



HARRIS COUNTY DEPARTMENT OF EDUCATION

CONTRACT PROCESSING FORM (CPF)

Contract requires approval from: Superintendent ☐

Assistant Superintendent ☐

SECTION 1 – CONTRACT INFORMATION

Funding Division CASE	Today's Date 1/19/24	# Original Contracts 1	Expenditure/Revenue Budget Account Code (20 digits) Non-Monetary	
Contracting Party Harris County Public Library		RFP # (if applicable)	Is Contracting Party an Employee of HCDE? If yes, which division? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, Division:	
Description of Services: MOU for ASI Services HCDE Board Approved January 2024				
Type of Contract Memorandum of Understanding	Contract Fiscal Year 2023-2024	HCDE Contract? Yes (HCDE Contract)	Term From: 10/01/2023 To: 09/15/2024	

SECTION 2 – CONTRACT TYPE

Expenditure contract less than \$75,000 (Check if Board Approval is Required)	Amount: \$ 0.00
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SECTION 3 – COMPLIANCE WITH POLICY CH (LOCAL) PURCHASING AUTHORITY

The Board has approved entering into this contract for political/lobbying services.	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes – Click here to enter a date.
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SECTION 4 – CONTRACT REVIEW CHECKLIST

☐ This contract was previously reviewed by HCDE attorney (*Note that all templates have been reviewed by attorney*) – **Skip to Section 5**

☐ This contract was NOT previously reviewed by HCDE attorney (**complete fields below**)

Date I reviewed contract using the Contract Review Checklist: [Click here to enter a date.](#)

Exceptions Found? [Click here to select one.](#)

☐ This contract was reviewed by Purchasing.

☐ This contract was reviewed by Technology _____ (initials)

☐ This contract was reviewed by Facilities _____ (initials)


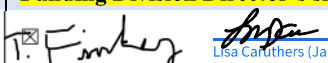
SECTION 5 – REQUIRED ACKNOWLEDGEMENT AND SIGNATURES

I certify to the best of my knowledge that the information contained in this document is correct and complete. I further certify that the program and all activities related to the program will be conducted in accordance with all applicable federal, state, and local laws including regulations and contract guidelines created to ensure accomplishment of this objective.

In addition, I certify that the Contractor:

 will have direct, unsupervised contact with students on a regular basis.

 X will NOT have direct, unsupervised contact with students on a regular basis.

Employee Completing this form	Date	Funding Division Director's signature	Date
Maria C Richardson  <small>Kathleen Evans (Jan 22, 2024 09:49 CST)</small>	Jan 22, 2024	 <small>Lisa Caruthers (Jan 24, 2024 09:25 CST)</small>	Jan 24, 2024

FOR PURCHASING DIVISION USE ONLY:

Contract Reviewer: <u>Ange Ash</u>	Date: Jan 25, 2024
<input type="checkbox"/> Vendor Packet <input type="checkbox"/> Form 1295 <input type="checkbox"/> Vendor Certification <input type="checkbox"/> Resume <input type="checkbox"/> EICC Checklist <input type="checkbox"/> SAM's Check (Debarred <input type="checkbox"/> Yes <input type="checkbox"/> No)	
<input type="checkbox"/> Board Action Item – <input type="checkbox"/> Revenue <input type="checkbox"/> Expenditure <input type="checkbox"/> Grant <input type="checkbox"/> ILC	<input type="checkbox"/> Signed by Assistant Superintendent Date: <u>Jan 25, 2024</u>
<input type="checkbox"/> Board Information Item Date: _____	<input type="checkbox"/> Returned to Division or: _____
<input type="checkbox"/> Contract Approved by Board Date: _____	Date Returned: _____
<input type="checkbox"/> Contract Signed by Superintendent Date: _____	<input type="checkbox"/> Additional Signatures Required – Return one original to Purchasing when obtained
<input type="checkbox"/> Expenditure Contract (For Approval Only) Date: _____	

NOTES:

Board Approve 01/17/2024

**MEMORANDUM OF UNDERSTANDING
BETWEEN HARRIS COUNTY DEPARTMENT OF EDUCATION AND
HARRIS COUNTY PUBLIC LIBRARY**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I. Introduction

This Memorandum of Understanding (the “MOU”) is entered into by and between the Harris County Department of Education (“HCDE” or the “Department”), a Texas county school department located at 6300 Irvington Boulevard, Houston, Texas 77022, and Harris County, Texas (the “County”), a body corporate and politic under the laws of the State of Texas, acting by and through the Harris County Public Library (“Contributor”), located at 5749 South Loop East, Houston, TX 77033.

Upon the execution of this MOU, the Contributor agrees to certify allowable funds from the County in order for HCDE to draw down additional federal matching funds in partnership with the Texas Workforce Commission (“TWC”) through the Child Care and Development Fund (“CCDF”), a federal and state partnership program authorized under the Child Care and Development Block Grant Act (“CCDBG”) an administered by states, territories, and tribes with funding and support from the Administration for Children and Families’ Office of Child Care. Both the certified and matching federal funds will be used for the provision of allowable childcare services or activities in the following local workforce development area: Gulf Coast Workforce Board area. This MOU is effective December 6, 2023, through September 15, 2024. Contributor will certify funds from the County for the time period of October 1, 2023, through September 15, 2024.

II. Allowable Certified Funds

The Contributor agrees to certify expenditures to HCDE in an amount no less than Three Hundred and Ninety-Five Thousand Nine Hundred Seventy-Five- and No/100 Dollars (\$395,975.00) in order for HCDE to draw down available federal matching funds as authorized by the CCDF rules and regulations, including those promulgated under 45 CFR §98.55. The Contributor certifies that the funds used to certify expenditures to HCDE under this MOU:

1. are not federal funds, or are federal funds authorized by federal law to be used to match other federal funds;
2. are not used to match other federal funds;
3. represent expenditures eligible for federal match in accordance with Section III; and
4. do not represent expenditures for public prekindergarten programs as referenced in 45 CFR §98.55(h).

III. Expenditures eligible for federal match

Contributor agrees to only certify expenditures for federal match as allowed by applicable laws and rules, including, but not limited to, TWC rules regarding allowable and unallowable expenditures. Contributor agrees to only certify expenditures to HCDE for federal match that are expenditures associated with child care activities and after-school quality improvement care

activities for children ages four (4) through twelve (12) in accordance with TWC Adopted Rules Chapter 809 (*see* 40 Tex. Admin. Code § 809.16). Below is a list of allowable expenses as of the date of the execution of this MOU; however, this list is not exhaustive, and Contributor agrees to follow all applicable rules regarding certification of funds under the CCDF program.

- Frontline personnel;
- Supplies and materials;
- Curriculum;
- Vendor fees;
- Professional development for program staff;
- Coordination and management of the program.

IV. Certification of Expenditures

The description below describes: (1) the allowable child care services or activities that will result in Contributor’s certified expenditures; (2) the source of the certified funds; and (3) the services and assistance HCDE agrees to provide in exchange for Contributor allowing HCDE to certify its expenditures to draw down federal CCDF matching funds.

Contributor Name: Harris County Public Library		
	Fund Use	Planned Funding (\$)
Child Care Quality Improvement	Expenditures certified by the Contributor resulting from quality improvement activities allowable under TWC Adopted Rules Chapter 809 (<i>see</i> 40 Tex. Admin. Code §809.16). Source of certified funds in accordance with Section II: <u>Local tax dollars</u>	\$395,975
Harris County Department of Education		
Services and Supplies	In exchange for Contributor allowing HCDE to certify its expenditures to draw down federal CCDF matching funds, HCDE agrees to provide the following services to Contributor, as allowable under applicable law and rules: <ol style="list-style-type: none"> 1. Professional development for staff, including on-site, customized staff trainings as determined by HCDE. 2. Learning laboratory services where a vendor provides both direct services to support literacy and numeracy for school-age children and pedagogy support for site staff. 3. Materials and supplies to support activities that support literacy and numeracy for school-age children. <i>ASI Materials and Supplies order deadline is February 1, 2024, ASI vendor request deadline is March 1, 2024.</i>	\$32,000
Professional Development	4 free registrations to a Center for Afterschool Summer & Enrichment (“CASE”) Symposium	\$200

Technical Assistance and Coordination	CASE for Kids staff support to coordinate services to Contributor and technical assistance	\$12,000
TOTAL	<u>Value of Services from HCDE</u>	\$44,200

The Contributor agrees to submit to HCDE monthly certification(s) of total expenditures for after-school programming, certifying that expenditures have resulted from activities allowable under applicable TWC rules, including TWC Adopted Rules Chapter 809 (*see* 40 Tex. Admin. Code § 809.16). The Contributor agrees to provide this certification on the forms attached hereto as Exhibit A. The Contributor shall maintain its records and accounts in a manner that shall assure a full accounting of all expenditures paid for with local eligible certified funds relating to this MOU. The Contributor agrees to submit Exhibit A to HCDE by the 15th of each month. The Contributor's records and accounts shall also be retained by the Contributor and made available for audit by HCDE, the TWC, the Gulf Coast Local Workforce Board, and/or representative(s) of those entities for a period of not less than three (3) years after the expiration or termination of this MOU. If an audit has been announced, the Contributor shall retain its records and accounts until such audit has been completed.

The Contributor further agrees that it will comply with all terms and conditions of the U.S. Department of Health and Human Services Child Care and Development Fund grant/contract, passed through the TWC/Gulf Coast Workforce Solutions Board, including all applicable laws, rules, and regulations. Those regulations include, but are not limited to, applicable regulations pertaining to reporting, regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this MOU, and regulations pertaining to copyrights and rights in data. The Contributor certifies compliance with all provisions, laws, acts, regulations, rules, and ordinances in the attached certifications, which are incorporated herein by reference.

The Contributor further agrees that HCDE shall be the sole and exclusive owner of all funds received as federal CCDF matching funds resulting from this MOU, and Contributor shall have no right whatsoever to the federal CCDF matching funds, including those federal CCDF matching funds received as a result of Contributor's certification of its expenditures to HCDE.

V. Federal Funds Provisions.

- (a) **Non-Appropriation.** This MOU is a commitment of HCDE's current revenue only. Notwithstanding anything to the contrary in this MOU, HCDE is obligated to provide the services outlined herein only as approved each year by HCDE's Board of Trustees. HCDE's Board of Trustees retains the right to terminate the MOU at the expiration of each budget period of HCDE. Contributor acknowledges that HCDE will use federal funds, including but not limited to federal CCDF matching funds, to fulfill its obligations under this MOU. As such, if HCDE does not receive sufficient federal CCDF matching funds to fulfill its obligations outlined in this MOU, HCDE may terminate this MOU without penalty or further obligation to Contributor at any time upon written notice to Contributor.

- (b) **Records Retention.** Because federal funds are expended by HCDE pursuant to this MOU, Contributor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Contributor further certifies that Contributor will retain all records as required by 2 CFR § 200.333 for a period of three years after the submission of final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.
- (c) **Conflict of Interest Requirements.** In accordance with 2 CFR § 200.318(c)(1), no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VI. Authorization and Related Parties

By signing below, each party represents that s/he is authorized to execute this MOU and is bound to all terms of the MOU, and to bind all related or affiliated institutions, individuals, employees or contractors. This MOU may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument.

VII. Term and Termination

This MOU shall be for the period beginning October 1, 2023, through September 15, 2024, unless terminated earlier as provided herein. The MOU is renewable for additional periods upon mutual written agreement by the authorized representatives of each party.

Either party may terminate this MOU, without cause, upon at least thirty (30) days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties. Additionally, HCDE may immediately terminate this MOU should HCDE determine that Contributor has failed to comply with any applicable law; in the event of immediate termination, HCDE shall send notice of the immediate termination to Contributor as soon as practicable.

VIII. Notices

All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by registered or certified mail, return receipt requested, courier delivery, or receipted overnight mail, and shall be deemed received upon the earlier of (a) the date of delivery, if personally delivered, or (b) three (3) business days after the date of posting by the U.S. postal service, if mailed. Either party may change such address for notice for the party designated to receive such notice by giving advance written notice to the other party as provided in this paragraph. All such notices or communications shall be addressed as follows:

For Contributor:

Edward Melton
Executive Director, Harris County Public Library
5749 South Loop East Hwy
Houston, TX 77033

For Harris County Department of Education:

Dr. Jesus J. Amezcua
Assistant Superintendent of Business Services
6300 Irvington Blvd. Houston, TX 77055
713-694-6300
jamezcua@hcde-texas.org

For CASE for Kids

Dr. Lisa Caruthers
Director of CASE for Kids
6300 Irvington Blvd. Houston, TX 77055
713-696-1336
lcaruthers@hcde-texas.org

IX. Relationship of the parties

It is understood and agreed that Contributor is a separate legal entity from HCDE and Contributor is not an employee, agent, joint venturer, or partner of HCDE. Nothing in this MOU shall be interpreted or construed as creating or establishing the relationship of employer and employee between HCDE and either Contributor or any employee or agent of Contributor. Contributor assumes full responsibility for the actions of its employees, contractors, and agents and shall remain solely responsible for their supervision, direction and control, payment of salary, workers' compensation, disability benefits, and like requirements and obligations. Contributor agrees that HCDE has no responsibility for any conduct of Contributor or Contributor's employees, contractors, or agents. This MOU shall not be construed or deemed an endorsement of Contributor by HCDE.

X. No waiver of immunity

The execution of this MOU and the performance by HCDE or the County of any of their obligations hereunder are not, and are not intended to waive or relinquish, and HCDE and the County shall not waive or relinquish, any governmental, sovereign immunity or defense from or to liability or prosecution available to HCDE or the County, their trustees, officers, officials, employees, or agents under federal or Texas laws.

XI. No third-party beneficiaries

Nothing in this MOU shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against any party to this MOU.

XII. Governing law and venue

This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws and provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this MOU shall be in Harris County, Texas.

XIII. Entire agreement

This MOU and the attached and incorporated addendum or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the MOU and supersede any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this MOU.

XIV. Severability

In the event that any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the MOU shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

XV. Interpretation

The parties agree that the normal rules of construction that require that any ambiguities in this MOU are to be construed against the drafter shall not be employed in the interpretation of this MOU.

XVI. Changes and amendments

This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

XVII. No assignment

Neither this MOU nor any rights, duties, or obligations under it shall be assignable by Contributor without the prior written acknowledgment and authorization of HCDE. Any attempted assignment by Contributor without HCDE's prior written consent shall be void.

XVIII. No waiver

No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this MOU shall be binding unless in writing and signed by duly authorized representatives of the parties hereto.

XIX. Public Information


Contributor acknowledges that HCDE is subject to the Texas Public Information Act, and Contributor waives any claim against and releases from liability HCDE, its officers, employees, agents, and attorneys with respect to disclosure of information provided under or in this MOU or otherwise created, assembled, maintained, or held by Contributor and determined by HCDE, the Attorney General of Texas, or a court of law to be subject to disclosure under the Texas Public Information Act.

HARRIS COUNTY DEPARTMENT
OF EDUCATION

By: *Jesus Amezcua*
Jesus Amezcua (Jan 25, 2024 11:10 CST)
Name: Jesus Amezcua Ph. D CPA, RTSBA
Date: Jan 25, 2024

Assistant Superintendent- Business Services

HARRIS COUNTY PUBLIC LIBRARY

By: 
Name: Edward Melton
Date: 02/05/2024

HARRIS COUNTY

By: _____
LINA HIDALGO
COUNTY JUDGE

APPROVED AS TO FORM:
CHRISTIAN D. MENEFE
COUNTY ATTORNEY

By: *Manasi Tahiliani*
Manasi Tahiliani
Assistant County Attorney
CAO File No.: 24GEN0281

EXHIBIT A
Required Certifications
(Follow Behind)

ORDER OF COMMISSIONERS COURT

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on the ____ day of _____, 2024 with all members present except _____.

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING EXECUTION OF MEMORANDUM OF UNDERSTANDING BETWEEN HARRIS COUNTY DEPARTMENT OF EDUCATION AND HARRIS COUNTY PUBLIC LIBRARY

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom S. Ramsey,P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lesley Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that County Judge is hereby authorized to execute for and on behalf of Harris County a Memorandum of Understanding between the Harris County Department of Education and the Harris County Public Library for the purpose of the Harris County Public Library certifying allowable funds in order for the Harris County Department of Education to draw down additional federal matching funds in partnership with the Texas Workforce Commission through the Child Care and Development Fund. The Memorandum of Understanding is incorporated as though fully set forth herein word for word.

All Harris County officials and employees are authorized to take such action and execute such other documents as they deem necessary or convenient to carry out the purposes of this Order.

Presented to Commissioners Court

Approve:

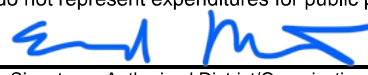
Harris County Department of Education
Afterschool Strategic Investment (ASI) Required Match Certification

ASI Collaborators must certify that local match funds have been expended in accordance with the current Memorandum of Understanding and all applicable local, state, and federal laws and regulations, including, without limitation, those promulgated by HCDE, the Texas Workforce Commission ("TWC"), and the Gulf Coast Local Workforce Board. This report certifies that (a) expenditures have resulted from activities allowable under applicable TWC rules, including TWC rule 809.16, and (b) funds received from HCDE have been expended for (1) quality improvement activities in the after-school program(s); and (2) service delivery, including language literacy and numeracy development.

Received From Contributors Listed Below and Submitted Through:	
Organization: <u>Harris County of Education (HCDE)</u>	HCDE Contact: <u>Kittra Hewitt</u>
HCDE Address: <u>6300 Irvington Blvd.</u>	<u>713-696-1353</u>
<u>Houston, TX 77018</u>	
ASI Collaborator Information:	
Organization: _____	Contact: _____
Address: _____	_____
State/Zipcode: _____	_____

Date: _____	Organization Tax ID # _____
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* **Type of Pledge: (C) Certification**

<u>Certification of Child Care Expenditures</u>			
Certified Local Share:	<u>Quality Improvement</u>	\$ _____	40 TAC §809.16 Certification Time Period: <div style="border: 1px solid black; padding: 2px; text-align: center;">00/00/0000 - 00/00/0000</div>
	<u>YTD Certification</u>	\$ _____ -	
	<u>Total Certified</u>	\$ _____ -	
<p>The certified expenditures are to be used as state matching funds to draw available federal matching funds as authorized in the Child Care and Development Fund (CCDF) regulations at <i>Title 45 CFR §98.53</i>. By signing below, the public entity named above certifies that the funds specified above:</p> <ol style="list-style-type: none">1. are not federal funds, or are federal funds authorized by federal law to be used to match other federal funds;2. are not used to match other federal funds;3. represent expenditures eligible for federal match; and4. do not represent expenditures for public prekindergarten programs as referenced in <i>Title 45 CFR §98.53(h)</i> of CCDF regulations. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"> _____ Signature - Authorized District/Organization Administrator</div><div style="width: 45%;"> _____ Printed Name - Authorized District/Organization Administrator</div></div>			

Send the signed certification form and back-up documentation to:
Harris County Department of Education c/o CASE for Kids Attention: Kittra Hewitt khewitt@hcde-texas.org

Report Due Dates	
Month of Expenditures	Date due to CASE for Kids
October 2023 - December 2023	January 15, 2024
January 2024 - August 2024	Report for each month is due on the 15th of the following month
September 2024	October 4, 2024

ASI Description of Expenditures

Instructions: Use this form to describe and account for Contributor's expenditures related to activities in compliance with TWC rule 809 Tex. Admin. Code § 809.16. Relevant attachments to document expenditures should be attached (e.g. general ledgers, time sheets, invoices, etc.). Please return to CASE for Kids on a monthly basis.

SECTION I SITE AND FUNDING INFORMATION		
Organization Name:	Reporting Month:	
Source of funds: <input type="checkbox"/> local tax dollars (describe: _____) <input type="checkbox"/> federal funds authorized by law to be used to match other federal funds (describe: _____)		
SECTION II MATCH BUDGET		
BUDGET CATEGORY	DESCRIPTION OF EXPENDITURES	AMOUNT
Payroll Costs		
Professional/Contracted Services		
Supplies and Materials		
Other Operating Costs		
Licensing Costs		
TOTAL		
SECTION III CERTIFICATION		
I hereby certify that the information provided is true and accurate and meets all applicable requirements, including those outlined in the MOU between Contributor and HCDE. Additionally, sites and students reported on this form did not receive duplication of services from the CASE for Kids Partnership Program.		
X		
ORGANIZATION REPRESENTATIVE SIGNATURE		DATE

Submit form to Kittra Hewitt at khewitt@hcde-texas.org

ASI Site and Participation Form

Instructions: Use this form to submit the site names, ASI resources, and number of students and/or adults at each site that benefitted from ASI resources. Please return to CASE for Kids on a monthly basis with your monthly expenditures and back up documentation. Please note, ASI resources cannot be used for CASE for Kids Partnership Project sites until the ASI Partner has matched all funds required for the CASE ASI Partnership Project. CASE for Kids will not allow duplication of services to sites already funded by CASE for Kids Partnership Project.

SECTION I ORGANIZATION INFORMATION			
Organization Name:		Reporting Month:	
SECTION II SITE AND PARTICIPATION			
SITE SERVED	ASI RESOURCES Enter all that apply: materials, provider, field trip, prof. development	NUMBER OF STUDENTS UTILIZED ASI RESOURCES	NUMBER OF STAFF UTILIZED ASI RESOURCES
TOTAL			
SECTION III CERTIFICATION			
I hereby certify that the information provided is true and accurate and meets all applicable requirements, including those outlined in the MOU between Contributor and HCDE. Additionally, sites and students reported on this form did not receive duplication of services from the CASE for Kids Partnership Program.			
X			
ORGANIZATION REPRESENTATIVE SIGNATURE			DATE

Submit form to Kittra Hewitt at khewitt@hcde-texas.org