

2020 Budget Revision and Carry-Over Requests										
As prepared for the November 13, 2020 Eligibility & Budget Review and Legal Services Trust Fund Commission Meetings										
No.	Organization Name	Date Submitted	Grant	2020 Grant Amount ¹	Budget Revision Total	Budget Revision %	Carry-Over Amount	Carry-Over %	Staff Recommendation or Action	Form D grantee explanations for material budget deviations and/or carry-over request
1	Advancing Justice - Asian Law Caucus	11/2/2020	IOLTA	\$ 551,870	N/A	N/A	\$ 176,871	32%	Approve	All positions' personnel were budgeted to have a certain percentage increase in the year, but timing wise, there's a delay on making the increase due to Union negotiations are still in progress. Salary increase will more likely happen in 2021. Workers Right Community Advocate and Yuri Kochiyama Fellow positions in the budget haven't been hired yet. Still in the process of hiring. Planning to be hired in 2021.
2	Bay Area Legal Aid	10/30/2020	IOLTA	\$ 867,030	N/A	N/A	\$ 273,076	32%	Approve	Bay Area Legal Aid requests permission to carry over 31.5% of its 2020 IOLTA funding into 2021. Doing so will help us smooth out two consecutive years of sharp IOLTA funding fluctuation, from a major increase in 2020 to a deep cut in 2021. While BayLegal was fortunate that emergency funding received in 2020 allowed us to rely a little less on IOLTA support this year, some other funders have advised us to expect reductions in 2021. By spreading expenditure of the 2020 IOLTA funds over a longer period, we aim to sustain financial stability during this period of uncertainty and prevent significant changes in client services.
3	California Rural Legal Assistance, Inc.	10/31/2020	IOLTA	\$ 3,672,960	\$ -	N/A	\$ 1,261,157	34%	Approve	<p>CRLA's program service objective is to ensure the organization is poised to provide quality civil legal services to rural Californians in regions we serve without interruption or workforce contraction. Workforce contraction, whether abrupt of via a "soft landing," directly impacts client service so preserving funding for 2021 will hopefully enable us to provide greater continuity of assistance in our service areas. As the COVID-19 pandemic effected the world and therefore, our regional areas, we determined this pandemic's program service objective is to ensure the organization is poised to provide quality civil legal services to rural Californians in regions we serve without interruption or workforce contraction. Workforce contraction, whether abrupt of via a "soft landing," directly impacts client service so preserving funding for 2021 will hopefully enable us to provide greater continuity of assistance in our service areas. As the COVID-19 pandemic effected the world and therefore, our regional areas, we determined this pandemic would create long-term effects to our client communities. In addition, we were receiving communications from the State Bar of California, initially, regarding immediate grant award reductions, however, this shifted to allowing carryover funding from IOLTA and EAF to be spent over the whole 2021 year. This was when CRLA strategically made the shift to carryover higher levels of funding to stay in the long-term fight to serve our client communities around civil legal service matters without contraction, at least for 2021. There is a reason to expect that service demand will only increase in 2021 per trends since March 2020. Housing intakes alone increased by 50% in the last 6 months or so even though there are still eviction and foreclosure protections in place. It would be frankly, unconscionable of us to not preserve funds for 2021 when our client communities need us the most. Therefore, we project to carryover, \$1.261M, which is 34.34% of the total grant award for IOLTA in 2020.</p> <p>Of this percentage, 15.8% is related to \$579,910 in administration, which was approved by the commission to allow CRLA to reduce its loan payable related to the Oakland location. Due to the low interest rate markets and analysts expecting a 2-3-year economic trough related to the COVID-19 pandemic and revenue uncertainties in 2021, we would humbly request to carry these funds forward to hedge against 2 scenarios:</p> <p>1.Should revenue normalize we can paydown the principal on the loan payable for Oakland in 2021.</p> <p>2.Should our revenue streams reduce we can request from the State Bar of California to reallocate from administration to direct programming this funding to avoid any possible workforce contraction.</p> <p>The remaining 18.54% is comprised of 3% or \$110,390 of administrative (personnel) funding in proportion of the 15.54% or \$570,858 we are requesting to carryover in support of direct program services to our client communities, which account for supporting \$406,935 in personnel and \$163,923 in non-personnel costs. We thank you for your leadership to allow your grantees to make the determination of how much they needed to carry over into 2021. Our above request represents that need and we thank you for your time and consideration to allow us to stay fully committed to serving our client communities in rural California.emic would create long-term effects to our client communities. In addition, we were receiving communications from the State Bar of California, initially, regarding immediate grant award reductions, however, this shifted to allowing carryover funding from IOLTA and EAF to be spent over the whole 2021 year. This was when CRLA strategically made the shift to carryover higher levels of funding to stay in the long-term fight to serve our client communities around civil legal service matters without contraction, at least for 2021. There is a reason to expect that service demand will only increase in 2021 per trends since March 2020. Housing intakes alone increased by 50% in the last 6 months or so even though there are still eviction and foreclosure protections in place. It would be frankly, unconscionable of us to not preserve funds for 2021 when our client communities need us the most.</p>
4	Central California Legal Services	11/2/2020	IOLTA	\$ 2,186,210	N/A	N/A	\$ 789,886	36%	Approve	2020 has been a difficult year for recruiting. Several key and long-time employees retired due to pandemic-related concerns, creating gaps in our spending plans. We are continuing to adjust our operations accordingly and have identified plans to correct. Additionally, Paycheck Protection funds were received and used first because of the unknown impact of COVID 19 on continued funding.
5	Central California Legal Services	11/2/2020	EAF	\$ 925,150	N/A	N/A	\$ 368,849	40%	Approve	2020 has been a difficult year for recruiting. Several key and long-time employees retired due to pandemic-related concerns, creating gaps in our spending plans. We are continuing to adjust our operations accordingly and have identified plans to correct. Additionally, Paycheck Protection funds were received and used first because of the unknown impact of COVID 19 on continued funding.
6	Child Care Law Center	11/2/2020	EAF	\$ 160,367	\$ 51,553	32%	N/A	N/A	Approve	The coronavirus pandemic caused us to to adjust expenditures and personnel time. Some of the work we had planned to do - specifically, to implement and monitor laws passed in 2019 - we deferred till next year. Also, several foundation supporters stepped up during the crisis to offer more support, to help CCLC meet legal needs during the pandemic. We received funds from Trio Foundation and Heising-Simons Foundation, unsolicited. We also applied for and received a PPP loan, to account for future funding uncertainties.

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7	Child Care Law Center	11/2/2020	IOLTA	\$ 378,962	\$ 96,809	26%	\$ 126,610	33%	Approve	<p>We appreciate the decision of the Legal Services Trust Fund to allow programs to carryover more than the usual amounts into the 2021 grant year. The coronavirus pandemic caused us to to adjust expenditures and personnel time. Some of the work we had planned to do - specifically, to implement and monitor laws passed in 2019 - we deferred till 2021. Also, several foundation supporters stepped up during the crisis to offer more support, to help CCLC meet legal needs during the pandemic. We received funds from Trio Foundation and Heising-Simons Foundation, unsolicited. We also applied for and received a PPP loan, to account for future funding uncertainties.</p> <p>The coronavirus pandemic caused us to to adjust expenditures and personnel time. Some of the work we had planned to do - specifically, to implement and monitor laws passed in 2019 - we deferred till next year. Also, several foundation supporters stepped up during the crisis to offer more support, to help CCLC meet legal needs during the pandemic. We received funds from Trio Foundation and Heising-Simons Foundation, unsolicited. We also applied for and received a PPP loan, to account for future funding uncertainties.</p>
8	Community LegalAid SoCal	10/30/2020	IOLTA	\$ 1,553,020	N/A	N/A	\$ 514,400	33%	Approve	Due to the pandemics, we have received several COVID related grants from other grantors, such as LSC, Los Angeles Public Health Department. Therefore, we have resulted in under-expenditure of our 2020 IOLTA-EAF funds.
9	Community LegalAid SoCal	10/30/2020	EAF	\$ 657,200	N/A	N/A	\$ 185,600	28%	Approve	Due to the pandemics, we have received several COVID related grants from other grantors, such as LSC, Los Angeles Public Health Department. Therefore, we have resulted in under-expenditure of our 2020 IOLTA-EAF funds.
10	Dependency Advocacy Center	10/4/2020	IOLTA	\$ 192,420	N/A	N/A	\$ 111,641	58%	Defer to Committee	<p>2020 has proven to be a challenging year with significant unexpected circumstances due to the global COVID-19 pandemic. Due to these exceptional circumstances, Dependency Advocacy Center (DAC) is requesting a substantial carryover amount from 2020 to 2021.</p> <p>We were notified earlier this year that due to decreased revenue because of the pandemic, that allocations for IOLTA and EAF would be greatly reduced in 2021. That reduction would have necessitated a staff layoff for DAC. To insure a continuity of client services, DAC sought and was successful in receiving funds from the federal Paycheck Protection Program (PPP). With PPP funds, DAC is able to cover expenses related to staff salaries (in both the Personnel and Administrative sections), benefits, and space (rent). The carryover amounts for these line items total \$151,947. This amount is approximately the equivalent to reduction form DAC's IOLTA/EAF allocations from 2020 to 2021. By utilizing the PPP funds for the second half of 2020 and then being able to carryover the remainder of 2020 into 2021, DAC will be able to maintain full program services through the end of 2021 with no staff reductions and no decrease in services to clients.</p> <p>In addition to the above amounts, DAC is requesting to carryover the \$7,500 designated to Evaluation in 2020 to 2021. Due to the pandemic and disruption in services across all industries, DAC was unable to secure and implement evaluation services in 2020. However, with its longstanding connections with San Jose State University, DAC has made an agreement for an evaluation plan for 2021. The funds will help facilitate this important program evaluation for DAC. We believe that despite the pandemic persisting, the evaluation will be conducted in 2021 given that adjustments have now been made to proceed on a remote/virtual basis.</p>
11	Dependency Advocacy Center	10/4/2020	EAF	\$ 81,430	N/A	N/A	\$ 47,806	59%	Defer to Committee	<p>2020 has proven to be a challenging year with significant unexpected circumstances due to the global COVID-19 pandemic. Due to these exceptional circumstances, Dependency Advocacy Center (DAC) is requesting a substantial carryover amount from 2020 to 2021.</p> <p>We were notified earlier this year that due to decreased revenue because of the pandemic, that allocations for IOLTA and EAF would be greatly reduced in 2021. That reduction would have necessitated a staff layoff for DAC. To insure a continuity of client services, DAC sought and was successful in receiving funds from the federal Paycheck Protection Program (PPP). With PPP funds, DAC is able to cover expenses related to staff salaries (in both the Personnel and Administrative sections), benefits, and space (rent). The carryover amounts for these line items total \$151,947. This amount is approximately the equivalent to reduction form DAC's IOLTA/EAF allocations from 2020 to 2021. By utilizing the PPP funds for the second half of 2020 and then being able to carryover the remainder of 2020 into 2021, DAC will be able to maintain full program services through the end of 2021 with no staff reductions and no decrease in services to clients.</p> <p>In addition to the above amounts, DAC is requesting to carryover the \$7,500 designated to Evaluation in 2020 to 2021. Due to the pandemic and disruption in services across all industries, DAC was unable to secure and implement evaluation services in 2020. However, with its longstanding connections with San Jose State University, DAC has made an agreement for an evaluation plan for 2021. The funds will help facilitate this important program evaluation for DAC. We believe that despite the pandemic persisting, the evaluation will be conducted in 2021 given that adjustments have now been made to proceed on a remote/virtual basis.</p>

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12	Disability Rights California	10/29/2020	IOLTA	\$ 5,463,510	N/A	N/A	\$ 1,684,466	31%	Approve	<p>When Disability Rights California learned that the economic impact of the pandemic would affect future IOLTA Trust Fund and Equal Access grant funding, we took immediate steps to reduce spending and preserve funds to be used for ongoing personnel costs. We reviewed the one-time projects in the IOLTA Trust Fund budget and quickly decided to indefinitely postpone the capital project as well as some of the technology initiatives. In addition, we instituted a hiring freeze and did not move forward with new positions, which had not been filled yet, that were included in the IOLTA Trust Fund CY2020 budget. By implementing these expense reductions we will generate carryover funds to be used in CY2021 when the IOLTA and EA grants are significantly reduced. The IOLTA Trust Fund budget impact is that budget funds were shifted from non-personnel to personnel costs.</p> <p>The requests to shift funds within personnel categories is reflective of our current staffing and the staff are doing with State Bar eligible clients. Attorney vacancies have not been filled due to the upcoming reduction in funding so some budget has been shifted to Paralegals and Other Staff. Paralegals are advocates and intake staff as well as legislative staff. Other staff include legal advocacy support staff and communications unit staff.</p> <p>Disability Rights California's CY2020 approved IOLTA grant application included a number of new positions as well as a capital project and one-time technology projects. In March, when the pandemic hit, multiple projects funded by the grant were moving forward. The capital project was nearly ready for construction, an architect had finalized plans, permits were in place, and contractors were being interviewed. Technology projects were started early in the calendar year. New positions included in the IOLTA budget were in the interview stage. When Disability Rights California learned that the economic impact of the pandemic would affect future IOLTA Trust Fund and Equal Access grant funding, we took immediate steps to reduce spending and preserve funds to be used for ongoing personnel costs. We reviewed the one-time projects in the IOLTA Trust Fund budget and quickly decided to indefinitely postpone the capital project as well as some of the technology initiatives. In addition, we instituted a hiring freeze and did not move forward with new positions, which had not been filled yet, that were included in the IOLTA Trust Fund CY2020 budget. The EA grant spending has also been impacted by planned for positions that were not filled. By implementing these expense reductions we are generating carryover funds to be used in CY2021 when the IOLTA and EA grants are significantly reduced.</p>
13	Eviction Defense Collaborative	11/2/2020	IOLTA	\$ 54,160	N/A	N/A	\$ 47,480	88%	Defer to Committee	<p>EDC's IOLTA EAF LS 2020 budget provided partial funding for the hiring of a senior level Social Worker. EDC had extended an offer to an excellent candidate who ultimately relocated from New York to the Bay Area for this position. Our candidate was set to start in mid-June 2020 when Shelter in Place began in March of 2020. Due to COVID related delays in the City's budget process for FY 20-21, the forecasting from the City to anticipate significant cuts, and that this position was intended to be funded in part by the City, this hire was put on hold until Q4. The candidate was able to wait as the City completed their budget approval process and has accepted the Social Worker position. She starts on November 9th. Therefore EDC is now able to spend down a significant portion of the EAF funds in Q4, and will spend down all of the IOLTA funds in CY 2021.</p>
14	Family Violence Appellate Project	11/2/2020	IOLTA	\$ 378,962	N/A	N/A	\$ 183,764	48%	Approve	<p>2020 has presented FVAP, as well as everyone, with a unique set of challenges and opportunities that were unforeseen at the end of 2019. FVAP's staff have been working to continue to provide support services to QLSPs that assist survivors of domestic violence. From the program staff to the support staff, all services have and will continue to be available throughout 2020 and beyond.</p> <p>In response to the COVID-19 shutdown, FVAP applied for and received a PPP loan which was used for payroll and rent expenses, reducing our IOLTA & EAF grant expenditure in 2020. In order for the loan to be forgiven, the PPP funds needed to be spent during 2020. Although almost all staff have not been in our physical office since early March, we are continuing to maintain our lease, but due to the PPP funds we have not been allocating as much of the lease expense to the IOLTA/EAF grants for quarters 2 & 3 of 2020. FVAP also received a "COVID-19 Assistance" grant from one of our partners, California Partnership to End Domestic Violence, to assist with payroll and telecommunications expenses directly related to COVID-related services. This grant had to be spent by July 31, 2020. The bulk of our IOLTA/EAF carryover from 2020 to 2021 in personnel and rent expenses is due to these outside grants/loans.</p> <p>With the shutdown of most in-person activities such as trainings FVAP provides and conferences/professional development opportunities that FVAP attends, our Program Travel, Meals (contained in "Other" category), and Training activities were reduced, postponed or frozen since mid-March. This manifests in a requirement to carry over those budgets into 2021.</p> <p>FVAP is requesting to carry over approximately 48% of our 2020 IOLTA budget and 40% of our 2020 EAF budget into 2021. As the repercussions of the 2020 pandemic begin to manifest in 2021, we anticipate that our staff will be tasked with providing more services than ever before. This carryover will go a long way to allowing FVAP's staff to meet the needs of QLSPs who are serving domestic violence survivors.</p>

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15	Family Violence Appellate Project	11/2/2020	EAF	\$ 160,367	N/A	N/A	\$ 64,251	40%	Approve	<p>2020 has presented FVAP, as well as everyone, with a unique set of challenges and opportunities that were unforeseen at the end of 2019. FVAP's staff have been working to continue to provide support services to QLSPs that assist survivors of domestic violence. From the program staff to the support staff, all services have and will continue to be available throughout 2020 and beyond.</p> <p>In response to the COVID-19 shutdown, FVAP applied for and received a PPP loan which was used for payroll and rent expenses, reducing our IOLTA & EAF grant expenditure in 2020. In order for the loan to be forgiven, the PPP funds needed to be spent during 2020. Although almost all staff have not been in our physical office since early March, we are continuing to maintain our lease, but due to the PPP funds we have not been allocating as much of the lease expense to the IOLTA/EAF grants for quarters 2 & 3 of 2020. FVAP also received a "COVID-19 Assistance" grant from one of our partners, California Partnership to End Domestic Violence, to assist with payroll and telecommunications expenses directly related to COVID-related services. This grant had to be spent by July 31, 2020. The bulk of our IOLTA/EAF carryover from 2020 to 2021 in personnel and rent expenses is due to these outside grants/loans.</p> <p>With the shutdown of most in-person activities such as trainings FVAP provides and conferences/professional development opportunities that FVAP attends, our Program Travel, Meals (contained in "Other" category), and Training activities were reduced, postponed or frozen since mid-March. This manifests in a requirement to carry over those budgets into 2021.</p> <p>FVAP is requesting to carry over approximately 48% of our 2020 IOLTA budget and 40% of our 2020 EAF budget into 2021. As the repercussions of the 2020 pandemic begin to manifest in 2021, we anticipate that our staff will be tasked with providing more services than ever before. This carryover will go a long way to allowing FVAP's staff to meet the needs of QLSPs who are serving domestic violence survivors.</p>
16	Family Violence Law Center	11/2/2020	IOLTA	\$ 27,010	N/A	N/A	\$ 12,945	48%	Approve	<p>FVLC has under-expended our IOLTA funds for several reasons. First, we have not spent funds on travel and training due to the pandemic. Second, we needed to prioritize spending down grants that ended on June 30th including some pandemic related relief funds. We may still have to move travel and training funds into other categories if the pandemic continues to restrict activities in 2021.</p>
17	Greater Bakersfield Legal Assistance	11/2/2020	EAF	\$ 418,020	N/A	N/A	\$ 150,573	36%	Approve	<p>We had a substantial under-expenditure of both our 2020 IOLTA and EAF grant funds based on several factors related to the COVID-19 pandemic. First, we needed to fill certain vacant positions which was challenging based on the inability to conduct in-person interviews. Second, much of the training and travel was essentially suspended for safety reasons.</p>
18	Impact Fund	11/2/2020	IOLTA	\$ 378,962	N/A	N/A	\$ 111,946	30%	Approve	<p>The main reason for the under-expenditure has been COVID-19. In one instance, we received a PPP loan (forgiven) that offset staffing costs. In the other, the COVID-19 lockdown has resulted in less travel.</p>
19	Justice & Diversity Center of the Bar Association of San Francisco	11/2/2020	IOLTA	\$ 262,680	N/A	N/A	\$ 130,086	50%	Approve	<p>In response to instructions from the State Bar allowing and encouraging grantees to carryover significant 2020 IOLTA and EAF funds into 2021, JDC intentionally under-spent 2020 IOLTA and EAF funds by shifting Personnel expenses onto other contracts. We did so in order to reduce the impact of the significant cuts to our 2021 IOLTA and EAF awards. The subsequent adjustments to Operating costs are a direct result of the FTE cost allocation formula that JDC uses to estimate Operating costs.</p>
20	Justice & Diversity Center of the Bar Association of San Francisco	11/3/2020	EAF	\$ 111,170	N/A	N/A	\$ 73,336	66%	Defer to Committee	<p>In response to instructions from the State Bar allowing and encouraging grantees to carryover significant 2020 IOLTA and EAF funds into 2021, JDC intentionally under-spent 2020 IOLTA and EAF funds by shifting Personnel expenses onto other contracts. We did so in order to reduce the impact of the significant cuts to our 2021 IOLTA and EAF awards. The subsequent adjustments to Operating costs are a direct result of the FTE cost allocation formula that JDC uses to estimate Operating costs.</p> <p>JDC has made no changes to its overall Organizational Budget as part of this process. The changes to the IOLTA and EAF budgets are made in an effort to move as many Personnel costs from 2020 to 2021 as possible, in order to take advantage of generous carryover request flexibility. Changes in Operating costs are a direct result of FTE allocation formulas shifting due to changes in the Personnel section.</p>
21	Law Foundation of Silicon Valley	11/2/2020	IOLTA	\$ 507,380	N/A	N/A	\$ 236,141	47%	Approve	<p>We are requesting for a budget revision and carryover on the IOLTA grant funds to extend through December 31, 2021. The funding is being moved to address our programmatic priorities and funding challenges and uncertainties in calendar year 2021. The carryover grant funds will help us continue to provide services for the Law Foundation's legal services to children and young adults, up to age 24. Funding for this program will support the provision of legal services to this population in practice areas including family law, probate guardianship, consumer law, general civil legal services to transition-age foster youth and education law.</p>

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22	Lawyers' Committee for Civil Rights	11/2/2020	IOLTA	\$ 286,670	N/A	N/A	\$ 75,012	26%	Approve	<p>On the "Technology" line, we experienced significant delays in our process to research, select and implement a new case management system. The leader of that task force left the organization in mid-2019, causing a disruption in the process and need to identify new leadership for the project, followed by the onset of COVID19 and a shift to remote work. Given the disruptions caused by the pandemic, we were not confident in making such a critical change when our staff was still getting situated to remote work. Our teams are adjusted to remote work, and systems are now in place where we are confident that we will be able to reconvene the working group and select and implement a new CMS by 12/31/2021.</p> <p>On the "Telecommunications" line, we had a slower pace of expenditure than expected on translation services through Language Line. This was caused by a temporary disruption to our on-site in-person GLIDE clinic early in the pandemic, which is where most clients in need of interpretation have originated. Now that all clinics are operating virtually, we anticipate expending the remaining funds by 12/31/2021.</p> <p>On the "Other" line, we allocated \$5,000 to staff resources for coping with trauma, preventing compassion fatigue and self-care. Following a vicarious trauma training, our management team took time to check in with staff to elicit feedback on what supports would be most effective, and it took time to build out a program. The program launched in the summer, and staff are encouraged to utilize trauma and self-care tools and supports as needed over the next year. We expect all funds to be expended by 12/31/2021.</p>
23	Legal Aid of Marin	10/28/2020	IOLTA	\$ 93,220	\$ 41,264	44%	\$ 49,968	54%	Defer to Committee	IOLTA FUNDS are anticipated to be expended differently as the pandemic upended our budget plan in several ways: (1) the PPP program, combined with uncertainty about the amount of IOLTA funds available in 2021 (but certain decrease), afforded an opportunity to slow spending on staff time. Meanwhile, a funder stepped in to pay for the case management database previously budgeted under technology - so that more IOLTA funds could be used for staff. Anticipated office improvements put over to 2021 are now anticipated to be less than the initially budgeted amount.
24	Legal Aid of Sonoma County	10/22/2020	IOLTA	\$ 243,920	N/A	N/A	\$ 146,880	60%	Defer to Committee	As a result of the COVID-19 pandemic, Legal Aid of Sonoma County (LASC) received a Payroll Protection Program (PPP) Loan through the CARES Act. In order for the PPP Loan to be forgiven by the Federal Government, the funds were required to be spent on Personnel Costs and Space Costs within a 24 week covered period from Monday, April 20 through Sunday, October 4 2020. LASC therefore spent less IOLTA and EAF funds than budgeted during Quarter 2 (after 4/20/20) on Personnel and Space costs, and LASC spent no IOLTA or EAF funds during Quarter 3 (Quarter ending 9/30/20) on Personnel or Space Costs. LASC will resume spending IOLTA and EAF funds on Personnel and Space Costs during Quarter 4, and we are respectfully requesting a budget carryover to 2021 fiscal year of our remaining IOLTA and EAF allocation. Our 2021 IOLTA allocation is significantly less than our 2020 IOLTA allocation, in order to maintain crucial IOLTA funded services and programs at current levels, we will need these carryover funds in 2021. Thank you for your support and consideration.
25	Legal Aid of Sonoma County	10/22/2020	EAF	\$ 103,210	N/A	N/A	\$ 28,776	28%	Approve	As a result of the COVID-19 pandemic, Legal Aid of Sonoma County (LASC) received a Payroll Protection Program (PPP) Loan through the CARES Act. In order for the PPP Loan to be forgiven by the Federal Government, the funds were required to be spent on Personnel Costs and Space Costs within a 24 week covered period from Monday, April 20 through Sunday, October 4 2020. LASC therefore spent less IOLTA and EAF funds than budgeted during Quarter 2 (after 4/20/20) on Personnel and Space costs, and LASC spent no IOLTA or EAF funds during Quarter 3 (Quarter ending 9/30/20) on Personnel or Space Costs. LASC will resume spending IOLTA and EAF funds on Personnel and Space Costs during Quarter 4, and we are respectfully requesting a budget carryover to 2021 fiscal year of our remaining IOLTA and EAF allocation. Our 2021 IOLTA allocation is significantly less than our 2020 IOLTA allocation, in order to maintain crucial IOLTA funded services and programs at current levels, we will need these carryover funds in 2021. Thank you for your support and consideration.
26	Legal Aid Society of San Bernardino	11/2/2020	EAF	134,999	N/A	N/A	\$ 49,946	37%	Approve	<p>LASSB first experienced a significant reduction of funding and staff, which resulted a less expenditures in personnel. We were able to secure PPP loan funds, which allowed us to pay "foregiveable" personnel costs without expending the IOLTA/EAF funds previously allocated to personnel costs. Next, Covid-19 restrictions resulted in our office and our many off-site clinic hosts closing their sites. This reduced both travel and off-site rent expenses. It also resulted in reduction of office costs, including utilities, janitorial services, pest control and even gardening costs. The Courts closures due to Covid-19 resulted in the majority of our clients seeking consultation only, reducing the amount of legal pleadings we prepared, thereby reducing the cost of consumable supplies, including print cartridges, paper, pens, file folders, etc.</p> <p>The onset of Covid-19 and resulting quarantine conditions resulted in a great increase in the number of clients who needed immediate advise, but fewer clients who could file case documents. Thus, although some office and travel costs were reduced, we experienced increased costs in transitioning to a remote-service module. We needed to secure more laptops and hotspots. We also had to acquire and upgrade equipment which would allow our staff to set up office space to work from home.</p> <p>We also encountered challenges in the remote and secure exchange of information with clients and were required to purchase a new case management system and incurred the expenses for technicians to install and maintain needed resources.</p>

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27	Legal Aid Society of San Diego	11/2/2020	EAF	\$ 160,367	\$ 53,887	34%	N/A	N/A	Approve	For the EAF grant we projecting very small changes in personnel due to vacancies in the CRT team, vacancies also affect benefits specially because new hires' benefits do not start until the 1st day of the month following a 60 day waiting period. On the non personnel side we have rerouted the money originally budgets for the new telephone system to pay more of the actual cost of space, office supplies, and technology; due to COVID-19 most of the staff is teleworking and have had to set them up at their homes to be able to connect remotely and conduct business like if they were in the office. For the staff working some days from the office we still have to maintain the buildings and pay for extra disinfection cleaning of the work areas.
28	Legal Aid Society of San Diego	11/2/2020	IOLTA	\$ 1,623,650	N/A	N/A	\$ 713,199	44%	Approve	For the IOLTA grant we have projected more attorney time and more other staff time which includes our intake specialist, unfortunately due to vacancies throughout the year and to the 125 cap limitation we are expecting slight less time on these 2 categories.; that directly affects the amount of fringe benefits charged to the grant. For non personnel expenses the variation is also directly related to personnel, because most of our expenses are allocated based on FTE tables, if positions are vacant or not charged to the grant, the expenses allocated to the grant will be lower. We have increased the administrative charge form 12% to 14.83% to be closer to what the actual administrative cost is. Due to Legal Aid Society of San Diego obtaining a PP Loan, we have used this loan to cover salaries for the 24 week period starting April 27 to October 9.
29	Mental Health Advocacy Services	11/2/2020	IOLTA	\$ 113,570	N/A	N/A	\$ 53,163	47%	Approve	IOLTA Grant: MHAS received a Paycheck Protection Program (PPP) Loan, which funded 8 weeks of salaries, benefits, office rent and telephone costs. In addition, MHAS received a one-time cy pres donation with time restrictions, so MHAS used cy pres funds for a portion of the staff that had been budgeted for the IOLTA grant. Finally, a Supervising Attorney position was vacated in August, and that position has not been filled due to the uncertainty of future funding. The carryover of IOLTA funds will allow MHAS to maintain core positions when IOLTA funding decreases in 2021.
30	Mental Health Advocacy Services	11/2/2020	EAF	\$ 48,060	N/A	N/A	\$ 17,575	37%	Approve	EAF Grant: The Paycheck Protection Program (PPP) Loan funded 8 weeks of salaries, benefits, office rent and telephone costs. In addition, one of the EAF-funded Staff Attorney positions was vacated in June, and that position has not been filled due to the uncertainty of future funding. The EAF grant has been core funding for MHAS' education advocacy, allowing MHAS to maintain capacity in this substantive area when there are gaps in other available funding. The proposed carryover of 2020 EAF funds will allow MHAS to maintain approximately 0.30 FTE of an attorney position to continue these activities for the first half of 2021.
31	Neighborhood Legal Services	11/2/2020	EAF	\$ 697,850	\$ 179,771	26%	N/A	N/A	Approve	NLSLA originally proposed to spend \$200,000 of 2020 IOLTA funding on "Capital" building improvements for our Glendale and El Monte office buildings. Given the funding uncertainties for 2021 and the continued "safer at home" orders related to the novel CoronaVirus and health risks for COVID-19, NLSLA postponed those plans until our overall financial picture is more stable. NLSLA also had a great need to replace all office wide computers that are over 5 years old with 2020 IOLTA funding for approximately \$80,000. In addition, NLSLA utilized a \$1.7 million SBA Payroll Protection Program (PPP) Award which covered certain program and admin salaries, certain personnel benefits, the El Monte Office rent, utilities and phone/data for several months of 2020. The PPP opportunity resulted in less benefits, space costs, and telecommunications costs to be charged to both 2020 IOLTA and EAF deviating from our original budget. In light of the health orders that have impacted our program, the infusion of PPP funds, and new program needs, it was necessary to revise our 2020 IOLTA and EAF budgets. The revised budgets assumes the funds will be spend over a period of approximately 18 months from January 2020 to June 30, 2021, spreading personnel and non-personnel costs over the roughly 18-month period. NLSLA anticipates underspending it \$1.6 million 2020 IOLTA grant by \$350,000 (22%) and underspending its \$697,000 2020 EAF grant by \$100,000 (14%). Given the vast funding uncertainties for 2021, continued "safer at home" orders related to the novel CoronaVirus and health risks for COVID-19, and a 6-month 2020 program infusion of \$1.7 million in SBA Payroll Protection Program (PPP) funding, NLSLA requests to carryover funds into 2021 to be spent in full in the first 3-6 months of 2021. The requested carryover will aide NLSLA in stabilizing its 2021 operating budget as several grant sources are still pending and uncertain at this time. The revised budgets assume the funds will be spent over a period of approximately 18 months from January 2020 to June 30, 2021, spreading personnel and non-personnel costs throughout the carryover period.

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32	OneJustice	11/2/2020	IOLTA	\$ 378,962	N/A	N/A	\$ 128,956	34%	Approve	We were on track to spend down our 2020 IOLTA grant until we applied for a federal Paycheck Protection Program ("PPP") Loan in the spring of 2020. To maximize our potential revenue from loan forgiveness, we applied our PPP Loan funds to most of the IOLTA project's expenses in April, May, and June 2020. These project expenses included salaries—up to a statutory cap of \$15,385 per employee—rent, health insurance premiums, phone, and internet. Thus, to avoid overlapping with our 2020 IOLTA grant, we removed about \$56,000 from our Q2 report. Early to mid-2020 also saw a short delay in some in-person services to QLSPs as we adjusted our entire organization and waited for our stakeholders to adjust their organizations to working remotely. This process included adapting our in-person interventions (trainings and facilitations) to virtual mediums. Finally, three of our IOLTA project staff members have gone or will go on leave before the end of 2020. One key staff member went on maternity leave for six months and is due to return in early January 2021. Two other staff members will have left by the end of November 2020 for other exciting roles. Our remaining team can spend down our grant by late May 2021, but we might also rehire for one or both of the latter positions depending on what interventions/areas of expertise our QLSP stakeholders need most from us in late 2020 and early to mid-2021.
33	Wage Justice Center	11/4/2020 (with extension)	IOLTA	\$ 84,320	N/A	N/A	\$ 40,865	48%	Approve	Our organization's IOLTA expenditures are 100% personnel, and we anticipated a reduction in IOLTA allocation for 2021 due to COVID-19 global pandemic. Due to the financial uncertainty of the next 2-3 years we applied and received the Paycheck Protection Program Loan. In an effort to qualify for the forgiveness component of the loan funds must be used primarily for personnel. To increase our success with securing forgiveness, we reduced our IOLTA reported expenditures. By making this adjustment it resulted in an IOLTA carry-over balance. We propose to utilize the carry-over funds as outlined in our IOLTA 2021 application. The carry over will alleviate the financial impact of the reduced IOLTA grant allocation for 2021.
Informational Purposes Only (Requests Below 25%)										
1	Bet Tzedek Legal Services	11/2/2020	IOLTA	\$ 1,459,470	N/A	N/A	\$ 313,805	22%	Approve	We received CARES act funding that we spent on salaries and benefits during April, May and June. Additionally, we had the following increased costs: Telecommunications is increased because we are offering a stipend to staff for use of personal phone and internet while they are working at home; Technology is increased because we needed to buy laptop computers for all staff to work at home; insurance costs did not change, but the portion I am allocating to IOLTA is higher. We also decided to put more of our admin salaries toward this grant and reduce attorneys based on the trends we are seeing.
2	California Indian Legal Services	11/03/2020 (with extension)	IOLTA	\$ 434,960	N/A	N/A	\$ 217,480	22%	Approve	CILS was fortunate to receive a Paycheck Protection Program loan/grant that allowed us to use those dollars to fund IOLTA activities for several months of operations. It was decided that CILS should conserve 50% of its 2020 IOLTA funds (if possible) to offset the drastic 57% cut in 2021 IOLTA funds, thereby ensuring that legal services would be maintained at current levels through to at least the end of 2021 rather than significantly reducing services as of 01/01/2021. CILS believes that a carryover of our remaining 2020 funds to 2021 will provide good stewardship of its IOLTA funding to continue delivery of legal services to California tribes and Native Americans. .
3	Casa Cornelia	11/5/2020 (with extension)	IOLTA	\$ 525,160	N/A	N/A	\$ 102,405	19%	Approve	Casa Cornelia Law Center applied and received a loan/grant from the Paycheck Protection Program (PPP) to cover salary expenses and fundraised unrestricted funds from various individual funds. Casa Cornelia applied some of the loan/grant and individual donation funds towards salaries that would have been covered by the IOLTA/EAF funds, thus allowing for a 19% carryover of the awarded funds.
4	Casa Cornelia	11/5/2020 (with extension)	EAF	\$ 222,230	N/A	N/A	\$ 41,760	19%	Approve	Casa Cornelia Law Center applied and received a loan/grant from the Paycheck Protection Program (PPP) to cover salary expenses and fundraised unrestricted funds from various individual funds. Casa Cornelia applied some of the loan/grant and individual donation funds towards salaries that would have been covered by the IOLTA/EAF funds, thus allowing for a 19% carryover of the awarded funds.
5	Center for Gender and Refugee Studies	11/23/2020	IOLTA	\$ 378,962	\$ 40,124	11%	N/A	N/A	Approve	Due to the COVID-19 pandemic, we were unable to travel for litigation or for in-person trainings. For this reason, we reduced the line item for program travel and event expenses which normally covers refreshments and other incidentals at in-person trainings. Our litigation costs as well as printing costs were lower than expected because of delays at the Immigration Court related to the pandemic. This year we had also budgeted for increased professional development trainings for our staff. With the pandemic we were unable to take advantage of those opportunities. However, despite the pandemic, our work did not slow down and we stepped up our efforts in terms of appellate litigation and other advocacy. Therefore, we request to use these unspent funds towards staff time as reflected in this revised budget. With these reductions and the increased staff time, the deviation is in excess of \$10,000. As approved and explained in our original budget, the increase in IOLTA funds this year comes at a time when we must implement a much-needed overhaul of our online TA delivery system and unique asylum case database. We have budgeted here \$47,220 toward this project. Despite the pandemic, we were able to go forward with this overhaul and the budget for this line item ("Other") is unchanged in this revision. This overhaul requires that we contract with an outside web developer with skills in Drupal opensource software, which was used in the creation and design of our database. Without this expense, the remainder of our revised budget non-personnel expenses amounts to approximately 19% of the total grant.

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6	Center for Gender and Refugee Studies	10/23/2020	EAF	\$ 160,367	\$ 20,130	13%	N/A	N/A	Approve	Due to the COVID-19 pandemic, we were unable to travel and use the budgeted funds for travel expenses. Fortunately, we were able to continue our training program through webinars and other online workshops. For the revised budget, we used the original budgeted travel funds towards staff time instead, resulting in a deviation in excess of \$10,000.
7	Chapman University Family Protection Clinic	10/23/2020	IOLTA	\$ 87,810	\$ 12,969	15%	N/A	N/A	Approve	Funding originally allocated to other staff has been reallocated to Lawyer due to the resignation of our administrative support person in June and decision to not fill due to the current pandemic. The Director of the clinic absorbed the duties being performed in addition to her own work with the clients and on the cases. Additionally, due to the pandemic there was a shift to remote work, funds allocated to non-comp lines were no longer applicable as many items shifted to an electronic format. The non-comp funds were reallocated to the Lawyer line as the director of the clinic was managing all aspects without support.
8	Disability Rights California	10/29/2020	IOLTA	\$ 5,463,510	\$ 806,565	15%	N/A	N/A	Approve	When Disability Rights California learned that the economic impact of the pandemic would affect future IOLTA Trust Fund and Equal Access grant funding, we took immediate steps to reduce spending and preserve funds to be used for ongoing personnel costs. We reviewed the one-time projects in the IOLTA Trust Fund budget and quickly decided to indefinitely postpone the capital project as well as some of the technology initiatives. In addition, we instituted a hiring freeze and did not move forward with new positions, which had not been filled yet, that were included in the IOLTA Trust Fund CY2020 budget. By implementing these expense reductions we will generate carryover funds to be used in CY2021 when the IOLTA and EA grants are significantly reduced. The IOLTA Trust Fund budget impact is that budget funds were shifted from non-personnel to personnel costs. The requests to shift funds within personnel categories is reflective of our current staffing and the staff are doing with State Bar eligible clients. Attorney vacancies have not been filled due to the upcoming reduction in funding so some budget has been shifted to Paralegals and Other Staff. Paralegals are advocates and intake staff as well as legislative staff. Other staff include legal advocacy support staff and communications unit staff. Disability Rights California's CY2020 approved IOLTA grant application included a number of new positions as well as a capital project and one-time technology projects. In March, when the pandemic hit, multiple projects funded by the grant were moving forward. The capital project was nearly ready for construction, an architect had finalized plans, permits were in place, and contractors were being interviewed. Technology projects were started early in the calendar year. New positions included in the IOLTA budget were in the interview stage. When Disability Rights California learned that the economic impact of the pandemic would affect future IOLTA Trust Fund and Equal Access grant funding, we took immediate steps to reduce spending and preserve funds to be used for ongoing personnel costs. We reviewed the one-time projects in the IOLTA Trust Fund budget and quickly decided to indefinitely postpone the capital project as well as some of the technology initiatives. In addition, we instituted a hiring freeze and did not move forward with new positions, which had not been filled yet, that were included in the IOLTA Trust Fund CY2020 budget. The EA grant spending has also been impacted by planned for positions that were not filled. By implementing these expense reductions we are generating carryover funds to be used in CY2021 when the IOLTA and EA grants are significantly reduced.
9	Elder Law & Advocacy	10/14/2020	EAF	\$ 112,260	\$ 17,299	15%	N/A	N/A	Approve	At the time of the 2020 application, the organization's Total Budget included standard cost of living pay increases, larger settlement fees (with associated pay), a sizable budget for training and travel, investment in technology, furniture and equipment and lower costs for our senior scam program. Due to the effects of the pandemic, our revenue projections decreased by \$200,000 this summer when the new FY20/21 organization budget was approved. We eliminated/lowered the following: cost of living increases and additional pay, most travel and training, investment in technology, and purchases of furniture. We did increase our investment in telecommunications due to staff working remotely, and we increased costs to our senior scams program due to a generous foundation grant.
10	Elder Law & Advocacy	10/14/2020	IOLTA	\$ 265,280	N/A	N/A	\$ 55,524	21%	Approve	At the time of the 2020 application, we had projected annual standard cost of living pay increases, a sizable budget for training and travel, and an investment in technology, furniture and equipment. Due to the effects of the pandemic on our program revenue, our revenue projections decreased by \$200,000 this summer when the new FY20/21 was approved. Since staff is working remotely and not traveling within the community or to conferences, we reduced or eliminated costs in furniture/equipment, training and travel. To re-allocate these lower budgeted line items, IOLTA funding will be absorbing more of the attorneys salaries for our core senior legal services. The organization received PPP funding from SBA in May 2020 and used 97% of the loan proceeds for payroll. We are not "double dipping" so there is a delay in expensing salaries for the IOLTA funding. For EAF funding, the staff attorney time allocations have been closer to 80% San Diego clients and 20% Imperial clients (basis of cost allocation) and the funding allocation is closer to 76% San Diego and 24% Imperial County.

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11	Eviction Defense Collaborative	11/2/2020	EDC	\$ 22,920	N/A	N/A	\$ 4,470	20%	Approve	EDC's IOLTA EAF LS 2020 budget provided partial funding for the hiring of a senior level Social Worker. EDC had extended an offer to an excellent candidate who ultimately relocated from New York to the Bay Area for this position. Our candidate was set to start in mid-June 2020 when Shelter in Place began in March of 2020. Due to COVID related delays in the City's budget process for FY 20-21, the forecasting from the City to anticipate significant cuts, and that this position was intended to be funded in part by the City, this hire was put on hold until Q4. The candidate was able to wait as the City completed their budget approval process and has accepted the Social Worker position. She starts on November 9th. Therefore EDC is now able to spend down a significant portion of the EAF funds in Q4, and will spend down all of the IOLTA funds in CY 2021.
12	Greater Bakersfield Legal Assistance	11/2/2020	IOLTA	\$ 987,810	\$ 147,497	15%	\$ 173,334	18%	Approve	We had a substantial under-expenditure of both our 2020 IOLTA and EAF grant funds based on several factors related to the COVID-19 pandemic. First, we needed to fill certain vacant positions which was challenging based on the inability to conduct in-person interviews. Second, much of the training and travel was essentially suspended for safety reasons.
13	Inland Counties Legal Services	11/2/2020	EDC	\$ 1,168,090	\$ 143,500	12%	N/A	N/A	Approve	The proposed changes to ICLS approved budget are due to unforeseen circumstances arising out of the COVID-19 pandemic and related office, court, and partner organization closures. As a result, ICLS has spent significantly higher than budgeted for to increase telework capacity and shift to paperless and remote office work from the former paper-based systems. Additionally, ICLS is requesting budget shift from fewer paralegal hours expected on EAF to higher attorney and other staff hours allocated to the grant. ICLS has also experienced a significant decrease in spending on training as a result of travel conference & training events that were either canceled or moved to online only formats in 2020.
14	Inland Counties Legal Services	11/2/2020	IOLTA	\$ 2,760,290	N/A	N/A	\$ 2,760,290	12%	Approve	Due to the COVID-19 pandemic, courts in Riverside and San Bernardino counties have closed courthouses, reduced court hours and suspended the on-site assistance project to reduce the number of persons entering the court. Additionally, from mid-March 2020, ICLS closed its offices to workers and clients except for work that is absolutely necessary to take place within the offices, such as opening and scanning mail, IT support, and accepting some deliveries. The strain from the pandemic had a significant impact on administration, resulting in hiring delays with regards to IOLTA funding.
15	Justice & Diversity Center of the Bar Association of San Francisco	11/3/2020	EDC	\$ 111,170	\$ 16,799	15%	N/A	N/A	Approve	In response to instructions from the State Bar allowing and encouraging grantees to carryover significant 2020 IOLTA and EAF funds into 2021, JDC intentionally under-spent 2020 IOLTA and EAF funds by shifting Personnel expenses onto other contracts. We did so in order to reduce the impact of the significant cuts to our 2021 IOLTA and EAF awards. The subsequent adjustments to Operating costs are a direct result of the FTE cost allocation formula that JDC uses to estimate Operating costs. JDC has made no changes to its overall Organizational Budget as part of this process. The changes to the IOLTA and EAF budgets are made in an effort to move as many Personnel costs from 2020 to 2021 as possible, in order to take advantage of generous carryover request flexibility. Changes in Operating costs are a direct result of FTE allocation formulas shifting due to changes in the Personnel section.
16	Justice in Aging	10/30/2020	IOLTA	\$ 378,962	N/A	N/A	\$ 94,663	25%	Approve	We want to more equalize the amount of IOLTA funds available in 2020 and 2021, in order to ensure a continuity of services.
17	LACBA Counsel for Justice	10/16/2020	EDC	\$ 96,320	\$ 20,700	22%	N/A	N/A	Approve	Original budget \$ 27,600 to cover services to Maribel Reynoso. We used only Q1. because of Covid19, the court is close. We do not know when the Court will re-open, that is why we are re-allocating \$ 6,900 rent, \$ 6,900 Telecommunications, \$ 6,900 Insurance and \$ 6,900 Contract services.
18	Legal Aid Foundation of Santa Barbara County	11/2/2020	IOLTA	\$ 168,640	N/A	N/A	\$ 37,034	22%	Approve	We are trying to spread out 2020 IOLTA funds to help with funding needs due to the decrease in 2021 IOLTA funds available.
19	Legal Aid of Marin	10/28/2020	EDC	\$ 39,450	\$ 7,304	19%	N/A	N/A	Approve	EQUAL ACCESS FUNDS were fully expended as of Q3 2020 on our employment law program. Due to staff turnover in the early part of 2020 (during a crisis in legal services retention), cases and management of the employment law program were handled by LAM's Supervising Attorney, Josh Sullivan for a significant period, rather than legal assistants and more junior staff. Total personnel spending is not materially different. In EAF line 5, space costs are slightly less due to fewer overall staff covering cases during a period of staff vacancies (temporary staff were also hired but their unbudgeted expense was covered by LAM with other funds). 6. equipment maintenance costs were slightly higher than budgeted. 8. Printing and postage is lower than budgeted as more and more goes to electronic communication. 10. unbudgeted internet marketing expense for open positions is captured here. 11. Program travel declined sharply due to the pandemic. 12. Training of the employment law team has been largely covered by senior attorney Ellyn Moscovitz, a law professor and highly experienced practitioner. (Ms. Moscovitz' salary is paid by other funds.) 14. Insurance is less than budgeted due to somewhat lower staff time than anticipated given the staffing gaps discussed. 20. Administrative personnel time was expended to the PPP loan rather than Equal Access Funds, and total administrative expense does not materially deviate from budgeted amounts. In September 2020, LAM hired a legal assistant to dedicate time to that program, and IOLTA funds will be used to support this legal assistant's time in 2020.

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20	Legal Aid Society of San Bernardino	11/3/2020	IOLTA	319,016	N/A	N/A	\$ 39,963	13%	Approve	LASSB first experienced a significant reduction of funding and staff, which resulted a less expenditures in personnel. We were able to secure PPP loan funds, which allowed us to pay "foregiveable" personnel costs without expending the IOLTA/EAF funds previously allocated to personnel costs. Next, Covid-19 restrictions resulted in our office and our many off-site clinic hosts closing their sites. This reduced both travel and off-site rent expenses. It also resulted in reduction of office costs, including utilities, janitorial services, pest control and even gardening costs. The Courts closures due to Covid-19 resulted in the majority of our clients seeking consultation only, reducing the amount of legal pleadings we prepared, thereby reducing the cost of consumable supplies, including print cartridges, paper, pens, file folders, etc. The onset of Covid-19 and resulting quarantine conditions resulted in a great increase in the number of clients who needed immediate advise, but fewer clients who could file case documents. Thus, although some office and travel costs were reduced, we experienced increased costs in transitioning to a remote-service module. We needed to secure more laptops and hotspots. We also had to acquire and upgrade equipment which would allow our staff to set up office space to work from home. We also encountered challenges in the remote and secure exchange of information with clients and were required to purchase a new case management system and incurred the expenses for technicians to install and maintain needed resources.
21	Legal Services of Northern California	10/30/2020	IOLTA	\$ 2,230,900	N/A	N/A	\$ 515,238	23%	Approve	Staff turnover and vacancies along with the impact of COVID-19 make it necessary to request these carryovers
22	Legal Services of Northern California	10/30/2020	EAF	\$ 944,060	\$ 99,702	11%	\$ 174,975	19%	Approve	Staff turnover and vacancies have caused deviation from the original approved budgets. Additionally, Non-Personnel costs were estimated higher in the original budget than the actual costs incurred, this revisions adjusts for that discrepancy. Staff turnover and vacancies along with the impact of COVID-19 make it necessary to request these carryovers
23	National Housing Law Project	11/2/2020	IOLTA	\$ 378,962	\$ 47,953	13%	\$ 60,583	16%	Approve	The deviations in our original budget are due to higher increased "other staff" costs than originally projected. This is attributed to the our expansion of Other Staff, primarily the addition of a Communications Director who earns at a higher level than clerical support staff, and who has taken an active role in creating resource materials, etc. We didn't have a past track record upon which to base this projected cost. Additionally, support staff who work on the web site and provide supports for training, have become more attentive to charging those hours to individual programs that was done in the past, and so the expense of Other Staff, while higher in the revised budget is a truer representation of those cost which were understated in the original budget. Other variances arise in the NonPersonnel section: These expenses are allocated to programs as a derivative of the programs share of attorney program hours that were billed monthly overall. With the onset of the pandemic's impacts on housing at the end of the second quarter and throughout the third quarter, some national funders sought out NHLP and provided us with emergency funding due to the leadership we were providing in this area. Consequently we billed to these funders as opposed to Bar Funds for the extensive work we were doing nationally and in CA and this created a low draw on our IOLTA funds in the third quarter. As the hourly billing "drives" the program share of nonpersonnel, we didn't charge the Bar funds for a regular portion of those expenses, which is apparent particularly in the space category. As targeted COVID funding ends, we are returning to drawing on Bar funding as appropriate to support that work and anticipate absorbing the requested carryover in the first quarter of 2021. Additionally, due to the pandemic, we have eliminated all unspent travel and training money in the budgets and shifted those funds to unaffected areas we anticipate will bear that expense in personnel. As noted above, NHLP was approached by national funders to lead the housing response of impacts related to Covid 19. This heavy billing to Covid funders, particularly in the third quarter, resulted in unexpended IOLTA funds for which we are requesting a carryover and about which we understood the Bar was planning to exercise leniency, given much increased awards of 2020. NHLP fully expects to draw down the full carryover of IOLTA funds in the first quarter of 2021 with a high call for technical assistance and support as our Covid emergency funding comes to an end, Covid eviction and foreclosure moratoriums end, and stimulus packages are delayed.
24	National Housing Law Project	11/2/2020	EAF	\$ 160,367	\$ 20,239	13%	N/A	N/A	N/A	We have also shifted funding on our EAF budget to cover personnel costs incurred in the first three quarters and will pick up short falls of those nonpersonnel expenses through NHLP's general fund (which we intend to do for all nonpersonnel costs in our EAF and IOLTA budgets for 2021). Although there are line item variances to the EAF budget, we do not anticipate any funds remaining at the end of the 4th quarter and are not seeking to carryover any of the 2020 EAF funding.

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25	Neighborhood Legal Services	11/2/2020	IOLTA	\$ 1,649,080	\$ 290,137	18%	\$ 350,000	21%	Approve	<p>NLSLA originally proposed to spend \$200,000 of 2020 IOLTA funding on "Capital" building improvements for our Glendale and El Monte office buildings. Given the funding uncertainties for 2021 and the continued "safer at home" orders related to the novel Coronavirus and health risks for COVID-19, NLSLA postponed those plans until our overall financial picture is more stable. NLSLA also had a great need to replace all office wide computers that are over 5 years old with 2020 IOLTA funding for approximately \$80,000.</p> <p>In addition, NLSLA utilized a \$1.7 million SBA Payroll Protection Program (PPP) Award which covered certain program and admin salaries, certain personnel benefits, the El Monte Office rent, utilities and phone/data for several months of 2020. The PPP opportunity resulted in less benefits, space costs, and telecommunications costs to be charged to both 2020 IOLTA and EAF deviating from our original budget. In light of the health orders that have impacted our program, the infusion of PPP funds, and new program needs, it was necessary to revise our 2020 IOLTA and EAF budgets. The revised budgets assumes the funds will be spend over a period of approximately 18 months from January 2020 to June 30, 2021, spreading personnel and non-personnel costs over the roughly 18-month period.</p> <p>NLSLA anticipates underspending it \$1.6 million 2020 IOLTA grant by \$350,000 (22%) and underspending its \$697,000 2020 EAF grant by \$100,000 (14%). Given the vast funding uncertainties for 2021, continued "safer at home" orders related to the novel Coronavirus and health risks for COVID-19, and a 6-month 2020 program infusion of \$1.7 million in SBA Payroll Protection Program (PPP) funding, NLSLA requests to carryover funds into 2021 to be spent in full in the first 3-6 months of 2021. The requested carryover will aide NLSLA in stabilizing its 2021 operating budget as several grant sources are still pending and uncertain at this time. The revised budgets assume the funds will be spent over a period of approximately 18 months from January 2020 to June 30, 2021, spreading personnel and non-personnel costs throughout the carryover period.</p>
26	Neighborhood Legal Services	11/2/2020	EAF	\$ 697,850	N/A	N/A	\$ 100,000	14%	Approve	<p>NLSLA originally proposed to spend \$200,000 of 2020 IOLTA funding on "Capital" building improvements for our Glendale and El Monte office buildings. Given the funding uncertainties for 2021 and the continued "safer at home" orders related to the novel Coronavirus and health risks for COVID-19, NLSLA postponed those plans until our overall financial picture is more stable. NLSLA also had a great need to replace all office wide computers that are over 5 years old with 2020 IOLTA funding for approximately \$80,000.</p> <p>In addition, NLSLA utilized a \$1.7 million SBA Payroll Protection Program (PPP) Award which covered certain program and admin salaries, certain personnel benefits, the El Monte Office rent, utilities and phone/data for several months of 2020. The PPP opportunity resulted in less benefits, space costs, and telecommunications costs to be charged to both 2020 IOLTA and EAF deviating from our original budget. In light of the health orders that have impacted our program, the infusion of PPP funds, and new program needs, it was necessary to revise our 2020 IOLTA and EAF budgets. The revised budgets assumes the funds will be spend over a period of approximately 18 months from January 2020 to June 30, 2021, spreading personnel and non-personnel costs over the roughly 18-month period.</p> <p>NLSLA anticipates underspending it \$1.6 million 2020 IOLTA grant by \$350,000 (22%) and underspending its \$697,000 2020 EAF grant by \$100,000 (14%). Given the vast funding uncertainties for 2021, continued "safer at home" orders related to the novel Coronavirus and health risks for COVID-19, and a 6-month 2020 program infusion of \$1.7 million in SBA Payroll Protection Program (PPP) funding, NLSLA requests to carryover funds into 2021 to be spent in full in the first 3-6 months of 2021. The requested carryover will aide NLSLA in stabilizing its 2021 operating budget as several grant sources are still pending and uncertain at this time. The revised budgets assume the funds will be spent over a period of approximately 18 months from January 2020 to June 30, 2021, spreading personnel and non-personnel costs throughout the carryover period.</p>
27	OneJustice	11/2/2020	EAF	\$ 160,367	\$ 29,068	18%	N/A	N/A	Approve	<p>For both our IOLTA and EAF projects, we paused most of our spending on salaries and benefits for about 25% of the calendar year. We did this to maximize our potential revenue from Paycheck Protection Program ("PPP") loan forgiveness. Unlike IOLTA, for which we are seeking a carryover given that grant's relative enormity in 2020, EAF can still spend down by December 2020. This is only possible, though, if we can shift some of our budgeted spending on personnel, which our PPP Loan prioritized during most of April, May, and June 2020, to non-personnel lines like Online Services, Rent, and Administrative Non-Personnel. In our new budget for EAF, we strive to keep total spending on personnel (program plus administrative) as close to 75% of the total award as possible. Since we removed almost all salaries for the second quarter and still hope to spend down by December 31st, we propose to keep total personnel spending at about 69% of the award. Total administrative spending would stay under 14% of the grant in an effort to keep most of the shifts within the program lines.</p>
28	Public Counsel	11/2/2020	IOLTA	\$ 2,142,840	N/A	N/A	\$ 535,709	25%	Approve	<p>Our Paycheck Protection Program (PPP) loan paid the salaries that were budgeted for IOLTA & EAF in the second quarter, which is why our Q2 Financial Report showed zero expenses.</p>
29	Public Counsel	11/2/2020	EAF	\$ 906,800	N/A	N/A	\$ 226,698	25%	Approve	<p>Our Paycheck Protection Program (PPP) loan paid the salaries that were budgeted for IOLTA & EAF in the second quarter, which is why our Q2 Financial Report showed zero expenses.</p>

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30	Public Law Center	11/2/2020	IOLTA	\$ 1,166,120	N/A	N/A	\$ 290,113	25%	Approve	<p>Because of the COVID-19 pandemic, we experienced an under-expenditure of 2020 funds, specifically.</p> <p>1. We received a Paycheck Protection Program loan of \$539,877 in late April. To ensure we were able to fully expend the loan proceeds, we did not charge as much salary and benefit expenses to our IOLTA grant or EAF grant as we had originally budgeted.</p> <p>2. Because of the pandemic, we put on hold our plans to lease new space in 2020 which meant we significantly underspent in the Space line item. We modified our budget to increase this line item, which we will then carry over, so we have sufficient funds to lease a new facility in 2021.</p> <p>3. Because of the pandemic, we have had virtually no Program Travel expenses since March. We have modified our budget to account for this.</p> <p>4. Because of the pandemic, our Training expenses have gone down because all of the trainings we are attending are virtual. We have modified our budget to account for this.</p> <p>5. Because of the pandemic and the passage of ABS last year, we are no longer hiring independent contractor community interpreters to assist with client interpretation. Most all our interpretation needs have been handled by staff. We have modified our budget to account for this.</p>
31	Public Law Center	11/2/2020	EAF	\$ 493,460	N/A	N/A	\$ 55,731	11%	Approve	<p>Because of the COVID-19 pandemic, we experienced an under-expenditure of 2020 funds, specifically.</p> <p>1. We received a Paycheck Protection Program loan of \$539,877 in late April. To ensure we were able to fully expend the loan proceeds, we did not charge as much salary and benefit expenses to our IOLTA grant or EAF grant as we had originally budgeted.</p> <p>2. Because of the pandemic, we put on hold our plans to lease new space in 2020 which meant we significantly underspent in the Space line item. We modified our budget to increase this line item, which we will then carry over, so we have sufficient funds to lease a new facility in 2021.</p> <p>3. Because of the pandemic, we have had virtually no Program Travel expenses since March. We have modified our budget to account for this.</p> <p>4. Because of the pandemic, our Training expenses have gone down because all of the trainings we are attending are virtual. We have modified our budget to account for this.</p> <p>5. Because of the pandemic and the passage of ABS last year, we are no longer hiring independent contractor community interpreters to assist with client interpretation. Most all our interpretation needs have been handled by staff. We have modified our budget to account for this.</p>
32	Riverside Legal Aid	11/04/2020 (with extension)	IOLTA	\$ 382,630	N/A	N/A	\$ 95,598	25%	Approve	<p>The homelessness program has expanded greatly resulting in a reallocation of services to the homelessness prevention grant. When Covid 19 hit and it became apparent that IOLTA funding would be cut for next year, RLA pursued other avenues of funding and has been somewhat successful. Most importantly, we have made cuts in all non-essential areas and have tried our best to save as much money as possible. An example of that is we discontinued Westlaw and are now using the more economical but just as good quality Lexis-Nexis. We had planned to expand office facilities in both Indio and Riverside but that has now been put on hold especially since most of our personnel is working from home at least part of the time.</p>
33	Voluntary Legal Services Program of Northern California	11/2/2020	IOLTA	\$ 265,560	\$ 45,958	17%	\$ 27,363	10%	Approve	<p>We are requesting a revision for IOLTA and EAF and an IOLTA carry-over due to Staff turnover and vacancies. We inadvertently budgeted Administrative under Other and should be listed under Administrative Non-Personnel. We are requesting an IOLTA carry-over due to Staff turnover and vacancies.</p>
34	Voluntary Legal Services Program of Northern California	11/2/2020	EAF	\$ 112,380	\$ 16,381	15%	N/A	N/A	Approve	<p>We are requesting a revision for IOLTA and EAF and an IOLTA carry-over due to Staff turnover and vacancies. We inadvertently budgeted Administrative under Other and should be listed under Administrative Non-Personnel.</p>