Applicant Information

Applicant Information

Recipient Number | **Service Area**
Applicant Organization | **Application Cycle**

Instructions

The **Applicant Information** page captures information on applicants including position, applicant category, address, telephone and email address.

- In the **Applicant Information** section, click **Edit** to add or edit information about your name, position/title or applicant category
- In the **Address**, **Telephone/Fax** and **Email Address** sections, click **Add** to add additional information
- In the **Address**, **Telephone/Fax** and **Email Address** sections, click **Edit** or **Delete** to edit or delete information
- To go to the next page, click **Continue**

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Note: The following sections on this page need to be completed:

- Applicant Information
- Address
- Telephone/Fax
- Email Address

How did you find out about the LSC Grants Competition?

How did you find out about the LSC Grants competition?* <None>

If other, specify

Save

Applicant Information

Name
Organization
Applicant Category

Edit

In the application, the Applicant Information page will import Applicant, Address, Telephone/Fax and Email information entered into the NIC. Applicants may edit or add to this information as necessary, or may proceed with the application.

Address

Add

Telephone/Fax

Add

Email Address

Add

Primary	Type	E-mail Address	Options
			Edit Delete

Continue

Top

Project Information

Instructions

The **Project Information** page allows the applicant to review information about the project including Service Area and Estimated Grant Amount.

- All fields marked with an asterisk (*) are required
- To save the data, click **Save**
- To go to the next page, click **Continue**

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Project Details

Service Area

Estimated Grant Amount

The amount displayed is an estimate based on the prior year's funding for the service area chosen.

Will 25 percent or more of the LSC grant award will be allocated by subgrant, or is a subgrant proposed for delivering a full range of services to a specific geographic area within the applicant's service area?*

Yes No

If you answered 'Yes' to the above, identify the number of subgrants being proposed that meet the above conditions.

Save Continue

Top

In the application, the Project Information page will import responses to Project Detail questions entered into the NIC. Applicants may edit this information as necessary, or may proceed with the application.

Legal Needs Assessment Data Collection Methods

Performance Area 1, Criterion 1 - ***Periodic comprehensive assessment and ongoing consideration of the most pressing legal needs***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to identify the method(s) used to obtain input from each constituency. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number | **Service Area**
Applicant Organization | **Application Cycle**

Legal Needs Assessment Data Collection Methods

	Phone and/or in-person interviews	Surveys	Focus groups	Meetings	Other (Specify)
Low-income persons *	<Select>	<Select>	<Select>	<Select>	<Select>
Community Organizations *	<Select>	<Select>	<Select>	<Select>	<Select>
Social Services Organizations *	<Select>	<Select>	<Select>	<Select>	<Select>
Courts *	<Select>	<Select>	<Select>	<Select>	<Select>
Other legal services providers *	<Select>	<Select>	<Select>	<Select>	<Select>
Private Bar *	<Select>	<Select>	<Select>	<Select>	<Select>
Program Staff *	<Select>	<Select>	<Select>	<Select>	<Select>
Program Board *	<Select>	<Select>	<Select>	<Select>	<Select>
Other (Specify) *	<Select>	<Select>	<Select>	<Select>	<Select>

Save | Save and Continue

Legal Needs Assessment Data Sources and Tools

Performance Area 1, Criterion 1 - ***Periodic comprehensive assessment and ongoing consideration of the most pressing legal needs***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate whether the Applicant used data from the sources or tools identified. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number **Service Area**

Applicant Organization **Application Cycle**

Legal Needs Assessment Data Sources and Tools

1. Census data (e.g. demographic data, employment data)* ○ Yes ○ No

2. Other legal needs studies (e.g. statewide needs studies, needs studies of similar service areas) * ○ Yes ○ No

3. Geographic Information Systems (GIS) mapping * ○ Yes ○ No

4. Other information (e.g. other government data, studies conducted by academics, business groups, or nonprofits) * ○ Yes ○ No

5. Intake data on cases not accepted * ○ Yes ○ No

6. CMS data regarding case types/ problem codes closed with extended or limited service * ○ Yes ○ No

7. CMS data showing geographic location of Applicants for service and clients * ○ Yes ○ No

8. Other (Specify) * ○ Yes ○ No

Save | Save and Continue

Priorities, Goals, Strategies and Desired Outcomes

Instructions

Provide information about the applicant's board-approved priorities, including goals, strategies and desired outcomes.

- To enter a priority into the application, click **Add**
- To edit a priority that has been entered, click **Edit**
- To remove a priority from the application, click **Delete**
- To go to the next web form, click **Continue**

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Priorities, Goals, Strategies and Desired Outcomes

Add Priority

Continue

Priorities Editor

Instructions

- Enter the priority
- To add a goal to the priority, click **Save and Add Goal**
- To edit a goal that has been entered, click **Edit**
- To remove a goal from the priority, click **Delete**
- To save and return to the Main Priorities Page, click **Save and Close**
- To return without saving, click **Close**

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Always use the "Save and Close" or "Close" buttons at the bottom of the screen.
Do not use the "back" button on your browser.

Priorities

Priority*

Save and Add Goal

Save and Close   Close

Priority Goals Editor

Instructions

- Enter the goal, and select the Problem Type that most closely describes this goal.
- To add a strategy to the priority, click **Save and Add Strategy**
- To edit a strategy that has been entered, click **Edit**
- To remove a strategy from the goal, click **Delete**
- To save and return to the Priorities Editor Page, click **Save and Close**
- To return without saving, click **Close**

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Always use the "Save and Close" or "Close" buttons at the bottom of the screen.
Do not use the "back" button on your browser.

Goals

Priority The web form will display the priority under which the goal is being added.

Goal*

Problem Type* <None>

Use the drop-down menu to select the Problem Type that most closely describes the goal. The available choices are the LSC Legal Problem Categories: Consumer/ Finance, Education, Employment, Family, Juvenile, Health, Housing, Income Maintenance, Individual Rights and Miscellaneous.

Save and Add Strategy

Save and Close **Close**

Priority Strategies Editor

Instructions

- Enter the strategy, and indicate the Strategy Type – Cases or Other Services
- For Case strategies, a Desired Outcome is required.
- To save and return to the Goals Editor Page, click **Save and Close**
- To return without saving, click **Close**

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Always use the "Save and Close" or "Close" buttons at the bottom of the screen. Do not use the "back" button on your browser.

Strategies

Priority

Goal

The web form will display the priority and the goal under which the strategy is being added.

Strategy that supports Goal*

Strategy Type* <None>

Available Strategy Type selections are: Cases or Other Services

Desired Outcomes towards achieving Goal

Save and Close   Close

Intake System Technology

Performance Area Two, Criterion 1 - *Dignity and sensitivity:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to address the technology used in Applicant's intake process. Complete this form by selecting the appropriate choice for each inquiry. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Click here for Intake System technology definitions.

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Intake Form

1. How many phone numbers do you publish for intake in your service area(s)?*

a. Are phone numbers directed to different office locations?* — Yes No

b. Can calls to an intake number be answered at a different location?* — Yes No

2. What is the maximum number of calls your phone system can receive at the same time?*

3. Does your phone system have the capacity for voice mail for intake calls?* — Yes No

4. Does your phone system have the capacity for automated attendant technology for intake?* — Yes No

5. Does your phone system have automatic call distribution?* — Yes No

a. If so, can callers self-direct their call?* — Yes No

b. If callers can self-direct, can they self-select to leave a message?* — Yes No

6. Does your system offer callers the choice to receive a callback?* — Yes No

a. If yes, does your system return the call automatically?* — Yes No

7. Does your phone system include computer telephony integration?* — Yes No

8. Does your system include an interactive voice response feature?* — Yes No

9. Does your system have call routing by language, substantive and/or geographic area?* — Yes No

10. Does your system have the ability to serve persons with speaking or hearing disabilities through access to TTY or relay service or other mechanism (e.g.; email or text messaging)?* — Yes No

11.Does your system have the capacity to review wait times in queue, dropped calls?* — Yes No

12. Does your system have the ability to provide recorded information to callers while waiting or after hours?* — Yes No

13. Do you have the capacity to enter data in real time into the case management system as intake is being accomplished including eligibility and appropriate case type data?* — Yes No

14. Does your program provide an online intake option for prospective clients to apply for services?* — Yes No

a. If yes, is the data electronically transferred into your CMS?* — Yes No

b. If yes, are you using an A2J interview?* — Yes No

Save | Save and Continue

Intake System Technology Definitions

1. **Automated attendant:** A telephone system feature that automatically answers incoming calls using a computer program instead of a live person. This feature may offer options to the caller, or connect the call to voice mail.
2. **Automatic call distribution:** A software application that delivers calls on a first come, first served basis. Calls are held and transferred automatically to the first available staff person assigned to those calls.
3. **Interactive voice response:** A system feature requiring a response from the caller, often using specifically designed recordings within the phone system.
4. **Phone system:** The computer software and/or equipment used to handle telephone calls.
5. **Self-direct:** When a caller, whose call is answered by an automated attendant, can decide where their call will be answered or handled. Examples include choosing to go to a voice mailbox or selecting a staff persons extension.
6. **Self-select:** An ACD feature allowing callers to choose between options of pre-recorded messages.
7. **Telephony integration:** Telephony is the technology that electronically transmits voice, fax, email and other communications between two or more parties, integrating telephone and computer capabilities. Also referred to as Voice Over IP.

Close

LEP Plan and Components

Performance Area Two, Criteria 2 and 3 - *Engagement with the low-income population & Access and utilization by the low-income population:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate whether Applicant has a written Limited English Proficiency (LEP) plan and, if so, whether the plan incorporates the items identified in the form. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

LEP Plan and Components Chart

1. Does Applicant have a written LEP plan *	○ Yes ○ No
2. Does the LEP plan enumerate:	
a. Methods for determining the prospective client's need for interpretation and translation services.*	○ Yes ○ No
b. Plans for recruiting and hiring bilingual staff or for language skills training of existing staff.*	○ Yes ○ No
c. Use of language translation and interpretation services when bilingual staff is not available.*	○ Yes ○ No
d. Plans for training staff on the Applicant's LEP policy, how to access language services, and how to work with interpreters.*	○ Yes ○ No
e. Plans for translating all vital program documents into the languages of the LEP communities in the Applicant's service areas.*	○ Yes ○ No
f. Outreach strategies for dissemination of information about the availability of free interpretation and translation services to the members of the LEP client community that are seeking legal assistance.*	○ Yes ○ No
g. Steps for continued oversight and updating of LEP policies and procedures including assigned responsibility for such oversight and updating.*	○ Yes ○ No

Save | Save and Continue

Training

Performance Area Three, Criterion 1 - ***Legal representation:***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate what proportion of the staff received each type of training in the last twenty-four months. Complete the form by making a choice from the drop down menu ("all (100%)," "many (50% or more)," "some (less than 50%)," or "none"). Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Training Chart

Type of Training	Position Category				
	Attorneys	Paralegals	Managers/Supervisors	Adminstrators	Support Staff
1. Advocacy Skills *	<Select>	<Select>	<Select>	<Select>	<Select>
2. Substantive Law *	<Select>	<Select>	<Select>	<Select>	<Select>
3. Technology *	<Select>	<Select>	<Select>	<Select>	<Select>
4. Management *	<Select>	<Select>	<Select>	<Select>	<Select>
5. Leadership *	<Select>	<Select>	<Select>	<Select>	<Select>
6. Cultural Competency *	<Select>	<Select>	<Select>	<Select>	<Select>
7. Foreign Language *	<Select>	<Select>	<Select>	<Select>	<Select>
8. Other (Specify)*	<Select>	<Select>	<Select>	<Select>	<Select>

Save | Save and Continue

Available response selections are: All (100%), Many (50% or more), Some (less than 50%) and None.

Legal Work Management

Performance Area Three, Criterion 1 - *Legal representation:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate how frequently the Applicant uses the methods and/or resources listed to ensure that cases and other services are effectively handled. Complete this form by selecting the appropriate choice for each. If "other" is the appropriate choice, please explain. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Legal Work Management Chart

1. Preparation of opening and closing memoranda *

Always Frequently Rarely Never Other/Not Applicable

2. Accompanying newer attorneys to hearings, trials, depositions, oral arguments, etc.*

Always Frequently Rarely Never Other/Not Applicable

3. Review of written work (e.g., briefs, significant memoranda, and pleadings)*

Always Frequently Rarely Never Other/Not Applicable

4. Case acceptance meetings*

Always Frequently Rarely Never Other/Not Applicable

5. Case reviews with staff *

Always Frequently Rarely Never Other/Not Applicable

6. Electronic case reviews *

Always Frequently Rarely Never Other/Not Applicable

7. Mooting appellate arguments *

Always Frequently Rarely Never Other/Not Applicable

8. Supervisor review of files at time of closing *

Always Frequently Rarely Never Other/Not Applicable

9. Availability of a litigation fund (e.g., for depositions, expert witnesses, process servers, trial aids, interpreters, and translators) *

Always Frequently Rarely Never Other/Not Applicable

Save Save and Continue

Casehandling Protocols

Performance Area Three, Criterion 1 - ***Legal representation:***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate the Applicant-wide written protocols adopted to ensure that cases are being handled effectively. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

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Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Casehandling Protocols Chart

1. **Applicant-wide or office systems for calendaring and tickling dates** * ○ Yes ○ No
2. **Case file coverage for vacation and other case handler absences** * ○ Yes ○ No
3. **File maintenance** * ○ Yes ○ No
4. **Timely case closings** * ○ Yes ○ No
5. **Capturing case outcome(s)** * ○ Yes ○ No
6. **Case handling standards** * ○ Yes ○ No

Save | Save and Continue

Case Development Activities

Performance Area Three, Criterion 1 - *Legal representation:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate the extent to which the listed case development activities, litigation strategies, and courtroom or litigation activities have been used by the Applicant's attorneys within the last twenty-four months. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Applicant Information

Recipient Number | **Service Area**
Applicant Organization | **Application Cycle**

Case Development Activities Chart

1. Complex litigation in Federal or state court *

○ Frequently ○ Rarely ○ Never

2. Written discovery in the course of litigation (interrogatories, requests for admission, etc.) *

○ Frequently ○ Rarely ○ Never

3. Depositions *

○ Frequently ○ Rarely ○ Never

4. Use of expert witnesses *

○ Frequently ○ Rarely ○ Never

5. Motions accompanied by written memoranda *

○ Frequently ○ Rarely ○ Never

6. Jury trials *

○ Frequently ○ Rarely ○ Never

7. Appeals to appellate courts *

○ Frequently ○ Rarely ○ Never

8. Enforcement of judgments *

○ Frequently ○ Rarely ○ Never

Save | Save and Continue

Accomplishments for Clients (Excluding PAI)

Instructions

Describe applicant's three most significant accomplishments for clients in cases or other services within the last twenty-four months.

Describe the issue(s), outcome(s) and benefit to other low-income people with a similar problem, or for the client population as a whole.

For those applying to multiple service areas, this form is *not* "linked" across service areas. Applicants should enter information into this form that is specific to this service area.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number **Service Area**

Applicant Organization **Application Cycle**

Accomplishments for Clients

Example 1

Example Type <Select>

Use the drop-down menu to select the Example Type that most closely describes the accomplishment. The available selections for Example Type are: Consumer/ Finance, Education, Employment, Family, Juvenile, Health, Housing, Income Maintenance, Individual Rights, Miscellaneous, Domestic Violence and Foreclosures.

Example 2

Example Type <Select>

Example 3

Example Type <Select>

Save Continue

Private Attorney Involvement

Performance Area Three, Criterion 2 - *Private attorney involvement :*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to address the Applicant's PAI participation. Complete this form by entering the applicable numbers pertaining to PAI for each inquiry. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Private Attorney Involvement Chart

	Number
1. The number of attorneys eligible to participate in the PAI project in the service area *	
2. The number of attorneys who actively participated in the PAI project as pro bono attorneys in the last year *	
3. The number of attorneys who actively participated in the PAI project as contract attorneys in the last year*	
4. The number of attorneys who participated in the PAI project as judicare attorneys in the last year*	
5. The number of attorneys who made a monetary donation to Applicant in lieu of participating in the PAI project in the last year*	
6. The number of new attorney participants recruited by the Applicant last year*	
7. The number of PAI subgrants awarded *	

Save | Save and Continue

Methods Used To Recruit Private Attorneys

Performance Area Three, Criterion 2 - *Private attorney involvement :*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate how often the Applicant uses the methods listed to recruit private attorneys. Complete this form by selecting the appropriate choice for each recruitment method. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Methods Used To Recruit Private Attorneys Chart

1. Personal and Written Contacts*

○ Always ○ Frequently ○ Rarely ○ Never

2. Solicitations from organized bar*

○ Always ○ Frequently ○ Rarely ○ Never

3. Solicitations by judges*

○ Always ○ Frequently ○ Rarely ○ Never

4. Public service announcements*

○ Always ○ Frequently ○ Rarely ○ Never

5. Web announcements*

○ Always ○ Frequently ○ Rarely ○ Never

6. Targeted recruitment of lawyers with special skills*

○ Always ○ Frequently ○ Rarely ○ Never

7. Recruiting retired, inactive attorneys*

○ Always ○ Frequently ○ Rarely ○ Never

8. Recruiting government attorneys*

○ Always ○ Frequently ○ Rarely ○ Never

9. Recruiting corporate attorneys*

○ Always ○ Frequently ○ Rarely ○ Never

10. Recruiting law students*

○ Always ○ Frequently ○ Rarely ○ Never

11. Offers of co-counseling on cases*

○ Always ○ Frequently ○ Rarely ○ Never

12. Soliciting distant law firms in rural areas*

○ Always ○ Frequently ○ Rarely ○ Never

13. Encouraging law firms to adopt big issues*

○ Always ○ Frequently ○ Rarely ○ Never

14. Newly admitted attorneys*

○ Always ○ Frequently ○ Rarely ○ Never

15. CLE Credit*

○ Always ○ Frequently ○ Rarely ○ Never

16. Other (please specify)*

____________ ○ Always ○ Frequently ○ Rarely ○ Never

Save | Save and Continue

Methods Used To Retain Private Attorneys Volunteers

Performance Area Three, Criterion 2 - ***Private attorney involvement :***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate how often the Applicant uses the methods listed to retain private attorney volunteers. Complete this form by selecting the appropriate choice for each specified retaining method. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Methods Used To Retain Private Attorneys Volunteers Chart

1. Recognition ceremonies*

○ Always ○ Frequently ○ Rarely ○ Never

2. Recognition in publications or on websites*

○ Always ○ Frequently ○ Rarely ○ Never

3. Malpractice insurance*

○ Always ○ Frequently ○ Rarely ○ Never

4. Mentoring, co-counseling*

○ Always ○ Frequently ○ Rarely ○ Never

5. Free or low cost training*

○ Always ○ Frequently ○ Rarely ○ Never

6. Inclusion in substantive law task forces*

○ Always ○ Frequently ○ Rarely ○ Never

7. Access to specialized research materials*

○ Always ○ Frequently ○ Rarely ○ Never

8. Other (please specify)*

○ Always ○ Frequently ○ Rarely ○ Never

Save | Save and Continue

Accomplishments for Clients through PAI

Instructions

Describe the three most significant accomplishments for clients in cases or other services through PAI within the last twenty-four months.

Describe the issue(s), outcome(s) and benefit to other low-income people with a similar problem, or for the client population as a whole.

If the applicant does not have a PAI project for this service area, enter "Not Applicable" for each example.

For those applying to multiple service areas, this form is *not* "linked" across service areas. Applicants should enter information into this form that is specific to this service area.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number **Service Area**

Applicant Organization **Application Cycle**

Accomplishments for Clients through PAI

Example 1

Example Type <Select>

Use the drop-down menu to select the Example Type that most closely describes the accomplishment. The available selections for Example Type are: Consumer/ Finance, Education, Employment, Family, Juvenile, Health, Housing, Income Maintenance, Individual Rights, Miscellaneous, Domestic Violence and Foreclosures.

Example 2

Example Type <Select>

Example 3

Example Type <Select>

Save Continue

Accomplishments for Clients through PAI

Instructions

Describe the three most significant accomplishments for clients in cases or other services through PAI within the last twenty-four months.

Describe the issue(s), outcome(s) and benefit to other low-income people with a similar problem, or for the client population as a whole.

If the applicant does not have a PAI project for this service area, enter "Not Applicable" for each example.

For those applying to multiple service areas, this form is *not* "linked" across service areas. Applicants should enter information into this form that is specific to this service area.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Accomplishments for Clients through PAI

Example 1

Example Type <Select>

Use the drop-down menu to select the Example Type that most closely describes the accomplishment. The available selections for Example Type are the LSC Legal Problem Categories: Consumer/ Finance, Education, Employment, Family, Juvenile, Health, Housing, Income Maintenance, Individual Rights and Miscellaneous.

Example 2

Example Type <Select>

Example 3

Example Type <Select>

Save Continue

Involvement with Justice and Advocacy Community

Instructions

Describe applicant's three most significant efforts or examples of active involvement with the judiciary, organized bar, government agencies, social service agencies, academic and research centers, state and national legal advocacy organizations and other organizations that work with or have an impact on the eligible client population.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

For those applying to multiple service areas, this form is "linked" across service areas. Any information entered here will be automatically entered into applications for other service areas.

Applicant Information

Recipient Number **Service Area**

Applicant Organization **Application Cycle**

Involvement with Justice and Advocacy Community

Use the drop-down menu to select the Example Type that most closely describes the example. The available selections for Example Type are: Consumer/ Finance, Education, Employment, Family, Juvenile, Health, Housing, Income Maintenance, Individual Rights, Miscellaneous, Domestic Violence and Foreclosures.

Example 1

Example Type <Select>

Example 2

Example Type <Select>

Example 3

Example Type <Select>

Save Continue

Board Policies and Practices

Performance Area Four, Criterion 1 - ***Board governance:***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to describe governing board policies and practices. Complete this form by selecting the appropriate choice for each inquiry. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Board Policies and Practices

1. Does the board have a written policy or practice that deals with conflicts of interest or potential conflicts of interest? *	Yes No
2. In the last twenty-four months did a quorum of board members attend each scheduled board meeting? *	Yes No
3. Is there a limitation on the number of terms board members can serve on the board? *	Yes No
4. Are board members given an orientation on board responsibilities? *	Yes No
5. Have board members received copies of the 2007 LSC Performance Criteria? *	Yes No
6. Have board members received copies of the LSC Act and Regulations? *	Yes No
7. Does the board have at least one member with expertise in accounting or auditing? *	Yes No

Save | Save and Continue

Continuity of Operations Planning

Performance Area 4, Criterion 3 - *Overall management and administration*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate whether the Applicant has a written continuity of operations plan in the event of an emergency or disaster and, if so, whether the plan incorporates the items identified below. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number | **Service Area**

Applicant Organization | **Application Cycle**

Continuity of Operations Planning

1. **Does Applicant have a written continuity of operations plan** * — ○ Yes ○ No
2. **Does the continuity of operations plan address:**
   - **a. ensuring the safety of staff** * — ○ Yes ○ No
   - **b. continuing client services.*** — ○ Yes ○ No
   - **c. preserving files, equipment and computer data bases** * — ○ Yes ○ No
   - **d. continuing communication among program staff, management, the board, other providers and LSC** * — ○ Yes ○ No
   - **e. relocation of Applicants work site(s), if necessary.*** — ○ Yes ○ No
   - **f. coordinating with state/local emergency preparedness entities.*** — ○ Yes ○ No
3. **Is the plan reviewed annually?** * — ○ Yes ○ No
4. **Is there assigned staff responsible for regular review and updating of the plan?*** — ○ Yes ○ No

Save | Save and Continue

Accomplishments for Clients with Other Providers

Instructions

For applicants that provide limited services, describe the three most significant accomplishments for clients in cases or other services within the last twenty-four months provided in collaboration with other legal services providers.

Full service providers check the box below certifying that the program is a full service provider.

For those applying to multiple service areas, this form is "linked" across service areas. Any information entered here will be automatically entered into applications for other service areas.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number **Service Area**

Applicant Organization **Application Cycle**

Accomplishments for Clients with Other Providers

☐ Our program is a full service provider (i.e., provides limited and extended services across substantive law areas, across the entire service area)

Use the drop-down menu to select the Example Type that most closely describes the accomplishment. The available selections for Example Type are: Consumer/ Finance, Education, Employment, Family, Juvenile, Health, Housing, Income Maintenance, Individual Rights, Miscellaneous, Domestic Violence and Foreclosures.

Example 1

Example Type <Select>

Example 2

Example Type <Select>

Example 3

Example Type <Select>

Save Continue

Budget (Form D)

Instructions

The **Budget (Form D)** page captures information on projected expenses, projected revenue, current expenses and current revenue.

- To add a new information, click **Add**
- To edit existing information, click **Edit**
- To delete information, click **Delete**
- To go to the next page, click **Continue**

The following budget forms are to be completed by all applicants:

- Projected Expenses (Form D-12)
- Projected Revenue (Form D-14)

Form D-2 (Current Expenses) and Form D-4 are to be completed by Applicants who are not current recipients of LSC funds.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number **Service Area**

Applicant Organization **Application Cycle**

Projected Expenses (Form D-12)

Add

Projected Revenue (Form D-14)

Add

Current Expenses (Form D-2)

Add

Forms D-2 and D-4 are not required for current grantees.

Current Revenue (Form D-4)

Add

Continue

Projected Expenses (Form D-12)

Instructions

This **Projected Expenses (Form D-12)** page captures projected LSC and non-LSC expenses for the grant year.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

- **All applicants must complete Projected Expenses (Form D-12).**
- Enter your budget detail in the fields below.
- To save the data and see the totals, click **Save and Calculate**.
- To return to the previous page, click **Close**.
- Calculate total projected expenses for the grant year based on the most current data available. Do not include expenses related to donated services (e.g., volunteer attorney time, donated office equipment).
- Applicants applying for more than one LSC service area must complete separate forms for each service area.
- Refer to the definitions for expenses at the end of this instruction for a description of the types of expenses to be reported under each expense category.
- Limit projected expenses to those incurred in delivering civil legal assistance to eligible clients as determined by 45 C.F.R. Part 1611.
- Click here to view Expense Definitions.

Column (1) LSC Expenditures:

Report total projected LSC expenses for the grant year.

Column (2) Non-LSC Expenditures:

Report total non-LSC expenses projected for the grant year.

Column (3) Total Expenditures:

This is a calculated field and reflects total projected LSC and non-LSC expenses.

A note about fund balances: The Corporation will assume that differences between projected Support and Revenue shown on Form D-14 and projected expenditures shown on Form D-12 are either planned fund balances or planned deficits. See 45 C.F.R. Part 1628 for LSC rules regarding LSC fund balances and deficits.

Follow the steps below for assistance on this form:

1. Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
2. Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
3. Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

Projected Expenses (Form D-12)

	Expenditures	Non-LSC Expenditures[1]	Total
Personnel Expenses			
Lawyers Wages		$	$0.00
Paralegals Wages		$	$0.00
Other Staff Wages		$	$0.00
Employee Benefits		$	$0.00
Subtotal Personnel Expenses	$0.00	$0.00	$0.00
Non-Personnel Expenses			
Space - Rent/Lease		$	$0.00
Mortgage Payments		$	$0.00
Other Space Expense		$	$0.00
Equipment Rental		$	$0.00
Office Supplies		$	$0.00
Telephone		$	$0.00
Travel - Board		$	$0.00
Travel - Staff/Other		$	$0.00
Training - Board		$	$0.00
Training - Staff/Other		$	$0.00
Library		$	$0.00
Insurance		$	$0.00
Dues and Fees		$	$0.00
Audit		$	$0.00
Litigation		$	$0.00
Property Acquisition		$	$0.00
Purchase Payments		$	$0.00
Contract Services to Clients		$	$0.00
Contracts Services to Applicant		$	$0.00
Other		$	$0.00
Subtotal Non-Personnel Expenses	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00

1Report non-LSC expenses only for the provision of civil legal services.

Save and Calculate Close

Complete form D-12 with projected expenditures for the grant year, i.e. the following calendar year.

Projected Revenue (Form D-14)

Instructions

The **Projected Revenue (Form D-14)** page captures projected support and revenue data for the grant year.

- **All applicants must complete this page.**
- Applicants who apply for more than one service area must complete a separate form for each service area.
- To save the data and see the totals, click **Save and Calculate**.
- To return to the previous page, click **Close.**
- Click here for Support and Revenue Definitions.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

A note about fund balances: The Corporation will assume that differences between projected Support and Revenue shown on Form D-14 and projected expenditures shown on Form D-12 are either planned fund balances or planned deficits. See 45 C.F.R. Part 1628 for LSC rules regarding LSC fund balances and deficits.

Instructions for Section (A):

All Applicants should report:

1. The amount of support and revenue for the grant year requested from LSC for each service area.
2. The amount of projected support and revenue for the grant year from interest/investment income to be earned on LSC funds, LSC attorney fee awards, LSC publication income, LSC carryover funds, and other funds.

Instructions for Section (B):

1. **Applicants currently funded by LSC** should report total support and revenue for the grant year from Federal/state funds available under Title XX of the Social Security Act, funds available under the Older Americans Act, state and local grants, private foundations, IOLTA, non-LSC attorney fee awards, non-LSC carryover funds, non-LSC publications' income, and other sources.
2. **State and local government Applicants & sub state regional planning or coordinating agency Applicants** should report their projected grant year support and revenue for civil legal assistance activities from all sources using the categories designated in this section.
3. **Attorney and law firm Applicants** should report total projected year support and revenue for the grant year from Federal/state funds available under Title XX of the Social Security Act, state and local grants, private foundations, IOLTA, non-LSC attorney fee awards, non-LSC carryover funds, non-LSC publications' income, and other sources.
4. **All Applicants** should include any remaining amounts on Line 99, "Other Funds," that are not otherwise captured under the specific categories of this section.

Instructions for Section (C):

1. **Attorney and law firm Applicants** that will provide civil legal assistance but were not funded to do so by public or private grants, should report projected gross fees and receipts for the grant year from client services. Also, report projected gross receipts from other income earned in for-profit activities.

Instructions for Section (D):

This section is calculated automatically based on the amounts entered in sections (A), (B), and (C).

Follow the steps below for assistance on this form:

1. Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
2. Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
3. Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

Projected Revenue (Form D-14)

Complete form D-14 with projected revenue for the grant year, i.e. the following calendar

	Fund Codes	Amount
(A) LSC Funding Sources		
Basic Field	10	$
Interest/Investment Income	28	$
Attorney Fee Awards	22	$
Publication Income	23	$
Carryover Funds	24	$
Other Funds	20	$
Subtotal (A) LSC Funding Sources		**$0**
(B) Non-LSC Funding Sources		
Title XX of Social Security Act	30	$
Older Americans Act	32	$
Violence Against Women Act	33	$
Other Federal Grants	34	$
Community Development Block Grants	36	$
State Grants	40	$
Filing Fees, Surcharges, etc.	41	$
Local Grants	42	$
United Way Grants	44	$
Foundation Grants	46	$
Bar Association Grants	48	$
IOLTA Grants	50	$
Attorney Fee Awards	52	$
Carryover Funds	54	$
Publication Income	55	$
Other Funds	99	$
Subtotal (B) Non-LSC Funding Sources		**$0**
(C) Client Service Income		
Gross Fees and Receipts from Client Services	57	$
Other Income Earned in For-Profit Activities	58	$
Subtotal (C) Client Service Income		**$0**
Total		**$0**

Save and Calculate | Close

Expense Definitions

1 Lawyers: This category should include all salaries, wages and profits paid to attorneys (other than for contract services), whether employed directly or supervised by the applicant and whether part-time, full-time, or temporary. It also includes law school graduates who have not passed a bar examination.

2 Paralegals: This category should include all salaries and wages paid to paralegals, whether employed directly or supervised by the applicant (e.g., senior aides) and whether part-time, full-time, or temporary.

3 Other Staff: This category should include all salaries and wages paid to all other staff, whether administrative/clerical staff, students, or others, and whether full-time, part-time, or temporary (e.g., Work/Study).

4 Employee Benefits: This category should include all fringe benefits paid on behalf of employees, including retirement, FICA, health and life insurance, worker's compensation, disability insurance, unemployment insurance, day care, and other payroll-related costs.

5 Subtotal expenses for salaries and benefits.

6-8 Space: This category includes rent or lease expenses and mortgage payments which are reported separately. It also includes, under "Other Expenses," janitorial, maintenance, and utility expenses.

9 Equipment Rental: This category includes lease or rental expenses for office furniture, fixtures, and equipment (except telephone). It also includes an estimate of maintenance costs for that equipment, whether pursuant to a service contract or an estimate of individual repair bills.

10 Office Supplies and Expenses: This category includes all basic office accessories and supplies, including paper materials and supplies used for copiers. Printing and postage are also to be included in this category. All equipment purchases which cost less than $100 may be placed in this line item.

11 Telephone: This category includes costs for the rent or lease of telephone equipment and long distance calls. Similar and related expenses, such as telegraph or other telecommunications, should be included as well.

12-13 Travel: This category includes travel expenses required by governing body members for fulfillment of the obligations of governing body membership and those travel expenses for staff related to client services (e.g., circuit riding, attendance at meetings, etc.). Training-related travel is to be reported under "Training."

14-15 Training: This category includes all non-personnel costs associated with the training of board members, staff, and others. Continuing education of staff members should also be included here. Examples are: travel to/from training events, per diem, conference registration fees or tuition, purchase of training materials, rent for facilities used in a training event, consultant fees paid to trainers, etc. Material or capital additions (equipment purchases) for training with a value in excess of $100 should be reported under "Property Acquisition." No personnel costs should be included here.

16 Library: This category includes expenses for the maintenance and normal expansion of office libraries, including subscriptions to periodicals, books, reference materials, and multiple volume sets of law books. Capital additions to the library holdings costing over $100 per item should be included under "Property Acquisition."

17 Insurance: This category includes professional liability insurance, errors and omissions insurance, bonding, property insurance (fire and theft), and liability insurance for property and automobiles.

18 Dues and Fees: This category includes dues and fees paid to professional organizations on behalf of the applicant or subrecipient and its staff.

19 Audit: This category includes expenses for auditors.

20 Litigation: This category includes court costs, witness fees, expert witness expenses, sheriff fees, courthouse copying fees, and other expenses incurred but not reimbursed by clients and not recovered in litigation on behalf of eligible clients.

21 Property Acquisition: This category includes equipment, library purchases and other major expenses that occur infrequently, and which are capitalized (e.g., major renovations). **Amortized amounts to be paid toward equipment purchases should be reported under Purchase Payments.**

22 Purchase Payments: This category includes all payments on loans secured to purchase property over $100.

23 Contract Services to Clients: This category includes all payments to private attorneys and other entities who provide legal services to eligible clients, including those services provided pursuant to an LSC subgrant. The applicant's subgrant should be reflected on this line.

24 Contract Services to Applicant: This category includes all other services to the applicant such as legal counsel, consultant fees exclusive of those paid for training, use of a computer service bureau, bookkeeping or other accounting services (other than those listed under "Audit"), etc.

25 Other: This category includes all remaining applicant expenses that are not identified in these definitions.

Close

Support and Revenue Definitions

10 LSC General Basic Field Grant: LSC funding that is allocated based upon the poverty population as determined by the Bureau of the Census. This funding provides legal services to the general poor population.

14 LSC Basic Field Migrant Grant: Basic Field funding that is specifically granted to address the legal needs of migrant farm workers.

16 LSC Basic Field Native American Grant: Basic Field funding that is specifically granted to address the legal needs of Native Americans (American Indians, Hawaiian Natives and Alaskan Indians).

20 Other LSC Funds: Grants that are not within the standard LSC grant categories.

22 Attorney Fee Awards - LSC Cases: The amount received or expected to be received as the result of a judgment, court order, or settlement of cases.

23 Publication Income: Income earned from publications produced in whole or in part with LSC funds, including copyrighted materials.

24 LSC Carryover Funds: LSC funds of any nature that are unexpended from a previous accounting period or calendar year.

28 LSC Interest/Investment Income: Income generated as interest or dividends, income resulting from investment of LSC funds on a short or long-term basis and/or rental receipts.

30 Title XX: Federal/state funds available under Title XX of the Social Security Act. The funding agency is usually the state welfare, human resources, or social services agency.

32 Older Americans Act: Funds available under the Older Americans Act (usually Title III). Providers include state or area aging agencies and/or the U.S. Department of Health and Human Services/Office of Development Services/Administration on Aging.

33 Violence Against Women Act: Funds available under the Violence Against Women Act, including V-STOP and STOP grants. Providers include the U.S. Department of Justice and state and local agencies such as state attorneys general.

34 Other Federal Grants: Other sources of federal funding, including funds received for job training, community action, or community education.

36 Community Development Block Grants: Block grant funds under the Community Development Act administered by HUD. The funds are usually obtained from city or county agencies administering community development programs.

40 State Grants: Public funds received from state agencies, exclusive of those included in the federal categories listed above, or IOLTA category listed below.

42 Local Grants: Public funds from city or county agencies, except those included in the categories listed above.

44 United Way: Funds from United Way, Community Chest, Red Feather, United Givers Fund, or other consolidated community fund-raising organizations.

46 Foundation Grants: Funds from any private foundation, local, regional, or national.

48 Bar Association Grants: Contributions from bar associations and related organizations, but not IOLTA.

50 IOLTA: Interest On Lawyer's Trust Accounts.

52 Attorney Fee Awards/Non-LSC Case(s): The amount received or expected to be received as the result of a judgment, court order, or settlement of cases.

54 Non-LSC Carryover Funds: Funds, other than LSC funds, that are unexpended from a previous accounting period or calendar year.

55 Non-LSC Publication Income: Income earned from the sale of publications produced with non-LSC funds.

57 Gross Fees and Receipts from Client Services: Income earned from fees paid and other receipts attributable to for-profit operation as a law firm.

58 Other Income Earned in For-Profit Activities: Income earned in for-profit operations other than income for legal services to clients.

99 Other Funds: This category includes all remaining support, revenue, or appropriated funding sources that are not identified in these definitions.

Top

Current Year Governing/Policy Body Structure (Forms F-1 and F-2)

Instructions

The **Current Year Governing/Policy Body forms (i.e., Forms F-1 and F-2)** capture information on Applicant's governing/policy body members.

Governing/Policy Body member information provided in the Notice of Intent to Compete (NIC) is automatically transferred to Forms F-1 and F-2; however, some additional information is required.

Access Forms F-1 and F-2 to complete the information required for each Governing/Policy Body member.

- To provide information for a new board member, click **Add**
- To edit existing board member information, click **Edit**
- To delete board member information, click **Delete**
- To go to the next page, click **Continue**

Note:

All Applicants must have a governing or policy body consistent with the requirements of 45 C.F.R. Part 1607 within sixty days of receiving an LSC grant.

This form will calculate whether the applicant is in compliance with 45 C.F.R. Part 1607.3 in the **Verification** section below. Compliance with 45 C.F.R. Part 1607.3 is determined based on filled board positions. Applicants that currently do not have a board that complies with 45 C.F.R. Part 1607.3 are required to submit a plan by responding to the questions in the **Applicants not in compliance** section below.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Policy Board Structure (Form F-1)

	Total	McCollum Attorneys	Other Attorneys	Client Members	Other Members	Options
Number of Bylaw Positions	0					Edit
Number of Filled Positions						
Number of Vacancies						Edit

Verification

The recipient's board consists of at least one-third eligible clients

The recipient's board consists of at least sixty percent attorneys.

The majority (>50%) of the total governing body are McCollum attorneys

Recipient's board meets all requirements to be in compliance with 45 C.F.R. Part 1607

When board members are entered, the form will calculate whether the applicant's board is in compliance with 45 C.F.R. Part 1607, and will display Yes or No next to each requirement to indicate whether the applicant's board satisfies that requirement.

Applicants not in compliance

The following questions apply only to those applicants whose governing/policy body structure is not in compliance with 45 C.F.R. Part 1607, as indicated by the bold word **"No"** in the bottom row of the **Verification** table above.

Successful applicants must have a governing or policy body consistent with the requirements of 45 CFR Part 1607 of the LSC regulations. An applicant that is not compliance at the time the grant is awarded will be required to be in compliance within sixty days from the date the grant award is made.

In consideration of applicant's bylaws, identify the number of vacant:

- Client board positions to be filled in order to be in compliance
- Attorney board positions to be filled in order to be in compliance
- McCollum attorney board positions to be filled to be in compliance

Identify the names of the appointing organizations the applicant is in contact with for filling the client and/or attorney board positions.

Describe applicant's strategy, including timeline, for coming into compliance with 45 C.F.R. Part 1607.3 .

Questions in this section are required only for applicants that are found not to be in compliance with 45 C.F.R. Part 1607.

Board Members (Form F-2)

☐ I am a new applicant and do not have a board.

Board Chair

Select the Board Chair (or Interim Board Chair) from the drop-down selector below. Note: an email address and a phone number are required for the board chair.

Use the **Add** button in the **Board Members** section below to add new board member information, including new Board Chair (or Interim Board Chair) information.

Use the **Edit** button below to access the Board Member Editor page to edit any of the existing board member information.

Board Chair <None>

Save

Board Members

Add

Continue

Policy Board Structure (Form F-1)

Instructions

Applicants who currently have a governing/policy body that conforms to 45 C.F.R. Part 1607 must complete Policy Board Structure (Form F-1). Enter the following information:

- The total number of board members stipulated by the Applicant's Bylaws or Articles of Incorporation for McCollum Attorneys, Other Attorneys, Client Members, and Other members.
- The total number of current vacancies for each category based on the length of vacancy at the bottom.
- To save the data, click **Save**.
- To return to the previous page, click **Close**.

Follow the steps below for assistance on this form:

1. Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
2. Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
3. Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Governing/Policy Board Positions

☐ I am a new applicant and do not have bylaws.

	McCollum Attorneys*	Other Attorneys*	Client Members*	Other Members*
No. of Bylaws Positions*				

Governing/Policy Board Vacancies

No. of Positions Vacant	McCollum Attorneys*	Other Attorneys*	Client Members*	Other Members*
Less than 90 days*				
90 days to 1 year*				
Greater than 1 year*				

Save Close

Board Members (Form F-2)

Instructions

Applicants who currently have a governing/policy body that conforms to 45 C.F.R. Part 1607 must complete Board Members (Form F-2).

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Enter the following information for each board member:

- Name
- Gender
- Ethnicity
- Contact information
- Indicate whether the contact information entered refers to the board members business or home address
- Appointing organization
- Board member type

Please note the following:

- The system may have already filled in certain fields based on information previously entered
- Update this information as needed
- All fields marked with an asterisk (*) are required
- To save the data, click **Save**
- To return to the previous page, click **Close**

Follow the steps below for assistance on this form:

- Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
- Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
- Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

Add or Edit Board Members

Name* <None> Prefix

First* Middle Last*

<None> Suffix

Status* <Select>

Available Status selections are: Current and Proposed

Appointing Organization*

Relevant Experience*

Gender* Female Male Not Applicable

Ethnicity* <None>

Address*

City*

State* <None>

Zip*

Phone

Address/Phone* Business Home

Type of Member* McCollum Attorney Other Attorney Client Member Other Member

Email Address

Save Close

Projected Expenditures by Type of Activity (Form G-12)

Instructions

The **Projected Expenditures by Type of Activity (Form G-12)** page captures projected expenditures for the grant year for Cases, Other Services (previously referred to as Matters), and Supporting Activities.

- **All applicants must complete Projected Expenditures by Type of Activity (Form G-12).**
- Enter whole numbers without punctuation such as decimal points or dollar signs.
- To save the data, click **Save and Calculate**.
- To continue to the next page, click **Continue**.
- Calculate total projected expenses for the grant year based on the most current data available. Do not include expenses related to donated services (e.g., volunteer attorney time, donated office equipment).
- Total expenditures on this form should equal "Total LSC expenditures" reported on Form D-12.
- Applicants applying for more than one LSC service area must complete separate forms for each service area.
- Limit projected expenses to those incurred in delivering civil legal assistance to eligible clients as determined by 45 C.F.R. Part 1611.
- Percentages in column II of Form G-12 are automatically calculated based on the projected expenditures for the grant year entered in Column I.
- Click here for definitions before completing this page.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Instructions for completing Section A:

Report projected LSC expenditures for the grant year for Cases, Other Services, and Supporting Activities. **Note:** The total of all expenditures entered in Section A must equal the total LSC expenditures reported in Form D-12.

Instructions for completing Section B:

Report projected LSC expenditures for the grant year by case type. **Note**: The total for case expenditures, by case type in Section B must equal the amount for cases entered in Section A.

Refer to the definitions at the end of this instruction before completing Form G-12.

Follow the steps below for assistance on this form:

1. Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
2. Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
3. Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

Applicant Information

Recipient Number | **Service Area**

Applicant Organization | **Application Cycle**

Projected Expenditures by Type of Activity

SECTION A Distribution of Expenditures for Cases, Other Services, and Supporting Activities	Expenditures ($)	% of Total
1. Cases*		
2. Other Services (formerly referred to as Matters)*		
3. Supporting Activities*		
4. Total *(Total should equal total LSC expenses from Form D-12): $*		

SECTION B Distribution of Expenditures by Case Types	Expenditures ($)	% of Total
1. Consumer/Finance*		
2. Education*		
3. Employment*		
4. Family*		
5. Juvenile*		
6. Health*		
7. Housing*		
8. Income Maintenance*		
9. Individual Rights*		
10. Miscellaneous*		
11. Total Case Funding *(The Total Case Funding must equal the amount for Cases only, shown in Section A, Row 1, Column 1)*		

Save and Calculate | Continue

Definitions

- **Cases** are defined as the provision of permissible legal assistance to an eligible client with a legal problem, or set of closely related legal problems, accepted for assistance in accordance with the requirements of the LSC Act, regulations, and other applicable law.
- **Other Services (previously referred to as Matters)** are actions that contribute to the overall delivery of services that do not involve direct legal advice to, or legal representation of, one or more specific clients. Examples include: special project meetings about legal services to the community; community education events; pro se clinics; providing information about the availability of legal assistance; developing informational materials; training; continuing legal education; general supervision of applicant services; the preparation and dissemination of desk manuals; PAI recruitment; and other direct or indirect applicant services that are not actions taken in cases.
- **Supporting Activities** are actions that are administrative in nature and are not cases or matters. Such actions include fundraising and actions classified as "management and general" for accounting purposes. Examples of supporting activities include: fundraising; board meetings; staff breaks; general staff meeting; researching timekeeping systems; and staff evaluations.
- **Consumer Finance** includes, but is not limited to, bankruptcy, debt relief, collection, contracts, warranties, credit access, energy, loans, public utilities, and unfair sales practices.
- **Education** includes, but is not limited to, special education, suspension, and expulsion.
- **Employment** includes, but is not limited to, job discrimination and wage claims.
- **Family** includes, but is not limited to, adoption, custody, visitation, divorce, separation, guardianship, name change, parental rights termination, paternity, spouse abuse, and support.
- **Juvenile** includes, but is not limited to delinquency, neglect and abuse.
- **Health** includes, but is not limited to, Medicaid and Medicare.
- **Housing** includes, but is not limited to, federally subsidized housing, other public housing, home ownership, real property, and landlord/tenant.
- **Income Maintenance** includes, but is not limited to, AFDC, welfare, black lung, food stamps, Social Security, SSI, unemployment compensation, veteran's benefits, and worker's compensation.
- **Individual Rights** includes, but is not limited to, immigration, naturalization, mental health, prisoner's rights, and the rights of the disabled.
- **Miscellaneous** includes, but is not limited to, incorporation, dissolution, Native American tribal law, licenses (auto and others), torts, wills and estates.

PAI Current Year Expenses (Form D-13)

Instructions

This **PAI Current Year Expenses (Form D-13)** page captures projected expenses for PAI from LSC and non-LSC funding sources for the current year.

- **All Applicants for basic field – general service areas must complete PAI Projected Expenses (Form D-13).**
- Calculate total projected current year expenses based on the Applicant's PAI plan and the most current expense data available. (*Note: LSC requires each Applicant to submit a copy of its current year PAI budget and PAI plan along with its grant application. Review 45 C.F.R. Part 1614 before developing the PAI budget and plan.*
- Recipients are required to devote an amount equal to at least twelve and one-half percent (12 ½%) of the Applicant's total basic field – general grant award in the involvement of private attorneys. (see 45 C.F.R. Part 1614)
- Limit projected PAI expenses to those incurred in delivering civil legal assistance to eligible clients as determined by 45 C.F.R. Part 1611.
- Refer to the definitions for expenses at the end of this instruction for a description of the types of expenses to be reported under each expense category.
- Refer to the 45 C.F.R. § 1614.4(a)(2) and to LSC Program Letter 07-2 for guidance on the types of activities that can be charged to PAI.
- Enter whole numbers without punctuation such as decimal points or dollar signs.
- To save the data, click **Save and Calculate**.
- To continue to the next page, click **Continue**.
- Click here to view definitions related to the types of expenses to be reported under each expense category.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Column (1) LSC Expenditures:

Report total projected PAI expenses from LSC funds for the current year.

Column (2) Non-LSC Expenditures:

Report total PAI expenses from non-LSC funds for the current year.

Column (3) Total Expenditures:

This is a calculated field and reflects total projected PAI expenses from LSC and non-LSC sources.

Follow the steps below for assistance on this form:

1. Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
2. Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
3. Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

PAI Current Year Expenses (Form D-13)

	LSC Expenditures	Non-LSC Expenditures	Total
Personnel Expenses			
Lawyers Wages	$	$	$0.00
Paralegals Wages	$	$	$0.00
Other Staff Wages	$	$	$0.00
Employee Benefits	$	$	$0.00
Subtotal Personnel Expenses	$0.00	$0.00	$0.00
Non-Personnel Expenses			
Space - Rent/Lease	$	$	$0.00
Mortgage Payments	$	$	$0.00
Other Space Expense	$	$	$0.00
Equipment Rental	$	$	$0.00
Office Supplies	$	$	$0.00
Telephone	$	$	$0.00
Travel - Board	$	$	$0.00
Travel - Staff/Other	$	$	$0.00
Training - Board	$	$	$0.00
Training - Staff/Other	$	$	$0.00
Library	$	$	$0.00
Insurance	$	$	$0.00
Dues and Fees	$	$	$0.00
Audit	$	$	$0.00
Litigation	$	$	$0.00
Property Acquisition	$	$	$0.00
Purchase Payments	$	$	$0.00
Contract Services to Clients	$	$	$0.00
Contracts Services to Applicant	$	$	$0.00
Other	$	$	$0.00
Subtotal Non-Personnel Expenses	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00

Save and Calculate | Continue

Technology (Form K)

Instructions

The **Technology Form (Form K)** captures information on Applicant's current technology in place at the time the Application is filed. Answer questions about Applicant's current technology and indicate the types of software applications available along with the versions and the proportions of users for each of the software applications identified. Refer to the technology definitions before responding to the technology questions. Click here for technology definitions.

- **All applicants must complete Form K**
- Indicate the operating system used, the version used, and the percentage of staff using this software
- Indicate the email software used, the version used, and the percentage of staff using this software
- Indicate the Internet browser used, the version used, and the percentage of staff using this software
- Indicate the word processing software used, the version used, and the percentage of staff using this software
- Indicate the accounting software used, the version used, and the percentage of staff using this software
- Indicate the case management software used, the version used, and the percentage of staff using this software
- Respond to each of the inquiries pertaining to time keeping, legal research, degree of connectivity, Applicant's network and internet access
- Respond to each inquiry pertaining to Applicant's website and statewide websites
- Provide required information for Applicant's technology contact person
- State whether Applicant uses web conferencing/online meeting software, and if so, indicate the software used

Note the following:

- When entering the percent of staff using the software applications listed in the form, use whole numbers without any punctuation such as decimal points. For example, enter the whole number 50 if the proportion of staff using an application is 50% or one-half.
- All fields marked with an asterisk (*) are required.
- To save data, click **Save**.
- To continue to the next page, click **Continue**.

Follow the steps below for assistance on this form:

- Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
- Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
- Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Technology (Form K)

Operating Systems

		Version	Percentage Staff
☐	Windows 2000		
☐	Windows XP		
☐	Windows Vista		
☐	Windows 7		
☐	Windows 8		
☐	Linux		
☐	Mac OS X		
☐	Other		

E-mail Software

		Version	Percentage Staff
☐	MS Exchange		
☐	Outlook (without Exchange)		
☐	Outlook Express or Windows Live Mail		
☐	Lotus cc:Mail		
☐	Netscape		
☐	GroupWise		
☐	Eudora		
☐	Gmail		
☐	Other		

Internet Browser

		Version	Percentage Staff
☐	Internet Explorer		
☐	Mozilla Firefox		
☐	Opera		
☐	Chrome		
☐	Safari		
☐	Other		

Word Processing Software

		Version	Percentage Staff
☐	WordPerfect		
☐	MS Word		
☐	Open Office/Libre Office		
☐	Google Docs/Google Apps		
☐	Other		

Technology (Form K) *continued*

Accounting

	Version	Percentage Staff
☐ ACCPAC/Sage ERP		
☐ ACCPAC Plus International		
☐ ACS-AMERICAN CHURCH SYSTEMS		
☐ ADP/Fixed Asset Systems		
☐ AMERICAN FUNDWARE		
☐ Axcent		
☐ Blackbaud		
☐ BUCS		
☐ Sage Business Works		
☐ Champion		
☐ Cougar Mountain		
☐ CYMA Accounting		
☐ CYMA NOT FOR PROFIT		
☐ Excel Spreadsheets		
☐ Executive Data Systems		
☐ Focus on Business Fund Accounting		
☐ FOR FUND		
☐ Fund Accounting Software Series		
☐ Fund EZ		
☐ Fundware		
☐ Grants Management System		
☐ Microsoft Dynamics GP/Great Plains		
☐ Institutional Data Systems		
☐ Kenrick		
☐ Lotus Spreadsheet		
☐ Management Assist, Inc. (MAI)		
☐ Sage MAS 90		
☐ Midwest Computer Center Accounting Package		
☐ Omni Flex Software Program		
☐ One Write Plus		
☐ Open Systems Accounting Software		
☐ Open Systems Traverse		
☐ Sage Peachtree/Sage 50		
☐ Sage Fund Accounting (MIP)/Sage 100		
☐ PICK		
☐ Quattro Pro (Qpro)		
☐ Quick Books		
☐ Quick Books Pro		
☐ Quicken		
☐ Red Wing		
☐ Solomon		
☐ TRLA Accounting System		
☐ Visual Account		
☐ Mate Version		
☐ Other		

Technology (Form K) *continued*

Case Management

	Version	Percentage Staff
☐ LegalServer		
☐ PIKA		
☐ Practice Manager		
☐ Legal Files		
☐ Kemps		
☐ Salesforce		
☐ Time		
☐ Other		

Time Keeping

Do you use a program other than your case management software for your timekeeping?* ○ Yes ○ No

If yes, what software are you using?

Legal Research

Legal Research* ☐ Westlaw ☐ Lexis ☐ Other Description

Degree of Connectivity

Are program computers networked:

Within all program offices? * ○ Yes ○ No

Between all program offices? * ○ Yes ○ No

Network

Do you use Remote Access software?* ○ Yes ○ No

If yes, what software are you using? ☐ Citrix ☐ Terminal Server ☐ PC Anywhere ☐ Other

Are you using a VPN?* ○ Yes ○ No

Are some or all of your servers hosted on site (in the program office)?* ○ Yes ○ No

Are some or all of your servers hosted externally?* ○ Yes ○ No

Does your program utilize virtualization?* ○ Yes ○ No

Does your program utilize videoconferencing? * ○ Yes ○ No

a. If yes, can it connect to videoconferencing systems outside the program? * ○ Yes ○ No

Internet Access

How are your offices connected to the Internet?

Dial-up? * ○ Yes ○ No

DSL? * ○ Yes ○ No

ISDN? * ○ Yes ○ No

Frame? * ○ Yes ○ No

T1? * ○ Yes ○ No

Cable? * ○ Yes ○ No

Satellite? * ○ Yes ○ No

Fiber optics? * ○ Yes ○ No

Other? * ○ Yes ○ No

Describe

Technology (Form K) *continued*

Web Site Information

Programs are expected to, in cooperation with other organizations that are part of the state justice community, to build and maintain a quality statewide web site for legal information. The web site will publish a full range of community legal education/pro se related materials and referral information, at least covering the common topics facing the client community on the subject matters that are the program's priorities.

What is the URL for your Statewide Web Site?*

Name of Statewide Web Site Coordinator*

First Name* | Last name*

Telephone* | Email Address*

Are you using LawHelp Interactive?* ○ Yes ○ No

Are you using HotDocs?* ○ Yes ○ No

If yes, does your program use it for:

- Pro se forms ○ Yes ○ No
- Staff advocate/pro bono forms ○ Yes ○ No
- Online intake ○ Yes ○ No

Are you using A2J Author?* ○ Yes ○ No

If yes, does your program use it for:

- Pro se forms ○ Yes ○ No
- Staff advocate/pro bono forms ○ Yes ○ No
- Online intake ○ Yes ○ No

Has your program made financial contributions to the statewide web sites (SWWS)?* ○ Yes ○ No

If yes, how much?

Has your program provided content for the SWWS **in the past year**?* ○ Yes ○ No

Has your program participated in stakeholder meetings for the SWWS **in the past year**?* ○ Yes ○ No

Has your program done outreach for SWWS **in the past year**?* ○ Yes ○ No

Is there a portion of the SWWS dedicated to the recruitment and support of pro bono attorneys?* ○ Yes ○ No

Does your program maintain a web site separate and apart from the SWWS?* ○ Yes ○ No

If yes, what is the URL?

If yes, are any LSC funds used to maintain this web site? ○ Yes ○ No

Program Technology Contact Person*

First Name* | Last name*

Telephone* | Email Address*

Statewide Technology Contact Person*

First Name | Last name

Telephone | Email Address

Does your program use web conferencing/online meeting software? ○ Yes ○ No

If yes, please indicate which of the following web conferencing/online meetings tools

- ☐ GotoMeeting
- ☐ GotoWebinar
- ☐ WebEx
- ☐ Microsoft Live Meeting
- ☐ Global Meet
- ☐ ReadyTalk
- ☐ Mikogo
- ☐ AnyMeeting
- ☐ Other

If "Other", specify:

Save | Continue

Technology Definitions

1. **A2J Author:** This is a user friendly interface for automated forms interviews which incorporates website standards for low-literacy users, including graphics, to create an easy to navigate interview for automated forms. The guided interviews created with A2J Author remove many of the barriers faced by self-represented litigants, allowing them to easily complete court documents that are ready to be filed with the court system. A2J Author is available for free to interested courts, legal service organizations, and members of the HotDocs development community for non-commercial use.
2. **Cloud Computing:** An approach to computing where users access services and run applications over the Internet. Cloud services are hosted off site, often by large companies such as Google and Amazon. Cloud computing also includes web-based applications such as Google Apps, Basecamp, and hosted SharePoint.
3. **Computer Network:** A shared structure of computer hardware and software that serves users within a confined geographical area. It is made up of servers, workstations, a network operating system and a communications link. Servers are high-speed machines that hold programs and data shared by network users. The workstations are the users' personal computers, which perform stand-alone processing and access the network servers as required.
4. **HotDocs:** This is a commercial document assembly product from HotDocs Limited (previously Capsoft) used to create online forms and pleadings. Once a form has been created and uploaded to the website, pro se users and program advocates can fill in the form by answering questions and entering the information requested. The software then combines the information and supplies a finished form that can be saved and printed.
5. **LawHelp Interactive:** This is a project of Pro Bono Net, a nonprofit committed to increasing access to justice with technology, in cooperation with Ohio State Legal Services Association. The project provides a national server for legal aid programs to post HotDocs to create legal forms and documents. Users are asked a series of questions, and their answers are used to tailor their documents.
6. **Virtualization:** A process designed to reduce server management costs by running multiple operating systems independently on the same server. Microsoft, Citrix, and VMWare all offer commonly used virtualization solutions.
7. **VPN:** A virtual private network (VPN) is a network that uses a public telecommunication infrastructure, such as the Internet, to provide remote offices or individual users with secure access to their organization's network.

Close

Technology Budget (Form D-15)

Instructions

Form D-15 captures projected LSC and non-LSC expenses for the grant year for carrying out Applicant's Technology Plan.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

- **All applicants must complete Form D-15.**
- Enter budgeted expense amounts in the fields below.
- Enter whole numbers without punctuation such as decimal points or dollar signs.
- To save the data and see the totals, click **Save and Calculate**.
- To continue to the next page, click **Continue**.

At a minimum Form D-15 should indicate a planned budget for:

- software and hardware acquisition costs (i.e. **Equipment (Purchase)**, **Equipment (Rental)** and **Software**)
- software and hardware maintenance costs (i.e. **Contracts**)
- IT staffing costs (i.e. **Program IT Staffing Costs** and **External IT Staffing Costs**)
- staff training costs (i.e. **Training for IT Staff** and **Technology Training for other Staff**)

Follow the steps below for assistance on this form:

- Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
- Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
- Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Technology Budget Form

	Expenditures ($)
1. Program IT Staffing Costs *	
2. External IT Staffing Costs *	
3. Space Cost (Rent/Lease) *	
4. Travel *	
5. Equipment (Purchase) *	
6. Equipment (Rental) *	
7. Telecommunications bandwidth charges *	
8. Communications (Other) *	
9. Software *	
10. Supplies *	
11. Contracts *	
12. Training for IT Staff *	
13. Technology Training for other Staff *	
14. Other *	
15. Total	

Save and Calculate | Continue

Organizational Overview

Instructions

LSC requires each Applicant to provide an overview of its organization and delivery system. The overview is to contain a concise description of the geographical and cultural characteristics of the Applicant's service area(s), the scope of legal services provided by the Applicant, and the delivery methods and distinctive characteristics of the Applicant's organization. LSC may use excerpts from the overviews in publications and presentations.

Quick Links
LSC Grants Frequently Asked Questions (FAQ)

Complete the Overview by addressing the questions below. Each section in the form must be answered before the form can be submitted. Click the save button below once the form is completed.

Do not upload the Overview. Email questions pertaining to this form to competition@lsc.gov

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Organizational Overview

1. Describe the geographical and cultural characteristics of the service area.

a. Indicate whether the service area is primarily rural, urban, or mixed. Explain which counties or cities (or the number of counties or cities) classify it as such.*

b. If there have been significant changes, explain the changes and how they affect the eligible client population of the service area. If there have been no significant changes, indicate this and explain the characteristics that have consistently affected the eligible client population.*

c. Describe the most distinctive characteristics of the service area. Make note of things such as the service area's poverty, changes in population, area-specific legal issues, or other such characteristics. *

2. Describe the scope of legal services to be provided by the Applicant.

a. State whether the Applicant provides a full range of legal services. Provide examples of what those services include and state whether the full range of service is extended throughout the service area.*

b. If the Applicant does not provide a full range of legal services, identify the parts of the service area that will not be served by the Applicant or that will receive limited service by the Applicant.*

c. If the Applicant does not provide a full range of legal services, identify other providers the Applicant relies on to ensure a full range of legal services to eligible clients; also identify the legal services of the other provider.*

3. Describe the delivery methods and distinctive characteristics of the Applicant's Organization.

a. Briefly describe the service delivery method(s) employed by the Applicant (e.g., specialized law units, legal helplines, impact litigation, compensated and pro bono private attorney models, pro se).*

b. Briefly describe the most distinctive characteristics of the Applicant's organization.*

Save Continue

List of References

Instructions

List five professional references for the Applicant's organization or, in the case of a new organization, Applicant's principals. Provide mailing addresses, telephone numbers, fax numbers and email addresses

- To provide information for a new reference, click **Add**
- To edit existing reference information, click **Edit**
- To delete reference information, click **Delete**
- To go to the next page, click **Continue**

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

List of References

Add

Continue

List of References

Instructions

Enter the following information for each professional reference:

- Name
- Title
- Organization
- Address Information
- Phone number
- Fax number
- Email address

Please note the following:

- The system may have already filled in certain fields based on information previously entered
- Update this information as needed
- All fields marked with an asterisk (*) are required
- To save the data, click **Save**
- To return to the previous page, click **Close**

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Add or Edit Professional References

Name*

<None>
Prefix

First* Middle Last*

<None>
Suffix

Title*

Organization*

Address*

City*

State* <None>

Zip*

Phone*

Fax*

Email Address*

Save Close

Instructions

The **PQV forms** allow Applicants to a) describe actions taken in response to certain PQV Recommendations, b) describe significant changes or major developments in the delivery system that have occurred since the PQV ended, and those that are anticipated during the grant year, and c) respond to a Supplemental Inquiry. **All inquiries are required.**

Click on a link to respond to the inquiries in that form. If there are no recommendations for a given Performance Area, the form will state, "The Program Quality Visit report contained no recommendations."

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Post-PQV applicants

Follow the steps below for assistance on this form:

- Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
- Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
- Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

PQV Recommendations, Modifications to the Delivery System, and Supplemental Inquiry

Performance Area 1
Performance Area 2
Performance Area 3
Performance Area 4
Supplemental Inquiry

Continue

Performance Area One

Effectiveness in identifying the most pressing civil legal needs of low-income people in the service area and targeting resources to address those needs (i.e., periodic comprehensive assessment and ongoing consideration of the most pressing legal needs; setting goals and objectives, developing strategies and allocating resources; and evaluation and adjustment).

Recommendations

LSC Recommendation The recommendation number will appear here as it is in the report.

The text of the LSC Tier 1 recommendation appears here. If an applicant has multiple Tier 1 recommendations for this Performance Area, all recommendations will appear in this section. If an applicant has no recommendations for this Performance Area the system will display the message "The Program Quality Visit Report contained no Tier 1 recommendations for this Performance Area."

Recommendations

LSC Recommendation

Applicant's response to the recommendation and supporting rationale*

Significant Changes

Performance Area One: Significant changes or major developments in the delivery system since the PQV ended, and those anticipated during the grant year.*

Save | Save and Continue | Save and Close

Continue Without Saving | Close

Performance Area One is shown. Each Performance Area will have a comparable form with the Tier 1 Recommendations for that Performance Area.

Instructions

The **Supplemental Inquiries form** captures Applicant's three most significant accomplishments for clients and systems and procedures that ensure compliance with LSC regulations. **All inquiries are required**.

Follow the steps below for assistance on this form:

- Submit inquiries pertaining to technical issues, using the website application, and uploading files to techsupport@lsc.gov.
- Submit all other inquiries regarding this form or the grants process to the LSC Competition Service Desk at competition@lsc.gov.
- Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response from either service desk within 48 hours.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Post-PQV applicants

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Supplemental Inquiry

1. Describe Applicant's systems and procedures that ensure compliance and enforcement of LSC's policies and regulatory requirements, identify staff training provided and the frequency of Applicant's internal compliance reviews.*

Save **Save and Close**

Conflicts, Complaints and Performance Evaluations

Instructions

Complete this form by responding to the questions below. Each section in the form must be answered before the form can be submitted. Click the save button below once the form is completed. Email questions pertaining to this form to the competition service desk at competition@lsc.gov

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number **Service Area**

Applicant Organization **Application Cycle**

Conflicts, Complaints & Performance Evaluations

LSC requires Applicants to disclose any potential significant conflicts (e.g., Applicant has been retained by a housing authority or financial institution). If there are no potential significant conflicts, indicate this by checking the box below.*

☐ Check here if there are no potential significant conflicts.

Describe the Applicant's capacity to protect against any such conflicts that may arise during the term of the grant or contract.*

List of Disciplinary Complaints and Malpractice Lawsuits

List all professional disciplinary complaints, criminal convictions, civil contempt, and malpractice lawsuits and/or claims made against the Applicant or any of its attorneys during the past thirty-six months. List all pending lawsuits and/or claims against the Applicant, regardless of the date of the lawsuit or the date the claim was initiated. If the Applicant has not had any, indicate this by checking the box below.*

☐ Check here if there have been no disciplinary complaints, criminal convictions, civil contempt, and malpractice lawsuits and/or claims made against the Applicant or any of its current attorneys during the past thirty-six months, and there are no pending lawsuits and/or claims against the Applicant.

List of Performance Evaluation and Monitoring Reports

List all performance evaluation and monitoring reports (PEM) by non-LSC funders, regulatory agencies, or evaluators the Applicant has received within the past thirty-six months. For each report, state the agency issuing the report and the date the report was issued. If the Applicant has not received any program evaluation and monitoring reports, indicate this by checking the box below.*

☐ Check here if the Applicant has not received any program evaluation and monitoring reports during the past thirty-six months.

Save Continue

Fiscal Oversight and Internal Control Inquiries

Instructions

Applicant will use this form to describe policies, procedures, and systems that ensure appropriate financial management and compliance with LSC rules, regulations, guidelines, and directives. Applicants are encouraged to review the LSC Accounting Guide for Recipients (2010 Edition), available here, before responding to the inquiries below.

Each section in the form must be answered before the form can be submitted. Click the save button below once the form is completed.

Quick Links

LSC Grants Frequently Asked Questions (FAQ)

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle**

Fiscal Oversight and Internal Control Inquiries

1. Describe applicant's systems and procedures for financial administration and management. Address the following in your response:

a. does applicant have an accounting manual?*

○ Yes ○ No

If yes, describe any changes made to applicant's accounting in the last twenty-four months

b. management's involvement in fiscal oversight including authorization and approval for significant financial disbursements, contracts, and payroll*

c. the procedures applicant uses for assuring that financial management reports are timely and accurate*

d. the number of accounting and financial staff expressed in Full Time Equivalents (FTEs):*

e. applicant's accounting and financial staff including:*

1. their duties and responsibilities
2. their qualifications
3. training or other professional development opportunities provided in the last twenty-four months

2. Does applicant's board have an audit committee?*

○ Yes ○ No

If yes, discuss the qualifications of committee members or advisors that ensure effective financial planning and fiscal oversight.

Does applicant's board have a finance committee?*

○ Yes ○ No

If yes, discuss the qualifications of committee members or advisors that ensure effective financial planning and fiscal oversight.

3. Describe how the board exercised its fiscal oversight responsibilities in the last twenty-four months.*

Fiscal Oversight and Internal Control Inquiries *continued*

4. Provide a brief summary of applicant's policies and procedures (including segregation of duties as applicable) for each topic below.
Applicant may upload its accounting manual (or pages therefrom) as a PDF file if it addresses the topics below. Include the following information in the title of the accounting manual (or pages therefrom): applicant name, applicant number, "Accounting Manual" and the year the accounting manual was last updated. A response to each item below is still required of applicants that choose to upload; in the response applicants should include the appropriate page and paragraph references to the accounting manual (or pages therefrom). If the accounting manual (or pages therefrom) does not address all of the inquiries below, provide a response to the inquiries that are not addressed.

a. Budgeting*

b. Purchasing/Procurement*

c. Cash Receipts*

d. Cash Disbursements (currency and electronic transactions)*

e. Client Trust Funds*

f. Banking - Electronic / Reconciliation*

g. Contracting - (consultants and contractual services)*

h. Cost Identification and Allocation*

i. Payroll and Timekeeping*

j. Travel*

k. Property Control*

l. Record Maintenance*

Fiscal Oversight and Internal Control Inquiries *continued*

5. Has applicant experienced fraud, misappropriation of funds, embezzlement, or theft within the last twenty-four months?*

○ Yes ○ No

If yes, discuss:

a. the incident(s) that occurred including the job title(s) of the personnel involved

b. what action was taken by the applicant in response to the incident(s)

c. what changes were made to applicant's fiscal oversight policies and procedures and internal controls following the incident(s)

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