



The State Bar of California

OPEN SESSION

AGENDA ITEM

JUNE 2023

LSTFC CARE COURT GRANTS COMMITTEE 4.1

DATE: June 27, 2023

TO: Members, LSTFC CARE Court Grants Committee

FROM: Chris McConkey, Program Supervisor, Office of Access & Inclusion

SUBJECT: Approve the 2023–2024 CARE Court Grant Request for Proposals

EXECUTIVE SUMMARY

On September 14, 2022, Governor Newsom signed the Community Assistance, Recovery, and Empowerment (CARE) Act.¹ The CARE Act creates a new court program (CARE Court) that will launch October 1, 2023, in Glenn, Orange, Riverside, San Diego, San Francisco, Stanislaus, and Tuolumne Counties and December 1, 2023, in Los Angeles County.² The new law requires the Legal Services Trust Fund Commission (LSTFC) to fund the role of qualified legal services projects (QLSPs) and support centers under the CARE Act.

On March 24, 2023, the LSTFC created the CARE Court Grants Committee (Committee). Among other responsibilities, the LSTFC delegated to the Committee authority to approve a request for proposals (RFP) for the first round of CARE Court grants.³ This memo recommends an RFP

¹ Welfare and Institutions Code §§ 5970–87.

² The CARE Act requires all these counties except for Los Angeles to launch by October 1, 2023. All other counties in California—including Los Angeles—must launch by December 1, 2024. Welfare and Institutions Code § 5970.5. Los Angeles County plans to launch its CARE Court program one year early—by December 1, 2023.

³ The LSTFC resolution states:

RESOLVED, that the [LSTFC] (commission) creates a CARE Court Grants committee (committee); and it is

(Attachment A), including timeline, application topics, scoring rubric, and reporting requirements for making 2023–2024 CARE Court awards.

BACKGROUND

The CARE Act creates a new court program where adults with qualifying, severe mental health issues can access behavioral health care, stabilization medication, housing, and other community services. The program will launch October 1, 2023, in Glenn, Orange, Riverside, San Diego, San Francisco, Stanislaus, and Tuolumne Counties and December 1, 2023, in Los Angeles County (participating counties).⁴

CARE Courts must appoint QLSPs to represent those who are the subject of a CARE Court petition (respondents). Where no QLSP has agreed to represent respondents, the court must appoint a public defender instead.⁵ Furthermore, the LSTFC must fund QLSPs to represent respondents “in CARE Act proceedings, matters related to CARE agreements and CARE plans.”⁶ The LSTFC must also fund qualified support centers to provide related “training, support, and coordination.”⁷

Senate Bill 101 (SB 101) provides the funding for these QLSP, public defender, and support center services between October 1, 2023, and June 30, 2024, in the eight participating counties.⁸ The amount for QLSPs and public defenders to represent respondents in CARE Court will be at least \$20,400,000. Support centers could receive up to \$1,020,000 to provide legal training and technical assistance to implement the

FURTHER RESOLVED, that the commission delegates authority to the committee to approve a timeline and application for making 2023 CARE Court grants and—if consistent with the Budget Act of 2023—a request for proposals, scoring rubric, and reporting requirements; and it is

FURTHER RESOLVED, that a commissioner-staff team will review the 2023 CARE Court grant applications in consultation with the committee and that the committee will make award recommendations to the commission.

⁴ Welfare and Institutions Code § 5970.5. See footnote two for more information.

⁵ Welfare and Institutions Code § 5977.

⁶ Welfare and Institutions Code section 5981.5 requires the LSTFC to fund QLSPs “to provide legal counsel appointed pursuant to subdivision (c) of [Welfare and Institutions Code] Section 5976...” Section 5976(c) states that respondents have the right to “counsel at all stages of a proceeding...regardless of the ability to pay.”

⁷ Ibid.

⁸ The Legislature passed SB 101 on June 15, 2023. The text of this legislation is available at leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=202320240SB101. Pending the Governor’s signature, SB 101 will become the Budget Act of 2023.

CARE Act.⁹

Before making awards to QLSPs, the LSTFC must determine an amount of funding available to represent respondents in each of the participating counties. The formula to allocate this funding will set a minimum amount for each county and adjust for the relative cost of providing representation there (see the section “Distributing Funds by County,” below, for more information). Any funding not awarded to QLSPs to serve a county will go to that county’s public defender office to represent respondents.¹⁰

DISCUSSION

The LSTFC delegated authority to the Committee to approve an RFP for making 2023 CARE Court grants. Additionally, it delegated authority to a commissioner-staff team to review the 2023 applications in consultation with the Committee and to the Committee to recommend awards to the LSTFC. These delegations of authority facilitate a grant start date of October 1, 2023. 2023 CARE Court awards would be final and without appeal.

State Bar staff (staff) recommends the following timeline for making 2023–2024 CARE Court grants:

Table 1: 2023–2024 CARE Court Grant Timeline

Date(s)*	Activity
June 27, 2023	The Committee approves the RFP
June 30, 2023	The application releases
July 17, 2023	Applications are due
August 2, 2023	The Committee recommends awards to the LSTFC
August 10, 2023	The LSTFC approves awards
August-September 2023	Applicants sign grant agreements
October 1, 2023	Grant period starts
October 1, 2023	Services start for Glenn, Orange, Riverside, San Diego, San Francisco, Stanislaus, and Tuolumne Counties
December 1, 2023	Services start for Los Angeles County

*Some dates are approximate to accommodate applicant, LSTFC, and staff availability and needs.

⁹ SB 101 also provides \$1,432,000 to the LSTFC and State Bar to administer this funding to QLSPs, public defenders, and support centers. This will include collecting and reporting data on expenditures and outcomes.

¹⁰ SB 101.

ELIGIBILITY TO APPLY

Eligibility to apply for a 2023–2024 CARE Court grant is restricted to QLSPs and support centers as defined in Business and Professions Code section 6213.¹¹ Staff recommends that applicants must have received an Interest on Lawyers’ Trust Accounts (IOLTA) grant from the LSTFC for 2023.¹²

GRANT PARAMETERS

1. The 2023–2024 CARE Court awards may fund only the work that the Budget Act of 2023 permits. For example, SB 101 funds QLSPs “to provide legal counsel pursuant to subdivision (c) of Section 5976 of the Welfare and Institutions Code for representation in CARE Act proceedings, matters related to CARE agreements, and CARE plans.” These grants are not to fund the wraparound services or supports (e.g., housing) that become part of respondents’ CARE agreements or plans.¹³ Additionally, lobbying and auxiliary legal services (e.g., helping a client to apply for public benefits outside of their CARE process) fall outside the scope of SB 101.¹⁴
2. SB 101 requires the LSTFC to determine an amount of funding that each county will receive. See the next section, “Distributing funds by county,” for how the LSTFC will distribute funding for QLSPs and public defenders in 2023–2024.

QLSPs may apply for some or all of each county’s allocation. In doing so, they must specify the amount of the allocation they are seeking and number of clients they would be available to represent in that county. When evaluating QLSP applications, the Committee will compare this information to each county’s available funding and case estimates—see Table 2, below.

Support centers will have a separate allocation to serve some or all of the participating counties. The maximum amount that a support center may request is \$500,000. There is

¹¹ Welfare and Institutions Code § 5981.5 and SB 101.

¹² QLSP and support center status is a requirement to receive IOLTA, Equal Access Fund, and some other state and federal funding to provide or support civil legal aid to indigent Californians. Nonprofit organizations and nonprofit law school clinics must reapply for QLSP and support center status every year. They are then subject to monitoring by and reporting to the LSTFC and State Bar of California. For more information, see Business and Professions Code sections 6210–6228.

¹³ Welfare and Institutions Code section 5971 defines “CARE agreement” as “a voluntary settlement agreement...[that] includes the same elements as a CARE plan to support the respondent in accessing community-based services and supports.” A “CARE plan” is “an individualized, appropriate range of community-based services and supports, as set forth in this part, which include clinically appropriate behavioral health care and stabilization medications, housing, and other supportive services, as appropriate, pursuant to Section 5982.”

¹⁴ Welfare and Institutions Code section 5971 defines “CARE process” as “the [CARE] court and related proceedings to implement the CARE Act.”

no minimum amount of funding that QLSPs and support centers may request.

3. Services must start—QLSPs, for example, must be ready to accept appointments—by October 1, 2023, for Glenn, Orange, Riverside, San Diego, San Francisco, Stanislaus, and Tuolumne Counties.¹⁵ Services must start by December 1, 2023, for Los Angeles County. The grant period will end on June 30, 2024.
4. CARE Courts may appoint QLSPs to represent non-indigent respondents. QLSP and support center grantees need to track spending on any services to non-indigent clients. They must deduct this spending on their annual IOLTA application pursuant to Business and Professions Code sections 6213 and 6216.

DISTRIBUTING FUNDS BY COUNTY

SB 101 proposes \$20,400,000 for QLSPs and public defenders to represent respondents in 2023–2024. Staff recommends that the Committee determine the amount available in each participating county as follows:

1. **Allocate funds by general population:** Divide each county’s population by the total population of all participating counties. Multiply the resulting percentage by the total funding for QLSPs and public defenders. This yields an initial amount for each county.
2. **Set a funding floor:** If step 1 provides less than \$60,000 to a county, raise its allocation to \$60,000 and adjust the remaining counties’ allocations proportionally.
3. **Adjust for the relative cost of providing counsel:** Except for counties where the allocation is \$60,000 pursuant to step 2, apply a cost-of-counsel factor. This calculation will be based on the average combined salary/wage for public defender attorneys and paralegals in each county.¹⁶

A total of \$20,400,000 would yield the allocations below. The final column (“Estimated number of cases in 2023–24”) provides context to help with application budgets. The Governor’s Office anticipates about 4,000 cases in 2023–2024:

¹⁵ Welfare and Institutions Code § 5970.5.

¹⁶ The LSTFC may use each county’s most recent pay data—for the same or similar period—from the California State Controller’s Office or comparable database for public defender office pay.

Table 2: Funding to Represent Respondents in Each County

County	Funding allocation	Estimated cases ¹⁷	Funding per estimated case ¹⁸
Glenn	\$60,000	6	\$10,000
Los Angeles	\$10,158,089	1,938	\$5,242
Orange	\$2,852,842	628	\$4,543
Riverside	\$2,490,970	493	\$5,053
San Diego	\$3,135,413	653	\$4,802
San Francisco	\$1,230,524	161	\$7,643
Stanislaus	\$412,162	110	\$3,747
Tuolumne	\$60,000	11	\$5,455
Total	\$20,400,000	4,000	

SB 101 proposes up to \$1,020,000 for support centers to provide legal training and technical assistance to implement the CARE Act. Any amount remaining from the support center allocation must go to QLSPs and public defenders to represent respondents.

SCORING CRITERIA

A successful proposal should persuasively describe the applicant’s ability to perform the proposed work. For QLSPs this includes, among other factors, the organization’s experience:

- Serving adults “experiencing a severe mental illness, as defined in paragraph (2) of subdivision (b) of [Welfare and Institutions Code] Section 5600.3 and has a diagnosis identified in the disorder class: schizophrenia spectrum and other psychotic disorders, as defined in the most current version of the Diagnostic and Statistical Manual of Mental Disorders.”¹⁹
- Representing clients in mental health cases such as LPS conservatorships or assisted outpatient treatment matters.
- Helping clients to access the types of community-based services and supports that Welfare and Institutions Code section 5982 describes. This includes behavioral health care, housing, and other services.

¹⁷ The Governor’s Office anticipates about 4,000 cases in 2023–2024. The estimate for each county is based on its share of the general population for all participating counties.

¹⁸ This column divides each county’s funding allocation (column two) by its share of estimated cases in 2023–2024 (column three). SB 101’s funding for QLSP and public defender representation assumes that a typical CARE Court case will take about 40 hours. This column, therefore, might provide a high estimate of the funding available per case if a typical matter takes more than 40 hours to resolve.

¹⁹ Welfare and Institutions Code § 5972.

- Litigating and negotiating (e.g., with county behavioral health agencies).

Additionally, it should be clear how all grant-funded activities would comply with the CARE Act and Budget Act of 2023.

Staff recommends the following rubric to guide deliberations:

Category	Exceeds Expectation	Meets Expectation	Below Expectation	Not Addressed
Project impact and strategies: The applicant describes how it will significantly and directly perform the role of QLSP or support center under the CARE Act and Budget Act.				
Qualifications: The applicant demonstrates that it has the qualifications (e.g., knowledge, experience, and relationships) that it needs to accomplish the proposal's goals.				
Number of check marks	X21-25 points	X11-20 points	X1-10 points	X0 points
Subtotal				
Administration: The applicant demonstrates that it has the organizational capacity (e.g., supervision structure and resources) that it needs to meet the proposal objectives.				
Project evaluation: The applicant details how it will acquire and use data to measure the effectiveness of its services and meet reporting requirements				
Number of check marks	X15 points	X10 points	X5 points	X0 points
Subtotal				
Total				

A comparatively high score would not guarantee funding. The Committee and LSTFC may still exercise discretion to make awards that best accomplish the statutory goals of this funding. The following explanations refer to the rubric:

- **Not addressed:** A proposal that scores “not addressed” in a category/criterion fails to

satisfy that criterion in a meaningful way or lacks the relevant nexus. A proposal might fail to satisfy a criterion in a meaningful way if it articulates only a vague intention to do so.

- **Below expectations:** A proposal that scores “below expectations” in a category/criterion addresses that criterion but is insufficiently competitive or persuasive to justify a score of “meets expectations.” For example, the proposal might lack sufficient detail, explanation, or basis in fact to demonstrate its contours or likelihood of success. Since such a proposal might still articulate a feasible project, this score confers some points.
- **Meets expectations:** A proposal that scores “meets expectations” in a category/criterion is competitive and persuasive with respect to that row of the rubric. To be competitive, the proposal will be sufficiently ambitious and/or compelling to merit the use of competitive funds. To be persuasive, the proposal will describe circumstances sufficiently probative of the applicant’s intention and ability to accomplish its stated objectives in that criterion.
- **Exceeds expectations:** A proposal that scores “exceeds expectations” in a category/criterion satisfies the standard for “meets expectations” while standing out as particularly compelling or impressive. A project might be especially compelling, for instance, because its strategies would be unusually impactful. Or the proposal might be exceptionally detailed, thorough, evidence-driven, or otherwise well-conceived and convincing.

THE APPLICATION

Staff recommends that a complete 2023–2024 CARE Court application include the following:

1. **Project profile**
The project profile will include high-level information about the project such as its funding request, counties of focus, and abstract.
2. **Project description**
The project description will include information about the applicant’s qualifications and deliverables. This includes the project’s goals, activities, targets for representation, and strategies for outreach, accessibility, and evaluation. It will also ask about the applicant’s qualifications and resources to perform the work safely and effectively.
3. **Project budget**
The budget will include information on how the applicant proposes to spend 2023–2024 CARE Court funds in each county for which they apply. Applicants will need to identify staff by their role (e.g., “Managing attorney”) and estimate the amount of time that these roles would spend on the project. The project staff, budget, and description should be consistent with one another.

4. Budget narrative

The budget narrative will include information about each line of the budget, noting whether the grant will directly pay for specific items or be allocated on a percentage or other basis.

5. Project assurances

Each applicant will have to acknowledge that:

1. It agrees that it will use any funds it receives from a 2023–2024 CARE Court grant only for the purposes stated in its application. Should the State Bar of California (State Bar) determine in its sole discretion that the applicant is unlikely to use all funds received for these purposes within the grant period, the applicant will return funds to the State Bar as directed by the State Bar.
2. It will not discriminate based on race, color, national origin, religion, gender, disability, age, marital or domestic partnership status, medical condition, or sexual orientation.
3. It will comply with quality control procedures adopted by the State Bar.
4. It will permit reasonable site visits and will present additional information deemed reasonably necessary to determine compliance with the terms of the grant.
5. It will comply with fiscal management and control procedures adopted by the State Bar.
6. It understands that any proposal submitted for a 2023–2024 CARE Court grant, and all documents submitted pursuant to issuance of 2023–2024 CARE Court funding, are public documents, and may be disclosed to any person.
7. It agrees it will file regular program and financial reports, as may be required by the State Bar, and cooperate with other data collection requests by the State Bar for this grant project.
8. The State Bar is permitted, in its sole discretion, to adjust Applicant's award at any time to reflect the actual amount of funding available for 2023–2024 CARE Court grants. Consequently, grantees shall not be guaranteed any specific dollar amount in grant funds, or any grant funds at all, if funds received are insufficient or unavailable to the State Bar.

REPORTING REQUIREMENTS

The 2023–2024 CARE Court grants may use the existing framework for Equal Access Program reporting except where necessary to meet other state requirements. Reporting requirements are subject to guidance from the Department of Finance and other agencies. As such, some requirements might become known to the State Bar at a later date. At this time, staff recommends communicating the following expectations to applicants:

1. Quarterly expenditure reports

Grantees may have to submit quarterly spending reports that compare expenditures to the approved budget. Grantees will have to report budget variances exceeding 10 percent of the award to the State Bar as soon as possible. Budget variances exceeding 10 percent of the award require an official budget revision request and State Bar or LSTFC approval.

2. Quarterly services reports

Grantees may have to submit quarterly reports with client-level data on:

- A. Case outcomes, such as select main benefits in the *California Legal Aid Reporting Handbook*, that are relevant to representing respondents in CARE Court. Grantees may need to specify whether the outcome is verified.
- B. Geographic and other demographic data, tied to verified/unverified outcomes, for all clients.
- C. The nature and length of services for all cases where there was an attorney-client relationship and aggregated data about all other services (e.g. trainings) during the grant.
- D. (To the extent possible) Economic benefits for cases that resulted in an award for or savings to the client.
- E. (For QLSPs) The time it takes to represent respondents in CARE Court and related information (e.g., number of hearings and hearing type).
- F. (For support centers) Quantitative and qualitative data about trainings, convenings, research, and other support for QLSPs, courts, county behavioral health agencies, and others.
- G. Any other quarterly data necessary to comply with state reporting requirements.

3. A final evaluation

Grantees may have to submit a final evaluation about outputs and outcomes such as:

- A. Community impact: How this project affected the people it served.

- B. Evaluation/Assessment: The processes used to assess the effectiveness of this project and lessons learned about the project itself or the community it served.
- C. Reports: Reports about the evaluation or assessment of this project or demonstrating the effect of its services (e.g., client satisfaction surveys, pre- and post-test results, number of trials, outcome of trials, etc.).
- D. Publications: Any publication or distribution plans for materials resulting from grant activities.
- E. Any other final evaluation data necessary to comply with state reporting requirements.

CONCLUSION

The attached RFP synthesizes the CARE Act's and SB 101's requirements for distributing CARE Court funds to QLSPs, public defenders, and support centers in 2023–2024. Additionally, it prioritizes making awards with enough time for grantees, public defenders, courts, and others to start work as early as this fall.

RECOMMENDATION

Should the Committee concur with staff's proposal, passage of the following resolution is recommended:

RESOLVED, that the Legal Services Trust Fund Commission (LSTFC) CARE Court Grants Committee, acting on behalf of the LSTFC under its delegated authority, approves the request for proposals for 2023–2024 CARE Court grants as described herein, including Attachment A.

ATTACHMENT

- A. 2023–2024 CARE Court Grant RFP



The State Bar of California

2023–2024 Community Assistance, Recovery, and Empowerment (CARE) Court Grant Request for Proposals

BACKGROUND

On September 14, 2022, Governor Newsom signed the Community Assistance, Recovery, and Empowerment (CARE) Act.¹ The CARE Act creates a new court program (CARE Court) where adults with qualifying, severe mental health issues can access behavioral health care, stabilization medication, housing, and other community services. The program will launch October 1, 2023, in Glenn, Orange, Riverside, San Diego, San Francisco, Stanislaus, and Tuolumne Counties and December 1, 2023, in Los Angeles County (participating counties).²

CARE Courts must appoint qualified legal services projects (QLSPs) to represent those who are the subject of a CARE Court petition (respondents). Where no QLSP has agreed to represent respondents, the court must appoint a public defender instead.³ Furthermore, the Legal Services Trust Fund Commission (LSTFC) must fund QLSPs to represent respondents “in CARE Act proceedings, matters related to CARE agreements and CARE plans.”⁴ The LSTFC must also fund qualified support centers to provide related “training, support, and coordination.”⁵

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participating counties.⁶ The amount for QLSPs and public defenders to represent respondents in CARE Court will be at least \$20,400,000. Support centers could receive up to \$1,020,000 to provide legal training and technical assistance to implement the CARE Act.⁷

Before making awards to QLSPs, the LSTFC must determine an amount of funding available to represent respondents in each of the participating counties. The formula to allocate this funding will set a minimum amount for each county and adjust for the relative cost of providing representation there (see the section “Distributing Funds by County,” below, for more information). Any funding not awarded to QLSPs to serve a county will go to that county’s public defender office to represent respondents.⁸

On March 24, 2023, the LSTFC created a committee to make 2023–2024 CARE Court awards to QLSPs and support centers.⁹ The LSTFC CARE Court Grants Committee (committee) then met on June 27, 2023, to discuss and approve this request for proposals (RFP). The RFP is subject to changes in the law including, but not limited to, the Budget Act of 2023 and changes to the CARE Act. 2023–2024 CARE Court grant applications are due on the State Bar of California’s grants portal, SmartSimple, by July 17, 2023, at 5:00 p.m. (PDT).

⁶ The Legislature passed SB 101 on June 15, 2023. The text of this legislation is available at leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=202320240SB101. Pending the Governor’s signature, SB 101 will become the Budget Act of 2023.

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ELIGIBILITY TO APPLY

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A total of \$20,400,000 would yield the allocations below. The final column (“Estimated number of cases in 2023–24”) provides context to help with application budgets. The Governor’s Office anticipates about 4,000 cases in 2023–2024:

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SCORING CRITERIA

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¹⁷ This column divides each county's funding allocation (column two) by its share of estimated cases in 2023–2024 (column three). SB 101's funding for QLSP and public defender representation assumes that a typical CARE Court case will take about 40 hours. This column, therefore, might provide a high estimate of the funding available per case if a typical matter takes more than 40 hours to resolve.

¹⁸ Welfare and Institutions Code § 5972.

- Helping clients to access the types of community-based services and supports that Welfare and Institutions Code section 5982 describes. This includes behavioral health care, housing, and other services.
- Litigating and negotiating (e.g., with county behavioral health agencies).

Additionally, it should be clear how all grant-funded activities would comply with the CARE Act and Budget Act of 2023.

The committee has adopted the following rubric to guide its deliberations:

Category	Exceeds Expectation	Meets Expectation	Below Expectation	Not Addressed
Project impact and strategies: The applicant describes how it will significantly and directly perform the role of QLSP or support center under the CARE Act and Budget Act.				
Qualifications: The applicant demonstrates that it has the qualifications (e.g., knowledge, experience, and relationships) that it needs to accomplish the proposal's goals.				
Number of check marks	X21-25 points	X11-20 points	X1-10 points	X0 points
Subtotal				
Administration: The applicant demonstrates that it has the organizational capacity (e.g., supervision structure and resources) that it needs to meet the proposal objectives.				
Project evaluation: The applicant details how it will acquire and use data to measure the effectiveness of its services and meet reporting requirements				
Number of check marks	X15 points	X10 points	X5 points	X0 points
Subtotal				
Total				

The rubric is a tool to guide committee and LSTFC discussion of proposals. A comparatively high score does not guarantee funding. The committee and LSTFC may still exercise discretion to make awards that best accomplish the statutory goals of this funding.

The following explanations refer to the rubric:

- **Not addressed:** A proposal that scores “not addressed” in a category/criterion fails to satisfy that criterion in a meaningful way or lacks the relevant nexus. A proposal might fail to satisfy a criterion in a meaningful way if it articulates only a vague intention to do so.
- **Below expectations:** A proposal that scores “below expectations” in a category/criterion addresses that criterion but is insufficiently competitive or persuasive to justify a score of “meets expectations.” For example, the proposal might lack sufficient detail, explanation, or basis in fact to demonstrate its contours or likelihood of success. Since such a proposal might still articulate a feasible project, this score confers some points.
- **Meets expectations:** A proposal that scores “meets expectations” in a category/criterion is competitive and persuasive with respect to that row of the rubric. To be competitive, the proposal will be sufficiently ambitious and/or compelling to merit the use of competitive funds. To be persuasive, the proposal will describe circumstances sufficiently probative of the applicant’s intention and ability to accomplish its stated objectives in that criterion.
- **Exceeds expectations:** A proposal that scores “exceeds expectations” in a category/criterion satisfies the standard for “meets expectations” while standing out as particularly compelling or impressive. A project might be especially compelling, for instance, because its strategies would be unusually impactful. Or the proposal might be exceptionally detailed, thorough, evidence-driven, or otherwise well-conceived and convincing.

GRANTMAKING TIMELINE

Table 2: 2023–2024 CARE Court Grant Timeline

Date(s)*	Activity
June 27, 2023	The committee approves the RFP
June 30, 2023	The application releases
July 17, 2023	Applications are due
August 2, 2023	The committee recommends awards to the LSTFC
August 10, 2023	The LSTFC approves awards

Date(s)*	Activity
August-September 2023	Applicants sign grant agreements
October 1, 2023	Grant period starts
October 1, 2023	Services start for Glenn, Orange, Riverside, San Diego, San Francisco, Stanislaus, and Tuolumne Counties
December 1, 2023	Services start for Los Angeles County

*Some dates are approximate to accommodate applicant, LSTFC, and staff availability and needs.

THE APPLICATION

A complete 2023–2024 CARE Court application will include the components below. Please see the application instructions for detailed guidance.

- 1. Project profile**

The project profile will include high-level information about the project such as its funding request, counties of focus, and abstract.

- 2. Project description**

The project description will include information about the applicant’s qualifications and deliverables. This includes the project’s goals, activities, targets for representation, and strategies for outreach, accessibility, and evaluation. It will also ask about the applicant’s qualifications and resources to perform the work safely and effectively.

- 3. Project budget**

The budget will include information on how the applicant proposes to spend 2023–2024 CARE Court funds in each county for which they apply. Applicants will need to identify staff by their role (e.g., “Managing attorney”) and estimate the amount of time that these roles would spend on the project. The project staff, budget, and description should be consistent with one another.

- 4. Budget narrative**

The budget narrative will include information about each line of the budget, noting whether the grant will directly pay for specific items or be allocated on a percentage or other basis.

- 5. Project assurances**

Each applicant will have to acknowledge that:

1. It agrees that it will use any funds it receives from a 2023–2024 CARE Court grant only for the purposes stated in its application. Should the State Bar of California (State Bar) determine in its sole discretion that the applicant is unlikely to use all

funds received for these purposes within the grant period, the applicant will return funds to the State Bar as directed by the State Bar.

2. It will not discriminate based on race, color, national origin, religion, gender, disability, age, marital or domestic partnership status, medical condition, or sexual orientation.
3. It will comply with quality control procedures adopted by the State Bar.
4. It will permit reasonable site visits and will present additional information deemed reasonably necessary to determine compliance with the terms of the grant.
5. It will comply with fiscal management and control procedures adopted by the State Bar.
6. It understands that any proposal submitted for a 2023–2024 CARE Court grant, and all documents submitted pursuant to issuance of 2023–2024 CARE Court funding, are public documents, and may be disclosed to any person.
7. It agrees it will file regular program and financial reports, as may be required by the State Bar, and cooperate with other data collection requests by the State Bar for this grant project.
8. The State Bar is permitted, in its sole discretion, to adjust Applicant’s award at any time to reflect the actual amount of funding available for 2023–2024 CARE Court grants. Consequently, grantees shall not be guaranteed any specific dollar amount in grant funds, or any grant funds at all, if funds received are insufficient or unavailable to the State Bar.

REPORTING REQUIREMENTS

Grantees must report quantitative and qualitative data describing their clients and activities. This data will include case outcomes tied to individual characteristics.

The 2023–2024 CARE Court grants may use the existing framework for Equal Access Program reporting except where necessary to meet other state requirements. Reporting requirements are subject to guidance from the Department of Finance and other agencies. As such, some requirements might become known to the State Bar at a later date.

The committee will finalize the 2023–2024 reporting requirements by September 2023. Requirements are likely to include:

1. Quarterly expenditure reports

Grantees may have to submit quarterly spending reports that compare expenditures to the approved budget. Grantees will have to report budget variances exceeding 10 percent of the award to the State Bar as soon as possible. Budget variances exceeding 10 percent of the award require an official budget revision request and State Bar or LSTFC approval.

2. Quarterly services reports

Grantees may have to submit quarterly reports with client-level data on:

- A. Case outcomes, such as select main benefits in the *California Legal Aid Reporting Handbook*, that are relevant to representing respondents in CARE Court. Grantees may need to specify whether the outcome is verified.
- B. Geographic and other demographic data, tied to verified/unverified outcomes, for all clients.
- C. The nature and length of services for all cases where there was an attorney-client relationship and aggregated data about all other services (e.g. trainings) during the grant.
- D. (To the extent possible) Economic benefits for cases that resulted in an award for or savings to the client.
- E. (For QLSPs) The time it takes to represent respondents in CARE Court and related information (e.g., number of hearings and hearing type).
- F. (For support centers) Quantitative and qualitative data about trainings, convenings, research, and other support for QLSPs, courts, county behavioral health agencies, and others.
- G. Any other quarterly data necessary to comply with state reporting requirements.

3. A final evaluation

Grantees may have to submit a final evaluation about outputs and outcomes such as:

- A. Community impact: How this project affected the people it served.
- B. Evaluation/Assessment: The processes used to assess the effectiveness of this project and lessons learned about the project itself or the community it served.
- C. Reports: Reports about the evaluation or assessment of this project or

demonstrating the effect of its services (e.g., client satisfaction surveys, pre- and post-test results, number of trials, outcome of trials, etc.).

- D. Publications: Any publication or distribution plans for materials resulting from grant activities.
- E. Any other final evaluation data necessary to comply with state reporting requirements

FOR QUESTIONS

For questions about the 2023–2024 CARE Court grants, please contact Christopher McConkey, Program Supervisor, at (213) 765-1505 or christopher.mcconkey@calbar.ca.gov.