

Texas Access to Justice Foundation

CVCLS GRANT -- QUARTERLY REPORT

Please complete all of this information.

Organization/Project:			
Grant #:		Award:	
Report Prepared By:			
e-mail:			
Phone:		extension:	

A. Expenditure of CVCLS funds

COST CATEGORY	PROGRAM	ADMINISTRATIVE	TOTAL
Personnel:			
Lawyers	\$ -		\$ -
Paralegals			\$ -
Others			\$ -
Salary Subtotal	\$ -	\$ -	\$ -
Employee Benefits:	\$ -		\$ -
Total Personnel	\$ -	\$ -	\$ -
Non-Personnel:			
Space			\$ -
Equipment Rental			\$ -
Supplies			\$ -
Telephone			\$ -
Travel			\$ -
Training			\$ -
Library			\$ -
Insurance			\$ -
Audit			\$ -
Litigation			\$ -
Capital Additions			\$ -
Contractual Serv. (specify)			\$ -
Contractual Serv. (specify)			\$ -
Contractual Serv. (specify)			\$ -
Contractual Serv. (specify)			\$ -
Other (specify)			\$ -
Total Non-Personnel	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -

1. If you have overspent or underspent CVCLS funds during the quarter, please provide a brief explanation.

Place explanation here.

2. Financial Institution(s) where the CVCLS funds are deposited:
 a. Name:
 b. City

3. Terms of the depository account:
 a. Type of account
 b. Interest rate

Texas Access to Justice Foundation
CVCLS GRANT -- PROGRAMMATIC QUARTERLY REPORT

Organization/Project:	0
Report Prepared By:	0
e-mail:	0
Phone:	0
Quarter Ended:	

Category	Description	Amount
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Expenditure Totals for Q1:

(These totals should appear automatically if you've filled in your expenses in this period's quarterly spreadsheet.)

1. Travel	This is the total amount paid for travel expenses.	\$ -
2. Total Litigation Costs	Litigation costs include, but are not limited to, filing fees, court costs and depositions, and subpoenas.	\$ -
3. Contractual Services	This is the total amount paid for professional and contractual services.	\$ -
4. Administrative Costs	This is the total amount paid for indirect, or administrative, costs.	\$ -

Direct Dollars for Q1:

(Direct Dollars include back awards and monthly payments obtained for crime victims in such cases as Social Security, Unemployment Compensation and Child Support for this quarterly period.)

Direct Dollars Tip 1	Enter only affirmative dollar awards to crime victims not cost savings from judgments or payments avoided.	
Direct Dollars Tip 2	Only report the amount received as a result of legal assistance. Example: if your program helped a crime victim to increase child support from \$200 to \$300 per month, this would be counted as a monthly benefit of "\$100" for purposes of this chart.	
5. Total Back Awards and Lump-Sum Settlements	This is the total amount of money won for crime victims during the quarter, minus any money included in Monthly Benefits (#6)	\$ -
6. Total Monthly Benefits	This is the sum of all monthly amounts won during the quarter. Do Not Annualize. Example: SSI benefits of \$275 per month for ten clients should be reported as "\$2,750," not 12 times \$2,750.	\$ -

People Turned Away in Q1

7. Total number of requests rejected:	This number includes the total number of crime victims who were eligible for legal services but had to be turned away due to lack of resources.	your # here
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People Helped in Q1

8. Total number of people who benefited	This number includes the total number of people who benefited from the legal services you provided. This number will PROBABLY be larger than the number of cases listed as closed on the "Counties" form. Example: If you obtain a divorce for a victim of domestic violence, anyone else for whom the victim of domestic abuse was responsible (children or adult ward) and who was living in the previously violent household would have also received a benefit from the legal representation. Consequently, you should count all members of the household as benefiting when answering this question even though you will only count it as one case closed.	your # here
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Please put an "X" in the box adjacent to the sentence that states how you calculate persons benefitted.	I counted the actual people for each household	
	I used statistical analysis to determine average size of households served.	

B. Summary of Year-to-Date CVCLS Expenditures as of:

Organization/Project: 0

COST CATEGORY	PROGRAM		ADMINISTRATIVE		TOTAL	
	Approved Program Budget	Y-T-D Program Expenditures	Approved Administrative Budget*	Y-T-D Administrative Expenditures	Approved Annual Budget	Y-T-D Total Expenditures
Personnel:						
Lawyers						
Paralegals						
Others						
Salary Subtotal						
Employee Benefits:						
Total Personnel						
Non-Personnel:						
Space						
Equipment Rental						
Supplies						
Telephone						
Travel						
Training						
Library						
Insurance						
Audit						
Litigation						
Capital Additions						
Contractual Serv. (specify)						
Contractual Serv. (specify)						
Contractual Serv. (specify)						
Contractual Serv. (specify)						
Other (specify)						
Total Non-Personnel						
GRAND TOTAL						