



The State Bar of California

OPEN SESSION

AGENDA ITEM 5.2

FEBRUARY 2024

LSTFC HOMELESSNESS PREVENTION FUNDS COMMITTEE

DATE: February 26, 2024

TO: Members, LSTFC Homelessness Prevention Funds Committee

FROM: Jennifer Zelnick, Senior Program Analyst, Office of Access & Inclusion

SUBJECT: Action on 2023–2024 Homelessness Prevention (HP 4) Budget Revisions

EXECUTIVE SUMMARY

Organizations that receive 2023–2024 Homelessness Prevention (HP 4) grant funding have the opportunity to request a modification of their approved grant budget. During the grant period, organizations may submit requests to modify approved grant budgets on a rolling basis. Requests equal to or exceeding 25 percent of the total grant award require Legal Services Trust Fund Commission (LSTFC) review and approval. The Homelessness Prevention Funds Committee (Committee) reviews requests equal to or over 25 percent and develops recommendations for the LSTFC. This memo describes State Bar staff's (staff's) recommendation about one HP 4 budget revision request to the Committee at its February 26, 2024, meeting.

BACKGROUND

Grantees seeking to modify their budgets must submit a written request for revision. In the Legal Services Trust Fund Program General Grant Provisions, provision 7.01 states that recipients shall not materially deviate from the approved budget without first obtaining prior written approval. Budget modification requests must fully delineate the reason for the revision and any effect on the recipient. According to the LSTFC's Functional Matrix, changes that are less than 10 percent of the total award are considered permissible deviations. Staff may review and approve requests that are between 10 and 25 percent of the total award, while those equal to or greater than 25 percent require Committee and LSTFC approval.

DISCUSSION

Staff received six HP 4 budget revision requests. Staff reviewed each request and calculated the percent of the total award that the request represents to determine if it requires Committee and LSTFC approval. For the five budget revisions equal to or greater than ten percent of the total award, staff reviewed the stated reason for a budget modification and assessed the budget narratives to determine whether the proposed use of funds is reasonable (e.g., would continue to fund qualifying work, would conform to the recommended personnel and program ratios, would not put an unexplained amount into capital additions, etc.). Staff has approved the requests between 10 and 25 percent.

One budget revision request, submitted by Child Care Law Center (CCLC), requires Committee and LSTFC approval. CCLC requested a 26.2 percent budget modification to its HP 4 grant. CCLC's budget modifications included eliminating funds for a paralegal and contract services to clients, as those positions were never filled. CCLC proposes to move those funds into other staff and increase employee benefits. Other staff funds support a senior project manager/evaluator and communications staff who implement the project alongside staff attorneys. CCLC would also put additional funds into administrative personnel and non-personnel to better support the project. Staff recommends approving CCLC's HP 4 budget revision request.

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) Homelessness Prevention Funds Committee recommends to the LSTFC that it approve Child Care Law Center's 2023–2024 Homelessness Prevention (HP 4) Grant budget revision request as described in staff's memo and Attachment A dated February 26, 2024.

ATTACHMENT LIST

- A. Child Care Law Center's 2023–2024 Homeless Prevention (HP 4) Grant Budget Revision Request

| Organization | Project Name | Grant Award | Revision Amount | Revision Percentage | Staff Recommendation |
|-----------------------|---|-------------|-----------------|---------------------|----------------------|
| Child Care Law Center | CCLC-Project Sentinel Partnership Grant | \$361,283 | \$94,580 | 26.2% | Recommend approval. |