![LSC - America's Partner For Equal Justice]

Legal Services Corporation

Post-Program Quality Visit (Post-PQV)
2017 Grant Renewal Application

This Request for Proposals is for renewal applicants that:

- *had an LSC program quality visit since January 1, 2014*

- *have been notified that they will receive the final PQV report by July 1, 2016*

- *have not previously submitted two consecutive Post PQV applications.*

*Contact the LSC grants service desk at lscgrants@lsc.gov
if you have questions.*

LEGAL SERVICES CORPORATION
2017 POST-PQV GRANT RENEWAL – INSTRUCTIONS

Applicants should read this instruction, the most recent *final* PQV report, and the LSC Performance Criteria in their entirety before preparing the Post-PQV grant renewal application.

All recipients of LSC funds who received a three-year grant **in calendar year 2015**, or a two-year or three-year grant beginning **in calendar year 2016** are required to submit a grant renewal application in order to receive a 2017 renewal grant.

The Post-PQV grant renewal application is for applicants that have received a program quality visit (PQV) since January 1, 2014, have been notified that they will receive the final PQV report by July 1, 2016, and have not previously submitted two consecutive Post PQV applications.

Post-PQV grant renewal applicants will not prepare the standard grant renewal narrative. Instead, these applicants will: 1) identify the status of the Tier 1 recommendations in the final PQV report, and describe the actions taken or planned in response to each, and 2) describe significant changes or major developments in the delivery system since the PQV ended, and those that are anticipated during the grant year. The responses to these inquiries combined with the final PQV report take the place of the standard grant renewal narrative. Post-PQV grant renewal applicant responses to these inquiries are submitted through the online application system at https://lscgrants.lsc.gov/. Page 12 illustrates the online form applicants use to respond to these inquiries. See page 4 for guidance on preparing the Post-PQV grant renewal application.

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OVERVIEW OF THE POST-PQV GRANT RENEWAL

The primary difference between the Post-PQV grant renewal application and the standard grant renewal application is that the narrative component of the Post-PQV grant renewal application will comprise written responses to Tier 1 recommendations from the final PQV report. Additionally, while the standard renewal narrative describes significant changes or major developments in the delivery system *since the last grant award application*, in the Post-PQV grant renewal, applicants describe significant changes or developments *since the PQV ended*, as well as those anticipated during the grant year. The Post-PQV grant renewal application together with the final PQV report supplants the standard grant renewal application.

The Post-PQV grant renewal application requires applicants to: 1) respond to certain recommendations from the final LSC PQV reports (i.e., "Tier 1" recommendations); and 2) inform LSC of significant changes or major developments in the delivery system (for each of the Performance Areas) since the PQV ended, and those anticipated during the grant year.

Post-PQV grant renewal applicants will also submit other grant application forms and uploads, which include but are not limited to the PAI Plan, Technology Plan and statistical charts (e.g., budget).

KEY DATES

Notice of Intent to Compete Due Date	May 6, 2016 (5:00 p.m. E.D.T.)
Applicant Informational Session Conducted *To participate, register online at* http://www.lsc.gov/meetings-and-events/calendar/applicant-informational-webinar-post-program-quality-visit-application	May 5, 2016 (2:00 p.m. E.D.T.)
Post-PQV Grant Proposal Due Dates	**June 13, 2016 (5:00 p.m. E.D.T.)** *for applicants who have received a final PQV report by April 29, 2016* **Aug. 8, 2016 (5:00 p.m. E.D.T.)** *for applicants who have received a final PQV report after April 29 and by July 1, 2016*
Grant Decisions Published	December 2016

LIST OF APPLICANTS ELIGIBLE TO FILE POST-PQV GRANT RENEWALS

	State	Applicant Number	Applicant Name	Service Area Code
1	AK	902000	Alaska Legal Services Corporation	AK-1, NAK-1
2	CA	805010	Greater Bakersfield Legal Assistance, Inc.	CA-2
3	CA	805080	Legal Aid Foundation of Los Angeles	CA-29
4	DE	308010	Legal Services Corporation of Delaware, Inc.	DE-1
5	FL	610020	Florida Rural Legal Services, Inc.	FL-17, MFL
6	GA	611020	Georgia Legal Services Program	GA-2, MGA
7	IA	516006	Iowa Legal Aid	IA-3, MIA
8	LA	619051	Acadiana Legal Service Corporation	LA-10

	State	Applicant Number	Applicant Name	Service Area Code
9	MD	321016	Legal Aid Bureau, Inc.	MD-1, MDE, MMD
10	MI	423060	Legal Services of Eastern Michigan	MI-14
11	MN	724018	Anishinabe Legal Services, Inc.	NMN-1
12	NY	233070	Nassau/Suffolk Law Services Committee, Inc.	NY-7
13	NY	233160	Legal Services of the Hudson Valley	NY-20
14	OH	436070	Ohio State Legal Services	OH-24
15	PA	339000	Philadelphia Legal Assistance Center	PA-1, MPA
16	PA	339026	Laurel Legal Services, Inc.	PA-5
17	SC	641030	South Carolina Legal Services, Inc.	SC-8, MSC
18	VI	254000	Legal Services of the Virgin Islands, Inc.	VI-1

Renewal applicants that have <u>not</u> had a PQV since January 1, 2014 are required to file a standard grant renewal using the Standard Grant Renewal Instruction available on the Application Documents page at http://www.lsc.gov/grants-grantee-resources/our-grant-programs/basic-field-grant..

APPLICANT INFORMATIONAL SESSION
LSC will conduct an Applicant Informational Session Thursday, May 5, 2016 (2:00 p.m. E.D.T.) to respond to applicants' questions concerning Post-PQV grant renewals. This is a free Webinar conference. It is designed to provide an understanding of the information needed to prepare the 2017 Post-PQV grant renewal application. To register for the conference, go to http://www.lsc.gov/meetings-and-events/calendar/applicant-informational-webinar-post-program-quality-visit-application. Applicants will have an opportunity prior to and during the session to email questions to LSC for response.

PREPARING THE POST-PQV GRANT RENEWAL APPLICATION

GENERAL GUIDELINES
As described above, Post-PQV renewal applicants will not prepare the standard grant renewal narrative. Instead, the Post-PQV grant renewal application requires applicants to: 1) identify the status of the Tier 1 recommendations in the final LSC PQV reports and describe the actions taken or planned in response to each, and 2) describe significant changes or major developments in the delivery system (for each of the Performance Areas) since the PQV ended, and those anticipated during the grant year. The responses to these inquiries combined with the final PQV report take the place of the standard renewal narrative. Post-PQV applicant responses to these inquiries are entered into an online form, which is accessed at https://lscgrants.lsc.gov/. Page 122 illustrates the web form Post-PQV renewal applicants use to respond to these inquiries.

The information from the Post-PQV grant renewal application along with the findings from the final PQV report will be used in determining funding decisions. An applicant's response to a single recommendation in most instances should not exceed one full type-written page; there may be responses that require less than a full page. Applicants are urged to prepare responses using their word processing application and paste that information into the online form. This approach makes available all the advantages of your word processing application in editing your responses.

Responses to recommendations are to be direct and to the point. Provide the detail necessary to notify LSC of the course of action(s) taken and the reason(s) for it. Where the recommendation is not being implemented, in whole or in part, it is in the applicant's interest to fully explain applicant's consideration of the recommendation and to demonstrate that efficient and effective high-quality services will be provided during the grant term.

Some recommendations ask grantees to "consider" a certain course of action rather than to take it. As a practical matter, recommendations should be answered the same way whether they are worded as instructions to implement a course of action or to consider it. A response to a recommendation to "consider" an action that was rejected upon consideration is only sufficient where it demonstrates that the course of action was considered and persuasively explains why it was not pursued.

RESPONDING TO TIER 1 RECOMMENDATIONS

The Post-PQV form requires applicants to use the drop-down menu provided to identify the status of each Tier 1 recommendation. In addition to identifying the status, applicants will use the text box provided to address the actions taken or planned in response to each Tier 1 recommendation.

Applicant's action to date: **The LSC recommendation has been implemented.**
> In the event the recommendation has been fully implemented, applicant should select "has been implemented" from the drop-down menu provided. In the text box, applicant will describe what was done to make it clear that the recommendation was fully implemented. Information describing the impact of having implemented the recommendation and the anticipated outcomes is of interest to LSC and should be included except where the impact and outcomes are evident.

Applicant's action to date: **The LSC recommendation is being implemented.**
> Where the recommendation is being implemented as suggested, applicant should select "is being implemented" from the drop-down menu provided. In the text box, Applicant will describe any aspect of the recommendation that has been completed, what aspect(s) remain to be completed, and why. To the extent necessary, include such details as: a timeline including the tasks to be completed, staff involved, the expected benefits and outcomes, etc.

Applicant's action to date: **The LSC recommendation is being implemented in part or with certain modifications.**
> Where a recommendation is being implemented in part or with modifications, applicant should select "is being implemented in part or with modifications" from the drop-down menu provided. In the text box, applicant will describe the course of action the applicant has taken and the reasons for it. Explain why the recommendation is not being implemented fully. Give the reasons why the partial implementation or modification better suits the needs of the applicant and/or supports more efficient or effective service delivery, or why full implementation is not possible or practical.

Applicant's action to date: **The LSC recommendation is being considered.**
> Where the applicant is still considering how, whether, or to what extent to implement the recommendation, applicant should select "is being considered" from the drop-down menu provided. In the text box, Applicant will address the following in the response:
> - what is under consideration and why?
> - what factors are influencing the decision? If resources are at issue, discuss the costs and any less resource-intensive ways to accomplish the goals of the recommendation
> - when the decision is expected to be made
> - the key persons in the decision making process

Applicant's action to date: **The LSC recommendation is not being implemented.**
> Where a recommendation is not being implemented, applicant should select "is not being implemented" from the drop-down menu provided. In the text box, it is important to explain, in

detail, why that course of action is being taken. If the applicant agrees with the goals of the recommendation but does not have the resources to pursue it at this time, this conclusion should be supported with an explanation of the financial implication and the reason that following the recommendation is not possible or feasible at the present time. If the applicant does not agree with the recommendation, that conclusion should be supported with a thorough explanation as to why the recommendation is not, in the light of all the circumstances, in the best interests of the client community and/or the program and would not lead to more efficient and/or effective service delivery.

ADDRESSING SIGNIFICANT CHANGES OR MAJOR DEVELOPMENTS IN THE DELIVERY SYSTEM

Below, by performance area, are examples of types of significant changes or major developments to report in the Post-PQV grant renewal application that have occurred since the PQV ended, or which are anticipated during the grant year. As noted above, this information, along with the findings from the final PQV report and responses to the Tier 1 recommendations, supplants the standard grant renewal application narrative and will be used in making funding decisions.

Applicants are required to address significant changes or major developments since the PQV ended, and those that are anticipated during the grant year for each of the four performance areas. If there have been no significant changes or major developments since the PQV ended, and none are anticipated during the grant year, state that in one sentence under the appropriate performance area. If there have been significant changes or major developments since the PQV ended, or changes or developments are anticipated during the grant year, provide a thorough discussion of that under the appropriate performance area. Where applicable, the applicant should discuss actions it has taken or plans to take in response to the significant change(s) or major development(s) in the delivery system. Use the examples of significant changes and major developments listed below as a guide. This listing is not intended to be exhaustive. Applicants should address all significant changes to the delivery system and those anticipated during the grant year, even those not included in the list below.

Performance Area One:
- a decision to conduct or postpone a client needs assessment
- change in program priorities
- new emerging needs identified
- strategic planning initiated or concluded
- shifts of 10% or more in resource allocations for cases, other services, or support activities

Performance Area Two
- opening or closing of offices
- change in intake process such as implementing centralized or coordinated intake, launching online intake or decrease/increase of intake hours of 10% or more
- adoption of new Limited English Proficiency Plan

Performance Area Three
- increases or decreases in advocacy staff of 10% or more
- changes in legal work management (implementation of practice groups, adoption of new case management protocols/standards, changes in supervisory structure)
- implementation of new projects (e.g., foreclosure clinics, medical/legal projects, pro bono initiatives)
- new developments in PAI activities (pro bono hotlines, clinics, collaborations with law firms, co-counseling)
- shifts of 20% or more in PAI or Basic Field-General case services

Performance Area Four
- changes in the delivery system or corporate structure
- changes in senior management structure

- disasters and responses to disasters
- increase or decrease in non-LSC funding of 20% or more
- significant changes in technology (e.g., acquisition of phone system or case management system)
- major new partnerships/collaborations (e.g., with other LSC grantees, agencies, state bar, law schools)
- resource development strategies

As noted earlier, the final PQV report along with the applicant's Post-PQV grant renewal application are considered together for the purposes of the Post-PQV grant renewal process.

APPLICATIONS FOR MULTIPLE SERVICE AREAS

Applicants that currently receive LSC funding for multiple service areas will complete a separate Post-PQV renewal application for each service area. Each service area's application will contain only those Tier 1 recommendations that are relevant to that service area.

APPLICATION COMPONENTS

A complete Post-PQV grant renewal application consists of the forms and document uploads listed in the charts below. The charts identify the required document format where applicable. Applicants must submit all grant documents and forms to LSC at https://lscgrants.lsc.gov/. Limit the Post-PQV grant renewal application to items specifically requested in this Post-PQV grant renewal instruction. No other materials will be accepted unless requested by LSC. Applicants may, however, be required to submit additional materials prior to the final award of grant funds.

POST-PQV GRANT RENEWAL FORMS – INSTRUCTIONS AND CHECKLIST

All forms and instructions for preparing forms are available through the online application system at https://lscgrants.lsc.gov/. To access and submit application forms log into https://lscgrants.lsc.gov/, click on the "Submit Post-PQV Renewal Grant Application" link for the desired service area, select the appropriate form, enter the required data, and click the save button after data entry is complete. All forms are required for all Post-PQV grant renewal applicants. All forms must be submitted through the online application system at https://lscgrants.lsc.gov/. Email any questions to the LSC Grants service desk at lscgrants@lsc.gov.

APPLICATION FORM	DESCRIPTION
❑ **PQV form**	Applicants use this form to identify the status of each of the LSC Tier 1 recommendations, to respond to each recommendation, and to describe significant changes or major developments in the delivery system that have occurred since the PQV ended and those that are anticipated during the grant year. See page 3 for instructions.
	Applicants will also respond to Supplementary Inquiries, describing the systems and procedures that ensure compliance and enforcement of LSC's requirements and regulations. In addition, applicants will respond to whether the applicant collects outcomes data for all extended service cases. See page 12 for a preview of this form.
	LSC will assess applicant responses to: a) determine whether applicant demonstrates its ability to meet the LSC Selection Criteria (see 45 C.F.R § 1634.9) and b) remain informed about significant changes and major developments in the delivery system.

APPLICATION FORM	DESCRIPTION
❑ **Project and Subgrant Information**	Applicants applying to inter into subgrant agreements, as defined by 45 C.F.R. Part 1627, will provide subgrant data to LSC using the online application at https://lscgrants.lsc.gov/.
❑ **Budget Forms** D-12, D-14	Budget forms collect projected 2017 revenue and expense information.
❑ **Form G-12**	Form G-12 captures projected expenditures for cases, other services, and supporting activities.
❑ **Forms F-1 and F-2**	These forms capture the name, contact information, and demographic information of each filled board position; the name of the appointing organization; and the relevant experience of each board member. Additionally, applicants that do not currently have a governing/policy body that complies with 45 C.F.R. Part 1607.3 must provide a plan to meet this requirement. See page 9 for more information about the plan.
❑ **Form D-13**	Form D-13 captures information regarding PAI (Private Attorney Involvement) expenses.
❑ **Form K**	Form K captures information about current office technology (hardware and software). *Form K is different from the Technology Plan.*
❑ **Form D-15**	Form D-15 captures projected LSC and non-LSC expenses for carrying out applicant's 2017 Technology Plan. At a minimum this budget should contain entries for: 1) software and hardware acquisition costs; 2) software and hardware maintenance costs; 3) IT staffing costs (internal and/or out-sourced); and 4) staff training costs (for IT staff and to ensure all program staff can effectively use the program's technologies). Additionally, applicants must provide an explanatory note for each line item in the technology budget that exceeds zero. Upload the explanatory notes in a separate document. See the Technology Budget Explanatory Notes for more information.
❑ **Organizational Overview**	The overview is to contain: 1) a concise description of the geographical and cultural characteristics of the applicant's service area(s); 2) a description of the delivery system including the applicant's organizational structure, any subsidiary or affiliate organizations, and the scope of legal services provided; and 3) the delivery methods employed, and the distinctive characteristics of the applicant's organization.
❑ **Accomplishments for Clients**	Describe applicant's three most significant accomplishments for clients in cases or other services within the last twelve months.
❑ **Accomplishments for Clients through PAI**	Describe applicant's three most significant accomplishments for clients in cases or other services through PAI within the last twelve months.

APPLICATION FORM	DESCRIPTION
❏ **Involvement with Justice and Advocacy Community**	Describe applicant's three most significant efforts or examples of active involvement with the judiciary, organized bar, government agencies, social service agencies, academic and research centers, state and national legal advocacy organizations and other organizations that work with or have an impact on the eligible client population, in the past twelve months.
❏ **Accomplishments for Clients with Other Providers**	Describe the three most significant accomplishments for clients in cases or other services within the last twelve months provided in collaboration with other legal services providers. *For applicants that provide limited services.*
❏ **Program Priorities**	Provide information about the applicant's board-approved priorities, goals, strategies and outcomes.
❏ **Fiscal Oversight and Internal Controls**	Applicants must disclose whether they experienced fraud, misappropriation of funds, embezzlement, or theft within the last twenty-four months.

PREPARING THE OVERVIEW OF THE APPLICANT'S ORGANIZATION AND DELIVERY SYSTEM AND THE ORGANIZATION CHART

The overview is to contain: 1) a concise description of the geographical and cultural characteristics of the applicant's service area(s); 2) a description of the delivery system including the applicant's organizational structure, any subsidiary or affiliate organizations, and the scope of legal services provided; and 3) the delivery methods employed, and the distinctive characteristics of the applicant's organization. LSC may use excerpts from the overviews in publications and presentations. The organization chart should depict the components of applicant's organization including, the titles of the management and executive positions responsible for those components, the number of staff positions in each component and any subsidiary or affiliate organizations. Consider the suggestions below in preparing the overview:

Description of the geographical, demographic, and cultural characteristics of the service area. This description should address whether the applicant's service area is either urban or rural or a mix, and explain which counties or cities (or the number of counties or cities) classify it as such. If there have been significant changes, the response might explain what those changes are and how those changes affect the eligible client population of the service area. If there have been no significant changes, the response would indicate this and go on to explain the characteristics that have consistently affected the eligible client population. In describing the distinctive characteristics of the service area it would be helpful to make note of the things such as the service area's poverty, changes in population, area-specific legal issues, or other such characteristics.

Describe applicant's legal service delivery system. This description should address whether the applicant provides a full range of services, including limited as well as extended and contested cases; and a full range of case types. State whether the full range of service covers the entire service area. Applicants that do not provide a full range of service should indicate this and explain methods employed to ensure that a full range of services is provided to the client population. Describe applicant's organizational structure. Include a description of any subsidiaries or other affiliated corporate entities, their relationship to applicant, and their mission and function.

Describe the service delivery methods and distinctive characteristics of the applicant's organization. Briefly describe the service delivery method(s) employed by the Applicant (e.g.,

specialized law units, legal helplines, impact litigation, compensated and pro bono private attorney models, pro se). This description should also include the most distinctive characteristics of the Applicant's organization.

GOVERNING/POLICY BODY REQUIREMENT

LSC recipients are required to have a governing or policy body (board) consistent with the requirements of 45 C.F.R. Part 1607. The regulation is designed to ensure that the recipient's board is qualified to guide the recipient in its efforts to provide high quality legal services and to ensure that the recipient is accountable to its clients.

The regulation makes a distinction between governing and policy boards. A governing board has authority to govern the activities of a recipient receiving funds under 42 U.S.C. § 2996e(a)(1)(A). A policy board is established by a recipient to formulate and enforce policy with respect to the services provided under a grant or contract made under the Act. A policy board must be approved by the President of LSC through a waiver of the governing body regulations.

The regulation requires that the composition of the board be at least one-third eligible clients appointed by appropriate client groups, and at least 60 percent attorneys. The remaining members of the board may be appointed by the grantee's board or selected based on the grantee's policies or bylaws. A majority of the entire board must be McCollum attorneys, i.e., attorneys who are appointed by the bar associations representing a majority of the attorneys in the service area(s). (See 45 C.F.R. § 1607.3)

Compliance with 45 C.F.R. § 1607.3 is determined based on <u>filled board positions</u>. Applicants that currently do not have a board that complies with 45 C.F.R. § 1607.3 are required to submit a plan to meet the requirement along with their grant renewal application. Those applicants will be required to address the following:

1. In consideration of applicant's bylaws, identify the number of vacant:
   - client board positions to be filled in order to be in compliance
   - attorney board positions to be filled in order to be in compliance
   - McCollum attorney board positions to be filled to be in compliance

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

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

POST-PQV GRANT RENEWAL UPLOADS – INSTRUCTIONS AND CHECKLIST

To upload files, log into the online application system at https://lscgrants.lsc.gov/, click on the "Submit Post-PQV Renewal Grant Application" link for the desired service area, and then click the "Uploads" link on the left navigation bar. Click "Select Upload type" at the bottom of the screen to select the type of document to be uploaded. All documents should be uploaded as PDF files.

	UPLOAD DOCUMENT	RFP REFERENCE/ INSTRUCTION
❑	**Organizational Chart**	The organizational chart should depict the components of applicant's organization, the titles of the management and executive positions responsible for those components and the number of staff positions in each component.

	UPLOAD DOCUMENT	RFP REFERENCE/ INSTRUCTION
❑	**2017 Technology Budget Explanatory Notes**	Applicants must provide an explanatory note for each budget line item that exceeds zero. With each explanatory note, include the budgeted expense amount and the budget expense item. The following is a sample explanatory note for "program IT staffing costs." *Program IT Staffing Costs: $120,000 - Applicant requires a total of 1.5 FTE's to manage and coordinate technology planning, acquisition, maintenance, and administration during the grant year.*
❑	**Current Year PAI Plan**	See page 10 for instructions regarding the PAI Plan.
❑	**2017 Technology Plan**	See page 11 for instructions regarding the Technology Plan.
❑	**IRS Form 990**	Submit the applicant's 2015 990 Form filed with IRS
❑	**Certification Form (Form I)**	*This form is submitted in August.* LSC Certification Form (Form I) and LSC Grant Assurances Form (Form C) will be available during the month of August 2016. When these forms are published, LSC will send an email to all applicants informing them of their availability and providing instructions on how to proceed. Applicants will be given adequate time to review Form C and submit Form I. Applicants will not return Form C to LSC.

PREPARING THE CURRENT YEAR PAI PLAN

Applicants are required to upload the current year PAI Plan as a separate PDF file. Applicants are encouraged to review 45 C.F.R. Part 1614 before developing their Private Attorney Involvement (PAI) plan. *The LSC regulation on private attorney involvement, 45 C.F.R. Part 1614, was revised effective November 2014.*

Applicants are required to present their PAI plans to all local bar associations and to summarize responses received.

Include the following information on the title page or header of the PAI plan: applicant name, applicant number, and "Year of PAI Plan." Form D-13 is used to prepare and submit the PAI Budget. See page 6 for more information about Post-PQV grant renewal forms.

At a minimum, applicant's PAI plan must address each of the requirements of 45 C.F.R. § 1614.4. These are threshold requirements and are referenced below. If the PAI plan does not address these threshold requirements, include a supplemental response with the PAI plan that does. Upload applicant's current year PAI Plan (and supplement if necessary) as a single PDF file at https://lscgrants.lsc.gov/. (See upload instructions at page 9)

Pursuant to 45 C.F.R. § 1614.4, applicant's PAI Plan shall:

a. Address the legal needs of eligible clients in the geographical area (service area) served by the Applicant consistent with the Applicant's priorities (see 45 C.F.R. § 1614.4(a)(1)).

b. Describe the mechanisms available for private attorneys, law students, law graduates, or other professionals to participate in applicant's delivery of legal services (see 45 C.F.R. § 1614.6(a)(2)). In the description discuss separately how applicant will involve each category (private attorneys, law students, law graduates, or other professionals) in its work through, for example: full service representation; special projects; hotlines or provision of telephone advice; provision of "live

chat" or other online information or advice; pro se clinics; interpreters with LEP clients; community education; writing pamphlets; co-counseling or otherwise participating in major litigation; transactional work; contributing to websites; technical assistance; mentoring staff; and staff training or other opportunities. State whether the private attorneys, law students, law graduates, or other professionals are participating as pro bono, by contract for reduced fee, or judicare.

c. Discuss how applicant consulted with the client community, law schools, business leaders, private attorneys, and bar associations in the service area in the development of the PAI plan, and the results of those consultations (see 45 C.F.R. § 1614.6(a)(3)).

PREPARING THE 2017 TECHNOLOGY PLAN

LSC requires each Post-PQV grant renewal applicant to upload a 2017 Technology Plan. Include the following information on the title page or header of the Technology Plan: applicant name, applicant number, and "2017 Technology Plan."

LSC encourages applicants to develop and submit a comprehensive plan that addresses applicant's current and planned uses of technology in all facets of its operations, including how the applicant is using and will use technology to innovate and improve its services. At a minimum, the technology plan should address the applicant's use of technology in the following areas: management of client and case data, intake (including online), telephone advice, case management, case supervision, document management, needs assessments, resource development, support for private attorneys, use of websites and other web-based resources, data security, and training. Applicants should consult the Technologies That Should Be in Place in a Legal Aid Office Today document when preparing their plans at http://www.lsc.gov/sites/default/files/TIG/pdfs/LSC-Technology-Baselines-2015.PDF .

Additionally, applicants can review LSC's technology planning resources, including sample technology plans, at http://www.lsc.gov/grants-grantee-resources/grantee-data/grantee-technology.

A 2017 Technology Budget is also required. See the chart on page 7 for more information.

USING THE ONLINE APPLICATION SYSTEM

PQV – Main Form

Instructions

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

Quick Links

- LSC Grants Frequently Asked Questions (FAQ)
- LSC Grants Help

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

Follow the steps below for assistance on this form:

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

Applicant Information

Recipient Number	Service Area
Applicant Organization	Application Cycle

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

Performance Area 1
Performance Area 2
Performance Area 3
Performance Area 4
Supplemental Inquiries

Continue

Post-PQV Performance Area Form
(Performance Area One is shown; each Performance Area will have a comparable form with the Tier 1 Recommendations for that Performance Area.)

Performance Area One

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

Recommendations

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

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

Recommendations

LSC Recommendation

Status of Recommendation*   <None>   ▼

Applicant's response to the recommendation and supporting rationale*

> Status options in the drop-down menu are:
> - implemented
> - being implemented
> - being implemented in part or with certain modifications
> - being considered
> - not being implemented

Significant Changes

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

Save | Save and Continue | Save and Close

SUBGRANTS

As part of the grants process, applicants are required to submit specific information concerning each current and prospective subgrant of LSC Basic Field-General, Basic Field-Migrant and/or Basic Field-Native American grant award funds, as well as each current and prospective subgrant of non-LSC funds if the subgrant involves PAI activities.

All applicants applying to enter into agreements to subgrant basic field grant funds for 2017, as defined by 45 C.F.R. Part 1627, will provide subgrant data to LSC using the subgrant application forms at https://lscgrants.lsc.gov. The deadline for filing Step 1 of the subgrant application is June 1, 2016. The deadline for filing Step 2 of the subgrant application is November 17, 2016 for all applicants applying to enter into agreements to subgrant basic field grants that start on January 1, 2017.

The "Project and Subgrant Information" form is required in addition to the subgrant application noted above. It is not a substitute for that information. Applicants are encouraged to thoroughly review the LSC regulation on subgrants, 45 C.F.R. Part 1627. The LSC Regulations are available at **HTTP://WWW.LSC.GOV/GRANTS-GRANTEE-RESOURCES/GRANTEE-GUIDANCE.**

OBTAINING FURTHER GUIDANCE OR TECHNICAL ASSISTANCE

Assistance available to applicants preparing the Post-PQV grant renewal application:

- LSC Grants Service Desk – lscgrants@lsc.gov

- Grantee Best Practices – http://www.lsc.gov/grants-grantee-resources/resources

- LSC Performance Criteria – – http://www.lsc.gov/media-center/publications/lsc-performance-criteria

- LSC Applicant Informational Session–http://www.lsc.gov/meetings-and-events/calendar/applicant-informational-webinar-post-program-quality-visit-application.

- Submit inquiries pertaining to technical issues, applicant passwords and primary email addresses, using the online application system, and uploading files to techsupport@lsc.gov.

- Contact Glenn Rawdon (grawdon@lsc.gov) if you have any questions regarding the 2017 technology plan or the 2017 technology budget.

- Contact Reginald Haley at haleyr@lsc.gov if you do not receive a response within 48 hours.