



**AMENDMENT TO AGREEMENT BETWEEN
THE CITIES FOR FINANCIAL EMPOWERMENT FUND and
THE CITY OF SAN JOSÉ**

This Grant Amendment (the “Amendment”), dated as of April 13, 2022 (the “Amendment Effective Date”), is by and between the **Cities for Financial Empowerment Fund** (the “CFE Fund”) and the **City of San José, a municipal corporation** (the “Grantee”), and reflects that the CFE Fund is providing additional grant funding and an extension of the **Summer Jobs Connect Grant Agreement** (the “Agreement”). The Agreement, with the Effective Date of April 1, 2021, between the Parties is hereby amended in the following respects:

1. The section titled “1. Grant” shall be amended to instead read as follows and the title of the section shall be changed to read “1. Grants”:

“The CFE Fund pledges and agrees to provide the Grantee a Grant covering their 2021 Summer Youth Employment Program (“2021 SYEP Grant”) in the form of cash or cash equivalents in an amount not to exceed \$25,000 (TWENTY-FIVE THOUSAND DOLLARS), as laid out in the Grant Payout Schedule in Section 5(c).

The CFE Fund pledges and agrees to provide the Grantee a Grant their 2022 Summer Youth Employment Program (“2022 SYEP Grant”) in the amount not to exceed \$30,000 (THIRTY THOUSAND DOLLARS), as laid out in the 2022 SYEP Grant Payout Schedule in Section 5(d).

The 2021 SYEP Grant and 2022 SYEP Grants, may be collectively referred to as the “Grants”.

2. All references in the grant agreement to “Grant” shall be replaced with “Grants” to reflect that the CFE Fund has awarded the City of San José a 2021 SYEP Grant and a 2022 SYEP Grant.
3. The section titled “3. Term”, subsection “(a)” is amended to instead state:

“ (a) The Grant Term will begin as of the Effective Date and end on April 30, 2023. Any funds not used by the end of the Grant Term toward the purposes of this Grant will be returned to the CFE Fund within thirty (30) days after the end of the Grant term unless otherwise agreed upon by both parties in writing in advance.”

All other provisions of Section 3 will remain unchanged.

4. In the section titled “5. Term”, the following shall be appended after subsection (c):
- “ (d) 2022 SYEP Grant Payout Schedule: The 2022 SYEP Grant will be split into two payments.
- (i) Initial 90% of funds for payment to the Grantee (\$27,000) will be available upon execution of this Amendment.
- (ii) Final 10% of funds to the Grantee (\$3,000) will be paid upon receipt of final report and documentation of spending of at least initial 90% of grant already disbursed, along with plan for spending remainder of grant funds within two months, if not already spent. Grantee will be required to provide a final accounting when all funds have been spent. Any unused Grant funds will be returned to the CFE Fund.”

All other provisions of Section 5 will remain unchanged.

5. In Exhibit A (“Scope of Work”), Exhibit A1 shall be appended.

All other provisions of Exhibit A will remain unchanged.

6. In Exhibit B (“Banking Access and Financial Empowerment”), Exhibit B1 shall be appended.

All other provisions of Exhibit B will remain unchanged.

7. In Exhibit C (“Grantee Budget”), Exhibit C1 shall be appended.

All other provisions of Exhibit C will remain unchanged.

8. In Exhibit D (“Reporting”), Exhibit D1 shall be appended.

All other terms and conditions of the Agreement that are not hereby amended are to remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF the parties hereto have caused this Amendment to be duly executed as of the date first above written.

CITIES FOR FINANCIAL EMPOWERMENT
FUND, INC.

By: J.M.Z.
Name: Jonathan Mintz
Title: President and Chief Executive Officer
Date: 07/14/2022

APPROVED AS TO FORM:

CITY OF SAN JOSÉ

 Arlene Silva
Email: arlene.silva@sanjoseca.gov

Arlene Silva
Deputy City Attorney

By: Sarah Zarate
Email: sarah.zarate@sanjoseca.gov
Name: Sarah Zarate
Title: Director
Date: Jul 7.2022

2022 SYEP Grant – Scope of Work

1. Banking Access and Financial Empowerment Programming

The CFE Fund will provide the City of San Jose with \$30,000 of funding to embed a comprehensive banking access integration and financial empowerment programming within the San Jose Works program.

The Grantee will provide banking access and financial empowerment programming within the San Jose Works program by completing the tasks set forth in Exhibit B – Banking Access and Financial Empowerment. The Grantee will regularly update the CFE Fund about proposed changes to the program structure and will additionally document program design in the interim and final reports.

The Grantee will provide San Jose Works participants with access to bank and credit union accounts that meet the Summer Jobs Connect Youth Account (Exhibit E – “Summer Jobs Connect Youth Account Priorities: Sole Ownership Accounts for Minors”). The Grantee will work with financial institution partners to help San Jose Works participants open safe and affordable bank accounts during program onboarding and orientation.

The Grantee will provide San Jose Works participants with the ability to receive summer paychecks and stipends through direct deposit, and help youth navigate the direct deposit registration process.

The Grantee will develop a sustainable banking access plan that is built into its Summer Youth Employment Programs for future program years. This plan will examine ways to continue the financial empowerment activities cultivated through the Summer Jobs Connect program.

2. Evaluation

The Grantee must identify, track, and report on financial empowerment programming funded by the CFE Fund. The Grantee and its vendors will also document progress towards the outcomes as structured in Exhibit D – Reporting

3. Learning Community

The CFE Fund will host a meeting in the fall of 2022 that the Grantee is required to attend. The setting of this meeting will be determined by public health guidance (i.e., in-person or remote). Select partners, including the Grantee, may be invited to join as an expert to share best practices. Additionally, the CFE Fund strongly encourages attendance at learning community events to facilitate sharing of program ideas.

The Grantee will respond to requests from CFE Fund to share best practices with other program grantees. The CFE Fund reserves the right to hold monthly, one-on-one check-in calls with the Grantee.

4. Media and Public Relations

The Grantee will document the success of the program, focusing on financial empowerment achievements, throughout the year to communicate the progress and impact of SJC. To do so, the CFE Fund will compile data and stories from all cities participating in the Summer Jobs Connect program. To prepare for both planned and ad hoc communication opportunities, the Grantee will be expected to prepare and provide content to the CFE Fund that includes, but is not limited to:

A. Social media campaign: The CFE Fund will execute the national SJC Social Media campaign throughout Summer 2022. The CFE Fund will provide partners with custom social media kits, a social media strategy guide, and flyers with each weekly prompt for the campaign. Partner participation in the campaign includes but is not limited to:

- *City Partner Engagement in SJC Social Media Outreach:* Cities and program partners will be asked to post content; to tweet regularly, and if partners also have Instagram, they can use that channel as well. The CFE Fund will provide a social media calendar with sample tweets, but partners should also be prepared to create and post original content. All posts should use the #SummerJobsConnect hashtag.
- *SJC Participant Engagement in National SJC Social Media Campaign:* Throughout the summer, the CFE Fund will run weekly prompts, including incentivized contests, where youth will be rewarded for sharing what SJC success has meant to them over Twitter and Instagram. City partners are responsible for disseminating CFE Fund information about these contests and regularly encouraging participation in contests; city partners should also ensure that participants understand contests guidelines and requirements. City partners may choose to identify a cohort of Ambassadors who are encouraged to share social media content regularly, both for CFE Fund contests and independently.

B. Communications and Press: The Grantee is expected to participate in and include the CFE Fund and Citi Foundation in all relevant communications and marketing opportunities, including but not limited to press releases, grant announcements, social media posts, launch events, or other program related events where press will be present and/or program funders will be recognized.

- **Logos and Collateral Material:** Please add the CFE Fund and Citi Foundation logos liberally to materials – mockups or drafts of logo usage should be sent to Katie Plat (kplat@cfefund.org) for approval. **PLEASE NOTE that the Citi Foundation requires that any grant recipient using Citi’s logo on any collateral, including websites, will complete a Logo Consent Form, which will be provided by the CFE Fund.**

2022 SYEP Grant – Banking Access and Financial Empowerment

The Grantee has proposed the following banking access and financial empowerment programming for their 2022 Summer Youth Employment Program. The Grantee will use this proposal to guide their implementation efforts:

I. Financial Education

Recruitment & Application:

As part of our application packet, we always include a one-pager on the benefits of banking which is provided to us by our local partner bank (Excite credit Union). We also include any other material that will help explain the saving/checking's program with ECU. This year, we hope to have someone from ECU present during our application collection dates and I-9 verification.

During our initial application process, students are required to answer a form that poses the question if they have a banking institution, and if so, which one. We also include a direct deposit form as having a bank account is a requirement for participation. We also disclose that if any youth does not have a banking institution, that we will provide one for them with Excite Credit union. Since we will be collecting application packets in person and checking for I-9, identifying those students with no banking accounts will be fairly simple and can have a conversation with them about the benefits of opening one. And if we can get an ECU representative on these dates, students will possibly have the opportunity to open an account during these sessions.

Enrollment & Orientation:

Our program has multiple opportunities of how we instill financial education and the benefits. This year, we will have the opportunity to start educating and holding conversations with students as early as during our collection of application and I-9 verification sessions. We also continue the discussion of benefits of banking during our mandatory training sessions and during their work experience. We will be utilizing Bank of America, MyPath curriculum, and new implementations created by our program ambassadors.

Our program continuously shares and promotes any information we receive and have about banking opportunities throughout the program and even after its end date. For example, last year we shared with student's virtual workshops that our credit union partners were hosting for the youth and parents on student and car loans by sharing their flyer and offering extra hours for attending.

During training week, every student is required to come up with a savings goal as it is part of the first day of training. During the program, we check in with students to see how their budget

expense tracking sheet is going. We also offer a \$100 target gift card to the top 2 “savers”. We currently are revisiting a conversation with our partners at ECU if we can match the top 5 savers or possibly, all students who put money aside into their savings.

Direct deposit is a requirement for participation in the program.

Ongoing Training:

Financial education will and is always infused before, during, and after every participant internship experience. In the beginning, we start with intro to financial literacy, during the program, job coaches meet with their students and follow up on their savings and expense budget plan, provide supplementary workshops with guest speakers from financial institutions, and after, we continue providing them with any flyers or workshops hosted by our communities' financial institutions. We have also implemented financial education in our entrepreneurship curriculum and during our mentoring sessions.


II. Account Opening & Direct Deposit Registration

This year, we will continue to work with Excite Credit Union, Bank of America, and US Bank.

Accounts will be opened before the first pay day. This could be through the online application provided by ECU or if we have them in person during our application and I-9 verification sessions, they can do it there and then.

Navigating through direct deposit is part of our onboarding process and training. We have created videos that explains what direct deposit is, how to read and look for the information needed, and how to provide & enter your direct deposit information. The program manager is also responsible for entering any new accounts opened during the program and enters direct deposit information on behalf of student.

2022 SYEP Grant – Grantee Budget

	SUMMER JOBS CONNECT	
	<i>***please complete all sections highlighted in yellow**</i>	
City Name:	San Jose	
Budget Year	2022	
	Total Budget	
Financial Empowerment Innovation Fund Proposal		
Financial Literacy Peer Mentoring (10 studnets)	\$14,000	
Staff salaries & time on finacial literacy workshops	\$9,000	
San Jose Works Youth Ambassador (2 student)	\$4,000	
Website and learning platforms	\$3,000	
Total Innovation Fund Proposal	\$30,000.00	

2022 SYEP Grant – Reporting

Grant Reports

The Grantee will complete two grant reports to track progress towards grant objectives and understand financial empowerment accomplishments, challenges, and lessons learned. The interim report is due on August 19, 2022, and the final report is due on October 20, 2022.

The Grantee is responsible for submitting progress reports using the CFE Fund’s online grant portal which can be accessed through the web link below:

<https://www.grantinterface.com/Home/Logon?urlkey=CitiesFE>

Financial Reporting

The CFE Fund will require financial documentation in both the interim and final grant reports that demonstrate expenses paid through this grant. Expenses must correspond with the Grantee Budget in Exhibit C.

Qualitative Reporting

The CFE will require a program narrative in both the interim and final grant reports. The narrative will address performance, operations, partnerships, and client stories.

Quantitative Reporting

The Grantee will track and report the following outcomes for all youth enrolled in the San Jose Works program:

Summer Jobs Connect Outcomes		2022 Actual	Estimated pre-SJC totals*
Program model	How many youth participated in SYEP throughout the city?		
	How many youth were served by the SYEP your agency oversees/manages?		
Financial Education	How many youth were taught about the benefits of banking?		
	How many youth received follow-up financial education on how to efficiently use a bank account, budgeting, and/or savings?		
Account opening	How many youth did the city determine banking status for? <i>(Whether participants had an account prior to programming)</i>		
	How many youth identified as unbanked at the beginning of the program?		
	How many youth had the opportunity to open an bank or credit union account through the program?		
Direct Deposit	How many youth had the opportunity to direct deposit their SYEP paychecks into a bank/credit union account?		
	How many youth actually received their pay via direct deposit?		
	How many youth chose to split their SYEP paychecks into a savings and transactional (checking) account?		