**ALL Grants GY 2017-2018-2019**

All Current Grants[[1]](#footnote-1) ………………………………………………………………………………………..2

Due Dates for Programmatic Reports…………………………………………………………….3

Due Dates for Expenditure Reports…………………………………………………………………5

Release Date of Grant Installment Funds …………………………………………………………7

Carry Over Provisions (Due Date June 15, 2018)……………………………………………….9

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*Renewal Grants Grant Period*

*LASSA September 1, 2017- August 31, 2018*

*LAV September 1, 2017- August 31, 2018*

*IOLTA September 1, 2017- August 31, 2018*

*BCLS September 1, 2017- August 31, 2018*

*BCLS-VW September 1, 2017- August 31, 2018*

*POLL September 1, 2017- August 31, 2018*

*ILS (RAICES, AG, DMRS & EJC) January 1, 2018 – December 31, 2018*

*Renewal Notices Options to Grantees May 15, 2018 except ILS, September 15, 2018*

*ILS (ProBar) March 1, 2018, through January 31, 2019 [22 month grant]*

*A&V March 15, 2018 – August 31, 2018*

*New Applications Needed*

*CVCLS September 1, 2017- August 31, 2018*

*For September 1, 2018- August 31, 2019*

*New applications needed June 2018*

*LACH December 15, 2016-December 31, 2018*

*For January 1, 2019- -December 31, 2020*

*New applications needed August 2018*

*One year Grants*

*H. Disaster I September 1, 2017- May 15, 2018*

*H. Disaster II October 1, 2017 to September 30, 2018*

*PRL October 1, 2017 to September 30, 2018*

*Dual State Project October 1 2016 to August 31, 2018*

**Programmatic Reports Due Dates**

Due Date for 2017 Self-Assessment Report January 31, 2018

Due Date for Basic Civil Legal Services -Volkswagen **(BCLS-VW)**

First programmatic report January 31, 2018 (4 months)

Second programmatic report September 15, 2018 (grant year)

Final programmatic report January 15, 2019 (2018 calendar year)

Due dates for Crime Victims Civil Legal Services (***CVCLS)*** programmatic reports:

First quarter programmatic report: December 15, 2017

Second quarter programmatic report: March 15, 2018

Third quarter programmatic report: June 15, 2018

Fourth quarter programmatic report: September 15, 2018

Due dates for Legal Aid for Survivors of Sexual Assault (***LASSA)*** programmatic reports:

First quarter programmatic report: December 15, 2017

Second quarter programmatic report: March 15, 2018

Third quarter programmatic report: June 15, 2018

Fourth quarter programmatic report: September 15, 2018

Due dates for Legal Aid to Veterans **(LAV)**programmatic reports:

Semi-Annual Programmatic Report: March 15, 2018

Semi-Annual Programmatic Report: September 15, 2018

Due dates for Legal Aid for Communities & Homeowners (***LACH)*** programmatic reports:

Semi-Annual Programmatic Report: January 15, 2018

Semi-Annual Programmatic Report: July 15, 2018

Semi-Annual Programmatic Report: January 15, 2019

Due dates for Legal Aid for **2017 Hurricane Harvey Legal Aid for Disaster Relief 1st Phase** programmatic reports----Final Report

TRLA $100,000 May 15, 2018

LSLA $100,000 May 15, 2018

BPSOS$25,000 May 15, 2018

Due dates for Legal Aid for **2017 Hurricane Harvey Legal Aid for Disaster** **Relief Phase II** programmatic reports

Semi-Annual Programmatic Report: April 15, 2018

Semi-Annual Programmatic Report: October 15, 2018

**JPB Foundation** October 15, 2018

**AARP Foundation** October 15, 2018

**LACH-TAJF** Disaster Case Service Reports April 15, 2018 & October 15, 2018

Due Dates for 2018 **Immigration Legal Services** –Programmatic Reports

July 15 (30), 2018 (January – June 2018) GCIR funding year -July 1, 2017 to June 30, 2019/GCIR

December 31, 2018 NYCT Final Report

January 15, 2019 (July – December 2018)

July 31, 2019 GCIR

Due dates for **ProBar *semi-annual programmatic reports***

July 15, 2018 (March – June 2018)

January 15, 2019 (July – December 2018)

July 15, 2019 (July 2018 through June 2019)

January 15, 2020 (January through December 2019)

Due Dates for 2016 **Dual State Project (LANWT)** October 1 2016 to August 31, 2018 $100,000

May 15, 2018

October 15, 2018

Due Dates for **2016 Parent Resource Helpline Programmatic** $82,141 TLSC October 1, 2017 to September 30, 2018

January 15, 2018

April 15, 2018

July 15, 2018

October 15, 2018

Due Dates for **2018 Access & Visitation Hotline Grant** $36,479 TLSC March 15- August 31, 2018

September 15, 2018 (March- August 2018)

**Expenditure Reports Due Dates**

Due dates for quarterly financial expenditure reports for IOLTA, BCLS, CVCLS, POLL grants **except LACH, ILS & Disaster Relief:**

First Quarter: December 15, 2017

Second Quarter: March 15, 2018

Third Quarter: June 15, 2018

Fourth Quarter: September 15, 2018

Due dates for quarterly financial expenditure reports for all **LACH** grants:

Fourth Quarter Expenditures: January 15, 2018

Fifth Quarter Expenditures: April 15, 2018

Sixth Quarter Expenditures: July 15, 2018

Seventh Quarter Expenditures: October 15, 2018

Eighth Quarter Expenditures: January 15, 2019

Due dates for Legal Aid for **2017 Hurricane Harvey Legal Aid for Disaster Relief 1st Phase** Expenditure reports:

Final Report

TRLA $100,000 April 15, 2018

LSLA $100,000 May 15, 2018

BPSOS $25,000 May 15, 2018

Due dates for Legal Aid for **2017 Hurricane Harvey Legal Aid for Disaster Relief Phase II** Expenditure reports

First Quarter: January 15, 2018

Second Quarter: April 15, 2018

Third Quarter: July 15, 2018

Fourth Quarter: October 15, 2018

Due Dates for 2018 **Urgent Immigration Legal Services (ILS)** – Expenditure reports

Due dates for your ***quarterly financial expenditure reports*** follow:

April 15, 2018 (January – March 2018)

July 15, 2018 (April – June 2018)

October 15, 2018 (July – September 2018)

January 15, 2019 (October – December 2018)

Due dates for 2018 **ProBar (ILS)** ***quarterly financial expenditure reports*** follow:

June 15, 2018 (March – May 2018)

September 15, 2018 (June – August 2018)

December 15, 2018 (September – November 2018)

February 15, 2019 (December 2018 – January 2019)

Note that the expenditure reports for the second eleven-month grant term will be:

May 15, 2019 (February – April 2019)

August 15, 2019 (May – July 2019)

November 15, 2019 (August – October 2019)

January 15, 2020 (November and December 2019)

Due dates for **Legal Aid for Communities & Homeowners** (***LACH)*** expenditure reports:

Fourth Quarter Expenditures: January 15, 2018

Fifth Quarter Expenditures: April 15, 2018

Sixth Quarter Expenditures: July 15, 2018

Seventh Quarter Expenditures: October 15, 2018

Eighth Quarter Expenditures: January 15, 2019

Due Dates for 2016 **Dual State Project (LANWT)** October 1 2016 to August 31, 2018 Expenditures

January 15, 2018

April 15, 2018

July 15, 2018

September 15, 2018

September 15, 2018

Due Dates for **2016 Parent Resource Helpline Expenditures $**82,141 October 1, 2017 to September 30, 2018

January 15, 2018

April 15, 2018

July 15, 2018

October 15, 2018

Due Dates for **2018 Access & Visitation Hotline Grant** $36,479 TLSC March 15- August 31, 2018

June 15, 2018 March – May 2018

September 15, 2018 June – August 2018

**Release dates** (excluding LACH) for 2017-2018 grant funds follow

September 2017 4 months (total award divided by 12 times 4)

January 2018 3 months (total award divided by 12 times 3)

April 2018 3 months (total award divided by 12 times 3)

July 2018 2 months (total award divided by 12 times 2)

Release dates for 2017-2018 ***LACH*** (Legal Aid for Communities and Homeowners) grants:

January 2017 4 months (total award divided by 24 times 4)

April 2017 3 months (total award divided by 24 times 3)

July 2017 3 months (total award divided by 24 times 3)

October 2017 2 months (total award divided by 24 times 2)

December 2017 4 months (total award divided by 24 times 4)

April 2018 3 months (total award divided by 24 times 3)

July 2018 3 months (total award divided by 24 times 3)

October 2018 2 months (total award divided by 24 times 2)

**Release Dates for ILS grants (RAICES, EJC & DMRS)**

January 2018 4 months (total award divided by 12 times 4)

May 2018 3 months (total award divided by 12 times 3)

August 2018 3 months (total award divided by 12 times 3)

November 2018 2 months (total award divided by 12 times 2)

**Release Dates for ILS Grant (AG)**

March 2018 4 months (total award divided by 12 times 4)

May 2018 3 months (total award divided by 12 times 3)

August 2018 3 months (total award divided by 12 times 3)

November 2018 2 months (total award divided by 12 times 2)

**Release Dates for ILS Grant (ProBar)**

March 2018 4 months (total award divided by 11 times 4)

July 2018 3 months (total award divided by 11 times 3)

October 2018 2 months (total award divided by 11 times 2)

December 2018 2 months (total award divided by 11 times 2)

February 2019 4 months (total award divided by 11 times 4)

June 2019 3 months (total award divided by 11 times 3)

September 2019 2 months (total award divided by 11 times 2)

November 2019 2 months (total award divided by 11 times 2)

**2016 Parent Resource Helpline Expenditures $82,141 TLSC**

Release Schedule

October 2017 One-half of total award

April 2018 One-half of total award

**2017-2018 POLL**

Invoiced monthly

**2018 Access & Visitation Hotline Grant**

March 2018 $18,235

June 2018 $18,235

**CARRYOVER**

**ORDINARY CARRYOVER**

An amount up to 10% or a Grantee’s current Grant may be carried over to the subsequent grant year upon approval by the Foundation. A Grantee requesting a carryover must submit a budget and Budget Narrative showing how such funds will be used by the Grantee in the first six months of the next Grant Period.

**EXTRAORDINARY CARRYOVER**

In unusual circumstances, the Foundation may approve a carryover of a maximum of 25% of a

Grantee’s current Grant. A Grantee requesting such a carryover must submit a timely written

request setting forth the unusual and extraordinary circumstances that have resulted in a projected under-expenditure of the Grant accompanied by a Proposed Budget and Budget Narrative showing how such funds will be used by the Grantee in the first six months of the next Grant Period.

**DISCLAIMER**

Neither the issuance of this policy nor the acceptance of a carryover plan shall be construed as a

commitment by the Foundation to award funds in the next Grant Period to any current Grantee.

Where a Grantee is not awarded a Grant for the next Grant Period, previously approved carryover funds may be used in accordance with a plan and budget approved by the Foundation to promptly close out matters previously undertaken with Grant funds. Unused Grant funds shall be returned to the Foundation promptly.

**Requests to Carry Over Projected Unspent Funds**

If grantee projects unspent grant funds towards the end of a grant cycle, they should consider asking permission to carry over unspent funds (except CVCLS) past the grant duration. They should review GGP and submit requests to carry over funds no later than *June 15, 2018* (for one-year grants). Carryover requests in excess of 10% of the grant amount require Board approval, and failure to submit timely requests will prevent board consideration. To be considered for carryover, grantees must submit a written explanation as to why funds may not be spent during the grant period. If approved, grantees may carry over up to, but not more than 25% of total grant amount. If you request an excess of 10%, your explanation should include extraordinary circumstances that occurred resulting in the failure to spend the grant in allotted time.

**AUDITS**

**IOLTA-GALA-LACH-POLL-PRL**-

Grantees shall submit a Financial Statement for the fiscal year ended most recently within one hundred twenty (120) days of the close of their fiscal year. The Financial Statement shall be prepared in conformity with U.S. generally accepted accounting principles or other comprehensive basis of accounting approved by the Foundation. The Financial Statement shall be audited or reviewed by an independent certified public accountant. Any recipient whose gross expenses, from all sources, exceeded $750,000 during the fiscal year shall be required to submit an audited Financial Statement. The Foundation may grant an exception to the requirement for a reviewed or audited Financial Statement upon receipt of a justified request from the Grantee.

**BCLS & CVCLS**

Grantees shall submit an annual financial statement within 120 days of the close of

their fiscal year. The financial statement shall be prepared in conformity with FASB Statement No. 117, Financial Statements of Not-for-Profit Organizations. The financial statement shall include a supplemental schedule showing revenue and expenses from the grant by natural classification. This schedule will report actual expenses and compare them to the final amended approved budget, noting all differences. The financial statement shall be audited by an independent certified public accountant. The audit must be conducted in compliance with the Basic Civil Legal Services Program /Crime Victims Civil Program Compliance Supplement dealing exclusively with restrictions imposed on the Funds. All grantees must be audited regardless of size of the grant award unless the Foundation recommends and the Court approves an exception to this requirement. On receipt of a justified request from the Grantee, the Foundation may recommend and the Court may approve (1) a waiver of the requirement for an audited financial statement, (2) a grant audit in lieu of an audited financial statement, or (3) any other procedure or action as the Foundation may recommend to the Court or the Court may deem appropriate. Each request will be evaluated on a case-by-case basis.

**LASSA & Veterans**

Grantees shall submit annual financial statement within the earliest of 9 months of the close of their fiscal year or 30 days after receipt of the auditor’s report(s). All grantees must be audited regardless of size of the grant award unless the Foundation approves an exception to this requirement. On receipt of a justified request from the Grantee, the Foundation may approve: (1) a waiver of the requirement for an audited financial statement; (2) a grant audit in lieu of an

audited financial statement; or (3) any other procedure or action as the Foundation may deem appropriate. Each request will be evaluated on a case-by-case basis. The Foundation shall submit an annual report to the Supreme Court of Texas of each instance in which it authorized a grant audit in lieu of an audited financial statement.

(iv) Grantees that expend greater than the “major program” threshold in state or

federal grants must have a Single Audit conducted by their auditor, as required by

OMB Circular A-133.

1. [↑](#footnote-ref-1)