**Date**: 12/11/24

**Attendees**: Darren Morris Thrive, Jeff Supak & Kim Doley Water Wise Gulf South, Connie & Mark Uddo NOLA Tree Project, Catherine Prevost Bunny Firend, Todd Reynolds Groundworks, Ryan Mattingly, LA Green Corps, Lilly McMee Liam Krause Amanda Walker Brittany McGovern Michael Karam P&P, Anna Nguyen Greg Nichols Dan Jatres ORS, Kyle Homan Project Delivery Unit, Pan Kerry Jackie Baham NO East Green Infrastructure Collective, Cheryl Austin Greater Treme Consortium, Lauren Davis Emily Steber Susana Burley SOUL, Charles Allen Shubhan Dutta Natl Audubon

**Agenda & Minutes**:

11:30 – Noon: Lunch & Networking, Head Start on Gathering Questions

12 – 12:10: Welcome & Round of Introductions

12:10 – 12:20: Gathering Questions

1. Submit your questions via post-it notes, per category, on boards around the room

12:20 – 12:30: City of New Orleans Updates

1. NOCTURNL Home Page – everything will be uploaded on this website for easy access
2. Submitting Invoices, Prepayment Requirements
	1. Email all to Brittany including advance payment request, leave space for Brittany to sign, then upload to BRASS
	2. Include quotes if possible
	3. Following payment will need to provide timesheets, receipts, etc.
	4. Procurement – multiple bids based on 2CFR 200 requirements, one vendor can supply multiple orgs but this will not be cumulative for that vendor, multiple vendors are not cumulative, cannot breakdown single vendor to avoid meeting procurement threshold, applies to materials and supplies, orgs must have codified procurement guidelines
	5. Public works procurement – contracting services, threshold for multiple bids is over $250k, multiple services are not cumulative **Need to confirm this with purchasing dept.**
3. Press Release and Social Media Announcements – submit press releases to Brittany, all comms must recognize funding source, US Forest Service logo requires written permission by USDA so send request to Brittany ASAP, press release template and social media examples have been shared **Is approval of logo per use or can you submit for multiple/template at one time proactively?**

12:30 – 12:50: Reviewing Questions, Answers & Discussion

INVOICING / PREPAYMENT

* \*\*\* What information needs to be included in a pre-payment invoice? What’s the process for submitting?
* \*\*How long should we expect to wait for payment once an invoice is submitted?

PROCUREMENT

* \*\*\*What are the insurance requirements, if any, of the vendors we use?
* \*\*\*Do we need multiple bids for everything or can we work with the folks we know and love already?
* \*\*\* How do we deal with cost increases (inflation) that impact our proposed budget and quantity of deliverables? - If any changes to spending from original budget, notify immediately
* \*\* Who owns the equipment purchased with federal funds?
* \*\* If we break up contracts, will the totality of those contracts or individual contracts dictate whether we meet the limits?
* What is the different between supplies and equipment?
* During year long period for procurement threshold, when does that year start? Calendar year? June-June? Lifecycle of award?

PERMITTING

* \*\*\*\*Will concrete permitting fees be removed as part of the one stop shop application process? If so, how will this look?
* \*\*\* What is the permitting process that all organizations need to follow – for both concrete removal and tree planting?
	+ Who needs to sign off on permits – residents or organizations?
	+ Can permit forms be updated to remove liability from residents for long-term maintenance?
* \*\* Is there an “opt out” permitting process?

REPORTING

* \*\*\*What is the template for reporting? - Working with IT on permissions to access
* \*\* Is there going to be a longer-term reporting or documentation environment to track outcomes over time?
* \*\* Has the location for dropping monthly receipts/reports/reimbursements been created/determined? Shared folders?

INSURANCE

* \*\*What are the best / most affordable insurance options for nonprofit partners that meet CEA requirements?

OTHER

* \*\*\*\*\*\*\*How do we collectively address theft/vandalism on tree planting?
* \*\*\* What are the communication guidelines for publicizing the grant?
* \*\*Is the grant period 5 years from July 2024 or from when the Mayor signed? - from June 12, 2024
* \*\* Can we / how do we move funds from one budget category to another?
* With change in administration, is funding guaranteed?

12:50 – 1pm: Next Steps and Next Meeting

* Survey forthcoming about next meeting