

**GRANT AGREEMENT FOR  
PUBLIC SERVICE PROVIDERS PROGRAM FUNDS  
Fair Housing Advocates of Northern California  
dba Fair Housing Advocates of Sonoma**

This Agreement is made this \_\_\_\_\_th day of \_\_\_\_\_, 2018 by and between the CITY OF SANTA ROSA (City) and FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA dba FAIR HOUSING ADVOCATES OF SONOMA, a California non-profit corporation (Contractor).

**RECITALS**

- A. The Council of the City of Santa Rosa (Council) has determined that the Fair Housing Program (Program) benefits the residents of Santa Rosa and meets the definition of Public Services under 24 CFR §570.201(e).
- B. In general, the Program, commonly known as fair housing, will provide comprehensive fair housing counseling and testing in Santa Rosa pursuant to the goals identified in the Analysis of Impediments to Fair Housing Choice (AI), including fair housing enforcement and education services and expertise on HUD's Affirmatively Furthering Fair Housing (AFFH) rule. Specific Program details are outlined on Exhibit A attached hereto.
- C. City wishes to fund the Program and the funding source for the services of Contractor in the performance of this Agreement will be Real Property Transfer Tax (RPTT) funds (Fund 2284).
- D. The parties have negotiated upon the terms pursuant to which Contractor will provide services under this Agreement and City will fund the services and have herein reduced such terms to writing.

**AGREEMENT**

1. SCOPE OF SERVICES

Contractor shall, in a manner satisfactory to City, and consistent with 24 CFR 570, Subpart C - Eligible Activities, and 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, perform the scope of services described in Exhibit A ("Scope of Services"). Contractor is required to report deviations from budget or Scope of Services as per 2 CFR 200.308 - Revision of Budget and Program Plans.

## 2. TERM OF AGREEMENT

The term of this Agreement shall commence on July 1, 2018, and end on June 30, 2019.

## 3. GRANT

Notwithstanding any other provision of this Agreement, Program funding from City to Contractor shall not exceed thirty-six thousand dollars (\$36,000). The City's Chief Financial Officer is authorized to pay all proper claims from Key No. 340609/Fund 2284 (Real Property Transfer Tax).

Payments by City to Contractor shall be made monthly in arrears on the basis of the Budget in Exhibit B and upon the proper documentation of expenditures. On or before the fifteenth day of each month, Contractor shall submit an invoice to City for the prior month. The Director of Housing and Community Services (Director) will review each invoice and may deny reimbursement where: 1) an expenditure is questionable or improperly documented; or 2) Contractor has not provided Program services. Invoices submitted after 30 days shall include acceptable written justification for the delay.

In the event that the Director determines that Contractor is not fully providing the Program services identified in Exhibit A, he shall have the right to reduce the grant award, unless the failure to provide services is beyond Contractor's control. The exercise by the Director of City's rights under this provision shall not be construed as a waiver by City of any other right or remedy.

## 4. INSURANCE

Contractor shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements," which is attached hereto and hereby incorporated and made part of this Agreement by this reference. Maintenance of the insurance coverage as set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Contractor in exchange for City's agreement to make the payments prescribed hereunder. Failure by Contractor to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Contractor, whereas City shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Contractor to maintain required insurance coverage shall not excuse or alleviate Contractor from any of its other duties or obligations under this Agreement. In the event Contractor, with approval of City pursuant to Section 10 below, retains or utilizes any subcontractors or sub-consultants in the provision of

any services under this Agreement, Contractor shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverage requirements set forth in the Insurance Requirements in Attachment One.

5. INDEMNITY/LIABILITY

Contractor shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City and its employees, officials and agents ("Indemnified Parties") from all claims, demands, costs, or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor, its officers, employees, volunteers, or agents, in said performance of services under this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City. If there is a possible obligation to indemnify, Contractor's duty to defend exists regardless of whether it is ultimately determined that there is no obligation to indemnify.

6. INDEPENDENT CONTRACTOR

The parties intend that Contractor, in performing services herein specified, shall act as an independent contractor and shall have control of its work and the manner in which it is performed. It shall be free to contract for similar services to be performed for other employers while it is under contract with City. Contractor is not to be considered an agent or employee of City and is not entitled to participate in any pension plan, medical, or dental plans, or any other benefit provided by City for its employees.

7. SUCCESSORS AND ASSIGNS

City and Contractor each binds itself, its partners, successors, legal representatives, and assigns to the other party to this Agreement and to the partners, successors, legal representatives, and assigns of such other party with respect to all promises and agreements contained herein.

8. FINANCIAL REQUIREMENTS/AUDITS/REPORTING

A. Contractor shall adhere to all applicable requirements set forth and defined in 24 CFR § 85.20 and 24 CFR § 84.21-28 as amended by 24 C.F.R § 570.502. Contractor shall ensure its own compliance with Office of Management and Budget (OMB) Circulars A-110, A-122, 24 CFR § 570.502, revised Circular A-133, 2 CFR 200.303 - Internal Controls, and 2 CFR 200.327-328 - Performance and Financial Monitoring and Reporting.

- B. Contractor shall be accountable to City for all funds requested by and disbursed to Contractor under this Agreement.
- C. Contractor shall maintain a full set of books on a double entry basis in accordance with generally accepted accounting principles (GAAP), procedures, and regulations as deemed necessary by City. Such records shall be maintained by qualified personnel and completed in a timely manner.
- D. Contractor shall, at all times during normal business hours and as often as City, the State of California, the U.S. Department of Housing and Urban Development (HUD), and the Comptroller General of the United States may deem necessary, make available to their representatives for examination, all of Contractor's records with respect to all matters covered by this Agreement and shall permit these representatives to audit, examine, and make excerpts or transcripts from such records, and to make audits of all documents and conditions relating to this Agreement. All costs are subject to the eligibility requirements of HUD.
- E. Contractor shall comply with the audit requirements contained in the Single Audit Act Amendments of 1996, revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," and 2 CFR 200.514 -Audit Requirements. Audits performed outside the scope of the Single Audit Act or OMB A- 133 shall be deemed ineligible costs under this Agreement. All audits performed are required to be submitted to City no later than 180 days after end of the Agreement term referenced in Section 2.
- F. Contractor shall permit and facilitate observation and inspection of Program services and records at Contractor's principal office and work site by City, its employees, auditors, representatives, and public authorities during reasonable business hours.
- G. Contractor shall either establish a separate bank account for all funding received from City under this Agreement or practice full fund accounting. Contractor shall not commingle the funds provided under this Agreement with any other funds, revenue, or monies.
- H. Authorized representatives of City shall perform fiscal monitoring of Contractor's record keeping and reporting to assure compliance with this Agreement.
- I. Any funds received as return of costs or as income generated from activities funded by the Agreement are the property of City and are to be transmitted to City promptly, unless there is a written agreement with City approving the use of these funds. Reimbursed costs or Program income shall be used prior to the advancement of additional funds pursuant to this Agreement and, further, shall be used for fair housing program-eligible purposes.

- J. Contractor shall maintain all records related to the performance of this Agreement during the term of this Agreement and for a period of five (5) years after completion of all services hereunder.

## 9. BUDGET

Any requested modification to the line items of the Budget shall be reviewed and approved by the Director as per 2 CFR 200.308 - Revision of Budget and Program Plans - prior to the expenditures of funds detailed in the modification. Budget modifications shall not alter: 1) the Scope of Services; or 2) the total grant award under Section 3.

## 10. SUBCONTRACTS

- A. Any subcontract funded under this Agreement shall be submitted to the Director for review and approval prior to its execution.
- B. In the event Contractor is a private nonprofit or neighborhood based nonprofit organization, or a local development or small business investment corporation, Contractor is required to comply with the procurement procedures of OMB Circular A- 122 (incorporated herein by reference) and 2 CFR 200.317-200.326 - Procurement Standards for the procurement of supplies and services in connection with activities funded under this Agreement.
- C. Any subcontract funded under this Agreement shall be subject to the terms and conditions of this Agreement, including Appendix II of 2 CFR, Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

## 11. CONFLICT OF INTEREST

- A. In addition to the conflict of interest requirements in OMB Circular A-102 and 24 CFR 85.36 (b)(3), no person who is an employee, agent, consultant, officer, or elected or appointed official of Contractor or a Program sponsor and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.
- B. No member of, or delegate to, the Congress of the United States shall be permitted to share, or take part in this Agreement or in any benefit arising therefrom.

- C. No employee or officer of City, no member of Council, and no other public official of City who exercises any functions or responsibilities with respect to City's Public Service Providers Program during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with this Agreement. Employees of City may participate in this Program subject to waivers by HUD. Contractor shall be responsible for obtaining compliance with this provision.
- D. Individuals associated with the Contractor's agency are prohibited from using positions with City for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly with those with whom they have family, business, or other ties.
- E. Contractor shall inform Director of staffing changes at the executive/management level and changes in the membership of its Board of Directors within 30 days of such changes.
- F. Compliance with Lobbying Provisions: In addition to, and not in substitution for, other provisions of this Agreement regarding the provision of services with the funds, Contractor agrees to the following provisions pursuant to the Housing and Community Development Act of 1992.
1. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  2. None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity, to further the election or defeat of any candidate for public office, or to support or defeat legislation pending before Congress.
  3. Contractor shall require that the language of this section be included in all subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly. This is a material representation of fact upon which reliance was placed when this Agreement was made.
  4. Not more than one member of an immediate family shall be employed

by Contractor or a component thereof directly or indirectly receiving HUD funds. For purposes of this provision, immediate family shall include husband, wife, brothers, sisters, children, and parents (both legal parents and step-parents). If Contractor has any doubt as to its compliance with this requirement, it shall submit a written request to City for clarification and advice as to the proper course of action to be taken. Where noncompliance is found, City shall have the right, upon discovering such noncompliance, to order Contractor to dismiss one or as many of its employees as are required to restore compliance with this requirement.

## 12. RELIGIOUS ACTIVITY PROHIBITED

Contractor agrees that the Grant Amount will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization per the Federal regulations set forth in 24 CFR § 570.200U).

## 13. PUBLICITY

During the term of this Agreement and for one year thereafter, Contractor shall acknowledge City's contribution to the Program in all publicity regarding the Program, including but not limited to, website and social media, flyers, press releases, posters, brochures, public service announcements, interviews, and newspaper articles. The words "City of Santa Rosa Public Service Providers Program" shall be explicitly stated in any and all pieces of publicity with respect to the Program.

Upon request, City staff shall assist Contractor in generating publicity for the Program. Contractor agrees to cooperate with City staff in any City-generated publicity or promotional activities related to the Program.

## 14. NONSOLICITATION CLAUSE

Contractor warrants that it has not employed or retained any company or persons, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability or, at its discretion, reduce the grant award under this Agreement, or otherwise recover the full amount of such fee, commission, percentage brokerage fee, gift, or contingent fee.

## 15. FIXED ASSETS

For purposes of this Agreement, a fixed asset is any physical item, excluding real property, having a cost in excess of \$300.00 and a usable life of three years or more.

Contractor's annual report to City shall include invoices and receipts of payment for all fixed assets purchased. If at any time Contractor discontinues the Program, at any time during or after the Agreement period, all fixed assets purchased or acquired by Contractor having a cost in excess of \$300.00 and usable life of one year or more, revert back to City.

## 16. PUBLICATION RIGHTS, COPYRIGHTS, AND DATA OWNERSHIP

- A. The copyright to any reports, papers, forms, or other materials or documents that are created in connection with the services performed under this Agreement shall vest in City unless otherwise authorized in writing by City.
- B. All reports, documents, forms, photographs, maps, data and any other materials developed, collected or prepared by Contractor pursuant to this Agreement shall be the exclusive property of City unless written waiver is executed by City.
- C. Publication rights to any documents or materials produced are to be reserved by City.
  - i. Both written and oral releases are considered to be within the context of publication. However, there is no intention to limit discussion of the study with small technical groups or lectures to employees or students. Lectures to other groups which describe the Program but disclose neither data nor results are permissible without advance approval.
  - ii. HUD reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use the work developed pursuant to this Agreement, for governmental purposes.

## 17. PROGRAM MONITORING AND EVALUATION

### A. Purpose

Contractor shall be monitored and evaluated in terms of its effectiveness and timely compliance with the provisions of this Agreement and Federal regulations incorporated herein and the effective and efficient achievement of Program objectives.

Contractor shall appoint a representative to be available to City for



consultation and assistance during the performance of this Agreement.

Contractor shall undertake continuous quantitative and qualitative evaluation of the Scope of Services and shall make written quarterly reports to City utilizing the Quarterly Status Report form attached hereto as Exhibit C to City by October 10, January 10, April 10, and July 10, as more fully set forth in Exhibit C. The quarterly reports shall be compiled into an annual cumulative report submitted to Authority by Contractor at the end of the fiscal year, no later than July 31.

B. Responsibilities of City

City shall monitor and evaluate the Program.

C. Responsibilities of Contractor

Contractor shall provide evidence of client income and ethnicity in order to substantiate that the Program is operating in compliance with all regulations and circulars identified in Section 8 of this Agreement. In the event financial or reporting issues are identified by City or through a compliance review by HUD, Contractor may be required to reimburse the City for funds that were expended on ineligible activities as identified in Federal regulations (24 CFR § 570).

18. FAIR HOUSING AND EQUAL OPPORTUNITY CERTIFICATIONS

A. Civil Rights Act of 1964 (Title VI)

Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.; P.L. 88-352) and regulations pursuant thereto (Title 24 CFR § 1) states that no person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance extended to Contractor. This assurance shall obligate Contractor, or in the case of any transfer, the transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

B. Fair Housing Act of 1968

The Fair Housing Act (42 U.S.C. §§ 3601-3620; P.L. 90-284) states that it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States and prohibits any person from discriminating in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including in any way making unavailable or

denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status. Contractor shall administer all programs and activities assisted under this Agreement in a manner to affirmatively further the policies of the Fair Housing Act.

C. Executive Order 11063 -- Equal Opportunity in Housing

Executive Order 11063, as amended by Executive Order 12259, and regulations pursuant thereto (24 CFR § 107), prohibits discrimination because of race, color, creed, sex, or national origin in the sale, leasing, rental or other disposition of residential property and related facilities (including land to be developed for residential use), or in the use or occupancy thereof, if such property and related facilities are provided with Federal financial assistance.

D. Section 109 of the Housing and Community Development Act of 1974

Section 109 of the Housing and Community Development Act of 1974 states that

no person in the United States shall on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

Section 109 further provides that any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101 *et seq.*) or with respect to an otherwise qualified handicapped person as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) shall also apply to any program or activity funded in whole or in part with funds made available pursuant to Section 109.

E. Executive Order 11246 -- Employment and Contracting Opportunities

Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086 and 12107, and all regulations pursuant thereto (41 CFR Chapter 60) states that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of Federal or Federally-assisted construction contracts and affirmative action shall be taken to ensure equal employment opportunity. Contractor will incorporate, or cause to be incorporated, into any contract for construction work or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal government or borrowed on the credit of the Federal government pursuant to a grant, contract, loan, insurance, or guarantee, the following equal opportunity clause.

F. Executive Order 13166 - Limited English Proficiency

The Limited English Proficiency (LEP) Guidelines, based upon Title VI of the Civil Rights Act of 1964 (24 CFR 1.4 Executive Order 13166) requires recipients of Federal funding to provide language translation or interpreter services to its clients and potential clients who are limited in English proficiency.

A person with Limited English Proficiency (LEP) is a person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English. Affirmative steps must be taken to communicate with people who need services or information in a language other than English. A policy must be developed to serve applicants, participants, and/or persons eligible for housing assistance and support services.

Contractor must analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. In order to determine the level of access needed by LEP persons, the following four factors must be balanced:

1. the number or proportion of LEP persons eligible to be served or likely to be applying for program services;
2. the frequency with which LEP persons utilize these programs and services;
3. the nature and importance of the program, activity, or service provided; and
4. the benefits from providing LEP services, and the resources available and costs to the CDC for those services.

Balancing these four factors will ensure meaningful access by LEP persons to critical services while not imposing undue burdens on the Contractor. Contractor shall develop and implement a LEP policy consistent with the above guidelines and provide City with copies of its LEP Policy.

G. Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination based on handicap in Federally assisted and conducted programs and activities. In performance of this Agreement, Contractor shall perform all services described herein in compliance with all applicable Federal, state and local laws, rules, regulations, and ordinances, including but not limited to Rehabilitation Act of 1973 (29 U.S.C. § 794) and the Americans With Disabilities Act (ADA) of 1990, (42 U.S.C. §§ 12101, et seq.), and any regulations and guidelines issued pursuant to the ADA, which generally prohibits discrimination against individuals with disabilities and may

require reasonable accommodations.

H. Age Discrimination Act of 1975

The Age Discrimination Act of 1975, as amended, prohibits discrimination because of age in programs and activities receiving Federal financial assistance.

I. Executive Orders 11625, 12432, 12138 - Minority and Women Owned Business Opportunities

These Executive Orders state that program participants shall take affirmative action to encourage participation by businesses owned and operated by minority groups and women.

19. DRUG-FREE WORKPLACE

Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on Contractor's premises. Contractor agrees that any violation of this prohibition by the Contractor, its employees, agents or assigns will be deemed a material breach of this Agreement.

20. ASSIGNMENT

Contractor shall not assign any rights or duties under this Agreement to a third party without the express written consent of City.

21. MODIFICATION

This Agreement shall not be modified except in writing executed by both parties.

22. TERMINATION OF AGREEMENT

City may terminate this Agreement immediately for cause, which shall include as example but not as a limitation:

- A. Failure, for any reason, of Contractor to fulfill, in a timely and proper manner, its obligations under this Agreement including compliance with City, State, and Federal laws and regulations and applicable directives;
- B. Failure to meet the performance standards contained in other sections of this Agreement;
- C. Improper use or reporting of funds provided under this Agreement;

- D. Suspension, termination, or modification by HUD (or by any other entity or agency) of any of the grants upon which City planned to fund this Agreement;
- E. Any event, (whether natural, social, political or financial) which is beyond the control of City and which results in a change in the funds available to City, or which triggers a need by City to reallocate funding to Contractor.
- F. In connection with the provisions of subsections D and E, above, Contractor understands that City has based its overall allocation of funds to Contractor and to other recipients on an assumed level of contribution from outside sources and on the basis of current budgeting requirements. It is therefore agreed that during the term of this Agreement, should all or any part of the funding available to City be reduced in any amount whatsoever, or should City be faced with unusual or unexpected natural, social, political, or financial events which diminish City's ability to fund agreements with Contractor and other recipients, or which events generate additional needs in the community, then City shall have the right to review and reallocate or reduce the amount of funding to be advanced to Contractor under this Agreement. There is no requirement that such reallocation and reduction, if any, be proportionate among the various recipients under contract with City. On any of the occurrences described above, City may terminate all or any part of the remaining funding due to Contractor under this Agreement. City shall have the sole discretion to determine whether there is a need to reallocate or terminate funding to Contractor, as well as the sole discretion to determine the amount of the reduction and reallocation.

Should such a reduction in funding occur, City shall notify Contractor as soon as reasonably practicable after City has made the determination of the need to reconsider its funding allocation. Should there be a modification of this Agreement, the modification shall take effect upon notice from City to Contractor in writing. All other terms and conditions of the Agreement shall remain in effect.

- G. In no event shall City be obligated to fund any part of this Agreement from City's own financial resources.

## 23. REMEDIES FOR NONCOMPLIANCE

- A. If Contractor materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, a notice of award, or elsewhere, City may take one or more of the following actions, as appropriate in the circumstances, and as per 2 CFR 200.338-200.342 - Remedies for Noncompliance:
  - i. Temporarily withhold cash payments pending correction of the deficiency by Contractor or more severe enforcement action;

- ii. Disallow (that is, deny both use of funds and matching credit for all or part of the cost of the activity or action not in compliance);
  - iii. Wholly or partly suspend or terminate the current award for Contractor's Program;
  - iv. Withhold further awards for the Program; or
  - v. Take other remedies that may be legally available.
- B. HEARINGS, APPEALS: In taking an enforcement action, City will provide Contractor an opportunity for such hearing, appeal or other administrative proceeding to which the Contractor is entitled under any statute or regulation applicable to the action involved.
- C. EFFECTS OF SUSPENSION AND TERMINATION: Costs incurred by Contractor during a suspension or after termination of an award are not allowable unless City expressly authorizes them in the notice of suspension or termination or subsequently. Other Contractor costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if:
  - i. The costs result from obligations which were properly incurred by Contractor before the effective date of suspension or termination, are not in anticipation of it, and, in the case of a termination, are noncancellable; and
  - ii. The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.
- D. RELATIONSHIP TO DEBARMENT AND SUSPENSION: The enforcement remedies identified in this section, including suspension and termination, do not preclude Contractor from being subject to 2 CFR part 2424 (see 24 CFR §85.35).

#### 24. LAWS, REGULATIONS, FEES, TAXES

- A. Contractor shall carry out its responsibilities pursuant to this Agreement in accordance with all applicable Federal, State and Local laws and all policies, procedures, regulations and requirements as HUD, State, and City from time to time prescribe.
- B. Contractor shall comply with Title VI of the Civil Rights Act of 1964 (24 CFR §§ 1 et seq.) which states that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- C. Contractor shall pay all fees and taxes as required by law.

25. NOTICES

Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party hereto, may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage affixed thereto, and addressed as indicated below, and depositing said envelope in the United States mail to:

CITY  
City of Santa Rosa

Dept. of Housing & Community Services  
90 Santa Rosa Ave/P.O. Box 1806  
Santa Rosa, CA 95404

CONTRACTOR  
Fair Housing Advocates of Northern  
California  
dba Fair Housing Advocates of Sonoma  
1314 Lincoln Avenue, Suite A  
San Rafael, CA 94901

26. ENTIRE AGREEMENT

This agreement is the entire Agreement between the parties.

27. INCORPORATION OF ATTACHMENT AND EXHIBITS

The attachment and exhibits to this Agreement are incorporated and made part of this Agreement, subject to the terms and provisions herein.

28. SIGNATURES REQUIRED FOR CORPORATIONS

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of this date and year first above written.

CITY OF SANTA ROSA

FAIR HOUSING ADVOCATES  
OF NORTHERN CALIFORNIA

By: \_\_\_\_\_  
Sean McGlynn

By: \_\_\_\_\_

Title: City Manager

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM

\_\_\_\_\_  
City Attorney

Attachments:

- Attachment One: Insurance Requirements
- Exhibit A: Scope of Services
- Exhibit B: Budget
- Exhibit C: Quarterly Status Report

DRAFT



**ATTACHMENT ONE  
INSURANCE REQUIREMENTS FOR  
PROFESSIONAL SERVICES AGREEMENTS**

**A. Insurance Policies:** Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

<b>Insurance</b>	<b>Minimum Coverage Limits</b>	<b>Additional Coverage Requirements</b>
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. <b>Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.</b>
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

**B. Endorsements:**

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
  - a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,
  - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

**C. Verification of Coverage and Certificates of Insurance:** Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

**D. Other Insurance Provisions:**

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## **EXHIBIT A: SCOPE OF SERVICES**

### **Fair Housing Advocates of Sonoma**

*A subsidiary of Fair Housing Advocates of Northern California*

Fair Housing Advocates of Sonoma (FHAS) will provide comprehensive fair housing counseling and testing in Santa Rosa pursuant to the goals identified in the Analysis of Impediments to Fair Housing Choice (AI), including fair housing enforcement and education services and expertise on HUD's AFFH rule.

Program services will include, but not be limited to:

1. Complaint intake, referral, testing, advocacy, mediation, and enforcement; providing comprehensive fair housing services to clients in all protected classes, especially disabled people, Latinos, families with children, Blacks and LGBTQIA persons. Specific deliverables include:
  - a. Intake of 50 fair housing inquiries (defined as specific fair housing complaints alleging discriminatory housing practices);
  - b. Five reasonable accommodation requests;
  - c. Referral and representation of legitimate complaints to HUD's Fair Housing and Equal Opportunity (FHEO) or to the California Department of Fair Employment and Housing (DFEH);
  - d. Recruitment and training of 10 new testers;
  - e. Conduction of testing investigations for housing discrimination complaints;
  - f. Complaint solicitation through targeted outreach including English and bilingual newspapers;
  - g. Distribution of fair housing information through social service providers;
  - h. Coordinate services with other service providers and assess gaps in service as needed;
  - i. Annual presentations at community-based agencies reaching staff and clients;
  - j. Engagement in social media campaigns and email marketing campaigns; send PSAs to local radio and TV stations;
  - k. Revision, reprinting and distribution of bilingual literature on reasonable accommodations, the housing search and Sonoma County resources; and
  - l. Improvement of accessibility for people with disabilities through education, advocacy, and funds for reasonable modifications.
2. Offer (upon request, and for a fee) Fair Housing Law and Practice Seminars or more advanced "Fair Housing Academy" for public/private housing providers, including fair housing topics such as: reasonable accommodations; domestic violence and sex discrimination (including gender identity and stereotyping); discriminatory impacts of criminal record policies; and/or national origin discrimination. Translate Fair Housing Law & Practice presentation into Spanish.
3. Provide housing providers posting discriminatory advertisements on Craigslist ads a courtesy notice to inform them of fair housing law.

4. Partner with and refer clients to Disability Legal Services Center, Catholic Charities, Positive Images, California Rural Legal Assistance, Legal Aid of Sonoma County, and other local service agencies.
5. Provide advisory guidance on implementation of the HUD AFH tool.

Planned outputs include the following:

- 50 fair housing inquiries as defined above;
- 5 reasonable accommodation requests;
- Referral of all legitimate complaints to HUD FHEO or DFEH;
- Recruit/train 10 new testers;
- Investigation and testing for all appropriate complaints where units are vacant;
- Fair Housing ads placed in two English and bilingual newspapers;
- Annual presentations at community-based agencies reaching staff and clients;
- Presentation of FHAS' 3-hour Fair Housing Law and Practice seminar to housing providers for a fee when requested;
- Publicizing of fair housing webinar for housing providers;
- Monthly outreach to landlords posting discriminatory Craigslist ads, providing them with fair housing education.

Through the Program, FHAS will affirmatively further fair housing and eliminate barriers to fair housing choice through its advocacy, intervention or counseling, preserving and extending the housing of residents and stabilizing their tenancy as well as ensuring access to and maintenance of affordable housing. Planned indicators include the following:

- Number of clients receiving fair housing counseling;
- Number of reasonable accommodations or modifications requested and granted;
- Number of housing situations resolved to clients' benefit; and
- Number of people receiving fair housing education through Craigslist ad notifications, Fair Housing Law and Practice Seminars, and literature distributed.

The Program will continue to prevent and reduce barriers to entry through the following:

- Use of FHAS attorneys to represent clients through the HUD process which helps clients reach better settlements, preserves housing, improves housing conditions, and helps grant reasonable accommodations to disabled clients;
- Providing legal assistance at the intake stage to provide consistency of service for clients;
- Eliminate delays through in-house referrals;
- Prove or disprove discriminatory practices through testing;
- Employment of bilingual staff members to provide multilingual counseling, education and outreach services;
- Collaborate with community-based organizations to provide in-person translation services and utilize the AT&T interpretation service to communicate in 175 languages not spoken by staff;

- Use of TDD relay service to communicate with deaf and hard-of-hearing clients;
- Assist individual people with disabilities with securing reasonable accommodations in housing and conduct testing designed to uncover discrimination against people with disabilities;
- Meet with clients at mutually-agreed upon locations throughout Santa Rosa including the use of accessible office space at Disability Services Legal Center;
- Meet with clients outside regular office hours where needed; and
- Train investigators who will travel through Sonoma County to perform investigations as needed.

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## EXHIBIT B: BUDGET

### Fair Housing of Northern California

<b>Expenses</b>	<b>Budget Amounts</b>
Salaries	29,600
Benefits	2,650
Professional Fees	600
Office Supplies	100
Telecommunications	130
Postage and Shipping	20
Rent	500
Building Maintenance	200
Travel	650
Printing and Advertising	1,550
<b>Total Contract Expense</b>	<b>\$36,000</b>

**EXHIBIT C: QUARTERLY STATUS REPORT**  
**Fair Housing Advocates of Northern California**  
**dba Fair Housing Advocates of Sonoma**

Reporting is required as a condition of funding. The Authority will receive quarterly updates based on the information provided in this report. Reports can be submitted electronically.

**Agency Name: Fair Housing of Northern California dba Fair Housing Advocates of Sonoma**

**Program Title: Fair Housing**

**Funding Year:**

- 1<sup>st</sup> Quarter: July 1 - September 30 Due October 10<sup>th</sup>
- 2<sup>nd</sup> Quarter: October 1- December 1 Due January 10<sup>th</sup>
- 3<sup>rd</sup> Quarter: January 1 – March 31 Due April 10<sup>th</sup>
- 4<sup>th</sup> Quarter: April 1 – June 30 Due July 10<sup>th</sup>

**1. Outcomes:**

Please complete the table below indicating the CUMULATIVE Measurable Outcomes as defined by your agency for the fiscal year beginning July 1. The Outcomes should represent the best way to measure the services the program provides. The first quarterly report should include two outcomes along with their year-end goals that will be reported on in the Cumulative to Date column quarterly.

Targeted Factor	Outcome Indicator	Project Goal	Quantitative Measure

**2. Income Determination:**

Please complete the table below indicating the CUMULATIVE number of PERSONS assisted for the fiscal year beginning July 1.

Number of Persons Directly Assisted

Total No. of Persons Assisted	Below 30% (Extremely Low)	31% to 50% (Very Low)	51% to 80% (Low)	Over 80% (Non-low Moderate)	Other

**3. Race/Ethnicity Determination:**

Please complete the table below indicating the CUMULATIVE number of PERSONS assisted for the fiscal year beginning July 1. The totals on this chart should equal those in the Income Determination Chart.

<b>RACE/ETHNICITY DATA</b>	<b>No. of Hispanic YTD (Ethnicity)</b>	<b>No. of persons assisted Q</b>	<b>No. of persons assisted YTD</b>
White			
Black or African American			
Asian			
Mexican/American Indian/Alaskan Native			
Native Hawaiian/Other Pacific Islander			
Mexican/American Indian or Alaska Native <i>and White</i>			
Asian <i>and White</i>			
Black/African American <i>and White</i>			
Mexican American Indian/Alaska Native <i>and Black/African American</i>			
Other multi-racial			
<b>Total number assisted</b> (Must equal the total number of persons reported under Income Determination)			

**4. Fair Housing Activities:**

Please complete the table below indicating the CUMULATIVE number of those assisted for the fiscal year beginning July 1.

<b>Total Number of:</b>	<b>Year-to-Date Totals</b>
Phone Calls Received	
Clients Screened for Fair Housing Issues	
One-on-one Meetings	
Client Phone Consultations (w/an attorney)	
Fair Housing Complaints	
Number of clients referred to HUD/DFEH	
Trainings	
Mediations	
Outreach Activities/Presentations	



Recruit/train new testers	

5. Please attach a brief summary of the services provided, including narrative on trainings, mediations, and outreach activities/presentations; the outcome of complaints referred to HUD/DFEH; and how the program activities specifically address the impediments and/or action plan identified in the Analysis of Impediments to Fair Housing Choice.
6. Please attach a brief narrative of 50 words or less on your program's progress.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

(type/print)

Title: \_\_\_\_\_

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