

ANNEX NO. 02  
BETWEEN  
THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GLENN RESEARCH CENTER  
AND  
FEDERAL RESERVE BANK OF CLEVELAND  
UNDER  
NONREIMBURSABLE UMBRELLA SPACE ACT AGREEMENT SAA3-1699,  
DATED 2/24/2022

ARTICLE 1. PURPOSE

This Annex (the "Annex" or "Annex No. 2") shall be for the purpose of the National Aeronautics and Space Administration Glenn Research Center ("NASA" or "NASA GRC") and the Federal Reserve Bank of Cleveland ("Partner" or "Cleveland Fed"), (each individually a "Party" and collectively the "Parties"), developing and executing a pilot mathematics enrichment program that will occur in early 2024 (the "Program"). The Program is a twelve (12)-week tutoring session focused on providing high-quality mathematics engagement experiences to diverse middle school students. The overarching goal of the Program is to encourage and equip students from low-income communities and racial and ethnic groups traditionally underrepresented in science, technology, engineering, and mathematics ("STEM") fields to pursue STEM careers.

The legal authority for this Annex, consistent with the Umbrella Agreement, is in accordance with the Space Act, Other Transactions Authority (OTA), 51 U.S.C. § 20113(e).

ARTICLE 2. RESPONSIBILITIES

A. NASA will use reasonable efforts to:

1. Provide a single technical point of contact for the Program development and operations. The NASA GRC technical point of contact will participate in bi-weekly meetings with the Cleveland Fed technical point of contact during the planning, execution, and assessment phases of the Program.
2. Advise on evidence-based effective strategies and national standards for mathematics instruction.
3. Advise on the design of the Program assessment.
4. Provide access to NASA authentic STEM activities and mathematics educational resources to be incorporated into the Program curriculum.
5. Provide two (2) NASA GRC civil servant subject matter experts to serve as tutors during the Program. Each NASA GRC tutor shall: a) Participate in tutor training sessions either in person or virtually; b) Serve as a tutor for a group of up to five (5) students during the Program; and c) Conduct up to twelve (12) one-hour tutoring sessions per academic school year using the curriculum provided by the Cleveland Fed.

6. Participate in a Program assessment and lessons learned meeting facilitated by the Cleveland Fed, two (2) weeks following the completion of the Program.

B. Cleveland Fed will use reasonable efforts to:

1. Provide a single technical point of contact for the Program planning, management, and logistics. Cleveland Fed technical point of contact will participate in bi-weekly meetings with the NASA GRC technical point of contact during the planning, execution, and assessment phases of the Program.
2. Provide overall management, planning, execution, and assessment of the Program.
3. Provide a curriculum for the Program.
4. Conduct a training session for the NASA GRC tutors on the Cleveland Fed-provided curriculum one (1) month prior to the beginning of the Program.
5. Provide the list of confirmed tutoring sites and student names five (5) business days prior to the beginning of the Program.
6. Provide to the students the necessary materials to complete the Cleveland Fed curriculum prior to the tutoring session, to include access to virtual platforms, workbooks, etc., five (5) business days prior to the beginning of the Program.
7. Provide final logistics and tutoring site access plan to the NASA GRC technical point of contact five (5) business days prior to the Program, including essential logistic details, such as the safety and security requirements for entering the tutoring site, the preferred forms of identification, start and end time of the Program, building/room number, and building point of contact. If the Program is to be conducted virtually, provide the connection information for the technology platform and tools needed to instruct the Program and provide training to tutors on the technology platform usage at least five (5) business days prior to the Program.
8. Provide technical support to the NASA GRC tutors throughout the Program.
9. Provide a Program assessment report two (2) weeks following the completion of the Program and facilitate a Program assessment and lessons learned meeting with NASA GRC.

ARTICLE 3. SCHEDULE AND MILESTONES

The planned major milestones for the activities for this Annex defined in the "Responsibilities" Article are as follows:

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| 1. NASA GRC and Cleveland Fed will provide their respective single technical point of contacts for the Program development and operations. Bi-weekly collaboration meetings will begin. | Approximately one (1) week after Effective Date of Annex No. 2. |
| 2. NASA GRC will advise on evidence-based effective strategies and national standards for mathematics instruction.  | Approximately February 2024/March 2024.                         |

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| 3. NASA GRC will advise on the design of the Program assessment.   | Approximately February 2024/March 2024.                     |
| 4. NASA GRC will provide access to NASA authentic STEM activities and mathematics educational resources to be incorporated into the Program curriculum.  | Approximately February 2024/March 2024.                     |
| 5. Cleveland Fed to provide the overall management, planning, execution, and assessment plan for the Program.  | Approximately February 2024/March 2024.                     |
| 6. Cleveland Fed to provide a curriculum for the Program.  | Approximately February 2024/March 2024.                     |
| 7. NASA will provide two (2) NASA GRC civil servant subject matter experts to serve as tutors during the Program. The tutors will participate in tutor training sessions either in person or virtually.  | Approximately Quarter (“Q”) 2 of Calendar Year (“CY”) 2024. |
| 8. Cleveland Fed will conduct a training session for the NASA GRC tutors on the Cleveland Fed-provided curriculum.   | Approximately Q2 of CY 2024.                                |
| 9. Cleveland Fed will provide the list of confirmed tutoring sites and student names.  | Approximately Q2 of CY 2024.                                |
| 10. Cleveland Fed will provide to the students the necessary materials to complete the Federal Reserve Bank of Cleveland curriculum, to include access to virtual platforms, workbooks, etc.   | Approximately Q2 of CY 2024.                                |
| 11. Cleveland Fed will provide final logistics and access plan, or the technology platform usage plan for virtual tutoring, to the NASA GRC technical point of contact.  | Approximately Q2 of CY 2024.                                |
| 12. The two (2) NASA GRC civil servant subject matter experts will serve as a tutor for a group of up to five (5) students during the Program and conduct up to twelve (12) one-hour tutoring sessions per academic school year using the provided curriculum. | During the Program.   |
| 13. Cleveland Fed will provide technical support to the NASA GRC tutors throughout the Program.  | During the Program.   |
| 14. NASA GRC will participate in a Program assessment and lessons learned meeting facilitated by the Cleveland Fed.  | Two (2) weeks following the completion of the Program.      |

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| 15. Cleveland Fed will provide a Program assessment report.                                       | Two (2) weeks following the completion of the Program. |
| 16. Cleveland Fed will facilitate a Program assessment and lessons learned meeting with NASA GRC. | Two (2) weeks following Program.                       |

ARTICLE 4. FINANCIAL OBLIGATIONS

There will be no transfer of funds between the Parties under this Agreement and each Party will fund its own participation. All activities under or pursuant to this Agreement are subject to the availability of funds, and no provision of this Agreement shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, (31 U.S.C. § 1341).

ARTICLE 5. INTELLECTUAL PROPERTY RIGHTS - DATA RIGHTS

Information and data exchanged under this Agreement is exchanged without restrictions unless required by national security regulations (e.g., classified information) or as otherwise provided in this Agreement or agreed to by the Parties for specifically identified information or data (e.g., information or data specifically marked with a restrictive notice).

ARTICLE 6. TERM OF ANNEX

This Annex becomes effective upon the date of the last signature below ("Effective Date") and shall remain in effect until the completion of all obligations of both Parties hereto, or one (1) year from the Effective Date, whichever comes first, unless such term exceeds the duration of the Umbrella Agreement. The term of this Annex shall not exceed the term of the Umbrella Agreement. The Annex automatically expires upon the expiration of the Umbrella Agreement.

ARTICLE 7. RIGHT TO TERMINATE

Either Party may unilaterally terminate this Annex by providing thirty (30) calendar days written notice to the other Party.

ARTICLE 8. POINTS OF CONTACT

The following personnel are designated as the Points of Contact between the Parties in the performance of this Annex.

Management Points of Contact

NASA

Darlene Walker  
Director, Office of STEM Engagement  
Mail Stop: 164-1  
21000 Brookpark Road  
Cleveland, OH 44135  
Phone: 216-433-8664  
[darlene.s.walker@nasa.gov](mailto:darlene.s.walker@nasa.gov)

Federal Reserve Bank of Cleveland

Jean Burson  
Vice President  
1455 East 6th Street  
Cleveland, OH 44114-2517  
Phone: 216-579-3023  
[jean.m.burson@clev.frb.org](mailto:jean.m.burson@clev.frb.org)

Technical Points of Contact

NASA

Gavin T. Custer  
Education Program Specialist  
Mail Stop: 164-1  
21000 Brookpark Road  
Cleveland, OH 44135  
Phone: 216-433-3997  
[gavin.t.custer@nasa.gov](mailto:gavin.t.custer@nasa.gov)

Federal Reserve Bank of Cleveland

John Dionissi Aliprantis, Ph.D.  
Assistant Vice President  
1455 East 6th Street  
Cleveland, OH 44114-2517  
Phone: 216-579-3021  
[dionissi.aliprantis@clev.frb.org](mailto:dionissi.aliprantis@clev.frb.org)

ARTICLE 9. MODIFICATIONS

Any modification to this Annex shall be executed, in writing, and signed by an authorized representative of NASA and the Partner. Modification of an Annex does not modify the terms of the Umbrella Agreement.


ARTICLE 10. SIGNATORY AUTHORITY

The signatories to this Annex covenant and warrant that they have authority to execute this Annex. By signing below, the undersigned agrees to the above terms and conditions.

NATIONAL AERONAUTICS AND  
SPACE ADMINISTRATION  
GLENN RESEARCH CENTER

FEDERAL RESERVE BANK OF  
CLEVELAND

BY: \_\_\_\_\_  
Laurence A. Sivic  
Associate Center Director

Jean M Burson  
BY:  \_\_\_\_\_  
Jean Burson  
Vice President  
Digitally signed by Jean M Burson - NRAS User  
Date: 2024.01.18  
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