

## Centro La Familia's Housing Retention Program Proposal

Established in 1972, Centro La Familia Advocacy Services (CLFA) has over 48 years of experience as a provider of full continuum services, which includes outreach, engagement, prevention, intervention, counseling and advocacy services to culturally diverse populations throughout Fresno County. Through its mission "providing services that empower and support families and individuals in our culturally diverse community," CLFA implements programs, collaborates with partner agencies, and engages community residents through outreach and education, promoting family safety and raising community awareness of child abuse/neglect prevention strategies.

CLFA serves families and individuals in rural and urban communities through three Neighborhood Resource Centers located in West Fresno (main office), Highway City and Kerman and a satellite office in Mendota. Programs operate in five departments:

1. **Family Strengthening Department:** Child Abuse Intervention and Prevention, Parent Education, Home Visitation, Socialization Groups, Child Development.
2. **Health & Wellness Department:** MAP Point Linkages, Housing Intervention, Housing Rental/Mortgage Assistance, Health Insurance/CalFresh Applications, TEAM (Telecom Resolutions), CHANGES (Utility Resolution), Mental Health Support/Outreach.
3. **Victim Advocacy Department:** Domestic Violence, Human Trafficking, Sexual Assault Intervention and Prevention, Temporary Restraining Orders, Humanitarian relief through U-Visa, T-Visa, and VAWA.
4. **Immigration Services Department:** Office of Legal Access Program recognized with 6 staff members partially accredited providing Deferred Action for Childhood Arrivals (DACA), Adjustment of Status, Citizenship, Renewals, Family-Based Petitions, Consultations.
5. **Leadership & Policy Department:** Leadership Development, Census 2020 Outreach and Engagement.

Through these departments, CLFA staff members link clients to additional resources including food, clothing, basic necessities, medical assistance and other resources.

Centro La Familia currently provides housing retention services to individuals impacted by COVID-19 through an agreement with the City of Fresno. CLF proposes to expand the housing retention program to areas outside the City of Fresno with an emphasis on agricultural workers.

**Exhibit A**  
**SCOPE OF SERVICES**

Centro La Familia Advocacy Services, Inc. (Administrator) shall perform the following services:

1. Administer the County of Fresno's [Program Name] as follows:
  - a. To be eligible an applicant must:
    - i. Be a resident living in Fresno County.
    - ii. Have a signed rental agreement, mortgage statement or an alternate form of documentation verifying applicant's tenancy and monthly rent, or similar documentation in the case of mortgage assistance
    - iii. Provide evidence the grant will be used to prevent eviction or support housing related financial assistance. This may include, but is not limited to, payment of back rent owed, payment of back mortgage owed, and \_\_\_\_\_.
    - iv. Be at or below 80% Area Median Income (AMI), verified by documentation from a third party or an affidavit signed by the applicant stating current income during and prior to the COVID-19 crisis.
    - v. Have not received assistance for rent, mortgage or utility expenses from another government program.
    - vi. Provide documentation that the assistance is required due to loss of income during the COVID-19 crisis. Acceptable documentation may include:
      1. Proof of decrease in income occurring after March 1, 2020.
      2. Proof of COVID-19 related financial losses occurring after March 1, 2020.
      3. Proof that Applicant has fallen behind on rent, mortgage and utilities due to other factors related to COVID-19, to be approved at the discretion of the Administrator within the context of the CARES legislation and guidelines.
  - b. A participating landlord shall accept grant funds as payment in full of the missed or insufficient rent for Month to Month, 2020, and are prohibited from increasing rent or charging late fees during that term.
  - c. County of Fresno and Administrator shall jointly develop additional eligibility criteria based on guidance from County of Fresno leaders.
  - d. Administrator shall make grant applications available as soon as possible.
  - e. Grants shall be awarded from qualified applicants on a first-come first-served basis.
  - f. Grant awards shall begin by \_\_\_\_\_.
2. Marketing and community outreach. This will be done independently, and in collaboration with Administrator, in coordination with and as directed by County of Fresno. Administrator may, in its sole discretion, use its administration fee for marketing and community outreach. Administrator shall not use Program funds for marketing and community outreach without the written consent of County of Fresno.
3. Disburse funds as directed and in accordance with this Scope of Work.
4. Maintain all documents and records in a safe and secure facility.
5. Prepare required reports, correctly, and within required time limits.
6. Work cooperatively with the County of Fresno to develop any modifications to the Program if they become necessary due to changes in laws, regulations, or changes that will make

administration of the program more effective. This shall also include making recommendations to County of Fresno, and responding to questions from County of Fresno, about the program and for the purpose of making administration of the program more effective.

7. Operate the Program in accordance with generally accepted accounting principles.
8. Administrator will verify that each application is complete, and meets the County of Fresno's threshold eligibility requirements, as the County of Fresno may revise the requirements from time to time, with notice to Administrator, and shall evaluate each application to decide whether the proposed grantee is eligible under the Program Requirements as set forth in this Exhibit A.
9. Administrator will set up an application process that includes, without limitation, giving the applicant an information checklist containing the specific Program Requirements of the Program.
10. Administrator will maintain all Program funds in a segregated Program account.
11. Administrator shall report the final distribution of grants to the County of Fresno, reporting shall consist of the total number of applications with a copy of all the applications received with the final grant distribution for each Recipient.
12. Administrator shall maintain records of applications and grants distributed and ensure that all distributions follow CARES expenditure guidelines.