

# **MEMORANDUM OF UNDERSTANDING (MOU)**

**Between**

**Fiesta Family Services, Inc. and Women Leading for Wellness & Justice**

---

## **I. Purpose**

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative agreement between **Fiesta Family Services, Inc. (FFS)** and **Women Leading** for the implementation of the **Digital Literacy Project** in **Moore and Montgomery counties**. This partnership aims to expand access to technology and digital literacy training among underserved populations, particularly Hispanic individuals, thereby promoting educational and economic advancement in these communities.

## **II. Parties Involved**

1. **Fiesta Family Services, Inc.**  
203 E. Moore Street,  
Apex, NC 27502
2. **Women Leading for Wellness & Justice**  
P.O. Box 129  
West End, NC 27376

## **III. Project Description**

Fiesta Family Services, Inc. serves as the lead organization for the **Digital Literacy Project**, a program designed to increase technology access and computer literacy for adults and families in Moore and Montgomery counties.

Under this MOU, **Women Leading for Wellness & Justice** will serve as a partner organization responsible for facilitating training sessions, conducting outreach, and assisting with participant engagement to achieve project goals.

## **IV. Scope of Work**

**Women Leading for Wellness & Justice** agrees to:

- Conduct a **(10 unit) Digital Literacy training**, totaling **15 instructional hours**, between November 1, 2025 and June 15, 2026.

- Recruit and enroll at least **108 participants**, ensuring that participants are residents or have connections to Moore and Montgomery counties.
- Provide culturally competent instruction and individualized support to participants.
- Maintain attendance records, collect feedback, and report on participant progress. Attendance records should include name, email, phone number, county of residence and topics (units) completed.
- Coordinate with FFS staff on scheduling, communications, and data collection requirements.

**Fiesta Family Services, Inc.** agrees to:

- Provide overall project oversight, and fiscal management.
- Supply curriculum materials, training guidelines, and equipment as needed.
- Distribute **computers to eligible participants** upon completion of training hours, as provided through the Digital Literacy initiative.
- Offer administrative and technical support to ensure program success.
- Manage reporting and compliance requirements to the primary funding entity.

## V. Financial Considerations

Fiesta Family Services, Inc. will reimburse up to and not to exceed **\$6,210** to **Women Leading** to support the implementation of the Digital Literacy Project.

Payments will be processed within 30 days after invoice has been received:

- **Train the trainer:** \$375 to include 15 hours for staff member to attend virtual training conducted by El Centro Hispano. Staff member to arrange registration and attendance.
- **Implementation:** \$5,625 to include 22.5 hours per training for up to 10 training cohorts.
- **Mileage reimbursement:** 300 miles at the federal reimbursement rate of \$0.70 per mile.

Funds may be used for instructor compensation, outreach, mileage reimbursement, expenses directly related to project execution.

## VI. Timeline

- **Project Start Date:** October 15, 2025

- **Project End Date:** June 15, 2026

All project activities, documentation, and reporting must be completed by the project end date unless otherwise agreed upon in writing.

## VII. Termination

Either party may terminate this agreement with at least **30 days' written notice**. Any completed work or allowable expenses incurred before termination will be honored as per the terms of this MOU.

## VIII. Agreement and Signatures

By signing below, both parties acknowledge that they have read, understood, and agree to the terms and responsibilities outlined in this Memorandum of Understanding.

### For Fiesta Family Services, Inc.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For Women Leading

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_