



2016 Energy Upgrade California® Community Outreach Ambassador Program Memorandum of Understanding

Between **South Bay Cities Council of Governments** (Agency) and Runyon Saltzman Einhorn, Inc. (RSE) for the period of January 2016 through December, 2016.

The intent of this Memorandum of Understanding (MOU) is to define roles and responsibilities of Agency and RSE, community outreach contractor for the Energy Upgrade California (EUC) Community Ambassador Outreach Program.

The MOU between Agency and RSE confirms intentions to work together toward the mutual goal of educating the public about energy management topics. To this end, Agency agrees to the following services:

Agency will:

1. Complete outreach activities as outlined in 2015-16 EUC Community Ambassador Outreach Scope of Work and maintain fiscal records and documentation to support 2015-2016 Budget Proposal.
2. Submit a signed MOU by **January 15, 2016** and Payment #1 Letter to RSE by **January 4, 2016**.
3. Send two designated staff people (one who administers the grant on a day-by-day basis and another who is responsible for administering the social media portion of the grant) to the one day training session as assigned either on January 12th at RSE's offices in Sacramento or on January 20th at the SoCalGas Energy Resource Center in Downey.
4. Alert RSE about field staff who will be conducting outreach so they can attend mandatory Skype session trainings prior to conducting outreach.
5. Contact RSE if a new staff person takes over the grant.
6. Schedule that new staff person for formal onboarding training with RSE at least one week prior to the time they take over grant operations.
7. Send a representative to attend all topic training webinars.
8. Provide progress reports and respective Payment Request Letters to RSE on dates specified below.
9. Provide two week notice to RSE of changes in Scope of Work, budget allocations and/or staff changes.
10. Submit photos of both events and presentations with reports to RSE.
11. Social media posting requirements will be based on the social media channels utilized by your organization at the time of proposal and will be communicated to you during the onboarding training session.
12. Be subject to withholding of funds for late work and/or work not completed (i.e., late reports, cancellations, incomplete reports and incomplete scopes of work). This withholding of funds will be subtracted from grant payments**.
13. Submit a first quarterly report and Payment #2 Letter to RSE by April 11, 2016.
14. Submit a second quarterly report and Payment #3 Letter to RSE by July 11, 2016.
15. Submit year-end activity and budget reports along with supporting documentation (including receipts and surveys) to RSE by December 5, 2016.
16. Return any remaining funds to RSE that are not approved or accounted for in the year-end budget report by December 30, 2016.

****Withholding of fund amounts are as follows:** late reports \$500; cancellations: first occurrence \$250, second occurrence \$1,000; incomplete reports \$500; end of year incomplete scope of work: events \$2,240.83, presentations \$3,227.78, social media \$1,760.61.

RSE will:

1. Authorize payment to Agency up to \$58,100 to support Agency's community outreach strategies as outlined and supported in Agency's Scope of Work and Budget Proposal.

2. Forward first payment of \$20,000 upon receipt of signed MOU and Payment Request #1 Letter due January 4, 2016.
3. Forward second payment of \$20,000 upon approval of first Quarterly Report due April 11, 2016 and receipt of Payment Request #2 Letter.
4. Forward third payment of \$15,000 upon receipt and approval of second Quarterly Report due July 11, 2016, and receipt of Payment Request #3 Letter.
5. Forward fourth and final payment of \$3,100 upon approval of final, Year-End Report and Budget Report due December 5, 2016 and receipt of Payment Request #4 Letter.
6. Provide a one-day training session on January 12th in Sacramento and January 20th in Downey.
7. Provide ongoing Skype training sessions for Agency's field staff who will be conducting outreach.
8. Provide additional formal onboarding training to new staff members responsible for grant implementation.
9. Conduct monthly topic training webinars.
10. Distribute withholding of funds notices to agencies if grant requirements are not met.
11. Coordinate shipment of campaign collateral and premium items to Agency.
12. Provide ongoing technical assistance to support Agency's local outreach activities.
13. Process Agency's reports and budget documents.

The undersigned agree to the conditions of this Memorandum of Understanding:

Christopher S. Holben, President

Runyon Saltzman Einhorn, Inc.

Jim Gazeley, Chair

South Bay Cities Council of Governments