

EXHIBIT A

SCOPE OF WORK

Term of Contract: **July 1, 2023 – June 30, 2024**

Agency: EDEN COUNCIL FOR HOPE AND OPPORTUNITY
(ECHO HOUSING)

Address: 22551 Second Street #200
Hayward, CA 94541

Contact Person: Marjorie A. Rocha

Phone: 510-581-9380

Project Name: Fair Housing Counseling and Investigation

PROJECT GOALS AND OBJECTIVES

1. Provide fair housing services to residents of San Leandro, including complaint intake, evaluation, investigation, counseling, conciliation, mediation (if requested by the tenant), and legal/governmental referrals (when appropriate).
2. Conduct outreach, training and educational workshops focusing on tenants, property owners, and property managers.
3. Conduct targeted audits to determine potential patterns of discrimination.

MAJOR ACTIVITIES

1. **Provide counseling and investigation on inquiries and complaints**
2. **Perform audits to determine if discrimination is occurring in the housing industry**
3. **Conduct training to tenants, landlords, and the community at large.**
4. **Provide education on fair housing issues and conduct marketing of the program.**

PERFORMANCE MEASURES

SUBRECIPIENT SHALL, FOR THE TERM OF THE CONTRACT:

A. Process Inquiries and Complaints

1. Serve at least 20 clients inquiring about fair housing and related issues, and/or alleging housing discrimination.
2. Evaluate and investigate complaints within 24 hours, when feasible. Trained investigators, following established fair housing investigative methods, will perform all investigations.
3. Fifty percent (50%), or 10 of 20 complainants, who have been denied housing or are in danger of losing their housing because of illegal housing discrimination, will be afforded conciliation or referrals to attorneys or governmental agencies for enforcement to make the subject rentals accessible to protected classes.

B. Perform Audits

1. Perform 12 housing audits to determine fair housing compliance.
2. Analyze data.
3. Provide training and follow-up to non-compliant property owners and/or managers.

C. Training

1. Hold one Fair Housing Month event.
2. Conduct 4 fair housing training sessions for tenants and/or potential homebuyers.

D. Education and Marketing

1. Conduct 8 presentations on fair housing issues.
2. Distribute flyers/brochures on fair housing issues, laws, and events at public locations such as libraries, churches, community groups, social service agencies, and stores, as needed.

TIMELINES

Through September 30, 2023, ECHO Housing will have accomplished:

- A. 1. Opened 5 fair housing cases.
- C. 2. Conducted 1 fair housing training for tenants and/or potential homebuyers.
- D. 1. Conducted 2 presentations on fair housing issues.
2. Distributed flyers/brochures on fair housing issues at events and public locations as needed.

Through December 31, 2023, ECHO Housing will have:

- A. 1. Opened 10 fair housing cases.
- C. 2. Conducted 2 fair housing training for tenants and/or potential homebuyers.
- D. 1. Conducted 4 presentations on fair housing issues.
2. Distributed flyers/brochures on fair housing issues at events and public locations as needed.

Through March 31, 2024, ECHO Housing will have:

- A. 1. Opened 15 fair housing cases.
- B. 1. Performed 6 housing audits.
2. Analyzed the tester data.
- C. 2. Conducted 3 fair housing training for tenants and/or potential homebuyers.
- D. 1. Conducted 6 presentations on fair housing issues.
2. Distributed flyers/brochures on fair housing issues at events and public locations as needed.

Through June 30, 2024, ECHO Housing will have:

- A. 1. Opened 20 fair housing cases.
- B. 1. Performed 12 housing audits.
3. Provided training and follow-up to non-compliant owners/managers.
- C. 1. Conducted a Fair Housing Month event
2. Conducted 4 fair housing training for tenants and/or potential homebuyers.
- D. 1. Conducted 8 presentations on fair housing issues.
2. Distributed flyers/brochures on fair housing issues at events and public locations as needed.

REPORTS AND MISCELLANEOUS

2. Agency must submit Quarterly Reports via the City Data Services website within 15 days of the end of the each quarter. The Quarterly Reports shall reflect the number of persons served, and shall also include a narrative section. The reports shall be submitted even if there are no specific numbers to report, and the narrative report should describe why no specific numbers are reported.

3. To ensure timely expenditure of HUD funds, Agency must submit monthly reimbursement claims via the City Data Services website with documentation of claim including copies of time sheets (denoting specific hours for CDBG work performed), payroll stubs, DE3 or employment or Agreement letter for personnel costs, invoices or billings.

4. Housing Services Division staff will conduct CDBG desk monitoring on an ongoing basis

based upon the City's CDBG monitoring plan.

5. Human Services staff and members of the Human Services Commission (HSC) and Housing Services Division staff will conduct at least one monitoring site visit per year.

EXHIBIT B

BUDGET	
Eden Council for Hope and Opportunity	
City of San Leandro: CDBG FY 2023-2024	
SALARIES	\$10,609
Benefits & Taxes	\$2,796
Occupancy (Rent, Communications)	\$2,058
General Operating Expenses	\$3,652
Travel & Transportation	\$100
Indirect Costs	\$785
TOTAL BUDGETED	\$20,000
TOTAL AMOUNT AWARDED	\$20,000

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