



Date: November 17, 2020

To: EAF Homelessness Prevention Committee of the Legal Services Trust Fund
Commission

From: Christine Holmes, Senior Program Analyst

Subject: Redistribution Plan for Unspent 2019 Formula EAF Homelessness Prevention and 2020
EAF Homelessness Prevention Request for Proposal Grant Funds

EXECUTIVE SUMMARY

The Budget Act of 2019 (AB 74) allocated \$20 million¹ to the State Bar for grants to IOLTA-funded organizations to provide eviction defense or other tenant defense assistance in landlord-tenant rental disputes. AB 74 required 75 percent of the funding (\$14,887,500) be distributed by a modified IOLTA formula. The remaining 25 percent of the funding (\$4,962,5000) was disbursed through a competitive grant process.² Sixty-three organizations were eligible for formula grants with projects commencing on September 2019; and 18 organizations received a competitive grant with projects commencing on January 2020. In addition, the budget bill language required all funds to be expended by June 30, 2021.

To minimize the amount of unspent funds at the end of the grant period, the State Bar required all grantees to submit a mid-cycle expenditure report so that the State Bar can assess if grantees are on track to spend down the entirety of their funds. If it appears that a grantee will not be able to fully spend down its allocation, the State Bar had informed grant recipients that it may request funds be returned for redistribution.

The EAF Homelessness Prevention Committee (Committee) will meet on November 20 to consider three main issues: (1) whether any programs should return unspent funds; (2) options for redistributing any unspent funds; and (3) budget modification requests for both formula and competitive grants. The Committee will present its recommendations to the Legal Services Trust Fund Commission (Commission) at its December 15 meeting.

¹ AB 74 allowed \$150,000 for administrative costs.

² Please note, in prior memos, the split between the formula grant and the competitive grant was identified as \$14,850,000 and \$5,000,000. This minor error will be corrected with the upcoming redistribution of funds.

BACKGROUND

Required Mid-Cycle Expenditure Report

The State Bar required grantees to submit a mid-cycle expenditure report by October 30, 2020.³ Programs reported actual expenses from the beginning of the grant period (September 2019 for formula grants and January 2020 for competitive grants) through September 2020. In order to determine if a grantee is on track to spend down its grant award, the expenditure report included a table that projected expenditures for the remaining nine months of the grant period (through June 2021) using the last month of a grantee's reported expenses (September 2020). For example, if a grantee reported \$10k in expenses in September, the projected expenses for the remaining nine months would be \$90k. If it appears that a grantee will not be able to fully spend down its allocation, the Commission may request funds be returned for redistribution.

Because COVID-19 continues to present operational challenges for grantees, and unique situations can arise that might not make one month, or even one quarter, representative of future expenditures, the State Bar permitted grantees to project expenses in the expenditure report using a different method or rationale. If a grantee elected a different methodology (instead of projected expenses based on actual September 2020 expenses), a narrative response justifying the grantee's rationale was required.

The expenditures report also asked a "yes" or "no" question for grantees to indicate if they are able to utilize additional funds should there be a reallocation.

Budget Modification Requests

As part of the mid-cycle expenditure report, grantees could also request budget modifications. Budget deviations that exceed ten percent of the total grant require approval from either the Director of the Office of Access & Inclusion or the Commission. The Director may approve requests up to 25 percent and the Commission must approve all requests exceeding 25 percent.

Previously Unspent Funds

Legal Aid Society of San Bernardino (LASSB) was awarded an EAF HP competitive grant totaling \$250,000. Thereafter, the Commission, at its January 30, 2020 meeting, rescinded LASSB's EAF HP competitive grant for non-compliance issues. This \$250,000 will be included as part of the reallocation of competitive grant funds.

DISCUSSION

³ The expenditure report was originally due August 30, 2020. However, due to disruptions brought on by COVID-19 and shelter in place orders, programs requested an extension and the EAF Homelessness Prevention Committee approved the request at its August 12, 2020 meeting.

As mentioned above, the Committee will consider the following three issues at the November 20 meeting: (1) whether any programs should return unspent funds; (2) options for redistributing any unspent funds; and (3) budget modification requests for both formula and competitive grants.

Unspent Funds to be Returned to the State Bar for Redistribution

Staff conducted a thorough review of all expenditures report to confirm if grantees are on track to spend down the entirety of their grant awards by June 30, 2021. Of the 80 reports submitted, six grantees are clearly on track to spend down their entire grant award using the State Bar's projection⁴. Seven grantees reported that they will not be able to expend all their funds by end of the grant period, resulting in \$590,848⁵ of returned funds to the State Bar for redistribution. Seventy-three grantees used an alternative method or rationale to calculate their projected expenses. Narrative responses for these alternative methodologies are included in Attachment A along with staff's recommendations. One grantee, Legal Assistance for the Elderly (LAE) reported no expenditures to date but projected it will spend down its \$50,039 formula allocation in the remaining months of the grant period. LAE failed to provide a narrative explanation for its alternative methodology. Staff is following up with LAE and will provide an oral update and recommendation at the Committee meeting. If the Committee concurs with staff's recommendations, pending the recommendation for LAE, a total of \$264,094 worth of formula funds and a total of \$326,754 worth of RFP funds will be available for redistribution by January 2021.

Redistribution of Returned Formula Funds and Competitive Grant Funds

AB 74 requires that 75 percent of the funds be distributed through a modified IOLTA formula and the remaining 25 percent through a competitive grant process. It additionally required that any funding not allocated pursuant to the competitive grant process be distributed pursuant to the modified IOLTA formula. Here, the returned competitive grant funds have already been allocated to competitive grants, so AB 74 does not require these funds to be distributed pursuant to the modified formula so long as they can be distributed to other competitive grant recipients. Given the continued need for services proposed by the competitive grant applicants, staff recommends redistributing returned competitive grants to existing competitive grant recipients that have the capacity to spend the funds, so long as the additional funds, when added to the funds previously granted, do not exceed the amount originally requested in the proposal.

⁴ Several programs are on track to spend down before the end of the grant period.

⁵ Legal Aid Society of San Diego (LASSD) reported it will return to the State Bar \$4,998 of its formula allocation and \$2,677 of its RFP allocation. However, LASSD also reported it was in a position to receive additional funding. Staff is in the process of clarifying LASSD's reported information. If LASSD revises its explanation to spend down the entirety its allocations, the redistribution amount will be a total of \$259,096 formula funds and a total of \$324,077 RFP funds.

Formula grantees that indicated they are in a position to receive additional funding will receive a percentage share of the returned formula funds equal to that grantee's 2019 IOLTA allocation divided by the total number of eligible grantees.

Redistribution of Returned Competitive Grant Funds

If the Committee agrees that returned competitive grant funds should be distributed to other competitive grant recipients that are able to receive and spend down the funds by June 2021, below are two additional options on how to redistribute funds. Staff recommends the Committee adopt the first option and redistribute the returned funds proportionate to a grantee's original awarded share.

(1) Redistribution of Returned Competitive Grant Funds Based on Proportionate Share of Competitive Grant Allocations

Returned competitive grant funds may be redistributed based on a grantee's proportionate share of the total competitive grant allocation to all competitive grantees seeking funds. For example, if a grantee's original award constituted 25 percent of the total competitive grant allocation to grantees that are now eligible for and seeking a portion of the returned competitive grant funds, the grantee would receive 25 percent of the returned competitive grant funds.

Staff recommends the Committee adopt this option for ease of administration and because there would be a correlation between the redistributed amount and the size of the original award.

(2) Redistribution of Returned Competitive Grant Funds Distributed Evenly Amongst Competitive Grantees

Returned funds may also be divided equally amongst all competitive grant recipients seeking funds. Although this option would be easy to administer, staff does not recommend this methodology because it does not consider the size of a project.

Budget Modification Requests

Four competitive grant budget modification requests and 10 formula budget requests were received. Attachment B includes all requests and staff recommendations.

ATTACHMENTS

- A. 2019 & 2020 EAF Homelessness Prevention Expenditure Report Summary Spreadsheet
- B. 2019 & 2020 EAF Homelessness Prevention Expenditure Budget Revision Requests

2019 2020 EAF HP Expenditure Report Summary

Amount to be Returned to the State Bar
Explanation for Deviation from State Bar's Projection
for Remaining Project Expenses

#	Funding Opportunity	Organization	Total to be returned to State Bar	Explanation for Deviation from State Bar Projected Expenses	Staff Recommendation Regarding Explanation	Staff Recommendation For Additional Allocation
1	Formula	Advancing Justice - Asian Law Caucus	\$ -	N/A	NA	N/A
2	Formula	Affordable Housing Advocates	\$ -	The bulk of the grant is for wages and related benefits. The amount of personnel costs paid in September 2020 were based on 43% of the attorney's time for those 2 pay periods, which involved significant briefing (a reply to 2 oppositions to 9 motions to compel; a reply to 2 oppositions to a motion for leave to amend; and an opposition to a motion for judgment). Time for this program has instead varied, based on the stage of the litigation, as follows: 21% in 2019 Q4, 13% in 2020 Q1, 24% in 2020 Q2, and 29% in 2020 Q3. Projected personnel costs were estimated by dividing personnel expenses from 10/1/19 to 9/30/20 by 4 quarters and multiplying the result by the remaining 3 quarters. Regarding non-personnel costs, the pandemic resulted in AHA discontinuing its efforts to fill the Tenants' Rights Project (TRP) staff attorney position. Funds budgeted for training and printing costs (business cards) related to the new hire were reallocated to a fraction of 1/3 of the office space and library updates allocated to TRP.	Approve	N/A
3	Formula	Aids Legal Referral Panel	\$ -	We have hired an attorney for this position and will fully spend down the funds by June 30, 2021.	Approve	Approve
4	Formula	Alliance for Children's Rights	\$ -	The deviations are a result of rounding without using decimals. The Alliance will spend all the dollars projected in this grant by 6/30/21. The deviations show an overspend of funds by \$10 overall.	Approve	Approve
5	Formula	Bay Area Legal Aid	\$ -	Nearly all of BayLegal's projected expenses for the final 9 months of this project vary from the auto-calculated projections. Program activities had a relatively slow start, and monthly expenses early in the grant period were much lower than in more recent months. Rather than simply base our projections solely on September expenditures, we took custom approaches to estimating specific costs. 1) To project attorney salaries, we based future expenditures on the billing patterns of those with the greatest involvement in the project to date. 2) The method was similar for projecting paralegal salaries; see our description in section 3 of why actual expenses have deviated from the budget. We anticipate that billing in this category will continue at slightly higher pace as in September 2020, as the hourly rate of the advocate described below was recently increased. 3) The projected costs of Benefits is based on the original budget's formula of 25.5%, multiplied by the total projected salary expenses. 4) Since Space, Office Supplies, and Equipment Rental costs have fluctuated, we averaged the total expenditures YTD over 12 months, then multiplied those averages by 9 to arrive at our projections for the remaining grant period. This same formula was applied to Administrative Personnel and Non-Personnel. 5) Although spending on Telecommunications lagged through September, we anticipate expending this budget line in full, due to an expected increase in communications expenses from staff continuing to work remotely.	Approve	Approve
6	Formula	Bet Tzedek Legal Services	\$ -	Our projection is that we will be very close to spending the entire grant. The overall budget variance is zero %, however the following line items changed: 1) Personnel costs of \$356,541 included Lawyers and a litigation secretary only. The updated budget reallocates personnel to actual, which includes Attorneys, Paralegals and Other. This budget projects an increase in program staff cost of 13% (+\$47,768). Non-Personnel costs of \$63,600 have been projected lower based on actual trends by 34% (-\$21,448). Administrative Personnel costs of \$61,848 has been adjusted down to actual trends resulting in a decrease of 43% (-\$26,320).	Approve	N/A
7	Formula	California Advocates for Nursing Home Reform	\$ -	N/A	N/A	Approve
8	Formula	California Rural Legal Assistance, Inc.	\$ -	Personnel: 1. Attorneys – CRLA's projected attorney expenses exceed the auto-calculated projection substantially due to the recent hiring of the Housing Helpline Managing Attorney and temporary staff attorney hiring to meet service needs. 2. Paralegals – CRLA's projected paralegal expenses exceed the auto-calculated projection substantially due to expanded hiring of lay advocates and the difficult hiring climate for staff attorney level positions. CRLA expanded the role of lay advocates in meeting service needs. 3. Other Staff – The variance between CRLA's projected clerical expenses and the auto-calculated projection is de minimus. 4. Employee Benefits – CRLA's projected employee benefit expense exceeds the auto-calculated projection in alignment with the staffing changes noted above. Non-personnel: 5. Space – The variance between CRLA's projected space expense and the auto-calculated projection is de minimus. 6. Equipment Rental and Maintenance – The variance between CRLA's projected equipment rental and maintenance expense and the auto-calculated projection is de minimus. 7. Office Supplies – The variance between CRLA's projected office supplies expense and the auto-calculated projection is de minimus. 8. Printing and Postage – The variance between CRLA's projected printing and postage expense and the auto-calculated projection is de minimus. 9. Telecommunications – CRLA's projected telecommunications expense exceeds the auto-calculated projection substantially due to expanded staff hiring to meet service needs and expanded telecommunications needs due to reliance on remote services. 10. Technology – The variance between CRLA's projected technology expense and the auto-calculated projection is de minimus. 11. Program Travel – The auto-calculated projected program travel expense exceeds CRLA's projection that there will be no travel expenses due to continued reliance on remote services due to the pandemic. 12. Training – N/A; 13. Library – N/A 14. Insurance – The variance between CRLA's projected insurance expense and the auto-calculated projection is de minimus. 15. Litigation – N/A; 16. Capital Additions – N/A 17. Contract Services to Clients – CRLA's projected contract services to clients expense exceeds the auto-calculated projection substantially due to expanded use of temporary labor and the difficult hiring climate for staff attorney level positions. CRLA expanded the role of temp labor advocates in meeting service needs. 18. Evaluation – N/A 19. Other – CRLA's projected other expense exceeds the auto-calculated projection substantially due to delayed use of funds for meetings and conferences during the pandemic. CRLA is utilizing the funds in October 2021 for grant funded staff participation	Approve	N/A
9	Formula	California Women's Law Center	\$ -	1. Attorneys -- \$22,680 - [\$21,080 + (\$1,344)] = \$22,424 This is only a very slight variation in projected attorney expenses, and is due to the departure of a staff attorney. 2. Other Staff -- \$4,500 - [\$1,701 + (\$3,023)] = \$4,724 This slight increase in projected expenses for other staff is related to changes in staff who support the grant-related activities. 3. Employee Benefits -- \$4,410 - \$3,524 There was a slight decrease in projected employee benefits due to the departure of a staff attorney. 4. Space -- \$13,122 - [\$6,122 + (\$2,981)] = \$9,103 Our rent costs were increased, requiring a larger expenditure in this area than initially budgeted. However, our projected expenses in this area for the rest of the grant will be slightly less due to savings on parking because most staff are working remotely. 5. Office Supplies -- \$288 - [\$0 + (\$347)] = \$357 Our costs for office supplies remain fairly constant and this slight deviation is due to our September costs being slightly less than other months in the first half of the grant period. 6. Printing and Postage -- \$63 - \$0 We plan to remain remote for most of the remaining grant period and will not plan to expend additional funds in this area. 7. Program Travel -- \$0 - \$239 We had slightly more program travel than expected during the first half of the grant due to travelling to court appearances. We did not have any program travel in September, and expect there to be program travel in the second half of the grant, but not quite as much as the first half due to the pandemic. 8. Litigation -- \$0 - [\$500 + (\$1,096)] = \$1,596 We did not have filing fees and other litigation costs in the month of September, but we anticipate our overall litigation costs to remain fairly consistent through the rest of the grant period. We expended additional one-time costs on an eviction case during the first half of the grant period that will not extend into the second half of the grant period.	Approve	Approve
10	Formula	Central California Legal Services	\$ -	Needed additional space to house the team for this project. Due to COVID we do not anticipate needing as much travel and would like to reallocate those funds to other costs.	Approve	N/A

2019 2020 EAF HP Expenditure Report Summary

Amount to be Returned to the State Bar
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11	Formula	Child Care Law Center	\$ -	1) Attorneys: Attorneys will be underspent and Paralegals will be overspent as we transfer some of the attorneys' outreach work to our paralegals and community advocates. 2) Paralegals: See Number 1. 3) Other Staff: See Number 1. 4) Employee Benefits: accounted for by salary differences 5) Space: the overall shared cost for space is reduced due to other grant income 6) NA 7) Office Supplies: Costs increased due to supplying staff members at home rather than in one office location 8) Printing and Postage: no change 9) Telecommunications: overall shared costs reduced due to other grant income 10) Technology: increased costs for zoom and other technology to enable all staff to work remotely 11) Program Travel: costs reduced to limited travel during pandemic 12) Training: 13) Library: overall costs reduced due to other grant income 14) Insurance: overall costs reduced due to other grant income 17) Contract services: costs increased slightly for translation and interpretation 18) Evaluation: evaluation activities will be handled in house 19) Other: 20) Administrative Personnel: We slightly overestimated admin costs for personnel 21) Administrative Non-Personnel: slight change in costs	Approve	N/A
12	Formula	Coalition of California Welfare Rights Organizations	\$ -	The attorney was hired effective 2-1-20 through 6-31-21	Approve	Approve
13	Formula	Community Legal Aid SoCal	\$ -	Attorney: We will transfer some attorneys to other programs. Paralegal: We will transfer some paralegals to other programs. Other Staff: We will hire a legal secretary to assist attorneys and paralegals. Benefits: Since we will hire a legal secretary, we expect that the benefit expenses will increase accordingly. Equipment Rental: We plan to lease new equipment for the office, and the expenses will be prorated to HP program. Office supplies expenses: We expect that will spend more money on supplies, such as PC, Printer, etc. when we hire a new legal secretary. Printing Expense: We pay some expenses quarterly, so we will incur more expenses in the last quarter since we did not pay expenses in September. Telecommunication: We pay some expenses quarterly, so we will incur more expenses in the last quarter of the year since we did not pay expenses in September. Program Travel and Training: We estimate that we will start to send staff to attend some conferences as the pandemics has been under the control gradually. Insurance Expense: We pay some expenses annually and semi-annually, so we will incur more expenses in the last quarter of the year. Litigation Expenses: We pay some expenses quarterly, so we will incur more expenses in the last quarter of the year since we did not pay expenses in September. Others: We pay some expenses quarterly, such as software license. So we will incur more expenses in the last quarter of the year since we did not pay expenses in September.	Approve	N/A
14	Formula	Community Legal Services in East Palo Alto	\$ -	We intentionally plan to spend more on personnel expenses than the grant covers and the extra comes from our unrestricted/general funds. This is to ensure we have ample resources to spend down the funds.	Approve	Approve
15	Formula	Contra Costa Senior Legal Services	\$ -	Covid-19 slowed our homelessness prevention outreach and casework for several months. CCSLS also received a PPP loan that temporarily reduced our HP allocations for various line items. However, the PPP funds were exhausted in September and we have pivoted our outreach, clinic, and intake activities to ramp up our work in homeless prevention. Housing related case activity has grown substantially and we fully expect to spend down each line item by the end of the grant period. The exception is the Paralegal line item - we have reallocated \$5,000 from paralegals to "Other Staff" since paralegal outreach is difficult with seniors during Covid and our remote work and virtual legal service support models have increased the intake workload and required us to expand our intake team. This line item adjustment is less than 10% of the total grant.	Approve	Approve
16	Formula	Disability Rights California	\$ -	Personnel line items deviate from the projected expenses because we have more staff currently assigned to the grant work than we have remaining funds. As we move into spring, staff will be reassigned to other client work and grant funding sources. Some of the EAFHP staff will transfer to the National Mortgage Settlement work at the end of the EAFHP grant. Non-Personnel expenses deviate from projections as other funding sources are being used for these expenses to free up EAFHP funds for personnel. Office Supplies, Printing and Postage, Telecommunications, Training, Library, and Other expenses were not included in the original grant budget, but are necessary and minimal expenses for the operation of the grant. To free up funds for personnel, DRC is paying for "Space" with other funding sources. If additional EAFHP funds are available to be re-allocated, DRC is in a position to utilize additional funds.	Approve	Approve
17	Formula	Disability Rights Education and Defense Fund	\$ -	Attorney salaries: Mid-year structural salary increases intended to address the skyrocketing cost of living in the SF Bay Area account for the majority of the overages. A second adjustment was made on October 1, increasing the costs moving forward. Additionally, more senior attorney FTE has been directed to the EAF HP project. Other Staff: Mid-year salary adjustments. Most of the work on the project by non-attorney staff has been completed. Some administrative assistance has been projected through June 2021. Employee benefits: One attorney working on the project joined her partner's health insurance, resulting in lower costs allocated to the project. Equipment Rental: Some equipment maintenance costs for repair are expected over the remaining ten months Telecommunication costs were lower than expected, but more robust Zoom and survey plans will result in additional costs. As well as reimbursements to employees for Internet and cell phone usage. Technology: The pandemic delayed purchase of needed equipment - we expect to make those purchases before the end of 2020. Contract services: Because COVID-19 suspended travel to six sites and there was no need for attendant services and related costs, those costs weren't realized. We will use a portion of the budgeted amount for ASL, Real Time Captioning, transcripts and captions for videos of the Zoom trainings to place on our website, along with the cost for any necessary editing and website design. The cost per training is about \$600, and we are holding five more trainings.	Approve	N/A
18	Formula	East Bay Community Law Center	\$ -	We actually anticipate spending down our funds by the end of May—so before the projected deadline—and are doing so to allow for greater coverage of the individual hired to support this work. The auto-projected column above is based on spending funds through June 2021; we expect to spend our funds through May 2021.	Approve	Approve
19	Formula	Elder Law & Advocacy	\$ -	The staff attorney for the HPP will be ending a senior scams program in October 2020 and increasing her efforts (time) on the Homelessness Prevention Program by 5-10%. There is a corresponding increase of 5% to Employee Benefits. The original budget includes \$1,500 in printed materials which will be reduced in volume/cost (\$1,000) and will be ordered in the next 9 months. We have added \$600 to Library to purchase of CEB's California Eviction Defense Manual, added \$150 for litigation costs (court copy fees, and Knox Attorney Service) and added \$275 in Training for NCLC virtual conference and local conference in San Diego.	Approve	N/A
20	Formula	Family Violence Appellate Project	\$ -	Line 1 and 4 will be offset, funds moved from Salaries to benefits within same section. Line 11 to be reallocated due to the COVID Pandemic response. FVAP has retooled its outreach from in person training to virtual training. Reallocating Travel and Meals to Technology, Telecom, Insurance (Business & Malpractice), Dues & Memberships (Bar dues), Other Professional Fees (Tech support), Training and Library. This reallocation of funds within non personnel operation expenses will allow the project to continue to function and grow during the continued Pandemic Response.	Approve	Approve
21	Formula	Family Violence Law Center	\$ -	We anticipate spending down the total of \$31,083 by June 30, 2021. We currently are re-staffing the principle attorney position but assuming that we are able to do that successfully, we will be able to spend down the personnel lines. We may have to readjust some of the lines like program travel due to pandemic-related restrictions.	Approve	Approve
22	Formula	Greater Bakersfield Legal Assistance	\$ -	5. Space - increased by \$2 for rounding. 19. Other - reduced by \$3 for rounding.	Approve	N/A
23	Formula	Inland Counties Legal Services	\$ 154,385	September 2020 was not a month reflective of the remaining grant term. ICLS received approval in early October to modify the nature of the project given the fact that local courts for the court-based project have been closed or rearranged since March 2020 due to the ongoing COVID-19 pandemic. Personnel costs were calculated based on projected hours for staff, with benefits at current benefit rate. Non-personnel and administrative costs were projected based on 2021 overall budget allocated to a projected 7.7 FTEs for the project over 9 months.	Approve	N/A

2019 2020 EAF HP Expenditure Report Summary

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24	Formula	Inland Empire Latino Lawyers Association, Inc.	\$ -	<p>Our headquarters is located inside a City owned building. Due to COVID-19, the City of Riverside has restricted access to the building. In an effort to reopen, expand client number in San Bernardino, and also obtain additional space for additional staff, we entered a lease in a sister site in San Bernardino. For many years, our Staff Attorneys used the local law library for legal research. Due to COVID-19, the law library has been inaccessible. Therefore, we had to subscribe to LexisNexis for all of our staff attorneys. Due to Governor Newsom's shelter-in-place orders, IELLA's offices were shut down at the end of March 2020. In an effort to protect the health and safety of staff, volunteers, and clients, IELLA transitioned into a social distancing model wherein new clients intakes are performed over the phone, instead of in-person by volunteer law students. This substantially increased our anticipated grant budget expenditures in the areas of Paralegals and Other Staff as our Paralegals and Other Staff have to man the phones and process the intakes manually.</p> <p>Recently, IELLA hired a seasoned attorney to fill our new Homeless Prevention Project Attorney position. Due to the pandemic, the board felt that this position required a seasoned attorney to lead this project. This is because we anticipate a tsunami of housing clients once the eviction moratorium is lifted and tenant foreclosure begin being filed by banks. We did not feel that a newly licensed attorney could get up to speed on a new area of law and keep-up with the rapidly changing legal changes in this area of law, while also carrying a huge caseload of clients. Art Meneses (SBN #105260) has been licensed to practice law since 1982. His rate of pay was substantially higher than we originally anticipated in the budget due to his 38 years of legal experience.</p> <p>The City of Riverside shut down the Cesar Chavez building wherein our office is headquartered due to the COVID-19 pandemic. They still only permit one person inside the building at a time. In order to reopen, we had to establish a new secondary office location. We opened a new office in San Bernardino. This new additional space permits us to reopen to the public, provides us additional space for new staff and volunteers, and is anticipated to increase our client numbers in San Bernardino. This secondary location and its added costs were not anticipated when the original budget was created pre-COVID. This new office location has also resulted in increased renter insurance costs.</p> <p>Pre-COVID, our staff attorneys would utilize the Riverside County Law Library to access and perform legal research on LexisNexis and Westlaw for free. Due to COVID-19, the Riverside County Law Library has been closed to the public. During the pandemic, the Governor's Executive Orders case laws and regulations to change at the drop of a hat. Case decisions wherein the Court interprets these new laws and regulations is being issued daily. In order to provide our staff attorneys the ability to perform legal research and stay up to date with important case law decisions, we had to purchase a subscription to LexisNexis. This subscription is quite costly. This was not an anticipated cost in the original budget. This new cost has resulted in increased the cost under the category of Library.</p>	Approve	Approve
25	Formula	Inner City Law Center	\$ -	<p>Due to the unprecedented need for eviction defense, and as described in question 3a below, we have significantly increased staffing in our tenant defense work. The expanded capacity has enabled us to much better adjust to the pandemic-induced changes to the eviction landscape. To the extent that the State Bar has extra funds to allocate, this increased request includes the following line items:</p> <p>Paralegal: We increased to a full FTE for this position;</p> <p>Other Staff: Administrative Clerk and program Co-Director position;</p> <p>Accompanying increase in benefits for the above additional staff; and</p> <p>Increase in non-personnel to adjust occupancy and telecom for the additional FTEs.</p>	Approve	Approve
26	Formula	Justice & Diversity Center of the Bar Association of San Francisco	\$ -	<p>Deviations are immaterial. The project is on track to spend down all grant funds before the end of the grant period. JDC would appreciate the re-allocation of any other projects' unspent funds toward the operation of our Affirmative Eviction Prevention Project.</p>	Approve	Approve
27	Formula	Justice in Aging	\$ -	<p>One of our attorneys currently is almost entirely supported by the 2020 Bank Grant, which expires on 12/31/2020 and will not be renewed. Starting in January the attorney will devote more time to homelessness prevention efforts, which accounts for the increase in personnel expenses and in non-personnel expenses which are allocated proportionately to this project's percentage of total labor hours.</p>	Approve	Approve
28	Formula	La Raza Centro Legal	\$ 35,292	N/A	NA	N/A
29	Formula	Lawyers' Committee for Civil Rights	\$ -	<p>2. Paralegals - our main paralegal on this contract has been on medical leave for 5 months. We have temporary administrative assistance at a lower pay scale helping on this grant.</p> <p>3. Other staff - we found an accounting error in our software that wrongly attributed 10% of a staff member's time instead of 1% here, and are having our bookkeepers fix it. In the meantime, we put in an estimate.</p> <p>4. Benefits - this is lower because of our temp admin support vs. the budgeted permanent employees.</p> <p>9. Telecomm - this is Language Line, an on-demand translation service. We haven't used it as much as anticipated thus far so scaled back, but when we do need it, it quickly adds up.</p>	Approve	N/A
30	Formula	Legal Access Alameda	\$ -	<p>Regarding the unspent \$500 for program travel: because of CoVid and public library site closures, there were no program travel expenses as we shifted the program from in-person group workshops to remote one-on-one direct limited scope assistance to individual tenants. We are requesting to reallocate that \$500 from program travel to salary expense.</p>	Approve	N/A
31	Formula	Legal Aid at Work	\$ -	<p>Lawyers - Actual salary of program attorney (due to union CBA salary scales, given years of experience and step increases) exceeds amount funded by the grant</p> <p>Employee Benefits - Actual expense exceeds remaining amount of grant funds</p> <p>Telecommunications - Actual expense exceeds remaining amount of grant funds (due in part to Covid19)</p> <p>Travel - Less travel due to Covid-19</p>	Approve	Approve
32	Formula	Legal Aid Foundation of Los Angeles	\$ -	<p>Employee benefits expense: deviation due to LAFLA receiving a PPP loan and using such funds to cover most employee benefits expense during covered period. Office supplies and printing and postage expense: deviation due to staff shifting to work from home environment which resulted in less office supplies use and more electronic files transfers in lieu of normal mail. Travel and training: deviation due to pandemic reducing amount of both local and out-of-town training opportunities during the year. Insurance expense: deviation due to higher than anticipated increase in insurance premiums as a result of growth of workforce. Litigation expense: deviation due to closure of courthouses during pandemic resulting in less litigation expenses incurred.</p>	Approve	Approve
33	Formula	Legal Aid Foundation of Santa Barbara County	\$ -	<p>Our EAF HP program attorney is funded by multiple sources. Due to the previous moratorium on evictions and COVID impacts in our community, the 2nd grant that supports his work was extended to March 2022. The attorney will still bill to the 2nd grant but at a reduced percentage per month. Therefore, we project to be able to spend down our EAF HP attorney, employee benefit expenses, and corresponding non-personnel expenses by June 2021. Additionally, our courts are now processing evictions and demand for service has picked up significantly. Our EAF HP attorney is one of only two Housing attorneys serving the entire south coast of Santa Barbara County.</p>	Approve	N/A
34	Formula	Legal Aid of Marin	\$ -	<p>1. Attorneys will expend at least 10% FTE on the HP Homelessness Prevention Project, October 2020 to June 2021, supervising legal work on public benefits screening and case handling.</p> <p>2. Legal Assistant will expend slightly less than projected, as public benefits work that has been added with HP funds is projected to be additionally funded by other new funds that the HP project leveraged.</p> <p>4. LAM benefits structure changed effective October 2020 and benefits are expected to accrue at 25% of salaries.</p> <p>5. Space expense will accrue commensurate with the expected staff effort.</p> <p>6. Equipment rental & maintenance will accrue commensurate with the expected staff effort.</p> <p>8. A slight amount of printing and postage expense is projected commensurate with staff effort.</p> <p>9. Telecom expense is projected to be higher than in September 2020 commensurate with staff effort.</p> <p>10. Technology expense is projected to be higher than in September 2020 commensurate with staff effort.</p> <p>12. Staff will secure additional training in public benefits and holistic legal services for eviction prevention.</p> <p>14. Insurance expense is projected to be slightly higher than September 2020 projection consistent with additional staff effort.</p> <p>20. Modest administrative personnel expense (operations manager, receptionist) erroneously were not expended to the grant prior to September 2020. They will be expended going forward.</p> <p>21. Administrative consultant support will be expended to the grant commensurate with projected staff effort.</p>	Approve	Approve
35	Formula	Legal Aid of Sonoma County	\$ -	<p>Personnel and Administrative Personnel: Legal Aid of Sonoma County (LASC) received a COVID-19 Payroll Protection Program (PPP) Loan through the CARES Act. LASC used PPP to cover some of the costs for Other Staff and all of the costs for Administrative Personnel, in order to shift more of the available EAF HP Funds to Attorney salary and benefits. Even with the PPP loan and shifting funds from administrative personnel to program personnel, we still anticipate spending 100% of the remaining balance budgeted for Personnel well in advance of the 6/30/21 grant end date.</p> <p>Space: LASC does not wish to deviate from our original grant budget of \$3,000 total for space costs, and will spend the remaining \$1,200 prior to 6/30/21.</p> <p>Office supplies: Due to unanticipated COVID-19 related technology costs for the program, LASC has shifted funds that were to be spent on office supplies to technology.</p> <p>Telecommunications: Due to unanticipated COVID-19 related telecommunications costs for the program, LASC has already fully expended the amount in the original grant budget.</p> <p>Technology: Due to COVID-19 Staff have been working part time remotely since March 2020. This has resulted in increase technology costs for remote access to both software and hardware.</p> <p>Program Travel: Due to COVID-19 restrictions on in person meetings and trainings, staff have not had anticipated travel, conference and mileage expenses as originally budgeted. These funds were shifted to Liability Insurance, Bar Dues, and U.S. District Court fees for program staff.</p>	Approve	Approve

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36	Formula	Legal Aid Society of San Bernardino	\$ -	<p>There is a significant difference in the projected and expended personnel funds for one very specific reason: the Covid-19 pandemic. The legislative action taken to prevent wholesale homelessness resulted in an initial onslaught of worried clients, followed by a 8 month hiatus in filing legal actions addressing landlord/tenancy and home ownership. It also required LASSB to cease all on-site clinics previously offered throughout our vast county in deference to providing help through a remote-service platform. Our agency was fortunate to secure PPP loans funds and we have applied those funds to payroll costs to allow forgiveness of the debt. Thus, no personnel costs were charged to this grant for many months, resulting in unexpended personnel funds of approximately \$173,000. LASSB has now successfully expended the PPP funds and will commence charging the true project personnel costs to this grant. We estimate that by June 30, 2021, we will expend \$147,988 in personnel costs for the attorneys and paralegal dedicated to this project, and for the support and administrative personnel costs attendant to this project.</p> <p>Non-personnel costs were not spent as allocated due to the decreased need for litigation of issues during the Covid lockdown. The moratorium on eviction and foreclosure filings resulted in no case documents being prepared for housing clients; the forced self-quarantine and courthouse closures resulted in a great increase in client consultations, but vast decrease in case filings, resulting in lesser need for supplies, postage, print cartridges, etc. Training expenditures were held for use as progressive legislature evolves and new forms and rules are finalized; and, for staff training as new software programs are launched to address the challenges of a remote-service delivery platform. Covid closures of our satellite clinic sites resulted in a travel costs and reduced rental fees.</p>	Approve	Approve
37	Formula	Legal Aid Society of San Diego	\$ 4,998	<p>Salaries Attorneys - A small salary increase is expected in 2021</p> <p>Salaries Other- During the month of September this position was vacant. We are filling that position starting November 2020 plus we are adding 1 Housing Advocate at .573 FTE and 3 intakes at .48 FTE each for a total of 1.44 FTE from November to June 2021.</p> <p>Benefits - During the month of September we had 1 vacancy so the total expense amount for his position was low. New position starts in November 2020 as well as the Housing Advocate and the Intakes.</p> <p>Space-The original budget considered all 3 staff to be housed at the Euclid office where space cost is very low since we own the building, but in reality 2 of the staff positions are housed in our Oceanside office where we incur in rent expense for the building.</p> <p>Program Travel - during the pandemic travel was restricted since courts were closed but we are starting to see the travel expense line item being incurred more and more as time goes by.</p> <p>Training- We are planning on doing some on line training for our staff attorneys.</p> <p>Litigation - As the attorneys are able to start doing filings for our clients the litigation expenses are starting to occur again.</p> <p>Administrative Non Personnel - Increase in indirect cost is expected to happen in starting year 2021.</p>	Approve	Pending
38	Formula	Legal Aid Society of San Mateo County	\$ -	We have shifted travel funding over to training, as travel has been restricted due to COVID-19. We are utilizing this funding for virtual/remote training.	Approve	Approve
39	Formula	Legal Assistance for Seniors	\$ -	N/A	Approve	Approve
40	Formula	Legal Assistance to the Elderly	\$ -	N/A	Pending	Pending
41	Formula	Legal Services for Children	\$ -	Slight variations in personnel costs due to rounding.	Approve	Approve
42	Formula	Legal Services of Northern California	\$ -	<p>The reason for the deviations in LSNAC's projection is that our spending has been delayed to the last months of the project. We increased personnel on the project with new legal graduates hired in August and we must implement salary increases (that also increases employee benefits) in January 2021. Also, our technology expenses increased significantly mid-2020 and will continue to be higher for the duration of the grant due to additional staff and transition to a new case management system.</p> <p>1. Attorneys: In September, the attorney staffing level was 0.45 FTE. Based on current projections, we expect an average of 0.37 FTE from 10/1/2020 through 6/30/2021. The monthly total cost will be approximately \$2,152. (Projected expenses \$2,151.88 x 9 months = \$19,367.)</p> <p>3. Other Staff: In September, the staffing level for intake staff was 0.15 FTE. Based on current projections, we expect an average of 0.10 FTE from 10/1/2020 through 6/30/2021. The monthly total cost will be \$291.70. (Projected expenses = \$291.70 x 9 months = \$2,625.)</p> <p>4. Employee Benefits: Based on current rates, the projection for 10/1/2020 - 6/30/2021 = 22% of salary total. (Projected expenses \$21,992 x 22% = \$4,838.)</p> <p>5. Space: In September, approximately 4% of office rent was allocated to the project, based on the percent of office space assigned to the project's staff. Based on current projections, we expect the allocation to decrease to approximately 2% over the next 9 months. (Projected expenses = average rent \$7,536/month x 2.02% x 9 months = 1,369.)</p> <p>7. Office Supplies: Office supply purchases vary, and no purchases were made in September. Based on current projections, we expect the cost of replenishing office supplies to average \$23 per quarter, i.e. \$7.67 per month. (Projected expenses = \$7.67 x 9 months = \$69.)</p> <p>14. Insurance: September expenses included prepaid insurance premiums, and there will be fewer payments in future months. Based on current projections, we expect the remaining insurance costs for the project period will total \$113.</p> <p>20. Administrative Personnel: The project's administrative staffing in September was 0.03 FTE. Based on current projections, we expect administrative staffing to average 0.06 FTE (0.03 FTE Executive Director and 0.03 FTE Director of Administration) from 10/1/2020 through 6/30/2021. (Projected salary + benefits \$589.67/month x 9 months = \$5,307.)</p>	Approve	N/A
43	Formula	Mental Health Advocacy Services	\$ -	<p>Due to COVID-19, NCYL had a reduction in anticipated program travel expenses. This was a minor deviation from what was originally proposed. Also as a result of COVID-19, NCYL has increased telecommunications and space expenses due to staff working remotely and with social distancing required for our work to continue.</p>	Approve	N/A
44	Formula	National Center for Youth Law	\$ -	The full amount of the award was spent prior to the end of our fiscal year on June 30 2020. Program staff did not participate in any trainings related to this project and the amount that was budgeted for training staff was redirected to be used as attorney hours.	Approve	Approve
45	Formula	National Housing Law Project	\$ -	NLSLA's staffing mix from the original budget included 2.65 FTEs (2.50 Attorneys, 0.10 Paralegal & 0.05 Support). Actual staffing for this new project is currently 2.15 Attorneys, 0.25 Paralegals, and 0.25 Support Staff for a total of 2.65 FTEs. The Attorney line item has decreased by \$22,000, and the paralegal and support lines have each been increased for a net salary reduction of \$5,000. Benefits and taxes remain at 30% of salaries and with a lower salary projection, the benefits and taxes have been proportionally reduced by \$2,000. The \$7,000 personnel savings offsets the increase of \$7,000 in non-personnel and indirect costs as now projected for the 18 month grant.	Approve	Approve
46	Formula	Neighborhood Legal Services	\$ -	<p>Space costs, equipment rental, office supplies, delivery costs, insurance, and library costs have slightly increased to account for higher costs in 2021 than anticipated. Telecommunications, technology, travel and training have all been reduced as NLSLA is seeing savings in these line items during the pandemic safer at home orders with less travel to program offices and locations. Litigation costs have been increased by \$1,600 to \$4,139 as the project has more litigation expense needs than anticipated. "Other expenses" has also been increased from \$2750 to \$4788 to include increased dues & subscriptions and professional fees from translations, interpretations, and other PR and IT consulting costs directly related to the project. Indirect costs remain at 15% of direct costs and were proportionally adjusted.</p>	Approve	Approve
47	Formula	OneJustice	\$ -	<p>Line 1 (Attorneys): September 2020 was a slightly slower month for this project. We expect 10% of the Pro Bono Justice Program Director's time on this project between October 1, 2020 and June 30, 2021. Additionally, we increased Director leadership and supervision on this project since we submitted our original budget.</p> <p>Line 3 (Other Staff): September 2020 was a slightly slower month for this project. We expect 50% of the Training Institute Senior Program Manager's time and about 7% of the Pro Bono Justice Program Manager's time on this project between October 1, 2020 and June 30, 2021.</p> <p>Line 4 (Employee Benefits): At 10% of the Pro Bono Justice Program Director's time, 50% of the Training Institute Senior Program Manager's time, and about 7% of the Pro Bono Justice Program Manager's time, the allocation of benefits will be about \$10,890 between October 1, 2020 and June 30, 2021.</p> <p>Line 5 (Space): We allocate this cost on the basis of the project's percent of total organizational salaries in any given month. Since September 2020 saw slightly less project activity than will each month of October 2020-June 2021, this project's share of rent will be slightly higher going forward.</p> <p>Line 6 (Equipment Rental and Maintenance): We allocate this cost on the basis of the project's percent of total organizational salaries in any given month. Since September 2020 saw slightly less project activity than will each month of October 2020-June 2021, this project's share of equipment leases will be slightly higher going forward.</p> <p>Line 7 (Office Supplies): Since our physical offices are still closed due to the pandemic, we happened not to order any supplies in September 2020. We do plan to reopen the offices before June 30, 2021, however, and therefore do anticipate billing supplies to this project.</p> <p>Line 8 (Printing and Postage): Same as for line 7. Since our physical offices are still closed due to the pandemic, we happened to book \$0 in printing and postage costs in September 2020. We do plan to reopen the offices before June 30, 2021, however, and therefore do anticipate allocating printing and postage to this project.</p> <p>Line 9 (Telecommunications): We allocate this cost on the basis of the project's percent of total organizational salaries in any given month. Since September 2020 saw slightly less project activity than will each month of October 2020-June 2021, this project's share of phones, internet, etc. will be slightly higher going forward.</p> <p>Line 10 (Technology): Looking ahead at our normal spending on technology, we anticipate spending about \$630 between October 1, 2020 and June 30, 2021.</p> <p>Line 13 (Library): We happened not to make any library purchases for this project in September 2020. We do plan, however, to spend down library by June 30, 2021.</p> <p>Line 14 (Insurance): We allocate this cost on the basis of the project's percent of total organizational salaries in any given month. Since September 2020 saw slightly less project activity than will each month of October 2020-June 2021, this project's share of general, property, professional, etc. insurance will be slightly higher going forward.</p> <p>Line 19 (Other): We allocate these costs (e.g. professional fees in which all projects share) on the basis of the project's percent of total organizational salaries in any given month. Since September 2020 saw slightly less project activity than will each month of October 2020-June 2021, this project's share of "other" costs will be slightly higher going forward.</p> <p>Line 20 (Admin. Personnel): We allocate these costs on the basis of the project's percent of total organizational spending in any given month. Since September 2020 saw slightly less project activity than will each month of October 2020-June 2021, this project's share of admin. personnel will be slightly higher going forward.</p> <p>Line 21 (Admin. Non-Personnel): We allocate these costs on the basis of the project's percent of total organizational spending in any given month. Since September 2020 saw slightly less project activity than will each month of October 2020-June 2021, this project's share of admin. non-personnel will be slightly higher going forward.</p>	Approve	Approve

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48	Formula	Public Advocates Inc.	\$ -	1) Attorneys: We do not expect the level of effort by our attorneys to be as intense in the October-June period as it was in September but we are projecting that they will be able to meet the originally projected FTEs. 4) Employee Benefits: See explanation above. 7) Office Supplies: Due to the pandemic our spending for office supplies has been reduced but we anticipate being able to fully expend this amount before the end of the grant period on supplies needed by our team members who have been and will continue working from home. 8) Printing & Postage: Due to the pandemic our postage expenses have increased so we do expect to be able to fully expend this amount before the end of the grant period (September expenses happened to be lower than usual). 11) Program Travel: Due to the pandemic all travel has been halted. While we are uncertain whether we can spend this budgeted amount before the end of the grant period, the amount is such that we expect to be able to report a budget deviation on the final report. 12) Training: Due to the pandemic all training has been halted. While we are uncertain whether we can spend this budgeted amount before the end of the grant period, the amount is such that we expect to be able to report a budget deviation on the final report. 21) Non-personnel Administrative: We had included \$415 of UBIT (unrelated business income tax) that we expected to pay to the IRS related to our commuter benefits program. Congress recently repealed this tax; therefore, we expect to be able to report a budget deviation on the final report.	Approve	N/A
49	Formula	Public Counsel	\$ 69,419	Our projected expenses for attorneys, paralegals, and employee benefits deviate from the amounts shown in the corresponding auto-calculated projected expenses. We always planned to use grant funds to hire a new attorney and a new paralegal. Our hiring process was delayed by COVID-19 safety measures taken by our organization to protect our staff. Although we had begun the hiring process a month prior to our local Shelter at Home orders, we shut down our office operations immediately and had to readjust our procedures to comply with Work from Home Policies. We were able to hire the attorney candidate for this project a couple of months after the emergency shut down, however the paralegal position remained vacant. We have leveraged existing paraprofessional staff to support the attorney and spend down some funds.	Approve	N/A
50	Formula	Public Interest Law Project	\$ -	N/A	N/A	Approve
51	Formula	Public Law Center	\$ -	Attorneys – the auto-calculated projected amount is lower than our actual projected expenses because of a staff attorney vacancy that was filled in October and because it does not include bonuses which we will pay in January in lieu of salary increases. Paralegals – the auto-calculated projected amount does not include bonuses which we will pay in January in lieu of salary increases. Employee Benefits - we are allocating less to this line item to account for higher than budgeted costs and projections for the other personnel line items Equipment Rental & Maintenance - we are allocating less to this line item to account for higher than budgeted costs to date in other non-personnel line items. Office Supplies - we are allocating less to this line item to account for higher than budgeted costs to date for this line item. In addition to purchasing new desktops for new staff added by this grant, we had to purchase additional laptops and mobile scanners to allow new staff and current homelessness prevention staff to work remotely during the pandemic. Printing & Postage - we are allocating less to this line item to account for higher than budgeted costs to date in other non-personnel line items. Telecommunications - we are allocating less to this line item to account for higher than budgeted costs to date in other non-personnel line items. Technology - we are allocating less to this line item to account for higher than budgeted costs to date, particularly related to the upgrade of our case management system to Legal Server, a pro rata portion of which was allocated to this grant. The bulk of the cost of that upgrade was paid in September, which causes our auto-calculated projected expenses to be vastly overstated. Program Travel - we are allocating less to this line item to account for higher than budgeted costs to date in other non-personnel line items and to account for the fact that we have had virtually no travel expenses during the pandemic. Training - we are allocating less to this line item to account for higher than budgeted costs to date in other non-personnel line items. Library - we are allocating less to this line item to account for higher than budgeted costs to date in other non-personnel line items.	Approve	Approve
52	Formula	Riverside Legal Aid	\$ -	1. Attorneys: The project grew more quickly than anticipated and consumed a good part of the work of 3 attorneys. 2. Paralegals: The project grew more quickly than anticipated and all 5 paralegals were spending a large portion of their time in this area. 3. Other staff: The project expended a large portion of time for our data clerk. 5. Space: Since the project grew so quickly a greater portion was allocated to rent at both locations. 6. Equipment rental: The increase in the size of the project necessitated a greater portion of its use for copying on rented equipment. 7. Office supplies: A greater portion of our office supplies involved the homelessness project.	Approve	Approve
53	Formula	San Diego Volunteer Lawyer Program	\$ -	Our projected expenses would exceed the budget.	Approve	N/A
54	Formula	San Luis Obispo Legal Assistance Foundation	\$ -	All line items vary from the auto-calculated projected expenses because September 2020 was an abnormally low month for us for program expenditures due to focus going to other programs, making September a poor representative month to use for projected expenses. We have projected all expenses on a monthly basis for the 9-month period going forward, starting with actual expenditures for October 2020, and are comfortable with the projections made. Note that these projections show that the program would be underfunded. We anticipate using up the remaining funds from our original allocation by the end of February 2021, if not sooner. Should additional funds be made available to us, we think we could certainly use them.	Approve	Approve
55	Formula	Santa Clara County Asian Law Alliance	\$ -	Asian Law Alliance will spend down all line items by 06/30/21. We will shift the remaining mileage budget (if there is any) to cover for the shortage of Employee Benefits budget.	Approve	N/A
56	Formula	Senior Adults Legal Assistance	\$ -	As set forth in the Program's Projected Expense column, the Projected Unspent Grant amount totaling \$6,475 (Attorney Salaries at \$6,049 and Benefits at \$426) that was auto-calculated will be fully spent on Attorney Salaries and Benefits as of June 30, 2021. This deviation is due to the agency's plan to spend the bulk of the grant in the last 12 months of the grant period (or during FY 2020-21).	Approve	N/A
57	Formula	Senior Advocacy Network	\$ -	The UD courts have been closed because of Covid-19 which has also prevented us from giving presentations off site. We have a total of \$1236 in excess travel funds and request these funds be reallocated to technology which we did not budget anything. Because of Covid-19 we had to purchase laptops and printers for personnel to work from home and we would like to offset the excess travel funds toward the technology purchased.	Approve	Approve
58	Formula	Senior Citizens Legal Services	\$ -	The auto-calculated projected expenses for our grant are greater than the amount of funds remaining in our grant budget. Therefore, our program's projected expenses were each reduced to reflect the actual amount of funds remaining, in order to create a zero dollar return to the State Bar. (1) Particularly, the projected expenses for the Attorney salary and employee benefits were reduced to reflect the remaining grant funds of \$21,563 and \$3,483 respectively, totaling \$25,046. If Senior Citizens Legal Services were to spend the actual projected expenses to pay this attorney through June 2021, we would need an increase in budget amounting to \$11,845. (Projected monthly expense of \$4,099 x 9 months= \$36,891 minus remaining funds of \$25,046). It may have been that our prior ED budgeted for one year of attorney services instead of the entire grant cycle. In any event, it is critical that this attorney stay with our organization and that we find additional funding to keep her on beyond the grant cycle. Additionally, Senior Citizens Legal Services has additional budget revision requests which are not included in Form A, the projected expenditures report, but are instead reflected in this narrative. This is because since the money was not originally budgeted at all (these costs could not have been anticipated during the initial grant budgeting), if a projected expense amount is included in the report a 'negative' balance will be shown in the return to state bar section of the report. As described more fully below, SCLS had a critical need to increase our front desk reception and phone services and to improve technology in order to meet the constraints of Covid-19 on our services. (2) SCLS hired Mariana Rodriguez, in March 2020 as a part-time receptionist and soon had to increase her hours to full time due to a tremendous increase in requests for services and lack of volunteers to conduct client intakes and phone reception. SCLS normally has 4-5 student advocate volunteers and one senior citizen volunteer who assist with client intakes and case management. SCLS has essentially lost all volunteer support during the Covid pandemic. SCLS has relied on our strong volunteer support for decades. Our volunteers are primarily UCSC undergraduate students majoring in Legal Studies or other related fields. Each advocate would volunteer an average of 10 hours a week and would handle approximately 2 new cases per week. Unfortunately, due to the current health crisis most students returned home for remote instruction and our office lost all but one of our advocate volunteers. Even our one advocate volunteer remaining had to terminate her services temporarily until we devised a new system for providing sufficient supervision for her via zoom calls, phone and email. In addition to our undergraduate advocate volunteers, SCLS had one part-time (15 hour/week) front office assistant volunteer who was a senior provided to us from Peninsula Family Services. SCLS offered on the job training to older adults that were looking to return to the workforce and our organization received valuable volunteer hours handling our front office reception. Peninsula Family Services paused their program due to COVID-19 as their program participants, age 55 and older, are most at risk to contract the virus. SCLS is requesting a budget revision to cover expenses for Other Staff, Reception to handle our increased phone services. Fortunately, our organization has received one Covid-relief grant for \$15,000 which will cover reimbursement for this position March - August 2020. Thus, our budget revision request to keep her on from Sept 2020 through the remainder of this grant period is \$20,332 (approximate cost for one month (two pay periods) in September was \$2,033.20 x 10 months. See attached documents, Exhibit 3). (3) Additionally, SCLS has a critical need for videoconferencing equipment, webcams, laptops and other technology to reach our clientele remotely through this devastating pandemic. Some (laptops/webcams) have already been purchased, some are still needed. (Approximation of costs already spent attached as Exhibit 4). I am requesting a budget revision for tech upgrades = \$3,445.51 (4) Finally, SCLS has had to creatively find ways to continue reaching their vulnerable senior clients during this pandemic. SCLS has contracted with an information technology professional, Zion Media, to deploy a proven effective program of enabling videophones in partner orgs to effectively communicate with seniors without the need of significant travel or exposure to disease. SCLS ED, Tanya Ridino, oversaw a similar program while working on an Equal Access grant with Legal Services of Northern California to open and operate Mendocino Counties Self Help Center. This budget revision request totals = \$9,451.13, see attached documents Exhibit 1 & 2.	Approve	Approve
59	Formula	USD School of Law Legal Clinics	\$ -	The September 2020 salary and benefits for Veterans Legal Clinic Fellow (full-time, temporary Staff Attorney position), and the corresponding 10% indirect cost on salary and wages, used in auto-calculated projection are not indicative of actual expenses for the project because we are using other monies to fund the position during the 2020 calendar year. The remaining balance of EAF Homelessness Prevention Fund Formula grant funds have already been allocated to fund the Veterans Legal Clinic Fellow for the first six months of 2021. The EAF Homelessness Prevention Fund Formula grant funds will be completely exhausted by June 30, 2021.	Approve	Approve

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60	Formula	Veterans Legal Institute	\$ -	Veterans Legal Institute's projected expenses match the one that was auto-calculated.	Approve	Approve
61	Formula	Western Center on Law and Poverty	\$ -	California's housing crisis is a central focus of Western Center's work, with even more challenges brought on by the pandemic. We continue to prioritize creating ways for unhoused individuals to access the support and resources they need to obtain and maintain housing, protecting tenants from eviction and landlord abuse, combating discrimination in housing, and securing funding for deeply affordable housing, among other activities. We are grateful for the State Bar's homelessness prevention funds and have allocated them as proposed to this robust and ongoing work.	Approve	Approve
62	Formula	Youth Law Center	\$ -	The Youth Law Center expects to complete the project in January 2021, and has projected expense amounts accordingly.	Approve	Approve
63	Formula	Yuba-Sutter Legal Center for Seniors	\$ -	For the final quarter of 2020 and beyond, we will be changing the \$16,767 paralegal balance to the attorney. Non-Personnel funds have not been spent during these first months of the Covid-19 pandemic. Sheltering in place has since been lifted and businesses are now less restricted as to how they can work with their clients.	Approve	N/A
Funds Returned to State Bar for Re-Allocation			\$ 264,094			
64	RFP	California Rural Legal Assistance, Inc.	\$ -	<p>Personnel:</p> <p>1. Attorneys – CRLA's projected attorney expenses exceed the auto-calculated projection substantially due to the recent hiring of the Housing Helpline Managing Attorney and temporary staff attorney hiring to meet service needs.</p> <p>2. Paralegals – N/A</p> <p>3. Other Staff – CRLA's projected clerical expenses exceed the auto-calculated projection substantially due to hiring temporary staff to meet service needs and advocate support needs.</p> <p>4. Employee Benefits – CRLA's projected employee benefit expense exceeds the auto-calculated projection in alignment with the staffing changes noted above</p> <p>Non-personnel:</p> <p>5. Space – CRLA's projected space expense exceeds the auto-calculated projection substantially due to expanded staff hiring to meet service needs. Non-personnel expenses are calculated on a pro-rata basis.</p> <p>6. Equipment Rental and Maintenance – CRLA's projected equipment rental and maintenance expense exceeds the auto-calculated projection substantially due to expanded staff hiring to meet service needs. Non-personnel expenses are calculated on a pro-rata basis.</p> <p>7. Office Supplies – N/A; 8. Printing and Postage – N/A</p> <p>9. Telecommunications – CRLA's projected telecommunications expense exceeds the auto-calculated projection substantially due to expanded staff hiring to meet service needs and expanded telecommunications needs due to reliance on remote services. Non-personnel expenses are calculated on a pro-rata basis.</p> <p>10. Technology – N/A; 11. Program Travel – N/A; 12. Training – N/A; 13. Library – N/A; 14. Insurance – N/A; 15. Litigation – N/A; 16. Capital Additions – N/A</p> <p>17. Contract Services to Clients – CRLA's projected contract services to clients expense exceeds the auto-calculated projection substantially due to expanded use of temporary labor and the difficult hiring climate/protracted timelines for hiring permanent staff. CRLA expanded the role of lay advocate temp labor to help meet immediate service needs.</p> <p>18. Evaluation – N/A; 19. Other – N/A</p>	Approve	N/A
65	RFP	Centro Legal de la Raza	\$ -	<p>Line #1: An additional \$6,070 from the benefits line moved to the attorneys line to cover salaries. We spent less than anticipated on attorney salaries during the first reporting period due to an unexpected delay in filling an open position. The attorney position has now been filled and we are projecting additional expenses to cover attorney salaries.</p> <p>Line #4: Less was spent than anticipated on benefits, leaving a projected balance of \$6,070.</p> <p>Line #6: Equipment Rental and Maintenance: \$531 moved from technology to cover our Konica machine lease, which was not previously covered by this grant.</p> <p>Line #8: Printing and Postage: \$500 moved to Other (outreach materials and supplies). Due to the pandemic, we are doing less mass printing and mailing and increasing our digital and media-based outreach.</p> <p>Line #11: Program Travel: \$1400 moved to Other (outreach materials and supplies). Due to the pandemic, we have not incurred travel expenses and cannot project any major future expenses. As mentioned above, these funds will be used for digital, print, and media outreach.</p> <p>Line #19: Total of \$1900 moved to Other for outreach materials and supplies. This will include, but is not limited to media, digital, and print outreach.</p>	Approve	Approve
66	RFP	Eviction Defense Collaborative	\$ -	<p>Due to the delay in the City's budgeting process for the current 20-21 fiscal year, EDC experienced a four month delay in the finalization of our city contracts. As of this report, all but one of our city contracts have been finalized and executed. We are working closely with the city on finalizing this last contract. Due to this delay, EDC chose to spend down a higher amount of IOLTA funds in the month of September. Additionally, since we listed a higher number in the September expense column and the expenditure form contains formulas that multiply this amount by 9, the column listing our Projected Expenses for 10/1/20-6/30/21 is inflated, and does not reflect the true amount of what will be spent down over the next 9 months. This is also true for the Projected Unspent Funds column. Nonetheless, EDC will spend down the full amount of \$175,000 by the end of the grant period.</p>	Approve	N/A
67	RFP	Family Violence Appellate Project	\$ -	<p>2020 has been a difficult year for all of us but particularly for this grant and our partners since the main focus was to provide outreach to the Native American community. This community and our partners have been hit hard with the effects of the pandemic. Our partners bill FVAP on a quarterly basis for the work performed within the quarter. Those invoices arrive 30-60 days after the close of the quarter so we have not received Q3's invoices as of 9/30/2020. Based on monthly meetings with our partners, we are confident that our partners will perform and invoice as expected. Including, but not limited to, translations and trainings.</p>	Approve	Approve
68	RFP	Housing and Economic Rights Advocates	\$ -	Item 7- Office Supplies. HERA spent slightly more on office supplies (\$6) than the bar's projected figure of \$59. This slight deviation was for pens. Item 11-Program Travel. Due to the pandemic, in-person workshops scheduled to take place under this grant, to which staff would have traveled, were canceled. Also due to the pandemic, we have not been able to make house visits with vulnerable clients which we had originally projected. As a result, we have not yet incurred travel expenses. If it is possible to reprogram this line item into our unanticipated expense of the cost of remote access costs (Citrix) for program staff unable to be at the office to carry out program work and forced to carry the work out remotely, and the cost of Zoom to carry out workshops remotely, we would be grateful. Given the course of the pandemic, it currently appears unlikely that our projected program travel will be able to take place during the grant period. Item 20-Personnel-Administrative: We spent slightly more --\$119-- than the State Bar's projected amount for this line item. Program administration costs were slightly more front-loaded for this program in light of having to shift from anticipated program delivery methods and strategies due to the pandemic. As a result we spent a small amount more on this line item than the bar's projected amount.	Approve	Approve
69	RFP	Justice & Diversity Center of the Bar Association of San Francisco	\$ -	Deviations are immaterial. The project is on track to spend down all grant funds prior to the end of the grant period.	Approve	Approve
71	RFP	Law Foundation of Silicon Valley	\$ 35,000	September expenses were the lowest compared to the run-rate of the last 9 months due to vacant law clerk positions and a staff member who is on a reduced schedule due to taking the Families First Coronavirus Response Act (FFCRA) leave. This has also resulted in lower non-personnel expenses as these expenses are prorated based on FTEs on this grant. At the end of September we have filled the two law clerk positions and we expect to hire an additional part-time attorney for this grant. We re-evaluated each expense line item for the remainder of the grant year and will be returning \$35k.	Approve	N/A
70	RFP	Justice in Aging	\$ -	The "Other" line item is audit expenses, which are in the process of being incurred for the year.	Approve	Approve
72	RFP	Legal Aid Foundation of Los Angeles	\$ -	N/A	N/A	Approve
73	RFP	Legal Aid Foundation of Santa Barbara County	\$ 39,077	<p>Attorney: The program attorney started on 3/1/2020. Due to a recent vacancy in our Shriver program, this program attorney is transferring to manage our Shriver program. We are allowing time for the recruitment and hire of a replacement program attorney. We anticipate that the new attorney will be hired at a lower salary than the previous attorney.</p> <p>Paralegal: Reduced hours due to FFCRA-COVID child care leave.</p> <p>Benefits: Reduced due to reduction in salaries.</p> <p>Program Travel: None due to COVID.</p> <p>Training: None due to COVID.</p> <p>Capital Additions: \$186 remaining from new computer.</p>	Approve	N/A

2019 2020 EAF HP Expenditure Report Summary

*Amount to be Returned to the State Bar
Explanation for Deviation from State Bar's Projection
for Remaining Project Expenses*

ATTACHMENT A

#	Funding Opportunity	Organization	Total to be returned to State Bar	Explanation for Deviation from State Bar Projected Expenses	Staff Recommendation Regarding Explanation	Staff Recommendation For Additional Allocation
74	RFP	Legal Aid of Sonoma County	\$ -	<p>Personnel Costs: Attorneys: LASC originally budgeted a full time Homelessness Prevention Attorney starting 1/1/2020. Due to unanticipated difficulty recruiting for the position, and the challenges of on-boarding a new hire during COVID-19 shelter in place restrictions, the Attorney did not start until 5/1/2020. We have reduced the amount originally budgeted for Attorneys accordingly. Other Staff: LASC originally budgeted one full time Attorney to cover the anticipated client volume. Demand for these services has greatly exceeded our expectations, and LASC is hiring a full time Housing Legal Caseworker to provide direct legal services to program clients. We have added a budget amount to Other Staff accordingly. Benefits: Benefit amount adjusted to include company paid medical benefits for new hire, and increased overall benefits as a percentage of salary costs for all program staff. Non-Personnel Costs: Technology Costs: due to COVID-19 LASC staff have been working remotely at least part of the time since March 2020. This has resulted in increased costs for technology for both software (software licenses for remote use, zoom calls, etc) and hardware (laptop computers and cell phones for remote use). In order to improve remote services to clients LASC also upgraded our subscription to West Law online legal research services, and migrated our client data from Pika Software to a new client database Legal Server, resulting in both increased one-time costs and in new higher ongoing monthly subscription fees. Program Travel and Training: Due to COVID-19 LASC staff are currently not attending in person meetings, trainings, or in person outreach events, resulting in less travel and training costs than originally budgeted. Since COVID-19 restrictions on in person gatherings are in place indefinitely in Sonoma County as of October 2020, we have removed these amounts from the budget, and moved these funds to personnel, technology and administrative personnel costs. Contract Services: Our original budget included costs for Contract Services to Program for interns providing social services referrals to clients, with oversight of the social services component of the program to be provided by an independent contractor. LASC determined that adding services that were outside the scope of our primary activities while there were restrictions on in person consultations during COVID-19 was not feasible at this time, and we did not proceed with this aspect of the project. We have removed the amount originally budgeted for Contract Services to Program, and moved these funds to personnel, technology and administrative personnel costs. Evaluation: Due to COVID-19 restrictions on in person meetings, anticipated evaluation projects are currently on hold. We have removed the amount originally budgeted for Evaluation, and moved these funds to personnel, technology and administrative personnel costs. Administrative Personnel: as noted above, demand for the program and the volume of client services provided has greatly exceeded our expectations, resulting in the Managing Attorney/Executive Director needing to provide more supervisory and administrative direction to program staff, and the Business Manager who provides program mandated data and fiscal reporting</p>	Approve	N/A
75	RFP	Legal Aid Society of San Diego	\$ 2,677	<p>-Salaries Other = We just hired a new investigator at a higher rate plus we are expecting a small salary increase in 2021. -Salaries Other = We are adding a .48 FTE Intake to take the calls and do intake on clients form November to June 2021 -Employee Benefits = This amount has increased due to the addition of the Intake staff. Office Supplies = Since our clinics are starting to open and courts will open in January our case manager and investigator will need I pads and portable scanners to meet with clients. Since our staff is teleworking we need laptops for remote connection to the office. Our case managers and investigator need a sprayer machine to disinfect the areas where they meet with the clients for safety. Telecommunications = This is the extra cost of a Hot Spot through Verizon to use with the I pads for client interviews. Program Travel = Our clinics are slowly opening and courts will open in January, we are projecting the cost of Lyft for our clients to attend to interviews as well as mileage reimbursement to our staff to travel all over the County of San Diego to meet with clients.</p>	Approve	Pending
76	RFP	Mental Health Advocacy Services	\$ -	<p>1. Attorneys: In September, the attorney staffing level was 1.35 FTE. Based on current projections, we expect an average of 1.45 FTE from 10/1/2020 through 6/30/2021. The monthly total cost will be approximately \$7,717. (Projected expenses \$7,716.80 x 9 months = \$69,451.) 4. Employee Benefits: Based on current rates, the projection for 10/1/2020 - 6/30/2021 = 22% of salary total. (Projected expenses \$69,451 x 22% = \$15,279.) 5. Space: In September, approximately 6% of office rent was allocated to the project, based on the percent of office space assigned to the project's staff. Based on current projections, we expect the allocation to increase to approximately 7% over the next 9 months. (Projected expenses = average rent \$7,536/month x 2.02% x 9 months = \$4,747.) 7. Office Supplies: Office supply purchases vary, and no purchases were made in September. Based on current projections, we expect the cost of replenishing office supplies will average \$65 per quarter, i.e. \$21.67 per month. (Projected expenses = \$21.67 x 9 months = \$195.) 11. Travel: Due to COVID-19 restrictions, project staff have not been traveling to mental health clinics as planned. We currently project that staff will start traveling to clinics by 4/1/2021 and will travel approximately 100 miles per month. (Projected expenses - 100 miles/month x 3 months x \$0.575/mile = \$173.) 14. Insurance: September expenses included prepaid insurance premiums, and there will be fewer payments in future months. Based on current projections, we expect the remaining insurance costs for the project period will total \$424. 20. Administrative Personnel: The project's administrative staffing in September was 0.09 FTE. Based on current projections, we expect administrative staffing to average 0.13 FTE from 10/1/2020 through 6/30/2021 (0.04 FTE Executive Director, 0.04 FTE Director of Administration and 0.05 FTE Administrative Assistant). (Projected total salary + benefits \$921.33/month x 9 months = \$8,292.)</p>	Approve	N/A
77	RFP	National Housing Law Project	\$ -	<p>Personnel Expenses: Attorney Salaries: NHLP experienced staffing changes, with a new Senior Attorney hired in mid-September and a second staff attorney, who will lead the CA support team, in November. Their additional hours and salaries at the higher end of the salary scale will increase our personnel expenses for the remainder of the grant period past what was billed previously under a fellowship and lower level attorney. The program projection of \$64,262 reflects inclusion of hours for the two new, higher paid attorneys. Other Staff Salaries: We will absorb the variance for the costs of Other Staff, which exceeds the original budgeted amount, by an offset of expenses that were underdrawn in some of the non-personnel expense lines. We have increased the number of personnel in Other Staff over the past two years, and our original budget was insufficient and didn't adequately consider the program hours for the communications and web site manager that were incurred. Non-Personnel Expenses: One of the primary drivers of the differences in the non-personnel area is because almost all of NHLP's non-personnel program expenses are calculated as derivative of hours billed to each program. This includes line items such as Space, Telecommunications, Library, and Other where we had notable budget variances to date in the HP2 program. With two attorneys not billing HP2 program hours in September and the billing of the other attorneys' hours to the emergency Covid grants mentioned above, these non-personnel budgeted amounts were drawn at a very low rate in the third quarter. We plan to use the current budget surplus, representing amounts that were underdrawn in the first half of this award period for non-personnel, to offset the increased costs we will incur in the personnel areas of the budget as the Covid funding lapses and the current attorney staff bills to HP2. Also, with the increased hours that will be billed to the HP program as the Covid awards terminate, the HP grant's derivative share of non-personnel costs will increase as well in the last nine months of the award. Amounts differing from Auto Calculated: Attorneys: The auto calculation for personnel expense originally program projected roughly \$22k in unspent funds. This amount was changed to \$64,262 as the prior 9 months incurred an expense of \$62K that didn't consider the additional of two new staff, one of whom is a Senior Attorney and thus at the high end of the salary scale. NonPersonnel- most changes to the auto calculation are due to the projection's use of a unique month in September when two attorneys were not fully replaced on staff and hours billed to other outside Covid eviction work funders. Space: Changed to \$12,593 to more accurately represent monthly costs that were projected incorrectly based on a uniquely low number of hours in September. Telecommunications: Changed to \$880 to more accurately represent monthly costs that were projected incorrectly based on a uniquely low number of hours in September.</p>	Approve	Approve
78	RFP	Public Law Center	\$ -	<p>Attorneys – the auto-calculated projected amount is lower than our actual projected expenses will be because of a staff attorney vacancy that will be filled in November and because it does not include bonuses which we will pay in January in lieu of salary increases. Paralegals – the auto-calculated projected amount does not include bonuses which we will pay in January in lieu of salary increases. Employee Benefits - we are allocating more to this line item to account for higher than budgeted costs and projections for the other personnel line items Printing & Postage - we are allocating more to this line item to account for lower than budgeted costs to date in other non-personnel line items. Technology - we are allocating less to this line item to account for higher than budgeted costs to date, particularly related to the upgrade of our case management system to Legal Server, a pro rata portion of which was allocated to this grant. The bulk of the cost of that upgrade was paid in September, which causes our auto-calculated projected expenses to be vastly overstated. Training - we are allocating more to this line item to account for lower than budgeted costs to date in other non-personnel line items. Insurance - we are allocating less to this line item than the auto-calculated projection because we paid our annual professional liability premium in September, a pro rata portion of which was charged to this grant. That September payment causes our auto-calculated amount to be vastly overstated.</p>	Approve	Approve

2019 2020 EAF HP Expenditure Report Summary

Amount to be Returned to the State Bar
Explanation for Deviation from State Bar's Projection
for Remaining Project Expenses

#	Funding Opportunity	Organization	Total to be returned to State Bar	Explanation for Deviation from State Bar Projected Expenses	Staff Recommendation Regarding Explanation	Staff Recommendation For Additional Allocation
79	RFP	Riverside Legal Aid	\$ -	1. Attorneys: The size of the project increased very rapidly and quickly took over a large part of the time of 3 attorneys. More traveling to the remote areas also was necessary and previously unanticipated as well. 2. Paralegals: The size of the project grew quickly and the 5 paralegals all devoted more time than previously anticipated to this project. 5. Space: Less money was allocated to space since it is anticipated that more will be necessitated for personnel, particularly paralegals.6. Equipment rental: It is anticipated that a portion of this money will be allocated to personnel costs. 7. Office supplies: It is anticipated that a portion of this money will be allocated to personnel. 8. Printing and postage: A portion of this money will be reallocated to personnel. 11. Program travel: It is anticipated that this budget will be consumed by the end of the grant period as travel requirements are increasing in the remote areas. 15. Litigation: Litigation expenses such as depositions are increasing and it is anticipated that this will be consumed by the end of the grant period.	Approve	Approve
80	RFP	Senior Advocacy Network	\$ -	Line 5 - since receiving the grant we have rented additional office space which is used for the housing program. Since the courts are closed and we have had very little program travel we would like to apply the excess funds in program travel to the space rental.	Approve	Approve
Funds Returned to State Bar for Re-Allocation			\$ 76,754			
Funds to Re-Allocate from Legal Aid Society of San Bernardino*			\$ 250,000			
Total Returned Funds to State Bar for Re-Allocation			\$ 326,754			
*See accompanying memorandum for further explanation.						

EAF Homelessness Prevention Budget Revisions

#	Funding Opportunity	Organization	Grant Amount	Budget Revision Total	Budget Deviation %	Staff Recommendation	Grantee Explanations for Material Budget Deviations
For Committee Review and Approval							
							Several circumstances arose in early 2020 that altered the shape of our initial project plans, which significantly affected staff billing. The most obvious deviation is lower spending on attorneys and much higher spending on legal advocates (paralegals). We originally proposed using EAF-HP funds to support .5 FTE of a new economic justice attorney in our Santa Clara office. We were not able to leverage funds from other sources to create the new position. HP funds were budgeted to support attorneys expanding services in Marin and Napa counties. While direct services have been provided to more than 30 clients there, project activities in these counties built more slowly than anticipated and thus staff billing was slower. Further, due to the pandemic, we have not been able to pursue certain activities originally envisioned – such as housing clinics in Napa County – so staff time for those activities has been re-focused elsewhere. In San Francisco, BayLegal had for many years relied on Human Services Agency funding to support advocacy for individuals experiencing problems with the agency's administration of their safety-net benefits. These safety-net benefits are critical for housing stability. In January 2020, SFHSA unexpectedly eliminated its support for this type of advocacy, our only dedicated source of funding for one of our SF advocates, who specializes in this area. Although our budget did not anticipate expenses for this purpose, EAF-HP funding has been critical to BayLegal's ability to sustain this work, and it largely accounts for the deviation between the budgeted amount for paralegals and actual expenditures.
1	Formula	Bay Area Legal Aid	\$ 318,452	\$ 88,401	27.70%	Approve	
2	Formula	Yuba-Sutter Legal Center for Seniors	\$ 50,056	\$ 16,767	33.50%	Approve	The paralegal has had his hours greatly reduced due to health problems. The remaining \$16,767 that was allocated to him for the balance of the contract period has been transferred to the attorney.
3	RFP	Public Law Center	280,000	\$ 72,788	26.00%	Approve	Attorneys – we anticipate a material deviation from the budgeted expense due to difficulty filling one of the staff attorney positions at the beginning of the grant and vacancies which occurred during the grant term. Paralegals – in order to offset lower than budgeted expenses in other personnel line items, we are allocating amounts to this line item even though we did not include an amount in our budget. In addition, because of actual work flow compared to anticipated work flow, we are budgeting .5 FTE of the salary of the new paralegal we hired with our EAF HP formula grant to this grant since she is supporting attorneys funded by both grants. Employee Benefits – our benefits costs were less than budgeted due to actual benefit usage by budgeted staff and due to staffing vacancies during a portion of the grant term. Space - we are anticipating a material deviation for this line item because we did not end up moving into new space as we had anticipated due to the pandemic. As a result, our space costs will be significantly lower than budgeted. Office Supplies - In addition to purchasing new desktops for new staff added by this grant, we had to purchase additional laptops to allow new staff to work remotely during the pandemic, thereby resulting in a material deviation. Printing & Postage - we are allocating less to this line item to account for higher than budgeted costs to date in other non-personnel line items, thereby resulting in the material deviation. Technology - we are allocating more to this line item to account for higher than budgeted costs to date, particularly related to the upgrade of our case management system to Legal Server, a pro rata portion of which was allocated to this grant, thereby resulting in a material deviation. Program Travel - we are allocating less to this line item to account for higher than budgeted costs to date in other non-personnel line items and to account for the fact that we have had virtually no travel expenses during the pandemic, thereby resulting in the material deviation. Insurance - in order to offset lower than budgeted expenses in other non-personnel line items, we are allocating amounts to this line item even though we did not include an amount in our budget, thereby resulting in a material deviation. Contract Services – we will experience a material deviation in this line item because we have handled all our interpretation needs through staff. The combination of the pandemic and the impact of AB5 have ended our practice of hiring independent contractors to work as non-certified community interpreters to take the load of interpretation off our staff.
Informational Purposes Only							
1	Formula	Bet Tzedek Legal Services	\$ 481,989	\$ 54,815	11.37%	Pending	Need explanation
							The change in circumstances that caused our deviation is due to the coronavirus pandemic. Our technology costs increased, and our rent will be reduced going forward. We shifted some of our direct services to paralegals, which impacted the salary allocations. Our training costs increased to meet the needs of clients and legal aid programs in the pandemic. Non-personnel administrative costs for bookkeeping and accounting are higher, because we shifted many financial clerical tasks to our contractors to perform the duties remotely and there were many budget uncertainties that took extra time to calculate. We are glad to say, though, that we are fully meeting all the deliverables for the homelessness prevention grant.
2	Formula	Child Care Law Center	126,170	\$ 23,411	18.55%	Approve	DRC has a material deviation in the Attorney personnel line item. This line item has been increased to provide additional services by the attorneys working on EAFHP grant objectives. Non-personnel expenses, particularly "Space" has been decreased to provide additional funding for the work of the attorneys.
3	Formula	Disability Rights California	\$ 1,745,481	\$ 204,408	11.71%	Approve	Attorney salaries: As reported above, mid-year structural salary increases intended to address the skyrocketing cost of living in the SF Bay Area account for the majority of the overages. Additionally, more senior attorney FTE was been directed to the EAF HP project. Other Staff: Mid-year salary adjustments were made for other staff. Most of the work on the project by non-attorney staff has been completed. Employee benefits: One attorney working on the project joined her partner's health insurance, resulting in lower costs allocated to the project. Our health insurance premiums have been increased by an average of 9% beginning on December 1, 2020, and new staff requiring health insurance began working on the project in September 2020. Program Travel: COVID-19 stopped travel to six cities throughout California.
4	Formula	Disability Rights Education and Defense Fund	\$ 126,170	\$ 17,965	14.24%	Approve	Training: COVID-19 disrupted plans to attend trainings at housing and other conferences.
5	Formula	Greater Bakersfield Legal Assistance	340,568	\$ 54,849	16.11%	Approve	When we submitted our budget we had anticipated 1.65 fte attorneys and 0.50 fte paralegals would staff this project. However, in mid-January 2020 we ultimately hired 2 experienced attorneys and at rates of pay higher than budgeted due to their level of experience. These hiring decisions are the direct result of both the over-expenditure the attorney line item and the corresponding under-expenditure in the paralegal line item.
							Many of the circumstances that lead to our decreased expenses are listed above. Additionally, a reduction in funding resulted in LASSB reducing staff size in December, 2019. That reduction resulted in a decrease in expenses, but spawned a greater need to transform our method of delivering services. That need was greatly exacerbated by the onset of Covid: LASSB suddenly had a shortage of staff but a no shortage of needful clients. To meet that need, LASSB has engaged the services of an Executive Director with great experience in efficient, compliant delivery of legal services using technology. With his help, we have secured LegalServer, a new Case Management Database (CMS), which allows LASSB to continue to serve the low-income and vulnerable populations by leveraging technology. LASSB would like to expand its technology capabilities by purchasing additional LegalServer modules, which would allow LASSB to serve a larger population electronically, while ensuring each advocate and our clients remain safe. We seek to expand LegalServer by adding a module that will allow secured sharing of documents and information via text, a method available to virtually all clients through their phones. We also plan to add a module that will allow automatic calculation and reporting of staff time expended on remote services. LASSB also plans to add modules to ensure we can continue our assistance, virtually and securely, throughout the pandemic. The additional modules will include the Advanced Grants Management, Electronic Verification of Time by User and Online Intake. These additional modules will ensure the advocates are safe but can continue to provide services a vulnerable population. The Advanced Grants Management module allows us to track the expenditure of grants in real-time. The Electronic Verification of Time allows advocates to electronically submit timecards to spend less time on administrative tasks and greater time on helping low-income people. The Online Intake module will allow clients to submit an online request for services for faster assistance. Another element needed for secure, remote services is the ability to safeguard computers and laptops that are outdated and will not efficiently work with the current software. Thus, we have purchased new laptops and docking stations, which allow transition from home to work while relying upon cloud-based data storage. During this process, we discovered our office desktops were too old to interface with new (larger and more easily readable) monitors and will not interface with some of the needed software. These non-personnel expenses will greatly enhance our ability to efficiently and effectively provide services under current circumstances; and, will allow greater expansion of services as the Covid restrictions, particularly on housing issues, are lifted and a flood of housing litigation ensues.
6	Formula	Legal Aid Society of San Bernardino	\$ 189,669	\$ 35,571	18.75%	Pending	
							While the deviation that we expect in each row is less than 10% of our total grant, the entire budget might materially deviate if we sum all the positive and negative variance across every row. Here we describe the most significant changes: Total spending on program salaries will deviate by just \$6,460 and spending on program personnel (salaries plus benefits) by just \$2,780. The variance here is that we shifted some spending from our Senior Program Manager and Program Manager to our Program Director and CEO to provide additional oversight. Additionally, we pool and allocate common (e.g. benefits and rent) and administrative (e.g. finance team) costs by each project's percent share of total organizational salaries or spending. While staffing on this project has remained steady, spending on some other projects has decreased. This leads us to forecast that this project will cost slightly more in health insurance and rent (\$3,680 more in health insurance and \$2,655 more in rent) than we expected by June 30, 2021. Projected savings in other areas of the budget (e.g. meetings, office supplies, travel, and "other") help make up for these increases. Other row-by-row deviations average just \$400 over the 21-month life of the grant. These smaller deviations tend to reflect the slightly increased or decreased costs associated with working from home during the pandemic. Please just let us know if these require additional explanation.
7	Formula	OneJustice	\$ 126,170	\$ 19,736	15.64%	Approve	

EAF Homelessness Prevention Budget Revisions

#	Funding Opportunity	Organization	Grant Amount	Budget Revision Total	Budget Deviation %	Staff Recommendation	Grantee Explanations for Material Budget Deviations
8	Formula	San Luis Obispo Legal Assistance Foundation	\$ 50,079	\$ 9,386	18.74%	Approve	When the original budget was completed, we had a different project in mind. After discussion with State Bar staff, we changed the project, but did not change the budget. The main deviation is the line item of Administrative Personnel. Instead of allocating a flat portion of our Office Administrator's salary to the grant as overhead, we tracked her actual time spent on the project, which is now recorded under the Other Staff portion of the program expenditures, along with a small portion of our Executive Director's salary for time spent on program reporting. This produces a deviation on both line items, one positive and one negative for similar amounts. In addition, to more accurately reflect the true expenses of this project, beginning in July 2019 (our new fiscal year), we are charging overhead expenses to the project, allocating them based on the amount of time spent on the project compared to overall organization hours. This resulted in a total deviation for Non-Personnel Project Expenses of close to 10% as this area was not accounted for in the original budget. Should the State Bar request a revised budget in light of these changes, we are happy to submit one.
9	RFP	California Rural Legal Assistance, Inc.	\$ 1,260,932	\$ 180,995	14.35%	Approve	CRLA has substantially revised its budget since the grant application budget revision submitted on Dec. 3, 2019. The revisions within individual line items are noted in the Project Expenses (Projected) worksheet above. There is only one individual line item deviation that exceeds the 10% threshold. CRLA is moving \$118,136 from Personnel to Non-Personnel, Contract Services to Clients. The difficult hiring climate for staff attorney level positions in particular has increased CRLA's reliance on temporary labor. CRLA expanded the use of temporary advocates in order to meet service needs. We have shifted, and will continue to need to shift, personnel costs toward the expanded use of temp labor.
10	RFP	Legal Aid of Sonoma County	\$ 165,000	\$ 39,849	24.15%	Approve	The challenges of launching a new program during COVID-19 combined with a higher than anticipated demand for program services have resulted in changes to both the staffing and structure of the program. See Item 2 above for detail descriptions on how these changes have impacted the budget line items.
11	RFP	Riverside Legal Aid	\$ 120,000	\$ 24,429	20.36%	Pending	Need explanation