

2020 Budget Revision and Carry-Over Requests											
As prepared for the November 13, 2020 Bank Grants Committee & Legal Services Trust Fund Commission Meeting											
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	
2018 - 2020 Bank Grants (For Committee & Commission to Review and Approve)											
1	California Indian Legal Services	11/2/2020	Bank Grant	\$ 41,540	N/A	N/A	\$ 15,000	36%	Approve	<p>The COVID-19 pandemic has struck at the core of our Native American Record Clearing Employment Rights Project (Project). California Executive Order N-33-20 issued on March 19th 2020, subsequent orders from the California Judicial Council and Emergency Court Rules together with federal and state public health mandates all protecting public health have hampered the hallmark features of the project: large scale no cost group Live Scan screenings, large group RAP sheet review and analyses, and one-on-one follow-up client interviews to identify and develop the documentation needed to file petitions for conviction dismissal.</p> <p>The Project's target community is composed of individuals at or below the poverty level with criminal histories who are seeking employment. Free Live Scan sessions are the first key component of the conviction dismissal process. While California Department of Justice (CDOJ) fees can be waived based on low income, Live Scan fees cannot be waived and can range from \$20-\$98. Live Scans are the quickest and most dependable way to obtain RAP sheets, but our target community can only obtain CDOJ RAP sheets through free Live Scan sessions. These sessions are only intermittently available under the best circumstances, and are held indoors among large groups of individuals who present some of the highest risk levels for both COVID-19 infection and disease risk.</p> <p>RAP sheet review and analysis sessions similarly occur indoors and in large groups. Overview and explanatory sessions covering conviction dismissal eligibility and procedures also typically occur in large groups that are followed by one-on-one private and confidential interview that can take up to one full hour in some instances. The COVID-19 pandemic adversely affects these key features of the Project and our ability to meet public safety concerns.</p> <p>These combined factors have hampered the Project's ability to reach and service our target community since public health and related policies took effect last March. We have recently been able to conduct remote educational sessions consistent with COVID-19 protections, but without RAP sheet analyses and follow-up interviews. In a positive recent development, we have been able to conduct a series on RAP analyses remotely from a central location and then conduct follow-up interviews from that location. This adaptation allowed us to serve our target community again, but enabled us to serve only about half the clients we would ordinarily service in the same period of time.</p> <p>Once we refine this process and it becomes more routine, remote technology will provide us with a model to complete the Project's important work. Remote technology used from a central location helps account for the fact that our target community does not have independent access to the technology required for remote access to work. However, this model does not account for restricted access to Live Scan sessions that is the cornerstone of the project. We have identified one free Live Scan service recently but taking advantage of this opportunity will require COVID-19 safe van transportation to a remote Live Scan site that will serve significantly reduced numbers of individuals so that we can comply with COVID-19 safety standards. This approach to RAP sheet access is a step forward in meeting overall Project goals.</p> <p>Even more importantly, however, we believe that in coordination with three Tribal TANF programs, we may be able to obtain individual case-by-case Live Scan sessions through the use of TANF financial resources. This model will enable us to move away from exclusive reliance on intermittently offered free Live Scan sessions, plan for a greater number of more limited RAP analysis sessions and help avoid some of the public health concerns that correlate with large indoor group sessions as the Project safely expands to pre-COVID-19 levels. We believe that a carryover of our remaining 2020 funds to 2021 will help allow us to meet the public health demands of COVID-19 and still effectively complete the goals of this important community employment effort using and/or building upon some these recent COVID-19 induced service delivery adaptations.</p>	
2	California Women's Law Center	11/2/2020	Bank Grant	\$ 36,222	N/A	N/A	\$ 11,183	31%	Approve	<p>Our deviations in expenditures from the project budget this year were all due to Paycheck Protection Program loan money spent during the second quarter, as well as other changes in spending due to the COVID-19 pandemic requiring less travel and moving our previously in-person clinics to an online format.</p>	
3	Central California Legal Services	11/2/2020	Bank Grant	\$ 355,287	Need to confirm budget amounts with program.	Need to confirm budget amounts with program.	\$ 197,742	56%	Defer to the Committee for further discussion	<p>CCLS is requesting to spend down \$197,742 of our 2020 Bank Grant monies in 2021. The circumstances that resulted in the under-expenditure of our grant funds includes: Within the last year, Housing Element (HE) project work has been significantly affected and delayed, due to attorney attrition (i.e., loss of HE Project Team Lead, Clovis litigation lead attorney; loss of Selma and Orange Cove lead attorney), COVID 19 shelter in place / social distancing requirements and conversion to remote- working operation (due to COVID 19). Our plans to spend these funds in 2021 include continuing our Clovis case litigation and funds to be spent on the Housing Element team continued efforts, litigation support and expert witnesses. Please see attachment for more details of our spending plan.</p>	
4	Child Care Law Center	11/2/2020	Bank Grant	\$ 174,397	\$ 45,110	26%	N/A	N/A	Approve	<p>We have brought on a community advocate who is a former family child care provider, and expert in relevant laws and regulations, to conduct community outreach and education.</p>	
5	Community Legal Aid SoCal	11/2/2020	Bank Grant	\$ 250,000	N/A	N/A	\$ 80,718	32%	Approve	<p>The reasons for under-expenditure of the grant funds are: 1. The original supervising attorney left the organization and it took several months for the organization to find a qualified person to fill the vacancy. 2. The paralegal left the organization in March, and it took several months for the organization to find a qualified person to fill the vacancy.</p>	
6	Family Violence Law Center	11/2/2020	Bank Grant	\$ 75,000	N/A	N/A	\$ 24,312	32%	Approve	<p>FVLC under-expended these funds in 2020 because the staff person on this project left her position in early 2020 and we did not rehire her position until October 2020. The funded project will continue once the bank grant funds are expended because we have secured additional funding, but we are relying on the balance of the bank grant funds to fund this project fully. The balance of \$24,312 will be expended in 2021 for staffing, our partner agency, insurance and memberships, and hopefully to support project travel and training. If the pandemic prevents us from using funds for travel and training we will request a budget modification and will be able to use those funds to support project staffing.</p>	

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7	Greater Bakersfield	11/2/2020	Bank Grant	\$ 225,000	N/A	N/A	\$ 130,959	58%	Defer to the Committee for further discussion	We have an 80% unfilled vacancy remaining in year three, which has been challenging to fill during the pandemic. In addition, non-personnel expenses were less than anticipated due to curtailed activity (travel, training, etc) due to the COVID pandemic. Additionally, cost allocations to non-personnel expenses were under budget based on less than budgeted personnel (FTE) which is used in calculation for shared expenses. We intend to use the carry-over funds to continue the existing project.
8	Impact Fund	11/2/2020	Bank Grant	\$ 185,919	N/A	N/A	\$ 111,630	60%	Defer to the Committee for further discussion	We are requesting to carry over \$111,630 in grant funds to 2021. The circumstances that resulted in the under-expenditure for 2020 were COVID-19 related. Essentially, COVID-19 largely arrested progress as at its core the program consists on an in-person event, the Clean Water Forum, which then stimulates interest in applying for sub-grants. As we were unable to proceed with the Forum, sub-grants also were less than anticipated. Our hope is that once a reliable vaccine is developed, we will be able to reconvene the Forum and then stimulate sufficient sub-grant applications to absorb the remaining grant funds.
9	Immigrant Legal Resource Center	11/2/2020	Bank Grant	\$ 120,000	N/A	N/A	\$ 55,000	46%	Approve	The COVID-19 pandemic forced the ILRC to halt the in-person meetings with parent leadership groups due to limitations on in-person gatherings and the closure of local schools. The shift to remote meetings and virtual work has been challenging in a region like the Central Valley, where many of the families we work with have limited access to the internet and limited knowledge of technology and online platforms. While initially the work slowed down significantly, the ILRC together with our local leaders were able to successfully pivot and engage community members. Some of the tools used include, the use of zoom meetings, WhatsApp messaging, and the provision of hot spots to parent leaders. While two of our groups have made the transition, our efforts to establish a third leadership group faced considerable challenges. The additional time will allow the ILRC to work with local partners to fully activate the third parent leadership group and to continue the work with the two existing groups in order to meet identified objectives and recuperate time for the period when the pace was slower. Finally, the COVID-19 pandemic has created additional need in the local communities and leadership groups have responded through different initiatives, including the distribution of masks and emergency assistance. We seek to increase our total funds regranted to the field by \$10,000 (and reduce the amount held by the ILRC by that amount.) These needs and efforts will continue in to the new year and other objectives of the groups that have been given less attention as a result with benefit from additional time.
10	Worksafe	11/2/2020	Bank Grant	\$ 175,000	N/A	N/A	\$ 47,250	27%	Approve	Worksafe received a Paycheck Protection (PPP) and had to use most of those funds in salaries. We intend to complete the programmatic work initially proposed in this carry-over period.
2020 - 2022 Bank Grants										
1	Legal Aid of Sonoma County	11/2/2020	Bank Grant	\$ 48,000	\$ 14,780	30.8%	N/A	N/A	Approve	No Change from original proposal to core activities, major objectives or strategies. We are requesting a Budget Revision because we received a Federal PPP Loan in 2020 and thus spent more 'other monies' in Year 1 than originally budgeted. We request carry over of the remaining Year 1 Funds to Year 2 and Year 3. We are also requesting a Budget Revision to move the funds that were on the line item for Contract Services to Clients in years 2 and 3 to the Personnel, Administrative Personnel, and Employee Benefits lines. LASC has determined that staff should conduct 100% of project activities, rather than hiring an independent contractor to conduct a portion of the activities.
2018- 2020 Bank Grants (Informational Purposes Only)										
1	California Rural Legal Services, Inc.	11/2/2020	Bank Grant	\$ 275,000	Need to confirm budget amounts with program.	Need to confirm budget amounts with program.	\$ 55,958	20%	Approve Carry-over	CRLA's original grant budget contemplated level spending at \$275,000 per year over the entire 3-year period. Additionally, the budget and funding level allowed for a 60% FTE new hire Staff Attorney position. The body of work this grant has funded brought together the work of CRLA's Foreclosure Prevention staff with CRLA's Community Equity Initiative team. Both groups are skilled and deeply invested in their various areas of housing work and the opportunity to combine direct services with impact advocacy in communities of historic disinvestment presented a unique opportunity for CRLA. The original vision involved brining a more intentional focus to the foreclosure prevention work, overlying data around disinvestment and impacts on equity like blight and substandard habitability. CRLA envisioned a "warm hand-off" from the direct services team to the community education and longer-term impact advocacy team. The Foreclosure Prevention staff are highly effective in stopping mortgage rescue scams and preserving family wealth by stopping foreclosures. Many of their direct service clients become more deeply invested in their community once their homes are saved and secured. CRLA's Community Equity team works with community members interested in improving conditions and bringing positive change by increased involvement in local decision-making, including addressing blight in collaboration with local code enforcement entities. The contemplated new hire Staff Attorney position would be the natural conduit between the two teams and the clients interested and now more deeply invested in their community through preserved home ownership. Unfortunately, CRLA lacked the full funding to support the position. This was coupled with the hiring climate that forced CRLA to scale back positions from Staff Attorney down to Law Grad and further down to Community Worker in many cases, tremendously restricting the range of advocacy that could be undertaken by any given scaled back position. Over time, the inability to hire this critical new Staff Attorney had two negative effects. First, the two teams lacked that overlapping staff member who was envisioned to bring the work together holistically. Both teams have excelled in their individual goals. The Foreclosure Team exceeds direct service targets every year and creates a return of investment (ROI) through monetary saving for our clients that no other CRLA team can beat. The Community Equity Initiative (CEI) team has secured local-level wins with county governments that bring permanent, life changing improvements to neighborhoods and communities of folks living in rural unincorporated communities in the San Joaquin Valley. But the work has been siloed and not interwoven together as there was not someone working in both camps and championing greater collaboration. Second, over time there has been a need to fill the gap and other staff have been brought in to fill the intended 60% FTE in piecemeal. The Foreclosure Team has an additional attorney with discrete hours around specific casework. The CEI team has had to fill in with two Community workers prior to finally adding a Staff Attorney position a few months ago. There never was a shared new hire to bring with two segments of the workplan into greater alignment and the space was filled in by several other advocates at much smaller FTES on an ad-hoc and as-needed basis. Best practice would have been for CRLA to have identified much sooner that the lack of the critical new hire would have implications for the work of the teams, encouraging unplanned siloing, and would have negative implications for spend-down, year on year. We are proud of the work achieved by the teams under this grant, but operational difficulties have left us in a position accumulated underspent funds in 2020 that force us to carryover funding into 2021 if approved to do so by the State Bar. We appreciate your consideration. Our estimated Q4 2020 burn rate is \$75,798. This means should we continue at the same pace, we would fully expend in Q1 of 2021.
2	Law Foundation of Silicon Valley	11/2/2020	Bank Grant	\$ 150,000	\$ 19,105	12.7%	N/A	N/A	Approve	While we continue to collaborate and support other legal services organizations, we removed the training deliverable to allow us to prioritize the above project activities. We also modified our proposal to focus on preservation of current affordable housing rather than financing and creation of new affordable housing. We believe this makes the most sense given that other organizations within our community are effectively advocating within that realm; the real gap in advocacy and services is related to preserving currently existing housing. In regards to the budget, the Law Foundation restructured the housing program in 2018 resulting an increase in supervision and paralegal staff. The revised budget for 2019 increases the FTE for Directing/Supervising Attorney by 0.15FTE and the Community Workers by 0.04FTE and reduces the FTE for Senior/Staff Attorney by 0.20FTE. Due to a vacant Supervising Attorney position in 2020, the revised budget decreases the FTE for Directing/Supervising Attorney by 0.15FTE and the Community Workers/Senior Legal Assistants by 0.15FTE and increases the FTE for Senior/Staff Attorney by 0.30FTE compared to 2019.

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3	Lawyers' Committee for Civil Rights	11/2/2020	Bank Grant	\$ 150,000	N/A	N/A	\$ 14,500	10%	Approve	<p>Carry Over of Sub-grant:</p> <p>Our sub-grant with Urban Habitat was extremely effective in year 1 and year 2. With the onset of COVID19, the community needs and context of local organizing shifted. We were called upon to respond to greater need for commercial eviction defense services and financial services for small businesses in response to the pandemic. Demand for our LSE program grew significantly and we needed support to facilitate our attorney matching. The delay in spending down our sub-grant was a result of needing to identify the best partner to meet this community need, in line with original objectives of the grant. We identified Start Small Think Big, a known partner, to assist us with attorney matching software development, technical assistance and software support for COVID-19 emergency response legal services matching. We were able to agree on a MOU with Start Small Think Big, and have a 4-phase plan to spend down the sub-grant of \$10k. We anticipate spending \$2500 on this before 12/31/20 and the rest (\$7500) prior to 12/31/2021. Carry-over of Contract Attorney Fees: \$7,000</p> <p>There are 3 ongoing matters that began in 2020 which we anticipate continuing on into 2021. If any of the carried-over funds are still available (because these 3 clients didn't end up needing the full amount of funds committed), we will spend any leftover amount on contract attorneys to provide lease negotiation or eviction defense services in 2021</p>
4	Learning Rights Law Center	11/2/2020	Bank Grant	\$ 175,000	\$ 31,597	18%	N/A	N/A	Approve	<p>In early 2019, our Community Engagement Director left his position. We promoted our TIGER Coordinator to TIGER Manager, and she assumed the responsibilities for outreach that had previously been the Community Engagement Director's. In early 2019 our paralegal also left her position. She was replaced by a new part-time paralegal in June. The paralegal is integral to our EJP Director's ability to keep up with her large caseload; with over a dozen complex filings pending at a given time. In fall of 2019 we hired an additional paralegal to work directly with the EJP Director, while the part-time hire was promoted to the position of Paralegal Manager and took over supervision of our Legal File Clerk.</p> <p>In the summer of 2020, Learning Rights' EJP Director left the organization. Her cases were transferred to other attorneys within the organization, and our Executive Director, Janeen Steel, took over responsibility for the civil litigation and oversight of the Environmental Justice Project.</p>
5	Legal Access Alameda	11/2/2020	Bank Grant	\$ 120,000	\$ 29,481	24.6%	N/A	N/A	Approve	<p>In 2020, year 3 of this grant, our program attorney left in mid-June. With the program funding ending December 2020, we decided with our sub-grantee partner, Start Small Think Big, that they would continue the program on their own starting in January 2021. Because of this, it made more sense to have them hire a new California program attorney rather than Legal Access. The shift of an additional \$18,861 to our sub-grantee represents amounts to cover salary for the program attorney through December 2020. We also shifted some monies to the paralegal salary in 2020 (as we did in 2019) based on that position taking on more program management in 2019 and a raise in pay reflective of that. Benefits expenses were not as high as projected in 2018 and we reduced those costs in our 2019 budget and again in our 2020 budget. We also included the cost of California state bar dues for the staff attorney in 2020 under "other" at \$520. Space for the program is calculated at the percentage of program employee FTE out of the total Legal Access FTE. The amount allocated in 2020 for space expense covers a significant portion of that cost. While we are working remotely because of CoVid, we are still bound by our commercial lease to pay for office space.</p>
6	Legal Assistance for Seniors	11/2/2020	Bank Grant	\$ 33,541	\$ 4,998	14.9%	N/A	N/A	TBD after confirmation of explanation.	Need to confirm explanation for budget revision with program.
7	Neighborhood Legal Services	11/2/2020	Bank Grant	\$ 230,000	\$ 56,500	25%	N/A	N/A	Approve	<p>Unfortunately, in Year 3 of this 3 year project award and directly related to escalation of the novel Corona Virus and related health impacts of COVID-19 to a pandemic level, NLSLA had several shifts in staffing that has significantly impacted our ability to draw down on our current funding. Most recently in the last six months, we lost our paralegal and one of our Antelope Valley Initiatives attorneys. Both positions remain vacant and we are currently leveraging other staff to ensure we can continue to meet most of our service deliverables until we are able to re-hire.</p> <p>As a result of the safer at home orders and limited staffing, our team was forced to suspend services for several months, which has significantly hindered our ability to meet our objectives for two of the five proposed objectives in our proposal - 1) implement strategies to build the communities capacity to advocate for themselves pre- and post-hiring through "know your rights" sessions on employment and implicit bias and 2) increase our outreach/education efforts to local stakeholders and employers.</p> <p>Of the \$230,000 Year 3 award, NLSLA projects expending \$173,500 in 2020 as reflected in the chart above in the column noted Project Actual Year 1. Please note that the Year 3 budget is not properly represented above as the Year 1 budget is shown skewing the individual carryover lines. However, NLSLA is requesting to carry over \$56,500 of the \$230,000 grant into 2021 as a result of the coronavirus impact on services. NLSLA intends to spend the funds in full in 2021 by hiring an outreach coordinator and funding the position at 75% for 12 months. All other expenses will be provided as in-kind. The 0.75 FTE outreach coordinator will help NLSLA develop and implement both virtual and in person strategies that will enable NLSLA to re-gain some of the momentum we lost after the suspension of our outreach efforts, community meetings and Reentry Advisory Committee meetings due to the pandemic and safer at home orders.</p>