



INSTITUTE FOR YOUTH,
EDUCATION, AND FAMILIES

Cities Addressing Fines and Fees Equitably (CAFFE)

Project Agreement

City of Saint Paul

The National League of Cities (NLC) Institute for Youth, Education, and Families (YEF Institute) is pleased to select the City of Saint Paul as a part of a new initiative, *Cities Addressing Fines and Fees Equitably (CAFFE)*. Through this 14-month technical assistance and grant project, NLC will work closely with each city to assess the city's use of local fines and fees and develop collections strategies that incorporate financial empowerment interventions.

By participating in this project, the City of Saint Paul will receive support from NLC to:

- Assess the fines and fees structures within at least one municipal collections entity;
- Learn new ways to reduce inequities in how fines and fees are imposed and, where possible, remedy unfair statutory requirements and collections practices; and
- Make program or policy changes that lead to a new collections model for the city, connecting residents in debt with services that improve their financial health.

The initiative, supported by JPMorgan Chase and Co., will help cities implement innovative financial empowerment approaches that assist residents who are in debt to cities as a result of municipal fines and fees. We will draw upon lessons from NLC's LIFT-UP program, which demonstrated that cities can reduce residents' water utility debt with the aid of one-on-one financial counseling services.

As part of the CAFFE initiative, the YEF Institute agrees to provide technical assistance to project cities through regularly scheduled phone calls with each city team, conference calls and webinars with all participating cities, two all-city convenings designed to facilitate peer learning, and one site visit to each project city on an as-needed basis.

The CAFFE initiative also includes an opportunity for participating cities to apply for grant funding ranging from \$30,000 to \$40,000. Additional information and grant application requirements will be distributed at a later date.

By signing this document acknowledging your city has been selected for the CAFFE initiative, the city (or designated city team lead) agrees to participate in the following activities over the course of the next fourteen months:

- Select a team lead within the city government that will act as a primary contact with NLC;

- Develop a broader local project team, which may include both city representatives and community partners, to carry out the city’s goals and participate in the project’s technical assistance activities;
- Actively participate in monthly all-city calls or webinars focused on program design and implementation and sharing of best practices;
- Keep NLC project staff apprised of progress, including setbacks or unexpected challenges, throughout the project period;
- Participate in two project convenings, including a cross-site meeting in July 2019 and an early 2020 convening;
- Work with NLC staff to coordinate a site visit during the project time period that will offer on-site guidance and leverage local support;
- Work with NLC staff to identify a data collection plan to assess the impact of the project on residents;
- Recognize NLC and its funder, JPMorgan Chase and Co., in local media outreach materials related to the CAFFE project through use of logos or other formal acknowledgement;
- Agree to refrain from making any public announcements about the project until NLC disseminates its press release on **April 9**;
- Provide a short progress update at the midpoint of project implementation (November 2019); and
- Submit a final report on progress, outcomes, lessons learned, and how funds were spent to NLC by June 2020 (NLC will provide a short template for reporting).

The CAFFE initiative runs from April 2019 through June 2020 and includes the following key dates and activities:

Project Timeline	Estimated Dates
Cities informed of CAFFE selection	March 28, 2019
NLC/City announcements of CAFFE city selections	April 9, 2019
Orientation webinar	April 10, 2019
Ongoing technical assistance and site visits	April 2019 – June 2020
Initiate NLC grant application process	May 2019
Cross-Site Convening (<i>San Francisco, CA</i>)	July 16-18, 2019
City progress summaries due to NLC	November 2019
Cross-Site Convening (<i>Washington, DC</i>) *	April 2020
Grant reports due from cities to NLC	May 2020
Project Ends	June 2020
*Date and location tentative	

Please note that NLC will host an **orientation conference call** for participating cities on **April 10, 2019 from 3:00 to 4:00 p.m. Eastern Daylight Time**. Further information about this call will be sent to city teams by email shortly.

We look forward to working with the City of Saint Paul to make the CAFFE initiative a success for project cities and their residents!

Please sign below and email a fully executed version of this document as a .pdf file to Courtney Coffin at coffin@nlc.org by April 8.

Signature: Jaime Rae Sanchez
for Mayor, City of Saint Paul

Date: 4/5/19

Signature: [Signature]
Director - OES, City of Saint Paul

Date: 4/5/19

As to form:

Signature: [Signature]
Assistant City Attorney

Date: 4-5-19