RESOLUTION NO. 2021-0358

Adopted by the Sacramento City Council

December 14, 2021

Supplemental Agreements and Budget Amendments for the Financial Empowerment Center

BACKGROUND

A. The City of Sacramento (City) Financial Empowerment Center (FEC) is part of a national network of 34 active FECs through a Bloomberg-funded initiative known as the Cities for Financial Empowerment Fund (CFE Fund). The FEC provides free, professional, one-on-one financial coaching for local residents aged 18 and over. Key metrics for FEC clients are safe/affordable bank and credit union account access, establishing/improving credit, reducing debt, and building savings.

B. Cities are required by CFE Fund to contract with a lead community-based organization for FEC operations. Through an RFP process in early 2019, the City selected the Sacramento office of International Rescue Committee, Inc. (IRC) as its contract partner. As also required by the CFE Fund, in September 2019 the City hired an FEC Manager to ramp up the initiative for launch.

C. In December 2019, IRC’s contract for FEC operations began, and the City’s FEC Manager worked with IRC to hire, train, and certify the financial coaching staff. The FEC launched its work at the beginning of the coronavirus disease 2019 (COVID-19) pandemic – a soft launch with selected community partners in early-April 2020, and a public launch in late-May 2020. The FEC has been operating continuously since then, and the team has been building strong integrations with several community-based partner organizations and with City-based initiatives, especially relating to housing stability, workforce, and small business.

D. CFE Fund’s FEC model is to provide some matching financial and substantial technical assistance support to its partner cities for approximately the first two years of FEC operations, which in the City’s case will end in spring 2022. The request is to provide funding for the IRC to complete this pilot period.

E. CFE Fund has chosen the City of Sacramento as one of five jurisdictions in the U.S. to implement a new FEC integration pilot to partner with local organizations around eviction prevention issues. The third amendment to the grant agreement with CFE Fund (City Agreement 2020-1174) provides an additional $70,000 in grant funds for one year of work, with some additional time in the grant period to allow for final reporting.
F. Staff is requesting the Council authorize the City Manager to increase the revenue and expenditure budgets in the Financial Empowerment Center MYOP (I02182000) by $70,000 (Operating Grant, Fund 2702) to reflect the grant funding from the CFE Fund and transferring $235,000 from the available fund balance of the Innovation and Growth Fund (Fund 2031) to the Financial Empowerment MYOP (I02182000) to allow for a contract amendment with IRC for FEC operations and provide additional operating funds for the program and grant through June 30, 2022.

G. The current contract with the IRC expires on December 31, 2021, and to continue the work until June 30, 2022, an additional $210,693 is needed. The requested Supplemental Agreement No. 3 to City Agreement PRC000666 with the International Rescue Committee, Inc. through June 30, 2022 is $210,693.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The City Manager or City Manager’s designee is authorized to accept $70,000 in grant funding from the Cities for Financial Empowerment, Inc., for eviction prevention work.

Section 2. The City Manager or City Manager’s designee is authorized to execute the Third Amendment to City Agreement No. 2020-1174 with Cities for Financial Empowerment Fund, Inc., for $70,000. The amendment is attached as Exhibit A and is part of this resolution.

Section 3. The City Manager or City Manager's designee is authorized to increase the revenue and expenditure budget to the Financial Empowerment Multi-year Operating Project (I02182000) by $70,000 to reflect the grant funding from the Cities for Financial Empowerment Fund (Operating Grants, Fund 2702).

Section 4. The City Manager or City Manager's designee is authorized to transfer $235,000 from the available fund balance from the Innovation and Growth Fund (Fund 2031) to the Financial Empowerment Multi-year Operating Project (I02182000).

Section 5. The City Manager or City Manager's designee is authorized to execute Supplemental Agreement No. 3 to City Contract Number PRC000666 with International Rescue Committee, Inc. for an amount not to exceed $210,693 for a new total agreement not-to-exceed amount of $759,214. The supplemental agreement is attached as Exhibit B and is part of this resolution.
**Table of Contents:**

Exhibit A – Third Amendment to Agreement with Cities for Financial Empowerment Fund, Inc.
Exhibit B – Supplemental Agreement No. 3 with International Rescue Committee, Inc.

Adopted by the City of Sacramento City Council on December 14, 2021, by the following vote:

**Ayes:** Members Ashby, Guerra, Harris, Jennings, Loloee, Schenirer, Valenzuela, Vang, and Mayor Steinberg

**Noes:** None

**Abstain:** None

**Absent:** None

**Attest:**

\[ Digitally signed by Mindy Cuppy \]

\[ Date: 2021.12.21 09:04:14 -08'00' \]

Mindy Cuppy, City Clerk

*The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the Sacramento City Council.*
# CONTRACT ROUTING SHEET

*Contract Cover/Routing Form: Must Accompany ALL Contracts; however, it is NOT part of the contract.*

## General Information (Required)

<table>
<thead>
<tr>
<th>Original Contract # (supplements only):</th>
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<td>Project Title:</td>
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<td>Bid/RFQ/RFP #:</td>
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<td>City Council Approval:</td>
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<tr>
<td>if YES, Council File ID#:</td>
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## Contract Processing Contacts

<table>
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<tr>
<th>Department:</th>
<th>Economic Development</th>
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<tr>
<td>Contract Coordinator:</td>
<td>Tiana Jordan</td>
</tr>
<tr>
<td>Project Manager:</td>
<td>Amy Williamson</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:oied.admin@cityofsacramento.org">oied.admin@cityofsacramento.org</a></td>
</tr>
</tbody>
</table>

## Department Review and Routing

| Accounting:                         |                        |
| Supervisor:                         | (Signature) (Date)     |
| Division Manager:                   | (Signature) (Date)     |
| Other:                              | (Signature) (Date)     |

## Special Instruction/Comments (i.e. recording requested, other agency signatures required, etc.)

- [ ] Recording Requested
- [ ] Other Party Signature Required

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*FOR CLERK & IT DEPARTMENTS ONLY – DO NOT WRITE BELOW THIS LINE*
THIRD AMENDMENT TO AGREEMENT BETWEEN
THE CITIES FOR FINANCIAL EMPOWERMENT FUND and
THE CITY OF SACRAMENTO

This Third Grant Amendment (the “Third Amendment”), dated as of November 30, 2021 (the
“Third Amendment Effective Date”), is by and between the Cities for Financial Empowerment
Fund (the “CFE Fund”), the City of Sacramento and reflects that the CFE Fund intends to
provide additional grant funding and expand the Scope of Work. The initial Agreement, with
Effective Date February 1, 2020, First Amendment, with First Amendment Effective Date July
15, 2020, and Second Amendment, with Second Amendment Effective Date August 10, 2021,
between the Parties are hereby amended in the following respects:

1. The section titled “3. Term”, subsection “(a)” is amended to instead state:

   (a) The Grant Term will begin as of the Effective Date and end no later than March
   15, 2023. Any funds not used by the end of the Grant Term toward the purposes of
   this Grant will be returned to the CFE Fund within thirty (30) days after the end of the
   Grant term unless otherwise agreed upon by both parties in writing in advance.

2. In Section 1 (“Grant”), an additional paragraph shall be appended as follows:

   The CFE Fund pledges and agrees to provide the Grantee a Grant in the form of cash or
   in the amount of $70,000 [SEVENTY THOUSAND DOLLARS] (the “Eviction
   Prevention Boost Pilot Grant”). Grant funds will be paid in U.S. Dollars no sooner than
   what is laid out in the Grant Payout Schedule in Section 5(c).

   All other provisions in Section 1 are to remain unchanged.

3. In Section 5 (“Conditions of Disbursement of Grant”), subsection (a), the following shall
   be appended after subsection (iii):

   “(iv) Eviction Prevention Boost Pilot Grant funds:

   a. Receipt of a countersigned copy of this Third Amendment.”

   All other provisions in Section 5, subsection (a) are to remain unchanged.

4. In Section 5 (“Conditions of Disbursement of Grant”), subsection (c) “Grant Payout
   Schedule”, an additional paragraph shall be appended as follows:

   “(iv) Eviction Prevention Boost Pilot Grant funds:

   a. $63,000 will be paid upon full execution of this Third Amendment.

   b. $7,000 will be paid upon satisfactory submission of final deliverables as defined
      in Exhibit O – Scope of Work – Eviction Prevention Boost Pilot Grant.”
All other provisions in Section 5, subsection (c) are to remain unchanged.

5. Exhibit O, Exhibit P, Exhibit Q, and Exhibit R shall be incorporated into the original Agreement.

All other terms and conditions that are not hereby amended are to remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have caused this Third Amendment to be duly executed as of the date first above written.

CITIES FOR FINANCIAL EMPOWERMENT FUND, INC.

By: 
Name: Jonathan Mintz
Title: President and Chief Executive Officer
Date: 11/30/2021

CITY OF SACRAMENTO

By: 
Name: Michael Jaso
Title: Assistant City Manager
Date: 

Approved as to Form:

By: 
Name: Michael Sparks
Title: Senior Deputy City Attorney
Date: Dec 7, 2021

ATTEST:

By: 
Name: 
Title: City Clerk
Date: 
**Scope of Work – Eviction Prevention Boost Pilot Grant**

As part of the FEC Eviction Prevention Boost Pilot Grant, the CFE Fund will be providing the City of Sacramento with technical assistance, including staff time, and a $70,000 grant to leverage FEC local government connectivity to integrate financial counseling within two host rental assistance or eviction prevention programs (the “Host Programs”) to increase the financial stability of clients, positioning them to avoid a future eviction crisis. The Pilot will be implemented by the City of Sacramento and the City of Sacramento’s FEC Financial Counseling Provider, with the support of Legal Services of Northern California and Renter’s Helpline as the Host Programs and co-partners in a joint proposal submitted to the CFE Fund.

As part of the FEC Eviction Prevention Boost Pilot Grant, the Grantee will:

- Designate the necessary staff members to manage and support the pilot efforts and be engaged throughout the pilot phase.
  - Ensure that the designated staff members are actively working independently and collaboratively with the Host Programs and CFE Fund in furtherance of the pilot efforts, including attending all CFE Fund technical assistance calls, trainings and learning community activities.
- Ensure the full participation of staff members from Host Programs throughout the pilot phase, to fulfill the following requirements:
  - Designate senior leadership to manage pilot efforts, participate in all CFE Fund technical assistance calls, work with the external CFE Fund evaluation consultant and learning community activities.
  - Ensure that case managers and support staff members are available for required trainings to launch and manage the pilot, as well as to support the day-to-day operations of the pilot.
  - Facilitate any data collection efforts to monitor impact, including but not limited to ensuring client consents are in order, coordinating client outreach to collect data, running necessary reports to identify pilot impact.
  - Collaborate with program partners to develop the necessary communication pieces to support outreach and client communications.
  - Train FEC counselors and managers on the Host Programs’ efforts, including any programmatic details, local laws, regulations, etc.
  - Ensure data sharing agreements are in place between all necessary parties.
- Ensure the full participation of the FEC Financial Counseling Provider, including the involvement of the FEC nonprofit manager and counselors, to further training efforts, pilot implementation and management.
  - Pilot partners will be responsible for determining appropriate counselor schedules to serve the required number of Host Programs clients.
- Ensure that a minimum of 180 Host Program clients are seen at the FEC during the pilot period.
- Support all data collection efforts to monitor impact, including but not limited to ensuring Host Programs are meeting all data collection and reporting requirements and the FEC Financial Counseling Provider is ensuring the effective use of FECBOT to collect all pilot data.
• Support the training of FEC counselors and managers on topics relevant to the effective implementation of the pilot, including local housing/eviction processes.
• Work closely with all pilot partners to develop the necessary communication pieces to support outreach and client communications.
• The Grantee agrees to adhere to the following marketing and communication guidelines.
  o The Grantee and any Vendor(s) may not publicly announce the receipt of this FEC Eviction Prevention Boost Pilot Grant or its details until the CFE Fund has made its official announcement or has otherwise given permission in writing.
  o Prior written approval of the CFE Fund is required before the Grantee or any employees or agents make any statement to the press, make a public announcement or issue any material for publication through any medium of communication bearing on the FEC Eviction Prevention Boost Pilot Grant, work performed or data collected under this Agreement.

As part of the FEC Eviction Prevention Boost Pilot Grant, the CFE Fund team will provide technical assistance to the Grantee on a regular basis. The CFE Fund will:

• Facilitate technical assistance calls and be available via email;
• Leverage FECBOT to further pilot efforts, including adding additional FHA questions, milestones and reporting capabilities, facilitating any trainings and database maintenance;
• Coordinate learning community activities to support pilot efforts;
• Provide guidance on communications efforts, data collection and partnership development; and
• Support all evaluation efforts, including coordinating efforts of an external evaluation consultant.
**Budget – Eviction Prevention Boost Pilot Grant**

The CFE Fund will provide a $70,000 grant to support the City of Sacramento. Grant funds may be used for these approved uses: staff commitments, managing administrative needs, hiring a consultant, or other activities relevant to pilot, in line with the following budget.

Please note, the Grantee is encouraged to provide funding to the Host Programs to further pilot efforts and will be required to provide actuals of how that funding was expensed as part of the reporting requirements.

<table>
<thead>
<tr>
<th>City of Sacramento</th>
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<tr>
<td>Staff and Administration for International Rescue Committee</td>
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<td>Staff and Administration for Sacramento Self-Help Housing</td>
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<td><strong>TOTAL BUDGET</strong></td>
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<th>Pilot project amounts covered by rollover from planning grant</th>
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Reporting – Eviction Prevention Boost Pilot Grant

The Eviction Prevention Boost Pilot Grant reporting requirements are as follows:

- **Interim Report**: a six-month narrative report, includes an overview of activities to date related to the Scope of Work, interim accounting of how grant funds were spent, and next steps (due July 25, 2022)

- **Final Report**: a final report to outline all activities, along with a final accounting of how grant funds were spent (due March 15, 2023)
Sacramento Eviction Prevention Collaborative

Eviction Prevention Boost-Planning Engagement

**City of Sacramento**

Amy Williamson  
915 I Street  
New City Hall - 4th Floor  
Sacramento, CA 95814  
O: 916-808-1046  
M: 916-207-2709

**Amy Williamson**

915 I Street  
New City Hall - 4th Floor  
Sacramento, CA 95814  
awilliamson@cityofsacramento.org  
O: 916-808-1046  
M: 916-207-2709
Application Form

Question Group

The CFE Fund will award $20,000 to up to five current Implementation or Expert FEC partners, who will work closely with the CFE Fund, along with their host rental assistance and eviction prevention programs, to develop the integration. The final deliverable of this grant will be a robust plan for integrating FEC financial counseling within a municipally-led rental assistance/eviction prevention effort, including rental assistance, diversion efforts, mediation, etc.

Important Dates
- Solicitation Release Date: April 20, 2021
- Informational Virtual Call: April 21, 2021
  (FEC Manager Call)
- Proposal Submission Date: May 12, 2021
- Grant Term: June 2021 to August 2021

Background
As individuals and families experience lost or reduced income related to COVID-19, there is a critical need to expand and target FEC services to help families maximize eviction prevention supports; to stabilize renters’ finances; and to prepare for the cessation of the federal eviction moratorium. FECs are well-positioned to serve as critical supports that further the housing stability aims of eviction prevention programs. With the passage of the federal Coronavirus Response and Relief Supplemental Appropriations Act, the $25 billion allocated for rental relief offers a promising opportunity to integrate the national FEC infrastructure, currently operational in 23 cities and counties, into eviction prevention efforts. Local governments are also looking at ways to support landlords, especially those who rely on rental income – the American Rescue Plan Act offers local leaders an additional opportunity to support such efforts.

While existing research highlights the need for holistic, early interventions that focus on both housing supports and economic stability, there has been limited experience exploring financial counseling programs integrated into rental eviction prevention programs.

In partnership with an advisory group of field experts and FEC partners from across the country, the CFE Fund worked to identify where in the eviction process FEC services might best be deployed; the range of financial issues clients might face; and potential state and federal funding streams that could be tapped to support this effort. The CFE Fund proposes to leverage the existing FEC infrastructure to launch a new pilot, Eviction Prevention Boost, integrating financial counseling within municipally-led rental assistance and eviction prevention efforts in response to COVID-19.

The first step in launching such a pilot is working closely with FEC partners, and their local rental assistance and eviction prevention programs, to design how this integration might work across a range of local contexts. The proposed integration can be an existing partnership which needs enhancements, a new one being considered or leveraging this grant opportunity to propose a new integration idea.
Potential Pilot Elements

While the specifics of a pilot program will depend on the findings of this planning phase, we anticipate that the eventual pilot will:

- Leverage FEC local government connectivity to integrate financial counseling within municipally-led eviction prevention programs, including rental cash assistance programs, legal housing services, or pre-court diversion efforts avoiding costly court costs altogether;
- Embed a dedicated, specialized FEC counselor with in-depth knowledge of the eviction process, tenant supports and tools, and state eviction laws into those eviction prevention programs;
- Ensure tenants have a realistic sense of their financial picture and capabilities so they can enter sustainable payment arrangements; and
- Stabilize tenant finances moving past the eviction crisis, better positioning them to handle owed and upcoming rental costs and avoid a future eviction crisis.

Selected grantees will receive funding to design their intended integration, working closely with the host rental assistance and eviction prevention program; the CFE Fund will provide support and technical assistance as the national coordinator, as well as a cohort learning community. The proposed integration can be an existing partnership which needs enhancements, a new one being considered or leveraging this grant opportunity to propose a new integration idea.

Please note this is a design and planning grant, not yet support for implementation.

Grant Overview

Deliverables

- Local stakeholder advisory group, ensuring community input informs the integration design and offer insights on the rental landscape
- Planning calls between FEC liaison, host program, and the CFE Fund
- Integration design plan, including:
  - FEC integration points within the host program
  - Host program supports
  - Process to ensure client take up of FEC counseling
  - Success metrics and data collection plan
  - Counselor training and staffing needs
  - Potential local resources available for such a program, such as monies from the American Rescue Plan Act or emergency rental assistance funds through the Coronavirus Relief Fund

Timing

- The grant term will be up to three months, starting in June 2021.

Eligibility

- Only current FEC Implementation or Expert partners are eligible to apply for this design grant.
- Only the local government partner is eligible to apply.
- The host rental assistance/eviction program must be a municipally-led effort, and is required to actively participate in this design phase. Please note that all or a portion of this grant funding can be provided to
host program partners. Eligible program partners may include (but are not limited to): rental assistance, diversion efforts, mediation, and the like. You can propose multiple integration partners.

- The proposed integration can be an existing partnership, a new one being considered or leveraging this grant opportunity to propose a new integration idea.

**CFE Fund Technical Assistance**

- Facilitate planning calls (timing to be determined)
- Support stakeholder engagement efforts
- Work closely with the FEC grantee and host to finalize integration design
- Identify evaluation opportunities
- Support a cohort learning community

**Project Name**

Name of Project.

Sacramento Eviction Prevention Collaborative

**FEC Name**

Sacramento Financial Empowerment Center

**Host Program Name**

What is the name of each of your municipally-led rental assistance/eviction prevention program(s)?

Renters Helpline (Sacramento Self-Help Housing)

Eviction Defense (Legal Services of Northern California)

**Host Program Contact/Title**

Please provide the name and title of the key host program liaison. Please add contacts and titles for each host program proposed.

Host Program liaisons:
Sacramento Self-Help Housing, Executive Director, John Foley, jfoley@sacselfhelp.org
Sacramento Self-Help Housing, Director of Housing Services, Tahirih Kraft, tkraft@sacselfhelp.org
Legal Services of Northern California, Managing Attorney, Sarah Ropelato, sropelato@lanc.net

To represent City oversight:
City of Sacramento Tenant Protection Program, Manager, Tina Lee-Vogt, tlee-vogt@cityofsacramento.org
Sacramento Housing & Redevelopment Agency, Federal Programs Manager, Celia Yniguez, cyniguez@shra.org

To represent City’s FEC:
City of Sacramento Financial Empowerment Center, Manager, Amy Williamson, awilliamson@cityofsacramento.org
Statement of Interest*

Explain your FEC’s interest in launching a dedicated integration with a rental assistance and eviction prevention program. Please speak to the connection with your FEC’s proposed municipally-led host program partner or partners.

From the earliest stages of our local FEC planning process, our stakeholders have consistently asserted the importance of the FEC not being a standalone service, but rather one that integrates with various local initiatives and programs that are also designed to promote long-term financial well-being. While we built this into our design, it has proved challenging to maintain the approach during our launch due to it coinciding with the onset of the pandemic. Many of the partners we had connected with prior, both internally at the City and externally in the nonprofit community and other public agencies, have been somewhat forced into a siloed survival mode these past 14 months.

As we are now approaching the pandemic recovery phase, we are feeling the extra breathing room and momentum toward reconnection. With housing stability being a primary (if not the top) concern as a post-pandemic challenge, our City’s eviction prevention partners were very enthusiastic when approached with this planning grant opportunity. They understand that helping their clients build longer-term financial health will reduce the chances of reoccurring eviction-related crises, and/or help them weather other such events if they do arise again in the future.

The Sacramento Bee just yesterday published an article about the nature of current and anticipated local eviction issues, underscoring the importance of this work:

Current Partnerships*

Does the FEC currently partner with a municipally-led rental assistance and eviction prevention program?

No

Current Partnerships Overview*

If yes, please provide a brief description explaining the current integration design, role of the FEC counselor, metrics of interest, challenges, and connectivity to the local government. Also note how this current partnership could be further enhanced using this planning grant.

N/A

Proposed Integration Overview*

Please provide your initial thinking on how your FEC would implement such an integration, especially noting counselor capacity, and insights in developing an effective partnership with the host program.

All of our current FEC counselors have some experience helping clients with housing needs to some degree or another, both in their current role and (for some of them) also quite significantly in their past work experience. We anticipate building on that base in this integration by working with all of our local eviction prevention partners to conduct in-depth training in the policy, program, legal, and logistical issues that they deal with in these efforts. Some of these partners already hold regular training along those lines. We will also schedule an extensive training about the FEC for the partners, so that they understand the nature and flow of our counseling/coaching services.
In terms of counselor time capacity in relation to potential demand, we will need to work through that in the planning process as noted in the integration question list below.

All the partners in the eviction prevention collaborative meet quarterly, with the next meeting scheduled in July. If chosen for this opportunity, one or more representatives of our FEC team will join this meeting as part of the partnership-building process, and will also connect individually and collectively with the partners as needed to prepare for our participation in the activities to be led by CFE Fund.

**Integration Questions***
Please provide a list of five questions you think this design phase should answer regarding this integration opportunity.

- What are the key questions/talking points for eviction prevention program staff to initiate effective FEC referrals, and at what phase of the client relationship flow should these be incorporated into the conversation?

- How can we best train an FEC counselor to develop the requisite expertise in housing issues, and will our collaboration have enough volume for a FT position (vs. this being a half-time dedicated role for a counselor?)

- What are the biggest barriers to finding, obtaining, and retaining housing for tenants? What are the best solutions to resolve those barriers? Are those barriers/solutions different depending on the socioeconomic status or race of the tenant? The ability to find other suitable housing is a key component to preventing evictions post moratorium because a large percentage of tenants will again be able to receive termination notices for no cause. To avoid eviction proceedings in those instances, tenants have to be able to move.

- How can we make the integration 1) accessible for people with disabilities; 2) culturally competent for all residents, including those with limited English proficiency; and 3) targeted to communities most impacted by Covid-19 and/or poverty?

- Who should be at the table for the design and implementation process, with an eye towards who is missing (for example, tenant advocacy group leaders with lived experience in this area)?

**Host Program Information**
If your rental assistance provider is a contracted nonprofit organization or nongovernmental agency, which City or County Department is the contracting entity (if not your department)?

Our contract with Sacramento Self-Help Housing for the Renters Helpline is through the City’s Community Development Department. (Our FEC is housed in Economic Development.) The contract with Legal Services of Northern California for eviction prevention work is through the Sacramento Housing and Redevelopment Agency (SHRA), which is a joint powers entity of the City of Sacramento and Sacramento County.

SHRA is also the administrator of the Sacramento Emergency Rental Assistance (SERA) program, which has been providing rental assistance in phases during the pandemic and is expected to continue to do so as other resources are available for that purpose in the future: https://www.shra.org/sera/. (Note also that the Helpline and our FEC are listed on the SERA resources page: https://www.shra.org/sera2-additional-resources/.)
Host Program Overview 1*
Describe how your rental assistance host partner currently operates its program. If you are providing information for multiple host partners, please include a description for each one. If this is a completely new idea, please provide an overview of the intended integration.

The Renters Helpline is a County-wide service offered through Sacramento Self-Help Housing (SSHH) and supported by the Cities of Citrus Heights, Elk Grove, Sacramento, and Rancho Cordova, and is also available in unincorporated Sacramento County. The line takes incoming calls from Monday through Friday from 8:30am to 5:00pm, except on federal or state holidays. Tenant Advisors retrieve and respond to any messages within two business days. On-site staff members can assist in English, Ukrainian, Spanish, and Russian, and interpreter service is available in over 200 languages to assist callers as needed. Program flyers are available in a variety of languages.

The Helpline provides information and advice to tenants regarding landlord-tenant matters, including rental agreements, leases, California laws related to landlord/tenant and housing rights and responsibilities, substandard housing, security deposits, evictions, small claims actions, COVID-19 moratoriums, and rental assistance programs. The staff screen and refer any calls concerning fair housing or discrimination to Project Sentinel, which is considered by HUD to be a qualified fair housing agency and has many years of experience in conducting fair housing investigations. The helpline also provides landlord/tenant dispute resolution in cases where such intervention is likely to allow the client to remain in their current housing. Dispute resolution efforts may include letters, phone calls, and/or in-person meetings with tenants and property owners/managers.

LSNC is the local legal aid program serving 23 counties in northern California out of 8 regional offices. LSNC’s Sacramento County office is the host program for this proposal. LSNC provides free civil legal services to qualifying low-income individuals and families. Its mission is to empower the poor to identify and defeat the causes and effects of poverty in their community. As part of its individualized housing legal services, LSNC advises tenants about their housing rights, helps tenants assert their rights, and provides advice, assistance, and representation (resources permitting) in unlawful detainer (eviction) court matters. LSNC frequently provides “Know Your Rights” presentations for tenants and tenant groups, and during the pandemic has produced and distributed online animated videos, FAQs, and other resources to help as many tenants as possible in an ever-changing legal landscape: https://lsnc.net/coronavirus-covid-19.

Host Program Overview 2*
Describe how your host partner currently envisions financial counseling being integrated into deploying rental assistance eviction prevention efforts. If it is already a co-location or referral partner, describe how the program and host partner see the integration increasing client flow and enhancing its own outcomes. If you are providing information for multiple host partners, please include a description for each one.

Renters Helpline staff assess individual or family household callers to help identify the nature of the problem solving that is needed. If necessary, clients will be offered an appointment, which includes a standard intake/assessment that includes financial information. The Helpline staff member engages in a problem-solving conversation with the client to explore housing options and eligibility for resources. If the client’s housing crisis can be resolved with financial assistance, and all other resources have been exhausted, staff can submit a request for financial assistance upon collecting the required documentation. An offer of support through counseling with the Financial Empowerment Center can become a natural part of these case management conversations, and the Helpline looks forward to working with the FBC to set up a communication process to develop a warm referral process and to track all clients who follow up with this support.

Legal Services envisions that financial counseling and related wraparound services could be deployed to help clients manage or improve their finances/credit and connect to resources that help them stay in or find
new housing where they may have gotten behind, to avoid going through an eviction that harms their credit. Taking a longer view, the FEC could assist LSNC clients to gain a firmer financial foothold and avoid future displacement, building the capacity to manage a financial setback without their housing becoming at risk.

**Host Program Overview 3**
Describe how your rental assistance host partner or partners currently approach, offer, provide, or refer supportive services with its rental assistance funding (i.e., utility support, property tax freeze applications, etc.)

The Renters Helpline offers voluntary tenant landlord dispute resolutions where an intervention is likely to allow them to remain housed. If the parties are unable to agree, Helpline staff provides them with additional referrals in the community as are relevant to each case. If new housing is needed, staff will refer the client to SSHH’s housing counseling services. SSHH Housing Counselors provide housing referrals to appropriate housing based on rental history, income, credit, and past evictions. SSHH has funding from Sacramento Steps Forward and the City of Rancho Cordova to provide financial assistance for deposits and first month’s rent.

LSNC does not itself provide rental assistance funding. Staff refers to local government and community-based rental assistance programs when they exist. When COVID-19 emergency rental assistance became available, LSNC organized pro bono attorney volunteers to help tenants with the application process.

**Host Program Overview 4**
What are some current challenges in delivering the service?

One of the greatest challenges with providing eviction prevention supports in the City and County of Sacramento at this time is the extreme inflation that has been happening in the local rental housing market. Analysis at Realtor.com has shown consistently high year-over-year increases in our metro area during the pandemic. In December 2020 we had the largest such increases in the country; in March 2021 we were still at #4:

https://www.realtor.com/research/march-2021-rnt/

Another key difficulty has been the ever-evolving changes in federal, state, and local moratorium policies, and keeping all local residents who are eligible for their protections (those who have been financially impacted by COVID) informed about these policies and their implications. Many residents initially do not understand that they will still have to pay rent when the moratoria end, and this has been a big-lift communications priority.

Our FEC counselors have been working closely with eligible current clients to develop payment plan strategies that involve paying some of the rent now so that the balance due after the moratoria is not so large, and have also been encouraging them to apply for rental assistance. This integration will increase the number of affected individuals that we can reach with this messaging and support.

**Mediation Effort**
If you’re submitting the proposal for a mediation-centered design, describe how mediation might be delivered as part of the rental assistance service.
Our City funded a local tenant-landlord mediation service with CARES funds, and hopes to continue to support that work into this fall: https://www.cityofsacramento.org/Community-Development/Code-Compliance/Tenant-Protection-Program/Sacramento-CARES-Mediation-Program

We did a training with them several months ago for FEC cross-referrals, but have not yet been able to reconnect with them regarding this opportunity. We (the City and the here-named eviction prevention partners) hope to do so if chosen for this cohort, and to have them at the table.

**Resources**

How could the FEC leverage this planning grant to access federal funding (e.g., federal rental eviction funds, American Rescue Plan Act monies) to launch this integration?

Our City is just beginning the process of interpreting the newly released guidance provided by Treasury for the $100+ million in ARPA funds that we anticipate receiving soon. Given the additional timing allowed for use of these funds in comparison with the CARES Act, and given that we are hopefully approaching the recovery phase of the pandemic, we are now in a better position to put forth more integration-based ideas for these federal funds. With CARES, due to the very short timeframe and the diversity of needs, the approach was more siloed. But we are already seeing more interest in integrated approaches. For example, our team is currently looking at pursuing an opportunity to be part of a National League of Cities cohort that will boost equitable economic mobility strategies by improving integration between financial empowerment, workforce, inclusive business development, and racial equity work. Likewise, we will propose these kinds of cross-departmental approaches as part of our ARPA allocation process. This FEC integration with our City’s eviction prevention efforts is a great potential example that we will bring forth.

**Letter of Support**

Please provide a letter of support from each proposed host program partner.

Eviction Boost Support Letters - Sacramento.pdf
File Attachment Summary

Applicant File Uploads

- Eviction Boost Support Letters - Sacramento.pdf
Cities for Financial Empowerment Fund  
44 Wall Street, Suite 1050  
New York, NY 10005

May 14, 2021

To Whom It May Concern:

It is my pleasure write a letter in support of this proposal to integrate the work of the City of Sacramento’s Financial Empowerment Center with our local eviction prevention efforts. Through our contract partnership with the City, we oversee the work of the local Renters Helpline, educating renters about their rights and assisting in stabilizing their housing through various referrals and supports. Intervention and researching all avenues to create a stabilization plan for households is vital for the program’s goals, and thus we support the bolstering of eviction prevention that the FEC can provide through financial counseling and coaching.

Since 2017, the Renters Helpline has provided free tenant rights education and dispute resolution services for over 44,000 residents in unincorporated Sacramento County, and the Cities of Sacramento, Rancho Cordova, Elk Grove, Citrus Heights, and Folsom. In the City of Sacramento alone, the line currently receives over 200 calls per month on average, the vast majority of which relate to rent increases or eviction concerns.

The Renters Helpline is excited to work with the FEC and other local agencies to assist renters and prevent evictions.

Thank you for your consideration,

[Signature]

John Foley  
Executive Director
May 14, 2021

RE: Letter of Support for City of Sacramento Eviction Prevention Boost-Planning Engagement

To Whom It May Concern,

This letter is in support of the City of Sacramento’s Financial Empowerment Center’s proposal to conceptualize a successful and productive integration with rental assistance/eviction prevention efforts in response to COVID-19.

For over 65 years, Legal Services of Northern California (LSNC) has provided quality legal services that empower the poor to identify and defeat the causes and effects of poverty. Housing preservation and eviction protection is a core priority for LSNC and the single greatest concern that low-income individuals and families contact us about.

We look forward to working with the City to design a robust, tenant centered plan.

Sincerely,

Sarah R. Ropelato

Sarah R. Ropelato
Managing Attorney
PROFESSIONAL SERVICES

CONTRACT AMENDMENT

The City of Sacramento ("City") and International Rescue Committee, Inc. ("Contractor") as parties to that certain Contract awarded for the above Event and designated as City Contract Number PRC000666 including any prior Contract Amendments modifying the Contract (the Contract and Contract Amendments are hereafter collectively referred to as the "Contract") hereby amend the Contract as follows:

1 SCOPE

The Services specified in Attachment 1 to the Scope of Services Exhibit of the Contract are modified as follows:

The following terms are added to Section 1, for the period of January 1, 2022, to June 30, 2022, and applies to all four counselors:

(a) Contractor shall at a minimum, conduct an average of 400 sessions per full-time counselor (as defined in the City's grant agreement with the Cities for Financial Empowerment Fund, Inc. (City Contract 2020-1174, as amended (the "CFE Agreement")); and

(b) Contractor shall at a minimum achieve an average of 50 outcomes per full-time counselor (as defined in the CFE Agreement).

Except as modified above, the Services remain unchanged.

2 TIME OF PERFORMANCE - EXTENSION

3 CONTRACT AMOUNT

In consideration of the Contract Amendment(s) described above, the maximum not-to-exceed amount that is specified in the Contract is INCREASSED BY $210,693 and the Contract’s maximum not-to-exceed amount is amended as follows:

The original Contract sum was: $300,000.

The net change by previous Contract Amendment was: $248,521.

The Contract sum prior to this Contract Amendment was: $548,521.

The Contract sum will be increased by $210,693 by this Contract Amendment.


4 FULL COMPENSATION

Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section, above, shall constitute full compensation for the additional and/or revised Services specified in section, above and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised Services, including costs associated with any changes and/or delays in work schedules or in the performance of other Services or work by Contractor.

5 AUTHORIZED SIGNATURE

Contractor warrants and represents that the person or persons executing this amendment on behalf of Contractor has or have been duly authorized by the Contractor to sign this amendment and bind Contractor to the terms hereof.

6 FULL FORCE AND EFFECT

Except as specifically revised herein, all terms and conditions of the Contract shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Contract, as supplemented and modified by this amendment to the original agreement.
## ATTACHMENT 1

<table>
<thead>
<tr>
<th>Class Category</th>
<th>Federal</th>
<th>Non-Federal</th>
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<tbody>
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<td>$141,697</td>
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<tr>
<td>b. Fringe Benefits</td>
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<td>$41,446</td>
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<tr>
<td>c. Travel</td>
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<td>$0</td>
</tr>
<tr>
<td>d. Equipment</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>e. Supplies</td>
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<td>$0</td>
<td>$150</td>
</tr>
<tr>
<td>f. Contractual</td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>g. Construction</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>h. Other</td>
<td>$15,748</td>
<td>$0</td>
<td>$15,748</td>
</tr>
<tr>
<td>i. Total Direct Charges</td>
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<td>$199,041</td>
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<tr>
<td>j. Total Indirect Charges</td>
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<td>$2,283</td>
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<tr>
<td>k. Total Charges</td>
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<td>$201,324</td>
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### II. Budget Details

#### Federal

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<tr>
<th>Category</th>
<th>Base Salary</th>
<th>Monthly Salary</th>
<th># of Months</th>
<th>FTE</th>
<th>Total (Roundoff)</th>
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<tbody>
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<td>Financial Empowerment Center Manager</td>
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<td>1.0</td>
<td>$300,000</td>
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<tr>
<td>Financial Coach</td>
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<td>6</td>
<td>1.0</td>
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<td>Financial Assistant</td>
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<tr>
<td>IT, DIO</td>
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<td>$100,148</td>
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<tr>
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<td>$330,205</td>
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<th>Fringe Benefits</th>
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<th>Fringe Rate</th>
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<tr>
<td></td>
<td>$141,697</td>
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<table>
<thead>
<tr>
<th></th>
<th>Cost per Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Travel</td>
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</tr>
<tr>
<td>Total Equipment</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Items</th>
<th>Cost per Item per Mi</th>
<th># of Months</th>
<th>% used</th>
</tr>
</thead>
<tbody>
<tr>
<td>comm. office supplies</td>
<td>$25</td>
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<td>100%</td>
</tr>
<tr>
<td>Total Supplies</td>
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<td></td>
<td></td>
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#### f. Contractual

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<tr>
<th></th>
<th>Cost per Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Contractual</td>
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</tr>
</tbody>
</table>

#### g. Construction

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<thead>
<tr>
<th></th>
<th>Cost per Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Construction</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### h. Other

<table>
<thead>
<tr>
<th></th>
<th>Cost per Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Other</td>
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</table>

### I. Total Direct Costs

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<th>Deductions</th>
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<th>ICR Rate</th>
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<tbody>
<tr>
<td>$199,041</td>
<td>$2,283</td>
<td>$199,041</td>
<td>10.70%</td>
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<table>
<thead>
<tr>
<th>Total Indirect Charges</th>
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</thead>
<tbody>
<tr>
<td>Total Charges</td>
<td>$201,324</td>
</tr>
</tbody>
</table>
*CONTRACTOR may make a total of $15,000 in adjustments to the line items during the period of January 1, 2022 – June 30, 2022. Any adjustments in excess of this amount are void unless the City approves them in advance.
SIGNATURES

The parties have signed this Contract, effective as of the day and year first stated above.

CONTRACTOR

Under penalty of perjury, I certify that the information provided here is correct.

Signature: [Signature]

Title: Chief Financial Officer

Additional Signature (if required):

Title: 

CITY OF SACRAMENTO

A Municipal Corporation

APPROVED AS TO FORM:

Signature: [Signature]  

Michael Sparks (Dec 8, 2021 08:26 PST)

Title: Senior Deputy City Attorney

Reviewed By:

Signature: 

Title: 

Approved By:

Signature: 

Title: 

Additional Signature (if required):

Title: 