



**Legal Services Corporation
Technology Initiative Grants**

Notice

**Request for Applications to
Apply for 2008 Grant Funding**

Table of Contents

I. Summary	1
II. Application Deadline	1
III. Eligibility and Funding	1
Program Purposes	1
Eligible Applicants.....	1
Eligible Project Partner Organizations.....	1
Funding Availability	1
Award Period	2
Pre-Award Activities	2
No Obligation for Future Funding	2
Type of Funding Instrument	2
Past Performance	2
False Statements.....	2
IV. Applicable Law and Grant Requirements	2
Applicable Law	2
Federal Policies and Procedures	3
Grant Categories	3
Web Sites	3
Continuation Web Sites Maximum Grant Amount: \$25,000	4
Replication Category — Previous TIG Projects.....	4
Open Category	4
Waiver Authority	5
Freedom of Information Act	5
V. Application Process and Instructions	5
One Project per Application.....	5
Incomplete Applications	5
Eligible Costs	5
Ineligible Costs	6
Additional Funds.....	6
State Justice Institute Partnership Grants.....	6
Use of Program Income	6
Evaluation	7
Contact Information:.....	7
Submission Information.....	7
VI. Selection and Review.....	7
Selection Process	7
Review Criteria.....	8
1. Need for the Project (15%)	8

2. Project Goals and Objectives (20%)8
3. State Justice Community Partnerships (15%).....9
4. Replication (15%)9
5. Program Capacity and Project Staffing (15%).....9
6. Feasibility (20%).....10

Appendix 1 - Guidance for Applicants11

Elements of a Successful Application:11
Major Reasons Proposed Projects Have Not Been Funded:.....12

Appendix II – 2007 Grant Assurances - Sample.....14

**Legal Services Corporation
Technology Innovative Grant Program
Notice of Availability of Funds to Apply for 2008 Grant Funding**

I. Summary

The Legal Services Corporation (LSC) issues this Notice describing the conditions under which applications will be received for 2008 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 2008 LSC grant program must be submitted to LSC electronically no later than 5:00 P.M. EDT, May 2, 2008 (paper applications will not be accepted). All forms needed for the application will be available online at <http://www.tig.lsc.gov> by April 1 2008.

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. The categories have been divided into three areas that are fully described in the Grant Categories section below. 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 \$2.1 million will be available for TIG funding in FY 2008.

Award Period

Applicants may propose project terms of up to 36 months. Budgets submitted should be for the entire term of the project.

Pre-Award Activities

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. Applicants are hereby notified that, notwithstanding any oral or written assurance that they may have received; there is no obligation on the part of the LSC to cover pre-award costs.

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 110-161](#), (2007), contains the FY 2008 LSC appropriation. It incorporates 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 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 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

The focus of the FY 2008 grants will be on sustaining ongoing technology initiatives that serve all LSC funded programs. LSC will also consider new, innovative projects that have large significance to the delivery system, are easily replicable, can be done for a relatively modest cost, and/or that show how the new technological capacity can be interwoven with our traditional delivery system to create an integrated and coordinated approach to serving clients. LSC will also consider projects that build on existing products and ideas, increasing their cost effectiveness and impact.

In FY 2008, LSC will accept projects in the three application categories detailed in the Request for Letters of Intent and described below. Project descriptions in applications should amplify, but cannot deviate from, the project descriptions contained in the Letters of Intent.

Web Sites

Eligibility for Web site grants is determined by applicants' progress in meeting the milestones of Web site grants they have already received. If unsure of their eligibility for Web site grants, applicants should contact Glenn Rawdon, 202-295-1552, grawdon@lsc.gov

Renewal Web Sites

Maximum Grant Amount: \$25,000*

Recipients of statewide Web site grants in 2001, 2002, 2003, 2004, 2005, 2006, or 2007 may be considered for additional funding up to \$25,000 if they:

- a) submitted a Letter of Intent,
- b) have received a new Web site grant,
- c) have not previously received a renewal grant, and
- d) complete, report on and be approved by LSC for successful achievement of their new Web site grant through the third set of milestones, by April 4, 2008.

* Additional funding may be provided for the following grantees due to increased costs based on state size: New York, California, Texas, Pennsylvania.

Continuation Web Sites Maximum Grant Amount: \$25,000*

Recipients of statewide Web site grants in 2001, 2002, 2003, 2004, 2005, 2006 or 2007 may be considered for additional funding up to \$25,000 if they:

- a) submitted a Letter of Intent,
- b) have received a renewal Web site grant,
- c) have not previously received a continuation Web site grant, and
- d) complete, report on and be approved by LSC for successful achievement of their renewal grant second set of milestones, by April 4, 2008.

Replication Category — Previous TIG Projects

The second category is for the replication of previously successful TIG projects. During the past eight years of this program there have been many successes. A complete list with contact information can be found at <http://tig.lsc.gov/>. Although successful, many projects have not been replicated in other states and programs because of the costs incurred in doing so. While it is less expensive to replicate than to create, it is not always free. The key component of the successful Replication application will be the balance between effective, simplified replication and a reduced cost of implementation.

Applicants should look to previous successful TIG projects and determine how they could be replicated at a substantially reduced cost from the original project. For example, some states have spent large sums of money to create online forms for their web sites using HotDocs™. A possible application in the Replication Category would be a project that could take these pre-existing forms and customize them for use in another state at a fraction of the cost.

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 – for example infrastructure grants. The costs of wide area networks (WAN) are driven by local economies and receive little cost benefit from replication.

Open Category

The Open Category is designated for new, innovative ideas for using technology in legal services. LSC will consider any idea as long as the purpose of the proposal is to expand the use of technology to increase and/or improve the delivery of legal services to eligible clients. LSC will also consider applications in this category that enhance the effectiveness and efficiency of other TIG initiatives. This category has no funding limit or matching requirement.

* Additional funding may be provided for the following grantees due to increased costs based on state size: New York, California, Texas, Pennsylvania.

Applications with broad applicability and/or that directly address initiatives that have impact throughout the legal services community are strongly encouraged. While there is no matching requirement, LSC encourages applicants to submit projects with strong support from other partners.

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

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. Any request for a waiver must set forth the extraordinary circumstances for the request and be included in the Executive Summary Section of the application. 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 Web site 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 in the LSC Office of Compliance and Enforcement at 202.295.1524.

Ineligible Costs

Costs associated with the construction or major renovation 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. Only under extraordinary circumstances, and with prior approval of LSC, will the construction of new network facilities be approved.

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 are not required to submit information about evaluation plans with their application. Nonetheless, LSC considers evaluation a critical component of all projects it funds. Accordingly, 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

For questions about proposals from: Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Guam, Hawaii, Idaho, Illinois, Kansas, Massachusetts, Michigan, Micronesia, Minnesota, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Oregon, Texas, Virginia, Washington and Wyoming, contact Glenn Rawdon, Program Counsel, Telephone: 202.295.1552; Email: grawdon@lsc.gov.

For questions about proposals from: American Samoa, Alabama, Alaska, Delaware, Florida, Georgia, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, Nevada, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virgin Islands, West Virginia and Wisconsin, contact Joyce Raby, Program Analyst, Telephone: 202.295.1554, Email: jraby@lsc.gov.

For questions about evaluation issues, please contact Bristow Hardin, Program Analyst, Telephone: 202.295.1553; Fax: 202.337.6813; Email: hardinb@lsc.gov.

If you have a general question, please email techgrants@lsc.gov.

Submission Information

This document, the *Guidelines for Preparing Applications*, and the link to the online application system can be found at <http://www.tig.lsc.gov>.

VI. Selection and Review

Selection Process

LSC will publish a notice listing all properly completed applications received by LSC. This list will be posted on www.tig.lsc.gov. Listing an application in such a notice merely acknowledges receipt of an application that will compete for funding with other

applications. Publication does not ensure 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, LSC staff and a panel of outside reviewers will analyze each application. Staff and reviewer analysis will consider 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.

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 the proposed project will address. Identify the nature and scope of the problem. What specific client groups will the proposed project serve? How will it expand access or increase the amount or quality of services provided clients? Reviewers will examine the degree to which the applicant clearly defines the problem (or deficiency) within the current delivery system and proposes to use technology in creative and practical ways to address the identified problem(s). What is unique about the proposed project? Have TIG-funded or other projects sought to address this or similar issues? How will the proposed project differ from and incorporate the lessons from those projects?

2. Project Goals and Objectives (20%)

LSC expects that all TIG-funded projects will seek to increase the quality and quantity of services provided to clients. In this section describe the proposed project's specific goals and objectives. In realistic and measurable terms, identify the project's anticipated outcomes and potential impacts for the client community. To what extent and in what

ways will the(se) system(s) provide services to clients? What will be the project's most significant impact(s)?

3. State 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 state justice community. Most favorable consideration will be given to applications that can clearly demonstrate the participation of appropriate state justice 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, public and non-profit social service agencies, 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 (15%)

First, fully expound on the programs 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. Make it clear that your program has the expertise and experience to make this project a success. Reference prior TIG grants have been successfully managed.

Next, outline the staffing for the project. The best conceived project will fail if the organization does not devote the necessary resources to it. Often a program will receive a grant then, instead of hiring new staff, assign the project to someone who already has at least a 100% FTE position. If you are going to be using existing staff, state who that will be and what duties they currently have that will be assigned to others. Part of the grant assurances for TIG state 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. In this section, be clear on how you are going to comply with this assurance.

6. Feasibility (20%)

While feasibility is a threshold criterion – a proposal must be judged as feasible to be funded –reviewers will rate feasibility in the scoring process. Reviewers will focus on four criteria to assess the feasibility of each application:

- a. Technical approach, e.g., 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;
- b. Proposed budget, e.g., 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; and,
- c. Work plan implementation, i.e., the major steps, and time frames for implementation, that will be undertaken to achieve the project goals and objectives; and,
- d. Sustainability of the project, e.g., how the program will be able to fund the continuation of the project, if it is successful, after TIG funding ends.

Appendix 1 - 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. Applicants should focus on four issues related to feasibility: (1) the technical approach; (2) the qualifications of the project staff and any outside contractors or developers; (3) the proposed budget and the implementation schedule; and (4) the applicant's plan for sustaining the project beyond the grant period. In assessing the technological approach, reviewers will examine how the proposed system would be built, how it would work, how it would operate with other systems, technological alternatives that have been considered, designs for system maintenance, periodic upgrades, and the system's adaptability to future developments. Applicants are expected to make use of existing infrastructure and commercially available telecommunications services, unless extraordinary circumstances require the construction of new network facilities.

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.

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.

Realistic budget. The applicants proposed budget should be appropriate to the tasks proposed, sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project narrative, and sufficiently flexible so that it can be modified to reflect changes in technology and opportunity. Reviewers also will assess the degree to which the implementation process as a whole is comprehensive and reasonable.

Sustainable design. Applicants should address the potential long-term viability of the project. Reviewers will consider the economic circumstances of the community or communities to be served by the proposed project and the applicant's strategies to sustain the project after the completion of the grant.

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:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.

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 far greater than the funds available. For example, in 2007, over \$3.6 million was requested with only \$2.1 million available. In this situation, many proposals, even some with significant merit, will not be successful. LSC funded the projects that the reviewers deemed the strongest and that staff concluded 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 II – 2007 Grant Assurances - Sample

Below is the Grant Assurances document issued for the 2007 TIG grant cycle. All recipients of TIG 2008 grants will be required to sign a similar document. Applicants should expect revised and/or additional grant assurances.

LEGAL SERVICES CORPORATION 2007 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). 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. 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 re-program these budgetary savings only upon the written approval of the assigned LSC TIG staff person.
6. It has sole responsibility for any funding obligations that exceed the grant award amount.
7. Within 30 days of the end of each quarter, the recipient shall submit a quarterly report using the LSC Reporting System. Additionally, recipient shall submit payment requests and milestone completion reports through this system, supplemented by supporting documentation as required by LSC TIG staff. All supporting documentation shall be uploaded using the Online Milestone Reporting 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 2008 TIG Conference sponsored by LSC. This event will be held January 31-February 2, 2008, 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. It shall comply with the grant assurances of its LSC "basic field" grant and any other LSC grants, contracts or agreements.
10. 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.
11. 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, 2nd 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.
12. 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.
13. 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.