

**2019 Budget Revision and Carry-Over Requests**

As prepared for the Eligibility &amp; Budget Review Committee Meeting, July 10, 2020

No.	Organization Name	Date Submitted	Grant	2019 Grant Amount	Budget Revision Total	Budget Revision %	Carry-Over Amount	Carry-Over %	Staff Action	Form D grantee explanations for material budget deviations and/or Carry-Over request
<b>Informational Purposes Only</b>										
1	California Women's Law Center	2/27/2020	IOLTA	\$ 188,202	\$ -	NA	\$ 37,289	19.81%	Approved	The change from our original 2019 budget, resulting in an IOLTA carry-over amount of \$37,289 and an EAF carry-over amount of \$22,663 stems from unexpected legal staffing changes. When the 2019 budget was submitted, CWLC had two full time Senior Staff Attorneys on payroll, and the proposed budget for 2019 reflected that. However, due to performance issues, CWLC let one of the Senior Staff Attorneys go at the end of 2018. CWLC immediately began a search for another attorney, and hired a junior attorney who had been an intern for CWLC, then a consultant for us, and ultimately a full-time staff attorney. She began her work with CWLC in January 2019 as a consultant, with the intention of bringing her on full-time as a Staff Attorney as soon as possible. CWLC hoped she would be able to start with us full-time sooner in the year, but she was not able to join us on a full-time basis until September 2019. She is a junior attorney, so her salary is lower than the Senior Staff Attorney we terminated. In addition, we sadly and unexpectedly lost our long-time accountant Michael Michner to cancer in August 2019. We have worked diligently with our new accountant, but there have been learning curves and we did not realize we had a shortfall until recently. We very much appreciate your patience and are happy to answer any additional questions.
2	California Women's Law Center	2/27/2020	EAF	\$ 157,090	\$ -	NA	\$ 22,663	14.43%	Approved	
3	Center for Human Rights & Constitutional Law	11/4/2019 2/24/2020	EAF	\$ 157,090	\$ -	NA	\$ 18,545	11.81%	Approved	<i>The requested EAF carry over budget is over 10% because two of the paralegals that were working on the EAF projects decided to move on to pursue other endeavors. One decided to enroll in law school and the other to enroll in a law enforcement program. After their departures, four legal assistants were hired last year. However, the period between the previous legal assistants resigning and the new legal assistants being hired resulted in our need to seek approval of a carry-over budget over 10% of the budget for these positions.</i>
4	Central California Legal Services	11/4/2019 3/3/2020	IOLTA	\$ 1,054,690	\$ 128,273	12.2%	\$174,374 \$150,571	14.28%	Approved	Carryover from 2018, due to staffing delays, impacted 2019 spending plan. The staffing plan for 2019 was delayed due to unforeseen retirement of staff and longer than anticipated time to recruit new staff.
5	Central California Legal Services	11/4/2019 3/3/2020	EAF	\$ 880,350	\$ 112,336	12.8%	\$123,107 \$183,842	20.88%	Approved	Carryover from 2018, due to staffing delays, impacted 2019 spending plan. The staffing plan for 2019 was delayed due to unforeseen retirement of staff and longer than anticipated time to recruit new staff.
6	Legal Aid of Marin	2/27/2020	EAF	\$ 36,400	\$ 6,351	17.4%	\$ -	NA	Approved	Legal Aid of Marin expended less overall personnel time than anticipated at the time the budget was submitted in September 2018. The EAF funds support Legal Aid of Marin's worker's rights project. Due primarily to turnover of the staff members who, in the fall of 2018 were anticipated to do the work of the project, our staff effort toward the project was less than initially budgeted. [.19 FTE attorneys instead of .3 attorneys, .16 FTE paralegals instead of .2 paralegals]. The staff attorney, legal assistant, and managing attorney who were to handle the work all turned over during the grant period, leaving unbudgeted effort gaps. At the same time, the EAF program budget did not capture allowed non-personnel and administrative expenditures that are otherwise permitted, and that were incurred for the project. These have been added, including, under administration, allocated costs of IT maintenance, accounting and auditing. We calculate the nonpersonnel ratio at 6.14%, which is still a very small share of the program budget, and the administrative ratio at 11.26% which also is modest and permissible share of the program budget. Thank you for the opportunity to explain these material deviations.
7	National Housing Law Project	2/28/2020	EAF	\$ 157,090	\$ 16,440	10.5%	\$ -	NA	Approved	Our EAF expenses resulted in variances to the budget arose due to over-spends in Lawyers and Other Staff and engaged in more Travel than we anticipated when originally constructing the budget. Our overspends in Other Staff are due to the hiring of new staff and an investment in training the new staff member in hosting the technical aspects of our webinar trainings and email communications and in other supports to our EAF team of attorneys. Because training requires both trainer and trainee hours, this resulted in an over-spend in Other Staff. We also charged a portion of the increased benefit costs due to expanded staff to Benefits. Together these variances total \$9,401. Because overspending in Personnel obligated us to sacrifice charging non-personnel expenses to the EAF program, these expense lines, notably Space, Technology, and Other were funded by NHLP's own general fund. These Non-Personnel budget variances that largely covered the over-spends in Personnel total \$8,527. NHLP chose to fund these from our own general operating support. As a support center, the greatest service we provide is our attorney expertise, supported by our Other Staff in some activities. Our budget variances support that premise.