

Advancing Economic Mobility Rapid Grant Program MOU
Between
National League of Cities Institute and
City of South San Francisco

PURPOSE

This Memorandum of Understanding (MOU) sets forth the terms of participation and understanding between the National League of Cities Institute (NLCI) and the City of South San Francisco (City) as part of NLCI's *Advancing Economic Mobility Grant program* between July 24, 2024, and January 31, 2025.

BACKGROUND

With support from the Bill and Melinda Gates Foundation, NLCI's Advancing Economic Mobility Grant program provides cities with coaching and grant funding to help them test innovative ideas that will boost the economic mobility of residents. Participating cities, towns, or villages will learn from peers and NLCI staff through their participation. This MOU defines the terms for the full project period.

EFFECTIVE DATE AND TERMINATION RIGHTS

This MOU will take effect upon the last party's signature and shall remain in effect until January 31, 2025. Either party may terminate this MOU upon delivery of written notice to the other party. Upon termination, the City must promptly refund any unused grant funds to NLCI within 30 days of termination.

GRANT AWARD AND USE OF FUNDS

NLCI will provide the City a grant in the amount of \$20,000 to support costs associated with testing ideas, planning projects, and supporting existing strategies that respond to community needs and advance economic mobility as outlined in the City's application as accepted by NLCI. Funds shall be used solely for the purpose and goals stated herein and in accordance with the budget submitted by the City and approved by NLCI for activities for the term of this MOU. Allowable uses of funds include but are not limited to expenses associated with core personnel costs; consultants, stakeholder engagement with community organizations, residents, and other partners; supports or incentives for resident engagement such as payments, gift cards or food; subgranting to target population; technology integration; and other uses as approved by NLCI.

DISTRIBUTION OF AWARD

NLCI shall distribute the total rapid grant award to the City upon the receipt of a completed W-9 form, completed ACH form, and a signed copy of this MOU.

SUMMARY OF ROLES AND RESPONSIBILITIES

By accepting this grant, the City agrees to:

- Select a team lead from within City government to act as a primary contact for NLCI;
- In collaboration with NLCI, identify a date and times for at least three coaching calls with core team;
- Participate fully in the Economic Mobility Peer Network (EMPN) calls or chats on September 4, October 2, and December 4;
- Fully engage with the NLCI-secured evaluators who are working to better understand the impact of the Advancing Economic Mobility Rapid Grant program;
- When discussing the City's participation in or impacts of the program in public settings or communications and media materials, note the National League of Cities' involvement;
- When possible, share information about programs funded and results achieved through this grant with council or other formal city leadership at meetings and events;
- Keep NLCI staff apprised of progress, and notify NLCI within 3 business days of any major setbacks, unexpected challenges, staff transitions on the funded project team, or proposed budget changes exceeding 10 percent throughout the grant period;
- With NLC staff approval, host or participate in a site visit that may include other municipal representatives from the 2024 Advancing Economic Mobility Rapid Grant program;
- Up to two members of the city team must attend and share information about project progress at the Economic Mobility Convening in early 2025, with expenses paid by NLCI; and
- Submit **a final grant report to NLCI by February 17, 2025**, which includes a narrative description of all work conducted under the grant, outcomes achieved, lessons learned, and a financial report that shows how the awarded funds were used or are obligated toward project objectives. NLCI will provide the final report template materials.

Advancing Economic Mobility Rapid Grant program

Grant Receipt Statement

By signing this document, I acknowledge that I have read and agree to the grant provisions set forth in this MOU for the National League of Cities Institute's *Advancing Economic Mobility Rapid Grant* program.

Signature

Date

Name -Authorized Signature

Title

City

National League of Cities Institute

Signature

Date

Clarence E. Anthony
President/Treasurer
National League of Cities Institute

Please email this completed page to Justin Chu at eofe@nlc.org.