

Date: 5/17/24

Attendees: (listed below)

Action Items:

Owner	Description	Due Date
Partners	<ul style="list-style-type: none">• Review CEAs and follow up with Dan J. at ORS on any questions/comments• Submit written procurement process/policy to ORS to ensure compliance with Federal and State funding, must include subgrantees• Provide secondary points of contact and confirm full list of contacts for update emails, meeting scheduling	5/31
ORS	<ul style="list-style-type: none">• Confirm reimbursement timeline per CEA, clause about advance payment• Provide clear written process to partners on reimbursement• Biweekly email to all partners about status updates• Will share upfront percentage, timeline/start dates, when it is available• Is there an invoice template/exemplar that we can send out?	
GNOF	<ul style="list-style-type: none">• Circulate notes• Share contact list, update as needed• Follow up to schedule next group meeting	5/22 5/22 5/29

To Address in Follow on Conversations:

Streamlining of permitting, reimbursement, and reporting processes

Theft/Vandalism

Mobilizing funding

Clarification of federal ownership of equipment/supplies

Agenda & Minutes:

- Intros – see list above
 - Clear that specific trees hold deep meaning for many in the room
- Review Project Deliverables, Overall & Broken Down by Partners
 - Follow up with Dan/Alyssa at GNOF if any of the information presented was incorrect
- Current USDA <> City contract status
 - Because multi-year and more than \$1M, the City Council must authorize the Mayor to sign contract with USDA. It went to committee in April, passed on May 2, awaiting council clerk to certify, then will go for Mayor's signature.
 - After that, money must be added to city budget through budget amendments in following meetings (introduced in one meeting, voted in the next)
 - CEAs – Initial draft was shared yesterday, please follow up with Dan J. with further questions or desired edits by May 31
 - A July meeting will likely be when CEAs are approved by City Council, but still difficult to specify timeline precisely
- Communication Flows between Partners

- Once CEA starts, Brittany will be the primary POC for the City. Funding is coming from City of New Orleans, P&P is project manager – will engage other departments (I.e. Finance/accounts payable, etc) as needed.
- For CEA negotiations, Dan Jatres is point person
- All partners affirmed primary point of contact
 - need to put redundancy/secondary contacts in place for both P&P and partners. GNOF will follow up with contact list.
 - Expected response timelines
 - 24- 48 hours for email response... sometimes more complicated requests may take longer to sort out
 - Re: avoiding past permitting delays - P&P will hire outside consultant to support, has also added internal staffing for permitting
 - Invoicing / payment process
 - Invoices must be uploaded through BRASS for approval, processing, and payment. Is it best to submit to Brittany for review first, to ensure smooth sailing through BRASS?.
 - City and/or GNOF will write up / draw up recommended process.
- GNOF will circulate the partner contact list for all to see. Partners please send any additions.
- Mike Karam gave overview of the past couple of years of new activities and partnership approaches and the "growing pains"/shared learnings that have been continuously iterated and improved, and affirmed City/P&P intention to keep working together with all partners to ensure smooth and efficient processes for all involved.
- Nonprofit <> City Cooperative Endeavor Agreements (CEA)
 - Advance Payments / Mobilization
 - Do we have to upfront money? Yes! - Full amount of money will not be advance payment, but big ticket items that are needed for this season will be paid in advance, including some personnel. City still determining specific % / amount based on recent info from USFS.
 - Agreement that all upfront payments should be equitable among partners and make sure it works for the small grassroots groups especially
 - Process for upfront funding still in development, but should be straightforward. City to capture process in writing
 - When can orgs start charging? -> Not until contract with USDA and CEAs are complete
 - Net 30 reimbursement from time documents are submitted to BRASS. Parks & Parkways will help keep this moving on time.
 - Procurement
 - All partners need written procurement policies in line with 2 CFR 200. Seek help from City as needed on these details.
 - Documentation (I.e. proof of 3 bid solicitations) must be kept
 - Procurement processes based on [Federal Requirements](#) and [State Requirements](#)
 - Who owns the equipment purchased with federal dollars? What's the difference between supplies and equipment? - City to follow up
 - What specific backup documentation is needed for a reimbursement request?

- How to address theft/vandalism? Both to stop it, and to ensure it doesn't drain resources of small orgs
 - Recommend increase in public awareness...
 - Need to figure out sthg in CEA for org responsibility... usually not enough to be worth triggering insurance claim, but sounds like groups have been / can do police reports, if needed
- Tree collector app
 - Tree Collector app– [demonstration video here](#)
 - Are there alternatives that can work better for P&P and partners? i.e. figure out data transfer from partners' current systems to City GIS?
 - Possible to combine front-end permitting with back-end reporting in the app? Yes, P&P is working on developing end-to-end app. Can we wait to roll out app until it is fully developed to avoid redundant work?
 - Compensation for separate scope of work for partners for extra admin work? Figure out joint capacity for this somehow?
 - US Forest Service is working in its own GIS that will be required, how to incorporate with that?
- Who will be responsible for prepping planting sites? -> Planting partners will do this themselves
- CEA clean up
 - Remove language around match requirement as it does not apply?
 - Advance payments vs standard clause re: waiting for federal reimbursement
- Will projected increases in costs be considered? (I.e. USFS will be okay with reduced deliverables due to inflated costs?) - Importance of documentation of procurement to show that estimated costs from 2023 just no longer applicable... should be okay.
- Reporting Requirements
 - For City & Forest Service/USDA - CEA Article B Section A
 - Can partners get 2 weeks to submit reporting after each 6-month reporting period?
 - Detailed list of documentation required for financial reporting?
 - GIS system / Tree Collector app– [demonstration video here](#)
- Cadence of Check-Ins
 - GNOF will follow up about another meeting once everyone has a chance to digest this info and these notes
 - City will send partners updates (even if update is "no updates") every 2 weeks
- Permitting Process
 - No time to discuss... for future meeting
- Next Steps Review – quick on action steps...
 - Feedback re: CEA by May 31
 - Meetings/calls with City re: CEAs?
 - Next group meeting target, what type... GNOF to follow up
 - Other actions listed at top of notes

Attendees:

Shubham Datta, Audubon Delta

Charles Allen, Audubon Delta

Todd Reynolds, Groundwork New Orleans

Ryan Mattingly, Louisiana Green Corps
Connie Uddo, NOLA Tree Project
Mark Uddo, NOLA Tree Project
Susannah Burley, SOUL
Emily Stieber, SOUL
Lauren Davis, SOUL
Darren Morris, Thrive New Orleans
Bernadette Carriere, Thrive New Orleans
Pam Carrie, Water Wise Gulf South – New Orleans East
Jacky Baham, Water Wise Gulf South – New Orleans East
Cynthia Guillemet, Water Wise Gulf South – Lower 9th Ward Homeowners Association
Raymond Sweet, Water Wise Gulf South – Hollygrove-Dixon Neighborhood Association
Katherine Prevost, Water Wise Gulf South – Bunny Friend Neighborhood Association
Dr. Angela Chalk (and her daughter :), Water Wise Gulf South – Healthy Community Services
Jeff Supak, Water Wise Gulf South
Greg Nichols, Office of Resilience & Sustainability
Dan Jatres, Office of Resilience & Sustainability
Anna Nguyen, Office of Resilience & Sustainability
Mike Karam, Parks & Parkways
Hailey Bowen, Parks & Parkways
Lillian McNee, Parks & Parkways
Dan Favre, Greater New Orleans Foundation
Alyssa Quaranta, Greater New Orleans Foundation