


CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

Date: June 2, 2022

To: Honorable City Council
c/o City Clerk, Room 395, City Hall
Attention: Honorable Mike Bonin, Chair, Transportation Committee

From: Seleta J. Reynolds, General Manager 
Department of Transportation

Subject: **Partnership Agreement Between Community Partners and Los Angeles Department of Transportation for Transformative Climate Communities Grant**

SUMMARY

The Los Angeles Department of Transportation (LADOT) and Bureau of Street Services (StreetsLA) seek to partner with Community Partners and SLATE-Z in a Transformative Climate Communities (TCC) implementation grant in South LA. LADOT will support this grant by providing clean transportation options including electric vehicle (EV) infrastructure, e-bikes and EV car share, and by implementing pedestrian infrastructure to improve health and safety. Streets LA will support this project by providing curb ramp upgrades, sidewalk improvements, tree planting, pedestrian-level lighting, and installation of cool pavements.

RECOMMENDATIONS

That the City Council, subject to approval of the Mayor:

1. AUTHORIZE LADOT and StreetsLA to execute a Stakeholder Structure and Partnership Agreement with Community Partners (required as a condition of the grant) and subject to agreement from the City Attorney.
2. AUTHORIZE LADOT and StreetsLA to jointly receive grant funds, in an amount up to \$9,177,938.66 from the TCC Program for the purpose of expanding EV car share and e-bike library programs, implementing EV charging infrastructure, and installing street improvements.

BACKGROUND

On February 24, 2022, the California Strategic Growth Council (SGC) adopted Round 4 TCC Program Guidelines and released a Notice of Funding Availability on March 8, 2022. Total grant funding available is an approximate \$105 million for three implementation grant awards.

Assembly Bill 2722 established the TCC in 2016 to:

1. Fund the development and implementation of neighborhood-level transformative climate community plans.

2. Coordinate greenhouse gas reduction projects that provide economic, environmental, and health benefits to the state's most disadvantaged communities.

In 2018, Council File (CF) 17-0002-S128 established the City's official position in support of grant-oriented funding from the TCC Program toward development and implementation of neighborhood-level TCC plans for disadvantaged communities. The City has since authorized LADOT to accept TCC grant funds including awards of \$1,713,075 and \$4,743,900, respectively, to purchase battery-electric buses and to implement walking and biking safety improvements for the Watts Rising Project (CF #17-1161-S4).

DISCUSSION

Funded by California's Cap-and-Trade Program, TCC is a community-led initiative that enables the state's most pollution-impacted communities to choose their own goals, strategies, and projects to reduce greenhouse gas emissions and local air pollution. The TCC Program supports projects that maximize climate, public health, environmental, workforce, and economic benefits.

Community Partners is a California nonprofit public benefit corporation located in Los Angeles and a fiscal sponsor of South Los Angeles Transit Empowerment Zone (SLATE-Z). Community Partner's proposed Transformative Climate Communities (TCC) Implementation grant serves South LA residents by funding projects in the community that reduce pollution, specifically greenhouse gas emissions, through transformative change and investments in green spaces and jobs. These projects will conserve non-renewable resources while providing the South LA community with access to green spaces and to safe, walkable, and sustainable transportation.

Community Partners for the benefit of SLATE-Z, a California non-profit corporation located in Los Angeles, is applying for a maximum amount of \$35 million to implement a TCC program in South LA. LADOT's acceptance of TCC grant funds as subgrantee to Community Partners will serve to continue the City's support of the TCC Program, clean transportation options, and pedestrian health and safety.

Proposed Scope of Work

The proposed TCC project area is bounded by Vernon Avenue to the north, primarily West 61st Street to the south, Western Avenue to the west, Central Avenue to the east, and the 110 Interstate Highway running north-south along the center of the project area. The project area is approximately 3.9 square miles and includes multiple parks and recreational facilities, educational institutions, and health care centers. South Los Angeles is home to a population of over 370,000, and about 22 percent reside within the project area. Based on census tract data for the project area and using the American Community Survey, 29% percent of households are below the poverty level, with over 21,000 households (19%) receiving SNAP (Supplemental Nutrition Assistance Program) benefits. All of the project area qualifies as either an SB 535 Disadvantaged Community or an AB 1550 Low-Income Community, and the vast majority qualify under both. The majority of residents are people of color: two-thirds are Hispanic and a quarter are African-American. Seven percent are senior citizens aged 65 or older. Over six percent of households reported owning no vehicle, 30 percent owning one vehicle, and 64 percent owning two or more vehicles. Nearly seven percent of workers in the area walk or bike to work and approximately 14 percent take transit.

Community Partners has extensive experience working with the target community and will serve as the lead agency for the proposed TCC grant. Community Partners will oversee any awarded TCC grant, including the distribution of resources and associated reporting. Community Partners fiscally sponsors SLATE-Z and will serve as the Strategic Advisor of the TCC efforts, responsible for convening partners, managing communication efforts, and facilitating the efforts that support the collective and effective implementation of the TCC grant and its projects. Table 1 below, outlines specific project elements, costs, and funding sources for this proposed grant implementation project.

As a subgrantee and implementation partner, LADOT will support this grant by expanding the following projects in the South Los Angeles project area.

- BlueLA car share expansion: The BlueLA Car Sharing Program will expand car sharing services to disadvantaged communities in South LA by adding five to eight stations in the project area. The program will continue facilitating essential trips to access employment, medical appointments, school, and groceries by adding 24 electric vehicles beyond the planned Phase II scale of 300 vehicles. The City of LA will be responsible, through subcontracted services, for the long-term capital and operation of the program.
- E-bike library program: This project will expand on the LA E-Bike Lending Library by adding 200 e-bikes to the current 250 e-bike fleet to address transportation, economic, and equity disparities. The proposed expansion will extend the length of both Phase I and II for two years, 2025-2026. The City of LA is responsible for the long-term capital and operation of the project.
- Electric Vehicle Infrastructure: This project will include 16 charging stations in four of the project area parks. The project team will identify locations. The City of LA will fund these stations and subcontract a responsible party for the long-term operations of the project.
- Stress Free Connections/Neighborhood Enhanced Network development: Will include approximately 50 new speed humps and retrofitting 14 intersections to include bike boxes along 51st Street and Budlong Avenue, and an enhanced bikeway connection on Hoover Street between 51st Street and 50th Place.

StreetsLA will implement the following:

- Western/Slauson Transit Station First/Last Mile Improvements: This project will provide safer and more comfortable access to the Western/Slauson station. The project will consist of curb ramp upgrades, sidewalk improvements, tree planting, and pedestrian-level lighting along Western Avenue in the approximately east half of the 1/2 mile radius of the Western/Slauson Transit Station (51st Street to the north, 62nd Street to the south, Western to the west, and Normandie to the east).
- Cool Pavement: This project will install 15 lane miles (approximately 40 City blocks) of cool pavement on local neighborhood streets to create a network of Cool Streets that will provide urban heat island mitigation, encourage walking, and create connections to local parks and schools. The project will also provide community education and training on the urban heat island effect and mitigation strategies.

Table 1: Summary of Revenue Sources and Projected Use of Grant Funds

Project Component	TCC Grant Funding	Leveraged Funding	Summary of Component Scope / Notes
Los Angeles Department of Transportation (LADOT)			

EV Car Share Expansion	\$ 2,097,160.00	\$1,468,475.00	This project will add 5 to 10 stations and 30 electric vehicles. Leveraged funding source is a combination of LADWP rebates, CARB STEP grant and General fund.
E-bike Library	\$ 2,573,724.00	\$ 1,230,275.00	This project will add 200 e-bikes to the current 250 LA e-bike fleet and extend the length of the program for an additional 2 years and include the new 200 e-bikes (Phase II). Leveraged funding source is CARB STEP grant and funding from Measure R.
EV Charging Infrastructure	\$ 503,690.00	\$ 132,235.00	This project will include 16 charging stations in four (4) of the project area parks. Locations will be identified upon conducting research and analysis. Leveraged funding source is LADWP rebates (5000/ charger) and LADOT staff time (Measure M)
Stress Free Connections/Neighborhood Enhanced Network	\$1,057,877.50	\$67,212.50	Request covers construction costs for new speed humps, bike boxes, and bikeway connection while City covers staff time to develop, design, and communicate proposed elements.
Bureau of Street Services (StreetsLA)			
Western/Slauson First/Last Mile Improvements	\$1,986,558.56	\$1,773,713.00	The project will provide safer and more comfortable access to the Western/Slauson station. The project will consist of curb ramp upgrades, sidewalk improvements, tree planting, and pedestrian-level lighting along Western Ave. in the approximately east half of the 1/2 mile radius of the Western/Slauson Transit Station (51st St. to the north, 62nd St to the south, Western to the west, and Normandie to the east). Leveraged funding is through the Metro Active Transport (MAT) First/Last Mile Program.
Cool Pavement	\$958,928.60	\$170,625.00	The project will install 15 lane miles (approximately 40 City blocks) of cool pavement on local neighborhood streets and provide community education and training on the urban heat island effect and mitigation strategies. Leveraged funding source is StreetsLA staff time.
Total Project Cost	\$9,177,938.66	\$4,842,535.50	

FISCAL IMPACT

Once Council approves the Stakeholder Structure and Partnership Agreement with Community Partners, the City will be eligible for a grant award from the California Strategic Growth Council and the California Department of Conservation for a total of \$9,177,938.66 toward LADOT and StreetsLA projects within the South LA TCC Program. LADOT and StreetsLA identified at least \$4,842,535.50 in matching and in-kind resources to support project implementation. LADOT identified a total of \$332,497.50 of in-kind staff time for matching funds and StreetsLA identified a total of \$1,944,338. Table 2 details the leveraged funding and sources for each project. The grant implementation start date is October 2023 and proposed grant end date is October 2028. Projects proposed for this program will continue to support clean transportation, GHG emission reduction, active transportation, safety, expansion of the nation's largest EV Car sharing program, and a growing E-Bike Library.

Table 2: Summary of Leveraged Funding and Sources

Project Component	Leveraged Funding
Los Angeles Department of Transportation (LADOT)	
EV Car Share Expansion (2025-2027 funding distribution)	\$1,468,475
	\$145,275.00
	\$200,000.00
	\$604,800.00
	\$518,400
E-bike Library (2024-2026 funding distribution)	\$ 1,230,275
	\$67,775.00
	\$912,500.00
	\$250,000
EV Charging Infrastructure (2025-2026 funding distribution)	\$ 132,235.00
	\$52,235.00
	\$80,000.00
Stress Free Connections/Neighborhood Enhanced Network	\$67,212.50
	\$67,212.50
Bureau of Street Services (StreetsLA)	
Western/Slauson First/Last Mile Improvements	\$1,773,713.00
	\$1,773,713.00
Cool Pavement	\$170,625.00
	\$170,625.00
Total Project Cost	\$4,842,535.50

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Attachments

SLATE-Z/South LA: Collaborative Stakeholder Structure Roles, Responsibilities, and Memorandum of Understanding

Statement of Purpose

SLATE-Z/SOUTH LA is formed of organizations and public agencies working in South Los Angeles that support a cross-disciplinary approach to achieving the community's vision for a green, resilient to climate change, and socially-inclusive neighborhood. SLATE-Z/South LA projects are developed based on community priorities identified through SLATE-Z's extensive experience as a convener and coalition builder in South LA.

Roles and Responsibilities for Co-Applicant Team Members Include the Following

Community Partners will serve as Lead Applicant, Grantee, and Fiscal Sponsor to the Co-applicants and **Partners, including SLATE-Z, TRUST South LA, GRID Alternatives, SAJE, Coalition for Responsible Community Development, CicLAvia, SCOPE, Climate Resolve, Tree People, LA Neighborhood Land Trust, Los Angeles County Metropolitan Transportation Authority, and the City of Los Angeles Bureau of Street Services and Department of Transportation.**

Community Partners – Grantee and Lead Applicant

Lead applicant, human resources, and network development support for the Network Manager that will be housed at Community Partners. Additional responsibilities include oversight of the Steering Committee, Co-applicants, and grant administration. Please see the attached application document that provides an in-depth outline of Community Partners' role.

SLATE-Z – Partner and co-applicant and Strategic Advisor

Critical oversight of project implementation and strategy to ensure projects and key activities are in alignment with South LA community priorities and ongoing or planned infrastructure projects. Additional responsibilities include ongoing coordination with the SLATE-Z/South LA TCC Steering Committee, Network Manager, and grant administration. SLATE-Z will serve as a designated Steering Committee Co-Chair for the duration of the grant performance period.

Trust South LA – Partner and Co-applicant with Sub-Applicants SAJE, CICLAVIA and SCOPE

Direct Management of Community Engagement Plan, including ongoing coordination with SAJE, CicLAvia and SCOPE on community engagement activities and community groups, and performing community engagement efforts directed toward community members in the project area, including tenants and small businesses. Additional responsibilities include coordinating with the SLATE-Z South LA TCC Steering Committee, Network Manager, and grant administrator.

Los Angeles County Metropolitan Transportation Authority (LA Metro) – Partner and Co-Applicant

Direct management of Project 3 Metro Free Monthly Pass Program to distribute student, senior and low-income transit passes to residents within the designated disadvantaged community (DAC) project area. Additional responsibilities include coordinating with the SLATE-Z South LA TCC Steering Committee, Network Manager, and grant administrator.

City of Los Angeles Department of Transportation (LADOT) – Partner and Co-Applicant

Direct management of *Project 6 E-Bike Library Expansion* to expand on the LA E-Bike Lending Library by adding e-bikes to the current e-bike fleet to address transportation, economic, and equity disparities; *Project 4 EVSE Expansion* including charging stations in project area parks; *Project 5 EV Car Share Expansion* to expand car sharing services to disadvantaged communities in South LA by adding stations in the project area. The program will continue facilitating essential trips to access employment, medical appointments, school, and groceries by adding electric vehicles beyond the planned Phase II scale of 300 vehicles and *Project 2 Stress Free Connections*, to implement traffic calming and access enhancements along 51st St and Budlong Ave to develop the City's Neighborhood Enhanced (Bicycle) Network (NEN). Additional responsibilities include coordinating with the SLATE-Z/South LA TCC Steering Committee, Network Manager, and grant administrator.

GRID Alternatives Greater Los Angeles (GRID) – Partner and Co-Applicant

Direct management of *Project 9 Cool Roofs*, including installation of cool roofs on residential homes in the project area, in advance of installing solar photovoltaic systems, and *Project 7 Single Family Solar* which will install approximately 480 kilowatts (KW) of solar photovoltaic systems on single-family homes in the TCC Project Area. GRID Alternatives will coordinate outreach efforts through the TCC Community Engagement Plan, and workforce training efforts through the TCC Workforce Development Plan. GRID Alternatives and partners will coordinate outreach efforts to identify homeowners, and GRID Alternatives will recruit and select cool roofing installers. Additional responsibilities include coordinating with the SLATE-Z/South LA Steering Committee, Network Manager, and grant administrator.

Tree People – Partner and Co-Applicant

Direct management of *Project 10 Tree Planting*. The project will plant and care for 4,000 street and park trees and distribute an additional 2,000 residential shade and/or fruit trees. Street tree planting will be done strategically considering active and public transportation, community spaces, and other co-benefits. Many project activities will be done by volunteers and a local workforce program. Additional responsibilities include coordinating with the SLATE-Z/South LA TCC Steering Committee, Network Manager, and grant administrator.

LA Neighborhood Land Trust (LANLT) – Partner and Co-Applicant

Direct management of *Project 11 School Greening*. This project will design and construct new multi-benefit elements at 52nd Street Elementary School in the project area. The project will provide 2-acres of greening and stormwater capture benefits. Additional responsibilities include coordinating with the SLATE-Z/South LA TCC Steering Committee, Network Manager, and grant administrator.

City of Los Angeles Bureau of Street Services (Streets LA) – Partner and Co-Applicant with Sub-Applicant Climate Resolve

Direct management of *Project 1 Western Slauson FLM*, First-Last Mile improvements for Western/Slauson Bus Center. This project will include curb ramp upgrades, sidewalk improvements, tree planting, and pedestrian-level lighting; and *Project 8 Cool Pavement*, to install cool pavement on 15 lane miles of local streets (approximately 40 city blocks) that will create a network of cool streets that will provide urban heat island mitigation, encourage walking, and foster connections to local parks and schools. Additional responsibilities include coordinating with the SLATE-Z/South LA TCC Steering Committee, Network Manager, and grant administrator.

SAJE – Partner and Co-Applicant

Direct management of the Displacement Avoidance Plan aimed at ensuring that tenants and small businesses in the project area who are most vulnerable to displacement are informed of their rights and are given opportunities and access to programs to defend and protect those rights. Additional responsibilities include coordinating with the SLATE-Z South LA TCC Steering Committee, Network Manager, and grant administrator.

Coalition for Responsible Community Development (CRCDC) – Partner and Co-Applicant

Direct management of the Workforce Development Plan including providing participants with Home Builders Institute (HBI) certification and facilitating a MC3 certified training in partnership with the Los Angeles Orange County Building Trades Union, as well as installation basics training (IBT) certificate. More than 100 individuals will receive training and earn two certifications. Additional responsibilities include coordinating with the SLATE-Z/South LA TCC Steering Committee, Network Manager, and grant administrator.

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Governance of the SLATE-Z/South LA Network

The SLATE-Z/South LA Network consists of a TCC Steering Committee, comprised of Co-applicants and led by Co-Chairs in coordination with a Network Manager. A description of the roles for the TCC Steering Committee, Co-Chairs, and Co-applicants, and Network Manager is below.

- A. **SLATE-Z/South LA TCC Steering Committee:** The Steering Committee is composed of 14 members and includes two Co-Chairs (see a description of Co-Chairs below). Each Co-applicant will designate at least one representative to participate on the TCC Steering Committee, and may also choose to designate an alternate. Additional representatives from each Co-applicant may attend meetings. If there is a conflict and the designated representative or their alternate is not able to attend the meeting, they must notify the TCC Steering Committee a minimum of one day in advance of the meeting and identify the individual who will represent them at the meeting. In addition to Co-applicants, a South LA resident identified by TRUST South LA will also participate on the TCC Steering Committee. The TCC Steering Committee will meet monthly.

The TCC Steering Committee is responsible for working with the Network Manager to manage the progress of the SLATE-Z/South LA grant activities and ensure that the deliverables of the TCC grant are being met.

TCC Steering Committee members' primary responsibilities and activities include:

1. Participate in one monthly in-person meeting;
 2. Review grant deliverable progress;
 3. Respond in a timely way to requests for information related to project implementation, grant administration, or other SLATE-Z/South LA Network coordination sent out by Community Partners, the Network Manager, or the Co-Chairs; and
 4. Support overall success of the SLATE-Z/South LA application by participating in activities related to grant implementation as needed.
- B. **Co-Chairs:** Two members of the TCC Steering Committee will serve as Co-Chairs. These positions will rotate on an annual basis. One Co-Chair position will always be a representative of SLATE-Z. The second Co-Chair will be another individual from a Co-applicant organization and will be selected using a consensus process by the TCC Steering Committee. The revolving Co-Chair position will be selected and confirmed as part of the annual planning process for the SLATE-Z/South LA network. Each Co-Chair is expected to participate in person at all meetings. If there is a conflict, they must notify the TCC Steering Committee a minimum of one day in advance of the meeting and identify the individual who will represent them at the meeting.

Primary responsibilities of the Co-Chairs include about four hours a month on general SLATE-Z South LA coordination, including the following activities:

1. Plan and set monthly meeting agenda;
2. Co-lead monthly meetings with the Network Manager;
3. Coordinate with Community Partners on SLATE-Z/South LA grant administration; and
4. Work with team members to resolve issues or disputes that arise.

- C. **Co-Applicants:** Each of the Co-applicants will manage their project elements as described in their customized work plan developed for the TCC grant application. Updates to work plans and issues related to timing will be coordinated by the Network Manager and will be discussed in the monthly full team meeting. These updates will help ensure that all projects are on schedule and allow for early identification of any potential issues or project implementation delays. If there are issues related to performance for co-applicants or their subconsultants, an individual meeting with the Co-Chairs will be scheduled by the Network Manager to address and problem-solve issues and develop a plan to resolve the concerns. If performance issues persist, the Co-Chairs will work with Community Partners and the TCC Steering Committee to identify a path to resolution using the process identified in the decision-making processes, performance issues and conflict resolution section below.
- D. **Network Manager:** The SLATE-Z/South LA plan will create a full-time position within Community Partners to coordinate, oversee and implement Community Partners' responsibilities under the SLATE-Z/South LA Plan. The Network Manager will also manage the high-level coordination of the SLATE-Z/South LA Network. Please see the attached position description for a more detailed overview of the Network Manager role. Community Partners will be responsible for hiring and employing the Network Manager for a period of five years.

Meeting Procedures and Process Evaluation

- A. All Co-applicants will participate in monthly TCC Steering Committee meetings except Climate Resolve, CicLAvia and SCOPE, who will participate on a quarterly basis or as needed. The meeting will be facilitated by the Co-Chairs and the agenda will be developed by the Network Manager in coordination with the Co-Chairs. The topics for monthly meetings include general coordination, identification of issues, upcoming outreach, critical decision-making, and other updates. The Network Manager will coordinate the development of the agenda, including collecting agenda topics from the project team, developing and then sending the agenda at least one day in advance of the meeting, and then preparing and bringing relevant materials. The Network Manager will also track meeting participation.
- B. All Co-applicants are expected to have a representative from their organization participate in every meeting. If no representative from a Co-applicant is able to participate in the monthly meeting, they will schedule a follow-up call with the Network Manager. If a Co-applicant misses two consecutive meetings, the Co-Chairs will schedule a call with the Co-applicant to identify barriers to meeting attendance and develop a plan to ensure future meeting participation. If issues relating to meeting attendance continue, then the Co-Chairs will follow the process outlined below related to performance issues. The meetings will be open to the public once a quarter and those meetings will be publicized through the SLATE-Z website, membership meetings, and other outreach activities. The agenda for the public meetings will be posted on the SLATE-Z website one day prior to the meeting. Meeting notes will also be posted on the website a maximum of one week after the meeting. The monthly meeting will be held in person in the Community Partners offices.

- C. During its monthly meetings, the TCC Steering Committee will review the outputs of each project to ensure that the deliverables of the TCC grant are being met. The TCC Steering Committee will also check project activities and milestones to measure progress of each project, and, if necessary, make recommendations on how to keep projects on track. The SLATE-Z/South LA Network will hold annual retreats at the beginning of each year of the TCC grant. During the retreat, the TCC Steering Committee will have the opportunity to evaluate overall process, including communication, decision-making, and any issues that come up over the course of the year. The goal for the retreat is to affirm the vision for the SLATE-Z/South LA Network and confirm goals and deliverables for the coming year. Any process updates will be incorporated into the monthly meetings and communication structure following the retreat.

Transparent Decision-Making Processes, Performance Issues, and Conflict Resolution

- A. Important decisions, including changes to a project's scope, issues related to project delays or other project elements, will be discussed during the monthly meeting. In the case of a time-sensitive decision, a TCC Steering Committee call will be scheduled to discuss the topic and notes will be sent out to the team.
- B. The decision-making process for the SLATE-Z/South LA network is based on consensus. If there is disagreement within the team on the best course forward regarding decision making and/or performance issues with a member and consensus is not possible, then the Steering Committee will use a two-thirds vote to make a final decision. Decision making by vote is a last resort. The SLATE-Z/South LA Network is committed to identifying issues and addressing conflict early to ensure they are resolved in a constructive fashion.
- C. In the case of performance issues of a Co-applicant, the Co-Chairs will strive to work closely with the Co-applicant's designated representative to problem-solve or identify a path to resolving the issues. First, the Co-Chairs, Network Manager, and Co-applicant will hold a one-on-one call to identify issues. If concerns continue, a second call will be scheduled with Community Partners and a written action plan will be developed by the Co-Chairs to identify next steps and a corrective path, including a detailed timeline to resolve performance issues. If issues persist beyond the identified timeline, then the full TCC Steering Committee will meet with Community Partners to discuss a path towards resolution, which could include a formal request for the member to leave the SLATE-Z/South LA Network.
- D. At the conclusion of the Transformative Climate Communities Grant, the SLATE-Z/South LA Network may decide to dissolve the Network with a two-thirds vote. The Network may also cease to operate, given a lack of funding or initiative amongst the members.

Community Involvement in the Decision-Making

- A. Community involvement in the decision-making process is integrated into the Community Engagement Plan and is based on TRUST South LA, SAJE, CicLAvia, SCOPE, and SLATE-Z's approach to engaging their membership and other residents of South LA, including tenants and small businesses. As part of a public participation plan, specific strategies will be employed to reach those with limited English proficiency, homeless individuals, low-income populations, communities of people of color, and others impacted by the digital divide.
- B. Community outreach will include early involvement and regular updates on project progress. This outreach will take place in a variety of settings using various methods, but updates will always be provided during the regularly scheduled monthly meetings, large- and small-scale events (monthly and quarterly), and biennial community forums. If there are project elements that need additional feedback during the project development, community meetings will be scheduled and held at a time that is convenient for a wide range of people. Ongoing feedback will be solicited using workshops, focus groups, surveys, polls, comment cards, and telephone calls.
- C. Outreach for those meetings will take place using a mix of strategies including phone banking, flyers, social media, email, and door-to-door outreach and canvassing.

Procedures to Change, Add, or Remove Partners

- A. For the purposes of the TCC grant, the SLATE-Z/South LA network is limited to the Co-applicants listed above. If a Co-applicant would like to invite a new member organization to implement complementary projects with leverage funding, they will bring information, including partner background and an outline of proposed roles and responsibilities, to the monthly TCC Steering Committee meeting. The TCC Steering Committee will discuss and agree on the prospective new member at that time.
- B. If a partner is no longer able to participate in the SLATE-Z/South LA Network, a discussion related to their participation will be brought to the monthly meeting and the TCC Steering Committee will evaluate their removal using objective criteria, including the Co-applicants performance to date on their related TCC grant project(s). If a Co-applicant decides due to extenuating conditions that they need to leave the SLATE-Z/South LA network, they will provide a minimum of sixty days' notice and will actively participate in identifying a replacement organization and planning for their departure. The replacement organization should have proven ability to carry out the Co-applicant project(s).

Legal and Financial Considerations

- A. **Legal Considerations:** Community Partners is the lead applicant and if the TCC grant is awarded they will oversee all contracts and legal issues related to fiscal sponsorship. Legal considerations will be outlined in individual partnership agreements negotiated between Community Partners and Co-applicant team members.

- B. **Financial Considerations:** Community Partners is the lead applicant and if the TCC grant is awarded they will hold the fiduciary responsibility for the TCC grant. The financial relationship between the Grantee (Community Partners) and Partners (Co-applicants) will be outlined in individual agreements between Community Partners and each Co-applicant. Payment is for activities completed as part of the SLATE-Z/South LA TCC proposal outlined within each Co-applicant's work plan developed as part of the application. If the TCC grant is awarded, the payment for all activities related to the SLATE-Z/South LA project is on a reimbursement basis. Co-applicants will submit a complete invoice that includes appropriate supporting documentation outlining work completed and hours expended to Community Partners for reimbursement. When approved by the State, Community Partners will process the invoice and provide a check within two weeks.

Subcontractor Procurement Process

- A. Co-applicants are responsible for identifying and hiring their own subcontractors. Co-applicants will use the procurement process identified by the Strategic Growth Council as part of the TCC grant administration guidelines. Co-applicants are responsible for providing documentation of their procurement process to Community Partners prior to contracting with and being reimbursed for work completed by the subcontractor.

Non-Discrimination Clause

- A. SLATE-Z/South LA does not discriminate against any person on the basis of sex, race, creed, color, national origin, age, religion, ancestry, sexual orientation, disability, medical condition, or marital status.

Community Partners Responsibilities

Community Partners will provide fiscal sponsorship of SLATE-Z/South LA with finance, accounting services and grant administration in coordination with SLATE-Z/South LA TCC Steering Committee project partners and the Network Manager.

Program and Network Development Support

- Provide an experienced Community Partners staff member for one-on-one consultations on project and network development issues
- Offer access to trainings and workshops in relevant collaborative development topics
- Broker introductions within Community Partners network of funders and strategic partners

General Administration Activities

- Engage in post-award consultation with Strategic Growth Council and SLATE-Z South LA TCC Steering Committee to finalize and execute the grant agreement and accompanying attachments;
- Develop, review and sign legal documents as they relate to the Transformative Climate Communities grant application and project implementation specifically related to grant agreement and other administrative elements of the project;
- Track Strategic Growth Council updates and requirements related to grant administration;
- Maintain records four years after grant terms are fulfilled;
- Meet and track insurance requirements and support the SLATE-Z/South LA team in ensuring all requirements are met;
- Manage payroll and other HR and administrative activities related to hiring and managing the SLATE-Z/South LA Network Manager;
- Provide tax, audit and other documentation tracking to ensure the SLATE-Z/South LA project is in compliance with local, state and federal regulation; and
- Track and report for independent contractors related to the SLATE-Z/South LA project (EDD reports, IRS 1099s).

Finance and Accounting Activities

- Compile, process and submit invoices every two months for reimbursement with supporting documentation and a progress report that is developed by the Network Manager in partnership with SLATE-Z/South LA Co-applicant for their respective project;
- Receive TCC funds and disperse payment to partners as approved by the State
- Develop tracking system for grant spending and maintain and update all project financial;
- Report on the expenditure of leveraged funds on an annual basis;
- Review financial reports for completeness and to establish appropriate payments based on expected deliverables;
- Review incoming invoices related to project activities, to ensure satisfactory delivery of project milestones; and
- Provide support in the management and monitoring of overall program budget, including recommending innovative approaches to appropriately track and manage these budgets.

Human Resources Services for SLATE-Z/South LA Network Manager

- Community Partners will provide Human Resources services for the SLATE-Z/South LA Network Manager. This includes:
 - Personnel policies and procedures;
 - Hire and termination process, in consultation and co-management with Co-chairs;
 - Payroll administration for Network Manager;
 - Provide benefits administration and group plans for project-paid health, dental, vision, life, and long-term disability insurance;
 - Provide 403(b) retirement program; and
 - Provide health and dependent care flex spending accounts.

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SLATE-Z/South LA Network Manager Position Description

Full-time: Five years total (starting with execution of the TCC grant contract)

Reports To: Community Partners, grant administrator

The TCC Network Manager responsibilities are as follows:

- Ensure that Community Partners and all its contractual partners achieve all of our commitments under the TCC Grant Agreement.
- Serve as the grant manager with a focus on compliance and primary point of contact between the Slate Z/South LA project team and the funder Strategic Growth Council (SGC). This requires the Manager to know grant agreement well and help the team fulfill the project's goals and meet the programmatic and compliance requirements of the grant agreement. When necessary, work with the team and SGC to finalize grant agreement changes like timeline extensions or budget modifications.
- Provide day to day program management of the Slate Z/South LA project including coordination with full team, Community Partners, Strategic Growth Council, and other partners as applicable.
- Manage overall grant budget and reconciliation of reimbursements.
- In coordination with Community Partners finance staff and partners, provide oversight on partner management of grant budgets, work plans and timelines; oversee expenditure and reimbursement of partners; monitor compliance to budgets and project deadlines; forecast needed funds; and direct/implement adjustments in coordination with the Slate Z/South LA Collaborative Co-Chairs and with the approval of the Community Partners Vice President.
- Develop systems, track and report agreed upon performance outcomes that both measure progress and help ensure project completion, conduct ongoing analysis to identify, make recommendations and help resolve potential challenges to project implementation, coordinate and oversee partnership activities and responsibilities, provide support to collaborative partners on how best to work together toward the common agenda and implement supportive strategies for all the core and leverage projects. This will require knowledge of the grant program and grant agreement, organization of regular coordination meetings to include agenda development, logistics and meeting preparation.
- Establish and maintain positive relationships with multiple nonprofit organizations, city departments, residents, elected officials and other stakeholders necessary to implement Slate Z/South LA goals. This will include facilitation of network member communications, information sharing, interest clarification, and identification and resolution of differences to guide, smooth and support efficient interactions among members. The Manager, in collaboration with the Co-Chairs, will also develop and communicate priorities, facilitate achievement of collaborative goals, gather and share data, compile and report on the status of Slate Z/South LA commitments, and participate in related working group and Steering Committee meetings to maintain an understanding of current implementation goals and challenges. The Manager will actively contribute to the development of a shared agenda and commitments between Slate Z/South LA partners and relevant stakeholder groups.

- With support and guidance from the Communications Working Group and, potentially, a communications consultant, facilitate Slate Z/South LA communications activities as required by the grant and project team, and serve as point person for the media. This includes coordinating SGC approvals for press releases, invitations, websites and other media described in the grant agreement.
- Coordinate invoicing and reimbursements with Community Partners finance staff.
- Facilitate collection and submission of required project reports from collaborative partners to SGC. This will include bi-monthly progress reports, annual progress reports, annual leverage funding report, annual detailed work plans and budgets, equipment inventory records, annual indicator tracking report, project completion reports, final report, final leverage funding report and any other reports related to indicator tracking.
- Will coordinate with support staff and may supervise consultant contracts and perform other tasks as required.

DRAFT

SLATE-Z/SOUTH LA Stakeholder Structure Memorandum of Understanding Signature Page (may be signed in counterparts):

<p>Community Partners, a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>	<p>SLATE-Z, a project of Community Partners</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>
<p>TRUST SOUTH LA, a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>	<p>LOS ANGELES DEPARTMENT OF TRANSPORTATION, a department within the municipality of the City of Los Angeles</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>
<p>SAJE a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>	<p>GRID ALTERNATIVES GREATER LOS ANGELES, a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>
<p>CicLAvia, a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>	<p>Bureau of Street Services, a public works bureau within the municipality of the City of Los Angeles</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>

<p>Coalition for Responsible Community Development, a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>	<p>Los Angeles County Metropolitan Transportation Authority, a public transportation and planning agency under the jurisdiction of the State of California</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>
<p>CLIMATE RESOLVE, a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>	<p>SCOPE, a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>
<p>Los Angeles Neighborhood Land Trust, a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>	<p>Tree People, a California non-profit public benefit corporation</p> <p>By: _____ Name: _____ Title: _____ Date: _____, 2022</p>