

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 17, 2022

Final Decision Date Deadline: August 17, 2022

STATEMENT OF THE ISSUE: The Richmond Rent Program has received a check for \$10,000 for participating in the creation and development of Richmond's rent assistance program. Prior to depositing and using these funds, the Richmond Rent Board, which oversees the Richmond Rent Program's budget and finances, must authorize receipt and use of the \$10,000 Rent Relief Partnership Grant.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

- Presentation/Proclamation/Commendation (3-Minute Time Limit)
- Public Hearing Regulation Other:
- Contract/Agreement Rent Board As Whole
- Grant Application/Acceptance Claims Filed Against City of Richmond
- Resolution Video/PowerPoint Presentation (contact KCRT @ 620.6759)

RECOMMENDED ACTION: APPROVE receipt of and AUTHORIZE use of the \$10,000 Rent Relief Partner Grant for partnering in the establishment of Richmond's rent assistance program. – Rent Program (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

H-1.

This page intentionally left blank



AGENDA REPORT

DATE: August 17, 2022
TO: Chair Finlay and Members of the Rent Board
FROM: Nicolas Traylor, Executive Director
SUBJECT: Board Approval to Receive \$10,000 Richmond Rent Relief Partner Grant

STATEMENT OF THE ISSUE:

The Richmond Rent Program has received a check for \$10,000 for participating in the creation and development of Richmond's rent assistance program. Prior to depositing and using these funds, the Richmond Rent Board, which oversees the Richmond Rent Program's budget and finances, must authorize receipt and use of the \$10,000 Rent Relief Partnership Grant.

RECOMMENDED ACTION:

APPROVE receipt of and AUTHORIZE use of the \$10,000 Rent Relief Partner Grant for partnering in the establishment of Richmond's rent assistance program.

FISCAL IMPACT:

A separate special fund (within the Rent Program fund) has been established to house the \$10,000 partner grant. The Rent Board may direct staff to use the funds for a specific purpose or to supplement the Rent Program budget.

DISCUSSION:

Background

Prior to the COVID-19 pandemic, in 2018 and 2019, the Rent Program's Executive Director organized a series of meeting with the City of Richmond, past Richmond Rent Board members and Richmond City Council members to discuss the creation of a rent assistance program dedicated to Richmond Tenants and Landlords. Based on the high percentage of housing counseling cases that revolved around non-payment of rent evictions in Richmond, it was clear that there was an on-going demand for rent assistance. Rent assistance resources at the time were not only scarce, but spread out among many local organizations, each competing for rent assistance funds. These initial

ITEM H-1

meetings spurred discussions about the need for a permanent rent assistance program for Richmond and how to create such a program. Initial ideas included modeling a program for Richmond on Oakland's "Keep Oakland Housed" program, a collaboration between the City of Oakland, corporations, foundations, local non-profits and philanthropic organizations. When the COVID-19 pandemic began in the Spring of 2020, the urgency to create a Richmond rent assistance program ramped up, resulting in the Rent Program spearheading the effort to create a permanent rent assistance program for Richmond.

In the Spring of 2020, the Executive Director and Deputy Director of the Rent Program organized a meeting with the City of Richmond's Community Development Department to urgently address the anticipated increase in demand for rent assistance services in Richmond and began the process of building out a permanent rent assistance program for Richmond. Rent Program Staff and Community Development Staff realized that it would make sense to invite local non-profits that administer existing rent assistance services to the meeting in order to learn from their expertise and to include them in the effort to build out a permanent rent assistance program. Those local non-profits included Seasons of Sharing, SparkPoint, Shelter Inc., the West Contra Costa County EdFund, Richmond Community Foundation, and Catholic Charities.

Eventually the coalition of non-profits grew to include the Richmond Neighborhood Housing Services (RNHS), the Office of Mayor Tom Butt, Richmond Land (Trust), and the Community Housing Development Corporation (CDHC). Meeting weekly to strategize efforts, the coalition has raised hundreds of thousands of dollars, integrated itself into the Richmond Rapid Response Fund and disbursed over \$385,000 in rent assistance to 77 Richmond renters and landlords.

After initially being led by the Rent Program in May 2021, Jasmine Jones, the Executive Director of the West Contra Costa EdFund began overseeing the Program's development. This transition made sense because the West Contra Costa EdFund was overseeing the Richmond Rapid Response Fund, a City sponsored program that provides financial relief to Richmond residents impacted by the COVID-19 pandemic. In July of 2021, the West Contra Costa County EdFund hired Jessica Travenia, Program Officer, to organize the rent assistance program's governing structure, Memorandums of Agreement between the Richmond Rapid Response Fund and the local agencies that administer rent assistance programs, and to continue the program's development and efforts to seek additional funding. Efforts are underway develop a permanent standalone City sponsored rent assistance program separate from the Richmond Rapid Response Fund.

Purpose

The purpose of the \$10,000 is to compensate the Rent Program for its assistance and participation in the establishment of Richmond's rent assistance program.

Use of Funds

The \$10,000 is a general operating grant to fund operations or other activities related to the Rent Program, excluding lobbying. The Rent Board may direct staff to use the \$10,000 in Rent Relief partner funds towards a specific activity or to supplement the Rent Program budget.

DOCUMENTS ATTACHED:

Attachment 1 – Email from Jessica Travenia regarding Rent Relief Partnership Compensation

Attachment 2 - Copy of \$10,000 Rent Relief Partners check

Attachment 3 – Richmond Rent Relief Program Presentation

This page intentionally left blank

Cynthia Shaw

From: jessica travenia <jessica@edfundwest.org>
Sent: Wednesday, August 3, 2022 6:20 PM
To: Nicolas Traylor
Subject: Re: Rent Relief Community Partner Compensation

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Hi Nicolas,

The R3F Rent Relief Committee has supported 77 families with \$5,000 rent relief support, totalling \$385,000.

The original MOU for the 21-22 year did not include compensation for the Rent Board, yet stipulated that a portion of funds raised would support the distribution partners. While we didn't raise additional funds during the 21-22 year for Rent Relief efforts, the distribution partners asked for a \$5,000 allocation to support the work in the rent relief meetings. Given the added value commitment to thought partnership each housing partner brought, we decided to increase the requested allocation from \$5,000 to \$10,000 to support each partner. We included the Rent Board to honor the staff time that was committed over the past year.

The \$10,000 is a general operating grant and could ultimately fund operations and any other activities related to The Rent Program, **except for lobbying.**

I have some time in the afternoons the next couple of weeks, do you have a preferred time to meet?

Please let me know in the meanwhile how I can support your preparation for the meeting or offer any additional clarification.

Best Regards,

jessica

On Wed, Aug 3, 2022 at 1:51 PM Nicolas Traylor <nicolas_traylor@ci.richmond.ca.us> wrote:

Hi Jessica,

**ITEM H-1
ATTACHMENT 1**

I hope this message finds you well. This month I'll be going before the Rent Board to authorize the deposit and use of the 10K in partner compensation. As part of that process, I have to do a report for the Board, explaining the purpose of the funds and an explanation as to what they are for. I understand the purpose, however, I would like to know how the amount was determined. I am assuming that it is a percentage of the rent relief funds divided across the various agencies that have participated in the work to establish and administer the rent relief. Can you provide an explanation as to the following for my report?

1. How much rent relief to date has our group doled out?
2. How was the partner compensation determined?
3. Are there any restrictions on how the 10K can be used?

Also, I would like to meet with you soon to discuss rent relief 2.0 when you have a chance. We just hired 2 new analyst who can start working on some of the policy research around establishing a long-term program for the City of Richmond. I look forward to hearing from you soon. Thanks,

Respectfully,

Nicolas Traylor- Executive Director

Richmond Rent Program

510-620-6564

From: jessica travenia <jessica@edfundwest.org>

Sent: Friday, May 20, 2022 11:01 AM

To: Cynthia Shaw <cynthia_shaw@ci.richmond.ca.us>

Cc: Fred Tran <Fred_tran@ci.richmond.ca.us>; Nicolas Traylor <nicolas_traylor@ci.richmond.ca.us>

Subject: Re: Rent Relief Community Partner Compensation

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Hi Nicolas and Cynthia.

Thanks for getting back to me on this.

Our bookkeeper Lauren will send the 10k funds through [bill.com](https://www.bill.com), so the point of contact should be notified by email.

Just to be sure, Cynthia is the point of contact and Attn: Nicolas Traylor in the memo?

Best Regards,

Jessica

On Fri, May 20, 2022 at 10:05 AM Cynthia Shaw <cynthia_shaw@ci.richmond.ca.us> wrote:

Good Morning Jessica,

Thanks again for coordinating all of this. Nicolas is correct. You can move forward and send the check, and once received, we will move forward with the process for approval to receive the funds at our next Regular Rent Board Meeting. It may take a few weeks to process after the approval since all our revenue goes through our Finance Department. You can make the check payable to the City of Richmond Rent Program, [440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804](#). Could you please let me know when you are ready to send it so that we can look out for it? Please address to Nicolas Traylor's attention. Feel free to reach out to me if you have additional questions or concerns at the number below.

Thanks,

Cynthia Shaw

Assistant Administrative Analyst

Assistant to Executive Director | Coordinator for Hearings Unit & Legal Unit | Rent Board Clerk

City of Richmond Rent Program

[440 Civic Center Plaza, Suite 200, Richmond, CA 94804](#)

Direct Phone: (510) 620-5552 | Main Phone: (510) 234-RENT (7368)

Fax: 510-307-8149 | Website: www.richmondrent.org
Email: cynthia_shaw@ci.richmond.ca.us

The Rent Program is now on [Facebook](#) and [Instagram](#) - follow us to stay in touch!

To learn more about our upcoming Workshops and for up to date information

about the Richmond Rent Program, sign up for our email listserv: [Sign Up Here!](#)

From: Nicolas Traylor <nicolas_traylor@ci.richmond.ca.us>
Sent: Friday, May 20, 2022 9:33 AM
To: jessica@edfundwest.org
Cc: Cynthia Shaw <cynthia_shaw@ci.richmond.ca.us>
Subject: RE: Rent Relief Community Partner Compensation

Hi Jessica,

Thank you for contacting me about this! Am I correct to say that we would receive \$10K? I'm connecting you with Cynthia Shaw, our Administrative Analyst who can take it from here. We will likely need to go to the Board for their formal approval to accept the funds. However, we can still receive the check, we just wouldn't deposit it until the five-member Rent Board authorizes its deposit/acceptance. Cynthia will reach out to you soon regarding the process. Thank you again and hope you have a great weekend. Thanks,

Respectfully,

Nicolas Traylor- Executive Director

Richmond Rent Program

510-620-6564

From: jessica travenia <jessica@edfundwest.org>
Sent: Friday, May 20, 2022 8:56 AM
To: Nicolas Traylor <nicolas_traylor@ci.richmond.ca.us>
Subject: Re: Rent Relief Community Partner Compensation

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Hi Nicolas,

let me know if this is the proper contact information, or if there is someone else to connect with on this matter.

Richmond Rent Program
Nicolas Traylor, Executive Director
nicolas_traylor@ci.richmond.ca.us
510-620-6564

Thanks!

jessica

Jessica Travenia she/her |Program Officer| Richmond Rapid Response Fund;

(R3F) | jessica@edfundwest.org

West Contra Costa Public Education Fund

[1400 Marina Way South, Richmond CA, 94804](#)

510.233.1464 ext.107 | www.edfundwest.org

The Richmond Rapid Response Fund is a fiscally sponsored project of the West Contra Costa Public Education Fund.

On Thu, May 19, 2022 at 11:20 AM jessica travenia <jessica@edfundwest.org> wrote:

Greeting Nic,

I just wanted to check in and see who the point of contact should be from the Richmond Rent Program in order to process a payment- where the wire should be addressed to and follow up on the protocols necessary to get that in motion.

Best Regards,

jessica

Jessica Travenia she/her |Program Officer| Richmond Rapid Response Fund;

(R3F) | jessica@edfundwest.org

West Contra Costa Public Education Fund

[1400 Marina Way South, Richmond CA, 94804](#)

510.233.1464 ext.107 | www.edfundwest.org

The Richmond Rapid Response Fund is a fiscally sponsored project of the West Contra Costa Public Education Fund.

--

Jessica Travenia she/her |Program Officer| Richmond Rapid Response Fund;

(R3F) | jessica@edfundwest.org

West Contra Costa Public Education Fund

[1400 Marina Way South, Richmond CA, 94804](#)

510.233.1464 ext.107 | www.edfundwest.org

The Richmond Rapid Response Fund is a fiscally sponsored project of the West Contra Costa Public Education Fund.

--

Jessica Travenia she/her |Director| Richmond Rapid Response Fund;
(R3F) | jessica@edfundwest.org
West Contra Costa Public Education Fund
1400 Marina Way South, Richmond CA, 94804
510.233.1464 ext.107 | www.edfundwest.org

Schedule a meeting with me!
<https://zcal.co/jessicatravenia>

The Richmond Rapid Response Fund is a fiscally sponsored project of the West Contra Costa Public Education Fund.

This page intentionally left blank

Remittance Info: Inv #Rent Relief Partners
West Contra Costa Public Education Fund
1400 Marina Way S
Richmond, CA 94804
5102331464

JPMorgan Chase Bank, N.A.
Verify: 888-237-9615
90-7162/3222

ITEM H-1
ATTACHMENT 2

7/5/2022

PAY TO THE ORDER OF CITY OF RICHMOND RENT PROGRAM

\$ 10000.00

Ten Thousand and 00/100

DOLLARS

VOID AFTER 90 DAYS



3_9291
CITY OF RICHMOND RENT PROGRAM
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804

John Rottig

MP



From: West Contra Costa Public Education Fund
Pay To: CITY OF RICHMOND RENT PROGRAM

Date: 7/5/2022
Check #: 64080362

Invoice #	Bill Amount	Payment Amount
Rent Relief Partners	\$10,000.00	\$10,000.00
Total		\$10,000.00

**Get paid
2x faster!**

Receive your next payment in your bank account electronically.

- ✓ Track your payments every step of the way
- ✓ Join millions using Bill.com to pay and get paid online

Go to bill.com/epay and enter the code below to get started:

anq01jr5

JobID D6i0CU, PieceID 009291, Page 01 of 01, Feed Inserts 00000000, File Page 9791 of 12297



This page intentionally left blank



RENT RELIEF





ABOUT R3F

- R3F is engaged in advocacy for policies and investments that ensure livable wage, universal basic income, closing racial wealth gap, and just transitions
- Supports community providers, non-profits, and cultural spaces essential to the health and vibrancy of our community
- Focuses on systems change and support of the local economy

R3F advocates for Rent Relief beyond the pandemic. Many emergency and recovery efforts have assumed that the impact of our pandemic is over, but we know that there have been housing disparities in our communities long before the pandemic and the problems have only worsened.



RENT RELIEF PROGRAM

- Provides grant assistance to Richmond residents at risk of eviction due to the COVID-19 pandemic
- Help Richmond residents facing an emergency financial situation afford their housing costs, preventing homelessness and displacement
- Works with communities of color and other marginalized groups being disproportionately impacted by the pandemic
- Provide grants up to \$5,000 to Richmond households
 - Stabilize at least 500 households and prevent families from losing their homes as a result of COVID-19





HOW IT STARTED

In response to the current pandemic, the City of Richmond partnered with community organizations to establish a **Richmond Rapid Response Fund (R3F)** to assist Richmond residents with essential needs related to health, housing, education, economic recovery, healing, and social services

As part of the R3F, a **Rent Assistance and Homelessness Prevention Fund** has been established to provide support for Richmond renters. This fund is intended to provide **emergency financial assistance** to help with rent payments to keep Richmond residents housed during this critical time.

- **Over 862 families** were served with direct cash grants, while **77 families** were assisted with rent relief
- R3F has provided **\$431,000 in direct disbursements** and **\$385,000 in rental relief payments**

NEXT STEPS



With statewide support, we redirected towards referrals and now with newly raised funds are beginning our second round of rent relief disbursements

IMPORTANCE OF RENT ASSISTANCE

- Richmond renters are among the most vulnerable to eviction, increasing the likelihood of exposure to COVID-19
- Richmond landlords, a high percentage of whom are “mom and pop” owners, are facing financial ruin if their tenants cannot pay rent.
- Richmond renters and landlords need an effective tool for stabilizing housing and reducing evictions and displacement related to COVID-19.
- Existing rental assistance programs are insufficient to meet the anticipated COVID-19 wave.
- Income has not kept pace with housing costs – in Richmond, income has risen by 9% while housing costs have risen by 14%.

THE

- **NEED** The poverty rate in Richmond has risen to 13.8% of the population.
- Richmond’s unemployment rate has risen from 3.3% pre-COVID-19 to 17%.
- Of the 4,211 eviction notices filed in Richmond in 2019, 96% were for the inability to pay rent.
- We have to prepare before the rent/eviction ordinances expire.



PAST ACCOMPLISHMENTS

ACHIEVED BY THE RENT BOARD*

**ITEM H-1
ATTACHMENT 3**
*The Rent Board was established by the **Richmond Rent Ordinance** -- to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants

- Renters received financial counseling and information about their rights
- Renters who complete additional financial literacy classes were eligible for additional supports

- Over **\$142,644 dollars in late fees were waived** since the inception of the Rent Program
- **During the pandemic, \$116,962 of late fees were waived** including situations where the landlord was facing financial hardship because their tenants were not paying rent

- Coalition engages over **90 cross-sector stakeholders**, including community partners, non-profits, and the City of Richmond
- **Raised and disbursed over \$150,000 dollars** to Richmond landlords and tenants



PROGRAM GOALS



1

- Establish a sustainable program that can help keep Richmond Home (an anti-displacement and eviction intervention initiative similar to Keep Oakland Housed)

2

- Continue to provide additional financial and asset-building services to help residents create their own financial safety nets and stabilize their housing

3

- Raise \$5 million in rent assistance funds and support 1,000 Richmond households with rent assistance grants of up to \$5,000 per household (or 3 months rent, whichever is less)



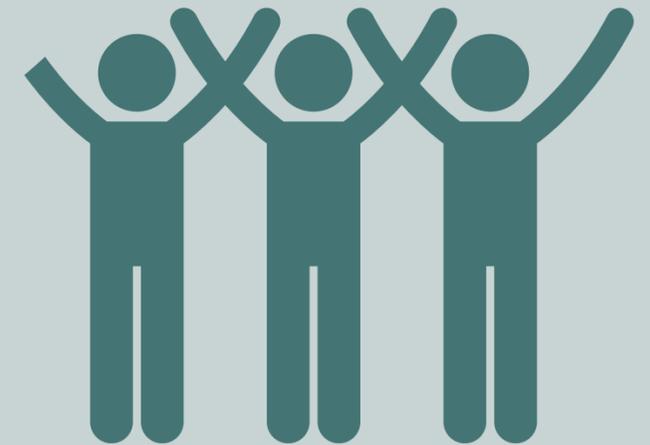
PROGRAM GOALS

4

- Currently have **300K of ARPA funds from the City of Richmond** and hope to leverage private funding or other sources from state or county dollars

5

- We are fundraising jointly to mobilize more resources to residents here in the city of Richmond and to support administrative costs to partners for leading this work



HOW TO DONATE

R3F is seeking to raise \$5 million to assist Richmond residents. Join us in helping keep Richmond residents housed!

R3F has offered:

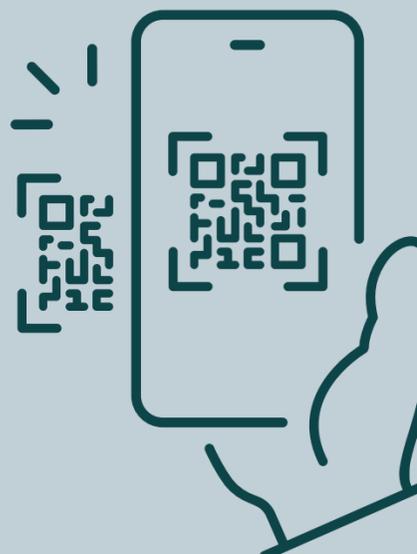
- Rental support for those at risk of eviction
- Support with back rent and deposits
- Counseling to confirm that rent relief is sustainable

For more information on R3F contact our Director:

Jessica Travenia

Jessica@edfundwest.org

1400 Marina Way South, Richmond, CA, 94804



HOW TO APPLY

- Open the application and make a copy
- Fill out the application and gather your required documents
- Submit application and documents to:

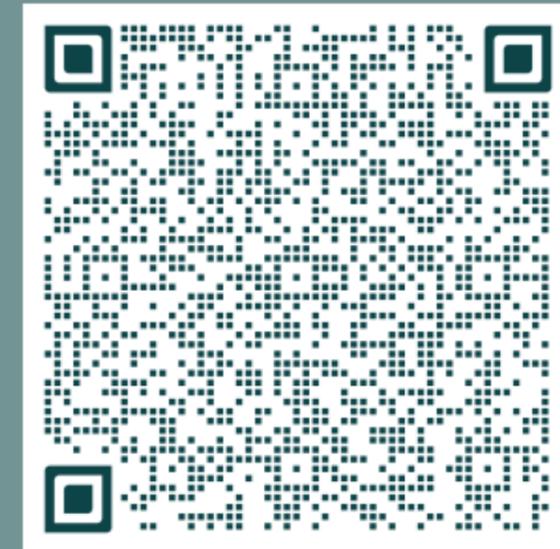
CHDC:

kvizinau@communityhdc.org - Katrina Vizinau, Sr. Housing Counselor
510-221-2527

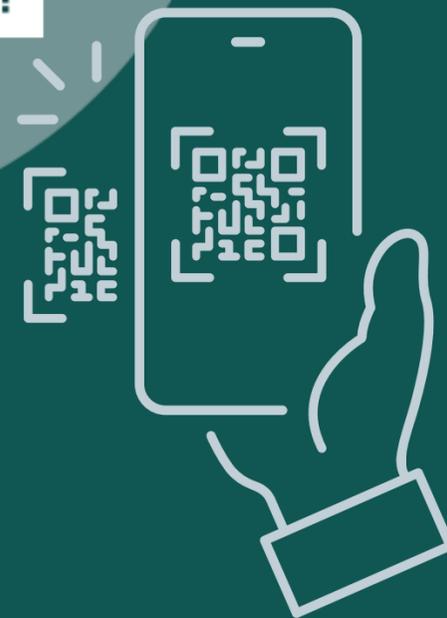
RNHS:

cymone@eastbaynhs.org or contact Cymone Goree, Property Manager
510-237-6459 x1602

Sparkpoint Contra Costa: bgeishirtcantrell@richmondcf.org
Betty Geishirt Cantrell, Senior Director
510-779-3202



SCAN ME



RENT ASSISTANCE PARTNERS

- City of Richmond Community Development Department
- Community Housing Development Corporation
- Richmond Neighborhood Housing Services
- Richmond Rent Program
- Richmond Community Foundation (RCF Connects)
- SparkPoint Contra Costa



PARTNER CONTACT INFORMATION



Nikki Beasley, Richmond Neighborhood Housing Services:

nikkibeasley@eastbaynhs.org | (510) 237-6459 x 1605

Betty Geishirt-Cantrell, SparkPoint Contra Costa:
BGeishirtCantrell@richmondcf.org | (925) 261-6115

Katrina Vizinou, CHDC:

kvizinou@communityhdc.org | (510) 221-2527

Jim Becker, RCF Connects:

jbecker@richmondcf.org | (510) 234-1200 x 303

For general questions about the Rent Assistance Program, contact
Mónica Bejarano, City of Richmond Rent Program,
Monica_Bejarano@ci.richmond.ca.us or (510) 510-234-RENT (7368)

This page intentionally left blank