

**For the Partnership Grants Committee of the Legal Services Trust Fund Program  
December 13, 2018**

**REQUEST FOR CARRY-OVER OF 2018 SHRIVER-PARTNERSHIP FUNDS**

The attached message was emailed to the State Bar by the Executive Director of San Diego Volunteer Lawyer Program, a recipient of a 2018 Shriver-Partnership Grant.

The program wishes to carry funds from 2018 over for expenditure in 2019. However, no formal carry-over process has been developed for Partnership grants, as it has been for IOLTA, EAF, and Bank Grants. The attached message therefore constitutes the entirety of this carry-over request.

Sent: Wed 11/28/2018 2:48 pm  
From: Amy Fitzpatrick  
To: Daniel Passamaneck, Elizabeth Hom  
Subject: Request to Carry-over 2018 Shriver Partnership funds to 2019

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To the LSTFC Partnership Grants Committee:

Please accept this correspondence as a formal request from SDVLP to carry-over 2018 Shriver Partnership funds for use in 2019, to be utilized for the same project, at the same location as in our original request.

The original grant amount was \$103,000. The amount that will be remaining unexpended as of December 31, 2018, is expected to be \$85,000.

SDVLP's inability to expend all of the funds in 2018 was due to a number of circumstances outside of SDVLP's control. First, there was a significant delay in the opening of the new San Diego courthouse. When SDVLP applied for the Shriver Partnership funding, we expected that the new San Diego Superior Court building would have been opened and operating for months by January 2018 (the start of the grant cycle), and that we would start our work on January 2nd. However, due to extensive problems with the building, it was not until late December 2017, that the court was partially able to move into the new building. Many issues throughout the building remained unresolved for months.

Although there is space set aside for our SRL Clinic, the designated area has no power outlets, and there is no accessible internet available. The lack of internet access has been particularly challenging because we were prevented from accessing our case management system. Access to our system is necessary in order to run conflict checks. We actively worked with the court for months to resolve these issues. An alternate arrangement was finally reached in September 2018, and services began. However, at that same time, two of our SDVLP Shriver staff attorneys accepted employment with our court's Family Law Facilitator's office, and departed within two weeks of each other. SDVLP recently hired two new attorneys to take over the Shriver program, and they are currently being trained.

Lastly, the location that the court made available for SDVLP to store the SRL clinic equipment is located in an office that requires a court-issued ID badge in order to gain access. In order for our new staff to obtain these access badges, they had to submit to our court's background check process, and attend a live-scan appointment. The IDs have not been issued yet, however, it is expected that this issue will be resolved very shortly.

For the aforementioned reasons, we were unable to expend all of the funds in 2018, as the clinic was unable to operate in 2018 as expected.

Our intention is to have the clinic fully operational in December, and to continue to operate it as originally described. We will utilize the Partnership funds to pay staff salaries associated with operating the clinic.

If for any reason we are unable to expend all of the funds by June 30, 2019, any remaining funds will be returned to the State Bar.

**Personnel**

Salary Attorneys	52,000
Salary Other Staff	22,000
<b>Total Salaries</b>	<b>74,000</b>
Fringe Benefits	11,000
<b>Total Carry-over</b>	<b>85,000</b>

Please let me know if you have any questions.

Many thanks, in advance, for your consideration of this request.

Best regards –

Amy Fitzpatrick

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**Amy J. Fitzpatrick, Esq.**

Chief Executive Officer



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