

**LSC CERTIFICATION  
FORM I  
(For Calendar Year 2016 Funding)**

***All Applicants are required to  
sign and submit this standard certification***

**INSTRUCTION: all applicants must complete this standard certification.** It requires the signature of the Executive Director/Chief Executive Officer and the signature of the Governing/Policy Body Chairperson. Once this form is signed, convert it to a PDF file and transmit it to LSC using the upload site at [www.lscgrants.lsc.gov](http://www.lscgrants.lsc.gov) – Application Upload Site. Applicants receiving an LSC grant exceeding \$5 million for any single service area must also complete the supplemental certification below. **Please complete this certification and return it to LSC by August 17, 2015.**

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT NUMBER:** \_\_\_\_\_

The applicant hereby certifies that the statements made in its grant application are true and correct.

The applicant hereby certifies that it has the legal authority to apply for and receive a grant from LSC.

The applicant hereby certifies that if it is a non-profit organization, it has current articles of incorporation and has either been granted IRS tax-exempt status or has an application for tax-exempt status pending with the IRS.

The applicant hereby certifies that its attorney staff and private attorneys under contract with the applicant to provide civil legal services to low-income eligible clients are insured against malpractice, errors and omissions, and fidelity and liability claims, and that the insurance is in effect.

The applicant hereby certifies that it maintains and will make available to the Legal Services Corporation, upon request, the following documents:

1. Resumes of current or proposed governing/policy body members.

2. IRS tax-exempt certification, if applicable. If an application for tax-exempt status is pending, a copy of the IRS acknowledgment of receipt.
3. The coverage limit page(s) of any current malpractice, errors and omissions, fidelity and liability insurance coverage, and reports of all claims made under these policies during the past three years.
4. Articles of Incorporation, Bylaws, partnership articles, or other governing documents.

The applicant hereby certifies that it will comply with the LSC Grant Assurances if funds are awarded to the applicant. The applicant also certifies that it has signed the 2016 Grant Assurances and will keep a copy of the signed 2016 Grant Assurances in its grant records and will make the signed copy available to LSC upon request. The applicant understands that if this application is approved for funding, the grant and all funds derived there from will be subject to the 2016 LSC Grant Assurances. The applicant certifies that it has complied with the 2015 LSC Grant Assurances (for recipients of 2015 grants only).

The applicant hereby certifies that the undersigned has been authorized to bind the organization for which this application is submitted.

The applicant hereby certifies that it and any and all persons authorized to act on behalf of the applicant as employees, agents or otherwise, consent to the exclusive jurisdiction of the United States District Court for the District of Columbia over any and all claims or disputes regarding this application, any LSC grants or contracts resulting from or related to this application, and the process by which such application, grants or contracts are awarded, administered, suspended, terminated, evaluated, audited, investigated or otherwise handled by the Corporation.

The applicant hereby certifies that it has made available to each member of its governing/policy body and key staff a copy of the grant application submitted to LSC for calendar year 2016 grants.

The applicant hereby certifies that it has not been convicted of any felony criminal violations of any Federal law within the preceding 24 months.

The applicant hereby certifies that it does not have any unpaid Federal tax liabilities that have been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that are not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

The applicant hereby certifies that it understands and agrees that if the application is approved, this certification is made as a condition of receiving the grant. If this certification is made falsely, or if applicant fails to comply in any material respects with the grant assurances or any applicable law or regulation, the applicant and/or the signatories below may be subject to civil and/or criminal penalties under Federal law, (see 45 CFR Part 1640).

We have read this certification and understand that by signing this form, we are agreeing to the truth of the above statements.

_____ Name of Executive Director/Chief Executive	_____ Name of Governing/Policy Body Chair (or other organization official authorizing this application)
_____ Title	_____ Title
_____ Signature	_____ Signature
_____ Date	_____ Date

**Note:** Applicants receiving an LSC grant exceeding \$5 million for any single service area must also sign and submit the supplemental certification attached below. Do not sign and submit the supplemental certification attached below if applicant is not receiving an LSC grant exceeding \$5 million for any single service area.

**LSC SUPPLEMENTAL CERTIFICATION**  
**FORM I-5 (For Calendar Year 2016 Funding)**  
***Supplemental requirement for applicants receiving an LSC grant exceeding \$5 million for any single service area***

**INSTRUCTION:** This supplemental certification must be signed and submitted by applicants who receive an LSC grant that exceeds \$5 million for any single service area. This certification requires the signature of the Executive Director/Chief Executive Officer and the signature of the Governing/Policy Body Chairperson. Once this form is signed, convert it and the standard LSC Certification for all applicants into a single PDF file and transmit it to LSC using the upload site at [www.lscgrants.lsc.gov](http://www.lscgrants.lsc.gov) – Application Upload Site. **Please complete this certification and return it to LSC by August 17, 2015.**

The applicant certifies that to the best of its knowledge and belief, the applicant:

- a) has filed all Federal tax returns required during the three years preceding this certification, and
- b) has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and
- c) has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless:
  - 1. the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or
  - 2. the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Name of Executive Director/Chief Executive	Name of Governing/Policy Body Chair (or other organization official authorizing this application)
Title	Title
Signature	Signature
Date	Date

