

SECOND AMENDMENT TO GRANT AGREEMENT

THIS SECOND AMENDMENT TO GRANT AGREEMENT (Amendment) made and entered into effective upon execution by both parties (the Effective Date), amends the Grant Agreement (Agreement) between the CITY OF FRESNO (the City), and CENTRO LA FAMILIA ADVOCACY SERVICES (Grantee), entered into on April 14, 2023, to provide funding for COVID-19 Debt Relief Assistance Program.

RECITALS

- A. Pursuant to the Agreement, the City provided \$873,840 in Grant Funds to assist Grantee in providing COVID-19 Debt Relief Assistance services to vulnerable City of Fresno residents funded through the American Rescue Plan Act (ARPA) for a one-year term.
- B. On April 14, 2024, the City and Grantee entered into a First Amendment to extend the term of the Agreement six months to complete the implementation of the program and expend all allocated funding.
- C. The City and Grantee now desire to extend the Agreement for a total of one year and increase ARPA funding by \$75,000 to support the Grantee's administrative and infrastructure needs for a total award of \$948,840.

AGREEMENT

NOW, THEREFORE, in consideration of the above recitals, which recitals are contractual in nature, the mutual promises herein contained, and for other good and valuable consideration hereby acknowledged, the parties agree that the aforesaid Agreement be amended as follows:

- 1. Exhibit A to the Agreement shall be revised as "Revised Exhibit A" to reflect the addition of the "Supplemental Scope of Services" attached hereto.
- 2. The term of the Agreement is extended up to and including June 1, 2025.
- 3. The Grant Amount shall be increased by \$75,000 for a total award of \$948,840.
- 4. In the event of any conflict between the body of this Amendment and any Exhibit or Attachment hereto, the terms and conditions of the body of this Amendment shall control and take precedence over the terms and conditions expressed within the Exhibit or Attachment. Furthermore, any terms or conditions contained within any Exhibit or Attachment hereto which purport to modify the allocation of risk between the Parties, provided for within the body of this Amendment, shall be null and void.
- 5. Except as otherwise provided herein, the Agreement entered into by the City and the Grantee on April 14, 2023, remains in full force and effect.

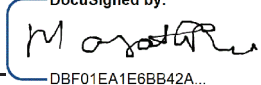
[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed this Amendment on the date set forth above.

CITY OF FRESNO,
a California municipal corporation

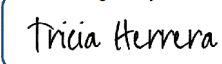
Centro La Familia Advocacy Services, a
California Non-profit Corporation

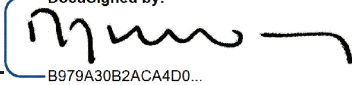
By: _____
Georgeanne A. White
City Manager

DocuSigned by:
By:  _____
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Name: Margarita Rocha

APPROVED AS TO FORM:
ANDREW JANZ
City Attorney

Title: Executive Director
(If corporation or LLC., Board Chair,
Pres. or Vice Pres.)

DocuSigned by:
By:  _____ 5/2/2024
6D03E4AD28E0466... Date
Tricia Herrera
Deputy City Attorney

DocuSigned by:
By:  _____
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Name: Marc Young

ATTEST:
TODD STERMER, CMC
City Clerk

Title: CFO
(If corporation or LLC., CFO,
Treasurer, Secretary or Assistant
Secretary)

By: _____
Deputy Date

Attached: Revsied Exhibit A

REVISED EXHIBIT A
Scope of Work, Budget and Metrics

Executive Summary

COVID-19's rampant spread has brought unforeseen physical, mental, and financial challenges and hardships to community members in the City of Fresno. While COVID-19 assistance programs exist for paying past due rent and utilities, they exclude families who remained current on their essential bills by draining their savings and/or going into debt to pay bills. These members of our community do not qualify for assistance with the current guidelines and are being left in precarious financial situations, without the capacity or assistance to recover financially.

Centro La Familia Advocacy (CLFA) proposes to implement the 'COVID-19 Debt Relief Assistance Program' that will target low-income populations in the City of Fresno who do not meet the criteria for the current wave of financial support, providing financial relief by paying mortgage, credit cards, car payments, and medical costs.

This project's goal is to ensure equity in the distribution of relief funds and positively impact families and individuals who were unable to access prior relief funding, helping the escape the cycle of debt that COVID's economic impact forced upon them. This means they can once more invest in their futures, families, and community. Furthermore, CLFA's proposal aims at reducing foreclosures and minimizing the chances of families being left homeless due to COVID.

Services Description

The goal of the "COVID-19 Debt Relief Assistance Program" proposed by CLFA is to provide an avenue for low-income individuals and families who lost income due to COVID, who are currently unable to benefit from available relief programs, but that were placed in precarious economic situations by the pandemic. Whether they maxed out credit cards, took out loans, drained their savings, or did not take care of other bills to cover necessities such as rent or food, these households need assistance to get out of the debt they were forced into.

Each household who qualifies for this COVID debt relief can receive up to a one-time direct financial assistance to cover mortgage payments, car bills, medical bills, credit card/loan debt, etc. to help them get back on their feet.

To ensure equitable distribution of financial assistance and minimize chances of fraudulent activity, rigorous vetting of each client's situation will be carried out. Our advocates' experience with the procedures used with the Housing Retention Grant and Emergency Rental Assistance programs will play a large role in the process, which would be as follows:

1. Client seeks assistance from Centro La Familia and meets with advocate.
2. Income loss due to COVID is verified through paystubs, bank statements, taxes filed, affidavits etc.
3. Debt verification
 - a. If a client requires debt relief - banking/loan/credit card statements, past due notices, mortgage documentation, etc. Advocate follows up with

- creditors/banking institutions/ private individuals to verify debt.
- b. If a client requires reimbursement of savings – advocate will cross reference banking/retirement statements with bill payment receipts.
- 4. If case is verified and allowed to proceed, application will proceed to supervisor.
- 5. Upon approval of case, checks will be processed and mailed to corresponding financial institutions, creditors, etc.
- 6. Distribution of funds:
 - a. In the case of debt relief - Client is notified of payments made and will be required to bring a copy of their next billing statements to ensure that payments have been processed.
 - b. If a client requires reimbursement of savings – client will pick up the check in person and sign receipt.

Applications will be tracked in an online spreadsheet. Additional cross-referencing will be done with the records provided by the City of Fresno for their ERA and HRG programs.

Goals and Objectives

CLFA proposes to implement the ‘COVID-19 Debt Relief Assistance Program’ that will target low-income populations in the city of Fresno who do not meet the criteria for the current wave of financial support, providing financial relief by paying mortgage, credit cards, car payments, medical costs, etc. This project’s goal is to ensure equity in the distribution of relief funds to low-income, underserved families who were previously unable to qualify for the COVID relief programs that exists.

By assisting families and individuals with their COVID induced debt, several goals will be accomplished:

Goal	Objective
Address the negative impacts of the pandemic and help improve families and individuals’ financial situations by decreasing their debts.	Screen approximately 100 clients for service eligibility implementing qualification rules and guidelines for the program.
Reduce incidences of homelessness, foreclosures, and financial instability	Approximately 100 clients will be linked to a trained, Housing Advocate who will implement a structured intake and assessment process.
Provide wraparound services and linkages to additional resources and community supports.	Provide a minimum of 40 linkages to wraparound services such as public benefits, mental health, utility assistance and more. Linkages will be to CLFA’s internal services and external service providers.
Track all monetary assistance provided as well as demographic information on families and individuals.	Complete monthly/quarterly reports. Staff in the program will be responsible to track all assistance provided including number of clients served, demographics, monetary assistance provided, and qualitative information.

Program/Project Milestones and Timeline

Given CLFA's involvement in the Housing Retention Grant (HRG), Emergency Rental Assistance (ERA) and its other housing payment programs, the agency has the infrastructure, experience, and skilled staff to carry out the work with minimal start-up period. The program has staff already in place to carry out services and CLFA will begin operations as soon as an agreement is executed. It is anticipated the program will be carried out until December 2023 or until program funds are depleted.

Proposed timeline is as follows:

- March/April 2023
 - o Anticipated contract execution and program start
- April 2023-November 2023-
 - o Implement program services to city of Fresno clients
 - o Track clients served, reports, invoices, and other metrics
 - o Implement selected evidence-based research
- December 2023
 - o Program winddown, complete reports and evidence-based research

As is done with other funders, timely reports and invoices will be sent to the City of Fresno for tracking, which will include a detailed ledger and documentation related to the clients who have received services, including the number of checks and payments made through this program. Because of the nature of the services to be provided, a lump deposit of funds at the start of the program would be preferable, as CLFA has the transparency necessary for this and having the ability to process requests fully in house would allow for more prompt delivery of relief payments to clients.

Program/Project Metrics

CLFA's "COVID-19 Debt Relief Assistance Program" will assist approximately 100 clients equating to approximately 100 households. The program will track and report data metrics for target populations. Possible metrics will include client demographics, geographic regions, income levels, and outcomes. A detailed breakdown is:

- CLIENT– Name, date of birth, zip code, contact information, income
- HOUSEHOLD– Number of members in household, including names and birthdates
- PROOF OF COVID ECONOMIC IMPACT – Check stubs, taxes filed, COVID-19 medical expenses, COVID-19 funeral expenses, credit score change (if applicable), bank statements affidavits, depletion of savings, etc.
- DEBT INFORMATION – Collecting relevant, past due or current "essential life needs" balances and contact information, including auto loan, insurance, mortgage, medical, etc.
- DEBT REDUCTION AND IMPACT – Payment receipts, statement balances, credit score change (where applicable), etc.

BUDGET

Organization Name: Centro La Familia Advocacy Services	
Expenditure Category: 2.2 Housing Assistance: Rent, Mortgage and Utility Aid <small>(pick from list of expenditure categories tab)</small>	

ARPA for Community Based Organizations

BUDGET							
				CALCULATED TOTAL:	\$ 873,840.00	\$ -	\$ 873,840.00
COST CATEGORY	COST DESCRIPTION	COST PER UNIT/HR (\$)	UNITS	TOTAL REQUESTED GRANT FUNDS	TOTAL LEVERAGE	TOTAL PROJECT COST	
Personnel	Housing Advocate	\$ 32,175.00	1	32,175.00	-	32,175.00	
Personnel	Program Supervisor	\$ 7,740.00	1	7,740.00	-	7,740.00	
Personnel	Operations Director	\$ 6,581.00	1	6,581.00	-	6,581.00	
Personnel	Benefits	\$ 9,299.00	1	9,299.00	-	9,299.00	
Operations	Rent	\$ 2,925.00	1	2,925.00	-	2,925.00	
Operations	Utility	\$ 527.00	1	527.00	-	527.00	
Operations	Office Supplies	\$ 1,350.00	1	1,350.00	-	1,350.00	
Operations	Equipment	\$ 2,750.00	1	2,750.00	-	2,750.00	
Operations	Mileage	\$ 2,493.00	1	2,493.00	-	2,493.00	
Direct Services	Housing Relief	\$ 800,000.00	1	800,000.00	-	800,000.00	
Administration	Indirect Costs	\$ 8,000.00	1	8,000.00	-	8,000.00	

BUDGET NARRATIVE

Organization Name: Centro La Familia Advocacy Services	
Expenditure Category: 2.2 Housing Assistance: Rent, Mortgage and Utility Aid <small>(pick from list of expenditure categories tab)</small>	

ARPA for Community Based Organizations

Budget Narrative				
Cost Category: Personnel Costs (not associated with Administrative expenses)				
Type/Title	Description	Time Period	Cost Breakdown	Cost
Housing Advocate	Providing direct housing services to clients include assessment, case management, and linkages	3/1/2023-12/30/2023	1 FTE x \$3575 x 9 mo	32,175.00
Program Supervisor	Will provide day to day program support including staff oversight, assistance with case management. Will report to Operations Director	3/1/2023-12/30/2023	0.2 FTE x \$4,300 x 9 mo	7,740.00
Operations Director	Responsible for program oversight, reporting, meetings and trainings. Will report to Executive Director.	3/1/2023-12/30/2023	0.1 FTE x \$8,125 x 9mo	6,581.00
Benefits	Benefits charged at 20% of total staffing costs including payroll taxes, FICA, SUI, retirement, and health insurance	3/1/2023-12/30/2023	20% of total staffing	9,299.00
Personnel Total:				55,795.00
Cost Category: Operations				
Outreach Type	Description	Time Period	Cost Breakdown	Cost
Rent	Rent at \$1.25 per square foot x 200 sq ft x 9 months x 1.3 FTE	3/1/2023-12/30/2023	2,925.00	2,925.00
Utility	Utilities at \$4500 per month x 9 months x 1.3% of staff	3/1/2023-12/30/2023	527.00	527.00
Office Supplies	Desktop items such as paper, ink, pens, files, etc. at \$150 per month x 9 months	3/1/2023-12/30/2023	1,350.00	1,350.00
Equipment	Laptop, desk and chair for one staff	3/1/2023-12/30/2023	2,750.00	2,750.00
Mileage	Travel for program services including client appointments, meetings, trainings, etc.	3/1/2023-12/30/2023	2,493.00	2,493.00
Operations Total				10,045.00
Cost Category: Direct Services				
Service Type	Description	Time Period	Cost Breakdown	Cost
Housing Relief	Provide Clients living in the City of Fresno who are impacted by COVID-19 with mortgage relief	3/1/2023-12/30/2023	800,000.00	800,000.00
Direct Services Total:				800,000.00
Cost Category: Administration				
Type/Title	Description	Time Period	Cost Breakdown	Cost
Indirect Costs	Other operating costs related to program, such as insurance, audit, fiscal, etc.	3/1/2023-12/30/2023	8,000.00	8,000.00
Administration Total:				8,000.00
Total Grant Amount:				873,840.00

**add additional lines if needed, please ensure calculation are correct*

Reporting Schedule

Please see the following reporting deadlines that are required by this grant. All reports will be due on the dates below to the City of Fresno Grants Management Unit.

Quarterly Report – will be required on the dates listed below and will include required narrative, program metrics and expenses to date. A quarterly reporting template will be provided. Quarterly reporting will be required if project is operational during the performance period.

Annual Report – will be required on the date below and is not dependent on when your project started. An annual reporting template will be provided. Annual reporting will be required if project is operational during the performance period.

Performance Period	Quarterly Report Due
Grant Execution – 6/30/2023	7/14/2023
7/1/2023 – 9/30/2023	10/13/2023
10/1/2023 – 12/31/2023	1/12/2024
1/1/2024 – 3/31/2024	4/12/2024

Performance Period	Annual Report Due
Grant Execution – 6/30/2023	7/14/2023
7/1/2023 – 6/30/2024	7/12/2024

Supplemental Scope of Services

Executive Summary

Through the City of Fresno—Assistance to Nonprofits category, Centro La Familia Advocacy Services (CLFA) is seeking to support the administrative operations and infrastructure of the organization. Through this funding stream, CLFA intends to fiscally support a portion of its administrative staff members that are seldom covered by grant programs. It also intends to expand the infrastructure capacity of its office space, which will benefit its staff members. It is CLFA's experience that these types of costs are often not covered by funding streams which impacts the financial and operational health of the organization.

Services Description

Service will focus on meeting the administrative and infrastructure needs of CLFA.

Administrative:

CLFA will utilize a portion of the funds to cover administrative staff members who are not included in grant budgets. This includes its Executive Director, Human Resource Manager, Fiscal Clerk, and Maintenance Technician. These staff members are integral to the daily functions of the organization and carry duties and responsibilities not regularly funded by programs.

Infrastructure:

The other portion of funds will be used to repair and enhance the organization's office spaces and infrastructure. CLFA will purchase partitions for staff members who have shared office space to separate and enhance confidentiality for client appointments. It will also include the addition of a wall to divide one office space into two.

Goals and Objectives

Goal: Support and strengthen the organization's administrative staffing levels and infrastructure to enhance operations and overall efficiency.

- Objective 1: Support the identified administrative staffing that will aid the day-to-day operations of the organization.
- Objective 2: Elevate the organization's infrastructure by installing needed partitions to provide additional privacy for staff and enhance confidentiality.
- Objective 3: Expand the organization's infrastructure by creating additional office space that will enhance confidentiality within the organization.

Program/Project Milestones and Timeline

Milestone 1: Administrative staff are supported fiscally adding to the financial health of the organization.

Timeline: May 1, 2024-May 31, 2025

Milestone 2: Infrastructure needs are met that enhance the organization’s ability to create additional privacy and confidentiality space for its staff members.

Timeline: May 1, 2024-May 31, 2025

Program/Project Metrics

Metrics: Tracking logs, receipts, general ledger

Budget

Organization Name: Centro La Familia Advocacy Services							
Expenditure Category: Aid to Nonprofits							
(pick from list of expenditure categories tab)							
ARPA for Community Based Organizations							
BUDGET							
				CALCULATED TOTAL:	\$ 75,000.00	\$ -	\$ 75,000.00
COST CATEGORY	COST DESCRIPTION	COST PER UNIT/HRS (\$)	UNITS	TOTAL REQUESTED GRANT FUNDS	TOTAL LEVERAGE	TOTAL PROJECT COST	
Personnel	Maitanence Technician	\$ 9,506.00	1	9,506.00	-	9,506.00	
Personnel	Fiscal Clerk	\$ 8,970.00	1	8,970.00	-	8,970.00	
Personnel	Human Resource Manager	\$ 11,700.00	1	11,700.00	-	11,700.00	
Personnel	Executive Director	\$ 14,999.00	1	14,999.00	-	14,999.00	
Benefits	Health Insurance, Retirement, Etc	\$ 11,293.00	1	11,293.00	-	11,293.00	
Operations	Partition/Office Upgrade	\$ 18,532.00	1	18,532.00	-	18,532.00	

Budget Narrative

Organization Name: Centro La Familia Advocacy Services						
Expenditure Category: Aid to Nonprofits						
(pick from list of expenditure categories tab)						
ARPA for Community Based Organizations						
Budget Narrative						
Cost Category: Personnel Costs (not associated with Administrative expenses)						
Type/Title	Description	Time Period	Cost Breakdown	Cost		
Maitanence Technician	Maintenance Technician time charged at 25% who assist with infrastructure needs of the organization.	May 1, 2024-April 30, 2024	.25 FTE at \$38,025 x 1 Year	\$ 9,506.00		
Fiscal Clerk	Fiscal Clerk time charged at 20% who assist with financial responsibilities of the organization.	May 1, 2024-April 30, 2024	.20 FTE at \$44,850 x 1 Year	\$ 8,970.00		
Human Resource Manager	Human Resource Manager time charged at 15% of total salary. Responsible for HR needs of the organization and this program.	May 1, 2024-April 30, 2024	.15 FTE at \$78,000 x 1 Year	\$ 11,700.00		
Executive Directr	Executive Director time charged at 10% of total salary who oversees functions and operations of the organization and this program	May 1, 2024-April 30, 2024	.10 FTE at \$149,994 x 1 Year	\$ 14,999.00		
Benefits	Health Insurance, Retirement, Payroll Taxes	May 1, 2024-April 30, 2024	.25 of total salary x 1 Year	\$ 11,293.00		
				Personnel Total:	56,468.00	
Cost Category: Operations						
Outreach Type	Description	Time Period	Cost Breakdown	Cost		
Partition/Office Upgrade	Costs of partitions for staff offices and separation of office space to enhance confidentiality and infrastructure use.	May 1, 2024-April 30, 2024	\$1,544.33 x 12 months	\$ 18,532.00		
				Operations Total	18,532.00	
*add additional lines if needed, please ensure calculation are correct					Total Grant Amount:	75,000.00