

**THIRD AMENDMENT  
TO PROFESSIONAL SERVICES AGREEMENT NUMBER F002014  
WITH LEGAL AID OF SONOMA COUNTY**

This Third Amendment to Agreement number F002014, dated June 18, 2019 ("Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the City of Santa Rosa, a municipal corporation ("City"), and Legal Aid of Sonoma County, a California non-profit Corporation ("Consultant").

**RECITALS**

- A. City and Consultant entered into the Agreement for Consultant to provide tenant advocacy and legal representation services that includes, but is not limited to, tenant education, assistance with eviction defense, habitability issues, and Section 8 advocacy.
- B. City and Consultant amended the Agreement for the purpose of increasing compensation and adding Federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Community Development Block Grant (CDBG-CV) funding and requirements.
- C. The Council of the City of Santa Rosa (Council) has determined that the services provided by Legal Aid benefit the residents of Santa Rosa and meets the definition of Public Services under 24 CFR §570.201(e).
- C. City wishes to continue funding the services using CDBG-CV funds and local funds.
- D. City and consultant now desire to amend the Agreement for the purpose of extending time of performance for an additional fiscal year (Fiscal Year 2022/23); extending the program monitoring and evaluation deadline for the new fiscal year; updating Exhibit A- Scope of Services to include community outreach events; updating Exhibit B-2 Compensation to add compensation; and updating Exhibit C-2: Quarterly Status Report to reflect the new time of performance and addition of community outreach events.
- E. The parties have negotiated the terms pursuant to which Consultant will provide services under this Agreement and City will fund the services and have herein reduced such terms to writing.

**AMENDMENT**

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

- 1. Section 1. Scope of Services  
Exhibit A-1 to the First Amendment is replaced by Exhibit A-2 to this Amendment.
- 2. Section 2. Compensation

Exhibit B-2 to the Second Amendment is replaced by Exhibit B-3 to this Amendment.

Section 2(c) is amended to increase the compensation payable to Consultant under the Agreement by \$111,000 to read as follows:

"Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all tasks set forth above shall in no event exceed the sum of three hundred and seventy seven thousand and no cents (\$377,000). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Key

380311/Fund 1100 (\$106,000) and Charge Key 42006/Fund 2280 (\$5,000).

3. Section 12. Time of Performance

The last sentence of Section 12 is amended to read as follows:

"Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than June 30, 2023."

4. Section 18. Program Monitoring and Evaluation

Exhibit C-2 to the Second Amendment is replaced by Exhibit C-3 to this Amendment.

The last sentence of Section 18 (c) is amended to read as follows:

"The quarterly reports shall be compiled into an annual report submitted to the City by consultant no later than July 31, 2023."

All other terms of the Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

**CONSULTANT:**

Name of Firm: Legal Aid of Sonoma County

TYPE OF BUSINESS ENTITY (*check one*):

Other (please specify: Non-profit Corporation)

*Signatures of Authorized Persons:*

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

Print Name: Chris Grabill

Title: President

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

Print Name: Jacquelynn Ocaña

Title: Secretary

Attachments:

Exhibit A-2 – Scope of Services

Exhibit B-3 – Compensation

Exhibit C-3 – Quarterly Status Report

**CITY OF SANTA ROSA**

a Municipal Corporation

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

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney

Exhibit A-2 – Scope of Services  
Legal Aid of Sonoma County  
Tenant Advocacy and Legal Representation Services

**QUALIFICATIONS**

Legal Aid of Sonoma County (LASC) has been providing legal services to tenants, and select landlords, for over 15 years. Legal Aid assists over 800 adults and over 450 children with housing related legal services annually, in addition to answering over 1,000 housing related calls on our hotlines.

Staff providing housing advocacy services are licensed and experienced attorneys, paralegals, caseworkers and support staff. We also utilize trained volunteer attorneys who have worked in our housing program for over 10 years, law students, and SSU interns.

**CORE SERVICES**

OVERVIEW: Legal Aid of Sonoma County will provide low-income tenants with housing stabilization assistance that includes, but is not limited to, tenant education, assistance with eviction defense, habitability issues, and Section 8 advocacy. LASC addresses these legal issues through a variety of strategies including education, negotiations with landlords, drafting pleadings, and when needed, in court representation. This work will be even more crucial following the COVID-19 pandemic. LASC will assist tenants impacted by COVID-19. to negotiate with their landlords.

While litigation is employed when necessary, such as when a tenant has already received an eviction complaint, currently LASC negotiates and settles over 80% of all its cases.

LASC will collaborate with the City’s code enforcement office in alerting them to substandard conditions and working to ensure landlords comply with habitability laws and code enforcement actions.

**SPECIFIC SERVICES**

Tenant Education/Outreach

- Provide legal outreach and education to tenants. Education is designed to encourage tenants to report habitability issues and other housing violations, as well as to assist tenants in complying with lease requirements and Section 8 mandates.
  - Presentations will be given on site at apartment complexes as well as through participation in health fairs and other community events.
  - Project will in particular target outreach to communities of color.
- Advise both landlords and tenants regarding their rights and responsibilities under City housing codes and State and Federal law.

Exhibit A-2 – Scope of Services  
Legal Aid of Sonoma County  
Tenant Advocacy and Legal Representation Services

- Provide legal outreach and education to Mobile Home park residents. Residents often need assistance with Park quality issues as well as advice regarding potential rent stabilization violations by park owners. In some parks, residents may benefit from assistance in forming resident associations.
- As possible, outreach events will occur in the city-identified equity priority communities or events that serve those communities, as identified by the map and event/organization list at the end of this document.
- Use the most culturally appropriate means of communication for the targeted communities, including but not limited to social media, phone calls, trusted organizational newsletters, radio, and newspapers as appropriate.
- Use bilingual and bicultural staff for the outreach and provide materials in the appropriate language that clearly and transparently outline the available resources and pathways to support.
- When possible, engage, collaborate with, and support existing trusted community leaders and community-based organizations to understand the available services and support a broader and more expansive support system for individuals. These community leaders may include but are not limited to the representatives and organizations that support the list of Equity Priority Populations listed at the end of the document. Ensure that all staff working and assisting residents are trained in trauma-informed practices and culturally appropriate competencies to ensure the best services.

Eviction Defense

- Legal advice regarding how to avoid obtaining an eviction record
- Drafting pleadings; asserting lawful defenses to evictions (ADA, retaliation, discrimination, failure to comply with eviction due process).
- Negotiations with landlords, including on behalf of tenants impacted by COVID-19.
- Designing and drafting settlement agreements between landlords and tenants.
- In court representation to tenants when necessary.

Section 8 Assistance

- Assist tenants facing the potential loss of their Section 8 certificates
  - In eviction cases, negotiate settlements with landlords such as to have least impact on Section 8 status.
  - Advise tenants how to best comply with Section 8 requirements.
  - Representation at housing authority hearings.

Exhibit A-2 – Scope of Services  
Legal Aid of Sonoma County  
Tenant Advocacy and Legal Representation Services

Habitability

- Assert habitability, retaliation, and discrimination claims on behalf of tenants who seek to enforce these rental-housing rights. Services would include:
  - On-site inspection of properties in response to complaints of substandard conditions.
  - Demand letters to landlords and negotiations with landlords.
  - Designing and drafting settlement agreements between landlords and tenants.
  - Drafting complaints to encourage landlords to comply with housing codes and other existing tenant protections.
  - In court representation as needed to enforce habitability laws and other rights.

Eviction Assistance for Qualified Landlords

- LASC will assist low-income landlords with eviction services where the eviction is needed to protect the landlord’s own housing stability.
- Legal assistance includes counsel and advice, assistance with pleadings, and in court representation.

**TARGET POPULATION**

The Housing Stabilization Program will target low-income tenants, people of color, Spanish speaking tenants and neighborhoods with known housing quality issues. Services are *provided to all qualified Santa Rosa residents, regardless of immigration status*. The City of Santa Rosa’s Equity Priority Map, Partners and Populations are noted at the end of this document.

**ANTICIPATED OUTCOMES**

1. Four hundred (400) low-income tenants will receive legal education about their rights.
2. At least fifty (50) tenants who receive services will be impacted by COVID-19.
3. Two hundred Fifty (250) tenants will receive legal advocacy related to an eviction.

Exhibit A-2 – Scope of Services  
Legal Aid of Sonoma County  
Tenant Advocacy and Legal Representation Services

4. Fifty (50) tenants will remain in their current housing as a result of Legal Aid's intervention.
5. Tenants assisted with legal advocacy will leverage an average of at least \$1,500 per household to assist them in relocating to other housing.
6. One third of project clients will be from Black, Indigenous and People of Color (BIPOC) communities.
7. Thirty-five (35) tenants will receive help with issues related to the habitability of their rental units. Assistance will include obtaining repairs or monetary compensation for substandard housing, whenever possible, including relocation costs.
8. Thirty (30) low-income landlords will receive counsel and advice and/or assistance with pleadings.
9. Eight (8) presentations will be given onsite at apartment buildings, health fairs, or events held by the organizations listed at the end of this document, focusing on serving BIPOC communities.

# Exhibit A-2 – Scope of Services Legal Aid of Sonoma County Tenant Advocacy and Legal Representation Services

## City of Santa Rosa Equity Priority Map

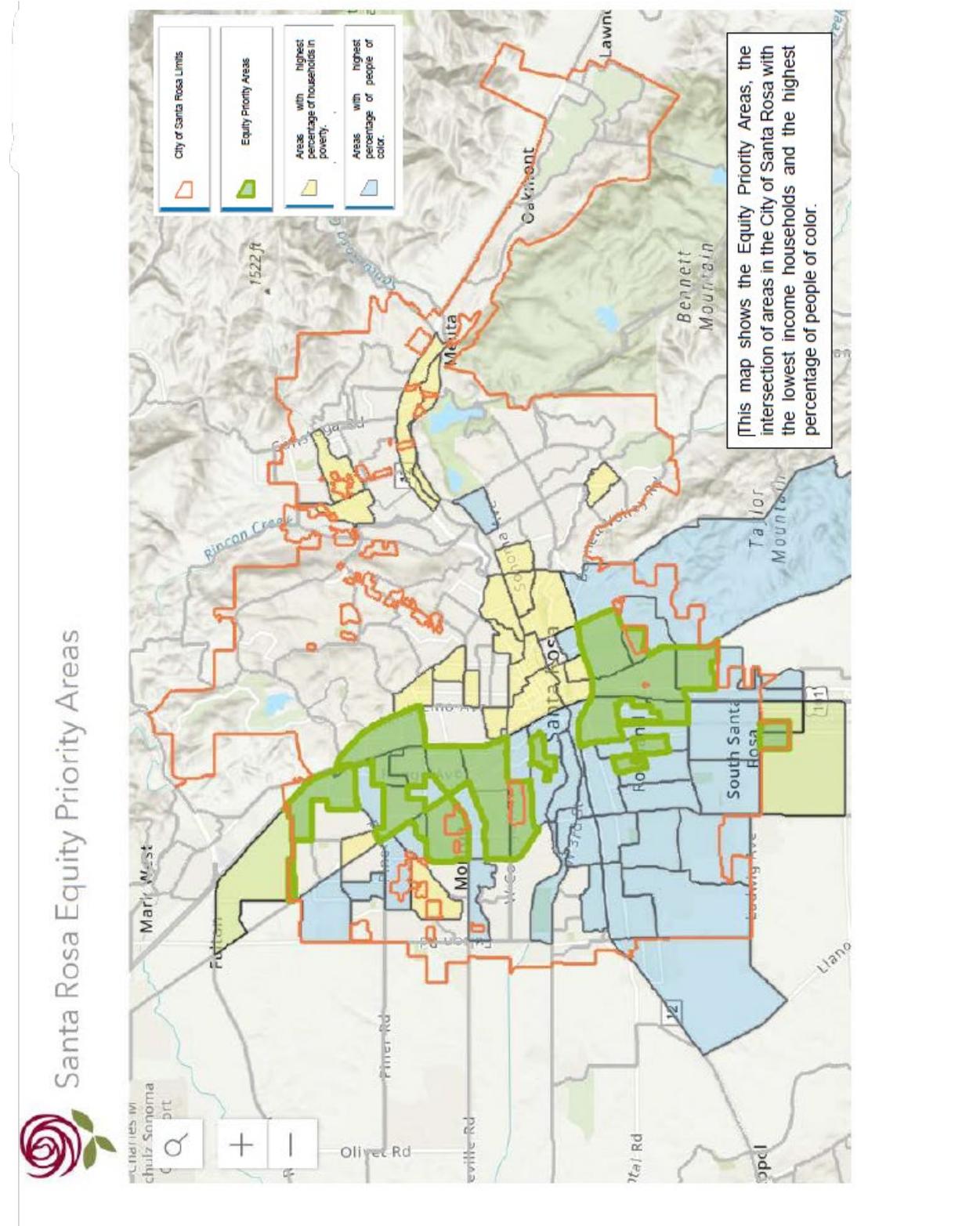


Exhibit A-2 – Scope of Services  
Legal Aid of Sonoma County  
Tenant Advocacy and Legal Representation Services

City of Santa Rosa Equity Priority Events and Service Providers

- Santa Rosa City Events
- Latino Service Providers
- Vaccination Fairs
- CURA Project
- Mujeres Unidas
- Bayern Farm
- Raizes Collective
- Los Cien
- Mitote Park and Food trucks
- North Bay Organizing Project
- Sonoma County Pride
- Roseland CBI

City of Santa Rosa Equity Priority Populations. Based on Vulnerable Populations and Equity Checklist documents from the State of California Executive Order B-30-15 Resiliency Guidebook, the following Santa Rosa's communities face existing and historical inequities and are known to suffer worse social, economic and health outcomes:

- Low-income individuals and families,
- Racial or ethnic groups experiencing disparate health outcomes,
- Seniors, children, youth, and young adults,
- Individuals with disabilities,
- Immigrants and refugees,
- Outdoor workers and farmworkers,
- Individuals who are limited English proficient (LEP),
- Unhoused people,
- Lesbian, gay, bisexual, transgender, queer, and other (LGBTQ+) communities,
- Individuals who are incarcerated and those who have been incarcerated.

**EXHIBIT B-3 Compensation  
Legal Aid of Sonoma County**

| <b>Tenant Advocacy and Legal Representation Services - 12 mths</b> |                |                    |                      |                      |                     |
|--|----------------|--------------------|----------------------|----------------------|---------------------|
| <b>7/1/2022 - 6/30/2023</b>  |                |                    |                      |                      |                     |
| <b>EXPENSES:</b>   |                |                    |                      |                      |                     |
| <b>Personnel Expenses:</b>   | Hours per year | Hourly rate        | Total Program Cost   | City of Santa Rosa   | Legal Aid           |
| <b>Gross Pay - Wages, Benefits, Taxes</b>                          |                |                    |                      |                      |                     |
| 1.00 FTE Housing Attorney  | 2,080          | 39.00              | \$ 81,120.00         | \$ 81,120.00         | \$ -                |
| 0.50 FTE Housing Caseworker  | 1,040          | 25.00              | \$ 26,000.00         |                      | \$ 26,000.00        |
| 0.10 FTE Business Manager  | 208            | 37.50              | \$ 7,800.00          |                      | \$ 7,800.00         |
| 0.10 FTE Supervising Attorney                                      | 208            | 52.68              | \$ 10,957.44         |                      | \$ 10,957.44        |
| 0.20 FTE Intake/Hotline Caseworker                                 | 416            | 22.00              | \$ 9,152.00          |                      | \$ 9,152.00         |
| 0.025 FTE Program Manager  | 52             | 38.50              | \$ 2,002.00          |                      | \$ 2,002.00         |
| 0.025 FTE Operations Manager                                       | 52             | 40.00              | \$ 2,080.00          |                      | \$ 2,080.00         |
| Benefits & Payroll Taxes   |                |                    | \$ 34,780.00         | \$ 18,570.00         | \$ 16,210.00        |
| Personnel Subtotal:  |                |                    | <b>\$ 173,891.44</b> | \$ 99,690.00         | \$ 74,201.44        |
| <b>Program Expenses:</b>   |                | Monthly Rate       | Annual Total         |                      |                     |
| Rent   |                | \$1,050 / mth      | \$ 12,600.00         | \$ 7,800.00          | \$ 4,800.00         |
| Information Systems  |                | \$65 / mth         | \$ 780.00            | \$ 480.00            | \$ 300.00           |
| Office Supplies  |                | Average \$55 / mth | \$ 660.00            | \$ 420.00            | \$ 240.00           |
| Telephone  |                | Average \$50 / mth | \$ 600.00            | \$ 600.00            | \$ -                |
| Postage, Printing, Fees  |                | Average \$35 / mth | \$ 420.00            | \$ 300.00            | \$ 120.00           |
| Mileage, Staff Training & Travel                                   |                | annual             | \$ 250.00            | \$ 100.00            | \$ 150.00           |
| Books & Software Subscriptions                                     |                | \$150 / mth        | \$ 1,800.00          | \$ 600.00            | \$ 1,200.00         |
| Bar Dues   |                | annual             | \$ 435.00            | \$ 335.00            | \$ 100.00           |
| Atty Professional Liability Insurance                              |                | annual             | \$ 1,171.00          | \$ 675.00            | \$ 496.00           |
| Program Subtotal:  |                |                    | <b>\$ 18,716.00</b>  | \$ 11,310.00         | \$ 7,406.00         |
| <b>TOTAL:</b>  |                |                    | <b>\$ 192,607.44</b> | <b>\$ 111,000.00</b> | <b>\$ 81,607.44</b> |

**QUARTERLY STATUS REPORT  
TENANT/LANDLORD SERVICES SUPPORT PROGRAM**

Legal Aid of Sonoma County

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

|                            |  |
|----------------------------|--|
| <b>Agency Name:</b>        | Legal Aid of Sonoma County               |
| <b>Program Title:</b>      | TENANT/LANDLORD SERVICES SUPPORT PROGRAM |
| <b>Term:</b>               | July 1, 2022 to June 30, 2023            |
| <b>QUARTER:</b>            | Q1 JULY 1- SEPTEMBER 30                  |
| <b>REPORTING DUE DATE:</b> | OCTOBER 10                               |

**Instructions:** An entry is required in every yellow cell. Once data has been entered, the cell will revert to white. You may need to enter 0 to indicate no applicable response. There should be no yellow cells when report is submitted to the City. Cells that show up in red mean that the numbers entered in yellow do not equal 100% of the total and your numbers should be double checked.

Please include a brief narrative on your program’s progress and how you are focusing on serving underserved communities

**Total Number of Unduplicated Participants Assisted (Quarter & YTD)**

| INDIVIDUALS          | QTD | YTD |
|----------------------|-----|-----|
| Men                  |     | 0   |
| Women                |     | 0   |
| Children             |     | 0   |
| <b>Total Persons</b> | 0   | 0   |

**Exhibit C-3: QUARTERLY STATUS REPORT**

**RACE/ETHNICITY DETERMINATION:**

Race/Ethnicity information must be collected from all participants. The total number assisted for the quarter and year to date must match the total number of unduplicated participants.

| RACE/ETHNICITY DATA   | FOR THE QUARTER    |                       |                                | YEAR TO DATE       |                       |                                |
|---|--------------------|-----------------------|--------------------------------|--------------------|-----------------------|--------------------------------|
|   | # Hispanic/ Latino | # Non Hispanic/Latino | Total Number of Race Responses | # Hispanic/ Latino | # Non Hispanic/Latino | Total Number of Race Responses |
| White   |                    |                       | 0                              | 0                  | 0                     | 0                              |
| Black or African American   |                    |                       | 0                              | 0                  | 0                     | 0                              |
| Asian   |                    |                       | 0                              | 0                  | 0                     | 0                              |
| American Indian or Alaska Native  |                    |                       | 0                              | 0                  | 0                     | 0                              |
| Native Hawaiian or Other Pacific Islander   |                    |                       | 0                              | 0                  | 0                     | 0                              |
| American Indian or Alaska Native <i>and</i> White                                   |                    |                       | 0                              | 0                  | 0                     | 0                              |
| Asian <i>and</i> White  |                    |                       | 0                              | 0                  | 0                     | 0                              |
| Black or African American <i>and</i> White  |                    |                       | 0                              | 0                  | 0                     | 0                              |
| American Indian or Alaska Native <i>and</i> Black or African American               |                    |                       | 0                              | 0                  | 0                     | 0                              |
| Other multi-racial  |                    |                       | 0                              | 0                  | 0                     | 0                              |
| <b>Total number assisted</b> (Must equal the total number of persons in Q #3 above) | 0                  | 0                     | 0                              | 0                  | 0                     | 0                              |

**If the above cells are red, the race/ethnic data does not match Cells E36 and F36; you must correct before moving forward**

**Exhibit C-3: QUARTERLY STATUS REPORT**

**INCOME DETERMINATION:**

Complete the table below indicating the total number of participants assisted for the QUARTER. For each year in which any grant funds were expended, direct benefit data will be required for the entire year.

Number of Participants Directly Assisted

|                      | For the Quarter | Cumulative to Date |
|----------------------|-----------------|--------------------|
| Female Head of House |                 | 0                  |

|                                    | For the Quarter | Cumulative to Date |
|------------------------------------|-----------------|--------------------|
| Below 30% (Extremely Low)          |                 | 0                  |
| 31% to 50% (Very Low)              |                 | 0                  |
| 51% to 80% (Low Income)            |                 | 0                  |
| Over 80% (Non-low Moderate)        |                 | 0                  |
| Total No. of Participants Assisted | 0               | 0                  |

**If the above cells are red, the income data does not match Cells E36 and F36; you must correct before moving forward**

| Only Required for Q4  | For the Quarter | Cumulative to Date |
|---|-----------------|--------------------|
| Number of Clients with New or Continuing Access to Service/Benefit                |                 | 0                  |
| Number of Clients with Improved Access to the Service/Benefit                     |                 | 0                  |
| Number of Clients that Receive the Service/Benefit that is no longer Substandard. |                 | 0                  |
| Total No. of Participants Assisted  | 0               | 0                  |

**Exhibit C-3: QUARTERLY STATUS REPORT**

**PERFORMANCE OUTCOMES:**

Using the approved outcomes sheet included with your project’s funding agreement Exhibit A, please complete the table below indicating the actual number of project participants who have achieved outcomes for that quarter.

| Project Quantitative Measure Text<br>(Planned Outputs)   | Quarter Actual Outcomes Achieved | YTD Actual Outcomes Achieved from July 1 through this report period | Percentage of Total Output Achieved |
|--|----------------------------------|---|-------------------------------------|
| Four Hundred (400) low income tenants will receive legal education about their rights.   |                                  | 0   | 0%                                  |
| Eight (8) presentations given onsite at apartment buildings, health fairs, or other community events focusing on serving communities of color.   |                                  | 0   | 0%                                  |
| Two Hundred Fifty (250) tenants will receive legal advocacy related to an eviction.  |                                  | 0   | 0%                                  |
| Fifty (50) tenants will remain in their current housing as a result of Legal Aid’s intervention.   |                                  | 0   | 0%                                  |
| Thirty five (35) tenants will receive help with issues related to the habitability of their rental units. Assistance will include obtaining repairs or monetary compensation for substandard housing, whenever possible, including relocation costs. |                                  | 0   | 0%                                  |
| Thirty (30) low income landlords will receive counsel and advice and/or assistance with pleadings.   |                                  | 0   | 0%                                  |

Name of Person Preparing Report:

Date:

\_\_\_\_\_

\_\_\_\_\_

(type/print)

(type/print)

Title:

Signature:

\_\_\_\_\_

\_\_\_\_\_

(type/print)