



Centro Legal de la Raza

*Working for Justice
Strengthening Community
Since 1969*

September 4, 2018

Attn.: John D. Le, Assistant City Attorney
Alameda City Attorney's Office
2263 Santa Clara Avenue, Room 280

RE: Letter of Interest

Dear Mr. John D. Le,

With great enthusiasm, Centro Legal de la Raza (Centro Legal) submits this proposal to serve as the legal services provider concerning the City of Alameda Rent Program. Founded in 1969, Centro Legal has been a cornerstone of justice for almost 50 years. Centro Legal provides culturally sensitive direct legal aid to over 7,000 low-income individuals throughout Northern California annually in the areas of housing, workers' rights, and immigration. These programs foster equity, stability, and economic prosperity. Centro Legal provides services to all low-income individuals regardless of citizenship status.

Centro Legal has extensive experience working collaboratively with partner organizations and local government to provide critical services in Oakland, the Bay Area, and California. Just this year, Centro Legal established a new partnership with the County of Alameda to serve as the County's lead agency for the Anti Displacement Crisis and Intervention Program. Through this most recent partnership, we have implemented a "No Wrong Door" policy by creating a full service hub that includes East Bay Community Law Center, Bay Area Legal Aid, Housing and Economic Rights Unit, and Eviction Defense Center. This full service hub provides all Alameda County tenants with a unique, innovative, and client centered approach to obtaining legal services through our peer-to-peer referral (P2P) system. This new system allows all agencies within the hub to find and refer any given tenant to the right legal services provider who will then be able to assist them with their specific housing issue. We now hope to increase additional capacity to serve tenants from the City of Alameda.

In the previous year, Centro Legal's Housing Program has provided over 3,000 legal consultations to 1,141 individual client households to low-income tenants living in Alameda County. Just in the past year alone, we have represented 82 households in landlord/tenant disputes and prevented loss of current housing for 33 households.

Sincerely,

Jesse Newmark,
Acting Interim Executive Director

II. Organization Information

Founded in 1969, Centro Legal has been a cornerstone of justice for almost 50 years. Centro Legal provides culturally sensitive direct legal aid to thousands of low-income individuals throughout Northern California annually in the areas of housing, workers' rights, and immigration. These programs foster equity, stability, and economic prosperity. Our legal services are available to all low-income individuals regardless of citizenship status. In the previous year, Centro Legal's Housing Program has provided over 3,000 legal consultations to low-income tenants residing in Oakland, Hayward, and Richmond in cases involving evictions, substandard housing conditions, and rent disputes. Just last year, we also successfully represented tenants in landlord/tenant disputes in 82 cases recovering over \$422,000.00 on behalf of low-income tenants.

Furthermore, Centro Legal has extensive experience working collaboratively with partner organizations and state, county, and local governments to provide critical services in the Bay Area and California. Centro Legal's housing practice provides legal services pursuant to various government grants, including grants from the County of Alameda, and cities of Oakland, Hayward, and Richmond. Just this year, Centro Legal established a new partnership with the County of Alameda to serve as the County's lead agency and administrator for the Anti Displacement Crisis and Intervention Program.

Specifically, Centro works with the following government funders:

City of Oakland - Community Development Block Grant (CDBG)

Greg Garrett, City of Oakland, CDBG Manager
250 Frank H. Ogawa Plaza, Ste 5313, Oakland, CA 94612
(510) 238-6183; ggarrett@oaklandnet.com

City of Oakland - Rent Adjustment Program

Maryanne Leshin, City of Oakland, Rent Adjustment Program Manager
250 Frank H. Ogawa Plaza, Ste 5313, Oakland, CA 94612
(510) 238-6246; MLeshin@oaklandca.gov

City of Oakland - Anti-Displacement Fund

Maryanne Leshin, City of Oakland, Rent Adjustment Program Manager
250 Frank H. Ogawa Plaza, Ste 5313, Oakland, CA 94612
(510) 238-6246; MLeshin@oaklandca.gov

City of Hayward - CDBG

Jessica Lobedan, Management Analyst, City of Hayward Community Services
777 B Street, Hayward, CA 94541

(510)583-4201; Jessica.lobedan@hayward-ca.gov

The State Bar of California - Legal Services Trust Fund Program

Doan T. Nguyen, Grants Administration
180 Howard Street, San Francisco, CA 94105
(415) 538-2252; Doan.Nguyen@calbar.ca.gov

Alameda County - ACILEP

Naima Jameson, Alameda County, SSA, Program Financial Specialist
Contracts Office
1111 Jackson, 1st Floor, Oakland, CA 94607
(510) 267-8632; Naima.Jameson@acgov.org

Alameda County - Anti-Displacement Crisis Intervention Program

Jennifer K. Pearce, Housing Project Coordinator
Contracts Office
1111 Jackson, 1st Floor, Oakland, CA 94607
(510) 670-6474; Jennifer.Pearce@acgov.org

City of Oakland - ACILEP

Paula Peav, City of Oakland, Administrative Analyst II
Office of the City Administrator, Contracts and Compliance Division
(formerly Department of Contracting and Purchasing, Contract Administration Division)
250 Frank H. Ogawa Plaza, Ste 3341, Oakland, CA 94612
(510) 238-3190; ppeav@oaklandnet.com

CAL OES - Office of Victims of Crime, OVC

(federal grant administered through the state)
Carrilynn Landman, Criminal Justice Specialist, California Governor's Office of
Emergency Services (OES), Victim Services & Public Safety Branch
Attn: Human Trafficking Unit
3650 Schriever Avenue, Mather, CA 95445
(916) 845-8133; Carrilynn.landman@caloes.ca.gov
-- Subcontracted via: Family Violence Law Center
Stephanie Penrod, Senior Staff Attorney
(510)208-0220; spenrod@fvlc.org

Cal OES – Victim Legal Assistance, XL 16 LAV

Carrilynn Landman, Criminal Justice Specialist, Cal OES
Victim Services & Public Safety Branch
Attn: Human Trafficking Unit
3650 Schriever Avenue, Mather CA 95445
(916) 845-8133; Carrilynn.landman@caloes.ca.gov
-- Subcontracted via: Family Violence Law Center
Stephanie Penrod, Senior Staff Attorney
(510)208-0220; spenrod@fvlc.org

III. Service Approach

a. Experience Providing Need-Based Legal Services to Tenants

Centro Legal de la Raza's Tenants' Rights Program ("Housing Program") focuses on ensuring stable, healthy housing for low-income renters. The program emphasizes the defense of tenancies of low-income tenants to curtail rampant displacement of long-term Alameda County residents.

Our "housing security" approach to providing need-based legal services seeks to maximize our impact in order to prevent the large-scale displacement of Alameda County tenants. We believe that this can be accomplished through full scope representation of low-income tenants in unlawful detainer (eviction) cases. Otherwise, there is a high risk that such cases will result in displacement and homelessness, if a tenant is forced to navigate the complicated and adversarial court system without an attorney.

Housing attorneys work to ensure enforcement of state and local laws by providing both full scope legal representation and limited scope legal consultations on the following issues: (1) eviction-related matters; (2) rent-related administrative hearings, including mediation for the cities of Hayward, Oakland, and Richmond; (3) general counseling on renters' rights; (4) limited scope assistance to renters; (5) assistance with small claims matters related to security deposits; and (6) public outreach and know-your-rights presentations.

For instance, in the context of a tenant who has received a Three Day Notice to Pay or Quit ("Notice"), a Centro Legal attorney will make an initial assessment of whether the Notice was lawfully served. Attorneys (or staff under attorney supervision) will advise the tenant and counsel the tenant on possible next steps (e.g. draft a letter to the landlord challenging the legality of the Notice) and ensure knowledge of the eviction process. For instance, where the tenant has not been paying the entire rent sought by the landlord, the Attorney will: (1) determine whether the tenant is behind on the rent; (2) determine whether the tenant has the funds to pay outstanding balances, where relevant; (3) assess, whether the tenant has lawfully withheld rent and likelihood of success in an unlawful detainer proceeding, (4) determine whether the tenant qualifies for one-time rental assistance to avoid the filing of an unlawful detainer, through our Emergency

Financial Assistance Program; and (5) assess whether the tenant can afford the housing in the long-term.

b. Experience Providing Services to Diverse Populations

Centro Legal prioritizes the provision of bilingual, culturally sensitive legal services to monolingual Spanish speakers, as well as other Limited English Proficient (LEP) tenants, regardless of immigration status. Of the 1,141 new clients we saw in the past year: 816 individuals were living with a disability, 575 identified as Hispanic, 299 identified as Black/African American, and 298 individuals were LEP clients.

In addition to the diverse makeup of our client community, Centro Legal has extensive experience working collaboratively with partner organizations and local government to provide critical services in Oakland, the Bay Area, and Northern California. Our Housing Program staff thereby assist many different and overlapping underserved communities, with a wide range of linguistic and cultural needs, including the elderly, people of color, and those living with a disability. We also provide written material in various languages, to ensure clients and community members receive information in a way that is both accessible and culturally sensitive.

In addition to our large pool of staff who speak multiple languages and are bilingual/bicultural, we ensure access to our services in many different languages through interpretation services provided at no cost to the client. We also provide a fully accessible workspace, to welcome individuals living with disabilities and ensure that all tenants can obtain our services in a meaningful way.

c. Experience and Ability to Respond to Time-Sensitive Matters as Required by the Alameda Rent Program

Presently, Centro Legal provides legal services to tenants of Richmond, Hayward, and Oakland through similar municipal funding. We have trained and experienced intake staff, housing advocates, and attorneys who regularly represent tenants in eviction matters and administrative hearings. Our intake process responds to the short time frames that tenants face when served with an eviction notice. Our office is conveniently located near the Fruitvale BART. We have ample parking and are accessible by bus from the City of Alameda.

d. Key Personnel

The key personnel who will ensure the success of this project include: Monique Farris, Managing Attorney, and Jackie Zaneri, Staff Attorney. Ms. Farris has over 10 years of unlawful detainer experience. Ms. Farris also spent two and half years representing tenants in mediations at the Alameda County courthouse. Ms. Zaneri has spent several years representing tenants across the East Bay and is very familiar with the City of Alameda's tenant protections.

In addition to these key personnel, our Housing Program consists of four bilingual housing attorneys experienced in all aspects of landlord/tenant disputes, as well as numerous additional support staff.

Resumes for key personnel are attached as Exhibit A.

e. Needs Testing and Allocation of Legal Services

Centro Legal's established intake procedure enables the organization to ensure services are provided to low-income tenants living in its service areas. Prospective clients fill out intake forms so that staff can determine whether tenants qualify for services based on income. Centro Legal will assist tenants whose income meets the HUD Income Limits under the Community Development Block Grant Program, based on the median family income for the Alameda/Contra Costa Primary Metropolitan Statistical Area, which is currently \$97,400.00 for a family of four.

The current HUD Income Limits, effective April 14, 2017, are as follows:

Family Size	Some PBV ¹	Section 8	Public Housing
1	\$24,400	\$40,700	\$62,750
2	\$27,900	\$46,500	\$71,700
3	\$31,400	\$52,300	\$80,650
4	\$34,850	\$58,100	\$89,600
5	\$37,650	\$62,750	\$96,800
6	\$40,450	\$67,400	\$103,950
7	\$43,250	\$72,050	\$111,150
8	\$46,050	\$76,700	\$118,300

¹ Project Based Voucher

f. Experience Reporting for Service Delivery and Case Management

Centro Legal collects data related to eligible clients, services rendered, costs (by way of average cost per service type), and outcomes. Data collected includes: zip codes served, client age, client race, client ethnicity, client/household disability status, and household income. Centro Legal provides reports to funders on a monthly, quarterly, and annual basis, detailing the number of clients served and pertinent data regarding their tenancies and demographics. These reports have confidential client information redacted to preserve attorney-client privilege and in conformity with other applicable laws. Centro Legal maintains full client records at our offices.

IV. Fee Proposal

Centro Legal would require a budget of \$183,305.00 per 12 months of service to provide consultations for 100 tenants through our weekly brief service clinics, and represent tenants in 40 unlawful detainers and 4 mediation hearings. Centro Legal would hire an experienced attorney to create the necessary capacity to make these services available to City of Alameda tenants. All staff at Centro are bilingual Spanish-speakers and have access to interpreters for other languages as needed. The hourly rate for the attorney would be between \$250.00 and \$400.00, depending on years of experience.

IV. Licenses

Monique Juanita Farris, SBN #259678

Jacqueline E. Zaneri, SBN #318088

V. Professional Services Agreement; Exceptions to the Specifications

Centro Legal de la Raza has reviewed the City of Alameda's Standard Professional Services Agreement found on Attachment 3 of the Request for Proposals and is able to meet all the requirements in the agreement including the insurance requirements.

Exhibit A

MONIQUE JUANITA FARRIS

924 Broadmoor Blvd • San Leandro, CA 94577 • (510) 760-1712 • moniquejfarris@gmail.com

EDUCATION

University of California, Berkeley School of Law (Boalt Hall)

J.D., May 2008

Honors: Hon. Cruz Reynoso Social Justice Fellowship 2007 award recipient
Activities: La Raza Law Students Association, 2006-2007 Elected Co-Chair Boalt Hall Students Association, Elected Class Representative U.C. Berkeley Graduate Assembly, Boalt Hall Representative

California State University, Hayward (East Bay)

B.A., *cum laude*, in Political Science, June 2005

Honors: Golden Key International Honor Society
Activities: Associated Students Board of Directors, Elected Board Member Academic Senate, Elected Student Representative University Academic Fairness Committee, Student Representative

EXPERIENCE

Centro Legal de la Raza, Oakland, CA

March, 2018 – August, 2018

Supervising Attorney

- Supervised attorneys representing tenants in unlawful detainer proceedings, including discovery, motion practice, and representation at settlement conference/trial call
- Provided limited scope services to tenants at various weekly clinics, including drafting small claims petitions concerning return of security deposits, drafting letters refuting allegations in eviction notices, drafting letters regarding habitability issues, requests for reasonable accommodations, and rent board petitions
- Provided general consultations at various weekly tenants' rights clinics
- Conducted know-your-rights trainings
- Provided technical assistance for other legal service providers

Centro Legal de la Raza, Oakland, CA

June, 2016 – November, 2016

Staff Attorney

- Represented tenants in unlawful detainer proceedings, including discovery, motion practice, and representation at settlement conference/trial call
- Provided pro-per unlawful detainer assistance to tenants at various weekly clinics, including drafting pleadings, discovery requests and responses, and motions
- Provided limited scope services to tenants at various weekly clinics, including drafting small claims petitions concerning return of security deposits, drafting letters refuting allegations in eviction notices, drafting letters regarding habitability issues, requests for reasonable accommodations, and rent board petitions
- Provided general consultations at various weekly tenants' rights clinics
- Represented tenants in administrative hearings before the Oakland Rent Board
- Conducted know-your-rights trainings
- Provided technical assistance for other legal service providers

Bay Area Legal Aid, San Francisco, CA
Staff Attorney

December, 2014 – May, 2016

- Full-scope representation of tenants in unlawful detainer matters, with a focus on cases involving subsidized housing
- Unlawful detainer representation included written discovery, depositions, motion practice, and trial work
- Represented tenants in administrative hearings at the San Francisco Housing Authority
- Represented tenants discriminated against in housing on the basis of race, ethnicity, national origin, gender, disability, sexual orientation, or family status
- Conducted trainings for attorneys and service providers on topics such as unlawful detainer defense/ trial skills, subsidized housing rights, and fair housing laws
- Supervised pro-per housing clinics at courthouses in Contra Costa County
- Worked with the housing authority, non-profit housing providers, and the Mayor's office to protect tenant's rights in public/subsidized housing in San Francisco

Tobener Law Center, San Francisco, CA
Associate Attorney

July, 2014 – December, 2014

- Plaintiff-side law firm focusing on representation of tenants and victims of landlord caused injuries
- Represented tenants in actions against landlords for harassment, refusal to repair, and wrongful eviction
- Represented tenants in Rent Board hearings
- Defended tenants in unlawful detainer actions in San Francisco and Alameda County
- Worked with tenants in San Francisco, Berkeley, and Oakland to stop illegal rent increases, landlord move-in evictions, Ellis Act evictions, and evictions for renovations and capital improvements

Eviction Defense Center, Oakland, CA
Managing Attorney

November 2009 – July, 2014

- Non-profit law firm with focus on representation of low-income tenants in the East Bay
- Supervised staff attorneys and had primary responsibility for representing tenants in 20-25 unlawful detainer jury trial matters per week
- In-court representation including first and second chairing bench and jury trials, weekly law and motion appearances, conducting administrative hearings, and 5-7 settlement conferences per week
- Responsible for preparation of cases for court, including an average 6 client intakes per day, propounding and responding to discovery, drafting motions and other pleadings, and meeting and conferring with opposing counsel
- Extensive experience in both Alameda and Contra Costa County Superior Courts, including regular appearances in Oakland, Richmond, and Hayward
- Representation of tenants at hearings in front of Rent Boards and Housing Authorities

California State Assembly, San Mateo, CA
Field Representative

December 2008 – November 2009

- Conducted legislative research, assisted constituents with state agencies, and conducted research into state laws and regulations on behalf of constituents
- Represented the Assemblymember at District events, speaking in public on behalf of the member and serving as a liaison to local governments and organizations

Jackie Zaneri

424 Staten Avenue #401, Oakland, CA 94610
(845) 803-1477 | jzaneri@gmail.com

EDUCATION

University of California, Berkeley School of Law

Berkeley, CA

Juris Doctor

2017

Honors: Prosser Award in Environmental Justice

Activities: UAW Local 2865, Berkeley Unit; Students for Economic and Environmental Justice;
National Lawyers Guild, Boalt Hall Chapter; UC Berkeley Graduate Assembly Delegate

Amherst College

Amherst, MA

Bachelor of Arts in Political Science

2010

Activities: Amherst College Responsible Endowment Coalition; Amnesty International;
Amherst College Support the Staff Campaign; German House

EXPERIENCE

Centro Legal de la Raza

Oakland, CA

Legal Fellow/Tenant Attorney

September 2017 – Present

Represent tenants in unlawful detainer actions in state court and in administrative actions and appeals before the Oakland Rent Adjustment Program. Draft and argue motions in Superior Court. Negotiate settlement agreements in unlawful detainer actions. Supervise tenant clinics and provide brief legal services to tenants.

East Bay Community Law Center

Berkeley, CA

Clinical Student, Housing Clinic

January 2017 – May 2017

Researched eviction laws across the county for the Western Center on Law and Poverty.

Clinical Student, Consumer Justice Clinic

August 2016 – December 2016

Advised low-income clients facing debt collections lawsuits and prepared pro se answers. Drafted brief and legal memoranda for consumer class action in federal court. Drafted meet and confer letter. Prepared small claims materials and advised clients on preparing for small claims court.

Clinical Student, Housing Clinic

August 2015 – December 2015

Represented low-income tenants facing eviction and provided brief services. Conducted intake with tenants with ongoing unlawful detainer lawsuits and prepared their pro se answers. Drafted pleadings. Propounded and responded to discovery requests. Drafted letters to landlords. Negotiated settlements with landlord attorneys. Drafted and successfully argued motion for relief from forfeiture in state court.

Community Legal Outreach: Tenants' Rights Workshop Clinic

August 2014 – April 2015

Conducted intake with low-income tenants and provided brief legal services.

Legal Aid at Work

San Francisco, CA

*Law Clerk**May 2016 – August 2016*

Drafted brief sections and internal legal memoranda for disability rights class actions and individual employment discrimination cases. Performed fact research. Answered disability rights hotline, researched inquiries, and provided supervised advice. Drafted demand letters.

Represented two clients in unemployment insurance and disability benefits appeals hearings and won improperly denied benefits for clients. Assisted low-wage workers with filing wage claims.

Tenants Together

San Francisco, CA

*Legal Intern**February 2016 – May 2016*

Assisted in drafting and editing rent control and just cause ordinances for Bay Area cities.

Performed legal research and drafted memoranda on questions of state constitutional law.

Drafted advocacy materials to assist rent control and just cause campaign.

Communities for a Better Environment

Oakland, CA

*Legal Intern**May 2015 – July 2015*

Researched and drafted legal memoranda, public testimony, and brief sections for environmental justice-related litigation and administrative matters in state court, federal court, before the California Public Utilities Commission, and at the Bay Area Air Quality Management District.

Boalt Law & Organizing Collective

Berkeley, CA

*Co-Coordinator (2015 – 2016)**2014 – 2016*

Supervised first-year law students performing legal research and drafting memoranda for the nonprofit Public Advocates; their research projects leveraged land use law to achieve affordable housing gains. Facilitated discussions based on reading materials about movement lawyering. As a first-year law student, performed legal research for the Restaurant Opportunity Center and interviewed restaurant workers.

Schubert Jonckheer & Kolbe LLP

San Francisco, CA

*Paralegal**2012 – 2014*

Assisted plaintiff attorneys with consumer, securities fraud and antitrust class actions.

Catalogued production. Drafted fact research memos. Performed basic legal research.

Coordinated court filings and discovery requests. Created reports on potential new cases.

Smoger & Associates, P.C.

Berkeley, CA

*Legal Assistant**2011 – 2012*

Assisted attorneys with personal injury, environmental, and consumer products litigation, including a three-month trial representing residents of an industrial town who were lead-poisoned by pollution from an industrial plant.

SKILLS

Trained as a volunteer sexual assault advocate.

Languages: German (near-fluent), Spanish (intermediate)