



MEMORANDUM OF UNDERSTANDING

For

TECHNICAL ASSISTANCE, EDUCATION, and TRAINING

Between

CITY OF SALINAS

And

INSTITUTE FOR LOCAL GOVERNMENT

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the day and year of the last signature indicated below.

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is entered into by and between the Institute for Local Government (ILG) and the City of Salinas (Local Agency).

### **1. PURPOSE**

The purpose of this MOU is to establish the framework through which the parties will collaborate and to articulate the specific objectives of the partnership, as well as the roles and responsibilities of each party to accomplish those objectives.

### **2. BACKGROUND**

**WHEREAS**, ILG has developed expertise in providing impartial and easy-to-use resources for local agencies to assist with on-the-ground implementation of policies.

**WHEREAS**, ILG has been selected by the California Strategic Growth Council to administer the BOOST pilot program to ten cities and two regions in California; and the local agency has been selected to participate in the BOOST pilot program.

**WHEREAS**, the BOOST pilot program was designed to help local agencies:

- a. Build awareness of funding opportunities available to address climate action.
- b. Organize projects to be best positioned to meet goals.
- c. Optimize existing resources and build more capacity.
- d. Strengthen relationships with key stakeholders and identify new opportunities for regional engagement and collaboration.
- e. Transform their approach to addressing climate action.

**WHEREAS**, ILG is committed to helping local agencies achieve climate action by providing right-sized assistance so they can better navigate through complex issues and create healthier, more vibrant communities.

**NOW, THEREFORE**, the undersigned Parties agree as follows:

### **3. OBJECTIVES**

The objectives of this MOU are as follows:

- a. To allow the Parties to engage in discussion, collaborate and identify activities of mutual interest.
- b. Where appropriate and as mutually agreed upon, to jointly seek sources of external support to fund these planned collaborative efforts.
- c. To make available to other jurisdictions best practices that are discovered through their collaboration, and to share information that will expand the knowledge base and improve outcomes for all California communities.

#### 4. EXPECTATIONS OF BOTH PARTIES

- a. ILG Responsibilities. ILG will conduct the following activities:
  - i. Support & Planning: ILG will offer one-on-one coaching that includes staff trainings, stakeholder engagement, and development of a realistic and sustainable implementation plan.
  - ii. Consultation: ILG will identify local projects, organize them, and work closely with the Local Agency to identify funding sources through grants and other creative funding mechanisms.
  - iii. Training & Technical Assistance: ILG will assess the specific training, education and technical assistance needs of the local agency related to the BOOST program.
- b. Joint Responsibilities. Each party agrees to the following joint responsibilities:
  - i. Key Contacts: Each party will appoint a key contact person for the BOOST pilot program partnership.
  - ii. Regular & Timely Communication: These key contacts will maintain frequent communication to facilitate cooperation under this MOU.
  - iii. Established Timelines & Deadlines: These key contacts will work together to determine appropriate timelines for project updates and status reports throughout the pilot program period. Agreed upon activities, projects and outcomes related to this partnership will be specified in “Appendix A” of this document.
  - iv. Communication: Each Party will collaborate on all communication and messaging associated with this program and its activities

#### 5. ASSURANCES

- a. Each party hereby assures and represents that it:
  - i. Has all requisite power and authority to execute this MOU;
  - ii. Is committed to working collaboratively to meet the responsibilities specified in this MOU in order to improve likelihood BOOST pilot program success;
  - iii. Will comply with all the terms of the BOOST program and all applicable Federal and State laws and regulations.

6. REPORTING

Upon completion of the BOOST pilot program, ILG will provide a closing report, which outlines key activities and outcomes for the Local Agency.

7. FUNDING

This MOU does not necessarily anticipate any present exchange of monies between parties or guarantee specific funding.

8. EFFECTIVE DATE/DURATION/TERMINATION

This MOU is at-will and may be modified by mutual consent of authorized officials from either party. This MOU shall become effective upon signature by the authorized officials from each organization and will remain in effect until modified or terminated by any one of the parties by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end upon the expiration of the BOOST pilot project period, on or around December 31, 2020.

## APPENDIX A.

Based on discussions between ILG and the City of Salinas, the following are priorities for this partnership and potential activities that may achieve the desired outcomes.

### 1. LOCAL AGENCY PRIORITY PROJECTS

The City of Salinas has indicated the following priorities:

- 1) Assistance initiating Salinas' Climate Action Plan in conjunction with the General Plan update;
- 2) Establishment of a city-wide greenhouse gas emissions inventory;
- 3) Assistance quantifying greenhouse gas reduction strategies;
- 4) Education and training of staff on community engagement efforts;
- 5) Improvement on competitiveness for state funding, especially as it relates to mixed-use development; and
- 6) Promotion and storytelling of city's projects and successes.

### 2. SCOPE OF ACTIVITIES

To address the above priorities, ILG will work with the City of Salinas to accomplish some or all of the following activities, if possible:

- **Review scope of work and RFP** for a Climate Action Plan.
- **Collaborate with AMBAG** to create a baseline Greenhouse Gas inventory.
- **Seek partnerships** with consultants, educational institutions, and other regional partners (such as TAMC) to identify and quantify greenhouse gas reduction strategies.
- **Review best practices and policies** that should be included in Salinas' Climate Action Plan.
- **Conduct education and training** on ILG's TIERS Public Engagement Framework to various city departments.
- **Provide grant identification and application support** of statewide funding opportunities specifically around housing, public safety and green infrastructure.
- **Support promotional storytelling** through ILG's Beacon Program and other venues that illustrate successful public engagement partnerships, housing solutions and projects that reduce greenhouse gas emissions.

ILG and Salinas may identify one or more additional activities not listed here to accomplish their priorities and desired outcomes.

### 3. DESIRED OUTCOMES

Accomplishing one or more of the following outcomes would demonstrate a successful

endeavor by both parties. ILG, and its partners will work with the City of Salinas collaboratively to establish:

- An updated greenhouse gas inventory that will serve as a baseline to understand the sources and trends of city-based greenhouse gas emissions.
- A list of climate action measures and associated greenhouse gas reductions that will assist the city with selecting and prioritizing GHG reduction measures that can achieve the greatest GHG reductions and sustainability co-benefits at the least cost to the City of Salinas and its community.
- A uniform public engagement approach based on ILG's TIERS framework to help increase resident engagement, participation and ownership of ongoing planning efforts.
- Competitive grant applications to support housing, green infrastructure and other projects to reduce greenhouse gas emissions.
- An outreach plan to highlight the successful partnership between the City of Salinas and its community to create a healthier, safer, and more equitable and community to key opinion leaders and industry leaders.