

Legal Services Corporation	Technology Initiative Grants
Anishinabe Legal Services, Inc. (724018)	TIG # 14039

Budget Narrative

Budget Item	Amount	Comment
1.A Salaries and Wages - LSC Grant Request	\$20,250	The project has been budgeted to have LSC cover 18 months of costs. Anishinabe would employ a full-time Staff Attorney at an annual salary of \$54,000, with one-quarter of their time devoted to this project. Cost: $\$54,000 \times 1.5 \times .25 = \$20,250$.
1.B Salaries and Wages - Program Project Contributions	\$10,519	This project will be supported by ALS administrative over the 18-month development and implementation period, plus an additional 9 months to provide monitoring and oversight. Wages for these administrative staff will be paid for with Minnesota Legislative funding. Costs estimated are: Administrative Staff Salaries of \$93,500 @ 5% time x 2.25 years (18 + 9 months) = \$10,519.
1.D Salaries and Wages - Funds from NON-LSC Funded Partners	\$7,500	Personnel from Leech Lake and White Earth Indian Reservations will also be providing their time during the 18-month development and implementation phase of the project. It is estimated that 5% of \$50,000 worth of wages will be provided by each reservation over the 18 month period. $\$50,000 \times 5\% \times 1.5 \text{ years} \times 2 \text{ reservations} = \$7,500$.
2.A Fringe Benefits - LSC Grant Request	\$8,468	Based on Anishinabe's employee benefit package currently in place. Required Employer FICA/Medicare match and Workers' Compensation @ 6.2%, 1.45%, and 0.35%, respectively. Health insurance premiums plus costs of running a Health Savings Account (HSA), @ 27.75% of salary. Dental premiums @ 1.78%, SEP-IRA retirement contribution @ 4%, and 50K of term-life insurance @ 0.29% of salary respectively. Total Fringe @ 41.82% of \$20,250 in LSC funded salary for a total cost of: \$8,468.
2.B Fringe Benefits - Program Project Contributions	\$4,399	Exactly the same percentages as listed in 2.A above, with these fringe benefits being funded with Minnesota Legislative Funding, as the salaries in 1.B are being paid with the same. $\$10,519 \times 41.82\% = \$4,399$.
2.D Fringe Benefits - Funds from NON-LSC Funded Partners	\$3,136	Both Leech Lake and White Earth Indian Reservations have fringe benefits whose costs can vary widely, based on the family composition of the employee, i.e. Single coverage vs. Family coverage, which is paid for in most part by their employer. We therefore estimated the same fringe benefit percentages as in the ALS plan, as a guide to what would be donated by the reservations. $\$7,500 \times 41.82\% = \$3,136$.
5.B Telecommunications bandwidth charges - Program Project Contributions	\$400	Costs for specifically funded programs are charged based on the amount of attorney time spent on a project, divided by attorney time spent on all funding sources, times the pooled costs in the general fund for each expense line item, as allowed under 45 CFR 1630.3. \$400 is the estimate of the share of cost for this LSC-TIG project for

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Budget Item	Amount	Comment
		Telecommunications.
8.B Supplies - Program Project Contributions	\$700	Costs for specifically funded programs are charged based on the amount of attorney time spent on a project, divided by attorney time spent on all funding sources, times the pooled costs in the general fund for each expense line item, as allowed under 45 CFR 1630.3. \$700 is the estimate of the share of cost for this LSC-TIG project for Supplies.
9.A Contracts and Subgrants - LSC Grant Request	\$62,000	
11.A Training - LSC Grant Request	\$5,100	8 training events will be held in Leech Lake Indian Reservation, as well as another 8 at White Earth Indian Reservation. An additional training will be held at the Battered Women's Shelter in Bemidji, Minnesota. With travel costs, minimal facility rental costs, snacks/drinks, and materials, each training cost is estimated to average \$300. 17 trainings x \$300 = \$5,100.
12.B Other - Program Project Contributions	\$4,350	Costs for specifically funded programs are charged based on the amount of attorney time spent on a project, divided by attorney time spent on all funding sources, times the pooled costs in the general fund for each expense line item, as allowed under 45 CFR 1630.3. \$650 is the estimate of the share of cost for this LSC-TIG project for Space, \$300 for Library/Online Research, \$350 for property & liability insurance, and \$3,050 for IT, Payroll, and Financial Services as provided by Legal Services of Northwest Minnesota Administrator Gregg Trautwein.

Reporting on Expenditure of Funds

Administrator Gregg Trautwein, CPA, has been providing accounting services to Legal Services of Northwest Minnesota since 1980, and through an agreement with Anishinabe Legal Services (ALS), which began 11 years ago back in 2003. Mr. Trautwein was on the LSC Fiscal Advisory Group that help with revisions to the above referenced accounting guide updated in 2010, so of course is quite familiar with it's requirements.

ALS maintains a fund accounting system, separately tracking and monitoring all revenue and expense line items attributable to each unique funding source. All internal financial statements present the activity of each fund individually, with the public, annual audit reports being presented in this same manner. The chart of accounts have been specifically created to match the LSC fiscal reporting requirements of the LSC Native American funding ALS receives.

ALS uses the Pika database management system, which among other things, allow all staff to contemporaneously track their time, by each unique funding source. Costs that are directly attributable to the project are immediately charged to the project, but for the vast majority of costs, which are held in the General Fund each month, these costs are allocated to the project by the amount of attorney time spent on the project, divided by all attorney time. Allocation by attorney time based on timekeeping records is one of the allowed methods as provided for under 45 CFR 1630.3.

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Statement of Additional Funds

ALS does not anticipate additional project funding.

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Contracts

1. Contract Amount from TIG funds: \$62,000

2. Contractor's project role:

Anishinabe Legal Services would contract with Design Angler, Inc., out of Bemidji, Minnesota. They would provide Research & Development for A2J programming at a cost of \$10,000, programming approximately 45 various forms at a cost of \$40,000, and video production to accompany form explanations at a cost of \$12,000.

ALS does not have an in-house IT position, and program staff does not have the sufficient technological training and expertise to capably perform the necessary IT tasks for successful project implementation.

3. Are you proposing a specific third-party contractor? Yes

Proposed Contractor: Design Angler, Inc. Bemidji, Minnesota

Explanation of contractor selection process:

When ALS began planning this proposed project shortly after the 2014 TIG conference, ALS began researching potential partners for contracted IT services within or nearby our program service area.

ALS started this search by contacting and meeting with Marco, Inc., our program IT provider on contract. ALS was subsequently informed by Marco that they do not work with A2J or HotDocs software. Utilization of the alternative software proposed by Marco would have significantly added to overall project costs.

Further research revealed that there were very few vendor options within or nearby to our client communities. ALS reached out to Design Angler, Inc. to discuss project plans and solicit input as they have significant organizational IT expertise as well as knowledge of ALS. Design Angler and ALS had partnered in the recent past on a technological project proposal to serve low-income community members submitted to the United States Department of Justice.

Design Angler provided technical input during the project planning process, demonstrating capacity to help ALS and our partners from the justice community successfully implement this document assembly replication project. Design Angler further agreed to be the IT partner for the project if approved by LSC. Sole Source justifications, including Design Angler's organizational expertise, knowledge of ALS and prior partnerships, and the lack of dependable vendors within or near our program's service area are fully documented and available for LSC review.

4. Explanation of oversight methods:

25% of a staff attorney's time will be devoted to this project, and with an 18-month project span, not a week will go by that the project won't be worked on and supervised. A tickler system for the project will be set up in our Pika database software to ensure regular, repeated work and follow-up on the project.

Contract performance will be fully monitored by ALS' management team, Board of Directors, and Financial Administrator. ALS Co-Executive Director Cody Nelson will work closely with Design Angler throughout the project term to ensure all contract work is performed capably and within timeframes as pledged. ALS Co-Executive Director Chris Allery and Office Manager Chari LaDuke will assist as needed with monitoring performance. Cody, Chris, and Chari all hold sufficient experience in supervision and management to competently and fully monitor performance. Applicable experience

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includes supervising ALS staff, volunteers, as well as 3rd parties that ALS currently contracts with (i.e. Marco, Inc., our program's IT provider on contract).

ALS Financial Administrator and CPA Gregg Trautwein will provide fiscal oversight over all contract work. Gregg has been ALS' Financial Administrator for over ten (10) years, and has been the Financial Administrator for LSC funded program Legal Services of Northwest Minnesota since 1980. He holds a wealth of experience in fiscal oversight of 3rd party contractors.

The ALS Board of Directors will provide ultimate oversight of contract performance. Reports on contract performance by ALS' management team will be given to the board at each quarterly board meeting, and as with all other program matters, board members will be available between scheduled board meetings as needed if questions or issues arise. ALS board members are dedicated to our mission, very responsive to ALS' management team, and have demonstrated exceedingly high levels of interest in this project as it is certain to provide crucial assistance to low-income community members. ALS management team, Financial Director, and Board of Directors can assure that all contract work will be closely and capably monitored.

5. Legal Content Activities?: No

Legal Content Activities Description:

6. Project Decision Activities?: No

Project Decision Activities Description:

7. Based on LSC's rules and regulations, will this be a subgrant?:No