

2018 Bank Grant Unused Funds Carry-Over Requests

As prepared for the LSTFC Bank Grants Committee Meeting, July 19, 2019

Program Name	Project Name	2018 Grant Amount	2018 Actual Expenses	Unused/Carry-Over Amount	Three-Year Grant Total	Unused % of Grant	Staff Recommendation	Form D grantee explanations for Carry-Over request
Impact Fund	Access to Clean Water & Services	\$ 130,000	\$ 91,024	\$ 38,976	\$ 390,000	9.99%	Recover unused funds and reduce grant.	The vision for the project has evolved and the scope has changed, but we won't have full visibility into our needs for year 3 until after the 2nd Clean Water Forum on August 6. What seems possible is that the amount underspent from 2018 and an anticipated underspend for 2019, if both are carried forward, might obviate the need for a 3rd year of funding in 2020 (or at least dramatically reduce the full amount of third-year funding needed). (6/13/2019 email)
La Raza Centro Legal	Community Redevelopment	\$ 25,000	\$ -	\$ 25,000	\$ 75,000	33.33%	Recover unused funds and reduce grant.	just to clarify that I will be doing a budget carry over request for this amount. (6/18/2019 email)
National Center for Youth Law	Transforming Juvenile Justice, Communities, and Lives	\$ 150,000	\$ 142,658	\$ 7,342	\$ 450,000	1.63%	Recover unused funds and reduce grant.	

Informational Purposes Only

Center for Gender & Refugee Studies	Immigration: Gang-Based Asylum Cases	\$ 125,000	\$ 117,421	\$ 7,579	\$ 375,000	2.02%	Approved	The primary change that affected how we spent the grant funds in Year 1 (and how we will spend them in Year 2 and 3) relates to expert witness fees and travel expenses. When we submitted our original budget, we anticipated that we would need substantial funds to compensate expert witnesses. In these types of asylum cases, we typically use both country conditions experts as well as health experts (usually mental health professionals), who provide critical evidentiary support. We budgeted for the possibility that we would need to retain expert witnesses based in Mexico or Central America, whose travel costs would be substantial. Because we were able to find highly qualified local experts to provide testimony in our cases, we did not incur the anticipated travel expenses. Additionally, the experts we retained charged us fees that were much lower than anticipated or refused to charge us at all, offering their services pro bono. This resulted in a substantial savings. However, we had to devote more staff time to the project than originally anticipated. Therefore, even with the savings in litigation costs and travel costs, the unspent funds equaled only \$7,579. In Years 2 and 3 we have budgeted to account for this increased staff time.
Centro Legal de la Raza	Safe, Secure, and Sustainable Jobs for Day Laborers	\$ 150,000	\$ 144,143	\$ 5,857	\$ 450,000	1.30%	Approved	Centro Legal has a total of \$562 in carry-over funds. The unspent balances occurred due to unforeseen variations and fluctuations in planned expenses in the following areas: office supplies, printing & postage, telecommunications, program travel, training, and insurance. In addition, the program often receives free training opportunities so we spent less on training than planned. We anticipate spending all remaining funds in 2019. The sub-recipient Street Level Health Project (SLHP) has a total of \$5,295 carry-over funds. Costs for day laborer stipends and travel funds were lower than expected in 2018. SLHP plans to increase day labor involvement in 2019 and spend down the carry-over funds. Carry-over funds will be used for stipends to support of day laborers' participation in coalition activities that may include events, trainings, and leadership development opportunities. This will include preparation for events, transportation costs for events, food costs. Examples are visits to Sacramento, coalition meetings, coalition trainings. Travel will also include staff costs that are incurred for these events, travel expenses to visit center.

Program Name	Project Name	2018 Grant Amount	2018 Actual Expenses	Unused/Carry-Over Amount	Three-Year Grant Total	Unused % of Grant	Staff Recommendation	Form D grantee explanations for Carry-Over request:
Family Violence Law Center	A Roof of One's Own	\$ 75,000	\$ 48,379	\$ 26,621	\$ 225,000	11.83%	Approved	The project assumed that the all staff would be in position on January 1, 2018, however, the attorney for the project was not onboarded until late April of 2018. As a result salary and benefits and other costs were lower in the first half of the year. Additionally our project partner Building Futures with Women and Children supported the project in year one but billed their time to other sources. Building Futures will bill to this grant in year two.
Greater Bakersfield Legal Assistance	Phase 2 - Neighborhood Revitalization	\$ 225,000	\$ 158,327	\$ 66,673	\$ 675,000	9.88%	Approved	In September of 2018 we submitted a proposed carry-over budget. A carry-over was required because we lost the two attorneys assigned to this project to other legal aid firms in Southern California. Subsequent to submitting the proposed carry-over, the remaining attorney terminated her employment to go into private practice. Thus, our year 1 carry-over of \$66,673. We have since replaced one of the attorneys and are actively recruiting to fill the remaining vacancies.
Alameda County Homless Action Center	Homeless Elders: Transforming the System that Ignores their Needs	\$ 195,000	\$ 183,594	\$ 11,406	\$ 585,000	1.95%	Approved	The Housing Case Manager in the Other Staff category is the biggest salary item in the project. He was budgeted to start on January 1, 2018, but he didn't start until late March.
Legal Assistance for Seniors	Housing Community Education and Policy Development	\$ 25,000	\$ 24,438	\$ 562	\$ 75,000	0.75%	Approved	
Legal Services for Seniors	Home Ownership Crisis	\$ 80,000	\$ 79,144	\$ 856	\$ 240,000	0.36%	Approved	
Legal Services of Northern California	Community Development	\$ 250,000	\$ 103,162	\$ 146,838	\$ 750,000	19.58%	Approved	There are two primary reasons for the under-expenditure of funds for the first year of this grant. First, LSNC is having difficulty recruiting attorneys to work for the program. LSNC is continually searching for high quality candidates throughout California and the United States. In August 2018, LSNC was successful in hiring 9 Legal Grads, some of whom will be working on the bank grant projects for the next two years. The second reason for the under-expenditure of funds is because of the Camp Fire in Butte County. In November and December, LSNC had to divert personnel that were working on this project and have them provide support to our Butte regional office in order to help the victims of the fire.
OneJustice	Community Redevelopment for Immigrant Communities	\$ 125,000	\$ 106,403	\$ 18,597	\$ 375,000	4.96%	Approved	The original budget under allocated the project's actual fair share of the costs. OneJustice implemented a new administration allocation in mid-2018, and this allocation will now be part of every project at OneJustice.
San Diego Volunteer Lawyer Program	Micro-Business and Nonprofit Support	\$ 110,000	\$ 94,562	\$ 15,438	\$ 330,000	4.68%	Approved	There was a delay in hiring the staff attorney for the program. That staff attorney only remained for six months and there was another delay in hiring her replacement.
USD School of Law Legal Clinics	Legal Services Access for Low Income Veterans	\$ 85,000	\$ 81,145	\$ 3,855	\$ 255,000	1.51%	Approved	The \$3,855 in unspent grant funds for year one of USD's three year bank grant will be spent on attorney salaries, benefits, and indirect costs (11.7% of salary and wages) in year two of USD's bank grant. Internal logistics working with USD's Office of Sponsored Programs, Grants Accounting, and subaward recipients took time to coordinate while launching the project in early 2018 resulting in the \$3,855 in unspent funds during the first year of USD's three year bank grant. We do not anticipate any carry-over funds for year two or year three of the three year grant.