



Mark Farrell, Mayor

Department of Human Services  
Department of Aging and Adult Services

Trent Rhorer, Executive Director

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR

**FROM:** NOELLE SIMMONS, DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *MS*

**DATE:** JUNE 22, 2018

**SUBJECT:** NEW GRANT: BAY AREA LEGAL AID (NON-PROFIT) TO PROVIDE CLIENT ADVOCACY AND INDIVIDUALIZED LEGAL SUPPORT SERVICES

		<u>Contingency</u>	<u>Total</u>	
<b>CONTRACT TERM:</b>	7/1/18- 6/30/21			
<b>CONTRACT AMOUNT:</b>	\$ 1,223,790	\$123,379	\$1,346,169	
<b>ANNUAL AMOUNT:</b>	FY 18/19 \$407,930	FY19/20 \$407,930	FY20/21 \$407,930	
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u> <u>Total</u>
<b>FUNDING:</b>	\$610,191	\$135,277	\$478,322	\$123,379   \$1,346,169
<b>PERCENTAGE:</b>	50%	11%	39%	100%

The Department of Human Services (DHS) requests authorization to enter into a new grant agreement with Bay Area Legal Aid for the period of July 1, 2018 to June 30, 2021, in an amount of \$1,223,790 plus a 10% contingency for a total amount not to exceed \$1,346,169. The purpose of the grant is to provide client advocacy and individualized legal support services to participants of the CalWORKs, Personal Assisted Employment Services (PAES), and CalFresh/Able-Bodied Adults Without Dependents (ABAWD) programs.

## **Background**

CalWORKs, PAES, and ABAWD participants often need legal services to resolve issues that preempt them from entering an employment activity, being employed or retaining employment. Understanding this need, the Department is committed to providing these services through nonprofit agencies that would station staff in locations easily accessible to participants. The CalWORKs, PAES, and ABAWD welfare-to-work programs have complicated rules for client participation, work activities requirements, and exemptions. Many clients, who are faced with a wide range of challenges and barriers, are often unaware of their rights or unable to represent their own needs. The complexity of the welfare-to-work programs requires informed, effective representation of clients who may have concerns or complaints about their employment plans.

## **Services to be Provided**

Grantee will provide client advocacy services and individualized legal support services. The Client Advocacy Services will assist clients in addressing their concerns, complaints and/or grievances. These client advocacy services include assisting the clients through the formal grievance process, if necessary, to adequately address their complaints. The Individualized Legal Support Services will assist participants with identified legal barriers that may impede their successful transition from welfare to work. The project at large is staffed with multi and bilingual/bicultural advocates, attorneys, and interpreters who are experienced in providing legal services in English and other key languages, such as Spanish and Chinese.

On an annual basis, Grantee will meet the following service objectives:

### **A. Client Advocacy Services**

1. Provide client advocacy services requiring resolution, correction, or mediation to a minimum of
  - o 40 CalWORKs client matters
  - o 50 CAAP/PAES client matters
  - o 30 CalFresh/ABAWD client matters
2. Provide client advocacy services requiring advice & counsel to a minimum of
  - o 275 CalWORKs client matters
  - o 275 CAAP/PAES client matters
  - o 275 CalFresh/ABAWD client matters
3. A minimum of 6 workshop(s) for HSA staff conducted annually on legal topics agreed upon by Grantee and HSA.
4. A minimum of 40 workshop(s) for participants conducted annually on legal topics agreed upon by Grantee and HSA for the CalWORKs, CAAP/PAES and CalFRESH ABAWD populations.

### **B. Individualized Legal Support Services**

1. Provide full service individualized legal support services in at least 100 client matters for participants who are selected by HSA staff and have an identified legal barrier to employment.

2. Complete simple legal transactions to at least 200 client matters for participants who are selected by HSA staff and have an identified legal barrier to employment.

Services are provided Monday-Friday, during regular business hours (9 a.m. to 5 p.m.) at Grantee's San Francisco office (1800 Market Street, 3<sup>rd</sup> Floor). Services will also be provided at 170 Otis, 1800 Oakdale, 3120 Mission Street, 1235 Mission Street and other specified locations jointly determined by Grantee and HSA. Appointments are available at other times by arrangement if necessary to meet client needs.

For additional information regarding services, please refer to Appendix A (attached).

**Selection**

Grantee was selected through Request for Proposals #788, which was competitively bid in March 2018.

**Funding**

Services will be funded through federal, state and local General Fund dollars.

**ATTACHMENTS**

Appendix A – Services to be Provided

Appendix B – Program Budget – Client Advocacy

Appendix B-1 – Program Budget – Individualized Legal Support Services

**Appendix A – Scope of Services to be Provided  
 Bay Area Legal Aid  
 Client Advocacy and Individualized Legal Support Services  
 July 1, 2018 to June 30, 2021**

**I. Purpose of Grant**

This grant will provide client advocacy services and direct legal services to participants of the Personal Assisted Employment Services (PAES) program, the CalWORKs program and the JobsNOW (HSA subsidized employment) program and SF-HSA-administered Welfare-to-Work Services programs. The Client Advocacy Services will assist clients in addressing their concerns, complaints and/or grievances. These client advocacy services include assisting the clients through the formal grievance process, if necessary, to adequately address their complaints. The Individualized Legal Support Services will assist participants with identified legal barriers that may impede their successful transition from welfare to work. The project at large is staffed with multi and bilingual/bicultural advocates, attorneys, and interpreters who are experienced in providing legal services in English and other key languages, such as Spanish and Chinese.

**II. Definitions**

ABAWD	Able-Bodied Adults Without Dependents, i.e., CalFresh recipients age 18 to 49 who are able to work and do not share a household with a minor child.
CAAP	County Adult Assistance Programs
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
CalFresh	Formerly known as Food Stamps. A federal public assistance program that helps children and low-income households improve their diets by providing access to a nutritious diet.
CARBON	Contract Administration, Reporting & Billing Online database
Client Matter	Legal issue requiring resolution, correction, mediation, advice & counsel, full service legal support, or legal transactions completed.
Grantee	Bay Area Legal Aid (BayLegal)
HSA, also Department	San Francisco Human Services Agency
ES	HSA Employment Specialist

Formal Grievance	This process will adhere to the following procedures and guidelines: Participants may grieve at any stage in the employment plan process, from plan development to completion. Only decisions made by HSA staff as they relate to a CalWORKs or PAES Participant's employment plan are subject to grievance. For example, decisions made by a client's caseworker or other HSA employees concerning the appropriateness of a participant's employment goal or the need for support services to complete the Employment Plan may be grieved.
Formal Grievance Issues	Each client with a meritorious formal grievance will have access to assistance from a Client Advocate throughout the formal grievance process.
JobsNOW	A subsidized employment program operated by the SF Human Services Agency Workforce Development Division
Launchpad	Client tracking system used by HSA
PAES	Personal Assisted Employment Services
RCA	Refugee Cash Assistance Program
TANF	Temporary Assistance to Needy Families, the federal welfare to work program known as CalWORKs in California
WPR	Work Participation Rate
ZixCorp	An Email Encryption and Email Data Loss Prevention system

### III. Target Population

#### A. Client Advocacy

The target population is residents of San Francisco who receive CalWORKs, CAAP/PAES, or CalFresh/ABAWD and are in an employment activity or path.

#### B. Individualized Legal Support Services-by HSA referral only

The target population is residents of San Francisco who receive CalWORKs, CAAP/PAES, or CalFresh/ABAWD and are in an employment activity or path, and referred by HSA staff. Other CalWORKs clients may be referred at the discretion of HSA.

### IV. Description of Services

Grantee shall provide the following services during the term of this grant:

#### A. Client Advocacy Services

Provide participants with an efficient, responsive and sensitive outlet for their concerns and complaints. Each participant will have access to assistance from a client advocate to address concerns, complaints and/or grievances. Each grievance will follow a standard procedure,

beginning with an informal resolution and if needed, ending with an independent, unbiased adjudication. The client advocacy services, at a minimum, will include:

1. Work with the program participants and designated program liaison to proactively address and resolve complaints, if possible before they move to a formal grievance procedure.
2. Mediate between HSA and individual participants during the early stage of the grievance procedure
3. Facilitate the formal grievance procedure at any stage in the process, from application through termination.
4. Represent individuals in appeals including the state or county administrative hearing process, as necessary.
5. Attend regular meetings with HSA administration including bi-monthly CalWORKs Welfare to Work meetings and quarterly CAAP/PAES/CalFresh ABAWD meetings to discuss and provide input regarding systemic issues, and to discuss any other relevant topics,
6. Station CalWORKs and PAES/ABAWD client advocates at CalWORKs and PAES/CalFresh sites.
7. Provide group workshops, at HSA sites, on relevant legal issues such as legal advocacy for pathways to citizenship (U-visas), criminal record expungement, and recovery of driver's license, housing, employment rights, and other topics as requested by HSA. These workshops may lead to Individualized Legal Support Services.
8. Grantee may be required to provide information on their services, the availability and purpose of client advocacy, and the formal grievance process at orientations, Rights and Responsibilities, Jobs Match and Jobs Now, or other sessions
9. Manage limited employment barrier remediation funds to be used for the elimination of urgent client barriers (of low cost not to exceed \$100) to employment, (or eligibility for Public Assistance on a case by case basis, that the Human Services Agency (HSA) doesn't pay for with PAES, CalFresh or CalWORKs ancillary funds, such as certain traffic tickets, court fees, etc.) Funds are exclusively for unusual expenses not normally approved for payment by HSA and for clients on aid who are in the process of seeking employment. Funds will be disbursed primarily to third-party vendors, not to participants directly. Participant must:
  - a. Have a clear and discrete barrier to establishing eligibility for aid or to employment that would be removed upon payment of employment barrier remediation funds.
  - b. Be in an approved employment activity or path or who have a verified job offer.
  - c. Be currently receiving Client Advocacy Services requiring resolution, correction or mediation.
  - d. Exceptions may be made by HSA on a case-by-case basis.

B. Individualized Legal Support Services

Assist participants selected by HSA staff with identified legal barriers that may impede their successful transition from welfare to work. By providing culturally competent, individualized legal support to address the barriers to employment that may have a legal remedy, this program component provides participants with free legal services that will

enhance the ability of these populations to secure and retain employment or benefits. Individualized Legal Support Services include but is not limited to:

1. Provide legal advice and support on a range of topics including but not limited to:
  - a. Employment rights
  - b. Consumer credit and garnishment issues
  - c. Identification such as driver's licenses and birth certificates
  - d. Civil cases
  - e. Criminal case records
  - f. Family cases including educational advocacy and domestic violence
  - g. Housing
  - h. Limited Immigration issues, as permitted by Legal Service Corporation regulations, such as applications for U & T-Visas
  - i. Health access issues
2. Develop an individual plan and action steps to resolve participant's legal problems
3. Provide technical support in Pro Per (self-representation) cases
4. Complete forms, write letters and other documents on behalf of the client
5. Manage limited employment barrier remediation funds to be used for the elimination of urgent client barriers (of low cost not to exceed \$100) to employment, (or eligibility for Public Assistance on a case by case basis, that the Human Services Agency (HSA) doesn't pay for with PAES, CalFresh or CalWORKs ancillary funds, such as certain traffic tickets, court fees, etc.) Funds are exclusively for unusual expenses not normally approved for payment by HSA and where the clients on aid are in the process of seeking employment. Funds will be disbursed primarily to third-party vendors, not to participants directly. Participant must have:
  - a. A clear and discrete barrier to employment or an employment activity that would be removed upon payment of employment barrier remediation funds.
  - b. Currently receiving Individualized Legal Support Services
  - c. Exceptions may be made by HSA on a case-by-case basis
6. Make appropriate referral to other community legal services and non-legal agencies if necessary
7. Station Individualized Legal Support Services Provider at CalWORKs and PAES/CalFresh sites.

### **C. Information and Referral**

Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

### **D. Staffing Requirements**

1. Grantee will provide a supervising legal attorney for supervision and oversight of all staff, including law clerks; development of initial and ongoing advocate trainings; performance of regular case reviews and strategy sessions; effective supervision of the advocates' performance of their duties, and assistance to the advocates in assisting clients.
2. Grantee will provide receptionist/translator and secretary/translator capabilities.

3. Grantee will provide staff with demonstrated knowledge of services/processes available to CalWORKs and PAES/ABAWD participants in order to be able to serve participants in the most effective manner.
4. Hours: Client advocates will maintain regular office hours Monday through Friday (see Section V). Voice-mail messages can be left for Client Advocates at any time to maximize accessibility to clients who are employed. Volunteer, intern and work-study law students will be utilized in the course of assistance provided by this project.

## V. Location and Time of Services

Project services are provided Monday-Friday, during regular business hours (9 a.m. to 5 p.m.) at BayLegal's San Francisco office (1800 Market Street, 3<sup>rd</sup> Floor). Services will also be provided at 170 Otis, 1800 Oakdale, 3120 Mission Street, 1235 Mission Street and other specified locations jointly determined by BayLegal and HSA. Appointments are available at other times by arrangement if necessary to meet client needs.

## VI. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

### A. Client Advocacy Services

1. Provide client advocacy services requiring resolution, correction, or mediation to a minimum of
  - 40 CalWORKs client matters
  - 50 CAAP/PAES client matters
  - 30 CalFresh/ABAWD client matters

The above numbers are subject to adjustment based on client need, after BayLegal discussion with HSA.

2. Provide client advocacy services requiring advice & counsel to a minimum of
  - 275 CalWORKs client matters
  - 275 CAAP/PAES client matters
  - 275 CalFresh/ABAWD client matters

The above numbers are subject to adjustment based on client need, after BayLegal discussion with HSA.

3. A minimum of 6 workshop(s) for HSA staff conducted annually on legal topics agreed upon by Grantee and HSA.
4. A minimum of 40 workshop(s) for participants conducted annually on legal topics agreed upon by Grantee and HSA for the CalWORKs, CAAP/PAES and CalFRESH ABAWD populations.

The above numbers are subject to adjustment based on client attendance at the workshop, after BayLegal discussion with HSA.

### B. Individualized Legal Support Services

1. Provide full service individualized legal support services in at least 100 client matters for participants who are selected by HSA staff and have an identified legal barrier to employment.



2. Complete simple legal transactions to at least 200 client matters for participants who are selected by HSA staff and have an identified legal barrier to employment. These numbers are contingent upon HSA referral and subject to adjustment based on client need, after BayLegal discussion with HSA.

## **VII. Outcome Objectives**

On an annual basis, Grantee will meet the following outcome objectives:

### **A. Client Advocacy Services**

1. Resolve 80% of client concerns/complaints/formal grievances within sixty (60) days of the problem being received by the Grantee.
2. Resolve 90% of all complaints without convening a formal grievance hearing.
3. For all formal grievances that reach the formal grievance hearing stage, resolve 80% of such formal grievances by the 30th workday following initiation of the grievance hearing procedure.
4. For client advocacy services cases requiring resolution, correction, or mediation, 90% will be resolved and 100% will be surveyed.

### **B. Individualized Legal Support Services**

1. 70% of client matters for participants receiving full service individualized legal services will have all identified legal problems resolved within 90 days.
2. 90% of client matters for participants having simple legal transactions completed will have all identified legal problems resolved or addressed through advice & counsel, brief services, or direct representation. A participant will be considered to have completed the service when an identified legal barrier has been resolved or addressed through advice & counsel, brief services, or direct representation within 30 days.

### **C. For both components**

1. In order to assess client satisfaction and to identify areas for project improvement, upon closure of a case, Grantee will send an evaluation form to all participants whose cases were accepted for either Client Advocacy or Individualized Legal Support Services to solicit feedback on the services provided. Results from the returned evaluations will be compiled and reported to SF HSA at the end of the grant cycle, with a minimum of 90% of those responding will rate the accessibility, timeliness and effectiveness of services in resolving the concern/issue at least 3 or above on a five-point scale.

## **VIII. Reporting Requirements**

- A. Grantee will submit monthly reports regarding grant performance. Grantee is responsible for presenting cases that are accurate in content. Reports will follow the format as follows:
  1. For Client Advocacy Services, provide detailed information for each individual complaint initiated and/or active during that month. The detailed information will include case number, participant zip code, client ethnicity, gender, HSA

worker name and unit number, description of problem, complaint initiation date, and complaint status as of seven, 30, and 60 days, outcome of case.

2. For Individual Legal Support Services, provide detailed information for each individual client seen that month. The detailed information will include case number, client zip code, client ethnicity, gender, HSA worker name and unit number of worker referring client, description of client's legal problem(s), services provided, meeting date(s), and issue outcome or status as of 30 and 90 days and at final disposition as applicable.
- B. Reporting on services will be entered in Launchpad data system.
  - C. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month for the objectives.
  - D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year. Grantee will enter the annual SOGI aggregate data in the CARBON database by the 15th of the month following the end of the program year.
  - E. Grantee will provide an annual participant satisfaction survey report to HSA by March 15 each grant year which reports the total percentage of clients served who responded to the survey as well as survey outcomes.
  - F. E-mail communication that contains client confidential information (as agreed upon in writing by the client) shall be transmitted via Grantee's e-mail program through a secured method approved by HSA or by using ZixCorp.
  - G. Grantee will provide Ad Hoc reports as required by the Department.
  - H. For assistance with reporting requirements or submission of reports, contact:

David.Flores@sfgov.org

Principal Administrative Analyst, Office of Contract Management

or

Eva.Iraheta@sfgov.org

Program Monitor, Welfare to Work Division

## **IX. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1	Appendix B, Page 1				
2	Document Date: 6/18/2018				
3	<b>HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Contractor's Name			Contract Term	
6	BAY AREA LEGAL AID			7/1/2018-6/30/2021	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: <b>Client Advocacy Services</b>				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/2018-6/30/2019	7/1/2019-6/30/2020	7/1/2020-6/30/2021	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$163,892	\$163,892	\$163,892	\$491,676
14	Operating Expense	\$16,325	\$17,325	\$17,325	\$50,975
15	<b>Subtotal</b>	<b>\$180,217</b>	<b>\$181,217</b>	<b>\$181,217</b>	<b>\$542,651</b>
16	Indirect Percentage	12%	12%	12%	
17	Indirect Cost	\$21,425	\$21,425	\$21,425	\$64,275
18	Capital Expenditure	\$1,000			\$1,000
19	Total Expenditures	\$202,642	\$202,642	\$202,642	\$607,926
20	<b>HSA Revenues</b>				
21	General Fund	\$101,321	\$101,321	\$101,321	\$303,963
22	State	\$22,291	\$22,291	\$22,291	\$66,873
23	Federal	\$79,030	\$79,030	\$79,030	\$237,090
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$202,642	\$202,642	\$202,642	\$607,926
30	<b>Other Revenues</b>				
31					
32					
33					
34					
35					
36	Total Revenues				
37					
39	Prepared by: Michelle Weger	Telephone No.: 510-250-5243		Date 6/18/18	
40	HSA-CO Review Signature:	_____			
41	HSA #1	11/15/2007			

	A	B	C	D	E	F	G	H	I
1									Appendix B, Page 2
2									Date: 6/19/20
3									
4	Program Name: Client Advocacy Services								
5	(Same as Line 9 on HSA #1)								
6									
7	<b>Salaries &amp; Benefits Detail</b>								
8									
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10									
11						7/1/2018-6/30/2019	7/1/2019-6/30/2020	7/1/2020-6/30/2021	
		Agency Totals		For HSA Program		Client Advocacy	For DHS Program	For DHS Program	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/18 - 6/30/21
13	Managing Attorney	\$129,012	100%	3%	3%	\$4,367	\$4,367	\$4,367	\$13,101
14	Supervising Attorney	\$84,747	100%	32%	32%	\$27,119	\$27,119	\$27,119	\$81,357
15	Staff Attorney	\$58,012	100%	40%	40%	\$23,205	\$23,205	\$23,205	\$69,615
16	Staff Attorney	\$57,115	100%	40%	40%	\$22,846	\$22,846	\$22,846	\$68,538
17	Advocate	\$45,727	100%	100%	100%	\$45,727	\$45,727	\$45,727	\$137,181
18	Advocate	\$67,372	100%	10%	10%	\$6,737	\$6,737	\$6,737	\$20,211
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29									
30	TOTALS		6.00	2.25	2.25	\$130,001	\$130,001	\$130,001	\$390,003
31									
32	FRINGE BENEFIT RATE								
33	EMPLOYEE FRINGE BENEFITS	26%				\$33,891	\$33,891	\$33,891	\$101,673
34									
35									
36	TOTAL SALARIES & BENEFITS					\$163,892	\$163,892	\$163,892	\$491,676
37	HSA #2								11/16/2007

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1											
2											Appendix B, Page 3
3											Document Date: 6/18/2018
4											
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1						Appendix B, Page 4	
2						Document Date: 6/18/2018	
3							
4		Program Name: Client Advocacy Services					
5		(Same as Line 9 on HSA #1)					
6							
7							
8							
9							
		<b>Capital Expenditure Detail (Equipment and Remodeling Cost)</b>					
10		<b>EQUIPMENT</b>	<b>TERM</b>	<b>7/1/2018-6/30/2019</b>	<b>7/1/2019-6/30/2020</b>	<b>7/1/2020-6/30/2021</b>	<b>TOTAL</b>
11	No.	ITEM/DESCRIPTION					
12	1	Technology needs (eg, laptop, peripherals) for attorney/advocate work at outstation sites		1,000			1,000
13							
14							
15							
16							
17							
18							
19							
20		TOTAL EQUIPMENT COST		1,000			1,000
21							
22		<b>REMODELING</b>					
23		Description:					
24							
25							
26							
27							
28							
29		TOTAL REMODELING COST					
30							
31		TOTAL CAPITAL EXPENDITURE		1,000			1,000
32		(Equipment and Remodeling Cost)					
33		HSA #4					11/15/2007

	A	B	C	D	E
1	Appendix B-1, Page 1				
2	Document Date: 6/18/2018				
3	<b>HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Contractor's Name			Contract Term	
6	BAY AREA LEGAL AID			7/1/2018-6/30/2021	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Individualized Legal Support Services				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/2018-6/30/2019	7/1/2019-6/30/2020	7/1/2020-6/30/2021	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$166,484	\$166,484	\$166,484	\$499,452
14	Operating Expense	\$16,098	\$17,098	\$17,098	\$50,294
15	<b>Subtotal</b>	<b>\$182,582</b>	<b>\$183,582</b>	<b>\$183,582</b>	<b>\$549,746</b>
16	Indirect Percentage	12%	12%	12%	
17	Indirect Cost	\$21,706	\$21,706	\$21,706	\$65,118
18	Capital Expenditure	\$1,000			\$1,000
19	Total Expenditures	\$205,288	\$205,288	\$205,288	\$615,864
20	<b>HSA Revenues</b>				
21	General Fund	\$102,644	\$102,644	\$102,644	\$307,932
22	State	\$22,582	\$22,582	\$22,582	\$67,746
23	Federal	\$80,062	\$80,062	\$80,062	\$240,186
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$205,288	\$205,288	\$205,288	\$615,864
30	<b>Other Revenues</b>				
31					
32					
33					
34					
35					
36	Total Revenues				
37					
39	Prepared by: Michelle Weger	Telephone No.: 510-250-5243		Date 6/18/2018	
40	HSA-CO Review Signature: _____				
41	HSA #1				11/15/2007



	A	B	C	D	E	F	G	H	I
1								Appendix B-1, Page 2	
2								Date: 6/18/18	
3									
4	Program Name: Individualized Legal Support Services								
5	(Same as Line 9 on HSA #1)								
6									
7	<b>Salaries &amp; Benefits Detail</b>								
8									
9									
10						7/1/2018-6/30/2019	7/1/2019-6/30/2020	7/1/2020-6/30/2021	
11		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/18 - 6/30/21
13	Managing Attorney	\$129,012	100%	3%	3.00%	\$4,367	\$4,367	\$4,367	\$13,101
14	Supervising Attorney	\$84,747	100%	27%	27.00%	\$22,882	\$22,882	\$22,882	\$68,646
15	Staff Attorney	\$58,012	100%	40%	40.00%	\$23,205	\$23,205	\$23,205	\$69,615
16	Staff Attorney	\$57,115	100%	40%	40.00%	\$22,846	\$22,846	\$22,846	\$68,538
17	Advocate	\$65,286	100%	90%	90.00%	\$58,757	\$58,757	\$58,757	\$176,271
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	TOTALS		5.00	2.00	2.00	\$132,057	\$132,057	\$132,057	\$396,171
31									
32	FRINGE BENEFIT RATE								
33	EMPLOYEE FRINGE BENEFITS	26%				\$34,427	\$34,427	\$34,427	\$103,281
34									
35									
36	TOTAL SALARIES & BENEFITS					\$166,484	\$166,484	\$166,484	\$499,452
37	HSA #2								11/15/2007

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program Name: Individualized Legal Support Service:										Appendix B, Page 3
5	(Same as Line 9 on HSA #1)										Document Date: 6/18/2018
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11											TOTAL
12	Expenditure Category			TERM	7/1/2018-6/30/2019		7/1/2019-6/30/2020		7/1/2020-6/30/2021		
13	Rental of Property				\$7,900		\$8,900		\$8,900		\$25,700
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$1,540		\$1,540		\$1,540		\$ 4,620
15	Office Supplies, Postage				\$1,320		\$1,320		\$1,320		\$ 3,960
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction				\$456		\$456		\$456		\$ 1,368
18	Insurance				\$980		\$980		\$980		\$ 2,940
19	Staff Training										
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment				\$1,502		\$1,502		\$1,502		\$ 4,506
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29	Emergency Barrier Remediation Fund				\$2,400		\$2,400		\$2,400		\$ 7,200
30											
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE				\$16,098		\$17,098		\$17,098		\$50,294
36											
37	HSA #3										11/15/2007

	A	B	C	D	E	F
1						Appendix B-1, Page 4
2						Document Date: 6/18/2018
3						
4	Program Name: Individualized Legal Support Services					
5	(Same as Line 9 on HSA #1)					
6						
7	<b>Capital Expenditure Detail</b>					
8	<b>(Equipment and Remodeling Cost)</b>					
9						TOTAL
10	EQUIPMENT	TERM	7/1/2018-6/30/2019	7/1/2019-6/30/2020	7/1/2020-6/30/2021	
11	No.	ITEM/DESCRIPTION				
12	1	Technology needs (eg, laptop, peripherals) for attorney/advocate work at outstation sites)	1,000			1,000
13						
14						
15						
16						
17						
18						
19						
20	TOTAL EQUIPMENT COST		1,000			1,000
21						
22	R E M O D E L I N G					
23	Description:					
24						
25						
26						
27						
28						
29	TOTAL REMODELING COST					
30						
31	TOTAL CAPITAL EXPENDITURE		1,000			1,000
32	(Equipment and Remodeling Cost)					
33	HSA #4					11/15/2007