

## STAFF REPORT

**SUBJECT:** Memorandum of Understanding (MOU) for regional collaboration between San Joaquin Council of Governments (SJCOG) and Institute for Local Government (ILG)

**RECOMMENDED ACTION:** Authorize the Executive Director to develop the scope of work and to sign the MOU with ILG

**SUMMARY:**

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*Climate change is already causing housing problems. There is a need to collaborate on solutions where homelessness and housing unaffordability are concentrated.*

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The purpose of this Memorandum of Understanding (MOU) is to outline the roles of the San Joaquin Council of Governments (SJCOG) and Institute of Local Government (ILG) in a year-long effort to collaborate on regional issues of climate action and affordable housing. This program was designed to help local agencies:

**B**uild awareness of funding opportunities available to address climate action.

**O**rganize projects to be best positioned to meet goals

**O**ptimize existing resources and build more capacity

**S**trengthen relationships with key stakeholders and identify new opportunities for regional engagement and collaboration to addressing climate action.

**T**ransform their approach to addressing climate action.



The BOOST pilot program allows ILG to work with a Metropolitan Planning Organization to collaborate on how best to convene local agencies so they can better navigate through complex issues and create healthier more vibrant communities. ILG staff reached out to SJCOG staff and we agreed to participate in the BOOST pilot program. The collaboration between SJCOG and ILG examines affordable housing and climate action as a topic to convene locally elected officials and stakeholders. These areas will be explored-- not as two separate issues-- but rather, as a close correlation in order to start designing strategies for both at once.

## FISCAL IMPACT:

None at this time. There will be no exchange of monies between both agencies. ILG staff time is funded by a grant through the California Strategic Growth Council. SJCOG will be participating in the collaboration through COG's existing programmed activities for regional planning, interagency collaboration, and coordination. All these activities are budgeted in the Overall Work Program.

**RECOMMENDATION:** Authorize the Executive Director to develop the scope of work and to sign the MOU with ILG.

## BACKGROUND:

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

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ILG was selected by the California Strategic Growth Council (SGC) to administer the BOOST pilot program to ten cities and two regions in California. This program intends to help local agencies create a customized framework to meet

climate-related community needs. The overall goals of the BOOST pilot program are to provide local governments with the opportunity to better understand practices and lessons learned, increase the number of local governments that are able to pursue climate-related initiatives, as well as provide support to work collectively with community-based organizations and residents. The MOU will clearly establish specific objectives of the partnership, as well as the roles and responsibilities of all parties involved.



## Memorandum of Understanding Objectives:

- Allow parties to engage in discussion and collaboration in order to identify activities of mutual interest;
- Jointly seek sources of external support to fund the planned collaborative efforts; and
- Make best practices available to other jurisdictions in order to expand the knowledge base and improve outcomes for all California communities.

The year-long partnership between ILG and SJCOG begins by convening policymakers and stakeholders to discuss the correlation between climate change, housing affordability, and homelessness in San Joaquin County.

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*The COG and ILG will wear the “hat” of a CONVENER in order to guide the discussion on these regional topics.*

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Some underlying assumptions are: (1) the numbers of homeless will be going up; (2) San Joaquin region’s lack of affordable housing may increase gentrification in the future and further exacerbate homelessness; (3) It is imperative to look at regional strategies and solutions that local jurisdictions can do together.



The MOU is a draft only and the SJCOG Executive Director will develop the scope of work further with input from SJCOG’s Executive Committee and Board of Directors at the December 5<sup>th</sup> meetings.

**SCHEDULE:** ILG will partner with SJCOG to conduct activities through December 2020.

**ATTACHMENTS:**

A. Draft MOU

*Prepared by: Diane Nguyen, Deputy Director, and Hailey Lang, Associate Regional Planner*



MEMORANDUM OF UNDERSTANDING

For

Regional Collaboration and Engagement

Between

SAN JOAQUIN COUNCIL OF GOVERNMENTS

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: \_\_\_\_\_  
Andrew Chesley, SJCOG Executive Director

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

*Approved as to Form:*

\_\_\_\_\_  
Steve Dial, Deputy Executive Director/CFO

By: \_\_\_\_\_  
Erica L. Manuel, Executive Director, ILG  
Date: \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the Institute for Local Government (ILG) and the San Joaquin Council of Governments (collectively, the Parties).

### 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**, California Strategic Growth Council's (SGC) California Climate Investments Technical Assistance Program was created to build local capacity and support communities in applying for the cap-and-trade funded grant programs.

**WHEREAS**, the SGC aims to create replicable models of capacity building and technical assistance and to develop best practices that will inform future service delivery to diverse communities across the state.

**WHEREAS**, ILG has been selected by SGC to administer the BOOST pilot program to ten cities and two regions in California to model capacity building and technical assistance services; and the Local Agency has been selected to participate in the BOOST pilot program.

**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**, 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 by SGC, ILG and the local agency, 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 and stakeholder engagement, and will work with the Local Agency to develop 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. Willingness to Collaborate: Each Party agrees to collaborate, share relevant information and maintain frequent communications 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.

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 the likelihood of the BOOST pilot program’s 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 anticipate any present exchange of monies between the Parties or guarantee any funding.

8. EFFECTIVE DATE/DURATION/TERMINATION

This MOU is at-will and may be modified by mutual written 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 in writing by either Party with written notice provided to SGC via email to [ena.lupine@sgc.ca.gov](mailto:ena.lupine@sgc.ca.gov) and First-Class mail addressed to California Strategic Growth Council, 1400 Tenth Street, Sacramento, CA 95814. Unless terminated earlier, this MOU shall end upon the expiration of the BOOST pilot project period on December 31, 2020.

## **APPENDIX A:**

### **SCOPE OF WORK**

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

#### **1. SCOPE OF ACTIVITIES**

- **Opportunity assessment to identify projects that qualify for the grant.**
- **Facilitation Assistance to address public engagement and regional collaboration needs**
- **Promotional storytelling to tell the region's success story to a variety of stakeholders**
- **Meeting attendance as needed to provide technical assistance and input to the scope of activities**

#### **2. DESIRED OUTCOMES**

- **Facilitate relationship building and partnerships among local jurisdictions of the San Joaquin region on the subject matter and to convene experts and strategic partners to build the capacity, skills, and knowledge needed to develop solutions.**
- **Conduct any research and write technical reports or memos on the subject matter.**
- **Develop agendas and guide discussions at meetings and drive discussion toward solution oriented and implementable strategies.**
- **Identify opportunities to expand and continue discussion beyond the MOU period.**
- **Provide any outreach assistance focused on increasing the interest, understanding of the regional issue.**
- **Host a community engagement event to bring in partners, local leaders, and organizations together and discuss the results of the BOOST effort.**

#### **3. TIMELINE**

**Beginning on the date of MOU execution through December 31, 2020. ILG will partner with SJCOG to conduct activities to achieve desired outcomes to the extent feasible.**