



Strategic Alliance Memorandum

between the

United States Small Business Administration

and the

Greater Houston LGBT Chamber of Commerce

I. PURPOSE

The United States Small Business Administration (SBA) and the Greater Houston LGBT Chamber of Commerce (each a “Party” or, collectively the “Parties”) are joined by a common mission; **helping start, maintain, and expand small businesses**. The Parties will work together in the spirit of cooperation and open communications, consistent with law, with the primary goal of meeting the needs of the small business community.

The mission of the Greater Houston LGBT Chamber of Commerce is to accelerate economic opportunity for the lesbian, gay, bisexual, transgender, queer + business community through a strong network of business allies, innovative programs, strategic partnerships and advance policies that foster economic inclusion and equality.

The mission of the SBA is to aid, counsel, assist and protect the interests of small business by providing financial, contractual and business development assistance and advocating on their behalf within the government. SBA district offices deliver SBA programs and services to the public. Each Party has separate services and resources which, when delivered in coordination with each other, will provide maximum benefits to the small business communities served.

The purpose of this Strategic Alliance Memorandum (SAM) is to develop and foster mutual understanding and a working relationship between the SBA and the Greater Houston LGBT Chamber of Commerce in order to strengthen and expand small business development in the local area.

The Parties acknowledge that beyond the information sharing contemplated under this SAM, any specific joint training and outreach activities will require a separate signed agreement developed pursuant to SBA's Cosponsorship Authority.

In order to further their common goals, the Parties agree to the following:

II. SCOPE AND RESPONSIBILITIES

SBA Undertakings:

Within the limits of its available and/or appropriated resources, the SBA through its **Houston** District Office will:

- Provide Greater Houston LGBT Chamber of Commerce with up-to-date information about SBA's programs and services.
- Make available, upon request, information regarding SBA's resource partners, including but not limited to, the Small Business Development Centers (SBDCs), SCORE, and the Women's Business Centers (WBCs) (collectively, "SBA's Resource Partners").
- Make available, upon request and subject to their availability, SBA pamphlets, brochures, and other publications.
- Advise Greater Houston LGBT Chamber of Commerce of events that may impact its mission.
- Provide speakers, consistent with SBA rules and policy, to participate in Greater Houston LGBT Chamber of Commerce workshops, conferences, seminars and other activities to discuss SBA financing, government contracting and other business topics.
- Invite Greater Houston LGBT Chamber of Commerce clients/members to attend local SBA-sponsored events and offer SBA-sponsored training at Greater Houston LGBT Chamber of Commerce location when appropriate.
- Provide a text-only hyperlink from SBA's website to Greater Houston LGBT Chamber of Commerce website pursuant to SBA's linking policies.
- Provide information to Greater Houston LGBT Chamber of Commerce staff on SBA programs and services available to local small businesses.
- Assign a local point of contact to serve as liaison between SBA and Greater Houston LGBT Chamber of Commerce

Greater Houston LGBT Chamber of Commerce Undertakings:

Within the limits of its available resources, the Greater Houston LGBT Chamber of Commerce will:

- Cooperate with SBA's Resource Partners to provide information to its clients/members about business development services to small businesses when appropriate.

- Keep abreast of and disseminate up-to-date information provided by SBA when appropriate.
- Make available to its clients/members SBA pamphlets, brochures, and other publications.
- Inform Greater Houston LGBT Chamber of Commerce small business clients/members of SBA's programs and services including referrals to SBA's Resource Partners when appropriate.
- Upon request, provide speakers for SBA-sponsored events when appropriate.
- Provide a text-only hyperlink from Greater Houston LGBT Chamber of Commerce website to SBA's website.
- Assign a local point of contact to serve as liaison between Greater Houston LGBT Chamber of Commerce and SBA.

III. USE OF SBA NAME AND LOGO

All materials bearing the SBA name or logo must be approved in advance by SBA's Responsible Program Official. Use of SBA's logo must be accompanied by the following statement: "Use of the SBA logo is authorized by a Strategic Alliance Memorandum. Reference to SBA is not an endorsement of the views, opinions, products or services of any person or entity." The SBA logo may only be used to promote SBA and/or its programs, activities, and services. SBA's logo cannot be used in a way that suggests the Agency is endorsing any individual, organization, product, or service or in a way which implies that an improper relationship exists between SBA and an outside party. SBA's logo also must not be used in any manner that is liable to bring the Agency into a negative light, such as in connection with any products or services related to alcohol, gambling or adult entertainment industries. Further, SBA's logo must not be used in connection with any political activities, lobbying efforts, or in conjunction with any religious activity.

The "U.S. Small Business Administration" name shall be used only in a factual manner, consistent with applicable law, and shall not promote or endorse any products or services of any entity including but not limited to Greater Houston LGBT Chamber of Commerce. Nothing in this SAM permits Greater Houston LGBT Chamber of Commerce to use the SBA official seal.

IV. TERM

Cooperation under this SAM will commence upon signing by both Parties and will continue for a period of two years from date of signature unless otherwise terminated by one or both Parties as per paragraph VI below.

V. AMENDMENT

The Parties agree to consult each other on any amendment, modification or clarification to the provisions of this SAM. This SAM may only be amended or modified in writing and shall be consistent with applicable laws, regulations and SBA policy.

VI. TERMINATION

Either Party may discontinue its participation under this SAM at any time, with or without cause, upon thirty (30) days written notice to the other Party.

VII. RELATIONSHIP

This SAM does not authorize the expenditure of any funds. Accordingly, this SAM shall not be interpreted as creating any binding legal obligations between the Parties nor shall it limit either Party from participating in similar activities or arrangements with other entities. Nothing contained herein shall be construed to create any association, partnership, joint venture or relation of principal or agent or employer and employee with respect to Greater Houston LGBT Chamber of Commerce and SBA.

VIII. RESPONSIBLE PROGRAM OFFICIAL

The SBA Responsible Program Official for this Strategic Alliance Memorandum is **Tim Jeffcoat, District Director, Houston District Office.**

IX. POINTS OF CONTACT

The points of contact for administrative matters pertaining to this SAM are:

Greater Houston LGBT Chamber of Commerce:

Name: Tammi Wallace

Title: Co-Founder

Address: 5340 Wesleyan Street #25011, Houston, TX 77265

Email: tammi.wallace@houstonlgbtchamber.com

U.S. Small Business Administration:

Name: Valerie Maher

Title: Lead Economic Development Specialist

Address: 8701 S Gessner #1200, Houston, TX 77074

Email: valerie.maher@sba.gov

X. SIGNATURES

The signatories below represent that they have the authority to make such commitments on behalf of their respective organization. This SAM may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

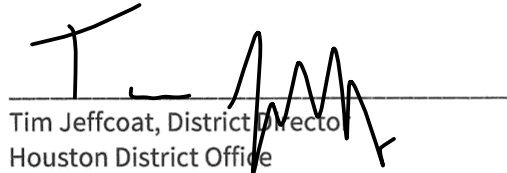
U.S. Small Business Administration:



Mary Morning F. Washburn, Director of Strategic Alliances

10/26/20

Date

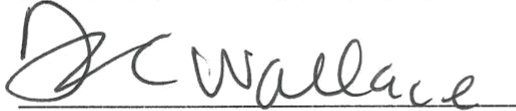


Tim Jeffcoat, District Director
Houston District Office

11-19-20

Date

Greater Houston LGBT Chamber of Commerce:



Tammi Wallace, Co-Founder

11-11-20

Date