

2021 IOLTA Grant Budget Revision and Carry-Over Requests						
As prepared for the November 17, 2021 Eligibility & Budget Review Committee Meeting						
Carryover Requests						
No.	Organization Name	2021 Grant Amount	Carryover %	Staff Recommendation	Grantee explanations for material budget deviations and/or carry-over request	2022 IOLTA Award
1	Asian Americans Advancing Justice - Los Angeles	\$530,860	50%	Defer to Committee	In addition to prioritizing spending down our 2020 State Bar IOLTA and EAF carry-over funds, we also received a PPP loan that required us to allocate expenses to other funding sources during a time-limited period in 2020 to be eligible for loan forgiveness. As a result, we under-spent our 2021 State Bar IOLTA and EAF funds though expect to fully spend this down by June 2022.	\$567,620
2	California Indian Legal Services	\$185,985	50%	Approve	Last year because of our PPP grant/loan and the advice of the State Bar that IOLTA funding was to be slashed in future years we deferred \$217,480 in 2020 IOLTA funds (50% of our grant award) to use in 2021. We successfully used those funds in the first half of 2021. However in the middle of 2021 we experienced an unexpected and significant shortfall in both Attorney and Paralegal Staff which has resulted in too few staff to expend our current 2021 IOLTA funds. We're fine on EAF but respectfully request that we are allowed to defer approximately 50% of our 2021 IOLTA funds (\$92,992) into 2022. The shortfall in staffing has since been resolved but we are unable to expend all of the remaining funds between now and December 31, 2021. We are continuing to add both Attorney and Paralegal staff and are confident that by mid 2022 we will have completely caught up with our IOLTA expenditures.	\$275,470
3	California Rural Legal Assistance, Inc.	\$1,650,553	49%	Defer to Committee	None given	\$2,610,210
4	California Women's Law Center	\$160,543	32%	Approve	The proposed carry-over amount exceeds 10 percent of both IOLTA and EAF 2021 grant award amount since we received a second round of Paycheck Protection Program (PPP) loan on March 2, 2021. We applied the PPP loan to personnel salary and benefits before applying the IOLTA and EAF 2021 grant award in order to meet the requirements of the PPP loan. Additionally, we also continued carry-over amounts from the IOLTA and EAF 2020 grant which was completed on June 30, 2021. Therefore, we could not begin applying the IOLTA and EAF 2021 grant award until July 1, 2021.	\$241,963

5	Disability Rights California	\$2,323,926	71%	<b>Defer to Committee</b>	<p>In 2020, when Disability Rights California learned that the economic impact of the pandemic would affect future IOLTA Trust Fund and Equal Access grant funding, we took immediate steps to reduce spending and preserve funds to be used for ongoing personnel costs. We reviewed the one-time projects in the 2020 IOLTA Trust Fund budget and quickly decided to indefinitely postpone the capital project as well as some of the technology initiatives. In addition, we instituted a hiring freeze and did not move forward with new positions, which had not been filled yet, that were included in the IOLTA Trust Fund CY2020 budget. By implementing these expense reductions we generated carryover funds that were used in CY2021 when the IOLTA and EA grants were significantly reduced. Using carryover funds, we were able to preserve all current staff positions as well as restore some positions that were frozen in 2020.</p> <p>The 2021 IOLTA carryover funds will be fully utilized prior to June 30, 2022. We appreciate the flexibility of the State Bar in helping us to bridge the loss of funding between 2020 and 2021 with carryover funds.</p> <p>We do not expect to have EA carryover funds as that grant should be fully expended by the end of December, 2021. While there are some variations in spending between actual and budget, none of the line items are over 10% so a budget revision has not been submitted.</p>	\$3,363,340
6	Greater Bakersfield Legal Assistance	\$384,630	29%	<b>Approve</b>	<p>APPLIES TO BOTH IOLTA &amp; EAF:</p> <p>Greater Bakersfield Legal has had extraordinary challenges in maintaining staffing. This is attributable to several factors. First, the pandemic has mobilized the job market, making higher paying larger city jobs available to local talent. Secondly, we have had several employees out on family leave during the year. Lastly, establishing a hybrid work model based on courts closing in person and re-opening partially has made it difficult to achieve continuity in our work force.</p> <p>GBLA had large carryovers from the prior year, caused primarily by the onset of the pandemic, which exacerbated the current year carryover. Although we will have spent the 2020 carryover during 2021, it compounded the unders pending in the current year.</p> <p>The final contributor to our under spending is in non-personnel, which is in some line items allocated a proportional share. This share is calculated using FTE (Full Time Equivalent) personnel, and therefore under spent based on the prior mentioned vacancies.</p>	\$602,490

7	Inland Empire Latino Lawyers Association, Inc.	\$210,520	25%	<b>Approve</b>	<p>During 2021, IELLA staff members requested decreased work hour schedules for a multitude of reasons, including but not limited to, they had to assist children connect to remote schooling, lacked child care, had to take care of a sick or elderly family member, personal illness, feared exposure to COVID-19, wanted to take professional development college classes, and/or were unable to work due to personally suffering from long-haul COVID-19.</p> <p>The 2021 budget was created based upon an expectation that staff members would be working the same full-time hours worked in 2019. When staff members unexpectedly opted out of working full-time hours, it hindered the organization's ability to expend the budget as originally anticipated. Meanwhile, the Care's Act additional unemployment benefit funds discouraged many unemployed legal professionals from seeking gainful employment. This caused a more competitive job market. Local law firms had the deep pockets to be able to raise starting wages and offer new hire bonuses to attract workers in the tight employment market. As a nonprofit with an organizational budget based upon limited funding and restrictive grant funding rules, IELLA was unable to offer higher rates of pay and/or attractive benefit packages to compete with the local law firms for new hires. Despite diligently searching, IELLA was unable to secure additional qualified legally trained staff to join the IELLA team and work the hours that existing staff were turning down. This will result in a 2021 carryover.</p> <p>IELLA's 2021 carryover is based upon the 25% max allowable for both IOLTA and EAF. It is foreseeable that there may be excess to the 25% max allowable unspent by December 31st. After the Q4 report is prepared, IELLA will return any excess amount above the 25% max allowable to the State Bar.</p>	\$67,990
8	Los Angeles Center for Law and Justice	\$95,390	59%	<b>Defer to Committee</b>	The COVID-19 pandemic and its unpredictable consequences resulted in LACLJ ending up unable to use the 2020 State Bar funds as initially intended. Following the generous extension of the 2020 IOLTA/EAF funds through the end of 2021, LACLJ was able to prioritize maximizing the usage of the 2020 funds and adjusting as necessary throughout the calendar year as unexpected sources of funding materialized (CARES Act and PPP) and expenses fluctuated from the norm. However, this resulted in us having to push back the spending of the 2021 IOLTA/EAF funds, and resulted in a larger carryover amount.	\$168,240
9	Advancing Justice - Asian Law Caucus	\$227,680	23%	<b>Staff Approved</b>	There were some turnover in some positions that create vacancy and lower staffing capacity during the year, so funding was not spent down as planned.	\$386,030
10	Central California Legal Services	\$949,270	10%	<b>Staff Approved</b>	<p>Our request for approval stems mostly from under-expenditures in two of our six counties, Merced and Tulare. The following circumstances lead to our carryover:</p> <ul style="list-style-type: none"> <li>• Spending 2020 money first due a carryover resulting from the federal PPP. We did not seek a second round of funds for this reason.</li> <li>• Difficulty with lack of broadband to reach into rural communities impacting client services;</li> <li>• While not a new issue, our clients experience a lack of access to broadband services in our rural areas, adding to this is their lack of computer literacy. This makes it more difficult for staff to provide services.</li> <li>• In person services were difficult and, in some cases, impossible to effectively carryout in virtual manner. We also were impacted in outreach and educational due to our long-standing partnerships with community- based organizations, who they themselves were struggling to reach the client communities.</li> </ul> <p>Loss of experienced attorneys:</p> <ul style="list-style-type: none"> <li>• (Merced IOLTA) Loss of Team Lead attorney in the Merced office; the loss of our housing attorney in March;</li> <li>• (Tulare IOLTA) Our experienced Team Lead for Family Law/Immigration left in late June; the new team lead came on board a month later.</li> </ul>	\$1,233,270
11	Mental Health Advocacy Services	\$53,240	23%	<b>Staff Approved</b>	IOLTA Grant: None of the 2021 IOLTA funds were spent until the 2020 IOLTA carry-over was exhausted. As a result, approximately 77% of the 2021 grant will be spent by December 31, 2021. The proposed carry-over of \$12,000 will help MHAS maintain core positions in 2022 when other funding decreases.	\$107,290

12	Public Law Center	\$515,320	24%	Staff Approved	The proposed carry-over of our IOLTA and EAF funds is due to two circumstances. First, our attorney and paralegal salary expenditures were significantly lower than originally budgeted because we received in February a second PPP loan. In order to have that loan fully forgiven, we needed to cover much of our salary costs from March through July with PPP loan proceeds instead of State Bar funding. We note that the proposed IOLTA carry over of attorney salaries is extremely low - that's because we are using Q8 2020 IOLTA funds to largely cover those salary costs to minimize the amount of 2020 carry over we will be requesting. This difference in our salary expenditures due to the PPP loan has also affected our budget and carry over request for benefits and administrative personnel costs. Second, in 2021 we converted to Legal Server, Microsoft Office 365 and EgnYte. The cost for all of those were more than anticipated, which is why we're proposing the budget modification, but some of those costs will be incurred in 2022 - thus the carryover request in that budget line item.	\$740,060
13	Riverside Legal Aid	\$168,480	17%	Staff Approved	Additional funding enabled some of the expenses to be paid from other sources, resulting in an under-expenditure of IOLTA and EAF funds	\$293,660
Budget Revisions						
No.	Organization Name	2021 Grant Amount	Budget Revision %	Staff Recommendation	Grantee explanations for material budget deviations and/or carry-over request	
1	Greater Bakersfield Legal Assistance	\$384,630	28%	Defer to Committee	<p>Greater Bakersfield Legal has had extraordinary challenges in maintaining staffing. This is attributable to several factors. First, the pandemic has mobilized the job market, making higher paying larger city jobs available to local talent. Secondly, we have had several employees out on family leave during the year. Lastly, establishing a hybrid work model based on courts closing in person and re-opening partially has made it difficult to achieve continuity in our work force.</p> <p>GBLA had large carryovers from the prior year, caused primarily by the onset of the pandemic, which exacerbated the current year carryover. Although we will have spent the 2020 carryover during 2021, it compounded the under spending in the current year.</p> <p>The final contributor to our under spending is in non-personnel, which is in some line items allocated a proportional share. This share is calculated using FTE (Full Time Equivalent) personnel, and therefore under spent based on the prior mentioned vacancies.</p>	
2	Legal Aid Society of San Bernardino	\$170,170	25%	Approve	The budget modification will be adjusted to increase personnel and decrease non-personnel and administrative costs. The pandemic and the resulting closure of the court resulted in our agency reducing our non-personnel and admin cost and increased paralegal/legal assistant time. The revision reflects 4 attorneys @ 2.67 FTE; 5 legal assistant/paralegals at 5.55 FTE and Admin time of .63 which includes Chief Admin at .15; Executive Director @.9; HR Admin @.23 and Case Manager @ .63. (IOLTA 4 FTE Attorneys @ .40 each total .80; 3 FTE Paralegals @.49 each total 1.48; and admin at .75. The above changes will allow our organization to continue to serve the low-income population.	
3	Central California Legal Services	\$949,270	22%	Staff Approved	<p>The budgets seek to take the under-expenditures in these positions and program into increased staff salaries for 2022.</p> <p>CCLS is working with our union to seek solutions for a more competitive salary structure to assist attorney recruitment and retention.</p>	

4	Legal Aid Foundation of Santa Barbara County	\$76,080	12%	<b>Staff Approved</b>	For IOLTA, shifted some program personnel funding from Attorney to Paralegal based on changes in other funding for July to December 2021. One County contract that helped fund the paralegal work was not extended.
5	Public Law Center	\$515,320	20%	<b>Staff Approved</b>	<p>The proposed carry-over of our IOLTA and EAF funds is due to two circumstances. First, our attorney and paralegal salary expenditures were significantly lower than originally budgeted because we received in February a second PPP loan. In order to have that loan fully forgiven, we needed to cover much of our salary costs from March through July with PPP loan proceeds instead of State Bar funding. We note that the proposed IOLTA carry over of attorney salaries is extremely low - that's because we are using Q8 2020 IOLTA funds to largely cover those salary costs to minimize the amount of 2020 carry over we will be requesting. This difference in our salary expenditures due to the PPP loan has also affected our budget and carry over request for benefits and administrative personnel costs.</p> <p>Second, in 2021 we converted to Legal Server, Microsoft Office 365 and EgnYte. The cost for all of those were more than anticipated, which is why we're proposing the budget modification, but some of those costs will be incurred in 2022 - thus the carryover request in that budget line item.</p>
6	San Diego Volunteer Lawyer Program	\$195,290	11%	<b>Staff Approved</b>	<p>SDVLP's Vision for Justice Collaborative (VJC) program and Domestic Violence Restraining Order Clinic Program (DVROC) have had numerous staff vacancies throughout 2021. The Supervising Attorney for the DVROC resigned in June 2021, and has yet to be replaced, despite a diligent search. In January 2021, the paralegal for the Vision for Justice Program resigned. Additionally, two Staff Attorneys for the VJC resigned in April and May of 2021. Despite diligently searching, SDVLP was not able to hire a replacement staff attorney until October of 2021. SDVLP was not able to expend the funds as a result of the prolonged staff vacancies.</p> <p>We would like to use the funds for our Microbusiness and Nonprofit Support Program, and for our Tenants' Rights Program, which have been unable to secure adequate funding for 2021. SDVLP's Microbusiness and Nonprofit Support Program assists low-income entrepreneurs with their business legal issues. SDVLP's Tenants' Rights Program helps low-income tenants with eviction defense and prevention, among other housing issues.</p>

2021 EAF Grant Budget Revision and Carry-Over Requests						11/16/2021
As prepared for the November 17, 2021 Eligibility & Budget Review Committee Meeting						
Carryover Requests						
No.	Organization Name	2021 Grant Amount	Carryover %	Staff Recommendation	Grantee explanations for material budget deviations and/or carry-over request	2022 EAF Award
1	Asian Americans Advancing Justice - Los Angeles	\$473,350	36%	Approve	In addition to prioritizing spending down our 2020 State Bar IOLTA and EAF carry-over funds, we also received a PPP loan that required us to allocate expenses to other funding sources during a time-limited period in 2020 to be eligible for loan forgiveness. As a result, we under-spent our 2021 State Bar IOLTA and EAF funds though expect to fully spend this down by June 2022.	\$930,060
2	California Women's Law Center	\$143,149	33%	Approve	The proposed carry-over amount exceeds 10 percent of both IOLTA and EAF 2021 grant award amount since we received a second round of Paycheck Protection Program (PPP) loan on March 2, 2021. We applied the PPP loan to personnel salary and benefits before applying the IOLTA and EAF 2021 grant award in order to meet the requirements of the PPP loan. Additionally, we also continued carry-over amounts from the IOLTA and EAF 2020 grant which was completed on June 30, 2021. Therefore, we could not begin applying the IOLTA and EAF 2021 grant award until July 1, 2021.	\$396,459
3	Central California Legal Services	\$846,420	25%	Approve	<p>Our request for approval stems mostly from under-expenditures in two of our six counties, Merced and Tulare. The following circumstances lead to our carryover:</p> <ul style="list-style-type: none"> <li>• Spending 2020 money first due a carryover resulting from the federal PPP. We did not seek a second round of funds for this reason.</li> <li>• Difficulty with lack of broadband to reach into rural communities impacting client services;</li> <li>• While not a new issue, our clients experience a lack of access to broadband services in our rural areas, adding to this is their lack of computer literacy. This makes it more difficult for staff to provide services.</li> <li>• In person services were difficult and, in some cases, impossible to effectively carryout in virtual manner. We also were impacted in outreach and educational due to our long-standing partnerships with community- based organizations, who they themselves were struggling to reach the client communities.</li> </ul> <p>Loss of experienced attorneys:</p> <ul style="list-style-type: none"> <li>• (Tulare EAF) The assigned paralegal was on leave to study for the bar exam; and later out due to medical leave of at least a few months;</li> <li>• (Both counties EAF): In June, our Team Lead for Family Law resigned; we also experienced a loss of the Pro Bono Program Attorney.</li> </ul>	\$2,020,730
4	Greater Bakersfield Legal Assistance	\$342,960	76%	Defer to Committee	<p>APPLIES TO BOTH IOLTA &amp; EAF:</p> <p>Greater Bakersfield Legal has had extraordinary challenges in maintaining staffing. This is attributable to several factors. First, the pandemic has mobilized the job market, making higher paying larger city jobs available to local talent. Secondly, we have had several employees out on family leave during the year. Lastly, establishing a hybrid work model based on courts closing in person and re-opening partially has made it difficult to achieve continuity in our work force.</p> <p>GBLA had large carryovers from the prior year, caused primarily by the onset of the pandemic, which exacerbated the current year carryover. Although we will have spent the 2020 carryover during 2021, it compounded the unders pending in the current year.</p> <p>The final contributor to our under spending is in non-personnel, which is in some line items allocated a proportional share. This share is calculated using FTE (Full Time Equivalent) personnel, and therefore under spent based on the prior mentioned vacancies.</p>	\$987,190

5	Inland Empire Latino Lawyers Association, Inc.	\$179,508	25%	Approve	<p>During 2021, IELLA staff members requested decreased work hour schedules for a multitude of reasons, including but not limited to, they had to assist children connect to remote schooling, lacked child care, had to take care of a sick or elderly family member, personal illness, feared exposure to COVID-19, wanted to take professional development college classes, and/or were unable to work due to personally suffering from long-haul COVID-19.</p> <p>The 2021 budget was created based upon an expectation that staff members would be working the same full-time hours worked in 2019. When staff members unexpectedly opted out of working full-time hours, it hindered the organization's ability to expend the budget as originally anticipated. Meanwhile, the Care's Act additional unemployment benefit funds discouraged many unemployed legal professionals from seeking gainful employment. This caused a more competitive job market. Local law firms had the deep pockets to be able to raise starting wages and offer new hire bonuses to attract workers in the tight employment market. As a nonprofit with an organizational budget based upon limited funding and restrictive grant funding rules, IELLA was unable to offer higher rates of pay and/or attractive benefit packages to compete with the local law firms for new hires. Despite diligently searching, IELLA was unable to secure additional qualified legally trained staff to join the IELLA team and work the hours that existing staff were turning down. This will result in a 2021 carryover.</p> <p>IELLA's 2021 carryover is based upon the 25% max allowable for both IOLTA and EAF. It is foreseeable that there may be excess to the 25% max allowable unspent by December 31st. After the Q4 report is prepared, IELLA will return any excess amount above the 25% max allowable to the State Bar.</p>	\$111,400
6	Mental Health Advocacy Services	\$47,470	25%	Approve	<p>EAF Grant: From January through August, fewer FTEs were funded by the 2021 EAF grant than originally budgeted because the 2020 EAF carry-over funds were still supporting the project. As a result, approximately 75% of the 2021 grant will be spent by December 31, 2021. By carrying over the remaining 2021 EAF funds, MHAS will be able to maintain the Equal Justice Works (EJW) Fellow position that is currently supported by the EAF grant. The EJW Fellowship grant funds a portion of the salary for the position, but none of the benefits or related non-personnel expenses. The proposed EAF carry-over will ensure that the position is fully funded through March 31, 2022.</p>	\$175,800
7	Riverside Legal Aid	\$136,279	25%	Approve	Additional funding enabled some of the expenses to be paid from other sources, resulting in an under-expenditure of IOLTA and EAF funds	\$481,160
8	Family Violence Law Center	\$15,280	23%	Staff Approved	Extra pandemic-related grant funds were available in 2021 that needed to spent down earlier than December 31, 2021.	\$43,560
9	Los Angeles Center for Law and Justice	\$85,060	13%	Staff Approved	The COVID-19 pandemic and its unpredictable consequences resulted in LACJ ending up unable to use the 2020 State Bar funds as initially intended. Following the generous extension of the 2020 IOLTA/EAF funds through the end of 2021, LACJ was able to prioritize maximizing the usage of the 2020 funds and adjusting as necessary throughout the calendar year as unexpected sources of funding materialized (CARES Act and PPP) and expenses fluctuated from the norm. However, this resulted in us having to push back the spending of the 2021 IOLTA/EAF funds, and resulted in a larger carryover amount.	\$275,660
10	Public Law Center	\$459,480	24%	Staff Approved	<p>The proposed carry-over of our IOLTA and EAF funds is due to two circumstances. First, our attorney and paralegal salary expenditures were significantly lower than originally budgeted because we received in February a second PPP loan. In order to have that loan fully forgiven, we needed to cover much of our salary costs from March through July with PPP loan proceeds instead of State Bar funding. We note that the proposed IOLTA carry over of attorney salaries is extremely low - that's because we are using Q8 2020 IOLTA funds to largely cover those salary costs to minimize the amount of 2020 carry over we will be requesting. This difference in our salary expenditures due to the PPP loan has also affected our budget and carry over request for benefits and administrative personnel costs.</p> <p>Second, in 2021 we converted to Legal Server, Microsoft Office 365 and EgnYte. The cost for all of those were more than anticipated, which is why we're proposing the budget modification, but some of those costs will be incurred in 2022 - thus the carryover request in that budget line item.</p>	\$1,212,580

Budget Revisions					
No.	Organization Name	2021 Grant Amount	Budget Revision %	Staff Recommendation	Grantee explanations for material budget deviations and/or carry-over request
1	Los Angeles County Bar Association - Counsel for Justice	\$57,300	32%	<b>Approve</b>	We budget \$ 18,400 Contract Service to Clients, to pay attorney who coordinate the Pro-bono Attorneys work, but because of Covid19 the Court has been closed, and we have not used this money, since we are almost at the end of October 2021 and the Court has not notified us when it will be open, we need to allocate that amount to salaries.
2	Greater Bakersfield Legal Assistance	\$342,960	14%	<b>Staff Approved</b>	<p>Greater Bakersfield Legal has had extraordinary challenges in maintaining staffing. This is attributable to several factors. First, the pandemic has mobilized the job market, making higher paying larger city jobs available to local talent. Secondly, we have had several employees out on family leave during the year. Lastly, establishing a hybrid work model based on courts closing in person and re-opening partially has made it difficult to achieve continuity in our work force.</p> <p>GBLA had large carryovers from the prior year, caused primarily by the onset of the pandemic, which exacerbated the current year carryover. Although we will have spent the 2020 carryover during 2021, it compounded the under spending in the current year.</p> <p>The final contributor to our under spending is in non-personnel, which is in some line items allocated a proportional share. This share is calculated using FTE (Full Time Equivalent) personnel, and therefore under spent based on the prior mentioned vacancies.</p>
3	Legal Aid Society of San Bernardino	\$151,730	16%	<b>Staff Approved</b>	The budget modification will be adjusted to increase personnel and decrease non-personnel and administrative costs. The pandemic and the resulting closure of the court resulted in our agency reducing our non-personnel and admin cost and increased paralegal/legal assistant time. The revision reflects 4 attorneys @ 2.67 FTE; 5 legal assistant/paralegals at 5.55 FTE and Admin time of .63 which includes Chief Admin at .15;Executive Director @.9; HR Admin @.23 and Case Manager @ .63. (IOLTA 4 FTE Attorneys @ .40 each total .80; 3 FTE Paralegals @.49 each total 1.48; and admin at .75. The above changes will allow our organization to continue to serve the low-income population.