

2021-2023 Homelessness Prevention (HP II) Budget Revision Requests						
	Change is at or below 10% of award:	Self-approving (not shown)				
	Change is between 10% and 25% of award:	Staff may approve				
	Change is 25% or more of award:	Committee/Commission approves				
HP II Formula Grants						
	Organization	3-Year Award	Revision Amount*	Revision Percent*	Grantee Explanation (Excerpt from Revision Request Form)	Recommendation
Requiring action: Changes totaling 25% or more of the award						
1	Inland Empire Latino Lawyers Association	\$ 75,933	\$ 33,821	44.5%	<p>The original project plan was designed for this project to be led by a Housing Staff Attorney. Unfortunately, this resulted in IELLA failing to meet its Private Attorney Involvement (PAI) requirements for both its LSC-subgrant and State Bar IOLTA/EAF grants in 2020. IELLA's 2022 funding was substantial decreased for failing to meet PAI goals. Upon notification of this substantial loss in revenue, IELLA's Board of Directors decided to redesign the HP project as Qualified Legal Project with its primary delivery of legal services being performed by a robust panel of volunteer attorneys and law students. Presently, IELLA minimal staff are tasked with recruitment of volunteers in addition to the voluminous tasks of their positions. Funding has been shifted from Staff Attorney to Other Staff in order to enable IELLA to hire a part-time Pro Bono Coordinator who can focus exclusively on recruitment, training, supervision, scheduling, and retention of volunteers to meet the growing community demand for Homeless Prevention legal services. Having a Pro Bono Coordinator will ensure that sufficient volunteers are able and available to meet the tsunami of tenants that require legal assistance in fighting eviction, landlord-tenant dispute resolution services, and applying to available rent payment assistance programs.</p> <p>The original project was designed to have a Housing Staff Attorney oversee, manage, and perform the project. This project design ensured that a staff member was dedicated to staying atop of the rapidly changing housing laws, regulations, rental assistance programs, and pandemic eviction moratoriums. Unfortunately, the Housing Attorney became ill in December 2020. He has remained ill and has been unable to return to work throughout 2021. As the Staff Attorney's illness lingered, IELLA hired a temporary attorney to fill the position. The temporary attorney worked on the project during the first half of 2021. In July 2021, the temporary attorney departed IELLA because he received a full-time permanent job offer from a law firm. Coinciding with the temporary attorney putting in his two weeks notice, IELLA's Board was notified of the decrease in 2022 funding due to the pro bono goals not being met in 2020. The Board opted to restructure the program to be run by a Pro Bono Coordinator and eliminate the Housing Staff Attorney position. Therefore, IELLA will not be refilling the Housing Staff Attorney position. IELLA is instead actively seeking a part-time Pro Bono Coordinator for this project.</p> <p>IELLA can foresee that it will be unable to fully exhaust the 2021 funding allocated as outlined in the original budget. The periods of vacancy due to the Staff Attorney's illness throughout 2021 and the temporary attorney's departing in July 2021 has resulted in HP monies needing to be carried over into 2022. In addition, monies have been shifted from Attorney to Other Staff to adjust for the project restructuring into a Qualified Legal Service Project and requiring a Pro Bono Coordinator.</p>	Approve
FYI only: Changes between 10% and 25% of the award						

2	Asian Americans Advancing Justice-LA	\$ 865,542	\$ 145,616	16.8%	<p>In anticipation of an increased demand for services in 2022, we reallocated personnel resources by shifting resources from the paralegal line item to the attorney line item, and added .50 FTE admin support as we prepare to move into a larger regional office. Despite these changes, we still expect to meet our planned deliverables of handling 750 cases over the three-year grant period as we expect attorneys to be able to handle a higher caseload.</p> <p>The changes in our budget are due to the Federal and California eviction moratoriums in place for much of 2021, and the consequent lower-than-expected demand for tenant eviction services. As a result, the planned rollout of services including the hiring of project staff members in Year 1 fell below our initial forecast. We are now gearing up for what is expected to be high demand for services in 2022 and 2023 by shifting personnel resources from the paralegal line item to the staff attorney line item, adding admin support to assist with anticipated higher demand for services, and increasing the size of our regional office. Increasing the size of our regional office has increased our non-personnel expenses and lowered our ratio of personnel to non-personnel expenses; however, we continue to meet resource allocation guidelines with 80% of resources allocated to personnel and 20% to non-personnel, and 93% of resources allocated to program expenses and 7% to administrative expenses.</p>	Approve
3	Greater Bakersfield Legal Assistance	\$ 449,757	\$ 76,365	17.0%	<p>Our core activities, major objectives and strategies for the project remain the same. There was a savings in year 1 under the attorney line item, as well as the travel and training line items which were greatly reduced based on the COVID-19 pandemic, which allowed us to reallocate funds to the other line item in order to hire a full-time Marketing Assistant in year 2. The Marketing Assistant will assist the project attorney with outreach, community education, workshops and to generally increase awareness of available project services. Deviation was a result of savings in the attorney line item, as well as under-expenditure in the travel and training line items due to the COVID-19 pandemic.</p>	Approve
4	Legal Aid Society of San Diego	\$ 739,260	\$ 160,813	21.8%	<p>The material deviations from the approved budget were due to the loss of staff that were on or projected to be on the project initially. Also, the project needed to provide some support for intake in the middle of the first year of the project to help with the amount of calls coming in regarding housing and eviction requests for assistance. Also, projected increases in salary for year 2 required a change in staffing.</p> <p>The project staff revision was as follows: in the first year we have 2 attorneys, one working for 6 months on this project and the second attorney worked for 2 months. We also had 3 advocates working full time for different periods in the first year, as well as part of 2 intake specialists on this project. For the second and third year, the project will have 1 attorney and part of a supervision attorney time, as well as, 1 advocate working on this project. The first year goal revision of the deliverables is to provide 80 clients advice on their rights on rental disputes, subsidized housing problems, and other housing problems that can lead to housing instability and eviction. Of those 80 clients, the project aims to provide approximately 2 clients with extended services or representation. The goal in the second and third year is to provide 200 clients each year advice on their rights on rental disputes, subsidized housing problems, and other housing problems that can lead to housing instability and eviction. And of those 200 clients, we aim to provide approximately 8 clients with extended services or representation each year.</p>	Approve
5	San Diego Volunteer Lawyer Program	\$ 173,844	\$ 24,973	14.4%	<p>There are no changes to the core activities, major objectives, and strategies for the project. The budget revisions requested will increase alignment of project costs for the program as a whole with potential supplemental funding sources that may be available for the project in the future.</p> <p>Update on 1/21: With a new fiscal team in place, we are reviewing our program budgets and expenditures to better reflect actual program costs and improve program sustainability. Originally, costs were not budgeted for benefits and non-personnel costs, such as rent, attributable to the program. These costs were planned to be covered by other funding sources, which is no longer feasible. The requested revisions better reflect the actual costs of the program. We do not anticipate any significant change in services provided to clients as a result of the requested revisions</p>	Approve

6	San Luis Obispo Legal Assistance Foundation	\$ 50,001	\$ 5,218	10.4%	<div>[Staff note: This request is just passed the threshold for automatic approval--more than 10% of the award.]</div> <div>No change to the proposal in terms of activities, objectives and strategies, simply changing some budget numbers based on current information. No major changes. Altering expense budget slightly based on current programming and anticipated payroll/costs given the changes since the past budget was submitted. Starting 7/1/21, SLOLAF has changed the way its financials are presented. We are now allocating administrative costs (costs for running the organization as a whole as opposed to costs directly for a project). Administrative costs are allocated over all programs based on total time spent on each program versus total time spent overall.</div>	Approve
	*In accordance with the LSTFP General Grant Provisions, these figures refer to changes between budget categories over the life of the award (2021-2023)--rather than from year-to-year or within years.					
HP II Competitive Grants						
	Organization	3-Year Award	Revision Amount	Revision Percent	Grantee Explanation (Excerpt from Revision Request Form)	Recommendation
Requiring action: Changes totaling 25% or more of the award (committee/commission approval)						
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