



**Legal Services Corporation  
Technology Initiative Grants**

**Notice**

**Request for Applications to  
Apply for 2010 Grant Funding**

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**Legal Services Corporation  
Technology Innovative Grant Program  
Notice of Availability of Funds to Apply for 2010 Grant Funding**

## **I. Summary**

The Legal Services Corporation (LSC) issues this Notice describing the conditions under which applications will be received for 2010 Technology Initiative Grants and how LSC will determine which applications it will fund. This grant program provides an integral tool to help achieve LSC's Strategic Goals: to encourage grantees to use technology in innovative ways to increase access, to improve service delivery, and to enhance their management and administration. Projects funded under this program develop, test and replicate innovative technologies that can enable grant recipients and state justice communities to improve clients' access to high quality legal assistance through an integrated and well managed technology system that is integrated in the program's service delivery.

## **II. Application Deadline**

Complete applications for the fiscal year 2010 LSC grant program must be submitted through the TIG Online System (<http://www.tig.lsc.gov>) no later than **11:59 P.M. EDT, May 21, 2010**. LSC will not accept applications or portions of applications in e-mail or hard-copy format. Begin the process by going to: <http://www.tig.lsc.gov/> and click on TIG Online Systems. The online application system will be available by April 26, 2010.

LSC will not accept applications submitted after the application deadline. Therefore, allow sufficient time for online submission.

LSC will provide confirmation via email upon the completed electronic submission of each application. Keep this email as verification that the program's application was submitted. If no email is received, inquire at [Techgrants@lsc.gov](mailto:Techgrants@lsc.gov).

## **III. Eligibility and Funding**

### ***Program Purposes***

TIG awards are intended to improve access to justice and access to legal information for our targeted client community. It is LSC's goal that technology be used effectively and efficiently to increase access to quality legal assistance. To accomplish this goal, LSC will provide grants to our existing program grantees in order to promote full access and high-quality legal representation through the use of technology.

### ***Eligible Applicants***

Eligible applicants are LSC programs that submitted a Letter of Intent and were subsequently invited by LSC to submit a full application.

**Eligible Project Partner Organizations**

TIG grants are available to existing LSC program grantees only. Although other entities are not eligible to apply, they are encouraged to participate as project partners.

**Funding Availability**

Approximately \$3.4 million will be available for TIG funding in FY 2010.

**Award Period**

Applicants may propose project terms of up to 24 months. Budgets submitted should be for the entire term of the project.

**Activities Prior to Award or Starting Dates**

Applicants are hereby notified that there is no obligation on the part of the LSC to cover pre-award costs. If an applicant incurs any project costs prior to the project start date negotiated at the time the award is made, it does so solely at its own risk of not being reimbursed by LSC.

**No Obligation for Future Funding**

If an application is selected for funding, LSC has no obligation to provide any additional future funding in connection with that award. Renewal of an award to increase funding or extend the period of performance is at the sole discretion of LSC.

**Type of Funding Instrument**

The funding instrument for awards under this program shall be a grant.

**Past Performance**

Unsatisfactory performance of an applicant under prior federal financial assistance awards, including TIG funding, may result in that applicant's proposal not being considered for funding.

**False Statements**

A false statement on an application is grounds for denial or termination of funds and grounds for possible punishment by a fine or imprisonment as provided in 18 U.S.C. §1001.

**IV. Applicable Law and Grant Requirements****Applicable Law**

All grants made pursuant to this solicitation will be subject to the LSC Act of 1974, as amended, applicable appropriations acts, any other laws affecting LSC funds or LSC grantees and all lawful requirements of the rules, regulations, policies, guidelines, instructions, and other directives of LSC (LSC Laws, Rules and Regulations). Any

amendments to or other applicable LSC Laws, Rules and Regulations adopted during the period of this grant shall also apply.

The LSC Act, as amended, can be found at 42 U.S.C. §2996 et seq. Public Law 111-117 (2009), contains the FY 2010 LSC appropriation. It incorporates most of the restrictions imposed on recipients of LSC funds by Public Law 105-119 and Public Law 104-134, the FY 1998 and 1996 LSC appropriations. Some of those restrictions have been modified by other laws, which are mostly addressed in the revised regulations and/or in LSC program letters. The LSC regulations can be found at 45 C.F.R. Part 1600 et seq. Please see the Federal Register for any regulations that have been revised or promulgated since the last publication of the Code of Federal Regulations. The LSC Laws, Rules and Regulations including program letters and other policies and guidelines can be found at [www.lsc.gov](http://www.lsc.gov) or by contacting LSC directly.

**Federal Policies and Procedures**

Recipients and sub-recipients are subject to all applicable federal laws and federal and LSC policies, regulations, and procedures applicable to federal financial assistance awards.

**Grant Categories**

LSC will accept applications projects in three project categories:

1. Website
2. Replication
3. Open Category

**Grant Category 1: Websites**

**A. Renewal Websites** **Maximum Grant Amount: \$25,000**

Recipients of statewide website grants in 2001, 2002, 2003, 2004, 2005, 2006 or 2007 may submit a Letter of Intent for additional funding up to \$25,000 if they:

- a) have not previously received a renewal grant, and
- b) anticipate they will complete, report on and be approved by LSC for successful achievement of their milestones through *the third payment milestone period by April 3, 2010.*

**NOTE: This will be the last year for the Renewal Website category.**

**B. Continuation Websites** **Maximum Grant Amount: \$25,000**

Recipients of statewide website grants in 2001, 2002, 2003, 2004, 2005, 2006, or 2007 may submit a Letter of Intent for additional funding up to \$25,000 if they:

- a) have received a renewal website grant, and
- b) have not previously received a continuation website grant, and

- c) anticipate they will complete, report on and be approved by LSC for successful achievement of their renewal grant *first payment milestones by April 3, 2010*.

**NOTE: This will be the last year for the Continuation Website category.**

### **C. Website Improvement and Innovation**

LSC has funded the creation and continuation of statewide website grants since 2001 to help states build and coordinate effective websites for the use of clients, advocates and pro bono attorneys. TIG will continue that funding for the 2010 grant year. In 2010, TIG will fund a new category of website initiatives that expands the potential use of websites. Websites should no longer be considered primarily as static repositories to post and download information. For instance, live help and video may provide better assistance and direction to clients looking for information, and Web 2.0 tools can provide opportunities to enhance websites to better engage and educate clients, advocates, partners and communities. Every year, more of the client-eligible population is using the Internet. According to a September 2009 survey by the Pew Internet & American Life Project, individuals in 62% of households with incomes of less than \$30,000 have access to and use the Internet, either from home or from public access points, at least occasionally.

The Website Improvement and Innovation category is designated for initiatives that will add new tools, promote website traffic, build community and increase the effectiveness of statewide websites to better serve their community, partners, advocates, and client population.

### **Grant Category 2: Replication**

To leverage TIG funds, LSC has always stressed that grants be replicable. LSC requires that any software developed with TIG funding be available to other legal services programs at little or no cost. This policy has allowed LSC to develop two website templates, which have been successfully replicated at a fraction of the cost of development of standalone websites in each state. In 2010, LSC will continue to use a Replication Category to focus on the implementation of tested methodologies and technologies to encourage the replication and improvement of previous TIG projects.

### **A: Replication of Previous TIG Projects Category**

During the past ten years of this program there have been many successes. A complete list of completed projects with contact information can be found at <http://tig.lsc.gov>. The final reports of a range of successful projects are available at: <http://tig.lsc.gov/evaluation.php>. Although successful, many projects have not been replicated in other states and programs because of the costs incurred in doing so.

Applicants should look to previous successful TIG projects and determine how they could be replicated at a substantially reduced cost from the original project. Projects that lend themselves to replication are projects where software or content has already been created. Since any software developed through the TIG program is available to all LSC

grantees at little or no cost, it is recommended that you look to these projects to see how they could benefit the delivery systems in your state.

Projects that do not lend themselves to replication are projects for the development or acquisition of hardware or technical equipment. In addition, the bandwidth costs of wide area networks (WAN) are driven by costs from local providers and benefit little from replication.

### **B: Automated Form Replication**

There are over 3,500 active HotDocs templates being hosted on the LawHelp Interactive National HotDocs Server. While there are differences from state to state in the content and format of the forms, many of these can be edited for use in other jurisdictions with less effort, hence a lower cost.

In addition to these templates, the server hosts more than 1,300 A2J interviews to gather the information needed to complete the templates. Even if a form differs from one state to another, the information needed to populate the form will, for the most part, be the same, e.g. what is the name of the plaintiff, the name of the defendant, the name of the children. This means the interviews are more easily replicated than templates.

All of these templates and interviews are available to be modified as needed. TIG has always sought to leverage its scarce grant dollars by encouraging replication, so we have created this specific category to invite such replication. Applicants should identify which forms and templates are to be adapted, then estimate the cost to do this and how much that would save over doing them from scratch.

### **Grant Category 3: Open Category**

The Open Category is designated for projects: (1) that implement new or innovative approaches for using technology in legal services; (2) that enhance the effectiveness and efficiency of other TIG initiatives or that enable the legal services community to better use technology to increase the quality and quantity of services to clients; and/or (3) that enable grantees to substantially increase and/or improve the services provided their client communities.

There is no funding limit or matching requirement for applications in this category. However, additional weight is given to projects with strong demonstrated support from appropriate partners.

Proposals for initiatives with broad applicability and/or that would have impact throughout the legal services community are strongly encouraged.

For applications that do not have broad applicability or impact, LSC will carefully consider the size of the request and the cost-effective balance of risk and reward.

### **III. Areas of Interest**

LSC has always welcomed applications for a wide variety of projects. For 2010, LSC has four areas of particular interest in which programs are encouraged to submit proposals for

innovative technology approaches. The inclusion of these areas does not in any way limit the scope of proposals in which LSC is interested. A new funding category is not required for proposals that address these areas of interests because these are encompassed by the broad categories listed above.

These areas of interest are:

**Board Training and Oversight.** It is paramount that an effective legal services program has an active board that is well trained in governance, fiscal and program oversight, and resource development. While some issues are unique to individual programs, most areas of training and oversight are common among the programs, offering the opportunity to create web-based training modules and modalities that can be configured to the needs of individual programs. Also, the large geographic areas served by many programs may create challenges for active board engagement. Programs should explore how technologies such as video conferencing, online meeting centers, wikis, listservs, and blogs can help them increase efficiencies to address and overcome these types of challenges.

**Changing Service Demands Caused by the Economic Crisis.** The Congressional Budget Office and other analysts project that annual unemployment for 2010 will hover around 10%. The impact of the recession and continued high unemployment could significantly increase the size of the client eligible population by as much as 30% over its numbers in 2007. In addition to sharply increasing the overall demands for grantees' services, the economic crisis has greatly intensified the need for assistance on a range of specific legal problems. These include but are not limited to: (1) the impact of foreclosures on both owners and renters; (2) a range of consumer issues, such as predatory lending, credit card debt, repossessions, excessive medical debt and bankruptcy; (3) unemployment compensation insurance and other public benefits; and (4) evictions and homelessness. LSC is looking for proposals that would use technology to enhance services to clients adversely affected by the issues noted above. These could include use of document assembly to make pleading preparation more efficient for advocates and pro se litigants, training modules, knowledge management tools, technology to increase collaboration and other creative use of technology.

**Increasing Access to Legal Assistance for Limited English Proficient Client Populations.** In a recent publication entitled Language Access in State Courts, the Brennan Center for Justice reports that "Nearly 25 million people in this country have limited proficiency in English (LEP)..." In recent years legal services programs serving both urban and rural populations have seen an increase in demand for assistance from this special population. There is a higher incidence of poverty within the LEP population and the lack of services or information in that population's native languages results in even greater difficulty accessing services. Technology-enabled strategies can greatly enhance access to and utilization of legal services for LEP persons. To this end, LSC encourages technology-based proposals that seek to increase system capacity and promote greater LEP client access to legal services.

**Improving Fiscal Operations.** The fiscal management of a legal aid program, with multiple funding sources, evolving technology, numerous offices and new electronic banking arrangements, is a constantly challenging endeavor. There is an increased emphasis on internal controls with the enactment of Sarbanes Oxley and the fiscal audits of legal aid programs by independent public accountants and LSC's expanded financial compliance reviews. To assist grantees to improve fiscal operations LSC is involved in an effort to identify best fiscal practices and to revise the LSC Accounting Guide. In the Improving Fiscal Operations category, LSC encourages proposals for applications that will use technology for more efficient ways to improve fiscal operations by, for example, (1) surmounting the technological challenges for fully integrating the timekeeping records employees enter for work on a grant in its case management system with the accounting and payroll programs so they are electronically transferred and the timekeeping and accounting functions are one seamless operation in which employees need enter time only once; or (2) build into payroll and accounting systems automated queries and data validation rules derived from the internal fiscal controls found in the Fundamental Criteria of LSC's Accounting Guide in a manner that efficiently facilitates and requires the use of, and adherence to, these controls.

### ***Waiver Authority***

It is the general intent of LSC not to waive any of the provisions set forth in this Notice. However, under extraordinary circumstances and when it is in the best interest of our targeted client community, LSC, upon its own initiative or when requested, may waive provisions in this Notice. Waivers may only be granted for requirements that are discretionary and not mandated by statute or regulation. Waiver requests must be submitted by email to [TechGrants@lsc.gov](mailto:TechGrants@lsc.gov) and must set forth the extraordinary circumstances for the request. Copies of approved waiver requests must be included in the Appendices to the Project Narrative. To request a waiver of the application deadline, applicants must contact a TIG staff person prior to the deadline to explain the reasons for the waiver request. All waiver approvals are within the sole discretion of LSC.

### ***Freedom of Information Act***

Because of the high level of public interest in projects supported by LSC, we anticipate receiving requests for copies of applications. Applicants are hereby notified that the applications they submit are subject to the Freedom of Information Act. For guidance on the availability of information submitted by any applicant, see LSC's Freedom of Information Act Regulation 45 C.F.R. Part 1602. To assist LSC in making disclosure determinations, applicants may identify sensitive information and label it "confidential."

## **V. Application Process and Instructions**

### ***One Project per Application***

Each project for which funding is sought should be submitted in a separate application. For example, do not combine a request for a statewide website grant with a request for a

grant to expand the intake system. Applicants may submit multiple applications, but each discrete project must be submitted separately.

***Incomplete Applications***

All applications timely submitted will be reviewed for completeness as defined in the *Guidelines for Preparing Applications*. Incomplete applications will not be considered in the selection process. LSC may contact applicants to notify them of deficiencies or omissions in applications and allow additional material to be submitted, but is not required to do so. To ensure that the application is considered, timely submit a complete application.

***Eligible Costs***

If included in the approved project budget, LSC will allow costs for: personnel; fringe benefits; computer hardware, software, and other end-user equipment; telecommunication services and related equipment; consultants, evaluators, and other contractual services; travel; rental of office equipment, furniture, and space; and supplies. Administrative costs must be captured through these line items only; no general 'administrative cost' line item will be approved. All costs must be reasonable and directly related to the project.

The prior approval provisions of 45 CFR 1630.5 apply to TIG grants when considering the purchase of any individual item, or a group of related items, over \$10,000 in value is contemplated. In order to expedite purchases after the grant award, you may wish to include a request for prior approval in your grant application. The procedures for requesting prior approval can be found in Section 3 of the LSC Property Acquisition and Management Manual. This manual can be downloaded from the LSC Web site at <http://www.lsc.gov/laws/pamm.php>. For questions about this process, please contact Lora Rath, Deputy Director, LSC Office of Compliance and Enforcement, Telephone: 202.295.1524; Email: [rathl@lsc.gov](mailto:rathl@lsc.gov).

***Ineligible Costs***

Costs associated with the construction or major renovations of buildings are not eligible costs for TIG grants. While costs for the construction of new network facilities are eligible costs, applicants are expected to make use of existing infrastructure and commercially available telecommunications services.

***Additional Funds***

Applicants are strongly encouraged to seek additional support for projects by partnering with LSC grantees as well as other organizations. Costs borne by other entities may be included in project budgets. LSC funds can be used by LSC recipients as matching funds for other federal grants.

***State Justice Institute Partnership Grants***

As described in the Requests for Letters of Intent, LSC and the State Justice Institute (SJI) will be partnering to jointly fund a number of collaborative projects where each

organization might be able to provide a portion of the funding. We have worked with SJI to make this process as uncomplicated as possible. The application for the entire project is to be made to LSC using the normal TIG application process. The full amount of funding must be requested in this one application. There will be no separate application to SJI. Because SJI is interested in projects with strong participation by the courts, be sure to make this participation clear in the narrative, budgets, letters of support, and any other sections of the application that can clarify the role of the courts. Participation means more than approval; the courts should be partners in the proposed project.

***Use of Program Income***

Applicants are advised that any program income generated by a proposed project is subject to special conditions. Program income is defined as gross income earned by the recipient that is either directly generated by a supported activity, or earned as a result of the award. Anticipated program income must be documented appropriately in the project budget and, should an application be funded, said program income must be reported to LSC. In addition, should an application be funded, unanticipated program income must also be reported to LSC, and the budget for the project must be renegotiated to reflect receipt of this program income. If it is anticipated that program income will continue after the term of the project, the application should describe how this income will be spent.

***Evaluation***

Evaluation provides an invaluable project planning and management tool. Effective evaluation mechanisms enable project managers to assess progress toward goals, identify design or implementation problems and make necessary adjustments. They also generate the information required to effectively assess a project's achievements. Applicants will need to identify the methods and data they plan to use to assess progress toward the project objectives (see "Review Criteria" below). Additionally, funded projects will receive only an initial grant payment until they have submitted an evaluation plan approved by LSC. A final grant payment will not be provided until an approved final grant report is submitted; that report will include evaluation data about a project's activities, accomplishments and effectiveness.

***Contact Information:***

For information on grant status of current TIG grant, contact **Magali Khalkho**, Program Analyst, Telephone: 202-295-1543; Email: [mkhalkho@lsc.gov](mailto:mkhalkho@lsc.gov)

For questions about proposals in AK, AZ, CA, CO, CT, DC, GU, HI, ID, IL, IA, KS, MA, MI, MP, MN, MT, NE, NV, NH, NJ, NM, NY, ND, OK, OR, SD, TX, UT, WA, WY, contact **Glenn Rawdon**, Program Counsel, Telephone: 202.295.1552; Email: [grawdon@lsc.gov](mailto:grawdon@lsc.gov).

For questions about proposals in AL, AR, DE, FL, GA, IN, KY, LA, ME, MD, MS, MO, NC, OH, PA, PR, RI, SC, TN, VT, VI, VA, WV, WI, contact **Jane Ribadeneyra**, Program Analyst, Telephone: 202.295.1554, Email: [ribadeneyraj@lsc.gov](mailto:ribadeneyraj@lsc.gov).

For questions about framing project goals and objectives and evaluation issues, please contact **Bristow Hardin**, Program Analyst, Telephone: 202.295.1553; Email: [hardinb@lsc.gov](mailto:hardinb@lsc.gov).

If you have a general question, please email [techgrants@lsc.gov](mailto:techgrants@lsc.gov).

## VI. Selection and Review

### **Selection Process**

Within two weeks of the submission deadline, LSC will notify all applicants that it received a properly completed application or that the application was insufficient in some regard. A notice of a complete submission merely acknowledges receipt of an application that will compete for funding with other applications, not that the application will be funded. The selection process lasts approximately four months and involves four stages:

1. During the first stage, each eligible application will be reviewed by LSC staff for completeness and eligibility.
2. Upon completion of the initial review process, each proposal will be reviewed to determine the degree to which a proposed project meets the Review Criteria as outlined in this Notice. Additional factors that may be used include a program's funding scope, the eligibility of costs included in an application's budget, and the extent to which an application complements or duplicates projects previously funded or under consideration by LSC or other federal programs. These analyses may include the suggestion that grants only be approved after substantial modification, improvement, or narrowing of the proposal.

Working with the LSC Vice President for Programs and Compliance, TIG staff identify a slate of applications for funding to be presented to the President.

3. The *Recommended for Funding* slate is presented to the LSC President. Upon the LSC President's approval the slate is considered final.
4. If necessary, negotiations will take place between LSC staff and the applicant to incorporate any suggested project modifications into the grant and to finalize each grant's payment schedule.

LSC may, at its discretion, make funding decisions sooner on any or all applications.

### **Review Criteria**

Reviewers will evaluate and rate each application using the following criteria. The relative weights of each criterion are identified in parentheses. All successful applicants will demonstrate that their projects can accomplish LSC's goal of ensuring that

technology is used effectively and efficiently to increase the accessibility and quality of legal assistance provided to the client community.

### **1. Need for the Project (15%)**

Describe the specific problem(s) the proposed project will address and how it will benefit the client-eligible population. Identify the nature and scope of the problem(s). For example, what are the current gaps in client services? What are the limitations of the current operational systems? Explain how and why current technology systems are insufficient. Identify what is unique about the proposed project. Also, indicate whether TIG-funded or other projects have sought to address this or similar issues. If there have been such projects, describe how the proposed project will differ from and incorporate the lessons from those projects. Finally, indicate if the proposed project is responding to one of LSC's areas of interest for 2010: Board Training and Oversight, Changing Service Demands Caused by the Economic Crisis, Increasing Access to Legal Assistance for Limited English Proficient Client Populations, or Improving Fiscal Operations.

### **2. Project Goals and Objectives (25%)**

LSC expects that all TIG-funded projects will seek to increase the quality and quantity of services provided to clients. In this section applicants should describe the proposed project's specific goals and objectives. The applicant should identify, in concrete and measurable terms, the project's anticipated outcomes and potential impacts for the client community. For example, the narrative should indicate the extent to which and ways in which the project will enhance services to clients or improve the programs operational effectiveness and efficiency. Applicants should identify the specific types of data they will use to assess the project's achievements, e.g., usage data, levels of services, interviews or surveys of users. (For information about project objectives and evaluation, applicants should refer to the evaluation section of the TIG Website, especially information regarding TIG project evaluation plans:

[www.tig.lsc.gov/eval\\_nonwebsite\\_grants.php](http://www.tig.lsc.gov/eval_nonwebsite_grants.php).

### **3. Justice Community Partnerships (15%)**

Technology Initiative Grants should reflect optimal collaboration and coordination and should incorporate and implement key elements of the statewide technology plan. Each application will be rated on how well the proposed project makes use of and includes broad participation from stakeholders throughout the justice community. Most favorable consideration will be given to applications that can clearly demonstrate the participation of appropriate justice community stakeholders in the development and implementation of the proposed project. Potential stakeholders include but are not limited to: court systems, bar associations, client groups, community organizations, government and other non-profit organizations, and non-LSC funded legal services providers.

#### 4. Replication (15%)

LSC expects that each awarded project will serve as a model for other communities to follow. In addition, because these grants are being provided to improve the delivery of legal services using technology, it is expected that successful applications will benefit – in the most practical way possible – the entire system. Accordingly, applications will be rated not only on a project’s local impact but also on its ability to improve the system as a whole.

To assess this potential for replication and improvement of the system, reviewers will consider three factors:

- a) the degree to which the problem identified by the applicant is commonly found in the legal services recipients’ environment;
- b) the relative advantage of the project's innovations over established approaches to addressing the specified problems;
- c) the ease of replication and adaptation, based on considerations such as cost and complexity, including the applicant’s plans to build the innovation in such a way that it can be directly used in other jurisdictions, or can be modified at low cost for use in other jurisdictions.

Note that any product or software program developed with these grants will vest in LSC or can be licensed for modification and/or use by other LSC programs for little or no charge (including access to development tools). It is not LSC’s intent to help private companies develop products with LSC funds, only to have those companies then market these products to other LSC programs at or near the cost for the original development.

#### 5. Program Capacity and Project Staffing (10%)

The application should describe the program’s organizational capacities, e.g., experience in managing and staffing similar projects, understanding of the organizational support needed for the project, as well as the qualifications of the project team and partners. Identify the proposed staffing for the project as well as who has been involved in planning the project (i.e. executive director, IT staff, website coordinator, staff from proposed partners, etc.) Reviewers will be assessing the program's expertise and experience necessary to make the project a success. A good way to demonstrate this is to reference prior TIG grants that the program has successfully managed. It is important to clearly describe the staffing for the project. If existing staff will be working on the project, it is important to demonstrate that they will have the time work on the project. One of the grant assurances for TIG states that: ***The total time commitments of any staff member working on this grant, to the program and all funders for all projects and responsibilities, shall not exceed 1.0 FTE.*** Reviewers should be able to tell from this section how the program will be complying with this assurance.

**6. Past Performance (10%)**

LSC has found that an important predictor of the success and timely completion of a TIG project is how grantees have performed on prior grants. Applicants should address this, especially if prior grants have not been completed on time. For any such grants, applicant should explain what factors caused the delays, what lessons were learned from these, and how what was learned will ensure timely performance on the proposed project.

**7. Sustainability of the Project (10%)**

This is the 11th year of the TIG program and it has made 413 grants to date. Many of the projects begun with TIG funding are still in existence. In order to leverage the limited TIG funds, after TIG funding gets the project started, it is important that there are other funds to sustain it so that TIG may fund new projects.

While starting a project can be very costly due to initial investments, sustaining it also means incurring ongoing costs such as bandwidth and staffing. Applicants should address the potential long-term viability of the project. Reviewers will review the applicant's strategies to sustain the project after the completion of the grant.

## Appendix I: Guidelines for Preparing Applications

### ***Introduction to the Guidelines***

The Legal Services Corporation (LSC) staff designed these ***Guidelines for Preparing Applications*** to help applicants provide enough information for LSC to make decisions on funding requests. This document supplements the ***Notice: Request for Applications to Apply for 2010 Grant Funding***. (Notice)

### ***One Project Per Application***

Each project for which funding is sought should be submitted in a separate application. For example, do not combine a request for a statewide website grant with a request for a grant in the Open Category. Multiple applications may be submitted, but each discrete project must be submitted separately.

### ***Provisions Applicable to All Categories***

#### **Online Application System**

LSC requires that each applicant submit **an online application** using the TIG Online System at <http://www.tig.lsc.gov>. Submission through the TIG online system should be done by a person authorized to commit the applicant organization. Only one login per program will be able to manage the organization's TIG projects. If you need to change the TIG responsible login for your program, the Executive Director should send a request to Techgrants@lsc.gov.

#### **Amendments to Applications after Application Deadline**

LSC will **not** accept amendments to an application after the application deadline unless specifically requested by LSC staff. Applicants will be notified if any additional information is needed to evaluate the application. LSC may request information from applicants at any time.

#### **Changes in Applicant's Contact Information**

If the contact information submitted on the ***TIG Application Form*** changes after submission, immediately notify LSC in writing or via email.

#### **Waiver Requests**

As stated in the ***Notice***, LSC does not intend to waive any provisions of the ***Notice***. However, under extraordinary circumstances, and when it is in the best interest of the targeted client community to do so, LSC may, on its own initiative or when requested, waive certain provisions in the ***Notice***. LSC cannot waive requirements that are statutory, only those that are discretionary. As described in the ***Notice***, requests to waive the application deadline will not be considered unless received by LSC prior to the application deadline.

- Programs planning to request a waiver prior to the application deadline must do so via email addressed to [Techgrants@lsc.gov](mailto:Techgrants@lsc.gov) clearly stating (1) which provision(s) are asked to be waived, and (2) the extraordinary circumstances that necessitate the request. The request must be clearly identified as a "**Waiver Request.**" LSC cannot guarantee that it will be able to resolve waiver requests before the application deadline.

***Instructions for Preparing Applications in the Website Renewal and Continuation Category***

A TIG application in the Website Renewal and Continuation Category is complete only when it contains the items referenced below. A complete application includes the following items and, for ease of processing, should be assembled in the following order:

- **TIG Application Form**
- **Website Questionnaire** (answers to a series of questions that vary by the type of Website funding sought)

On the ***TIG Application Form***, indicate the type of website funding sought, either Renewal or Continuation. This must be the same as was requested in the Letter of Intent. Verify that all of the contact information that was filled in automatically is correct. Complete the remaining blanks on the form, and then fill out the Website Questionnaire that corresponds to the type of website grant sought. **Note that the objectives for website grants are fixed and do not need to be entered.**

***Instructions for Preparing Applications in Open, Replication and Website Improvement and Innovation Categories***

A TIG application in the Open, Replication or Website Improvement and Innovation Category is complete only when it contains the items referenced below (excluding the optional item):

- **TIG Application Form**
- **Budget Form**
- **Budget Narrative**
- **Project Narrative**
- **Appendices to the Project Narrative** (Optional) **includes timelines, technical diagrams, organizational charts, maps, résumés, etc.**<sup>1</sup>
- **Letters of Commitment from Key Partners**
- **Letters of Support**
- **Information on Grantee’s Prior TIG Projects**
- **Lessons Learned from other Technology Projects**
- **Proposed Payment Schedule and Major Activities**
- **Statement of Additional Funds**

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<sup>1</sup> Do not use pointers to online resources. Reviewers will be instructed to ignore pointers to online resources. To include documentation available on the Internet, print the material and include it in the appendix.

### **TIG Application Form**

Each application should begin with a completed *TIG Application Form*. The category under which the grant is being submitted will be filled in automatically according to the Letter of Intent submitted. Next, indicate the total amount of funds requested from LSC and the total cost of the proposed project. Also, give a brief description of the nature of the project. Finally, fill out the information identifying the applicant and the person LSC should contact about the application.

### **Budget Form**

As a component of the Feasibility review criterion, reviewers will analyze the budget request in terms of its clarity, cost-effectiveness, and consistency with the goals and objectives described in the *Project Narrative*. The proposed budget should be appropriate to the tasks proposed and sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project activities. The *Budget Form* is available online at <http://www.tig.lsc.gov/>. This form is to be submitted electronically. There are fifteen budget items that must be filled in. Each area is the total for that category. For example, item 5 is for equipment purchases. If the project plans to purchase a server, a router and a battery backup, the costs of all three items would be added together for this category. Use the sum of these costs in this form only. In the *Budget Narrative*, set out descriptions and specific costs for each of these items. The *Budget Form* is the summary; the *Budget Narrative* is itemized.

Indicate who is paying for each of the 15 budget items. The *Budget Form* has five columns for (a) the amount requested from LSC, (b) the applicant's contributions, (c) additional funds from other LSC-funded partners, (d) additional funds from non-LSC-funded partners, and (e) the total of (a), (b) (c) and (d). All calculations will be automatically tabulated.

### **Budget Narrative**

Use the *Budget Narrative* to expand on the budget items listed in the *Budget Form*. This is the place for detail and for cataloging proposed expenditures in relation to the project timetable. If the term of the project is three years, give the proposed expenditures for each of those years. Most projects will have identifiable stages. LSC anticipates structuring the grants so that they are payable in installments, conditioned upon completion of these stages. Identify the budget requirements for each of the different stages of the project in the *Budget Narrative*.

Fully explain each budget item so that it can be effectively evaluated. The budget must be reasonable for the tasks proposed, and the relationship of items in the budget to the *Project Narrative*, especially the project objectives, should be clearly defined and communicated.

When the grant award is awarded, unless it is modified by agreement with LSC, the applicant is committed to the budget submitted in the application, including contributions from the applicant, from other LSC-funded partners, and from non-LSC funded partners. Be sure that the anticipated additional resources are realistic.

LSC will support most costs associated with a technology project. LSC allows costs for personnel, fringe benefits, computer hardware and software; other end-user equipment, telecommunication services and related equipment; consultants and other contractual services; travel; rental of office equipment; furniture and office space and supplies that are allowable under the applicable cost principles. Unspecified administrative costs will not be allowed. The only cost category specifically excluded is construction costs (see the Eligible Costs section of the *Notice*).

**Discounts:** The value of products or services must reflect the fully discounted price to the applicant. For instance, if there is a 70% discount on computer equipment, then the value of the equipment should appear in the budget as the **actual amount paid** (i.e., 30% of the undiscounted price of the computer equipment).

**Program Income:** As indicated in the *Notice*, any program income generated by a proposed project is subject to special conditions and needs to be identified appropriately in the budget.

## **Project Narrative**

The *Project Narrative* is the applicant's opportunity to demonstrate to reviewers that the project fits LSC objectives. Provide specific information about the project's goals and objectives, the major activities that will be conducted to achieve the goals and objectives, the project's partners, and the people affected by the project's outcomes (e.g., clients, program staff, and partners). (Guidance for specifying TIG project goals, objectives and activities is available on the evaluation plan section of the TIG website: [http://www.tig.lsc.gov/eval\\_nonwebsite\\_grants.php](http://www.tig.lsc.gov/eval_nonwebsite_grants.php).)

Reviewers will assess the presentation from the perspective of how well the narrative addresses the *Review Criteria* defined in the *Notice*. These are: **Need for the Project (15%), Project Goals and Objectives (25%), Justice Community Partnerships (15%), Replication (15%), Program Capacity and Project Staffing (10%), Past Performance (10%) and Sustainability of the Project (10%)**. Carefully review the descriptions of each of these criteria in the *Notice* before preparing the *Project Narrative*.

The *Project Narrative* should be clear and concise and address the following per the Review Criteria outlined in the Notice:

1. A full description of the project, including the specific technology(ies) the project will develop or implement;
2. The need for the project;
3. The project's goals and objectives;

4. Justice community partnerships;
5. Replication;
6. Program capacity and the project staffing;
7. Past Performance;
8. Sustainability of the project.

### **Appendices to the Project Narrative**

In addition to the *Project Narrative*, up to 32 total pages may be submitted to fully document the proposal.

**Relevant documentation:** Appendices may include documents such as timelines, technical diagrams, organizational charts, maps, letters of commitment from key partners, letters of support, and résumés. This may also include information on past projects and credentials of firms and outside consultants involved in the project.

**Letters of Commitment from Key Partners:** Letters of commitment to the project from any key partner whose participation is necessary for the completion of the project will be required.

**Letters of support:** we are recommending that you submit no more than three letters of support. Letters of support may come from members of the community who will benefit from the success of the project.

**Page limit:** The Project Narrative Appendices must not exceed thirty-two (32) pages. Uploads are limited to file extension types of .doc, docx, .pdf, and .rtf only. Any portion of the application that exceeds the specified page limits will not be reviewed.

### **Lessons Learned from Other Technology Projects**

This is the 11th round of grant awards in the TIG program. To date, 413 grants have been awarded. New projects should build upon the knowledge gained from these past projects. In this section of the application, elaborate on how the proposed project relates to prior projects; how it builds upon them, what was learned from them, and how the project will avoid any pitfalls they have faced.

For example, if a video conferencing project is proposed, be sure to review the results of the prior video conferencing projects by looking at the materials on LSNTAP.org, the LSC Resource Library ([www.lri.lsc.gov](http://www.lri.lsc.gov)), the TIG Website ([www.tig.lsc.gov](http://www.tig.lsc.gov)) and by speaking with technical and other staff from these programs. In this section demonstrate that this review has occurred and that the project will build upon and improve on the past projects.

### **Proposed Payment Schedule and Major Activities**

Plan the project for two fixed payments (initial and final) and an interim payment for each six months of the grant term. If the grant is awarded, the initial payment will be

made shortly after the grant acceptance letter is returned to LSC. LSC recognizes that many of the costs for a project are incurred early on, so the initial payment may be the largest, but it will be no more than 40% of the grant total. The final payment must be for at least 20% of the grant request, up to a maximum of \$50,000. Apportion the balance of the monies requested among the interim payments.

If the grant is awarded, the project goals, objectives, and activities will be agreed upon by LSC and the grantee, then included as part of the grant award package. Interim payments will be made for progress toward achieving project goals and objectives based upon the completion of activities required to achieve them. The final payment will be made after the **Final Report** is submitted and approved.

The dates and number of payments on the grant will be generated depending upon the length of the proposed project. If the project is expected to be completed in one year, payment two most likely would come approximately six months after the start of the project, payment three at the end of the year, then payment four would be scheduled three months later to allow time for the preparation and approval of the final report. **For each payment period generated, indicate the major activities that will be completed towards meeting the goals and objectives of the project.**

**Example** – for a one year grant request of \$100,000, the four payments might be: payment one (initial payment) in January, 2010 for \$40,000; payment two in July 2010 for \$20,000; payment three in December, 2010 for \$20,000; and payment four (final payment) in March 2011 for \$20,000 (20% of the grant total). An eighteen-month grant would have five payments, a two-year grant six payments, etc.

### **Statement of Additional Funds**

As noted above, the *Budget Form* should include a listing of LSC funding, program project contributions, funds from other LSC funded partners, and funds from non-LSC-funded partners. In this section, specify these other partners by name and identify how much each will be contributing.

### **General Suggestions**

- ***Be succinct and clear.*** Because of page limitations, discuss the project clearly and succinctly. Reviewers should learn what is proposed and how well it responds to the *Review Criteria* published in the *Notice*.
- ***Review the Project Narrative once it is complete.*** It should be a coherent and convincing presentation.
- ***Use appendices to make the proposed project understandable.*** Use the thirty-two (32) pages allocated for appendices to expand upon the important points or to provide additional information not addressed in the project narrative.
- ***Check the application for completeness.*** Reviewers can only evaluate proposals using the documentation that is provided. It is the applicant's responsibility to ensure that the uploaded copy includes the required materials.

***For more information***

For information on grant status of current TIG grant(s), contact **Magali Khalkho**, Program Analyst, Telephone: 202.295.1543, Email: [khalkhom@lsc.gov](mailto:khalkhom@lsc.gov).

For questions about proposals in AK, AZ, CA, CO, CT, DC, GU, HI, ID, IL, IA, KS, MA, MI, MP, MN, MT, NE, NV, NH, NJ, NM, NY, ND, OK, OR, SD, TX, UT, WA, WY, contact **Glenn Rawdon**, Program Counsel, Telephone: 202.295.1552; Email: [grawdon@lsc.gov](mailto:grawdon@lsc.gov).

For questions about proposals in AL, AR, DE, FL, GA, IN, KY, LA, ME, MD, MS, MO, NC, OH, PA, PR, RI, SC, TN, VT, VI, VA, WV, WI, contact **Jane Ribadeneyra**, Program Analyst, Telephone: 202.295.1554, Email: [ribadeneyraj@lsc.gov](mailto:ribadeneyraj@lsc.gov).

For questions about framing project goals and objectives and evaluation issues, contact **Bristow Hardin**, Program Analyst, Telephone: 202.295.1553, Email: [hardinb@lsc.gov](mailto:hardinb@lsc.gov).

For general questions, please email [techgrants@lsc.gov](mailto:techgrants@lsc.gov).

## Appendix II: Guidance for Applicants

### Elements of a Successful Application:

**Partnerships.** LSC encourages projects that are partnerships with state and local courts, client groups, community organizations, libraries, senior organizations, state and local bar systems, advocacy organizations, etc. Applicants should have the support of designated state planning bodies. Applicants should also work closely with their peers when considering projects with broad community wide impact.

**An achievable and practical plan.** Feasibility is a threshold criterion – a proposal must be judged as feasible to be funded. Applicants should focus on four issues related to feasibility:

1. Technical approach – how the proposed system would be built, how it would work, how it would operate with other systems, and technological alternatives that have been considered;
2. Realistic budget – one that is appropriate to the tasks proposed, sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project narrative, sufficiently flexible so that it can be modified to reflect changes in technology and opportunity;
3. Work plan implementation – the major steps, and time frames for implementation, that will be undertaken to achieve the project goals and objectives; and,
4. Sustainability – applicant's plan for sustaining the project beyond the grant period.

**An innovative approach with the potential to be replicated broadly throughout the country.** LSC expects that each awarded project will serve as a model for other communities to follow. In addition, since these grants are being provided to improve the delivery of legal services using technology, applications shall benefit – in the most practical way possible – the entire system. Applications will be scored according to how the project will benefit clients in specific localities, and also on how the project will improve the system as a whole. If the proposal is responding to one of LSC's areas of interest for 2010 (Board Training and Oversight, Impact of Economic Downturn, or Meeting the Legal Needs of Veterans), explain how the proposed approach can serve as a model to other programs and providers who wish to address the same area.

**Available resources.** In assessing the qualifications of the project team, reviewers will assess the extent to which the applicant and its partners have the resources, expertise, and experience necessary to undertake, evaluate, and complete the project and disseminate results within the proposed period.

**Provide more access, not new barriers.** In 2004 the Washington State Supreme Court adopted the Access to Justice Technology Principles.

LSC believes that these principles embody worthwhile goals. Applicants should review these six principles and explain how their projects will not pose any additional barriers on access to justice. You need not relate your project to each of the six principles, but you

should make it clear they have been considered and that your project strives to adhere to the spirit of promoting access without increasing barriers or violating privacy.

The Principles are:

- **Requirement of Access to Justice:** New technology or changes to technology must not reduce access or participation in the justice system, and whenever possible, shall advance access and participation.
- **Technology and Just Results:** The justice system shall use and advance technology that achieves a just process and a just result, and shall reject or minimize any technology use that reduces the likelihood of that result.
- **Openness and Privacy:** Technology can magnify the conflict between fostering openness and protecting privacy that are dual responsibilities of the justice system. Decision makers must balance protection of both values and maximize technology’s beneficial effects while minimizing its detrimental effects.
- **Assuring a Neutral Forum:** Neutral, accessible and transparent forums for dispute resolution are fundamental to the Washington justice system. New technologies must be compatible with such forums, and should discourage forums which are not neutral, accessible and transparent.
- **Maximizing Public Awareness and Use:** Access to justice requires the public have available and understandable information about the system and its resources. The justice system should promote ongoing understanding of the tools afforded by technology to access justice by disseminating information as broadly as possible.
- **Best Practices:** To ensure implementation of the Access to Justice Technology Principles, those governed by these principles shall utilize “best practices” procedures or standards. The best practices shall guide the use of technology so as to protect and enhance access to justice and promote equality of access and fairness.

**Ensure Materials are Accessible and Understandable.** In the development of any website, pro se materials, or other grant-supported product, the applicant shall consider the special needs of persons with disabilities to ensure that the sites, materials and other products are accessible. Also, the applicant shall consider the special needs of persons with limited literacy, limited English proficiency, limited experience with or knowledge of computer-related technologies, limited access to computers, or those who have limited access to most Web-based or other computer-related systems for any reason. Finally, all pro se materials and websites should be created using plain language, then organized and formatted so they can be easily understood by users.

**Major Reasons Proposed Projects Have Not Been Funded:**

Unsuccessful applicants for TIG grants did not receive funding for one or more of several different reasons. The factors that most often accounted for this lack of success included the following:

**Competition for limited resources.** Requests for TIG funding are greater than the funds available. In this situation, even proposals with significant merit may not be successful. LSC funds the projects that are deemed the strongest and that would be most likely to achieve TIG's objectives.

**Failure to specify how the proposed project would improve services to clients.** LSC received many unsuccessful applications that proposed to use available technologies in creative and interesting ways. However, these proposals did not answer the most important question: how will the proposed project improve the quality and/or quantity of services provided to eligible clients?

**Lack of state coordination.** Some applicants failed to address another basic criterion: effectively strengthening state delivery systems. Some proposed projects focused solely on the needs of individual programs. Others revealed the absence of essential coordination and cooperation within a state. For example, LSC received applications from three different programs within a single state. Each of these applicants asserted that their project was part of a statewide initiative supported by all the LSC grantees in the state, yet none of these applications made any mention of the other proposed projects.

**Unwarranted requests for staff support.** Many unsuccessful applicants sought TIG funding to support on-going staffing associated with existing systems. TIG does not support basic staffing. Instead, TIG grants fund staffing needed to develop and implement innovative technology initiatives and/or new systems that markedly expand the quality and quantity of services provided clients. Program funding for staffing is limited to short-term support required to implement the new initiatives. Once the new system is implemented, grantees are expected to fund necessary ongoing activities with funds from their basic field grant or other sources.

**Duplication of other initiatives.** Many applications, some with considerable merit, were not funded because they were for projects that were the same as or quite similar to projects already being funded through TIG.

**Inadequate planning and preparation or unrealistic goals.** Some unsuccessful applications failed to demonstrate requisite knowledge or preparation of the project they proposed. This shortcoming took various forms: insufficient knowledge of the costs and capacities of the necessary hardware or software; lack of awareness of the needed staffing expertise; inadequate arrangements with important partnerships; or unrealistic budgeting. Some applicants also sought goals that were unrealistic given the proposed project's activities and staffing.

**Absence of innovation.** Numerous applicants did not address the TIG program's fundamental goal: developing or implementing innovations and improvements in electronic technology systems with the potential to markedly expand the quality and quantity of service to clients. Instead, they sought funding to meet basic technology needs that should be funded through the basic field grant or other sources.

### Appendix III: 2009 Grant Assurances - Sample

Below is the Grant Assurances document issued for the 2009 TIG grant cycle. All recipients of TIG 2010 grants will be required to sign a similar document. Applicants should expect revised and/or additional grant assurances.

#### LEGAL SERVICES CORPORATION 2009 TIG GRANT ASSURANCES

Recipient agrees that:

1. With respect to any product or software program developed with these grant funds:
  - a) Ownership of the product or software shall vest in either the LSC grantee, or the developer of the software, as the particular agreement between those parties so specifies, provided that LSC shall reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use the product or software, including making the product or software available to other LSC grantees. If ownership of the product or software does not vest with the grantee, the grantee shall reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use the product or software. All contracts with vendors shall include language to this effect to protect the rights of LSC and its grantees and shall acknowledge agreement to this by the vendors.
  - b) Such products, including Web sites, shall comply with or conform to the National Index and LSXML standards developed by the Legal Aid Information Standards Group as found on <http://www.lsntap.org>:  
(<http://lsntap.org/bookshelf?tid=55&name=XML%20and%20Tech%20Standards>)
  - c) Such products (including but not limited to document assembly products) shall comply with naming conventions currently under development on <http://www.lsntap.org> ([http://www.lsntap.org/sites/lsntap.org/files/hds\\_standards\\_and\\_practices.pdf](http://www.lsntap.org/sites/lsntap.org/files/hds_standards_and_practices.pdf)). Naming conventions are definitions of fields within documents (respondent, litigant, address, etc.).
2. In the development of any Web site, *pro se* materials, or other grant-supported product, the recipient shall consider the special needs of persons with disabilities to ensure that the sites, materials and other products are accessible.
3. In the development of any Web site, *pro se* materials, or other grant-supported product, the recipient shall consider the special needs of persons with limited literacy, limited English proficiency, limited experience with or knowledge of computer-related technologies, limited access to computers, or those who have limited access to most Web-based or other computer-related systems for any reason.
4. It shall report to the assigned LSC TIG staff person significant problems, issues or plan modifications (e.g. significant delays, changes in design or equipment, budget changes, staffing modifications) within 30 days after these are identified.

5. All funds disbursed by LSC pursuant to this grant shall be used solely for the project for which this grant is being made. In some cases, the ultimate cost of project implementation will be less than the originally approved budget because of reductions in the anticipated costs of hardware, software or other factors. The recipient may reprogram these budgetary savings only upon the written approval of the assigned LSC TIG staff person. Absent such written approval, all remaining funds must be returned to LSC no later than 60 days from completion of the project.
6. It has sole responsibility for any funding obligations that exceed the grant award amount.
7. Within 30 days of the end of the payment period, recipient shall submit payment requests and milestone completion reports through the Online Milestone Reporting System <http://www.tig.lsc.gov/Techsite/Milestones/registration.asp>, supplemented by supporting documentation as required by LSC TIG staff. All supporting documentation shall be uploaded using the Online System and shall be in one of the following formats: Word (.doc), Excel (.xls), Adobe Acrobat (.pdf), or PowerPoint (.ppt).
8. It shall send one person to the 2010 TIG Conference sponsored by LSC. This event will be held January 13-15, 2010 in Austin, Texas. LSC will pay for the cost of said person's airfare, hotel room, conference fee, and provide at least two meals for each day of the conference. The grantee is responsible for any expenses that exceed this amount. The date and location of the TIG conference are subject to change at LSC's sole discretion.
9. If it ceases to be a LSC "basic field" recipient, the TIG grant automatically terminates. It agrees to participate in an orderly transition of the grant, including the return of unspent funds.
10. Any publications created with grant funds or used to promote TIG projects shall display the LSC logo. It shall forward two hard-copies and one electronic copy, if available, of these publications to Magali Khalkho, Program Analyst, Legal Services Corporation, 3333 K St. NW, 2<sup>nd</sup> Floor, Washington, DC 20007. LSC shall retain a royalty-free, nonexclusive and irrevocable license to use, copy, distribute, and display on the LSC website any such publications.
11. By accepting this grant, it is committing that staff designated to work on this project shall be given sufficient time to achieve the milestones of the grant in accordance with the FTE or other measure of time allotment represented in the budget and budget narratives for this grant. The total time commitments of any staff member working on this grant, to the program and all funders for all projects and responsibilities, shall not exceed 1 FTE.
12. Any changes in the Payment Schedule timetable for achieving the milestones for this grant must be approved by the assigned TIG staff person. Failure to achieve milestones in a timely manner may result in the termination of this grant.
13. Any and all other LSC grant assurances for any other LSC grants that the applicant/recipient has agreed to, are hereby incorporated by reference, and those grant assurances will apply in full force and effect to the applicant/recipient's use of all of its LSC TIG funding. The other grant assurances incorporated herein include both the grant assurances currently in effect and any future grant assurances agreed to by the applicant/recipient during the term of the TIG funding. In the event of any conflicting language, the later terms will apply.