



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

Between South Bay Cities COG (Agency) and Runyon Saltzman, Inc. (RSE) for the period November 1, 2016 through December 5, 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 the 2016 Energy Upgrade CA Community Ambassador Outreach Scope of Work Program Extension and maintain fiscal records and documentation to support 2016 Program Extension Budget Proposal.
2. Submit a signed MOU to RSE by September 26, 2016.
3. Contact RSE with any changes to proposed events by October 3, 2016.
4. Submit a Payment #1 Letter to RSE by October 10, 2016
5. Contact RSE if a new staff person takes over the grant, as he/she will need to receive a formal training.
6. Attend a formal training on outreach provided by RSE and CSE.
7. Register and book events chosen by RSE by October 24, 2016.
8. Provide progress reports and respective Payment Request Letters to RSE on November 17th and December 5, 2016.
9. Provide two week notice to RSE of changes in Scope of Work, budget allocations and/or staff changes.
10. Submit photos of events and event reports, to RSE, the day after the event occurred.
11. Implement \$600 worth of paid social media from November 1- December 4.
12. Provide monthly social media report due on December 5th.
13. Submit activity and budget reports summarizing grant activity monthly by November 17th and submit activity and budget reports summarizing the entire grant along with supporting documentation to RSE by December 5, 2016.
14. Return any remaining funds to RSE that are not approved or accounted for in the grant completion budget report by December 31, 2016.

RSE will:

1. Authorize payment to Agency of up to \$11,225 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 \$7,500 upon receipt of signed MOU and Payment Request #1 Letter due September 26, 2016.
3. Forward second and final payment of \$3,725 upon approval of final, Grant-End Report and Budget Report due December 5, 2016 and receipt of Payment Request #2 Letter.
4. Provide additional formal training to new staff members.
5. Conduct a formal training on outreach for each Ambassador.
6. Choose outreach events for Agency.
7. Withhold funds if grant requirements and deliverables are not met. The amounts of these withholdings are as follows: \$600 for social media and each event that is not completed.
8. Provide ongoing technical assistance to support Agency's local outreach activities.
9. 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.

Agency Authorized Signature
Title Chair, Board of Directors