April 7, 2016

Honorable Members of the City Council
C/o City Clerk
Room 395, City Hall

Re: Notification of Submission of a Grant Application and Subsequent Notice of Award from Rockefeller Philanthropy Advisors to Support a Chief Resilience Officer to Lead the Resilience-Building Process and Coordinate Cross-City Resilience Efforts

Honorable Members:

In accordance with Section 14.6(c) of the Los Angeles Administrative Code, the Mayor’s Office of Public Safety hereby informs the City Council of the submission of an application and the subsequent notice of award in the amount of $134,620.87 for the first year and up to $150,000 for the second year from Rockefeller Philanthropy Advisors. The grant requirements are set forth in the Grant Agreement between Rockefeller Philanthropy Advisors and the City of Los Angeles (“City”), attached as Attachment 1. The Mayor’s Office requests acceptance of the 100 Resilient Cities Initiative (“100RC”) Grant and related actions to fund the position of a Chief Resilience Officer and other staff as needed for the City and to help the City build its capacity to maintain and recover critical functions despite shocks and stresses so that the City’s people, communities and systems can bounce back more quickly and emerge stronger from these shocks and stresses.

SUMMARY

In 2013, the Rockefeller Foundation launched the 100 Resilient Cities Initiative to facilitate 100 cities in the world, eager to strengthen their resilience to the social, economic and physical challenges they face, to better respond to the increasing shocks and stresses of the 21st Century in an increasingly urbanized world. 100RC aims to
Honorable Members of the City Council  
April 7, 2016  
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develop a culture of urban resilience by fostering the development of an international network of cities to share experiences, knowledge, and best practices aimed at enhancing urban resilience. 100RC provides the City with the opportunity to develop and implement a comprehensive resilience strategy.

In September 2013, the City applied for membership to 100RC and was selected in December 2013. The grant performance period is from October 5, 2015 to October 4, 2017.

The grant is structured into two components:

1. The City will receive $134,620.87 for the first year and up to $150,000 for the second year to pay for the salary and benefits of the position of Chief Resilience Officer ("CRO") and other staff as needed for a period of two years. The responsibilities of the CRO will include driving the development and implementation of a resilience strategy for the City and working with 100RC through an assigned Relationship Manager to coordinate services and technical support. To optimize the effectiveness of the CRO, the position will be a prominent leadership position, empowered by the full support of the City’s Mayor.

2. 100RC will also contribute in-kind technical assistance and capacity development to accomplish the grant purpose in several ways. 100RC will dedicate and fund resources to work with the City to support its development of a resilience strategy. This will include making 100RC staff experts and other service providers hired by 100RC available to work directly with the City. Also, 100RC will develop a platform of third-party service provider and technical assistance provider partners who can offer tools and services to the City to help create and implement a resilience agenda. 100RC will also organize a CRO peer network so that the City’s CRO can connect with CROs from across the globe to share strategies and learnings.

RECOMMENDATIONS

It is therefore requested that the Council:

1. AUTHORIZE the Mayor, or designee, to:

   a. Accept a two-year grant award from Rockefeller Philanthropy Advisors in the amount of $134,620.87 for the period effective from October 5, 2015 to October 4, 2016 and up to $150,000.00 for the period effective October 5, 2016 to October 4, 2017;
b. **Submit** to the grantor on behalf of the City, requests for drawdown of funds for payment or reimbursements of City funds expended for approved grant purposes; and

c. **Receive**, deposit into, and disburse from a new 100 Resilient Cities Initiative Grant Fund, the grant funds from the 100RC grant award;

2. **AUTHORIZE** the Controller to establish a new interest-bearing fund entitled “100 Resilient Cities Initiative Grant Fund” and create a receivable in the Fund in the amount of $284,620.87 for the 100RC grant;

3. **ADOPT** the 100RC Grant Budget and authorize the Mayor to create new appropriation accounts within the new 100 Resilient Cities Initiative Grant, as follows:

<table>
<thead>
<tr>
<th>Appropriation Account Number</th>
<th>Account Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46M146</td>
<td>MAYOR</td>
<td>$208,406.58</td>
</tr>
<tr>
<td>46M299</td>
<td>Reimbursement of General Fund Costs</td>
<td>$76,214.29</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total:</strong> $284,620.87</td>
</tr>
</tbody>
</table>

4. **TRANSFER** appropriations from 100 Resilient Cities Grant Fund No. XXX, Department 46, to the General Fund to reimburse the General Fund for 100 RC Grant as follows:

<table>
<thead>
<tr>
<th>TRANSFER FROM: Fund/Dept Account No.</th>
<th>Account Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX/46 XXX/46</td>
<td>46M146</td>
<td>MAYOR</td>
</tr>
<tr>
<td><strong>Total:</strong> XXX/46</td>
<td></td>
<td><strong>$208,406.58</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFER TO: Fund/Dept Account No.</th>
<th>Account Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100/46 100/46</td>
<td>001010</td>
<td>Salaries General</td>
</tr>
<tr>
<td><strong>Total:</strong> 100/46</td>
<td></td>
<td><strong>$208,406.58</strong></td>
</tr>
</tbody>
</table>

5. **AUTHORIZE** the Controller to transfer up to $76,214.29 from Fund XXX, Account 46M299 to the General Fund 100/46, Revenue Source 5346, for reimbursement of grant funded fringe benefits;
6. **AUTHORIZE** the Controller to transfer cash from Fund XXX/46 to reimburse the General Fund, on an as-needed basis, upon presentation of proper documentation from City Departments, subject to the approval of the Mayor's Office of Public Safety; and

7. **AUTHORIZE** the Mayor, or designee, to prepare any Controller's instructions needed to implement actions approved by the City Council and Mayor on matters presented in or deriving from the transmittal, and/or to make necessary technical adjustments, subject to review by the City Administrative Officer, and further, request that the Controller implement these instructions.

**FISCAL IMPACT STATEMENT**

The Mayor's Office does not anticipate any fiscal impacts for the City.

Sincerely,

ERIC GARCETTI
Mayor

EG:kg

Attachment 1 – Grant Agreement
February 24, 2016

Jeff Gorrel  
Deputy Mayor  
City of Los Angeles – Office of Mayor Eric Garcetti  
200 N. Spring Street, Room 303  
Los Angeles, CA 90012

GRANT AGREEMENT

Dear Deputy Mayor Gorrel:

Rockefeller Philanthropy Advisors, Inc. ("RPA"), on behalf of the 100 Resilient Cities Initiative ("100RC"), a sponsored project of RPA (together, “RPA/100RC”), has approved a grant to the City of Los Angeles (“GRANTEE”) for the purposes described herein. This letter (the “Grant Agreement” or “Agreement”) summarizes the terms and conditions under which RPA/100RC has awarded this grant to GRANTEE. In accepting this grant, GRANTEE becomes a Member City of 100RC. This Agreement replaces the Agreement between RPA/100RC and GRANTEE executed November 10, 2014.

1. **Amount and Purpose of Grant.** The purpose of this grant is to fund a Chief Resilience Officer for the City of Los Angeles and assist GRANTEE in building its capacity to maintain and recover critical functions despite shocks and stresses so that the city’s people, communities and systems can bounce back more quickly and emerge stronger from these shocks and stresses. GRANTEE, as a Member City, will partner with RPA/100RC to develop and begin implementation of a resilience strategy. These responsibilities are outlined in the City Commitment, Milestones and Deliverables Schedule attached, hereto, as Addendum 1. To accomplish these goals, the grant is structured in two components:

   a. **Direct Funding** - GRANTEE will receive direct funds of US$134,620.87 for the first year and up to US$150,000 for the second year to pay for the salary and benefits of the position of Chief Resilience Officer (“CRO”) for a period of two years. The responsibilities of the CRO will include driving the development and implementation of a resilience strategy for the city and working with RPA/100RC through an assigned Relationship Manager (“RM”) to coordinate services and technical support. To optimize the effectiveness of the CRO, the position will be a prominent leadership position, empowered by the full support of the City’s Mayor or local equivalent.

   b. **In-Kind Technical Assistance and Capacity Development** - RPA/100RC will contribute in-kind technical assistance and capacity development to accomplish the grant purpose in several ways. RPA/100RC will dedicate and fund resources to work with GRANTEE to support the city’s development of a resilience strategy. This will include making available RPA/100RC staff experts and other service providers hired by RPA/100RC to work directly with GRANTEE as needed. Also, RPA/100RC will develop a platform of third-party service provider and technical assistance provider partners (“Platform Providers”) who can offer tools and services to GRANTEE to
assist in creating and implementing a resilience agenda. RPA/100RC will also organize a CRO peer network so that GRANTEE’s CRO can connect with CROs from across the globe to share strategies and learnings. GRANTEE as a Member City agrees, where it is in the best interest of the city and consistent with the development and implementation of its resilience strategy, to work with the resources and Platform Providers made available to GRANTEE through this grant. Separate agreements regarding the specific terms of such services may be required.

2. **Term of Grant.** Direct funding for the position of CRO will be provided to GRANTEE for two years from date of hire/appointment of CRO (October 5, 2015). In-kind technical assistance and capacity development for consulting, technical assistance and Platform Provider services will be provided as needed for a term of three years from the hire/appointment of CRO (October 5, 2015), and may be extended through the request of an extension or modification of the grant.

3. **Legal Status of Grantee.** RPA/100RC has made this grant with the understanding that the GRANTEE is a government entity or instrumentality as defined in the United States Internal Revenue Code.

4. **Payment of Grant Funds.** RPA/100RC will disburse grant funds to GRANTEE in support of the first year’s salary, as defined above, for the position of CRO upon receipt of this Grant Agreement signed by an authorized officer of GRANTEE, receipt of all documentation detailed in Addendum 2, and upon the hiring of a qualified CRO candidate who has undergone 100RC review and approval. Grant funds in support of the second year’s salary will be disbursed on the anniversary of the CRO’s hiring (October 5, 2015) subject to compliance with all other terms and conditions of this Grant Agreement.

5. **Use of Grant Funds.** Subject to the terms and conditions of this Grant Agreement, GRANTEE agrees to use the grant funds provided solely for the charitable purposes described above and to achieve the specific deliverables described in the Addendum 1. GRANTEE will promptly inform RPA/100RC and RM of any changes in key personnel, or significant difficulties in making use of the funds for the purposes described herein. Change of CRO must be approved in-writing by 100RC in order to maintain eligibility for direct funding of CRO salary and benefits.

6. **Return of Unused Funds.** Any unused grant funds, and any income earned on grant funds not spent or committed for the purposes of the Project, must be promptly returned to RPA/100RC.

7. **Anti-Terrorism/Anti-Corruption.** GRANTEE hereby confirms that it complies with all U.S. anti-terrorism laws and regulations, including Executive Order 13224 and the Global Terrorism Sanctions Regulations set forth in 31 CFR Part 594. GRANTEE certifies and warrants that it will not directly or indirectly engage in, support or promote violence, terrorist activity or related training, money laundering, corruption or any other unlawful or illegal activity. In addition, you represent and warrant that you have or will have, as of the execution of this Grant Agreement, the necessary systems in place to reasonably detect and prevent corruption, terrorism, fraud and money laundering.

8. **Reports.** GRANTEE will use reporting templates provided by RPA/100RC to submit full and complete reports on the manner in which the funds are spent based upon the approved
program plan and budget GRANTEE submitted, and the progress made in accomplishing the purpose of the grant. Reports should be completed according to the schedule and requirements laid out in the attached Addendum 1.

All reports must be signed by the CRO, and where appropriate the financial officer of your organization. In addition, please send to RPA/100RC copies of papers, manuscripts, and other materials that are produced as a direct result of RPA/100RC’s grant upon request.

9. **Requesting an Extension or Modification of the Grant.** To request an extension or modification of this grant, GRANTEE must submit a detailed explanation of the need for the extension or change with an up-to-date progress report and financial accounting. Under no circumstances can the purpose of the grant be modified.

All extension or modification requests should be sent to the RM via e-mail. If the request is approved, RPA/100RC will send a written notification to your organization amending this Grant Agreement, which will include a revised schedule of deliverables, reporting requirements, and new payment terms, if applicable. This notification should be appended to the original Grant Agreement.

10. **Contacts.**
   - 100 Resilient Cities – Corinne LeTourneau, Relationship Manager, cl.etourneau@100RC.org
   - GRANTEE Grant Administrator – Alisa Finsten, Director of Grants and Finance, alisa.finsten@lacity.org, (213) 978-0730
   - CRO – Marissa Aho, Marissa.aho@lacity.org, (213)978-4606
   - Rockefeller Philanthropy Advisors, Inc.: Kate Mulligan, kmulligan@rockpa.org.
   - Communications-related questions should be addressed to 100RC Communications Office, MYYoung@100RC.org.
   - Grant reports should be sent to 100 Resilient Cities Relationship Manager. All submissions must be clearly labeled and identified as one of the Deliverables in the attached Addendum 1.

11. **Record Maintenance, Inspection and Retention.** GRANTEE agrees to maintain clear and adequate records of receipts and expenditures for this grant and make such records available to RPA/100RC upon request. GRANTEE agrees to maintain separate reporting and accounting for grant funds. Grantee does not need to open a separate bank account. GRANTEE agrees to retain its accounting records related to the Project, as well as copies of the reports submitted to RPA/100RC, for at least four years after completion of the use of the grant funds. GRANTEE recognizes RPA/100RC’s right to audit GRANTEE’s books and records with respect to these funds.

12. **License to Use Materials.** GRANTEE hereby grants RPA/100RC a perpetual, worldwide, non-exclusive license to use, reproduce, distribute, display, perform, edit, adapt, create derivative works from and otherwise utilize, exploit and sublicense, in all languages and all media now known or hereafter developed, all written work or reports, publications of any kind, and any materials of any nature created by GRANTEE regarding this grant, as a result of this grant or in connection to this grant (collectively, the “Materials”).

13. **Warranty and Covenants.** GRANTEE represents and warrants that GRANTEE has the full right and authority to grant licenses and rights granted in this Agreement and that
GRANTEE’s rights in any of the Materials and RPA/100RC’s license of the Materials will not violate any intellectual property, contractual or other rights of any third party.

14. **Monitoring and Evaluation.** GRANTEE agrees to participate in evaluation activities as directed by RPA/100RC to enable RPA/100RC to monitor and evaluate key aspects of its 100RC project. GRANTEE also agrees to make its books and records available for inspection by RPA, 100RC or its designee at reasonable times and permit us to monitor and conduct an evaluation of operations under this grant, which may include a visit by our personnel or our designee to observe GRANTEE, a discussion of the grant with your organization’s staff, and a review of financial and other records connected with this grant. Based on reports submitted to RPA/100RC by GRANTEE as well as RPA/100RC’s independent evaluations as described above, 100RC will issue a report card to GRANTEE’s CRO biannually assessing the progress and development of strategies or activities under the grant. The purpose of these report cards is to identify strengths and weaknesses in the strategy development processes of Member Cities so that services can be tweaked, targeted or made available efficiently and effectively to improve global outcomes.

15. **Compliance and Termination.** In the event that RPA/100RC or GRANTEE decides to terminate this grant before the end of the grant term for any reason, RPA/100RC will require GRANTEE to provide a financial report showing expenditures to date of termination. If expenditures exceed grant funds paid, RPA/100RC will make payment in the amount of the excess expended, provided that such expenditures are reasonable and all Deliverables due to that point or otherwise agreed between RPA/100RC and GRANTEE have been submitted to RPA/100RC. If grant funds paid exceed expenditures, GRANTEE will be required to remit the balance to RPA/100RC.

16. **Confidentiality.** In the course of the grant activities, GRANTEE may have access to or be directly or indirectly exposed to RPA/100RC’s confidential information, including information relating to programs, financial information, grantmaking processes and any proprietary information, but not including information that was known to GRANTEE or in the public domain before disclosure or that becomes part of the public domain except by a breach of this agreement by GRANTEE. GRANTEE agrees to use reasonable measures to hold confidential all such confidential information and shall not, without RPA/100RC express consent, use it for purposes other than those permitted in this Grant Agreement or disclose it to third parties.

17. **Grant Announcements: Public Reports and Use of RPA, 100RC Name and Logo**

GRANTEE acknowledges that (i) RPA owns all rights in "Rockefeller Philanthropy Advisors," "RPA," "100 Resilient Cities," "100RC," and its other names, trademarks, service marks, logos, and other indicia of source (collectively, "RPA Marks"); (ii) the RPA Marks must be used in accordance with RPA’s quality control standards conveyed to GRANTEE from time to time; (iii) all goodwill arising from use of the RPA Marks under this Grant Agreement will inure to the benefit of RPA and GRANTEE will not acquire any rights of any nature in any of the RPA Marks; and (iv) GRANTEE will not (and will not assist any party to) register or attempt to register any RPA Mark in any jurisdiction in the world.

RPA encourages GRANTEE to announce this grant; however, GRANTEE must receive approval, in advance, from the RM to use any RPA Mark or any language that purports to interpret RPA/100RC intent in making the grant. GRANTEE agrees to note in its
communications that RPA is supporting GRANTEE’s efforts through its sponsored project, 100RC.

The designated RM must also approve, in advance, any press release or other media or public communication, written or electronic, GRANTEE intends to issue concerning the awarding of the grant. RM must also approve, in advance, any use of the RPA Marks for any purpose. Member Cities are free to disseminate information about their experiences and findings during the course of the project to those who might benefit from this knowledge; in that connection, RPA, through its project, 100RC, views itself as an active partner that can further enhance and expand communications outreach and expects to be notified in advance regarding media outreach. For further information or assistance related to communications concerning this grant, please contact the RM.

100RC’s Web site will include specific information about your participation as a Member City. This information will be updated regularly.

18. Relationship of Parties. The relationship of RPA/100RC to GRANTEE is that of grantor and grantee. RPA/100RC is not responsible or liable for strategies or outcomes of strategies developed as a result of activities performed under this Grant Agreement. Nothing contained in this Grant Agreement shall be deemed to constitute either party a legal partner, joint venturer, employee or agent of the other party for any purpose. Neither party has the power to bond the other party or to incur any obligations on its behalf, without the other party’s prior written consent.

19. Indemnification. To the extent permitted by the laws governing GRANTEE, GRANTEE agrees to defend, indemnify and hold harmless RPA/100RC, its officers, agents, and employees, from and against any liability, loss, expense or damages (including all costs and reasonable attorney’s fees) or claims for injury arising out of or in any way connected to the activities carried out pursuant to the terms of this Grant Agreement, including claims for loss or damage to any property, or for death or injury to any person or persons. Further, GRANTEE agrees to defend and indemnify RPA/100RC against any liabilities, damages or expenses (including all costs and reasonable attorney’s fees) that RPA/100RC incurs based on a third party claim arising from a breach of GRANTEE’s warranties, covenants, duties or obligations under this Agreement that may result from any action or omission of GRANTEE, its contractors and subcontractors, or any of its or their officers, agents or employees.

20. Governing Law. This Agreement will be governed by and construed in accordance with the substantive laws of the State of New York, United States of America, without regard to the choice of law principles. United States law applies to the extent issues are covered under federal laws.

21. Authority. You represent and warrant that you have the full legal right and authority to enter into this Agreement on behalf of GRANTEE.

22. Entire Agreement. This Agreement, including the attached Addendums, constitutes the entire understanding between GRANTEE and RPA/100RC with respect to its subject matter and supersedes all prior agreements, discussions or representations between us. Any modification of this agreement must be in writing, signed by RPA/100RC and GRANTEE. On behalf of RPA/100RC, may I extend every good wish for the success of your work.
Sincerely,

Nicholas Hodges
Senior Vice President & Chief Operating Officer
Rockefeller Philanthropy Advisors, Inc.

Date: 2/24/16

The undersigned organization agrees to the terms and conditions set forth in this letter.

GRANTEE
Signed:

<table>
<thead>
<tr>
<th>Name:</th>
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</thead>
<tbody>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

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Addendum 1: City Commitment, Milestones, and Deliverables Schedule

In 2013, the Rockefeller Foundation launched the "100 Resilient Cities" Challenge to allow 100 cities in the world, eager to strengthen their resilience to the social, economic and physical challenges they face, to better respond to the increasing shocks and stresses of the 21st century in an increasingly urbanized world.

The selection of cities was carried out based on an application in which candidate cities presented the main risks to which they are exposed, the risks to which they think they are the least vulnerable, and actions they have already implemented or plan to implement to improve their resilience, the partners with whom they work to reduce risks.

In September 2013, the City applied for membership to 100RC and was selected in December 2013.

The well-established partnership aims to develop a culture of urban resilience by fostering the development of an international network of cities to share experiences, knowledge, and best practices aimed at enhancing urban resilience. This partnership will also provide the City with the opportunity to develop and implement a comprehensive resilience strategy.

Commitments of the City of Los Angeles

The City of Los Angeles will:
- Participate in the 100RC program;
- Ensure consideration of the objectives of this agreement, including the socialization of the Los Angeles administration to the overall resilience strategy throughout the City's agencies and departments;
- Participate and contribute to the network of 100 Resilient Cities, including sharing experiences, knowledge and practices and, as far as possible, promoting the development of resilience strategies with non-member 100RC cities interested in this approach;
- Appoint from among its executives or recruit a Chief Resilient Officer (CRO), responsible for resilience;
- Use the services, tools and partners available to the City by 100RC – including the 100RC Platform – to develop and implement its resilience strategy through a multi-sector and public process;

Commitments of 100 Resilient Cities

100 Resilient Cities will:
- Ensure payment to the City for two years at a minimum, an amount equivalent to the total annual remuneration of the head of resilience ("Chief Resilience Officer");
- Provide the City with an expert recruited and remunerated by 100RC to assist the City in the development of a comprehensive resilience strategy taking into account the specific needs of the Los Angeles community;
- Appoint a 100RC Associate Director responsible for relations with the City to establish close cooperation with the head of resilience ("Chief Resilience Officer") and the staff designated by the City to assist it in the process to improve its resilience and also to assist in the implementation of the key strategies of the project;
- Set up a network of 100 Resilient Cities, allowing 100 cities selected as part of this process to share any experiences, knowledge and practices;
- Set up access to an innovative platform of services
## Deliverable | Ongoing Activities | Due Date
--- | --- | ---
### Ongoing Activities Ongoing
1. City will coordinate with 100RC all press activity around resilience building during time grant is active

### Signed Grant Agreement February 2016 (replacing October 2014 Agreement)
1. City will ensure grant is executed and supporting documentation has been provided as outlined in Addendum 2
2. City will assign a Grant administrator and provide contact information to 100RC

### [Hire/Appoint] and Empower Chief Resilience Officer (CRO) October 2015
1. City will [hire/appoint] a CRO into a prominent leadership position with the full support and authority of the Mayor. The CRO’s role will include:
   a. Establish a compelling vision for resilience and lead city dialogue around resilience
   b. Drive the development of a resilience strategy
   c. Serve as primary point of contact for the 100RC network and platform partners
   d. Be a productive peer contributor in the 100RC network
2. City will formally announce CRO and establish role within City
3. City will support the CRO in coordination and convening resources to drive implementation of the strategy

### Grant Agreement Payment (Year 1) Upon Receipt of Required Documentation (see Addendum 2)
1. Prior to Grant Payment City will provide all documentation outlined in Addendum 2:
   a. CRO name & resume
   b. Final organization chart
   c. Proof of remuneration to be paid to the CRO

### Resilience Strategy 3rd Quarter 2016*
1. Mayor or equivalent will commit and ensure participation of high level City officials.
2. City will support CRO in working with 100RC and selected consultant partner, funded by RPA/100RC, to develop a Resilience Strategy
3. City will complete Resilience Strategy
4. City shares publically Resilience Strategy

### Semi-Annual Reporting Annually June 30 & December 31 During Life of Grant
1. Fiscal Report – Grant Administrator will provide a complete and accurate record of how grant monies were spent via the 100RC template, which will be sent to the CRO once hired/appointed.
2. Progress Report – Grant Administrator will provide complete and accurate overview of progress in the 100RC program. RM will provide format and reporting requirements each May and November.
3. Fiscal and progress reports must be approved by the CRO’s supervisor prior to submission to 100RC.

### Access and Use 100RC Platform of tools and services CRO is Hired/Appointed
100RC will make Platform tools available to member Cities when the CRO is hired/appointed.

### Grant Agreement Payment (Year 2) Anniversary of the CRO’s Hiring
At the anniversary of the CRO’s start date (October 5, 2015), a letter from the Mayor or City Executive which requests the next grant payment and briefly addresses the following will be required:

1. The contributions the CRO has made to the City to-date
2. The vision for the CRO role in the coming year
3. What the potential is for the position to be permanently institutionalized within city government

Subject to compliance with all other terms and conditions of the Grant Agreement.

Addendum 2: Required Supplemental Documentation

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Documentation</th>
<th>Description</th>
<th>Date Received</th>
</tr>
</thead>
</table>
| Before Execution of Grant Agreement | Calculation & Validation of CRO Salary & Benefits | 1. **Salary**: a pay scale for the appropriate city title; comparable salary information for currently-filled like positions.  
2. **Benefits**: an administrative instruction or policy as established by the overseeing human resource agency. |               |
| Draft Before Execution of Grant Agreement | CRO Position | 1. CRO job description  
2. Job posting (if being advertised) |               |
| Final Before Payment | Organization Chart or Narrative | Org chart or narrative should include:  
1. CRO’s office title (i.e. Deputy of X)  
2. Department where CRO will sit  
3. CRO’s peers within the department  
4. Chain of command between the department and Mayor (or equivalent)  
5. Who the CRO reports to  
6. Who reports to the CRO (where applicable) |               |
| Before Payment | Selected CRO and actual remuneration | 1. CRO’s name  
2. CRO’s resume  
3. Proof of remuneration to be paid to the CRO |               |
| Proof of Entity | | 1. For US grantees a W9 and IRS Tax Exemption letter are required.  
2. For international grantees an equivalency is required. Please contact 100RC for additional guidance. |               |
| Wiring Information | | An electronic payment information form will be provided by 100RC to be completed by GRANTEE  
1. For US grantees, grant payment will be made via Automated Clearing House (ACH)  
2. For International grantees, grant payment will be made via wire transfer |               |