

# IOLA Fund of the State of New York 2015-16 Grantee Activity Report

## Questions & Answers (FINAL as of April 22, 2016)

**Question 1:** How should a grantee complete Part II, Section I (Staff Diversity) where civil legal aid is only one aspect of its work (e.g., it also provides criminal legal services, domestic shelter services or other broad social services)? Should a grantee in this situation provide the diversity information of its civil legal aid department only or for its entire organization?

**Answer:** In Section I, grantees with multi-service programs should report only on the staff in their civil legal aid program as of March 31 and count staff on an FTE basis.

Management staff (e.g., Chief Executive and Senior Level Officials such as a chief financial officer, development director, etc.), however, who may be only partially allocated to the civil legal aid program should be wholly reported as 1.0 FTE on Section I.

**Question 2:** In Part II, Section A.2., should the number of cases closed by pro bono attorneys include cases that are referred to and worked on exclusively by pro bono attorneys as well as cases closed by pro bono attorneys who may volunteer onsite and work under the direct supervision of our staff attorneys?

**Answer:** Part II, Section A.2. is asking for a subset of total cases closed by the Grantee, a standard that may vary by Grantee. For example, Grantees may have differing case closure policies, arrangements with pro bono attorneys and the degree of ongoing staff support and mentoring of

pro bono attorneys that may affect whether a particular case handled by pro bono counsel should be counted as a closed case by the Grantee.

**Question 3:** In Part II, Section H.1., should Grantees explain the expense variances that automatically calculate showing only half of the total grant was spent? To avoid showing a variance, should Grantees enter only half of its budget in column E?

**Answer:** In column E, Grantees should enter the two year grant award total. Variances of approximately half the grant award need not be explained.

If a Grantee's actual expenses in year one result in variances significantly different from half of its approved budget, then the Grantee may want to seek a budget modification, which can be submitted concurrently with its GAR. To do this, please indicate the modified budget in column F and submit a brief written justification as an attachment.

**Question 3:** For Part II, Section H.3., how can Grantees report foundation grants that do not fit on the excel forms, which are locked?

**Answer:** Grantees with more information than lines on any given worksheet should indicate within the space available "See attached" or similar reference and create an additional Excel document with the necessary information. This can be submitted electronically and in hard copy with the rest of the GAR.