



**Grant Year:** 2023

**Due Date:** October 11, 2022 at 5:00pm PST

**Prepared by:** Michelle Weger

**Email:** mweger@baylegal.org

**Contact Phone:** 510-250-5243

**Funding Opportunity:** HP RFP

**Project Title:** Homelessness Prevention in Alameda and San Mateo Counties

**Program Name:** Bay Area Legal Aid

**Applicant Title:** Senior Grants Officer

**Address:** 1735 Telegraph Avenue

**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 4 Competitive Grant.

## FORM A - PROJECT PROFILE

**1. Lead Project Contact:** Michelle Weger

**Job Title:** Senior Grants Officer

**Email:** mweger@baylegal.org

**Telephone:** 510-250-5243

County(ies) Served by  
this Project

Alameda

San Mateo

### 3. Grant Period

1.5 Years (January 1, 2023-June 30, 2024)



#### 4. Total Amount Requested

The maximum amount that a program may request is \$1,500,000.

1500000

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

☒ Yes ☐ No

#### 5a. Please describe how the project is funded now and whether this grant would protect or expand existing services.

EAF Round 4 Homelessness Prevention funding would allow BayLegal to sustain existing services provided by our Alameda County housing team, including our Tenants' Rights Line (TRL), and by our San Mateo County Regional Office, which focuses on survivors of domestic violence.

The Alameda component of the proposed project is currently funded by a patchwork of municipal, federal, and corporate grants, with unrestricted sources filling in the gaps. However, with recent fluctuations in dedicated funding for housing legal services in Alameda County, especially the phase-out of Whole Person Care, continuing the current level of services has become precarious. We secured an HP 3 grant to sustain one of two TRL attorney positions through 2024, and HP 4 funding would ensure continued staffing of the second TRL position and of two housing team positions focused on representation.

Comprised of small municipal, state, and foundation grants, funding for legal services in San Mateo County is generally meager. We have always relied heavily on unrestricted support (which fluctuates yearly) for ongoing viability of BayLegal's presence in Peninsula communities. Lack of local funding, however, belies the depth of need in the County, particularly for BayLegal's substantial expertise in domestic violence and family law. HP 4 funds would ensure our continued capacity to provide pro se restraining order services relied upon by the courts, Bar Association, and range of partners in the county, and full-scope representation to survivors in complex family law and immigration cases.



6. 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 the View Map button to help identify rural areas in narrative response below.

☒ Yes

☐ No

**6a. If yes, explain how you serve rural and/or underserved populations.** Central to our mission is providing legal services in a way that reduces barriers to access for underserved populations, including those isolated by disability, location (including MSSA-defined rural areas of Napa, Santa Clara, San Mateo, Alameda, and Marin counties), mobility difficulties, and limited English proficiency. Our regional Legal Advice Line (LAL) was created to expand and equalize access. Providing legal assistance by phone in multiple languages eliminates the burden of costly and time-consuming travel; allows people with disabilities to consult with a lawyer from their homes; and ensures non-English speakers can understand and assert their rights.

**List any rural areas.:** BayLegal has also built a geographically wide network of access points, including our six regional offices and on-site intake at over 40 community partner sites, including shelters, supportive housing offices, courts, one stop centers, jails, and a host of community service providers..

BayLegal prioritizes serving various underserved populations. Survivors of domestic violence, sexual assault, and trafficking make up a quarter of BayLegal clients. People with disabilities comprise more than a third of our clients. BayLegal has programs targeting youth, unhoused individuals, immigrants, veterans and the reentry population. We assist underserved populations by providing tailored legal services by highly trained staff, using trauma-informed approaches, collaborating with an extensive network of expert partners, and utilizing adaptive practices. Recognizing the disproportionate impact of housing instability on Black and brown communities, we apply a racial justice and intersectional analysis to each stage of our legal work and broader advocacy.



## 7. Project Abstract

Briefly describe 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.

Bay Area Legal Aid's homelessness prevention project has two components: In Alameda County, we will provide housing advocacy to keep extremely low-income residents housed, prioritizing survivors of domestic violence and people with disabilities. Our housing advocacy will include eviction defense, fair housing advocacy, efforts to prevent wrongful terminations and denials of housing subsidies, and advocacy to enforce specific legal protections available for survivors of domestic violence and people with disabilities. In San Mateo County, we will provide domestic violence, family law and immigration services to survivors who are displaced or at risk of homelessness, to achieve greater safety and housing stability for survivors and their children.

In both project components, we will collaborate closely with our community partners and engage in outreach efforts to ensure we are most effective in reaching our target populations. Given the disproportionate impact of homelessness on marginalized communities, we will integrate a race equity and intersectional lens throughout all facets of our advocacy and client and community engagement.

## Form B - Project Description

Pursuant to the Budget Act of 2022, the HP 4 grants are for qualified legal services projects and support centers "to provide eviction defense, other tenant defense assistance in landlord-tenant rental disputes, or services to prevent foreclosure for homeowners, including pre-eviction and eviction legal services, counseling, advice, and consultation, mediation, training, renter education, and representation, and legal services to improve habitability, increasing affordable housing, ensuring receipt of eligible income or benefits to improve housing stability, legal help for persons displaced because of domestic violence, and homelessness prevention."



## 1. Statement of Need

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

The combination of high rent, housing shortages, and deep poverty that afflicts some Bay Area communities results in a cycle of housing instability for thousands of tenants and families. Indigent residents of Alameda County struggle to get and stay housed. Alameda has the state's fourth largest shortfall of homes affordable to low-income families. Many of those families live in unhealthy and/or unsafe conditions, and 40% pay more than a third of their income on rent. From 2019 to 2022 the county saw a 21% increase in homelessness, with HUD's 2022 Point-In-Time Count finding more than 9,740 residents in emergency shelters, transitional housing, or completely sheltered. In the coming year, tens of thousands of COVID-related evictions are anticipated to be filed in Alameda County. In just the first 6 months of 2022, BayLegal's Alameda Tenants' Rights Line has received over 2,200 calls.

Beyond housing scarcity and unaffordability, low-income DV survivors face added peril, since housing instability and DV are directly linked. According to Blue Shield California Foundation, 58% of all homeless women report DV as the immediate cause of their homelessness, while 80% of unhoused mothers and children have previously experienced domestic violence. Those who experience housing instability are four times more likely to experience domestic violence. According to research published in Contemporary Economic Policy, providing legal services to survivors significantly lowers repeat incidents of domestic violence. In the absence of accessible legal assistance, victimization is more likely to continue, putting survivors at heightened risk of homelessness.



## 2. Target Population(s)

(The following checkboxes will be used only to help the State Bar report to other agencies. Your responses to other questions (e.g. 3 and 4 on this form) will be used in scoring.) Select the population(s) that your project is designed to help. For support centers, this can be through providing services to qualified legal services projects. Select all that apply and/or "Other/Not listed." You may select multiple options to describe a single target population (e.g. you might select "Californians who are already homeless" and "veterans" if your project would target veterans who are already experiencing homelessness). You must explain your selection(s) below.

- ☐ Californians at risk of homelessness (homeowners)
- ☒ Californians at risk of homelessness (tenants)
- ☒ Californians who are already homeless
- ☐ Immigrant communities (other)
- ☐ Immigrant communities (refugees)
- ☒ Immigrant communities (undocumented)
- ☐ People with a criminal record
- ☒ People with a disability
- ☒ People with limited English proficiency (LEP)
- ☐ Seniors
- ☒ Survivors of domestic violence
- ☐ Veterans
- ☒ Women
- ☐ Youth (in the child welfare system)
- ☐ Youth (outside the child welfare system)
- ☒ Other/Not listed

### 2a. Explanation

For the option(s) you selected above, describe the population including where they reside and the circumstances giving rise to their specific/unique homelessness prevention legal needs.

The proposed project will focus on two counties within BayLegal's service area: Alameda and San Mateo. In Alameda County, we will serve residents at or below 125% of the Federal Poverty Level (FPL) and target people with disabilities and domestic violence survivors in our outreach and advocacy. In San Mateo County, we will provide legal services to domestic violence survivors who are displaced or at risk of homelessness.

Targeting residents at or below 125% FPL in Alameda County means that virtually all project clients will



fall below 30% of area median income, which HUD defines as Extremely Low Income. LSC's Justice Gap Report states that households living at or below 125% FPL have significant legal needs and lack of access to education and wealth. More than half (54%) of these households face 2 or more civil legal issues, and one in four have experienced six or more legal issues in the past year. 38% of households at or below 125% FPL lack a high school diploma, and 88% lack college degrees. We also know that families who are at or below 100% FPL have four times the rates of intimate partner violence than families with incomes of at or above 400% FPL. Additionally, 11.1 million people with a disability have family incomes below 125% FPL.

Within the Alameda County Extremely Low Income cohort, BayLegal will target outreach and prioritize our advocacy on two particularly underserved groups: people with disabilities and survivors of domestic violence (DV). People with disabilities are especially vulnerable to housing instability: Their landlords may not abide by or be aware of laws that protect people with disabilities. Tenants with disabilities must often choose between asserting their right to reasonable accommodation and not "rocking the boat" with an unsympathetic landlord. In addition, those living with disabilities are more likely to have lower incomes. Workers with a disability earn 66 cents for every dollar earned by a worker without a disability. Individuals receiving SSI (Supplemental Security Income) benefits still fall below the Federal Poverty Level for a household of one. Extremely low-income households are more than twice as likely to include someone with a disability. In addition, out-of-pocket health care expenses can be twice as high for people with disabilities than for people without, further jeopardizing their income stability. Greater financial insecurity means increased housing instability.

People displaced by domestic violence face many obstacles to obtaining and maintaining housing stability. Paramount are threats to their and their children's safety: the abuser might stalk, threaten, or abuse survivors and their children. This often causes survivors to flee their housing or jeopardizes survivors' tenancy or housing subsidy. Survivors may also face a lack of basic income supports, food insecurity, health access challenges, immigration obstacles, and other legal barriers. Legal assistance can be a lifeline to securing self-sufficiency, safety, stability and the opportunity to live independently from their abusers. In 2021, there were over 5,300 domestic violence related calls to law enforcement in Alameda County, with a 12% increase in calls where weapons were involved. BayLegal fills a critical service gap for DV survivors in Alameda County, where BayLegal has the unique legal expertise to focus on the intersection of housing and domestic violence law for survivors at risk of homelessness.

In San Mateo County, our work will center on providing legal assistance in DV, family law, and survivor-based immigration matters to improve housing security. The County's Department of Human Services estimates that domestic violence impacts over 10,000 county residents per year. There were nearly 2,000 calls to law enforcement reporting domestic violence in the County during 2021, which also saw a 26% increase in incidents that involved weapons. In the first half of 2022, 85% of BayLegal clients





receiving help for domestic violence, family law, or immigration issues were women, and 42% primarily spoke a language other than English.

As in Alameda County, survivors in need of legal assistance in San Mateo have limited options. Although the community-based organization Community Overcoming Relationship Abuse provides shelter, counseling, and limited legal assistance at restraining order hearings, low-income, unstably housed survivors rely on BayLegal for complex family law and immigration issues that require legal navigation. Similarly, our colleagues at Legal Aid Society of San Mateo County and Community Legal Services in East Palo Alto have limited capacity to respond to survivors' legal needs. BayLegal is the only agency providing full-scope family law and immigration services to survivors.

### 3. Will this project address homelessness in rural communities?

Yes

**3a. If yes, identify the rural communities.:** Although Alameda County is primarily urban, the southeastern quarter is MSSA-identified as a rural area. By design, our Tenants' Rights Line is accessible county-wide, making legal advice within reach for residents of rural communities. Similarly, since the pandemic necessitated implementing effective remote service models, our housing team is better able to represent clients living in the County's rural zone. That region encompasses a portion of Livermore, where we have an established relationship with Tri-Valley Haven, a domestic violence shelter, and will continue to provide outreach and legal support to their participants.

While San Mateo County includes numerous densely populated major urban areas, it also includes rural ranching and farming communities. Particularly along the western coast and southwestern portions of the county (MSSA-identified as rural), residents tend to live in much less dense communities that are isolated from major city centers by lack of public transportation. BayLegal services are accessible to survivors in these communities through a survivor-specific queue of our Legal Advice Line, as well as through phone and video appointments with attorneys in our Redwood City office. Moreover, BayLegal frequently provides help with electronic filing of restraining order petitions and other paperwork for survivors who are unable to access the court's in-person filing process.





#### 4. Will this project address homelessness in particularly underserved communities?

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Yes

**4a. 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.:** DV survivors in both San Mateo and Alameda counties are an underserved population. BayLegal is the only public interest law firm in San Mateo providing representation to survivors in all aspects of violence prevention, family law, and survivor-based immigration matters. Our Alameda office has long standing housing and domestic violence practices and boasts a rare depth of expertise at the intersection of DV and housing law. For survivors, attempting to access legal services presents a very real risk to their safety and the safety of their children. Moreover, BayLegal's internal Case Acceptance Guidelines emphasize providing services to survivors who are Limited English Proficient (LEP), disabled, a member of a marginalized group, or have other significant legal needs. Survivors facing these barriers are frequently unable to access resources available to others, such as the courts' self-help centers, which usually require individuals to read, write, and speak English.

People with disabilities face higher barriers to accessing civil justice due to physical environments that are not accessible, lack of assistive technology, attitudinal barriers such as stigma and stereotyping, and lack of transportation. Someone with a cognitive disability may experience the additional barrier of navigating the legal world, which uses technical language, moves quickly, and has complex rules to follow. Beyond trying to advocate for their legal rights, a disabled person must advocate for themselves to get physical access to a courthouse or administrative office, or advocate for a form of communication that will help them file the necessary court paperwork.

#### 5. Collaborations (table)

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Organization	Type	Contact Name	Job Title	Email	Telephone	State Bar Funded	Sub-Grant Recipient	Approved at Partnership/ Subgrant Began
Community Overcoming Relationship Abuse (CORA)	501(c)(3)	Melissa Gibbs	Manager of Legal Services	Melissag@corasupport.org	650-652-0800	No	No	01/01/2000
Legal Aid of San Mateo County (LASSMC)	501(c)(3)	Stephanie Bilinski	Pro Bono Director	sbilinski@legalaidsmc.org	650-558-0915	Yes	No	01/01/2000
Superior Court of San Mateo County	Government (local)	Tanya Both	Managing Attorney	tboth@sanmateocourt.org	650-261-5100	No	No	01/01/2000
San Mateo Co DA - Victim Services	Government (local)	Elisa Kuhl	Program Manager	ekuhl@smcgov.org	650-599-7473	No	No	05/25/2012
Safe Alternatives to Violent Environments (SAVE)	501(c)(3)	Kate Hart	Director of Programs	kateh@save-dv.org	(510)574-2250, ext 114	No	No	01/01/2000
Tri-Valley Haven	501(c)(3)	Christine Dillman	Acting Executive Director	christine@trivalleyhaven.org	925-449-5845	No	No	01/01/2000



Building Futures for Women and Children	501(c)(3)	Liz Varela	Executive Director	info@bfwc.org	510-357-0205	No	No	01/20/2006
Community Health Center Network	501(c)(3)	Rhodora Ursua	Chief Development Officer	rursua@alamedahealthconsortium.org	510-297-0260	No	No	03/20/2017
Centro Legal de la Raza	501(c)(3)	Monique Berlanga	Executive Director	mberlanga@centrolegal.org	510-227-4451	Yes	No	06/01/2018

### 5a. Partners and subgrantees

Describe the nature of your partnership for every organization in the Collaborations table, above. Also describe the work they would do on this particular project. Provide quantitative goals where possible. For subgrantees in particular, describe how you will monitor their work to ensure accurate reporting and grant compliance. The amount of information that you provide affects the competitiveness of your proposal.

BayLegal is in a unique position to address the housing legal issues of people with disabilities in Alameda County. We have a robust medical-legal partnership with the Community Health Center Network (CHCN), a consortium of community health clinics in Alameda County. These clinics serve people at risk of homelessness and people with severe disabilities. Well-established partnerships with the local health clinics and community health workers allow us to address the legal needs of their clients with disabilities who have barriers to accessing legal services.

BayLegal also has a longstanding relationship spanning more than two decades with domestic violence shelters in Alameda County (Tri-Valley Haven, Building Futures with Women and Children, SAVE). For instance, we intentionally established a direct referral pipeline between BayLegal and SAVE, because SAVE is located in the south of the county where there are limited legal and social services for survivors. We also train shelter staff and clients around legal rights and present in annual trainings as part of their 40-hour DV advocate certification program. We involve attorneys from our various legal teams to provide tailored trainings on the legal rights of survivors in the areas of public benefits, housing, and family law. We have also advocated together over the years on systemic issues impacting survivors, with homelessness and the coordinated entry system among the most important issues we are currently addressing.

Our Tenants' Rights Line works closely with Alameda County Housing Secure, a county-wide anti-displacement collaborative led by El Centro Legal de la Raza. The coalition's Peer-to-Peer program operates as a cross-referral network among fellow legal services providers, helping firms resolve conflict issues and connecting



tenants to a firm with expertise suited to their case.

In San Mateo County, BayLegal has collaborated for many years with CORA, LASSMC, and the Superior Court. All refer survivors to BayLegal through our Legal Advice Line, pro se Domestic Violence Restraining Order clinic, and/or warm hand-offs. In addition, BayLegal frequently refers clinic participants and clients to CORA for counseling, shelter, and other supportive services. The Court helps to facilitate our restraining order filings and facilitates our ability to support pro bono attorneys during their court appearances. They have also provided a modest annual grant in support of the clinic since at least 2007. LASSMC and BayLegal frequently provide technical assistance to each other in areas where each has substantive expertise. In 2017, our four organizations created the San Mateo County Pro Bono Collaborative (PBC) to help survivors obtain protective orders and place some with pro bono representation, expanding the availability of full-scope legal assistance. PBC members recruit, train and mentor pro bono attorneys, most of whom are associates at large Silicon Valley private firms or corporate counsel offices. Finally, BayLegal has an operational agreement with San Mateo County Victim Services to provide cross referrals and training, and coordinate support for survivors of domestic violence. BayLegal has also regularly participated in outreach events held by this office.

BayLegal's partnerships with all of the organizations who will play a role in the proposed project have been in place since well before June 2022 – most since the firm's inception in 2000. Because of the length of these relationships, documents citing the exact initiation dates are not available for all partners. Attached are the earliest examples that are readily available, with some documentation going back more than a decade.

**5b. Please acknowledge.**

☒ **5b. Our organization understands that if it receives an HP 4 award and subgrants any of those funds, it is responsible for reporting on subrecipient activities and monitoring subrecipient compliance with all grant restrictions and requirements.**



**5c. Documentation for partnerships or subgrants in effect as of June 30, 2022.**

For each partnership or subgrant in effect as of June 30, 2022, please upload documentation (e.g. an MOU/agreement, letter, etc.) either corroborating or attesting to that fact.

**BFWC\_Proof\_of\_Partnership.pdf**

251.6 KB - 10/08/2022 5:21PM

**CHCN\_(aka\_AHC)\_Proof\_of\_Partnership.pdf**

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**CORA\_Proof\_of\_Partnership.pdf**

149.5 KB - 10/08/2022 5:22PM

**Centro\_Legal\_Proof\_of\_Partnership.pdf**

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**LASSMC\_Proof\_of\_Partnership.pdf**

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**SAVE\_Proof\_of\_Partnership\_(p\_\_2).pdf**

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**SMC\_Court\_Proof\_of\_Partnership.pdf**

53.5 KB - 10/08/2022 5:21PM

**SMC\_DA\_Proof\_of\_Partnership.pdf**

100.6 KB - 10/08/2022 5:21PM

**Tri-Valley\_Haven\_Proof\_of\_Partnership.pdf**

72 KB - 10/08/2022 5:21PM

Total Files: 9



## 6. Organizational Capacity

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

BayLegal leverages expertise in multiple areas of poverty law and a wrap-around service model to address the needs of our most vulnerable community members. In Alameda, TRL callers will benefit from an experienced, bilingual attorney with a breadth of experience in triaging legal hotline calls and advising and representing tenants in housing issues. The project will also be staffed by housing experts who can provide a range of legal services attuned to the particular needs of DV survivors, people with disabilities and Extremely Low Income tenants. These attorneys have extensive experience conducting outreach and trainings, and partnering with other BayLegal practice teams and CBOs to address multiple legal barriers and increase housing stability for underserved populations. Our San Mateo team comprises senior attorneys and seasoned legal advocates whose specialized training and experience bring a trauma-informed approach to identifying and addressing the range of DV survivors' legal needs. Through our longtime partnerships with CBOs and public agencies, we connect clients to supportive services and disseminate information throughout the community about survivors' rights and how to access help.

In addition to their own experience and expertise, frontline practitioners are supported by a network of substantive experts, including their Supervising and Managing Attorneys; Regional Counsels for Housing, Family Law, and Immigration; and homelessness prevention experts throughout the firm. Further, BayLegal's full-time Impact and Learning Manager supports Justice Server operations, provides TA on data capture and reporting, and will work with staff on evaluating the Alameda component of this project.



## 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 has two components, focusing on eviction prevention and other housing retention measures in Alameda County, and legal recourses to DV survivors in San Mateo County to address housing instability.

The first component encompasses the work of our Alameda housing team, offering a full range of housing legal services. This grant will fund 2.6 FTE housing team attorneys: one FTE to staff our TRL and 1.6 FTE to provide a range of legal services, including extended representation. The team will be supported by the Alameda County and LAL Managing Attorneys, with the Supervising Housing Attorney leading weekly case review meetings, providing substantive trainings, and overseeing the project.

Project staffing in San Mateo comprises one FTE DV/family law attorney, .25 immigration attorney, and one FTE legal advocate. The San Mateo Managing Attorney (who also serves as the firm's Family Law Regional Counsel) leads weekly case review meetings and provides technical assistance and substantive training. Our Regional Immigration Counsel supervises the immigration attorney and serves as a resource for TA on immigration matters. All project staff participate in training, mentoring, and supervising volunteers, who provide pro se restraining order assistance and represent clients in immigration and family law matters.

**7a. How will the project ensure quality control?:** Ensuring quality for this project relies on BayLegal's guiding policies and procedures; thoughtful program management; and engaged supervision. Under the guidance of their respective Managing Attorneys, project staff follow our Advocacy Manual's detailed protocols related to case management and poverty law practice. Regular case review team meetings and regular supervision meetings allow supervisors to monitor case handling, litigation and other advocacy, while providing a forum for peer learning. Cases are reviewed on an ongoing basis to provide timely oversight and ensure they are efficiently and effectively handled and completed in a timely manner. Regular meetings and communications with project partners help ensure that community needs remain in focus and BayLegal's efforts appropriately address client issues.





## 8. Project Goals and Deliverables

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

The goal of the Alameda component is to help extremely low-income tenants maintain their housing, prioritizing survivors of domestic violence and people with disabilities. The Alameda housing team will assist a total of 360 tenants per year with a full range of legal services. The team will also provide 13 outreach events per year that target survivors of domestic violence and people with disabilities, as well as community service providers that work with these populations.

In San Mateo, the goal of the project is to help fleeing survivors and those at risk of homelessness by achieving safety and stability for themselves and their children. We pursue these goals by helping survivors separate from their abusers, gain financial support, protect their children, access supportive services, and establish or adjust legal immigration status. The project is expected to assist 90 survivors with pro se restraining order applications. Staff will complete 52 legal cases per year, which may include help with restraining orders, child and spousal support orders, and immigration relief (including U Visa and VAWA applications) – critical steps in obtaining stability and safety. We will also conduct two outreach events per year aimed at reaching survivors in rural parts of San Mateo County. Capacity for RO services, as well as family law and immigration representation, is enhanced by closely supervised pro bono attorneys and advocates.



**8a. Describe how the project's goals will be met.:** Alameda deliverables will be met through established referral pathways, enhanced by the team's collaborations and outreach efforts. The TRL attorney will provide screening, legal information, intake, and limited legal services via phone, scheduling callers for appointments with a housing team attorney as needed. The TRL reaches all of Alameda County, providing multilingual access, reducing barriers of distance, transportation and language. The other team attorneys will provide advice, and limited and full scope representation for issues including eviction, discrimination, habitability, subsidized housing, and specific legal protections available to DV survivors and people with disabilities. Staff will participate in weekly case review and continuing education to enhance their legal expertise and ensure quality services.

In San Mateo, survivors will primarily reach us through LAL's dedicated DV line; calling or walking into our local office; or as a direct referral from community partners, enhanced by the team's outreach events. After screening for needs and eligibility, we will provide services including legal advice, referrals, brief legal services, pro se assistance, and full representation. Restraining order assistance is provided as a brief service or through pro se clinics and one-on-one appointments, largely via telephone or video call. Legal information and restraining order application review and filing are also available on a walk-in basis at our office.

To advance the broader goal of homelessness prevention, we will also engage in advocacy to address systemic issues that hinder housing stability. Both components integrate a race equity and intersectional lens throughout all facets of our work.



**8b. What challenges do you anticipate encountering?:** As the Alameda COVID eviction moratorium ends, the housing crisis will worsen. State and county COVID emergency rental assistance will also end, affecting low-income tenants who were disproportionately impacted by the pandemic. These tenants potentially face lawsuits from landlords demanding debt repayment, and many who have not recovered from the pandemic's financial crisis will continue to be at risk of eviction without rental assistance. Making sure these tenants reach us in time will be a challenge. Another challenge will be advocating for clients who were unable to obtain ERAP funds or who received a retroactive denial and must pay back ERAP funds they already received. We will need to be creative in our advocacy for tenants to remain in their housing, as well as connect them to financial resources and consumer legal assistance if landlords pursue them for housing related debt. DV survivors and people with disabilities will face compounded obstacles when confronting this worsening housing crisis. Disabled persons may have less capacity to navigate legal challenges; encounter discrimination; or need reasonable accommodations. DV survivors may be fleeing for their safety and in need of immediate crisis intervention. Those at urgent risk and others in housing jeopardy may also require legal support to avoid eviction and establish long-term stability. We will meet these challenges by strengthening our community partnerships and referral pathways, and by providing zealous advocacy, at both the individual and systemic levels.



**8c. How will the project ensure the target demographic is served?** The Alameda component will ensure that the targeted demographic is served by continually evaluating services and engaging in targeted outreach. Project staff receive referrals through established collaborations with other local organizations focused on strengthening housing stability for low-income, underserved populations. BayLegal's community education campaigns will also serve to elicit contact from targeted community members. Similarly, maintaining strong ties with partners including domestic violence shelter providers and local health clinics, which frequently refer their clients to BayLegal, will help assure that our intended audience is served. All clients will go through an initial intake screening to ensure they are at or below 125% of the Federal Poverty Level.

BayLegal's San Mateo County team focuses exclusively on serving IPV survivors and is the County's primary resource for legal services to help survivors fleeing abuse. BayLegal's collaborations with Legal Aid Society of San Mateo County, which runs the county's eviction defense clinics, and CORA (the local DV shelter) means that survivors in housing crisis will be directly referred to BayLegal. Our partners at the Superior Court and the County DA's Victim Services unit also refer survivors to our Redwood City office or Legal Advice Line, for assistance with restraining orders and other family law matters.

For both project components, to confirm that the target demographic is being served, BayLegal will analyze relevant client data such as income, disability status, and history of DV, to monitor whether those receiving services are representative of the target population(s), and will adjust outreach efforts as appropriate.

## 9. Proposed Activities (table)

Proposed Activities			
Quarter	Responsible Partner	Activity	Deliverables
Year			



Q1

Bay  
Area  
Legal  
Aid

ALAMEDA HOUSING:

- 1) Provide information, referrals, advice, and limited and full scope representation in housing law related cases.
- 2) Conduct community outreach events
- 3) Engage in regular meetings and communications with project partners
- 4) Develop trainings and written materials on housing legal issues
- 5) Review standard survey questions, adjust if appropriate; begin soliciting client feedback through text-message surveys
- 6) Establish baseline data for target populations (IPV survivors and people with disabilities) to measure effects of outreach.

SAN MATEO DV:

- 1) Provide advice, brief service, and representation to survivors of Domestic Violence
- 2) Conduct individual and group pro se DVRO clinics for San Mateo County survivors of domestic violence
- 3) Engage in regular meetings and communications with project partners

BOTH:

At weekly case reviews, discuss systemic advocacy prospects, setting/carrying out goals as appropriate; apply race equity and intersectional analysis to discussions of cases, advocacy, and community efforts

ALAMEDA HOUSING:

- 1) Continue work on approximately 40 pending cases transferred from de-funded grant project
- 2) Open 80 housing cases for individuals at 125% or below the federal poverty level
- 3) Conduct 3-4 outreach events to survivors of domestic violence and people with disabilities and/or community service providers that work with these populations.

SAN MATEO DV:

- 1) Provide pro se restraining order assistance to 22-23 IPV survivors in San Mateo County
- 2) Close 5 cases for San Mateo County IPV survivors



Q2

Bay  
Area  
Legal  
Aid

ALAMEDA HOUSING:

- 1) Provide information, referrals, advice, and limited and full scope representation in housing law related cases.
- 2) Conduct community outreach events
- 3) Engage in regular meetings and communications with project partners
- 4) Develop trainings and written materials on housing legal issues
- 5) Six-month assessment of outreach, adjust approach if needed
- 6) Analyze survey responses to date; assess for adjustments to program services or survey methods

SAN MATEO DV:

- 1) Provide advice, brief service, and representation to survivors of Domestic Violence
- 2) Conduct individual and group pro se DVRO clinics for San Mateo County survivors of domestic violence
- 3) Conduct outreach targeting rural areas
- 4) Develop/update resource materials as needed
- 5) Engage in regular meetings and communications with project partners

BOTH:

At weekly case reviews, discuss systemic advocacy prospects, setting/carrying out goals as appropriate; apply race equity and intersectional analysis to discussions of cases, advocacy, and community efforts

ALAMEDA HOUSING:

- 1) Open 80 housing cases for individuals at 125% or below the federal poverty level
- 2) Conduct 3-4 outreach events to survivors of domestic violence and people with disabilities and/or community service providers that work with these populations.

SAN MATEO DV:

- 1) Provide pro se restraining order assistance to 22-23 IPV survivors in San Mateo County
- 2) Close 10 cases for San Mateo County IPV survivors
- 3) Conduct 1 outreach targeting survivors of DV/SA/HT in rural parts of San Mateo County



Q3

Bay  
Area  
Legal  
Aid

ALAMEDA HOUSING:

- 1) Provide information, referrals, advice, and limited and full scope representation in housing law related cases.
- 2) Conduct community outreach events
- 3) Engage in regular meetings and communications with project partners
- 4) Develop trainings and written materials on housing legal issues

SAN MATEO DV:

- 1) Provide advice, brief service, and representation to survivors of Domestic Violence
- 2) Conduct individual and group pro se DVRO clinics for San Mateo County survivors of domestic violence
- 3) Engage in regular meetings and communications with project partners
- 4) Develop/update resource materials as needed

BOTH:

At weekly case reviews, discuss systemic advocacy prospects, setting/carrying out goals as appropriate; apply race equity and intersectional analysis to discussions of cases, advocacy, and community efforts

ALAMEDA HOUSING:

- 1) Open 80 housing cases for individuals at 125% or below the federal poverty level
- 2) Conduct 3-4 outreach events to survivors of domestic violence and people with disabilities and/or community service providers that work with these populations.

SAN MATEO DV:

- 1) Provide pro se restraining order assistance to 22-23 IPV survivors in San Mateo County
- 2) Close 10 cases for San Mateo County IPV survivors





Q4

Bay  
Area  
Legal  
Aid

ALAMEDA HOUSING:

- 1) Provide information, referrals, advice, and limited and full scope representation in housing law related cases.
- 2) Conduct community outreach events
- 3) Engage in regular meetings and communications with project partners
- 4) Develop trainings and written materials on housing legal issues
- 5) 12-month assessment of outreach, adjust approach if needed
- 6) Analyze survey responses to date; assess for adjustments to program services or survey methods

SAN MATEO DV:

- 1) Provide advice, brief service, and representation to survivors of Domestic Violence
- 2) Conduct individual and group pro se DVRO clinics for San Mateo County survivors of domestic violence
- 3) Conduct outreach targeting rural areas
- 4) Develop/update resource materials as needed
- 5) Engage in regular meetings and communications with project partners

BOTH:

At weekly case reviews, discuss systemic advocacy prospects, setting/carrying out goals as appropriate; apply race equity and intersectional analysis to discussions of cases, advocacy, and community efforts

ALAMEDA HOUSING:

- 1) Open 80 housing cases for individuals at 125% or below the federal poverty level, for a total of 360 people served in Year 1
- 2) Conduct 3-4 outreach events to survivors of domestic violence and people with disabilities and/or community service providers that work with these populations, for a total of 13 presentations/trainings in Year 1

SAN MATEO DV:

- 1) Provide pro se restraining order assistance to 22-23 IPV survivors in San Mateo County, for a total of 90 survivors assisted with restraining orders in Year 1
- 2) Close 27 cases for San Mateo County IPV survivors, for a total of 52 cases closed in Year 1
- 3) Conduct 1 outreach targeting survivors of DV/SA/HT in rural parts of San Mateo County

Year 2



Q1

Bay  
Area  
Legal  
Aid

ALAMEDA HOUSING:

- 1) Provide information, referrals, advice, and limited and full scope representation in housing law related cases.
- 2) Conduct community outreach events
- 3) Engage in regular meetings and communications with project partners
- 4) Develop trainings and written materials on housing legal issues

SAN MATEO DV:

- 1) Provide advice, brief service, and representation to survivors of Domestic Violence
- 2) Conduct individual and group pro se DVRO clinics for San Mateo County survivors of domestic violence
- 3) Engage in regular meetings and communications with project partners
- 4) Develop/update resource materials as needed

BOTH:

At weekly case reviews, discuss systemic advocacy prospects, setting/carrying out goals as appropriate; apply race equity and intersectional analysis to discussions of cases, advocacy, and community efforts

ALAMEDA HOUSING:

- 1) Continue work on approximately 20 cases carried over from Year 1
- 2) Open 80 housing cases for individuals at 125% or below the federal poverty level
- 3) Conduct 3-4 outreach events to survivors of domestic violence and people with disabilities and/or community service providers that work with these populations

SAN MATEO DV:

- 1) Provide pro se restraining order assistance to 22-23 IPV survivors in San Mateo County
- 2) Close 10 cases for San Mateo County IPV survivors



Q2

Bay  
Area  
Legal  
Aid

ALAMEDA HOUSING:

- 1) Provide information, referrals, advice, and limited and full scope representation in housing law related cases.
- 2) Conduct community outreach events
- 3) Engage in regular meetings and communications with project partners
- 4) Develop trainings and written materials on housing legal issues
- 5) Final assessment of outreach and analysis of services to target populations
- 6) Final analysis of survey responses

SAN MATEO DV:

- 1) Provide advice, brief service, and representation to survivors of Domestic Violence
- 2) Conduct individual and group pro se DVRO clinics for San Mateo County survivors of domestic violence
- 3) Conduct outreach targeting rural areas
- 4) Develop/update resource materials as needed
- 5) Engage in regular meetings and communications with project partners

BOTH:

At weekly case reviews, discuss systemic advocacy prospects, setting/carrying out goals as appropriate; apply race equity and intersectional analysis to discussions of cases, advocacy, and community efforts

ALAMEDA HOUSING:

- 1) Open 80 housing cases for individuals at 125% or below the federal poverty level, for a total of 180 people served in Year 2
- 2) Conduct 3-4 outreach events to survivors of domestic violence and people with disabilities and/or community service providers that work with these populations, for a total of 6-7 trainings/presentations offered in Year 2

SAN MATEO DV:

- 1) Provide pro se restraining order assistance to 22-23 IPV survivors in San Mateo County, for a total of 45 survivors assisted with restraining orders in Year 2
- 2) Close 16 cases for San Mateo County IPV survivors, for a total of 26 cases closed in Year 2
- 3) Conduct 1 outreach targeting survivors of DV/SA/HT in rural parts of San Mateo County



**9a. Resource Materials:** For the Alameda County Housing Project, BayLegal will develop Know Your Rights housing written materials to educate survivors of domestic violence and people with disabilities - and community partners - about their housing rights. These materials will accompany existing KYR videos that we have created in English, Spanish, and Cantonese. These will differ from other available materials because they will speak directly to the issues that survivors and people with disabilities face.

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](http://LawHelpCA.org) or [Courts.ca.gov](http://Courts.ca.gov)?

For the San Mateo component, we will develop and update training materials for pro bono partners who volunteer to assist with restraining order clinics and representation at restraining order hearings. These materials need to be updated regularly as the Judicial Council forms change frequently and as new case law and legislation affect the practice of domestic violence law. We will also update our local Domestic Violence Resource brochures to provide survivors who are seeking non-legal assistance and referrals, with a particular focus on housing resources.

**9b.Outreach:** Both project components will involve dedicated outreach efforts and partner development. These efforts will also be integrated into and leveraged by other, non-HP 4 funded, Baylegal outreach activities.

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

To reach survivors of domestic violence in Alameda County, BayLegal will continue to provide targeted outreach and trainings to participants of the County's five domestic violence shelter providers: Building Futures for Women and Children, SAVE, Tri-Valley Haven, Ruby's Place, and A Safe Place. To reach people with disabilities, we will continue to work closely with our community health clinic partners, including the Community Health Center Network (CHCN), which is a non-profit consortium of eight health clinics spread throughout Alameda County.

Similarly, we will leverage ongoing outreach to survivors and organizations that serve them across San Mateo County to engage potential beneficiaries of this project. BayLegal staff chairs the Domestic Violence Awareness subcommittee of the county Domestic Violence Council and organizes and participates in a number of outreach events geared towards survivors and service providers. Through this network, we will develop contacts and conduct outreach in rural areas to expand access beyond the Peninsula's population centers. We also maintain close relationships with both the Superior Court of San Mateo County and law enforcement, which see high volumes of survivors in need of legal assistance and refer them to BayLegal.



**9c. Language Access:** In both San Mateo and Alameda counties, a language other than English is spoken at home in more than 45% of households: primarily Spanish, Asian languages, or other Indo-European languages. For the proposed projects, our staff can provide immediate in-house language access in Spanish. As needed, BayLegal staff fluent in other languages (including Mandarin, Cantonese, Korean, Punjabi, Vietnamese) may lend their skills in these cases, or project staff may coordinate with community partners or referring agencies to provide language access. For other communication needs, we contract with professional translation services to provide audio/video or in-person interpretation.

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?

Our pro per answer packet, "Unlawful Detainer Summons and Complaint," will be available in Spanish and Chinese translation by 2023, and Restraining Order application packets are available in Spanish. In addition, translations are made of any documents or pleadings requiring the client's signature. We will create Know Your Rights materials in Spanish and Cantonese aimed at IPV survivors and people with disabilities, to accompany existing Know Your Rights videos.

## 10. Eligibility for Services

The HP 4 grants are to serve Californians who meet the definition of "indigent person" in Business & Professions Code section 6213(d).

**10a. Will the project provide 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?:**

☐ Yes  
☒ No



**10b. Identify all criteria and guidelines used to establish an individual's income information.:** To determine financial eligibility, we inquire about the potential client's income, income prospects, and assets, and their information is documented in BayLegal's case management system, Justice Server. Hard copy verification of financial and income information is not required to determine eligibility. However, if there are substantial doubts about the accuracy of the information provided, BayLegal asks for documentation to support the income and financial information as determined at intake. All hard copy financial and income documentation provided by the client is included in the client's case file; any changes to information provided at intake are updated in JusticeServer.

In cases accepted for extended representation, financial eligibility is revisited with the client over the course of the case to ensure ongoing eligibility for services. Should there be a change in circumstance that renders the client no longer eligible for assistance, BayLegal terminates assistance and closes the case, documenting that the reason for the case closure was a change in the client's eligibility.

For pro se DVRO clinics, services are provided to all survivors seeking protection from an abuser in San Mateo county. Participants are asked about their income for reporting and referral purposes but are provided services regardless. The vast majority of the participants served through these clinics have income at or below 200% FPL; only those eligible will receive services supported by HP 4 funding.



## 11. Evaluation

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

To measure and evaluate the project's effectiveness, BayLegal program staff will capture data at intake (updated throughout the course of services) including the number, type, and level of services provided; client/participant demographics; legal issues addressed; case outcomes; and main and economic benefits achieved. This information is stored in Justice Server, our case management system, and will be queried and analyzed by grants staff to prepare reports and help program managers assess progress. Our Impact and Learning Manager will analyze Alameda housing client data to measure how well our outreach to DV survivors and people with disabilities has resulted in our serving the target populations. Program managers will also gather qualitative impressions to evaluate project effectiveness through weekly internal case reviews, assessment of advocates' work by supervisors, regular communications with partners, and anecdotes from staff and clients.

BayLegal recently began collecting satisfaction data from clients as their cases are closed. Surveys are transmitted via text message, and responses received are stored in Justice Server, so that data can be pulled and analyzed. To date, we have not had capacity to study this data. With this grant, our Impact and Learning Manager will pilot a process of analyzing responses from Alameda housing clients, not only for program assessment, but to judge the survey's effectiveness in gathering useful insights.





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

Since its inception, BayLegal has prioritized homelessness prevention, access to safe and affordable housing, safety from domestic violence, and economic stability for clients. Every three to four years BayLegal conducts a comprehensive community needs assessment to ensure our services are relevant to contemporary concerns and to identify priorities moving forward. BayLegal's most recent needs assessment in 2019 identified housing stability and helping survivors of domestic violence, sexual assault, and trafficking as the highest two priorities. Further, enforcing disability rights and assisting immigrants were highlighted as very important priorities. Our proposed project fits squarely within BayLegal's organizational programming, reinforced by this needs assessment.

BayLegal's needs assessment informed our 2021-2026 Strategic Plan. One goal in BayLegal's Strategic Plan is to sustain current services and best practices, as proposed in this application. BayLegal's plan highlights enhancing access and advocacy for those who are unhoused or experiencing housing instability as our top strategy for providing high quality, impactful legal services responsive to our clients' needs. Our second identified strategy is enhancing services to DV survivors.

Coordination of BayLegal's multiple substantive practices to better address clients' compounded legal needs is a key Strategic Plan aim. Our proposed project draws on our housing, homelessness, domestic violence, disability, and immigration expertise to assist clients whose barriers lie at the intersection of these issues. Enhancing outreach and engagement with client communities and integrating a race equity approach into all of our advocacy are also central to our organizational programming and will inform our approach to this project.

## FORM C - PROJECT BUDGET

### I. Grant Budget (1.5 Years)

The maximum amount that a program may request is \$1,500,000.

#### Personnel

1.5 Year Grant Period	
1. Attorneys	\$765,068
2. Paralegals	\$115,891
3. Other Staff	\$53,296
SUBTOTAL	\$934,255
4. Employee Benefits	\$233,564



TOTAL PERSONNEL	\$1,167,819
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1.5 Year Grant Period	
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5. Space	\$49,577
6. Equipment Rental and Maintenance	\$7,939
7. Office Supplies	\$5,445
8. Printing and Postage	\$3,000
9. Telecommunications	\$33,586
10. Technology	\$0
11. Program Travel	\$0
12. Training	\$0
13. Library	\$8,342
14. Insurance	\$8,852
15. Litigation	\$0
16. Capital Additions	\$0
17. Contract Service to Clients	\$0
18. Evaluation	\$0
19. Other	\$0
TOTAL NON-PERSONNEL	\$116,741

Administrative	
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20. Personnel	\$172,352
21. Non-Personnel	\$43,088
TOTAL ADMINISTRATIVE	\$215,440
22. Total Sub-Grants	\$0
GRAND TOTAL	\$1,500,000

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1.5 Year Grant Period (in FTEs)	
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Staff Attorney	5.78
Supervising Attorney	0.90
Managing Attorney	0.87
Total Lawyers	7.55

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1.5 Year Grant Period (in FTEs)	
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Advocate	1.35
	0.00
Total Paralegals	1.35

--	--

1.5 Year Grant Period (in FTEs)	
---------------------------------	--

Managing Attorney (Admin)	0.18
Information & Learning Manager	0.05
Support Staff	0.30
	0.00
	0.00
Total Other Staff	0.53

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TOTAL PERSONNEL(in FTEs)	9.43
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**% Personnel:** 89.34%**% Non-Personnel:** 10.66%

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

N/A

**% Program:** 85.64%**% Admin:** 14.36%

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 (1.5 Years)

### Sub-Grants

## III. Total Project Budget (1.5 Years)

### Personnel

	Non-Grant Monies	Grant Monies	Total
1. Attorneys	\$1,422,186	\$765068	\$2,187,254
2. Paralegals	\$115,894	\$115891	\$231,785
3. Other Staff	\$368,477	\$53296	\$421,773
SUBTOTAL	\$1,906,557	\$934255	\$2,840,812
4. Employee Benefits	\$476,639	\$233564	\$710,203
TOTAL PERSONNEL	\$2,383,196	\$1167819	\$3,551,015

### Non-Personnel

	Non-Grant Monies	Grant Monies	Total
5. Space	\$326,826	\$49577	\$376,403



6. Equipment Rental and Maintenance	\$52,335	\$7939	\$60,274
7. Office Supplies	\$35,892	\$5445	\$41,337
8. Printing and Postage	\$31,770	\$3000	\$34,770
9. Telecommunications	\$221,414	\$33586	\$255,000
10. Technology	\$54,992	\$0	\$54,992
11. Program Travel	\$58,373	\$0	\$58,373
12. Training	\$0	\$0	\$0
13. Library	\$0	\$8342	\$8,342
14. Insurance	\$0	\$8852	\$8,852
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	\$781,602	\$116741	\$898,343
<b>Administrative</b>			
20. Personnel	\$351,722	\$172352	\$524,074
21. Non-Personnel	\$87,930	\$43088	\$131,018
TOTAL ADMINISTRATIVE	\$439,652	\$215440	\$655,092
22. Total Sub-Grants	\$0	\$0	\$0
GRAND TOTAL	\$3,604,450	\$1500000	\$5,104,450

## 1. Lawyers

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Staff Attorney	5.93	5.78	11.71
Supervising Attorney	2.10	0.9	3.00
Managing Attorney	4.23	0.87	5.10
Total Lawyers	12.26	7.55	19.81

## 2. Paralegals

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Advocate	1.28	1.35	2.63
	0.00	0	0.00



Total Paralegals	1.28	1.35	2.63
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### 3. Other Staff

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Managing Attorney (Admin)	0.72	0.18	0.90
Information & Learning Manager	1.46	0.05	1.51
Support Staff	1.50	0.3	1.80
	0.00	0	0.00
	0.00	0	0.00
Total Other Staff	3.68	0.53	4.21
TOTAL PERSONNEL(in FTEs)	17.22	9.43	26.65

## FORM D - BUDGET NARRATIVE

Provide an explanation for each line item in the Grant Budget including the basis for allocations. While the Grant Budget form does not include the value of in-kind support, please include any significant in-kind support in the budget narrative. Any expense entered under Contract Service to Clients, Other, and the Administrative section, must be itemized and explained. When you are done, please click Save or you may lose information.

### Personnel

Account Title	Grant Monies	Narrative
1. Attorneys	\$765068	<p>Alameda: 3.9 FTE staff attorneys; .9 FTE Supervising Attorneys .216 FTE Managing Attorneys</p> <p>San Mateo: 1.875 FTE staff attorney; .654 FTE Managing Attorneys</p> <p>Total Attorney time over 18 months: 7.545 FTE</p> <p>Salaries include 4% increase in Year 2.</p>



2. Paralegals	\$115891	San Mateo: 1.35 FTE legal advocate Total Paralegals time over 18 months: 1.35 FTE Salaries include 4% increase in Year 2.
3. Other Staff	\$53296	Alameda: .15 FTE support staff; .045 FTE Impact & Learning Manager; .054 FTE Managing Attorneys San Mateo: .15 FTE support staff; .126 FTE Managing Attorney Total Other Staff time over 18 months: .525 FTE Salaries include 4% increase in Year 2.
SUBTOTAL	\$934255	
4. Employee Benefits	\$233564	FICA tax: 6.2% of salaries FICA med: 1.45% of salaries SUI: .58% of salaries Retirement: 2.71% of salaries Life insurance: .17% of salaries Workers comp: 1.7% of salaries Health plan: 12.19% of salaries
TOTAL PERSONNEL	\$1167819	

## Non-Personnel

Account Title	Grant Monies	Narrative
5. Space	\$49577	FTE-proportional cost of rent for San Mateo Regional Office and maintenance expenses for the BayLegal-owned Alameda County headquarters.
6. Equipment Rental and Maintenance	\$7939	FTE-proportional cost of equipment rental in the Alameda and San Mateo offices.
7. Office Supplies	\$5445	FTE-proportional cost of consumable office supplies for the Alameda and San Mateo project components
8. Printing and Postage	\$3000	Production of resource materials for this project
9. Telecommunications	\$33586	FTE-proportional cost of telephone and internet connection in the Alameda and San Mateo offices.
10. Technology	\$0	



11. Program Travel	\$0	
12. Training	\$0	
13. Library	\$8342	FTE-proportional cost to maintain and access printed and digital legal volumes and research materials for staff in the Alameda and San Mateo offices.
14. Insurance	\$8852	Project-proportional cost of general liability, auto, and professional liability insurance for the Alameda and San Mateo offices.
15. Litigation	\$0	
16. Capital Additions	\$0	
17. Contract Service to Clients	\$0	
18. Evaluation	\$0	
19. Other	\$0	
TOTAL NON-PERSONNEL	\$116741	
Administrative		
20. Personnel	\$172352	Combined .983 FTE over 18 months for Central Support staff (Grants & Contracts, Development, Finance, IT, and Executive Office) shared proportionally by each project component
21. Non-Personnel	\$43088	FTE-proportional shared costs attributed to the above personnel.
TOTAL ADMINISTRATIVE	\$215440	
22. Total Sub-Grants	\$0	
GRAND TOTAL	\$1500000	

## Personnel

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## Non-Personnel

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## Form E - Project Assurances

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Download the Assurances document and upload a signed copy below.

Upload PDF Version of  
Signed Assurances  
Document:

HP\_4\_Project\_Assurances\_Bay\_Area\_Legal\_Aid.pdf  
94.1 KB - 10/11/2022 3:23PM

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).

Budget Period:



**Grant Year:** 2023

**Due Date:** October 11, 2022 at 5:00pm PST

**Prepared by:** Susan Henderson

**Email:** shenderson@dredf.org

**Contact Phone:** 510-644-2555

**Funding Opportunity:** HP RFP

**Project Title:** Prohibiting Discrimination Against Section 8 Voucher Holders

**Program Name:** Disability Rights Education and Defense Fund

**Applicant Title:** Executive Director

**Address:** 3075 Adeline Street Suite 210

**City:** Berkeley

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 4 Competitive Grant.

## FORM A - PROJECT PROFILE

**1. Lead Project Contact:** Michelle Uzeta

**Job Title:** Of Counsel

**Email:** muzeta@dredf.org

**Telephone:** 510-644-2555

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  
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. Grant Period

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1.5 Years (January 1, 2023-June 30, 2024)



#### 4. Total Amount Requested

The maximum amount that a program may request is \$1,500,000.

104690

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

☐ Yes ☒ No

#### 6. 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 the View Map button to help identify rural areas in narrative response below.

☒ Yes  
☐ No



**6a. If yes, explain how you serve rural and/or underserved populations.** As an IOLTA Support Center since the 1980s, DREDF has continually provided technical assistance to QLSPs that serve people living in rural areas, including Legal Services of Northern California, Central California Legal Services, and branches of California Rural Legal Assistance including Salinas, Fresno, Marysville, Santa Rosa, and more.

**List any rural areas.:**

DREDF provides technical assistance and advocacy on disability civil rights including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act to families of children with disabilities in 28 counties in Northern California, the majority of which are rural. Our most recent training (October 7-8, 2022) for Native American parents and professionals was held in collaboration with the Yurok Tribe Early Head Start and the Northern California Indian Development Council in Humboldt County at the Yurok Tribal Office.

Since early 2021, we have provided assistance to disabled adults, children, and their families to ensure that they have access to COVID-19 vaccines, and we are currently engaged in outreach to families throughout the state, including the most remote areas of California, to provide information about COVID-19 vaccines to families who have disabled children.

We have been working with the State, QLSPs, community-based organizations, and local agencies to ensure the safety of vulnerable disabled people and older adults in rural areas most impacted by wildfires caused by downed powerlines. We have been working with these partners and utility companies to ensure that utility companies using Public Safety Power Shut-Offs are meeting the needs of electricity-dependent disabled people in remote areas.



## 7. Project Abstract

Briefly describe 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.

California law has prohibited discrimination based on an individual's receipt of assistance through the Section 8 housing choice voucher program since January 2020. See Cal Gov't Code 12955(a) and (p). Refusing tenants based on their Section 8 status is now a form of housing discrimination similar to denying someone a rental based on their race or disability. Despite this state law, discrimination against Section 8 recipients remains widespread, and disproportionately impacts people with disabilities and people from BIPOC communities. This project seeks to reduce housing discrimination based on the receipt of Section 8 benefits and ensure that individuals receiving Section 8 are able to use their vouchers to obtain and maintain safe and affordable housing. The project will focus on: (1) educating and training individuals on California's prohibition on discrimination against Section 8 recipients, and (2) enforcing the right of individuals to be free from discrimination based on Section 8 status through the provision of counsel and advice, technical assistance, limited legal assistance, and legal representation in administrative complaints and/or lawsuits.

## Form B - Project Description

Pursuant to the Budget Act of 2022, the HP 4 grants are for qualified legal services projects and support centers "to provide eviction defense, other tenant defense assistance in landlord-tenant rental disputes, or services to prevent foreclosure for homeowners, including pre-eviction and eviction legal services, counseling, advice, and consultation, mediation, training, renter education, and representation, and legal services to improve habitability, increasing affordable housing, ensuring receipt of eligible income or benefits to improve housing stability, legal help for persons displaced because of domestic violence, and homelessness prevention."



## 1. Statement of Need

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

Section 8 housing choice vouchers are the government's primary way of helping low-income Americans pay rent. They are the main tool we have for increasing rental affordability; addressing the systemic gap between low incomes and high rents. Vouchers generally cover rental costs that exceed 30% of the renter's income and help pay rent for over 300,000 households statewide, more than half of which include disabled people. However, only one in four households in need get help through the program, and many vouchers expire before a rental can be secured because landlords routinely reject them.

For low-income and disabled tenants, voucher programs like Section 8 can make the difference between housing stability and homelessness. Additional resources must be put into combatting Section 8 discrimination and ensuring that the vouchers have the impact they are supposed to - that is - getting people into available rental units.

This project will take a two-pronged approach of education and enforcement. Many potential tenants are not aware of the change in the law and the protections now afforded them. Housing organizations are overwhelmed with eviction and crisis work resulting from the multi-year pandemic and therefore unable to focus on enforcement. The State is similarly stretched and insufficiently resourced to address the scale of discrimination that continues to occur. DREDF can help meet this need.





## 2. Target Population(s)

(The following checkboxes will be used only to help the State Bar report to other agencies. Your responses to other questions (e.g. 3 and 4 on this form) will be used in scoring.) Select the population(s) that your project is designed to help. For support centers, this can be through providing services to qualified legal services projects. Select all that apply and/or "Other/Not listed." You may select multiple options to describe a single target population (e.g. you might select "Californians who are already homeless" and "veterans" if your project would target veterans who are already experiencing homelessness). You must explain your selection(s) below.

- ☐ Californians at risk of homelessness (homeowners)
- ☒ Californians at risk of homelessness (tenants)
- ☒ Californians who are already homeless
- ☐ Immigrant communities (other)
- ☐ Immigrant communities (refugees)
- ☐ Immigrant communities (undocumented)
- ☐ People with a criminal record
- ☒ People with a disability
- ☐ People with limited English proficiency (LEP)
- ☐ Seniors
- ☐ Survivors of domestic violence
- ☐ Veterans
- ☐ Women
- ☐ Youth (in the child welfare system)
- ☐ Youth (outside the child welfare system)
- ☐ Other/Not listed



## 2a. Explanation

For the option(s) you selected above, describe the population including where they reside and the circumstances giving rise to their specific/unique homelessness prevention legal needs.

Disabled people who are homeless, and renters who are at-risk of homelessness anywhere in the state are the primary population to be served by the proposed project. Disabled people live in more than half of the 300,000 California households where Section 8 vouchers help pay rent. The prohibition on discrimination based on source of income law is relatively new (effective January 1, 2020), and many voucher holders and potential voucher users remain unaware of their rights, as do many landlords. In violation of the law, a quick search of Craigslist rental ads for apartments and houses in both urban and rural areas of the state reveals the inclusion of "No Section 8," or "Sorry, no Section 8" statements. Without education and enforcement, this unlawful behavior is likely to continue, limiting housing opportunities for disabled people and their families, and putting them at risk of homelessness.

## 3. Will this project address homelessness in rural communities?

Yes

**3a. If yes, identify the rural communities.:** This is a statewide Project and will serve rural communities wherever there is a need. According to the California Housing Partnership, only two rural counties across the state do NOT have a shortfall of affordable housing: Alpine and Mono. The work is needed everywhere.

## 4. Will this project address homelessness in particularly underserved communities?

Yes



**4a. 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.:** One in four (6,734,666), Californians have a disability. The Institute on Disability at the University of New Hampshire's 2020 Annual Disability Statistics Compendium shows that 22.8 percent of these disabled Californians, or roughly 1.5 million are living in poverty. According to the State Bar's 2019 California Justice Gap Study, only 27 percent of low-income Californians who needed legal help received some legal help. We know that the justice gap is significant for the majority of low-income people in the state, but additional barriers make accessing legal assistance even more challenging for many disabled people. The barriers that many disabled people face seeking any kind of assistance, including legal help, are widespread and include, but are not limited to, a lack of accessible information including websites that are not accessible to people who are blind, lack of information in plain language or that is easy to understand for people with cognitive disabilities, and failure to provide sign language interpreters or real time captioning for the Deaf and for people who are hard-of-hearing.

## 5. Collaborations (table)

### 5a. Partners and subgrantees

Describe the nature of your partnership for every organization in the Collaborations table, above. Also describe the work they would do on this particular project. Provide quantitative goals where possible. For subgrantees in particular, describe how you will monitor their work to ensure accurate reporting and grant compliance. The amount of information that you provide affects the competitiveness of your proposal.

N/A

### 5b. Please acknowledge.

☒ **5b. Our organization understands that if it receives an HP 4 award and subgrants any of those funds, it is responsible for reporting on subrecipient activities and monitoring subrecipient compliance with all grant restrictions and requirements.**



### 5c. Documentation for partnerships or subgrants in effect as of June 30, 2022.

For each partnership or subgrant in effect as of June 30, 2022, please upload documentation (e.g. an MOU/agreement, letter, etc.) either corroborating or attesting to that fact.

### 6. Organizational Capacity

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

Founded in 1979, DREDF is a disability rights law and policy center dedicated to advancing and protecting the civil rights of adults and children with disabilities. We are Board- and staff-led by disabled adults and parents of children with disabilities.

A long-standing California IOLTA Support Center, DREDF has recognized expertise in the interpretation of federal and state disability rights laws, including nondiscrimination and fair housing laws relevant to this Project. In collaboration with QLSPs, we have pursued successful impact litigation and amicus work involving public and private housing issues. Michelle Uzeta, the attorney leading the proposed project has specialized in civil rights law since 1993, with a particular emphasis on disability rights and fair housing litigation. We collaborate with QLSPs and other partners in legislative, policy and systemic administrative advocacy on a wide range of issues, including housing access. We will build on this experience, and utilize the work and insights of our past and current HP projects.



## 7. Project Structure

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

The lead attorney on the project, Michelle Uzeta, has over 25 years of disability rights and fair housing expertise, and leads DREDF's housing rights work. She will coordinate with DREDF's Executive Director, Legal Director, and IOLTA Director when the project launches to ensure that staff time is appropriately allocated, and complements work funded by our other legal services grants. As the lead attorney on the project, she will supervise other project staff, and be responsible for adhering to the project timeline and ensuring completion of all deliverables. She will meet regularly with DREDF's Legal Director, and provide reports on the project's progress at monthly attorney meetings and give updates to DREDF's board of directors at every other board meeting.

The project lead will hear from DREDF colleagues who have disabilities and who have faced barriers when seeking accessible housing; from disabled Californians whose calls we receive daily; and from our community partners, including fair housing organizations, QLSP staff; and public agencies.

**7a. How will the project** Project staff will:

**ensure quality control?:**

- Have access to all DREDF attorneys who have substantive expertise in disability civil rights laws and state and federal fair housing law
- Meet weekly with DREDF's Legal Director
- Consult with outside legal organizations and law firms, including QLSP attorneys as needed and communicates regularly via listservs and meetings with other lawyers in the fair housing community
- Collaborate with colleagues on case development, selection, advancement, and updates, with discussion and consultation to resolve substantive and strategic legal issues and ethical issues
- Calendar all legal filing and other relevant dates
- Confer regularly with DREDF's Intake and Referral Coordinator to respond to all requests for assistance
- Have funding to attend relevant trainings and professional conferences



## 8. Project Goals and Deliverables

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

The key goal of the project is to raise awareness and increase enforcement of the prohibition on Section 8 discrimination through (1) outreach, education and the training of disabled people, their representatives and their advocates; (2) engagement with municipalities; (3) legal representation; and (4) the development of self-advocacy materials.

Deliverables include the creation of a number of educational and resource materials on Section 8 discrimination including an informational brochure, a substantive article, training materials, guidance on how to file complaints with the California Civil Rights Department, and guidance on how to utilize small claims court.

Deliverables also include the training of QLSPs, fair housing organizations, homeless service organizations, and private attorneys regarding source of income protections and enforcement of the law prohibiting source of income discrimination, and engagement with select municipalities to advocate for increased enforcement.

The first two quarters of the project will be spent focused on outreach and materials development. Substantive trainings will occur at least once per quarter thereafter. Through outreach we will also identify municipalities with high occurrences of Section 8 discrimination, and, in the last four quarters of the project, will reach out to those municipalities in conjunction with local advocates and organizations to advocate for increased education and local enforcement.



**8a. Describe how the project's goals will be met.:** The project's goals of education will be met through the creation of resource materials including brochures, articles, training materials, and sample briefing and demand letters. These materials will be produced in multiple languages, will be accessible to disabled persons, and will be distributed widely through DREDF's website, newsletter and social media, as well as through various listservs in which DREDF participates. DREDF staff will also conduct trainings to QLSPs, fair housing organizations, homeless service organizations, private attorneys, and members of the public on the right to be free from discrimination based on the receipt of Section 8 benefits and will make those trainings available online in multiple languages and formats accessible to disabled people.

The project's goal of enforcement will be met through the provision of counsel and advise and technical assistance to QLSPs, fair housing organizations, homeless service organizations, private attorneys, and hotline callers, as well as through the provision of direct legal services to impacted individuals, including limited representation (e.g., demand letters) and representation in administrative complaints and/or lawsuits.

**8b. What challenges do you anticipate encountering?:** DREDF staff anticipate that it may be challenging to reach individuals with disabilities most in need of assistance ensuring that their right to be free from discrimination is recognized and that they are able to secure housing using their Section 8 vouchers before they expire. For example, individuals with significant disabilities who are currently unhoused or have limited English proficiency.

**8c. How will the project ensure the target demographic is served?:** DREDF staff will spend a considerable amount of time on outreach and will work with QLSPs, fair housing councils, and homeless service organizations statewide to reach as many individuals as possible with its educational materials and training, focusing on current recipients of Section 8 benefits, individuals currently on the waitlist for Section 8 benefits, and those serving people currently receiving or on the waitlist to receive Section 8 benefits.

DREDF's three decades of formal ties to the California legal services community give us a statewide track record of contact with QLSPs, and through them to their own local partners. We participate directly in wider collaborations with community partners, like the California Disability Inclusive Housing Working Group. All of these connections will help us to ensure that project services reach target communities statewide.



## 9. Proposed Activities (table)

Proposed Activities			
Quarter	Responsible Partner	Activity	Deliverables
Year			
Q1	DREDF	<p>Draft "Know Your Rights" Brochure regarding Section 8 Discrimination. Translate into multiple languages.</p> <p>Begin outreach to QLSPs, fair housing councils, and homeless service organizations regarding the project to gather information regarding complaints they are receiving, trends they are seeing, and needs they have.</p> <p>Provide counsel and advice, technical assistance, limited assistance and legal representation to individuals, QLSPs, fair housing councils, homeless service orgs and private attorneys on intakes and cases involving section 8 discrimination.</p>	<p>Post on DREDF website; distribute via DREDF website, newsletter and social media; distribute to QLSPs, fair housing councils, and homeless service organizations.</p>
Q2	DREDF	<p>Begin scheduling training events.</p> <p>Draft outreach and training materials.</p> <p>Provide counsel and advice, technical assistance, limited assistance and legal representation to individuals, QLSPs, fair housing councils, homeless service orgs and private attorneys on intakes and cases involving section 8 discrimination.</p>	<p>Calendar of trainings</p> <p>Drafts of outreach and training materials</p>





Q3	DREDF Conduct training(s) on Section 8 discrimination.	Training documents; attendance list; evaluations.
	Draft article on Section 8 Discrimination.	Article on Section 8 discrimination
Q4	Outreach to municipalities identified as having a high rate of Section 8 discrimination.	
	Provide counsel and advice, technical assistance, limited assistance and legal representation to individuals, QLSPs, fair housing councils, homeless service orgs and private attorneys on intakes and cases involving section 8 discrimination.	
Q4	DREDF Conduct training(s) on Section 8 discrimination.	Training documents; attendance list; evaluations.
	Outreach to municipalities identified as having a high rate of Section 8 discrimination.	First drafts of technical assistance materials.
	Begin research for technical assistance publications on Civil Rights Department Complaints and utilizing small claims process.	
	Provide counsel and advice, technical assistance, limited assistance and legal representation to individuals, QLSPs, fair housing councils, homeless service orgs and private attorneys on intakes and cases involving section 8 discrimination.	

Year 2



Q1	DREDF Conduct training(s) on Section 8 discrimination.	Training documents; attendance list; evaluations.
	Start drafting technical assistance publications on Civil Rights Department Complaints and utilizing small claims process.	Drafts of technical assistance materials on Civil Rights Department Complaints and utilizing small claims process.
	Outreach to municipalities identified as having a high rate of Section 8 discrimination.	Dissemination plan for technical assistance materials
Q2	Provide counsel and advice, technical assistance, limited assistance and legal representation to individuals, QLSPs, fair housing councils, homeless service orgs and private attorneys on intakes and cases involving section 8 discrimination.	
	DREDF Conduct training(s) on Section 8 discrimination.	Training documents; attendance list; evaluations.
	Finalize technical assistance publications on Civil Rights Department Complaints and utilizing small claims process.	Final technical assistance materials
	Outreach to municipalities identified as having a high rate of Section 8 discrimination.	Dissemination of technical assistance materials

## 9a. Resource Materials: • Informational rights brochure on source of income discrimination

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](http://LawHelpCA.org) or [Courts.ca.gov](http://Courts.ca.gov)?

- Article on source of income discrimination
- Substantive training materials (PowerPoint) on source of income discrimination
- Guidance on how to file complaints with the Civil Rights Department
- Guidance on how to use small claims court to enforce laws prohibiting discrimination based on source of income

These materials do not currently exist, and/or are not geared towards tenants and enforcement in the manner in which our materials will. Project lead Michelle Uzeta is responsible for preparing the materials.



**9b.Outreach:** DREDF staff will spend a considerable amount of time connecting and partnering with QLSPs, fair housing councils, and homeless service organizations on this issue. In conjunction with local advocates, DREDF will engage directly with large municipalities to advocate for increased education and enforcement.

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

DREDF will post materials to its website and distribute through newsletter mailings; social media posts; and listservs. Specifically, we will use our monthly digital newsletter (DREDF Monthly) for regular announcements about the project and engage our Social Media Coordinator to reach disabled people throughout California.

DREDF will conduct training throughout the State for tenants and their advocates regarding source of income protections and enforcement of the law prohibiting source of income discrimination.

DREDF will conduct training throughout the State for QLSPs, fair housing organizations, homeless service organizations, and private attorneys regarding source of income protections and enforcement of the law prohibiting source of income discrimination.

**9c. Language Access:** DREDF will use our in-house bilingual English-Spanish staff to ensure that all materials and trainings are made available to Spanish-speaking communities. We will also provide translation of resource materials in Chinese, Tagalog, and Vietnamese, using Rush Translate.

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?

We will use DREDF staff to provide interpretation in Mandarin and Spanish, and will use our Voiance interpretation account for other languages as needed.

DREDF will ensure that all materials and trainings are accessible to disabled people (i.e., screen reader compatible written materials; ASL; captioning).

## 10. Eligibility for Services

The HP 4 grants are to serve Californians who meet the definition of “indigent person” in Business & Professions Code section 6213(d).



10a. Will the project ☐ Yes  
provide services to ☒ No  
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?:

10b. Identify all criteria and guidelines used to establish an individual's income information.: Individuals and communities served by DREDF's work are generally "indigent" under more than one of eligibility categories specified in California Business & Professions Code 6213(d). That definition includes persons eligible for services under the Older Americans Act, or the Developmentally Disabled Assistance Act, as well as persons meeting the low-income eligibility threshold. In assessing eligibility, DREDF is guided by the protocols developed in our regular IOLTA priority-setting process. Current protocols are set out in our most recent, previously submitted DREDF Board Resolution Establishing 2022 IOLTA Support Center Priorities.

## 11. Evaluation

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

We will use brief formative assessments during our trainings and summative evaluations after our trainings, as well as peer reviews of materials, to ensure that the strategies we are using are effective.

**Trainings:** We will gather feedback using polls during trainings and again after each training. Polls and surveys include pre-, post-, and reflective questions that help project staff gauge whether material presented is relevant and useful, and if the training was successful. Evaluations will be reviewed within a day after each training and discussed at project staff meetings. Feedback will be used to revise our training content and accompanying training materials to become more responsive and address the needs of our target populations.

**Informational Materials:** We will have drafts of educational and resource materials reviewed by housing and disability rights attorneys outside of DREDF and incorporate their comments in final materials.

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

The importance of enforcing the 2020 law prohibiting discrimination based on source of income is critical to housing security for disabled Californians, and this work is at the center of DREDF's mission.

This project is a natural progression of many DREDF priorities including our accessible housing policy work, our 2018-2020 Bank Grant work, and services provided through our HP2 and HP3 grants. Our housing policy work has consistently highlighted the need to expand housing opportunities for disabled people. We have consistently identified the lack of affordable, accessible housing for people with disabilities as a key driver of housing instability. Housing instability, in turn, spills over into all aspects of life, affecting health, employment prospects, ability to fully participate in and contribute to society, and overall ability to thrive.

The lack of appropriate housing for low-income disabled people, along with a number of barriers, has caused and will continue to cause an increase in our homelessness and housing insecure population. By helping to ensure access to accessible affordable housing to disabled Section 8 voucher holders, the project will foster housing stability, enabling this population to thrive and contribute to their communities.

**FORM C - PROJECT BUDGET****I. Grant Budget (1.5 Years)**

The maximum amount that a program may request is \$1,500,000.

**Personnel****1.5 Year Grant Period**

1. Attorneys	\$63,065
2. Paralegals	\$0
3. Other Staff	\$9,140
SUBTOTAL	\$72,205
4. Employee Benefits	\$18,050
TOTAL PERSONNEL	\$90,255

**Non-Personnel****1.5 Year Grant Period**

5. Space	\$6,870
6. Equipment Rental and Maintenance	\$210



7. Office Supplies	\$450
8. Printing and Postage	\$400
9. Telecommunications	\$225
10. Technology	\$1,200
11. Program Travel	\$1,300
12. Training	\$600
13. Library	\$0
14. Insurance	\$780
15. Litigation	\$0
16. Capital Additions	\$0
17. Contract Service to Clients	\$0
18. Evaluation	\$0
19. Other	\$2,400
<b>TOTAL NON-PERSONNEL</b>	<b>\$14,435</b>

**Administrative**

20. Personnel	\$0
21. Non-Personnel	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$0</b>
22. Total Sub-Grants	\$0
<b>GRAND TOTAL</b>	<b>\$104,690</b>

**1. Lawyers**

<b>Title/Position</b>	<b>1.5 Year Grant Period (in FTEs)</b>
Of Counsel (Senior Staff Attorney)	0.25
Staff Attorney	0.10
	0.00
Total Lawyers	0.35

**2. Paralegals**

<b>Title/Position</b>	<b>1.5 Year Grant Period (in FTEs)</b>
	0.00
	0.00
Total Paralegals	0.00

**3. Other Staff**

<b>Title/Position</b>	<b>1.5 Year Grant Period (in FTEs)</b>
Intake Coordinator	0.10
	0.00
	0.00
	0.00
	0.00
Total Other Staff	0.10

&lt;/ br&gt;

<b>TOTAL PERSONNEL(in FTEs)</b>	<b>0.45</b>
---------------------------------	-------------

**% Personnel: 86.21%****% Non-Personnel: 13.79%**



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 (1.5 Years)

### Sub-Grants

## III. Total Project Budget (1.5 Years)

### Personnel

	Non-Grant Monies	Grant Monies	Total
1. Attorneys	\$0	\$63065	\$63,065
2. Paralegals	\$0	\$0	\$0
3. Other Staff	\$0	\$9140	\$9,140
SUBTOTAL	\$0	\$72205	\$72,205
4. Employee Benefits	\$0	\$18050	\$18,050
TOTAL PERSONNEL	\$0	\$90255	\$90,255

### Non-Personnel

	Non-Grant Monies	Grant Monies	Total
5. Space	\$0	\$6870	\$6,870
6. Equipment Rental and Maintenance	\$0	\$210	\$210
7. Office Supplies	\$0	\$450	\$450
8. Printing and Postage	\$0	\$400	\$400
9. Telecommunications	\$0	\$225	\$225



10. Technology	\$0	\$1200	\$1,200
11. Program Travel	\$0	\$1300	\$1,300
12. Training	\$0	\$600	\$600
13. Library	\$0	\$0	\$0
14. Insurance	\$0	\$780	\$780
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	\$2400	\$2,400
TOTAL NON-PERSONNEL	\$0	\$14435	\$14,435
<b>Administrative</b>			
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	\$0	\$104690	\$104,690

## 1. Lawyers

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Of Counsel (Senior Staff Attorney)	0.00	0.25	0.25
Staff Attorney	0.00	0.1	0.10
	0.00	0	0.00
Total Lawyers	0.00	0.35	0.35

## 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)
--	----------------------------	------------------------	-----------------





Intake Coordinator	0.00	0.1	0.10
	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	0.1	0.10
TOTAL PERSONNEL(in FTEs)	0.00	0.45	0.45

## FORM D - BUDGET NARRATIVE

Provide an explanation for each line item in the Grant Budget including the basis for allocations. While the Grant Budget form does not include the value of in-kind support, please include any significant in-kind support in the budget narrative. Any expense entered under Contract Service to Clients, Other, and the Administrative section, must be itemized and explained. When you are done, please click Save or you may lose information.

### Personnel

Account Title	Grant Monies	Narrative
1. Attorneys	\$63065	HP4 funding will allow DREDF's Of Counsel to dedicate .25 FTE over the course of the 1.5 year project to serve as project director and supervise a staff attorney who will spend .10 FTE on the project.
2. Paralegals	\$0	
3. Other Staff	\$9140	A legal assistant/intake coordinator will dedicate .10 FTE of their time to the project under the direction of project director. The legal assistant will assist with outreach to QLSPs, fair housing agencies, public agencies, and the disability community and assist with trainings, logistics, calendaring, and other tasks.
SUBTOTAL	\$72205	
4. Employee Benefits	\$18050	Calculated based on project FTE of projected fringe costs of .25 related to the funded attorneys and staff.



TOTAL PERSONNEL

\$90255

## Non-Personnel

Account Title	Grant Monies	Narrative
5. Space	\$6870	Calculated based on project FTE percentage allocation of space costs relative to total 20.0 DREDF FTE, as documented by a Landlord's annual rent letter. Also included are expenses for passthroughs included in the lease such as utilities, janitorial and other building maintenance expenses.
6. Equipment Rental and Maintenance	\$210	Based on current and known future costs of copier lease allocated by FTE.
7. Office Supplies	\$450	Basic office supplies prorated by project FTE across 1.5 years.
8. Printing and Postage	\$400	Expected printing and postage costs based on historic (and declining) use of printing and postage.
9. Telecommunications	\$225	Telephone usage (Broadvoice) prorated by FTE; employee reimbursement for home telecommunications usage.
10. Technology	\$1200	Expected costs based on known costs, including software purchases, subscriptions (Amazon Web Services; Cision; Harvest timekeeping; Mail Chimp; Survey Monkey; Website related costs (Bluehost, internet security); Vimeo for recorded trainings; Zoom. Prorated based on Project FTE.
11. Program Travel	\$1300	Statewide travel to conduct at least one training not held by Zoom
12. Training	\$600	Registration fees, tuition, travel, per diem, CLE costs at \$400 not covered on other grants); dues
13. Library	\$0	
14. Insurance	\$780	Professional liability and general/property liability allocated according to FTE
15. Litigation	\$0	
16. Capital Additions	\$0	
17. Contract Service to Clients	\$0	
18. Evaluation	\$0	



19. Other	\$2400	Other: Real Time Captioning (\$150 per training) for captioning for recorded trainings (\$150 per training); Material translations;
TOTAL NON-PERSONNEL	\$14435	
Administrative		
20. Personnel	\$0	
21. Non-Personnel	\$0	
TOTAL ADMINISTRATIVE	\$0	
22. Total Sub-Grants	\$0	
GRAND TOTAL	\$104690	

## Personnel

## Non-Personnel

## Form E - Project Assurances

Download the Assurances document and upload a signed copy below.

Upload PDF Version of  
Signed Assurances  
Document:

2023\_Project\_Assurance\_23\_Disability\_Rights\_Education\_and\_Defense\_Fund.  
pdf  
84.5 KB - 10/09/2022 6:08PM

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).



**Budget Period:**



**Grant Year:** 2023

**Due Date:** October 11, 2022 at 5:00pm PST

**Prepared by:** Jenna MacRae

**Email:** [jmacrae@seniorlaw-sd.org](mailto:jmacrae@seniorlaw-sd.org)

**Contact Phone:** 858-565-1392

**Funding Opportunity:** HP RFP

**Project Title:** Senior Housing Protection Project

**Program Name:** Elder Law & Advocacy

**Applicant Title:** Director of Fund and Program Development

**Address:** 5151 Murphy Canyon Road Suite 100

**City:** San Diego

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 4 Competitive Grant.

## FORM A - PROJECT PROFILE

**1. Lead Project Contact:** Jenna MacRae

**Job Title:** Attorney/Director of Fund &  
Program Development

**Email:** [jmacrae@seniorlaw-sd.org](mailto:jmacrae@seniorlaw-sd.org)

**Telephone:** 858-565-1392

County(ies) Served by  
this Project

Imperial

San Diego



### 3. Grant Period

1.5 Years (January 1, 2023-June 30, 2024)

### 4. Total Amount Requested

The maximum amount that a program may request is \$1,500,000.

112369

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

☒ Yes ☐ No

#### 5a. Please describe how the project is funded now and whether this grant would protect or expand existing services.

EL&A currently operates the Imperial County Unlawful Detainer Clinic (ICUD) funded by a California State Bar Partnership Grant. The ICUD Clinic will not be continuing after December 31, 2022. This program will help to fill the gap of the loss of the ICUD clinic.

### 6. 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 the View Map button to help identify rural areas in narrative response below.

☒ Yes  
☐ No



**6a. If yes, explain how you serve rural and/or underserved populations.** Elder Law & Advocacy assists exclusively the underserved population of seniors in San Diego and Imperial Counties. The solutions and risks to homelessness can be different for this population. Seniors are often on a fixed income, often have additional barriers to accessing assistance, and have legal issues which may present differently than that of a young person. The proposed project will provide services to this particularly underserved group.

**List any rural areas.:**

All of Imperial County is a rural and frontier region (MSSA-Medical Service Study Areas, California.) It is in the southernmost part of California, bordering Mexico and Arizona. Imperial County residents live in a geographically large region but have little access to low-cost or free legal services. Few nonprofit legal aid organizations operate in this large county, making a program like this one a critical resource for the county's low-income and older residents. Cities and census-designated places include: Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland, Bombay Beach, Desert Shores, Heber, Niland, Ocotillo, Pala Verde, Salton City, Salton City Beach, Seeley and Winterhaven.

Portions of San Diego County are rural and frontier regions (MSSA-Medical Service Study Areas, California). Cities and census-designated places include: Pala, Pauma Valley, Rincon, San Pasqual, Valley Center, Ramona, Rock Haven, Rosemont, Alpine, Blossom Valley, Crest, Descanso, Glen Oaks, Harbison Canyon, Japatul, Palo Verde, Buckman Springs, Canyon City, Jacumba, Morena Village, Tecate, Dulzura, Engineer Springs, Indian Springs, Jamacha, Jamul, Barona, Moreno, Borrego Springs, Cuyamaca, Julian, Kentwood in the Pines, Laguna, Ocotillo Wells, Palomar, Pine Valley, and Warner Springs.



## 7. Project Abstract

Briefly describe 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.

Elder Law & Advocacy (EL&A) has been committed to providing help to older adults since its founding in 1978. This project will provide legal services to at-risk seniors in San Diego and Imperial Counties in order to keep their housing.

This project will provide legal services to at-risk seniors in order to keep their housing. SLS attorneys will provide counsel and advice with the goal of pre-trial resolution. This assistance will help project clients resolve habitability issues, which may lead to loss of housing and homelessness, avoid Unlawful Detainer judgments and subsequent negative entries in background check databases, and secure adequate time for clients to locate appropriate housing. Vulnerable seniors become ever more vulnerable once a judgment is on their record, as they are refused access to most rental properties and may end up homeless.

Attorneys will advise regarding tenancy rights involving notices, habitability, and unlawful detainers. Attorneys will provide advice and counsel as well as limited services in order to prevent loss of housing for these tenants. When needed, the attorneys can prepare an answer to a filed Unlawful Detainer Action. The preparation of the answer will help the tenant articulate their defenses and allow the tenant additional time to prepare for the chance of displaced housing.

Attorneys will inform, empower, and advocate for tenants at risk.

## Form B - Project Description





Pursuant to the Budget Act of 2022, the HP 4 grants are for qualified legal services projects and support centers “to provide eviction defense, other tenant defense assistance in landlord-tenant rental disputes, or services to prevent foreclosure for homeowners, including pre-eviction and eviction legal services, counseling, advice, and consultation, mediation, training, renter education, and representation, and legal services to improve habitability, increasing affordable housing, ensuring receipt of eligible income or benefits to improve housing stability, legal help for persons displaced because of domestic violence, and homelessness prevention.”

## 1. Statement of Need

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

According to the Simmons School of Social Work, people over 50 make up over 30 percent of the homeless population. Seniors are particularly vulnerable. For example, while eviction is unpleasant for everyone, involving long-term negative consequences, being removed from a residence at an advanced age is significantly more dangerous. In addition, vulnerable seniors become even more vulnerable once a judgment is on their record.

EL&A has seen an increase in tenancy cases through its core programs. EL&A currently operates Homelessness Prevention II and Homelessness Prevention III projects which does not meet the need of the amount of clients that seek our assistance.

In addition, EL&A currently operates the Imperial County Unlawful Detainer Clinic (ICUD). The ICUD Clinic will not be continuing after December 31, 2022. This program will help to fill the gap of the loss of the ICUD clinic. Senior tenants, who would have turned to the clinic for advice on notices they receive and assistance preparing an answer to a filed Unlawful Detainer, will be able to turn to this project for assistance. These services can be time consuming and require a continued expertise.



## 2. Target Population(s)

(The following checkboxes will be used only to help the State Bar report to other agencies. Your responses to other questions (e.g. 3 and 4 on this form) will be used in scoring.) Select the population(s) that your project is designed to help. For support centers, this can be through providing services to qualified legal services projects. Select all that apply and/or "Other/Not listed." You may select multiple options to describe a single target population (e.g. you might select "Californians who are already homeless" and "veterans" if your project would target veterans who are already experiencing homelessness). You must explain your selection(s) below.

- ☐ Californians at risk of homelessness (homeowners)
- ☒ Californians at risk of homelessness (tenants)
- ☐ Californians who are already homeless
- ☐ Immigrant communities (other)
- ☐ Immigrant communities (refugees)
- ☐ Immigrant communities (undocumented)
- ☐ People with a criminal record
- ☐ People with a disability
- ☐ People with limited English proficiency (LEP)
- ☒ Seniors
- ☐ Survivors of domestic violence
- ☐ Veterans
- ☐ Women
- ☐ Youth (in the child welfare system)
- ☐ Youth (outside the child welfare system)
- ☐ Other/Not listed



## 2a. Explanation

For the option(s) you selected above, describe the population including where they reside and the circumstances giving rise to their specific/unique homelessness prevention legal needs.

The target population for this project is older adult tenants (age 60+) facing eviction, who live in Imperial or San Diego County. These clients who typically “fall through the cracks” are elderly, very low income tenants who do not have the resources to retain private counsel.

Due to ever-rising rents in the region, many clients reach a point where they can no longer afford their rent. Other times, landlords decide to take units off the market to renovate and sell, or significantly raise rents. In these situations, elder tenant clients face eviction with few or no defenses. In other cases, elder tenants have viable defenses but no way to present them. Frail and vulnerable seniors may be unable to fully comprehend the situation, and may end up facing grave risks should they end up homeless.

## 3. Will this project address homelessness in rural communities?

Yes

**3a. If yes, identify the rural communities.:** Imperial County is a rural and frontier region (MSSA-Medical Service Study Areas, California.) It is in the southernmost part of California, bordering Mexico and Arizona. Imperial County residents live in a geographically large region but have little access to low-cost or free legal services. Few nonprofit legal-aid organizations operate in this large county, making a program like this one a critical resource for the county's low-income older residents. Cities and census-designated places include: Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland, Bombay Beach, Desert Shores, Heber, Niland, Ocotillo, Pala Verde, Salton City, Salton City Beach, Seeley and Winterhaven.

Portions of San Diego County are rural and frontier regions (MSSA-Medical Service Study Areas, California). Cities and census-designated places include: Pala, Pauma Valley, Rincon, San Pasqual, Valley Center, Ramona, Rock Haven, Rosemont, Alpine, Blossom Valley, Crest, Descanso, Glen Oaks, Harbison Canyon, Japatul, Palo Verde, Buckman Springs, Canyon City, Jacumba, Morena Village, Tecate, Dulzura, Engineer Springs, Indian Springs, Jamacha, Jamul, Barona, Moreno, Borrego Springs, Cuyamaca, Julian, Kentwood in the Pines, Laguna, Ocotillo Wells, Palomar, Pine Valley, and Warner Springs.



4. Will this project address homelessness in particularly underserved communities?

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Yes

**4a. 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.:** Elder Law & Advocacy assists exclusively the underserved population of seniors 60 and over. According to the Simmons School of Social Work, people 50+ make up over 30 percent of the homeless population. The solutions and risks to homelessness are often different for this population. Seniors are often on a fixed income, have additional barriers to accessing assistance, and have legal issues which may present differently than that of a young person. The proposed project will provide services to this particularly underserved group of seniors 60 and over.



## 5. Collaborations (table)

Organization	Type	Contact Name	Job Title	Email	Telephone	State Bar Funded	Sub-Grant Recipient	Approximate Partnership/Subgrant Began
Imperial County Courthouse	Government (local)	Maria Rinehart	Court Executive Officer	maria.rhinehart@imperialcourts.ca.gov	760-482-2250	No	No	01/01/2016
One Safe Place	Government (local)	Tracy Prior	Chief Deputy District Attorney – North County Family Justice Center	Tracy.Prior@sdcdca.org	619-559-1539	No	No	01/07/2022
Adult Protective Services	Government (local)	Rami Djemal	APS Collaboration and Resource Administrator	ram.djemal@sdcounty.ca.gov	619-731-3142	No	No	07/14/2022
Imperial County Aging and Disability Services	Government (local)	Sandra G. Alvarez	Deputy Director	SandraGAlvarez@co.imperial.ca.us	760-337-7701	No	No	



## 5a. Partners and subgrantees

Describe the nature of your partnership for every organization in the Collaborations table, above. Also describe the work they would do on this particular project. Provide quantitative goals where possible. For subgrantees in particular, describe how you will monitor their work to ensure accurate reporting and grant compliance. The amount of information that you provide affects the competitiveness of your proposal.

EL&A's Imperial County office is located within the El Centro Courthouse. Court staff often refer potential litigants to our office for legal assistance. Additionally, EL&A has operated the Imperial County Unlawful Detainer Clinic within the El Centro Courthouse since 2016. We have met with staff quarterly and have ongoing informal discussions with staff related to the needs of the Court and the issues being presented to them. EL&A has a good relationship with Court staff. This partnership will enable outreach of the new project.

EL&A's Elder Abuse Representation Project was one of the inaugural partners with San Diego County's One Safe Place, which opened summer of 2022. One Safe Place is San Diego's North County Family Justice Center. It is a single location for victims of abuse to receive comprehensive help including case management, trauma therapy, medical exams, legal services, housing assistance, access to law enforcement, and access to other community partners. EL&A has an attorney on location at One Safe Place and currently and, currently, a law student intern. This partnership will enable outreach of the new project.

EL&A is also involved in both San Diego County and Imperial County's Multi-Disciplinary Team (MDT) Meetings. Although this collaboration does not involve a formal MOU, we have attorneys that attend these meetings in order to collaborate with Adult Protective Services and other County organizations. These partnerships will enable outreach of the new project.

## 5b. Please acknowledge.

☒ **5b. Our organization understands that if it receives an HP 4 award and subgrants any of those funds, it is responsible for reporting on subrecipient activities and monitoring subrecipient compliance with all grant restrictions and requirements.**



**5c. Documentation for partnerships or subgrants in effect as of June 30, 2022.**

For each partnership or subgrant in effect as of June 30, 2022, please upload documentation (e.g. an MOU/agreement, letter, etc.) either corroborating or attesting to that fact.

**ICUD\_MOU.pdf**

298.1 KB - 10/11/2022 4:14PM

**One\_Safe\_Place\_MOU.pdf**

477.6 KB - 10/11/2022 4:14PM

**San\_Diego\_MDT\_Acceptance.pdf**

38.3 KB - 10/11/2022 4:14PM

Total Files: 3



## 6. Organizational Capacity

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

EL&A currently assists both tenants and landlords through its core legal services programs in San Diego and Imperial Counties. Tenant eviction defense or other defense assistance for tenants has previously been very limited under these programs due to funding restrictions.

EL&A received Equal Access funding to start the Elder Tenant Assistance Project (ETAP) in October 2019. EL&A has continued this work through the Formula Homelessness Prevention Grants II and III. Project staff work closely with clients facing eviction, or threat of eviction to prevent elder tenant homelessness. These current projects provide extensive advocacy and related services such as in-depth negotiated settlement assistance to elder tenant clients in unlawful detainer matters. Services include pre-eviction legal services, and renter education. EL&A has seen the amount of tenants needing the support of these programs continue to increase.

EL&A, along with partner CRLA, currently operates the Imperial County Unlawful Detainer Clinic (ICUD) located at the Imperial County Superior Court. This clinic, which began operations in January 2016, is successfully assisting self-represented litigants with their legal matters. EL&A staff has extensive experience in the relevant substantive legal issue areas of tenancy. This experience has served self-represented litigants well - almost any issue presented is familiar to clinic staff, enabling them to address these issues efficiently and effectively. The ICUD is ending December 31, 2022 which will leave EL&A's Senior Legal Services as a primary resource for these tenants in need.

## 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 staffed by current legal services attorneys, two supervising attorneys (Attorney / Director of Program & Fund Development and the Supervising Attorney / Executive Director), and program assistants. Direct casework will be handled by the staff attorneys. Legal volunteers will provide case support under the supervision of the project staff attorney. Staff and case oversight of the project will be handled by the Attorney / Director of Program & Fund Development and the Supervising Attorney / Executive Director. Intake tasks will be performed by a program assistant. Legal volunteers will be recruited and trained to assist the project attorney(s) as needed.





**7a. How will the project ensure quality control?:** Legal Services weekly attorney meetings provide an opportunity for frequent case review and discussion. Attorneys that may be involved in litigation meet monthly with the Executive Director for a detailed case status review.

Project cases and other deliverables will be reviewed quarterly. When an issue or problem is identified, the Supervisors will meet with the project staff attorney to discuss specific issues with project file(s). Supervisors are able to access and review cases throughout the quarter.

## 8. Project Goals and Deliverables

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

What Senior Housing Protection Project will do for project participants:

Pre-eviction legal services - provide legal services on behalf of older adult tenants at risk of eviction

Key Goal(s): Prevent eviction, mitigate the effects of eviction for older adult tenants, or mitigate the effects of habitability on potential loss of housing

Deliverables: Legal assistance to approximately 80 clients during Grant Year One and 40 clients during Grant Year Two (depending on funding)

**8a. Describe how the project's goals will be met.:** Potential clients will be screened by intake staff and eligible clients will be assigned to a staff attorney. This attorney will make contact with the client to review the issue further. Staff will provide legal assistance using a combination of in-person appointments, phone, email, and USPS.



**8b. What challenges do you anticipate encountering?:** Client satisfaction surveys are historically returned at a low rate. Surveys will be provided to program participants, unless safety or other concerns preclude this mailing. Clients will be given the opportunity to complete a survey online. We will also be able to mail surveys with a self-addressed stamped envelope and encourage clients to submit feedback in order to try to increase the number of responses.

Issues surrounding the increased use of technology can be a challenge for our clients. Many clients do not have access to a computer or email. Getting documents to us for review can be challenging and time consuming, despite the time sensitive nature of these cases. Similarly, quickly getting information and documents to clients can be a challenge. Clients are able to drive to our office to drop off documents as needed when able.

Similarly, evidence for hearings needs to be submitted to the Court in advance of the hearing. Navigating the website is challenging for our clients, at best. Participating in the remote hearings and hybrid hearings have created additional confusion, frustration, and fear for some of our clients. Project staff will spend time assisting clients and explaining the use of technology in this new way.

**8c. How will the project ensure the target demographic is served?:** When a potential Senior Home Protection Project client contacts EL&A, they will be asked a series of questions, including age and income, by intake staff and the responses are recorded in the LegalServer electronic intake and database program. LegalServer generates a case file number, which along with initial client information, is entered into the electronic database. This information is forwarded to Senior Home Protection Project staff who will review and decide whether the client is within the target demographic group. If not, the client will be referred to other meaningful resources for assistance.

**9. Proposed Activities (table)**

Proposed Activities			
Quarter	Responsible Partner	Activity	Deliverables
Year			
Q1	EL&A	Screen/review and accept client cases	Accept 20 cases for project participation.
Q2	EL&A	Screen/review and accept client cases	Accept 20 cases for project participation.
Q3	EL&A	Screen/review and accept client cases	Accept 20 cases for project participation.
Q4	EL&A	Screen/review and accept client cases	Accept 20 cases for project participation.
Year 2			
Q1	EL&A	Screen/review and accept client cases	Accept 20 cases for project participation.
Q2	EL&A	Screen/review and accept client cases	Accept 20 cases for project participation.

**9a. Resource Materials:** Program information flyers will be created for outreach distribution.

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](http://LawHelpCA.org) or [Courts.ca.gov](http://Courts.ca.gov)?



**9b.Outreach:** EL&A has ongoing relationships with Adult Protective Services, Senior Centers, the District Attorney's Office, and 211. EL&A has an attorney located in San Diego North County Family Justice Center co-located with many other community organizations including Meals On Wheels. We will provide program brochures to ensure that these referring organizations are aware of our tenant services.

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

EL&A's Imperial County office is located within the El Centro Courthouse. Currently court staff refer tenants and other potential clients to EL&A's office for assistance.

**9c. Language Access:** One EL&A staff attorney is bilingual. Three support staff are bilingual, and will be available to assist project participants on an ongoing basis. Bilingual staff will assist with translation of materials as needed. EL&A contracts with a service to provide translation for clients who speak languages other than English and Spanish.

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

The HP 4 grants are to serve Californians who meet the definition of "indigent person" in Business & Professions Code section 6213(d).

**10a. Will the project** ☐ Yes  
**provide services to** ☒ No  
**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?:**



**10b. Identify all criteria and guidelines used to establish an individual's income information.:** This project provides services to "indigent persons"-those who are eligible for free services under the Older Americans Act (OAA), California Business and Professions Code Section 6213(d). This project will serve older adults, age 60 and above, under this project and clients will be screened for age at the time of intake. Even though older adult clients are not denied services based on income, the organization currently collects income information on all accepted clients and will continue to do so under this grant.

While there are no income-eligibility requirements for this funding, organizations must screen for indigency under Business & Professions Code section 6213(d) to report non-qualifying expenditures on the annual IOLTA application.

## 11. Evaluation

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

EL&A will provide a project-specific client satisfaction survey to all of participants (available both in hard copy and electronic form) with client evaluations of their experiences with this Project, including a section for suggestions to improve services. Responses are reviewed and follow-up with the client is made if indicated. Where clients have suggestions for improving services, the organization will implement them as resources permit.

The organization will monitor the progress made toward project goals and objectives on a quarterly basis by reviewing the number of cases accepted, education presentations conducted, and proposed goals and objectives.

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

EL&A currently offers legal services to tenants through its Senior Legal Services Programs (San Diego and Imperial County), Elder Tenant Assistance Projects (Homeless Prevention Programs, San Diego and Imperial Counties), and the Imperial County Unlawful Detainer Clinic (Partnership Grant).

This project will increase the efforts of EL&A's core programs as well as provide some relief for the loss of the Imperial County Unlawful Detainer Clinic. EL&A's existing Homelessness Prevention Programs II and III will remain separate from this project.

## FORM C - PROJECT BUDGET



## I. Grant Budget (1.5 Years)

The maximum amount that a program may request is \$1,500,000.

### Personnel

#### 1.5 Year Grant Period

1. Attorneys	\$71,340
2. Paralegals	\$0
3. Other Staff	\$0
SUBTOTAL	\$71,340
4. Employee Benefits	\$11,638
TOTAL PERSONNEL	\$82,978

### Non-Personnel

#### 1.5 Year Grant Period

5. Space	\$5,100
6. Equipment Rental and Maintenance	\$450
7. Office Supplies	\$150
8. Printing and Postage	\$600
9. Telecommunications	\$1,920
10. Technology	\$5,000
11. Program Travel	\$360
12. Training	\$50
13. Library	\$640
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	\$14,270

### Administrative

20. Personnel	\$11,508
21. Non-Personnel	\$3,613
TOTAL ADMINISTRATIVE	\$15,121
22. Total Sub-Grants	\$0
GRAND TOTAL	\$112,369

### 1. Lawyers

Title/Position	1.5 Year Grant Period (in FTEs)
Staff Attorney	0.73
Executive Director/Supervising Attorney	0.02
Supervising Attorney/Director of Fund and Program Development	0.02



Total Lawyers	0.77
---------------	------

**2. Paralegals**

Title/Position	1.5 Year Grant Period (in FTEs)
	0.00
	0.00
Total Paralegals	0.00

**3. Other Staff**

Title/Position	1.5 Year Grant Period (in FTEs)
	0.00
	0.00
	0.00
	0.00
	0.00
Total Other Staff	0.00

TOTAL PERSONNEL(in FTEs)	0.77
--------------------------	------

% Personnel: 84.09%

% Non-Personnel: 15.91%

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

N/A

% Program: 86.54%

% Admin: 13.46%

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 (1.5 Years)****Sub-Grants****III. Total Project Budget (1.5 Years)****Personnel**



	Non-Grant Monies	Grant Monies	Total
1. Attorneys	\$0	\$71340	\$71,340
2. Paralegals	\$0	\$0	\$0
3. Other Staff	\$0	\$0	\$0
SUBTOTAL	\$0	\$71340	\$71,340
4. Employee Benefits	\$0	\$11638	\$11,638
TOTAL PERSONNEL	\$0	\$82978	\$82,978

## Non-Personnel

	Non-Grant Monies	Grant Monies	Total
5. Space	\$0	\$5100	\$5,100
6. Equipment Rental and Maintenance	\$0	\$450	\$450
7. Office Supplies	\$0	\$150	\$150
8. Printing and Postage	\$0	\$600	\$600
9. Telecommunications	\$0	\$1920	\$1,920
10. Technology	\$0	\$5000	\$5,000
11. Program Travel	\$0	\$360	\$360
12. Training	\$0	\$50	\$50
13. Library	\$0	\$640	\$640
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	\$0	\$14270	\$14,270

### Administrative

20. Personnel	\$0	\$11508	\$11,508
21. Non-Personnel	\$0	\$3613	\$3,613
TOTAL ADMINISTRATIVE	\$0	\$15121	\$15,121
22. Total Sub-Grants	\$0	\$0	\$0
GRAND TOTAL	\$0	\$112369	\$112,369





## 1. Lawyers

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Staff Attorney	0.00	0.73	0.73
Executive Director/Supervising Attorney	0.00	0.02	0.02
Supervising Attorney/Director of Fund and Program Development	0.00	0.02	0.02
Total Lawyers	0.00	0.77	0.77

## 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	0.77	0.77

## FORM D - BUDGET NARRATIVE

Provide an explanation for each line item in the Grant Budget including the basis for allocations. While the Grant Budget form does not include the value of in-kind support, please include any significant in-kind support in the budget narrative. Any expense entered under Contract Service to Clients, Other, and the Administrative section, must be itemized and explained. When you are done, please click Save or you may lose information.



## Personnel

Account Title	Grant Monies	Narrative
1. Attorneys	\$71340	Included .45 FTE Legal Services Staff Attorneys for Year 1, .28 FTE Staff Attorneys for Year 2. Includes .01 FTE Executive Director/Supervising Attorney and .01 Supervising Attorney/Director of Fund & Program Development for both years.
2. Paralegals	\$0	
3. Other Staff	\$0	
SUBTOTAL	\$71340	
4. Employee Benefits	\$11638	Estimated payroll taxes, workers comp premiums, health benefits for the attorneys listed above.
TOTAL PERSONNEL	\$82978	

## Non-Personnel

Account Title	Grant Monies	Narrative
5. Space	\$5100	Includes rent and utilities based on the estimated allocation of the project's FTE.
6. Equipment Rental and Maintenance	\$450	Includes equipment/copier leases based on estimated allocation of the project's FTE.
7. Office Supplies	\$150	
8. Printing and Postage	\$600	Includes printed materials/information brochures for the project as well as general printing costs on the estimated allocation of the project's FTE.
9. Telecommunications	\$1920	Includes cloud-based telephone system, fax lines, and internet charges based on the allocation of the project's estimated FTE.
10. Technology	\$5000	Includes the cost of 5 laptops for the staff attorneys.
11. Program Travel	\$360	Includes travel costs for attorneys and program assistant.
12. Training	\$50	Includes annual training for attorney.
13. Library	\$640	Includes the purchase of Landlord-Tenant Practice Guide.
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	\$14270	
Administrative		
20. Personnel	\$11508	Includes Administrative costs including accounting, human resources, and general management salary and wages based on the allocation of the project's estimated FTE.
21. Non-Personnel	\$3613	Includes insurance (liability, professional liability, property, D&), Cyber, etc.) premiums, audit costs, contract services, memberships, and other non-personnel related costs for accounting and human resources based on the allocation of the project's estimated FTE.
TOTAL ADMINISTRATIVE	\$15121	
22. Total Sub-Grants	\$0	
GRAND TOTAL	\$112369	

## Personnel

## Non-Personnel

## Form E - Project Assurances

Download the Assurances document and upload a signed copy below.



Upload PDF Version of  
Signed Assurances  
Document:

**Assurances.pdf**  
2 MB - 10/11/2022 7:08PM

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).

**Budget Period:**



**Grant Year:** 2023

**Due Date:** October 11, 2022 at 5:00pm PST

**Prepared by:** Benjamin Lambright

**Email:** [development@prisonerswithchildren.org](mailto:development@prisonerswithchildren.org)

**Contact Phone:** 415-255-7036

**Funding Opportunity:** HP RFP

**Project Title:** Unhoused Legal Support

**Program Name:** Legal Services for Prisoners with Children

**Applicant Title:** Director of Development

**Address:** 4400 Market 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 4 Competitive Grant.

## FORM A - PROJECT PROFILE

**1. Lead Project Contact:** Debra Slone

**Job Title:** Staff Attorney

**Email:** [debra@prisonerswithchildren.org](mailto:debra@prisonerswithchildren.org)

**Telephone:** 415-625-7046

County(ies) Served by  
this Project

### 3. Grant Period

1.5 Years (January 1, 2023-June 30, 2024)



#### 4. Total Amount Requested

The maximum amount that a program may request is \$1,500,000.

568000

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

☐ Yes ☒ No

#### 6. 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 the View Map button to help identify rural areas in narrative response below.

☒ Yes  
☐ No

**6a. If yes, explain how you serve rural and/or underserved populations.** We are a Legal Support Center offering our legal services to QLSPs like Housing and Economic Rights Advocates, East Bay Community Law Center, Inc., and other such entities throughout the state. Furthermore, our services **List any rural areas.:** are extended to our 11 statewide All of Us or None chapters which directly serve rural populations in Kern and Fresno counties.



## 7. Project Abstract

Briefly describe 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 core aspect of this project is to build out infrastructure that will enable us to increase both the quantity and quality of the services (legal support) and educational materials (pamphlets, webinars, online resources, etc.) we provide to reduce homelessness throughout the state of California. Through our work with a number of QLSPs and our statewide network of All of Us or None chapters, we are already providing critical support to disrupt various pipelines to homelessness. In addition, this project will allow us to further disrupt the incarcerated-to-unhoused cycle by providing expertise gained through our forty-year history of working with a population drastically overrepresented in the unhoused population to the other key driving force in said cycle. By efficiently providing our legal and population-related expertise, through both materials and services, we can provide critical support to help California abate its burgeoning unhoused persons crisis.

## Form B - Project Description

Pursuant to the Budget Act of 2022, the HP 4 grants are for qualified legal services projects and support centers “to provide eviction defense, other tenant defense assistance in landlord-tenant rental disputes, or services to prevent foreclosure for homeowners, including pre-eviction and eviction legal services, counseling, advice, and consultation, mediation, training, renter education, and representation, and legal services to improve habitability, increasing affordable housing, ensuring receipt of eligible income or benefits to improve housing stability, legal help for persons displaced because of domestic violence, and homelessness prevention.”



## 1. Statement of Need

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

Because nearly 70% of California's 150,000 sheltered and unsheltered unhoused persons are formerly incarcerated persons as well, LSPC is uniquely positioned to aid California in the struggle to help the rising unhoused population. Unfortunately, many service providers are misinformed about the legal rights of the client who is both unhoused and formerly incarcerated. In the extreme, this can mean that a service provider believes they cannot provide services to such a person for fear of losing federal and/or state funding. These two facts combine to produce an environment that often harms rather than helps formerly incarcerated persons when they are most vulnerable. This project will build infrastructure that enables us to expand our critical support to QLSPs and individuals throughout California and thus help create a better-equipped system to handle the realities of its unhoused population. Our efforts will take the form of counseling, advice, consultation, training, and renter education from our legal staff, as well as educational events, materials, and services that improve housing stability and legal assistance for those facing housing insecurity. We intend to provide these services through our extensive 40-plus-year-old network of coalitions, All of Us or None chapters, and QLSP relationships spread throughout California. Specifically, we will offer webinars, educational materials, and robust legal support aimed at helping both service providers better understand and serve the largest segment of the unhoused population.





## 2. Target Population(s)

(The following checkboxes will be used only to help the State Bar report to other agencies. Your responses to other questions (e.g. 3 and 4 on this form) will be used in scoring.) Select the population(s) that your project is designed to help. For support centers, this can be through providing services to qualified legal services projects. Select all that apply and/or "Other/Not listed." You may select multiple options to describe a single target population (e.g. you might select "Californians who are already homeless" and "veterans" if your project would target veterans who are already experiencing homelessness). You must explain your selection(s) below.

- ☐ Californians at risk of homelessness (homeowners)
- ☒ Californians at risk of homelessness (tenants)
- ☒ Californians who are already homeless
- ☐ Immigrant communities (other)
- ☐ Immigrant communities (refugees)
- ☒ Immigrant communities (undocumented)
- ☒ People with a criminal record
- ☐ People with a disability
- ☐ People with limited English proficiency (LEP)
- ☐ Seniors
- ☐ Survivors of domestic violence
- ☐ Veterans
- ☒ Women
- ☐ Youth (in the child welfare system)
- ☐ Youth (outside the child welfare system)
- ☐ Other/Not listed



## 2a. Explanation

For the option(s) you selected above, describe the population including where they reside and the circumstances giving rise to their specific/unique homelessness prevention legal needs.

Because our work touches such a broad swath of California's unhoused and housing-insecure population stating specific locations is inefficient. We serve populations as densely clustered as those of Alameda County, as severe (per capita) as those in Modocino, and we work directly with rural populations in counties such as Kern and Fresno. Furthermore, no segment of the population is more vulnerable to homelessness than that which we traditionally serve, and under this program, our reach will broaden. Moreover, we provide specific and unique insight into the homelessness puzzle that will enable organizations throughout the state to serve their local populations better while at the same time helping them to engage with this issue from an informed perspective concerning the moral, ethical, and public safety issues stemming from homelessness.

## 3. Will this project address homelessness in rural communities?

Yes

**3a. If yes, identify the rural communities.:** Our total support likely touches nearly every county in California. Our All of Us or None chapters operate in Kern and Fresno Counties that place us in direct contact with rural homeless and at-risk populations.

## 4. Will this project address homelessness in particularly underserved communities?

Yes

**4a. 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.:** Be it for racial, economic, or system-impacted status, LSPC has a demonstrated commitment to helping those who face the greatest barriers to civil justice. In this case the matter is straightforward. No grouping of the unhoused faces more systemic and social barriers than the formerly incarcerated man, woman, or non-binary person. The barriers are both legal (services from which they are banned) and perceived (discrimination resulting from bias and/or misinformation).

## 5. Collaborations (table)



## 5a. Partners and subgrantees

Describe the nature of your partnership for every organization in the Collaborations table, above. Also describe the work they would do on this particular project. Provide quantitative goals where possible. For subgrantees in particular, describe how you will monitor their work to ensure accurate reporting and grant compliance. The amount of information that you provide affects the competitiveness of your proposal.

## 5b. Please acknowledge.

☒ **5b. Our organization understands that if it receives an HP 4 award and subgrants any of those funds, it is responsible for reporting on subrecipient activities and monitoring subrecipient compliance with all grant restrictions and requirements.**

## 5c. Documentation for partnerships or subgrants in effect as of June 30, 2022.

For each partnership or subgrant in effect as of June 30, 2022, please upload documentation (e.g. an MOU/agreement, letter, etc.) either corroborating or attesting to that fact.

## 6. Organizational Capacity

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

Legal Services for Prisoners with Children (LSPC) is at the forefront of the process to restore human and civil rights to incarcerated and formerly incarcerated. Abolish Bondage Collectively (ABC) is a grassroots campaign created by LSPC, led by current and formerly incarcerated organizers and family members, along with allies who recognize "those closest to the problem are closest to the solution." ABC seeks to end modern American slavery. For nearly 45 years, we have worked with the formerly incarcerated, and by extension the homeless, forming a broad network of partners, and relationships that have positioned. We have done extensive work in the housing space. As the result of our efforts Oakland and Berkley passed the strongest Fair Chance Housing ordinance in the country-- disrupting the prison to unhoused pipeline by removing barriers to housing. AOUON and CFU create a wide network throughout the state to keep us in touch with formerly incarcerated people and families of incarcerated persons, provide us a unique insight into a group that makes up 70% of the unhoused population. We are also a legal support center with extensive experience supporting QLSP's.



## 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 led by our program manager and three staff attorneys, with support from our All of Us or None Regional Coordinator. Working beneath them will be All of Us or None paralegals, staff, and volunteers.

**7a. How will the project ensure quality control?** Because the support we provide is primarily legal support, we are in direct control of the quality of assistance we provide. Our team of lawyers strives to ensure that all of our work is of the highest quality. Moreover, we have an extensive history of producing educational materials that have contributed to major changes in the state, such as restoring voting rights for over 55,000 Californians on parole, through organizing and educating in support of Prop 17.

## 8. Project Goals and Deliverables

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

### Key deliverables

1. 3 free webinars for service providers
2. 1 Housing Rights for the formerly incarcerated pamphlet
3. 1,000 Pamphlets distributed
4. 10 new housing related Orgs/QLSPs supported
5. 10% increase in housing-related support calls over 2021.



**8a. Describe how the project's goals will be met.:** We will continue to use our extensive network to seek out new partners, and better use our established connections to better serve California's housing-insecure and unhoused populations. As stated above, we have demonstrated a history of educating advocates and service providers to better position them to effect change. We have created hundreds of thousands of pamphlets and fliers that have found their way into the public consciousness and led movements like the "Ban the Box" campaign, which led to over 267 million people in the United States living in a jurisdiction that has some form of fair chance policy-- a critical step in the battle against homelessness. During 2021-22, produced over 50 webinars and informational sessions which were well attended by our partners and members. We will meet these goals by extending and better utilizing the infrastructure we have built throughout our history.

**8b. What challenges do you anticipate encountering?:** We are well prepared for this project and foresee no unusual challenges to its execution. That being said, we must overcome the existing bias that exists in orgs that deny services to the formerly incarcerated and consistent contact with the unhoused is a particular challenge in reaching the people needing services, we intended to focus much of efforts in preparing the orgs we educate help our target population understand and over come the barriers they face.

**8c. How will the project ensure the target demographic is served?:** Our entire network is set up to serve the vulnerable, formerly incarcerated person, and since 70% of California's homeless population is formerly incarcerated, it is a statistical certainty that our efforts, both continued and new, will directly impact our target population. Still, we will continue to reach out to our partners and supported QLSPs to ensure the validity of our work.

## 9. Proposed Activities (table)

### Proposed Activities



**9a. Resource Materials:** Resource Materials

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](http://LawHelpCA.org) or [Courts.ca.gov](http://Courts.ca.gov)?

3 free webinars for service providers- LSPC Staff Attorneys

1 Housing Rights for the formerly incarcerated pamphlet- LSPC Coms Staff & Attorneys

**9b.Outreach:** Through our network of 11 local chapters and 100+ QLSP relationships as well direct communication through our communications department and social media.

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

**9c. Language Access:** LSPC has extensive Spanish-speaking staff that is prepared to produce bi-lingual (Spanish-English) documents. We are prepared to use additional translation services as needed.

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**

The HP 4 grants are to serve Californians who meet the definition of "indigent person" in [Business & Professions Code section 6213\(d\)](#).



10a. Will the project ☐ Yes  
provide services to ☒ No  
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?:

10b. **Identify all criteria and guidelines used to establish an individual's income information.:** As a Legal support center, the vast majority of our support will be to organizations that serve the indigent population of California. These organizations use varied criteria to determine indigency, but in general, we find that they fall in line with standards as defined in Business & Professions Code section 6213(d).

## 11. Evaluation

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

We will focus on feedback received from organizations that we provide our deliverables to and their accounts of work's effect on their populations.

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

LSPC strives to restore human and civil rights to formerly incarcerated persons and to disrupt the prison-to-homelessness-cycle. As such, this work is perfectly aligned with our work for over the last 40 years. We are expanding the highly effective programming we have demonstrated and building infrastructure that can serve California in the future.

## FORM C - PROJECT BUDGET

### I. Grant Budget (1.5 Years)

The maximum amount that a program may request is \$1,500,000.

**Personnel****1.5 Year Grant Period**

1. Attorneys	\$375,000
2. Paralegals	\$75,000
3. Other Staff	\$80,000
SUBTOTAL	\$530,000
4. Employee Benefits	\$0
TOTAL PERSONNEL	\$530,000

**Non-Personnel****1.5 Year Grant Period**

5. Space	\$0
6. Equipment Rental and Maintenance	\$0
7. Office Supplies	\$1,000
8. Printing and Postage	\$12,000
9. Telecommunications	\$5,000
10. Technology	\$8,000
11. Program Travel	\$5,000
12. Training	\$4,000
13. Library	\$0
14. Insurance	\$0
15. Litigation	\$0
16. Capital Additions	\$0
17. Contract Service to Clients	\$0
18. Evaluation	\$3,000
19. Other	\$0
TOTAL NON-PERSONNEL	\$38,000

**Administrative**

20. Personnel	\$0
21. Non-Personnel	\$0
TOTAL ADMINISTRATIVE	\$0
22. Total Sub-Grants	\$0
GRAND TOTAL	\$568,000

**1. Lawyers**

Title/Position	1.5 Year Grant Period (in FTEs)
Staff Attorney	83330.33
Staff Attorney	83330.33
Staff Attorney	83339.34
Total Lawyers	250000.00

**2. Paralegals**

Title/Position	1.5 Year Grant Period (in FTEs)
Elder Freeman Fellow	35000.00
Elder Freeman Fellow	35000.00
Total Paralegals	70000.00

**3. Other Staff**

Title/Position	1.5 Year Grant Period (in FTEs)
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Organizer	18333.00
Organizer	18333.00
Organizer	18334.00
	0.00
	0.00
Total Other Staff	55000.00
</ br>	
TOTAL PERSONNEL(in FTEs)	375000.00

% Personnel: 93.31%

% Non-Personnel: 6.69%

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 (1.5 Years)

### Sub-Grants

## III. Total Project Budget (1.5 Years)

### Personnel

	Non-Grant Monies	Grant Monies	Total
1. Attorneys	\$50,000	\$375000	\$300,000
2. Paralegals	\$70,000	\$75000	\$140,000
3. Other Staff	\$20,000	\$80000	\$75,000
SUBTOTAL	\$140,000	\$530000	\$515,000
4. Employee Benefits	\$0	\$0	\$0
TOTAL PERSONNEL	\$140,000	\$530000	\$515,000



## Non-Personnel

	Non-Grant Monies	Grant Monies	Total
5. Space	\$0	\$0	\$0
6. Equipment Rental and Maintenance	\$0	\$0	\$0
7. Office Supplies	\$5,000	\$1000	\$6,000
8. Printing and Postage	\$500	\$12000	\$10,500
9. Telecommunications	\$0	\$5000	\$5,000
10. Technology	\$2,000	\$8000	\$3,000
11. Program Travel	\$0	\$5000	\$2,000
12. Training	\$2,000	\$4000	\$4,000
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	\$3000	\$3,000
19. Other	\$0	\$0	\$0
TOTAL NON-PERSONNEL	\$9,500	\$38000	\$33,500
<b>Administrative</b>			
20. Personnel	\$100,000	\$0	\$100,000
21. Non-Personnel	\$0	\$0	\$0
TOTAL ADMINISTRATIVE	\$100,000	\$0	\$100,000
22. Total Sub-Grants	\$0	\$0	\$0
GRAND TOTAL	\$249,500	\$568000	\$648,500

## 1. Lawyers

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Staff Attorney	43330.33	83330.33	126660.66
Staff Attorney	43330.33	83330.33	126660.66
Staff Attorney	43330.33	83339.34	126669.67
Total Lawyers	129990.99	250000	379990.99

## 2. Paralegals



	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Elder Freeman Fellow	0.00	35000	35000.00
Elder Freeman Fellow	0.00	35000	35000.00
Total Paralegals	0.00	70000	70000.00

### 3. Other Staff

	Non-Grant Monies (in FTEs)	Grant Monies (in FTEs)	Total (in FTEs)
Organizer	0.00	18333	18333.00
Organizer	0.00	18333	18333.00
Organizer	0.00	18334	18334.00
	0.00	0	0.00
	0.00	0	0.00
Total Other Staff	0.00	55000	55000.00
TOTAL PERSONNEL(in FTEs)	129990.99	375000	504990.99

## FORM D - BUDGET NARRATIVE

Provide an explanation for each line item in the Grant Budget including the basis for allocations. While the Grant Budget form does not include the value of in-kind support, please include any significant in-kind support in the budget narrative. Any expense entered under Contract Service to Clients, Other, and the Administrative section, must be itemized and explained. When you are done, please click Save or you may lose information.

### Personnel

Account Title	Grant Monies	Narrative
1. Attorneys	\$375000	The vast majority of our support will be used to fund the professional who provide legal expertise regarding housing and specifically housing issues facing the formerly incarcerated community.
2. Paralegals	\$75000	Legal support to be performed by our staff. Including document consultation, creation, and webinar support.



3. Other Staff	\$80000	Legal support to be performed by our staff. Including document consultation, creation, and webinar support.
SUBTOTAL	\$530000	
4. Employee Benefits	\$0	
TOTAL PERSONNEL	\$530000	

## Non-Personnel

Account Title	Grant Monies	Narrative
5. Space	\$0	
6. Equipment Rental and Maintenance	\$0	
7. Office Supplies	\$1000	Pens, pencils, paper, copying, etc.
8. Printing and Postage	\$12000	Postcards, flyers, mailers, postage.
9. Telecommunications	\$5000	Licensing costs, design, audio/equipment purchase and maintenance
10. Technology	\$8000	Computer and network maintenance.
11. Program Travel	\$5000	Travel stipends
12. Training	\$4000	Training for LSPC staff to prepare them to educate the staff other organizations.
13. Library	\$0	
14. Insurance	\$0	
15. Litigation	\$0	
16. Capital Additions	\$0	
17. Contract Service to Clients	\$0	
18. Evaluation	\$3000	Survey design and distribution.
19. Other	\$0	
TOTAL NON-PERSONNEL	\$38000	
Administrative		
20. Personnel	\$0	
21. Non-Personnel	\$0	
TOTAL ADMINISTRATIVE	\$0	
22. Total Sub-Grants	\$0	
GRAND TOTAL	\$568000	



Personnel

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Non-Personnel

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## Form E - Project Assurances

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Download the Assurances document and upload a signed copy below.

Upload PDF Version of  
Signed Assurances  
Document:

2023\_Project\_Assurance\_125\_Legal\_Services\_for\_Prisoners\_with\_Children\_(1)  
\_(1).pdf  
146.3 KB - 10/11/2022 6:40PM

Total Files: 1

## Supporting Documents (Optional)

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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).

**Budget Period:**