

**EAF Homelessness Prevention Budget Revisions**

#	Funding Opportunity	Organization	Grant Amount	Budget Revision Total	Budget Deviation %	Staff Recommendation	Grantee Explanations for Material Budget Deviations
<b>For Committee Review and Approval</b>							
							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.
<b>Informational Purposes Only</b>							
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	
3	Formula	Disability Rights California	\$ 1,745,481	\$ 204,408	11.71%	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.
							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	

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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