



Legal Services Trust Fund Commission (LSTFC) Homelessness Prevention Funds Committee
Meeting

Open Session Minutes
Monday, December 4, 2023
2:00 p.m.– 4:00 p.m.

Time Meeting Commenced: The LSTFC Homelessness Prevention Funds Committee meeting commenced in open session at 2:02 p.m.
Time Meeting Adjourned: 3:10 p.m.
Chair: Efrain Escobedo
Committee Coordinator: Jennifer Zelnick
Members Present: Jacqueline Alikhaani, Eric Isken, Tammy Mahoney, Jonathan Sandville
Members Absent: None
Liaisons Present: Laura Brown (Judicial Council), Zach Newman (LAAC), Melanie Snider (Judicial Council)
Staff Present: Rocío Ávalos, Chris McConkey, Doan Nguyen, Brittany Veal, Kim Warmesley, Jennifer Zelnick

OPEN SESSION

1. **Call to Order**
Chair Escobedo called the meeting to order.
2. **Roll Call**
Roll call was taken and a quorum was established.

Chair Escobedo asked if there were person(s) who wished to make a public comment. No comments were made.

3. **Approval of Minutes**

3.1 **Open Session Minutes: October 20, 2023**
Moved by Isken, seconded by Mahoney.

Ayes – (4) Isken, Mahoney, Sandville, Escobedo
Noes – (0)
Abstain – (0)
Absent – (0)

Motion carries.

4. Updates

4.1 Report on the Homelessness Prevention 2, 3, and 4 Grant Annual Evaluations

Senior Program Analyst Jennifer Zelnick reported on the HP 2, 3, and 4 grant annual evaluations. She reviewed the reporting periods, funding source, reporting frequency and requirements, and number of awards for each grant. The reports included data on client outcomes and economic benefits, demographics, areas of law, and types and levels of service. The Committee discussed whether comparing the demographics of clients served to the California population accurately represented the impact of the grants.

4.2 Update on Homelessness Prevention Grant Administration

Senior Program Analyst Zelnick reported on the HP 4 services and spending review, which staff conducted to ensure grantees are completing qualifying work, check for reasonableness and proportionality of spending against the activities reported, and identify programs in need of technical assistance. Grantees reported spending \$6,815,928 in the first six months of the HP 4 initial grant period, or 27 percent of the total HP 4 initial funds. Staff contacted 18 grantees to provide technical assistance and ensure the grantees can meet their deliverable goals and spend down their funds by the end of the grant period.

5. Discussion and Action Items

5.1 Approve the 2021/2022–2024 Homelessness Prevention (HP 3) Grant Reallocations

Senior Program Analyst Zelnick provided an overview of the HP 3 grant reallocation process. HP 3 grantees must spend down the funds by the time the grant period ends on December 31, 2024, or return unused monies. In March 2023, Public Counsel voluntarily relinquished \$1,167,136 in HP 3 formula funds and \$562,603 in HP 3 competitive funds. All HP 3 grantees have now reported on their spending for over half the grant and some grantees projected underspending by the end of the grant period. The LSTFC invited grantees who projected underspending to confirm their projections of unspent funds and invited all HP 3 grantees with concerns about spending down to voluntarily relinquish funds.

Six grantees volunteered to relinquish some HP 3 formula funds. Together with the funds Public Counsel voluntarily relinquished in March 2023, a total of \$2,534,046 in formula funds and \$562,603 in competitive funds—or \$3,096,649 total—are available for HP 3 reallocation. Staff informed grantees about the funds available for reallocation. Forty-six HP 3 formula grantees agreed to accept \$2,534,042 in reallocated formula funds and 11 HP 3 competitive grantees opted in to receive \$562,602 in reallocated formula funds for a total HP 3 reallocation of \$3,096,644. State Bar Staff worked with grantees to review, evaluate, and revise grant budgets, paying close attention to reasonableness of cash flows, acceptable personnel and program ratios, and whether or not budget modifications involved significant additional spending on capital additions.

The Committee considered the following resolution:

RESOLVED, that the Legal Services Trust Fund Commission (LSTFC) Homelessness Prevention Funds Committee (Committee), acting on behalf of the LSTFC under its delegated authority, approves the 2021/2022–2024 Homelessness Prevention (HP 3) formula and competitive grant reallocation amounts as described in staff's memo and in Attachment B, dated December 4, 2023; and it is

FURTHER RESOLVED, that the Committee, acting on behalf of the LSTFC under its delegated authority, approves the HP 3 formula grant budget revisions for California Women's Law Center, Legal Services of Northern California, and Public Counsel as described in staff's memo dated December 4, 2023.

Moved by Isken, seconded by Sandville.

Ayes – (5) Alikhaani, Isken, Mahoney, Sandville, Escobedo

Noes – (0)

Abstain – (0)

Absent – (0)

Motion carries.

ADJOURN