



# JUDICIAL COUNCIL OF CALIFORNIA

ADVISORY COMMITTEE ON PROVIDING  
ACCESS AND FAIRNESS

[www.courts.ca.gov/accessfairnesscomm.htm](http://www.courts.ca.gov/accessfairnesscomm.htm)  
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## ADVISORY COMMITTEE ON PROVIDING ACCESS AND FAIRNESS

### MINUTES OF OPEN MEETING

June 17, 2021

12:15-1:15 p.m.

By Conference Call

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**Advisory Body****Members Present:**

Hon. Luis Lavin, Hon. Kevin Brazile, Gurinder Aujla, Gina Cervantes, Ana Maria Garcia, Janet Hudec, Hon. Victoria Kolakowski, David Levin, Hon. Elizabeth Macias, Hon. Lia Martin, Sasha Morgan, Julie Paik, Hon. Mickie Reed, Hon. Victor Rodriguez, Janice Schmidt, Hon. Sergio Tapia, Hon. Bobbi Tillmon, Hon. Terry Truong,

**Advisory Body****Members Absent:**

Hon. Sue Alexander (Ret.), Kim Bartleson, Hon. Manuel Covarrubias, Hon. Mark Cullers, Hon. Mary Greenwood, Mary Hale, Hon. William Murray, Jr., Michael Planet, Michael Powell, Hon. Juan Ulloa, Twila White, Hon. Erica Yew.

**Others Present:**

Irene Balajadia, Lisa Chavez, Douglas Denton, Charli Depner, Amy Hammond, Bonnie Hough, Hon. Mark Juhas, Hon. Louis R. Mauro, Danielle McCurry, Amanda Morris, Catherine Ongiri, Elizabeth Tam, Greg Tanaka, Lisa Chavez, Irene Balajadia

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**OPEN MEETING****Call to Order and Roll Call**

The chair called the meeting to order at 12:16 p.m. Quorum achieved

**Approval of Minutes**

The committee approved the meeting minutes from the April 15, 2021 meeting. Motion to approve by Judge Bobbi Tillmon and seconded by Judge Lia Martin. Motion carries.

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**DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 4)****Item 1****2021 Advisory Committee Nominations (No Action Required)**

Status Update on Advisory Committee Nominations

Presenter: Justice Luis Lavin

The Executive and Planning Committee has completed discussions on the nominations and will be meeting with the Chief Justice to finalize appointments. Appointment letters will go out in late June or early July.

**Item 2**

**Model Self Help Funding (Informational Only)**

Update on the status of Model Self-Help Funding

Presenter: Justice Luis Lavin

On March 12, 2021, the Judicial Council approved a recommendation to reallocate funding for 2021-22 of \$191,400 in Model Self-Help Pilot Projects by including a request for proposals in the Court Technology Modernization Funding Portal as a way to consolidate multiple application processes for courts. Staff was directed to submit an informational report on the outcome of award and allocation decisions to this committee. This is the report on allocations for 2020-21.

Eight applications were received requesting \$735,182. Since only \$191,400 was available, only four proposals could be funded. The funded projects include one by the Superior Court of San Mateo to focus on real time, remote document preparation of judgment orders with customers who may have limited access to technology. The Superior Court of Santa Cruz County, which will work in conjunction with San Benito to purchase technology hardware for Zoom and develop Zoom user guides and bilingual Zoom user tips. The Superior Court of San Joaquin County will purchase technology hardware to allow staff to redact and comment on in-person customers' documents submitted as responsive web forms, along with other technology hardware to be used in the post-pandemic computer assistance lab. And, the Superior Court of Sutter County will be funded to develop a computer lab with video-to-computer capability for remote, online and hybrid classes.

**Item 3**

**Language Access Services Update (No Action Required)**

The Language Access Subcommittee Chair will provide a status update on current subcommittee projects.

Presenter: Judge Victor Rodriguez

Judge Rodriguez shared the revised Video Remote Interpreting Guidelines were approved by the Judicial Council at its May 21st meeting. The Language Access Services team in collaboration with Information Technology staff will continue to develop resources and best practices to support the courts and court users regarding the appropriate use of VRI. Language Access Services has contracted with the National Center for State Courts to develop VRI online training modules for judges, court staff and court interpreters. Fourteen (14) courts are registered for free customized virtual trainings for this summer and fall. NCSC is contracted to provide up to 18 trainings this calendar year. The trainings will be specific to each court's needs, from technology infrastructure to regional interpreter agreements, subject matter experts will address the unique needs and questions of each court.

Judge Rodriguez shared for the public outreach campaign that launched in March, staff and the NCSC conducted a series of three successful webinars that discussed and included: a panel on language access services in the court and recent innovations, especially during the pandemic; a justice partner and community organization panel that explored recommendations and strategies to help the courts better reach the state's

diverse geographical communities and ensure public trust and confidence in the courts; and a panel that focused on the multilingual educational materials that are located on the online Language Access Toolkit and California Courts Self-Help Center. The webinar series brought in a total of over 800 attendees and included court staff, court stakeholders and court interpreters and the webinar recordings are posted on the language access Toolkit public outreach page for viewing at any time. At the conclusion of the webinar series, staff conducted direct follow up e-mail outreach to the courts and stakeholders to share a helpful digital resource guide developed to assist stakeholders to promote and distribute the multilingual educational materials located on the Toolkit. The final component of the campaign will take place this summer and fall and we will work with Ethnic Media Services on the placement and dissemination of the multilingual materials to various multi-ethnic publications and radio media channels in the state.

For the FY 2020-21 Signage and Technology Grants, Judge Rodriguez shared staff launched the Signage and Technology grant application for the FY 2021-2022 cycle last month. The deadline to apply for Cycle 3 funding is June 25. Awarded courts from Cycles 1 and 2 have been presenting their projects at the Language Access Representatives webinar meetings, sharing their ideas, experiences, and resources with each other. A report is currently being developed that summarizes and highlights the Cycle 1 projects.

#### **Item 4**

##### **Judicial Diversity Summit (No Action Required)**

Update on Judicial Diversity Summit

Presenter: Catherine Ongiri

Staff from the Judicial Council has been working with the California Judge's Association and the California Lawyers Association to plan an impactful and dynamic Judicial Diversity Summit. Representation from PAF includes our cochairs, Justice Lavin and Judge Brazile, Judge Kolakowski and Judge Macias. This summit began in 2006 and occurs every 5 years. The summit seeks to assess the success of efforts to increase judicial diversity in California. Many of our PAF members have previously participated and served in planning previous summits. We are super excited to offer pre-summit sessions in August leading up the Summit in September. This year, we have deconstructed the Summit, which will be held virtually over three consecutive Tuesdays: September 14, 21 and 28. We have also set aside six one-hour time slots for pre-Summit sessions to take place over consecutive Wednesdays: August 4, 11, 18, 25 and September 1 and 8. The August 4 session will serve as our kick-off event and feature Judge Brenda Harbin-Forte (Ret.), Ruthe Ashley and Patricia Lee reflecting where we have been in our collective efforts to increase judicial diversity. The other pre-summit sessions will be geared towards the Pathway to the Bench and include sessions on judicial affinity groups, judicial mentoring, K-12 outreach, increasing diversity in underrepresented counties, and barriers to the bench. The sessions will highlight the work judges are doing throughout the pipeline to increase diversity on the bench. We have convened an advisory committee of affinity judicial and bar association representatives to help plan the pre-sessions and the second day of the summit.

At the summit we will have opening remarks from our Chief Justice, we will discuss the current state of judicial demographics, the definition of judicial diversity, sharing what is working in terms of increasing judicial diversity and the final day we will look towards the impact of judicial assignments and elevation to the courts of appeal. Please distribute the Summit materials to your networks.

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**I. ADJOURNMENT**

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There being no further business, the meeting was adjourned at 12:36 p.m.

Approved by the advisory body on **enter date**.

DRAFT

# Stronger Together

## JUDICIAL DIVERSITY SUMMIT 2021

FOR JUDICIAL OFFICERS, ATTORNEYS & LAW STUDENTS

Free  
virtual  
events

The Judicial Diversity Summit has been held every five years since 2006 to assess the efforts to increase judicial diversity in California, and to make recommendations for future activities and initiatives to diversify the judiciary. This year, the summit is titled Stronger Together: Judicial Diversity Summit 2021, and will be held remotely on three Tuesday evenings on September 14, 21 and 28. The intended audience for the summit is judicial officers, attorneys, and law students.



Leading up to the summit, we will be hosting a series of events planned by affinity associations in August and September, including a kickoff event and five lunchtime 1-hour educational sessions:

- 8/4 – 5:00 PM **Judicial Diversity Yesterday**
- 8/11 – 12:00 PM **Judicial Mentoring: Inside and Out**
- 8/18 – 12:00 PM **Affinity Judicial Associations**
- 8/25 – 12:00 PM **From the Cafeteria to the Courtroom**
- 9/1 – 12:00 PM **Increasing Diversity in Underrepresented Courts**
- 9/8 – 12:00 PM **Barriers to the Bench**

### 9/14 - SUMMIT DAY 1

#### JUDICIAL DIVERSITY TODAY

Opening remarks by Hon. Tani G. Cantil-Sakauye,  
Chief Justice of California

4:30 PM - 6:00 PM

### 9/21 - SUMMIT DAY 2

#### SHARING WHAT IS WORKING - "SIDE BARS"

4:30 PM - 6:00 PM

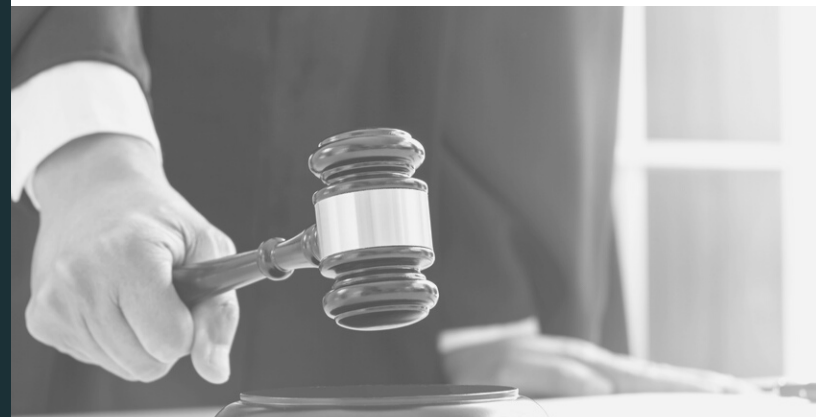
### 9/28 - SUMMIT DAY 3

#### JUDICIAL DIVERSITY TOMORROW

4:30 PM - 6:30 PM

[LEARN MORE](#)

Please contact us at [JDS@calawyers.org](mailto:JDS@calawyers.org) or (916) 516-1721 if you seek accommodations or have questions about this event.



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### MEMORANDUM

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**Date**

August 10, 2021

**Action Requested**

Review for Recommendation

**To**

Advisory Committee on Providing Access  
and Fairness

**Deadline**

August 19, 2021

**From**

Bonnie Rose Hough  
Principal Managing Attorney, CFCC

**Contact**

Bonnie Rose Hough  
415 865 7668 phone  
bonnie.hough@jud.ca.gov

**Subject**

Equal Access Fund - California Access to  
Justice Funding

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#### **Executive Summary**

The Budget Act of 2021 (Sen. Bill 129, Stats. 2021, ch. 69) appropriated \$70 million to the Judicial Council for the Equal Access Fund, \$5 million of which must be allocated to the California Access to Justice Commission for grants to civil legal aid nonprofits. These grants are to be used to support the infrastructure and innovation needs of legal services in civil matters for indigent persons.

#### **Request for Recommendation**

The Advisory Committee on Providing Access and Fairness is requested to recommend that the Judicial Council, effective October 1, 2021:

Approve distribution of \$5 million to the California Access to Justice Commission for grants to civil legal aid nonprofits as required by the Budget Act of 2021.

## Relevant Previous Council Action

The Judicial Council has distributed funds from the Equal Access Fund since 1999. This is the first year that an allocation has been directed to the California Access to Justice Commission.

## Analysis/Rationale

The California Access to Justice Commission was established in 1996. It works to improve access to justice for all Californians. The commission has been instrumental in establishing the Equal Access Fund, the Sargent Shriver Civil Counsel pilot program, guidance for limited scope representation, support for language access, and a variety of other access initiatives. The Judicial Council appoints two members to the commission, which is chaired by Judge Mark A. Juhas.

The Budget Act of 2021 provides that \$5 million will be annually appropriated

by the Judicial Council to the California Access to Justice Commission for grants to civil legal aid nonprofits, including qualified legal services projects and support centers as defined in Sections 6213 to 6215, inclusive, of the Business and Professions Code, to be used to support the infrastructure and innovation needs of legal services in civil matters for indigent persons. Of this amount, not more than 1 percent shall be available for administrative costs of the California Access to Justice Commission associated with distributing and monitoring the grants.<sup>1</sup>

The Legal Services Trust Fund Commission of the State Bar is not involved in administering this program of the Equal Access Fund. No funds were allocated to the Judicial Council for administration.

The act further provides that the California Access to Justice Commission must make award determinations for the grants:

In awarding these grants, preference shall be given to qualified legal aid agencies' proposals that focus on services to rural or underserved immigrant communities regardless of citizenship status and proposals that are innovative or that involve partnership with community-based nonprofits.<sup>2</sup>

The grant process must “ensure that any [recipient] demonstrates a high need for infrastructure and innovation to ensure that funding is distributed equitably among qualified legal service projects and support centers.”<sup>3</sup> These grant funds may not be used to supplant existing resources.

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<sup>1</sup> Stats. 2021, ch. 69, item 0250-101-0001, provision 2.

<sup>2</sup> *Id.*, provision 3.

<sup>3</sup> *Id.*, provision 4.

### **Policy implications**

This recommendation helps implement Goal I of the judicial branch’s strategic plan—Access, Fairness, and Diversity—by increasing representation for low-income persons. By supporting legal services agencies to increase innovation and improve infrastructure, these funds will help expand the ability of these agencies to provide increased and more efficient representation.

### **Comments**

The statutory scheme does not contemplate public comment.

### **Alternatives considered**

There are no viable alternatives to distributing the funds according to the recommendation of the Advisory Committee on Providing Access and Fairness. The Budget Act requires the council to distribute these funds to the California Access to Justice Commission.

### **Fiscal and Operational Impacts**

The funds for the California Access to Justice Commission require no court implementation since all funds will be provided as grants to legal services agencies. Council staff will work with commission members and staff to develop a contract between the Judicial Council and the commission setting out responsibilities to comply with the terms of the Budget Act.

The recommendation contained in this report will have no direct fiscal effect on the courts. Nevertheless, courts will indirectly benefit from assistance provided to self-represented litigants.

### **Attachments and Links**

Link A: Sen. Bill 129 (Stats. 2021, ch. 69),

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220SB129](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB129)





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### MEMORANDUM

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**Date**

August 8, 2021

**Action Requested**

Please review and approve

**To**

Hon. Kevin C. Brazile, Cochair  
Hon. Luis A. Lavin, Cochair  
Advisory Committee on Providing Access  
and Fairness  
Hon. Victor A. Rodriguez, Chair, Language  
Access Subcommittee

**Deadline**

August 19, 2021

**Contact**

Danielle McCurry  
Senior Analyst, Language Access  
Implementation Unit  
[Danielle.McCurry@jud.ca.gov](mailto:Danielle.McCurry@jud.ca.gov)

Hon. Sheila F. Hanson, Chair  
Hon. Louis R. Mauro, Vice-Chair  
Information Technology Advisory Committee

Lisa Chavez  
Supervising Analyst, Language Access  
Implementation Unit  
[Lisa.Chavez@jud.ca.gov](mailto:Lisa.Chavez@jud.ca.gov)

**From**

Douglas G. Denton, Principal Manager  
Language Access Services Program

**Subject**

Language Access Plan: Signage and  
Technology Grant Program, FY 2021-22:  
Requests and Proposed Allocations

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This memorandum summarizes recommendations for grant awards for Cycle 3 (FY 2021-22) of the Language Access Signage and Technology Grant program, and includes a draft Judicial Council report, with specific grant recommendations for awards, for review and approval by the Advisory Committee on Providing Access and Fairness, Information Technology Advisory Committee, and Technology Committee.

### **Grant Program**

The 2018 Budget Act included ongoing funding of \$1 million per year for language access signage and \$1.35 million per year for trial court language access technology infrastructure support and equipment needs. To disburse this funding, superior courts are eligible to apply for grants each year for both signage and technology needs. For Cycle 3 of the grant program (FY 2021-22), the maximum application amounts were increased to no more than \$200,000 (20 percent of the \$1 million signage allocation) for any one court for signage, and no more than \$270,000 (20 percent of the \$1.35 million technology allocation) for any one court for technology, unless total funding requests are lower than the annual allocation. The deadline for courts to apply for Cycle 3 grants was July 30, 2021.

### **Staff Recommendation**

For Cycle 3, twenty-two (22) courts applied for grants. Staff's recommendation is to allocate a minimum of \$997,289.73 for signage grants to all courts that applied and set aside the remaining funding for the signage category (\$2,710.27) as contingency funding to be used in case of need by the awarded courts. Staff also recommends that the allocation for technology grants is \$1,278,569.68, with \$71,430.32 left over for contingency funding for the awarded courts.<sup>1</sup> The proposed allocation will provide grant funding to all 22 courts that applied in the grant program's third year. The draft council report with recommendations is attached to this memorandum.

### **Next Steps**

Following approval of the draft council report by the Advisory Committee on Providing Access and Fairness, Information Technology Advisory Committee, and Technology Committee, the report will be submitted to the council for review and approval at its November 2021 meeting. Upon approval of the recommendations by the council, Language Access Services (LAS) staff will notify courts of the approved allocations and will also post the awards to the Language Access webpage. LAS staff will also work with Branch Accounting and Procurement staff to draft and execute intra-branch agreements (IBAs) with each court for their projects.

### **Attachments**

1. Draft Report to the Judicial Council, Language Access Plan: Signage and Technology Grant Program, FY 2021-22: Requests and Proposed Allocations

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<sup>1</sup> Staff coordinated review of Cycle 3 applications under the Signage and Technology Grant program with applications under the FY 2021-22 Court Technology Modernization Funding to ensure that no court would receive duplicate funding for the same project. Monterey requested \$217,894.80 for the same technology project under both grant programs. This amount is under consideration for a potential grant award under the Court Technology Modernization Funding program (TBD) and has been reduced from Monterey's proposed award for a Signage and Technology grant. In the event that Monterey does not receive the full amount requested from Modernization funding, then contingency funding left over in the Signage and Technology grant program will be able to be used to assist Monterey with completion of their technology project.

August 8, 2021

Page 3

DGD/LC/DMM

cc:

Robert Oyung, Chief Operating Officer, Judicial Council

Heather Pettit, Director and Chief Information Officer, Information Technology, Judicial Council

Charlene Depner, Director, Center for Families, Children & the Courts (CFCC)

Don Will, Deputy Director, CFCC

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# REPORT TO THE JUDICIAL COUNCIL

*Item No. 21-110*

For business meeting on November 18-19, 2021

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**Title**

Language Access Plan: Signage and  
Technology Grant Program, FY 2021-22:  
Requests and Proposed Allocations

**Rules, Forms, Standards, or Statutes Affected**

None

**Recommended by**

Advisory Committee on Providing Access  
and Fairness  
Hon. Kevin C. Brazile, Cochair  
Hon. Luis A. Lavin, Cochair  
Hon. Victor A. Rodriguez, Chair, Language  
Access Subcommittee

Information Technology Advisory  
Committee

Hon. Sheila F. Hanson, Chair  
Hon. Louis R. Mauro, Vice-Chair

**Agenda Item Type**

Action Required

**Effective Date**

November 19, 2021

**Date of Report**

August 13, 2021

**Contact**

Douglas G. Denton, Principal Manager  
Language Access Services Program  
415-865-7870  
[douglas.denton@jud.ca.gov](mailto:douglas.denton@jud.ca.gov)

Lisa Chavez, Supervising Analyst  
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### Executive Summary

The 2018 Budget Act included \$2.55 million ongoing funding for language access signage and technology infrastructure support and equipment needs for the trial courts and the Judicial Council. In September 2019, the Judicial Council approved a grant program to disburse this funding to the trial courts on an annual basis (up to \$1 million per year for language access signage grants, and up to \$1.35 million per year for language access technology grants). For the grant program's third year (fiscal year 2021-22 cycle), 22 courts applied for signage and technology needs. The Advisory Committee on Providing Access and Fairness (PAF) and the Information Technology Advisory Committee (ITAC) recommend approving the proposed

grant award recommendations for the 22 courts that applied, setting aside remaining funding as contingency funding to be used in case of need by the awarded courts, and directing Language Access Services (LAS) staff of the Center for Families, Children & the Courts to draft and execute intra-branch agreements (IBAs) with awarded courts for fiscal year (FY) 2021-22.

## **Recommendation**

The Advisory Committee on Providing Access and Fairness and the Information Technology Advisory Committee recommend that the Judicial Council, effective November 19, 2021:

1. Approve the proposed Signage and Technology Grant Program, FY 2021-22: Proposed Allocations; and
2. Direct LAS staff to work with Branch Accounting and Procurement to draft and execute intra-branch agreements with each awarded court.

The proposed recommendations and summary of the requests for funding are included as Attachment B.

## **Relevant Previous Council Action**

In January 2015, the Judicial Council adopted the *Strategic Plan for Language Access in the California Courts* (Language Access Plan, or LAP). The LAP provides recommendations, guidance, and a consistent statewide approach to ensure language access for all of California's approximately 7 million limited-English-proficient (LEP) residents and potential court users.

On September 24, 2019, the Judicial Council adopted a process for Language Access Signage and Technology Grants and directed LAS staff to solicit and review grant applications and develop recommendations for review and approval by PAF, ITAC, and the Judicial Council.<sup>1</sup>

In April 2020, the council approved grants for Cycle 1 (FY 2019-20) to all 29 courts that applied by circulating order and set aside remaining funding as contingency funding to be used in case of need by the awarded courts.<sup>2</sup> All funding from Cycle 1 under the \$2.35 million annual allocation including contingency funding was distributed to courts except to Los

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<sup>1</sup> See Judicial Council report for the September 24, 2019 business meeting at <https://jcc.legistar.com/View.ashx?M=F&ID=7675626&GUID=F2CCA714-356A-41B7-82B5-05C058CE0D6E>.

<sup>2</sup> See Judicial Council Circulating Order Number CO-20-03 (April 2020) at <https://jcc.legistar.com/View.ashx?M=M&ID=777462&GUID=949B2A1F-19B4-46E8-AA9E-CBFD792543C2>.

Angeles Superior Court. In May 2020, Los Angeles Superior Court notified council staff that it would not be able to use its FY 2019-20 grant award due to the COVID-19 emergency.

In November 2020, the council approved grants for Cycle 2 (FY 2020-21) to all 23 trial courts that applied and set aside remaining funding as contingency funding to be used in case of need by the awarded courts.<sup>3</sup>

In March 2021, because there was remaining funding for Cycle 2, the council approved the remaining \$141,042.27 in the Cycle 2 technology contingency funding to be distributed with the court technology modernization funding as part of the Branchwide Remote Appearance Technology Program, including for video remote interpretation.<sup>4</sup> All funding from Cycle 2 under the \$2.35 million annual allocation including contingency funding was distributed to courts.

### **Analysis/Rationale**

Effective March 2019, PAF's Language Access Subcommittee has worked to ensure the continuation of efforts to achieve and maintain access to justice for California's LEP court users. PAF collaborates with ITAC, as appropriate, on technology issues.

To support judicial branch language access expansion efforts, the 2018 Budget Act included ongoing funding of \$1 million per year for language access signage and \$1.55 million per year for language access technology infrastructure support and equipment needs. Of the \$1,550,000 for technology, \$200,000 is dedicated to the Judicial Council for upgrades to the online Language Access Toolkit and other council language access infrastructure support (such as translation costs for statewide forms, web content, and other multilingual resources for LEP court users). The amount available to trial courts for technology is, therefore, \$1,350,000 each year.

The goals of the Signage and Technology Grant program follow:

- Support courts with the development of multilingual signage to help LEP court users to navigate the courthouse.
- Assist courts that may need equipment or software that will facilitate communication with LEP court users and the courts.

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<sup>3</sup> See Judicial Council report for the November 12, 2020 business meeting at <https://jcc.legistar.com/View.ashx?M=F&ID=8873139&GUID=4FC257C5-6FF4-4A26-A8B7-EA63E73059D7>

<sup>4</sup> See Judicial Council report for the March 12, 2021 business meeting at <https://jcc.legistar.com/View.ashx?M=F&ID=9189129&GUID=81CE3B7F-A8F0-4248-8D89-5BF8019DA251>

- Allocate funds to as many trial courts as possible within the given budget to support language access signage and technology initiatives.
- Fund enhancements that provide LEP court users with greater access to the courts and to information in their language.
- Encourage courts to establish for grant funding an ongoing plan that coordinates with other facilities planning and/or with planned or ongoing technology initiatives that support language access as a core service of the court.

This is the third year of the grant program. For Cycle 3 (FY 2021-22), the PAF and ITAC Chairs approved an increase to the maximum application amounts to encourage larger requests for funding. The maximum application amounts were increased to no more than \$200,000 for signage (20% of the \$1 million signage allocation) and \$270,000 for technology (20% of the \$1.35 million technology allocation), unless total funding requests are lower than the annual allocation. In addition, the PAF and ITAC Chairs approved updating the grant priorities to expand eligible projects and to encourage courts to think forward in terms of their future technology needs (see Attachment A, Grant Prioritization Categories for FY 2021-22, Cycle 3).

On May 10, 2021, LAS staff released a grant program packet for Cycle 3, which included a memorandum to courts on how to request funding. The initial deadline for courts to apply was June 25, 2021, but the deadline was extended to July 30, 2021 to encourage more applications.

A total of 22 trial courts requested funding and submitted project request forms for signage and technology grants (see Attachment B). Of the 22 courts that applied for grant funding, there was representation from the northern, southern, and central regions of the state (ibid.).

**Signage Requests.** Each of these requests can be fully funded. The total requests (\$997,289.73) were under the \$1,000,000 allocation for signage, which resulted in remaining funding of \$2,710.27. This funding will be set aside as a contingency fund to be used in case of need by the awarded courts; for example, to help offset unforeseen cost increases for individual signage projects.

**Technology Requests.** Staff coordinated review of Cycle 3 applications under the Signage and Technology Grant program with applications under the FY 2021-22 Court Technology Modernization Funding to ensure that no court would receive duplicate funding for the same project. Monterey requested \$217,894.80 for the same technology project under both grant programs. This amount is under consideration for a grant award under the Court Technology Modernization Funding program (TBD) and has been reduced from Monterey's award for a Signage and Technology grant. With this reduction, the total recommended allocation for technology grants is \$1,278,569.68, with \$71,430.32 left over for contingency funding for technology projects.

Staff's recommendation is to allocate a minimum of \$997,289.73 for signage grants and set aside the remaining funding for the signage category (\$2,710.27) as contingency funding to be used in case of need by the awarded courts for signage needs. Staff also recommends allocating a minimum of \$1,278,569.68 for technology grants and set aside the remaining funding for the technology category (\$71,430.32) as contingency funding to be used in case of need by the awarded courts for technology needs. The proposed allocation will provide grant funding to all 22 courts that applied in the grant program's third year. The attached table showing the detail by court is attached to this report (see Attachment B, Signage and Technology Grant Program, FY 2021–22: Proposed Allocations).

### **Policy implications**

Under the grant program, courts are able to apply for funding for audio or video remote solutions, including video remote interpreting (VRI), if permitted by their memorandums of understanding and any other agreements between court administration and court employees or independent contractors. All courts, including courts that participate in the grant program and request funding for VRI equipment, will be asked to follow the council's updated VRI guidelines for spoken language–interpreted events.<sup>5</sup>

### **Comments**

The proposed allocations were reviewed and approved by PAF on August 19 (TBD), ITAC on August 25 (TBD), and the Technology Committee on September 13 (TBD).

### **Alternatives considered**

A variety of disbursement methodologies exist for ongoing funding. However, a determination was made to disburse the funding as a grant program to help the council identify and fund local needs, establish priorities, encourage courts to develop plans for ongoing funding, assist courts with uniform practices, and establish a mechanism to highlight progress and best practices each year.

### **Fiscal and Operational Impacts**

Funding assists courts with language access signage and technology initiatives. Because funding is ongoing for the trial courts, individual courts are encouraged to establish an ongoing plan for grant funding that coordinates with other facilities or technology initiatives planned or underway in their court to support language access.

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<sup>5</sup> See Judicial Council Report for the May 21, 2021 meeting at <https://jcc.legistar.com/View.ashx?M=F&ID=9394312&GUID=068215F8-66AE-4985-8C03-E57AD99C8F55>



Judicial Council staff has clarified with Branch Accounting and Procurement and Facilities staff that courts may use grant funding for facilities modification costs that directly relate to the purpose of the grant, for signage or technology, as long as the anticipated facility modification costs are built into the total grant amount.

All courts that submitted Signage and Technology Grant requests for FY 2021-22 will be notified as to whether they will receive funding. Intra-branch agreements (IBAs) for the signage and technology grant requests that are funded are expected to be delivered to the court executive officers for signatory approval and returned to the Judicial Council in December 2021. If the reimbursement request and invoices to support the requested reimbursement amount are not received by December 31, 2022, grant funding for the cost of the project will be unavailable for reimbursement to the court.

### **Attachments and Links**

1. Attachment A: Grant Prioritization Categories for FY 2021-22 (Cycle 3)
2. Attachment B: Signage and Technology Grant Program, FY 2021–22: Proposed Allocations

## Attachment A: Grant Prioritization Categories for FY 2021-22 (Cycle 3)

### Signage Grants

Priority	Project
1	Plain language editing and professional translation of signage language that is unavailable in the Glossary of Signage Terms and Icons (at <a href="http://www.courts.ca.gov/documents/lap-toolkit-Glossary_of_Signage_Terms_and_Icons.xlsx">http://www.courts.ca.gov/documents/lap-toolkit-Glossary_of_Signage_Terms_and_Icons.xlsx</a> )
2	Development of plain language content and professional translation for information and wayfinding on court websites (including court language access page), translated in top five languages in the county
3	Development of multilingual wayfinding strategies, including a signage consultant, translation costs, electronic displays with automated maps, orientation guides with multilingual interface, and/or other types of multilingual electronic signage
4	Equipment and startup costs for an automated queue-management system that will contain multilingual information
5	Investment in multilingual nonelectronic signage (paper, plaques, etc.)

### Technology Grants

Priority	Project
1	Telephonic/video remote solutions equipment for LEP assistance, both inside and outside the courtroom (for example, speakerphones and equipment for video remote appearances, video remote interpreting, counter assistance, or other self-help remote assistance, including tablets, computer equipment, and monitors) <sup>1</sup>
2	Interpreter equipment, including upgraded headsets and other communication equipment for interpreters (for example, wireless transmitters and receivers, charging stations, and carrying cases)
3	Scheduling/communication software; applications for virtual assistance (smart court), including intelligent chat, multilingual avatars, and online features including portals that allow parties to request an interpreter; other software that allows for accurate multilingual communication between the LEP court user and the court
4	Multilingual videos for LEP court users, including translation costs
5	Audio-visual systems upgrades, broadband service, and/or other infrastructure enhancements (must directly relate to services provided to LEP court users)
6	Multilingual kiosks (hardware, software), including design and translation costs

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<sup>1</sup> Courts that participate in the grant program and request funding for video remote interpreting equipment or solutions will be asked to agree to follow the council's [Recommended Guidelines and Minimum Specifications for Video Remote Interpreting \(VRI\) for Spoken Language-Interpreted Events](#) (approved by the council on May 21, 2021).

## FY 2021-2022 (Cycle 3) SIGNAGE GRANT REQUESTS | DRAFT PROPOSED ALLOCATIONS

Trial Court Name	SIGNAGE Project Description(s):	SIGNAGE Project Amount(s):	TOTAL SIGNAGE Request Amount	Proposed SIGNAGE Awards
Alameda	Multilingual signage in nine (9) court locations (approximately 120 signs) – <b>Grant Priority 1 (Translation of Signage) and Grant Priority 5 (Multilingual Nonelectronic Signage)</b>	\$32,134.28	\$32,134.28	\$32,134.28
	Multilingual Qmatic Updates - <b>Grant Priority 4 (Software)</b>	\$36,708.50	\$36,708.50	\$36,708.50
	Translate over 100 publicly available documents into 11 languages. This project would translate 12 additional text-based resources published on the court’s website (Spanish, Traditional Chinese, Simplified Chinese, Vietnamese, Tagalog, Korean, Arabic, Mam, Farsi, Tigrinya, and Punjabi) – <b>Grant Priority 2 (Website Plain Language Content/ Translation)</b>	\$107,887.78	\$107,887.78	\$107,887.78
Humboldt	Multilingual Non Electronic Signage for Courthouse in English and Spanish - <b>Grant Priority 5 (Multilingual Nonelectronic Signage)</b>	\$10,000.00	\$10,000.00	\$10,000.00
Lassen	Digital signage to display multilingual Court & Language Access information and wayfinding (6 signs) - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$11,869.45	\$11,869.45	\$11,869.45
Madera	Translations of Forms and Information Displayed on Wayfinding Kiosks in the courts in the Court’s top five (5) languages - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$3,500.00	\$3,500.00	\$3,500.00
	Multi-language Data Input to Kiosk Layout in the Court’s top five (5) languages - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$3,500.00	\$3,500.00	\$3,500.00
Marin	Professional translation of court website (approximately 50 pages) - <b>Grant Priority 2 (Website Plain Language Content/Translation)</b>	\$10,000.00	\$10,000.00	\$10,000.00
Modoc	Professional translation of our Court's website in the top five languages ( Vietnamese, Korean, Chinese (Traditional), Spanish, and Russian) and key local PDFs (ex. Local Rules of Court) - <b>Grant Priority 2 (Website Plain Language Content/Translation)</b>	\$105,000.00	\$105,000.00	\$105,000.00
Monterey	Display board deployments for wayfinding and line queues consisting of (8) eight display boards being added to various court locations - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$18,000.00	\$18,000.00	\$18,000.00
Orange	Multilingual electronic wayfinding displays with maps in one courthouse (6 displays) and relocation of six existing displays to four courthouses. <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$60,710.00	\$60,710.00	\$60,710.00
Sacramento	Non-Electronic Signage - <b>Grant Priority 5 (Multilingual Nonelectronic Signage)</b>	\$6,300.00	\$6,300.00	\$6,300.00
	Signage Consultant Phase 1 - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$36,466.00	\$36,466.00	\$36,466.00

## FY 2021-2022 (Cycle 3) SIGNAGE GRANT REQUESTS | DRAFT PROPOSED ALLOCATIONS

Trial Court Name	SIGNAGE Project Description(s):	SIGNAGE Project Amount(s):	TOTAL SIGNAGE Request Amount	Proposed SIGNAGE Awards
San Bernardino	Multilingual Language Access Notices at points of contact (150 signs) - <b>Grant Priority 5 (Multilingual Nonelectronic Signage)</b>	\$3,023.72	\$3,023.72	<b>\$3,023.72</b>
San Joaquin	Wayfinder Kiosks with information in multiple languages - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$50,000.00	\$50,000.00	<b>\$50,000.00</b>
San Mateo	Translation of forms, instructions, and website content - <b>Grant Priority 2 (Website Plain Language Content/Translation)</b>	\$8,000.00	\$8,000.00	<b>\$8,000.00</b>
Santa Clara	Two multi-lingual digital signage and wayfinding solutions within a single digital signage and wayfinding technology product - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$200,920.00	\$200,920.00	<b>\$200,920.00</b>
Santa Cruz	Completion of Signage Refresh Project - <b>Grant Priority 5 (Multilingual Nonelectronic Signage)</b>	\$25,000.00	\$25,000.00	<b>\$25,000.00</b>
Stanislaus	Implementation of digital, interactive, and multilingual wayfinding system throughout Stanislaus' main courthouse (MCH) and outlying courthouses (OCH) (6 displays) - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$195,000.00	\$195,000.00	<b>\$195,000.00</b>
Sutter	Replacement of Digital Signage Displays and Additional Multilingual Wayfinding Kiosk - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$45,000.00	\$45,000.00	<b>\$45,000.00</b>
Tulare	Multilingual electronic docket and signage displays in three courthouses - <b>Grant Priority 3 (Multilingual Wayfinding Strategies)</b>	\$13,270.00	\$13,270.00	<b>\$13,270.00</b>
	Multilingual signage review and replacement in five divisions - <b>Grant Priority 2 (Website Plain Language Content/Translation)</b>	\$15,000.00	\$15,000.00	<b>\$15,000.00</b>
		<b>TOTAL SIGNAGE</b>	<b>\$997,289.73</b>	<b>\$997,289.73</b>
		<b>Remaining Allocation</b>	<b>\$2,710.27</b>	<b>\$2,710.27</b>

**FY 2021-2022 TECHNOLOGY GRANT REQUESTS | DRAFT PROPOSED ALLOCATIONS**

<b>Trial Court Name</b>	<b>TECHNOLOGY Project Description(s):</b>	<b>TECHNOLOGY Project Amount(s):</b>	<b>TOTAL TECHNOLOGY Request Amount</b>	<b>Proposed TECHNOLOGY Awards</b>
<b>Alameda</b>	Foundational Audiovisual Buildout and Integration Technology at the Hayward Hall of Justice (HHJ) – <b>Grant Priority 1 (Telephonic/Video Remote Solutions) and Grant Priority 5 (Infrastructure Enhancements)</b>	\$165,728.00	\$165,728.00	\$165,728.00
	Multilingual Self-Help Video (This project would also include the purchase and installation of tablets in the Court’s Self-Help Centers to allow litigants to watch them when they visit the Court) – <b>Grant Priority 4 (Multilingual Videos)</b>	\$12,620.80	\$12,620.80	\$12,620.80
	Voiance Phone Expansion – <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$20,223.12	\$20,223.12	\$20,223.12
<b>Lassen</b>	Integrate multilingual kiosks allowing court check-in from a stand alone kiosk readily accessible in the court lobby (2 kiosks). - <b>Grant Priority 6 (Multilingual Kiosks)</b>	\$8,500.00	\$8,500.00	\$8,500.00
<b>Los Angeles</b>	Video Remote Interpreting Workstations - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$200,000.00	\$200,000.00	\$200,000.00
	Interpreter equipment - <b>Grant Priority 2 (Interpreter Equipment)</b>	\$60,000.00	\$60,000.00	\$60,000.00
	Spanish language translation of Chatbot automation - <b>Grant Priority 3 (Scheduling/Communication Software)</b>	\$10,000.00	\$10,000.00	\$10,000.00
<b>Marin</b>	Telephonic interpreting at public counters (7 telephones with dual cordless headsets) - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$2,500.00	\$2,500.00	\$2,500.00
<b>Mendocino</b>	Interpreter iPads - (The iPad would be used by the interpreter when a party is appearing remotely, or by the party when the interpreter is not in the courtroom) - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$12,859.88	\$12,859.88	\$12,859.88
	Supplemental Interpreter Equipment (to include docking stations) - <b>Grant Priority 2 (Interpreter Equipment)</b>	\$732.23	\$732.23	\$732.23
<b>Modoc</b>	Two (2) handheld offline devices for real-time verbal translations (counter assistance) - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$1,000.00	\$1,000.00	\$1,000.00
	Lifetime subscriptions of Rosetta Stone for the top five (5) languages in the county. Adding to the court’s training library for staff use - <b>Grant Priority 3 (Scheduling/Communication Software)</b>	\$1,000.00	\$1,000.00	\$1,000.00
<b>Monterey</b>	Video Remote Solutions – Procure and deploy (2) tablets Family Law courtrooms to be used for mediation tasks, (2) Laptops for Mediation appointments and Self-Help center laptops (6) for appointment as well as (2) tablets for in court zoom and STAR reporting needs. <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$23,440.00	\$23,440.00	\$23,440.00

**FY 2021-2022 TECHNOLOGY GRANT REQUESTS | DRAFT PROPOSED ALLOCATIONS**

<b>Trial Court Name</b>	<b>TECHNOLOGY Project Description(s):</b>	<b>TECHNOLOGY Project Amount(s):</b>	<b>TOTAL TECHNOLOGY Request Amount</b>	<b>Proposed TECHNOLOGY Awards</b>
	Court Interpretation Equipment will be updated to allow 2 way communication and integration into courtroom audio and remote parties appearing by Zoom or other methods (22 Transmitter kits). Interpreters will be supplied with (12) laptops to allow remote interpretation. <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$70,178.00	\$70,178.00	\$70,178.00
	A/V upgrades required to Support Courtrooms at Civil Courthouse for Remote Appearances. Five (5) Civil courtrooms will be upgraded with modern Audio and Visual equipment - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$217,894.80	\$217,894.80	\$0.00
<b>Orange</b>	Upgrade interpreter headsets (100 units with disposable sanitary covers) - <b>Grant Priority 2 (Interpreter Equipment)</b>	\$58,200.00	\$58,200.00	\$58,200.00
	Script translation and voice-over sound recording for 80 instructional/informational videos. <b>Grant Priority 4 (Multilingual videos)</b>	\$112,800.00	\$112,800.00	\$112,800.00
<b>Placer</b>	Expand our Voice-to-Text Program by purchasing eight (8) Apple iPad minis - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$3,500.00	\$3,500.00	\$3,500.00
<b>Riverside</b>	Interpreter equipment (10 headsets, 20 transmitters, 20 microphones, 55 receivers, 40 headphones, 2 boxes replacement earpads, 21 lapel microphones) - <b>Grant Priority 2 (Interpreter Equipment)</b>	\$39,578.00	\$39,578.00	\$39,578.00
<b>San Bernardino</b>	Purchasing and implementing video remote interpreting technology for 2 facilities - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$15,454.00	\$15,454.00	\$15,454.00
	Replace interpreter equipment - 31 devices. <b>Grant Priority 2 (Interpreter Equipment)</b>	\$9,555.30	\$9,555.30	\$9,555.30
<b>San Joaquin</b>	Sound System Upgrade (Lodi Location) to assist with remote interpreting and other services - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$34,870.00	\$34,870.00	\$34,870.00
<b>San Mateo</b>	Purchase lapel microphone and transmitters for courtroom use - <b>Grant Priority 2 (Interpreter Equipment)</b>	\$26,296.10	\$26,296.10	\$26,296.10
	Purchase wireless transmitters/receivers for courtroom and interview use - <b>Grant Priority 2 (Interpreter Equipment)</b>	\$10,133.82	\$10,133.82	\$10,133.82
	Multilingual Parent Orientation Video for Family Court Services - <b>Grant Priority 4 (Multilingual Videos)</b>	\$11,076.80	\$11,076.80	\$11,076.80
<b>Santa Clara</b>	Two multi-lingual digital signage and wayfinding solutions within a single digital signage and wayfinding technology product. - <b>Grant Priority 6 (Multilingual Kiosks)</b>	\$278,290.00	\$278,290.00	\$278,290.00
<b>Santa Cruz</b>	Courtroom Interpretation transmitter and receiver devices - <b>Grant Priority 2 (Interpreter Equipment)</b>	\$15,000.00	\$15,000.00	\$15,000.00
	Upgrade Audio System in Juvenile Hall (Felton) - <b>Grant Priority 5 (Infrastructure Enhancements)</b>	\$13,000.00	\$13,000.00	\$13,000.00
	Install Audio System in Department 11 - <b>Grant Priority 5 (Infrastructure Enhancements)</b>	\$13,000.00	\$13,000.00	\$13,000.00

**FY 2021-2022 TECHNOLOGY GRANT REQUESTS | DRAFT PROPOSED ALLOCATIONS**

<b>Trial Court Name</b>	<b>TECHNOLOGY Project Description(s):</b>	<b>TECHNOLOGY Project Amount(s):</b>	<b>TOTAL TECHNOLOGY Request Amount</b>	<b>Proposed TECHNOLOGY Awards</b>
	Install Audio System in Jury Assembly Room - <b>Grant Priority 5 (Infrastructure Enhancements)</b>	\$6,500.00	\$6,500.00	\$6,500.00
<b>Stanislaus</b>	Purchase 8 headsets, 10 charging stations and 13 battery 16 packs for clear and continuous LEP assistance - <b>Grant Priority 2 (Interpreter Equipment)</b>	\$2,507.00	\$2,507.00	\$2,507.00
<b>Sutter</b>	Provide additional Listening devices for VRI and in person multiparty interpretation - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$10,000.00	\$10,000.00	\$10,000.00
<b>Tulare</b>	Expand channel on Assistive Listening System (ALS) to accommodate interpreter use - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$17,157.66	\$17,157.66	\$17,157.66
	Upgrade ALS system in one (1) courtroom (Dinuba) - <b>Grant Priority 1 (Telephonic/Video Remote Solutions)</b>	\$7,328.14	\$7,328.14	\$7,328.14
<b>Yolo</b>	Replace outdated interpreter equipment (ListenTALK transceiver) - <b>Grant Priority 2 (Interpreter Equipment)</b>	\$5,540.83	\$5,540.83	\$5,540.83
		<b>TOTAL TECHNOLOGY</b>	<b>\$1,496,464.48</b>	<b>\$1,278,569.68</b>
		<b>Remaining Allocation</b>	<b>-\$146,464.48</b>	<b>\$71,430.32</b>

Trial Court Name	Funded in FY 2019-2020?	Funded in FY 2020-2021?	TOTAL SIGNAGE Request Amount	TOTAL TECHNOLOGY Request Amount	Total Request (Signage & Technology)	Total Proposed Awards (Signage & Technology)
Alameda	Yes	Yes	\$176,730.56	\$198,571.92	\$375,302.48	\$375,302.48
Humboldt	No	No	\$10,000.00	N/A	\$10,000.00	\$10,000.00
Lassen	Yes	No	\$11,869.45	\$8,500.00	\$20,369.45	\$20,369.45
Los Angeles	No	No	N/A	\$270,000.00	\$270,000.00	\$270,000.00
Madera	Yes	Yes	\$7,000.00	N/A	\$7,000.00	\$7,000.00
Marin	Yes	No	\$10,000.00	\$2,500.00	\$12,500.00	\$12,500.00
Mendocino	No	Yes	N/A	\$13,592.11	\$13,592.11	\$13,592.11
Modoc	No	No	\$105,000.00	\$2,000.00	\$107,000.00	\$107,000.00
Monterey	No	No	\$18,000.00	\$311,512.80	\$329,512.80	\$111,618.00
Orange	Yes	No	\$60,710.00	\$171,000.00	\$231,710.00	\$231,710.00
Placer	Yes	No	N/A	\$3,500.00	\$3,500.00	\$3,500.00
Riverside	No	Yes	N/A	\$39,578.00	\$39,578.00	\$39,578.00
Sacramento	Yes	Yes	\$42,766.00	N/A	\$42,766.00	\$42,766.00
San Bernardino	No	Yes	\$3,023.72	\$25,009.30	\$28,033.02	\$28,033.02
San Joaquin	Yes	Yes	\$50,000.00	\$34,870.00	\$84,870.00	\$84,870.00
San Mateo	Yes	Yes	\$8,000.00	\$47,506.72	\$55,506.72	\$55,506.72
Santa Clara	Yes	Yes	\$200,920.00	\$278,290.00	\$479,210.00	\$479,210.00
Santa Cruz	Yes	Yes	\$25,000.00	\$47,500.00	\$72,500.00	\$72,500.00
Stanislaus	Yes	Yes	\$195,000.00	\$2,507.00	\$197,507.00	\$197,507.00
Sutter	No	Yes	\$45,000.00	\$10,000.00	\$55,000.00	\$55,000.00
Tulare	Yes	No	\$28,270.00	\$24,485.80	\$52,755.80	\$52,755.80
Yolo	No	Yes	N/A	\$5,540.83	\$5,540.83	\$5,540.83
<b>TOTAL</b>			<b>\$997,289.73</b>	<b>\$1,496,464.48</b>	<b>\$2,493,754.21</b>	<b>\$2,275,859.41</b>

<b>Remaining Allocation</b>	<b>\$74,140.59</b>
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