



A Project of Global Philanthropy Partnership

November 20, 2018

Oliver Sellers-Garcia
Director of Sustainability & Environment
Somerville, MA
617-625-6600
ogarcia@somervillema.gov

Dear Oliver,

We are pleased to proceed with a USDN Peer Learning Exchange grant for up to \$6,852 for representatives from Cambridge, Columbia, Dearborn, Denver, Seattle, Somerville, and the Rocky Mountain Institute to travel to and meet in Ann Arbor for a one-day meeting in March 2019 for a best practice training on rental licensing programs and phased-in efficiency standards.

The outcomes of the peer learning exchange will include:

- Cambridge, Columbia, Dearborn, Denver, Seattle, Somerville to learn about a replicable example of rental licensing programs and phased-in efficiency standards.
- Ann Arbor to learn from discussions enhancing established efficiency standards.
- A webinar for all USDN members about the outcomes of the exchange.

Other terms of the grant include:

- There are four reporting requirements for grantees within 30 days after the peer exchange has taken place:
 1. After-Action Report: Two-page synopsis of meetings and discussions capturing key lessons learned due within 30 days of completion of the exchange.
 2. Crystal Ball Report: One-page documents from each of the participating cities forecasting the anticipated impacts of the exchange with as much specificity as possible due within 30 days of completion of the exchange. The intent is to capture what each participating community believes may happen as a result of the exchange.
 3. Products produced as described above.
 4. Detailed record of expenditures of grant funds.
- The grant funds cannot be used for lobbying.
- The grant funds must be expended per the proposed budget. Unspent funds must be returned to GPP to be added to the grant pool.

- The City of Somerville will provide oversight for the grant and will collect all reimbursement requests to be submitted to Global Philanthropy Partnership.
- Under United States law, Grant Funds may be expended only for charitable, scientific, literary, or educational purposes. This Grant is made only for the purposes stated in this Agreement and Grant Funds shall be used for such purposes in accordance with the proposed budget. Any Grant Funds not expended or committed for the purposes of the Grant, or within the period stated, must be returned to USDN, unless otherwise authorized in writing by USDN, a project of Global Philanthropy Partnership.

Please sign this letter indicating that you agree with the terms. USDN is a project of Global Philanthropy Partnership. Once Global Philanthropy Partnership receives your signed letter with description of how the check should be issued, participants can begin making purchases for future reimbursement.

Sincerely,



Adril Donnellan
Executive Director
Global Philanthropy Partnership

cc: Nils Moe, Managing Director
Urban Sustainability Directors Network

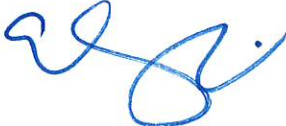
Acceptance of Grant Terms

Oliver Sellers-Garcia accepts the grant conditions of this letter. Grant funds will be disbursed on a reimbursement basis through GPP.

Name: Oliver Sellers-Garcia

Title: Director, Office of Sustainability & Environment

Date: November 21, 2018

Signature: 

EIN/Tax ID: 04-6001414

Project Manager: Christine Andrews

Project Budget

Estimated Travel Expenses for Travel March 11-13, 2019

Notes: Grantees may stay 1-2 nights depending on cost and availability of flights. \$50 is built-into air fare for flight price increases. Food costs assume 2 breakfasts 1 lunch, and 2 dinners at Ann Arbor per diem rates: (\$10 breakfast, \$15 lunch, and \$20 dinner). Hotel cost includes taxes and fees.

Grantee	# Staff	Description	Cost	Subtotals (1 night)	Subtotals (2 nights)
Ann Arbor	3	RT Food:	\$45	\$135	\$135
Cambridge	1	RT Flight:	\$250	\$505	\$660
		RT Michigan Flyer Bus:	\$22		
		Hyatt Place:	\$155		
		RT The Ride Bus:	\$3		
		RT Food:	\$75		
Columbia	3	RT Flight:	\$307	\$1,776	\$2,241
		Parking:	\$30		
		RT Michigan Flyer Bus:	\$22		
		RT The Ride Bus:	\$3		
		Hyatt Place:	\$155		
		RT Food:	\$75		
Dearborn	3	RT Food:	\$75	\$225	\$225
Denver	1	RT Flight:	\$197	\$470	\$625
		Denver Light Rail:	\$18		
		RT Michigan Flyer Bus:	\$22		
		Hyatt Place:	\$155		
		RT The Ride Bus:	\$3		
		RT Food:	\$75		
RMI	1	RT Flight:	\$350	\$605	\$760
		RT Michigan Flyer Bus:	\$22		
		Hyatt Place:	\$155		
		RT The Ride Bus:	\$3		
		RT Food:	\$75		
Seattle	1	RT Flight: \$464	\$464	\$719	\$874
		RT Michigan Flyer Bus:	\$22		
		Hyatt Place:	\$155		
		RT The Ride Bus:	\$3		
		RT Food:	\$75		
Somerville	2	RT Flight:	\$245	\$1,022	\$1,332
		RT Michigan Flyer Bus:	\$22		
		RT The Ride Bus:	\$3		
		Hyatt Place:	\$155		
		RT Food:	\$75		
		RT Logan Express Bus \$22 (x1):	\$22		
Total Staff Traveling	15	Total Grant Amount Requested (Range)		\$5,457	\$6,852