

LEGAL SERVICES TRUST FUND PROGRAM QUALIFIED LEGAL SERVICES PROJECTS

Instructions for Completing Proposed IOLTA Budget Forms January 1 - December 31, 2015 Grant Year

Rule 3.680(E)(3) of the Rules of the State Bar requires that within 30 days after notification of a proposed allocation of funds, applicants must submit a budget and budget narrative for the expenditure of that allocation.

The forms must give a clear description of how your organization will spend the grant. Trust Fund Commission members will use these forms, along with your application materials, to evaluate whether your proposed budget complies with the Trust Fund Program statute.

Please submit **two printed, one-sided copies** with original signatures **and** email all completed IOLTA budget forms in their original Word and Excel format to trustfundprogram@calbar.ca.gov.

There are seven forms to complete:

- A. Describe the services and activities that will be funded with this grant, and explain how this funding fits into your overall budget planning.
- B. Describe a project or activity in which your organization has been working in coordination with other provider(s) of legal services for low-income people. Provide a narrative response that addresses each of the questions listed at 1(a) through 1(e). Also, describe your organization's plans to participate in additional collaborative efforts, with special regard to outreach, policy and strategic planning.
- C. Enter the amount of your grant allocation on line 1. Multiply that figure by 20 percent and enter the amount on line 2.
 - Describe the significant efforts you will make to use 20 percent of your program's allocation for services to members of especially underserved client groups (Business & Professions Code §6221). If the majority of your clients are members of an underserved client group, describe efforts you will make to reach those who are **particularly underserved** within this group (e.g., if your clients are seniors, you might target services to homebound or institutionalized seniors).
 - List the total cost as well as the Trust Fund Program's share of each such effort and explain how these amounts were calculated. The figures on this form should correspond with allocations on Form E and explanations on Form F.
 - Explain how your program has evaluated its efforts to make services available to especially underserved client groups.
 - Describe the results and/or outcomes of such evaluation efforts.
 - Describe any plans that were developed for improving services to underserved client groups as the result of your evaluation process.
 - If no evaluation work has been done, describe how your program will evaluate its efforts to increase services to underserved client groups in the 2015 grant year.

- D. If your organization provides services other than free civil legal services to indigent persons as defined in the Trust Fund statute, describe the methods your program will utilize to ensure that Trust Fund Program grant funds are not spent to support those other services. Be specific about the systems you will use to account separately for this money (Business & Professions Code §6216 and §6223).
- E. Form E is for actual budget figures. Prepare a separate Form E for each county you serve (see Form E instructions). If you serve more than one county, prepare an **additional Form E** that combines the total of all individual county allocations and type **Summary** on line 3. **You must spend grant funds in the county for which they were allocated.**

Ordinarily, the Commission expects you to budget 75 percent or more of the grant for personnel costs, and 75 percent or more for program costs. If your budget deviates from these standards, include an explanation on Form F and describe why the Commission should approve an exception in your case. **Be sure to answer question 30** at the bottom of the page.

- F. Explain how you arrived at the amounts on each line of Form E. Explanations for all allocations should indicate whether the grant is being used to pay for specific items or is being allocated to line items on a percentage or formula basis. **If you serve more than one county, this form must explain figures on Summary Form E. Do not prepare a separate Form F for each county.**
- If money is being allocated to fund particular positions, the explanation for each personnel allocation (lawyers, paralegals, or other staff) should specifically identify each position and the full-time equivalent that this grant will fund. If your personnel allocations represent an across-the-board share of all personnel costs, identify the number of positions to be funded in each category and the full-time equivalent for each category.
 - If you propose to allocate this grant to fund an across-the-board share of non-personnel expenses, identify the percentage and the basis for the percentage. If not, state specifically how you arrived at the amount on each line and what percent it represents of your total expenses for that category.
- G. If you serve more than one county, this form must clearly describe how you will ensure that Trust Fund money will be spent providing services in the county to which it is allocated. For example, does your database allow timekeeping by county, do you allocate based on numbers of cases or clients served, or do you use other methods? Be specific about all the methods you use.

PROGRAM/ADMINISTRATION

Form E asks for an itemization of funds budgeted for *program* and *administration*. The general distinction between the two kinds of expenditures is as follows:

Program expenses include the cost of personnel, personnel-related and non-personnel items directly related to the provision of legal services, including any specialized services necessary for the disposition of legal matters.

Administration expenses are those portions of personnel, personnel-related and non-personnel costs supporting general office operations, rather than legal program expenses.

Reminder: Consistent with the kinds of services provided by your organization, the Commission prefers that 75 percent or more of the funds be allocated to program and personnel expenses. The form will automatically calculate personnel/non-personnel and program/administration percentages using the figures at lines 9, 26 and 27.

EXPENSE CATEGORIES

Expenses to be included on each line of Form E are described as follows:

1. Program Name.
2. Preparer. Name, telephone number, extension, fax number, and e-mail address of the person preparing the budget.
3. County. Indicate the county and grant allocation for each county in which your organization has been found eligible. If you serve more than one county, complete a Summary Form E, insert *Summary* on the County line, and show your total allocation.
4. Lawyers. Salaries and wages to be paid to staff attorney(s), whether full-time, part-time, or temporary.
5. Paralegals. Salaries and wages to be paid to staff paralegal(s) (including law graduates, legal assistants and law students), whether full-time, part-time, or temporary. Paralegals are persons working under the supervision and control of an attorney, whose duties consist primarily of such activities as intake interviewing, case investigations, checking court records, legal research, client representation at administrative hearings, and outreach and community work.
6. Other Staff. Salaries and wages to be paid to all other staff, including administrative and support staff, whether full-time, part-time, or temporary.
7. Subtotal Personnel. Automatically calculated.
8. Employee Benefits. Fringe benefits and payroll taxes paid on behalf of employees, such as retirement, FICA, health and life insurance, workers' compensation, unemployment insurance and other payroll-related costs.
9. Total Personnel. Automatically calculated.
10. Space. Rent, mortgage payments, utility payments, and maintenance/janitorial expenses.
11. Equipment Rental and Maintenance. Lease or rental expenses for office furniture, fixtures and equipment (except telephone); maintenance costs for that equipment whether pursuant to a service contract or an estimate of anticipated repair bills.
12. Office Supplies. Basic office accessories and supplies, including materials used in copiers. Equipment purchases that will not be depreciated may be included here.
13. Printing and Postage. Outside printing and postage costs.
14. Telecommunications. Local, long distance, cell phone service, and expenses for conference calls, videoconferencing, or other telecommunications services. Expenses for leasing telephone equipment may be included here.

15. Technology. Expenses related to computer software purchases, subscriptions and updates, Internet service, website hosting, online data management, or electronic research services (e.g., Lexis-Nexis, Westlaw).
16. Travel. Expenses for travel, whether directly related to the provision of legal services or administration of the organization.
17. Training. Non-personnel costs associated with training or continuing education for **staff members or volunteers** who provide legal services through your organization. You may include the cost of travel to and from training events, per diem, conference registration fees or tuition, purchase or production of training materials, rent for facilities used in a staff training event, consultant fees paid to trainers, etc. Do not include expenses associated with training you provide to the public or to other organizations.
18. Library. Expenses for the maintenance and normal expansion of office libraries, including subscriptions to periodicals, books, and update services. Capital additions to library holdings should be included on line 22.
19. Insurance. Professional liability insurance, fidelity insurance, property insurance (fire and theft), and liability insurance for property and automobiles.
20. Audit. Expenses for preparation of the annual financial audit or review. Do not include costs for bookkeeping or ongoing accounting services here.
21. Litigation. Court costs, witness fees, expert witness expenses, sheriff's fees, courthouse copying fees, and other expenses incurred in litigation on behalf of eligible clients.
22. Capital Additions. Equipment and other purchases over \$1,000 per item, and any proposed expenditures related to real property acquisition. Provide a separate description for each such proposed purchase. Purchases of tangible personal property with Trust Fund monies are governed by the *Guidelines for Acquisition of Tangible Personal Property*. The purchase of real property with your Trust Fund grant is governed by the *Guidelines for Purchases of Real Property*. Contact Trust Fund Program staff if you propose to allocate grant funds towards the purchase of real property.
23. Contract Service to Clients. Payments to private attorneys, consultants, or organizations that provide legal services to clients. **Itemize individual contract amounts on Form F**. Identify the proposed contractor(s), the general nature of duties to be performed, and rate(s) of compensation.
24. Contract Services to Organization. Payments to third parties for services supporting operations of the organization, such as legal counsel, bookkeeping or other accounting services, technology, development consultant fees, etc. **Itemize individual contract amounts on Form F**. Identify the proposed contractor(s), the general nature of duties to be performed, and rate(s) of compensation.
25. Other. Expenses not included above. **Itemize expenses under this category on Form F**.
26. Total Non-Personnel. Automatically calculated.
27. GRAND TOTAL. Automatically calculated.

28. % Personnel/Non-Personnel. The Commission ordinarily expects you to budget 75 percent of the grant or more for personnel expenses. If your proposed budget allocates less than 75 percent to personnel, explain this deviation from recommended percentages on Form F.
29. % Program/Administration. The Commission ordinarily expects you to budget 75 percent of the grant or more for program expenses. If your proposed budget allocates less than 75 percent for program expenses, explain this deviation from recommended percentages on Form F.
30. Identify this grant's percentage share of your total organizational budget for the period January 1, 2015 - December 31, 2015. If your program serves multiple counties, include this percentage on the Summary form only.