

# **MEMORANDUM OF UNDERSTANDING**

## **BETWEEN**

## **DELTA INSTITUTE**

## **AND**

## **[MUNICIPALITY]**

Delta Institute (Delta), along with our key partners who include 389nm, SovInfra, Stantec, and participating municipalities, will develop and implement the *RainCheck* pilot—an innovative project financing and service delivery approach to support small-to-mid-sized Great Lakes Region municipalities to implement Green Infrastructure (GI) at scale—with the opportunity to transform GI project financing in our home region.

This Memorandum of Understanding summarizes the advisory role that partner community [NAME] will fulfill during the development of the *RainCheck* GI project financing and delivery service. Partner municipalities are vital to the development of the *RainCheck* service, as relevant staff can provide insight into typical project financing and management processes and test any tools, resources or web platforms developed to support future *RainCheck* operations.

The scope of work does not include work completed under *RainCheck*, which will include, but is not limited to, specific project design, development, installation and maintenance support, and will be financed via issued bond funds – or a similar debt financing structure. Issuance of funds and project management support tasks will be agreed upon via a separate contractual process following successful completion of a full business model and financing structure for the *RainCheck* service.

## **RAINCHECK MUNICIPAL PARTNER SCOPE OF WORK**

### **I. PROJECT DELIVERY MODEL DEVELOPMENT**

#### **Delta/ Partners will:**

- Plan and develop the systems and tools required for efficient, effective, and measurable service delivery.
- Develop a Minimally Viable Product (MVP) that can be implemented, tested, and refined.
- Develop a communications strategy that identifies messaging and communications channels that align with user behaviors and project delivery processes.
- Develop an Assessment and Evaluation Methodology to serve as a guide for monitoring GI project performance during and after the three-year pilot.
- Host regular partner meetings to review key deliverables and task progress.
- Provide a point of contact for community partners.
- Coordinate all the project's activities with the relevant entities.

**Municipal Partners will:**

- Review and provide input on key draft project delivery model deliverables, including but not limited to work plans, budgets, contract agreements, a grant management tool, and procurement documents.
- Review and provide input on draft assessment and evaluation methodology for GI projects.
- Assign at least one staff person responsible for the municipality's green stormwater infrastructure planning and implementation to attend monthly meetings checking project delivery model progress.

**Municipal Partners may:**

- Disseminate key draft project delivery deliverables to relevant municipal partners and staff for review.
- Request additional deliverables for the project delivery process.
- Communicate project delivery processes and deliverables with elected officials.

## **II. FINANCIAL MODEL DEVELOPMENT**

**Delta/Partners will:**

- Structure and design the micro-bond product to fund multiple projects at approximately \$750,000 each.
- Develop several key deliverables, including but not limited to bond issuance and other legal documents, bond repayment schedule and flowchart, reserve fund specification and use document, performance tracking documentation, and a memo summarizing bond aggregation options.
- Engage and acquire investors.
- Establish the creation of the revolving reserve fund.
- Identify opportunities to leverage additional grant and loan funds.
- Provide a financial point of contact for municipal partners.
- Coordinate all the project's activities with the relevant entities.

**Municipal Partners will:**

- Review and provide input on key draft financial deliverables.
- Assign one staff person responsible for the municipality's financial planning and accounting to attend monthly meetings checking financial model development progress.
- Work in good faith with the Delta Institute and its partners to develop and attract funding to a GI project.

**Municipal Partners may:**

- Disseminate key draft financial deliverables to relevant municipal partners and staff for review.

- Request additional deliverables for applicable financial investment model.
- Communicate financial model deliverables and processes with elected officials.

### **III. COMMUNICATIONS AND WEB PLATFORM**

#### **Delta/ Partners will:**

- Develop and test a web platform for municipal users to learn and inquire about RainCheck's project finance and delivery service.
- Determine a user's journey through the platform and which features, as well as materials and resources, should be included.
- Create promotional materials for dissemination via municipal meetings, city council hearings, conferences, and through community-based groups.

#### **Delta/Partners may:**

- Publish press releases, host webinars, present at conferences, and post on social media.

#### **Municipal Partners will:**

- Assign one staff person to test and provide input on the web platform and other promotional materials.
- Share and coordinate with Delta if any media outlets contact them directly.
- Utilize both the web platform and Delta's organizational website to illustrate RainCheck; no other websites may be utilized to promote RainCheck or related efforts.

#### **Municipal Partners may:**

- Utilize materials created and provided by Delta to host webinars, present at conferences, create newsletters, and post on social media.
- Engage members of their network in RainCheck's efforts, utilizing materials created and provided by Delta for partners to share, distribute, and/or augment for specific purposes.

### **IV. PILOT IMPLEMENTATION AND TESTING**

#### **Delta/ Partners will:**

- Begin to pilot the full RainCheck service and delivery model in at least two communities within 14 months of the 36-month implementation phase.
- Work with municipal partners to support and confirm product development by providing opportunities to test and refine project planning, pre-development, development, implementation and maintenance services.
- Coordinate bond issuance with municipal partners.

- Scope separate agreements with municipal partners and project delivery partners to provide planning, development, design, permitting, construction oversight, maintenance, and monitoring services supported via issued bond funds and other identified funding sources.
- Update communications and promotional materials as-needed for community partners to disseminate during the pilot.

**Delta/Partners may:**

- Publish press releases, host webinars, present at conferences, and post on social media.
- Provide training and/or educational resources for staff and/or community members.

**Municipal Partners may:**

- Complete issuance of one financial transaction to fund developed GI project, which may include bond issuance and publishing of an Official Statement or similar required public notice.
- Procure and contract RainCheck delivery partners to provide planning, development, design, permitting, construction oversight, maintenance, and monitoring services for at least two green stormwater infrastructure projects, in accordance with all applicable contractor procurement requirements.
- Publish press releases, host webinars, present at conferences, and post on social media.
- Identify additional funding opportunities to support project implementation and bond repayment.
- Request training and/or educational resources for staff and community members.

## **V. GRANT AWARD**

As a sub-grantee, the community partner will be awarded funds to support all labor required to fulfill the scope of work during the 36-month project. Delta Institute will provide a grant agreement separately that will incorporate this MOU and any additional reporting and administrative requirements. This does not include pilot implementation work associated with the planning, design, development, implementation, maintenance, and monitoring of green stormwater infrastructure projects, as this will be covered by the issued bond or other secured funds.