

MEMORANDUM OF UNDERSTANDING
between
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
and
MT. DIABLO UNIFIED SCHOOL DISTRICT/ADULT EDUCATION

This Memorandum of Understanding (MOU) is entered into between Contra Costa Community College District (hereinafter "Contra Costa CCD") and Mt. Diablo Unified School District/Adult Education (hereinafter "Mt. Diablo")

I. STATEMENT OF PERFORMANCE

That the PARTIES shall work collectively to accomplish the goals of AB86, Section 76, Article 3 and to develop a regional plan to improve the delivery of adult education in the following program areas and address existing gaps in programs and services:

- 1) Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate.
- 2) Classes and courses for immigrants eligible for educational services in citizenship and English as a second language, and workforce preparation classes in basic skills.
- 3) Education programs for adults with disabilities.
- 4) Short-term career technical education programs with high employment potential.
- 5) Programs for apprentices.

II. INDEMNIFICATION

Each party agrees to indemnify, defend, and hold harmless the other parties to this agreement and their officers, agents, and employees against all claims, demands, actions, costs (including attorneys' fees) and liabilities arising from or related to, and in proportion to, the negligence, willful misconduct, or omission of said party, its officers, agents or employees in connection with or arising from its performance or activities relating to this MOU.

III. RESPONSIBILITIES OF CONTRA COSTA CCD

Contra Costa CCD will serve as the fiscal and reporting agent for AB86 and will be responsible for the following:

- Ensure adherence to the Standard Legal Terms and Conditions of the grant
- Implement budget developed by Steering Committee submit to Community College Chancellor's office.
- Submit timely planning and expenditure reports, per schedule provided in Certificate of Eligibility.
- Process timely payment(s) to School District/Adult Education partners.
- Provide School District/Adult Education partners with updated grant expenditure reports.

V. RESPONSIBILITIES OF Mt. Diablo School District/ Adult Education

Mt. Diablo School District/Adult Education will be responsible for financial management and monitoring with respect to funds allocated to and spent within the eligibility requirement of AB86. Additionally, Mt. Diablo School District/Adult Education will be responsible for the following:

- Representatives to serve on the Steering Committee.
- Participation of teachers and other experts in work groups to meet planning requirements of AB86.
- Facilitation for the collection of data from school sites to support reporting requirements identified in the AB86 Certificate of Eligibility.
- Compliance with any audit or documentation requests from the California Community College Chancellor’s Office, the California Department of Education, or Contra Costa CCD to ensure full compliance with the requirements of the Grant.
- Support for ongoing collaboration to meet AB86 objectives.

IV. ALLOCATION OF FUNDS

Allocation of funds under this MOU are conditioned upon the 1) Receipt of signed MOU from partner School District/Adult Education, and 2) Receipt of expenditure plan.

Funding for Mt. Diablo School District/Adult Education will be **\$20,500.00** for the duration of the grant, March 5, 2014 through June 30, 2015 and will be paid in one lump sum.

V. EFFECTIVE DATE AND PERIOD OF PERFORMANCE

This MOU shall be in effect from March 5, 2014 through June 30, 2015.

VI. AMENDMENTS

No amendment or modification of this MOU shall be effective unless it is in writing and signed by the authorized agents of all PARTIES.

XIV. EXECUTION

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument and shall be binding on all PARTIES.

The PARTIES have caused this MOU to be executed effective as of the EFFECTIVE DATE.

For Contra Costa CCD

For Mt. Diablo School District/Adult Education

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____