make better financial decisions throughout their lives; hereto referred as (the PROJECT).

WHEREAS, the parties wish to cooperate to bring the HACU Financial Proficiency and Entrepreneurship Project, which will be referred to as the PROJECT to their campus(es).

WHEREAS, the parties agree to develop and promote the PROJECT for students at their respective campus, which are identified as (**LIST CAMPUSES**); and

WHEREAS, the parties wish to arrange for the provision of such services on the terms hereinafter set forth:

NOW, THEREFORE, in consideration of the mutual covenants set forth herein below, and for other good and valuable consideration, the receipt of which is hereby acknowledged, grantee and HACU hereby agree as follows.

1. **HACU Commitment:** HACU agrees to provide goods, services, or work experience to the **grantee** and/or its employee under the terms and conditions specified herein, including any special terms and conditions attached as an Exhibit hereto, as well as any and all other supplies and miscellaneous equipment as may be reasonably necessary to the performance of the PROJECT. HACU agrees to assign an employee to manage the relationship between the **grantee** and HACU who is knowledgeable and experienced in the PROJECT, and such additional staff as may be required to fully perform its obligations hereunder. HACU agrees to assign an appropriate number of properly qualified personnel, to work at appropriate times, to perform the PROJECT obligations hereunder.
2. **GRANTEE Commitment:** **Grantee** agrees to provide HACU with access to its

facilities by appropriate HACU persons to perform the requirements of the PROJECT, including, without limitation, the PROJECT director, student mentors, advisors, speakers, and staff. The grantee agrees to provide HACU with access to its student database for the sharing of student data relevant to the selection and subsequent monitoring of selected grantee student candidates for services under the PROJECT, including, without limitation, program attendance, demographics, grades, transcripts, GPAs, test scores & like data. The grantee will use its best efforts to supply such data in compatible & user-friendly formats or in template provided by the grantor.

3. **Access:** The parties mutually agree to grant reasonable access to appropriate and necessary areas of one another's facilities to the extent reasonably necessary in the performance of the PROJECT.
4. **Policies:** The parties agree to advise one another, and their respective staff(s) assigned to the PROJECT, of their responsibility for complying with one another's existing rules and regulations, and of the content of same.
5. **Records:** Grantee agrees to keep and maintain records of any participants in the PROJECT, including but not limited to their attendance. HACU agrees to maintain and provide a secure system for all records and supporting documentation and safeguard confidential data.
6. **COMPLIANCE WITH APPLICABLE LAWS:** Parties shall comply with all applicable provisions of all federal and state laws and regulations, including any applicable employment-related statutes, and education-related statutes such as the Family Education Rights and Privacy Act ("FERPA"). Any exchange by the parties of student record information protected by FERPA shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re-disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35. The Parties agree to have in place and abide by a policy prohibiting discrimination, harassment, and retaliation on the basis of any legally protected criteria, including, without limitation, race, color, gender/sex, sexual preference, religion, age, disability, genetic information, national origin, veteran status, or political affiliation. The Parties agree not to deny or discriminate on the basis of any legally protected criteria in the provision of any service or benefit, including, without limitation, access to any educational program or use of any facility, or condition which individuals must meet in order to be provided any service or benefit. HACU will work with parents to request additional consent for underage students to participate in the PROJECT and receive access to the students' records.
7. **GRANTEE Insurance:** Grantee agrees to maintain in force for the term of this Agreement a policy of liability insurance for claims by students and faculty against the grantee covering the activities of the PROJECT, with limit of one million dollars (\$1,000,000.00) for each individual occurrence, and of two million dollars (\$2,000,000.00) aggregate damage. Provide a copy of the certificate.

8. **HACU Insurance:** HACU agrees to maintain in force for the term of this Agreement a policy of liability Insurance for claims by faculty, students, staff, and their respective families covering the activities of the PROJECT, with limits of one million dollars (\$1,000,000.00) for each individual occurrence and of two million dollars (\$2,000,000.00) aggregate damage. HACU will provide a copy of the certificate.
9. **Term & Termination:** The term of this Agreement is for a period ending September 30, 2023. This Agreement may be extended thereafter in writing and signed by all parties. If either the grantee or HACU desires to terminate this Agreement, it may do so without any liability therefore by written notice delivered to the other party. Termination shall be effective on September 30, 2023.
10. **Special Terms and Conditions:** The special terms and conditions attached as Exhibit: A hereto are hereby fully incorporated by reference into this Agreement and to the extent of any conflict between any such Exhibit and the main text of this Agreement, such special terms and conditions shall prevail.

11. **Miscellaneous:**

11.1 Notices: All notices given pursuant to this Agreement shall be in writing and shall be sent electronically. For purposes of notice, the addresses and e-mails of the Parties shall be as stated under their names as set forth herein, provided.

Notices to HACU:

Dr. Oralia de Los Reyes
Assistant Vice President for Programs
4801 NW Loop 410, Suite 701
San Antonio, Texas 78229
210-692-3805
Oralia.delosreyes@hacu.net

With copy to:

Ms. Jeanette Morales
Senior Executive Director for Student & PK-12 Services
4801 NW Loop 410, Suite 701
San Antonio, Texas 78229
210-576-3205
Jeanette.morales@hacu.net

Notices to GRANTEE:

NAME
Title
Address
Address

Phone Number

E-mail

11.2 Law Governing: This Agreement is made and is to be performed in Bexar County, Texas, and will be interpreted and governed by the internal laws of the State of Texas. Venue of any court action brought directly or indirectly by reason of this agreement shall be in Bexar County, Texas.

11.3 Successors and Assigns: This Agreement shall be binding on and shall inure to the benefit of the Parties, and their respective, legal representatives, successors, and assigns.

11.4 Entire Agreement: This Agreement, and any exhibits or addenda attached, contain the entire agreement among the Parties relating to the subject matter hereof, and all prior agreements relative hereto which are not contained herein are terminated.

11.5 Amendments: Amendments or modifications may be made to this Agreement only by setting the same forth in a written document duly executed by the Parties.

11.6 Force Majeure: Any party shall be temporarily excused from performance otherwise due hereunder only to the extent that, and for so long as, such performance is rendered impossible by reason of factors beyond that party's control and not occasioned by the negligence of the party or its affiliates, including, but not limited to, acts of God. Any party experiencing or anticipating a force majeure event shall promptly notify the other party in writing thereof.

11.7 Severability: This Agreement shall be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and

regulations. If any provision of this Agreement or the application thereof to any person or circumstance shall, or any reason and to any extent be invalid or unenforceable, but the extent of such invalidity or unenforceability does not destroy the basis of the bargain among the Parties as expressed herein, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

11.8 Gender and Number: Whenever required by the context, as used in this Agreement, the singular number shall include the plural and the neuter shall include the masculine or feminine gender, and vice versa.

11.9 Exhibits: Any and each Exhibit to this Agreement is incorporated herein for all purposes.

11.10 Counterparts: This Agreement may be executed in counterparts, each one of which shall be an original, and different parties may sign different counterparts, all of which shall constitute but one document.

11.11 Drafters: Each party to this transaction has been afforded the opportunity to negotiate the terms of this Agreement, and to consult legal counsel regarding same; therefore, the parties waive and disclaim the application of any principle of contract interpretation that would construe any ambiguity herein against either party as drafter hereof.

11.12 Third-Party Beneficiary: HACU will partners with third parties for curriculum development purposes and database management and infrastructure.

11.13 Dispute Resolution: In the event of any dispute, claim, question, or disagreement arising out of or relating to this Agreement, the parties agree to do all of the following before commencing legal action. First, the parties

shall use their best good-faith efforts to settle such disputes, claims, questions, or disagreement to this effect they shall first consult and negotiate with each other in good faith, recognizing their mutual interests, and attempt to reach a just and equitable solution satisfactory to both parties. If such consultation and negotiation does not fully resolve the issue, the parties agree to promptly engage in non-binding mediation in Bexar County, Texas. If such mediation does not fully resolve the issue, then either party may thereafter seek legal recourse in equity and/or at law. Notwithstanding the foregoing, either party may commence litigation for injunctive relief without having complied fully with these dispute resolution procedures, but only to require the other party to mediate, to preserve the status quo pending resolution of an issue, or to protect a vital Interest of that party or of an affiliate.

11.14 Release of Information: The parties are operational entities in the State of Texas. Documents submitted pursuant to this Agreement become a public record. Record access by the public is regulated by the Texas Public Information Act (PIA). In the event a request is made for information designated as proprietary, the receiving party may determine in its sole discretion whether sufficient legal justification exists for withholding the information and whether an opinion should be requested from the Texas Attorney General. If an opinion is requested from the Texas Attorney General, the receiving party will notify the other party in accordance with PIA to assert any arguments that the other party may have in opposition to release of the information. In the event the other party requests Judicial Intervention, the party so requesting shall indemnify the receiving party for its costs (including attorney's fees) associated with the judicial action. Under no circumstances will either party be liable for any costs, damages or claims of any nature related to release or disclosure of any information contained in documents submitted pursuant to this Agreement.

11.15 Independent Contractors: Grantee and HACU understand and agree that each perform tasks, the details of which the other does not have legal right to control and no such control is assumed by this Agreement. This

Agreement does not create an employment relationship, partnership, or joint venture between grantee, its employees, and HACU. Neither party nor its employees shall be deemed employees of the other for any purpose whatsoever, and neither shall be eligible to participate in any benefit program provided by the other. Grantee and HACU further agree that nothing in this Agreement shall be construed to create a borrowed servant status with the employees of the other party.

11.16 Current Revenues: Grantee and HACU commit only their current revenues hereunder, as required by Texas law. Each party's Board retains the continuing right to terminate this Agreement without liability for said termination at the expiration of each budget period during its initial and renewal terms. The respective parties' Boards will make best efforts to obtain and appropriate funds to meet their obligations under the Agreement.

EXECUTED EFFECTIVE ON THE DATE FIRST WRITTEN ABOVE.

South San Antonio ISD:

By:

Henry Yzaguirre/Superintendent

Date

HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES:

By:

Oralia De Los Reyes, Ph.D.
Assistant Vice President for Programs and Services

Date

By:

Jeanette R. Morales
Executive Director for Student & PK-12 Services

Date

Exhibit A

Agreement Between South San Antonio ISD and HACU

<p>Pass through Entity (PTE) Hispanic Association of Colleges and Universities 4801 NW Loop 410, Suite 701 San Antonio, TX 78229</p>	<p>Sub Recipient Dept./Center Name: «DepartmentCenter_Name» «Institution»: «Address»</p>
<p>PTE Program Manager: Jeanette Morales Senior Executive Director for Student & PK-12 Services Email: Jeanette.morales@hacu.net Phone: 210-576-3220</p>	<p>Sub Recipient Principal Investigator: «POC_Name» «Title» «Address1» Email: «Email» Phone: «Phone»</p>
<p>PTE Point of Contact: Jeanette Morales Senior Executive Director for Student & PK-12 Services Email: Jeanette.morales@hacu.net Phone: 210-576-3220</p>	<p>Sub Recipient Point of Contact: «POC_Name» «Title» «Address1» Email: «Email» Phone: «Phone»</p>
<p>PTE Administrative Contact Dr. Oralia De los Reyes Assistant Vice President for Programs & Services Email: oralia.delosreyes@hacu.net Phone: 210-576-3244</p>	<p>Subrecipient Secondary Point of Contact: «SSPOC_Name» «Title1» «Address2» Email: «Email1» Phone: «Phone1»</p>
<p>PTE Fiscal Point of Contact Mark King Chief Financial Officer Email: mark.king@hacu.net Phone: 210-576-3230</p>	<p>Subrecipient Fiscal Point of Contact: «SFPOC_Name» «Title2» «Address3» Email: «Email2» Phone: «Phone2»</p>
<p>Amount Funded this Action: Primary Award: \$10,000 per campus Date of Award: January 16, 2023</p>	<p>Estimated Total:</p>
<p>Grant Period of Performance Start: January 1, 2023 End: September 30, 2023</p>	

Project Title: Financial Empowerment Program

Special Terms and Conditions

1. HACU hereby awards a grant to cover expenses to develop and implement HACU's Financial Empowerment Program at grantee's campus(es).
2. This program will be developed during Fall 2022 and implemented in Spring and Summer of 2023.
3. Each grantee should attract and retain for a full completion of the program 100-150 students per campus.
4. Within two weeks from the signing of this document, the grantee will provide a scope of work with a timeline, and a budget aligned with the goals and objectives of the Financial Empowerment Project. These two documents should be approved by HACU by January 1, 2023. HACU will provide a template for the scope of work.
5. Each activity included in the program will have an evaluation piece, including a pre and post survey where applicable. The grantee in collaboration with HACU will agree on the evaluation.
6. HACU shall pay the grantee \$10,000 per participating school by January 15, 2023, once agreements have been finalized.
7. **Quarterly Progress Reports:** The grantee shall submit progress reports to HACU using the template provided by the following dates: April 15, July 15 and October 1 – final report.
8. **Technical Meetings:** The grantee and HACU will conduct bi-weekly meetings for reporting on planning progress, data collection, allocation of resources, communications and marketing, identification of challenges and problem solving.
9. **Final Reports:** The final report will be due to HACU by October 1st, 2023. HACU will provide a template for the final report, and which will include information regarding number of students served, student retention, activities held, number of participants per activity, and evaluation results of each component of the program. A section on challenges and lessons learned as well as recommendations for improvements will also be included. A final expense report per category/activity will requested for the final report.
10. **Key Performance Indicators:** The grantee will assist with providing information associated with Key Performance Indicators to indicate the successful completion of Financial Empowerment Program based on the Scope of Work and specific program design.
11. **Space:** The grantee will facilitate access and provide space for the advisor to meet with the students and project stakeholders, and for conducting program activities on campus(es).

12. **Communications:** All public communications and marketing materials (such as announcements, press releases, brochures, collateral pieces) will be provided by HACU in conjunction with the grantee and compliant with the parties' marketing guidelines and policies.
13. **Audit & Access to Records:** The grantee certifies that by signing this agreement that it complies with the Uniform Guidance, will provide notice of the completion of required audits and any adverse findings which impact this project and will provide access to records as required.
14. **Unilateral Amendments:** HACU may elect to issue the following types of amendments unilaterally: a. Changes in key personnel, b. Revisions to the project budget when sub recipient submits a written request; c. Planned incremental funding actions; d. Extension of the project's end date; and e. Carry forward authorization. Sub recipient may reject such unilateral modifications by providing written notice of exceptions to the Administrative Contact within 30 days after receipt of said amendment if the Sub recipient objects to a unilateral modification, the parties will negotiate an acceptable one.
15. **No-Cost Extensions:** A no-cost extension will require the approval of the PTE. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact not less than thirty (30) days prior to the desired effective date of the requested change. The grantee will spend all funds by July 31st, 2023.