

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: _____