

Knox & Ross Law Group
Equity Technical Assistance
Legal Services Subcontractors

Budget Narrative

Fiscal Year 2020 – 2021

Legal Services under Technical Assistance: To provide limited legal services directly to Equity Applicants and Operators, as well as marshal additional outside legal resources to meet any legal service gaps, based on issues identified and directly faced by applicants and operators.

1. **Internal Contract Compliance and Administration:** Administer and perform all contract compliance reviews for Prime Contractor and all Subcontractors with regard to all services rendered under the City contract.
2. **Direct Legal Services:** Furnish Equity Applicants and Operators with general legal advice of general applicability, in regard to matters including but not limited to licensing, regulatory compliance, business formation, raising capital, contracting, negotiation, commercial leasing, and dispute resolution; and to furnish specific legal advice in regard to legal documents produced by or presented to Equity Applicants and Operators. Direct legal services are conveyed to applicants and operators in the following manner:
 - a. **1:1 Legal Consultations:** Applicant scheduled consultations with an a Knox & Ross attorney, to discuss and advise upon various legal issues, as well as to review document Appointment Types Available are: Incubation, Business Plan Review, Financials Review, Business Strategy, Bookkeeping & Taxes, Inventory Management and Compliance Requirements in 30-45 minute increments.
 - b. **Document Review and/or Redlining:** Review, markup as needed, and advise upon legal documents produced by or presented to Equity Applicants and Operators. Documents reviewed have included but are not limited to: letters of intent, memorandums of understanding, term sheets, lease agreements, landlord/tenant notices, incubation agreements, partnership agreements, operating agreements, bylaws, shareholder agreements, investment memos, and demand letters.
3. **Case Management & Referral Screening:** Perform case management and follow up for legal issues faced by applicants and operators, where legal services needs extend beyond the scope of those services provided under City contract. Those issues are documented and evaluated for referral to either (i) clinical legal

resources, or (ii) to private attorneys for further direct representation.¹

4. **Legal Resource Development:** Develop legal resources for Equity Applicants and Operators, inclusive of external resources, as well as documentary resources.
 - a. **Documentary Resources:** Produce sample and/or template legal documents including but not limited to checklists, information sheets, term sheet templates, and sample agreements.
 - b. **External Resource Development:** Identify, vet, train (if necessary), and work with prospective resource partners and other legal professionals for inclusion in the program resource/referral list.
5. **Program & Contract Administration:** Running the legal services program, managing attorneys and other staff, facilitating meetings, reporting and monitoring developing legal issues faced by applicants and operators and communicating status to the City P.M., creating project plan, managing project budget, Includes costs associated with maintaining appropriate management systems.

¹ Knox & Ross is prohibited from direct engagement by Oakland Equity Applicants and Operators, while under contract with the City of Oakland