

**HEALTH CARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM (HCH/FH)
Finance Committee Meeting**

San Mateo Medical Center | 222 W. 39th Ave, 2nd floor (Board room) San Mateo
October 11, 2018, 8:00 A.M – 8:45 A.M.

AGENDA

- | | | | |
|-----------|---|--------------|----------------------|
| A. | CALL TO ORDER | | 8:00 AM |
| B. | CHANGES TO ORDER OF AGENDA | | 8:01 AM |
| C. | PUBLIC COMMENT | | 8:03 AM |
| | <small>Persons wishing to address on matters NOT on the posted agenda may do so. Each speaker is limited to three minutes and the total time allocated to Public Comment is fifteen minutes. If there are more than five individuals wishing to speak during Public Comment, the Chairperson may choose to draw only five speaker cards from those submitted and defer the rest of the speakers to a second Public Comment at the end of the Board meeting. In response to comments on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2) However, the Boards general policy is to refer items to staff for comprehensive action or report.</small> | | |
| D. | CONSENT AGENDA | Jim Beaumont | TAB 1 8:08 AM |
| | 1. Meeting minutes from September 13, 2018 | | |
| E. | REPORTING AGENDA: | | |
| | 1. Review of Budget & Finance Report through September 2018 | Jim Beaumont | TAB 2 8:10 AM |
| | 2. Contract Spend Down after August 2018 | Jim Beaumont | TAB 3 8:20 AM |
| | 3. Small Funding Request Update | Jim Beaumont | 8:30 AM |
| | BOARD COMMUNICATIONS AND ANNOUNCEMENTS | | |
| | <small>Communications and Announcements are brief items from members of the Board regarding upcoming events in the community and correspondence that they have received. They are informational in nature and no action will be taken on these items at this meeting. A total of five minutes is allotted to this item. If there are additional communications and announcements, the Chairperson may choose to defer them to a second agenda item added at the end of the Board Meeting.</small> | | |
| | OTHER ITEMS | | |
| | 1. Future meetings – every 2 nd Thursday of the month (unless otherwise stated) | | |
| | <i>Next Regular Meeting November 8, 2018; 8:00 A.M. – 8:45 A.M. Coastside Clinic, 225 South Cabrillo Highway (1st floor) Half Moon Bay</i> | | |
| H. | ADJOURNMENT | | 8:45 AM |
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Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternate format for the agenda, meeting notice, or other documents that may be distributed at the meeting, should contact the HCH/FH Program Coordinator at least five working days before the meeting at (650) 573-2966 in order to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. The HCH/FH Co-Applicant Board regular meeting documents are posted at least 72 hours prior to the meeting and are accessible online at: <http://www.smchealth.org/meeting/hchfh-meetings>.

TAB 1
Meeting Minutes

Request to Approve
(Consent Agenda)

**Healthcare for the Homeless/Farmworker Health Program (Program)
Co-Applicant Finance Committee Minutes (Sep 13, 2018)
Fair Oaks Clinic | 2710 Middlefield Road 1st floor (Great Room) Redwood City**

Co-Applicant Board Members Present

Christian Hansen
Robert Anderson
Mother Champion

County Staff Present

Jim Beaumont
Elli Lo

Members of the Public

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	Meeting was called to order at 8:00 A.M.	
Regular Agenda Public Comment	No Public Comment at this meeting.	
Regular Agenda: Consent Agenda	All items on Consent Agenda (meeting minutes from Aug 9, 2017) were approved.	Consent Agenda was <u>MOVED</u> by Christian <u>SECONDED</u> by Robert, and <u>APPROVED</u> by all Board members present.
Reporting Agenda: Review of Budget & Finance Report through August	<p>Jim provided an overview of budget and finance report through August 2018. Preliminary grant expenditures through August 31, 2018, total an estimated \$1,631,133. This will increase slightly as the County processes month-end transactions, but we have included known contractual expenditures and an estimate of routine county monthly charges.</p> <p>It is estimated there will be an unexpended funds balance between \$200,000 and \$300,000. This represents 7-11% of the grant. Administrative expenses, including salaries & benefits, will fully expend their budgeted amounts in aggregate. Contractual obligations have an overall utilization rate in the low 80% for the year. While 2018 contracts are performing better with utilization rates averaging in the low 90%, contractual obligations will account for more than half of the unexpended funds. The remainder is largely accounted for by the still-pending AIMS grant effort.</p> <p>To reduce the unexpended funds balance, consideration could be given to working on an arrangement with the county and Health IT to fund a portion of the upcoming Case Management System, with Board's consent.</p>	
Reporting Agenda: Contract Spend Down 2018 January to July	Per the Board's request, contract spend down data after July 2018 was presented. Most of the contracts and MOUs appear to be expending at a rate to reach the high 80%-low 90% utilization. Per Finance Committee's suggestion, Program Staff started conversations with LifeMoves regarding contract underspending. Staff was notified that LifeMoves has been working with a new strategy where LifeMoves staff being proactive in outreaching and conducting health assessment for family members at shelter. LifeMoves reassure staff that numbers would be picking up starting July. Committee members requested to have this detailed data from January to August at the next Finance Committee meeting.	

<p>Reporting Agenda: Discussion on Small Funding Request & Other Spend Down Projects</p>	<p>Staff provided an update on small funding request and the changed procurement process. Staff was recently notified by County Procurement Department that the B-1 memo clarifies soliciting, selecting and developing agreements with providers of goods and services. It outlines that any request over \$5,000 needs to go through a competitive bid process. This clarification has delayed the announcement of small funding request this year. One of the major purposes of the small funding request is to spend down the funding quickly before funding expires by the end of the year. Program Staff has been and will continue meeting with SMMC Procurement team and County Counsel to identify ways to fit small funding request under the County Procurement structure and process.</p>	
<p>Adjournment</p>	<p>Time 8:45 A.M.</p>	

TAB 2
Budget &
Finance Report

DATE: October 11, 2018

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont
Director, HCH/FH Program

SUBJECT: HCH/FH PROGRAM BUDGET and FINANCIAL REPORT

Preliminary grant expenditures through September 30, 2018, total an estimated \$1,816,422. This will increase slightly as the County processes month-end transactions, but we have included known contractual expenditures (even if they are not yet reflected as an expenditure by the county), and an estimate of routine county monthly charges.

At this point it has become clear that there will be an unexpended funds balance between \$200,000 and \$300,000. We currently estimate the final amount to be around \$267,000, which is about \$30,000 better than last month. This represents 7-11% of the grant. Administrative expenses, including salaries & benefits, will fully expend their budgeted amounts in aggregate. However, our contractual obligations have an overall utilization rate in the low 80% for the year. While 2018 contracts are performing better with utilization rates averaging in the low 90%, the final month(s) of 2017 – paid under the 2018 grant – had very low expenditures. But even with a utilization rate in the low 90%, contractual obligations will account for more than half of the unexpended funds.

While we were hoping to be able to utilize the pending the Case Management system as an avenue to minimize unexpended funds, contractual and budgetary delays make it appear that doing so will not be an option.

Attachment:

- Preliminary GY 2018 Summary Report

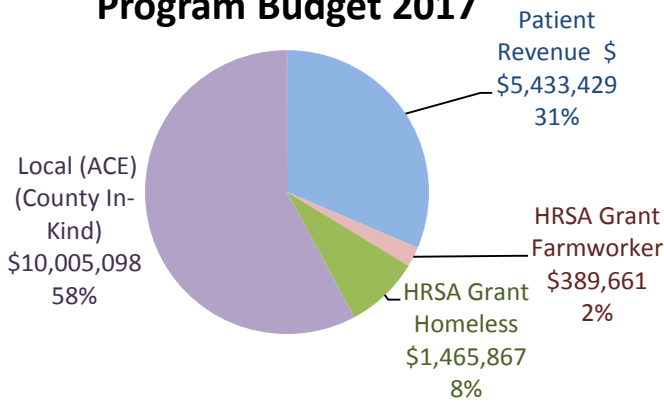
GRANT YEAR 2018

Details for budget estimates	Budget [SF-424]	To Date (09/30/18)	Projection for GY (+~13 wks)	Projected for GY 2019
<u>Salaries</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst new position, misc. OT, other, etc.				
	<u>540,000</u>	<u>335,064</u>	<u>485,000</u>	<u>598,000</u>
<u>Benefits</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst new position, misc. OT, other, etc.				
	<u>200,000</u>	<u>128,900</u>	<u>180,000</u>	<u>257,140</u>
<u>Travel</u>				
National Conferences (2500*4)		5,213	7,500	15,000
Regional Conferences (1000*5)		2,340	5,000	5,000
Local Travel			1,500	1,000
Taxis		2,303	5,000	3,000
Van & vehicle usage		1,075	1,500	1,500
	<u>25,000</u>	<u>10,931</u>	<u>20,500</u>	<u>25,500</u>
<u>Supplies</u>				
Office Supplies, misc.	10,500	3,634	4,500	10,000
Small Funding Requests		25,370	50,000	20,000
	<u>10,500</u>	<u>29,004</u>	<u>54,500</u>	<u>30,000</u>
<u>Contractual</u>				
2017 Contracts		34,825	34,825	
2017 MOUs		14,900	14,900	
Current 2018 contracts	967,030	653,863	853,390	870,000
Current 2018 MOUs	872,000	583,010	755,000	820,000
---unallocated---/other contracts	118,073		25,000	175,000
	<u>1,957,103</u>	<u>1,286,598</u>	<u>1,683,115</u>	<u>1,865,000</u>
<u>Other</u>				
Consultants/grant writer	31,667	13,575	65,000	30,000
IT/Telcom	5,930	8,150	11,000	6,000
New Automation			0	-
Memberships	4,000	2,000	4,000	2,000
Training			3,250	3,000
Misc (food, etc.)	5,500	2,200	5,500	4,000
	<u>47,097</u>	<u>25,925</u>	<u>88,750</u>	<u>45,000</u>
TOTALS - Base Grant	<u>2,779,700</u>	<u>1,816,422</u>	<u>2,511,865</u>	<u>2,820,640</u>
HCH/FH PROGRAM TOTAL	<u>2,779,700</u>	<u>1,816,422</u>	<u>2,511,865</u>	<u>2,820,640</u>
PROJECTED AVAILABLE	BASE GRANT		<u>267,835</u>	1,792
				based on est. grant of \$2,822,432

**HCH/FH Co-Applicant Board Finance Committee
Financial Summary as of 10/11/2018**

Program Budget 2017

Program Budget 2017



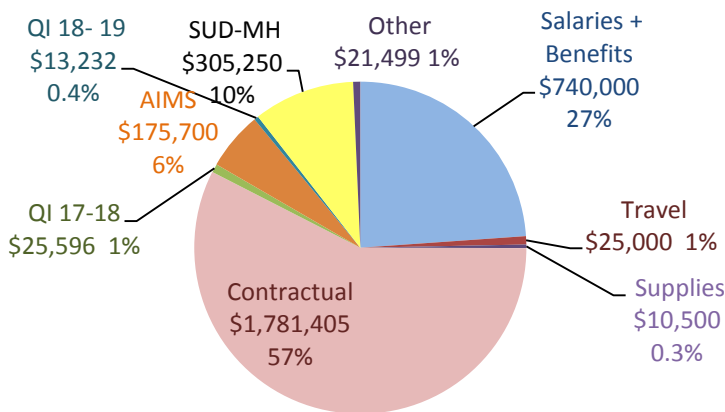
Revenue	Amount	% of Total
Patient Revenue	\$ 5,433,429	31%
HRSA Grant - Farmworker	\$ 389,661	2%
HRSA Grant - Homeless	\$ 1,465,867	8%
Local (ACE) (County In-kind)	\$ 10,005,098	58%
Total Revenue	\$ 17,294,055	

*HRSA Grant Total Claimed \$ 1,855,528

Source: Uniform Data System (UDS) Report 2017 First Submission

Grant Budget 2018

Grant Budget 2018

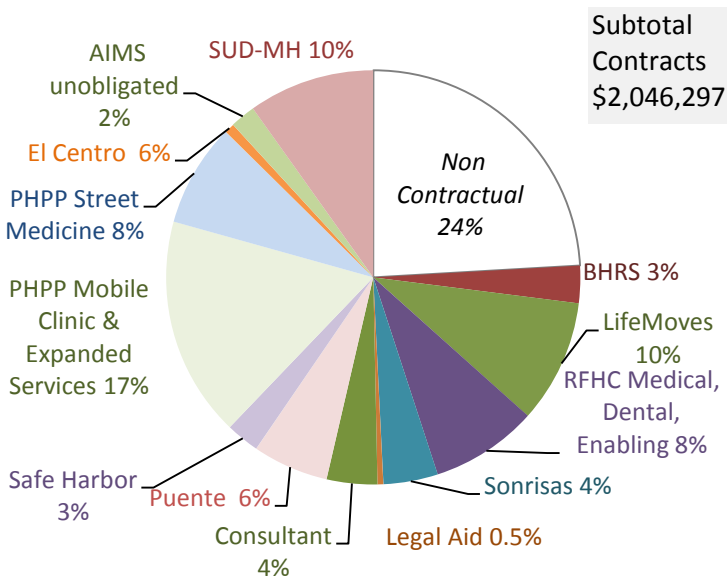


	Total	% of Total
Salaries + Benefits	\$ 740,000	24%
Travel	\$ 25,000	1%
Supplies	\$ 10,500	0.3%
Contractual	\$ 1,781,405	57%
QI Funding 17-18	\$ 25,596	1%
AIMS Funding	\$ 175,700	6%
QI Funding 18-19	\$ 13,232	0.4%
SUD-MH Funding	\$ 305,250	10%
Other	\$ 21,499	1%
Total	\$ 3,098,182	

Last Updated: 9/28/2018

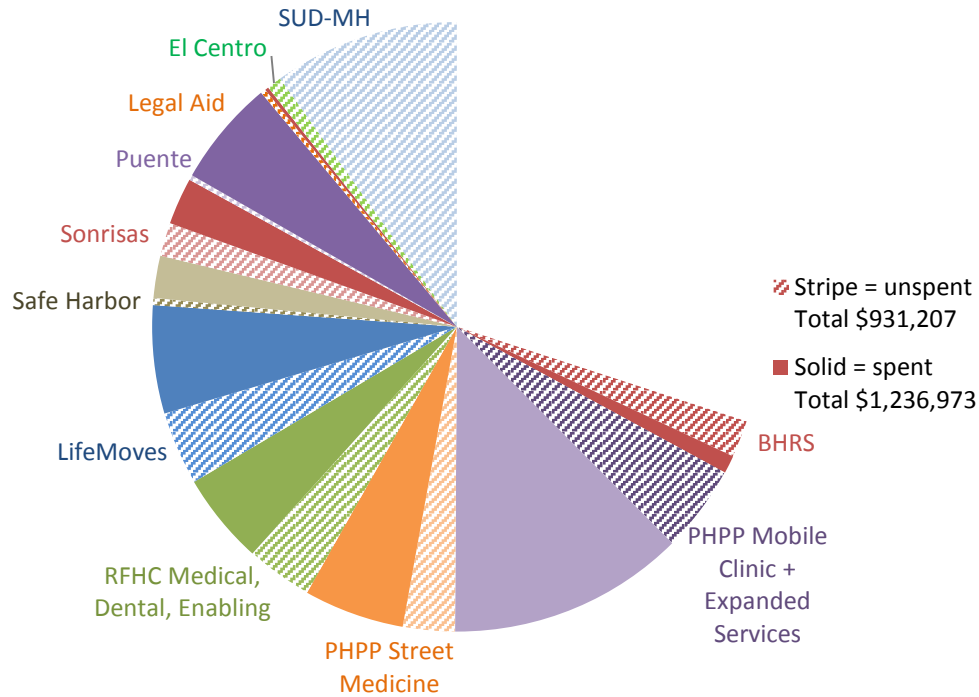
Grant Budget – Contractual 2018 (as of 9/28/2018)

Grant Budget - Contractual 2018



	Total	% of Total Grant
BHRS	\$ 90,000	3%
LifeMoves	\$ 298,030	10%
RFHC Medical, Dental, Enabling	\$ 258,725	8%
Sonrisas	\$ 131,675	4%
Legal Aid	\$ 14,000	0.5%
Puente	\$ 183,500	6%
Safe Harbor	\$ 81,000	3%
PHPP Mobile Clinic + ES	\$ 532,250	17%
PHPP Street Medicine	\$ 249,750	8%
El Centro	\$ 24,000	1%
AIMS - on-going unobligated	\$ 61,200	2%
*SUD-MH Funding (pending StarVista & Consultant)	\$ 305,250	10%
Consultant (Admin + AIMS)	\$ 122,167	4%
Subtotal Contracts	\$ 2,351,547	76%
Non Contractual (Salaries, Benefits, Travel, Supplies, QI Award & Other)	\$ 746,635	24%
Total Grant	\$3,098,182	

Expenditure YTD - Services Contract 2018 as of 10/5/2018



Invoices from January to August 2018

	Total Award	Spent		Unspent	
		\$	%	\$	%
BHRS	\$ 90,000	\$ 29,100	32%	\$ 60,900	68%
PHPP Mobile Clinic & Expanded Services	\$ 532,250	\$ 389,360	73%	\$ 142,890	27%
PHPP Street Medicine	\$ 249,750	\$ 164,650	66%	\$ 85,100	34%
RFHC Medical, Dental, Enabling	\$ 258,725	\$ 149,953	58%	\$ 108,772	42%
LifeMoves	\$ 298,030	\$ 177,085	59%	\$ 120,945	41%
Safe Harbor	\$ 81,000	\$ 69,160	85%	\$ 11,840	15%
Sonrisas	\$ 131,675	\$ 76,715	58%	\$ 54,960	42%
Puente	\$ 183,500	\$ 174,950	95%	\$ 8,550	5%
Legal Aid	\$ 14,000	\$ 6,000	43%	\$ 8,000	57%
El Centro	\$ 24,000	\$ -	0%	\$ 24,000	100%
SUD-MH (Pending)	\$ 305,250	\$ -	0%	\$ 305,250	100%
Total YTD	\$2,168,180	\$1,236,973	57%	\$ 931,207	43%

TAB 3
Discussion on Contract
Spend Down Data
2015 to August 2018

HCH/FH Contractor Spend Down
2015 to August 2018

BHRS	2015					2016					2017					2018 January-August				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%		
Q1	\$90,000	\$ 23,700	26%	\$66,300	74%	\$90,000	\$ 24,000	27%	\$ 66,000	73%	\$97,500	\$ 21,450	22%	\$ 76,050	78%	\$90,000	\$ 13,500	15%	\$ 76,500	85%
Q2		\$ 39,000	43%	\$51,000	57%		\$ 37,800	42%	\$ 52,200	58%		\$ 32,500	33%	\$ 65,000	67%		\$ 21,100	23%	\$ 68,900	77%
Q3		\$ 52,200	58%	\$37,800	42%		\$ 48,900	54%	\$ 41,100	46%		\$ 45,500	47%	\$ 52,000	53%		\$ 29,100	32%	\$ 60,900	68%
Q4		\$ 62,400	69%	\$27,600	31%		\$ 56,100	62%	\$ 33,900	38%		\$ 52,650	54%	\$ 44,850	46%					

PHPP Mobile Clinic	2015					2016					2017					2018 January-August				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%		
Q1	\$240,000	\$ 71,808	30%	\$168,192	70%	\$277,500	\$ 70,350	25%	\$ 207,150	75%	\$312,000	\$ 83,250	27%	\$ 228,750	73%	Two agreements combined into one in 2018				
Q2		\$ 128,256	53%	\$111,744	47%		\$ 124,950	45%	\$ 152,550	55%		\$ 148,725	48%	\$ 163,275	52%	Total Award	Spent		Unspent	
Q3		\$ 183,168	76%	\$56,832	24%		\$ 184,800	67%	\$ 92,700	33%		\$ 202,050	65%	\$ 109,950	35%		\$	\$	\$	%
Q4		\$ 231,360	96%	\$8,640	4%		\$ 235,830	85%	\$ 41,670	15%		\$ 240,731	77%	\$ 71,269	23%		\$	\$	\$	%

PHPP Mobile Clinic - Expanded Services	2015					2016					2017					2018 January-August				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%		
Q1	\$178,500	\$ 47,550	27%	\$130,950	73%	\$178,500	\$ 38,150	21%	\$ 140,350	79%	\$183,600	\$ 56,700	31%	\$ 126,900	69%	\$532,250	\$ 157,670	30%	\$ 374,580	70%
Q2		\$ 77,500	43%	\$101,000	57%		\$ 68,200	38%	\$ 110,300	62%		\$ 100,575	55%	\$ 83,025	45%		\$ 295,810	56%	\$ 236,440	44%
Q3		\$ 98,650	55%	\$79,850	45%		\$ 90,600	51%	\$ 87,900	49%		\$ 130,950	71%	\$ 52,650	29%		\$ 389,360	73%	\$ 142,890	27%
Q4		\$ 112,700	63%	\$65,800	37%		\$ 93,500	52%	\$ 85,000	48%		\$ 144,450	79%	\$ 39,150	21%					

PHPP Mobile Clinic - Street Medicine	2016					2017					2018 January-August									
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%		
Q1	\$218,750	\$ 94,500	43%	\$ 124,250	57%	\$218,750	\$ 89,250	41%	\$ 129,500	59%	\$249,750	\$ 72,150	29%	\$ 177,600	71%		\$	\$	\$	%
Q2		\$ 152,250	70%	\$ 66,500	30%		\$ 159,250	73%	\$ 59,500	27%		\$ 138,750	56%	\$ 111,000	44%		\$	\$	\$	%
Q3		\$ 218,750	100%	\$ -	0%		\$ 208,250	95%	\$ 10,500	5%		\$ 164,650	66%	\$ 85,100	34%		\$	\$	\$	%
Q4		\$ 218,750	100%	\$ -	0%		\$ 218,750	100%	\$ -	0%										

RFHC Medical	2015					2016					2017					2018 January-August				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%		
Q1	\$65,000	\$ 28,470	44%	\$36,530	56%	\$90,000	\$ 40,200	45%	\$ 49,800	55%	\$96,000	\$ 47,840	50%	\$ 48,160	50%	\$107,100	\$ 36,720	34%	\$ 70,380	66%
Q2		\$ 41,340	64%	\$23,660	36%		\$ 63,000	70%	\$ 27,000	30%		\$ 72,800	76%	\$ 23,200	24%		\$ 53,244	50%	\$ 53,856	50%
Q3		\$ 50,700	78%	\$14,300	22%		\$ 82,350	92%	\$ 7,650	9%		\$ 89,280	93%	\$ 6,720	7%		\$ 65,484	61%	\$ 41,616	39%
Q4		\$ 65,000	100%	\$0	0%		\$ 90,000	100%	\$ -	0%		\$ 96,000	100%	\$ -	0%					

*Note: YTD Spend down till August 2018 data is located on the third row under 2018

HCH/FH Contractor Spend Down
2015 to August 2018

RFHC Dental	2015					2016					2017					2018 January-August				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Q1	\$50,000	\$ 31,204	62%	\$18,796	38%	\$50,000	\$ 19,000	38%	\$ 31,000	62%	\$52,000	\$ 31,200	60%	\$ 20,800	40%	\$54,725	\$ 18,308	33%	\$ 36,417	67%
Q2		\$ 47,368	95%	\$2,632	5%		\$ 35,250	71%	\$ 14,750	30%		\$ 47,320	91%	\$ 4,680	9%		\$ 27,462	50%	\$ 27,263	50%
Q3		\$ 50,000	100%	\$0	0%		\$ 50,000	100%	\$ -	0%		\$ 52,000	100%	\$ -	0%		\$ 34,029	62%	\$ 20,696	38%
Q4		\$ 50,000	100%	\$0	0%		\$ 50,000	100%	\$ -	0%		\$ 52,000	100%	\$ -	0%					

RFHC Enabling	2016					2017					2018 January-August				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Q1	\$82,000	\$ 34,030	42%	\$47,970	59%	\$82,000	\$ 35,055	43%	\$ 46,945	57%	\$97,000	\$ 29,488	30%	\$ 67,512	70%
Q2		\$ 62,115	76%	\$19,885	24%		\$ 66,830	82%	\$ 15,170	19%		\$ 44,426	46%	\$ 52,574	54%
Q3		\$ 82,000	100%	\$0	0%		\$ 82,000	100%	\$ -	0%		\$ 50,440	52%	\$ 46,560	48%
Q4		\$ 82,000	100%	\$0	0%		\$ 82,000	100%	\$ -	0%					

LifeMoves - Care Coordination/SSI/Hi	2015					2016					2017					2018 January-August				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Q1	\$147,500	\$ 38,095	26%	\$109,405	74%	\$169,000	\$ 53,300	32%	\$ 115,700	68%	\$179,150	\$ 43,590	24%	\$ 135,560	76%	\$298,030	Two agreements combined into one in 2018			
Q2		\$ 76,910	52%	\$70,590	48%		\$ 91,850	54%	\$ 77,150	46%		\$ 76,320	43%	\$ 102,830	57%		\$ 53,100	18%	\$ 244,930	82%
Q3		\$ 106,230	72%	\$41,270	28%		\$ 127,200	75%	\$ 41,800	25%		\$ 110,950	62%	\$ 68,200	38%		\$ 119,485	40%	\$ 178,545	60%
Q4		\$ 137,340	93%	\$10,160	7%		\$ 158,650	94%	\$ 10,350	6%		\$ 151,580	85%	\$ 27,570	15%		\$ 177,085	59%	\$ 120,945	41%

LifeMoves - CHOW (St. Medicine)	2016					2017				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%
Q1	\$82,560	\$ -	0%	\$ -	0%	\$82,560	\$ 15,480	19%	\$ 67,080	81%
Q2		\$ 5,676	7%	\$ 76,884	93%		\$ 29,928	36%	\$ 52,632	64%
Q3		\$ 20,640	25%	\$ 61,920	75%		\$ 45,408	55%	\$ 37,152	45%
Q4		\$ 33,024	40%	\$ 49,536	60%		\$ 79,980	97%	\$ 2,580	3%

Puente	2015					2016					2017					2018 January-August				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Q1	\$75,500	\$ 27,705	37%	\$47,795	63%	\$111,300	\$ 29,100	26%	\$ 82,200	74%	\$118,050	\$ 35,285	30%	\$ 82,765	70%	\$183,500	\$ 89,700	49%	\$ 93,800	51%
Q2		\$ 50,455	67%	\$25,045	33%		\$ 56,060	50%	\$ 55,240	50%		\$ 72,315	61%	\$ 45,735	39%		\$ 139,550	76%	\$ 43,950	24%
Q3		\$ 57,645	76%	\$17,855	24%		\$ 78,700	71%	\$ 32,600	29%		\$ 82,670	70%	\$ 35,380	30%		\$ 174,950	95%	\$ 8,550	5%
Q4		\$ 75,500	100%	\$0	0%		\$ 102,160	92%	\$ 9,140	8%		\$ 90,445	77%	\$ 27,605	23%					

*Note: YTD Spend down till August 2018 data is located on the third row under 2018

HCH/FH Contractor Spend Down
2015 to August 2018

Safe Harbor	2015					2016					2017					2018 January-August				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%		
Q1	\$55,000	\$ 14,808	27%	\$40,192	73%	\$63,500	\$ 19,320	30%	\$ 44,180	70%	\$63,500	\$ 29,520	46%	\$ 33,980	54%	\$81,000	\$ 34,960	43%	\$ 46,040	57%
Q2		\$ 30,194	55%	\$24,806	45%		\$ 34,780	55%	\$ 28,720	45%		\$ 55,160	87%	\$ 8,340	13%		\$ 57,000	70%	\$ 24,000	30%
Q3		\$ 46,522	85%	\$8,478	15%		\$ 56,840	90%	\$ 6,660	10%		\$ 55,500	87%	\$ 8,000	13%		\$ 69,160	85%	\$ 11,840	15%
Q4		\$ 55,000	100%	\$0	0%		\$ 60,560	95%	\$ 2,940	5%		\$ 55,500	87%	\$ 8,000	13%					

Sonrisas	2015-2016					2017					2018 January-August									
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%		
Q1	\$31,250	\$ -	0%	\$31,250	100%	\$25,625	\$ -	0%	\$ 25,625	100%	\$89,125	\$ 6,200	7%	\$ 82,925	93%	\$131,675	\$ 49,235	37%	\$ 82,440	63%
Q2		\$ -	0%	\$31,250	100%		\$ 7,500	29%	\$ 18,125	71%		\$ 32,550	37%	\$ 56,575	63%		\$ 69,845	53%	\$ 61,830	47%
Q3		\$ -	0%	\$31,250	100%		\$ 18,750	73%	\$ 6,875	27%		\$ 37,200	42%	\$ 51,925	58%		\$ 76,715	58%	\$ 54,960	42%
Q4		\$ 5,625	18%	\$25,625	82%		\$ 25,625	100%	\$ -	0%		\$ 43,400	49%	\$ 45,725	51%					

Legal Aid	2016					2017					2018 January-August								
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent					
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%				
Q1	\$67,100	\$ -	0%	\$67,100	100%	\$42,500	\$ 11,700	28%	\$ 30,800	37%	\$14,000	\$ 6,000	43%	\$ 8,000	57%				
Q2		\$ 2,500	4%	\$ 64,600	96%		\$ 11,700	28%	\$ 30,800	37%									
Q3		\$ 17,200	26%	\$ 49,900	74%		\$ 13,375	31%	\$ 29,125	35%									
Q4		\$ 31,975	48%	\$ 35,125	52%		\$ 13,375	31%	\$ 29,125	35%									

*Note: YTD Spend down till August 2018 data is located on the third row under 2018