The State Bar of California

Office of Access & Inclusion

Governing Authorities & Administration of Grants

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The State Bar of California, Presentation to Legal Services Trust Fund Stakeholder Working Group, October 15, 2018

Agenda

- Overview of Grants
- Governing Authorities
- IOLTA Formula Funding Allocations
- Program Requirements
- Administration of Grants

Types of Legal Aid Grants

Non-discretionary

Interest on Lawyers Trust Account (IOLTA)

- Qualified Legal Services Projects (QLSPs)
- Support Centers

Equal Access Fund (EAF)

- Qualified Legal Services Projects (QLSPs)
- Support Centers

Discretionary

EAF Partnership

- Pro Se Legal Assistance in Partnership with Courts

Bank Settlement

- Foreclosure Prevention
- Community Redevelopment

Legal Aid Grants

	2018	2019
IOLTA*	$ 14 million	$ 27.6 million
Equal Access Funds (IOLTA-Formula)	$ 23.1 million	$ 23.1 million
Equal Access Funds (Partnership Grants)	$ 2.9 million	$ 2.6 million
Bank Stabilization and Community Reinvestment Grants	$ 9.9 million	$ 9.9 million
TOTAL	$ 49.9 million	$ 63.2 million

**IOLTA grants include Justice Gap Funds, contributions to legal services through the licensing fee bill, cy pres distributions and other contributions.*

Note: Funds rounded to nearest hundred thousand

Governing Authorities:

California Business and Professions Code, § 6210-6228

State Bar Rules, Legal Services Trust Fund Program

Legal Services Trust Fund Program Eligibility Guidelines for Legal Services Projects

Legal Services Trust Fund Program Eligibility Guidelines for Support Centers

Legal Services Trust Fund Program Standards for Financial Management Systems and Audits

IOLTA Statute [Cal. B&P §6210 et seq.]

- Adopted in 1982 and after addressing legal challenges, implemented in 1984
- Amended effective 2008 to require banks to treat these accounts fairly – the "comparability" rule
  - includes sweep accounts
- IOLTA only applies to nominal or short term funds
- The IOLTA statute regulates attorneys, not banks

Legislative Intent of IOLTA Statute [Cal. B&P §6210]

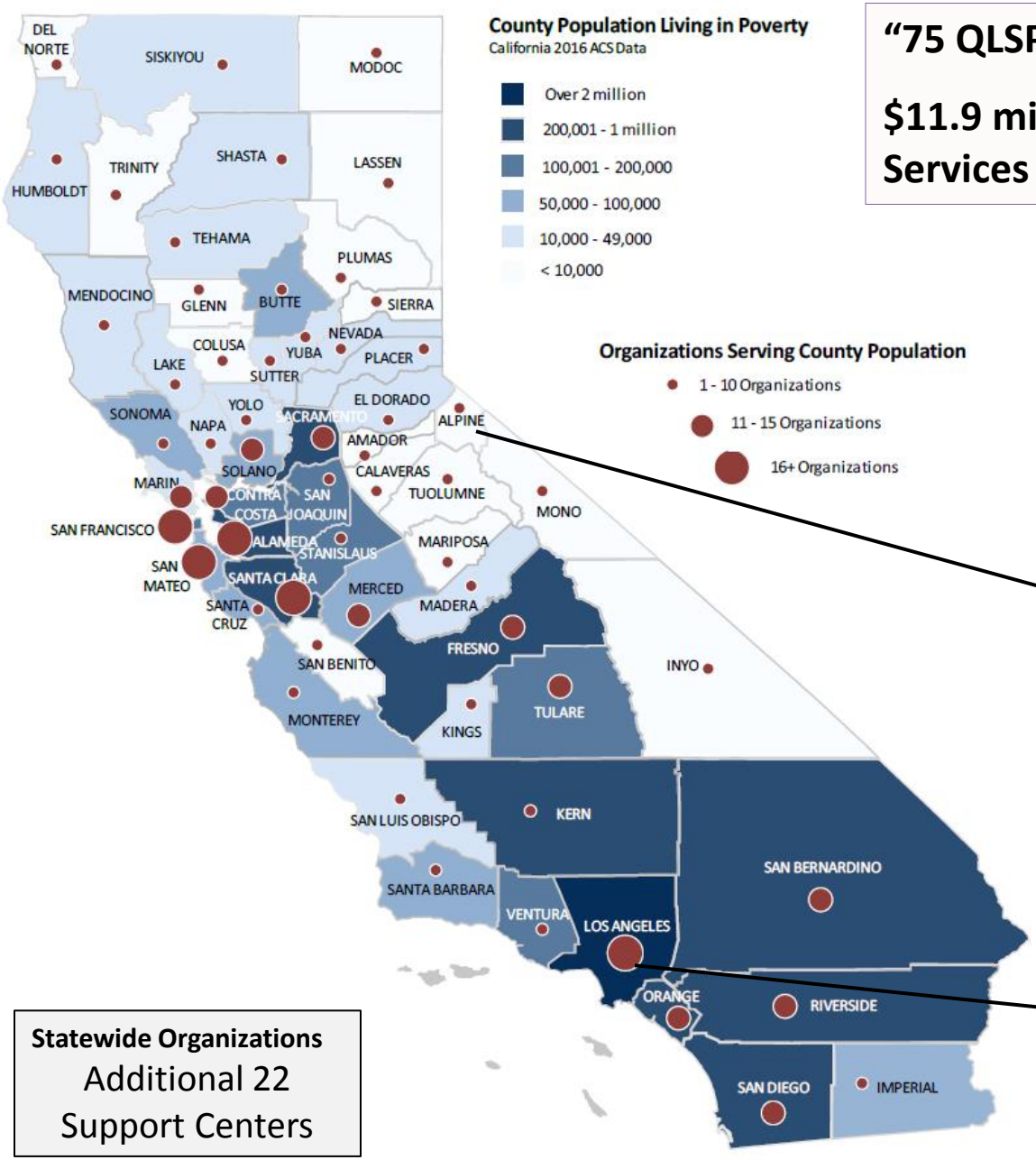
The Legislature finds that, due to insufficient funding, existing programs providing free legal services in civil matters to indigent persons, especially underserved client groups, such as the elderly, the disabled, juveniles, and non-English-speaking persons, do not adequately meet the needs of these persons. It is the purpose of this article to expand the availability and improve the quality of existing free legal services in civil matters to indigent persons, and to initiate new programs that will provide services to them.

IOLTA Allocation According to Statute

2018 Distribution

15% ($2.1 million) is allocated *equally* among Support Centers

85% ($11.9 million) is allocated among the 58 California counties *based on the number of indigent people within the county*



"75 QLSPs" or "field programs"

$11.9 million for Qualified Legal Services Programs in 2018

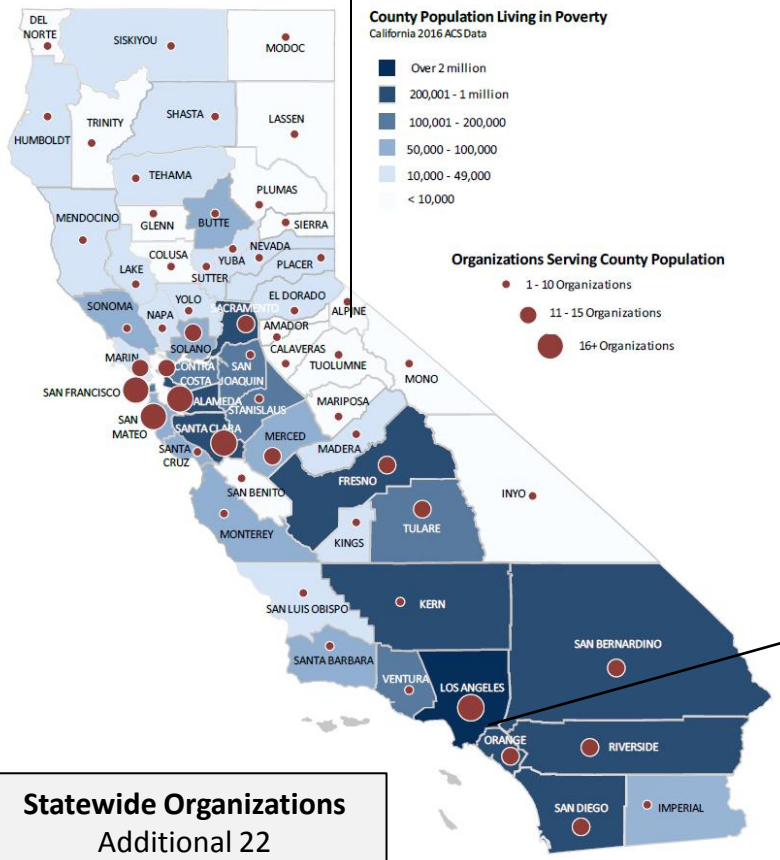
The smallest county allocation:
Alpine County
.01% of poverty population
IOLTA funding: $380

The largest county allocation:
Los Angeles County
29.65% of poverty population
IOLTA funding: $3.53 million

Statewide Organizations
Additional 22 Support Centers

Three programs share $380 for Alpine County

California Indian Legal Services - $360
Disability Rights California - $10
Public Advocates Inc. - $10



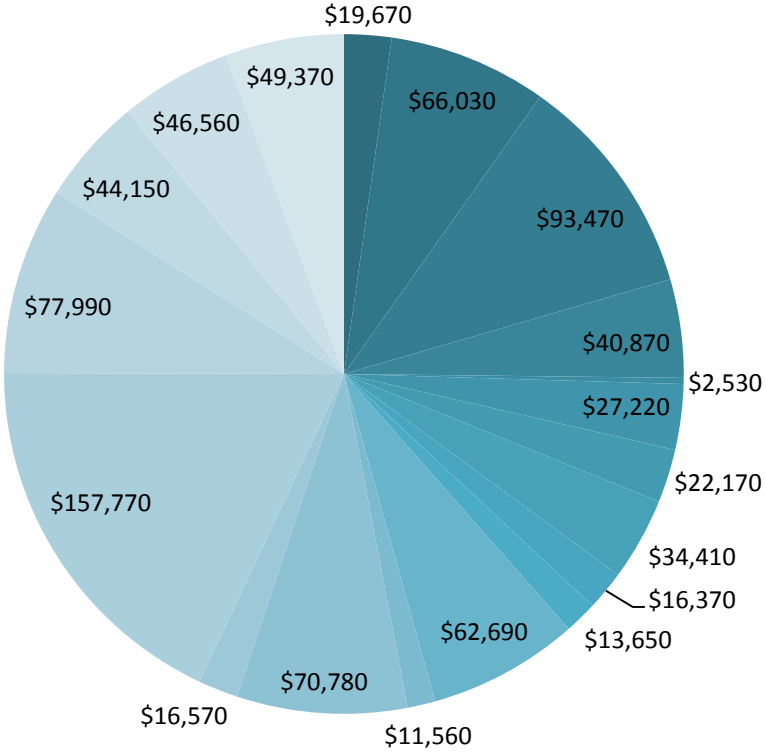
Statewide Organizations
Additional 22
Support Centers

22 programs share $3.53 million for LA County

Advancing Justice-Los Angeles - $428,710
Alliance for Children's Rights - $248,280
Bet Tzedek Legal Services - $351,460
California Indian Legal Services - $9,640
Center for Health Care Rights - $66,180
Disability Rights California - $267,120
Disability Rights Legal Center - $35,580
Harriett Buhai Center for Family Law - $83,350
Inner City Law Center - $130,790
LACBA Counsel for Justice - $51,340
Learning Rights Law Center - $61,680
Legal Aid at Work - $22,950
Legal Aid Foundation of Los Angeles - $510,900
Legal Aid Society of Orange County - $90,600
Los Angeles Center for Law and Justice - $58,230
Mental Health Advocacy Services - $31,960
Neighborhood Legal Services - $399,690
Prison Law Office - $38,190
Public Advocates Inc. - $24,840
Public Counsel - $593,240
Veterans Legal Institute - $2,650
Wage Justice Center - $23,570

Pro Bono Allocations | 2018 year

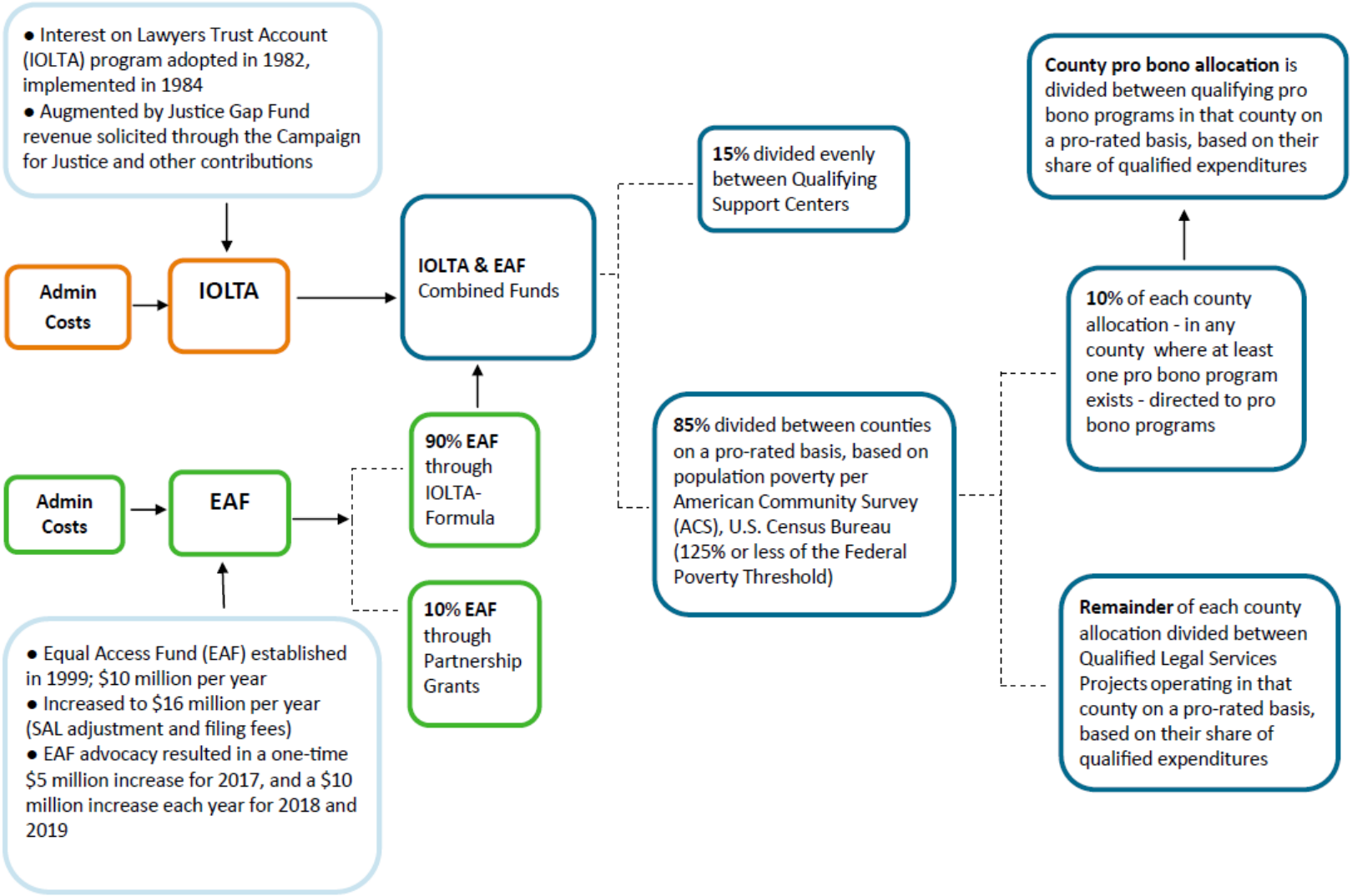
Total: $873,830



- Alameda County Bar Volunteer Legal Services
- Alliance for Children's Rights
- Bet Tzedek Legal Services
- Casa Cornelia Law Center
- Community Legal
- Community Legal Services in East Palo Alto
- Harriett Buhai Center for Family Law
- IELLA Legal Aid Project
- Justice & Diversity of BASF
- LACBA Counsel for Justice
- Lawyers' Committee for Civil Rights

In any county where at least one qualifying pro bono program exists, 10% of the county's total allocation is reserved for pro bono. County pro bono allocation is divided between qualifying programs in that county on a pro-rata basis, based on their share of qualified expenditures. [Cal. B&P §6216]

IOLTA & EAF DISTRIBUTION FORMULA



Qualified Expenditures

QLSPs and Support Centers have a presumption of meeting the primary purpose test if more than 75 percent of its expenditures for the most recent reporting year were incurred for qualified activities. [State Bar Rule 3.671]

"Primary Purpose" under Cal. B&P §6213

Qualified Legal Services Projects (QLSPs)

"A nonprofit project incorporated and operated exclusively in California that provides as its primary purpose and function legal services without charge to indigent persons and that has quality control procedures approved by the State Bar of California."

What is qualifying?

- Indigent: [Cal. B&P § 6213(d)]
  - 125% or less of the federal poverty guidelines or 75% or less of HUD income category for "low-income" for qualifying pro bono programs;
  - Supplemental Security Income;
  - Free services under the Older Americans Act; or
  - Free services under the Developmentally Disabled Assistance Act
- Civil legal services: [Cal. B&P § 6210]
  - No criminal representation
  - Non-legal services are not qualified (e.g. job training)
- Work in California only [Cal. B&P §6213(a)(1)]
- Without charge: [Cal. B&P §6213]
  - $20 or less for expenses or processing fee permitted [LSP Eligibility Guidelines 2.3.2]
  - Contingency fee arrangements generally not qualified [Exceptions: Cal. B&P § 6213(e)]
- Organizational support in order to enable the delivery of legal services for indigent individuals permitted [Commission/Staff interpretation of Rules and Statute]

Indigent Based on Income

125% of the poverty threshold established by the Department of Health and Human Services

(Data as of January 2018)

Size of Family Unit	Annual Income
1	$15,175
2	$20,575
3	$25,975
4	$31,375
5	$36,775
6	$42,175
7	$47,575
8	$52,975

Indigency for Pro Bono Programs

75% of "lower income" households as defined in Section 50079.5 of the Health and Safety Code (aka HUD income limits)

(Data as of January 2018)

Size of Family Unit	Annual Income in Alpine	Annual Income in San Francisco
1	$34,575	$61,650
2	$39,488	$70,463
3	$44,438	$79,275
4	$49,350	$88,050
5	$53,325	$95,100
6	$57,263	$102,150
7	$61,200	$109,200
8	$65,175	$116,250

Requirements for Pro Bono Allocation

Statutory Requirement [B&P Code §6216(b)(1)(B)]

- Principal means of delivering legal services is through recruitment of attorneys in private practice to provide free legal representation to indigent persons.

Threshold Criteria [LSP Eligibility Guidelines 2.6.3]

- At least 30 attorneys; OR
- At least 5% of the licensed attorneys in the county; OR
- At least 1,000 hours of contributed attorney legal services.

Pass Test A, B, or C [LSP Eligibility Guidelines 2.9]

- **Test A**: Volunteer attorney hours exceed staff attorney legal service hours.
- **Test B**: Total volunteer time by lawyers, paralegals, and law students exceeds total legal service hours by the same categories of staff, ***PLUS*** total volunteer lawyer hours are at least 50% of total staff legal service hours
- **Test C**: If neither A nor B apply, provide other means to demonstrate that the program meets the statutory requirements.

"Primary Purpose" and "Significant Level" for Support Centers under Cal. B&P §6213

Support Centers

"An incorporated nonprofit legal services center that has as its primary purpose and function the provision of legal training, legal technical assistance, or advocacy support without charge and which actually provides through an office in California a significant level of legal training, legal technical assistance, or advocacy support without charge to qualified legal services projects on a statewide basis in California."

Support Center Requirements

- Primary purpose test: legal training, legal technical assistance, or advocacy support without charge to legal aid community [Cal. B&P §6213 and SC Eligibility Guidelines 2.3]
- Significant level test: significant level of legal training, legal technical assistance, or advocacy support to at least 10 QLSPs [SC Eligibility Guidelines 2.2.1]
    - Cannot count distribution of newsletters or general mailings [SC Eligibility Guidelines 2.2.3]
- Support services in two or more of the following ways: consultation, representation, information services, or training [State Bar Rule 3.680(B)]
- Provided actual services in at least five of seven State Bar Districts [Revision to SC Eligibility Guidelines 2.3]
- No direct representation unless co-counseled with QSLP or at the referral of QLSP or pro bono attorney [SC Eligibility Guidelines 2.3(c)]
- Support centers not in existence before December 31, 1980 must be deemed to be of special need by a majority of QLSPs [Cal. B&P §6215]

State Bar Districts

Legal Services Trust Fund Program Support Center - *2017 Regional Map*

Northern California	
Butte County	Placer County
Colusa County	Plumas County
Del Norte County	Shasta County
Glenn County	Sierra County
Humboldt County	Siskiyou County
Lake County	Sutter County
Lassen County	Tehama County
Mendocino County	Trinity County
Modoc County	Yuba County
Nevada County	

Sacramento	
Alpine County	Sacramento County
Amador County	Solano County
Calaveras County	Sonoma County
El Dorado County	Yolo County
Napa County	

Bay Area
Alameda County
Contra Costa County
Marin County
San Francisco County
San Mateo County
Santa Clara County

Central Coast
Monterey County
San Benito County
San Luis Obispo County
Santa Barbara County
Santa Cruz County
Ventura County

Southwestern California
Los Angeles County
Orange County
San Diego County

Central Valley	
Fresno County	Merced County
Kern County	San Joaquin County
Kings County	Stanislaus County
Madera County	Tulare County
Mariposa County	Tuolumne County

Eastern California
Imperial County
Inyo County
Mono County
Riverside County
San Bernardino County

Other Requirements

All Grantees must submit a Financial Audit or Financial Review [Cal. B&P §6221 and State Bar Rule 3.680(E)]

QLSPs must use 20% of Funds for Disadvantaged and Underserved Groups [Cal. B&P §6221]

Identifiable Law School Unit

[Cal. B&P §6213(a)(2) and LSP Eligibility Guidelines 2.3.5]

Parameters for Discretionary Grants

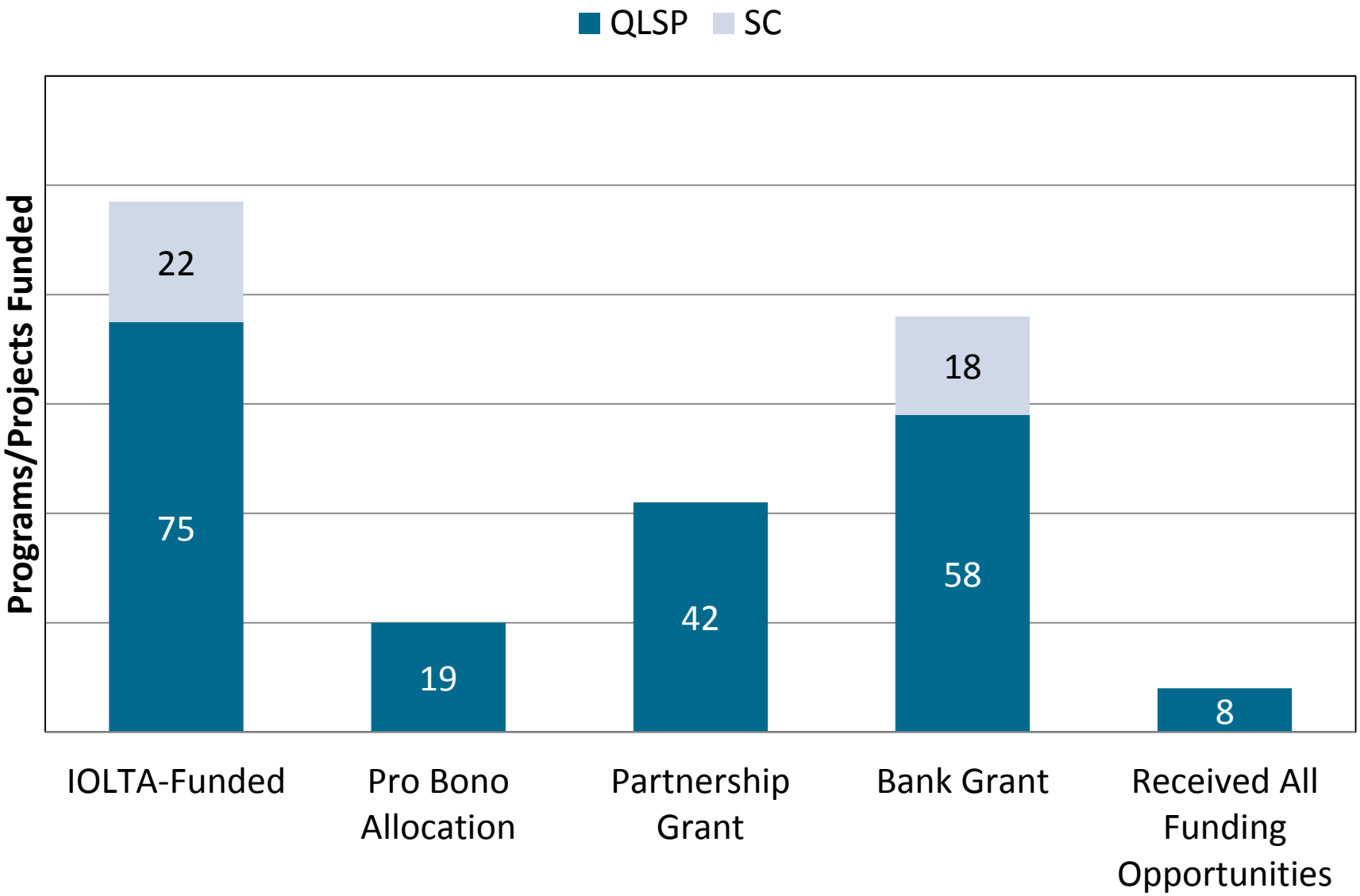
Partnership Grants

- 10% of EAF Funding
- Partnership between QLSP and California court
- Projects must serve self-represented litigants
- Should be at/near the court
- Intended to support new projects and to sustain rural or isolated projects

Bank Grants

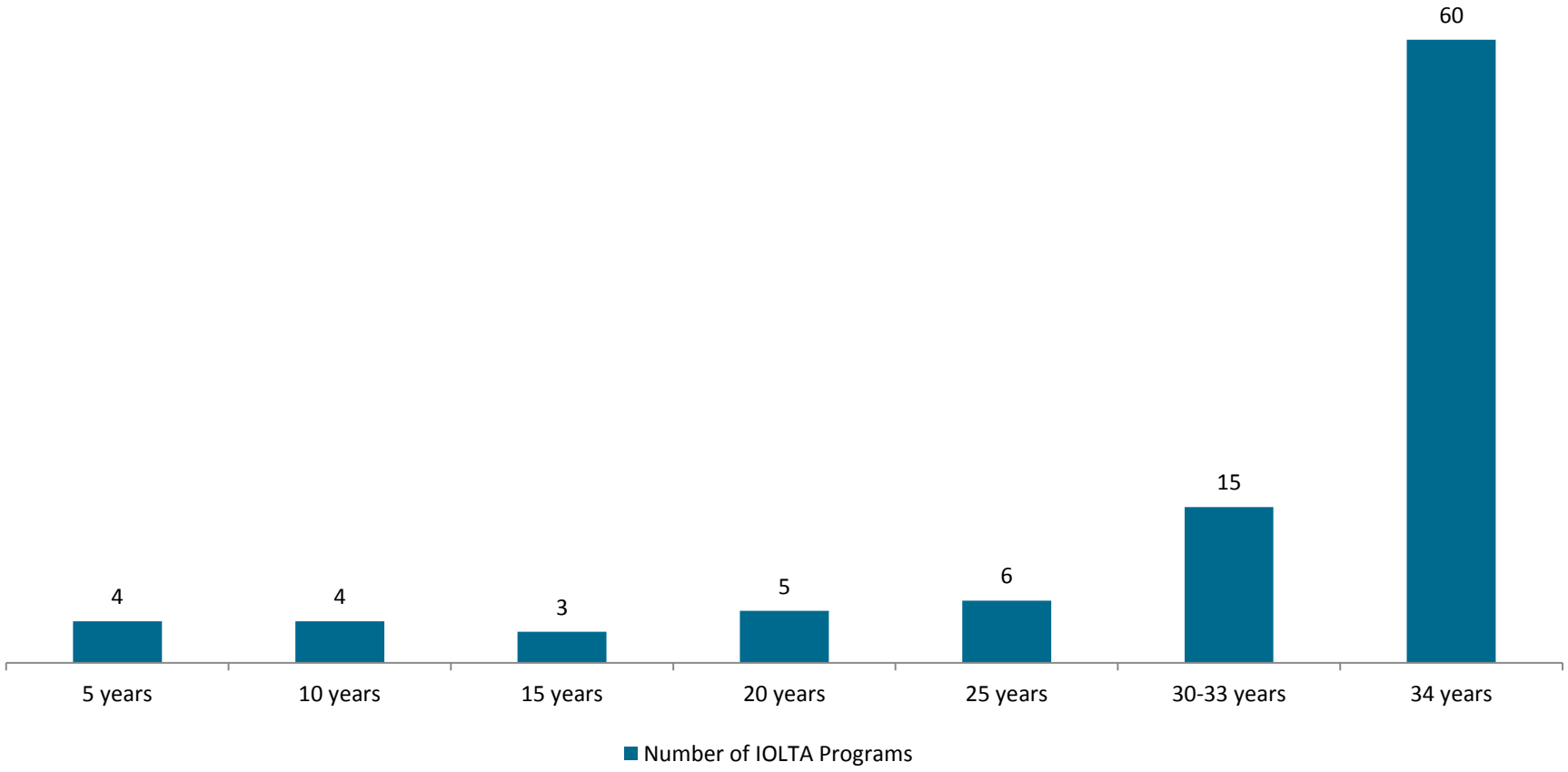
- Bank of America and Citi Bank Settlements
- Non-recurring opportunity
- Specific Purposes
  - Foreclosure Prevention
  - Community Redevelopment
- IOLTA programs

2018 Funding



Currently Funded IOLTA Programs

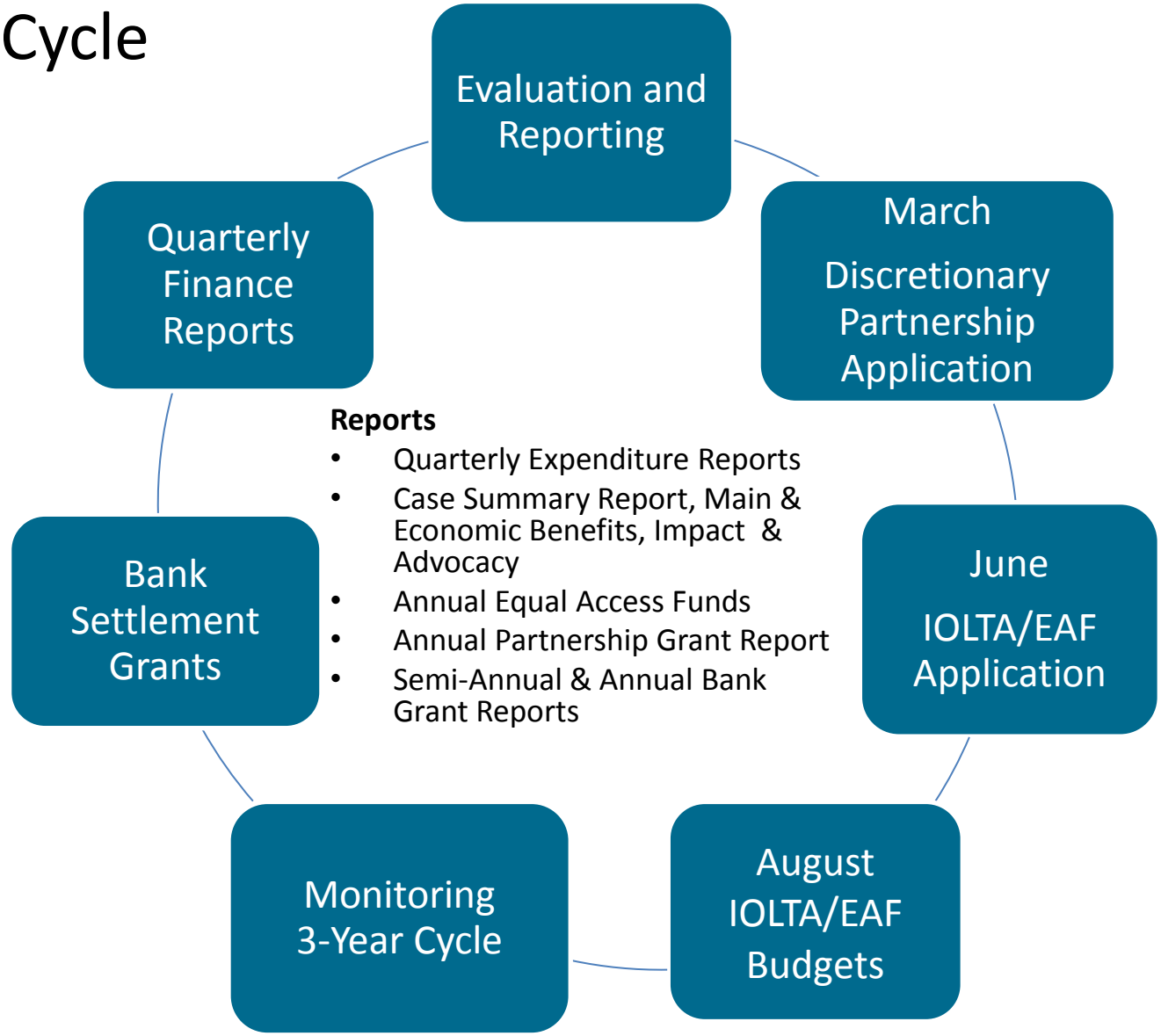
Number of Years Funded since Program Inception in 1984



Administration of Grants

- Grant Cycle
- Commission Role
- Staff Role

Grant Cycle


Evaluation and Reporting
March
Discretionary Partnership Application
June
IOLTA/EAF Application
August
IOLTA/EAF Budgets
Monitoring 3-Year Cycle
Bank Settlement Grants
Quarterly Finance Reports
Reports
• Quarterly Expenditure Reports
• Case Summary Report, Main & Economic Benefits, Impact & Advocacy
• Annual Equal Access Funds
• Annual Partnership Grant Report
• Semi-Annual & Annual Bank Grant Reports

21 Commission Members and 3 Advisory Judicial Officers [State Bar Rule 3.662]

Appointing Entities	• 14 Members Appointed by the Board • 7 Members Appointed by the Judicial Council • 3 Advisory Bench Officers Appointed by the Judicial Council
Profession	• 16 attorneys • 5 public members, including 2 client-eligible
Role	• Determine eligibility and monitor grantee compliance • Select discretionary grants • Make policy recommendations • Support revenue increase

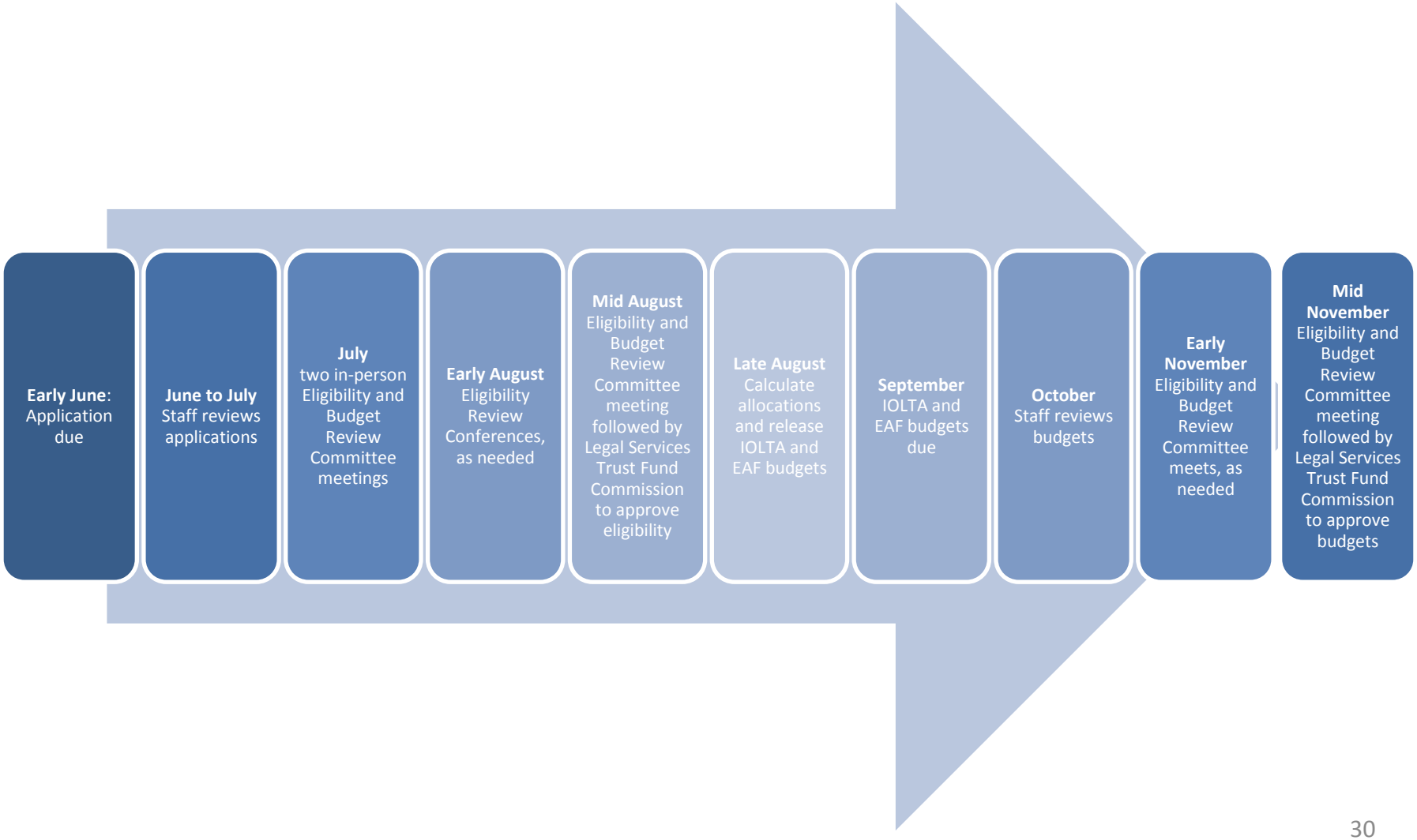
Board Approval

- IOLTA Distribution
- Commission Appointments
- State Bar Rules Revision

Judicial Council Approval

- EAF Distribution
- Discretionary Partnership Grants
- JC Commission Appointments

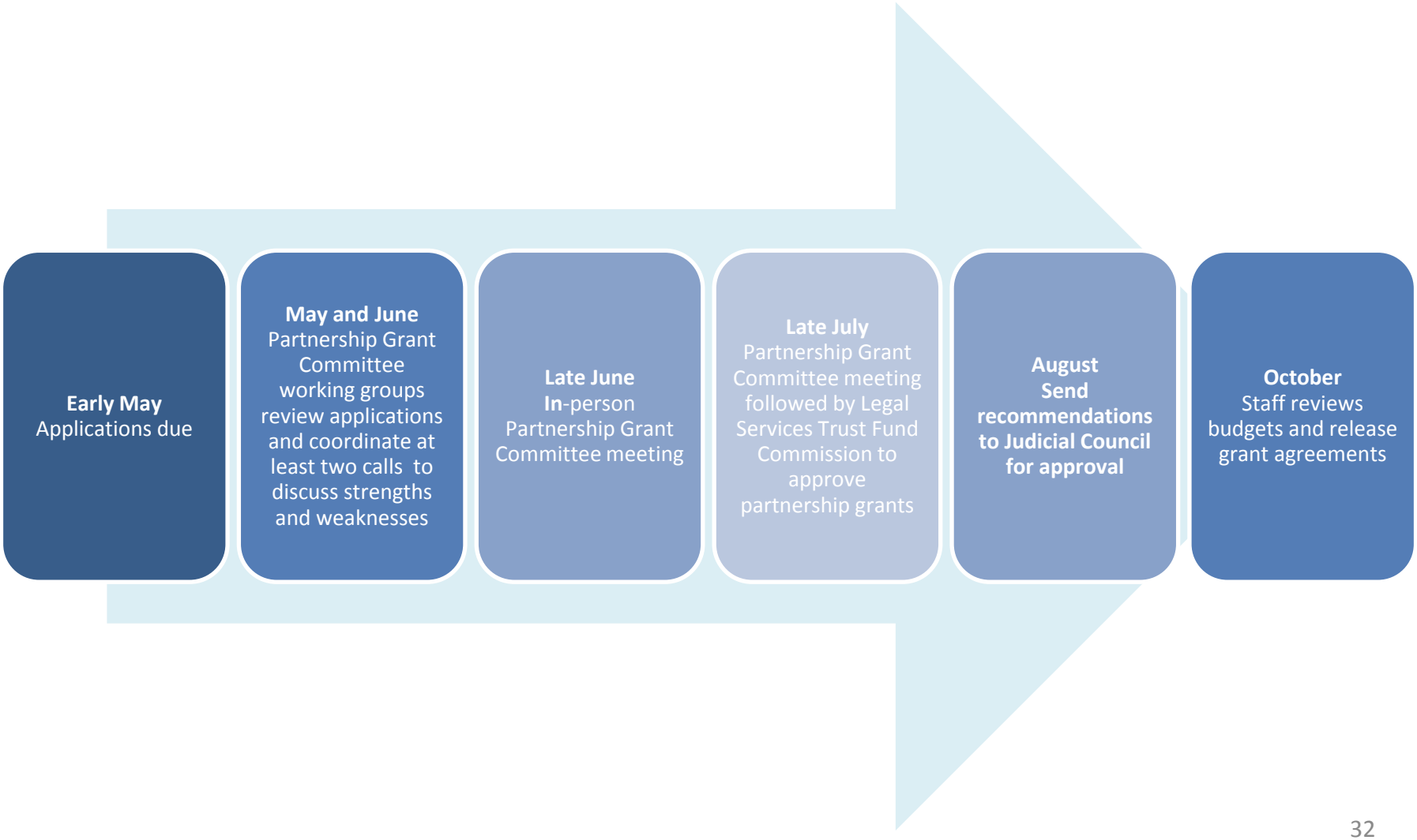
IOLTA and EAF Grant Administration



Sticky Issue Examples for IOLTA/EAF

- How to determine whether there is a legal component to policy and advocacy work?
- Determining indigency for class actions and impact cases.
- Determining the extent to which community organizing, peer counseling, ombudsman, and HICAP services are legal services.
- Are the costs of social services that improve litigation outcomes “qualified expenditures”?

Partnership Grant Administration



Bank Grant Administration

Sticky Issue Examples for Discretionary Grants

- What does “at or near the courthouse” mean when remote services can best meet constituent needs?
- How do we define “community redevelopment legal assistance”?
- Can legal assistance with student loan debt be considered foreclosure prevention?

Questions?

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Evaluating Equity & Impact of Funding

Rocio Avalos, Senior Program Analyst, Access & Inclusion
Professor Jim Meeker, Legal Services Trust Fund Commission

Overview

- Grantee Reporting Requirements
- Data Review
- Impact Report
- Equity Evaluation

Grantee Reporting Requirements

Grant Specific Reports

- IOLTA/EAF Grant Quarterly Expenditure Reports
- Equal Access Fund Annual Evaluation
- Partnership Grant Annual Evaluation
- Bank Grant: Semi-Annual Report & Annual Evaluation

Legal Aid Evaluations

- Case Summary Report (Outputs)
- Main & Economic Benefits Report (Outcomes)
- Impact Litigation & Advocacy Work Report

Grant Specific Reports

- Each grant has its own set of reporting requirements and timeline. Required of all grantees
- Expenditures, outputs and outcomes for the specific grant award
- Qualitative and quantitative data collected
- No client demographic data

Grant Reports & Evaluations

Grant	Evaluation	Frequency	Details	Type
IOLTA and EAF Grants	Quarterly Fiscal Report	Quarterly: 4x per year (carry-over Q5 & Q6)	Fiscal expenditures (IOLTA and EAF funds only)	Quantitative
EAF Grant	EAF Evaluation	Annual	Activities, Outcomes, Evaluation, Vignettes	Primarily Qualitative, Some Quantitative
Partnership Grant	Partnership Grant Evaluation	Annual	Expenditures, Services Provided, Evaluation	Qualitative and Quantitative
Bank Grant	Bank Grants – Semi-Annual and Financial Evaluation	Semi-Annual #1: Jan – June #2: July – Dec	Benefits, Activities, Expenditures	Primarily Quantitative, Some Qualitative
Bank Grant	Bank Grants – Annual Evaluation*	Annual	Activities, Outcomes, Lessons Learned	Qualitative
Bank Grant	Bank Grants – Final Evaluation*	1x per completed grant project	Outcomes, Evaluation, Lessons Learned	Qualitative

Legal Aid Evaluations

Data collected on all funding sources: State Bar grants (formula and discretionary) and all non-State Bar funds

- Case Summary Report (outputs) and Main & Economic Report (outcomes)
  - Free civil legal aid provided to low-income, seniors, and persons with developmental disabilities in California
  - Only cases closed in evaluation year where attorney-client relationship was established
  - Required of all QLSPs, optional for Support Centers

- Impact Litigation & Advocacy Report
  - Outputs and outcomes for all impact work engaged in during the evaluation year (open and closed cases)
  - Top 10 advocacy & top 15 impact litigation cases based on staff hours
  - Required of all grantees (QLSPs and Support Centers)

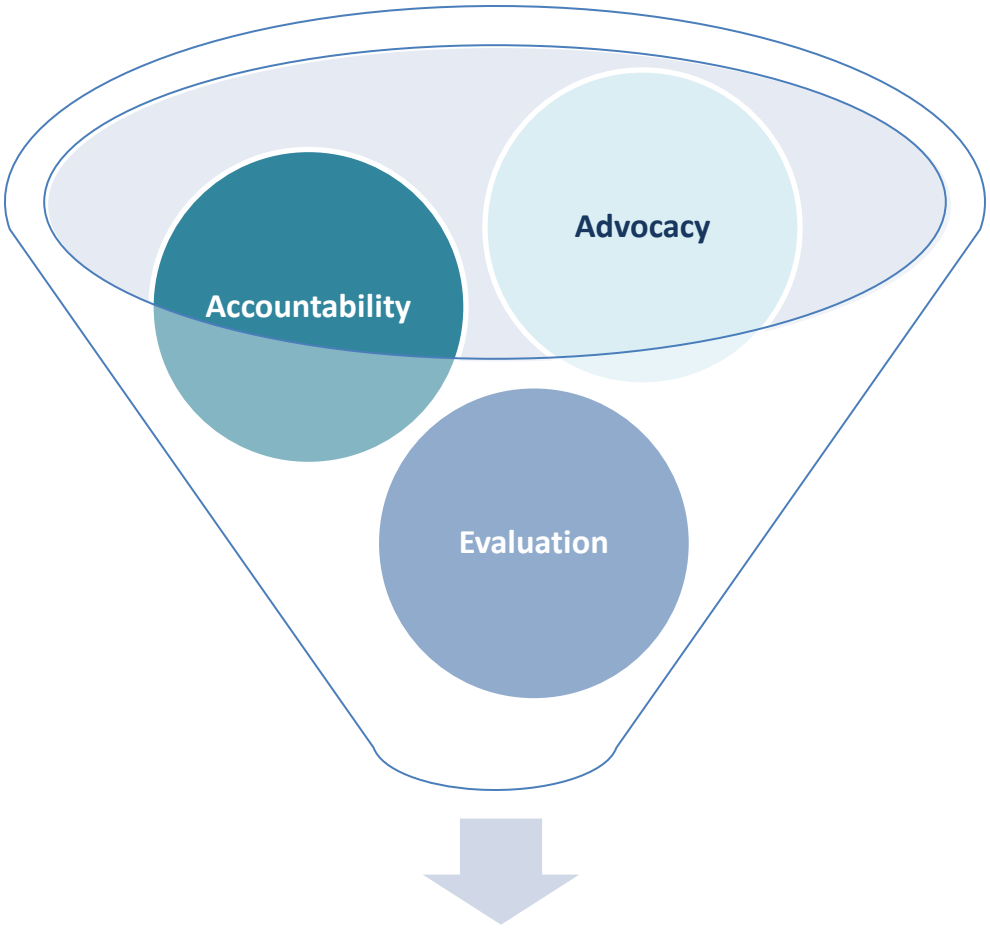
Substantive Areas

- Conservatorship
- Consumer/Finance
- Disability Rights
- Domestic Violence
- Education
- Employment
- Family
- Guardianship
- Health and Long-Term Care
- Housing
- Immigration
- Income Maintenance
- Juvenile
- Miscellaneous

QLSP vs Support Center Evaluations

QLSP	Support Center
• Grant specific reports • Case Summary Report • Main & Economic Benefits • Impact Litigation & Advocacy	• Grant specific reports • Impact Litigation & Advocacy • Deeming every 3 years* • *Optional:* Case Summary Report, Main & Economic Benefits

Purpose of Reporting Requirements



The Reboot Project

- Streamline grant administration for grantees, staff and Commission

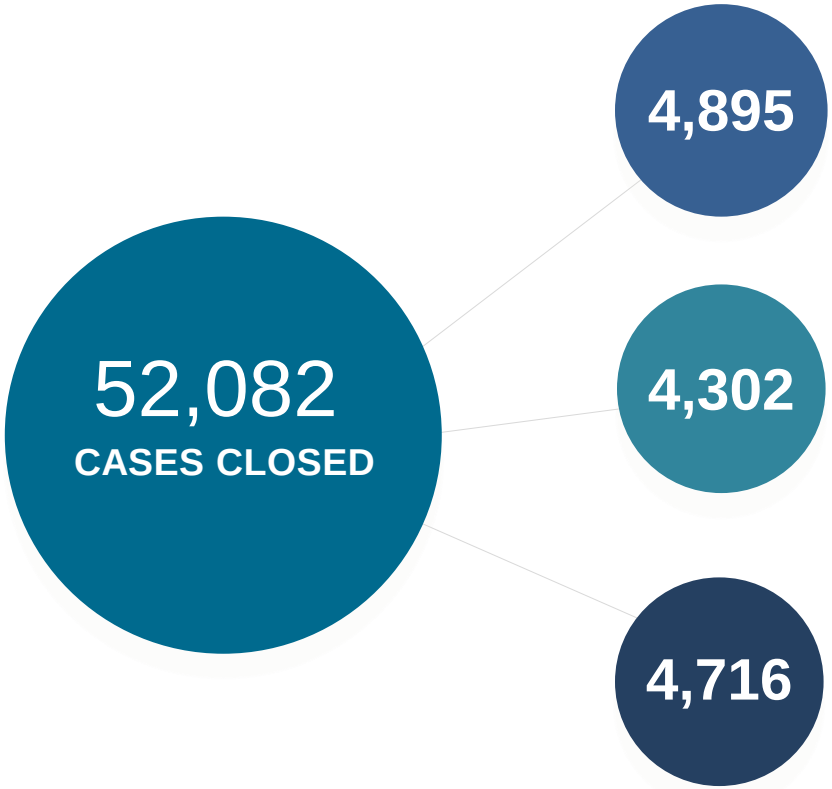
- Rethink the data we collect on a statewide basis to:
  - Make the case for legal services
  - Identify regional and substantive gaps
  - Facilitate program self-assessment

Components of Impact Evaluation

- Outputs: We closed 15,028 Domestic Violence matters in 2017
- Main Benefits (Short-term outcomes): We obtained 4,976 restraining orders to protect survivors from abuse
- Economic Benefits: We obtained $2.5 million in annual child and spousal support for clients
- Social Science Analysis: Restraining orders* saved California taxpayers an estimated $2.9 - $3.9 million in avoided Medi-Cal costs associated with sexual assault and rape resulting from intimate partner violence

*Limited to 231 restraining orders after hearing

Housing by the Numbers



Prevented loss of current housing

Negotiated or facilitated move out to provide soft landing

Economic benefits:
$43,251,676 recovered for clients
$19,592,900 reduction in claims

Stages of Data Collection and Advocacy Campaign

Impact Report

2016 Impact Report

$97,916,073 Recovered for Clients

Top Three Service Areas

Cases Closed

- Housing 22%
- Health & LTC 12%
- Immigration 11%

Who We Serve

- Persons with Disabilities 80,961
- Seniors (60+) 63,935
- Children 21,844
- Veterans 9,537

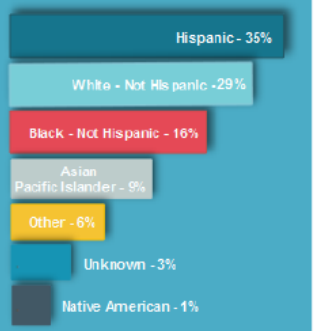
Services provided in over 40 languages

Multilingual

14% clients with Limited English Proficiency

Making a Difference

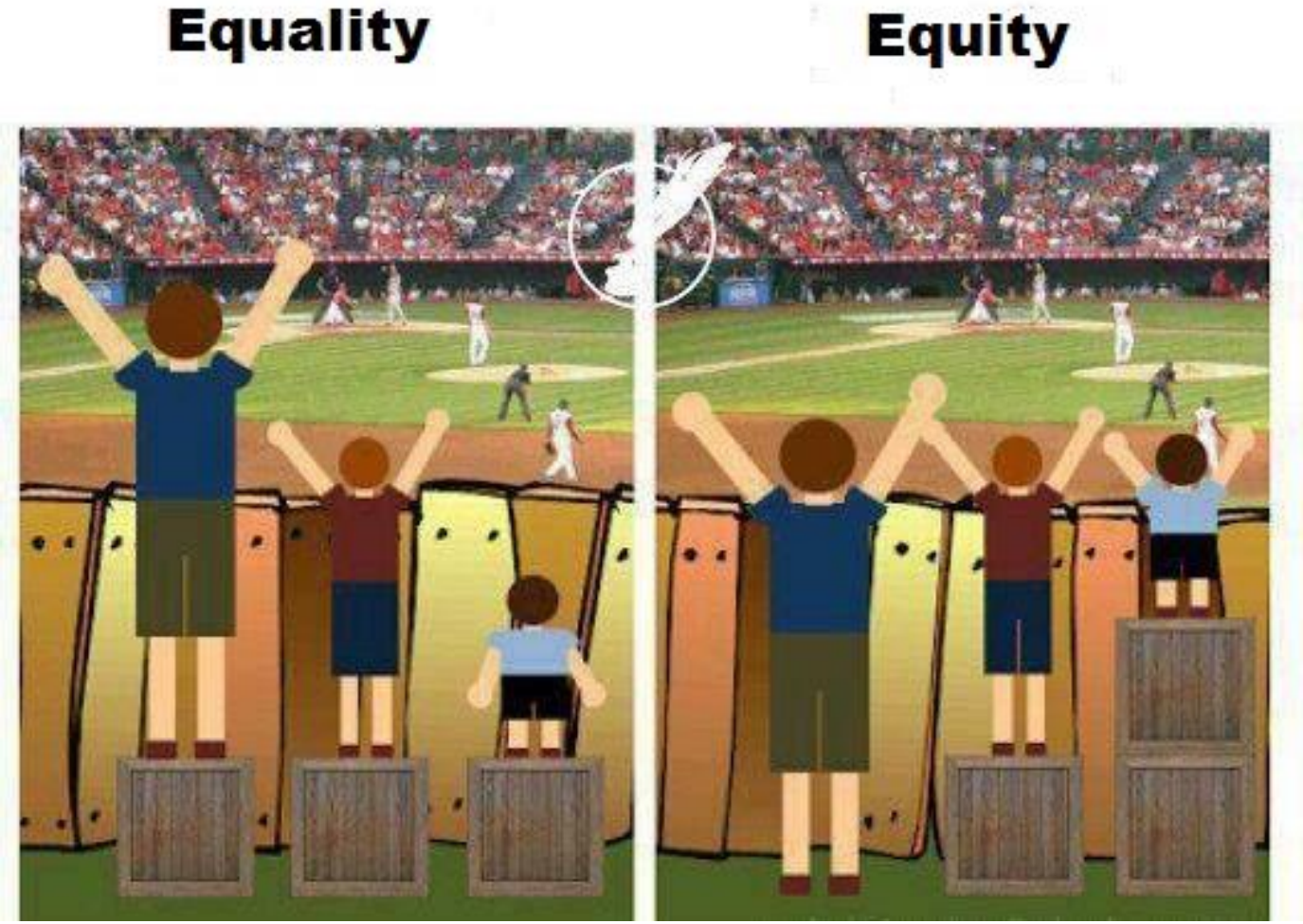
- Prevented 3,633 families from being homeless $500+ million in funding for affordable housing
- 4,976 restraining orders. Saved the state $10 - $16 million in costs avoided related to domestic violence
- $10.73 million recovered in wages and other benefits earned. 576 workers recovered unpaid wages owed
- $9.9 million recovered from fraudulent sales, unlawful or deceptive acts. 11,266 assisted with consumer protection or financial abuse issues
- 15,059 private attorneys provided 439,624 hours of pro bono legal aid worth an estimated $109.9 million



258,968 Clients Served

Data & Evaluation Limitations

- Support Center Deeming process
- Outcomes for IOLTA funded work
- Outputs are aggregated, cannot be tied to specific outcomes or clients
- Measuring “legal services”
- Economic benefits and multipliers
- Number of people impacted
- Client demographics
- Rural


Equality
Equity

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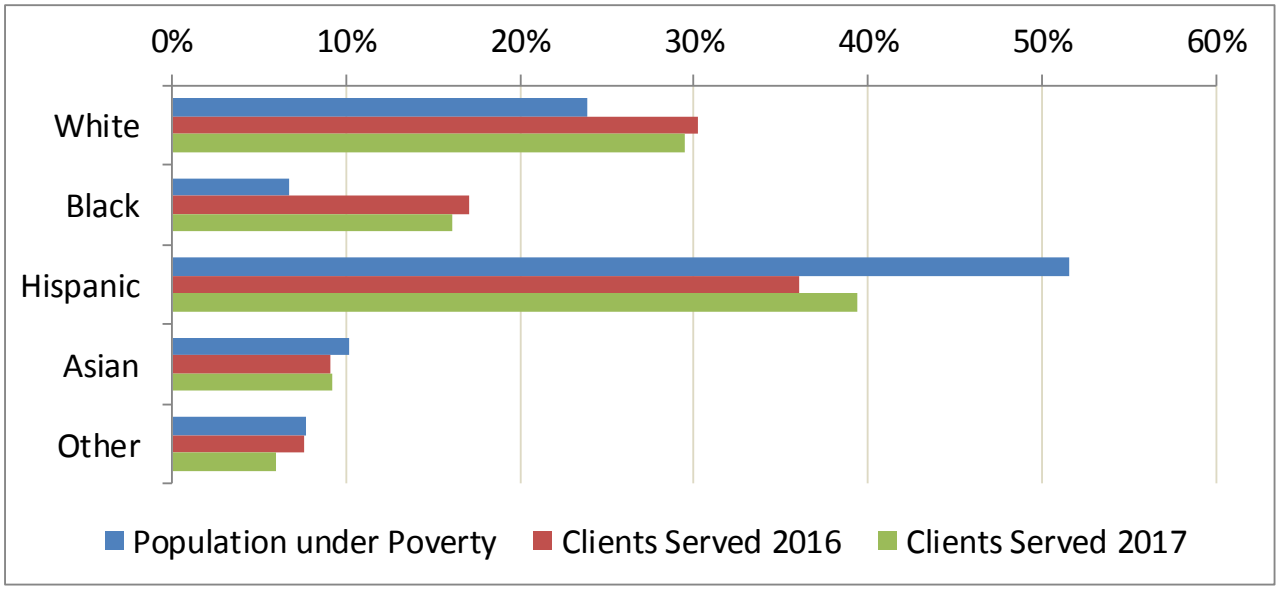
Patterns of Disparity in Legal Services Funding

A Preliminary Assessment of Empirical Evidence

Ron Pi
Office of Research
and Institutional Accountability

Race/Ethnicity Disparity

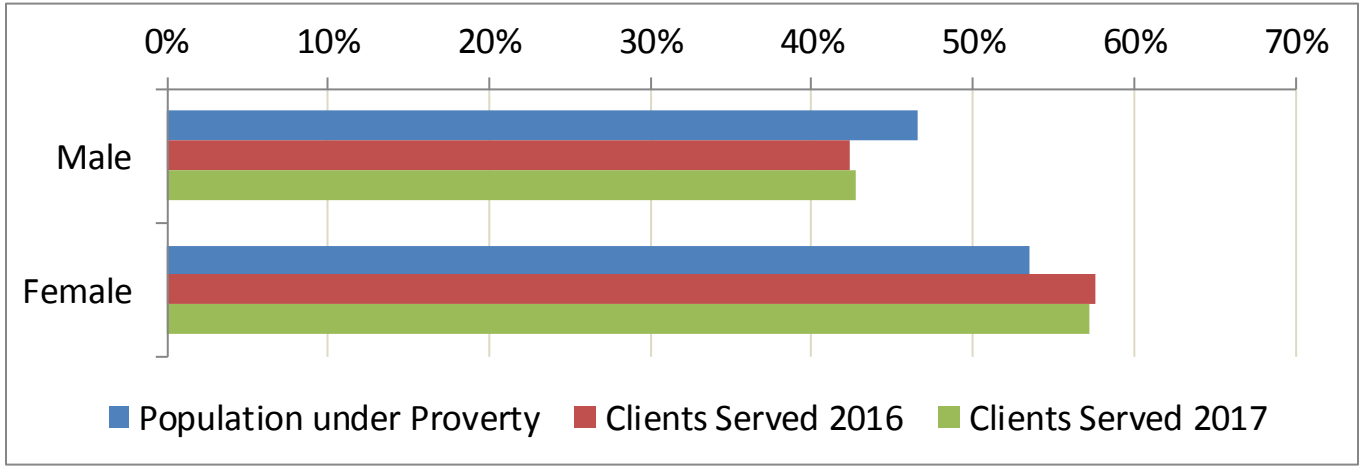
	Clients Served, 2016		Clients Served, 2017		California Poverty Population*	
Race/Ethnicity	N	%	N	%	N	%
White	73,821	*30%*	69,830	*29%*	1,893,699	*24%*
Black	41,833	*17%*	38,052	*16%*	531,491	*7%*
Hispanic	88,173	*36%*	93,249	*39%*	4,089,126	*52%*
Asian	22,312	*9%*	21,763	*9%*	804,962	*10%*
Other	18,581	*8%*	14,105	*6%*	604,569	*8%*
Total	244,720	*100%*	236,999	*100%*	7,923,847	*100%*



* Below 125 percent poverty line. US Census/American FactFinder. S1703: Selected Characteristics of People at Specified Levels of Poverty in the Past 12 Months, American Community Survey 5-Year Estimates, 2012-2016. October 2018 <https://factfinder.census.gov>.

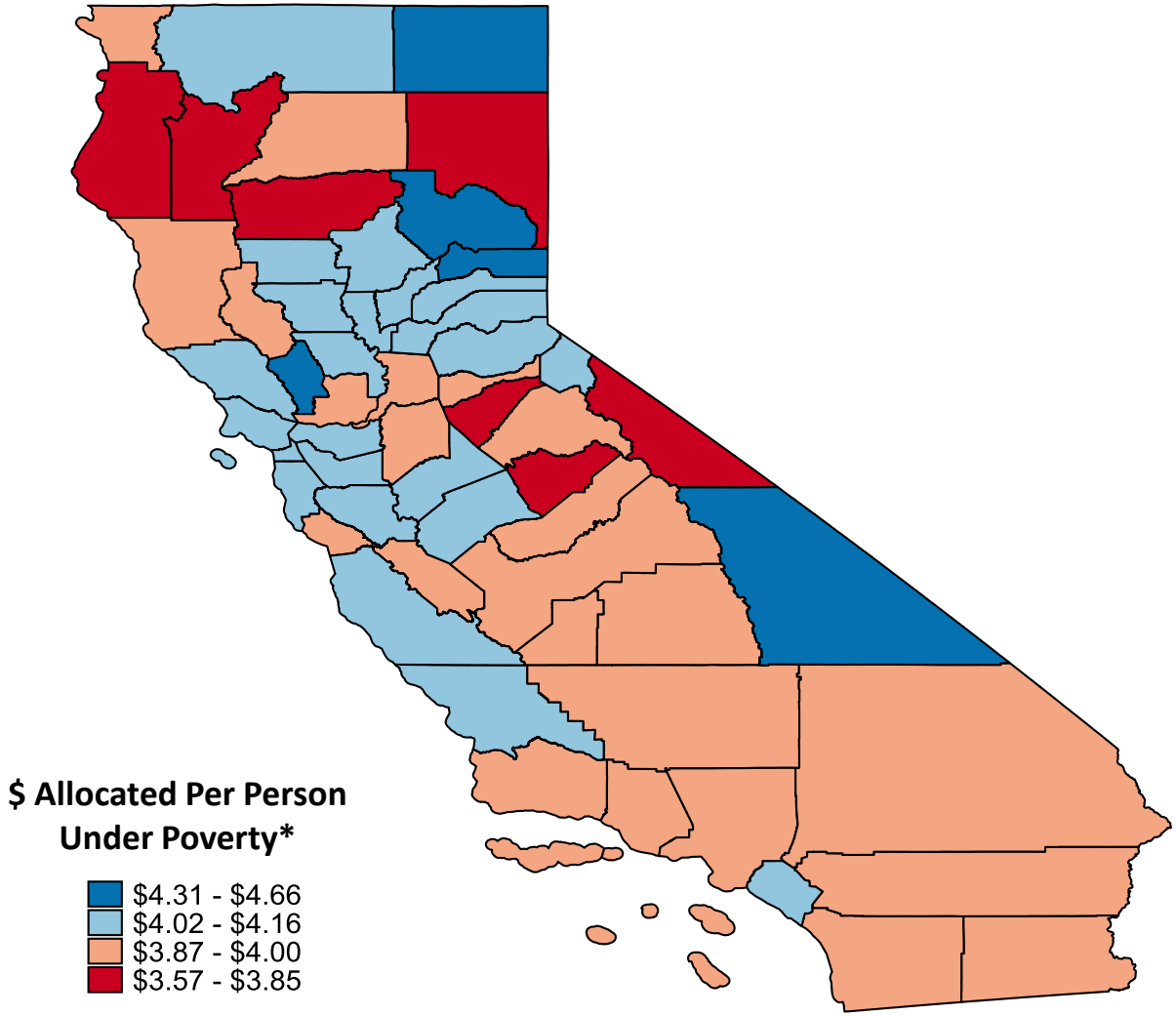
Gender Disparity

	Clients Served, 2016		Clients Served, 2017		California Poverty Population*	
Race/Ethnicity	N	%	N	%	N	%
Male	103,426	*42%*	100,566	*43%*	3,689,461	*47%*
Female	140,840	*58%*	134,683	*57%*	4,239,867	*53%*
Total	244,266	*100%*	235,249	*100%*	7,929,327	*100%*



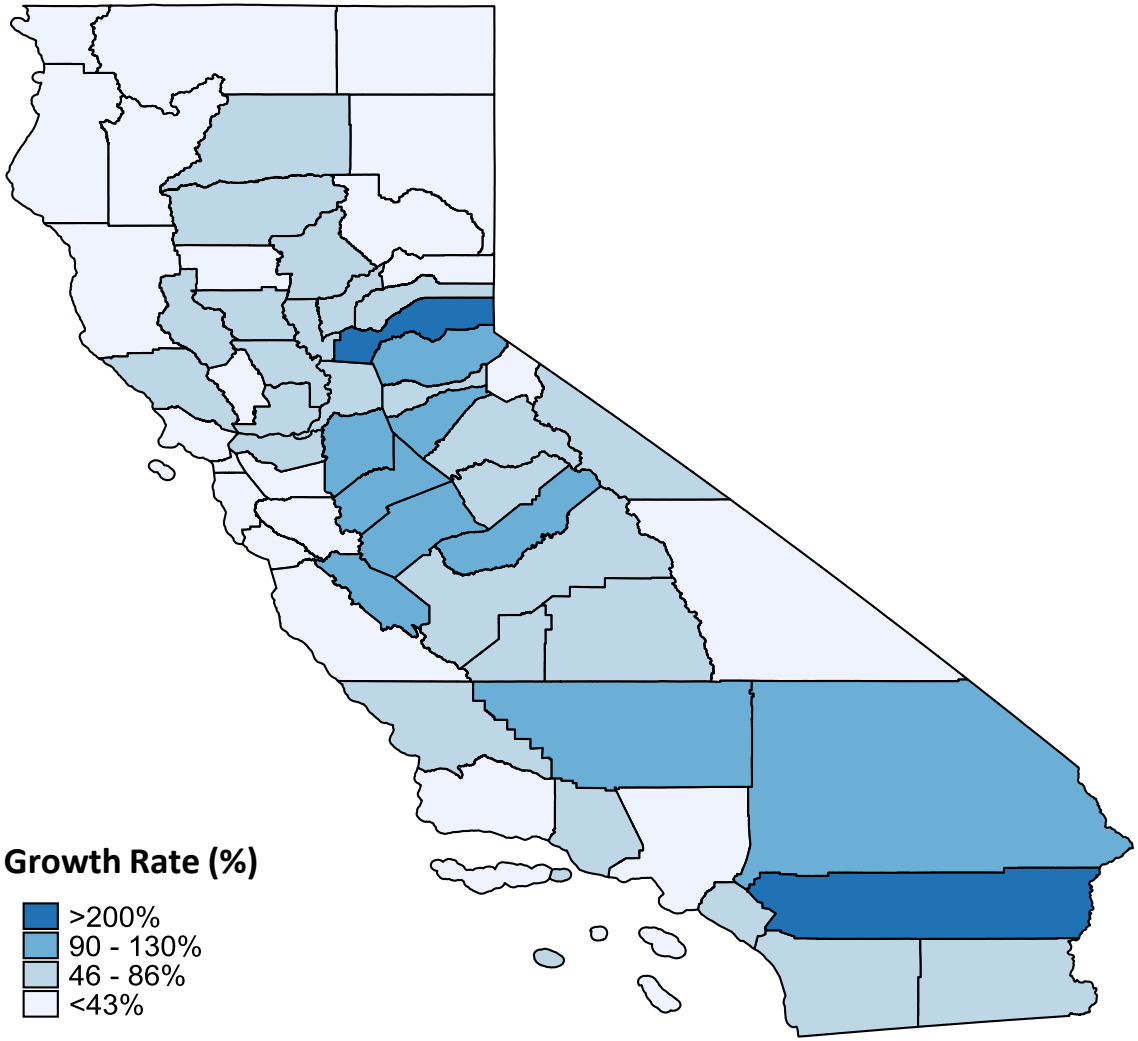
* Below 125 percent poverty line. US Census/American FactFinder. S1703: Selected Characteristics of People at Specified Levels of Poverty in the Past 12 Months, American Community Survey 5-Year Estimates, 2012-2016. October 2018 <https://factfinder.census.gov>.

Geographic Disparity



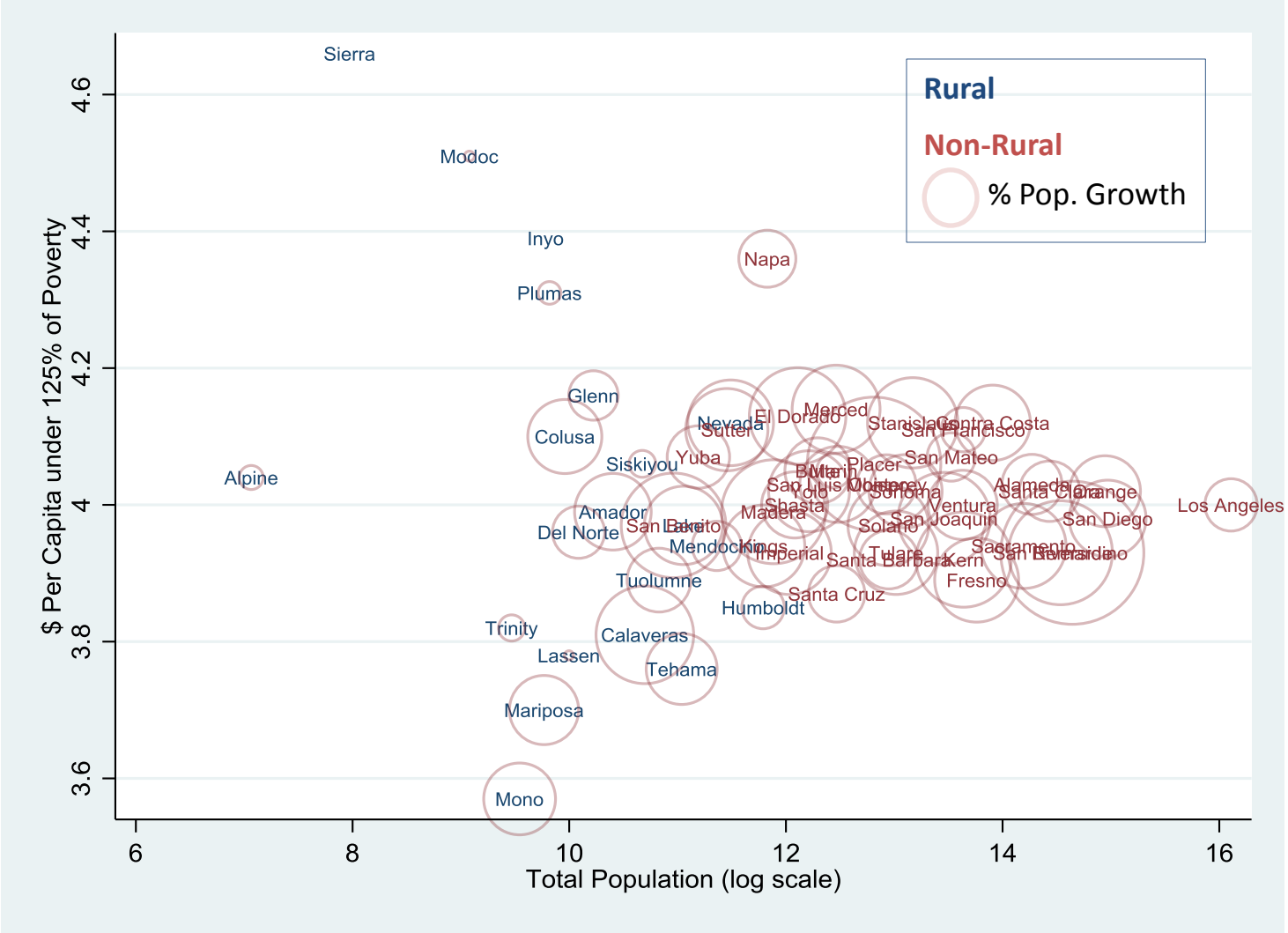
* Funds allocated include IOLTA and Equal Access Fund. Poverty population are persons whose income is 125 percent or less of the current poverty threshold in 2016.

Population Growth – from 1980 to 2016



Data source: California Department of Finance and US Census American Community Survey.

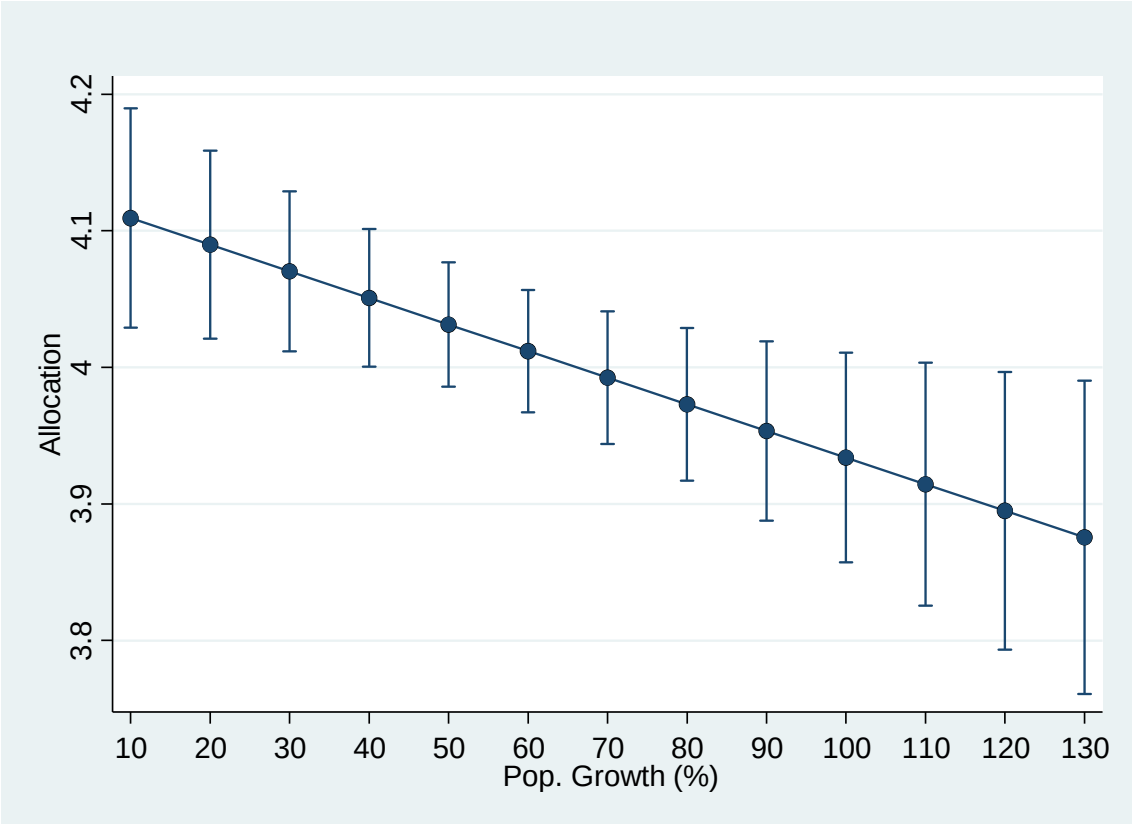
Population Size, Population Growth Rate, and $ Allocation



Note: Rural vs. non-rural counties based on designations in 2013 by the Office of Rural Health Policy, US Dept. of Health and Human Services. Population growth from 1980 to 2016.

Population Growth and Allocation Per Capita

- Higher population growth is associated with less funding per capita – as revealed in the downward slope.
- The impact is significant cumulatively over time, especially for rapid growth counties, such as Placer and Riverside that experienced more than 200% growth in population from 1980 to 2016.



Additional Correlates of Geographic Disparities

Factors found to be correlated with per capita allocation:

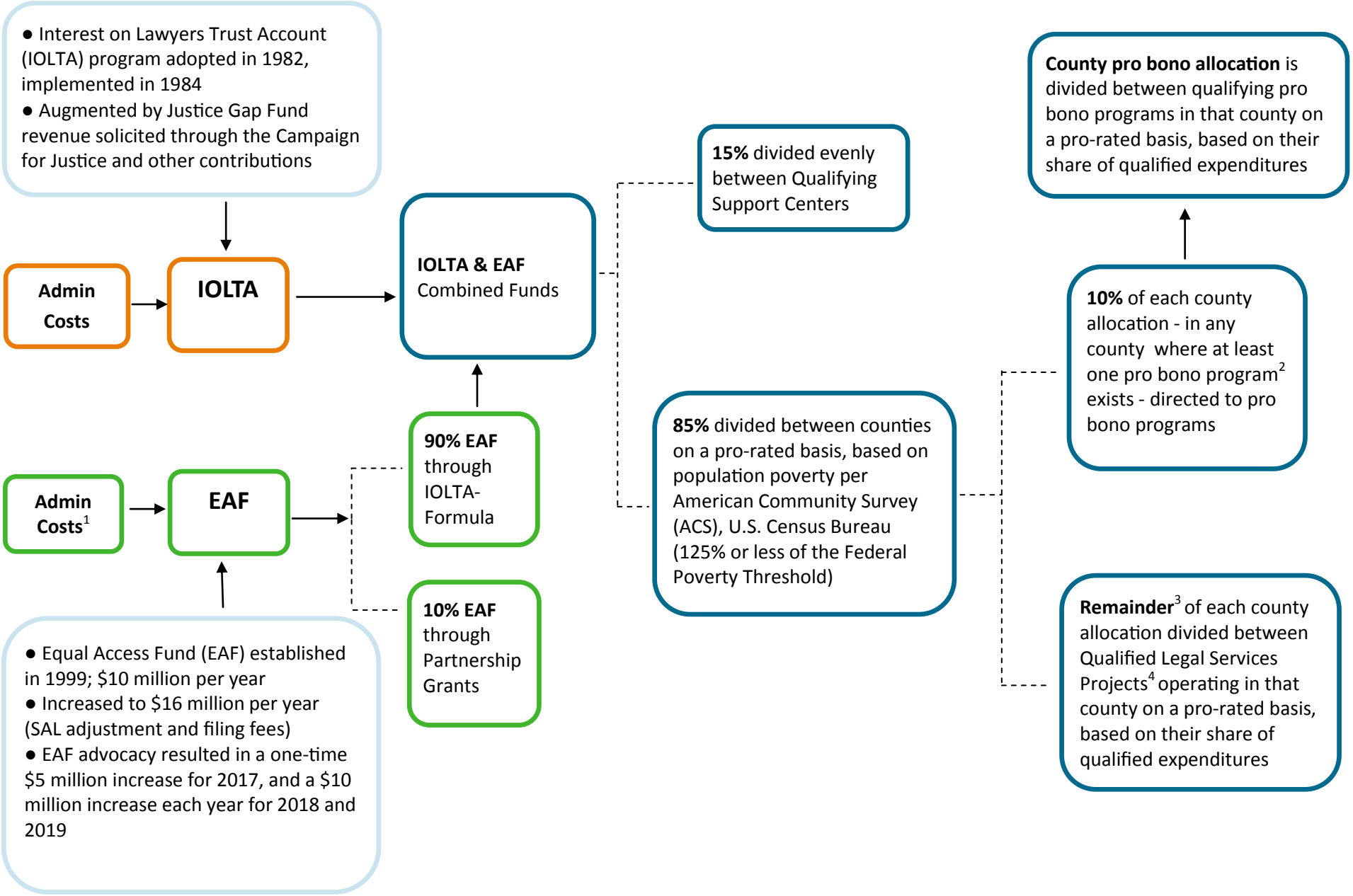
- Higher population growth → Lower $ per capita
- Larger population size → Lower $ per capita
- Rural counties → Lower $ per capita*

Factors found to be <u>not</u> correlated with per capita allocation:

- Poverty rate
- Proportion of non-white population

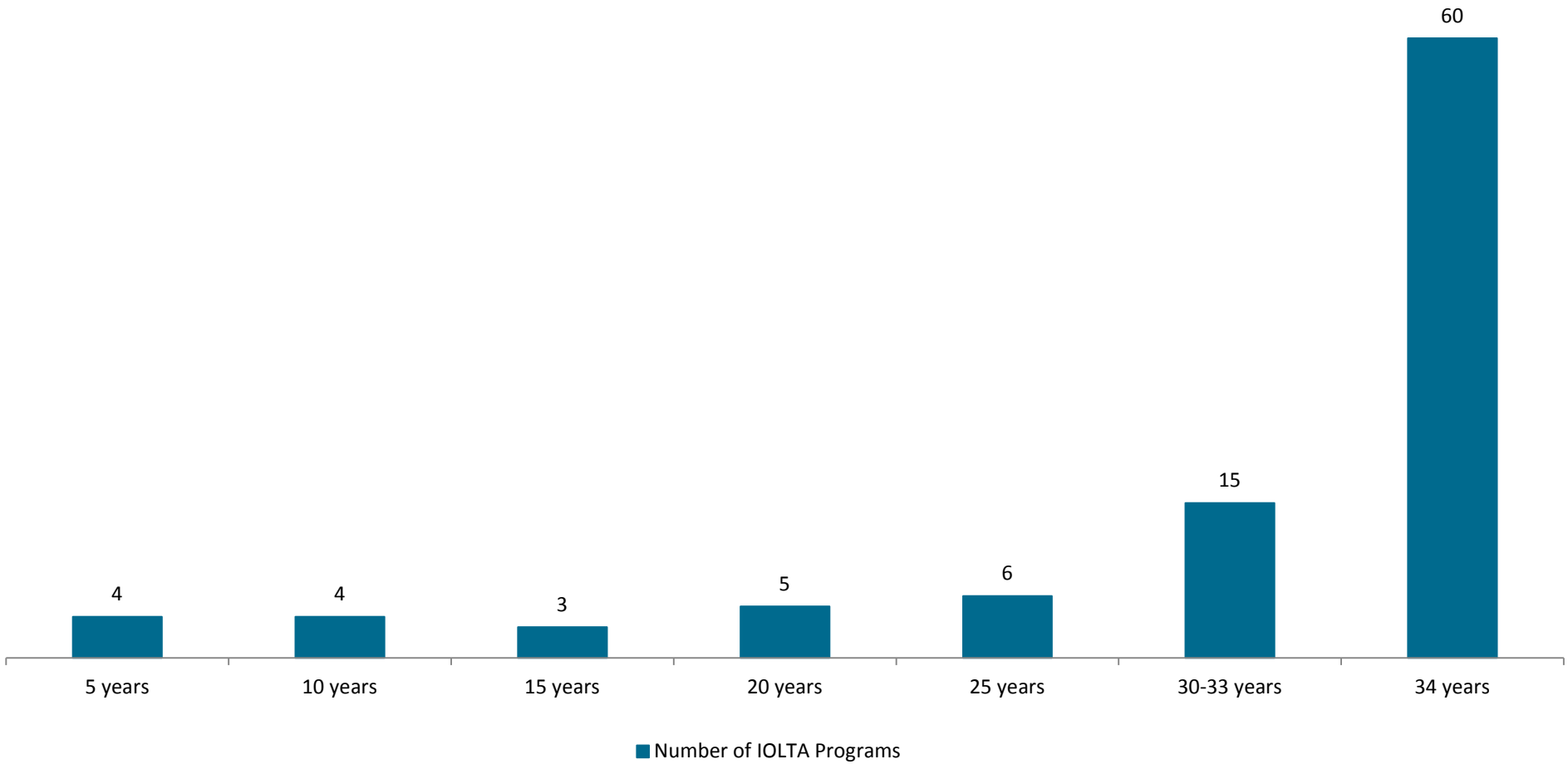
* Disparity between rural and urban counties is revealed only after controlling for population size; i.e., allocation to rural counties are likely to be lower among counties with comparable population sizes.

IOLTA & EAF DISTRIBUTION FORMULA



1. Based off 5% of original $10 million EAF and 5% of filing fees; 2018 admin costs reflect 3% of total 2018 EAF dollars (2% to Trust Fund Program, 1% to Judicial Council)
2. In order to receive the pro bono allocation, Qualified Legal Services Projects must demonstrate that it uses volunteer attorneys as its "principal means of delivering legal services."
3. Remainder will be 90% if pro bono allocation in that county or 100% if no pro bono allocation in that county.

Currently Funded IOLTA Programs
Number of Years Funded since Program Inception in 1984



LEGAL SERVICES TRUST FUND - 2018 GRANTS by PROGRAM

#	Prog	Organization	GRANTS IOLTA	EAF	Bank (Yr 1 of 3)	Bank (Yr 3 of 3)	Partnership
1	3	Advancing Justice - Asian Law Caucus	$ 67,800	$ 112,040	$ -	$ -	$ -
2	4	Advancing Justice - Los Angeles	441,330	729,380	150,000	-	-
3	160	Affordable Housing Advocates	6,990	11,550	25,000	-	-
4	117	Aids Legal Referral Panel	15,390	25,450	-	-	-
5	1	Alameda County Bar Volunteer Legal Services	26,610	43,970	120,000	-	87,000
6	137	Alameda County Homeless Action Center	53,400	88,260	195,000	-	-
7	140	Alliance for Children's Rights	248,280	410,330	-	-	-
8	77	Asian Pacific Islander Legal Outreach	59,250	97,960	100,000	50,879	-
9	93	Bay Area Legal Aid	260,380	430,330	99,485	-	40,000
10	8	Bet Tzedek Legal Services	351,460	580,860	200,000	-	80,000
11	129	California Advocates for Nursing Home Reform	95,518	157,861	130,000	-	-
12	9	California Indian Legal Services	131,250	216,890	41,540	-	-
13	12	California Rural Legal Assistance Foundation	95,518	157,861	200,000	-	-
14	11	California Rural Legal Assistance, Inc.	1,024,570	1,693,360	275,000	-	45,000
15	128	California Women's Law Center	95,518	157,861	36,222	-	-
16	163	Casa Cornelia Law Center	111,240	183,830	-	-	-
17	242	Center for Gender and Refugee Studies - California	95,518	157,861	125,000	-	-
18	64	Center for Health Care Rights	66,180	109,380	-	-	-
19	70	Center for Human Rights and Constitutional Law	95,518	157,861	-	-	-
20	29	Central California Legal Services	530,190	876,240	275,000	-	189,229
21	16	Centro Legal de la Raza	66,640	110,130	150,000	-	-
22	168	Chapman University Family Protection Clinic	27,130	44,830	-	-	-
23	19	Child Care Law Center	95,518	157,861	160,000	-	-
24	20	Coalition of California Welfare Rights Organizations	95,518	157,861	-	-	-
25	246	Community Legal	8,480	14,030	-	-	-
26	164	Community Legal Services in East Palo Alto	69,420	114,740	175,000	-	50,000
27	21	Contra Costa Senior Legal Services	13,510	22,330	50,000	-	-
28	82	Disability Rights California	1,301,040	2,150,220	150,000	-	-

29	23	Disability Rights Education and Defense Fund	95,518	157,861	170,000	-	-
30	110	Disability Rights Legal Center	77,360	127,850	-	-	-
31	118	East Bay Community Law Center	72,130	119,210	175,000	78,000	80,000
32	98	Elder Law & Advocacy	72,830	120,360	130,000	-	68,000
33	182	Family Violence Appellate Project	95,518	157,861	100,000	-	-
34	28	Family Violence Law Center	15,410	25,470	75,000	-	25,000
35	31	Greater Bakersfield Legal Assistance	281,980	466,040	225,000	-	103,000
36	33	Harriett Buhai Center for Family Law	83,350	137,740	34,320	-	-
37	36	IELLA Legal Aid Project	62,000	102,470	-	-	-
38	34	Immigrant Legal Resource Center	95,518	157,861	120,000	-	-
39	155	Impact Fund	95,518	157,861	130,000	-	-
40	35	Inland Counties Legal Services	663,670	1,096,840	275,000	-	82,000
41	37	Inner City Law Center	130,790	216,150	190,000	-	-
42	91	Justice & Diversity Center of the Bar Association of SF	57,120	94,400	25,000	-	168,000
43	76	Justice in Aging	95,518	157,861	150,000	-	-
44	39	La Raza Centro Legal	15,540	25,650	25,000	-	-
45	61	LACBA Counsel for Justice	51,340	84,860	-	-	-
46	96	Law Foundation of Silicon Valley	165,170	272,980	150,000	-	-
47	92	Lawyers' Committee for Civil Rights	93,750	154,960	150,000	-	-
48	169	Learning Rights Law Center	61,680	101,930	175,000	-	-
49	49	Legal Aid at Work	173,160	286,220	120,000	-	-
50	41	Legal Aid Foundation of Los Angeles	510,900	844,350	250,000	-	80,000
51	42	Legal Aid Foundation of Santa Barbara	53,390	88,240	115,000	-	103,000
52	44	Legal Aid of Marin	22,810	37,690	125,000	-	-
53	127	Legal Aid of Sonoma County	53,820	88,950	175,000	-	-
54	45	Legal Aid Society of Orange County	366,470	605,670	250,000	178,000	183,000
55	47	Legal Aid Society of San Bernardino	131,070	216,620	225,000	-	82,000
56	48	Legal Aid Society of San Diego	365,210	603,570	275,000	-	148,000
57	50	Legal Aid Society of San Mateo County	43,270	71,510	25,000	-	-
58	53	Legal Assistance for Seniors	17,540	28,990	25,000	-	65,000
59	54	Legal Assistance to the Elderly	6,510	10,760			

					-	-	-
60	57	Legal Services for Children	34,920	57,710	25,000	-	-
61	125	Legal Services for Prisoners with Children	95,518	157,861	125,000	-	-
62	58	Legal Services for Seniors	42,150	69,660	80,000	-	-
63	59	Legal Services of Northern California	611,820	1,011,110	250,000	151,000	168,250
64	60	Los Angeles Center for Law and Justice	58,230	96,230	-	-	103,000
65	63	McGeorge Community Legal Services	40,190	66,420	75,000	-	-
66	65	Mental Health Advocacy Services	31,960	52,820	25,000	-	-
67	71	National Center for Youth Law	95,518	157,861	150,000	-	-
68	73	National Health Law Program	95,518	157,861	36,222	-	-
69	74	National Housing Law Project	95,518	157,861	200,000	-	-
70	148	National Immigration Law Center	95,518	157,861	-	-	-
71	90	Neighborhood Legal Services	399,690	660,550	230,000	-	343,000
72	176	New American Legal Clinic	28,830	47,650	-	-	-
73	85	OneJustice	95,518	157,861	125,000	-	-
74	174	Positive Resource Center	26,220	43,330	-	-	-
75	80	Prison Law Office	454,090	750,400	-	-	-
76	81	Pro Bono Project Silicon Valley	26,610	43,980	-	-	70,000
77	83	Public Advocates Inc.	155,570	257,090	200,000	-	-
78	84	Public Counsel	593,240	980,450	225,000	-	60,000
79	152	Public Interest Law Project	95,518	157,861	175,000	-	-
80	2	Public Law Center	309,160	510,940	220,000	-	100,000
81	86	Riverside Legal Aid	79,190	130,880	-	-	68,000
82	89	San Diego Volunteer Lawyer Program	126,730	209,450	110,000	-	198,000
83	250	San Luis Obispo Legal Assistance Foundation	12,710	21,000	-	-	-
84	95	Santa Clara County Asian Law Alliance	29,530	48,800	25,000	-	-
85	149	Santa Clara University Alexander Law Center	23,690	39,160	25,000	-	68,000
86	97	Senior Adults Legal Assistance	14,680	24,250	25,000	-	-
87	99	Senior Citizens Legal Services	16,090	26,590	-	-	-
88	106	UC Davis School of Law Legal Clinics	54,640	90,280	-	-	-
89	107	USD School of Law Legal Clinics	67,550	111,630	85,000	-	-

90	251	Veterans Legal Institute	15,070	24,910	-	-	-
91	108	Voluntary Legal Services Program of Northern California	76,540	126,490	-	-	-
92	171	Wage Justice Center	23,570	38,950	25,000	-	-
93	170	Watsonville Law Center	14,370	23,750	75,000	-	-
94	109	Western Center on Law and Poverty	95,518	157,861	200,000	-	-
95	165	Worksafe, Inc.	95,518	157,861	175,000	-	-
96	113	Youth Law Center	95,518	157,861	-	-	-
97	114	Yuba-Sutter Legal Center for Seniors	10,990	18,170	25,000	-	-
		T O T A L S	$ 14,008,236	$ 23,151,182	$ 9,452,789	$ 457,879	$ 2,856,479

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BUSINESS AND PROFESSIONS CODE - BPC

DIVISION 3. PROFESSIONS AND VOCATIONS GENERALLY [5000 - 9998.11] *(Heading of Division 3 added by Stats. 1939, Ch. 30.)*

CHAPTER 4. Attorneys [6000 - 6243] *(Chapter 4 added by Stats. 1939, Ch. 34.)*

ARTICLE 14. Funds for the Provision of Legal Services to Indigent Persons [6210 - 6228] *(Article 14 added by Stats. 1981, Ch. 789, Sec. 1.)*

6210. The Legislature finds that, due to insufficient funding, existing programs providing free legal services in civil matters to indigent persons, especially underserved client groups, such as the elderly, the disabled, juveniles, and non-English-speaking persons, do not adequately meet the needs of these persons. It is the purpose of this article to expand the availability and improve the quality of existing free legal services in civil matters to indigent persons, and to initiate new programs that will provide services to them. The Legislature finds that the use of funds collected by the State Bar pursuant to this article for these purposes is in the public interest, is a proper use of the funds, and is consistent with essential public and governmental purposes in the judicial branch of government. The Legislature further finds that the expansion, improvement, and initiation of legal services to indigent persons will aid in the advancement of the science of jurisprudence and the improvement of the administration of justice.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6211. (a) An attorney or law firm that, in the course of the practice of law, receives or disburses trust funds shall establish and maintain an IOLTA account in which the attorney or law firm shall deposit or invest all client deposits or funds that are nominal in amount or are on deposit or invested for a short period of time. All such client funds

may be deposited or invested in a single unsegregated account. The interest and dividends earned on all those accounts shall be paid to the State Bar of California to be used for the purposes set forth in this article.

(b) Nothing in this article shall be construed to prohibit an attorney or law firm from establishing one or more interest bearing bank trust deposit accounts or dividend-paying trust investment accounts as may be permitted by the Supreme Court, with the interest or dividends earned on the accounts payable to clients for trust funds not deposited or invested in accordance with subdivision (a).

(c) With the approval of the Supreme Court, the State Bar may formulate and enforce rules of professional conduct pertaining to the use by attorneys or law firms of an IOLTA account for unsegregated client funds pursuant to this article.

(d) Nothing in this article shall be construed as affecting or impairing the disciplinary powers and authority of the Supreme Court or of the State Bar or as modifying the statutes and rules governing the conduct of members of the State Bar.

(Amended by Stats. 2007, Ch. 422, Sec. 2. Effective January 1, 2008.)

6212. An attorney who, or a law firm that, establishes an IOLTA account pursuant to subdivision (a) of Section 6211 shall comply with all of the following provisions:

(a) The IOLTA account shall be established and maintained with an eligible institution offering or making available an IOLTA account that meets the requirements of this article. The IOLTA account shall be established and maintained consistent with the attorney's or law firm's duties of professional responsibility. An eligible financial institution shall have no responsibility for selecting the deposit or investment product chosen for the IOLTA account.

(b) Except as provided in subdivision (f), the rate of interest or dividends payable on any IOLTA account shall not be less than the interest rate or dividends generally paid by the eligible institution to nonattorney customers on accounts of the same type meeting the same minimum balance and other eligibility requirements as the IOLTA account. In determining the interest rate or dividend payable on any IOLTA account, an eligible institution may consider, in addition to the balance in the IOLTA account, risk or other factors customarily considered by the eligible institution when setting the interest rate or dividends for its non-IOLTA accounts, provided that the factors do not discriminate between IOLTA customers and non-IOLTA customers and that these factors do not include the fact that the account is an IOLTA account. The eligible institution shall calculate interest and dividends in accordance with its standard practice for non-IOLTA customers. Nothing in this article shall preclude an eligible

institution from paying a higher interest rate or dividend on an IOLTA account or from electing to waive any fees and service charges on an IOLTA account.

(c) Reasonable fees may be deducted from the interest or dividends remitted on an IOLTA account only at the rates and in accordance with the customary practices of the eligible institution for non-IOLTA customers. No other fees or service charges may be deducted from the interest or dividends earned on an IOLTA account. Unless and until the State Bar enacts regulations exempting from compliance with subdivision (a) of Section 6211 those accounts for which maintenance fees exceed the interest or dividends paid, an eligible institution may deduct the fees and service charges in excess of the interest or dividends paid on an IOLTA account from the aggregate interest and dividends remitted to the State Bar. Fees and service charges other than reasonable fees shall be the sole responsibility of, and may only be charged to, the attorney or law firm maintaining the IOLTA account. Fees and charges shall not be assessed against or deducted from the principal of any IOLTA account. It is the intent of the Legislature that the State Bar develop policies so that eligible institutions do not incur uncompensated administrative costs in adapting their systems to comply with the provisions of Chapter 422 of the Statutes of 2007 or in making investment products available to IOLTA members.

(d) The attorney or law firm shall report IOLTA account compliance and all other IOLTA account information required by the State Bar in the manner specified by the State Bar.

(e) The eligible institution shall be directed to do all of the following:

(1) To remit interest or dividends on the IOLTA account, less reasonable fees, to the State Bar, at least quarterly.

(2) To transmit to the State Bar with each remittance a statement showing the name of the attorney or law firm for which the remittance is sent, for each account the rate of interest applied or dividend paid, the amount and type of fees deducted, if any, and the average balance for each account for each month of the period for which the report is made.

(3) To transmit to the attorney or law firm customer at the same time a report showing the amount paid to the State Bar for that period, the rate of interest or dividend applied, the amount of fees and service charges deducted, if any, and the average daily account balance for each month of the period for which the report is made.

(f) An eligible institution has no affirmative duty to offer or make investment products available to IOLTA customers. However, if an eligible institution offers or makes investment products available to non-IOLTA customers, in order to remain an IOLTA-eligible institution, it shall make those products available to IOLTA customers or pay an interest rate on the IOLTA deposit account that is comparable to the rate of return or the dividends generally paid on that investment product for similar customers meeting the same minimum balance and other requirements applicable to the investment product. If the eligible institution elects to pay that higher interest

rate, the eligible institution may subject the IOLTA deposit account to equivalent fees and charges assessable against the investment product.

(Amended by Stats. 2009, Ch. 129, Sec. 1. Effective January 1, 2010.)

6213. As used in this article:

(a) "Qualified legal services project" means either of the following:

(1) A nonprofit project incorporated and operated exclusively in California that provides as its primary purpose and function legal services without charge to indigent persons and that has quality control procedures approved by the State Bar of California.

(2) A program operated exclusively in California by a nonprofit law school accredited by the State Bar of California that meets the requirements of subparagraphs (A) and (B).

(A) The program shall have operated for at least two years at a cost of at least twenty thousand dollars ($20,000) per year as an identifiable law school unit with a primary purpose and function of providing legal services without charge to indigent persons.

(B) The program shall have quality control procedures approved by the State Bar of California.

(b) "Qualified support center" means an incorporated nonprofit legal services center that has as its primary purpose and function the provision of legal training, legal technical assistance, or advocacy support without charge and which actually provides through an office in California a significant level of legal training, legal technical assistance, or advocacy support without charge to qualified legal services projects on a statewide basis in California.

(c) "Recipient" means a qualified legal services project or support center receiving financial assistance under this article.

(d) "Indigent person" means a person whose income is (1) 125 percent or less of the current poverty threshold established by the United States Office of Management and Budget, or (2) who is eligible for Supplemental Security Income or free services under the Older Americans Act or Developmentally Disabled Assistance Act. With regard to a project that provides free services of attorneys in private practice without compensation, "indigent person" also means a person whose income is 75 percent or less of the maximum levels of income for lower income households as defined in Section 50079.5 of the Health and Safety Code. For the purpose of this subdivision, the income of a person who is disabled shall be determined after deducting the costs of medical and other disability-related special expenses.

(e) "Fee generating case" means a case or matter that, if undertaken on behalf of an indigent person by an attorney in private practice, reasonably may be expected to result in payment of a fee for legal services from an award to a client, from public funds, or from the opposing party. A case shall not be considered fee generating if adequate representation is unavailable and any of the following circumstances exist:

(1) The recipient has determined that free referral is not possible because of any of the following reasons:

(A) The case has been rejected by the local lawyer referral service, or if there is no such service, by two attorneys in private practice who have experience in the subject matter of the case.

(B) Neither the referral service nor any attorney will consider the case without payment of a consultation fee.

(C) The case is of the type that attorneys in private practice in the area ordinarily do not accept, or do not accept without prepayment of a fee.

(D) Emergency circumstances compel immediate action before referral can be made, but the client is advised that, if appropriate and consistent with professional responsibility, referral will be attempted at a later time.

(2) Recovery of damages is not the principal object of the case and a request for damages is merely ancillary to an action for equitable or other nonpecuniary relief, or inclusion of a counterclaim requesting damages is necessary for effective defense or because of applicable rules governing joinder of counterclaims.

(3) A court has appointed a recipient or an employee of a recipient pursuant to a statute or a court rule or practice of equal applicability to all attorneys in the jurisdiction.

(4) The case involves the rights of a claimant under a publicly supported benefit program for which entitlement to benefit is based on need.

(f) "Legal Services Corporation" means the Legal Services Corporation established under the Legal Services Corporation Act of 1974 (P.L. 93-355; 42 U.S.C. Sec. 2996 et seq.).

(g) "Older Americans Act" means the Older Americans Act of 1965, as amended (P.L. 89-73; 42 U.S.C. Sec. 3001 et seq.).

(h) "Developmentally Disabled Assistance Act" means the Developmentally Disabled Assistance and Bill of Rights Act, as amended (P.L. 94-103; 42 U.S.C. Sec. 6001 et seq.).

(i) "Supplemental security income recipient" means an individual receiving or eligible to receive payments under Title XVI of the federal Social Security Act, or payments under Chapter 3 (commencing with Section 12000) of Part 3 of Division 9 of the Welfare and Institutions Code.

(j) "IOLTA account" means an account or investment product established and maintained pursuant to subdivision (a) of Section 6211 that is any of the following:

(1) An interest-bearing checking account.

(2) An investment sweep product that is a daily (overnight) financial institution repurchase agreement or an open-end money market fund.

(3) An investment product authorized by California Supreme Court rule or order.

A daily financial institution repurchase agreement shall be fully collateralized by United States Government Securities or other comparably conservative debt securities, and may be established only with any eligible institution that is "well-capitalized" or "adequately capitalized" as those terms are defined by applicable federal statutes and regulations. An open-end money market fund shall be invested solely in United States Government Securities or repurchase agreements fully collateralized by United States Government Securities or other comparably conservative debt securities, shall hold itself out as a "money market fund" as that term is defined by federal statutes and regulations under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.), and, at the time of the investment, shall have total assets of at least two hundred fifty million dollars ($250,000,000).

(k) "Eligible institution" means either of the following:

(1) A bank, savings and loan, or other financial institution regulated by a federal or state agency that pays interest or dividends in the IOLTA account and carries deposit insurance from an agency of the federal government.

(2) Any other type of financial institution authorized by the California Supreme Court.

(Amended by Stats. 2010, Ch. 328, Sec. 14. Effective January 1, 2011.)

6214. (a) Projects meeting the requirements of subdivision (a) of Section 6213 which are funded either in whole or part by the Legal Services Corporation or with Older American Act funds shall be presumed qualified legal services projects for the purpose of this article.

(b) Projects meeting the requirements of subdivision (a) of Section 6213 but not qualifying under the presumption specified in subdivision (a) shall qualify for funds under this article if they meet all of the following additional criteria:

(1) They receive cash funds from other sources in the amount of at least twenty thousand dollars ($20,000) per year to support free legal representation to indigent persons.

(2) They have demonstrated community support for the operation of a viable ongoing program.

(3) They provide one or both of the following special services:

(A) The coordination of the recruitment of substantial numbers of attorneys in private practice to provide free legal representation to indigent persons or to qualified legal services projects in California.

(B) The provision of legal representation, training, or technical assistance on matters concerning special client groups, including the elderly, the disabled, juveniles, and non-English-speaking groups, or on matters of specialized substantive law important to the special client groups.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6214.5. A law school program that meets the definition of a "qualified legal services project" as defined in paragraph (2) of subdivision (a) of Section 6213, and that applied to the State Bar for funding under this article not later than February 17, 1984, shall be deemed eligible for all distributions of funds made under Section 6216.

(Added by Stats. 1984, Ch. 784, Sec. 2.)

6215. (a) Support centers satisfying the qualifications specified in subdivision (b) of Section 6213 which were operating an office and providing services in California on December 31, 1980, shall be presumed to be qualified support centers for the purposes of this article.

(b) Support centers not qualifying under the presumption specified in subdivision (a) may qualify as a support center by meeting both of the following additional criteria:

(1) Meeting quality control standards established by the State Bar.

(2) Being deemed to be of special need by a majority of the qualified legal services projects.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6216. The State Bar shall distribute all moneys received under the program established by this article for the provision of civil legal services to indigent persons. The funds first shall be distributed 18 months from the effective date of this article, or upon such a date, as shall be determined by the State Bar, that adequate funds are available to initiate the program. Thereafter, the funds shall be distributed on an annual basis. All distributions of funds shall be made in the following order and in the following manner:

(a) To pay the actual administrative costs of the program, including any costs incurred after the adoption of this article and a reasonable reserve therefor.

(b) Eighty-five percent of the funds remaining after payment of administrative costs allocated pursuant to this article shall be distributed to qualified legal services projects. Distribution shall be by a pro rata county-by-county formula based upon the number of persons whose income is 125 percent or less of the current poverty threshold per county. For the purposes of this section, the source of data identifying the number of persons per county shall be the latest available figures from the United States Department of Commerce, Bureau of the Census. Projects from more than one county may pool their funds to operate a joint, multicounty legal services project serving each of their respective counties.

(1) (A) In any county which is served by more than one qualified legal services project, the State Bar shall distribute funds for the county to those projects which apply on a pro rata basis, based upon the amount of their total budget expended in the prior year for legal services in that county as compared to the total expended in the prior year for legal services by all qualified legal services projects applying therefor in the county. In determining the amount of funds to be allocated to a qualified legal services project specified in paragraph (2) of subdivision (a) of Section 6213, the State Bar shall recognize only expenditures attributable to the representation of indigent persons as constituting the budget of the program.

(B) The State Bar shall reserve 10 percent of the funds allocated to the county for distribution to programs meeting the standards of subparagraph (A) of paragraph (3) and paragraphs (1) and (2) of subdivision (b) of Section 6214 and which perform the services described in subparagraph (A) of paragraph (3) of Section 6214 as their principal means of delivering legal services. The State Bar shall distribute the funds for that county to those programs which apply on a pro rata basis, based upon the amount of their total budget expended for free legal services in that county as compared to the total expended for free legal services by all programs meeting the standards of subparagraph (A) of paragraph (3) and paragraphs (1) and (2) of subdivision (b) of Section 6214 in that county. The State Bar shall distribute any funds for which no program has qualified pursuant hereto, in accordance with the provisions of subparagraph (A) of paragraph (1) of this subdivision.

(2) In any county in which there is no qualified legal services projects providing services, the State Bar shall reserve for the remainder of the fiscal year for distribution the pro rata share of funds as provided for by this article. Upon application of a qualified legal services project proposing to provide legal services to the indigent of the county, the State Bar shall distribute the funds to the project. Any funds not so distributed shall be added to the funds to be distributed the following year.

(c) Fifteen percent of the funds remaining after payment of administrative costs allocated for the purposes of this article shall be distributed equally by the State Bar to qualified support centers which apply for the funds. The funds provided to support centers shall be used only for the provision of legal services within California. Qualified support centers that receive funds to provide services to qualified legal services projects from sources other than this

article, shall submit and shall have approved by the State Bar a plan assuring that the services funded under this article are in addition to those already funded for qualified legal services projects by other sources.

(Amended by Stats. 1984, Ch. 784, Sec. 3.)

6217. With respect to the provision of legal assistance under this article, each recipient shall ensure all of the following:

(a) The maintenance of quality service and professional standards.

(b) The expenditure of funds received in accordance with the provisions of this article.

(c) The preservation of the attorney-client privilege in any case, and the protection of the integrity of the adversary process from any impairment in furnishing legal assistance to indigent persons.

(d) That no one shall interfere with any attorney funded in whole or in part by this article in carrying out his or her professional responsibility to his or her client as established by the rules of professional responsibility and this chapter.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6218. All legal services projects and support centers receiving funds pursuant to this article shall adopt financial eligibility guidelines for indigent persons.

(a) Qualified legal services programs shall ensure that funds appropriated pursuant to this article shall be used solely to defray the costs of providing legal services to indigent persons or for such other purposes as set forth in this article.

(b) Funds received pursuant to this article by support centers shall only be used to provide services to qualified legal services projects as defined in subdivision (a) of Section 6213 which are used pursuant to a plan as required by subdivision (c) of Section 6216, or as permitted by Section 6219.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6219. Qualified legal services projects and support centers may use funds provided under this article to provide work opportunities with pay, and where feasible, scholarships for disadvantaged law students to help defray their law school expenses.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6220. Attorneys in private practice who are providing legal services without charge to indigent persons shall not be disqualified from receiving the services of the qualified support centers.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6221. Qualified legal services projects shall make significant efforts to utilize 20 percent of the funds allocated under this article for increasing the availability of services to the elderly, the disabled, juveniles, or other indigent persons who are members of disadvantaged and underserved groups within their service area.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6222. A recipient of funds allocated pursuant to this article annually shall submit a financial statement to the State Bar, including an audit of the funds by a certified public accountant or a fiscal review approved by the State Bar, a report demonstrating the programs on which they were expended, a report on the recipient's compliance with the requirements of Section 6217, and progress in meeting the service expansion requirements of Section 6221.

The Board of Trustees of the State Bar shall include a report of receipts of funds under this article, expenditures for administrative costs, and disbursements of the funds, on a county-by-county basis, in the annual report of State Bar receipts and expenditures required pursuant to Section 6145.

(Amended by Stats. 2011, Ch. 417, Sec. 60. Effective January 1, 2012.)

6223. No funds allocated by the State Bar pursuant to this article shall be used for any of the following purposes:

(a) The provision of legal assistance with respect to any fee generating case, except in accordance with guidelines which shall be promulgated by the State Bar.

(b) The provision of legal assistance with respect to any criminal proceeding.

(c) The provision of legal assistance, except to indigent persons or except to provide support services to qualified legal services projects as defined by this article.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6224. The State Bar shall have the power to determine that an applicant for funding is not qualified to receive funding, to deny future funding, or to terminate existing funding because the recipient is not operating in compliance with the requirements or restrictions of this article.

A denial of an application for funding or for future funding or an action by the State Bar to terminate an existing grant of funds under this article shall not become final until the applicant or recipient has been afforded reasonable notice and an opportunity for a timely and fair hearing. Pending final determination of any hearing held with reference to termination of funding, financial assistance shall be continued at its existing level on a month-to-month basis. Hearings for denial shall be conducted by an impartial hearing officer whose decision shall be final. The hearing officer shall render a decision no later than 30 days after the conclusion of the hearing. Specific procedures governing the conduct of the hearings of this section shall be determined by the State Bar pursuant to Section 6225.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6225. The Board of Trustees of the State Bar shall adopt the regulations and procedures necessary to implement this article and to ensure that the funds allocated herein are utilized to provide civil legal services to indigent persons, especially underserved client groups such as but not limited to the elderly, the disabled, juveniles, and non-English-speaking persons.

In adopting the regulations the Board of Trustees shall comply with the following procedures:

(a) The board shall publish a preliminary draft of the regulations and procedures, which shall be distributed, together with notice of the hearings required by subdivision (b), to commercial banking institutions, to members of the State Bar, and to potential recipients of funds.

(b) The board shall hold at least two public hearings, one in southern California and one in northern California where affected and interested parties shall be afforded an opportunity to present oral and written testimony regarding the proposed regulations and procedures.

(Amended by Stats. 2011, Ch. 417, Sec. 61. Effective January 1, 2012.)

6226. The program authorized by this article shall become operative only upon the adoption of a resolution by the Board of Trustees of the State Bar stating that regulations have been adopted pursuant to Section 6225 which conform the program to all applicable tax and banking statutes, regulations, and rulings.

(Amended by Stats. 2011, Ch. 417, Sec. 62. Effective January 1, 2012.)

6227. Nothing in this article shall create an obligation or pledge of the credit of the State of California or of the State Bar of California. Claims arising by reason of acts done pursuant to this article shall be limited to the moneys generated hereunder.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

6228. If any provision of this article or the application thereof to any group or circumstances is held invalid, such invalidity shall not affect the other provisions or applications of this article which can be given effect without the invalid provision or application, and to this end the provisions of this article are severable.

(Added by Stats. 1981, Ch. 789, Sec. 1.)

TITLE 3. PROGRAMS AND SERVICES

Adopted July 2007

DIVISION 5. PROVIDERS OF PROGRAMS AND SERVICES

Chapter 2. Legal Services Trust Fund Program

Article 1. Administration of the Legal Services Trust Fund Program

Rule 3.660 Legal Services Trust Fund Commission

The Board of Trustees of the State Bar of California has established a Legal Services Trust Fund Commission ("Commission") to administer, in accordance with legal requirements and these rules ("Trust Fund Requirements"), revenue from IOLTA (Interest on Lawyers' Trust Accounts) and other funds remitted to the Legal Services Trust Fund Program of the State Bar.

Rule 3.660 adopted effective March 6, 2009; amended effective January 1, 2012.

Rule 3.661 Duties of the Legal Services Trust Fund Commission

(A) The Commission must determine an applicant's eligibility for grants and notify each grant applicant that its application has been approved or denied. If the Commission tentatively approves an application, it issues a notice of the grant award, including the tentative allocation. If the notice requires submission of additional information, the Commission considers the application incomplete pending receipt of the information.

(B) The Commission must monitor and evaluate a recipient's compliance with Trust Fund Requirements and grant terms. The evaluation may be based on

(1) application information, grant reports, and additional information reasonably necessary to determine compliance with Trust Fund Requirements;

(2) reasonable site visits scheduled upon adequate notice;

(3) an evaluation of a recipient by an impartial third party designated and funded by the Commission; or

(4) information from other sources, such as an evaluation provided by the Legal Services Corporation or other funding entity.

(C) The Standards for the Provision of Civil Legal Aid adopted by the American Bar Association's House of Delegates on August 7, 2006, as limited by the general introduction to the standards, are the guidelines used by the Commission in

approving the quality control procedures and reviewing and evaluating the maintenance of quality service and professional standards of applicant and recipient programs. With due notice, the Commission may also rely on other standards that are consistent with law and generally accepted access to justice principles in the legal aid community.

(D) The Commission may terminate a grant for noncompliance or take other action in accordance with Article 4 of this chapter.

Rule 3.661 adopted effective March 6, 2009.

Rule 3.662 Legal Services Trust Fund Commission membership and terms

The Commission consists of twenty-one voting members and three nonvoting judicial advisors. At least two members must be or have been within five years of appointment indigent persons as defined by statute.[1] No employee or independent contractor acting as a consultant to a potential recipient of Trust Fund grants may be appointed to the Commission.

(A) The Board of Trustees appoints fourteen voting members, ten of whom must be members of the State Bar and four of whom must be public members who have never been admitted to the practice of law in any United States jurisdiction. Each member serves at the pleasure of the Board for a term of three years that begins and ends at the State Bar annual meeting. Upon completion of an initial term, the Board may reappoint a member for a second three-year term. The Board may extend an initial or second term by one or two years to allow a member to serve as chair or vice-chair.

(B) The chair of the Judicial Council appoints seven voting members, five of whom must be members of the State Bar and two of whom must be public members, as well as three nonvoting judges, one of whom must be an appellate justice. Each member serves at the pleasure of the chair of the Judicial Council for a term of three years.

(C) The Board of Trustees appoints voting members as chair and vice-chair.

Rule 3.662 adopted effective March 6, 2009; amended effective January 1, 2012; amended effective September 14, 2014.

<u>Article 2. Construction of certain statutory provisions</u>

Rule 3.670 Operation in California by qualified entities

(A) A qualified legal services project is required by statute to be a nonprofit corporation operating exclusively in California or a program operated exclusively

[1] Business & Professions Code § 6213(d).

in California by a nonprofit law school accredited by the State Bar.[2] A qualified legal services project that is a California nonprofit corporation with operations outside California may be considered as meeting the statutory requirement if it otherwise meets Trust Fund Requirements and expends Trust Fund Program grant funds only in California.

(B) A qualified support center is required by statute to be an incorporated nonprofit legal services center that provides through an office in California a significant level of legal support services to qualified legal services projects on a statewide basis.[3]

Rule 3.670 adopted effective March 6, 2009.

Rule 3.671 Primary purpose and function

(A) A qualified legal services project is required by statute to have as its primary purpose and function providing legal services without charge to indigent persons.[4] A qualified legal services project applying for Trust Fund Program funds is presumed to have such a purpose and function if 75% or more of the budget for the fiscal year for which it is seeking funds is designated to provide free legal services to indigents, and 75% or more of its expenditures for the most recent reporting year were incurred for such services. The calculation of 75% of expenditures may include a reasonable share of administrative and overhead expenses.

(B) A qualified support center is required by statute to have as its primary purpose and function the provision of legal training, legal technical assistance, or advocacy support without charge.[5] A qualified support center applying for funds is presumed to have such a primary purpose and function if 75% or more of its budget for the fiscal year for which it is seeking funds is designated to provide such support services, and 75% or more of its expenditures for the most recent reporting year were incurred for such services.

(C) A qualified legal services project or qualified support center that does not meet the 75% test may nevertheless apply, provided that the applicant can satisfactorily demonstrate that it meets the primary purpose and function requirement by other means.

Rule 3.671 adopted effective March 6, 2009.

Rule 3.672 Delivery of legal services

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[2] Business & Professions Code § 6213(a).
[3] Business & Professions Code § 6213(b).
[4] Business & Professions Code § 6213(a)(1).
[5] Business & Professions Code § 6213(b).

(A) "Legal services" include all professional services provided by a member of the State Bar and similar or complementary services of a law student or paralegal under the supervision and control of a member of the State Bar in accordance with law.[6]

(B) "Legal support services" required by statute to be provided by a qualified support center include but are not limited to

(1) professional services to qualified legal services projects; and

(2) the direct provision of legal services to an indigent client of a qualified legal services project, provided the services are provided directly to the client

(a) as co-counsel with an attorney employed or recruited by a qualified legal services project; or

(b) at the request of an attorney employed or recruited by a qualified legal services project that is unable to assist the client.[7]

Rule 3.672 adopted effective March 6, 2009.

Rule 3.673 Permissible uses of funds

(A) A qualified legal services project or qualified support center must use funds received under Business and Professions Code Section 6216 to provide legal assistance to indigent persons or qualified legal services projects as defined by statute.[8] Reasonable administrative expenditures and overhead required to deliver such services meet the statutory requirement.

(B) No recipient may use an allocation made under Business and Professions Code Section 6216 to provide services in a fee-generating case, except as described in Business and Professions Code Section 6213(e)(1)-(4). If a recipient determines that a case is not fee generating because it qualifies for a statutory exemption,[9] the recipient must maintain records reflecting the facts that led to that conclusion and any action taken to confirm it. Client reimbursements of nominal costs or expenses are not considered fees. If attorney fees are generated in cases funded by Trust Fund Program grants, the fees must be used only for purposes permitted by statute.[10] Recipients must maintain complete records of all such fees.

Rule 3.673 adopted effective March 6, 2009.

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[6] Business & Professions Code § 6213(a).
[7] Business & Professions Code § 6213(b).
[8] Business & Professions Code §§ 6216 and 6223.
[9] Business & Professions Code § 6213(e)(1).
[10] Business & Professions Code § 6223.

Article 3. Applications and distributions

Rule 3.680 Application for Trust Fund Program grants

To be considered for a Trust Fund Program grant, a qualified legal services project or qualified support center seeking a Trust Fund Program grant must submit a timely and complete application for funding in the manner prescribed by the Commission. The applicant must agree to use any grant in accordance with grant terms and legal requirements.

(A) A qualified legal services project must meet statutory criteria.

(B) A qualified support center must agree to offer support services in two or more of the following ways: consultation, representation, information services, and training. The board of directors of the support center must establish priorities for providing such services after consulting with legal services attorneys and other relevant stakeholders.

(C) A support center not in existence prior to December 31, 1980 must demonstrate that it is deemed to be of special need by a majority of qualified legal services projects in accordance with Trust Fund Program procedures. Upon request, the Commission must make available to the applicant a list of all the names and addresses of qualified legal services projects.

(D) A nonprofit corporation that believes it meets the criteria for a qualified legal services project and qualified support center may submit two applications, one as a project and one as a support center, indicating in each application whether it is to be considered the primary or secondary application. The Commission will consider the secondary application only if the primary application is not approved. No applicant may receive a grant as a qualified legal services project and as a qualified support center.

(E) An application must include

(1) an audited financial statement by an independent certified public accountant for the latest completed fiscal year; if the fiscal year is not a calendar year, the application must also include an income and expense statement for the time between the closing date of the statement and December 31. A financial review in lieu of an audited financial statement may be submitted by an applicant whose gross corporate expenditures were less than the amount specified in the Schedule of Charges and Deadlines;

(2) information about the maintenance of quality service and professional standards and how the applicant maintains standards, such as internal

quality control and review procedures; experience and educational requirements of attorneys and paralegals; supervisory structure, procedures, and responsibilities; job descriptions and current salaries for all filled and unfilled professional and management positions; and fiscal controls and procedures.

(3) a budget and budget narrative, which must be submitted within thirty days of receipt of a notice of tentative allocation, explaining how funds will be used to provide civil legal services to indigent persons, especially underserved client groups such as, the elderly, the disabled, juveniles, and non-English-speaking persons within the applicant's service area; and

(4) information about program activities, such as substantive practice areas, extent and complexity of services, a summary of litigation, and populations served.

Rule 3.680 adopted effective March 6, 2009.

Rule 3.681 Duties of Trust Fund Program grant recipient

The recipient of a Trust Fund Program grant must

(A) use the grant in accordance with the terms of the grant agreement and Trust Fund Requirements;

(B) maintain complete financial records, including budgets, to account for the receipt and expenditure of all grant funds and all income earned by a grant recipient from grant-supported activities, such as income from fees for services (including attorney fee awards and reimbursed costs), training, sales and rentals of real or personal property, and interest earned on grant amounts;

(C) maintain records for five years after completion of services to a client regarding the eligibility of the client and promptly provide such records to the Commission for inspection upon demand;

(D) annually submit information that describes, in the manner required by the Commission, the grant recipient's maintenance of quality service and professional standards and compliance with program requirements and, as requested by the Commission,

(1) information for evaluative purposes about program activities in the prior grant year; and

(2) information to enhance the delivery system of legal services;

(E) cooperate regarding any reasonable site visit;

(F) submit timely quarterly financial reports and any other information reasonably required by the Commission; and

(G) pay any noncompliance fees set forth in the Schedule of Charges and Deadlines for processing documents that are substantially noncompliant with Trust Fund Requirements or that are late without permission.

Rule 3.681 adopted effective March 6, 2009.

Rule 3.682 No abrogation of legal or professional responsibilities

Nothing in these rules may limit or impair in any way the professional responsibility of an attorney to provide a client with legal services appropriate to the client's needs. Trust Fund Program applicants and recipients and their staffs; volunteers; consultants; and clients and prospective clients are entitled to all rights and privileges under the law. Nothing in these rules may be interpreted to require a grant applicant or recipient to violate the law.[11]

Rule 3.682 adopted effective March 6, 2009.

Article 4. Requests for review and complaint process

Rule 3.690 Receipt of document

For purposes of this article, receipt of a document mailed by staff or the Commission is deemed to be the earlier of either five days after the date of mailing or is the actual time of receipt when staff or the Commission delivers a document physically by courier or otherwise.

Rule 3.690 adopted effective March 6, 2009.

Rule 3.691 Denial or termination of funding

(A) The Commission has the authority to deny an application for initial funding or for renewal of funding, or to terminate existing funding in accordance with law and these rules.[12] The applicant or grant recipient is entitled to written notice of the denial or termination.

(B) The applicant or grant recipient may request reconsideration by the Commission.

(1) The request must be provided to the Commission in writing within thirty days of receipt of the notice of denial or termination of funding. The request may include additional information.

[11] Business & Professions Code § 6217(d).
[12] Business & Professions Code § 6224.

(2) The Commission may affirm its decision, modify its decision, or schedule an informal conference to be held within ninety days of receipt of the request. The applicant or recipient is entitled to written notice of the date, time and place of the conference, and must have an opportunity to present information at the conference.

(3) Unless all parties agree otherwise, the Commission must mail or otherwise deliver a written decision within sixty days of the conference.

(C) Within thirty days of receipt of written notice of the Commission decision on the request for reconsideration, the applicant or grant recipient may file a request for review by the State Bar Court. The request must be submitted to the State Bar Court in accordance with the Rules of Procedure of the State Bar on Legal Services Trust Fund Proceedings. Pending a final decision by the State Bar Court, a current grant recipient must continue to receive funding.

(D) The decision of the Commission on the request for reconsideration is final if the applicant or grant recipient fails to file a timely request for review by the State Bar Court.

Rule 3.691 adopted effective March 6, 2009.

Rule 3.692 Complaints

(A) Any person or entity may file a formal written complaint that a grant recipient fails to meet Trust Fund Requirements.

(B) Staff must provide a copy of a formal written complaint to the grant recipient whom it concerns and attempt to resolve the complaint. If the complaint is not resolved within ninety days after staff receives the complaint, staff must provide the Commission, complainant, and recipient with a written report of its efforts to resolve the complaint and recommendation of what action, if any, is appropriate.

(C) Within thirty days of receipt of the staff report, the complainant and grant recipient may provide the Commission with a written response that may include additional information and may request review by the Commission.

(D) Within a reasonable time, the Commission or a committee of its members appointed by the Commission must consider the staff report and any response. The Commission or committee must then dismiss the complaint or schedule an informal conference. The complainant and grant recipient are entitled to written notice of a dismissal or the date, time, and place of the conference.

(E) At the informal conference, the staff member who conducted the investigation must be present barring extenuating circumstances. The complainant and grant recipient must have an opportunity to present information. The Commission must issue a written notice dismissing the complaint; requiring corrective action; or

terminating funds. The complainant and recipient are entitled to written notice of the decision.

(F) If the Commission or committee decides to dismiss the complaint, the decision is final.

(G) If the Commission or committee decides to terminate funding, within thirty days of receipt of written notice of the decision the grant recipient may file a request for review by the State Bar Court. The request must be submitted to the State Bar Court in accordance with the Rules of Procedure of the State Bar on Legal Services Trust Fund Proceedings. Pending a final decision by the State Bar Court, a current grant recipient must continue to receive funding.

(H) The decision of the Commission to terminate funding is final if the grant recipient fails to file a timely request for review by the State Bar Court.

Rule 3.692 adopted effective March 6, 2009.

Legal Services
Trust Fund Program

Eligibility Guidelines

LEGAL SERVICES PROJECTS ONLY

The State Bar of California
180 Howard Street
San Francisco, CA 94105-1617

Legal Services Trust Fund Program
Eligibility Guidelines

Table of Contents

1. Requirements for All Applicants 1

1.1 Agreement Limiting Use of Funds 1
1.2 Budget and Budget Narrative 2
1.3 Required Assurance 3
1.4 Requests for Further Information 4

2. Requirements for Legal Services Projects 4

A. Mandatory Requirements for All Legal Services Projects

2.1 Nonprofit California Corporation 4
2.2 Operated Exclusively in California 5
2.3 Primary Purpose and Function 5
2.4 Quality Control 9

B. Further Elective Requirements

2.5 LSC or OAA-Funded Projects Presumed Eligible 10
2.6 Non-Presumption Legal Services Projects 10
2.6.1 $20,000 Annual Cash Support 10
2.6.2 Demonstrated Community Support 11
2.6.3 Provision of Special Services 11

C. Information Necessary to Compute Amount of Allocation

2.7 Financial Statements 12
2.8 Counties Served 14
2.9 *Pro Bono* Projects 15

Legal Services Trust Fund Program
Eligibility Guidelines

The Legal Services Trust Fund Program Eligibility Guidelines were designed as a brief statement of factors governing eligibility for an allocation under the Legal Services Trust Fund Program. The Guidelines, together with their Commentary, are intended to incorporate provisions found in the statute (Business and Professions Code §6210, et seq.) and at Title 3, Rules 3.660-3.692 of the Rules of the State Bar of California.

Commentary follows each guideline and is designed to further assist you in seeking an allocation under the Legal Services Trust Fund Program. Bracketed references are to the Business and Professions Code (B&P Code) and Rules of the State Bar.

Requirements for All Applicants

1. To be considered for a Legal Services Trust Fund Program grant, an applicant must submit a timely and complete application for funding in the manner prescribed by the Legal Services Trust Fund Commission (the Commission). To qualify for an allocation under the Legal Services Trust Fund Program, an applicant must be either:

a. a qualified legal services project (Legal Services Projects Guidelines 2-2.9); or

b. a qualified support center (Support Centers Guidelines 2-2.9).

A single applicant may not qualify as both a legal services project and a support center. [Rule 3.680(D)]

Commentary:
The main distinction between a legal services project and a support center is found in the primary purpose of the organization. Compare Legal Services Projects Guideline 2.3 with Support Centers Guideline 2.3. You must indicate on your application the status under which you wish to be considered. You may complete the applications for both a legal services project and a support center. If you qualify in the category of first preference, you will not be considered in the second category. If you do not qualify in the category of your first choice, you will be considered for eligibility under the category of your second choice, if your primary purpose and function qualifies you for that category. [Rule 3.671(A)-(C)]

1.1. All applicants must include with their applications an assurance that the applicant will use the funds allocated from the Legal Services Trust Fund Program for the purposes set forth in §§6210-6228 of the Business and Professions Code.

Commentary:
The application includes an Assurances form. Execution of that form will satisfy the requirements of Guidelines 1.1 - 1.3.

1.2. Within 30 days after notice of a tentative allocation from the Commission, the applicant must submit a budget and budget narrative for the expenditure of the allocation, including but not limited to:

1.2.1. an explanation of how funds shall be utilized to provide civil legal services to indigent persons; and

1.2.2. for a qualified legal services project, a description of how the project will make significant efforts to use 20 percent of the funds allocated to increase services to disadvantaged and underserved client groups such as (but not limited to) the elderly, the disabled, juveniles and non-English-speaking persons within the project's service area. [B&P Code §6221; Rule 3.680(E)(3)]

Commentary:
Do not submit a budget with your application. Once the Commission has found your program tentatively eligible and has approved an allocation to your program, you will be notified of a tentative grant allocation. You must then prepare a budget and budget narrative in conformance with Guideline 1.2, explaining your intended use of the funds. This budget and budget narrative will be reviewed by the Commission for conformance with the statute prior to disbursement of funds.

The budget and budget narrative should identify how the proposed allocation will aid in providing civil legal services to indigent persons. The narrative should describe the expected increased benefit to indigent persons as a result of the allocation.

The statute requires that qualified legal services projects make significant efforts to use 20 percent of the allocated funds to increase the availability of service to the elderly, the disabled, juveniles, non-English-speaking persons, or other indigent persons who are members of disadvantaged and underserved groups within your service area. Your narrative should describe specifically how you intend to use 20 percent or more of the proposed allocation to increase services to such disadvantaged and underserved groups.

One method by which a project may demonstrate its use of 20 percent of allocated funds to increase services to disadvantaged and underserved client groups is to enter into subcontracts specifically utilizing 20 percent of the funds for legal services to such client groups.

If you do not demonstrate "significant efforts" through the use of subcontracts, your budget narrative should describe the clients presently served by your project, the additional clients from disadvantaged and underserved client groups that will be served in the future through the use of 20 percent of the funds allocated, and your quantifiable objectives for increased services to such groups.

If your legal services project is part of a corporation that has activities outside California, the proposed budget and budget narrative must explain how the proposed allocation will be used within the state of California, as distinguished

from an increase in the total multi-state budget. The statute prohibits the use of allocated funds outside the state of California.

If your project provides both, legal services and other types of services, your budget and budget narrative must show that the allocation will be used solely for legal services. If your project provides services in both civil and criminal matters, your proposed budget and budget narrative must show that the allocation will be used solely for civil matters. If your project serves some persons who do not fall within the statutory definition of indigent persons (Commentary 2.3.4), your proposed budget and budget narrative must show that the allocation will be used solely for persons who are indigent within that definition. [B&P Code §§6213(d), 6218(a), 6221; Rule 3.680(E)(3)]

If you receive an allocation for more than one county, the budget and budget narrative must show that each allocation will be used to provide services to clients in the county for which it is made.

1.3. All applications must include an assurance that the applicant:

Commentary:
See Commentary 1.1 above. [B&P Code §§6210, 6217, 6221; Rule 3.682]

1.3.1. at all times will honor the attorney-client privilege and will uphold the integrity of the adversary process; and

1.3.2. will not impose restrictions unrelated to statutes and rules of professional conduct on attorneys who provide representation to indigent clients with funds provided in whole or in part from the Legal Services Trust Fund Program; and

1.3.3. does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age.

Commentary:
The Legal Services Trust Fund Commission recognizes that certain applicants will concentrate on providing legal services to members of specific disadvantaged and underserved groups within their service area, such as elderly, disabled, juveniles, or non-English-speaking persons. The statute is intended to facilitate the provision of free legal services to such disadvantaged and underserved client groups. [B&P Code §§62l0 and 6221] The Commission therefore will not regard Guideline 1.3.3 as violated merely by the fact that services are concentrated on (or limited to) specific disadvantaged and underserved client groups within the meaning of Business and Professions Code §§6210 and 6221, so long as the basis for such concentration and limitation is reasonably designed to benefit distinct disadvantaged and underserved groups. The certification required by Guideline 1.3.3 does prohibit any discrimination within the targeted client groups, and prohibits any discrimination on matters other than the selection of eligible clients.

1.4. If the Commission or staff requests any further information relating to an applicant's eligibility, or related to the amount of the allocation under the Legal Services Trust Fund Program, the applicant must supply that information. However, the Commission is not required to notify applicants if their initial application fails to include information sufficient to demonstrate eligibility. Failure to provide information necessary to the Commission's decisions on eligibility or eligible expenditures (or failure to supply requested information relevant to those decisions) will be grounds for denial of eligibility, or for refusal to recognize part of the applicant's expenditures within the allocation formula. [Rules 3.680(E) and 3.691(A)]

Requirements for Legal Services Projects

2. To be a qualified legal services project, the applicant must meet (a) each of the requirements of Guidelines 1.1-1.3 above, and (b) each of the following requirements of Guidelines 2.1-2.4, and (c) the requirements of either Guideline 2.5 or 2.6. For the Commission to determine the amount of funds to which each qualified legal services project is entitled from the Legal Services Trust Fund Program, applicants must also submit the information required in Guidelines 2.7 and 2.8 below. Applicants that meet the requirements of Guideline 2.9 below (*pro bono* programs) will be entitled to additional funds from the Legal Services Trust Fund Program.

Commentary:
A qualified legal services project must meet: (1) the requirements applicable to all applicants (see Guidelines 1.1-1.3); (2) the mandatory requirements of 2.1-2.4 applicable to all legal services projects; and (3) either the eligibility presumption described by 2.5 or the requirements for annual cash funds, community support, and special services described by 2.6. In addition to this eligibility information, the applicant must submit the information required in 2.7 and 2.8 in order that the Commission may determine the amount of the allocation. If an applicant recruits attorneys in private practice as its principal means of delivering legal services, it may qualify for an additional allocation under 2.9 below.

2.1. The applicant must be a California nonprofit corporation.

Commentary:
In order to demonstrate your status as a California corporation, copies of the Articles of Incorporation certified by the California Secretary of State and a current Certificate of Status from the California Secretary of State showing that the corporation is in good legal standing must be filed with the Legal Services Trust Fund Program. To demonstrate your nonprofit status, copies of (1) the determination letter from the Internal Revenue Service granting your application for exemption from the appropriate provisions of subchapter (f) of Chapter 1 of the Internal Revenue Code of 1954, as amended and (2) the determination letter from the State Franchise Tax Board granting your application for exemption from the appropriate section of the California Revenue and Taxation Code must be filed with the Legal Services Trust Fund Program. If you have not received such determination letter(s), attach

copy(ies) of your application(s) for exemption, together with an explanation of its/their status. [B&P Code §6213(a)(1); Rules 3.670(A), 3.680(A)]

If you are part of a law school, submit the information described above with respect to the law school. The school must be a nonprofit law school accredited by the State Bar of California, and your program must be an identifiable unit of the school. [B&P Code §§6213(a)(2), 6214.5; Rule 3.670(A)]

2.2. The organization must operate exclusively in California. An applicant that is part of a corporation that conducts other activities outside California can meet this requirement if all funds granted will be expended in California.

Commentary:
Your legal services project must be operated exclusively in California. If you are part of a corporation that conducts activities outside California, you must assure the Commission that all money granted from the Legal Services Trust Fund Program will be expended exclusively in California. If your corporation conducts activities outside California, explain the nature of those activities and how you propose to segregate funds allocated under the Legal Services Trust Fund Program to assure that they will be expended solely in California.

2.3. The application must demonstrate through objective information that the organization:

Commentary:
Objective information must be provided to assure that you meet the definitional provisions of Guideline 2.3. Such information must describe the organization specifically and factually, using quantitative information where needed, to demonstrate that it meets each of the requirements of Guidelines 2.3.1-2.3.5. [B&P Code §6213(a); Rules 3.670(A), 3.671(A), 3.680(E)(2)]

Quantitative information that may demonstrate how that organization's services meet the requirements includes the following: numbers of clients who were served during the previous year; hours of time spent on different kinds of services, or on services to different clients in the previous year; accounting records for expenses incurred in providing different kinds of services or services to different clients during the previous year.

If you rely on estimates to demonstrate that you have met these requirements, you must demonstrate that the estimates were derived by a method that is reasonably related to the actual expenditure of funds, and explain the basis of the estimates.

2.3.1. provides civil legal services

Commentary:
You must provide legal services within the definition of Rule 3.672(A). That rule provides that "legal services include all professional services provided by a member of the State Bar, and similar or complementary services of a law student or a paralegal under the supervision and control of a member of the State Bar in accordance with law." If your organization provides services in

addition to legal services, your application must describe those other activities, identify the percentage of the overall services provided that are not legal services, and state the basis by which you computed that percentage. [Rule 3.671(A)]

2.3.2. without charge

Commentary:
Payments by clients for costs and expenses or a processing fee of $20 or less shall not be considered a "charge" for legal services, so long as the processing fee is administered so that it does not prevent indigent persons from receiving services. If you charge a processing fee, you must establish procedures for waiving the fee for all clients who cannot afford it. You must inform prospective clients of the availability of a waiver at the same time and in the same manner that they are informed of the fee, and in a language the client can understand.

If you charge a processing fee, your application must include information about established procedures for waiving the fee for clients who cannot afford it. The maximum of $10 per processing fee will be regarded as a qualified expenditure.

If you charge some clients amounts in excess of costs, your application must state the percentage of your work in which such charges are made, and the basis for computing that percentage.

If attorneys' fees are generated through court awards, such fees must be used to provide further civil legal services without charge to indigent persons. [Rule 3.673(B)]

"Costs and expenses" include any out-of-pocket expenses incurred by the organization (or by *pro bono* attorneys recruited by the organization), including recoverable costs of litigation, copying charges, telephone charges, postage charges, and other out-of-pocket expenses normally charged to clients by attorneys in private practice. An applicant may be considered as providing legal services without charge within the meaning of Guideline 2.3.2 in spite of charges to clients for such items. [Rule 3.673(B)]

2.3.3. to persons

Commentary:
You may consider legal services provided to an organization (e.g., an unincorporated association, partnership, or corporation) as services to indigent persons if the organization provides benefits primarily to persons who are indigent as described below in the Commentary on Guideline 2.3.4. In determining whether an organization so qualifies, the Commission will consider at least the following factors: (a) whether the organization is tax exempt under I.R.C. §501(c)(3); (b) the organization's primary purpose as stated in its bylaws or articles; (c) the number and percentage of indigent persons on the board of directors or principal advisory body of the organization; and (d) the percentage of its members who are indigent persons.

If you provide more than ten percent of your services to organizations (whether qualifying or non-qualifying), your application must identify the five organizations that received the most legal services during the prior calendar year and, for each such organization, supply the information identified above. You need not disclose information protected by the attorney-client privilege. If you provide some portion of your legal services to organizations that do not so qualify, identify the percentage of overall services provided to such non-qualifying organizations, and explain the basis of your computation.

2.3.4. who are indigent

Commentary:
An indigent person is defined by the Business and Professions Code §§6213(d), 6213(g), 6213(h), and 6213(i) as follows:

"*Indigent person* means a person whose income is (1) 125 percent or less of the current poverty threshold established by the United States Office of Management and Budget, or (2) who is eligible for Supplemental Security Income or free services under the Older Americans Act or Developmentally Disabled Assistance Act. With regard to a project which provides free services of attorneys in private practice without compensation, *indigent person* also means a person whose income is 75 percent or less of the maximum levels of income for lower income households as defined in §50079.5 of the Health and Safety Code. For the purpose of this subdivision, the income of a person who is disabled shall be determined after deducting the costs of medical and other disability-related special expenses."

Your application must state the percentage of your organization's services that were provided during the previous calendar year to clients who did not fall within this definition. You must adopt written financial eligibility guidelines. If your eligibility criteria includes persons who are not indigent within the definition of §6213(d) above, explain how you determined the percentage of clients served that falls outside the definition. If you did not have written financial eligibility guidelines in the prior year, your application must explain the basis of your computation of percentage and supply objective support for the computation. [B&P Code §§6213(d) and 6218]

If you provide legal services for the benefit of a group or class of persons beyond the specific individuals or organizations who are your clients, you may consider the services as "legal services provided to indigent persons" only if the legal matter is primarily for the benefit of indigent persons.

In determining whether a legal matter is primarily for the benefit of indigent persons, the Commission may consider the following factors and any others that aid in making that determination: (1) the forum in which the matter is being pursued, e.g., courts, administrative agency, legislature, etc.; (2) whether named clients are indigent persons or qualifying organizations (under Commentary 2.3.3 above); (3) in the case of a class action, the definition of the class contained in the complaint and proposed or actual class certification orders; (4) a description of the group of individuals that would benefit from a favorable resolution of the legal matter; (5) whether a majority of those who

would benefit are indigent persons; (6) the relation of the legal issues raised by the matter to the needs of indigent persons; and (7) whether indigent persons are disproportionately impacted by the legal issues raised by the matter.

If legal services for the benefit of a group or class of persons beyond the specific individuals or organizations who are your clients constitute more than ten percent of your legal services, your application must identify the ten such legal matters on which you expended the largest amount of funds in the prior calendar year. For each of the matters so identified in your application, describe who would benefit from the services, state whether the matter is primarily for the benefit of indigent persons and, if so, explain the reasons you reached that conclusion. For any such matter that is primarily for the benefit of indigent persons, your description should include the information listed as items (1) through (7) in the preceding paragraph; you must quantify the percentage of your clients who are indigent persons (or organizations qualifying under Commentary 2.3.3 above) and the percentage of the persons who would benefit from the services who are indigent persons. Explain the basis of this information. You need not disclose information protected by the attorney-client privilege.

If some portion of your legal services are for the benefit of a group or class of persons beyond your specific clients and are not primarily for the benefit of indigent persons, identify the percentage of overall services provided in such matters and explain the basis of your computation.

2.3.5. as the primary purpose and function of the corporation.

Commentary:
Your application must state the net percentage of the corporation's overall expenses that were incurred in the previous calendar year to provide civil legal services without charge to persons who are indigent. You are required to demonstrate the corporation's primary purpose, and not simply the primary purpose of a part of the corporation. (If your project is operated by a law school, see the last section of this Commentary on Guideline 2.3.5.)

If more than 75 percent of the corporation's expenditure budget for the fiscal year for which it is seeking an allocation is designated for the provision of civil legal services without charge to persons who are indigent, and if 75 percent of its expenditures for the most recent reporting year were incurred for such legal services, the corporation will be presumed to meet the primary purpose and function test. In demonstrating your compliance with this 75 percent test, you cannot include the value of donated services. [Rule 3.671(A)]

An applicant not qualifying for the 75 percent presumption may nevertheless apply for an allocation, demonstrating its purpose and function by other means. An applicant not qualifying for the presumption shall state separately each purpose and function of the corporation, and state what percentage of the expenditures in the most recent calendar year, and what percentage of the budget in the upcoming year, are allocated to each of these separate purposes and functions. The application shall further state the basis for these allocations. [Rule 3.671(C)]

In addition to this submission of expenditure and of budget information, primary purpose and function can be additionally supported by historic expenditure information, by the organization's stated purpose in articles, bylaws or policy statements or case priority guidelines, or by the demonstrated track record of the applicant in providing legal services without charge to indigent persons.

An applicant that operated in previous years as a project within an organization providing substantial services other than legal services to indigent persons, or as an entity other than a corporation, but which has since become a separate California nonprofit corporation whose primary purpose and function is the provision of legal services without charge to indigent persons, may establish its status as a qualified legal services project and its proportionate entitlement to funds based upon financial statements which strictly segregate that portion of the organization's expenditures in prior years which were devoted to civil legal services for indigents. Thus, if you are recently incorporated and previously operated as a part of an umbrella organization, you may utilize the expenditures of your predecessor organization so long as financial statements strictly segregate the expenditures for such legal services.

If your legal services program is operated by an accredited nonprofit law school, you are required only to demonstrate the program's primary purpose, and not the corporation's primary purpose. Your program must be operated exclusively in California and the law school must be accredited by the State Bar of California. The program must have operated for at least two years at a cost of at least $20,000 per year, as an identifiable law school unit with the primary purpose and function of providing civil legal services without charge to indigent persons. The program may meet the primary purpose test according to the 75 percent test described above or by demonstrating its purpose and function through other means described above. [B&P Code §6213(a)(2)]

2.4. The application must include a description of the organization's quality control procedures and standards, including but not limited to the matters described in Guidelines 2.4.1-2.4.4:

Commentary:
The American Bar Association's *Standards for the Provision of Civil Legal Aid* are the quality control standards for the Legal Services Trust Fund Program, pursuant to Business & Professions Code §6225 and Rule 3.661(C). These standards are the State Bar's guidelines for review and approval of applicant and recipient program practices.

If you are already subject to quality control reviews by the Legal Services Corporation or the California Department of Aging, describe the quality control review procedures to which you are subject.

Describe your quality control standards and how compliance with each of the subjects listed in Guidelines 2.4.1-2.4.4 is ensured. The Commission is particularly interested in your standards and procedures regarding supervisorial structure, procedures, and responsibilities. [B&P Code §§6123(a) and 6217(a); Rule 3.680(E)(2)]

2.4.1. the minimum experience and education requirements for attorney and paralegal employees;

2.4.2. the current salaries and job descriptions for all filled and unfilled management and professional positions, including paralegal personnel;

2.4.3. the minimum experience and educational requirements for attorney supervisors; and

2.4.4. the supervisorial structure, procedures and responsibilities.

2.5. Applicants must meet the requirements of this, Guideline 2.5, or the requirements of Guideline 2.6. To meet the requirements of this, Guideline 2.5, the applicant must receive at least some funding either:

2.5.1. from a grant made to the organization by the Legal Services Corporation or by an Area Agency on Aging distributing Older Americans Act funds; or

2.5.2. from an approved contract with another organization that is a grant recipient meeting the terms of Guideline 2.5.1.

Commentary:
In order to qualify under Guideline 2.5 (and thereby waiving the requirements of 2.6), you must receive at least some funding either directly from the Legal Services Corporation (or from an Area Agency on Aging) or by contract with an LSC-funded organization (or by a contract with an Area Agency on Aging-funded organization). If your funding is by contract, the contract must have been approved by LSC or by the state or local agency administering the Older Americans Act funds.

Legal Services Corporation is defined in the Business and Professions Code §6213(f) as the Legal Services Corporation established under the Legal Services Corporation Act of 1974 (Public Law 93-355; 42 U.S.C. 2996 and following). *Older Americans Act* is defined in the Business and Professions Code §6213(g) as the Older Americans Act of 1965, as amended (Public Law 89-73; 42 U.S.C. 3001, and following). [B&P Code §§6213(f), 6213(g), 6214(a)]

2.6. An applicant that does not meet the requirements of Guideline 2.5 must meet each of the requirements of Guidelines 2.6.1-2.6.3 below:

2.6.1. The applicant must receive at least $20,000 annual cash funds from sources other than the Legal Services Trust Fund Program to support the program described in Guideline 2.3 above, and

Commentary:
In order to qualify under Guideline 2.6.1, you must demonstrate at least $20,000 annual cash funds from sources other than the Legal Services Trust Fund Program to support the provision of civil legal services without charge to indigent persons. If you did not receive at least $20,000 cash funds from such sources in the year immediately preceding the application, you must

demonstrate that your average annual cash funds over some period of years have been at least $20,000 per year. This computation cannot include the value of any donated services or equipment.

You cannot include money received from fee-generating cases or from court-awarded attorneys' fees. [B&P Code §6214(b)(1)]

If you are applying as a law school program, you must demonstrate the program has operated for at least two years at a cost of at least $20,000 per year. [B&P Code §6213(2)(A)]

2.6.2. The applicant must have demonstrated community support for the operation of a viable ongoing program, and

Commentary:
If you have received at least $20,000 per year annual cash funds from local sources in the community in which you provide your services, such support is sufficient to meet the requirements of Guideline 2.6.2. You may not count contributions from employees of your organization toward the local support requirement of this Guideline 2.6.2, though it can be counted for 2.6.1.

If you cannot show $20,000 annual local community financial support, you may demonstrate community support through the donation of services or other non-cash contributions, by service of local community leaders on your board of directors, fundraising committees, etc., or by otherwise demonstrating that the community actually supports the operation of a viable ongoing program.

Letters of support from local community leaders are not sufficient to demonstrate the community support required by Guideline 2.6.2. [B&P Code §6214(b)(2)]

2.6.3. The applicant must provide at least one of the following special services:

2.6.3.1. Recruiting substantial numbers of attorneys in private practice who serve without compensation providing the legal services referred to in Guideline 2.3 above, or

Commentary:
In deciding whether you are eligible to apply as a project that recruits substantial numbers of attorneys, the Legal Services Trust Fund Commission will consider several factors. At a minimum you must meet at least one of the following tests:

a. you recruited at least 30 attorneys who provided services in the previous calendar year; or
b. you recruited at least five percent of the licensed attorneys in the county you serve who provided services in the previous calendar year; or
c. the attorneys you recruited donated at least 1,000 hours of legal services for your clients in the previous calendar year.

Provided you meet one of these minimum tests, you may demonstrate your project's recruitment of substantial numbers of attorneys in one or more of the following ways:

a. the number of attorneys recruited;
b. the percentage of attorneys in your local service area that donated services through your project;
c. the verified value of donated civil legal services in comparison to your expenditures and budget;
d. the number of hours donated by each attorney;
e. the number of attorneys in your area who have special expertise needed to provide the services your project offers; or
f. other considerations that may affect the availability of volunteer attorneys in your service area.

Any attorney who is not an employee of the applicant can be considered in private practice, and attorneys may be considered in private practice even though they work for government agencies, corporations, or in non-legal occupations.

Attorneys can be considered to serve without compensation even when they are reimbursed for out-of-pocket expenses, whether by the client, the applicant, or other sources. [B&P Code §6214(b)(3)(A); Guideline 2.3.2 and supporting Commentary]

2.6.3.2. Providing legal representation, training, or technical assistance on matters concerning special client groups or on matters of specialized substantive law important to special client groups.

Commentary:
Special client groups include any underserved or disadvantaged groups, including, without limitation, the elderly, disabled, juveniles, or non-English-speaking persons. [B&P Code §6214 (b)(3)(B)]

2.7. The application must include a financial statement that includes the total expenditures of the applicant. The financial statement must meet the requirements of Guideline 2.7.1 below.

2.7.1. The statement must show expenditures for the completed fiscal year ended most recently before the application deadline, and must be audited or reviewed by an independent certified public accountant. A financial review, in lieu of an audited financial statement, may be submitted by an applicant whose gross corporate expenditures were less than the amount specified in the Schedule of Charges and Deadlines. Applicants must submit a financial statement no later than 90 days after the end of their fiscal year. The required financial statement must be received prior to the disbursement of any funds from the Legal Services Trust Fund Program.

Commentary:
Independent CPA-audited or reviewed statements are required of organizations with gross expenditures of less than $500,000. Organizations with gross

expenditures in excess of $500,000 must submit audited statements. If such a statement is unavailable at the time of the application, you may substitute an approximated financial statement, but you must submit an audited or reviewed statement no more than 90 days after the end of their fiscal year. [B&P Code §6222; Rule 3.680(E)(1); Schedule of Charges and Deadlines]

2.7.2. The financial statement need not distinguish between legal services without charge to persons who are indigent (within the definition of Guideline 2.3.4 above) and other services performed by the project. However, if an applicant does provide other services, the application must include the approximated information requested on the expenditure form(s) identifying expenses incurred providing any of the following services: legal services/other activities, civil/criminal, free/charged, indigent/non-indigent clients, in-state/out-of-state expenditures.

Commentary:
The amount of your grant will be based in part on the amount of your expenditures in your previous fiscal year for civil legal services without charge to indigent persons. See Guidelines 2.3.1 through 2.3.4 for the definitions the Commission will use to determine the portion of your expenditures that are qualified to be counted in determining your grant allocation. [B&P Code §6216(b)]

Records that may be used to demonstrate the portion of the organization's expenses that qualify to be counted in determining the grant allocation include the following: records of the numbers of clients served during the previous year; records reflecting time spent on different kinds of services or on services to indigent/non-indigent clients in the previous year; accounting records reflecting expenses incurred providing different kinds of services or on services to indigent/non-indigent clients during the previous year.

If you rely on estimates to establish the amount of your qualified expenditures, you must make the estimates by a method that is reasonably related to the actual expenditure of funds and explain the basis of the estimates.

2.7.3. The financial statement must disclose and segregate any amounts paid to or received from another program applying for an allocation under the Legal Services Trust Fund Program.

Commentary:
In order to avoid double counting, funds contributed by one program to another program, when both are applicants for an allocation from the Legal Services Trust Fund Program, must be disclosed in the financial statements of both programs. In determining allocations, such funds will be counted only for the program receiving the funds, unless those programs have executed a contrary agreement differently allocating the credit for the contributed funds between the two programs. If an agreement is made, both programs must provide a copy of such agreement to the Commission.

2.8. The application must state the counties in which the legal services described in Guideline 2.3 above are provided. An applicant that provides such services in more than one county must state the total expenditures made for services in each county and explain the basis of the by-county allocation. In allocating total expenditures among counties on Legal Services Trust Fund Program applications, an applicant must use a method that is reasonably related to the actual expenditure of funds and explain the basis of the allocation.

Commentary:
You may qualify for allocations only in counties you are presently serving. If you are presently serving more than one county, allocate the expenditures that meet the requirements of Guideline 2.3 by county, explaining the basis for your allocation. The Commission will evaluate whether your allocation is reasonably related to the actual expenditure of funds in light of the particular characteristics of your organization and your services. The allocation information does not need to be audited. [B&P Code §6216(b)]

The following are some of the bases for allocation of expenses among counties served that the Commission has found in past years to be reasonable under appropriate circumstances: numbers of clients served who reside in each county; number of cases handled in each county; actual or estimated hours of service provided in each county, or provided to clients who reside in each county; actual expenses of providing service to clients in each county, including both personnel and non-personnel expenses; statistics that establish the geographic distribution by county of persons who will benefit from the services provided. In certain circumstances, it may be necessary to use a combination of these or other methods to arrive at an allocation method that is reasonably related to the actual expenditure of funds. If you rely on estimates, you must make the estimates by a method that is reasonably related to the expenditure of funds and explain the basis of the estimates.

If you allocate expenses to counties other than those in which your individual or organizational clients reside, or those in which you provided the services, the allocation must be reasonably related to the geographic distribution of the indigent persons who will benefit from the services. In evaluating the reasonableness of such allocations, the Commission may consider the following factors and any others that aid in making that determination: (1) the forum in which the matter is being pursued, e.g., courts, administrative agency, legislature, etc.; (2) whether the matter can be expected to establish a precedent and the anticipated scope or breadth of that precedent; (3) in the case of a class action, the definition of the class contained in the complaint and proposed or actual class certification orders; (4) a description of the group of individuals that would benefit from a favorable resolution of the legal matter; and (5) the legal issues raised by the matter.

For a legal matter or matters for which you allocate expenses based on residence of persons other than your individual clients, your application must identify the legal matters and, for each matter, provide the information listed in items (1) through (5) in the preceding paragraph. You should also identify the geographic and numeric distribution of the persons the matter may benefit and your approximate expenditures for the matter. Explain the basis of this

information. You need not disclose information protected by the attorney-client privilege.

2.9. An applicant wishing to qualify for the additional allocation reserved for organizations that demonstrate the volunteer services of private lawyers as their principal means of delivering legal services must meet each of the following requirements:

2.9.1 the requirements of Guideline 2.6.3.1 above; and

2.9.2 the applicant's principal means of delivering legal services is the recruitment of attorneys in private practice.

Commentary:
See Commentary concerning Guideline 2.6.3.1. One method by which you may demonstrate that such recruitment is your project's principal means of legal services delivery is to show by objective evidence that the attorneys recruited actually provided substantial free civil legal services and that the number of hours of services so provided in the previous calendar year by attorneys recruited exceeded the number of hours of services provided by lawyer staff employed by the applicant.

An alternative method by which you may demonstrate that such recruitment is your project's principal means of legal services delivery is to show by objective evidence (1) that the attorneys recruited actually provided substantial free civil legal services; (2) that the combined number of hours of service by volunteers, both attorneys and paralegals, exceeds the combined number of hours of service by staff attorneys and paralegals; and (3) that the number of hours of service by volunteer attorneys is more than half as many as the combined number of hours of service by staff attorneys and paralegals.

If you do not use either of these methods to demonstrate your principal delivery means, you should describe and explain in your application the method used. [B&P Code §6216(b)(1)(B)]

Legal Services
Trust Fund Program

Eligibility Guidelines

SUPPORT CENTERS ONLY

The State Bar of California
180 Howard Street
San Francisco, CA 94105-1617

Legal Services Trust Fund Program
Eligibility Guidelines

Table of Contents

1. Requirements for All Applicants 1

1.1 Agreement Limiting Use of Funds 1
1.2 Budget and Budget Narrative 2
1.3 Required Assurance 2
1.4 Requests for Further Information 2

2. Requirements for Support Centers 2

A. Mandatory Requirements for All Support Centers

2.1 Nonprofit Corporation 3
2.2 Current Provision of Significant Level of Services 3
2.3 Primary Purpose and Function 7
2.4 Plan for Added Services 8
2.5 Agreement Limiting Use of Funds 8
2.6 Resolution Establishing Priorities 8
2.7 Range of Services 8

B. Further Elective Requirements

2.8 Centers Existing December 31, 1980 Presumed Eligible 8
2.9 Non-Presumption Support Centers 9
2.9.1 Deemed of Special Need 9
2.9.2 Quality Control 10

3. State Bar of California Districts Prior to July 1, 2010 11

Legal Services Trust Fund Program
Eligibility Guidelines

The Legal Services Trust Fund Program Eligibility Guidelines were designed as a brief statement of factors governing eligibility for an allocation under the Legal Services Trust Fund Program. The Guidelines, together with their Commentary, are intended to incorporate provisions found in the statute (Business and Professions Code §6210, et seq.) and at Title 3, Rules 3.660-3.692 of the Rules of the State Bar of California.

Commentary follows each guideline and is designed to further assist you in seeking an allocation under the Legal Services Trust Fund Program. Bracketed references are to the Business and Professions Code (B&P Code) and Rules of the State Bar.

Requirements for All Applicants

1. **To be considered for a Legal Services Trust Fund Program grant, an applicant must submit a timely and complete application for funding in the manner prescribed by the Legal Services Trust Fund Commission (the Commission). To qualify for an allocation under the Legal Services Trust Fund Program, an applicant must be either:**

   a. **a qualified legal services project (Legal Services Projects Guidelines 2-2.9); or**

   b. **a qualified support center (Support Centers Guidelines 2-2.9).**

   A single applicant may not qualify as both a legal services project and a support center. [Rule 3.680(D)]

   Commentary:
   The main distinction between a legal services project and a support center is found in the primary purpose of the organization. Compare Legal Services Projects Guideline 2.3 with Support Centers Guideline 2.3. You must indicate on your application the status under which you wish to be considered. You may complete the applications for both a legal services project and a support center. If you qualify in the category of first preference, you will not be considered in the second category. If you do not qualify in the category of your first choice, you will be considered for eligibility under the category of your second choice, if your primary purpose and function qualifies you for that category. [Rule 3.671(A)-(C)]

1.1. **All applicants must include with their applications an assurance that the applicant will use the funds allocated from the Legal Services Trust Fund Program for the purposes set forth in §§6210-6228 of the Business and Professions Code.**

   Commentary:
   The application includes an Assurances form. Execution of that form will satisfy the requirements of Guidelines 1.1-1.3.

1.2. Within 30 days after notice of a tentative allocation from the Commission, the applicant must submit a budget and budget narrative for the expenditure of the allocation.

1.2.1. For support centers, the budget and budget narrative must show that all funds allocated from the Legal Services Trust Fund Program will be used in support of qualified legal services projects providing free legal services in California.

1.3. All applications must include an assurance that the applicant:

1.3.1. at all times will honor the attorney-client privilege and will uphold the integrity of the adversary process; and

1.3.2. will not impose restrictions unrelated to statutes and rules of professional conduct on attorneys who provide representation to indigent clients with funds provided in whole or in part from the Legal Services Trust Fund Program; and

1.3.3. does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age.

Commentary:
See Commentary 1.1 above. [B&P Code §§6210, 6217, 6221; Rule 3.682]

1.4. If the Commission or staff requests any further information relating to an applicant's eligibility, or related to the amount of the allocation under the Legal Services Trust Fund Program, the applicant must supply that information. However, the Commission is not required to notify applicants if their initial application fails to include information sufficient to demonstrate eligibility. Failure to provide information necessary to the Commission's decisions on eligibility or eligible expenditures (or failure to supply requested information relevant to those decisions) will be grounds for denial of eligibility, or for refusal to recognize part of the applicant's expenditures within the allocation formula. [Rules 3.680(E) and 3.691(A)]

Requirements for Support Centers

2. To be a qualified support center, the applicant must meet (a) each of the requirements of Guidelines 1.1-1.3 above, and (b) each of the following Guidelines 2.1-2.7, and (c) the requirements of either Guideline 2.8 or 2.9.

Commentary:
The qualified support center must meet: (1) the requirements applicable to all applicants (see Guidelines 1.1-1.3); (2) the mandatory requirements of Guidelines 2.1-2.7 applicable to all support centers; and (3) either the eligibility presumption established by Guideline 2.8, or the requirements for quality control and "special need" set forth in Guideline 2.9.

The mandatory requirements applicable to all support centers (Guidelines 2.1-2.7) contain two separate requirements. A support center must demonstrate that it provides a significant level of legal support services to qualified legal services projects in California (the "significant level" test). Additionally, a support center must demonstrate that its primary purpose and function is the provision of legal support services (the "primary purpose and function" test). [Rule 3.680(A)]

2.1. The applicant must be a nonprofit corporation (in California or another state).

Commentary:
In order to demonstrate your status as a California corporation, copies of the Articles of Incorporation certified by the California Secretary of State and a current Certificate of Status from the California Secretary of State showing that the corporation is in good legal standing must be filed with the Legal Services Trust Fund Program. To demonstrate your nonprofit status, copies of (1) the determination letter from the Internal Revenue Service granting your application for exemption from the appropriate provisions of subchapter (f) of Chapter 1 of the Internal Revenue Code of 1954, as amended and (2) the determination letter from the State Franchise Tax Board granting your application for exemption from the appropriate section of the California Revenue and Taxation Code must be filed with the Legal Services Trust Fund Program. If you have not received such determination letter(s), attach copy(ies) of your application(s) for exemption together with an explanation of its/their status. [B&P Code §6213(a)(1); Rules 3.670(A), 3.680(A)]

2.2. The application must demonstrate through objective information that the organization currently:

Commentary:
The statute requires that applicants must **currently** be providing the services described in Guidelines 2.2.1-2.2.4.

The regulations require that you demonstrate with "objective information" that you provide the required services. Objective information that can be used to demonstrate your services is described in Guidelines 2.2.1-2.2.3. See also Commentary 2.3. [B&P Code §6213(b); Rule 3.670(B), 3.671(B), 3.680(E)(2), 3.680(E)(4)]

2.2.1. provides a significant level of legal training, legal technical assistance, or advocacy support to qualified legal services projects

Commentary:
You must demonstrate that you are currently providing **a significant level** of legal training, legal technical assistance, or advocacy support to programs that are qualified for Legal Services Trust Fund Program allocations as legal services projects. In order to meet this test, the services provided must be offered on a regular and consistent basis.

Such training, assistance or support include, but are not limited to, the direct provision of civil legal services to an indigent person, either as co-counsel with

an attorney employed or recruited by a qualified legal services project, or at the request of an attorney employed or recruited by a qualified legal services project that is unable to assist the client [see Rule 3.672(B)(2)], provided that:

a. you keep written records to demonstrate that the direct provision of services was either as co-counsel with an attorney employed or recruited by a qualified legal services project, or at the request of such an attorney [Rules 3.672(B), 3.682]; and

b. you establish and use policies and procedures that encourage qualified legal services projects to participate in the organization's representation of persons referred by them.

Support services provided to organizations that are not qualified legal services projects, or to attorneys in private practice who were not recruited by a qualified legal services project, will not be taken into consideration for purposes of demonstrating that a support center provides a significant level of services to qualified legal services projects.

In deciding whether you meet the "significant level" test, the Legal Services Trust Fund Commission will consider several factors. At a minimum, you must demonstrate that in the last year you have provided legal training, legal technical assistance, or advocacy support to at least ten qualified legal services projects. For purposes of this test, services provided to more than one office of a multi-office legal services project shall only count as services to one project. In addition, for purposes of this test, you ***cannot*** count the distribution of newsletters, general mailings, or the provision of other materials of general distribution. You must maintain written records of requests for services to demonstrate the number of projects to which you provided services.

You must provide services to at least ten projects to qualify as a support center. Applicants that fail to meet this test will be found not to have provided a significant level of services to qualified legal services projects.

Provided you meet this minimum test, you must also demonstrate through objective information that the nature and content of the services you provided were significant. In determining whether a support center's services were significant, the Commission may consider the following factors and any others that aid in making that determination:

a. The provision of legal training, legal technical assistance, and advocacy support to a large number of projects is relevant data for demonstrating a significant level of support. However, numbers alone will not be the sole test.

b. Services must be substantial in nature, not merely simple or intermittent responses to requests for assistance. For example, responding to ten simple requests for assistance will not itself demonstrate a significant level of support services. One large-scale complex lawsuit that takes a substantial amount of attorney time to complete will demonstrate a more significant level of services than a simple individual action. However,

handling a substantial number of individual actions may also demonstrate a significant level of work. Distribution of newsletters or other educational material will not itself meet the "significant level" test, but development of useful resources for qualified legal services projects is relevant data for demonstrating a significant level of support.

2.2.2. and such training, assistance, or support is not only actually available statewide

Commentary:
Your services must actually be available statewide. You must hold your services available on request on a statewide basis to all qualified legal services projects irrespective of where they are located within the state and publicize the availability of such services on a statewide basis. This publicity should ordinarily include at least two written communications during each calendar year, directed to every qualified legal services project in California, in which you describe the availability of your services. These written communications may be included in newsletters or other regular publications. You should send a copy of the communications to the Legal Services Trust Fund Program when you send them to the legal services projects.

Second, you must also demonstrate through objective information that your services are actually available and publicized throughout the state. In determining whether this requirement is met, the Commission may consider such factors as your staff's participation in task forces and other training forums, your distribution of newsletters and general mailings, and any other efforts you make to give notice of the availability of services.

2.2.3. but is also actually provided statewide

Commentary:
You must also demonstrate that you provide services on a statewide basis. Your services must have actually been utilized within the last year in a majority of the nine State Bar Districts that existed prior to July 1, 2010, and in at least two Northern California counties and two Southern California counties. Southern California counties shall include the counties of San Luis Obispo, Kern, San Bernardino and counties further south. At the end of these Guidelines, is a list of the counties assigned to each of the nine State Bar Districts.

In determining whether a support center's services were statewide, the Commission may consider the following factors and any other objective information that aids in making the determination:

a. The provision of support services to a number of State Bar Districts or counties larger than the minimum stated above would be relevant data for demonstrating a geographic distribution of service. However, numbers alone will not be the sole test.

b. Statewide services must be substantial in nature, not merely simple or intermittent responses to requests for assistance. For example, providing

most services in one or a few counties but occasionally responding to inquiries from other parts of the state will not itself demonstrate a statewide distribution of services.

For purposes of determining whether your services were actually provided on a statewide basis, the Commission will consider only the provision of legal training, legal technical assistance, and advocacy support. Other services provided, such as general information, the distribution of newsletters, and general mailings, will not be sufficient to demonstrate that an applicant is not local but statewide, or that an applicant has provided services in a majority of the State Bar Districts.

2.2.4. without charge

Commentary:
The "without charge" standard is fully met when services are provided without imposing any fee or requiring any payment. However, training services may still be considered "without charge" when the fee imposed is directly tied to the actual additional expense incurred in training an individual and does not include general expenses that are incurred in providing the training to the community at large. To illustrate:

a. Direct expenses that can be charged to individuals participating in training events include the actual cost of their own refreshments, lodging, materials distributed (including manuals, workbooks, and binders), per participant webinar fees, and similar costs associated with individual participation.

b. Training expenses that should not be charged to participants include the costs of facilities rental for the training event; general costs of materials, equipment, and services necessary to conduct trainings (such as visual aids, projectors, IT services, licensing fees, and delivery charges); expenses associated with travel, food, or lodging for staff or outside trainers; costs of developing materials (including staff salaries and consultant fees/expenses); and organizational expenses, including but not limited to insurance, audit costs, library costs, overhead, or telecommunications expenses.

Under Business and Professions Code §6213(b), the "without charge" standard applies to assistance provided to qualified legal services projects. It would be consistent with the spirit of the Legal Services Trust Fund statute, whenever possible, to also extend this consideration to fellow qualified support centers.

2.2.5. through an office in California.

Commentary:
You must actually have a regularly functioning office physically located in California and provide these services through that office. The office must have been in existence and operating prior to your application for a Legal Services Trust Fund Program grant.

2.3. The provision of legal training, legal technical assistance, or advocacy support without charge must be the primary purpose and function of the corporation.

Commentary:
You must demonstrate that it is the primary purpose and function of the **corporation** viewed as a whole, and not simply that of part of the corporation, to provide free legal training, legal technical assistance, or advocacy support. You may consider the provision of similar services in other states when determining the primary purpose and function of the corporation.

To be considered legal training, legal technical assistance, and advocacy support, the services must meet the following criteria:

a. Services must be provided (1) to attorneys or lay advocates or others involved in the direction or operation of legal services projects that provide legal services to indigent persons; or (2) to attorneys in private practice who are providing legal services without charge to indigent persons; or (3) directly to indigent persons when requested to do so by a qualified legal services project.

b. The content of the training and technical assistance must be directed toward meeting the legal needs of indigent persons or the functioning of the legal services project.

c. The direct provision of legal services to clients is not a "support service" unless it is delivered (1) as co-counsel with a qualified legal services project; or (2) as co-counsel at the request of a private attorney representing indigent clients without charge; or (3) after a referral from a qualified legal services project.

d. The provision of similar legal support services in states other than California will be considered in determining the primary purpose and function of the corporation.

A support center shall be presumed to meet the "primary purpose and function" test if the services described above constitute more than 75 percent of the corporation's expenditure budget in the year for which it is seeking an allocation from the Legal Services Trust Fund Program.

If the organization cannot meet the "primary purpose and function" test by complying with this presumption, you may demonstrate the primary purpose and function by other means. You will need to demonstrate that the primary purpose of the organization is to assist legal services advocates who provide direct civil legal services to indigent clients through the provision of legal training, legal technical assistance, and advocacy support. You must show that the primary purpose is not the direct provision of legal services to clients and that the support services consist of training, technical assistance, and advocacy support. [B&P Code §6213(b); Rule 3.671(B), (C)]

2.4. If the organization receives funds from sources other than the Legal Services Trust Fund Program, the applicant must submit a plan assuring that the services funded from the Legal Services Trust Fund Program are in addition to those already funded from other sources.

Commentary:
Describe the sources, amounts, and conditions of your funding other than the Legal Services Trust Fund Program and the additional services you intend to provide with the monies allocated by the Legal Services Trust Fund Program. You must also submit a plan to maintain your current level of funding from sources other than the Legal Services Trust Fund Program. [B&P Code §6216(c)]

2.5. The application must include an agreement by the organization to use all funds allocated from the Legal Services Trust Fund Program in support of qualified legal services projects providing free legal services in California, and to restrict use of funds allocated from the Legal Services Trust Fund Program to matters directly related to the needs of legal services clients.

Commentary:
You may meet this requirement by signing the Assurances form that is part of the application. [B&P Code §6216(c)]

2.6. The application must include a resolution of the board of directors of the corporation establishing the organization's priorities for the provision of legal support services. The adoption of this resolution must have followed consultation with legal services attorneys, members of the private bar, and eligible clients.

Commentary:
You must attach to your application a resolution adopted by your board of directors within the last two years establishing the organization's priorities. In addition, you must describe the manner in which legal services attorneys, members of the private bar, and eligible clients were consulted for purposes of establishing priorities. Those consulted to meet this requirement must include persons who are not members of your board of directors. [Rule 3.680(B)]

2.7. The organization must offer a range of services including more than one of the following: consultation, representation, information services, and training.

Commentary:
Describe the manner in which the organization offers services falling under at least two of the headings: consultation, representation, information services, and training. [Rule 3.680(B)]

2.8. The organization must meet either the requirements of this Guideline 2.8, or the requirements of Guideline 2.9. To meet the requirements of this Guideline 2.8, the organization must have met the requirements of Guidelines 2.2-2.3 on December 31, 1980.

***Commentary*:**
If the organization has met the general requirements applicable to all applicants, Guidelines 1.1-1.4, and has met the requirements of Guidelines 2.1-2.7, it must also meet either the requirements of this Guideline 2.8, or the requirements of Guideline 2.9.

In order to meet the requirements of Guideline 2.8 (and thus avoid the necessity of complying with Guideline 2.9), the organization must, on December 31, 1980, have been a nonprofit organization which had as its primary purpose and function the provision of legal training, legal technical assistance, or advocacy support without charge, and which was actually providing a significant level of such services to qualified legal services projects, and such training, assistance, or support must have been available statewide without charge through an office in California at that time. [B&P Code §6215(a)]

If the organization has previously been determined by the Commission to meet this requirement, you do not need to reestablish it each grant year.

2.9. An applicant that does not meet the requirements of Guideline 2.8 must meet the requirements of Guidelines 2.9.1 and 2.9.2 below:

2.9.1. The organization must be deemed to be of special need by a majority of the qualified legal services projects. If an applicant was affirmatively deemed of special need for one grant period, the Commission will assume (without need for further information) that it continues to be so deemed for the immediately following two grant periods.

Commentary:
If you do not meet the presumption established by Guideline 2.8, the organization must be deemed of special need by a majority of legal services projects which receive allocations from the Legal Services Trust Fund Program. The statute requires that the organization presently be so deemed.

Evidence of such deeming in prior years, while it may be considered by the Commission as relevant evidence, is not determinative of the issue before the Commission except in the two funding periods after the grant period for which you were so deemed. The Commission itself intends to solicit the views of qualified legal services projects as to whether the organization is presently deemed of special need in every third year, starting with ther application for the first funding period. Therefore, you must (for your first, fourth, seventh, etc., funding periods) supply the Commission with a one-page description of the organization.

The Commission will solicit advice from qualified legal services projects whether they presently deem the organization to be of special need. More than one-half of those whose advice is solicited must respond affirmatively in order for the organization to be eligible. Upon request, the Commission will make available to you a list of the names and addresses of the qualified legal services projects from which the Commission will solicit views.

In deciding whether they deem a support center to be of special need, projects will be instructed to consider what support the legal services projects in California need in delivering legal services to indigent persons, and to evaluate how the organization's services meet that need, including such issues as the quality and/or quantity of the organization's work. Project directors will be encouraged to consult with service providers or others associated with the project in making their decision. [B&P Code §6215(b)(2); Rule 3.680(C)]

2.9.2. The application must include a description of the organization's quality control procedures and standards, including, but not limited to, the matters described below:

Commentary:
The State Bar's Board of Governors adopted the American Bar Association's Standards for the Provision of Civil Legal Aid as the quality control standards for the Legal Services Trust Fund Program, pursuant to Business & Professions Code §6225 and Rule 3.661(C). These standards are the State Bar's guidelines for review and approval of applicant and recipient program practices.

If you are already subject to quality control reviews by any non-Trust Fund Program funding source or entity, describe the quality control review procedures to which you are subject, and attach the most recent comprehensive written quality control review by that entity in lieu of the information requested by Guidelines 2.9.2.1-2.9.2.4. (It is not necessary to explain in detail the review procedures followed.)

If you are not subject to such review procedures, describe your quality control standards and how compliance with each of the subjects listed in Guidelines 2.9.2.1–2.9.2.4 is ensured. The Commission is particularly interested in the standards and procedures regarding supervisorial structure, procedures, and responsibilities. [B&P Code §§6123(b) and 6217(a); Rule 3.680(E)(2)]

2.9.2.1. the minimum experience and education requirements for attorney and paralegal employees;

2.9.2.2. the current salaries and job descriptions for all filled and unfilled management and professional positions, including paralegal personnel;

2.9.2.3. the minimum experience and educational requirements for attorney supervisors;

2.9.2.4. the supervisorial structure, procedures, and responsibilities.

State Bar of California Districts
Prior to July 1, 2010

District 1

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Placer
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

District 2

Napa
Sacramento
Solano
Sonoma
Yolo

District 3

Alameda
Contra Costa

District 4

Marin
San Francisco
San Mateo

District 5

Alpine
Amador
Calaveras
El Dorado
Fresno
Inyo
Kern
Kings
Madera
Mariposa
Merced
Mono
Monterey
San Benito
San Joaquin
San Luis Obispo
Santa Cruz
Stanislaus
Tulare
Tuolumne

District 6

Santa Clara

District 7

Los Angeles

District 8

Orange
Santa Barbara
Ventura

District 9

Imperial
Riverside
San Bernardino
San Diego

Revised May 2014

Revision to Guidelines for Support Centers with respect to determination of whether or not the Support Center is providing services "statewide" in California.

Background: Support Centers must establish that their services are available, and are actually provided, on a "statewide" basis. Since the Program's inception, the Trust Fund Program has been using State Bar Board of Trustee districts to demonstrate that a Support Center's breadth of service is "statewide." For reasons unrelated to Trust Fund Program grants, the Board of Trustees revised its districts in 2012 in a way that did not work for Trust Fund Program purposes. Therefore, the Commission determined to use the old districts (2010 Map attached) pending a resolution adopting a new regional map to define "statewide" for support centers.

At its June 2016 meeting, the Commission defined new regions for viewing "statewide" support, and after vetting the recommendations at LAAC Support Center meetings, and at a State Bar bi-monthly call with Legal Services programs, adopted the resolution at its December meeting. The new map for defining "statewide" better achieves its intended goals than the previous criteria, including assuring services outside the Bay Area and Los Angeles corridors.

Beginning 2017, Support Centers must demonstrate that they provide services in 5 of the 7 attached regions.

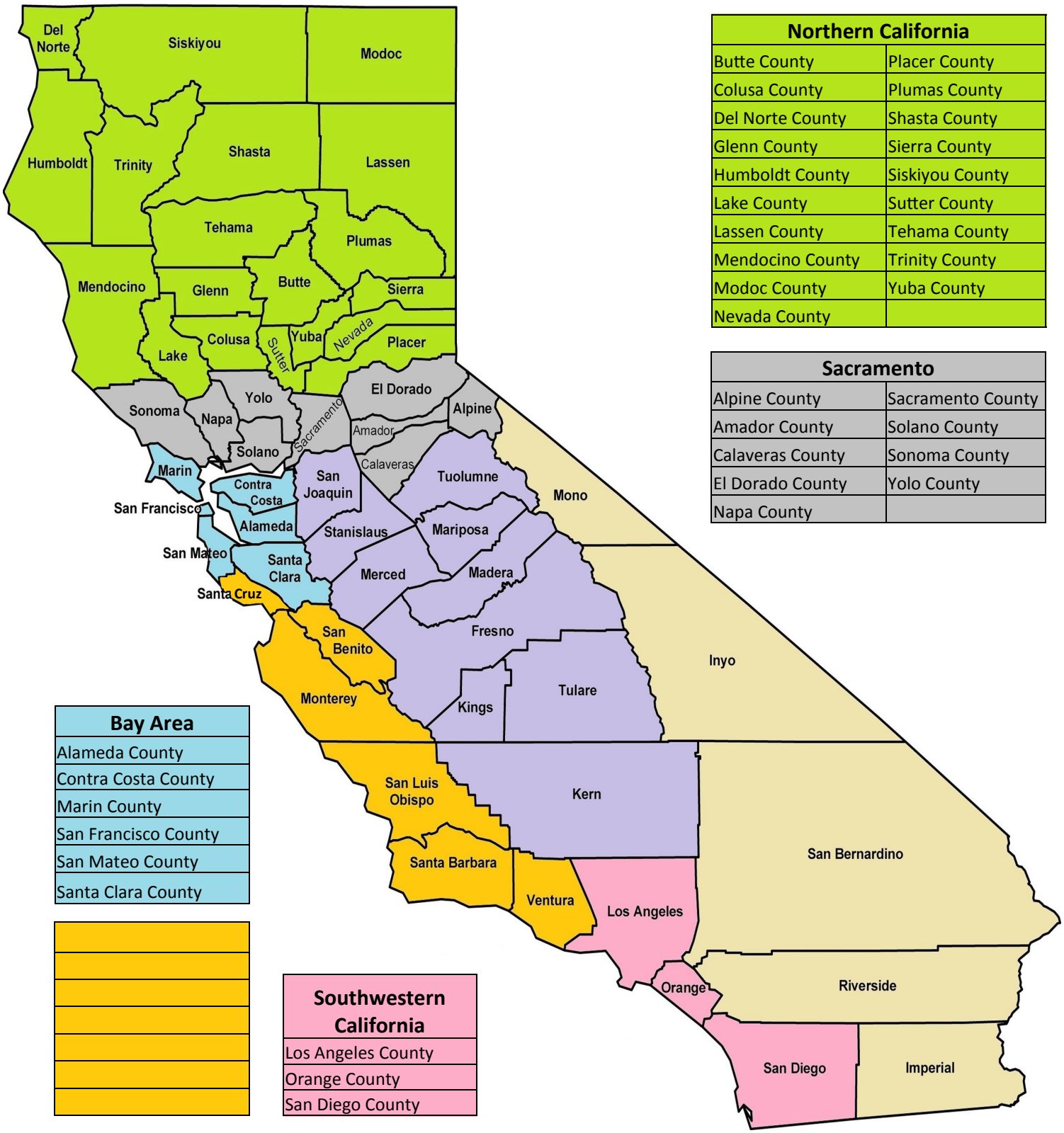
Previous Eligibility Guideline 2.2.3 for Support Centers:

Commentary:
You must also demonstrate that you provide services on a statewide basis. Your services must have actually been utilized within the last year in a majority of the nine State Bar Districts that existed prior to July 1, 2010, and in at least two Northern California counties and two Southern California counties. Southern California counties shall include the counties of San Luis Obispo, Kern, San Bernardino and counties further south. At the end of these Guidelines, is a list of the counties assigned to each of the nine State Bar Districts. . . . .

Approved Revision to Eligibility Guideline 2.2.3 for Support Centers:

Commentary:
You must also demonstrate that you provide services on a statewide basis. Effective January 2017, your services must be utilized in five of the following seven districts: Northern California, Sacramento Area, Bay Area, Central Coast, Central Valley, Eastern California, and Southwestern California. At the end of these guidelines is a list of the counties assigned to each of the regions. (see, Legal Services Trust Fund Program, Support Center – 2017 Regional map)

Note: For services provided in 2016, Support Centers may apply the new regions, or rely on the prior requirement that the services were utilized within the last year in a majority of the nine State Bar Districts that existed prior to July 1, 2010, and in at least two Northern California counties and two Southern California counties. (see State Bar Districts, 2010 map)



Northern California	
Butte County	Placer County
Colusa County	Plumas County
Del Norte County	Shasta County
Glenn County	Sierra County
Humboldt County	Siskiyou County
Lake County	Sutter County
Lassen County	Tehama County
Mendocino County	Trinity County
Modoc County	Yuba County
Nevada County	

Sacramento	
Alpine County	Sacramento County
Amador County	Solano County
Calaveras County	Sonoma County
El Dorado County	Yolo County
Napa County	

Bay Area
Alameda County
Contra Costa County
Marin County
San Francisco County
San Mateo County
Santa Clara County

Southwestern California
Los Angeles County
Orange County
San Diego County

Central Valley	
Fresno County	Merced County
Kern County	San Joaquin County
Kings County	Stanislaus County
Madera County	Tulare County
Mariposa County	Tuolumne County

Eastern California
Imperial County
Inyo County
Mono County
Riverside County
San Bernardino County

Legal Services Trust Fund Program

Support Center — 2017 Regional Map

STATE BAR DISTRICTS

The composition of State Bar Districts and the number of elected seats (in parentheses) on the Board of Governors in each District are as follows:

DISTRICT 1 (1)
Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Placer
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

DISTRICT 2 (1)
Napa
Sacramento
Solano
Sonoma
Yolo

DISTRICT 3 (1)
Alameda
Contra Costa

DISTRICT 4 (2)
Marin
San Francisco
San Mateo

DISTRICT 5 (1)
Alpine
Amador
Calaveras
El Dorado
Fresno
Inyo
Kern
Kings
Madera
Mariposa
Merced
Mono
Monterey
San Benito
San Joaquin
San Luis Obispo
Santa Cruz
Stanislaus
Tulare
Tuolumne

DISTRICT 6 (1)
Santa Clara

DISTRICT 7 (4)
Los Angeles

DISTRICT 8 (2)
Orange
Santa Barbara
Ventura

DISTRICT 9 (2)
Imperial
Riverside
San Bernardino
San Diego

State Bar Districts Map 2010

THE STATE BAR OF CALIFORNIA

LEGAL SERVICES TRUST FUND PROGRAM

STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND AUDITS

MAY 2006

TABLE OF CONTENTS

Page

100.00 GENERAL COMMENT 1
100.20 ACCRUAL OR CASH BASIS OF ACCOUNTING 2
100.30 COST PRINCIPLES 2
100.31 Basic Policy; Scope 2
100.32 Costs Allowable with Approval 2
100.40 PROPERTY (Reversionary Interest) 3
100.60 ACCOUNTING RECORDS 3
100.61 General Ledger 4
100.62 Cash Receipts Journal 4
100.63 Cash Disbursements Journal 4
100.64 Payroll Records 4
100.65 Property Records 6
100.66 General Journal/Journal Voucher 6
100.70 BASIC CHART OF ACCOUNTS 7
100.80 DESCRIPTION OF ACCOUNTS 10
100.81 Assets 11
100.82 Liabilities (Accrual Basis of Accounting) 12
100.83 Fund Balance 13
100.84 Support and Revenue 13
100.85 Expenses 13
110.00 INTERNAL CONTROL 16
110.10 DEFINITION 17
110.20 CHARACTERISTICS 17
100.21 Definition of Authority and Responsibility 17
100.22 Segregation of Duties 18
100.23 Establishment of Independent Checks and Proofs 18
110.30 PRIMARY FEATURES 19
120.00 FINANCIAL REPORTING 21

STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND AUDITS

100.00 GENERAL COMMENT

The State Bar of California (SBC) requires that the accounting principles employed by its Recipients in recording transactions and preparing financial statements be based upon generally accepted accounting principles (GAAP).

When applying these Standards, every Recipient should review the suggested accounting policy in each area in light of its materiality to the program. Items that are not material should be accounted for in the most reasonable and efficient manner. The concept of materiality as used in accounting has been defined as a state of relative importance. The materiality of an item may depend on its size, nature or a combination of both. The working rule in applying the concept of materiality is to ask the question: "Is the item of sufficient importance to influence the conclusions and actions of users of the financial information?" More specifically, if the items were not accounted for in accordance with the standards, would the reader of the financial statements be misled with respect to understanding the nature and extent of assets available for use in program operations; the nature and extent of liabilities incurred by the program; the trust relationships that may exist between the program and clients; and, among other considerations, the nature and scope of the program's operations.

100.20 ACCRUAL OR CASH BASIS OF ACCOUNTING

A Recipient's annual financial statements may be prepared on the accrual or cash basis of accounting. Under the accrual basis of accounting, expenses are recorded when incurred as opposed to when they are actually paid. Revenue is recorded when earned instead of when received.

Under the cash basis of accounting, expenses are recorded when actually paid as opposed to when incurred. Revenue is recorded when received instead of when earned.

100.30 COST PRINCIPLES

100.31 Basic Policy; Scope. Grant funds may be used only for allowable costs of the activities for which the Grant was awarded. These Standards for Financial Management Systems and Audits identify the principles to be used in determining allowable costs. The principles apply to Grant activities conducted by Recipients.

100.32 Costs Allowable with Approval. Each set of cost principles identifies certain costs that, in order to be allowable, must be approved by the SBC. Other costs do not require approval. The following procedures govern approval of these costs.

(a) When costs are treated as Administrative costs, acceptance of the costs as part of the indirect cost rate or cost allocation plan shall constitute approval.

(b) When the costs are treated as Program costs, the SBC must approve them in advance.

Costs contained in the Approved Budget shall be deemed approved.

100.40 PROPERTY (Reversionary Interest)

In many cases, a funding source maintains a reversionary interest in property purchased with its funds. Simply stated, a reversionary interest requires that property, or the proceeds from the sale of such property, must be returned to the appropriate funding source if at some future date such property is disposed of or recipient's funding is terminated, or if the SBC does not fund a recipient immediately following the expiration of a grant period.

Approval for sale of property is required. It shall be in writing and signed by the Director in order to be valid. When requesting a prior approval, Recipients shall address their requests to the Director.

The SBC intends to retain a reversionary interest in property acquired with the Grant. In the event of a cessation of use of such property by the Recipient for uses approved by the SBC, then the Recipient must return the property to the SBC or make arrangements satisfactory to the SBC to insure that the property or its proceeds (if disposition is approved by the SBC) is transferred to an approved provider of civil legal services to the indigent and used for an approved purpose.

100.60 ACCOUNTING RECORDS

The following is a brief description of the accounting records considered necessary for the adequate recording of financial transactions. Accounting records must be maintained on a double-entry accounting system and must be adequate to enable the recipient to prepare its annual financial statements, internal budget and other management reports.

100.61 General Ledger. The general ledger is used to summarize and classify all financial transactions from data accumulated in the books of original entry into their proper accounts (i.e., salaries, space, etc.). It is the source for most of the data needed for preparing financial statements. The general ledger is the final and permanent record of all of the Recipient's financial transactions.

100.62 Cash Receipts Journal. The cash receipts journal is a book of original entry in which cash receipts (i.e., cash, checks, and money orders) are recorded in chronological sequence when received. Bank deposit slips must contain sufficient information so that all deposits can be identified with their source.

100.63 Cash Disbursements Journal. A cash disbursements journal is a book of original entry in which disbursements are recorded in a chronological sequence. All disbursements must be made by pre-numbered checks used in numerical sequence. Each check must be supported by appropriate documentation (i.e., payroll records, invoices, contracts, travel reports, etc.) evidencing the nature and propriety of the expense and documenting the approval by an authorized official.

100.64 Payroll Records. Basic payroll records must accumulate payroll data required by federal, state and local laws. Documentation must be maintained to support individual gross earnings. A personnel file

should be established for each employee and should include the following data:

(1) Employment contract if applicable, wage or salary authorization.

(2) Current Federal income tax withholding form (W-4).

(3) Current State income tax withholding form.

(4) Authorization for all other payroll deductions.

(5) Authorization for all wage/salary actions.

Each Recipient is required to establish an adequate time-reporting system. This system must be able to identify employee hours worked so that compliance with federal and state laws with respect to overtime and pay rates can be demonstrated. It must also be able to demonstrate accountability for time to the public. A small Recipient with several employees could use a sign-up sheet whereby every employee would record his/her daily hours. A larger Recipient would probably utilize a “time report” system whereby such employee would complete and sign an individual time sheet. Whether a sign-up sheet, a time report or other method is utilized, a supervisor in a position to verify the information should approve the document.

A vacation and sick leave record must be maintained currently for each employee. This record would include information in hours or other reasonable units (i.e., days, fractions of days) for the amount of

vacations and sick leave earned during the period taken during the period, and remaining at the end of the period. As a method of checking the accuracy of this record and providing employees with knowledge of "where they stand," employees should be informed of their vacation and sick leave balances periodically.

100.65 Property Records. Individual property records shall be maintained for each item costing in excess of $1,000 per unit. The property records to be maintained must include: (1) a description of the item, including model and serial number (if the property has no such number, it must be tagged with an identifying number to ensure the internal records are effective in controlling property); (2) date of acquisition; (3) check number used to pay for item; (4) cost; and (5) useful life.

100.66 General Journal/Journal Voucher. A general journal or journal voucher system is used to process transactions, which are not recorded originally in the cash receipts journal, cash disbursements journal or payroll register. Each journal entry must be supported by a complete explanation and documentation of the transaction being recorded.

The accounting records discussed in these Standards can be maintained by either a manual or an automated system. Each Recipient should establish the system most appropriate to meet its needs and to provide an adequate audit trail of all transactions.

100.70 BASIC CHART OF ACCOUNTS

The following is an illustrative basic chart of accounts, which would provide details necessary for the preparation of financial statements in accordance with these Financial Management Systems and Audits Standards. This illustration is not intended to dictate the format or level of detail to be used by individual programs, but is simply one method of achieving the accounting requirements of these Standards. While the account numbering system, account descriptions and level of detail utilized by Recipients should be designed to provide management reporting and financial disclosures specifically related to that program, they must also accommodate the SBC reporting requirements.

The illustrative chart of accounts assigns a three-digit number to every major natural account classification reflected in the financial statements. By changing the last two digits of the three-digit number, Recipients can maintain the greater detail needed to control and monitor operations. For example, the natural account "cash-general" is a broad description. Most organizations would require an individual general ledger account for each bank account. This can be achieved by establishing accounts under a natural account classification as follows:

100 Cash – General	Account No.
General Disbursement Account PDQ Bank	101
Payroll Account - PDQ Bank	102
Petty Cash	103

The total of all 100 series accounts (i.e., 101, 102, and 103) represents the cash amount reported in the financial statements. This procedure can be used to maintain details for any of the natural account classifications reported in the financial statements.

A sample chart of accounts is shown below. Each Recipient's chart of accounts must reflect the degree of detail appropriate under the circumstances.

Natural Classifications	Account No.
Assets (100 Series):	
Cash - General (Title)	100
General Disbursement Account	101
Payroll Account	102
Petty Cash	103
Receivables (Title)	120
Receivable - SBC	121
Prepaid and Travel Advance	130
Travel Advances	131
Prepaid Expenses	132
Furniture, fixtures and equipment (Title)	140
Furniture	141
Fixtures	142
Equipment	143
Leasehold Improvements (Title)	150
Leasehold Improvements	151
Law Library	160

Accumulated Depreciation (Title)	170
Furniture	171
Fixtures	172
Equipment	173
<u>Liabilities (200 Series)</u>:	
Accounts Payable (Title) Employee Withholding Payables	200
(Title) FICA, FIT, SIT, SDI, etc.	210
Accrued Payable (Title)	220
Accounts Payable Disbursement	221
Advance Payable	222
Accrued Payable	223
<u>Fund Balance (300 Series) (Title)</u>:	
General Fund	310
Property	320
<u>Revenue (400 Series)</u>:	
Grants Revenue (Title)	400
Revenue - SBC	401
Interest Revenue (Title)	410
Interest	411
Miscellaneous (Title)	420
Miscellaneous	421
<u>Expenses (500 and 600 Series)</u>:	
Personnel (Title)	500
Lawyers	501
Paralegals	502
Other Staff	503
Employee Benefits	530

Legal Consultants	540
Contract Services	550
Training Expenses	560
Travel	570
Space and Occupancy	580
Insurance Expenses	590
Office Expenses	600
Telephone Expenses	610
Litigation Costs	620
Equipment Rental	630
Miscellaneous Purchases of Property and Library	640
Depreciation and Amortization	650

Property Activity (700 Series):

Acquisition of Property	700
Acquisition of Library	710
Proceeds from Sale of Property	720
Gain or Loss on Sale of Property	730

100.80 DESCRIPTION OF ACCOUNTS

The basic chart of accounts described above provides one method of organizing a Recipient's accounting records. Whether the Recipient utilizes this chart of accounts or another, the general ledger must contain the following accounts, which record an acceptable level of detail for full financial disclosure. The following account descriptions are intended to illustrate the nature of the charges that may be made to specific accounts. Particular Recipients may require different designations to accommodate their own information needs.

100.81 Assets.

Cash--General Disbursements - To record funds on deposit in bank accounts for operating purposes as opposed to special purposes such as payroll and escrow accounts discussed below. Separate accounts should be maintained for each bank account.

Cash--Payroll Account - To record the amount on deposit in a separate bank account for payment of payroll and maintained on an imprest basis.

Petty Cash - To record cash held at the Recipient's office for paying minor bills. The account must be maintained on an imprest basis with the balance established at the lowest possible level commensurate with efficient operations. The petty cash account in the general ledger always reflects the total value of the fund, in cash and/or vouchers. The fund should be reimbursed periodically for the exact amount of the petty cash vouchers.

Receivable(s)--Other - To record miscellaneous accounts receivable.

Travel Advances to Employees - To record the amount of travel advances outstanding (i.e., advanced to employees but not accounted for on subsequent expense reports). A subsidiary record or subaccount must be maintained for each employee.

Deposits - To record the amount of refundable deposits made, for example, to the telephone company or landlord.

Prepaid Expenses - To record the amount of expenses paid which

apply to future periods. SBC recommends that a prepaid expense should not be recorded unless the expense applies to a period more than 18 months from the date incurred and the prepaid balance of an individual item is considered material. The Recipient may choose to record additional prepaid items outside this prescribed criteria if management believes the information is needed.

100.82 Liabilities (Accrual Basis of Accounting).

Accounts Payable - To record the amount of unpaid vendor invoices on hand. This account should be used at the close of an accounting period to convert the books to the accrual basis of accounting. If books are maintained on the accrual basis, the account will have a continuous balance.

Employee Withholdings Payable - To record the amount of money that has been withheld from the employees' salaries (i.e., FICA, federal, state and local taxes, pension, health insurance, etc.). Separate accounts should be maintained for each type of withholding.

Accrued Expenses - To record the estimated cost of goods or services received for which an invoice has not yet been received. The accrual is utilized at the close of an accounting period to record salaries, employer's share of FICA taxes, other taxes, etc., which are owed but not paid. Separate accounts should be maintained for accrued salaries and other miscellaneous accruals (e.g., utilities and consultant fees).

100.83 Fund Balance.

Restricted - This account accumulates the balance of support over expenses for grants, contracts and other awards, which have restrictions attached.

Property - This account accumulates the net equity in all furniture, fixtures, equipment and law books purchased.

100.84 Support and Revenue.

Grant and Contracts - To record the amount of funds earned during the accounting period.

Interest Revenue - To record interest earned during the year.

Miscellaneous Revenue - This account records miscellaneous income which cannot be classified in any of the above accounts. Where amounts are significant, separate accounts should be established.

100.85 Expenses.

Salaries and Wages - To record the salaries of all program personnel. Normally, including all salaries and wages in one account would not provide adequate information about program activities. Salaries and wages must be subdivided into those constituting Program Costs and those constituting Administrative Costs. Each program should subdivide the salaries and wages account into the categories, which will be most meaningful for management and evaluation by the SBC.

Employee Benefits - To record the costs of items such as employer FICA taxes, unemployment taxes, employer retirement contributions,

employer health and life insurance payments, workmen's compensation and other payroll related benefit items offered by the program. Individual subaccounts must be maintained for each of these items.

Legal Consultants - To record the payments for legal consultants who are not full-time employees of the program.

Contracted Services - To record the costs of contracted or purchased services. For financial statement purposes contract services should be adequately described as to their nature where material. For example, for proper disclosure, contract services may require classifications into accounting services and other consulting services.

Training Expenses - All non-personnel costs paid for with regular program funds, associated with the training or continuing education of staff members, should be included here. Examples would be: travel to/from training events, per diem, conference registration fees or tuition, purchase of training materials, rent for facilities used in a training event, consultant fees paid to trainers, etc. Materials or equipment purchased for training with a value in excess of $1,000 should be reported under "Capital Additions." No program personnel costs should be included here.

Travel - To record travel costs (e.g., local transportation, lodging expenses while away and airfare). This account should be subdivided in accordance with the management's needs to control the various

elements of travel costs such as travel relating to legal work, travel relating to administrative work, travel related to training, etc.

Space and Occupancy - To record the costs of rent, utilities (such as electricity, water and gas), janitorial services and hazard insurance. Individual subaccounts should be maintained for these items as is necessary.

Insurance Expenses - This category includes professional liability insurance, bonding, property insurance (fire and theft) and liability insurance for property and automobiles.

Office Expenses - To record the costs of office supplies, printing, reproduction supplies, advertising and publicity, postage, telephone and insurance other than hazard and employee benefit insurance. Recipients should establish separate accounts for any of the above items if the amounts are significant.

Telephone Expenses - This category includes estimates for the rent of telephone equipment and long distance calls. Similar and related expenses such as telegraph or other telecommunications should be included as well.

Litigation Costs - To record costs of depositions and transcripts, service of process, filing fees, expert witnesses and any other litigation costs paid by the program and not the client.

Equipment Rental - To record all costs of renting or leasing furniture and equipment.

Library Maintenance - To record the costs of all publications purchased for the library that are not capitalized.

Note: Adequate financial statement disclosure may require that account descriptions different from the above be used. The above descriptions represent suggestions for grouping similar costs. The level of detail for adequate financial statement reporting and meaningful management reports may be determined by the Recipient and its auditor.

110.00 INTERNAL CONTROL

A financial audit will not prevent defalcations and is not intended for that specific purpose. Every program must rely instead upon its own system of internal accounting controls and procedures to detect promptly and help reduce the likelihood of misappropriation of funds. The objectives of internal controls are not limited to this purpose only. This section discusses minimum internal control procedures Recipients must establish to meet the objectives inherent in the definition of internal control.

110.10 DEFINITION

Internal controls encompass the coordinated methods and measures adopted by an organization to safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency, and encourage adherence to prescribed management policies. Obviously this is a broad definition and extends beyond those matters, which relate directly to accounting and financial reporting. It encompasses controls over all of the paper work in an organization.

This section will emphasize the physical and administrative controls over a program's assets--principally cash. At best, the required and suggested procedures will minimize the likelihood of misappropriation of assets and misstatement of accounts and maximize the likelihood of detection if it occurs.

110.20 CHARACTERISTICS

In establishing an adequate system of internal control, certain basic concepts must be considered. Although each organization is unique, and, therefore, any control procedures must likewise be unique and "custom made," the following characteristics are generally applicable.

110.21 Definition of Authority and Responsibility. The duties of all program personnel should be defined as to their specific responsibilities. Such a delineation may be flexible and informal in a small program with a few employees, or it may be carefully defined by an administrative manual in a larger program. In the accounting area this means that only certain specified individuals may sign checks, approve invoices

for payment, prepare grant and contract reports and deposit cash receipts.

110.22 Segregation of Duties. Broadly considered, segregation of duties means that program and accounting functions should be separated so that no individual simultaneously has both the physical control and the record keeping responsibility for any asset or categories of assets (e.g., cash, bank reconciliation, supplies, and property). Within the accounting area, duties preferably should be segregated so that no individual can initiate, execute and record a transaction without a second individual being involved in that process. If this level of segregation is not possible because of the program's size, the work of the accountant should be reviewed and approved by the program director or the director's delegate.

110.23 Establishment of Independent Checks and Proofs. Independent checks and proofs consist of regular internal checks on the recording of transactions and the preparation of financial reports. For example, a certain measure of clerical accuracy can be accomplished through the use of a columnar cash disbursements journal that is balanced monthly and posted to the general ledger. Thereafter, the general ledger cash balance would be reconciled to the monthly bank statement.

110.30 PRIMARY FEATURES

The following features are considered basic internal control procedures that any program, regardless of size, should establish. It cannot be overemphasized that these features represent only the rudimentary control procedures that must be incorporated by every recipient to demonstrate a minimum level of financial stewardship. Once these features have been successfully implemented, recipients should begin assessing additional procedures to provide greater control assurances.

1. Each Recipient should have adequately trained competent accountant personnel to properly document, record, account for and report on its financial transactions.
2. All bank accounts must be authorized by the Recipient's board of directors. There must be sufficient justification for utilizing more than one bank account. Any account not used must be closed and the bank notified in writing not to process any subsequent transactions. Any remaining blank checks for closed accounts must be destroyed.
3. All cash receipts must be recorded in a journal. Checks received must be restrictively endorsed and deposited intact currently.
4. All disbursements (other than petty cash disbursements) must be made by prenumbered checks signed by two (2) individuals authorized by the board of directors. No checks may be made payable to cash.
5. All disbursements must be supported by vendors' invoices or other supporting documents.

6. Bank statements must be reconciled monthly to the general ledger balance. The reconciliations must be reviewed and approved by a responsible individual and retained.
7. Petty cash funds must be maintained on an imprest basis and recorded in the general ledger.
8. The physical facilities for storing blank checks, general ledger, subsidiary ledgers and other important documents must be adequate.
9. Detailed property records must be maintained and reconciled to the general ledger. Once a year an inventory must be taken of the program's property and the results of that inventory compared to the accounting records. Significant differences should be investigated.
10. There should be fidelity insurance on all individuals who handle cash, sign checks, have purchasing or other financial responsibilities.
11. There must be an organized filing system for all paid invoices, cancelled checks, contracts and agreements, reports to funding sources, tax returns (with supporting work papers and employee files).
12. There must be interim management reports preferably prepared monthly, but at least quarterly, that compare actual expenditures to the Approved Budget. The program director should review the reasons for any significant variations from the budget, and also compare projected future expenditures against the unexpended portion of the budget.
13. General policy with respect to insurance coverage should be defined and procedures instituted to insure that all significant business risks have

been covered. Insurance coverage should periodically be reviewed with a competent insurance agent.

120.00 FINANCIAL REPORTING

The report consists of two parts: (1) Forms A and B, and (2) Form C. Forms A and B must be completed by all recipients. Multi-county recipients must also complete Form C of the report.

Each recipient is required to report to the SBC on a calendar quarter basis. Quarterly and year-to-date reports must be mailed to the SBC within thirty days following the end of each calendar quarter. The report format of the quarterly financial statement is illustrated on pages 22 through 24. Electronic forms can be found on-line at http://www.calbar.ca.gov/ioltaapplicationmaterials.

Grant Year:	2019	Due Date:	June 8, 2018 at 5:00pm PST

Prepared by: Test Account

Project Title: **2858-IOLTA LSP-2019-Test BriCo Legal Services234-178**
Program Name: **Test BriCo Legal Services234**
Applicant Title: **Test**
Address: **180 Howard Street 5th Floor**
City: **SanFrancisco**

Email: **test@smartsimple.com**
Contact Phone: **415-538-2252**

I verify the information in the Organization Profile is accurate and up-to-date.

I verify that I have read, and am familiar with, the eligibility guidelines for IOLTA funding for legal services projects.

I. Eligibility Criteria

1. Applicant is applying for:

Reapply for Funding as a Legal Services Project

2. Applicant is: (choose one)

3. Applicant is applying for eligibility as: (select all that apply)

A direct recipient of Legal Services Corporation funding, A recipient of Legal Services Corporation funds through an LSC-approved contract with another agency funded directly by LSC

Upload an LSC grant award letter or a subcontract showing the amount of LSC funds awarded through another agency.

A direct recipient of Older Americans Act funds through an Area Agency on Aging, A recipient of Older Americans Act funds through an AAA-approved contract with another agency funded directly by an AAA

Upload a contract, determination letter, or subcontract indicating the amount of Older Americans Act funds awarded.

An organization that receives at least $20,000 annual cash funds from sources other than the Legal Services Trust Fund Program to support free legal representation to indigent persons (as reflected in the Total of Non-Trust Fund Revenue calculated on Form VI) and can show community support for the program

a. Describe community support for the operation of a viable, ongoing program to provide free civil legal services to indigent people.

b. Which of the following services does your organization provide?

Provides legal representation, training, or technical assistance on matters concerning indigent special client groups, or substantive law important to special client groups

Special Client Group(s) Served

	Nature of Assistance		
Special Client Group Served/ Relevant Substantive Law	Legal Representation	Training	Technical Assistance
	Yes	Yes	Yes

II. Description of Organization

Provide a comprehensive but concise description of the entire organization's work in the previous calendar year . Do not limit responses to activities funded by the Legal Services Trust Fund Program. Suggested word count range for each of the following questions is 250-1,000.

Please click "Save & Finish Later" after adding counties.

County
Alameda
Yuba

1. What is the organization's mission and vision?

2. Describe the organization's core programs as reflected in the organization's promotional materials (include a summary of all work, not just activities funded by Trust Fund monies).

3. What client population does the organization serve? Include demographic information, such as age, gender, ethnicity, income levels, and any other characteristics particular to the service population.

4. How does the organization verify and document an individual's income eligibility for services? Identify all income criteria and guidelines used to establish eligibility for services.

5. Which of the programmatic activities below did the organization engage in during the previous calendar year? Do not include fundraising and administrative activities (Eligibility Guidelines 2.3). (choose all that apply)

a. Legal Services Activities

Other legal services

If Other, please explain.

b. Other Activities

i. Legal Services:	Provided outside of California, Provided to non-indigent clients/non-qualified organizations, Provided in non-civil matters, Fee-generating activities
Under which funding sources did you serve these clients?:	
ii. Other Services:	Other non-legal professional services (job training, financial literacy, cash aid, etc.), Other non-legal services

If Other, please explain.

III. Staffing and Volunteers

Staffing as of December 31

Personnel Category	Full-Time Staff	Part-Time Staff		Total Staffing FTEs	Temporary Staff		Volunteers	
		Number of people	Full-Time Equivalent		Number of people	Total Hours	Number of people	Donated Hours
Attorneys	0	0	0.00	0.00	0	0	0	0
Paralegals	0	0	0.00	0.00	0	0	0	0
Law Students	0	0	0.00	0.00	0	0	0	0
Professional Services	0	0	0.00	0.00	0	0	0	0
Clerical/Admin	0	0	0.00	0.00	0	0	0	0
Other Personnel	0	0	0.00	0.00	0	0	0	0
TOTAL	0	0	0.00	0.00	0	0	0	0

1. For each position included above under Professional Services and Other Personnel, state the title and full-time equivalent of the position(s).

2. Describe how the organization utilizes non-legal professionals in its service delivery model.

3. How many hours per week does the organization consider a full-time schedule?

4. Describe any significant changes in staffing levels or structure in the previous calendar year, and its impact on programmatic activity. Identify any significant vacancies over the previous calendar year and explain whether the organization is actively recruiting for the position, or is holding the position for budgetary or other reasons.

IV. Application for Pro Bono Allocation

To qualify for the pro bono allocation in the county(ies) in which the organization provides services, the organization must meet both these requirements (1) coordinate the recruitment of substantial numbers of attorneys in private practice to provide free legal representation to indigent persons or to qualified organizations as its principal means of delivering legal services; and (2) demonstrate that its principal means of delivering legal services is “the recruitment of attorneys in private practice to provide free legal representation to indigent persons or to qualified legal services projects in California” through one of the three tests described in Eligibility Guideline 2.9.

1. Are you applying for the Pro Bono Allocation per the qualifications listed?

If "yes", the organization should annually recruit at least 30 attorneys, OR recruit at least five percent of the licensed attorneys in the county served, OR receive at least 1,000 hours of donated legal services from volunteer attorneys.

Yes

Pro-Bono Eligibility

Alameda

POSITION	PAID		VOLUNTEER	
	PEOPLE	HOURS	PEOPLE	HOURS

Eligibility Results for Alameda county

Test A	NO
Test B	NO
Test C	

STAFF VIEW ONLY

Pro-Bono Allocation Eligible:

Yuba

POSITION	PAID		VOLUNTEER	
	PEOPLE	HOURS	PEOPLE	HOURS

Eligibility Results for Yuba county

Test A	NO
Test B	NO
Test C	

STAFF VIEW ONLY

Pro-Bono Allocation Eligible:

a. If applicable, describe how your organization utilizes volunteers who are not attorneys.

2. Describe how the organization obtains and maintains information about hours of service donated by volunteers. If the organizatic have written documentation corroborating the legal services hours reported, explain the basis of the reported figures. For example, organization relies upon estimates, provide the elements that were factored into the calculations.

3. If the applicant does not count all staff hours worked as legal services hours, for each paid staff position, explain the method use calculate the number of legal services hours and, with respect to each county, describe the general nature of the non-legal services

V. Quality Control Review

1. Has the organization received a written quality control review from the Legal Services Corporation, the California Department of Aging, or an Area Agency on Aging in the previous calendar year?

Yes

a. Upload the quality control reports issued by the Legal Services Corporation, the California Department of Aging, or an Area Agency on Aging in previous calendar year.

2. Describe how legal services staff are supervised to ensure quality service. Identify supervisory personnel and provide information regarding their oversight (frequency of case management meetings, etc.). If there is only one staff attorney or the organization only employs contract attorneys, describe how oversight and quality control are ensured.

3. Describe the method(s) by which volunteers (attorneys, paralegals, and law students) are supervised. If the organization does not actively supervise volunteers or review their work product, how does the organization ensure compliance with its quality standards?

4. Describe case opening and closing oversight practices.

VI. Sources of Funding

Use the table below to itemize the organization's sources of funding in the previous calendar year.

Enter the cash amount received for each funding source specified in the previous calendar year.

- Under Foundations, list the largest three grants by organization, and then add the remaining amounts together under Other Foundation Funding.
- Under Government Resources, for each Federal, State, and Cities and Counties, list the largest three grants by agency, and then add the remaining amounts together in the corresponding Other field.

Sources of Funding

Source	Amount Received
Individual Contributions	
Attorneys/Private Donors/Individual Gifts	$0
Event Sponsorship/Special Events	$0
Other	$0
Total	$0
Organizations	
Bar Associations	$0
Law Firms	$0
Law Schools	$0
Other, including subgrants from nonprofits	$0
Total	$0

Foundations	
	$0
	$0
	$0
Other Foundation Funding	$0
Total	$0

Legal Services Corporation	$0
Area Agency on Aging	$0
Total	$0

Government Resources	
Federal (not LSC or OAA)	
	$0
	$0
	$0
Other Federal Funding	$0
State	
	$0
	$0
	$0
Other State Funding	$0
Cities and Counties	
	$0
	$0
	$0
Other City and County Funding	$0
Total	$0

Residual and Cy Pres Awards	
State Court	$0
Federal Court	$0
Total	$0

Fees and Reimbursements	
Attorneys' Fees	$0
Client-Paid Amounts	$0
Cost Reimbursements	$0
Other Professional Fees	$0

Total	$0

Other Cash Support	
Rent Revenue	$0
	$0
	$0
	$0
	$0
Total	$0
TOTAL OF NON-TRUST FUND REVENUE	$0

Other Funding

Itemize sources included in any "other" line items listed in the Sources of Funding table

VII. Total Corporate Expenditures

Organization's Fiscal Year End:	January 14

1. Upload organization's most recent audited or reviewed financial statement ended in the prior year.

Applications must include the audited or reviewed financial statements for the organization's fiscal year ending in 2017; Qualified expenditures will be calculated based on this document. The Organization is required to submit a current audited or reviewed financial statement within 90 days of the end of its fiscal year. (See Application Instructions for further details and information.)

Total Corporate Expenditures

NON-CASH	Expenditures
In-Kind/Donated Services	$0
Unrealized Gains/Losses	$0
Other	$0
Total Non-Cash Items	$0
PASS-THROUGH / FISCAL SPONSOR	**Expenditures**
Pass-through	$0
Total Pass-through	$0
PERSONNEL	**Expenditures**
Lawyers	$0
Paralegals	$0
Other Staff	$0
Subtotal	$0
Employee Benefits	$0
Total Personnel	$0
NON-PERSONNEL	**Expenditures**
Space	$0
Equipment Rental and Maintenance	$0
Office Supplies and Small Equipment	$0
Printing and Postage	$0
Telecommunications	$0
Technology	$0
Program Travel	$0
Training	$0
Library	$0
Insurance	$0
Audit	$0
Litigation	$0
Depreciation	$0
Contract Service to Clients	$0
Contract Service to Program	$0
Other	$0
Total Non-Personnel	$0
TOTAL EXPENDITURES (Personnel + Non-Personnel +Non-Cash+Pass-through)	$0

TOTAL QUALIFIED CORPORATE EXPENDITURES (Personnel + Non-Personnel)	$0

3. If your organization's reported corporate expenditures do not align with your organization's uploaded audit, please explain the variance.

VIII. Qualified Expenditures

Qualified Expenditures

Questions	Amount	Explanation
1. Total Corporate Expenditures from the previous fiscal year	$0	
2. Did the corporation engage in activities other than the delivery of legal services?	$0	
3. Did the corporation lease or sublease space to another organization?	$0	
4. With regards to leased or subleased space, did the organization incur property management expenses, whether as primary owner or lessor?	$0	
5. Did you provide legal services in criminal matters?	$0	
6. Did you charge clients for any legal services in civil matters, other than requiring payment for costs and expenses or processing fee of $20 or less?	$0	
7. Did you provide any free civil legal services to persons who were not indigent as defined in B & P Code Section 6213(d) and Eligibility Guidelines 2.3.3 and 2.3.4, or to organizations not providing benefits primarily on behalf of indigent?	$0	
8. Did you provide free civil legal services outside California?	$0	
9. Did your organization incur expenses that did not contribute to the provision of civil legal services to indigent people and that were not itemized above?	$0	
10. TOTAL EXPENDITURES FOR NON-QUALIFIED ACTIVITIES	$0	
11. SUB-TOTAL OF EXPENDITURES FOR FREE CIVIL LEGAL SERVICES TO INDIGENT PERSONS IN CALIFORNIA	$0	

12. PERCENT OF EXPENDITURES FOR FREE CIVIL LEGAL SERVICES TO INDIGENT PERSONS

Once you have completed and saved the Qualified Expenditures table above, click the "Save & Finish Later" button below in

order to calculate this percentage.

a. If the percentage of expenditures for free civil legal services to indigent persons calculated above is less than 75 percent, explain how the organization meets the primary purpose requirement for funding (B&P §6213(a)).

13. Did the organization exchange funds with another legal services project that is applying for a Legal Services Trust Fund Program grant?

14. TOTAL DEDUCTION OF EXCHANGED FUNDS

$0

15. If the organization received funding for a grant (or subgrant/subcontract) for a pilot project pursuant to the Sargent Shriver Civil Counsel Act of 2009, enter the amount received.

$0

16. TOTAL EXPENDITURES FOR FREE CIVIL LEGAL SERVICES TO INDIGENT PERSONS IN CALIFORNIA

$0

In the following fields, enter all IOLTA and EAF expenditures for 2017, this should include any carry-over from 2016

Reported IOLTA and EAF Expenses

17a. IOLTA Expenditures Net of Capital Additions (CALENDAR YEAR)

$0

17b. EAF Expenditures Net of Capital Additions (CALENDAR YEAR)

$0

17c. EXPENDITURES OF IOLTA AND EAF GRANTS, NET OF CAPITAL ADDITION EXPENDITURES

$0

18. TOTAL NON-TRUST FUND EXPENDITURES FOR FREE CIVIL LEGAL SERVICES TO INDIGENT PERSONS IN CALIFORNIA

$0

Please upload any additional documents regarding the information entered in this form.

VIII-A. Expenditures by County

Total Expenditures for Free Civil Legal Services to Indigent Persons in California

$0

1. Explain the basis for the allocation of expenditures by county.

Be specific about how the amounts allocated to each county were calculated. If more than one method for allocating expenditures v
describe each method and list the amounts allocated by that method separately. Please refer to the instructions for further directior

2. New or Discontinued Counties

If applicant is seeking 2019 IOLTA and EAF funds to serve any counties that differ from the counties for which applicant is currently
2018 IOLTA and EAF funds, provide information on new and/or discontinued counties. See application instructions for additional de

3. If applicant works or has cases in any counties other than those detailed in the questions above, include name of county(ies), na
work, expected timeframe, approximate county expenditures, and any other relevant information.

Expenditures by County

Previous Calendar Year Quarterly Reports: View

Alameda

County Expenditures (Fiscal year)	IOLTA Expenditures (Previous calendar year)	EAF Expenditures (Previous calendar year)	Qualified Expenditures
$0	$0	$0	$0

Yuba

County Expenditures (Fiscal year)	IOLTA Expenditures (Previous calendar year)	EAF Expenditures (Previous calendar year)	Qualified Expenditures
$0	$0	$0	$0

County Totals

County Expenditures (Fiscal year)	IOLTA Expenditures (Previous calendar year)	EAF Expenditures (Previous calendar year)	Qualified Expenditures
0	0	0	0

IX. Certifications & Assurances

Upload Signed Certifications & Assurances Document:	

Supporting Documents (Optional)

When naming optional supporting documents, please include the Organization's acronym (or short name) and a 1-5 word description of the file.

E-signature

In anticipation of implementing e-signing for grant agreements, please include full name and email of both the Executive Contact and Board Chair (or equivalent). Signer information can still be edited prior to agreement release.

Executive Contact - Full Name:	test	Executive Contact - Email:	test@test2.com
Board Chair/Rep - Full Name:	Test2	Board Chair/Rep - Email:	test@test1.com

Application Only PDF:	

Application Uploads (Optional Documents)

Grant Year:	2019	Due Date:	June 8, 2018 at 5:00pm PST

Prepared by: Alex Mayor-Test101

Project Title: **2859-IOLTA SC-2019-Test Lorna Legal Services-238**
Program Name: **Test Lorna Legal Services**
Applicant Title: **test**
Address: **180 Howard Street**
City: **San Francisco**

Email: **test@smartsimple.com**
Contact Phone: **415-538-2252**

I verify the information in the Organization Profile is accurate and up-to-date.

I verify that I have read, and am familiar with, the eligibility guidelines for IOLTA funding for support centers.

I. Eligibility Criteria

1. Applicant is applying for:

Reapply for Funding as a Support Center

2. Organizations that were not in operation prior to December 31, 1980 must be deemed of special need every third year. Did the organization, as an incorporated nonprofit legal services support center, provide a significant level of legal training, legal technical assistance, or advocacy support to qualified legal services projects without charge through an office in California on a statewide basis prior to December 31, 1980?

No

3. Has the organization been deemed of special need by a majority of the qualified legal services projects in the last two calendar years?

Grant Year the organization was last deemed of special need by a majority of qualified legal services projects: 2015

(If the year last deemed does not fall within 2017 or 2018, mark "No")

No

a. Upload a one-page description of the organization for distribution to qualified legal services projects with deeming ballots.

II. Description of Organization

Provide a comprehensive but concise description of the entire organization's work in the previous calendar year . Do not limit responses to activities funded by the Legal Services Trust Fund Program. Suggested word count range for each of the following questions is 250-1,000.

Please click "Save & Finish Later" after adding counties.

1. What is the organization's mission and vision?

2. Describe the organization's core programs as reflected in the organization's promotional materials (include a summary of all work, not just activities funded by Trust Fund monies).

3. What are the organization's service priorities?

4. What is the organization's area(s) of substantive expertise?

5. Which types of legal support services does the organization provide (See Guideline 2.2.1., 2.3)? (select all that apply)

Legal Technical Assistance, Advocacy Support, Legal Information Services, Legal Training, Other

If Other, please explain.

6. In the last calendar year, did the organization provide services that did not constitute legal support to qualified legal services projects or attorneys in private practice providing legal services without charge to indigent persons?

Yes

a. If yes, describe the nature of those services.

7. Describe how the organization ensures services are available to qualified legal services projects statewide.

III. Staffing and Volunteers

Staffing as of December 31

Personnel Category	Full-Time Staff	Part-Time Staff		Total Staffing FTEs	Temporary Staff		Volunteers	
		Number of people	Full-Time Equivalent		Number of people	Total Hours	Number of people	Donated Hours
Attorneys	0	0	0.00	0.00	0	0	0	0
Paralegals	0	0	0.00	0.00	0	0	0	0
Law Students	0	0	0.00	0.00	0	0	0	0
Professional Services	0	0	0.00	0.00	0	0	0	0
Clerical/Admin	0	0	0.00	0.00	0	0	0	0
Other	0	0	0.00	0.00	0	0	0	0

Personnel								
TOTAL	0	0	0.00	0.00	0	0	0	0

1. For each position included above under Professional Services and Other Personnel, state the title and full-time equivalent of the position(s).

2. Describe how the organization utilizes non-legal professionals in its service delivery model.

3. How many hours per week does the organization consider a full-time schedule?

4. Describe any significant changes in staffing levels or structure in the previous calendar year, and its impact on programmatic activity. Identify any significant vacancies over the previous calendar year and explain whether the organization is actively recruiting for the position, or is holding the position for budgetary or other reasons.

IV. Annual Assistance Summary

Enter the organization's information based on assistance provided in the previous calendar year.

Training: List all training events

Role	Subject	Date	Location	Number of Attendees	Number of QLSP Attendees	Number of Different QLSPs served
				0	0	0
				0	0	0

Consultations and Technical Assistance

	Total Number of Individual Requests for Service	Number of Different QLSPs Served
Brief Services/Consultation	0	0
Extensive/In-Depth Assistance	0	0
Research	0	0

a. (Optional) Describe any extended Technical Assistance that is not categorized as brief services or co-counsel.

Advocacy Support at the Request of a QLSP

	Number of Impact or Class Action Matters	Number of Cases or Matters for Individuals	Number of Different QLSPs Served

Representation/Co-Counseling	0	0	0
Administrative or Legislative Advocacy	0	0	0
Other Advocacy Activities	0	0	0

3a - Impact and Advocacy Upload - STAFF VIEW ONLY

Please upload relevant items for new Support Center applicants only. For existing Support Centers, you can review their submitted impact and advocacy report under the Internal Staff tab

b. For the each of the three categories of impact and advocacy work (Legislative, Administrative, Representation Assistance), provide a broad description of what that work entails

Include the number of instances undertaken at the request of, or in conjunction with, a qualified legal services project, and the number of different qualified legal services projects that were served in this way [250 suggested word maximum]

c. Describe the organization's other advocacy activities.

Task Force Meetings

Name of Task Force	Number of Meetings	Number of Participants	Number of Different QLSPs Participating	Applicant's Role
	0	0	0	
	0	0	0	

a. If a significant amount of time was invested in task force activities, explain how the task force work fits into the organizational priorities to provide support services.

Resources to QLSPs

Resources Developed	Distribution Method	Number of Copies Distributed
		0

6. State how QLSPs are made aware of the availability of services.

a. Upload copies of at least two written communications sent to each QLSP in the previous calendar year describing the services the organization provides.

7. How many individual QLSPs did the organization provide assistance to in the previous calendar year?

List of QLSPs

Program	Branch (if applicable)	Number of Services		
		Training	Technical Assistance	Advocacy Support
--Select One--		0	0	0

V. Quality Control Review

1. Has the organization received a written quality control review from a non-Trust Fund Program funding source or entity issued in the previous calendar year?

Yes

a. Upload quality control reports issued (e.g. DSS, etc.):

2. Describe how legal staff are supervised. Identify supervisory personnel and provide information regarding their oversight, quality assurances, and professional ethical responsibilities. Explain how management ensures staff is providing quality legal training, legal technical assistance, and advocacy support. If there is only one staff attorney, or the organization employs only contract attorneys, describe how oversight and quality control are ensured.

3. Describe the method(s) by which volunteers (attorneys, paralegals, and law students) are supervised. If the organization does not actively supervise volunteers or review their work product, how does the organization ensure compliance with its quality standards?

VI. Sources of Funding

Use the table below to itemize the organization's sources of funding in the previous calendar year.

Enter the cash amount received for each funding source specified in the previous calendar year.

- Under Foundations, list the largest three grants by organization, and then add the remaining amounts together under Other Foundation Funding.
- Under Government Resources, for each Federal, State, and Cities and Counties, list the largest three grants by agency, and then add the remaining amounts together in the corresponding Other field.

Sources of Funding

Source	Amount Received
Individual Contributions	
Attorneys/Private Donors/Individual Gifts	$0
Event Sponsorship/Special Events	$0
Other	$0
Total	$0
Organizations	
Bar Associations	$0
Law Firms	$0
Law Schools	$0
Other, including subgrants from nonprofits	$0
Total	$0
Foundations	
	$0
	$0
	$0
Other Foundation Funding	$0
Total	$0
Government Resources	
Federal	
	$0
	$0
	$0
Other Federal Funding	$0
State	
	$0
	$0
	$0
Other State Funding	$0
Cities and Counties	
	$0
	$0
	$0
Other City and County Funding	$0
Total	$0

Residual and Cy Pres Awards	
State Court	$0
Federal Court	$0
Total	$0

Fees and Reimbursements	
Attorneys' Fees	$0
Registration Fees	$0
Publication Sales	$0
Cost Reimbursements	$0
Contracts and Other Professional Fees	$0
Total	$0

Other Cash Support	
Rent Revenue	$0
	$0
	$0
	$0
	$0
Total	$0
TOTAL OF NON-TRUST FUND REVENUE	$0

Other Funding

Itemize sources included in any "other" line items listed in the Sources of Funding table

VII. Total Corporate Expenditures

Organization's Fiscal Year End:	May 31

1. Upload organization's most recent audited or reviewed financial statement ended in the prior year.

Applications must include the audited or reviewed financial statements for the organization's fiscal year ending in 2017; Qualified expenditures will be calculated based on this document. The Organization is required to submit a current audited or reviewed financial statement within 90 days of the end of its fiscal year. (See Application Instructions for further details and information.)

Total Corporate Expenditures

NON-CASH	Expenditures
In-Kind/Donated Services	$0
Unrealized Gains/Losses	$0
Other	$0
Total Non-Cash Items	$0
PASS-THROUGH / FISCAL SPONSOR	**Expenditures**
Pass-through	$0
Total Pass-through	$0
PERSONNEL	**Expenditures**
Lawyers	$0
Paralegals	$0
Other Staff	$0
Subtotal	$0
Employee Benefits	$0
Total Personnel	$0
NON-PERSONNEL	**Expenditures**
Space	$0
Equipment Rental and Maintenance	$0
Office Supplies and Small Equipment	$0
Printing and Postage	$0
Telecommunications	$0
Technology	$0
Program Travel	$0
Training	$0
Library	$0
Insurance	$0
Audit	$0
Litigation	$0
Depreciation	$0
Contract Service to Clients	$0
Contract Service to Program	$0
Other	$0
Total Non-Personnel	$0
TOTAL EXPENDITURES (Personnel + Non-Personnel +Non-Cash+Pass-through)	$0

TOTAL QUALIFIED CORPORATE EXPENDITURES (Personnel + Non-Personnel)	$0

3. If your organization's reported corporate expenditures do not align with your organization's uploaded audit, please explain the variance.

VIII. Qualified Expenditures

Qualified Expenditures

Questions	Amount	Instruction	Explanation
1. Total Qualified Corporate Expenditures from the previous fiscal year	$0.00		
2. Did the organization engage in activities other than legal training, legal technical assistance, or advocacy support without charge to qualified legal services projects and/or other	$0	Identify the non-qualifying activities or services, and explain how that amount was calculated. Include not only salaries and direct expenses but also itemize all related indirect costs and overhead.	

qualifying entities?		
3. Did the organization charge for any of its legal training, legal technical assistance, or advocacy support services?	$0	List these activities or services and the corresponding expenses, and explain how the amount was calculated, including not only salaries and direct expenses but also all related indirect costs and overhead.
4. Did the organization charge for any of its publications or resource materials?	$0	List the materials and the corresponding expenses, and explain how the amount was calculated, including not only salaries and direct expenses but also all related indirect costs and overhead.
5. Did the organization receive reimbursement for any expenses incurred providing legal training, legal technical	$0	Explain how the amount was calculated, including the expenses reimbursed and the source of reimbursement.

assistance, or advocacy?		
6. Did the organization incur expenses as manager, lessor, or sub-lessor of property?	$0	Itemize all expenses incurred, and explain how the amount was calculated, including not only salaries and direct expenses, but also all related relevant share of mortgage or lease payments.
7. Did the organization incur expenses that did not contribute to the provision of legal support services to qualified legal services projects and that were not itemized in the questions above?	$0	Explain how this amount was calculated.
8. TOTAL EXPENDITURES FOR	$0	

NON-QUALIFIED ACTIVITIES	
9. TOTAL QUALIFIED EXPENDITURES	$0

10. PERCENT OF EXPENDITURES FOR FREE LEGAL TRAINING, LEGAL TECHNICAL ASSISTANCE, AND ADVOCACY SUPPORT

a. If the percentage of expenditures for free legal training, legal technical assistance, and advocacy support calculated above is less than 75 percent, explain how the organization meets the primary purpose requirement for funding (B&P sec 6213(b)).

11. Please upload any additional documents regarding the information entered in this form.

IX. Certifications & Assurances

Upload Signed Certifications & Assurances Document:	

Supporting Documents (Optional)

When naming optional supporting documents, please include the Organization's acronym (or short name) and a 1-5 word description of the file.

E-signature

In anticipation of implementing e-signing for grant agreements, please include full name and email of both the Executive Contact and Board Chair (or equivalent). Signer information can still be edited prior to agreement release.

Executive Contact - Full Name:	test test	Executive Contact - Email:	test@test1.com
Board Chair/Rep - Full Name:	Test2	Board Chair/Rep - Email:	test@test2.com

Application Only PDF:		Page Deeming	M

Description: is si n g

Application Uploads (Optional Documents)

Budget Summary

Project title:	
Budget Year:	
Organization:	

FORM A -IOLTA Budget Description

1. IOLTA grant allocation:	$0

2. How will the grant be utilized to provide free civil legal services to indigent persons in California [Business & Professions Code §6218(a)]?

a. What results or outcomes do you anticipate from the specified use of grant funds?

b. How does the IOLTA grant fit into the overall budget of the organization? For example, are the funds allocated evenly across all qualified expenditures for both personnel and non-personnel expenses, are they designated for specific positions or projects, are they used to leverage a match for other grants, etc.?

Staffing Classification

Positions	FTEs	Description of Work
Attorneys	0.00	
Paralegals	0.00	
Other	0.00	
	0.00	
	0.00	
Total	0.00	

FORM B -EAF Budget Description

1. EAF grant allocation:	$0

2. Describe the activity, or set of activities, you propose to fund with the EAF grant. If you propose more than one set of activities, please number and describe each of them separately.

a. What results or outcomes do you anticipate from the specified use(s) of grant funds, and how will you evaluate progress towards achieving identified results or outcomes?

b. For each activity, or set of activities, describe generally the categories of staff that will be funded, the services each category of staff will provide or the activities they will undertake, and the particular outcomes and goals associated with those activities.

c. How does the EAF grant fit into the overall budget of the organization? For example, are the funds designated for specific

positions or projects, are they used to leverage a match for other grants, etc.?

Categories	EAF Grant Funds		Other Funds		Totals for Funded Activities
	# of Positions	FTEs	# of Positions	FTEs	FTEs
Attorneys	0	0.00	0	0.00	0.00
Paralegals	0	0.00	0	0.00	0.00
Other	0	0.00	0	0.00	0.00

FORM C - Compliance Assurance

1. How will the organization ensure IOLTA and EAF grants are used only to provide free civil legal services to indigent persons in California as defined in the statute and rules?

a. How do you screen at intake for income and other eligibility information?

b. Describe any other relevant practices to ensure funds are spent only for qualified legal services.

2. Significant efforts must be made to use 20 percent of the IOLTA and EAF grants for increasing the availability of services to members of especially disadvantaged and underserved client groups (Business & Professions code Section 6221). What constituency(ies) will you serve with 20 percent of the grant allocations for IOLTA and EAF?

a. Why do you consider this constituency to be of special need?

b. What services will the organization provide to this constituency?

c. How will these services be evaluated?

d. How will you ensure that at least 20 percent of the IOLTA and EAF grants fund services to this constituency?

FORM D - Organizational Budget

ORGANIZATIONAL BUDGET

Personnel

Account Title	IOLTA	EAF	IOLTA & EAF	Other Monies	Total Budget
1. Lawyers	$0	$0	$0	$0	$0
2. Paralegals	$0	$0	$0	$0	$0
3. Other Staff	$0	$0	$0	$0	$0

SUBTOTAL	$0	$0	$0	$0	$0
4. Employee Benefits	$0	$0	$0	$0	$0
TOTAL PERSONNEL	$0	$0	$0	$0	$0

Non-Personnel

Account Title	IOLTA	EAF	TOTAL IOLTA & EAF	Other Monies	Total Budget
5. Space	$0	$0	$0	$0	$0
6. Equipment Rental and Maintenance	$0	$0	$0	$0	$0
7. Office Supplies	$0	$0	$0	$0	$0
8. Printing and Postage	$0	$0	$0	$0	$0
9. Telecommunications	$0	$0	$0	$0	$0
10. Technology	$0	$0	$0	$0	$0
11. Program Travel	$0	$0	$0	$0	$0
12. Training	$0	$0	$0	$0	$0
13. Library	$0	$0	$0	$0	$0
14. Insurance	$0	$0	$0	$0	$0
15. Litigation	$0	$0	$0	$0	$0
16. Capital Additions	$0	$0	$0	$0	$0
17. Contract Service to Clients	$0	$0	$0	$0	$0
18. Evaluation	$0	$0	$0	$0	$0
19. Other	$0	$0	$0	$0	$0
TOTAL NON-PERSONNEL	$0	$0	$0	$0	$0
Administrative					
20. Personnel	$0	$0	$0	$0	$0
21. Non-Personnel	$0	$0	$0	$0	$0
TOTAL ADMINISTRATIVE	$0	$0	$0	$0	$0
GRAND TOTAL	$0	$0	$0	$0	$0

Personnel Total:	$0
Non-Personnel Total:	$0
Grand Total:	$0

IOLTA Summary

% Personnel:	% Non-Personnel:

Personnel Allocation

If the proposed budget allocates less than 75 percent to personnel, explain why it deviates from the recommended percentages?

% Program:	% Administration:

Program Allocation

If the proposed budget allocates less than 75 percent to program, explain why it deviates from the recommended percentages.

Percentage of the IOLTA grant's share of the total organizational budget:

EAF Summary

% Personnel:	% Non-Personnel:

Personnel Allocation

If the proposed budget allocates less than 75 percent to personnel, explain why it deviates from the recommended percentages?

% Program:	% Administration:

Program Allocation

If the proposed budget allocates less than 75 percent to program, explain why it deviates from the recommended percentages.

Percentage of the EAF grant's share of the total organizational budget:

FORM E - Proposed By County IOLTA/EAF Budget

Download Template Form: By County Form

Upload Completed By County Form:

1. If you serve more than one county, explain how you will ensure that grant funds will be spent providing services in the county to which they are allocated.

For example, are employees assigned to specific counties, do they keep time records, or do you allocate based on numbers of cases or client served? Be specific about all methods you use to allocate expenses by county.

Form F- Proposed IOLTA/EAF Budget Narrative

Proposed Narrative

Personnel

Account Title	IOLTA	Narrative	EAF	Narrative
1. Lawyers	0		0	
2. Paralegals	0		0	
3. Other Staff	0		0	
SUBTOTAL	0		0	
4. Employee Benefits	0		0	
TOTAL PERSONNEL	0		0	

Non-Personnel

Account Title	IOLTA	Narrative	EAF	Narrative
5. Space	0		0	
6. Equipment Rental and Maintenance	0		0	
7. Office Supplies	0		0	
8. Printing and Postage	0		0	
9. Telecommunications	0		0	
10. Technology	0		0	
11. Program Travel	0		0	
12. Training	0		0	
13. Library	0		0	
14. Insurance	0		0	
15. Litigation	0		0	
16. Capital Additions	0		0	
17. Contract Service to Clients	0		0	
18. Evaluation	0		0	
19. Other	0		0	

TOTAL NON-PERSONNEL	0		0	
Administrative				
20. Personnel	0		0	
21. Non-Personnel	0		0	
TOTAL ADMINISTRATIVE	0		0	
GRAND TOTAL	0		0	

Upload Additional Documents (Optional)

Please upload any supplemental materials or requested documents

Budget Summary

Project title:	
Budget Year:	
Organization:	

FORM A -IOLTA Budget Description

1. IOLTA grant allocation:

2. How will the grant be utilized to provide legal support services to qualified legal services projects?

a. What results or outcomes do you anticipate from the specified use of grant funds?

b. How does the IOLTA grant fit into the overall budget of the organization? For example, are the funds allocated evenly across all qualified expenditures for both personnel and non-personnel expenses, are they designated for specific positions or projects, are they used to leverage a match for other grants, etc.?

Staffing Classification

Positions	FTEs	Description of Work
Attorneys	0.00	
Paralegals	0.00	
Other	0.00	
	0.00	
	0.00	
Total	0.00	

FORM B -EAF Budget Description

1. EAF grant allocation:

2. Describe the activity, or set of activities, you propose to fund with the EAF grant. If you propose more than one set of activities, please number and describe each of them separately.

a. What results or outcomes do you anticipate from the specified use(s) of grant funds, and how will you evaluate progress towards achieving identified results or outcomes?

b. For each activity, or set of activities, describe generally the categories of staff that will be funded, the services each category of staff will provide or the activities they will undertake, and the particular outcomes and goals associated with those activities.

c. How does the EAF grant fit into the overall budget of the organization? For example, are the funds designated for specific positions or projects, are they used to leverage a match for other grants, etc.?

Categories	EAF Grant Funds		Other Funds		Totals for Funded Activities
	# of Positions	FTEs	# of Positions	FTEs	FTEs
Attorneys	0	0.00	0	0.00	0.00
Paralegals	0	0.00	0	0.00	0.00
Other	0	0.00	0	0.00	0.00

FORM C - Compliance Assurance

1. How will the organization ensure IOLTA and EAF grants are used only to provide legal support services, free of charge, to qualified legal services providers in California?

2. IOLTA and EAF grant expenses must be strictly segregated from other expenses in the organization's internal accounting system. Describe the systems you will use to account separately for the use of IOLTA, EAF, and all other funds.

FORM D - Organizational Budget

ORGANIZATIONAL BUDGET

Personnel

Account Title	IOLTA	EAF	IOLTA & EAF	Other Monies	Total Budget
1. Lawyers	$0	$0	$0	$0	$0
2. Paralegals	$0	$0	$0	$0	$0
3. Other Staff	$0	$0	$0	$0	$0
SUBTOTAL	$0	$0	$0	$0	$0
4. Employee Benefits	$0	$0	$0	$0	$0
TOTAL PERSONNEL	$0	$0	$0	$0	$0

Non-Personnel

Account Title	IOLTA	EAF	TOTAL IOLTA & EAF	Other Monies	Total Budget
5. Space	$0	$0	$0	$0	$0
6. Equipment Rental and Maintenance	$0	$0	$0	$0	$0
7. Office Supplies	$0	$0	$0	$0	$0

8. Printing and Postage	$0	$0	$0	$0	$0
9. Telecommunications	$0	$0	$0	$0	$0
10. Technology	$0	$0	$0	$0	$0
11. Program Travel	$0	$0	$0	$0	$0
12. Training	$0	$0	$0	$0	$0
13. Library	$0	$0	$0	$0	$0
14. Insurance	$0	$0	$0	$0	$0
15. Litigation	$0	$0	$0	$0	$0
16. Capital Additions	$0	$0	$0	$0	$0
17. Contract Service to Clients	$0	$0	$0	$0	$0
18. Evaluation	$0	$0	$0	$0	$0
19. Other	$0	$0	$0	$0	$0
TOTAL NON-PERSONNEL	$0	$0	$0	$0	$0
Administrative					
20. Personnel	$0	$0	$0	$0	$0
21. Non-Personnel	$0	$0	$0	$0	$0
TOTAL ADMINISTRATIVE	$0	$0	$0	$0	$0
GRAND TOTAL	$0	$0	$0	$0	$0

Personnel Total:

Non-Personnel Total:

Grand Total:

IOLTA Summary

% Personnel: % Non-Personnel:

Personnel Allocation

If the proposed budget allocates less than 75 percent to personnel, explain why it deviates from the recommended percentages?

% Program: % Administration:

Program Allocation

If the proposed budget allocates less than 75 percent to program, explain why it deviates from the recommended percentages.

Percentage of the IOLTA grant's share of the total organizational budget:

EAF Summary

% Personnel:

% Non-Personnel:

Personnel Allocation

If the proposed budget allocates less than 75 percent to personnel, explain why it deviates from the recommended percentages?

% Program:

% Administration:

Program Allocation

If the proposed budget allocates less than 75 percent to program, explain why it deviates from the recommended percentages.

Percentage of the EAF grant's share of the total organizational budget:

Form E- Proposed IOLTA/EAF Budget Narrative

Proposed Narrative

Personnel

Account Title	IOLTA	Narrative	EAF	Narrative
1. Lawyers	0		0	
2. Paralegals	0		0	
3. Other Staff	0		0	
SUBTOTAL	0		0	
4. Employee Benefits	0		0	
TOTAL PERSONNEL	0		0	

Non-Personnel

Account Title	IOLTA	Narrative	EAF	Narrative
5. Space	0		0	

6. Equipment Rental and Maintenance	0		0
7. Office Supplies	0		0
8. Printing and Postage	0		0
9. Telecommunications	0		0
10. Technology	0		0
11. Program Travel	0		0
12. Training	0		0
13. Library	0		0
14. Insurance	0		0
15. Litigation	0		0
16. Capital Additions	0		0
17. Contract Service to Clients	0		0
18. Evaluation	0		0
19. Other	0		0
TOTAL NON-PERSONNEL	0		0
Administrative			
20. Personnel	0		0
21. Non-Personnel	0		0
TOTAL ADMINISTRATIVE	0		0
GRAND TOTAL	0		0

Upload Additional Documents (Optional)

Please upload any supplemental materials or requested documents

Organization	Male	Female	Non-Binary	Gender Unknown	Total White-Not Hispanic Origin	Total Black-Not Hispanic Origin	Total Hispanic	Total Native American	Total Asian or Pacifc Islander	Total Other	Info Not Available	Minors - Total Under 18	Seniors - Total 60+	Total People with Disabilities	Total Veterans	Total LEP	LEP - People with Disabilities	LEP - Veterans
1	1,980	238	64	34	1,193	301	540	96	99	49	38	0	571	2,316	95	321	326	3
2	276	448	0	110	91	196	204	11	152	62	118	0	155	142	28	176	0	0
3	488	268	1		169	399	64	12	46	67		4	135	757	15	63		
4	1,657	3,195			3,093	269	1,278	9	196	7		0	4,293	2,859	343	0		
5	218	489	0	10	218	199	67	3	87	80	63	0	553	424	27	77	114	1
6	755	1,403	0	0	1,436	109	442	9	134	28	0	0	2,158	215	151	0	0	0
7	640	734			458	492	299	22	88	13	2	0	202	372	65	31	10	4
8	137	43		20	2	1	54	0	5	0	138	0	44			170		
9	98	303	0	1	93	13	243	6	6	40	1	0	14	41	3	75	0	0
10	10	80			12	3	73		2			1	0	2	2	58		
11	154	538			92	117	406	2	32	43		1	54	57	0	154	12	
12	455	545	1	3	518	98	318	11	26	28	5	2	375	249	7	261		
13	245	158	0	0	164	45	115	1	12	30	36	2	49	124	126	72		
14	868	2,002			558	724	1,418	41	69	60		3	514	730	7	266		
15	157	273			16	0	391	0	23	0		4	163	26	0	341		
16	1,474	951		143	51	15	1,549	0	37	3	666	3	235	21		627		
17	1,187	1,923	4	294	501	369	1,215	15	712	161	435	9	332	824	58	1,341	200	8
18	267	699	2	4	338	61	505	7	11	42	8	7	231	277	35	247		
19	169	278		0	165	92	122	6	31	21	10	8	207	147	25	62		
20	61	821	1	27	165	280	324	12	112	12	5	13	35	158	42	0		
21	368	1,029			111	139	1,070	12	27	38		9	111			495		
22	501	588	0	2	486	151	69	6	177	202		110	981	641	0			
23	64	358	0	0	31	27	344	2	14	4		12	2	33	2	189	11	1
24	495	1,610	2		1,443	62	531	34	37			27	571	256	27			
25	201	224	0	7	43	22	289	1	55	12	10	26	66	19	0			
26	280	302	4	7	150	129	154	10	81	69		32	146	188	36	77	4	0
27	783	1,587	0	0	1,005	368	879	33	29	42	14	37	860	1,093	161	419		
28	1,328	2,915	29	542	1,522	808	1,784	12	349	113	226	40	2,202	1,938	138	922	348	4
29	557	1,171			461	106	743	8	308	102		34	666	569	80	436	93	4
30	1,625	3,845	0	1	1,738	736	2,445	79	154	305	14	49	1,232	1,769	200	109		
31	1,751	3,752	0	5	1,964	986	2,127	49	171	211		51	2,263	1,260	143	739	138	2
32	1,118	2,447	2	23	192	66	582	1	2,548	10	191	66	1,269	0		2,436		
33	2,153	1,974		1,575	1,090	874	1,124	72	563	182	1,797	43	932	1,217	76			
34	1,027	1,124	0	10	238	456	1,251	9	54	37	116	41	364	827	384	648		
35	2,307	3,123		4	1,946	326	2,360	178	58	566		85	1,091		174	0		
36	638	574	0	2,124	326	304	402	7	71	49	2,177	62	103	1,164	84			
37	1,368	3,936	13	11	2,132	500	1,978	52	259	372	35	102	636	365	21	219	10	
38	3,810	6,839	11	91	1,645	3,628	3,740	84	777	564	313	124	2,416	3,199	957			
39	4,466	8,027	84	33	7,039	1,847	1,883	623	438	364	416	115	5,232	7,409	798	290	60	6
40	346	327	3	1	290	110	159	12	35	27	4	142	100	662	5	29	29	1
41	994	1,712	5	92	316	55	2,112	5	99	146	70	102	585	116	65	987	18	2
42	405	446		1	22	2	823	1	2	2		84	183	42	1	0		
43	767	1,186	2	694	66	48	613	2	1,047	30	843	116	480	480	4	743	213	1
44	2,212	4,505	1	72	1,770	2,260	1,416	79	828	437	0	305	1,436	3,114	262	703	222	0
45	709	1,102			118	51	652	2	978	10		135	480	189	5	552		
46	3,910	5,807	4	3	3,930	1,618	3,061	104	480	526	5	211	3,067	5,393	908	926	408	17
47	4,042	8,530		0	3,834	1,205	5,084	66	1,143	1,240		186	3,557	696	451	2,415	128	21
48	1,745	1,826	17	2	382	900	1,375	59	259	421	194	226	494	251	13	750	0	0
49					801	1,065	2,606	30	245	225	197	155	1,046	1,540	188	1,517		
50	1,296	1,422	5	84	195	225	2,153	9	24	22		270	204	223	5	0		
51	418	272	3	14	28	59	540	6	23	30	21	441	0	62		380		
52	1,696	2,223	0	194	452	363	2,650	188	293	167		944	0	538	0			
53	3,960	3,332		24	2,629	745	2,408	50	868	603	13	1,229	946	5,342	146	702	114	0
54	6,892	7,282		328	2,598	3,840	7,063	69	604	0	328	1,118	1,644	1,362	1,233	2,698		
55	1,631	1,721		2	114	85	2,581	9	67	42	456	1,536	81	217	0	689	35	
56	3,569	3,496	1	218	702	2,116	2,978	75	105	1,308		6,410	0	1,391	0	874		
57	15,148	7,385		42	9,508	4,094	6,453	192	1,276	1,052	0	5,657	3,101	22,575	268	3,301	3,301	
58	369	382	1	59	18	7	12	1	757	0	16	7	237	83	0	0		
59	5	13			1	0	16	0	0	1		0	0	0	0	17		
60	142	259			17	3	3	378					84		37	0		
61	275	327	1							603		208	0			0		
62	3,602	5,703			4,688	1,167	2,344	20	1,055	31			7,818	3,012		1,973		
63	336	839			709	192	116	7	99	9	43		1,132	450	25			
64	7,462	10,287	4	118	1,736	2,263	10,914	2	2,775	26	155	1	75	345	347	1,277		
65	567	112	16	2	372	112	122	5	67	19		0	142	697	0			
66				6,250														
67	776	1,170			235	78	1,070	19	214	156	174	0	5	12	1	138		
68																		
69	248	661	0	0							47					850		

NOTES

- QLSPs are required to submit this report, Support Centers do not submit this report
- Data is only for cases closed in the previous calendar year where an attorney-client relationship was established. (This set of demographic data is not collected from QLSPs or Support Centers for open cases, individuals served by hotlines, Know-Your-Rights trainings, self-help clinics, or persons impacted by impact litigation, legislative advocacy etc)
- Data is collected across all funding sources. This includes work funded by all State Bar grants (IOLTA, EAF, Partnership, and Bank Grants) and non-State Bar funds
- Various income levels represented in this data: IOLTA and EAF use indigent definition including up to 125% of FPL, Pro Bono up to 75% of Section 50079.5 of the Health and Safety Code, there are no specific income requirements for Bank grants, and non-State Bar funded work is reported for cases closed on behalf of low-income persons, seniors, or persons with developmental disabilities

Organization	Male	Female	Non-Binary	Gender Unknown	Total White-Not Hispanic Origin	Total Black-Not Hispanic Origin	Total Hispanic	Total Native American	Total Asian or Pacifc Islander	Total Other	Info Not Available	Minors - Total Under 18	Seniors - Total 60+	Total People with Disabilities	Total Veterans	Total LEP	LEP - People with Disabilities	LEP - Veterans
70	581	1,017		2	785	54	351	10	356	40	4	0	1,596	684	174	267	135	2
71	231	372			403	8	172	3	11	5	1	0	602	223	61	0		
72	96	153			216	9	20	1	3		0	0	249	77	6			
	100,566	**134,683**	**281**	**13,283**	**69,830**	**38,052**	**93,249**	**2,939**	**21,763**	**11,166**	**9,405**	**20,605**	**60,807**	**81,464**	**8,515**	**33,109**	**5,929**	**77**

Evaluation Year: 2018

Case Summary Report

Annual Case Summary Report

To be completed for cases closed in the previous calendar year.

Male	Female	Non-Binary	Unknown	Total
0	0	0	0	0

Client Profile	Under 18	18 - 59	60 and Over	TOTAL	LEP
White-Not Hispanic Origin	0	0	0	0	0
Black-Not Hispanic Origin	0	0	0	0	0
Hispanic	0	0	0	0	0
Native American	0	0	0	0	0
Asian or Pacific Islander	0	0	0	0	0
Other	0	0	0	0	0
Information Not Available				0	
TOTAL	0	0	0	0	0
People with Disabilities	0	0	0	0	0
Veterans	0	0	0	0	0

Legal Problem Code	Legal Resolution Code										
	Limited Services			Extended Services						Other Reasons for Case Closure	TOTAL
	Counsel and Advice	Limited Action	LIMITED SERVICES TOTAL	Negotiated Settlement without Litigation	Negotiated Settlement with Litigation	Administrative Agency Decision	Court Decision	Extensive Services	EXTENDED SERVICES TOTAL		
Conservatorship	0	0	0	0	0	0	0	0	0	0	0
Consumer/Finance	0	0	0	0	0	0	0	0	0	0	0
Disability Rights	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Education	0	0	0	0	0	0	0	0	0	0	0
Employment	0	0	0	0	0	0	0	0	0	0	0
Family	0	0	0	0	0	0	0	0	0	0	0
Guardianship	0	0	0	0	0	0	0	0	0	0	0
Health and Long-Term Care	0	0	0	0	0	0	0	0	0	0	0
Housing	0	0	0	0	0	0	0	0	0	0	0
Immigration	0	0	0	0	0	0	0	0	0	0	0
Income Maintenance	0	0	0	0	0	0	0	0	0	0	0
Juvenile	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0
TOTAL CASES	0	0	0	0	0	0	0	0	0	0	0

Please provide a brief description of the cases listed under Miscellaneous.

If you provided more than 10 percent of your services to organizations (whether qualifying or non-qualifying), the following information is required for the five organizations that received the most services (upload document with this information): 1) name and primary purpose, 2) 501c3 tax exempt status, and 3) description of services the organizations provide on behalf of, or in support of, indigent persons (Eligibility Guidelines 2.3.3).

Evaluation Year: 2018

Data collection is for all benefits accrued Jan 1 – Dec 31, 2017 across all sources of funding and inclusive of both limited and extended services to the extent you are able to track and report benefits without double counting.

Main and Economic Benefits

California Legal Aid Evaluation and Reporting Handbook: Instructions

Select all substantive areas for which you are reporting benefits achieved in 2017: Conservatorship, Consumer/Finance, Disability Rights, Family/Domestic Violence, Education, Employment, Guardianship, Health and Long-term Care, Housing, Immigration, Income Maintenance, Juvenile, Miscellaneous

Main and Economic Benefits (Outcomes)

Report all benefits (outcomes) achieved for low-income people, seniors and persons with developmental disabilities in California in the evaluation year, regardless of the funding source. This includes all benefits achieved from services funded by all State Bar grants (IOLTA, EAF, Partnership, and Bank grants) and all non-State Bar funds used to provide civil legal aid to low-income people, seniors, and persons with developmental disabilities in California. Refer to the handbook above for detailed instructions and guiding principles.

What is the maximum number of main benefits that your Case Management System (CMS) is capable of capturing per extended service?	0
How many extended services resulted in at least one benefit?	0

Conservatorship						$ Recovered for Client	
Code	Benefit	No. of Benefits	No. People in Household	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 Eliminate
C1	Obtained or preserved conservatorship	0	0	$0	$0	$0	$0
C2	Prevented or ended conservatorship	0	0	$0	$0	$0	$0
C3	Obtained protection from abuse or neglect in conservatorship context	0	0	$0	$0	$0	$0
C4	Obtained other benefit in a conservatorship matter	0	0	$0	$0	$0	$0
	Total Conservatorship	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Consumer/Finance

Code	Benefit	No. of Benefits	No. People in household	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	0	0	$0	$0	$0	$0
CF2	Prevented repossession, prevented or reduced deficiency judgments (secured or unsecured, not housing)	0	0	$0	$0	$0	$0
CF3	Ended or reduced debt collection or wage garnishment and enforcement of fair debt collection	0	0	$0	$0	$0	$0
CF4	Obtained relief from fraudulent sales practices or unlawful, unfair or deceptive acts or practices	0	0	$0	$0	$0	$0
CF5	Enforced sales contracts and/or warranties, including breach of contract	0	0	$0	$0	$0	$0
CF6	Obtained or preserved credit, or resolved credit reporting errors	0	0	$0	$0	$0	$0
CF7	Prevented or delayed utility termination, or obtained utility services	0	0	$0	$0	$0	$0
CF8	Resolved issues related to identity theft	0	0	$0	$0	$0	$0
CF9	Obtained protection from financial abuse	0	0	$0	$0	$0	$0
CF10	Obtained reasonable and affordable loan	0	0	$0	$0	$0	$0
CF11	Obtained other consumer benefit	0	0	$0	$0	$0	$0
	Total Consumer/Finance	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Disability Rights

Code	Benefit	No. of Benefits	No. People in household	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
D1	Obtained, preserved or improved rights of institutionalized persons	0	0	$0	$0	$0	$0
D2	Obtained, preserved or improved access to public facilities/accommodations	0	0	$0	$0	$0	$0
D3	Obtained, preserved or improved access to government services/accommodations	0	0	$0	$0	$0	$0
D4	Obtained, preserved or increased community residential and support services	0	0	$0	$0	$0	$0
D5	Obtained other benefits (or rights) for person with disabilities	0	0	$0	$0	$0	$0
	Total Disability Rights	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Education

Code	Benefit	No. of Benefits	No. People in household	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
ED1	Prevented, reduced or reversed suspension or expulsion	0	0	$0	$0	$0	$0
ED2	Obtained enrollment in school	0	0	$0	$0	$0	$0
ED3	Obtained, improved or increased special education services (i.e. IEP, IFSP), or other appropriate services or placements consistent with law.	0	0	$0	$0	$0	$0
ED4	Obtained, improved or increased accommodations or other services under Section 504 or the ADA	0	0	$0	$0	$0	$0
ED5	Obtained, improved or increased access to post-secondary education or reduced barriers to post-secondary education	0	0	$0	$0	$0	$0
ED6	Obtained, improved or increased other education-related benefits or rights	0	0	$0	$0	$0	$0
	Total Education	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Employment

Code	Benefit	No. of Benefits	No. People in household	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	0	0	$0	$0	$0	$0
E2	Overcame or obtained relief from job discrimination, harassment, and/or retaliation and/or other adverse employment action	0	0	$0	$0	$0	$0
E3	Improved employer's compliance with employment law and best practices	0	0	$0	$0	$0	$0
E4	Overcame or obtained relief from health and safety violation	0	0	$0	$0	$0	$0
E5	Obtained, preserved, enforced worker's rights under collective bargaining when union not advocating for member	0	0	$0	$0	$0	$0
E6	Removed disability-related barriers to employment	0	0	$0	$0	$0	$0
E7	Obtained other benefits in employment matter	0	0	$0	$0	$0	$0
	Total Employment	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Family/Domestic Violence

Code	Benefit	No. of Benefits	No. People in household	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
F1	Obtained or preserved custody of child(ren)	0	0	$0	$0	$0	$0
F2	Obtained, preserved or increased visitation rights	0	0	$0	$0	$0	$0
F3	Obtained protection from abuse or neglect	0	0	$0	$0	$0	$0
F4	Obtained a divorce, separation, or annulment	0	0	$0	$0	$0	$0
F5	Obtained, preserved, or increased child support	0	0	$0	$0	$0	$0
F6	Obtained, preserved, or increased household income and assets	0	0	$0	$0	$0	$0
F7	Obtained downward modification of child support	0	0	$0	$0	$0	$0
F8	Established parentage for a child	0	0	$0	$0	$0	$0
F9	Obtained other benefit in a family law matter	0	0	$0	$0	$0	$0
DV1	Obtained a temporary restraining order or reissuance of a TRO under the DVPA	0	0	$0	$0	$0	$0
DV2	Obtained other services and benefits to protect from abuse or neglect	0	0	$0	$0	$0	$0
DV3	Prevented issuance or Obtained Termination of Protective Order (Family)	0	0	$0	$0	$0	$0
DV4	Obtained a restraining order after-hearing or renewal order under the DVPA	0	0	$0	$0	$0	$0

	Total Family/DV	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Guardianship

Code	Benefit	No. of Benefits	No. People in household	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
G1	Obtained or preserved guardianship	0	0	$0	$0	$0	$0
G2	Obtained, preserved or increased visitation ights	0	0	$0	$0	$0	$0
G3	Prevented or ended guardianship	0	0	$0	$0	$0	$0
G4	Obtained protection from abuse or neglect in a guardianship context	0	0	$0	$0	$0	$0
	Total Guardianship	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Health and long-term care

Code	Benefit	No. of Benefits	No. People in household	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
HL1	Obtained or preserved eligibility under publicly funded health insurance	0	0	$0	$0	$0	$0
HL2	Obtained or preserved coverage under private insurance	0	0	$0	$0	$0	$0
HL3	Increased access to health services	0	0	$0	$0	$0	$0
HL4	Obtained or preserved eligibility for long-term care services	0	0	$0	$0	$0	$0
HL5	Increased access to long-term care services	0	0	$0	$0	$0	$0
HL6	Obtained protection from abuse and neglect in a Health and Long-term care context	0	0	$0	$0	$0	$0
HL7	Obtained other benefit on a health matter	0	0	$0	$0	$0	$0
	Total Health and Long-term care	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Housing

Code	Benefit	No. of Benefits	No. People in household	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
H1	Prevented loss of current housing	0	0	$0	$0	$0	$0
H2	Negotiated or facilitated move out to provide “soft landing”	0	0	$0	$0	$0	$0
H3	Obtained or preserved access to housing	0	0	$0	$0	$0	$0
H4	Prevented, ended or obtained relief from unfair or illegal behavior, or otherwise enforced rights or obtained remedies related to housing	0	0	$0	$0	$0	$0
H5	Enforced rights to safe and habitable housing	0	0	$0	$0	$0	$0
H6	Obtained, preserved, enforced rights of a landlord over a tenant	0	0	$0	$0	$0	$0
H7	Obtained relief from foreclosure or property scam	0	0	$0	$0	$0	$0
H8	Resolved property title dispute	0	0	$0	$0	$0	$0
H9	Obtained other housing benefit	0	0	$0	$0	$0	$0
	Total Housing	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Immigration

Code	Benefit	No. of Benefits	No. People in household	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
I1	Prevented deportation	0	0	$0	$0	$0	$0
I2	Obtained citizenship	0	0	$0	$0	$0	$0
I3	Obtained asylum (withholding of removal, convention against torture)	0	0	$0	$0	$0	$0
I4	Obtained release from immigration custody	0	0	$0	$0	$0	$0
I5	Obtained lawful permanent residency	0	0	$0	$0	$0	$0
I6	Obtained employment authorization	0	0	$0	$0	$0	$0
I7	Obtained legal status or quasi legal status	0	0	$0	$0	$0	$0
I8	Obtained other immigration benefit	0	0	$0	$0	$0	$0
	Total Immigration	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Income-Maintenance

Code	Benefit	No. of Benefits	No. People in household	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
IM1	Obtained, preserved, or increased foster care, Kin-GAP, or AAP (adoption assistance benefits) to which entitled	0	0	$0	$0	$0	$0
IM2	Obtained, preserved, or increased veterans or military benefits to which entitled	0	0	$0	$0	$0	$0
IM3	Obtained, preserved, or increased disability or age related benefit to which entitled	0	0	$0	$0	$0	$0
IM4	Obtained, preserved, or increased benefits to relieve hunger	0	0	$0	$0	$0	$0
IM5	Obtained, preserved, or increased benefits to help people maintain economic self-sufficiency	0	0	$0	$0	$0	$0
IM6	Obtained, preserved, or increased crime victim's compensation benefit	0	0	$0	$0	$0	$0
IM7	Obtained, preserved, or increased other income maintenance benefits to which entitled	0	0	$0	$0	$0	$0
	Total Income Maintenance	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Juvenile

Code	Benefit	No. of Benefits	No. People in household	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
J1	Obtained adoption	0	0	$0	$0	$0	$0
J2	Obtained emancipation	0	0	$0	$0	$0	$0
J3	Preserved or reunified family, including obtained or preserved parental rights	0	0	$0	$0	$0	$0
J4	Obtained or maintained juvenile's independence from system involvement	0	0	$0	$0	$0	$0
J5	Obtained name change, birth certificate (Miscellaneous)	0	0	$0	$0	$0	$0
J6	Obtained, preserved, increased stability for youth involved in foster and juvenile justice system	0	0	$0	$0	$0	$0
J7	Obtained other services or benefits for juvenile	0	0	$0	$0	$0	$0
	Total Juvenile	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Miscellaneous

Code	Benefit	No. of Benefits	No. People in household	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	0	0	$0	$0	$0	$0
M2	Empowered community to advocate on own behalf	0	0	$0	$0	$0	$0
M3	Preserved or strengthened community through (other) community development	0	0	$0	$0	$0	$0
M4	Obtained, preserved, increased affordable housing	0	0	$0	$0	$0	$0
M5	Removed barriers that impact employment, benefits, housing and self-sufficiency	0	0	$0	$0	$0	$0
M6	Obtained or increased tax benefit or prevented or reduced tax liability	0	0	$0	$0	$0	$0
M7	Obtained name change, birth certificate or gender change	0	0	$0	$0	$0	$0
M8	Obtained a living will, advance health care directive, health proxy and/or power of attorney	0	0	$0	$0	$0	$0
M9	Obtained a will	0	0	$0	$0	$0	$0
M10	Obtained, preserved or increased civil rights of indigent people	0	0	$0	$0	$0	$0
M11	Obtained, preserved or increased Indian/Tribal rights of indigent people	0	0	$0	$0	$0	$0
M12	Obtained, preserved or increased prisoner rights	0	0	$0	$0	$0	$0

M13	Avoided or reduced tort liability or judgement	0	0	$0	$0	$0	$0
M14	Protected rights of victim in the criminal justice system	0	0	$0	$0	$0	$0
M15	Obtained protection from civil harassment and/or stalking	0	0	$0	$0	$0	$0
M16	Obtained protection from elder or dependent adult abuse	0	0	$0	$0	$0	$0
	Total Miscellaneous	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Access to Justice

Code	Benefit	No. of Benefits	No. People in household	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
AJ1	Accessed client's rights to the justice system	0	0	$0	$0	$0	$0
AJ2	Avoided need for litigation	0	0	$0	$0	$0	$0
AJ3	Set legal precedent	0	0	$0	$0	$0	$0
AJ4	Clarified or changed policy of government agency or improved agency's provision of services or appeals process	0	0	$0	$0	$0	$0
AJ5	Assisted client with finding an attorney to represent him/her	0	0	$0	$0	$0	$0
	Total Access to Justice	0	0	$0	$0	$0	$0
	How many cases resulted in an economic benefit?	0					

Evaluation Year: 2018

Equal Access Fund Reporting and Evaluation Form

Use this form to report on services and findings for all activities supported with EAF grant funds.

- Complete a single form for all EAF-funded activities.
- Programs should report on their services and findings for the 12-month period from January 1, 2017 through December 31, 2017.
- Please provide complete but concise responses. (Suggested word count 250.)

I. Funded Activities

a. Were there any deviations from the EAF activities in your approved budget proposal?

Yes

Please describe the nature of the deviation, and the obstacles or circumstances that resulted in the deviation, including but not limited to funding shifts. This helps to identify challenges in the legal aid field. (Suggested word count 250)

II. Results/Outcomes

a. Please select all substantive areas that were included in EAF activities.

Conservatorship, Consumer/Finance, Disability Rights, Domestic Violence, Education, Employment, Family, Guardianship, Health and Long-Term Care, Housing, Immigration, Income Maintenance, Juvenile, Access to Justice, Miscellaneous/Other

b. Please identify primary target populations for the EAF activities.

Children & Youth, Homeless, Immigrants, Incarcerated Individuals, LGBTQ, Limited English Proficiency, Low Wage Workers, Migrants, Persons with Physical or Mental Health Disabilities, Re-entry, Refugees & Asylum, Rural, Seniors, Trafficking Survivors, Veterans & Active Military, Other

c. Capture quantifiable outputs in the following “Services Provided” fields:

Cases Closed: Identify the number of EAF-funded cases closed in this reporting period. Do not include cases that were still open at the end of the reporting period, or non-case work.

Hotline Calls: Report the number of EAF-funded hotline calls received in this reporting period.

Other Self-Help: Identify the number of individuals provided with EAF-funded assistance intended to enable them to resolve their own legal issues as pro per litigants (do not include individuals that will be counted in other sections such as Hotline Calls, Workshops or Clinics, or Outreach events).

Workshops or Clinics: Identify the total number of EAF-funded workshops or clinics held and the total number of individuals who were served through workshops or clinics (do not include individuals already counted in the Other Self-Help section).

Outreach Events: Identify the total number of outreach events and the number of individuals contacted at those events (do not include individuals already counted in the Other Self-Help section).

Cases Closed:

Hotline Calls:

Other Self-Help:

Workshops or Clinics

Number Held: **Number Served:**

Outreach Events

Number Held: **Number Served:**

d. In addition to the quantitative outcomes identified in the previous section, describe the results or outcomes of EAF activities, including any differences these activities made in your community, a summary of impact work, or other results that are not easily quantified. (Suggested word count 250)

e. To what extent did the program meet its proposed goals for EAF activities, including plans to provide service for particularly disadvantaged and underserved groups within your service area? This space may also be used to describe obstacles or challenges that prevented goals from being met. (Suggested word count 250)

III. Evaluation

a. To what extent was constituent feedback obtained as part of program evaluation (e.g. client surveys, clinic feedback, phone interviews, meetings with the court, etc.)? (Suggested word count 250)

b. In addition to any constituent feedback, how did you measure whether the proposed EAF activity or set of activities made progress towards the proposed outcomes/results? What evaluation was conducted? (Suggested word count 250)

c. Were any new need gaps identified as a result of conducting EAF activities?

Yes

Please describe any new need gaps identified.

d. Describe any valuable lessons learned from the implementation of funded activities, such as effective or ineffective tactics, or unanticipated after-effects. (Suggested word count 250)

IV. Vignettes

Instructions: Please provide two narrative examples of typical cases or matters that this project actually handled in this reporting period. Each vignette will have a character limit of 250 words.

- Vignettes should (1) reference services provided during this reporting period; and (2) show how services met the needs of the targeted population.
- Vignettes may highlight work such as individual advice or representation, a case or a project with significant impact on an eligible population, community legal education, pro per assistance, or training of legal service advocates.
- Vignettes may identify results such as the resolution of a case, milestones or impacts (e.g. court ruling, negotiated settlement, change in policy or behavior by a large entity, etc.), or a description of how services changed conditions for beneficiaries of services provided.

Vignette 1 (Suggested word count 250)

Permission to share Vignette 1 in external communications?

Yes

Vignette 2 (Suggested word count 250)

Permission to share Vignette 2 in external communications?

Yes

V. Anticipated 2018 Work

a. In order to communicate the importance of increased EAF funds, please describe any benefits to grant services and activities conducted that resulted from the additional $5 million in EAF funding for 2017. (Suggest word count 250)

b. Similarly, looking ahead, describe any anticipated benefits to 2018 grant services and proposed activities based on the additional $5 million in EAF funding for 2018. (Suggest word count 250)

VI. Additional Uploads (optional)

a. Please use this area to upload any additional (optional) documents, including any evaluation report created for another funder that you wish to share.

2019 Partnership Grant Evaluation

Grant Year: 2019
Project Name:
Awarded Amount:

Evaluation Year:

Form A - Expenditures

Account Title	Approved Budget	Expenses through 12/31	Unspent Funds	Total
1. Lawyers	$0	$0	$0	$0
2. Paralegals	$0	$0	$0	$0
3. Other Staff	$0	$0	$0	$0
4. SUBTOTAL	$0	$0	$0	$0
5. Employee Benefits	$0	$0	$0	$0
6.TOTAL PERSONNEL	$0	$0	$0	$0

Account Title	Approved Budget	Expenses through 12/31	Unspent Funds	Total
7. Space	$0	$0	$0	$0
8. Equipment Rental and Maintenance	$0	$0	$0	$0
9. Office Supplies	$0	$0	$0	$0
10. Printing and Postage	$0	$0	$0	$0
11. Telecommunications	$0	$0	$0	$0
12. Technology	$0	$0	$0	$0
13. Program Travel	$0	$0	$0	$0
14. Training	$0	$0	$0	$0
15. Library	$0	$0	$0	$0
16. Insurance	$0	$0	$0	$0
17. Audit	$0	$0	$0	$0
18. Evaluation	$0	$0	$0	$0
19. Contract Service to Clients	$0	$0	$0	$0
20. Contract Service to Organization	$0	$0	$0	$0
21. Other	$0	$0	$0	$0
22. TOTAL NON-PERSONNEL	$0	$0	$0	$0
TOTAL AMOUNT OF FUNDS	$0	$0	$0	$0

Please provide an explanation for any discrepancies from your originally approved budget:

This includes whether you have any unspent funds or if any of the line items in the “Expenses through 12/31” column deviate from your "Approved Budget" column.

Form B - Project Services

1. Pro Per Assistance

Include any legal assistance provided to individuals in clinics, workshops, or other settings to help them prepare to represent themselves in pro per proceedings.

Totals may reflect overlap in the number of people served.

A. Totals

Goal From Application	Actual
1. Goal for total number of workshops provided annually:	**Actual total number of workshops provided anually:**
2. Goal for total number of individuals served through workshops annually:	**Actual total number of individuals served through workshops annually:**
3. Goal for total number of individuals who received one-on-one services annually (Not including family members and others impacted):	**Actual total number of individuals who received one-on-one services annually:**

B. Services and Resources

Services and Resources	Actual	
Group-Setting Services	# of Workshops/Annually	# of Individuals/Annually
Information on Substantive Legal Options	0	0
Information on General Court Processes and Procedure	0	0
Document Preparation or Review	0	0
Trial/Hearing Preparation	0	0
Other (describe in Question 3)	0	0

Individually-Delivered (one-on-one) Services	# of Individuals/Annually
Information on Substantive Legal Options	0
Information on General Court Processes and Procedure	0
Document Preparation or Review	0
Filing Assistance	0
Mediation/Settlement Assistance	0
Trial/Hearing Preparation	0
Post-Trial/Hearing Assistance	0
Other (describe in Question 3)	0

Other Services	# of resource materials	# distributed
Resource Materials	0	0

C. Materials

Materials		Number of People Receiving Service
a. Self-help printed materials (e.g., divorce kits)	*total number of people assisted*	0
b. Self-help materials (e.g., forms) posted on websites and kiosks	*total page visits to these materials*	0
	Total	0

2. Referred

Referred To	Number of People Referred
a. Other provider of civil legal services to low-income people	0
b. Court-based provider of legal information, such as the Family Law Information Center	0
c. Private Bar (LRS of individual private lawyers not affiliated with program)	0
d. Provider of human or social services (non-legal)	0
e. Other source of assistance, none of the above	0
Total Number of People Receiving Referrals	0

3. Other Services and Materials

For reference, the following "other" services language was identified in the program's project application, Question 4b:

Other Services and Materials	Service or Materials	Number of People Receiving Service or Materials
		0
		0
		0
		0
		0
		0
	Total	0

Form C - Year-End Evaluation Report

Year End Evaluation Report: All Partnership projects are also required to submit a narrative Evaluation Report after the close of the grant year, detailing their efforts and accomplishments. The Evaluation Report should describe all project activities, any challenges or obstacles arising during the course of the grant year, and the status of project operations. Reports should indicate whether projected service levels were met. If service projections were not met, the report should explain why.

PG Eval Report Upload:

Supplemental Materials and Attachments Upload:

Grant Type: 2018 Bank Grant Formula RFP

Project Year:

Reporting Period: Jan 1 to Jun 30

Bank Grant Carryover:

Report Due: 02/02/2018

Bank Grant Requirement

Main and Economic Benefits

Grantees should report main benefits for activities funded specifically by the bank settlement grants, not benefits for the organization. Note, this reporting requirement is different from the IOLTA benefits requirement where grantees must report on outcomes for the entire organization. Grantees will also be required to include the bank grants benefits in the new IOLTA data collection, which is due November 1, 2016.

Grantees should report on as many benefits as achieved. The following list is not exhaustive and only includes some of the more common benefits that may apply to your projects. Please refer to the California Evaluation and Main Benefits Handbook for more information. Grantees may attach extra pages to report additional benefits where applicable.

For any extended services provided, what is the maximum number of main benefits that your Case Management System (CMS) is capable of capturing for that extended service?:

How many extended services were provided with these grant funds?:

How many extended services resulted in at least one benefit?:

Consumer/Finance

Code	Benefit	No. of Benefits
CF1	Obtained federal bankruptcy protection	0
CF2	Prevented repossession, prevented or reduced deficiency judgments (secured or unsecured, not housing)	0
CF3	Ended or reduced debt collection or wage garnishment and enforcement of fair debt collection	0
CF4	Obtained relief from fraudulent sales practices or unlawful, unfair or deceptive acts or practices	0
CF5	Enforced sales contracts and/or warranties, including breach of contract	0
CF6	Obtained or preserved credit, or resolved credit reporting errors	0
CF7	Prevented or delayed utility termination, or obtained utility services	0
CF8	Resolved issues related to identity theft	0
CF9	Obtained protection from financial abuse	0
CF10	Obtained reasonable and affordable loan	0
CF11	Obtained other consumer benefit	0
	Total Consumer/Finance	0
(Optional)	How many extended services resulted in at least one benefit?	0
(Optional)	What is the total number of people impacted/benefited by services in this substantive area?	0

Employment

Code	Benefit	No. of Benefits
E1	Obtained unpaid wages due	0
E2	Overcame or obtained relief from job discrimination, harassment, and/or retaliation and/or other adverse employment action	0
E3	Improved employer's compliance with employment law and best practices	0
E4	Overcame or obtained relief from health and safety violation	0
E5	Obtained, preserved, enforced worker's rights under collective bargaining when union not advocating for member	0
E6	Removed disability-related barriers to employment	0
E7	Obtained other benefits in employment matter	0
	Total Employment	0
(Optional)	What is the total number of people impacted/benefited by services in this substantive area?	0
(Optional)	How many extended services resulted in at least one benefit?	0

Housing

Code	Benefit	No. of Benefits
H1	Prevented loss of current housing	0
H2	Negotiated or facilitated move out to provide “soft landing”	0
H3	Obtained or preserved access to housing	0
H4	Prevented, ended or obtained relief from unfair or illegal behavior, or otherwise enforced rights or obtained remedies related to housing	0
H5	Enforced rights to safe and habitable housing	0
H6	Obtained, preserved, enforced rights of a landlord over a tenant	0
H7	Obtained relief from foreclosure or property scam	0
H8	Resolved property title dispute	0
H9	Obtained other housing benefit	0
	Total Housing	0
(Optional)	What is the total number of people impacted/benefited by services in this substantive area?	0
(Optional)	How many extended services resulted in at least one benefit?	0

Miscellaneous

Code	Benefit	No. of Benefits
M1	Preserved or strengthened nonprofit infrastructure or expanded its capacity	0
M2	Empowered community to advocate on own behalf	0
M3	Preserved or strengthened community through (other) community development	0
M4	Obtained, preserved, increased affordable housing	0
M5	Removed barriers that impact employment, benefits, housing and self-sufficiency	0
M6	Obtained or increased tax benefit or prevented or reduced tax liability	0
	Total Miscellaneous	0
(Optional)	What is the total number of people impacted/benefited by services in this substantive area?	0
(Optional)	How many extended services resulted in at least one benefit?	0

Access to Justice

Code	Benefit	No. of Benefits
AJ3	Set legal precedent	0
AJ4	Clarified or changed policy of government agency or improved agency's provision of services or appeals processes	0
	Total Access to Justice	0
(Optional)	How many extended services resulted in at least one benefit?	0
(Optional)	How many extended services resulted in at least one benefit?	0

Other Benefits

Code	Benefits	No. of Benefits

Economic Benefits

Consumer

	Back Awards, Lump-Sum Settlement, or Sanction	Monthly Benefits Obtained - Do not Annualize	Reduction or Elimination of Claimed Amounts	Monthly Cost Savings and Payment Reductions
Bankruptcy	$0.00	$0.00	$0.00	$0.00
Debt Collection, Garnishment or Levy	$0.00	$0.00	$0.00	$0.00
Unfair, Deceptive Practices, Warranties or Contracts	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00

Employment

	Back Awards, Lump-Sum Settlement, or Sanction	Monthly Benefits Obtained - Do not Annualize	Reduction or Elimination of Claimed Amounts	Monthly Cost Savings and Payment Reductions
This includes individual recovery as well as recovery for broader groups, such as through FLSA collective actions, PGA, or through class action.	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00

Family

	Back Awards, Lump-Sum Settlement, or Sanction	Monthly Benefits Obtained - Do not Annualize	Reduction or Elimination of Claimed Amounts	Monthly Cost Savings and Payment Reductions
Child Support	$0.00	$0.00	$0.00	$0.00
Spousal Support	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00

Health and Long-term Care

	Back Awards, Lump-Sum Settlement, or Sanction	Monthly Benefits Obtained - Do not Annualize	Reduction or Elimination of Claimed Amounts	Monthly Cost Savings and Payment Reductions
Eligibility and coverage for medical services and care	$0.00	$0.00	$0.00	$0.00
IHSS	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00

Housing

	Back Awards, Lump-Sum Settlement, or Sanction	Monthly Benefits Obtained - Do not Annualize	Reduction or Elimination of Claimed Amounts	Monthly Cost Savings and Payment Reductions
Landlord/Tenant	$0.00	$0.00	$0.00	$0.00
Foreclosure	$0.00	$0.00	$0.00	$0.00
Other (Includes Affordable Housing, Discrimination)	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00

Income Maintenance

	Back Awards, Lump-Sum Settlement, or Sanction	Monthly Benefits Obtained - Do not Annualize	Reduction or Elimination of Claimed Amounts	Monthly Cost Savings and Payment Reductions
Disability or age-related Benefit (includes SSI/SSDI/SDI, CAPI, workers compensation and retirement benefits)	$0.00	$0.00	$0.00	$0.00
Maintain Economic Self-sufficiency (includes general relief, CalWorks, unemployment, homeless assistance, family leave and pension. Also includes SSA Child benefits)	$0.00	$0.00	$0.00	$0.00
Foster Care (includes Kin-GAP or AAP, or AFDC)	$0.00	$0.00	$0.00	$0.00
Relieve Hunger (includes CalFresh and WIC)	$0.00	$0.00	$0.00	$0.00
Veteran's Benefits	$0.00	$0.00	$0.00	$0.00
Other Income Maintenance (eg victim's compensation)	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00

Misc

	Back Awards, Lump-Sum Settlement, or Sanction	Monthly Benefits Obtained - Do not Annualize	Reduction or Elimination of Claimed Amounts	Monthly Cost Savings and Payment Reductions
Federal or State Tax Liability	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00

Other Judgements

Description	Back Awards, Lump-Sum Settlement, or Sanction	Monthly Benefits Obtained - Do not Annualize	Reduction or Elimination of Claimed Amounts	Monthly Cost Savings and Payment Reductions

National Requirements

Community Redevelopment

How many individuals benefited?:

Within the gross number, how many elderly?:

Within the gross number, how many Children?:

Within the gross number, how many Veterans?:

How many non-profits benefited, if any?:

How many small business clients benefited, if any?:

What is the total number of people impacted/benefited by the services in this substantive area?:

Project and Activities

Discuss the progress made on the activities funded by this grant during the reporting period, including specifically the progress on: 1) major activities/strategies, and 2) deliverables/outcomes that are identified in the supplemental work plan to your proposal.

Is the project on schedule to meet its goals and be completed by the close of the grant? If not, what steps have been taken or are under consideration to get the project back on schedule?

Financial Report

"Reporting Period Expenses" should cover grant funds spent for the 6 month date range stated only.

For Jan 1 to Jun 30 the balance should reflect remaining funds to be spent.

For Jul 1 to Dec 31 the balance should reconcile with the funds spent in the first 6 months.

Personnel Costs

	Approved Annual Budget	Reporting Period Expenses	Balance
Lawyers	$0	$0	$0
Paralegals	$0	$0	$0
Other Staff	$0	$0	$0
Subtotal	$0	$0	$0
Employee Benefits	$0	$0	$0
Total Personnel Costs	$0	$0	$0

Non-Personnel Costs

	Approved Annual Budget	Reporting Period Expenses (6 months)	Balance
Space	$0	$0	$0
Equipment Rental and Maintenance	$0	$0	$0
Office Supplies	$0	$0	$0
Printing and Postage	$0	$0	$0
Telecommunications	$0	$0	$0
Technology	$0	$0	$0
Program Travel	$0	$0	$0
Training	$0	$0	$0
Library	$0	$0	$0
Insurance	$0	$0	$0
Litigation	$0	$0	$0
Capital Additions	$0	$0	$0
Contract Service to Clients	$0	$0	$0
Evaluation	$0	$0	$0
Other	$0	$0	$0
Subtotal Non-Personnel	$0	$0	$0
Administrative			$0
Personnel	$0	$0	$0
Non-Personnel	$0	$0	$0
Subtotal Administrative	$0	$0	$0
Total Admin. + Non-Personnel	$0	$0	$0

Sub-Recipients

	Approved Annual Budget	Reporting Period Expenses	Balance
Sub-Recipients	$6	$0	$6
Total Sub-Recipient	$6	$0	$6

Grand Total

	Approved-Budget	Reporting Period Expenses	Balance
Grand Total	$6	$0	6

Grant Type: 2018 Bank Grant Formula RFP

Evaluation Year: 2018

Bank Grant Requirement

For the narrative examples of how grant funds benefited low-income Californians, use actual examples to tell the story of your work. Omit real names and other client-identifying information as portions of your report may be published.

Please be sure that any narrative references to case statistics, dollar benefits, persons served, etc., in the Annual Performance Reports is consistent with information provided in the Data Reports.

I. Project Activities

The Annual Performance Reports should report on all activities of the grantee and sub-recipients during the relevant reporting period (annual), and should average between four and six pages in length, single space, exclusive of attachments. Please respond to each of the following questions, in the designated fields.

1. Discuss the progress made on the activities funded by this grant, by quarter, during the reporting period, including specifically the progress on: 1) major activities/strategies, and 2) deliverables/outcomes that are identified in the supplemental work plan to your 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 what was outlined in 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 close of the grant? If not, what steps have been taken or are under consideration to get the project back on schedule?

II. Results/Outcomes

1. To date, what difference has this grant made in your community and for the people that you are serving? Describe the work accomplished in both quantitative and qualitative terms.

2. Provide at least two stories that speak to the importance of the services you provided.

If you are receiving a community redevelopment grant, at least one of the two client stories must be for a non-profit or small business served OR of a person or people positively impacted by the community redevelopment legal services provided.

3. Were there any unanticipated results, either positive or negative, that you have not already described above?

If yes, please describe the unanticipated results and their implications, and any programmatic changes that you will make (or have made) because of those results.

Evaluation Materials

If you have evaluation materials that document the impact and outcome of your work, including summative data demonstrating the effect of those services (e.g., numbers served, client satisfaction survey results, pre- and post-test results, etc.), you may upload them under the **"Upload Documents"** tab or in narrative.

III. Lessons Learned

1. 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?

2. Have you identified any assistance your program needs to make your project stronger?

Impact/Outcome Materials Upload

If you have evaluation materials that document the impact and outcome of your work, including summative data demonstrating the effect of those services (e.g., numbers served, client satisfaction survey results, pre- and post-test results, etc.), you may upload them below or include in narrative.

Grant Type: 2018 Bank Grant Formula RFP

Evaluation Year: 2018

Bank Grant Requirement

For the narrative examples of how grant funds benefited low-income Californians, use actual examples that tell the story of your work. Omit real names or other client-identifying information as portions of your report may be published.

Please be sure that any narrative references to case statistics, dollar benefits, persons served, etc., in the Final Evaluation Report are consistent with information provided in the Data Reports.

Results/Outcomes

The Final Evaluation Report should be a summation of all activities of the grantee and sub-recipients during the entire grant period, and should average between four to eight pages in length, single space, exclusive of attachments. Please respond to the following questions, in the designated fields.

Discuss the progress made on the activities funded by this grant, by quarter, including specifically the progress on: 1) major activities/strategies, and 2) deliverables/outcomes that are identified in the supplemental work plan to your proposal. Were all the major deliverables/outcomes identified in your work plan met or exceeded? Please explain. If not, please explain.

What difference did this grant make in your community and for the people that you served? Describe the accomplishments in both quantitative and qualitative terms.

Include at least two new client stories that speak to the importance of the services you provided. If you are receiving a community redevelopment grant, at least one of the two client stories must be for a non-profit or small business served OR of a person or people positively impacted by the community redevelopment legal services provided.

Evaluation

Was an evaluation of the project performed?

If yes, please describe the results of the evaluation and your own assessment of the project. Include both the weaknesses and the strengths of the project. (A discussion that includes how problems were dealt with will be more helpful than one that focuses exclusively on the project's successes.)

Yes

Project Evaluation and Assessment

How did the public respond to the project?

Provide anecdotes, statistical summaries, feedback from websites, or examples of media coverage that will help to assess the project's successes or failures.

What kinds of new collaborative partnerships were formed (or strengthened) between your institution and other organizations? Will these new partnerships continue, and, if so, how? If not, why not?

What kind of long-term impact will result from the project?

Please describe any plans to continue the project after the grant period.

Identify the products produced during the course of the project.

This includes representative samples of completed work, and copies of any mailing, fliers, newspaper releases, articles, or other media coverage. Also describe any future publication or distribution plans for materials resulting from grant activities. Provide the URL for websites.

Lessons Learned

Do you have any information to share that may help identify areas of continuing need, or places where continued statewide or regional assistance may be warranted?

Evaluation Attachments

If you have evaluation materials that document impact and outcomes of your work, including summative data demonstrating the effect of those services (e.g., numbers served, client satisfaction survey results, pre-and post-test results, etc.), feel free to attach these materials to your narrative.