

NAPA COUNTY MOU NO. 260218D

**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING ("MOU")** is made and entered into as of this 12th day of December 2025, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and NAPA VALLEY UNIFIED SCHOOL DISTRICT/NAPA VALLEY ADULT EDUCATION, whose mailing address is 1600 Lincoln Avenue, Napa, California, 94558, hereinafter referred to as "NVUSD/NVAE".

**RECITALS**

**WHEREAS**, COUNTY and NVUSD/NVAE are both currently engaged in promoting digital literacy and digital equity within Napa County; and

**WHEREAS**, the State of California offers grant programs intended to fund local digital literacy and digital equity activities; and

**WHEREAS**, it is in the public interest that COUNTY and NVUSD/NVAE collaborate to obtain funding from these programs; and

**TERMS**

**NOW, THEREFORE**, COUNTY and NVUSD/NVAE agree to collaborate to apply for grant funding and to use the awarded funds for the purpose of promoting digital equity and digital literacy in accordance with the terms and conditions set forth herein:

**1. Term of the MOU.** The term of this MOU shall commence on the date first above written and shall expire on December 31, 2026.

**2. Responsibilities of the Parties.** NVUSD/NVAE and COUNTY shall each provide those respective services and/or engage in those respective activities set forth in Exhibit "A", attached hereto and incorporated by reference herein. The project budget and allowed expenditures are set forth in Exhibit "B", attached hereto and incorporated by reference herein. NVUSD/NVAE shall have no obligation to expend its own funds beyond amounts reimbursable under this MOU or expressly approved in writing in advance by NVUSD/NVAE.

**3. Insurance.** NVAE shall obtain and maintain in full force and effect throughout the term of this MOU, and thereafter as to matters occurring during the term of this MOU, the following insurance coverage:

(a) **Workers' Compensation Insurance.** To the extent required by law during the term of this MOU, NVUSD/NVAE shall provide workers' compensation insurance for the performance of any of NVUSD/NVAE's duties under this MOU, including but not limited to, coverage for workers' compensation and employer's liability and a waiver of subrogation, and shall provide COUNTY with certification of all such coverages upon request by COUNTY's Risk Manager.

(b) **Liability Insurance.** NVUSD/NVAE shall obtain and maintain in full force and effect during the term of this MOU the following liability insurance coverages, issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better, or equivalent self-insurance:

(1) **General Liability.** Commercial general liability [CGL] insurance coverage (personal injury and property damage) of not less than ONE MILLION DOLLARS (\$1,000,000)

combined single limit per occurrence, covering liability or claims for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of NVAE or any officer, agent, or employee of NVAE under this MOU. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

(2) Professional Liability/Errors and Omissions. [RESERVED]

(3) Comprehensive Automobile Liability Insurance. [RESERVED]

(c) Certificates of Coverage. All insurance coverages referenced in 3(b), above, shall be evidenced by one or more certificates of coverage or, with the consent of COUNTY's Risk Manager, demonstrated by other evidence of coverage acceptable to COUNTY's Risk Manager, which shall be filed by NVUSD/NVAE with the Napa County Information Technology Services Division prior to commencement of performance of any of NVAE's duties.

(1) The certificate(s) or other evidence of coverage shall reference this MOU by its COUNTY number or title and department; shall be kept current during the term of this MOU; shall provide that COUNTY shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium; and shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(2) The certificate or other evidence of coverage shall provide that if the same policy applies to activities of NVUSD/NVAE not covered by this MOU, then the limits in the applicable certificate relating to the additional insured coverage of COUNTY shall pertain only to liability for activities of NVUSD/NVAE under this MOU, and that the insurance provided is primary coverage to COUNTY with respect to any insurance or self-insurance programs maintained by COUNTY. The additional insured endorsements for the general liability coverage shall use Insurance Services Office (ISO) Form No. CG 20 09 11 85 or CG 20 10 11 85, or equivalent, including (if used together) CG 2010 10 01 and CG 2037 10 01; but shall not use the following forms: CG 20 10 10 93 or 03 94.

(3) Upon request by COUNTY's Risk Manager, NVUSD/NVAE shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

(d) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to, and be subject to approval by, COUNTY's Risk Manager, which approval shall not be denied unless the COUNTY's Risk Manager determines that the deductibles or self-insured retentions are unreasonably large in relation to compensation payable under this MOU and the risks of liability associated with the activities required of NVUSD/NVAE by this MOU. At the option of and upon request by COUNTY's Risk Manager if the Risk Manager determines that such deductibles or retentions are unreasonably high, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COUNTY, its officers, employees, agents and volunteers or NVUSD/NVAE shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

(e) Inclusion in Subcontracts. NVUSD/NVAE agrees to require all subcontractors and any other entity or person who is involved in providing services under this MOU to comply with the Workers Compensation and General Liability insurance requirements set forth in this Paragraph 3.

#### 4. Hold Harmless/Defense/Indemnification.

(a) In General. To the full extent permitted by law, NVUSD/NVAE shall defend at its own expense, indemnify, and hold harmless COUNTY and its officers, agents, employees, volunteers, or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising from all acts or omissions of NVUSD/NVAE or its

officers, agents, employees, volunteers, contractors and their subcontractors in rendering services under this MOU, excluding, however, such liability, claims, actions, losses, injuries, damages or expenses arising from the sole negligence or willful acts of COUNTY or its officers, agents, employees, volunteers, representatives, or other contractors or their subcontractors. To the full extent permitted by law, COUNTY shall defend at its own expense, indemnify, and hold harmless NVUSD/NVAE and its officers, agents, employees, volunteers, or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising from all acts or omissions of COUNTY or its officers, agents, employees, volunteers, contractors and subcontractors in rendering services under this MOU, excluding, however, such liability, claims, actions, losses, injuries, damages or expenses arising from the sole negligence or willful acts of NVUSD/NVAE or its officers, agents, employees, volunteers, representatives, or other contractors or their subcontractors. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this MOU. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this MOU, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.

(b) Employee Character and Fitness. NVUSD/NVAE agrees to use reasonable efforts to determine and approve the character and fitness of its employees (including volunteers, agents or representatives) to provide the services required of NVUSD/NVAE under this MOU.

#### **5. Termination for Cause.**

(a) If either party shall fail to fulfill in a timely and proper manner that party's obligations under this MOU or otherwise breach this MOU and fail to cure such failure or breach within fifteen (15) days of receipt of written notice from the other party describing the nature of the breach, the non-defaulting party may, in addition to any other remedies it may have, terminate this MOU by giving ten (10) days prior written notice to the defaulting party in the manner set forth in Paragraph 8 (Notices).

(b) The Chief Technology Officer is delegated the authority to terminate this MOU in accordance with this Paragraph on behalf of COUNTY, but may exercise such authority only after consultation with, and concurrence of, the County Counsel and the County Executive Officer or their respective designees; however, nothing in this delegation prevents the Chief Technology Officer from requesting the Board of Supervisors to terminate this MOU under this Paragraph.

(c) In the event of termination under this Paragraph, NVUSD/NVAE shall, within thirty (30) days of the date of the notice of termination, submit an accounting of all reasonable and allowed reimbursable expenses it has incurred in the performance of its duties under this MOU to COUNTY, and COUNTY shall submit these expenses to the grantor for reimbursement. COUNTY shall provide such reimbursement from the grantor to NVUSD/NVAE in a timely manner. After the date of the notice of termination, COUNTY may engage another entity to perform any of the remaining services required under this MOU, or COUNTY may elect to terminate the grant.

#### **6. Other Termination.**

(a) This MOU may be terminated by either party for any reason and at any time by giving prior written notice of such termination to the other party specifying the effective date thereof at least ninety (90) days prior to the effective date, provided, however, that no such termination may be effected by COUNTY unless an opportunity for consultation is provided prior to the effective date of the termination.

(b) The Chief Technology Officer is delegated the authority to terminate this MOU in accordance with this Paragraph on behalf of COUNTY, but may exercise such authority only after consultation with, and concurrence of, the County Counsel and the County Executive Officer or their respective designees; however, nothing in this delegation prevents the Chief Technology Officer from requesting the Board of Supervisors to terminate this MOU under this Paragraph.

(c) In the event of termination under this Paragraph, NVUSD/NVAE shall, within thirty (30) days of the date of the notice of termination, submit an accounting of all reasonable and allowed reimbursable expenses it has incurred in the performance of its duties under this MOU to COUNTY, and COUNTY shall submit these expenses to the grantor for reimbursement. COUNTY shall provide such reimbursement from the grantor to NVAE in a timely manner. After the date of the notice of termination, COUNTY may engage another entity to perform any of the remaining services required under this MOU, or COUNTY may elect to terminate the grant.

**7. No Waiver.** The waiver by either party of any breach or violation of any requirement of this MOU shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this MOU.

**8. Notices.** All notices required or authorized by this MOU shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

**COUNTY**

Napa County Information Technology Services  
Attn: Mark Revis, Broadband Project Manager  
650 Imperial Way, Suite 201  
Napa, CA 94559

**NVAE**

Napa Valley Adult Education  
Attn: Coleen Petersen, Principal  
1600 Lincoln Avenue  
Napa, CA 94558

**9. Compliance with COUNTY Policies on Waste, Harassment, Drug/Alcohol-Free Workplace, and Computer Use.** NVUSD/NVAE hereby agrees to comply, and require its employees and subcontractors to comply, with policies furnished to NVUSD/NVAE (and any updates thereto). NVUSD/NVAE also agrees that it shall not engage in any activities, or permit its officers, agents and employees to do so, during the performance of any of the services required under this MOU, which would interfere with compliance or induce violation of these policies by COUNTY employees or contractors.

(a) Waste Source Reduction and Recycled Product Content Procurement Policy adopted by resolution of the Board of Supervisors on March 26, 1991.

(b) County of Napa "Discrimination, Harassment, and Retaliation Prevention Policy" revised effective April 23, 2024.

(c) County of Napa Drug and Alcohol Policy adopted by resolution of the Board of Supervisors on June 25, 1991.

(d) Napa County Information Technology Use and Security Policy adopted by resolution of the Board of Supervisors on April 17, 2001. To this end, all employees and subcontractors of NVAE whose performance of services under this MOU requires access to any portion of the COUNTY computer network shall sign and have on file with COUNTY's ITS Department prior to receiving such access the certification attached to said Policy.

(e) Napa County Workplace Violence Policy, adopted by the Board of Supervisors effective May 23, 1995 and subsequently revised effective November 2, 2004, which is located in the County of Napa Policy Manual Part I, Section 37U.

**10. Confidentiality.**

(a) COUNTY and NVUSD/NVAE shall abide by all applicable state and federal privacy laws with respect to student information.

**11. No Assignments or Subcontracts.**

(a) In General. A consideration of this MOU is the personal reputation of NVUSD/NVAE; therefore, NVUSD/NVAE shall not assign any interest in this MOU or subcontract any of the services NVUSD/NVAE is to perform hereunder without the prior written consent of COUNTY, which shall not be unreasonably withheld. The inability of the assignee to provide personnel equivalent in experience, expertise, and numbers to those provided by NVUSD/NVAE, or to perform any of the remaining services required under this MOU within the same time frame required of NVUSD/NVAE shall be deemed to be reasonable grounds for COUNTY to withhold its consent to assignment. For purposes of this subparagraph, the consent of COUNTY may be given by the Chief Technology Officer. COUNTY shall not assign any interest in this MOU or subcontract any of its obligations hereunder without the prior written consent of NVUSD/NVAE, which shall not be unreasonably withheld.

**12. Amendment/Modification.** Except as specifically provided herein, this MOU may be modified or amended only in writing and with the prior written consent of both parties.

**13. Interpretation; Venue.**

(a) Interpretation. The headings used herein are for reference only. The terms of the MOU are set out in the text under the headings. This MOU shall be governed by the laws of the State of California without regard to the choice of law or conflicts.

(b) Venue. This MOU is made in Napa County, California. The venue for any legal action in state court filed by either party to this MOU for the purpose of interpreting or enforcing any provision of this MOU shall be in the Superior Court of California, County of Napa, a unified court. The venue for any legal action in federal court filed by either party to this MOU for the purpose of interpreting or enforcing any provision of this MOU lying within the jurisdiction of the federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceedings under this MOU shall be Napa County, California; however, nothing in this sentence shall obligate either party to submit to mediation or arbitration any dispute arising under this MOU.

**14. Compliance with Laws.** NVUSD/NVAE shall observe and comply with all applicable Federal, State and local laws, ordinances, and codes. Such laws shall include, but not be limited to, the following, except where prohibited by law:

(a) Non-Discrimination. During the performance of this MOU, NVUSD/NVAE and its subcontractors shall not deny the benefits thereof to any person on the basis of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age, mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS), or political affiliation or belief, nor shall they discriminate unlawfully against any employee or applicant for employment because of

race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age (over 40), mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS), use of family care leave, or political affiliation or belief. NVAE shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination or harassment.

(b) Documentation of Right to Work. NVUSD/NVAE agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly hired employees of NVAE performing any services under this MOU have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form I-9 (as it may be amended from time to time) is completed and on file for each employee.

NVUSD/NVAE shall make the required documentation available upon request to COUNTY for inspection.

(c) Inclusion in Subcontracts. To the extent any of the services required of NVUSD/NVAE under this MOU are subcontracted to a third party, NVUSD/NVAE shall include all of the provisions of this Paragraph 19 in all such subcontracts as obligations of the subcontractor.

(d) Grant Requirements. NVUSD/NVAE and COUNTY agree to comply with all of the requirements for grants awarded by the California Public Utilities Commission's California Advanced Services Fund Broadband Adoption Account program.

COUNTY shall observe and comply with all applicable Federal, State, and local laws, ordinances, and codes in connection with its performance under this MOU.

## 15. Disbursement of Grant Funds.

(a) Eligible Cost (Sole Item). NVUSD/NVAE may invoice COUNTY only for the budget line item "Staff for Instruction," in an aggregate amount not to exceed Twenty-Nine Thousand Seven Hundred Dollars (\$29,700) for the Term. All other reimbursable costs, if any, are payable to COUNTY as the grant recipient.

(b) Invoicing Procedure. NVUSD/NVAE shall submit invoices to COUNTY quarterly, within thirty (30) days after the close of the billing period, for eligible "Staff for Instruction" costs incurred during that period. Each invoice shall: (a) identify the billing period; (b) itemize instructor name(s), class dates, class location(s), hours worked per class session, hourly rates, and extended amounts; (c) state the cumulative billed-to-date total against the \$29,700 not-to-exceed amount; (d) attach supporting documentation, including signed instructional staff timesheets and class rosters/attendance logs; and (e) include a certification by an authorized NVUSD/NVAE representative that the costs are true, correct, incurred within the Term, allocable to the Grant, and compliant with grant requirements. Invoices shall be transmitted to Napa County Information Technology Services, 650 Imperial Way, Suite 201, Napa, CA 94559 Attention: Mark Revis.

(c) COUNTY Review and Payment. Within fifteen (15) business days after receipt of an invoice, COUNTY shall either (a) notify NVUSD/NVAE in writing of any deficiencies to be cured, or (b) process the invoice for submission to the grantor in accordance with grant requirements. Subject to COUNTY's receipt of corresponding grant funds from the grantor, COUNTY shall remit payment of approved "Staff for Instruction" amounts to NVUSD/NVAE within fifteen (15) business days after COUNTY's receipt of such grant funds, by check to: NAPA VALLEY UNIFIED SCHOOL DISTRICT Accounts Receivable, Attention: NVAE, 2425 Jefferson St., Napa, CA 94558. Total payments shall not exceed \$29,700.

(d) **Non-Reimbursable NVUSD/NVAE Expenses.** The following NVUSD/NVAE expenses are expressly non-reimbursable under this MOU: shared tracking of device inventory; maintenance of project records; and attendance at and participation in project progress meetings.

**16. Access to Records/Retention.** Upon reasonable written request by COUNTY, any federal or state grantor agency funding all or part of the compensation payable hereunder, the State Controller, the Comptroller General of the United States, or the duly authorized representatives of any of the above, NVAE agrees to provide access to any financial books, documents, papers and records (together referred to herein as "Finance materials") of NVUSD/NVAE which are directly pertinent to the subject matter of this MOU for the purpose of making audit, examination, excerpts and transcriptions, except where such Finance materials are protected by law or attorney-client privilege or contain attorney work product or confidential or proprietary information of NVUSD/NVAE. Except where longer retention is required by any federal or state law, NVUSD/NVAE shall maintain all required records for at least seven (7) years after COUNTY makes final payment for any of the work authorized hereunder and all pending matters are closed, whichever is later.

**17. Authority to Contract.** NVUSD/NVAE and COUNTY each warrant hereby that they are legally permitted and otherwise have the authority to enter into and perform this MOU.

**18. Conflict of Interest.**

(a) **Covenant of No Undisclosed Conflict.** The parties to the MOU acknowledge that they are aware of the provisions of Government Code section 1090, et seq., and section 87100, et seq., relating to conflict of interest of public officers and employees. NVUSD/NVAE hereby covenants that it presently has no interest not disclosed to COUNTY and shall not acquire any interest, direct or indirect, which would conflict in any material manner or degree with the performance of its services or confidentiality obligation hereunder, except as such as COUNTY may consent to in writing prior to the acquisition by NVUSD/NVAE of such conflict. NVUSD/NVAE further warrants that it is unaware of any financial or economic interest of any public officer or employee of COUNTY relating to this MOU. NVUSD/NVAE agrees that if such financial interest does exist at the inception of this MOU, COUNTY may terminate this MOU immediately upon giving written notice without further obligation by COUNTY to NVUSD/NVAE under this MOU.

**19. Third Party Beneficiaries.** Nothing contained in this MOU shall be construed to create any rights in third parties and the parties do not intend to create such rights.

**20. Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this MOU or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all reasonable documented costs and reasonable attorney's fees incurred in connection with such action.

**21. Severability.** If any provision of this MOU, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOU.

**22. Entirety of Contract.** This MOU, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire MOU between the parties relating to the subject of this MOU and supersedes all previous MOUs, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

**23. Special Terms and Conditions. [RESERVED]**

**IN WITNESS WHEREOF**, this MOU was executed by the parties hereto as of the date first above written.

NAPA VALLEY UNIFIED SCHOOL DISTRICT

By:   
Monica J. Ready, Ed. D  
Asst. Superintendent of Instructional Services

By:   
Coleen Petersen, Principal  
Napa Valley Adult Education

Board Approval: Vera Morales  
Date: 10/23/25

NAPA COUNTY, a political subdivision of the State of California

By: \_\_\_\_\_, Chair of the Board of Supervisors  
AMBER MANFREE

|   |  |   |
|---|--|---|
| APPROVED AS TO FORM<br>Office of County Counsel<br><br>By: <u>Ryan Fitzgerald (e-sign)</u><br>Deputy County Counsel<br><br>Date: <u>October 2, 2025</u><br><br>PL No. <u>140089</u> | APPROVED BY THE<br>NAPA COUNTY<br>BOARD OF SUPERVISORS<br><br>Date:<br><br>Processed By:<br><br>_____<br><br>Deputy Clerk of the Board | ATTEST: NEHA HOSKINS<br>Clerk of the Board of<br>Supervisors<br><br>By: |
|---|--|---|

**EXHIBIT "A"**

**I. DESCRIPTION OF SERVICES.** COUNTY shall be the primary applicant for a grant to fund digital literacy/equity programs from the California Public Utilities Commission. NVUSD/NVAE will be a sub-grantee and shall provide digital literacy training classes to adult students within Napa County. COUNTY shall administer the grant and provide take-home computing devices to qualifying completers of the digital literacy training classes. See Exhibit B for the project budget.

It is intended that the digital literacy classes NVUSD/NVAE provides using the grant funds will utilize the same curricula as NVAE's standard digital literacy classes (Computer Skills/Habilidades en Computacion and ASK-12).

**II. OBLIGATIONS OF NVUSD/NVAE.** NVUSD/NVAE shall:

- a. Provide fifteen digital literacy classes at locations within Napa County.
- b. Provide the classes at no cost to students.
- c. Arrange for the provision of classrooms for each class.
- d. Ensure that each instructor is qualified to teach digital literacy.
- e. Provide each student with classroom supplies as required for each lesson.
- f. Distribute handouts to each student informing them of low-cost internet service plans available within Napa County (COUNTY will provide the handout materials).
- g. Keep and maintain student attendance logs and performance records.
- h. Perform pre-and-post class student assessments. Assessments shall be the same as those performed for previous digital literacy classes, except they shall include these additional questions:
  - a. Pre-assessment questions asking each student if they currently have an internet service subscription, what type of service (home or cellular phone) and usage (smartphone only, computer, or both) and which provider.
  - b. A post-assessment question asking students whether they intend to obtain a new internet service subscription.
- i. Provide certificates to students who satisfactorily complete each class.
- j. Provide pre-and-post assessment data with personally identifiable information redacted to COUNTY at the completion of the fifteen classes.
- k. Attend project progress meetings.
- l. Assist COUNTY in tracking computing device inventory and maintenance of project records.
- m. Comply with all grant requirements.
- n. Bear all costs and expenses associated with the provision of each digital literacy class.
- o. Submit requests for reimbursement of the costs of teacher's work hours and time spent by administrative staff on allowable project activities to COUNTY in a timely manner. See Exhibit B for allowed project administrative activities. Note: Administrative activities are considered local matching funds and are not reimbursable by the grant.

**III. OBLIGATIONS OF COUNTY.** COUNTY shall:

- a. Perform its grant administration duties at no cost to NVUSD/NVAE. See Exhibit B for allowed project administrative activities. Note: Administrative activities are considered local matching funds and are not reimbursable by the grant.
- b. Prepare informational handouts regarding low-cost internet service plans and provide them to NVAE.
- c. Purchase 133 computing devices for the purpose of distributing to completers of the

classes and track the inventory of devices.

- d. Provide qualifying completers of each of the fifteen classes with a computing device, provided there are a sufficient number of devices in inventory to do so.
- e. Hold monthly project progress meetings.
- f. Comply with all grant requirements.
- g. Submit requests for reimbursements to the grantor in a timely manner and distribute reimbursed funds to NVUSD/NVAE.

## Exhibit B - Project Budget

| County of Napa CASF Adoption Account Grant Application         |          |                  |               |                      |
|--|----------|------------------|---------------|----------------------|
| Project Activity / Expense                                     | Quantity | Unit Cost        | Total Cost    | Comment              |
| Take-home computing devices for completers                     | 133      | \$300.00         | \$39,900.00   |                      |
| Staff for instruction  | 412.5    | \$72.00 per hour | \$29,700.00   |                      |
| Anti-virus software  | 133      | \$40.00          | \$5,320.00    |                      |
| Extended warranty/tech support for take-home computing devices | 133      | \$60.00          | \$7,980.00    |                      |
| Administrative costs   |          |                  | \$15,414.00   | See breakdown below. |
|  |          |                  | <b>TOTAL:</b> | <b>\$98,314.00</b>   |

| Estimate of Administrative Effort / Allowed Project Administrative Activities (offered as matching funds; not reimbursable) |             |        |             |              |                  |              |
|---|-------------|--------|-------------|--------------|------------------|--------------|
| Administrative Activity   | Hours/Month | Months | Total Hours | Rate         | Totals           | Assigned to: |
| Procurement of computing devices and software   | 48          | 1      | 48          | 83.00        | 3,984.00         | COUNTY       |
| Tracking inventory of computing devices   | 4           | 6      | 24          | 83.00        | 1,992.00         | COUNTY       |
| Tracking inventory of computing devices   | 4           | 6      | 24          | 72.00        | 1,728.00         | NVAE         |
| Income verification of device recipients  | 6           | 6      | 36          | 83.00        | 2,988.00         | COUNTY       |
| Maintenance of project records; submission of quarterly reports and reimbursement requests                                  | 4           | 6      | 24          | 83.00        | 1,992.00         | COUNTY       |
| Maintenance of project records  | 2           | 6      | 12          | 100.00       | 1,200.00         | NVAE         |
| Project Progress Meetings   | 1           | 6      | 6           | 83.00        | 498.00           | COUNTY       |
| Project Progress Meetings   | 1           | 6      | 6           | 72.00        | 432.00           | NVAE         |
| Project Progress Meetings   | 1           | 6      | 6           | 100.00       | 600.00           | NVAE         |
|   |             |        |             | <b>TOTAL</b> | <b>15,414.00</b> |              |

Note: Administrative effort estimate is approximate and subject to change.