

## Memorandum of Understanding

WHEREAS, the California Community Action Partnership Association (CalCAPA) and Monterey County Community Action Partnership (MCCAP) have come together to administer a Moodle-based Learning Management System (LMS) tenant for the period of April 15, 2025 through February 28, 2026, in accordance with the usage terms that follow; and

WHEREAS, CAA agreed for CalCAPA to serve as the primary site administrator and fiscal agent for the LMS; and

WHEREAS, CAA herein desires to enter a Memorandum of Understanding setting forth the services to be provided by CalCAPA; and

WHEREAS, CalCAPA will provide 30 Active User Accounts upon the creation of a dedicated tenant for the CAA in the LMS per year until February 28, 2026, after which any active user accounts will transition to the LMS Usage Fee defined below;

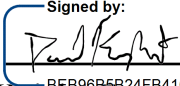
WHEREAS, an Active User Account is defined as a user that logs in to their user account at least once during a 12-month period,

NOW, THEREFORE, it is hereby agreed by and between CalCAPA and CAA as follows:

- Dedicate at least one (1) LMS Admin to oversee the creation and maintenance of a dedicated tenant for the CAA in the LMS,
- Participate in LMS Admin meetings and training sessions as required by CalCAPA to support the creation and maintenance of the LMS tenant,
- Provide access to e-learning content in the LMS in accordance with any restrictions imposed by e-learning content creators, and
- LMS Usage Fee schedule:
  - For up to the maximum allowance of 30 Active User Accounts, there is no charge to the CAA until after February 28, 2026
  - For additional Active User Accounts over the maximum allowance, the CAA and CalCAPA will enter a new agreement before activating additional user accounts. The rate for additional seats is \$20 per 12-month period.

We understand and agree to this MOU and have reviewed and approved this application.

Signed  Date 4/17/2025 | 4:47 PM PDT  
DocuSigned by: 3CCBEC8E255F451...  
 Name (print) Roderick W Franks Title DSS Director

Signed  Date 3/12/2025 | 9:21 AM PDT  
Signed by: BEB96B5B24FB410...  
 David Knight, Executive Director, CalCAPA

Approved as to Form:

DocuSigned by:  
  
A46091E5DE63489...

Monterey County Deputy County Counsel

3/14/2025 | 10:11 AM PDT

Date



## Monterey County Board of Supervisors

### Board Order

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

[www.co.monterey.ca.us](http://www.co.monterey.ca.us)

A motion was made by Supervisor Luis A. Alejo, seconded by Supervisor Glenn Church to:

#### **Agreement No.: A-17263**

- a. Approve and authorize the Director or designee of the Department of Social Services to sign a no cost Memorandum of Understanding with the California Community Action Partnership Association to gain access to and support for a Community Action Virtual Onboarding Course for the period of April 15, 2025 through February 28, 2026; and
- b. Authorize the Director or designee of the Department of Social Services to sign up to three amendments to this Memorandum of Understanding as long as they do not encompass payment or significantly change the scope of services.

PASSED AND ADOPTED on this 15<sup>th</sup> day of April 2025, by roll call vote:

AYES: Supervisors Alejo, Church, Lopez, Askew, and Daniels

NOES: None

ABSENT: None

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting April 15, 2025.

Dated: April 16, 2025

File ID: A 25-076

Agenda Item No.: 48

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

Emmanuel H. Santos

Emmanuel H. Santos, Deputy