



# The State Bar of California

## Community Stabilization and Reinvestment Grant Reporting Requirements

Organizations receiving a Community Stabilization and Reinvestment Grant (Bank Grant) are required to submit an annual report through SmartSimple. This report includes information on expenditures incurred, services provided, and a narrative evaluation of the project in the previous calendar year.

**Note:** Beginning with the 2019 report, grantees are only required to submit one annual report; semi-annual reports are no longer required.

Contact Christine Holmes at [christine.holmes@calbar.ca.gov](mailto:christine.holmes@calbar.ca.gov) or (415) 538-2535 with any questions.

**Form A – Expenditures:** report on expenditures incurred in the previous calendar year.

**Form B – Activities:** data on outputs and outcomes achieved in the previous calendar year.

**Form C – Evaluation:** measure progress, highlight achievements, and identify any programmatic and administrative problems that need to be resolved.

### Form A – Expenditures

Report grant expenditures incurred in the previous calendar year. The values under the “Approved Budget” column should be identical to the information submitted to the State Bar in the approved Proposed Budget form. Provide an explanation for any deviation from the approved project budget in 1a. This includes any unspent funds or if line items in the “Expenses through 12/31” column deviate from the “Approved Budget” column.

While slight variances between the approved budget and the reported expenditures are to be expected, any variance exceeding 10% over budget in any reporting period must be reported to the State Bar as promptly as possible for approval as a budget revision.

#### Personnel

	Approved Year 1	Approved Year 2	Approved Year 3	Total Grant	Reporting Period Expenses	Unspent Funds
1. Attorneys	\$0	\$0	\$0	\$0	\$0	\$0
2. Paralegals	\$0	\$0	\$0	\$0	\$0	\$0
3. Other Staff	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0
4. Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PERSONNEL	\$0	\$0	\$0	\$0	\$0	\$0

Non-Personnel

	Approved Year 1	Approved Year 2	Approved Year 3	Total Grant	Reporting Period Expenses	Unspent Funds
5. Space	\$0	\$0	\$0	\$0	\$0	\$0
6. Equipment Rental and Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
7. Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
8. Printing and Postage	\$0	\$0	\$0	\$0	\$0	\$0
9. Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
10. Technology	\$0	\$0	\$0	\$0	\$0	\$0
11. Program Travel	\$0	\$0	\$0	\$0	\$0	\$0
12. Training	\$0	\$0	\$0	\$0	\$0	\$0
13. Library	\$0	\$0	\$0	\$0	\$0	\$0
14. Insurance	\$0	\$0	\$0	\$0	\$0	\$0
15. Litigation	\$0	\$0	\$0	\$0	\$0	\$0
16. Capital Additions	\$0	\$0	\$0	\$0	\$0	\$0
17. Contract Service to Clients	\$0	\$0	\$0	\$0	\$0	\$0
18. Evaluation	\$0	\$0	\$0	\$0	\$0	\$0
19. Other	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL NON-PERSONNEL	\$0	\$0	\$0	\$0	\$0	\$0
<b>Administrative</b>						
20. Personnel	\$0	\$0	\$0	\$0	\$0	\$0
21. Non-Personnel	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL ADMINISTRATIVE	\$0	\$0	\$0	\$0	\$0	\$0
22. Total Sub-Recipients	\$0	\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Form B – Activities**

Report as many main and economic benefits as achieved by the activities funded specifically by the Bank Grant in the previous calendar year. The following list of benefits is not exhaustive and only includes some of the more common benefits that may apply to Bank Grant projects. Refer to the California Legal Aid Reporting Handbook for a complete list of options and more information.

Only report on activities specifically funded by the Bank Grant. As a reminder, grantees are required to *also* report these benefits achieved by Bank Grant-funded activities in the separate Main & Economic Benefits Report that captures benefits achieved for your entire organization across all funding sources.

Main Benefits		Economic Benefits				
Code		\$ Recovered for client		\$ Saved for client (cost averted)		
Consumer/Finance		No. of benefits	Back Awards, Lump Sum Settlement, Sanction, or monthly benefit with set time (provide lump sum)	Monthly Benefits Obtained with unknown period of time (do not annualize)	Reduction or Elimination of Claimed Amounts	Amount of monthly garnishment prevented, if total amount is not eliminated
CF1	Obtained federal bankruptcy protection					
CF2	Prevented repossession, prevented or reduced deficiency judgments (secured or unsecured, not housing)					

CF3	Ended or reduced debt collection or wage garnishment and enforcement of fair debt collection					
CF4	Obtained relief from fraudulent sales practices or unlawful, unfair or deceptive acts or practices					
CF5	Enforced sales contracts and/or warranties, including breach of contract					
CF6	Obtained or preserved credit, or resolved credit reporting errors					
CF7	Prevented or delayed utility termination, or obtained utility services					
CF8	Resolved issues related to identity theft					
CF9	Obtained protection from financial abuse					
CF10	Obtained reasonable and affordable loan					
CF11	Obtained other consumer benefit					
<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
How many cases resulted in an economic benefit?						
<b>Employment</b>		No. of benefits	Back Awards, Lump Sum Settlement, Sanction, or monthly benefit with set time (provide lump sum)	Monthly Benefits Obtained with unknown period of time (do not annualize)	Reduction or Elimination of Claimed Amounts	Amount of monthly garnishment prevented, if total amount is not eliminated
E1	Obtained unpaid wages due					
E2	Overcame or obtained relief from job discrimination, harassment, and/or retaliation and/or other adverse employment action					
E3	Improved employer's compliance with employment law and best practices					
E4	Overcame or obtained relief from health and safety violation					
E5	Obtained, preserved, enforced worker's rights under collective bargaining when union not advocating for member					
E6	Removed disability-related barriers to employment					
E7	Obtained other benefits in employment matter					
<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
How many cases resulted in an economic benefit?						
<b>Housing</b>		No. of benefits	Back Awards, Lump Sum Settlement, Sanction, or monthly benefit with set time (provide lump sum)	Monthly Benefits Obtained with unknown period of time (do not annualize)	Reduction or Elimination of Claimed Amounts	Amount of monthly garnishment prevented, if total amount is not eliminated
HO1	Prevented loss of current housing					
HO2	Negotiated or facilitated move out to provide "soft landing"					
HO3	Obtained or preserved access to housing					
HO4	Prevented, ended or obtained relief from unfair or illegal behavior, or otherwise enforced rights or obtained remedies related to housing					
HO5	Enforced rights to safe and habitable housing					
HO6	Obtained, preserved, enforced rights of a landlord over a tenant					
HO7	Obtained relief from foreclosure or property scam					
HO8	Resolved property title dispute					
HO9	Obtained other housing benefit					
<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
How many cases resulted in an economic benefit?						
<b>Miscellaneous</b>		No. of benefits	Back Awards, Lump Sum Settlement, Sanction, or monthly benefit with set time (provide lump sum)	Monthly Benefits Obtained with unknown period of time (do not annualize)	Reduction or Elimination of Claimed Amounts	Amount of monthly garnishment prevented, if total amount is not eliminated
M1	Preserved or strengthened nonprofit infrastructure or expanded its capacity					
M2	Empowered community to advocate on own behalf					
M3	Preserved or strengthened community through (other) community development					
M4	Obtained, preserved, increased affordable housing					
M5	Removed barriers that impact employment, benefits, housing and self-sufficiency					
M6	Obtained or increased tax benefit or prevented or reduced tax liability					
<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
How many cases resulted in an economic benefit?						

Access to Justice		No. of benefits	Back Awards, Lump Sum Settlement, Sanction, or monthly benefit with set time (provide lump sum)	Monthly Benefits Obtained with unknown period of time (do not annualize)	Reduction or Elimination of Claimed Amounts	Amount of monthly garnishment prevented, if total amount is not eliminated
AJ3	Set legal precedent					
AJ4	Clarified or changed policy of government agency or improved agency's provision of services or appeals processes					
<b>Total</b>		<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
How many cases resulted in an economic benefit?						
<b>TOTAL MAIN BENEFITS</b>		<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Foreclosure Prevention Legal Assistance	
Total individuals served	
How many of those were seniors?	
How many of those were children?	
How many of those were veterans?	
How many foreclosures were prevented?	

Community Redevelopment Legal Assistance	
Total individuals impacted/benefitted by these services	
How many nonprofits benefitted?	
How many small businesses benefitted?	

**Form C – Evaluation**

Report on all activities funded by the Bank Grant during the previous calendar year including project activities of sub-recipients. The project evaluation aims to measure progress, highlight achievements, and to help identify any programmatic and administrative problems that may need to be resolved.

1. Discuss the progress made on the project, including on major activities/strategies and deliverables/outcomes identified in the supplemental work plan to your grant proposal.
2. Describe any changes that have been made to, or are anticipated in, your work plan for services.
3. If key project personnel have changed from the proposal, describe those changes, explain why they were necessary, and what the impact of those changes were.
4. Is the project on schedule to meet its goals and be completed by the end of the grant period? If not, what steps have been taken or are under consideration to get the project back on schedule?
5. To date, what difference has this grant made in your community and for the people that you serve? Describe the work accomplished in both quantitative and qualitative terms.
6. Provide two stories that speak to the importance of the services you provided. Community redevelopment grants must include at least one story of a nonprofit or small business OR of a

person(s) positively impacted by the services provided.

7. How did the community respond to the project? Provide anecdotes, statistical summaries, feedback from websites, or examples of media coverage that will help assess the project's successes or failures.
8. Were there any unanticipated results, either positive or negative, not described above? If yes, describe them and their implications, and any programmatic changes that will be made (or have been made) because of those results.
9. Do you have any information to share that may help identify areas of particular need, or places where statewide or regional assistance may be warranted?
10. Were new collaborative partnerships formed (or strengthened) between your institution and other organizations? Will these new partnerships continue, and if so, how? If not, why not?
11. Describe any plans to continue the project after the grant period.
12. Identify materials produced during the course of the project including samples of completed work, copies of mailings, fliers, newspaper releases, articles, or other media coverage. Describe any future publication or distribution plans for materials resulting from grant activities. Provide the URL for websites.
13. Upload any evaluation materials that document the impact of the project, including summative data demonstrating the effect of services (e.g., the numbers served, client satisfaction survey results, pre-and post- test results, etc).