



Grant Year: 2022

Due Date: October 22, 2021 at 5:00pm PST

Prepared by: Susan Podesta

Email: spodesta@crla.org

Contact Phone: 530-742-5191

Funding Opportunity: HP RFP

Project Title: Homelessness Prevention Central Coast Collaboration

Program Name: California Rural Legal Assistance, Inc.

Applicant Title: Director of Grants and Contracts

Address: 1430 Franklin Street Suite 103

City: Oakland

I verify the information in the Organization Profile is accurate and up to date.

I verify that I have read, and am familiar with, the RFP for the Homelessness Prevention III Competitive Grant.

FORM A - PROJECT PROFILE

1. Lead Project Contact: Susan Podesta

Job Title: Director of Grants and Contracts

Email: grantsteam@crla.org

Telephone: 530-813-6321

County(ies) Served by
this Project

Monterey

San Luis Obispo

Santa Barbara

Santa Cruz

Ventura



3. DUNS Number

This grant is supported by federal dollars. Therefore, each grantee will need to provide a Data Universal Number System (DUNS) number. Please enter your federal DUNS number below. Note your DUNS number must be in this format: ##-###-####.

To learn more about DUNS numbers, please visit grants.gov, [here](#). To request a free DUNS number—for organizations that do not have one already—please visit [here](#).

04-865-9833

5. Grant Period

Three Years

Organization	Type	Contact Name	Job Title	Email	Telephone	State Bar Funded	Sub-Grant Recipient
Housing and Economic Rights Advocates (HERA)	501(c)(3)	Maeve Elise Brown	Executive Director	melisebrown@heraca.org	510 271-8443 ext. 307	Yes	No

6. Annual Amount Requested

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

\$500,000

**A. Total Grant Amount \$1,500,000
Requested (three year
auto-calculated):**

7. Is the project currently operating under other funding sources including other State Bar funding?

No

8. Does your organization currently serve rural and/or underserved communities?



For the purposes of this grant “rural” is defined as areas that meet the definition of “rural” or “frontier” that the medical community uses to analyze the availability of medical services. This classification scheme is known as Medical Service Study Areas (MSSAs). Rural MSSAs have 50,000 or fewer residents and population densities below 250 people per square mile, while “frontier” MSSAs are defined by population densities of fewer than 11 people per square mile.

Click on map to help identify rural areas in narrative response below.

Yes

A. If yes, explain how you serve rural and/or underserved populations. List any rural areas.: California Rural Legal Assistance, Inc. (CRLA) serves over 20 counties in rural and agricultural areas across the state. This project will target the Central Coast counties of Ventura, Santa Barbara, San Luis Obispo, Monterey, and Santa Cruz. All five counties have substantial areas classified as Rural Medical Service Study Areas, and over one-third of Monterey County is classified as Frontier. To ensure CRLA can serve rural and/or underserved populations, we have fully staffed field offices in each county; 5 field offices are serving this region. Having fully-staffed field offices, including senior attorneys, staff attorneys, community outreach workers, and administrative legal secretaries, means that an entire range of services is available – from targeted referrals to other legal and wrap-around service providers in the area, to full representation by CRLA’s attorneys in the local courts. To increase accessibility, CRLA offers intake by phone, client services delivered remotely via email and SMS text communications with clients able to do so, and document drop off as needed, seeking to reduce and remove barriers inherent in securing legal services in rural parts of California. Additionally, we are staffed to provide culturally appropriate services in clients’ primary languages or secure the services of trained and certified interpreters and/or translators as needed.

9. Project Abstract

Provide a brief description of the core aspects of the proposed project. This abstract will be included in summaries provided to the Legal Services Trust Fund Commission, Judicial Council of California, legislature, and others.



The Homelessness Prevention Central Coast Collaboration seeks to provide wrap-around legal services to low-income households facing eviction, housing insecurity, substandard housing conditions, or other housing obstacles across the Central Coast region of California.

CRLA and companion applicant, HERA, will establish a coordinated intake system designed to conduct holistic screening of issues affecting housing stability. Central Coast residents will have multiple points of entry to CRLA and HERA services, including traditional phone and walk-in applications, Know Your Rights presentations and workshops, and record clearing clinics. At any point of entry, applicants' issues will be assessed using a screening tool that CRLA and HERA will develop to identify a variety of legal issues and assistance that CRLA and/or HERA can provide to prevent homelessness. By identifying the multitude of issues that may be affecting a client's housing stability, CRLA and HERA will be able to provide multi-pronged legal assistance. A more holistic approach to homelessness prevention will result in longer-lasting impacts on the tenants assisted by this project.

CRLA services will include full-scope representation in eviction defense cases, legal services to tenants experiencing substandard housing, and legal services to assist low-income households in ensuring receipt of eligible income and/or benefits to ensure housing stability. CRLA will also provide many other legal services to prevent homelessness including Tenant's Rights workshops co-hosted with HERA, increased Unlawful Detainer Answer workshops, and record clearing clinics focused on assisting formerly incarcerated individuals in clearing their criminal records where they are barriers to finding housing or housing stability.

Form B - Project Description

1. Statement of Need

Describe the need that the project seeks to address and that satisfies the statutory parameters in the above "note".



With just 358 homes per 1,000 people, California has the second-largest housing stock deficit in the country. Many CRLA service areas have even less housing supply, with 349 homes per 1,000 people on the Central Coast. The Central Coast's high cost of living, scarcity of affordable housing, prevalence of discrimination, and pandemic-exacerbated housing instability have created an area of concentrated need.

These issues are further exacerbated for formerly incarcerated individuals, a segment of the population that is almost 10 times more likely to experience homelessness than the general public. It is estimated that 70% of people experiencing homelessness in California have a history of incarceration. Record clearing is a way to give formerly incarcerated individuals a clean slate and improve their access to housing, employment, and housing stability. However, many individuals do not take advantage of the benefits available to clear their records. CRLA began to examine this issue in Ventura and Santa Barbara counties, where an estimated 100,000 people were eligible for records clearance but only about 6.5% had sought relief. Local Public Defenders' Offices had scaled back relief efforts and the need for help was escalating.

As many factors contribute to housing instability, a successful project to prevent homelessness must also address multiple factors. CRLA will use a holistic approach under this project to improve housing stability and prevent homelessness for rural, low-income Californians.

2. Target Population

Describe demographics of the target populations, the geographic area to be served by the project, and why the target population is in particular need of the services to be provided.



Families that spend more than 30% of their income on housing are cost-burdened, may have difficulty affording other necessities, and are disproportionately people of color. 77% of extremely low-income households in the Central Coast region are paying more than half of their income on housing costs compared to 1% of moderate-income households. Renters of color face the highest rates of cost burden in the Central Coast region, with Black, Latino, and multi-racial households being more likely than white households to be cost-burdened. There is also a dire housing shortfall, with 73,924 low-income renter households not having access to an affordable home as of May 2021. Rental housing is unaffordable for many, with all Central Coast renters needing to earn more than twice the minimum wage to afford the average monthly asking prices: \$36.71 to afford the average rental of \$1,909 in Santa Cruz County, \$31.14 to afford \$1,619 in Monterey, \$32.52 to afford \$1,619 in San Luis Obispo, \$35.81 to afford \$1,862 in Santa Barbara, and \$38.50 to afford \$2,002 in Ventura. The very high costs of housing and cost of living make Central Coast unaffordable for low-income community members, comprised of the working poor and those without incomes, in need of public benefits assistance to merely get by. When these low-income households are in rural areas or are comprised of underserved community members, including individuals in reentry, they suffer disproportionate rates of housing instability relative to the low-income population at large.

3. Will this project focus on addressing homelessness in rural communities?

Yes



A. If yes, identify the rural communities.: We will target the Central Coast counties of Ventura, Santa Barbara, San Luis Obispo (SLO), Monterey, and Santa Cruz. These counties have substantial areas classified as Rural Medical Service Study Areas. For instance, SLO County is nearly 17% rural according to census data, and Santa Cruz County is 12% rural. CRLA has a field office in each of the identified counties and is well equipped to address homelessness. There are substantial numbers of unhoused individuals in each county as of 2020 counts: 1,700 in Santa Cruz, 1,998 in Monterey, 1,172 in SLO, 1,223 in Santa Barbara, and 1,265 in Ventura. The counties vary in the amount of interim and permanent housing supply, but no county has the number of beds needed to meet the need. Overlaying housing cost burden data shows that approximately 74,000 low-income households lack access to affordable housing. Therefore, well over 100,000 Central Coast residents are experiencing/at immediate risk of homelessness.

In rural areas where rental housing is in shorter supply than in cities, low-income families often have high-occupancy households. As of June 2021, monthly rent for a 3-bedroom unit averages \$2,853 on the Central Coast but runs up to \$3,947 in Santa Cruz County. These households require over \$9,000 in monthly income to avoid becoming housing-cost burdened. Formerly incarcerated individuals have limited housing options and are typically forced to rely on interim arrangements with family/friends whose housing may already be overcrowded or unstable due to the extreme cost burden on low-income households on the Central Coast.

4. Will this project focus on addressing homelessness in particularly underserved communities?

Yes



A. If yes, identify the underserved communities and explain how they face even higher barriers to accessing civil justice than does the low-income community generally.: CRLA will focus on vulnerable populations that include Black, Indigenous, and people of color, people with disabilities, and LGBTQ+ individuals. Renters of color face the highest rates of cost burden in the Central Coast region, with Black, Latino, and multi-racial households being more likely than white households to be cost-burdened. Formerly incarcerated individuals are almost 10 times more likely to experience homelessness than the general public. It is estimated that 70% of people experiencing homelessness in California have a history of incarceration. Due to overrepresentation in the criminal justice system, people of color, people with disabilities, and LGBTQ+ individuals are disproportionately impacted. LGBTQ+ youth, in particular, are over-represented in the homeless youth population, with estimates ranging from 7% among youth receiving services to 39% among other LGBTQ+ youth.

Extremely limited housing stock and high costs particularly affect certain vulnerable populations that tend to have the lowest incomes and experience additional barriers to housing access. California has especially low vacancy rates, an inadequate and vulnerable supply of affordable homes available to low-income households, and unsustainable housing costs burdens.

CRLA will rely on the reputation and trust it has built with vulnerable populations to enhance its ability to reach people who would benefit from the services under this project. To serve these traditionally underserved populations and eradicate barriers to accessing civil justice, CRLA provides trauma-informed, in-language services, and engages in creative service delivery including workshops and other physical presence in the community that increase access to CRLA services in remote locations.

5. Collaboration

Will the project involve collaboration with other organizations?

Yes



A. Describe how the applicant and partner organizations will work collaboratively to address the stated project need.: The Homelessness Prevention Central Coast Collaboration project seeks to provide wrap-around legal services to low-income households facing eviction, housing insecurity, substandard housing conditions, or other housing obstacles across the Central Coast region of California.

CRLA and companion applicant, HERA, will establish a coordinated intake designed to conduct holistic screening of issues affecting housing stability. Central Coast residents will have multiple points of entry to CRLA and HERA services, including traditional phone and walk-in applications, Know Your Rights presentations and workshops, and record clearing clinics. At any point of entry, applicants' issues will be assessed using a screening tool that CRLA and HERA will develop in Quarter 1 of the project. The screening tool will identify a variety of legal issues and assistance that CRLA and/or HERA can provide to prevent homelessness. By identifying the multitude of issues that may be affecting a client's housing stability, CRLA and HERA will be able to provide multi-pronged legal assistance. A more holistic approach to homelessness prevention will result in longer-lasting impacts on the tenants assisted by this project.

The coordinated intake process will also include seeking a release from applicants to share case information and records across the two companion applicants. The project will establish a shared drive and a shared communication platform to facilitate discussion about cases, transfers/referrals across the partners, and collaboration on wrap-around services. Project staff will also meet two times per quarter to ensure progress on the project, discuss substantive casework, and ensure quality and effective legal services.



B. Describe the extent to which the applicant has already developed the necessary partnerships or previously collaborated with partners or stakeholders to accomplish goals.: CRLA has partnered with Housing and Economic Rights Advocates (HERA) for well over a decade, with a primary focus on preserving housing and enforcing fair housing rights for low-income populations. Since 2009, CRLA and HERA have worked together on foreclosure prevention, and have collaboratively litigated cases. CRLA and HERA have worked to combat predatory and abusive lending to disabled, dependent adults and vulnerable seniors; mortgage rescue scams targeting federally protected minority groups; illegal, fee-based homeowner association foreclosures; and reverse mortgage foreclosures. CRLA and HERA have also done impactful collaborative work on widows and orphan control issues, in which homeowners' heirs were unable to negotiate with banks; estate planning services which complement the work protecting all surviving family members who have been left off home loans. HERA has consistently provided staff training and litigation support to CRLA as an in-kind donation under sequential housing discrimination grants from the Department of Housing and Urban Development. CRLA and HERA currently collaborate on a 3-year foreclosure prevention grant from the State Bar.

6. Organizational Capacity

Describe the qualifications, experiences, and resources that the organization(s) will use to accomplish the proposal objectives.

CRLA has a long history of providing rural, low-income Californians with direct legal assistance to prevent homelessness. Since 1966, CRLA has served California's exploited and underserved rural communities, where discriminatory practices are common and affordable housing is scarce. Often, low-income individuals facing housing issues and homelessness in rural areas have few local resources available to them. In many areas throughout rural California, CRLA is there to fill that gap, providing thousands of low-income Californians with consultation, clinics and workshops, education, legal representation, and affirmative litigation for housing issues, including landlord-tenant disputes, housing discrimination, habitability, eviction, relocation assistance, homelessness, housing elements, land-use planning, and foreclosure prevention. CRLA offers these services to renters facing eviction, but our ability to serve all in need has been limited by a lack of funding.

Since 2005, HERA has provided legal aid to consumers struggling with housing issues. HERA has developed expertise in educating individuals and vulnerable communities and providing legal services to prevent homelessness. HERA has served tens of thousands of individuals and conducted hundreds of workshops in various languages for thousands of Californians.



7. Project Structure

Describe the project structure including the staffing structure, supervision, if applicable, delegation of responsibility between organizations, use of volunteers, etc.

This project will be staffed by 3 Staff Attorneys, including one that will serve as the Project Coordinator:

- Two “Housing Collaboration” Staff Attorneys focused on the main advocacy strategies of the project
- One “Homelessness Prevention Clean Slate” Staff Attorney focused on record clearing clinics

The Project Coordinator will oversee the project and work with HERA’s project staff and CRLA’s grants team and Rural Justice Unit Director to ensure progress towards achieving the project’s objectives.

Housing Collaboration Staff Attorneys will provide full-scope representation to tenants in Unlawful Detainer proceedings, legal services for tenants experiencing substandard housing, and services to ensure receipt of eligible income and/or benefits to increase housing stability.

The Homelessness Prevention Clean Slate Staff Attorney will be responsible for coordinating and facilitating record clearing clinics to assist formerly incarcerated individuals experiencing homelessness, housing insecurity, or other barriers to housing stability. In collaboration with CRLA’s Director of Pro Bono, they will recruit and train volunteers to staff the clinics. CRLA has a track record of successfully staffing clinics with volunteers in partnership with law schools and law firms seeking pro bono opportunities.

The project will also be staffed by one Community Worker who will be based in CRLA’s San Luis Obispo office and be responsible for coordinating outreach for all aspects of the project, running Tenant’s Rights Workshops in collaboration with HERA, and running CRLA Unlawful Detainer Answer Workshops. The Community Worker will also engage in permissible advocacy on behalf of tenants, under the supervision of an attorney.



A. How will the project ensure quality control?: Project staff will be integrated into existing CRLA field offices and will benefit from collaboration and supervision from experienced senior attorneys, including participation in weekly case review meetings to workshop cases and discuss strategies and next steps. These case review meetings also serve as an opportunity to ensure quality legal services are provided to all individuals served by this project.

Additionally, CRLA utilizes the California State Bar's Evaluation and Main Benefits system to evaluate our work. Outcomes are measured through client interviews and information gathered is documented in CRLA's comprehensive, web-based case management system, LegalServer. CRLA's progress on project goals will be tracked and reviewed by program leadership and progress towards goals and objectives will be discussed with the project coordinating Staff Attorney. LegalServer provides secure remote access via the Internet, allowing staff to record activities in real-time. Outreach, community education, and training activities are recorded and tracked via unique ID numbers and mandatory data points ensure accurate tracking of activities and outcomes. CRLA has a two-person data management team that provides customized, in-house training to employees statewide to ensure quality control and data integrity. The staff CRLA plans to hire for this project will receive that training in the implementation phase planned for the first quarter. Additionally, quarterly meetings are planned between the collaborative partners, CRLA and HERA, as an opportunity to assess progress, share any feedback gathered from clients, and ensure project quality.

8. Project Goals and Deliverables

List the project's key goals and deliverables. Quantify where possible.



The project's overarching goal is to improve housing stability on the Central Coast. With this additional funding, CRLA will be able to hire 3 additional attorneys and 1 additional community outreach worker and add advocacy resources to some of the 5 field offices located in each of the counties in the service region. CRLA expects to accept an additional 300 cases per year through this project, impacting nearly 1,000 household members. Of these additional cases, approximately 50% or 150 will receive services beyond counsel and advice. The project's objective will be for CRLA to achieve an outcome to the benefit of the client in at least 55% or 83 of these cases receiving services beyond counsel and advice. The project will demonstrate improved housing stability through key performance indicators, including preventing loss of housing/obtaining, preserving access to housing, and recovering income or benefits.

The project will also remove barriers that impact housing access, stability, and self-sufficiency needed to remain housed within reentry populations on the Central Coast. Of the 300 additional housing cases per year made possible through this collaborative project, CRLA expects that 20% or 60 will access CRLA's Records Clearing Clinics as an additional, wrap-around service to help improve housing stability. The project's objective would be to achieve a clean record for at least 80% or 48 clinic patrons per year.



A. Describe how the project's goals will be met.: CRLA and HERA will use a coordinated intake system that will include the use of a screening tool to ensure all clients are provided holistic services to address the multiple factors that may be impacting their housing stability. Under this system, clients will be asked to sign a release to disclose case information between the two organizations, and case-related files will be stored in a shared drive. CRLA will be able to seamlessly connect clients with HERA for additional services as needed.

CRLA's strategies for improving housing stability on the Central Coast and within specific rural and underserved populations within the region include: conciliating, mediating, or otherwise achieving other voluntary resolution for tenants at risk of eviction, resolving housing disputes for tenants through grievance hearings before administrative authorities, and preventing eviction through full-scope representation and litigation, including procuring pro bono resources and co-counsel, where available.

To improve housing stability for individuals with criminal records, CRLA will provide records clearing clinics as a wrap-around service within the homelessness prevention structure. CRLA will engage in the community legal education and a targeted outreach campaign necessary to promote the direct service and records clearing clinic service objectives planned to meet the project's goal.

CRLA will provide Tenant's Rights Workshops co-hosted with HERA and will also provide additional Unlawful Detainer Answer workshops. These will serve to increase awareness of rights, empower low-income households to enforce their rights, and be a point of entry for individuals to reach additional CRLA and/or HERA services.



B. What challenges do you anticipate encountering?: CRLA has an organizational track record in the target region, achieved through decades of providing community legal education events, outreach to thousands of individuals each year, relationships with other Central Coast community-benefit organizations, and through direct legal services impacting nearly 2,000 households on average annually. CRLA's field offices are trusted community resources that residents regularly turn to for assistance. However, CRLA plans coordinated intake and wrap-around service collaboration with HERA, an organization without the same level of community recognition in this service area. One challenge could be ensuring that potential service applicants, especially those in the considerably expansive rural areas, are aware of the collaboration and that there will be "no wrong door" for service. CRLA will tackle this challenge through updated traditional materials and social media disseminated through culturally and linguistically appropriate education and outreach. The region's community-based organizations will also need to be made aware of the collaboration so that HERA's equal ability to screen for the legal issues this project is focused on and conduct coordinated intake is understood and fully utilized.

Additionally, adding a record clearing clinic for reentering community members facing the housing barriers inherent in having a criminal record will be new to most of the region's service population. Fostering the needed linkage between expungement and the other housing advocacy elements of the project will be addressed through robust cross-training between CRLA and HERA and a targeted outreach campaign and referral network building by CRLA's Homelessness Prevention Clean Slate Staff Attorney.



Proposed Activities

Quarter	Responsible Partner	Activity	Deliverables
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Year 1



Q1	<p>CRLA & HERA</p> <ul style="list-style-type: none">A. Build project infrastructureB. Establish collaborative intake processC. Launch shared communications platformD. Project implementation	<ul style="list-style-type: none">A. Recruit, hire and onboard 2 "Housing Collaboration" Staff Attorneys, one to serve a Project Coordinator, 1 "Homelessness Prevention Clean Slate" Staff Attorney and 1 Community Workers located in CRLA's San Luis Obispo field office/central within the service region (CRLA)B. Collaborate to create a coordinated intake screening tool (CRLA & HERA); establish shared authorization/release forms (CRLA & HERA); conduct cross-training between teams - issue spotting, referrals, records clearing clinic services, application intake process, information sharing, client communications, reporting, etc. (CRLA & HERA)C. Establish data/information sharing protocols (CRLA & HERA); discuss, agree upon and launch common document storage system (CRLA & HERA); and discuss, agree upon and launch shared communications platform for intake and referral process (CRLA & HERA)D. Create project outreach materials for the public, and for other CBOS and local government (CRLA & HERA); begin to screen residents through collaborative intake process (CRLA & HERA); and schedule community education and outreach launch (CRLA)
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Q2	CRLA & HERA	<p>A. Conduct community education and outreach campaign</p> <p>B. Provide direct legal assistance</p> <p>C. Conduct project team meetings</p>	<p>A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)</p> <p>B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)</p> <p>C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)</p>
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Q3	CRLA & HERA	<p>A. Conduct community education and outreach campaign</p> <p>B. Provide direct legal assistance</p> <p>C. Conduct project team meetings</p>	<p>A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)</p> <p>B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)</p> <p>C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)</p>
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Q4	CRLA & HERA	<p>A. Conduct community education and outreach campaign</p> <p>B. Provide direct legal assistance</p> <p>C. Conduct project team meetings</p> <p>D. Assess project progress and report to State Bar as needed</p>	<p>A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)</p> <p>B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)</p> <p>C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)</p> <p>D. Report demographic data and key performance indicators to demonstrate progress toward objectives and goals (CRLA); and share project assessment findings (CRLA & HERA)</p>
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Year 2



Q1	<p>CRLA & HERA</p> <ul style="list-style-type: none">A. Conduct community education and outreach campaignB. Provide direct legal assistanceC. Conduct project team meetingsD. Project evaluation	<ul style="list-style-type: none">A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)D. Develop RFP for external evaluator contract (CRLA & HERA); secure evaluator and contract for services (CRLA & HERA); and launch external evaluation of direct legal services and efficacy of the coordinated intake process (CRLA & HERA)
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Q2	CRLA & HERA	<p>A. Conduct community education and outreach campaign</p> <p>B. Provide direct legal assistance</p> <p>C. Conduct project team meetings</p> <p>D. Project evaluation</p>	<p>A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)</p> <p>B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)</p> <p>C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)</p> <p>D. Review external evaluator progress through regular check ins (CRLA & HERA)</p>
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Q3	CRLA & HERA	<p>A. Conduct community education and outreach campaign</p> <p>B. Provide direct legal assistance</p> <p>C. Conduct project team meetings</p> <p>D. Project evaluation</p>	<p>A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)</p> <p>B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)</p> <p>C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)</p> <p>D. Review external evaluator progress through regular check ins (CRLA & HERA)</p>
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Q4	CRLA & HERA	<p>A. Conduct community education and outreach campaign</p> <p>B. Provide direct legal assistance</p> <p>C. Conduct project team meetings</p> <p>D. Project evaluation</p> <p>E. Assess project progress and report to State Bar as needed</p>	<p>A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)</p> <p>B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)</p> <p>C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)</p> <p>D. Review findings from external evaluation process (CRLA & HERA)</p> <p>E. report demographic data and key performance indicators to demonstrate progress toward objectives and goals (CRLA); and share project assessment findings (CRLA & HERA)</p>
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Year 3



Q1	CRLA & HERA	<p>A. Conduct community education and outreach campaign</p> <p>B. Provide direct legal assistance</p> <p>C. Conduct project team meetings</p> <p>D. Project sustainability assessment</p>	<p>A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)</p> <p>B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)</p> <p>C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)</p> <p>D. Investigate current community need for services (CRLA)</p>
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Q2	CRLA & HERA	<p>A. Conduct community education and outreach campaign</p> <p>B. Provide direct legal assistance</p> <p>C. Conduct project team meetings</p> <p>D. Project sustainability assessment</p>	<p>A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)</p> <p>B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)</p> <p>C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)</p> <p>D. Employ current community needs data and findings of external evaluation project to assess project impact and plan for continuation (CRLA & HERA); and assess geographic expansion (CRLA & HERA)</p>
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Q3	CRLA & HERA	<p>A. Conduct community education and outreach campaign</p> <p>B. Provide direct legal assistance</p> <p>C. Conduct project team meetings</p> <p>D. Project sustainability assessment</p>	<p>A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)</p> <p>B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)</p> <p>C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)</p> <p>D. Produce Project Sustainability Plan, predicated on needed continuation funding (CRLA & HERA)</p>
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Q4	<p>CRLA & HERA</p> <ul style="list-style-type: none">A. Conduct community education and outreach campaignB. Provide direct legal assistanceC. Conduct project team meetingsD. Assess project progress and report to State Bar as needed	<ul style="list-style-type: none">A. Provide 1 Tenant's Rights Workshop (CRLA & HERA); provide 1 Unlawful Detainer Answer Workshop (CRLA); provide 1-2 record clearing clinics/5 per year (CRLA); and disseminate project information through traditional and social media (CRLA)B. Conduct coordinated intake (CRLA & HERA); refer intakes as appropriate to records clearing clinic (CRLA & HERA); provide legal assistance tracked to achieve 300 closed cases per year (CRLA); provide full-scope representation and unlawful detainer defense (CRLA); and track client demographics and service outcomes (CRLA)C. Conduct 1 project team meeting addressing coordinated advocacy efforts (CRLA & HERA); and conduct 1 project team meeting addressing administrative oversight and evaluation (CRLA & HERA)D. Report demographic data and key performance indicators to demonstrate progress toward objectives and goals (CRLA); and share project assessment findings (CRLA & HERA)
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A. Resource Materials: CRLA plans to continue creating short “know your rights” videos on housing subjects, available in English and Spanish, which can be offered on-demand to all individuals. The Homelessness Prevention Central Coast Collaboration project coordinating staff attorney will work on these materials plus traditional media and social media outreach materials to promote the project with other CRLA housing advocates and in collaboration with HERA. CRLA’s Language Justice Initiative, which advances equity for linguistically marginalized communities, will help ensure that the access needs of community members who use non-dominant spoken and signed languages are addressed and will be involved in ensuring the accessibility of any materials developed. CRLA’s commitment to ensuring access to high-quality legal services and information through its Language Justice Initiative separates its materials development from those already available.

Identify resource materials to be developed and the individual(s) who will be responsible for preparing those materials. How will new materials differ from those materials already available, i.e. materials posted on LawHelpCA.org or Courts.ca.gov?

B. Outreach: The Central Coast communities CRLA proposes to serve have substantial rural areas, the resident of which have historically been among the hardest groups to reach and have been underserved by urban-based community organizations and housing advocacy groups. By adding local staff in its Central Coast field offices, CRLA will reach these vulnerable and underserved community members with information and critical resources, including “know your rights” information, to bolster the referral process to both CRLA and HERA.

How will the target population be made aware of these services?

CRLA will revise and update as needed its catalog of outreach community legal education materials to reflect this collaboration and the expanded access to services that additional local staffing will bring. CRLA will develop and distribute housing rights materials; launch a social media campaign on platforms including CRLA’s website, Facebook, LinkedIn, and Twitter; conduct outreach in community-appropriate languages; provide community legal education; engage in a local radio outreach and education strategy via talk shows or brief spots with Spanish- and Indigenous-language media partners; and conduct record-clearing clinics to help reduce housing barriers for reentering community members.



C. Language Access: CRLA employs attorneys, legal assistants, and community outreach workers who speak community-appropriate languages and CRLA's existing Central Coast staffing includes most staff members who are English-Spanish bilingual. CRLA will seek to hire the additional staff needed for this project with similar capabilities. It is an institutional priority to engage community members in language- and culturally appropriate manners. CRLA's Language Justice Initiative ensures that the organization is always able to provide qualified interpreters and follows best practices in translation and interpretation. CRLA's Language Justice Initiative runs an Interpreter Training Program that ensures interpreters are trained to provide quality services with a social justice and trauma-informed lens. This ensures CRLA has access to quality interpreters. CRLA employs Community Workers whose primary role is to reach out to different linguistic and cultural groups to build trust and make sure community members are aware of CRLA's services and know how to access them.

Describe staff language capabilities and plans for developing materials in multiple languages. How will the project provide services to monolingual constituents in languages that staff does not speak?

CRLA addresses language access challenges by providing information and service in a variety of formats and languages. For example, we post resources on our website, including informational videos, accessible to clients of differing literacy levels, languages, and technical proficiency. All materials used will be translated into Spanish as needed. Fact sheets and other materials will be created and translated as needed. If languages other than Spanish are spoken by persons seeking services, CRLA will contract with trained and qualified interpreters and translators.

10. Eligibility for Services

Update on September 27, 2021: OA&I has received clarification that HP III grants are to serve Californians who meet the definition of "indigent person" in Business & Professions Code section 6213(d).



**A. Will the project provide No
services to individuals
who are not indigent as
defined at Business &
Professions Code section
6213(d) or to
organizations not
providing benefits
primarily on behalf of
indigent individuals?:**

**B. Identify all criteria and
guidelines used to
establish an individual's
income information.:** Consistent with both State Bar IOLTA/EAF and Legal Services Corporation (LSC) restrictions, low-income residents within CRLA's service areas must be income and asset eligible to receive services. The applicant's income (from any source) must fall within guidelines established by the CRLA Board of Directors (based on the Federal Poverty Guideline, as published by the Dept. of Health & Human Services, and disseminated by LSC). All applicants seeking assistance are screened using CRLA's standard income and asset guidelines on our intake form to ensure that grant funds are utilized only to serve indigent clients as defined at Business and Professions Code section 6213(d). CRLA gathers data on gross monthly household income from all sources, in addition to household asset information, which includes equity in properties owned other than the applicant's primary residence. CRLA takes into consideration of other factors such as age, family size, ability to obtain other legal assistance, etc. All field office advocacy staff are provided updated financial eligibility information annually.

**C. Describe the extent to
which the project
proposes to provide
services to non-indigent
individuals and how it will
ensure that HP III funds
support services to only
those who are statutorily
indigent?:**

11. Will the project focus on providing full-scope representation and/or litigation?



Yes

A. If yes, please explain.: Approximately 90% of landlords are represented when they try to evict a tenant compared to at most 5% of tenants. Without representation, 30-45% of these tenants being evicted default and automatically lose their cases. The rest typically go to trial and lose. The repercussions of losing an eviction in California, whether by default or at trial, are dire. A tenant who loses their case will have that eviction follow them for seven years, effectively preventing them from finding safe and affordable housing or even finding new housing at all. This often results in the tenant becoming homeless. CRLA will increase its capacity to represent and defend those at risk of eviction or facing an unlawful detainer proceeding on the Central Coast through full-scope representation and litigation. CRLA plans to provide services beyond counsel and advice in at least 150 cases per year. Full representation will be provided by the new Staff Attorney's to be hired, to meet the project objectives of conciliating, mediating, or otherwise achieving other voluntary resolution for tenants at risk of eviction, resolving housing disputes for tenants through grievance hearings before administrative authorities, and preventing eviction. These attorneys will also represent tenants in unlawful detainer litigation, including securing pro bono co-counsel, where available, to prevent eviction and improve housing stability.

12. Evaluation

Describe how the organizations will acquire evaluation data that they can use to refine the project's strategies to increase its effectiveness in addressing homelessness.



CRLA is committed to reporting case outcomes to analyze program performance and ensure that selected strategies are having the intended results. Case outcomes are comprised of an outcome/main benefit and, in some cases, an economic benefit. The Project Coordinator will be responsible for analyzing these data points quarterly and presenting their analysis at quarterly project meetings between HERA and CRLA, allowing for timely discussion and adjustment.

When field offices and programs produce their annual workplans, they must evaluate the effectiveness of their strategies by reviewing whether they were able to meet their stated goals with the strategies they employed. Workplans are reviewed by a group of senior advocates including the Directors of Litigation, Advocacy & Training; Regional Directors of Advocacy; Program Directors; the Deputy Director; and the Executive Director. The senior advocates also review the effectiveness of each field office or program's strategies and make recommendations, as appropriate.

For this project, case outcome analysis will be augmented by contracting with a project evaluation consultant at the beginning of Year Two. The consultant will assess progress for specific, measurable goals and key performance indicators, produce data to inform decisions and measure and communicate success, and prepare regular status reports. In Year Three, CRLA and HERA will use the evaluation results as a starting point to assess project sustainability, adding on data gathered by investigating current community service needs and planning for geographic expansion if appropriate. A Project Sustainability Plan will help inform next steps to seek funding to continue the project.

13. How will information about the project be shared with other legal aid organizations?

CRLA and HERA will include other legal aid organizations in initial project outreach in the target region. CRLA and HERA will also announce the beginning of the proposed project to organizations serving client populations in the target region. These organizations will include, but will not be limited to, other legal aid organizations, social service agencies, senior centers, branches of local government, housing counseling agencies, and local community-benefit organizations. This will involve a Project launch outreach campaign that will include written outreach materials, social media, and community presentations. Additionally, CRLA's to be hired Homelessness Prevention Clean Slate Staff Attorney will lead a targeted outreach campaign to expand awareness about the wrap-around records clearing clinic services and build the project's referral network among other legal aid organizations in the Central Coast region.

14. How does the proposed project fit within current organizational programming?



This project aligns with multiple organizational priorities for CRLA. Access to safe, affordable housing and homelessness prevention are among the organization's core, historical priorities—which advance CRLA's mission to fight for justice and individual rights alongside the most exploited communities of our society. Access to housing reduces economic disparities, preserves generational wealth, and reduces homelessness. In 2019, CRLA formally adopted re-entry and record clearing as a practice area that CRLA field offices would engage in, recognizing the intersectionality of legal issues faced by the rural poor and the many overlapping issues that exist between CRLA's historical priorities and the barriers faced by formerly incarcerated individuals. Increasing access to housing has also been a core component of HERA's work since the organization was established in 2005. The proposed partnership will enhance the capacity of both CRLA and HERA to provide services to increase access to housing and prevent homelessness and will increase coordination of these services on the Central Coast.

FORM C - PROJECT BUDGET

I. Grant Budget by Year (Three Years)

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

Total Grant Request

Personnel

	Year 1	Year 2	Year 3	Total
1. Attorneys	\$208,400	\$214,652	\$221,092	\$644,144
2. Paralegals	\$48,430	\$49,883	\$51,379	\$149,692
3. Other Staff	\$0	\$0	\$0	\$0
SUBTOTAL	\$256,830	\$264,535	\$272,471	\$793,836
4. Employee Benefits	\$70,577	\$75,340	\$80,324	\$226,241
TOTAL PERSONNEL	\$327,407	\$339,875	\$352,795	\$1,020,077

Non-Personnel

	Year 1	Year 2	Year 3	Total
5. Space	\$20,697	\$21,318	\$21,958	\$63,973



6. Equipment Rental and Maintenance	\$0	\$0	\$0	\$0
7. Office Supplies	\$16,000	\$2,800	\$2,800	\$21,600
8. Printing and Postage	\$500	\$500	\$500	\$1,500
9. Telecommunications	\$9,770	\$9,992	\$10,219	\$29,981
10. Technology	\$7,563	\$7,790	\$8,025	\$23,378
11. Program Travel	\$560	\$560	\$560	\$1,680
12. Training	\$3,440	\$3,440	\$3,440	\$10,320
13. Library	\$0	\$0	\$0	\$0
14. Insurance	\$2,561	\$2,637	\$2,717	\$7,915
15. Litigation	\$0	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0	\$0
17. Contract Service to Clients	\$23,947	\$3,407	\$9,176	\$36,530
18. Evaluation	\$0	\$20,000	\$0	\$20,000
19. Other	\$4,222	\$4,348	\$4,477	\$13,047
TOTAL NON-PERSONNEL	\$89,260	\$76,792	\$63,872	\$229,924
Administrative				
20. Personnel	\$65,481	\$67,975	\$70,559	\$204,015
21. Non-Personnel	\$17,852	\$15,358	\$12,774	\$45,984
TOTAL ADMINISTRATIVE	\$83,333	\$83,333	\$83,333	\$249,999
22. Total Sub-Grants	\$0	\$0	\$0	\$0
GRAND TOTAL	\$500,000	\$500,000	\$500,000	\$1,500,000

1. Lawyers

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
Attorney & Project Coordinator	1.00	1.00	1.00	3.00
Staff Attorney	1.00	1.00	1.00	3.00
Clean Slate Staff Attorney	1.00	1.00	1.00	3.00
Total Lawyers	3.00	3.00	3.00	9.00

2. Paralegals



	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
Community Worker	1.00	1.00	1.00	3.00
n/a	0.00	0.00	0.00	0.00
Total Paralegals	1.00	1.00	1.00	3.00

3. Other Staff

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
n/a	0.00	0.00	0.00	0.00
n/a	0.00	0.00	0.00	0.00
n/a	0.00	0.00	0.00	0.00
n/a	0.00	0.00	0.00	0.00
n/a	0.00	0.00	0.00	0.00
Total Other Staff	0.00	0.00	0.00	0.00
TOTAL PERSONNEL(in FTEs)	4.00	4.00	4.00	12.00

% Personnel: 81.61%

% Non-Personnel: 18.39%

If the proposed budget allocates less than 75 percent to personnel, explain why it deviates from the recommended percentages.

n/a

% Program: 83.33%

% Admin: 16.67%

If the proposed budget allocates less than 75 percent to program, explain why it deviates from the recommended percentages.

n/a

II. Partner Sub-Grants (Three Years)

Sub-Grants



III. Total Project Budget (Three Years)

Project Budget

Personnel

	Non-Grant Monies	Grant Monies	Total
1. Attorneys	\$0	\$644144	\$644,144
2. Paralegals	\$0	\$149692	\$149,692
3. Other Staff	\$0	\$0	\$0
SUBTOTAL	\$0	\$793836	\$793,836
4. Employee Benefits	\$0	\$226241	\$226,241
TOTAL PERSONNEL	\$0	\$1020077	\$1,020,077

Non-Personnel

	Non-Grant Monies	Grant Monies	Total
5. Space	\$0	\$63973	\$63,973
6. Equipment Rental and Maintenance	\$0	\$0	\$0
7. Office Supplies	\$0	\$21600	\$21,600
8. Printing and Postage	\$0	\$1500	\$1,500
9. Telecommunications	\$0	\$29981	\$29,981
10. Technology	\$0	\$23378	\$23,378
11. Program Travel	\$0	\$1680	\$1,680
12. Training	\$0	\$10320	\$10,320
13. Library	\$0	\$0	\$0
14. Insurance	\$0	\$7915	\$7,915
15. Litigation	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$36530	\$36,530
18. Evaluation	\$0	\$20000	\$20,000
19. Other	\$0	\$13047	\$13,047
TOTAL NON-PERSONNEL	\$0	\$229924	\$229,924

Administrative



20. Personnel	\$0	\$204015	\$204,015
21. Non-Personnel	\$0	\$45984	\$45,984
TOTAL ADMINISTRATIVE	\$0	\$249999	\$249,999
22. Total Sub-Grants	\$0	\$0	\$0
GRAND TOTAL	\$0	\$1500000	\$1,500,000

1. Lawyers

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Attorney & Project Coordinator	0.00	3	3.00
Staff Attorney	0.00	3	3.00
Clean Slate Staff Attorney	0.00	3	3.00
Total Lawyers	0.00	9	9.00

2. Paralegals

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Community Worker	0.00	3	3.00
n/a	0.00	0	0.00
Total Paralegals	0.00	3	3.00

3. Other Staff

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
n/a	0.00	0	0.00
n/a	0.00	0	0.00
n/a	0.00	0	0.00
n/a	0.00	0	0.00
n/a	0.00	0	0.00
Total Other Staff	0.00	0	0.00
TOTAL PERSONNEL(in FTEs)	0.00		12.00



Provide an explanation for each line item in the project budget, including the basis for allocations. While the Project Budget form does not include the value of in-kind support, please include any significant in-kind support, such as the use of court facilities or equipment, in the budget narrative. Any program expenses entered under Contract Service to Clients (row 17) or Other Non-Personnel (row 19), or for administrative or overhead costs (rows 20 and 21), must be itemized and explained.

Personnel

Account Title	Grant Monies	Narrative
1. Attorneys	\$208400	This amount is for three advocates: 1) 1.0 FTE Attorney & Project Coordinator; 2) 1.0 FTE Staff Attorney and 3) 1.0 FTE Clean Slate Staff Attorney Personnel costs are based on FTE percentages.
2. Paralegals	\$48430	This amount is for one advocates: 1) 1.0 FTE Community Worker. Personnel costs are based on FTE percentages.
3. Other Staff	\$0	n/a
SUBTOTAL	\$256830	
4. Employee Benefits	\$70577	CRLA's benefits and payroll taxes are calculated at 27.48% of an employee's salary. Benefits include medical, dental, vision, life, long-term disability, and accidental death and dismemberment insurance; a CRLA-paid medical deductible; an allowance for vision and dental care; paid vacation, holiday, and sick time; an education allowance; student loan repayment assistance for attorneys; CRLA-paid certification and membership fees (e.g., bar dues); a Section 125 Flexible Spending Account; travel assistance; an Employee Assistance Program; short-term disability; and a 401k retirement plan.
TOTAL PERSONNEL	\$327407	

Non-Personnel



Account Title	Grant Monies	Narrative
5. Space	\$20697	Space costs are based on actual totals of expenses including rent, utilities, janitorial and maintenance services, etc. Actual costs multiplied by FTE for this project were used to calculate the total space costs for this grant request.
6. Equipment Rental and Maintenance	\$0	n/a
7. Office Supplies	\$16000	Est. \$4,000 per new hire for supplies in year 1, followed by de minimis supplies in later years.
8. Printing and Postage	\$500	Outreach Flyers 1000 per year x .50 per copy
9. Telecommunications	\$9770	Telecommunications costs are based on actual totals of expenses including land lines, cell phone, voip, internet, conference calls etc. Actual costs multiplied by FTE for this project were used to calculate the total communication costs for this grant request.
10. Technology	\$7563	Technology costs are based on historical expenses and anticipated increases using FTE percentage.
11. Program Travel	\$560	Est. 1000 miles per year X \$0.56 per mile
12. Training	\$3440	\$500 per employee per year X 4 employees = \$2000 and approximately \$480 per attorney for bar association dues
13. Library	\$0	n/a
14. Insurance	\$2561	Insurance costs are based on historical based expenses and anticipated increases using FTE percentage.
15. Litigation	\$0	n/a
16. Capital Additions	\$0	n/a
17. Contract Service to Clients	\$23947	Est. 300 hours per year X estimated \$80 per hour
18. Evaluation	\$0	n/a
19. Other	\$4222	Benefit management and payroll fees based on FTE percentages
TOTAL NON-PERSONNEL	\$89260	
Administrative		



20. Personnel	\$65481	Administrative costs for personnel are calculated at CRLA's indirect rate of 20% of the project's total direct personnel costs.
21. Non-Personnel	\$17852	Administrative costs for non-personnel are calculated at CRLA's indirect rate of 20% of the project's total direct non-personnel costs.
TOTAL ADMINISTRATIVE	\$83333	
22. Total Sub-Grants	\$0	n/a
GRAND TOTAL	\$500000	

Form E - Project Assurances

Download the Assurances document and upload a signed copy below.

Upload PDF Version of
Signed Assurances
Document:

SIGNED_CRLA_HP_III_RFP_Assurances_R.pdf

237.8 KB - 10/20/2021 4:00PM

Total Files: 1

Supporting Documents (Optional)

When naming optional supporting documents, please include the Organization's acronym (or short name) and a one - to - five word file description (note: any type of file may be uploaded).



Grant Year: 2022

Due Date: October 22, 2021 at 5:00pm PST

Prepared by: Jordan Kough

Email: Jordan.Kough@drlcenter.org

Contact Phone: 213-736-1031

Funding Opportunity: HP RFP

Project Title: Foster Youth Advocacy Program

Program Name: Disability Rights Legal Center

Applicant Title: Executive Director

Address: 1541 Wilshire Blvd. Suite 400

City: Los Angeles

I verify the information in the Organization Profile is accurate and up to date.

I verify that I have read, and am familiar with, the RFP for the Homelessness Prevention III Competitive Grant.

FORM A - PROJECT PROFILE

1. Lead Project Contact: Jordan Kough

Job Title: Executive Director

Email: jk@drlcenter.org

Telephone: 2137361031

County(ies) Served by
this Project

Los Angeles

Orange

Riverside

San Diego

San Luis Obispo

Santa Barbara

3. DUNS Number



This grant is supported by federal dollars. Therefore, each grantee will need to provide a Data Universal Number System (DUNS) number. Please enter your federal DUNS number below. Note your DUNS number must be in this format: ##-###-####.

To learn more about DUNS numbers, please visit grants.gov, [here](#). To request a free DUNS number—for organizations that do not have one already—please visit [here](#).

00-447-5641

5. Grant Period

Three Years

6. Annual Amount Requested

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

\$214,000

A. Total Grant Amount \$642,000
Requested (three year
auto-calculated):

7. Is the project currently operating under other funding sources including other State Bar funding?

No

8. Does your organization currently serve rural and/or underserved communities?

For the purposes of this grant “rural” is defined as areas that meet the definition of “rural” or “frontier” that the medical community uses to analyze the availability of medical services. This classification scheme is known as Medical Service Study Areas (MSSAs). Rural MSSAs have 50,000 or fewer residents and population densities below 250 people per square mile, while “frontier” MSSAs are defined by population densities of fewer than 11 people per square mile.

Click on map to help identify rural areas in narrative response below.



Yes

A. If yes, explain how you All of DRLC's clients are people with disabilities or those closely associated
serve rural and/or with them. DRLC focuses on underserved communities within the client
underserved populations. community, within both rural and urban areas, and works with marginalized
List any rural areas.: disability populations such as students living in remote areas or custodial
facilities, and people who are experiencing or at risk of homelessness.

9. Project Abstract

Provide a brief description of the core aspects of the proposed project. This abstract will be included in summaries provided to the Legal Services Trust Fund Commission, Judicial Council of California, legislature, and others.

DRLC will hire a 6-person team (1 Supervising Attorney, 1 Staff Attorney, 1 Education Advocate, 1 Administrative Support Staff, 2 Rotating Legal Fellows) over 3 years to represent foster youth with disabilities in Los Angeles, Orange, Kern, Riverside, Santa Barbara, San Diego, and San Luis Obispo counties to gain access to essential support systems from school districts, Regional Centers, and county departments of mental health to reduce their risk of homelessness upon aging out of county dependency.

Specifically, the Foster Youth Advocacy Program will:

- Conduct outreach to target youth ages 14-18 with disabilities in the foster care system within the project's catchment area;
- Advocate within the special education due process system for appropriate educational assessments, Individualized Education Plans (IEPs) (emphasizing transition plans for postsecondary life), educational placements, and support services; and
- Coordinate with partners to ensure the youth has representation for Regional Center, mental health, and other disability-related supports and services.

Our goal is to target youth with the highest risk of homelessness, ensure they receive access to support systems for home life and school, create positive outcomes to reduce serious risk of impending chronic homelessness, and support their access to appropriate (often therapeutic) housing through the age of 18, and for qualified students, through age 22.

The program will combine the support of nonprofit organizations, regional centers, the Dependency Court, DCFS, school districts, and foster youth advocates to target populations at the highest risk of becoming chronically homelessness due to their lack of lifelong support systems.



Form B - Project Description

1. Statement of Need

Describe the need that the project seeks to address and that satisfies the statutory parameters in the above "note".

Data shows that, nationally, in the first four years after aging out of foster care, approximately 20% of former foster youth will experience homelessness. In California close to 31% of transition-age foster youth experience homelessness.

Foster youth with developmental disabilities are often misdiagnosed or not assessed at all by school districts and regional centers. County child welfare offices and foster families are largely ill-equipped to work with disabled youth to meet their educational needs. These youth are bounced around the region, from foster home to shelter to other temporary placement, and rarely effectively served.

At the DRLC we have seen a consistent need for foster youth to be appropriately assessed, placed, and served. It is a failure of the county DCFS offices that are overwhelmed, the lack of a knowledgeable guardian, regional centers who fail to deliver on their mission to assist those with developmental disabilities, and school districts that have a disincentive to place transient students in expensive placements.

The systemic failure results in foster youth lacking an effective support system, being unprepared for life on their own, and struggling to find success in education, work, or independent life.

Intervention when these students are in middle and high school is critical, and requires substantial coordination of agencies and legal representation. Due to the significant hours needed to advocate for disabled foster youth, each case is time intensive, but providing youth with a pathway to a safer, more secure future can prevent a lifetime of homelessness.

2. Target Population

Describe demographics of the target populations, the geographic area to be served by the project, and why the target population is in particular need of the services to be provided.



The project's target population includes foster youth with disabilities in Southern California, including the counties of Los Angeles, Orange, Riverside, Santa Barbara, San Diego, and San Luis Obispo. The population is estimated in the hundreds, if not thousands.

Youth will be identified via court and agency referral. See, e.g., Welfare & Institutions Code sec. 317(e); Disability Rights California's Office of Clients Rights Advocacy program; Area Boards of the State Council on Developmental Disabilities.

3. Will this project focus on addressing homelessness in rural communities?

Yes

A. If yes, identify the rural communities.: Any foster youth referred to DRLC's Foster Youth Advocacy Program from rural areas within the counties targeted by the project will be eligible for services.

4. Will this project focus on addressing homelessness in particularly underserved communities?

Yes

A. If yes, identify the underserved communities and explain how they face even higher barriers to accessing civil justice than does the low-income community generally.: Foster youth are at particular risk of homelessness due to their lack of a foundational system of support and years spent in the DCFS system.

Every year approximately 4,000 youth age out of care in California. According to Walden Family Services, 65% leave foster care at age 18 with no place to call home. Young men in California who spent time in foster care are 82% more likely to become homeless.

The causes of homelessness for foster youth aging out of care are often treatable. DRLC's Foster Youth Advocacy Program will aim to ensure stable housing placements, access to services, proper assessments, and ability to stay in DCFS past the age of 18 if appropriate.

5. Collaboration

Will the project involve collaboration with other organizations?

Yes



- A. Describe how the applicant and partner organizations will work collaboratively to address the stated project need.:** The Foster Youth Advocacy Program will largely utilize referrals from new and existing connections already within the foster youth space. These relationships will be cultivated primarily by DRLC's Senior Education Advocate, who will liaison among community organizations to coordinate activities with nonprofit partners, schools, courts, and other partners on behalf of youth referred to the program.
- B. Describe the extent to which the applicant has already developed the necessary partnerships or previously collaborated with partners or stakeholders to accomplish goals.:** The DRLC will leverage partnerships with many of our connections already working within the foster youth space, including BEST Village, Children's Law Center, Dependency Court, LA Superior Mental Health Court, Alliance for Children's Rights, Learning Rights Law Center, CA Association of Parent & Child Advocates, Mental Health Advocacy Services, FASD United, DCFS, School Districts, Regional Centers, other critical referral sources in the Foster Youth Advocacy System, Disability Rights California, and others.
- DRLC also has a history of strong pro bono advocacy, having partnered with many major law firms.

6. Organizational Capacity

Describe the qualifications, experiences, and resources that the organization(s) will use to accomplish the proposal objectives.



DRLC has specialized experience in representing youth with disabilities, including special education representation, including assessments, transition planning support, and other direct support for foster youth. DRLC has achieved landmark special education settlements, especially for historically underserved groups and incarcerated children.

Further, we have worked on high level impact litigation to ensure that education is accessible. Recently, in a case on behalf of a student in the foster care system, DRLC sued six school districts, the Los Angeles County Office of Education, and the Department of Children & Family Services for their collective failure to serve the student for many years. DRLC has achieved excellent settlements with the various districts and LACOE and continues to hold accountable the previously unaccountable social services agency.

DRLC receives a pro bono allocation and has a deep commitment to bringing pro bono support to our cases. Our goal in this project will be to pair a pro bono attorney with each case, strengthening the partnership supporting each youth.

The DRLC will work collaboratively with organizations already working within the foster youth space.

7. Project Structure

Describe the project structure including the staffing structure, supervision, if applicable, delegation of responsibility between organizations, use of volunteers, etc.



DRLC's Director of Litigation and Senior Education Advocate will initially supervise the project and conduct community and partner agency outreach. DRLC will continue to receive cases via the Dependency Court's 317(e) special education panel and other partner agencies, building caseload as project attorneys are hired.

Following initial investigation and record review, staff will determine students' advocacy needs in the realms of education, housing, and mental health. Special education advocacy may include assessments, placement and education planning (IEPs), transition planning, and due process litigation. Regional Center advocacy may include disability and mental health assessments, home and support service planning (IPPs), and fair hearing litigation. Staff will report the students' needs and progress to the Dependency Court and coordinate with other assigned counsel and agencies.

The over-arching goal of all advocacy will be stability in home and school and transition planning for their post-foster care world, including independent living skills, all in an effort to avoid homelessness by securing support and resources.

DRLC's advocacy will result in needed assessments, updated IEPs, transfers to proper residential and education placements, compensatory education services, and other agreed upon services. If a child is on track to earn an alternate completion certificate, rather than a diploma, they have the right to stay in special education through the end of their 21st year. For students with disabilities aging out of foster care, these additional years of educational services will be essential.



A. How will the project ensure quality control?: DRLC's Litigation Director, Christopher Knauf, will supervise all activities. Mr. Knauf has practiced public interest civil and disability rights litigation, including special education and Regional Center advocacy, for over 25 years. Mr. Knauf has litigated hundreds of matters, first-chaired jury and bench trials, numerous administrative hearings, and argued five successful appeals in the Ninth Circuit. Mr. Knauf first litigated special education matters at the education defense law firm Lozano Smith.

Additional key staff will include two attorneys who work exclusively within special education to support this program. One will be a director with a high-level special education background with connections to the DCFS systems and expertise on transition and independent living plans. The second attorney will ideally also have significant special education experience.

A fourth staff member, the Senior Education Advocate, has substantial education background and experience assisting students and families. The Advocate will review new cases, advise on necessary actions, and liaison with partner organizations to identify youth who are in need of assistance, arrange for appropriate assessments, and conduct community outreach for access to the program. This staff member will be knowledgeable in the foster youth system, special education rights, and partners who can provide referrals for the program.

8. Project Goals and Deliverables

List the project's key goals and deliverables. Quantify where possible.

- Hire additional expert staff to join the project.
- Identify 10 partners to sign MOU commitments to help identify at-risk foster youth who require advocacy in either the education or Regional Center system, focusing on youth likely to have unassessed disabilities.
- Create Transition Plans and provide direct support services for 25 youth in Year 1, 60 youth in Year 2, and 100 youth in Year 3.
- Partner with over 150 pro bono attorneys to provide over 1,000 hours of pro bono support over 3 years to support high-risk foster youth.
- Build capacity to extend the project beyond the first 3 years.



A. Describe how the project's goals will be met.: This project will be run by the DRLC Litigation Director, who will directly supervise the Directing Attorney of the Foster Youth Advocacy Program. The Director will be responsible for all activities run by the program including HR decisions, directing program activities, and supervision of administrative activities. They will be responsible for the creation of the Fellowship Program by Year 3, including recruitment, training, and funding for potential fellows to join the project.

Working directly for the Directing Attorney will be a Staff Attorney who will have least two years of special education experience. This person will be responsible for supporting case activities and pro bono activities for all active cases.

The Senior Education Advocate will review new case files, assist attorneys in advocacy, manage communication with community partners, run local trainings to ensure that appropriate referrals are occurring, and direct any external facing activities conducted by this program.

Finally, this program will be supported by a FTE administrative support system providing all administrative activities for the program.

B. What challenges do you anticipate encountering?: The initial challenge will be recruitment of the Directing Attorney, which will occur via nationwide search. We will also need to establish relationships with the various counties and their child welfare agencies. Past experience has demonstrated that we may encounter resistance from DCFS, school districts, and Regional Centers who each often shirk accountability and find ways to avoid assessment and placement of high-risk youth.

Additionally, there may be delays in student placements and support services. Placements include special education day classes, specialized non-public schools, and 24-7 residential therapeutic placements. Support services include mental health counseling and treatment, speech, occupational, and physical therapies, reading and other academic support, life skills training, and work experience, among others. Through this process, DRLC's advocacy will help ensure that each student's transition plan is truly supportive.

We also expect that working with high-risk youth whose needs have been chronically unmet may exhibit resistance to the program, especially at its onset.



C. How will the project ensure the target demographic is served? To ensure that the target demographic is served, this project will center on referrals from new and existing connections already working within the foster youth space. Existing partnerships that we will engage include BEST Village, Children's Law Center, Dependency Court, and other critical referral sources in the Foster Youth Advocacy System.

These relationships will be managed primarily by the Senior Education Advocate, a DRLC staff member who will function as a liaison among community organizations to coordinate activities with nonprofit partners, schools, courts, and other partners. The role of the Senior Education Advocate will be overseen by DRLC's Directing Attorney and Litigation Director.

Additionally, quarterly partner updates, annual evaluations, and internal staff reviews will lend accountability to the project.

Proposed Activities			
Quarter	Responsible Partner	Activity	Deliverables
Year 1			
Q1	DRLC	Hiring Team	Creating Job Descriptions, Posting Job, Interviews, and Hiring
		Building Partnerships	Starting outreach to partners to notify them of program initiation
Q2	DRLC	Initial document and case process creation	Create internal protocols to manage all functions of program activities
		Initial engagements with various foster youth into the program	Onboarding of initial 5 cases to represent foster youth
Q3	DRLC	Ongoing Representation of Foster Youth	Build case load to 15 total cases to represent foster youth



Q4	DRLC	Ongoing Representation of Foster Youth Creation of Pro Bono Integration into Foster Youth Representation	Build case load to 25 total cases to represent foster youth Create protocol for how pro bono will engage within the program Build coalition of attorneys to join advisory council Begin preparation for pro bono activities
Year 2			
Q1	DRLC	Ongoing Representation of Foster Youth Roll out pro bono partnership	Build case load to 40 total cases to represent foster youth Engage 5 pro bono attorneys on various cases representing foster youth
Q2	DRLC	Ongoing Representation of Foster Youth Maintain Pro Bono Program Develop Fellowship Program Construct and begin outreach	Build case load to 50 total cases to represent foster youth Engage 10 pro bono attorneys on various cases representing foster youth Develop protocols for Fellows to expand this program
Q3	DRLC	Ongoing Representation of Foster Youth Maintain Pro Bono Program Initiate Fellowship Applications	Build case load to 50 total cases to represent foster youth Engage 15 pro bono attorneys on various cases representing foster youth Submit 2 Fellowship Applications



Q4	DRLC	Ongoing Representation of Foster Youth Maintain Pro Bono Program Initiate Fellowship Program	Build case load to 60 total cases to represent foster youth Hire 2 Fellowship Candidates through external funding sources
Year 3			
Q1	DRLC	Ongoing Representation of Foster Youth through staff attorneys and fellows Maintain Pro Bono Program	Build case load to 75 total cases to represent foster youth Engage 15 pro bono attorneys on various cases representing foster youth
Q2	DRLC	Ongoing Representation of Foster Youth through staff attorneys and fellows	Build case load to 85 total cases to represent foster youth Engage 15 pro bono attorneys on various cases representing foster youth
Q3	DRLC	Ongoing Representation of Foster Youth through staff attorneys and fellows	Build case load to 100 total cases to represent foster youth Engage 15 pro bono attorneys on various cases representing foster youth
Q4	DRLC	Ongoing Representation of Foster Youth through staff attorneys and fellows	Build case load to 100 total cases to represent foster youth Engage 15 pro bono attorneys on various cases representing foster youth



A. Resource Materials: DRLC already has established training and administrative procedures for the anticipated cases. Any additional form files needed will be obtained via partner agencies. DRLC and the State Council on Developmental Disabilities intend to develop an online training program for Regional Center pro bono advocacy.

Identify resource materials to be developed and the individual(s) who will be responsible for preparing those materials. How will new materials differ from those materials already available, i.e. materials posted on LawHelpCA.org or Courts.ca.gov?

B. Outreach: The Senior Education Advocate will coordinate activities with nonprofit partners, schools, courts, and other partners.

How will the target population be made aware of these services?

This will be a comprehensive effort taken by partners who are committed to ensuring that youth in this project's target counties receive services. Much of our outreach will occur via word of mouth to ensure that we are identifying the highest-risk youth.

C. Language Access: DRLC has access to Language Line Solutions, a language interpretation line that supports 240 languages with a reported accuracy of 99.9%.

Describe staff language capabilities and plans for developing materials in multiple languages. How will the project provide services to monolingual constituents in languages that staff does not speak?

10. Eligibility for Services

Update on September 27, 2021: OA&I has received clarification that HP III grants are to serve Californians who meet the definition of "indigent person" in [Business & Professions Code section 6213\(d\)](#).



**A. Will the project provide No
services to individuals
who are not indigent as
defined at Business &
Professions Code section
6213(d) or to
organizations not
providing benefits
primarily on behalf of
indigent individuals?:**

B. Identify all criteria and Represented individuals will all be foster youth with one or more disabilities. Any
guidelines used to required family income information will come from county child welfare agencies,
establish an individual's foster families, the dependency court, or the other assigned counsel for the child.
income information.:

**C. Describe the extent to
which the project
proposes to provide
services to non-indigent
individuals and how it will
ensure that HP III funds
support services to only
those who are statutorily
indigent?:**

11. Will the project focus on providing full-scope representation and/or litigation?

Yes

A. If yes, please explain.: As discussed herein, DRLC will be retained largely as special education
counsel and/or as counsel for Regional Center fair hearings. Due process
and/or fair hearing litigation with the Office of Administrative Hearings in
those matters will be likely for each child. The foster youth's other legal
needs (dependency and/or juvenile court proceedings) will be provided by
other assigned counsel.



12. Evaluation

Describe how the organizations will acquire evaluation data that they can use to refine the project's strategies to increase its effectiveness in addressing homelessness.

- Annual evaluations and reports on outcomes of the program process
- Internal annual staff reviews of members of the program
- Feedback loop through all partners to provide assessments of the impact of DRLC's work and outcomes for children

13. How will information about the project be shared with other legal aid organizations?

Limited information will be publicly shared about the outcomes of our individual cases due to protecting the privacy of our students.

Overall program updates will be shared through DRLC's typical communications process.

Regular partner updates on the program will be shared quarterly.

14. How does the proposed project fit within current organizational programming?

Currently the DRLC has a full-time staff member committed to special education activities. The result of this program stems from our team's identification of a clear need that has not been met for many students, particularly foster youth.

FORM C - PROJECT BUDGET

I. Grant Budget by Year (Three Years)

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

Total Grant Request

Personnel

Year 1	Year 2	Year 3	Total
--------	--------	--------	-------



1. Attorneys	\$125,000	\$125,000	\$110,000	\$360,000
2. Paralegals	\$0	\$0	\$0	\$0
3. Other Staff	\$80,000	\$70,000	\$40,000	\$190,000
SUBTOTAL	\$205,000	\$195,000	\$150,000	\$550,000
4. Employee Benefits	\$35,000	\$25,000	\$20,000	\$80,000
TOTAL PERSONNEL	\$240,000	\$220,000	\$170,000	\$630,000

Non-Personnel

	Year 1	Year 2	Year 3	Total
5. Space	\$0	\$0	\$0	\$0
6. Equipment Rental and Maintenance	\$0	\$0	\$0	\$0
7. Office Supplies	\$0	\$0	\$0	\$0
8. Printing and Postage	\$0	\$0	\$0	\$0
9. Telecommunications	\$0	\$0	\$0	\$0
10. Technology	\$12,000	\$0	\$0	\$12,000
11. Program Travel	\$0	\$0	\$0	\$0
12. Training	\$0	\$0	\$0	\$0
13. Library	\$0	\$0	\$0	\$0
14. Insurance	\$0	\$0	\$0	\$0
15. Litigation	\$0	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$0	\$0	\$0
18. Evaluation	\$0	\$0	\$0	\$0
19. Other	\$0	\$0	\$0	\$0
TOTAL NON-PERSONNEL	\$12,000	\$0	\$0	\$12,000
Administrative				
20. Personnel	\$0	\$0	\$0	\$0
21. Non-Personnel	\$0	\$0	\$0	\$0
TOTAL ADMINISTRATIVE	\$0	\$0	\$0	\$0
22. Total Sub-Grants	\$0	\$0	\$0	\$0
GRAND TOTAL	\$252,000	\$220,000	\$170,000	\$642,000



1. Lawyers

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Lawyers	0.00	0.00	0.00	0.00

2. Paralegals

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Paralegals	0.00	0.00	0.00	0.00

3. Other Staff

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Other Staff	0.00	0.00	0.00	0.00
TOTAL PERSONNEL(in FTEs)	0.00	0.00	0.00	0.00

% Personnel: 98.13%

% Non-Personnel: 1.87%

If the proposed budget allocates less than 75 percent to personnel, explain why it deviates from the recommended percentages.

% Program: 100.00%

% Admin: 0.00%

If the proposed budget allocates less than 75 percent to program, explain why it deviates from the recommended percentages.



II. Partner Sub-Grants (Three Years)

Sub-Grants

III. Total Project Budget (Three Years)

Project Budget

Personnel

	Non-Grant Monies	Grant Monies	Total
1. Attorneys	\$300,000	\$360,000	\$785,000
2. Paralegals	\$0	\$0	\$0
3. Other Staff	\$95,000	\$190,000	\$380,000
SUBTOTAL	\$395,000	\$550,000	\$865,000
4. Employee Benefits	\$50,000	\$80,000	\$180,000
TOTAL PERSONNEL	\$445,000	\$630,000	\$1,345,000

Non-Personnel

	Non-Grant Monies	Grant Monies	Total
5. Space	\$0	\$0	\$0
6. Equipment Rental and Maintenance	\$0	\$0	\$0
7. Office Supplies	\$3,000	\$0	\$6,000
8. Printing and Postage	\$1,500	\$0	\$3,000
9. Telecommunications	\$6,000	\$0	\$12,000
10. Technology	\$1,500	\$12,000	\$15,000
11. Program Travel	\$0	\$0	\$0
12. Training	\$0	\$0	\$0
13. Library	\$0	\$0	\$0
14. Insurance	\$0	\$0	\$0
15. Litigation	\$0	\$0	\$0



16. Capital Additions	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$0	\$0
18. Evaluation	\$0	\$0	\$0
19. Other	\$0	\$0	\$0
TOTAL NON-PERSONNEL	\$12,000	\$12000	\$36,000
Administrative			
20. Personnel	\$0	\$0	\$0
21. Non-Personnel	\$0	\$0	\$0
TOTAL ADMINISTRATIVE	\$0	\$0	\$0
22. Total Sub-Grants	\$0	\$0	\$0
GRAND TOTAL	\$457,000	\$642000	\$1,381,000

1. Lawyers

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
Total Lawyers	0.00	0	0.00

2. Paralegals

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
	0.00	0	0.00
	0.00	0	0.00
Total Paralegals	0.00	0	0.00

3. Other Staff

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
Total Other Staff	0.00	0	0.00



TOTAL PERSONNEL(in FTEs)

0.00

0.00

FORM D - BUDGET NARRATIVE

Provide an explanation for each line item in the project budget, including the basis for allocations. While the Project Budget form does not include the value of in-kind support, please include any significant in-kind support, such as the use of court facilities or equipment, in the budget narrative. Any program expenses entered under Contract Service to Clients (row 17) or Other Non-Personnel (row 19), or for administrative or overhead costs (rows 20 and 21), must be itemized and explained.

Personnel

Account Title	Grant Monies	Narrative
1. Attorneys	\$125000	These funds will pay for the hiring of the Supervising and Staff Attorney in Year 1, with the anticipation that in 3 months both positions can be filled.
2. Paralegals	\$0	
3. Other Staff	\$80000	These funds will pay for the Administrative Assistant and Education Advocate in Year 1, with the anticipation that in 3 months both positions can be filled.
SUBTOTAL	\$205000	
4. Employee Benefits	\$35000	This supports benefits for all 4 positions, including healthcare, vision, dental, insurance, bar fees, and payroll taxes.
TOTAL PERSONNEL	\$240000	

Non-Personnel

Account Title	Grant Monies	Narrative
5. Space	\$0	
6. Equipment Rental and Maintenance	\$0	



7. Office Supplies	\$0	
8. Printing and Postage	\$0	
9. Telecommunications	\$0	
10. Technology	\$12000	This will pay for 4 computers and technology installation fees for all 4 staff members.
11. Program Travel	\$0	
12. Training	\$0	
13. Library	\$0	
14. Insurance	\$0	
15. Litigation	\$0	
16. Capital Additions	\$0	
17. Contract Service to Clients	\$0	
18. Evaluation	\$0	
19. Other	\$0	
TOTAL NON-PERSONNEL	\$12000	
Administrative		
20. Personnel	\$0	
21. Non-Personnel	\$0	
TOTAL ADMINISTRATIVE	\$0	
22. Total Sub-Grants	\$0	
GRAND TOTAL	\$252000	

Form E - Project Assurances

Download the Assurances document and upload a signed copy below.

Upload PDF Version of
Signed Assurances
Document:

DRLC_HP_competitive_-_Assurances_doc_10-2021.pdf

38 KB - 10/22/2021 12:46PM

Total Files: 1



Supporting Documents (Optional)

When naming optional supporting documents, please include the Organization's acronym (or short name) and a one - to - five word file description (note: any type of file may be uploaded).



Grant Year: 2022

Due Date: October 22, 2021 at 5:00pm PST

Prepared by: Erin Scott

Email: escott@fvlc.org

Contact Phone: 510-208-0220

Funding Opportunity: HP RFP

Project Title: A Roof of One's Own

Program Name: Family Violence Law Center

Applicant Title: Executive Director

Address: 470 27th Street

City: Oakland

I verify the information in the Organization Profile is accurate and up to date.

I verify that I have read, and am familiar with, the RFP for the Homelessness Prevention III Competitive Grant.

FORM A - PROJECT PROFILE

1. Lead Project Contact: Stephanie Penrod

Job Title: Managing Attorney

Email: spenrod@fvlc.org

Telephone: 800-947-8301

County(ies) Served by
this Project

Alameda

3. DUNS Number

This grant is supported by federal dollars. Therefore, each grantee will need to provide a Data Universal Number System (DUNS) number. Please enter your federal DUNS number below. Note your DUNS number must be in this format: ##-###-####.

To learn more about DUNS numbers, please visit grants.gov, [here](#). To request a free DUNS number—for organizations that do not have one already—please visit [here](#).



01-323-6448

5. Grant Period

Three Years

Organization	Type	Contact Name	Job Title	Email	Telephone	State Bar Funded	Sub-Grant Recipient
Mujeres Unidas y Activas	501(c)(3)	Yael Falicov	Development Director	yael@mujeresunidas.net	(415) 741-5373	No	Yes
Love Never Fails	501(c)(3)	Vanessa Russell	Executive Director	vanessa@loveneverfailsus.com	(844) 249-2698	No	Yes
Daytime Women's Drop-in Center	501(c)(3)	Leslie Berkler	Executive Director	leslie@womensdropin.org	(510) 548-2884	No	Yes
Building Futures	501(c)(3)	Liz Varela	Executive Director	lvarela@bfwc.org	(510) 924-3088	No	Yes
Ruby's Place	501(c)(3)	Sophora Acheson	Executive Director	Sophora@rubysplace.org	(510) 695-2376	No	Yes
Tri-Valley Haven	501(c)(3)	Ann King	Executive Director	ann@trivalleyhaven.org	(925) 449-5845	No	Yes
Bay Area Women Against Rape	501(c)(3)	Leah Kimble-Price	Executive Director	leah@bawar.org	(510) 430-1298	No	Yes
Shalom Bayit	501(c)(3)	Naomi Tucker	Executive Director	naomi@shalom-bayit.org	(510) 845-8874	No	Yes
MISSEY	501(c)(3)	Jennifer Lyle	Executive Director	jennifer@misssey.org	(510) 251-2070 x 105	No	Yes
SAVE	501(c)(3)	Jennifer Dow Rowell	Executive Director	jenniferd@save-dv.org	(510) 574-2250 x 112	No	Yes

6. Annual Amount Requested

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

\$86,316

**A. Total Grant Amount \$258,948
Requested (three year
auto-calculated):**



7. Is the project currently operating under other funding sources including other State Bar funding?

Yes

A. How will the funds be leveraged to not supplant existing funds and to provide services to tenants and/or homeowners whom the organization(s) would otherwise be unable to serve?: The funds requested in this application would expand the current A Roof of One's Own Project to provide services to additional tenants and to provide preventative education about tenants' rights to clients and staff at organizations providing services for survivors of gender-based violence. Currently services for tenants are provided by FVLC's EAF Homelessness Prevention Fund formula grant-funded part-time attorney and our CalOES funded full-time attorney. This application would provide the part-time attorney with additional hours and also would fund part of a senior staff attorney, unfunded currently under this project, to provide targeted housing services in coordination with partner agencies serving survivors of gender-based violence.

8. Does your organization currently serve rural and/or underserved communities?

For the purposes of this grant "rural" is defined as areas that meet the definition of "rural" or "frontier" that the medical community uses to analyze the availability of medical services. This classification scheme is known as Medical Service Study Areas (MSSAs). Rural MSSAs have 50,000 or fewer residents and population densities below 250 people per square mile, while "frontier" MSSAs are defined by population densities of fewer than 11 people per square mile.

Click on map to help identify rural areas in narrative response below.

Yes

A. If yes, explain how you serve rural and/or underserved populations. Approximately 85% of FVLC's legal clients who provided race and ethnicity information identify as BIPOC, including approximately 22% who primarily speak a language other than English and 26% who are immigrants.
List any rural areas.:

9. Project Abstract

Provide a brief description of the core aspects of the proposed project. This abstract will be included in summaries provided to the Legal Services Trust Fund Commission, Judicial Council of California, legislature, and others.



This expansion of A Roof of One's Own will allow Family Violence Law Center (FVLC) to accept housing referrals from other survivor serving providers, including providers serving domestic violence, sexual assault, and sexual exploitation survivors. Currently the volume of internal housing referrals FVLC exceeds our capacity. Our partner agencies are eager to refer clients to us and to increase the housing knowledge and capacity of their staff and the survivors they serve. By providing preventative outreach and education to partner agency clients and staff in addition to expanding to provide legal services to more individual survivors, FVLC will increase survivors' ability to remain housed. Survivors have unique needs that FVLC has the expertise to address, and this model could be replicable, increasing access to housing for survivors, a population that is particularly vulnerable to becoming unhoused.

Form B - Project Description

1. Statement of Need

Describe the need that the project seeks to address and that satisfies the statutory parameters in the above "note".

Alameda County is experiencing a housing crisis that has been greatly accelerated and exacerbated by the COVID-19 pandemic. The total population of Alameda County is 1.68 million people, and the median sales price for a home in 2021 is over \$1.1 million. The average monthly rent is approximately \$2,000 for a one-bedroom apartment, which exceeds the entire gross annual income for a household of four living at the federal poverty level. Domestic violence concerns have also risen over the course of the pandemic. And because domestic violence is a leading cause of women's homelessness, the housing crisis fuels the housing insecurity of domestic violence survivors. The economic and health impacts of COVID-19 have fallen mostly on women and so the circumstances in which survivors experience gender-based violence has worsened. FVLC has received an increased number of requests for housing assistance and we do not have enough attorney capacity to respond to the volume of requests and the complexity of our clients' housing needs. The time needed to adequately serve housing clients is substantial, and housing clients can quickly absorb the resources of our team, so priority-setting and proactive case management is essential to our program's success. Already, FVLC needs additional resources to meet the legal needs of survivors in Alameda County facing housing instability. We expect this need to increase exponentially when Alameda County lifts its eviction moratorium.

2. Target Population



Describe demographics of the target populations, the geographic area to be served by the project, and why the target population is in particular need of the services to be provided.

FVLC serves survivors of gender-based violence in or with a connection to Alameda County. The survivors FVLC currently provides with legal services are predominantly BIPOC women of color, with the majority falling below the federal poverty line. From 7/1/2020 to 6/30/2021, FVLC's legal clients who shared data had the following demographic characteristics: 85% were people of color (40% Hispanic/Latino, 27% African American, 10% Asian/Pacific Islander, 1% American Indian, and 7% mixed); 38% were Female Head of Households; 18% reported disability; 26% were immigrants; and 22% had limited English proficiency. FVLC receives referrals for legal services from survivor providers throughout Alameda County so we know that our statistics reflect the demographics of survivors seeking services in our community.

As described above, domestic violence is a leading cause of homelessness, and because of gender-based violence's connections with homelessness and therefore poverty, women are disproportionately impacted by the economic consequences of the pandemic. While domestic and dating violence and sexual assault impact communities across every economic and racial line, BIPOC and low-income survivors are more likely to experience barriers to accessing services, healing, and achieving safety and stability, and barriers increase for survivors who are low-income and BIPOC. (See reports and fact sheets produced by the Women of Color Network, located at <https://wocninc.org/publications/>.) Sex trafficking also disproportionately impacts low-income, BIPOC women, girls and female-identified individuals. (See "Racial Disparities, COVID-19, and Human Trafficking, Polaris, <https://polarisproject.org/blog/2020/07/racial-disparities-covid-19-and-human-trafficking/>.)

3. Will this project focus on addressing homelessness in rural communities?

No

4. Will this project focus on addressing homelessness in particularly underserved communities?

Yes



A. If yes, identify the underserved communities and explain how they face even higher barriers to accessing civil justice than does the low-income community generally.: FVLC and all of the county's survivor serving providers listed as partners on this project serve survivors who have limited language access, primarily Latinx women who speak little or no English. Additionally, survivors generally are underserved by homelessness services systems because of the separate confidentiality and safety concerns that need to be considered for survivors. By serving survivors throughout the county in coordination with gender-based violence survivors, FVLC will make it possible for survivors to receive assistance at community locations, including emergency shelters and locations that they frequent for other social services, so they can travel to the appointment location without arousing the suspicions of an abusive partner who might be closely monitoring their daily activities.

5. Collaboration

Will the project involve collaboration with other organizations?

Yes



A. Describe how the applicant and partner organizations will work collaboratively to address the stated project need.: This project is designed to allow FVLC to accept housing referrals from other survivor serving providers, including providers serving domestic violence, sexual assault and human trafficking survivors; currently the volume of internal housing referrals exceeds our capacity. We are able to cover only a fraction of the need, but we work in close and frequent communication with other domestic violence and legal services agencies to coordinate our limited resources to provide the best possible legal assistance to domestic violence survivors most at risk. Our partner agencies are eager to refer clients to us and to increase the housing knowledge and capacity of their staff and the survivors they serve.

With this proposed project, FVLC and other survivor-serving partner agencies will bring their respective professional skills to provide gender-based violence survivors with holistic legal services. FVLC will provide legal services and partner agency staff will support legal clients, using leveraged funds, with whatever non-legal supportive services they need, including financial assistance as available to assist with housing-related needs. FVLC also will conduct outreach / preventative education presentations for each partner agency so both staff and partner agency clients can increase their knowledge of housing law. Most partner agencies either run housing programs like shelters or conduct support groups so will have regular groups of clients for FVLC to interact with.

B. Describe the extent to which the applicant has already developed the necessary partnerships or previously collaborated with partners or stakeholders to accomplish goals.: FVLC has been working in collaboration with other gender-based violence survivor providers for its entire 42-year history. As the only survivor-focused agency in Alameda County employing a team of lawyers, FVLC consistently receives referrals for legal services from other survivor providers. During the last two years, FVLC has been convening all Alameda County survivor providers under the policy advocacy arm of the A Roof of One's Own Project to address issues at the intersection of gender-based violence and homelessness. These collaborative meetings have increased their scope recently to include discussions related to increased need during the pandemic and collective actions on behalf of survivors.

6. Organizational Capacity



Describe the qualifications, experiences, and resources that the organization(s) will use to accomplish the proposal objectives.

Founded in 1978, FVLC helps diverse communities in Alameda County heal from domestic violence and sexual assault, advocating for justice and healthy relationships. We provide survivor-centered legal and crisis intervention services, offer prevention education for youth and other community members, and engage in policy work to create systemic change. FVLC is well-positioned to leverage its connection to gender-based survivor serving agencies in Alameda County so that low-income BIPOC survivors receive the information and assistance they need to remain stably housed. Domestic violence is a leading cause of homelessness for women and female-identified individuals, and so it is imperative that providers serving these populations have access to the information and assistance they need to address their housing issues. FVLC is the only gender-based violence provider in the county that staffs a team of attorneys, including two attorneys who specialize in housing law. Additionally, FVLC's policy team has convened a network of survivor providing agencies, including providers serving survivors of domestic violence, dating violence, sexual assault, and sexual exploitation, focused on using an intersectional race and gender equity lens to address the intersections of gender-based violence and housing. With additional funds, FVLC will provide legal information, education, and technical assistance to survivor provider agency staff, to the survivors they serve, and also will provide as much assistance to individual survivors referred by the network as capacity allows. FVLC also will serve as a conduit to the network of tenants' rights attorneys in Alameda County.

7. Project Structure

Describe the project structure including the staffing structure, supervision, if applicable, delegation of responsibility between organizations, use of volunteers, etc.



Gender-based survivors in Alameda County have been implementing a housing first approach to working with survivors and working together using an intersectional race and gender equity lens to impact local policies to improve access to housing for survivors. This collaborative is already organized and can benefit easily from FVLC's proposed project. FVLC will use this funding to augment our existing housing legal services to ensure that Alameda County's network of gender-based violence providers have the information and connection to services needed for survivors to remain stably housed. We propose to provide legal information, education, and technical assistance for agencies, and as much individual legal assistance as capacity allows, about tenants' rights and eviction defense. We also would like to serve as a gateway for gender-based violence agencies to connect with the robust network of tenants' rights legal services providers in our county. Some survivor providers have experience assisting their clients with restraining orders or declarations for immigration matters but few have any expertise in housing law. Similarly, many legal services organizations lack the expertise in gender-based survivors' unique needs. FVLC has expertise in both areas and therefore can enhance the ability of this particularly vulnerable population to protect tenants rights and prevent homelessness. FVLC is the only gender-based violence provider in the county that staffs a team of attorneys, including two attorneys who specialize in housing law. FVLC also is well-connected with other tenants' rights attorneys in Alameda County, a well-organized group that will help provide additional support for survivors.



A. How will the project ensure quality control?: Stephanie Penrod, Managing Attorney, manages the direct supervision of the legal department and has been practicing family law at FVLC for more than twelve years. Her supervision of A Roof of One's Own is supported by one of the department's senior staff attorneys, who supervises the housing attorneys. FVLC's procedures are modeled after the American Bar Association's Standards for Providers of Civil Legal Services to the Poor. Supervision of the legal staff is conducted as follows: 1) biweekly check-ins with staff attorneys; 2) annual written evaluations; 3) periodic court watch to observe FVLC attorneys in the courtroom; 4) regularly scheduled legal department meetings; and 5) an FVLC calendaring system (both electronic and paper) that assists the monitoring of each attorney's workload. In particular, during the yearly evaluation process, staff is asked to consider and give feedback on any additional training, support, structure and/or direction they feel they need and what specifically their supervisor(s) can do to support their performance and goals.

FVLC's senior staff attorneys schedule client appointments for the housing team. Permanent files are created for clients for whom paperwork has been ghost-written. Files include: legal intake, signed releases of information, signed grievance policy, contract for legal services, notes and correspondence, legal pleadings, and a file closing checklist. The Managing Attorney closes the file during the fiscal year of the last contact, reviewing for quality control and closing the file until she has determined that all requirements have been met.

8. Project Goals and Deliverables

List the project's key goals and deliverables. Quantify where possible.

FVLC anticipates that this project will provide at least 80 survivors annually with legal information, education, and individual legal assistance regarding their housing rights. All gender-based violence providers in Alameda County will become better educated regarding survivors' housing rights. Agency staff and survivors served by the agencies will be provided with legal information, education, and technical assistance regarding survivors' housing rights. We anticipate reaching at least 100 survivors, directly or indirectly. At least 12 of these survivors facing eviction will receive legal assistance.



A. Describe how the project's goals will be met.: These funds will pay for the balance of the housing attorney funded through the EAF Homelessness Prevention Formula Grant, bringing that position to full-time for three years, and will fund additional Senior Staff Attorney time to coordinate and oversee the project. In addition to serving individual survivors, the new staff will conduct quarterly outreach and preventative educational sessions with partner agency staff and clients with either separate sessions to all 10 partners or some combined sessions, depending on the audience and need.

B. What challenges do you anticipate encountering?: In addition to the challenges presented by the pandemic, the need for services may exceed the requested staffing.

C. How will the project ensure the target demographic is served?: As described, the survivors FVLC currently provides with legal services are predominantly BIPOC women of color, with the majority falling below the federal poverty line. FVLC currently receives family law referrals for legal services from survivor providers throughout Alameda County so we know that our statistics reflect the demographics of survivors seeking services in our community. This project expansion is designed to allow FVLC to accept housing referrals from other providers, as currently the volume of internal housing referrals FVLC exceeds our capacity. Our partner agencies are eager to refer clients to us and to increase the housing knowledge and capacity of their staff and the survivors they serve. FVLC's Managing Attorney screens all legal referrals and intakes to ensure eligibility for services in accordance with grant targets.

Proposed Activities			
Quarter	Responsible Partner	Activity	Deliverables
Year 1			
Q1	FVLC and partner agencies	Create protocols with partner agencies and establish referral protocols with each partner agency and outreach /presentation dates for Years 1-3.	Protocols and outreach /presentation dates for Years 1-3 will be established.



Q2	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Q3	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Q4	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Year 2			
Q1	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Q2	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Q3	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Q4	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Year 3			



Q1	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Q2	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Q3	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.
Q4	FVLC and partner agencies	FVLC and partner agencies will provide ongoing legal services, supportive non-legal services (using leveraged funds), and conduct outreach / education.	At least 20 new survivors will be reached through outreach and education and individual services will be provided for at least 4 of those survivors.

A. Resource Materials: We do not plan to develop resource materials because many relevant materials already are available, and easily adaptable for local needs, because of the work of other IOLTA-funded agencies like the National Housing Law Project and the Family Violence Appellate Project.

Identify resource materials to be developed and the individual(s) who will be responsible for preparing those materials. How will new materials differ from those materials already available, i.e. materials posted on LawHelpCA.org or Courts.ca.gov?



B. Outreach: As stated above, FVLC will conduct quarterly outreach via online platforms or in person, as allowed by county guidelines, for survivors served by all partner agencies, and for their staff so they are able to make appropriate referrals.

How will the target population be made aware of these services?

C. Language Access: FVLC works diligently to provide language access to all community members. Currently, FVLC's attorney services are offered in Spanish and English (and Korean), including in-court representation. In FY 20-21, FVLC's legal team served clients speaking: Spanish, Mam, Arabic, Mandarin, Cantonese, Khmer/Cambodian, Korean, Punjabi, Urdu, Tagalog, and Vietnamese, among others. Additionally, FVLC actively recruits Spanish-speaking law students to increase staff capacity to serve monolingual Spanish speakers. Client interpretation services are provided at no charge to clients who speak other languages whether they are seeking basic services and/or legal assistance. FVLC uses a language line to provide services to monolingual survivors in languages staff does not speak, and FVLC also has funds available to hire interpreters when the language line does not have the language needed. FVLC also has funds available to translate materials as needed. Providing monolingual clients with legal services in their native language helps to ensure that these survivors receive the protection orders they need and that they are not underserved by the justice system because of their language capacity.

Describe staff language capabilities and plans for developing materials in multiple languages. How will the project provide services to monolingual constituents in languages that staff does not speak?

10. Eligibility for Services

Update on September 27, 2021: OA&I has received clarification that HP III grants are to serve Californians who meet the definition of "indigent person" in Business & Professions Code section 6213(d).



**A. Will the project provide No
services to individuals
who are not indigent as
defined at Business &
Professions Code section
6213(d) or to
organizations not
providing benefits
primarily on behalf of
indigent individuals?:**

B. Identify all criteria and guidelines used to establish an individual's income information.: FVLC has a well-established legal screening process where relevant information is gathered by trained staff in order to assess eligibility for services. During legal screenings, staff obtains information about family size, financial background - including the source of income (i.e., financial dependence on abuser) and eligibility for CalWORKs, and domestic violence abuse history. This information is used to determine subject matter eligibility for appropriate assistance. After screening, the Managing Attorney assesses income eligibility for IOLTA and EAF and makes note of applicable grants prior to assigning the intake to an attorney for services. In addition, staff attorneys receive trainings every fiscal year on the funding sources of the various grants FVLC bills to for legal services. As part of that training, management explains what can and cannot be billed under each grant. Because FVLC screens for IOLTA and EAF eligibility, we are able to report qualifying and non-qualifying expenditures for applications for those funds.

C. Describe the extent to which the project proposes to provide services to non-indigent individuals and how it will ensure that HP III funds support services to only those who are statutorily indigent?:

11. Will the project focus on providing full-scope representation and/or litigation?



No

12. Evaluation

Describe how the organizations will acquire evaluation data that they can use to refine the project's strategies to increase its effectiveness in addressing homelessness.

FVLC evaluates our legal services by analyzing qualitative and quantitative data. Client data, including case outcomes, is entered in a database. To qualitatively assess our services, FVLC surveys former clients. Client surveys and database reports are monitored regularly to measure each client's advancement toward family safety and provide the opportunity to offer follow-up services as needed. FVLC completed our most recent survey in Spring 2021, and 86% of survey respondents indicated they were extremely or very satisfied with FVLC's services and had not experienced further abuse at the time they were surveyed. Clients reported the most helpful aspects of FVLC's programming were legal help, housing resources, and having an ally throughout the process, with one client noting, "Everything was good; the people I worked with were very helpful, kind, and had big hearts...I liked being able to call and have someone ready to answer." Other clients noted they appreciated FVLC's patience, diligence and professionalism, and that FVLC gave them peace of mind.

Until clients receive follow up survey calls, we assess their immediate satisfaction by determining whether they received the service they requested and obtained the outcome they sought. FVLC's Managing Attorney also quarterly reviews a random sample of closed cases to ensure that issues are properly identified and addressed and that service is promptly and effectively provided. We regularly analyze our service delivery model to ensure that it serves clients most effectively, and use outcome data to make strategic and informed decisions when developing budgets or managing program areas.

13. How will information about the project be shared with other legal aid organizations?



FVLC believes that our proposed model is replicable and so is excited to share information about our progress with other legal aid organizations. We can coordinate with the State Bar and LAAC to disseminate information through statewide meetings about these grant funds and also can host webinars for interested participants. Additionally, FVLC's policy team (funded through other sources) has convened a network of survivor providing agencies – including providers serving survivors of domestic violence, dating violence, sexual assault, and trafficking – focused on using an intersectional race and gender equity lens to address the intersections of gender-based violence and housing. With additional funds from the EAF Homelessness Prevention fund, FVLC will provide legal information, education and technical assistance to survivor provider agency staff and the survivors they serve, and also will provide as much assistance to individual survivors referred by the network as capacity allows. FVLC will also serve as a conduit to the network of tenants' rights attorneys in Alameda County. FVLC is well-positioned to leverage its connections to gender-based survivor-serving agencies in Alameda County so that low-income BIPOC survivors receive the information and assistance they need to remain stably housed.

14. How does the proposed project fit within current organizational programming?

As stated above, FVLC is ready to expand our housing services to accommodate partner agency referrals. Our uniquely trauma-informed approach, combining legal services, case management, and abundant client assistance funds, should be expanded so that agencies working with survivors throughout Alameda County can improve survivors' ability to avoid homelessness.

FORM C - PROJECT BUDGET

I. Grant Budget by Year (Three Years)

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

Total Grant Request

Personnel

	Year 1	Year 2	Year 3	Total
1. Attorneys	\$40,782	\$43,247	\$45,810	\$129,839
2. Paralegals	\$0	\$0	\$0	\$0



3. Other Staff	\$1,688	\$1,739	\$1,791	\$5,218
SUBTOTAL	\$42,470	\$44,986	\$47,601	\$135,057
4. Employee Benefits	\$8,418	\$8,916	\$9,435	\$26,769
TOTAL PERSONNEL	\$50,888	\$53,902	\$57,036	\$161,826

Non-Personnel

	Year 1	Year 2	Year 3	Total
5. Space	\$0	\$0	\$0	\$0
6. Equipment Rental and Maintenance	\$0	\$0	\$0	\$0
7. Office Supplies	\$0	\$0	\$0	\$0
8. Printing and Postage	\$0	\$0	\$0	\$0
9. Telecommunications	\$0	\$0	\$0	\$0
10. Technology	\$2,309	\$809	\$809	\$3,927
11. Program Travel	\$500	\$500	\$500	\$1,500
12. Training	\$0	\$0	\$0	\$0
13. Library	\$565	\$565	\$565	\$1,695
14. Insurance	\$0	\$0	\$0	\$0
15. Litigation	\$0	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$0	\$0	\$0
18. Evaluation	\$0	\$0	\$0	\$0
19. Other	\$0	\$0	\$0	\$0
TOTAL NON-PERSONNEL	\$3,374	\$1,874	\$1,874	\$7,122
Administrative				
20. Personnel	\$0	\$0	\$0	\$0
21. Non-Personnel	\$0	\$0	\$0	\$0
TOTAL ADMINISTRATIVE	\$0	\$0	\$0	\$0
22. Total Sub-Grants	\$30,000	\$30,000	\$30,000	\$90,000
GRAND TOTAL	\$84,262	\$85,776	\$88,910	\$258,948

1. Lawyers



	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
	0.58	0.58	0.58	1.74
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Lawyers	0.58	0.58	0.58	1.74

2. Paralegals

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Paralegals	0.00	0.00	0.00	0.00

3. Other Staff

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
	0.02	0.02	0.02	0.06
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Other Staff	0.02	0.02	0.02	0.06
TOTAL PERSONNEL(in FTEs)	0.60	0.60	0.60	1.80

% Personnel: 97.25%

% Non-Personnel: 2.75%

If the proposed budget allocates less than 75 percent to personnel, explain why it deviates from the recommended percentages.

N/A

% Program: 100.00%

% Admin: 0.00%

If the proposed budget allocates less than 75 percent to program, explain why it deviates from the recommended percentages.



N/A

II. Partner Sub-Grants (Three Years)

Sub-Grants

Partner Organization	Year 1	Year 2	Year 3	Total	Describe Proposed Expenses
Bay Area Women Against Rape	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions
Ruby's Place	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions
Building Futures	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions
MISSEY	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions
Daytime Women's Drop-In Center	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions
Love Never Fails	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions
Mujeres Unidas y Activas	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions



Safe Alternatives to Violent Environments	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions
Shalom Bayit	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions
Tri Valley Haven	3000	3000	3000	9000	Partner staff time to participate in and coordinate education and outreach sessions
Total:	30000	30000	30000	90000	

III. Total Project Budget (Three Years)

Project Budget

Personnel

	Non-Grant Monies	Grant Monies	Total
1. Attorneys	\$275,252	\$129,839	\$405,091
2. Paralegals	\$0	\$0	\$0
3. Other Staff	\$5,218	\$5,218	\$10,436
SUBTOTAL	\$280,470	\$135,057	\$140,275
4. Employee Benefits	\$55,589	\$26,769	\$82,358
TOTAL PERSONNEL	\$336,059	\$161,826	\$497,885

Non-Personnel

	Non-Grant Monies	Grant Monies	Total
5. Space	\$0	\$0	\$0
6. Equipment Rental and Maintenance	\$0	\$0	\$0
7. Office Supplies	\$0	\$0	\$0
8. Printing and Postage	\$0	\$0	\$0



9. Telecommunications	\$0	\$0	\$0
10. Technology	\$2,427	\$3927	\$6,354
11. Program Travel	\$750	\$1500	\$2,250
12. Training	\$0	\$0	\$0
13. Library	\$1,695	\$1695	\$3,390
14. Insurance	\$0	\$0	\$0
15. Litigation	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$0	\$0
18. Evaluation	\$0	\$0	\$0
19. Other	\$0	\$0	\$0
TOTAL NON-PERSONNEL	\$4,872	\$7122	\$11,994
Administrative			
20. Personnel	\$0	\$0	\$0
21. Non-Personnel	\$0	\$0	\$0
TOTAL ADMINISTRATIVE	\$0	\$0	\$0
22. Total Sub-Grants	\$0	\$90000	\$0
GRAND TOTAL	\$340,931	\$258948	\$599,879

1. Lawyers

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
	5.01	1.74	6.75
	0.00	0	0.00
	0.00	0	0.00
Total Lawyers	5.01	1.74	6.75

2. Paralegals

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
	0.00	0	0.00
	0.00	0	0.00
Total Paralegals	0.00	0	0.00

3. Other Staff

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
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	0.06	0.06	0.12
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
Total Other Staff	0.06	0.06	0.12
TOTAL PERSONNEL(in FTEs)	5.07		6.87

FORM D - BUDGET NARRATIVE

Provide an explanation for each line item in the project budget, including the basis for allocations. While the Project Budget form does not include the value of in-kind support, please include any significant in-kind support, such as the use of court facilities or equipment, in the budget narrative. Any program expenses entered under Contract Service to Clients (row 17) or Other Non-Personnel (row 19), or for administrative or overhead costs (rows 20 and 21), must be itemized and explained.

Personnel

Account Title	Grant Monies	Narrative
1. Attorneys	\$40782	\$40,7782 is requested to cover the following: 0.25 FTE Senior Staff Attorney to oversee the project, supervise staff and provide legal services and outreach/education, and 0.33 FTE Staff Attorney to provide legal services and outreach/education.
2. Paralegals	\$0	
3. Other Staff	\$1688	\$1,688 is requested to cover the cost of Grants and Contract Management performed by the Finance Director at 0.02 FTE.
SUBTOTAL	\$42470	



4. Employee Benefits	\$8418	\$8,418 is requested to cover employee benefits for these positions at 19.82%. These costs include FICA, Medicare, Workers' Compensation, Unemployment Insurance, as well as Medical, Dental and Vision Insurance and other payroll costs.
TOTAL PERSONNEL	\$50888	

Non-Personnel

Account Title	Grant Monies	Narrative
5. Space	\$0	
6. Equipment Rental and Maintenance	\$0	
7. Office Supplies	\$0	
8. Printing and Postage	\$0	
9. Telecommunications	\$0	
10. Technology	\$2309	\$2,309 is requested to purchase a laptop (\$1,000) and a portable printer (\$500) for the Staff Attorney, and \$809 to cover internet, technology maintenance and software to maintain the systems associated with the project.
11. Program Travel	\$500	\$500 is requested to cover mileage reimbursement for travel to conduct education and outreach.
12. Training	\$0	
13. Library	\$565	\$565 is requested to cover books, subscriptions and reference materials associated with the project.
14. Insurance	\$0	
15. Litigation	\$0	
16. Capital Additions	\$0	
17. Contract Service to Clients	\$0	
18. Evaluation	\$0	
19. Other	\$0	
TOTAL NON-PERSONNEL	\$3374	
Administrative		
20. Personnel	\$0	
21. Non-Personnel	\$0	



TOTAL ADMINISTRATIVE	\$0	
22. Total Sub-Grants	\$30000	\$30,000 is requested to be allocated as \$3,000 per partner agency subgrantees to support partners' participation in and coordination of education and outreach sessions.
GRAND TOTAL	\$84262	

Form E - Project Assurances

Download the Assurances document and upload a signed copy below.

Upload PDF Version of
Signed Assurances
Document:

FVLC_2021_HP_RFP_Project_Assurances.pdf
992.3 KB - 10/19/2021 4:04PM

Total Files: 1

Supporting Documents (Optional)

When naming optional supporting documents, please include the Organization's acronym (or short name) and a one - to - five word file description (note: any type of file may be uploaded).



Grant Year: 2022

Due Date: October 22, 2021 at 5:00pm PST

Prepared by: Ms. Deirdre O'Shea

Email: doshea@ilrc.org

Contact Phone: 415-321-8567

Funding Opportunity: HP RFP

Project Title: Creating Economic Stability for Immigrant Survivors of Domestic Violence in the San Joaquin Valley

Program Name: Immigrant Legal Resource Center

Applicant Title: Foundations Relations Manager

Address: 1458 Howard Street

City: San Francisco

I verify the information in the Organization Profile is accurate and up to date.

I verify that I have read, and am familiar with, the RFP for the Homelessness Prevention III Competitive Grant.

FORM A - PROJECT PROFILE

1. Lead Project Contact: Veronica Garcia

Job Title: Staff Attorney

Email: vgarcia@ilrc.org

Telephone: 415-321-8550

County(ies) Served by
this Project

Fresno

Madera

Merced

San Joaquin

Stanislaus

Tulare



3. DUNS Number

This grant is supported by federal dollars. Therefore, each grantee will need to provide a Data Universal Number System (DUNS) number. Please enter your federal DUNS number below. Note your DUNS number must be in this format: ##-###-####.

To learn more about DUNS numbers, please visit grants.gov, [here](#). To request a free DUNS number—for organizations that do not have one already—please visit [here](#).

62-723-6557

5. Grant Period

Three Years

Organization	Type	Contact Name	Job Title	Email	Telephone	State Bar Funded	Sub-Grant Recipient
Women's Center Youth & Family Services	501(c)(3)	Connie Cueva	Crisis Intervention Program Manager	cramirez@wcys.org	209-467-2318	No	Yes
California Rural Legal Assistance Foundation	501(c)(3)	Bianca Dueñas	Project Director; Immigration Attorney	bmduenas@crlaf.org	916-612-7276	Yes	Yes
Centro La Familia Advocacy Services	501(c)(3)	Mario A. Gonzalez, JD	Mario A. Gonzalez, JD	mgonzalez@centrolafamilia.org	559-470-3720	No	Yes
TBD	501(c)(3)	TBD	TBD	TBD	TBD	No	Yes

6. Annual Amount Requested

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

\$158,451

**A. Total Grant Amount \$475,353
Requested (three year
auto-calculated):**

7. Is the project currently operating under other funding sources including other State Bar funding?



No

8. Does your organization currently serve rural and/or underserved communities?

For the purposes of this grant “rural” is defined as areas that meet the definition of “rural” or “frontier” that the medical community uses to analyze the availability of medical services. This classification scheme is known as Medical Service Study Areas (MSSAs). Rural MSSAs have 50,000 or fewer residents and population densities below 250 people per square mile, while “frontier” MSSAs are defined by population densities of fewer than 11 people per square mile.

Click on map to help identify rural areas in narrative response below.

Yes

A. If yes, explain how you serve rural and/or underserved populations. The ILRC is a national support center and capacity building organization, which works deeply across the state of California. We have staff placed in the San Joaquin Valley and collaborate with local services providers in both rural and urban areas there. The ILRC has decades of past work in rural parts of the state and current relationships with the immigrant populations we seek to serve with this work as well as the local legal and social services providers we seek to partner with.

List any rural areas.:

9. Project Abstract

Provide a brief description of the core aspects of the proposed project. This abstract will be included in summaries provided to the Legal Services Trust Fund Commission, Judicial Council of California, legislature, and others.



This project will fortify the economic stability of immigrant survivors of domestic violence in the rural region of the San Joaquin Valley by facilitating their access to lawful immigration status, employment authorization, and public benefits. The project will establish key partnerships between domestic violence shelters and immigration legal service providers in two regions of the San Joaquin Valley. The capacity of domestic violence advocates to respond to and serve immigrant survivors of domestic violence will be strengthened through training and direct collaboration with immigration legal service providers. Domestic violence service providers will receive training on relevant immigration law topics that will enhance their case management assistance. In turn, they will host immigration legal clinics at their organizations where local immigration legal service providers will provide legal support to their immigrant clients. These partnerships will ensure that immigrant survivors of domestic violence receive high quality legal consultations, know your rights presentations, and legal assistance with their immigration processes. For vulnerable immigrant survivors of domestic violence, especially those living in rural and isolated areas, having the ability to apply for and obtain an immigration benefit can be a lifeline to work authorization and eligibility for public benefits. Such status and documentation will open the door to access critical benefits, including housing assistance, and to more stable employment. By ensuring this vulnerable immigrant population in rural California receives needed immigration legal support, the safety and economic stability of immigrant survivors is greatly strengthened, including housing security.

Form B - Project Description

1. Statement of Need

Describe the need that the project seeks to address and that satisfies the statutory parameters in the above "note".



The emotional, physical, and economic impact of intimate partner violence can devastate victims and their families. 34.9% of California women and 31.1% of California men experience intimate partner violence or stalking in their lifetimes. The prevalence of domestic violence in immigrant and mixed status families is not clearly higher, yet immigration status can significantly affect a victim's likelihood of seeking protection, services, and ultimately escaping the abuse. Federal immigration law provides certain forms of humanitarian relief for immigrant survivors, such as VAWA and U visas. Securing these forms of relief has helped thousands of immigrant survivors obtain lawful immigration status and with it, the right to work and receive public benefits. In California, even having such an application pending means access to critical public benefits like housing and health care while applicants wait for their petitions to be adjudicated. However, these legal options are not always understood or accessed due to a lack of trustworthy information and fear of being identified as undocumented. Access is further undercut by weak connections and referrals systems between domestic violence and immigration legal service providers.

Strengthening the network and partnership of domestic violence and immigration legal service providers in the underserved and rural San Joaquin Valley ensures that immigrant survivors are able to access these critical legal protections. Bringing legal services to domestic violence shelters can ensure that immigrant survivors are directly connected to these services in a location they already trust and where they can receive an array of psycho-social support services.

https://assets.speakcdn.com/assets/2497/ncadv_california_fact_sheet_2020.pdf.

2. Target Population

Describe demographics of the target populations, the geographic area to be served by the project, and why the target population is in particular need of the services to be provided.



This project will target undocumented immigrant survivors of domestic violence as well as those with only temporary immigration status (such as DACA, a temporary visa, etc.). The San Joaquin Valley is a large expanse of rural communities encompassing 8 counties with a dense immigrant population. The region has an estimated population of about 4.2 million, of which about 900,000 are foreign born. Around 71% of the undocumented immigrant population in the region lives below 200% of the poverty level. Additionally, 47% of this population suffers from linguistic isolation. Lack of lawful status, language barriers, and the expansive region make it harder for immigrant survivors to access services in the region. Given the concentration of immigrant community members in the region, immigrant survivors require targeted services, including services in an accessible language, in a location where the immigrant is comfortable, and includes access to immigration legal services. The distance between rural immigrant populations and service providers in the region can pose a barrier to services, especially for immigrant survivors and those fearful of seeking services. This makes it all the more important that services be coordinated and co-located as much as possible in order to address the multiple needs of immigrant survivors in a single, trustworthy location and avoid creating additional obstacles to support services.

https://cviic.org/wp-content/uploads/2019/01/SJVCRP_Survey_Findings_Report_011819-small.pdf.

3. Will this project focus on addressing homelessness in rural communities?

Yes

A. If yes, identify the rural communities.: The ILRC and partners will work with domestic violence services providers for immigrants in rural communities of the San Joaquin Valley, primarily the surrounding areas of Fresno and Stockton, and rural areas in Madera, Merced, Stanislaus, and Tulare Counties.

4. Will this project focus on addressing homelessness in particularly underserved communities?

Yes

A. If yes, identify the underserved communities and explain how they face even higher barriers to accessing civil justice than does the low-income community generally.: Undocumented immigrant survivors of domestic violence face higher barriers to housing security and economic security due to their lack of immigration status. Oftentimes immigrant survivors are unsure what services they can access due to status and fear of sharing immigration status with public officials. Many immigrants fear accessing services they qualify for because they do not know how accessing services might affect their future immigration options.



5. Collaboration

Will the project involve collaboration with other organizations?

Yes

A. Describe how the applicant and partner organizations will work collaboratively to address the stated project need.: The ILRC will work with legal services providers and domestic violence shelters to identify immigrant survivors in need of legal services; provide support at legal clinics; and ensure immigrant survivors are partners with agencies to meet their needs both legally and social services. Partner organizations will meet regularly to evaluate service provided, discuss emerging needs, and share successful strategies.

Each agency will focus on one aspect of the project so that all partner can build on the expertise of the whole collaborative.

B. Describe the extent to which the applicant has already developed the necessary partnerships or previously collaborated with partners or stakeholders to accomplish goals.: The ILRC has collaborated deeply with the identified partners through previous work at the intersection of domestic violence, immigrants, and available services outside to holistically meet the needs of survivors, one of those being housing severity. Collaborative work among these partners has demonstrated improved outcomes for immigrants. We have over five years' experience working in collaborative with the named partners. With multiple options available in the southern San Joaquin Valley, we are determining at this time which of the available shelters is best equipped to serve rural communities.

6. Organizational Capacity

Describe the qualifications, experiences, and resources that the organization(s) will use to accomplish the proposal objectives.



The ILRC has been a national leader in working at the intersection of domestic violence and immigrant rights with the aim that legal status, or lack thereof, is not used as a tool of control by an abuser and that immigrant survivors access the legal options available to them to ensure their safety, empowerment, and self-sufficiency. In addition to subject matter expertise, the ILRC has staff based in the San Joaquin Valley that work to increase the local legal service capacity in this underserved region. For several years, the ILRC has convened domestic violence-immigration working groups in the region to facilitate a dialogue across these sectors. While these convenings have created more opportunities for exchange and collaboration, more concrete strategies to address the needs of immigrant survivors is needed. The project will further strengthen partnerships across agencies and directly serve immigrant survivors.

The agencies that will provide immigration legal services as for this project are the two agencies with the greatest expertise in providing legal support in humanitarian cases in the San Joaquin Valley, Centro la Familia (greater Fresno area) and California Rural Legal Assistance Foundation (greater Stockton area). These agencies bring expertise and experience in the form of legal protection sought by many immigrant survivors and can be a tremendous resource to their local domestic violence agency. By formalizing this collaboration with the local domestic violence agencies, immigrant survivors will have on-going access to high quality legal services.

7. Project Structure

Describe the project structure including the staffing structure, supervision, if applicable, delegation of responsibility between organizations, use of volunteers, etc.



The project will be comprised of two sites: a Stockton area clinic and the Fresno area clinic. Each clinic site will operate four quarterly immigration legal clinics at the domestic violence agency. The clinic will serve the individuals who have been identified by the domestic violence agency as needing immigration legal services. At the legal clinics, immigrant survivors will meet individually with a legal expert for an immigration consultation. Eligible clients will be placed on a list to receive full representation in preparing and submitting their immigration petitions. In addition to the legal clinics, individuals will have access to community presentations on services available to them from agencies in the region, including access to public benefits and housing assistance. In addition, the ILRC will provide the legal service providers with access to legal resource materials as well as provide technical assistance on cases taken from the legal clinics.

Additionally, ILRC will offer trainings to the staff of the domestic violence agencies on immigration legal options for immigrant survivors. These trainings will help domestic violence advocates better identify clients who may need immigration legal services and support them during the application process. The trainings will provide an overview of the relevant immigration protections and how the domestic violence agency can help with screening for eligibility. It will outline the requirements and benefits of different forms of relief and how advocates can support clients during the immigration process, by providing letters of support or securing important documentation on their behalf.

A. How will the project ensure quality control?: Quality will be ensured in this project by providing adequate training, relying on expert legal resources, and providing opportunities for on-going support and technical assistance. The legal information and services provided through the project will be thoroughly reviewed by experienced attorneys throughout the entire process. The ILRC will train and provide legal resources directly to the domestic violence agencies and legal service providers. These legal materials have been created by and reviewed by experienced ILRC attorneys, nationally recognized experts on immigration benefits to immigrant survivors of domestic violence and other serious crimes. In addition to this, any material used by partner agencies during community presentations, like PowerPoints or community materials, will first be reviewed by ILRC staff to ensure the legal accuracy of the information. For each of the legal clinics, an ILRC staff attorney will be present to answer any technical questions that come up from clients or other legal advocates. Furthermore, legal advocates will have access to ILRCs Attorney Of the Day program on an on-going basis to help with any lingering questions or issues that come up during the follow up with or representation of the clinic clients. The legal service providers identified to work on this project are already recognized as experienced practitioners in this area of the law. Finally, all project partners will convene regularly to discuss on-going training needs, identify best practices, and address any technical issues.



8. Project Goals and Deliverables

List the project's key goals and deliverables. Quantify where possible.

With this project, the ILRC will facilitate access to legal services for immigrant survivors by:

- Raising awareness of domestic violence agency advocates about the immigration options for immigrant survivors so they are better able to identify and support immigrant survivors in their immigration process.
- Increasing the knowledge and information available to immigrant survivors so they can better understand their legal options, receive high-quality legal services, and navigate their cases.
- Connecting immigrant domestic violence survivors with a legal organization that can help them submit their immigration petitions and access to lawful work authorization.
- Formalizing partnerships between the domestic violence agencies and the immigration legal service agencies to better serve immigrant clients and reduce attrition in referrals.

The ILRC will be able to complete these goals by:

- Offering quarterly legal clinics at each site for immigrant survivors of domestic violence.
- Providing trainings to the domestic violence agency staff to help them identify, assist, and refer their immigrant clients to ensure they can access services.
- Strengthening the referral system for immigrant survivors through the creation of partnerships and supporting legal service providers with legal resource materials and case-specific technical assistance.

A. Describe how the project's goals will be met.: The projects' goal will be met through the partnerships between the ILRC, the immigrant service provider, and the domestic violence agency. The ILRC will convene the partners in each site in the first months of the project in order to clarify roles, goals, activities, and timeline. The ILRC will ensure that the partners have all the materials and training needed to fully serve the client in accessing the immigration system and submitting their immigration petitions. ILRC will host two trainings in year 1 and one training in years 2 and 3 as well as access to webinars and legal resource materials. Quarterly clinics will be scheduled at each site. The domestic violence agency will ensure that the client is connected with the legal clinics and has access to the community presentations and other relevant agency services. The immigration service provider will ensure that the client receives high quality immigration support, a full orientation about their legal options, and direct assistance with their case. ILRC staff will support at the legal clinics as well as be available for case-specific technical assistance.



B. What challenges do you anticipate encountering?: Providing services to immigrant survivors presents several challenges. While offering services directly at the domestic violence agency will ensure access to immigrant survivors, the ongoing pandemic can create barriers. As was noted by several agencies surveyed by the ILRC during the pandemic, servicing immigrant survivors became increasingly difficult when services have to be offered remotely. Remote services became difficult because it was hard to build trust when clients could not meet in person. Serving this population is dependent on creating a trusting relationship. This was increasingly difficult since a lot of these individuals do not have access to the technology necessary to access remote services.

Another challenge that can be encountered with this project is the limited capacity of agencies that are already overwhelmed with a demand for services. The limited capacity can potentially slow down the process of helping individuals obtain needed services. This can be partially addressed with the subgrants to partners. This subgranting can allow for select staff at these agencies to dedicate set time to this project and will allow domestic violence service providers to incorporate immigration information into their work. By supporting clients with their immigration process, this assistance will ultimately facilitate the provision of legal services and relieve some strain on legal service providers.

C. How will the project ensure the target demographic is served?: This project will ensure the target population is served through the formalization of a partnership between the domestic violence agency and immigrant legal service provider. The target population of immigrant survivors will access services from the domestic violence agencies. This will put them in contact with the domestic violence agency who will be trained on how to screen individuals and direct them to the legal clinics, where they will receive an individual and in-depth legal consultation, as well as community presentation. Individuals who are identified as eligible for an immigration legal option will then be connected with a legal service provider who can take their case at no cost.

Proposed Activities

Quarter	Responsible Partner	Activity	Deliverables
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Year 1



Q1	ILRC; DV Agency/Immigration Agency	Complete MOUs with four partners and confirm work plan. Convene project partners in each region to discuss planning of clinics and trainings. Legal Clinic/Community Presentation. Immigration Options Training.	Confirm project partners and activities. Set dates for trainings and clinics and establish mechanisms to identify clients for consultations. Identifying immigration relief for immigrant survivors. Training DV agency advocates.
Q2	ILRC/DV Agency/Immigration Agency	Legal Clinic; Immigration Training	Identifying immigration relief for immigration survivors. Training DV agency advocates.
Q3	ILRC/DV Agency/Immigration Agency	Legal; Clinic/Community Presentation	Identifying immigration relief for immigrant survivors.
Q4	ILRC/DV Agency/Immigration Agency	Legal Clinic; Project Partner Convening	Identifying immigration relief for immigrant survivors. Reflect on work and refine activities.
Year 2			
Q1	ILRC/DV Agency/Immigration Agency	Legal Clinic/Community Presentation	Identifying immigration relief for immigrant survivors.
Q2	ILRC/DV Agency/Immigration Agency	Immigration Training; Legal Clinic	Train DV agency advocates; Identifying immigration relief for immigrant survivors.
Q3	ILRC/DV Agency/Immigration Agency	Legal Clinic/Community Presentation	Identifying immigration relief for immigrant survivors.



Q4	ILRC/DV Agency/Immigration Agency	Project Partner Convening Brief report of project learnings and best practices.	Summary and Reflections on Structure of Support; Project summary for field
Year 3			
Q1	ILRC/DV Agency/Immigration Agency	Legal Clinic	Identifying immigration relief for immigrant survivors.
Q2	ILRC/DV Agency/Immigration Agency	Immigration Training; Legal Clinic	Train DV agency advocates; Identifying immigration relief for immigrant survivors.
Q3	ILRC/DV Agency/Immigration Agency	Legal Clinic	Identifying immigration relief for immigrant survivors.
Q4	ILRC/DV Agency/Immigration Agency	Legal Clinic; Project Partner Convening (final); Final report of project learnings and best practices.	Identifying immigration relief for immigrant survivors. Identify best practices, projects successes, and on-going needs. Report for field on project findings and learnings.



A. Resource Materials: The ILRC will be responsible for creating the materials used at trainings. This will include the PowerPoint presentations, sample materials for U/T visa and VAWA filings, information on who can access benefits, and screening tips for eligibility of immigrant survivors of domestic violence. In addition to this, the ILRC will give access to the domestic violence agency and the immigration service provider to two ILRC webinars on immigration options for immigrant survivors, two relevant manuals, as well as other resources and publications identified as needed for project success.

Identify resource materials to be developed and the individual(s) who will be responsible for preparing those materials. How will new materials differ from those materials already available, i.e. materials posted on LawHelpCA.org or Courts.ca.gov?

The immigration service provider and the domestic violence agencies will help develop a community presentation. The presentations will focus on access to benefits like housing assistance, safety planning and their rights when leaving a domestic violence situation, mental health and well-being, and how to access family law help. ILRC will share bilingual (Spanish-English and other languages as available) resource materials on immigration law topics with the partners so they can be provided to clients as needed and appropriate.

B. Outreach: The target population will be made aware of these services by the domestic violence agency. When immigrant survivors are referred to the domestic violence agency, they will have the opportunity to be screened and referred to the legal clinics and community presentations. Those identified as immigrant survivors will have access to the project and will be helped in submitting their immigration petitions. Immigration legal service providers can also refer immigrant survivors they have contact with to the domestic violence agency for support services. ILRC staff will be available to support in any outreach efforts by any of the partners, but the project will primarily serve the clients of the domestic violence agencies.

How will the target population be made aware of these services?

C. Language Access: All ILRC staff engaged in this work are Spanish speakers; partner organizations have Spanish speaking staff as well. Services, community presentations, and community material will be provided in the primary language of the client. For languages other than English and Spanish, the ILRC works with translators and community reviewers for translating materials.

Describe staff language capabilities and plans for developing materials in multiple languages. How will the project provide services to monolingual constituents in languages that staff does not speak?



10. Eligibility for Services

Update on September 27, 2021: OA&I has received clarification that HP III grants are to serve Californians who meet the definition of “indigent person” in Business & Professions Code section 6213(d).

**A. Will the project provide No
services to individuals
who are not indigent as
defined at Business &
Professions Code section
6213(d) or to
organizations not
providing benefits
primarily on behalf of
indigent individuals?:**

B. Identify all criteria and guidelines used to establish an individual's income information.: The project will focus on serving individuals who fall below the federal poverty guidelines and the state of California poverty guidelines. The individual's income information will be collected at intake during initial consultations. In addition to this, the project will use the partner agencies' service income guidelines to serve people.

C. Describe the extent to which the project proposes to provide services to non-indigent individuals and how it will ensure that HP III funds support services to only those who are statutorily indigent?:

11. Will the project focus on providing full-scope representation and/or litigation?

No

12. Evaluation



Describe how the organizations will acquire evaluation data that they can use to refine the project's strategies to increase its effectiveness in addressing homelessness.

The project will be evaluated by collecting information from participants to measure effectiveness. The project will capture and track information from participant of the legal clinics. Through the creation of a master list of clinic participants, both the domestic violence agency and the immigrant legal service provider will help track who received services and what type of services were received as well as relevant outcomes. The legal service provider will track the legal services offered and case outcomes, i.e. what immigration option was available, if they applied and when, and if they obtained work authorization, and any other immigration benefits. The domestic violence agency will be responsible for tracking social services each clinic participant was able to access. Primarily the agency will track if the client was able to access housing services, employment assistance, and health care. Each agency will provide this information to ILRC. This master list will used at the end of the year convening with the partners to evaluate the process and progress participants have had since the time of initial consultation. At the partner convening, the partners will review the findings to adjust and improve practices for the following year. At the end of year two, the project will also survey clients with the assistance of the domestic violence agency to learn from the clients about their experience and identify what was helpful and what could be enhanced to assist a client in pursuing economic stability and stable housing.

13. How will information about the project be shared with other legal aid organizations?

A summary of the work in the form of a brief report will be created and released at the end of year two and again at the end of year three which identifies the primary learnings. The report will share the successes and challenges of the clinic structure and the strategic partnerships formed. The report will analyze whether the structure used increased the access to full services, like housing resources, medical benefits, and created economic stability for immigrant survivors and their families. This report will be made available to the partner agencies, shared out over relevant immigration and domestic violence listservs, and populated on the organization's websites.

14. How does the proposed project fit within current organizational programming?



The ILRC is a support center to and leader within the immigration legal services field with more than 40 years of experience. We are a trusted organization when it comes to legal training, analysis, and materials. Within this work, the ILRC has focused and led work in the area of immigration options for immigration survivors of domestic violence. For the past five years, the ILRC has supported local VAWA and domestic violence related roundtables in the San Joaquin Valley. These roundtables created a space for domestic violence service providers and immigration legal service providers to collaborate and strategize on how to serve this vulnerable population. The roundtables led to the organization of several community events and activities coordinated by participating agencies. These convenings have highlighted the importance of these types of partnerships when serving immigrant survivors of domestic violence and maximizing scarce resources. This project will be an ideal complement to those convenings and conversations by providing a concrete service to immigrant survivors by harnessing the expertise of local domestic violence advocates and legal service providers and establishing a foundation for long-term collaboration.

FORM C - PROJECT BUDGET

I. Grant Budget by Year (Three Years)

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

Total Grant Request

Personnel

	Year 1	Year 2	Year 3	Total
1. Attorneys	\$26,206	\$27,254	\$28,344	\$81,804
2. Paralegals	\$0	\$0	\$0	\$0
3. Other Staff	\$2,128	\$2,213	\$2,302	\$6,643
SUBTOTAL	\$28,334	\$29,467	\$30,646	\$88,447
4. Employee Benefits	\$7,367	\$7,661	\$7,968	\$22,996
TOTAL PERSONNEL	\$35,701	\$37,128	\$38,614	\$111,443

Non-Personnel

	Year 1	Year 2	Year 3	Total
--	--------	--------	--------	-------



5. Space	\$21,927	\$22,476	\$23,037	\$67,440
6. Equipment Rental and Maintenance	\$683	\$700	\$718	\$2,101
7. Office Supplies	\$1,438	\$1,474	\$1,511	\$4,423
8. Printing and Postage	\$2,528	\$2,592	\$2,656	\$7,776
9. Telecommunications	\$951	\$975	\$999	\$2,925
10. Technology	\$3,926	\$4,024	\$4,125	\$12,075
11. Program Travel	\$1,650	\$1,650	\$1,650	\$4,950
12. Training	\$327	\$335	\$343	\$1,005
13. Library	\$443	\$454	\$466	\$1,363
14. Insurance	\$995	\$1,019	\$1,045	\$3,059
15. Litigation	\$0	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$0	\$0	\$0
18. Evaluation	\$0	\$0	\$0	\$0
19. Other	\$5,461	\$5,597	\$5,737	\$16,795
TOTAL NON-PERSONNEL	\$40,329	\$41,296	\$42,287	\$123,912
Administrative				
20. Personnel	\$0	\$0	\$0	\$0
21. Non-Personnel	\$0	\$0	\$0	\$0
TOTAL ADMINISTRATIVE	\$0	\$0	\$0	\$0
22. Total Sub-Grants	\$80,000	\$80,000	\$80,000	\$240,000
GRAND TOTAL	\$156,030	\$158,424	\$160,901	\$475,355

1. Lawyers

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
Veronica Garcia	0.20	0.20	0.20	0.60
Allison Davenport	0.05	0.05	0.05	0.15
	0.00	0.00	0.00	0.00
Total Lawyers	0.25	0.25	0.25	0.75

2. Paralegals



	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Paralegals	0.00	0.00	0.00	0.00

3. Other Staff

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
Magaly Garcia-Kummert	0.03	0.03	0.03	0.09
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Other Staff	0.03	0.03	0.03	0.09
TOTAL PERSONNEL(in FTEs)	0.28	0.28	0.28	0.84

% Personnel: 73.93%

% Non-Personnel: 26.07%

If the proposed budget allocates less than 75 percent to personnel, explain why it deviates from the recommended percentages.

Shared cost allocation for this project is calculated at 26%, based on the proposed budget and the ILRC agency budget for 2021.

% Program: 100.00%

% Admin: 0.00%

If the proposed budget allocates less than 75 percent to program, explain why it deviates from the recommended percentages.

N/A

II. Partner Sub-Grants (Three Years)



Sub-Grants

Partner Organization	Year 1	Year 2	Year 3	Total	Describe Proposed Expenses
California Rural Legal Assistance Foundation	20000	20000	20000	60000	Salary, benefits, direct costs associated with programs (travel), indirect/shared cost allocation.
Centro La Familia Advocacy Services	20000	20000	20000	60000	Salary, benefits, direct costs associated with programs (travel), indirect/shared cost allocation.
Women's Center Youth & Family Services	20000	20000	20000	60000	Salary, benefits, direct costs associated with programs (travel), indirect/shared cost allocation.
TBD	20000	20000	20000	60000	Salary, benefits, direct costs associated with programs (travel), indirect/shared cost allocation.
Total:	80000	80000	80000	240000	

III. Total Project Budget (Three Years)

Project Budget

Personnel

	Non-Grant Monies	Grant Monies	Total
1. Attorneys	\$0	\$81804	\$81,804
2. Paralegals	\$0	\$0	\$0
3. Other Staff	\$0	\$6643	\$6,643
SUBTOTAL	\$0	\$88447	\$88,447



4. Employee Benefits	\$0	\$22996	\$22,996
TOTAL PERSONNEL	\$0	\$111443	\$111,443

Non-Personnel

	Non-Grant Monies	Grant Monies	Total
5. Space	\$0	\$67440	\$67,440
6. Equipment Rental and Maintenance	\$0	\$2101	\$2,101
7. Office Supplies	\$0	\$4423	\$4,423
8. Printing and Postage	\$0	\$7776	\$7,776
9. Telecommunications	\$0	\$2925	\$2,925
10. Technology	\$0	\$12075	\$12,075
11. Program Travel	\$0	\$4950	\$4,950
12. Training	\$0	\$1005	\$1,005
13. Library	\$0	\$1363	\$1,363
14. Insurance	\$0	\$3059	\$3,059
15. Litigation	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$0	\$0
18. Evaluation	\$0	\$0	\$0
19. Other	\$0	\$16795	\$16,795
TOTAL NON-PERSONNEL	\$0	\$123912	\$123,912
Administrative			
20. Personnel	\$0	\$0	\$0
21. Non-Personnel	\$0	\$0	\$0
TOTAL ADMINISTRATIVE	\$0	\$0	\$0
22. Total Sub-Grants	\$0	\$240000	\$240,000
GRAND TOTAL	\$0	\$475355	\$475,355

1. Lawyers

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Veronica Garcia	0.00	0.6	0.60
Allison Davenport	0.00	0.15	0.15
	0.00	0	0.00



Total Lawyers	0.00	0.75	0.75
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2. Paralegals

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
	0.00	0	0.00
	0.00	0	0.00
Total Paralegals	0.00	0	0.00

3. Other Staff

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Magaly Garcia-Kummert	0.00	0.09	0.09
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
Total Other Staff	0.00	0.09	0.09
TOTAL PERSONNEL(in FTEs)	0.00		0.84

FORM D - BUDGET NARRATIVE

Provide an explanation for each line item in the project budget, including the basis for allocations. While the Project Budget form does not include the value of in-kind support, please include any significant in-kind support, such as the use of court facilities or equipment, in the budget narrative. Any program expenses entered under Contract Service to Clients (row 17) or Other Non-Personnel (row 19), or for administrative or overhead costs (rows 20 and 21), must be itemized and explained.

Personnel

Account Title	Grant Monies	Narrative
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1. Attorneys	\$26206	0.25 FTE legal staff producing quarterly legal clinics at each site for immigrant survivors of domestic violence; providing trainings to the domestic violence agency staff to help them identify, assist, and refer their immigrant clients to ensure they can access services; strengthening the referral system for immigrant survivors through the creation of partnerships and supporting legal service providers with legal resource materials and case-specific technical assistance.
2. Paralegals	\$0	
3. Other Staff	\$2128	0.03 for administrative assistance and program support
SUBTOTAL	\$28334	
4. Employee Benefits	\$7367	26% salaries
TOTAL PERSONNEL	\$35701	

Non-Personnel

Account Title	Grant Monies	Narrative
5. Space	\$21927	3.3% of ILRC budget (proposed grant represents 3.3% of agency's overall budget)
6. Equipment Rental and Maintenance	\$683	3.3% of ILRC budget (proposed grant represents 3.3% of agency's overall budget)
7. Office Supplies	\$1438	3.3% of ILRC budget (proposed grant represents 3.3% of agency's overall budget)
8. Printing and Postage	\$2528	3.3% of ILRC budget (proposed grant represents 3.3% of agency's overall budget)
9. Telecommunications	\$951	3.3% of ILRC budget (proposed grant represents 3.3% of agency's overall budget)
10. Technology	\$3926	3.3% of ILRC budget (proposed grant represents 3.3% of agency's overall budget)
11. Program Travel	\$1650	ILRC staff travel for 8 legal clinics (4 Stockton; 4 Fresno) and 3 trainings for DV organizations (in Fresno)



12. Training	\$327	3.3% of ILRC budget (proposed grant represents 3.3% of agency's overall budget)
13. Library	\$443	3.3% of ILRC budget (proposed grant represents 3.3% of agency's overall budget)
14. Insurance	\$995	3.3% of ILRC budget (proposed grant represents 3.3% of agency's overall budget)
15. Litigation	\$0	
16. Capital Additions	\$0	
17. Contract Service to Clients	\$0	
18. Evaluation	\$0	
19. Other	\$5461	
TOTAL NON-PERSONNEL	\$40329	
Administrative		
20. Personnel	\$0	
21. Non-Personnel	\$0	
TOTAL ADMINISTRATIVE	\$0	
22. Total Sub-Grants	\$80000	Subgrants: \$20,000 per year to four partners
GRAND TOTAL	\$156030	

Form E - Project Assurances

Download the Assurances document and upload a signed copy below.

Upload PDF Version of
Signed Assurances
Document:

2022-2024_(Updated)_HP_III_Competitive_Grant_Assurances_signed.pdf
305.4 KB - 10/21/2021 9:37PM

Total Files: 1

Supporting Documents (Optional)



When naming optional supporting documents, please include the Organization's acronym (or short name) and a one - to - five word file description (note: any type of file may be uploaded).



Grant Year: 2022

Due Date: October 22, 2021 at 5:00pm PST

Prepared by: Shelby Minister

Email: sminister@justiceinaging.org

Contact Phone: 5106631055

Funding Opportunity: HP RFP

Project Title: The Preventing Older Adult Homelessness Collaborative

Program Name: Justice in Aging

Applicant Title: Development Manager

Address: 3660 Wilshire Blvd. Suite 718

City: Los Angeles

I verify the information in the Organization Profile is accurate and up to date.

I verify that I have read, and am familiar with, the RFP for the Homelessness Prevention III Competitive Grant.

FORM A - PROJECT PROFILE

1. Lead Project Contact: Patti Prunhuber

Job Title: Senior Staff
Attorney

Email: pprunhuber@justiceinaging.org

Telephone: 510-663-1055

County(ies) Served by
this Project

Alameda

Alpine

Amador

Butte

Calaveras

Colusa

Contra Costa



Del Norte
El Dorado
Fresno
Glenn
Humboldt
Imperial
Inyo
Kern
Kings
Lake
Lassen
Los Angeles
Madera
Marin
Mariposa
Mendocino
Merced
Modoc
Mono
Monterey
Napa
Nevada
Orange
Placer
Plumas
Riverside
Sacramento
San Benito
San Bernardino



San Diego
San Francisco
San Joaquin
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Shasta
Sierra
Siskiyou
Solano
Sonoma
Stanislaus
Sutter
Tehama
Trinity
Tulare
Tuolumne
Ventura
Yolo
Yuba

3. DUNS Number

This grant is supported by federal dollars. Therefore, each grantee will need to provide a Data Universal Number System (DUNS) number. Please enter your federal DUNS number below. Note your DUNS number must be in this format: ##-###-####.

To learn more about DUNS numbers, please visit grants.gov, [here](#). To request a free DUNS number—for organizations that do not have one already—please visit [here](#).



08-269-8390

5. Grant Period

Three Years

Organization	Type	Contact Name	Job Title	Email	Telephone	State Bar Funded	Sub-Grant Recipient
Elder Law & Advocacy	501(c)(3)	Jenna McRae	Director of Fund & Program Development	jmacrae@seniorlaw-sd.org	858-565-1392 x231	Yes	Yes
Legal Services for Seniors	501(c)(3)	Creighton Mendivil	Executive Director	creighton@lssmc.net	831-899-0492	Yes	Yes
Legal Assistance for Seniors	501(c)(3)	James Treggiari	Executive Director	jtreggiari@las-hicap.org	510-832-3040 x302	Yes	Yes
Senior Advocacy Network-Senior Law Project	501(c)(3)	Joyce Gandelman	Executive Director	seniorsjoyce@gmail.com	209-577-3814	Yes	Yes
California Indian Legal Services	501(c)(3)	Michael Godbe	Directing Attorney	mgodbe@cali-indian.org	760-873-3581	Yes	No

6. Annual Amount Requested

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

\$305,000

**A. Total Grant Amount \$915,000
Requested (three year
auto-calculated):**

7. Is the project currently operating under other funding sources including other State Bar funding?

No

8. Does your organization currently serve rural and/or underserved communities?



For the purposes of this grant “rural” is defined as areas that meet the definition of “rural” or “frontier” that the medical community uses to analyze the availability of medical services. This classification scheme is known as Medical Service Study Areas (MSSAs). Rural MSSAs have 50,000 or fewer residents and population densities below 250 people per square mile, while “frontier” MSSAs are defined by population densities of fewer than 11 people per square mile.

Click on map to help identify rural areas in narrative response below.

Yes

A. If yes, explain how you serve rural and/or underserved populations. Yes. Justice in Aging is a support center that operates statewide. We provide legal and advocacy support, technical assistance, trainings and resource materials specific to the legal issues confronting older adults, for all of California’s legal services programs. For example, our current Aging in Place listserv has 88 members, comprised of advocates from 13 local legal services programs and 8 statewide legal services organizations. This grant will allow Justice in Aging to be more intentional about engaging with its partners throughout California, with special emphasis on working with senior legal services programs in rural and underserved areas, and providing them with funding for their participation.

The rural and/or underserved populations that are currently served by our subgrantees or partners include the following counties: Stanislaus, San Diego, Imperial, Monterey, Alpine, Inyo, Kern, Mono, and Tuolumne counties, and Alameda counties.

9. Project Abstract

Provide a brief description of the core aspects of the proposed project. This abstract will be included in summaries provided to the Legal Services Trust Fund Commission, Judicial Council of California, legislature, and others.



To prevent homelessness among underserved and rural low-income older adults, Justice in Aging is launching the Preventing Older Adult Homelessness Collaborative. The Collaborative will convene local legal services providers from across the state whose work focuses on preventing homelessness among older adults. The Collaborative will have a special emphasis on strengthening the legal capacity of programs serving older adults in rural areas and underserved communities, including tribal elders, immigrant older adults, and underserved Black and Latino/a communities in both urban and rural areas. Collaborative participants will become equipped to better serve individual clients and advocate for solutions to systemic housing problems faced by older adults.

Together, the Collaborative will identify and address systemic housing-related problems affecting low-income seniors in order to seek large-scale solutions benefiting older adults experiencing housing instability, or at imminent risk of homelessness.

Justice in Aging will form a Collaborative Steering Committee comprised of our four subgrantees and one partner organization. These Steering Committee members will plan and actively participate in regularly occurring opportunities for shared learning and training. With its partners, Justice in Aging will provide housing-specific legal training, written resources, technical assistance, and advocacy and litigation support that focuses on the specific housing needs of older, underserved, and rural populations.

Form B - Project Description

1. Statement of Need

Describe the need that the project seeks to address and that satisfies the statutory parameters in the above "note".



Low-income older adults, disproportionately Black, Latino/a, and immigrant renters, are at higher risk of severe rental cost burdens than their younger counterparts. About 390,000 older Californians pay more than half their income for rent. They are caught in the vise between their fixed income, and steep rent increases, often resulting in evictions. Seniors are living in older units with serious code violations, but unable or fearful of asserting their rights as tenants. Senior mobile home park residents are having the cost to rent the land underneath their homes rise dramatically, or sold out from under them. Older homeowners who can no longer afford the costs associated with their homes are victims of equity stripping and reverse mortgage scams that imperil their ability to remain in their homes.

These pressures have led to a crisis in older adult homelessness. In most parts of the state, older people represent the fastest growing demographic among the homeless population, with almost half becoming homeless for the first time after age 50.

Local legal services programs are working tirelessly to meet the challenge, representing individual older adults in their housing-related cases. However, each of these programs has only limited collaboration with programs in other parts of the state facing the same issues. They lack channels for communicating and strategizing with each other and do not have dedicated training resources for their staff. And there is no mechanism for them to contribute to a statewide advocacy agenda for the housing needs of low-income older Californians.

2. Target Population

Describe demographics of the target populations, the geographic area to be served by the project, and why the target population is in particular need of the services to be provided.



This statewide collaborative project will target older, low-income renters and homeowners in both rural and underserved communities. The project is statewide, with a special focus on older adults in Stanislaus, San Diego, Imperial, Monterey, Alpine, Inyo, Kern, Mono, Tuolumne, and Alameda counties. In addition to older adults in rural areas, targeted underserved populations are Black, Latino/a, Native American, and immigrant older adults.

Many older Black renters face unaffordable rents and are vulnerable to displacement in rapidly gentrifying neighborhoods; their buildings are targeted for evictions and homeowners face equity scams. Black older adults are greatly overrepresented among those experiencing homelessness.

Native American elders face a multitude of housing challenges and have limited access to legal assistance. Many tribal elders live in overcrowded conditions, lacking electricity, running water, or adequate heat. Federal investments in affordable housing on tribal lands have been chronically underfunded. Geographic isolation and lack of internet or phone service make providing legal assistance more difficult.

Older Latino/a and immigrant renters face severe challenges to housing stability. Unsustainable rent burdens and the lack of affordable housing have increased the pace of evictions. Many older Latino/a adults are aging in rural areas where the rents are lower but there is an inadequate supply of affordable housing due to an increase in the number of renters in those communities. Some older adults fear asserting their tenancy rights because of their immigration status which also prevents them from accessing federally subsidized housing. Language barriers make accessing legal services and the courts more challenging.

3. Will this project focus on addressing homelessness in rural communities?

Yes

A. If yes, identify the rural communities.: This project has a special focus on meeting the housing needs of older adults living in rural areas. The Collaborative Steering Committee includes legal services providers that serve older adults in the following rural communities: Stanislaus, Imperial, Monterey, Alpine, Inyo, Kern, Mono, Tuolumne counties, and those portions of Alameda and San Diego counties that are defined as rural. Our partner California Indian Legal Services is also a statewide legal services organization serving all rural areas across the state. In addition to the Steering Committee, the broader Collaborative will include legal services providers from other rural communities across the state.



4. Will this project focus on addressing homelessness in particularly underserved communities?

Yes

A. If yes, identify the underserved communities and explain how they face even higher barriers to accessing civil justice than does the low-income community generally.: The Preventing Older Adult Homelessness Collaborative targets several underserved communities -- Black, Latino/a, Native American, and immigrant older adults. By collaborating with senior legal services who serve both rural and underserved communities, we will bring an intersectional approach to these racial/ethnic and geographic disparities.

Each of these targeted, underserved populations face additional barriers in both maintaining housing stability, and accessing needed legal assistance to assert their rights.

Due to decades of discrimination in housing, employment, and access to wealth-building opportunities, Black older renters and homeowners are more likely to be housing unstable, and less able to access civil justice to preserve or protect their tenancies or homes. Older black homeowners are frequent victims of reverse equity mortgage or contractor scams, and other equity-stripping devices. Yet, they frequently do not get legal representation to prevent or restore their interests in their homes.

Tribal elders face particular barriers to civil justice due to the large distances between legal services offices, especially in more remote areas. These geographic barriers are exacerbated by the lack of public transportation, internet and/or phone service.

Older Latino/a, indigenous, and immigrant renters face severe challenges to accessing civil justice. For older adults whose primary language is not English, and for indigenous communities whose primary language is not English or Spanish, language barriers pose a significant barrier to accessing legal services or the courts. Immigrant renters fear asserting their tenancy rights because of their immigration status which also prevents them from accessing federally subsidized housing, or LSC-funded legal assistance.

5. Collaboration

Will the project involve collaboration with other organizations?



Yes

A. Describe how the applicant and partner organizations will work collaboratively to address the stated project need.: This project combines the strengths of Justice in Aging's proven role as a support center with the strengths of on the ground direct service providers to meet the growing housing needs of older adults across the state. Justice in Aging's substantive expertise, legal training, and systemic advocacy skills will be paired with the on-the-ground experience and expertise of our partners to better meet the needs of individual older adults and advance systemic change necessary to meet the housing needs of communities of older adults. Justice in Aging has partnered with five different local legal services organizations (4 subgrantees) who will comprise a Steering Committee to lead and provide direction to the project and the statewide collaborative. Steering Committee members are leading legal services providers who are already serving older adults in rural areas, tribal elders and underserved Black, Latino/a and immigrant communities. Each partner organization will identify a project lead to carry the work of the Steering Committee.

Justice in Aging will work with the Steering Committee to prepare agendas for the bi-monthly statewide meetings/learning sessions, identify topics for trainings for the larger collaborative, share successful strategies in their local practice to more effectively address the housing needs of older adults in rural and underserved communities, and assist in identifying systemic issues impeding older adults' access to housing stability. Steering Committee members will also have opportunities to participate in advocacy to address systemic problems impeding housing stability and retention for older adults.



B. Describe the extent to which the applicant has already developed the necessary partnerships or previously collaborated with partners or stakeholders to accomplish goals.: We have a long history of collaborating with legal services organizations, other aging and disability advocates, and local and state governments. We have a track record of working with local legal services programs across the state to address the housing needs of older low-income adults. We currently moderate an older adult housing focused listserv, which has 88 members, including 13 local legal services programs and 8 statewide legal services organizations. These programs' advocates participate in our trainings, receive our resources, and consult on individual cases and in furtherance of broader policy reforms.

We have well-established, trusted relationships with the specific partners identified in this proposal. We have worked with them on issues around older adults' economic security, health care, housing stability, and elder justice. All of the partners regularly participate in our trainings. We have also worked collaboratively with some of these partners to achieve local and statewide policy reforms. For example, we recently worked with one of our partners to obtain reforms in the IHSS program so that older persons experiencing homelessness could better access this program.

We also have strong working relationships with government agencies who run housing programs for older adults at risk of homelessness. We have key connections with leadership and staff at the Department of Social Services, the Department of Aging, the Department of Health Care Services, the Business, Consumer Services and Housing Agency, and in the Governor's Office. This puts us in position to advance solutions to systemic problems we identify through this project.

6. Organizational Capacity

Describe the qualifications, experiences, and resources that the organization(s) will use to accomplish the proposal objectives.



At Justice in Aging, we have a long history of implementing collaborative, high-impact education and advocacy projects like this one. This project utilizes our successful model for creating positive change for low-income older adults. Our unique blend of coalition building, training and education, policy advocacy, and impact litigation allows us to achieve the broad, systemic change outlined in this project while better equipping local legal services programs to represent clients on housing related matters. Patti Prunhuber, who will lead this project, is one of the state's leading experts and advocates on the housing needs of older adults.

The partner organizations listed above have decades of experience providing direct legal services to underserved older adults, including tribal elders, Black and Latino/a older adults, immigrant older adults, and older adults living in rural areas. Each organization has experienced attorney and advocate staff that work to protect older adults from eviction and displacement, with services ranging from counseling, tenant education, referral to resources, and full scope representation. They have deep connections to older adults in their communities, expertise to share with each other about how best to advocate for older adults struggling to maintain housing, and a commitment to identifying and redressing systemic problems that occur in their service areas and beyond.

7. Project Structure

Describe the project structure including the staffing structure, supervision, if applicable, delegation of responsibility between organizations, use of volunteers, etc.



The project will be led by Senior Staff Attorney, Patti Prunhuber. Patti joined Justice in Aging in June 2020 with more than 30 years of legal services and support center experience, to lead the Expanding Housing Advocacy Project under the first round of EAF Homeless Prevention Funding. Patti is a valued collaborator and expert on housing issues impacting older adults in California and nationally, creating the California Aging in Place Listserv, producing several written resources on the housing needs of low-income older adults, conducting trainings reaching thousands of advocates nationwide, and bringing focus to the racial inequities reflected in housing policies. Patti is a member of our Economic Security Team and will be supervised by our Director of Economic Security Team Director, Tracey Gronniger. Patti will also work closely with our Litigation Director, Regan Bailey, who coordinates all Justice in Aging litigation efforts including cases related to housing.

All of our four organizational subgrantees are qualified local legal services programs whose practices are exclusively focused on the needs of California's low-income seniors. Subgrantees will appoint one or two project leads from their organization who will participate as active members of the Steering Committee, which will meet monthly to coordinate on project deliverables. The leads will also plan for, and attend Collaborative meetings and propose training topics. Justice in Aging will oversee the fulfillment of subgrantee responsibilities. The sole non-subgrantee partner, California Indian Legal Services, will provide expertise and insight into the threats to housing stability and retention of tribal elders.

A. How will the project ensure quality control? We will ensure quality control through the staff and supervision structure detailed above. The project will be staffed by a Senior Staff Attorney with considerable experience in both direct legal services and in support center work. Her work will be supported by a team of attorneys at Justice in Aging with significant experience and she will be supervised by a Directing Attorney. She will meet twice a month with her Team to review her work and more frequently with her supervisor. All work on this project will also be reported to the Executive Director and Board of Directors.

8. Project Goals and Deliverables

List the project's key goals and deliverables. Quantify where possible.



The overall goal of the Collaborative is to prevent homelessness among rural and underserved older adults. To achieve that we have three subgoals:

1. Shared Learning. Connect Collaborative members to learn from one another on how best to serve older adults facing housing instability.

Deliverables:

- a. Expand by 10 new members annually and moderate the Collaborative listserv where members can exchange information, identify systemic problems faced by their clients and effective strategies for addressing them;
- b. Convene and facilitate (virtually) six learning and support meetings annually for Collaborative members to share best practices, and to address key housing issues confronting our target populations.

2. Training and Technical Assistance. Provide legal training and technical assistance to Collaborative members and other advocates serving older adults in matters related to homelessness prevention, with special emphasis on rural and underserved older adult communities.

Deliverables:

- a. Provide technical assistance and case consultations for Collaborative members on 15 housing cases annually;
- b. Facilitate two to three trainings annually for Collaborative members on eviction defense and housing preservation issues facing older adults;
- c. Produce two written resources annually, such as practice tips, issue briefs and advocate guides.

3. Systemic Advocacy. Partner with Collaborative members to identify and advance legal and policy solutions to systemic barriers to housing stability for older adults, with a special emphasis on rural and underserved older adults.

Deliverables:

- a. We will identify and resolve, including via litigation where appropriate, at least one systemic barrier annually to housing stability for our target populations.



A. Describe how the project's goals will be met.: Goal 1: The success of this project goal is assured through the strength of our subgrantee partnerships. Justice in Aging has convened local legal services providers who are committed to building a statewide network to share tools and advocacy strategies to address the housing needs of older adults in rural and underserved communities. Our Collaborative will expand advocates' ability to connect with us and each other via a JIA-facilitated listserv and statewide meetings dedicated to older adult homeless prevention.

Goal 2: We are able to reach and train thousands of legal services providers in the state through our online network of 5,200 aging and disability advocates (including IOLTA support centers and QLSPs). We will conduct online trainings that advocates can access both live and through recordings posted to our website. Advocates will be able to connect with us online, during bi-monthly meetings, trainings, and through telephone and email to receive technical assistance on housing issues affecting older adults.

Goal 3: Our engagement with advocates through the Collaborative will enable us to identify systemic housing-related issues affecting low-income older adults, especially rural and underserved populations. We will engage with state and local agencies to advance systemic solutions. We will use administrative advocacy (including proactively partnering with state and local agencies committed to decreasing older homeless populations) and, where necessary, litigation, to achieve positive change. Key opportunities for systemic change derive from our work on the Governor's Master Plan for Aging, where stakeholder groups we lead have prioritized housing and homelessness issues.



B. What challenges do you anticipate encountering?: Housing unaffordability for low-income older renters is the biggest challenge, requiring large-scale, longer-term solutions to create and maintain more affordable, age-friendly housing. We will work with the Collaborative to promote statewide solutions including rental assistance programs targeted to severely rent-burdened older adults, home foreclosure protections, and affordable housing investments.

Providing direct housing-related representation to older adults living in rural and tribal areas presents particular challenges related to the sheer size of the service area, social and geographic isolation, poverty, lack of internet, phone, and transportation. The programs in our Collaborative will include small, under-resourced programs that struggle to meet that need. They also lack sufficient time or resources to provide or get connected to training or engage in more systemic advocacy. We will offer multiple, efficient ways to build expertise, learn from shared successful strategies, and address impediments to housing stability for older adults.

With the eviction moratorium ending and the slow start to the Emergency Rental Assistance Program (ERAP) we expect a sharp increase in eviction court filings. Local legal services programs haven't had time to hire and train staff to contend with this increased demand. Senior legal services programs will need to respond to this challenge, engaging their community partners and their local courts to ensure that the specific barriers older renters face do not result in preventable evictions. The project Steering Committee will work to respond to advocate need, establishing the project's value for lawyers who are stretched by the demands of their daily client responsibilities.



C. How will the project ensure the target demographic is served?: The target population for this project is older, low-income renters and homeowners in both rural and underserved communities. We carefully selected our partners for this project in order to ensure that the target populations are served by the project. Each of our partners brings significant experience with, and focus on, serving one or more of the groups in our target population. Our partners in Stanislaus, Imperial, Monterey, Alpine, Inyo, Kern, Mono and Tuolumne counties serve exclusively or primarily rural older adults and will be bringing to the Collaborative Steering Committee the experiences and challenges facing this community. Our partner in San Diego and Imperial counties also serves a large rural area. Our partner in Alameda county, serves a large number of Black older adults and is well positioned to elevate the experiences of that community in the work of the Steering Committee. Our partners from California Indian Legal Services have deep expertise in serving tribal elders and will be able to inform our work on reaching that population. All of our subgrantees do extensive work with Latino/a and immigrant older adults which will be essential to ensuring that our efforts address the unique needs of that community as well. With the support of all of our partners we will ensure that all of the training, resources, and advocacy we undertake under this project is tailored to the needs of our target demographics.

Proposed Activities

Quarter	Responsible Partner	Activity	Deliverables
Year 1			
Q1	(1)Justice in Aging (2) All Subgrantees	(1)a. Convene Steering Committee b. Launch collaborative c. Launch expanded listserv d. Collaborative meeting (2) a. Identify program leads b. attend steering committee meetings	(1) a. Meeting notes/Identification of goals/meeting agenda b. Bi-weekly updates to listserv c. Meeting notes/recordings (2) a. Meeting notes/meeting agendas b. list of collaborative invites



Q2	(1) Justice in Aging and Subgrantees (2) Justice in Aging with subgrantee and partner input	(1) a. Collaborative meetings b. Bi-weekly listserv updates/resources c. attend Steering Committee meetings (2) a. Training #1: Connecting Older Renters to Emergency Rental Assistance	(1) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings (2) a. Training module (ppt) & written materials b. Training attendee evaluations
Q3	(1) Justice in Aging with subgrantee and partner input (2) Justice in Aging and Subgrantees	(1) a. Training #2: Preventing Evictions for Older Tenants b. Written Resource (2) a. Collaborative meetings b. Bi-weekly listserv updates/resources c. Steering committee meetings d. ID issue for systemic advocacy	(1) a. Training module (ppt) b. Written materials (2) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings/training proposals d. Change in policy, law, or regulation
Q4	(1) Justice in Aging (2) Justice in Aging and Subgrantees	(1) a. Training and Advocate Guide: What it Takes to Age in Place (2) a. Collaborative Meetings b. Bi-weekly listserv updates/resources c. Steering committee meetings	(1) a. Training & Advocate Guide, What it Takes to Age in Place: Connecting Housing & Health b. Attendee Evaluations (2) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings/training proposals
Year 2			
Q1	(1) Justice in Aging and Subgrantees	(1) a. Collaborative Meetings b. Bi-weekly Listserv updates/resources c. attend Steering Committee meetings	(1) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings



Q2	(1) Justice in Aging and Subgrantees	(1) a. Collaborative Meetings b. Bi-weekly Listserv updates/resources c. attend Steering Committee meetings d. ID issue for systemic advocacy	(1) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings d. Change in policy, regulation, or law
Q3	(1) Justice in Aging and Subgrantees	(1) a. Collaborative Meetings b. Bi-weekly Listserv updates/resources c. attend Steering Committee meetings	(1) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings
Q4	(1) Justice in Aging and Subgrantees	(1) a. Collaborative Meetings b. Bi-weekly Listserv updates/resources c. attend Steering Committee meetings	(1) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings
Year 3			
Q1	(1) Justice in Aging and Subgrantees	(1) a. Collaborative Meetings b. Bi-weekly Listserv updates/resources c. attend Steering Committee meetings d. ID issue for systemic advocacy	(1) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings d. Change in policy, regulation, or law
Q2	(1) Justice in Aging and Subgrantees (2) Justice in Aging with Subgrantee Input	(1) a. Collaborative Meetings b. Bi-weekly Listserv updates/resources c. attend Steering Committee meetings (2) a. Training and Written Resource	(1) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings (2) a. Training module and written materials b. Attendees Evaluations



Q3	(1) Justice in Aging and Subgrantees	(1) a. Collaborative Meetings b. Bi-weekly Listserv updates/resources c. attend Steering Committee meetings	(1) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings
Q4	(1) Justice in Aging and Subgrantees (2) Justice in Aging with Subgrantee Input	(1) a. Collaborative Meetings b. Bi-weekly Listserv updates/resources c. attend Steering Committee meetings (2) a. Training and Written Resource: Advocate Guide	(1) a. Meeting notes/recordings b. Listserv emails with attachments/links to resources c. Meeting notes/agendas for Collaborative meetings (2) a. Training module and written materials b. Attendees Evaluations



A. Resource Materials: Senior Staff Attorney, Patti Prunhuber, will be primarily responsible for creating the resource materials for this project. These materials will address the specific housing needs and concerns of low-income older adult populations, and will incorporate our expertise in both the aging and housing areas. Materials that are currently available to advocates do not include comprehensive information at the intersection of housing and aging, especially as it relates to low-income older adults in rural communities and underserved communities of color.

Identify resource materials to be developed and the individual(s) who will be responsible for preparing those materials. How will new materials differ from those materials already available, i.e. materials posted on LawHelpCA.org or Courts.ca.gov?

Resource materials created will include:

1. Two to three online webinar trainings per year to educate advocates on legal, regulatory, and other issues that will strengthen the legal capacity of direct service providers to assist low-income older adults in maintaining their housing and avoiding eviction.
2. At least two written resources each year, such as Advocate Guides, Practice Tips, Issue Briefs, and/or Fact Sheets to help local providers better understand how to defend their clients' rights in a variety of housing related disputes, as well as provide information about best practices, effective strategies, and services available to prevent eviction and homelessness for older low-income adults, with a focus on the needs of older adults in underserved and rural communities.
3. Regular, bi-weekly updates to the older adult housing listserv, which will include information about new or existing programs that address the housing-related needs of older adults, positive case developments, and other resource materials specific to older adults' housing needs.

B. Outreach: While the intended beneficiaries of this project are older adults who are housing unstable or at risk of homelessness, the audience for our project activities are primarily legal services providers, as well as aging, health, and housing service providers working with older low-income adults in rural and underserved communities. The Collaborative will receive regular email listserv alerts, be apprised of written resources and training opportunities, and meet regularly with each other. In addition, our materials and email alerts will also be sent to the 5,200 California-based members on our advocacy network, and through coalitions that Justice in Aging already participates in.

How will the target population be made aware of these services?



C. Language Access: We are not planning to develop resource materials in multiple languages since the materials we will develop will be targeted to professionals serving individuals instead of the individuals themselves. If a group of professionals need materials in an alternative language, we will produce translated materials to meet that need. Justice in Aging staff include persons fluent or proficient in Spanish, Cantonese, Mandarin, and Vietnamese. We partner with organizations that have additional language capacity and we have worked collaboratively with them to produce materials in numerous languages in the past. If necessary we will contract with translators to translate materials. We will act as a clearinghouse, sharing materials that individual programs have developed in multiple languages that are specific to the housing issues faced by older renters and homeowners in rural and underserved communities.

Describe staff language capabilities and plans for developing materials in multiple languages. How will the project provide services to monolingual constituents in languages that staff does not speak?

10. Eligibility for Services

Update on September 27, 2021: OA&I has received clarification that HP III grants are to serve Californians who meet the definition of “indigent person” in Business & Professions Code section 6213(d).

**A. Will the project provide No
services to individuals
who are not indigent as
defined at Business &
Professions Code section
6213(d) or to
organizations not
providing benefits
primarily on behalf of
indigent individuals?:**



B. Identify all criteria and guidelines used to establish an individual's income information.: Justice in Aging is a support center so we do not provide individual representation and do not have guidelines for establishing income of individuals who benefit from our work. All of our work is focused on older adults who are low-income which we generally define as older people living below, at, or near the poverty level. For this project, we are focusing on older adults who are homeless or at risk of homelessness, the majority of whom are living in poverty. Some may have incomes above the poverty level, but the income they have still leaves them with less than they need to make ends meet – a critical reason they are experiencing housing instability. Our subgrantees, partners, and other members of the Collaborative all focus on providing legal and other services to indigent clients. The focus of our work with the subgrantees and the Collaborative will be on helping them better serve their indigent clients.

C. Describe the extent to which the project proposes to provide services to non-indigent individuals and how it will ensure that HP III funds support services to only those who are statutorily indigent?:

11. Will the project focus on providing full-scope representation and/or litigation?

No

12. Evaluation

Describe how the organizations will acquire evaluation data that they can use to refine the project's strategies to increase its effectiveness in addressing homelessness.



We will design a work plan for this project, track completion of activities and progress towards objectives, and evaluate the overall effectiveness of the project. We will systematically track the meetings and learning sessions we develop for the Collaborative as a whole and the Steering Committee. We will track training and advocacy support we provide to Collaborative members. We will track trainings delivered, training attendance, case consultations provided, and strategic advocacy efforts we assist. We will survey annually those that participate in these activities to evaluate our work and make adjustments in real time. For our policy work, we will monitor the impact of our advocacy on program rules and requirements by tracking recommendations we make to agencies against reforms that are adopted. For any litigation that results from this project, we will measure success by the benefits that our plaintiffs and the class is awarded through court orders or settlement agreements. Once new policies have been in place for at least 6 months, we will survey our network to get feedback on how effective those changes have been.

13. How will information about the project be shared with other legal aid organizations?

We will use our extensive communications channels (website, social media, email listservs) to share news of this project with other legal aid organizations and to recruit participation in the Collaborative. We will also broadly disseminate the materials we create for this project through our communications channels. We have the ability to communicate directly with over 5,000 legal services, aging, and disability service providers and advocates in California. We will share progress of our advocacy activities and litigation with all California advocates, and we will leverage our national list of contacts to share what we have achieved to advocates in other states. We will also distribute our findings and successes through the National Center on Law and Elder Rights, which we run through a contract with the Administration for Community Living. In addition, we will utilize our partner's networks to amplify information from our projects.

14. How does the proposed project fit within current organizational programming?



This project is a natural outgrowth of the work of our Advancing Housing Advocacy Project which has focused on the intersection of housing, health, and economic security for older, low-income adults. Beginning in 2020, we were able to launch our Advancing Housing Advocacy project and hire our first housing attorney with the generous support from an earlier round of EAF Homeless Prevention funding. The funding for that project ended as of June 30, 2021. This new project proposal will take our housing advocacy to the next level by deepening our collaboration with local legal services programs and increase our focus on rural and underserved older adults.

Our work to date on the issue of housing has affirmed for us that there is a critical need that we can fill. We have had great success drawing attention to the problem of older adult housing instability and rising homelessness, highlighting the racial and ethnic disparities for older, low-income renters. We have successfully promoted statewide policies, particularly in California's new Master Plan to Aging, to prevent and end older adult homelessness. We have also discovered an incredible appetite among legal services providers and other aging advocates for trainings and resources related to housing and eviction defense for older adults. We are very committed as an organization to continued housing advocacy on behalf of older adults in California and this project will allow us to build on successes achieved to date.

FORM C - PROJECT BUDGET

I. Grant Budget by Year (Three Years)

The maximum, annual amount that a program may request is \$500,000 (\$1,500,000 for all three years).

Total Grant Request

Personnel

	Year 1	Year 2	Year 3	Total
1. Attorneys	\$134,500	\$134,500	\$134,500	\$403,500
2. Paralegals	\$0	\$0	\$0	\$0
3. Other Staff	\$18,800	\$18,800	\$18,800	\$56,400
SUBTOTAL	\$153,300	\$153,300	\$153,300	\$459,900
4. Employee Benefits	\$33,700	\$33,700	\$33,700	\$101,100
TOTAL PERSONNEL	\$187,000	\$187,000	\$187,000	\$561,000



Non-Personnel

	Year 1	Year 2	Year 3	Total
5. Space	\$13,000	\$13,000	\$13,000	\$39,000
6. Equipment Rental and Maintenance	\$200	\$200	\$200	\$600
7. Office Supplies	\$1,300	\$1,300	\$1,300	\$3,900
8. Printing and Postage	\$300	\$300	\$300	\$900
9. Telecommunications	\$1,100	\$1,100	\$1,100	\$3,300
10. Technology	\$1,800	\$1,800	\$1,800	\$5,400
11. Program Travel	\$1,200	\$1,200	\$1,200	\$3,600
12. Training	\$0	\$0	\$0	\$0
13. Library	\$1,400	\$1,400	\$1,400	\$4,200
14. Insurance	\$1,000	\$1,000	\$1,000	\$3,000
15. Litigation	\$0	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$0	\$0	\$0
18. Evaluation	\$0	\$0	\$0	\$0
19. Other	\$700	\$700	\$700	\$2,100
TOTAL NON-PERSONNEL	\$22,000	\$22,000	\$22,000	\$66,000
Administrative				
20. Personnel	\$14,400	\$14,400	\$14,400	\$43,200
21. Non-Personnel	\$1,600	\$1,600	\$1,600	\$4,800
TOTAL ADMINISTRATIVE	\$16,000	\$16,000	\$16,000	\$48,000
22. Total Sub-Grants	\$80,000	\$80,000	\$80,000	\$240,000
GRAND TOTAL	\$305,000	\$305,000	\$305,000	\$915,000

1. Lawyers

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
Senior Attorney	1.00	1.00	1.00	3.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00



Total Lawyers	1.00	1.00	1.00	3.00
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2. Paralegals

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Paralegals	0.00	0.00	0.00	0.00

3. Other Staff

	Year 1 (in FTEs)	Year 2 (in FTEs)	Year 3 (in FTEs)	Total
4 Communications and admin staff	0.24	0.24	0.24	0.72
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Other Staff	0.24	0.24	0.24	0.72
TOTAL PERSONNEL(in FTEs)	1.24	1.24	1.24	3.72

% Personnel: 92.26%

% Non-Personnel: 7.74%

If the proposed budget allocates less than 75 percent to personnel, explain why it deviates from the recommended percentages.

% Program: 94.75%

% Admin: 5.25%

If the proposed budget allocates less than 75 percent to program, explain why it deviates from the recommended percentages.

II. Partner Sub-Grants (Three Years)



Sub-Grants

Partner Organization	Year 1	Year 2	Year 3	Total	Describe Proposed Expenses
Senior Legal Services/Senior Advocacy Network, Stanislaus County	20000	20000	20000	60000	To support staff participation in Collaborative Steering Committee meetings, trainings and joint advocacy
Legal Services for Seniors, Monterey County	20000	20000	20000	60000	To support staff participation in Collaborative Steering Committee meetings, trainings and joint advocacy
Legal Assistance for Seniors, Alameda County	20000	20000	20000	60000	To support staff participation in Collaborative Steering Committee meetings, trainings and joint advocacy
Elder Law and Advocacy, San Diego and Imperial Counties	20000	20000	20000	60000	To support staff participation in Collaborative Steering Committee meetings, trainings and joint advocacy
Total:	80000	80000	80000	240000	

III. Total Project Budget (Three Years)

Project Budget

Personnel

	Non-Grant Monies	Grant Monies	Total
1. Attorneys	\$0	\$403500	\$403,500
2. Paralegals	\$0	\$0	\$0



3. Other Staff	\$0	\$56400	\$0
SUBTOTAL	\$0	\$459900	\$0
4. Employee Benefits	\$0	\$101100	\$0
TOTAL PERSONNEL	\$0	\$561000	\$561,000

Non-Personnel

	Non-Grant Monies	Grant Monies	Total
5. Space	\$0	\$39000	\$0
6. Equipment Rental and Maintenance	\$0	\$600	\$0
7. Office Supplies	\$0	\$3900	\$0
8. Printing and Postage	\$0	\$900	\$0
9. Telecommunications	\$0	\$3300	\$0
10. Technology	\$0	\$5400	\$0
11. Program Travel	\$0	\$3600	\$0
12. Training	\$0	\$0	\$0
13. Library	\$0	\$4200	\$0
14. Insurance	\$0	\$3000	\$0
15. Litigation	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$0	\$0
18. Evaluation	\$0	\$0	\$0
19. Other	\$0	\$2100	\$0
TOTAL NON-PERSONNEL	\$0	\$66000	\$0

Administrative

20. Personnel	\$0	\$43200	\$0
21. Non-Personnel	\$0	\$4800	\$0
TOTAL ADMINISTRATIVE	\$0	\$48000	\$0
22. Total Sub-Grants	\$0	\$240000	\$0
GRAND TOTAL	\$0	\$915000	\$915,000

1. Lawyers

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Senior Attorney	0.00	3	0.00



	0.00	0	0.00
	0.00	0	0.00
Total Lawyers	0.00	3	0.00

2. Paralegals

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
	0.00	0	0.00
	0.00	0	0.00
Total Paralegals	0.00	0	0.00

3. Other Staff

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
4 Communications and admin staff	0.00	0.72	0.00
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
	0.00	0	0.00
Total Other Staff	0.00	0.72	0.00
TOTAL PERSONNEL(in FTEs)	0.00		0.00

FORM D - BUDGET NARRATIVE

Provide an explanation for each line item in the project budget, including the basis for allocations. While the Project Budget form does not include the value of in-kind support, please include any significant in-kind support, such as the use of court facilities or equipment, in the budget narrative. Any program expenses entered under Contract Service to Clients (row 17) or Other Non-Personnel (row 19), or for administrative or overhead costs (rows 20 and 21), must be itemized and explained.



Personnel

Account Title	Grant Monies	Narrative
1. Attorneys	\$134500	One full-time senior attorney
2. Paralegals	\$0	
3. Other Staff	\$18800	6% of each of four communications and administrative staff
SUBTOTAL	\$153300	
4. Employee Benefits	\$33700	22% of salaries, including health and dental insurance, life and LTD insurance, workers comp and unemployment insurance, pension contribution, and payroll taxes
TOTAL PERSONNEL	\$187000	

Non-Personnel

Account Title	Grant Monies	Narrative
5. Space	\$13000	Proportional share of office rent, based on this project's percentage of total direct labor time
6. Equipment Rental and Maintenance	\$200	Proportional share of general expenses, based on this project's percentage of total direct labor time
7. Office Supplies	\$1300	Proportional share of general expenses, based on this project's percentage of total direct labor time
8. Printing and Postage	\$300	Proportional share of general expenses, based on this project's percentage of total direct labor time
9. Telecommunications	\$1100	Proportional share of general expenses, based on this project's percentage of total direct labor time
10. Technology	\$1800	Proportional share of general expenses, based on this project's percentage of total direct labor time
11. Program Travel	\$1200	Virtual trainings and meetings for the first half of the year, and resumption of normal travel in the second half of the year
12. Training	\$0	



13. Library	\$1400	Proportional share of general expenses, based on this project's percentage of total direct labor time
14. Insurance	\$1000	Proportional share of general expenses, based on this project's percentage of total direct labor time
15. Litigation	\$0	
16. Capital Additions	\$0	
17. Contract Service to Clients	\$0	\$20,000 subgrants for each of four organizations: Senior Legal Services/Senior Advocacy Network, Stanislaus County; Legal Services for Seniors, Monterey County; Legal Assistance for Seniors, Alameda County; Elder Law and Advocacy, San Diego and Imperial Counties.
18. Evaluation	\$0	
19. Other	\$700	Proportional share of audit expenses, based on this project's percentage of total direct labor time
TOTAL NON-PERSONNEL	\$22000	
Administrative		
20. Personnel	\$14400	4.5% of the administrative portion of the Executive Director's time and 4.5% of the Director of Finance & Administration's time
21. Non-Personnel	\$1600	Proportional share of general expenses, based on this project's percentage of total direct labor time
TOTAL ADMINISTRATIVE	\$16000	
22. Total Sub-Grants	\$80000	
GRAND TOTAL	\$305000	

Form E - Project Assurances

Download the Assurances document and upload a signed copy below.



**Upload PDF Version of
Signed Assurances
Document:**

2022-2024_HP_III_Competitive_Grant_Assurances.pdf

211.6 KB - 10/20/2021 5:40PM

Signed_HP_Competitive_Grant_Assurances.pdf

262.5 KB - 10/20/2021 5:43PM

Total Files: 2

Supporting Documents (Optional)

When naming optional supporting documents, please include the Organization's acronym (or short name) and a one - to - five word file description (note: any type of file may be uploaded).