Renewal Application for FY 2023-24
Redwood City, City of San Mateo, San Mateo County, and South San Francisco

GENERAL INFORMATION

1. Project Title: HomeSavers Preserving Affordable Housing

2. Project Address: 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065

3. Provide a one sentence project summary:
Legal assistance to people threatened with losing their homes or living in substandard conditions with the goals of keeping people in their homes; preventing homelessness through the enforcement of legal rights, in and out of court; and remedying substandard living conditions through advocacy.

4. Organization Name: Legal Aid Society of San Mateo County

Organization Address: 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065

Organization Phone: 650-558-0915 Website: www.legalaidsmc.org

Type of Applicant: Non-Profit **Our agency serves:** Households

5. Contact Person / Project Administrator: Name: Maria Chatterjee Title: Housing Program Operations Manager Telephone: 650-517-8939

Contact Email: mchatterjee@legalaidsmc.org Fax:

6. Name of Agency Director: M. Stacey Hawver

7. Fiscal Officer: Name: Allison Marseille Email: amarseille@legalaidsmc.org Telephone: 650-517-8916

Fiscal Officer Address: 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065-1455

8. Authorized Signatory: Name: M. Stacey Hawver Email: mshawver@legalaidsmc.org Telephone: 650-517-8917

Fiscal Officer Address: 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065-1455

9. Please provide days and hours of regularly scheduled operation:

10. SAM/UEI Number: 034237727 **Federal EIN/TIN Number:** 94-1451894

Funding recevied from:
- [ ] Redwood City
- [x] City of San Mateo
- [x] County of San Mateo
- [x] South San Francisco

10. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out in FY 2023. This should also include program objectives and key priorities for each specific jurisdiction.
Note: This narrative has been copied from your previous application. Please update if appropriate.
Program Objective: The Legal Aid Society of San Mateo County keeps low-income tenants in their affordable homes by defending them against illegal and unfair evictions through in-court representation and assistance and out-of-court advocacy. We provide legal representation, advocacy, advice and other services to approximately 50 households per month, and answer dozens of tenant questions through phone consultations each week. Remote services are provided safely through telephone consultation, text messages and email, teleconferencing, and “drive-up” document delivery, and are supported by an online intake app that allows for form completion and secure document sharing. The housing team has adapted to the changing laws and used the laws that remain unchanged, such as the Tenant Protection Act, to protect tenants, prevent eviction lawsuits and steer tenants and their landlords to the appropriate agencies for rental assistance funding.

Key Priorities: Legal Aid SMC strives to provide low-income clients with legal representation, advocacy, or the knowledge and practical assistance they need to more effectively advocate for themselves and their families with the goal of preserving their affordable housing and preventing them from becoming homeless or being displaced from their community.

Specific Activities: Legal Aid SMC attorneys, project staff, and trained pro bono attorneys represent clients in court, advocate for their legal rights out of court, consult one-on-one with clients to answer questions, provide legal advice, help with the completing of legal paperwork, and explain what to expect in the county’s housing courts. Legal Aid SMC is also able to aggregate eviction data to track trends and impacts in specific cities.

11. Program Changes: Please detail any changes to your program for FY2023.
Legal Aid SMC has adapted to the post-pandemic environment and changing laws, and used laws that remain unchanged such as the Tenant Protection Act, to protect tenants, prevent evictions, and steer tenants and their landlords to the appropriate agencies for rental assistance.

The Housing Team continues to represent low-income tenants in unlawful detainer cases and advise regarding termination notices and other serious issues that threaten their housing. The number of eviction cases has increased since July 2022, since most laws protecting tenants during the COVID pandemic expired on June 30, 2022. Tenants are no longer protected from eviction if they cannot pay their rent. This resulted in a significant number of eviction lawsuits being filed by landlords against tenants during the months that followed. We saw a large increase in cases starting in August 2022 and continuing through the current months. Most of the eviction cases are based on non-payment of rent.

Despite the increase in eviction cases, the number of total cases we are reporting does not reach our pre-pandemic number of cases

due to changes in our service model. Due to Covid-19 restrictions, we transitioned from the in-person clinic model to a more efficient and streamlined remote technology-supported process. The new entry point for our housing legal services is the Housing Intake Line, which receives hundreds of calls each month. Project Coordinators screen tenants by phone and schedule those with serious legal problems such as eviction lawsuits, termination notices, and other immediate threats to their housing stability for a consultation with a housing attorney. If a tenant calls us with less pressing housing issues, the Project Coordinators provide them with legal information and appropriate referrals over the phone or by e-mail or text message. These information and referral calls are not entered into our case management system and are no longer counted as cases as they would have been under the previous model when tenants with any housing-related legal problem could walk in to a clinic and consult with an attorney. This new model is more efficient as the attorneys can focus their time on the highest priority cases where families are threatened with homelessness. Further, we can reach a broader number of San Mateo County residents who need legal information and resources through the Intake Line. The number of legal cases reported is lower than pre-pandemic years, but the total number of San Mateo County tenants served through legal information and referral and attorney advice and representation is greater than the number we served through the walk-in clinic model. The new system is more efficient and effective and better serves tenants who do not have to get themselves to in-person clinics for services. This is particularly beneficial to our clients who are seniors, have disabilities, or are limited in their transportation options.

12. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households **and** number of individuals.

Jurisdiction	Actual Beneficiaries, FY2021		Projected Beneficiaries FY2022		YTD Beneficiaries FY2022 (thru)		Projected Beneficiaries FY2023	
	Ind	HH	Ind	HH	Ind	HH	Ind	HH
Redwood City	0	0			0	0		
City of San Mateo	251	106	185	74	150	64	183	73
County of San Mateo	398	200	375	132	209	99	315	126
South San Francisco	165	59	175	70	47	25	176	70
Totals	814	365	735	276	406	188	674	269

PROPOSED PROGRAM BUDGET FOR FY 2023-24

It is recommended that use your current allocation amount for your FY 15-16 funding request. However, please take into consideration that this amount is most likely to stay the same or decrease

				City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	**Agency Total**	**Pgm%**	**Program Total**	**%**	**Requested**	**%**	**Requested**	**%**	**Requested**	**Pgm%**	**Requested**
Labor											
Directing Attorney	$125,924	100%	$125,924	4%	$5,000	7%	$9,000	5%	$6,000	16%	$20,000
Staff Attorneys	$267,003	100%	$267,003	2%	$5,000	3%	$8,000	1%	$3,000	6%	$16,000
Housing Program Operations Manager	$81,390	100%	$81,390	0%	$0	0%	$0	0%	$0	0%	$0
Project Coordinators	$166,414	100%	$166,414	0%	$0	0%	$0	0%	$0	0%	$0
Other Staff	$2,479,268	0%	$0		$0		$0		$0		$0
Taxes/Benefits	$875,000	21%	$179,693	1%	$1,520	2%	$2,877	1%	$2,070	4%	$6,467
Supplies											
Office Supplies, Printing, Postage	$32,500	21%	$6,674	0%	$0	0%	$0	0%	$0	0%	$0
Materials											
Publications, Training, Travel	$30,000	21%	$6,161	0%	$0	0%	$0	0%	$0	0%	$0
Operations/Maintenance											
Occupancy	$70,000	21%	$14,375	0%	$0	0%	$0	0%	$0	0%	$0
Technology, Phone, Equipment	$129,500	21%	$26,594	0%	$0	0%	$0	0%	$0	0%	$0
Other Operating Costs	$11,000	21%	$2,259	0%	$0	0%	$0	0%	$0	0%	$0
Contract Services	$1,425,000	8%	$115,000	0%	$0	0%	$0	0%	$0	0%	$0
De Minimis 10% Indirect Cost Rate (for Federal Awards)	$20,860	100%	$20,860	6%	$1,280.00	11%	$2,208.00	6%	$1,230	0%	$0
Administration	$126,140	21%	$25,904	0%	$0	0%	$0	0%	$0	0%	0
TOTAL	$5,839,999	18%	$1,038,251	1%	$12,800	2%	$22,085	1%	$12,300	5%	$47,185
Number of Individual Beneficiaries					183		315		176		674
Cost per Individual					$69.95		$70.11		$69.89		$70.01
Number of Household Beneficiaries					73		126		70		269
Cost per Household					$175.34		$175.28		$175.71		$175.41

Attachments

(Upload Instructions)

ALL attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the “Other” boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact the CDBG Manager of the appropriate jurisdiction at least one day prior to submitting your application.

☑ 1. Resolution authorizing application and designation of signatory, by the	LASSMC_Funding_Resolution_2023.pdf
☑ 2. Proof of 501(c)3 / tax-exempt status	LASSMC_IRS_501c3_Letter_2003.PDF
☑ 3. By-laws	LASSMC_Bylaws_November_2022.pdf
☑ 4. Articles of Incorporation	LASSMC_Articles_of_Incorporation.pdf
☑ 5. Board roster, including: • Name, Company, Years on Board • Meeting dates for previous 12 months • Number of years allowed for each board term	LASSMC_Board_Roster_Meeting_Dates_Term_Limits_January_2023_for_CDS.pdf
☑ 6. Organizational chart for entire organization	LASSMC_OrgChart_January_2023.pdf
☑ 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: • Management letters (if applicable) • A-122 and A-133 Single Audit (for entities that receive more than $750,000 in federal funding) **OR** • A letter from your Executive Director certifying that agency does not receive more than $750,000 in federal funds and is not subject to the Single Audit.	LASSMC_Audit_Report_FY2022.pdf LASSMC_Certification_for_No_Single_Audit_Needed.pdf
☑ 8. The following are required: • Current (FY22-23) **Agency** Operating Budget • Proposed (FY23-24) **Agency** Operating Budget	LASSMC_Proposed_Budget_FY2024_for_Grants.pdf LASSMC_Budget_FY2023_for_Grants.pdf
☑ 9. Mission Statement	LASSMC_Mission_and_Vision_Statements.pdf
☑ 10. Non-discrimination policy	LASSMC_Equal_Employment_Opportunity_and_Reasonable_Accommodations_Policy.pdf
☑ 11. Reasonable Accommodations Policy	LASSMC_Equal_Employment_Opportunity_and_Reasonable_Accommodations_Policy.pdf
☑ 12. Other - COI	LASSMC_Conflict_of_Interest_Policy.pdf

☐ Reviewed and updated Contact Information
☐ Reviewed and updated Projected Beneficiares
☐ Reviewed and updated Budget

Program Manager Signature	M. Stacey Hawver
Date Signed	01/12/2023

Initially submitted: Jan 12, 2023 - 14:51:23