



# THE STATE BAR OF CALIFORNIA

## LEGAL SERVICES TRUST FUND PROGRAM

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Dear Program Director:

I am writing to request that you complete Reporting and Evaluation Forms regarding your organization's Equal Access Fund project(s). The reporting form has been sent to you by e-mail and can be found on the State Bar Web site. Reports will be due in this office on **August 3, 2007**.

As you were advised in our January 23, 2007 letter, all EAF reporting will henceforward be due in August. This will allow programs to use evaluation findings more effectively while developing their budgets for the following year's EAF funds, and will give Trust Fund staff the opportunity to review your reports as part of our budget review process.

This year, projects using EAF funding for the first time will report on their first nine months of service, from October 1, 2006 through June 30, 2007. Projects with continuing EAF funding will report on the 21-month period since their last report, from October 1, 2005 through June 30, 2007. This latter scenario will result in these projects reporting on activities undertaken in two different EAF grant years.

Reports will consist of a single form for each EAF-funded project you have undertaken during the reporting period, regardless whether you are reporting on a 9-month or 21-month period.

You can download these reports from the State Bar's Web site, [www.calbar.ca.gov](http://www.calbar.ca.gov), by clicking on the "About the Bar" link on the left sidebar, then "Legal Aid Grants," and then "Reporting Forms." **Do not use out-dated forms for your reports.**

Thank you for your cooperation in preparing these reports. Please feel free to call anyone on the Trust Fund Program staff concerning these reporting requirements.

Sincerely,

/s/

Lorna Choy, Senior Grants Administrator  
Legal Services Trust Fund Program