

Memorandum of Understanding

WHEREAS, the California Community Action Partnership Association (CalCAPA) and _____ (CAA) have come together to administer a Moodle-based Learning Management System (LMS) tenant until February 28, 2025 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, 2025, 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, 2025
 - For each additional Active User Account over the maximum allowance, the CAA agrees to pay \$20 per 12-month period. Payment is required prior to activating additional user accounts.

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

Signed _____ Date _____

Name (print) _____ Title _____

Signed _____ Date _____

David Knight, Executive Director, CalCAPA