

Project Sentinel

FY 2017-18 Scope of Work

Pre-Hearing Settlement Conference Facilitators

Mountain View Community Stabilization and Fair Rent Act (“CSFRA”)

Project Sentinel, a nonprofit organization, has experience with securing and deploying facilitators in several programs, and has the capacity to provide facilitators on an as-needed basis for the petition process under the CSFRA. The Scope of Services of Facilitators is as follows:

Pre-Hearing Settlement Conference Facilitators Qualifications and Experience

1. Juris Doctor or Equivalent Degree.
2. Active or Inactive Membership in the California State Bar in Good Standing or Other State Bar.
3. Trained mediator with extensive experience mediating Landlord-Tenant disputes.
4. Completed a CSFRA Training and Orientation Program for the Prehearing Settlement Conference on the CSFRA and related regulations presented by the City of Mountain View.
5. Not Currently a Member of a Tenant or Landlord Advocacy Group or Trade Organization. This assures that Hearing Officers will have a neutral orientation toward the two populations subject to the CSFRA.

Prehearing Settlement Conference Facilitator Services

A Facilitator shall preside over each Pre-Hearing Settlement Conference in accordance with Chapter 4 of the CSFRA Regulations, summarized as follows:

1. Prior to a hearing regarding a Petition for an Individual Rent Adjustment, a voluntary prehearing settlement conference may be scheduled with a Settlement Conference Facilitator.
2. The purpose of the settlement conference is to provide an expeditious mechanism for the parties to resolve their differences informally, with the assistance of a skilled intermediary.
3. No record shall be made of any act, statement, or occurrence during the prehearing settlement conference.

4. Any settlement agreement entered into through the prehearing settlement conference will be a private record not subject to public disclosure.
5. If the parties fail to reach an agreement on any issue underlying a Petition for Individual Rent Adjustment, the unresolved underlying issue(s) will be set for hearing.

Compensation:

Facilitators will be compensated \$400 per Pre-Hearing Settlement Conference held.