

**LEGAL SERVICES TRUST FUND COMMISSION
HOMELESSNESS PREVENTION COMMITTEE MEETING
Meeting Summary and Action Items**

Friday, July 30, 2021, 9:00 a.m. – 11:00 a.m.
State Bar of California (Conference Call via Zoom)

Roll Call		
Members Present Chair Christian Schreiber Amin Al-Sarraf Eric Isken James Meeker Richard Reinis Kim Savage	Advisors None Liaisons Salena Copeland Bonnie Hough Public Members Lorin Kline, Legal Aid Association of California	Staff Brady Dewar Doan Nguyen Danielle MacRae Chris McConkey Kimberly Warmesley ----- Members Absent Banafsheh Akhlaghi Herman DeBose

OPEN SESSION

Chair Christian Schreiber called the meeting to order at 9:02 a.m.

I. ROLL CALL

Roll call was taken, and quorum was established.

II. CALL FOR PUBLIC COMMENT

Chair Christian Schreiber invited members of the public to comment on any items on the agenda.

Salena Copeland from the Legal Aid Association of California (LAAC) invited the committee to attend a presentation by California Rural Legal Assistance on unincorporated areas in California. Meeting details will be shared with the committee.

III. CONSENT

A. Approval of Meeting Summary and Action Items from December 3, 2020 Meeting

The Homelessness Prevention Committee (committee) approved the December 3, 2020 meeting summary and action items by unanimous roll call vote (Meeker moved, Reinis seconded).

B. Approval of Meeting Summary and Action Items from December 15, 2020 Meeting

The committee approved the December 15, 2020 meeting summary and action items by unanimous roll call vote (Meeker moved, Reinis seconded).

IV. 2021/2022 EAF HOMELESSNESS PREVENTION GRANTS

A. Discuss and Approve Recommended Timeline for New Homelessness Prevention Formula and Competitive Grants

Senior Program Analyst Chris McConkey presented on the homelessness prevention grants authorizing legislation (AB 164), features of the grants as required in budget language, and the staff's proposed timelines and delegations for the 2021 HP Formula grant and 2022 HP RFP grant.

Legislative authority and grant requirements

Assembly Bill 164 authorizes \$40 million for the Judicial Council to distribute through the Legal Services Trust Fund Commission (commission) as homelessness prevention grants. Up to 2.5% (\$1 million) may be used for administrative costs.

The committee asked about the uses of administrative costs, whether those costs would be sufficient, and whether staff can lower administrative costs. Program Manager Doan Nguyen answered that costs are shared with the Judicial Council, and that the money supports staff costs and technical assistance to grantees. Members of the committee expressed a hope to use funds judiciously. Because these funds are from federal sources, they have additional reporting requirements, so staff and liaisons expect grantees will require more technical assistance than with past grant programs. LAAC proposed up to 5% for administrative costs in year one of the grant, but that was not included in the legislation.

Grant funds may be used to provide eviction defense, other tenant defense assistance in landlord-tenant rental disputes, or services to prevent foreclosure for homeowners. The legislation specifically lists several types of services as to not restrict programs' eligibility. Staff reported that they don't think the added language regarding domestic violence will substantively change programs' eligibility, as past homelessness prevention funds could be used on domestic violence prevention work if programs could show a nexus between their work and homelessness prevention. The largest substantive expansion in eligibility will be allowing foreclosure prevention services.

The committee asked about the expanded breadth of qualifying services. Staff clarified that there is no threshold amount of an organization's work that must be HP-related to qualify, but programs' submitted formula grant budgets must only include qualifying expenses (related to homelessness prevention).

The committee noted some items they wish to consider when drafting and approving the competitive grant Requests for Proposal (RFP) and scoring rubric. These included: the committee's interpretation of the qualifying language of RFP grants to include foreclosure prevention; a discussion of how to give preference to "rural or underserved" communities in the scoring rubric; and whether there should be a maximum grant award allowed. These issues will be discussed in more detail during the committee's next meeting to discuss and approve the RFP and scoring rubric.

Staff reported that they are awaiting clarification from the Department of Finance and the legislature on whether the commission can award multi-year grants.

2021 Homelessness Prevention Formula grant timeline

Senior Program Analyst Chris McConkey presented two formula grant distribution for the committee to evaluate. The first timeline included a grant distribution date of November 1, 2021 and the second included a grant distribution date of December 1, 2021.

Liaisons reported that the Board of the Legal Aid Association of California strongly prefers a December 1 distribution date, which would give programs more time to develop and submit application materials in the summer when staff may be more likely to be out of the office and would allow more time for programs to develop project ideas and ensure funds would not supplant existing funds.

The committee asked if the legislature would be concerned about a December 1 distribution because funds were distributed on October 1 in 2019. Staff and liaisons reported no indication of concern. Staff explained that in 2019, the budget language was signed by July 1 and staff and liaisons had more clarity on the expected budget language and allocations in May. This year, budget language was not signed or fully understood until mid-July.

The committee supported recommending a December 1 formula grant distribution date to provide more time for programs to develop project ideas and complete application materials. The committee also supported recommending the commission delegate authority to staff to review and the committee to approve eligibility and allocations for 2021 homelessness prevention formula grants.

December 1 Distribution Timeline

Date(s)	Activity
August 13, 2021	Commission meets to consider distribution timeline and authority delegation
August 16, 2021	Release formula application
September 10, 2021	Formula applications due (about 4 weeks later)
September 13-24, 2021	Staff reviews applications for eligibility
October 1, 2021	Committee meets to vote on eligibility
October 4-8, 2021	Staff runs allocations
October 11, 2021	Staff releases formula budgets forms
October 29, 2021	Formula budgets due (about 3 weeks later)
November 1-5, 2021	Staff reviews/ approves formula budgets
November 17, 2021	Committee meets to approve budgets (unless staff approves)
November 18-30, 2021	Staff sends agreements and processes invoices
December 1, 2021	Grant period begins

2022 Homelessness Prevention RFP grant timeline

Senior Program Analyst Chris McConkey presented three options for how staff and the committee might score RFP applications. The three options were:

1. Staff review applications and reports to the committee to justify and seek approval for scores
2. Committee scores all applications
3. A hybrid of options 1 and 2 (e.g. a working group of staff and one or two commissioners score all applications and report to the full committee)

Staff noted that they would prefer option 1 or 3 and that option 1 was used in the 2021 Provisionally Licensed Lawyer (PLL) grant review process. Option 2 would be the status quo. Committee members discussed the time commitment that option 2 requires of them, but several members indicated their willingness to do it if that was the desire of the committee.

One committee member presented an alternative hybrid approach in which all committee members (rather than a working group) would review 4-5 grant applications and calibrate scoring with staff in early October. After that, staff would then score all applications based on the committee's implementation of the scoring rubric, and if there were any applications that created conflict among staff or required greater review, they would be brought to the committee's attention for discussion before approval. Committee members and staff were in favor of this proposal.

Some committee members expressed concern with excluding the commission from the process of creating and approving the scoring rubric, while others felt that the value of committees is to limit sending all detailed discussions to the commission. Members agreed to invite commissioners that are interested in the details of the RFP and scoring rubric to attend the August 31 committee meeting where the committee will approve these materials.

January 1 Distribution Timeline

Date(s)	Activity
August 13, 2021	Commission meets to consider timeline and authority delegation
August 31, 2021	Committee approves RFP and scoring rubric
September 1, 2021	Staff releases RFP
October 1, 2021	RFPs due
October 4-29, 2021	Committee scores applications
October 4-8, 2021	Committee calibrates to the rubric (3-5 applications)
October 11-22, 2021	Staff scores applications
October 25-29, 2021	Committee discusses all applications and finalizes award recommendations
November 10, 2021*	Committee reviews budget modification and carryover requests for 2021-2023 Grants
November 17, 2021	Commission approves awards
January 1, 2022	Grant period begins

The Chair invited a motion to recommend approval of the recommended timelines and delegations of authority for new homelessness prevention grants as listed in the meeting

materials. The motion (language below) was approved by unanimous roll call vote (Isken moved, Reinis seconded).

RESOLVED, that the Legal Services Trust Fund Commission Homelessness Prevention Funds Committee (committee) approves the December 1, 2021 timeline for 2021 Homelessness Prevention (HP) formula grants and January 1, 2022 timeline for 2022 HP competitive grants; and it is

FURTHER RESOLVED, that the committee recommends that the commission delegates authority to staff to review and the committee to approve eligibility and allocations for 2021 HP formula grants; and it is

FURTHER RESOLVED, that the committee recommends that the commission delegates authority to staff to approve budgets for 2021 HP formula grants; and it is

FURTHER RESOLVED, that the committee recommends that the commission delegates authority to the committee to approve the request for proposals, including scoring rubric, for the 2022 HP competitive grants and to staff to score applications in consultation with the committee.

V. ADJOURN

There being no other business, the meeting was adjourned at 10:54 a.m.