



COMMUNITY ACTION PARTNERSHIP  
SOLANO  
JOINT POWERS AUTHORITY

MEMORANDUM OF UNDERSTANDING BETWEEN  
COMMUNITY ACTION PARTNERSHIP OF SOLANO JPA,  
AND THE COUNTY OF SOLANO

AMENDMENT 1

This amendment ("Amendment") is made by and between the Community Action Partnership of Solano, JPA ("CAP Solano JPA"), a joint powers authority, and the County of Solano ("County") to the Original Memorandum of Understanding (Original MOU) for the for staffing services effective July 18, 2023.

**WHEREAS**, CAP Solano JPA and the County entered into the Original MOU effective July 18, 2023, to provide staffing services to CAP Solano JPA; and

**WHEREAS**, CAP Solano JPA and the County desire to amend the agreement to provide for additional staffing services.

**WHEREAS**, CAP SOLANO and the County now desire to amend the agreement as set forth below:

A. Paragraph 1 PURPOSE is deleted in its entirety and replaced with:

The purpose of this MOU is to provide the CAP Solano JPA staffing services including the services of JPA Facilitator and Project Manager with the work location at the County of Solano, 675 Texas St, Fairfield, CA. The non-exclusive list of duties are described in Attachment A.

B. Paragraph 4 TERM is deleted in its entirety and replaced with:

The effective date of this MOU shall be July 18, 2023 and ending December 31, 2024.

C. Paragraph 6 BILLING is deleted in its entirety and replaced with:

The fee for the services is inclusive of:

- i. Project Manager: The full salary, FICA and Medicare of the Extra Help Project Manager, which is currently \$45.58/hour for time spent July 18, 2023-December 31, 2024 up to a total amount of \$90,248.
- ii. JPA Facilitator: The Productive Hourly Rate of a designated Management Analyst up to 0.5 FTE from the County Administrator's Office, which is currently \$149.38/hour for time spent January 1, 2024-December 31, 2024 up to \$127,872.



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County will invoice CAP Solano JPA on a monthly basis for costs incurred up to a total amount up to \$218,120.

- D. Attachment A is deleted in its entirety and replaced with Attachment A-1. General Duties of CAP Solano staffing.

**FUTHERMORE**, all other terms, provisions, requirements, and specifications contained in the Original MOU and Amendment 1 will remain in full force and effect.

**EXECUTION**

The undersigned hereby warrants that s/he has the requisite Authority to enter into this Amendment on behalf of the parties and thereby bind the parties to the terms and conditions of the same.

Community Action Partnership of Solano JPA, a Joint Powers Authority

By   
Mitch Mashburn, Board Chair

County of Solano

Approved as to form:

By \_\_\_\_\_  
Bill Emlen, County Administrator

By  \_\_\_\_\_  
Kelly Walsh (Nov 16, 2023 16:57 PST)  
County Counsel



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**Attachment A-1**

**General Duties of CAP Solano Staffing**

The duties County staff in support of CAP Solano JPA include but are not limited to the following:

- Staff JPA meetings, including agenda preparation, preparation/coordination of items, meeting logistic coordination, and preparation of minutes.
- Consult and coordinate with JPA Chair and JPA members as needed for implementation of JPA projects.
- Staff Housing First Solano Continuum of Care, and its Subcommittees including but not limited to the HMIS User Committee, Coordinated Entry Committee, and the Governance Committee, including agenda preparation, meeting coordination, and preparation of minutes/notes.
- Staff Tripartite Advisory Board including agenda preparation, meeting coordination, and preparation of minutes.
- Coordinate with community partners on the application and distribution of federal, State, and local funds received to address and reduce homelessness in the County.
- Prepare grant applications, requests for proposals and procurement processes in alignment with all State and federal regulatory requirements.
- Prepare and, in coordination with fiscal agent, submit programmatic narratives to funding sources.
- Perform staff duties for JPA led projects, such as HMIS and Coordinated Entry.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, JPA Leadership and consultant staff and the public.
- Project lead for the countywide 2024 unsheltered Point In Time count which is a countywide effort to collect data on people who are unsheltered. The date of the actual count is at the end of January 2024.
- Assist with other ad hoc projects related to homeless services as needed.