

2019 Bank Grant Budget Revision and Carry-Over Requests

No.	Program Name	Project Name	Date Submitted	Budget Modification Amount	Carry-Over Amount	Total Grant	% of Grant	Comments
1	Alameda County Bar Volunteer Legal Services	Community and Business Resiliency Project - "Start Small Bay Area"	9/7/2018	\$ 19,000	N/A	\$ 120,000	15.83%	Increasing Salaries & Wages for Attorneys (\$2,000) and Paralegals (\$17,000) and reducing Space (\$10,220) and Employee Benefits (\$8,780). Paralegal position is also the Program Manager. Both positions increased to 90%. No changes to proposed activities, objectives, or strategies.
2	California Indian Legal Services	Native American Record Clearing (NARC) Project	9/7/2018	\$ 8,524	N/A	\$ 41,540	20.52%	Almost all budget line items have been revised. Including Administrative costs, there is a \$5,860 shift from Personnel to Non-Personnel expenses. Non-Personnel ratio of 31% exceeds 25% standard maximum. There are no Contract Services included in Non-Personnel expenses. Changes that exceed \$1,000 include decreases in Attorneys (\$4,370) and Other Staff (\$2,346); and increases in Other (\$3,324), Paralegal (\$2,124), and Program Travel (\$2,024). Increase in Other explained as \$40 Livescan cost for 80 individuals. Travel expense explained as 4 trips for 3 people @ \$750 per trip. No changes to proposed activities, objectives, or strategies.
3		Strengthening Tribal Communities through Economic Development	8/2/2018	\$ 11,928	\$ 11,928	\$ 100,000	11.93%	This is a request to transfer the unused balance from a 2017 grant to their current Native American Record Clearing grant listed above. Staff recommendation is to not approve this request, especially considering that the current grant also has a 20.52% carry over request.
4	California Rural Legal Assistance Foundation	The California Housing Equity & Inclusion Initiative	9/7/2018	\$ 55,559	N/A	\$ 200,000	27.78%	Elimination of \$52,000 Sub-Recipient allocation with increases in Total Personnel (\$36,590), Non-Personnel (\$11,775) and Total Administrative (\$3,635). Increase in Personnel is divided between Attorneys (\$33,250) and Employee Benefits (\$6,674) less a reduction in Other Staff (\$3,334). \$12,000 added to Contract Services for contract attorney. Revised Personnel costs are 77.3% and Administrative costs are 8.6%. FTEs increased from 1.65 to 2.20. Grant goals and objectives remain unchanged.
5	Elder Law & Advocacy	Mortgage Foreclosure Prevention and Assistance for Seniors	9/6/2018	\$ 6,013	N/A	\$ 130,000	4.63%	This budget modification does not require approval as it falls within allowable variances. There is a net \$43 reduction in Total Personnel and corresponding increase in Non-Personnel. Increase is in Attorneys (\$4,580). Decreases are in Employee Benefits (\$2,786), Other Staff (\$1,837), and Program Travel (\$1,290). No changes to proposed activities, objectives, strategies, or goals.
6	Greater Bakersfield Legal Assistance	Phase 2 - Neighborhood Revitalization	9/7/2018	N/A	\$ 46,817	\$ 225,000	20.81%	Revised budget of \$271,817 is presumably \$46,817 greater than grant based on projected carry-forward of 2018 funds. 2 attorneys on this program left for jobs in LA. Total Personnel increased \$49,168, while Non-Personnel decreased \$2,891. Personnel increase divided between Attorneys (\$51,111) and Employee Benefits (\$7,559) less elimination of Paralegals (\$9,502). FTEs increased from 1.95 to 2.65. Non-Personnel decrease is mostly in Litigation (\$2,771). No changes to proposed activities, objectives, strategies, or goals.
7	Justice & Diversity Center of the Bar Association of San Francisco	Systemic Change & Empowerment for Immigrant Tenants	9/14/2018	\$ 1,043	N/A	\$ 25,000	4.17%	This budget modification does not require approval as it falls within allowable variances. All line item changes are less than \$1,000.
8	Law Foundation of Silicon Valley	Silicon Valley Community Redevelopment Legal Assistance	9/7/2018	\$ 15,565	N/A	\$ 150,000	10.38%	Net decrease in Personnel of \$2,615 and increase in Non-Personnel of \$2,935. Non-Personnel at 14.6% remains well below standard maximum (25%). Increases are in Attorneys (\$9,735), Space (\$2,520), Other (\$1,450), and Employee Benefits (\$1,030). Decrease is in Paralegals (\$13,380). Virtually no change in overall FTEs. Training deliverable removed. Focus on preservation of current affordable housing rather than financing and creation of new housing.
9	Legal Aid at Work	Disability Community Redevelopment Through the ADA	9/7/2018	\$ 22,700	N/A	\$ 120,000	18.92%	Total Personnel increased \$19,356 with same decrease to Non-Personnel. FTEs (all Attorneys) increase from 0.65 to 0.80. Increases divided between Attorneys (\$15,486), Employee Benefits (\$3,870), and Space (\$3,344). Decreases are in Litigation (\$14,000), Program Travel (\$4,500), Other (\$3,000), and Printing & Postage (\$1,200). No changes to proposed activities, objectives, strategies, or goals.
10	Legal Aid of Sonoma County	Housing Preservation Project	11/15/2018	\$ 25,081	\$21,000 to \$26,000	\$ 175,000	12% to 14.9%	2019 Budget total is \$181,000 including \$6,000 carry-over, which is 3.4% of the original grant amount. Request to carry-over another \$15,000 to \$20,000 from 2018 to use in 2020. For 2019, Non-Personnel increased \$24,003, with the majority of increase (\$21,800) in Contract Services to Clients. Adjusting for Contract Services, Non-Personnel costs are 13.5% of the portion of the grant not being sub-granted (\$111,000). Personnel costs are decreased \$19,658, with the majority in Attorneys (\$16,116).
11	Legal Assistance for Seniors	Housing Community Education & Policy Development	9/1/2018	\$ 4,814	N/A	\$ 25,000	19.26%	Total Personnel decreased \$1,375 with \$1,333 increase in Total Administrative. Revised Administrative cost is 6.9% and Personnel is 83%. Decrease is in Attorneys (\$3,916). Increases are in Other Staff (\$2,639) and Administrative-Personnel (\$1,233). No changes to proposed activities, objectives, strategies, or goals.