

Organization / Agency Information

Organization/Agency Name: <i>LEGAL AID SOCIETY OF SAN BERNARDINO</i>		
Physical Address <i>588 W. Sixth Street</i>	City/State/Zip <i>San Bernardino, CA 92410</i>	
Mailing Address: <i>588 W. Sixth Street, San Bernardino, CA 92410</i>	City/State/Zip	
CEO or Director: <i>Josefina Valdez, Esq.</i>	Title: <i>Executive Director</i>	
Phone: (909) 381-4633 x 116	Fax: (909) 889-6338	Email: josefinav@legalaidsb.com
Contact Person: <i>Deborah J. Davis</i>		Title: <i>Chief Administrator</i>
Phone: (909) 381-4533 x 103	Fax: (909) 889-6338	Email: deborahd@legalaidsb.com
Web Site Address: www.legalaidsb.com www.legalaidofsb.org		Tax ID: 95-1997024

Program / Grant Information

Interest Area: ☐ Animal Protection ☐ Education ☐ Environment ☐ Health ☐ Human Dignity

Program/Project Name: <i>M.B.R.A.C.Ed Mental and Behavioral Rehabilitation through Access to Court and Education</i>			Amount of Grant Requested: <i>\$21,620</i>
Total Organization Budget: <i>\$699,083.37</i>	Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):	Per 990, Percentage of Management & General Expenses Only (Column C/ Column A x 100):	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100):
Purpose of Grant Request (one sentence): <i>This project will allow representation of 65 victims in their pursuit of restraining orders to prevent further domestic violence, harassment, sexual assault or molestation.</i>			
Program Start Date (Month and Year): <i>October 2017</i>		Program End Date (Month and Year): <i>September 2018</i>	
Gimbel Grants Received: List Year(s) and Award Amount(s) <i>We have never previously applied for a Gimbel grant.</i>			

Signatures

Board President / Chair: (Print name and Title) <i>George S. Theios, Esq., President of the Board of Directors</i>	Signature: 	Date: <i>9/13/17</i>
Executive Director/President: (Print name and Title) <i>Josefina Valdez, Esq., Executive Director</i>	Signature: 	Date: <i>9/13/17</i>

I. ORGANIZATIONAL BACKGROUND

- A) What are the history, mission and/or purpose of your organization? How long has the organization been providing programs and services to the community?

Legal Aid Society of San Bernardino was founded in 1958 by a group of attorney who realized access to the judicial system is an integral part of our individual rights and should not be limited to those of financial means. We have, since inception, continually provided free legal services to those in need.

Our Mission is to improve the lives of those in need, in San Bernardino County and surrounding communities, by providing counseling, education, and legal services, regardless of ability to pay. Our vision is justice for all.

- B) What are some of your past organizational accomplishments (last three years)?

Our programs include provision of legal clinics through eight sites, seven within San Bernardino County and one within Riverside County. Through these sites, we host 506 clinics per year, providing services to almost 3,000 new, unduplicated clients, while also providing on-going services to returning clients engaged in litigation of Conservatorship, Guardianship, Civil, and Family Law matters.

During 2015, we established the first Medical-Legal Partnership in the Inland Empire. Our medical partner is a Federally Qualified Health Care provider with locations within both counties, providing healthcare in family practice, pediatrics, OB/GYN, dental, vision, and mental health, in addition insurance, CalSNAP and WIC enrollment. This project joins physicians and attorneys in a unified drive against social detriments which inhibit long-term health despite on-going treatment. Through this project we have represented clients to secure appropriate Medicare and Social Security benefits, negotiation with landlords to remedy health-harming factors within their rentals, secure protective restraining orders, and re-locate tenants within healthy environments.

During 2016, we partnered with two other legal service agencies to provide services in two additional areas of law: Employment/Labor and Disability Rights. These two agencies provide attorneys with expertise to provide services through clinics hosted within our sites.

- C) What are your key programs and activities? Describe the communities you serve. Include populations, geographic locations served, and relevant statistics.

Our Access to Justice and Rural Access to Justice legal clinics are provided in Barstow, Colton, Fontana, Joshua Tree, Rialto, San Bernardino, Victorville and Yucca Valley. Our Medical-Legal Partnership clinics are provided in San Bernardino and Banning. Services are provided to persons age 17 plus. However, more than 90% of the work performed benefits children and families. Our M.B.R.A.C.Ed. Project (Medical and Behavioral Rehabilitation through Access to Court and Education) provides legal assistance in pursuit of domestic violence restraining orders and civil harassment restraining orders. We serve individuals and families of all races and ethnicities, residing within the above-stated regions, with a total family income of up to 200% of the annual HUD poverty levels.

II. PROJECT INFORMATION

- A) Statement of Need

1. Specify the community need you want to address and are seeking funds for.

We seek this funding to expand our MBRACEd project by providing representation to 65 victims of domestic violence, human trafficking, sexual assault or molestation in their attempts to secure protective restraining orders. The San Bernardino Court approached our agency to

request help with restraining order cases since the Judges perceived that many victims are left unprotected due to deficiencies with their legal documents and procedures.

According to the Court's records, the Central region of this County receives approximately 95 cases each week seeking protective restraining orders. Our judges have indicated 80% of those cases are filed by self-representing victims, but approximately 10-15% are denied due to the failures in the written legal documents and approximately 10% of the remaining cases are delayed due to failure in serving the assailant, leaving the victim unprotected for an additional 20-30 days until another hearing can be held.

In order to obtain protective restraining orders, one must prepare and file legal documents, set a hearing, and give advance notice to the opposing party. If a victim does not accurately complete the legal documents, does not present their evidence in the required manner, or does not provide proof of notice, the Court must deny the restraining orders or delay issuance of protective orders until the procedural deficiency is cured. As a result, the assailant has notice that protective orders were denied, leaving the abuser to exact even more damage before the court orders are issued. Thus, the victim and their family members are placed at an even greater risk than originally felt.

This project will seek to timely effect protective orders, particularly for those who need such orders but have failed in their efforts to secure the restraining order without the undue delays which embolden assailants.

B) Project Description

1. Describe your project. How does your project meet the community need? What is unique and innovative about this project?

Persons seeking restraining orders will be referred to Legal Aid by various sources, including the very Judges who hear restraining order requests. The clients will speak with an attorney who will also review their existing documents and instruct caseworkers on preparation of needed documents, educate the clients on the court process, prepare clients for the hearing and represent clients at the restraining order hearing.

This project was requested by local judges who perceive that many people in need of protective orders simply cannot successfully navigate the legal system without an increased level of help. The Court has expressed a willingness to assist with the project by referring needful clients to the project, by special setting of hearings to allow project efficiency and by working with staff to maintain effective procedures. educated in the legal process and represented at the court hearing by a staff attorney, a trained volunteer attorney, or a certified law student working under the direct supervision of an experienced mentor attorney.

This project is unique in that it will provide victims, at no cost, with the representation needed to support those victims who would otherwise face barriers which greatly inhibit the likelihood of securing protective orders. It is also unique in that it will afford volunteer attorneys and certified law student's courtroom experience, under the supervision of a mentor attorney, while also developing an appreciation for philanthropic service. It is also unique in that it is a project requested by the court to provide services not otherwise available to impoverished victims.

C) Project Goal, Objectives, Activities and Expected Outcomes

Note: Objective, Outcomes and Evaluation must all be based on the same quantifiable criteria.

GOAL: Our goal is to assist clients in attaining a life free from harassment, abuse, molestation, abuse, or victimization.

Objective: Our objective is to, within a 12-month grant term, assist 65 individuals in securing enforceable court orders to protect themselves and/or their family members from harassment, assault or molestation.

Activities: In order to attain the goals and objectives, Legal Aid will establish an office within the courthouse wherein we provide applicants with legal counsel, supportive litigation services and legal representation for 65 individual litigants to pursue protective restraining orders. This work will be performed within the San Bernardino Superior Court and through the Legal Aid office located within San Bernardino, California, by trained Legal Aid staff, including a supervising attorney, volunteers and certified law students working under the direction and supervision of a Legal Aid attorney.

Expected Outcomes: The expected outcome will be:

74%, or 48 of the 65 individuals served within the 12-month grant term, will obtain restraining orders to offer protection from harassment, abuse or molestation at the hands of former stalkers, abusers or assailants;

Members of those families served will enjoy increased safety within their home, school and work environments, yielding improved school and work attendance;

Law enforcement officers will be forewarned of the identity of victims and abusers, and of the exact court orders to be enforced, thereby reducing the time and exposure such officers face when answering calls to prevent domestic violence.

Evaluation: **The 65 clients served through this project** will complete an Application form. Data from such form will be entered into our case management database to assure tracking of those served, the identity and relationship of household members, their age, ethnicity and nature of legal problem.

Evaluation will be multi-faceted: On an on-going basis, attorneys will provide case notes reflecting the legal challenge, remedial steps taken, and the outcome of the work performed. Throughout the project, members of the judicial bench will provide on-going evaluation and recommendations to assure project success. At the conclusion of the casework, each client will be given an evaluation form seeking their evaluation of the project.

D) Timeline

Provide a timeline for implementing the project. State the start date and ending date of the project, include timeframes for specific activities, as appropriate.

The project term will be October 2017 through September 2018. During October: The site will be established, partner meetings scheduled, and the project marketed through the courts, county offices, the court clerks, flyers and announcements.

November 2017 through August 2018: Clients will be interviewed and meet with an attorney to assess their legal problem, secure legal documents, file casework, and attend court hearings in pursuit of protective restraining orders.

October – December, 2017: Legal Aid staff will confer with court officers at least monthly, and as needed, to discuss or modify the process.

Throughout the project Legal Aid staff will: Enter case data into our database; Interview clients and prepare case documents; Provide procedural support for processing restraining orders to ensure enforcement; Conduct post-service interviews with clients served; and Confer with court officers as needed, and at least quarterly, to evaluate and modify the project to assure efficient and effective work.

August, 2018: All post-service interviews and evaluations will be completed and all data compiled to allow reporting to funder.

E) Target Population

Who will this grant serve? How many people will be impacted? Provide a breakdown: Number of Children, Youth, Adults, Seniors, Animals.

Sixty-five individual litigants will be served during the 12-month grant term. Those served will include a persons ages 17+ of all ages, ethnicities and races. Most restraining orders are sought by households and involve orders to protect adults and children. In California, minors whom are exposed to threats, violence or abuse are victims of abuse, regardless of whether the abusive behavior is directed toward them. We estimate this project will serve 65 litigants and approximately 156 household members, estimated to include 40 adults, 20 of whom will be seniors, and 114 minors.

F) Projects in the Community

How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project? Who are your community partners (if any)? How are you utilizing volunteers?

Option House is a domestic violence prevention agency located within the courthouse which provides help in preparing forms, but does not provide representation. Despite their work, the Judges have sought our help with casework preparation and representation. No other agency provides free representation on restraining order requests. We have partnered with Unity Homes, a D.V. prevention agency in Yucca Valley, where we offer a monthly clinic within their office. We have had a partnership with San Bernardino Sexual Assault Services to offer their clients expedited family law services. We have other projects involving partner agencies, including Libreria del Pueblo, Echoes of Love Ministries, Inland Behavioral Health Services. Each year we have about 40 attorneys who provide legal services and 35 non-attorney volunteers who provide clerical and paralegal services.

G) Use of Grant Funds

How will you use the grant funds?

Grant funds will be used to cover the staff time for a supervising attorney, paralegal, administrative and clerical support, and limited non-personnel costs as detailed on the Budget and Budget Narrative submitted herein.

III. Project Future

A) Sustainability

Explain how you will support this project after the grant performance period. Include plans for fundraising or increasing financial support designated for the project.

Legal Aid has a long established history of securing annual funding from Inland Counties Legal Services, the State Bar of California, and Community Development Block Grant funds, United Way, Dignity Health and the San Manuel Band of Mission Indians. Current funding from those sources is restricted to the programs for which the funding was secured. Future funding applications will be determined, in part, by the outcome of this pilot project. Gimbel's funding will allow us to meet the current need expressed by our local court while serving desperate clients. The data derived from this pilot project will allow us to evaluate the depth of on-going need for the service, identify the appropriate funding, and craft the project and funding requests accordingly. Legal Aid does continually search for funding through al viable sources. Two staff members conduct weekly searches for viable funding and submit applications whenever a solid "fit" between funder and project is identified. We also host an annual fundraiser event and participate in a few special projects, such as GiveBIG.

IV. Governance, Executive Leadership and Key Personnel/Staff Qualifications

A) Governance

Describe your board of directors and the role it plays in the organization. What committees exist within your board of directors? How does the board of directors make decisions?

Our Board of 13 members includes five committees: Audit & Finance, Employee Oversight, Executive, Fundraiser, and Volunteer Attorney Oversight. The Board meets at least quarterly, with additional meetings set as needed. The committees schedule their meetings as needed to complete their assignments. Committee recommendations are presented to the Board, which makes all decisions via vote. The Board reviews monthly fiscal data, sets policy, makes recommendations on procedures, hires, evaluates and oversees the Executive Director, participates in fundraising, and volunteers at our clinics.

B) Management

Describe the qualifications of key personnel/staff responsible for the project.

Our Executive Director is an attorney with 6 years of experience with our agency and 12 years of experience with non-profits. Our Managing Attorney has 16 years of experience with our agency, 30 years of experience as an attorney, and 15 years of experience as a teacher in the legal field. Our Chief Administrator has over 20 years of experience with our agency, which includes 16 years of experience with administration and grant management. Our paralegal staff has experience ranging from 2 to 16 years, including specialized training in the area of domestic violence matters.

V. Project Budget and Narrative

A) Budget Table: Provide a detailed line-item budget for your **entire** project by completing the table below. Requested line items should be limited to Ten (10) line items. The less the better.

A breakdown of specific line item requests and attendant costs should include:

- 1) Line item requests for materials, supplies, equipment and others:
 - a. Identify and list the type of materials, supplies, equipment, etc.
 - b. **Specify the unit cost, number of units, and total cost**
 - c. Use a formula/equation as applicable. (i.e. 40 books @ \$100 each = \$4000)
- 2) Line item requests for staff compensation, benefits: **Do not use FTE percentages.**
 - a. Identify the position; for each position request, **specify the hourly rate and the number of hours** (i.e. \$20/hr x 20 hours/week x 20 weeks = \$8,000)
 - b. For benefits, provide the formula and calculation (i.e. \$8,000 x 25% = \$2,000)
- 3) Line items on Salaries/Personnel included in budget (contribution or in-kind) but NOT requested from the Gimbel Foundation must be broken down per number 2) above: Provide rate of pay per hour and number of hours.

Line Item Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel/TCF	Line Item Total of Project
Attorney	1 @4 hrs/wk x \$40/hr x 52 wks= 8320			8,320	8,320
Paralegal	1@5hr/wk x \$20/hr X 52 wks = 5,200			5,200	5,200
Admin. & Clerical Staff	3@2hr/wk x \$25/hr x 52 wks = 1462.50		6,337.50	1,462.50	7,800
Employee Benefits	Contribution of taxes and health insurance			1,972.50	1,972.50
Office supplies	Paper, pens, folders, etc. @! \$25/case x 65			1,625	1,625
Printing &	\$10/case x 65 cases			650	650

Postage					
Outside Services	Bookkeeper IT Technician			1,890	1,890
Training	Updates for DV law and DV Advocacy			500	500
Space, equip. rental, taxes, and technology	Office/utilities, copier and phone equipment, Internet & software		5,213.13		5,213.13
TOTALS:			11,550.63	21,620.	33,170.63

B) **Narrative:** The budget narrative is the justification of “how” and/or “why” a line item helps to meet the project deliverables. Provide a description for each line item request as necessary. Explain how the line item relates to the project. If you are requesting funds to pay for staff, list the specific duties of each position. See attached SAMPLE Project Budget and Budget Narrative.

Personnel:

Attorney: Oversee volunteer attorneys, certified law students and caseworkers; consult with clients, educate clients on legal issues, represent clients, interface with court and support staff.

Paralegal/Caseworkers: **A contributive share** of costs for caseworkers to receive and process clients, data entry, interview clients, prepare documents, provide procedural information and referral for supportive services. **A portion of the total grant cost for caseworkers is covered by funding from other sources.**

Administrative/Clerical: Interface with court agents, arrange and attend project trainings and planning/evaluation meetings, draft project and marketing materials, Schedule volunteers and staff, arrange and effect trainings, prepare payroll, effect collection of output and outcome data.
Employee Benefits: A pro-rated contribution toward payroll taxes and employee health insurance and staff working on this project.

Non-Personnel:

Office supplies: Consumable supplies needed for each case: file folders, fasteners, paper, legal forms, pens; and consumable supplies needed for general administrative work: pens, paper, folders, folder fasteners, etc.

Each client served is provided a complete file folder containing copies of their prior case documents, the original and required number of copies for each document prepared through this project, and reference materials. A copy of the temporary and general Restraining Orders, and evidence of those orders having been served upon the opposing party, must be provided to various law enforcement agencies to facilitate their enforcement of Orders. To best protect the victims, multiple copies of issued Orders are also provided for placement with employers, schools, baby sitters, within family vehicles, etc. Given the nature and amount of documentation involved, confusion can be avoided only if the documents are carefully organized and marked for proper handling. Each client file, therefore, involves a folder, file fasteners, colored paper to separate instructions, binder clips to bundle documents appropriately, bundles of documents, and colored post-it notes to clarify instructions for each bundle. For administrative purposes, our agency also maintains a file evidencing the services were given to real people, who provided evidence of residency, as well as documents proving who the nature and extent of services provided. This file includes the prove-up data required by funders and a sample of the work

prepared for the client. Also included in this cost is a contributive share of the cost for accessing and using the legal forms prepared for the clients.

Printing and Postage: Printing forms prepared for each of 65 cases; printing and disseminating flyers for volunteer recruitment and training, and project marketing

Outside services: Bookkeeper to calculate, record and maintain project costs and a computer technician to maintain electronic equipment and software needed for the project.

Training: Secure software and legal publication updates for Domestic Violence laws and Advocacy.

Space, etc.: A contributive portion of costs for maintaining the office (space and utilities), and a contributive portion of copier, printer and telephone equipment leasing and maintenance.

2017 S.L. Gimbel Foundation APPLICATION

VI. Sources of Funding: Please list your current sources of funding and amounts.

Secured/Awarded

Name of Funder: Foundation, Corporation, Government	Amount
Inland Counties Legal Services	\$ 233.083
State Bar – IOLTA Funds	102,500
State Bar – Equal Access Funds	167,972
State Bar – Community Redevelopment Funds	90,000
San Manuel Band of Mission Indians	75,000
Dignity Health Foundation	22,000
City of Hesperia – CAP Funds	10,500
Arrowhead United Way	4,500

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
Arrowhead United Way	<i>\$20,000</i>	<i>Sept. 2017</i>
<i>City of Victorville – CDBG</i>	<i>10,000</i>	<i>July 2017</i>
<i>City of Rialto – CDBG</i>	<i>10,000</i>	<i>July 2017</i>

Diversity of Funding Sources: A financially healthy organization should have a diverse mix of funding sources. Complete those categories that apply to your organization using figures from your most recent fiscal year.

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	\$ 57,924	.8	Program Fees	\$	
Fundraising/Special Events	\$ 12,870	1	Interest Income	\$	
Corp/Foundation Grants	\$101,500	14	Other: SBPEA	\$ 6,000	.0
Government Grants	\$604,055	85	Other: Red. Thr	\$12,000	.1

Notes: Our agency also benefits from In-Kind professional services valued at \$644,700

2017 S.L. Gimbel Foundation APPLICATION

VII. Financial Analysis

Agency Name: LEGAL AID SOCIETY OF SAN BERNARDINO

Most Current Fiscal Year (Dates): From 1-01-2017 To: 12-31-2017

This section presents an overview of an applicant organization's financial health and will be reviewed along with the grant proposal. Provide all the information requested on your **entire organization**. Include any notes that may explain any extraordinary circumstances. Information should be taken from your most recent 990 and audit. **Double check your figures!**

Form 990, Part IX: Statement of Functional Expenses

1) Transfer the totals for each of the columns, Line 25- Total functional expenses (page 10)

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
\$ 656,765	\$ 545,730	\$ 111,035	\$ 0

2) Calculate the percentages of Columns B, C, and D, over A (per totals above)

- Program services (B) – A general rule is that at least 75% of total expenses should be used to support programs
- Management & general administration (C) – A general rule is that no more than 15% of total expenses should be used for management & general expenses
- Fundraising (D) – A general rule is that no more than 10% of total expenses should be used for fundraising

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
	Columns B / A x 100	Columns C / A x 100	Columns D / A x 100
Must equal 100%	83%	17%	0%

3) Calculate the difference between your CURRENT year budget for management & general expenses and your previous management & general expenses per your 990 (Column C)

Percentage of Organization's Current Total Budget used for Administration	Column C, Management & general expenses per 990 above	Differential
19.8%	16.9%	2.9%

If the differential is above (+) or below (-) 10%, provide an explanation:

2017 S.L. Gimbel Foundation APPLICATION

Quick Ratio: Measures the level of liquidity and measures only current assets that can be quickly turned to cash. A generally standard Quick Ratio equals 1 or more.

Cash	+ Accounts Receivables	/Current Liabilities	= Quick Ratio
\$ 5,619	\$ 71,405	\$ 66,867	1.07

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$ 14,162	\$101,178

Notes: This is based upon total current assets and total current liabilities.

VIII. Application submission check list:

X	<u>Submit FOUR (4) Copies: 1 ORIGINAL (WITH ORIGINAL SIGNATURES) and 3 copies, collated and stapled together of the following:</u>		<u>Submit ONE (1) Copy:</u>
X	Completed Grant Application Form (cover sheet, narrative), budget page and budget narrative (see sample) and sources of funding, financial analysis page	X	A copy of your current 501(c)(3) letter from the IRS
X	Your current operating budget and the previous year's actual expenses (see sample Budget Comparison)	X	A copy of your most recent year-end financial statements (audited if available; double-sided)
X	Part IX only of the 990 form, Statement of Functional Expenses (one page). If you completed a 990-EZ, fill out the attached Part IX, Functional Expenses of the 990 form using figures from your 990-EZ	X	A copy of your most recent 990 (double-sided)
N/A	For past grantees, a copy of your most recent final report.	X	A list of your Board members and their affiliations

Board of Directors - 2017

LEGAL AID SOCIETY OF SAN BERNARDINO

NAME / OFFICE HELD	ADDRESS	PHONE	FAX	AFFILIATIONS
George Theios President	155 W. Hospitality Lane, #253 San Bernardino CA 92401	890-2314 Cell 909-907-2847	381-2566	CA State Bar; ICLS BOD; AHEPA 302, INC; Earl Crane Dental Cntr BOD; ABOTA; Our Lady of Rosary Cath Parish Co; Fed. & SB Co Car Assoc
Michael Scaffidi Vice President	432 N. Arrowhead Ave. "Tessa", Kayle San Bernardino CA 92401 "Mary"	381-1000 Cell 909-663-4017	909) 381-1077	Cedar House BOD; Aquinas HS Presid. Co.; State Bar, Past Bar Pres Bar Assn; American, SB Co., Western & Riv. Co. Bar Assoc., CA DUI Lawyers Assoc, SB Co Bar Crim Law Section
Barbara Keough Secretary	1228 Jasmine Street Redlands, CA 92374	Cell 909-496-9980		Habitat for Humanity of San Bernardino; SB County Bar Assoc; CA State Bar Assoc.
Earl Carter	454 N. Arrowhead Av., Suite B San Bernardino, CA 92401	(909) 877-2400 (951) 367-3233 Cell (909)717-6202	(951) 367-3222	State Bar of CA, San Bernardino County and Riverside Co. Bar Assoc., High Desert and West End Bar Associations; State Public Defenders Association
Joyce M. Holcomb	215 N. D Street, #305 San Bernardino, CA 92401	909) 889-3220		ACFLS; Family Law Section of SB Co. Bar Assoc., SB Co. Bar Assoc; East and West FL Sections of Bar Associations
Connie Johnson	c/o Disenhouse Law, APC 3890 11 th St, #217, Riverside CA92501	(951) 530-3710 (951) 543-4239	(951) 543-4238	Inland Co. Assoc. of Paralegals; Platt College Paralegal Advisory Com; SB Co., Riv. Co. and Wester SB Co. Bar Assoc; IE Legal Assoc. of Women; Nat'l Fed of Paralegal Assoc.; Nat'l Assoc. of Prof. Women; Paralegal Internet Assoc.
Wilfrid C. Lemann	215 N. D Street, #100 Bernardino, CA 92401	889-3691	888-5119	Amer Bar Assoc; Amer Hearth Assoc; Amer Judicature Soc; Aquinas HS Foundation; AUW past BOD; Catholic Charities pas BOD; Equestrian Order of Holy Sepulcre of Jerusalem; IE Symphony Assoc.; past BOD, KVCR Educ. Foundation; SB Co. Sheriff Honorary Spl. Deputy; St. Bernardine's Exec. Co., Sierra Club of SB, SB Historical & Pioneer Soc.
Mark H. McGuire	Law Office of Kyle A. Patrick 3890 11 th St., #218 Riverside, CA 92501	951) 742-8010 (951) 233-5619	909) 798-6189	State Bar Assoc., SB Co. Bar Assoc, Joseph B. Campbell American Inns of Court



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077594588
Mar. 28, 2016 LTR 4168C 0
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00029552
BODC: TE

LEGAL AID SOCIETY OF SAN BERNARDINO
588 W 6TH ST
SN BERNRDNO CA 92410-3002



061310

Employer ID Number: 95-1997024
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Mar. 02, 2016, regarding your tax-exempt status.

We issued you a determination letter in February 1960, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

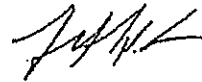
For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

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Mar. 28, 2016 LTR 4168C 0
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LEGAL AID SOCIETY OF SAN BERNARDINO
588 W 6TH ST
SN BERNRDNO CA 92410-3002

Sincerely yours,



Jeffrey I. Cooper
Director, EO Rulings & Agreement

LEGAL AID SOCIETY OF SAN BERNARDINO

354 W. Sixth Street, San Bernardino, CA 92401

Telephone: (909) 889-7328

E-mail: legalaidofsb@earthlink.net

Board Officers

Michael Scaffiddi, Interim President

Barbara Keough, Secretary

Connie Johnson, Interim Treasurer

Administrators

Josefina Valdez, Executive Director

Deborah Davis, Chief Administrator

Directors

Earl Carter

Joyce M. Holcomb

Wilfrid C. Lemann

Mark H. McGuire

Phyllis K. Morris

Vincent Onorio

Jack Osborn

William D. Shapiro

Christophen D. Warner

October 31, 2017

Celia Cudiamat,
Executive Vice President of Programs
The Community Foundation
3700 Sixth Street, Suite 200
Riverside, CA 92501

Re: S.L. Gimbel Foundation Fund
Grant Agreement

Dear Ms. Cudiamat:

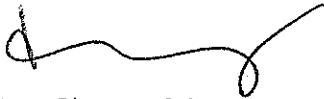
We are excited to offer a project assisting victims of abuse and assault and we greatly appreciate your support of this cause.

Enclosed herein please find the original, signed Grant Agreement.

We are again meeting with the courthouse manager to finalize the details and launch this project. We will then be able to draft a press release and forward same to Charee Gillins for review prior to publication.

Please accept our appreciation of your support to the Gimbel Foundation Fund and your agency. Your joint willingness to support this project is greatly appreciated by our staff and volunteers. Very shortly, our clients will gain this appreciation, too.

Sincerely,



Josefina Valdez
Executive Director

JV/djad
Enclosure



Strengthening Inland Southern California through Philanthropy

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October 23, 2017

S. L. Gimbel Foundation Fund

Ms. Deborah J. Davis
Executive Director
Legal Aid Society Of San Bernardino
588 West Sixth Street
San Bernardino, CA 92410

Dear Ms. Davis:

Congratulations! A grant has been approved for **Legal Aid Society Of San Bernardino** in the amount of **\$21,620.00** from the S.L. Gimbel Foundation. **The performance period for this grant is November 1, 2017 to November 30, 2018.** Additional funding beyond the performance period is not guaranteed. It is highly recommended that alternative funding sources be sought accordingly. The grant is to support the following as specified in your proposal:

Mental and Behavioral Rehabilitation through Access to Court and Ed.

This grant is subject to the terms outlined in the enclosed Grant Agreement. After you have reviewed the terms and conditions of the Grant Agreement, **please sign and date the agreement and return with original signature to The Community Foundation by Thursday, November 30, 2017.** Be sure to copy the signed agreement for your records. Funds will be released upon receipt of the signed Grant Agreement.

A condition of this grant is that you agree to submit the Grant Evaluation Form which includes a narrative report and fiscal report. **The Grant Evaluation is due by December 15, 2018** and will be available online at:

<https://www.thecommunityfoundation.net/grants/grants/forms>.

We wish you great success and look forward to working with you during the grant performance period. If you have any questions, please feel free to contact me at 951-241-7777.

Sincerely,

Celia Cudiamat
Executive Vice President of Programs

9380 Legal Aid Society Of San Bernardino

20170705 GIMB



**S. L. Gimbel Foundation Fund
Grant Agreement**

Organization: Legal Aid Society Of San Bernardino
Grant Amount: \$21,620.00 **Grant Number:** 20170705
Grant Period: November 1, 2017 to November 30, 2018 (*Evaluation Due: December 15, 2018*)
Purpose: Mental and Behavioral Rehabilitation through Access to Court and Ed.

1. Use of Grant Funds

Grant funds must be expended within the grant period, for the purpose and objectives described in your grant proposal. Grant funds may not be expended for any other purpose without prior written approval by The Community Foundation. If there are significant difficulties in making use of the funds as specified in your proposal, or if the grant funds cannot be spent within the grant period, notify us in writing promptly.

Formal requests for extensions or variances must be submitted to the Foundation's Board of Directors for approval a minimum of 60 days before the end of the grant period.

Requests for variances or extensions are reviewed on a case-by-case basis and approved by the Board of Directors. If a request is denied, unused funds must be immediately refunded to the Foundation.

Grant funds will not be expended for any political or lobbying activity or for any purpose other than one specified in section 170(c)(2)(b) of the Code.

2. Payment of Grant Funds

The grant funds will be paid in full by the Foundation upon receipt of the signed Grant Agreement. Challenge grant funds will be paid in full upon receipt of the signed Grant Agreement and upon receipt of documentation providing evidence that condition(s) of the challenge grant has/have been met.

3. Certification and Maintenance of Exempt Organization Status

This grant is specifically conditioned upon Grantee's status as an eligible grantee of The Community Foundation. The Foundation has obtained a copy of the Grantee's IRS determination letter. Grantee confirms that it has not had any change in its legal or tax-exempt status, and shall notify the Foundation immediately of any such change.

4. Final Report and Records

The Grantee will submit the Grant Evaluation report per the deadline set forth in the award letter. This report includes a narrative on outcomes based on goals and objectives set forth in the grant proposal and an expenditure report documenting use of grant funds. If equipment was purchased, copies of receipts need to be included.

5. Grantee's Financial Responsibilities

Grantee will keep records of receipts and expenditures of grant funds and other supporting documentation related to the grant at least four (4) years after completion of the grant and will make such records of receipts, expenditures and supporting documentation available to the Foundation upon request, for the purpose of conducting financial audits, making verifications, and investigations as deemed necessary concerning the grant.

6. Publicity

The Community Foundation appreciates publicity for the grant in all relevant published materials, such as brochures, newsletters and annual reports. The credit line of "Made possible in part by a grant from **The Community Foundation, Strengthening Inland Southern California through Philanthropy**" is suggested. The Grantee will allow the Foundation to review and approve the content of any proposed publicity concerning the grant prior to its release, upon request. When your donors are listed in printed materials, include the Foundation in the appropriate contribution size category. Sending a brief press release to your local paper is appreciated. Please email Charee Gillins, our Marketing & Communications Officer, at cgillins@thecommunityfoundation.net with copies of any printed or publicity materials that highlight the grant. When publishing our name, please note the "The" at the beginning of our name is a legal part of our name. It should always be used and capitalized. Attaching a logo is also appreciated. Our logo can be downloaded on our website at www.thecommunityfoundation.net.

Grantee agrees to allow the Foundation to include information about this grant in the Foundation's periodic public report, newsletter, news releases, social media postings, and on the Foundation's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.

7. Indemnification

In the event that a claim of any kind is asserted against the Grantee or the Foundation related to or arising from the project funded by the Grant and a proceeding is brought against the Foundation by reason of such claim, the Grantee, upon written notice from the Foundation, shall, at the Grantee's expense, resist or defend such action or proceeding, at no cost to the Foundation, by counsel approved by the Foundation in writing.

Grantee hereby agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation, its offices, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission by Grantee, its employees, or agents in applying for or accepting the Grant, in expending or applying the Grant funds or in carrying out any project or program supported by the Grant, except to the extent that such claims, liabilities, losses, and expenses arise from or in connection with any bad faith act or omission by the Foundation, its officers, directors, employees, or agent.

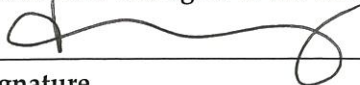
8. Termination

The Community Foundation may terminate this agreement, modify or withhold payments under this grant award, require a total or partial refund of any grant funds, or all at any time, if, in the Community Foundation's judgment: a) The Community Foundation is not satisfied with the quality of the Grantee's progress toward achieving the project goals and objectives; b) the Grantee dissolves or fails to operate; c) the Grantee fails to comply with the terms and conditions of this agreement; d) the Grantee fails to comply with the requirements of any law or regulation applicable to you, the Foundation, or this grant.

9. Limitation of Support

This Agreement contains the entire agreement between the parties with respect to the Grant and supersedes any previous oral or written understandings or agreements.

I have read and agree to the terms and conditions of the Grant Agreement.



Signature

Josefina L. Valdez
Printed Name

10/25/17
Date

Executive Director
Title

Organization: Legal Aid Society Of San Bernardino
Grant Number: 20170705


11/6/17


11/6/17

2017 GIMB-D3



Strengthening Inland Southern California through Philanthropy

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November 9, 2017

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Kathleen Sawa

Philip Savage IV
Immediate Past Board Chair

Dr. Henry Shannon

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Beverly Stephenson

Randall Tagami

Diane Valenzuela

Paula Myles
Interim President and CEO

Ms. Deborah J. Davis
Executive Director
Legal Aid Society of San Bernardino
588 West Sixth Street
San Bernardino, CA 92410

Dear Ms. Davis:

The Community Foundation is pleased to enclose a grant check for \$21,620 from the S. L. Gimbel Foundation, a component fund at The Community Foundation. By cashing the grant check, you are agreeing to the conditions stated under the *Terms of Grant* which you have signed and returned. **The completed Grant Evaluation form is due by December 15, 2018** and will be available online on The Community Foundations website under: <https://www.thecommunityfoundation.net/grants/grants/forms>. Please note that any grant variances or extensions must be requested in writing and in advance. Any remaining grant funds must be returned to The Community Foundation at the end of the grant period.

We greatly appreciate any help you can give us in publicizing the grant. Please use the following credit in any grant announcements or materials funded by the grant: *"Legal Aid Society of San Bernardino is supported by a grant from The S. L. Gimbel Foundation."* You may send us copies of articles printed in local papers, stories in your agency newsletter, annual report, press releases, and other publications for our files.

Please feel free to contact me at 951-241-7777 should you have any questions.

Sincerely,

Celia Cudiamat
Executive Vice President of Programs

20170705

43262

GIMB-3



The Community Foundation
Strengthening Inland Southern California through Philanthropy
3700 SIXTH STREET, SUITE 200
RIVERSIDE, CA 92501
951-241-7777 / FAX 951-684-1911

CITIZENS BUSINESS BANK
A Financial Services Company
3695 Main Street, Riverside, CA 92501
90-3414/1222

EZPaySM Check Fraud
Protection for Business

43262

PAY * Twenty-One Thousand Six Hundred Twenty and no/100 *

TO THE
ORDER OF

DATE

11/09/2017

AMOUNT

\$ ****21,620.00

Legal Aid Society Of San Bernardino
588 West Sixth Street
San Bernardino, CA 92410

Jose S. Bohon
[Signature]
AUTHORIZED SIGNATURE

⑈043262⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation

43262

9380 Legal Aid Society Of San Bernardino

11/09/2017 043262

20170705	11/06/2017	Mental and Behavioral Rehabilitation through Access to	21,620.00
GIMB		S.L. Gimbel Foundation Advised Fund	21,620.00

CHECK TOTAL: \$ ****21,620.00

The Community Foundation

43262

9380 Legal Aid Society Of San Bernardino

11/09/2017 043262

20170705	11/06/2017	Mental and Behavioral Rehabilitation through Access to	21,620.00
GIMB		S.L. Gimbel Foundation Advised Fund	21,620.00

CHECK TOTAL: \$ ****21,620.00