LSC | America's Partner for Equal Justice
LEGAL SERVICES CORPORATION

Disaster Relief Grant:
Hurricanes Harvey, Irma, and Maria
and the 2017 California Wildfires

NOTICE OF FUNDS
AND
REQUEST FOR APPLICATIONS

for 2018 Grant Funding

Issued: May 4, 2018

Application Submission Deadline

Monday, June 4, 2018

By 11:59 P.M. Eastern Time

Submit Online At: http://lscgrants.lsc.gov

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I. Funding Opportunity Description

The Legal Services Corporation (LSC) issues this **Notice** describing the application and award process for grants to support delivery of legal services related to the consequences of **all cyclone and hurricane stages of Hurricanes Harvey, Irma, and Maria and of the calendar year 2017 California wildfires (2017 Hurricanes and California Wildfires).** These grants will fund necessary expenses for grantees to provide (1) mobile resources, (2) technology, and (3) disaster coordinators for pro bono volunteers, all of which must be necessary to provide storm-related services to LSC-eligible clients in the areas significantly affected by the 2017 Hurricanes and California Wildfires.

LSC strongly encourages LSC grantees to apply for funding through these grants for any activities that meet the grant criteria. For disaster-related needs that are beyond the scope of these grants, LSC grantees may also apply for grants from LSC's Disaster Relief Emergency Grant Program, which is not limited to specific disasters or specific types of activities. LSC has only $2,000,000 available for those Disaster Relief grants. Entities applying to both the 2017 Hurricanes and California Wildfires and LSC's Disaster Relief Emergency Grant Programs should submit those applications at the same time and explain how the activities described in each application relate to each other in addition to the information requested in *Appendices III—Rating Criteria* and *IV—Budget Instructions*.

II. Award Information

A. Total Available Funds

LSC will have approximately $14,250,000 available for 2017 Hurricanes and California Wildfires grants. Grant decisions for these funds will be made in the summer of 2018.

B. Estimated Funds per Grant Award

There is no maximum amount for 2017 Hurricanes and California Wildfires grants that are within the total funding available. LSC recommends submitting applications with budget of at least $500,000.

C. Grant Term

LSC will fund grants for 24-month grant terms. All application materials and budgets must cover the entire grant term. LSC expects to award grants that will commence in summer of 2018, subject to execution of all grant documents.

D. Funding Instrument

The funding mechanism for the 2017 Hurricanes and California Wildfires Program is a grant.

III. <u>LSC Requirements and Eligibility Information</u>

A. LSC Requirements

All grants made pursuant to this solicitation will be subject to the LSC Act of 1974, as amended, LSC's appropriations acts, any other laws affecting LSC funds or LSC grantees, any other LSC laws, rules, regulations, policies, guidelines, instructions, or other directives, both procedural and substantive, including:

- LSC Audit Guide for Recipients and Auditors,
- The Accounting Guide for LSC Recipients (2010 edition), and
- The CSR Handbook (Rev. 2017).

Any new or amended LSC laws, rules, regulations, or guidance that become effective before or during the grant term shall also apply. These LSC requirements, including program letters and other policies and guidelines, are available on LSC's website or by contacting LSC directly.

The 2017 Hurricanes and California Wildfires grants are also subject to the requirements of the Further Additional Supplemental Appropriations for Disaster Relief Requirements Act, 2018, Public Law 115-123, Division B, Subdivision 1, Title II (Feb. 9, 2018). LSC is considered an agency of the United States government for purposes of that act. As a result, LSC and these grants may be subject to some rules and requirements that do not normally apply to LSC funding. LSC will provide further information about those requirements as it becomes available.

The 2017 Hurricanes and California Wildfires grants will be subject to additional grant terms and conditions based on the 2018 *LSC Special Grant Terms and Conditions* available on the LSC website.

B. Eligible Applicants

To be eligible for the 2017 Hurricanes and California Wildfires grants, applicants must be current recipients of LSC Basic Field Grants (LSC Basic Field-General, Basic Field-Agriculture, or Basic Field-Native American).

C. Eligible Areas for Services

Eligible applicants must be providing services in areas significantly affected by the 2017 Hurricanes or California Wildfires. Those areas include all areas covered by Major Disaster Declarations for the 2017 Hurricanes or Wildfires by the Federal Emergency Management Agency (FEMA) (https://www.fema.gov/disasters) and any other areas significantly affected by the cyclone or hurricane phases of the 2017 Hurricanes or by any phase of the 2017 wildfires in California. If your program is not sure if you qualify, please send your question to emergencygrants@lsc.gov.

D. Eligible and Ineligible Activities

2017 Hurricanes and California Wildfires grants must meet the purpose described in Section I, consistent with all LSC requirements and restrictions. This section describes the type of activities that these grants can support.

Please note, funds from these grants cannot be used to pay fees for individuals to represent eligible clients (*e.g.,* judicare fees to private attorneys), regardless of whether such fees would qualify as Private Attorney Involvement fees pursuant to 45 C.F.R. § 1614.7(d). Funds from these grants funds may be used for otherwise permissible reimbursement for actual out-of-pocket costs, court fees, or other case expenses (*e.g.,* actual costs and expenses under 45 C.F.R. § 1614.7(c)).

1. General

Eligible expenses and activities are all reasonable and necessary expenses under 45 C.F.R. Part 1630 for activities to provide (1) mobile resources, (2) technology, or (3) disaster coordinators for pro bono volunteers, all of which must be necessary to provide disaster-related legal services to the LSC-eligible population and only in the areas significantly affected by Hurricanes Harvey, Irma, and Maria and the California Wildfires. Those expenses and activities could include design, oversight, implementation, training, evaluation, revision, documentation, and other activities or grant management involved in the successful provision of any of these disaster-related resources.

Expenses and activities related to technology and mobile resources are **not limited to purchase or development costs.**

> *For example: providing appropriate and effective technology for disaster-related services may include training, evaluation, preparing documentation, distribution, and maintenance. In some cases, replacing or upgrading existing technology may best serve the disaster-related needs.*

Funded activities can include the use of existing resources for disaster relief or the development of new resources.

> *For example: grants can fund the use of existing mobile resources or technology or the replacement or upgrading of existing mobile resources or technology.*

> *For example: 2017 Hurricanes and California Wildfires grant funds could pay for expenses already incurred by a grantee when it immediately expanded phone lines and hired additional staff to handle increased disaster-related call volume.*

These grants can support both resources that are dedicated to these specific disasters and general-purpose resources that are used for these disasters.

> *For example: a grant could support implementation of remote video-conferencing technology that is both necessary for the disaster-relief work and will remain useful beyond the disaster-relief work. Similarly, the most efficient and effective disaster coordination of*

pro bono services may involve funding the grantee's intake and assignment system so that it can identify when a caller has a disaster-related issue and whether a pro bono attorney or paralegal can assist them.

2. Pre-Award Expenses

Grants can support **both expenses and activities occurring during the grant term and pre-award expenses** that otherwise meet all the grant criteria involving responding to the 2017 Hurricanes and Wildfires and are necessary for efficient and timely provision of the any of the three disaster-response resources. Thus, your application can include expenses for otherwise-eligible activities that already incurred or that will occur prior to these grant awards. All costs must still meet LSC requirements, and LSC will provide a procedure for handling prior approvals for already-incurred costs that you did not expect to charge to LSC funds.

For example: immediately after the disaster, a grantee in a significantly affected area assigned staff to coordination of pro bono disaster-response as part of regular pro-bono outreach, case planning, needs assessment, and intake management. The grantee proposes continuing and expanding that work. The grant can fund all the work that meets the grant criteria, including expenses incurred prior to the grant award.

For example: immediately after the disaster, a grantee expanded phone lines and trained additional staff to handle the increased disaster-related call volume. The grant can fund the costs for this use of technology from the beginning of the expansion through the end of the grant term.

3. Technology and Mobile Resources

Technology and mobile resources are often critical to providing timely and cost-effective services. Applications involving technology or mobile resources can propose funding all aspects of leveraging, adapting, and sustaining existing resources as well as developing and implementing new resources to improve delivery of legal services related to the 2017 Hurricanes and California Wildfires. Please also see *Appendix II—Potential Technologies* for more examples of allowable technology activities.

Potential projects might include:

- Developing or enhancing websites that encourage a more centralized disaster response. Website resources could include legal information, volunteer training materials, disaster relief assistance manuals, and other disaster relief information.
- Enhancing phone systems to better direct those in need of assistance and support a more centralized disaster response.
- Adopting web-based virtual law offices that allow recipients to deliver services through a secure online portal.

- Purchasing, installing, and maintaining equipment needed for those resources such as generators, portable power supplies, and communications equipment for areas without reliable phone or internet connections.
- Replacing mobile or other equipment that was lost because of the disaster.
- Utilizing tools that enhance the mobility of pro bono attorneys and legal services staff, such as laptops and tablets, mobile internet service, and mobile scanners and printers.
- Transporting or deploying technologies or mobile resources, especially for reaching clients in remote areas.
- Providing language access services such as remote translation and interpretation services.
- Expanding phone lines and related costs for training and management to handle the increased disaster-related call volume.

4. <u>Disaster Coordinators for Pro Bono Volunteers</u>

The Disaster Coordination category involves the coordination of pro bono volunteers. Pro Bono attorneys, volunteers, and other donations provide vital resources for addressing unexpected and often dispersed disaster-related legal needs. Often, after a disaster, the outpouring of support can overwhelm the programs providing assistance who need staff to manage, train, and track volunteers. Disaster coordinators enable grantees to manage the surge in both need and support. Depending on the structure of the grantee, providing disaster coordinators might involve creating new positions or enhancing the duties of existing positions.

Considerations for the Disaster Coordinators:

- Coordinators should be full or part-time employees with the experience and knowledge to coordinate with the legal services, pro bono, stakeholder, and client communities.
- Coordinators should collaborate extensively with other providers and stakeholders to maximize the effectiveness of the pro bono resources serving the LSC client population.
- The coordinators should not duplicate efforts that already exist but enhance the coordination of those efforts and make good use of all the available resources, including volunteer lawyers and law students.
- The coordinators may serve in a program-wide, state-wide, or regional capacity.

Potential duties of disaster coordinators could include:

- Supervising duties including supervision of other coordinators.
- Assisting and leading client outreach efforts and client engagement.
- Recruiting volunteers such as pro bono attorneys, paralegals, translators, law students, and other non-legal volunteers.
- Scheduling, setting up, and managing clinics and other pro bono efforts.
- Conducting intake, making and tracking referrals, and conducting client case management.

- Providing training and creating disaster-related resource materials for potential clients, attorneys, and other volunteers.
- Helping clients and pro bono attorneys navigate the client-attorney matching process; conducting case follow up with the volunteers and arranging for knowledgeable attorneys to supervise and respond to questions from volunteers.
- Overseeing, supervising, and supporting pro bono attorneys and staff attorneys on case matters.

IV. Application and Submission Information

A. Submission in LSC Grants Online System

Applicants must submit applications electronically via the LSC Grants online system. LSC will not accept applications or portions of applications by email or physical delivery. The online application for the 2017 Hurricanes and California Wildfires grants will be available in May 2018. It will be accessible through the homepage after Applicants log into the system.

LSC will provide confirmation via email upon submission of each completed application. Please keep this email as verification that an application was submitted and received. If you do not receive a confirmation email, then please inquire about the status of your application at emergencygrants@lsc.gov and copy Martin Costello at costellom@lsc.gov on any correspondence.

B. Application Deadline in LSC Grants Online System

Applications for the 2017 Hurricanes and California Wildfires grant program are due no later than **11:59 P.M. Eastern Time, June 4, 2018,** in the LSC Grants online system.

C. Late or Incomplete Applications

LSC may consider an application after the deadline, but only if the Applicant has submitted an email to emergencygrants@lsc.gov and Martin Costello, costellom@lsc.gov, **prior** to the applicable deadline, explaining the circumstances that caused the delay. Communication with other LSC staff, including assigned Program Liaisons, is not a substitute for sending an explanatory email to emergencygrants@lsc.gov and copy costellom@lsc.gov. At its discretion, LSC may consider incomplete applications. LSC will determine the admissibility of late or incomplete applications on a case-by-case basis.

D. Required Application Components

Completed applications for 2017 Hurricanes and California Wildfires grants must have the following components submitted in the LSC Grants online system:

1. 2017 Hurricanes and California Wildfires Application Form
2. Narrative: Uploaded Word document (See *Appendix III*)

3. Budget Form
4. Budget Detail: Uploaded Excel spreadsheet (see *Appendices IV and V*)
5. Subgrant Form(s): Uploaded document (see *Appendix VI)*
6. Contract Form(s), Uploaded document (see *Appendix VII*)
7. Resumes of Key Staff, Position Description for Proposed New Position(s),
8. Supporting Documentation: Uploaded documents

E. Narrative Questions and Reviewer Guidance

Applicants for 2017 Hurricanes and California Wildfires grants must provide a *Narrative* that responds to questions about the criteria. Please be sure to answer all questions completely. Applicants who fail to answer a question completely may be subject to scoring penalties. The application *Narrative* will be submitted to LSC as a single document in the Applicant's LSC Grants online application.

The questions for narratives and the guidance provided to application reviewers about 2017 Hurricanes and California Wildfires criteria can be found at *Appendix III: 2017 Hurricanes and California Wildfires Grant Questions and Reviewer Rating Criteria*.

F. Page Limits and Formatting Requirements for Narrative

The total page limit for the *Narrative* portion of the 2017 Hurricanes and California Wildfires application is 20 double-spaced pages with one-inch margins, using Times New Roman 12-point font, which approximates 10,000 words or 60,000 characters not including spaces in a standard word processing document.

All pages in the *Narrative* must be numbered. The *Narrative* page limits above do not include the *Budget Form, Budget Detail,* and *Appendices*. In the application *Narrative*, please include the question number and underlined question heading only. Please see preferred formatting template. Applicants who do not follow the above formatting requirements for the *Narrative* submission may be subject to scoring penalties.

G. Application Appendices and Supporting Documentation

In addition to the *Narrative*, Applicants must submit the following appendices through LSC Grants online system:

- Résumés of key staff responsible for the proposed project, including key staff from partner organizations.
- If the Applicant proposes to hire new staff under the grant, the position description(s) for the proposed position(s) including both minimum qualifications and preferred qualifications.

Applicants may also include up to 30 total pages of supplemental material to support the project proposal. Supporting Documentation can include:

- Letters of commitment to the project from all key partners whose participation is necessary for project completion;
- Documents such as maps, relevant data, and statistical information;
- Letters of support from partners and community stakeholders;
- Information on past projects; and
- Credentials of partners and other entities involved in the project.

Uploads are limited to file extension types of .doc, .docx, .xls, .xlsx, .pdf, and .rtf. Any portion of the application that exceeds the specified page limits will not be reviewed.

Please **submit** all letters of support or commitment **through the LSC Grants online system** addressed to: **James J. Sandman, President, Legal Services Corporation**. Please do not send these letters separately to LSC. Letters and other supporting documentation that are **submitted late or not submitted in the LSC Grants online system by the application deadline will not be considered** as part of the application submission.

V. Review and Selection Process

A. Review and Selection Process

LSC uses a multi-stage review process to review and assess 2017 Hurricanes and California Wildfires Grant applications. Reviewers read, assess, score, discuss, and provide feedback on each eligible application. The results of the review are compiled and analyzed and used to inform LSC's subsequent decision-making process.

B. Rating Criteria

Rating criteria are the factors that tell Applicants how reviewers will assess the merits of an application in the context of the goals and requirements of this grant program and each grant category. Reviewers are required to assess an application based on the Applicant's responses to each of the questions in *Appendix III—Questions and Reviewer Rating Criteria*.

C. Reviewer Rating System

The application quality rating system for 2017 Hurricanes and California Wildfires grants is based on rating descriptions and scoring rubric provided to Disaster staff and LSC staff reviewers. Reviewers must support their rating in comments and with numerical scores. Reviewers cite each application's significant strengths and/or weaknesses, in addition to providing an assessment that captures the quality of the total application.

The ratings include four categories: Excellent, Good, Acceptable, and Not Acceptable. Reviewers decide which rating is the best overall fit in characterizing how the application addresses the criterion being evaluated. The following chart details the definitions provided to reviewers to assist with their ratings of applications.

Rating	Description
Excellent	High quality response, addressing all elements of the selection criteria and exceeding the requirements in almost all instances. Identified strengths are substantial with no weaknesses or additional questions identified. Any identified weakness has minimal effect on the overall quality of the response.
Good	Quality response, addressing all or most elements of the criteria and exceeding requirements in some instances. Identified strengths are substantial and identified weaknesses or additional questions are minimal in quantity and effect on the overall quality of the response.
Acceptable	Adequate response, addressing some of the elements of the selection criteria. Strengths and weaknesses are identified that may balance each other in significance. Overall quality of response is satisfactory, with several important areas for improvement.
Not Acceptable	Very weak response, neglecting to address many of the elements of the criteria and failing to meet the requirements in most instances. Identified weaknesses hold significant weight, overshadowing the identified strengths. Overall quality of response is inadequate, with significant flaws in key elements.

D. Anticipated Announcement and Award Dates

LSC will announce the results of this competition in **August 2018**. Successful Applicants will receive an official notification that their application was selected for an award. This notification is not an authorization to begin grant activities. Applicants that require pre-approval under 45 C.F.R. §§ 1627, 1630, or 1631 should work with Disaster staff upon notification of funding to initiate the approval process with LSC's Office of Compliance and Enforcement.

LSC will provide each successful Applicant with a *Grant Award* package containing the terms and conditions for the grant. The grant commences on the date specified in the award package after both LSC and the grantee execute all the grant documents. Grantees whose applications were not selected for funding will also receive notification.

VI. Award Administration Information

A. Award Conditions

1. Activities Prior to Award or Negotiated Starting Dates

Grants can support pre-award expenses that otherwise meet all the grant criteria involving responding to the 2017 Hurricanes and California Wildfires and are necessary for efficient and timely provision of the any of the three disaster-response resources. The grant application must specifically identify pre-award costs that are included in the budget and the available documentation for those expenses. For any pre-award costs that LSC allows in the budget, the grant award will include specific approval to charge those costs to the grant, subject to all applicable costs standards and documentation. No pre-award costs can be charged to the grant without written LSC approval. LSC will provide a process for approvals of pre-award expenses that normally require prior approval, but that the grantee had not originally expected to charge to LSC funds.

2. No Credit Towards 12.5% Private Attorney Involvement Requirement

LSC requires that LSC grantees spend an amount equivalent to 12.5 percent of their annualized basic field award to involve private attorneys and others in the delivery of legal assistance to eligible clients. See 45 C.F.R. § 1614.2(a). Funds from 2017 Hurricanes and California Wildfires grant awards do not count towards this requirement, even if used for activities that otherwise meet the Part 1614 criteria. This prohibition applies only to the funds provided in this grant. It does not apply to any other funds used for costs and expenses that meet the Part 1614 criteria, regardless of whether they involve activities described as part of an application for this grant.

3. No Obligation for Future Funding

If an application is selected for funding, LSC has no obligation to provide any additional or 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.

4. 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.

5. Application of Federal Law on the Use of Federal Funds

Applicant agrees that as a grantee it will be subject to all provisions of Federal law relating to the proper use of Federal funds. It understands that if it violates any of the Federal laws on the list, it may be subject to the summary termination of its LSC grant as authorized by Pub. L. 104-193, Tit. V., § 504(a)(19). It represents that it has informed employees and board members of the Federal laws and their consequences both to the recipient and to themselves as individuals as required by 45 C.F.R. § 1640.3. It will also notify any subgrantees about the applicability of these laws and obtain the subgrantees consent to their application.

6. Waiver Authority

Under extraordinary circumstances and when it is in the interest of the eligible client community, LSC, upon its own initiative or when requested, may waive provisions in these *Instructions* at its sole discretion. Waivers may be granted only for requirements that are discretionary and not mandated by statute or regulation. Waiver requests must be submitted by email to emergencygrants@lsc.gov and must set forth the extraordinary circumstances for the request.

7. Freedom of Information Act

LSC may receive requests for copies of applications submitted to it. 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."

8. Conflicts of Interest

Consistent with Applicant's written conflict of interest policy (which is required under the Basic Field Grant Terms and Conditions), all Applicants are expected to perform a conflicts check for all individuals, employees, partner organizations, companies, contractors, vendors, etc., who will be involved in performing your 2017 Hurricanes and California Wildfires grant and must develop a plan for addressing any perceived or actual conflicts discovered.

B. Reporting Requirements and Performance Measures

2017 Hurricanes and California Wildfires grantees will be required to use performance measures to assess the progress of their projects. Grantees should expect to work with LSC to finalize the expected performance measures they will use, which may include some standardized measures and surveys that are related to the LSC's key goals for the 2017 Hurricanes and California Wildfires.

If the grant is awarded, the grant goals, objectives, and milestones will be agreed upon by LSC and the grantee and documented in a Project Plan that becomes part of the grant award package. Interim payments will be made based on narrative reports, documents and other resources developed through the grant, and meetings with LSC staff that show progress toward achieving project goals and objectives. The final payment will be made after the final report and final financial report is submitted and approved for the grant closeout.

C. Payment Schedule and Continued Funding

Applicants who are selected for funding should plan to receive an initial grant payment in summer 2018, and subsequent fixed payments scheduled for each six months of the grant term afterwards. Initial payments will be made after the Project Plan for the grant is approved. Following the initial payment, periodic payments will be scheduled at six-month intervals contingent on sufficient and timely progress and financial reporting. The final payment will be available upon approval of the project final report and final financial report. Please note that payments may be withheld because of insufficient progress or late reporting.

Continued funding is contingent on satisfactory progress and compliance. For all projects, grantees must demonstrate satisfactory performance with respect to key program goals and requirements in their reports, as well as compliance with the terms and conditions of the grant to ensure continued funding. A decision by LSC to withhold a payment will not constitute a suspension, termination, lesser reduction of funding, or disallowed cost under the LSC regulations.

D. *Subgrants and Procurements Using LSC Funds or LSC-Funded Property or Services*

LSC encourages collaborations between LSC grantees and other partner organizations that strengthen disaster legal services delivery systems, avoid duplication of services, and expand services to clients. For many projects, grantees may plan to provide to other entities LSC funds or in-kind LSC-funded property or services. Grantees must follow LSC's subgrant and procurement rules for these arrangements, including ensuring that subgrantees understand and comply with applicable LSC requirements, which may also apply to the subgrantee's non-LSC funds. LSC's program integrity rules require "objective integrity and independence" between each LSC grantee and any entity engaging in LSC-restricted activities, including consideration of collaborations in 2017 Hurricanes and California Wildfires grants. 45 C.F.R. § 1610.7.

1. Subgrant or Procurement

Subgrants are governed by 45 C.F.R Part 1627. Procurements are governed by 45 C.F.R. Parts 1630 and 1631. LSC recently revised these regulations. For guidance on distinguishing a subgrant from a procurement, please see the following sections and the discussion and examples in the preamble to Part 1627. Applicants should carefully review the rule before submitting proposals that include providing LSC funds or LSC-funded property or services to other entities.

- 45 C.F.R. Part 1631, Subpart A—General Provisions and Subpart B—Procurement Policies and Procedures
- 45 C.F.R. Part 1627, § 1627.2—Definitions and § 1627.3—Characteristics of Subgrants
- 45 C.F.R. Part 1627, Preamble to Final Rule, Subgrants Examples, 82 Fed. Reg. 10,276; 10,276–77 (Feb. 10, 2017)

2. LSC Restrictions Applicable to Subgrantees

The general rule under 45 C.F.R. § 1627.5 is that both the LSC and non-LSC funds of the subgrantee are subject to the "entity" restrictions listed in 45 C.F.R. § 1610.2(b). 45 C.F.R. Parts 1610 and 1627, *see also* LSC Restrictions and Other Funding Sources on www.lsc.gov. There are exceptions for the subgrantee's non-LSC funds that apply to subgrants "for the *sole purpose* of funding private attorney involvement activities (PAI) pursuant to 45 CFR part 1614" or to specific types of in-kind subgrants limited to pro bono, reduced fee, or Part 1614 PAI activities. 45 C.F.R. §1627.5(d).

Although funds from 2017 Hurricanes and California Wildfires are not eligible for allocation to a grantee's 12.5% PAI requirement under Part 1614, those funds may qualify for the section 1627.5(d) exception if they would otherwise meet all requirements of that exception in Parts 1614 and 1627.

3. Prior Approval Process for Subgrants

LSC requires prior approval for subgrants at or above $20,000. 45 C.F.R. § 1627.4(a). Considering the emergency nature of the 2017 Hurricanes and California Wildfires grants, applicants may submit applications to subgrant these funds in advance of receiving a grant award notification. Applicants may also submit their subgrant applications after receiving notification of the grant award. 45 C.F.R. § 1627.4(b)(2)(i).

Pursuant to 45 C.F.R. § 1627.4(b), detailed applications instructions to subgrant 2017 Hurricanes and California Wildfires grant funds will be issued in the Federal Register and be available on the "How to Apply for a Subgrant" page of LSC's website in May.

4. Procurement Contracts

Procurement contracts using 2017 Hurricanes and California Wildfires funds are subject to the contracting requirements set out below, in addition to the cost standards and prior approval requirements of 45 C.F.R. Parts 1630 and 1631 and all other LSC requirements. *See* the *Eligible Costs* section of *Appendix V: Budget Instructions* and the Fundamental Criteria of an Accounting and Financial Reporting System section of the LSC Accounting Guide.

After receiving a 2017 Hurricanes and California Wildfires grant, you must obtain LSC approval before: (a) using any of these funds to purchase real estate; or (b) using more than $25,000 of these funds on the purchase or lease of personal property, a contract for services, or any capital improvements. 45 C.F.R. §§ 1630.6 and 1631.8. The award of a grant does not constitute a prior approval for procurements. Consistent with Applicant's written procurement policy, the Applicant must obtain best value – the most advantageous balance of price, quality, and performance – and seek to minimize fraud, waste, and abuse, when purchasing products and services with grant funds. Best value is typically achieved through transparent and objective competition.

For all procurements, you must:

- Maintain all purchase-related records for LSC's review, including: solicitation documents and resulting quotes or sole-source justification; vendor selection justification; management approval of sole-source or vendor selection justification; signed contracts or invoices; and all payments, adjustments, and credits; and
- Manage the engagement and ensure that vendors perform as contractually required (e.g., meet all milestones and deadlines, stay on budget/time; deliver satisfactory work products).

Administrative Plans for Subgrants or Procurements: LSC requires administrative plans for grants where significant portions of the project management are contracted out to third parties. This might occur if the grant proposes a technology-based project management contract or a project management contract to a significant partner and is not intended to apply where the contracts are primarily for hardware, software, or technical development work. Applicants planning to contract project management services will be asked to work with LSC staff to submit and have approved by LSC an administrative plan that clearly outlines the grantee's duties and responsibilities for financial oversight and audits, project management, contract coordination, evaluation, and reporting. When the grantee is receiving part of the grant as a fee for this administration, the plan will detail who will exercise these duties for the grantee and how the fee was calculated.

VII. LSC Contacts

These *Instructions* will available online on the LSC disaster website.

For more information, technical issues with LSC Grants, please send an email to emergencygrants@lsc.gov. To reach a member of the Disaster team, please send an email to polyakovaa@lsc.gov.

VIII. Technical Assistance

LSC will schedule feedback calls and host a technical assistance webinar to answer questions about the funding opportunity, compliance, and regulatory issues, and the overall application process. LSC strongly encourages all Applicants to participate in these sessions. LSC staff will also be available to provide feedback to Applicants about their grant applications on an ongoing basis until the application deadline. The schedule of webinars and calls will be sent to LSC grantees via email.

APPENDIX I: Disaster Grant Categories At-A-Glance

	2017 Hurricanes and CA Wildfires Grants	LSC Emergency Relief Grants
Eligibility and Grant Terms		
Limited to areas significantly affected by the 2017 Calif. wildfires or the hurricane or cyclone stages of Hurricanes Harvey, Maria, or Irma	●	
Available to programs significantly impacted by Hurricanes Harvey, Maria, Irma, and the 2017 CA wildfires	●	●
24-month grant term	●	●
Submission Requirements		
Submit complete application in LSC Grants online system	●	●
Application Deadline: June 6, 11:59 PM EST (Deadline for LSC Emergency Grant only applies to programs applying for both disaster grants)	●	●
Application Form in LSC Grants online system	●	●
Narrative Response, 20-page, double spaced maximum (Upload)	●	
Narrative Response, 10-page, double spaced maximum (Upload)		●
Budget Form in LSC Grants online system	●	●
Budget Detail (Upload Excel)	●	●
Subgrant Form (Upload)	●	N/A
Contract Forms (Upload)	●	N/A
Resumes of Key Staff, Position Description for any proposed New Project Position (Upload)	●	●
Up to 30 pages of supplemental materials to support proposal (Upload)	●	●
Programming Focus		
Pre-award costs allowable with approval	●	
Funds can be used for direct legal services by grantee staff.		●
Funds can be used for mobile resources	●	
Funds can be used for technology improvements	●	
Disaster coordinators for pro bono volunteers	●	

APPENDIX II: Potential Technologies for 2018 Disaster Response

The following are examples of technologies that might be used to provide services in Grant Category 1. LSC has included some legal services community contacts that can provide further information on each of these ideas/technologies. Many concepts can be combined or adapted into larger technology-focused initiatives that provide legal assistance to disaster survivors.

Additional project ideas are available on the Replicable Projects Page of the TIG website: http://tig.lsc.gov/grants/who-qualifies/final-report-samples-replicable-projects.

A. Enhancing Web Resources, Mobile Technology, and Document Assembly

Development or enhancement of websites could encourage a more centralized and efficient disaster response across the service area. Website resources could include legal information, volunteer training materials, disaster relief assistance manuals, and other disaster relief information. Sites should support the growing number of mobile device users and, where applicable, utilize existing legal services tools such as document assembly and live chat. Organizations should also create websites and resources that meet users' needs and work with developers and designers that keep user experience in mind. LSC's Statewide Website Assessment -- https://webassessment.lsc.gov/ -- provides detailed guidelines for developing legal websites that offer a high-quality user experience. The following section discusses project ideas focused on websites or other web-based resources.

Specialized Homepages - LawHelp New York hosts a statewide website for clients seeking legal information and assistance. It added functionality to its site to create customized homepages for specific groups or legal issues, such as users facing a debt collection suit. (See https://www.lawhelpny.org/consumer.) These pages still connect users to the statewide website, but provide specialized information and resources that are relevant to visitors on the custom homepage. A similar site could be set up in states to help disaster survivors, or this concept could be applied to improve the overall web presence of disaster-impacted programs.

Another subsite example comes from Legal Aid of Nebraska's Disaster Relief Project. This specialized site captures all the program's disaster response resources but also connects users to the statewide website, online intake, and phone-based legal assistance. See: http://disaster.legalaidofnebraska.com/

Contact: Quisquella Addison, LawHelp NY Website Manager, (212)382-4712; qaddison@nylawhelp.org; Alex Clark; 402-348-1069 aclark@legalaidofnebraska.org.

Pro Bono Websites - Programs may want to look at the content and features developed on the TIG-funded MassProBono website, a portal that enhances the delivery of pro bono legal services to people of limited means in Massachusetts. The site supports and encourages pro bono work, matching volunteers across the state with a wide variety of opportunities that fit their interests, location, and schedules. The centerpiece of the site, the Pro Bono Opportunities Guide, builds on the Boston Bar Association's pro bono catalog and incorporates interactive functions to create a robust new tool to promote pro bono engagement. The project team also designed the site to enhance mobile access to pro bono resources. Another TIG-funded initiative in Minnesota on www.projusticemn.org has brought pro bono guides and checklists to mobile devices so that they are available on-demand for attorneys assisting clients.

Contact: Barbara L. Siegel, VLP Deputy Director, Volunteer Lawyers Project; 857-320-6447; BSiegel@vlpnet.org; Jennifer Singleton, Minnesota State Support, 651-842-6904, jsingleton@mnlegalservices.org

Self-Help Centers - ILAO has helped set up self-centers in every county in the state. These centers are often staffed by volunteers and help individuals find legal information using electronic resources. In Illinois, clients do not receive legal advice at self-help centers, but they could be set up to provide more robust support. The self-help centers also serve as a gateway to the state's network of legal services providers.

Contact: Gwen Daniels or Teri Ross, 312.977.9047, gdaniels@illinoislegalaid.org or tross@illinoislegalaid.org

Mobile Technology – Past projects have developed mobile apps for legal aid and pro bono, but sustainability of mobile apps is challenging, as they require constant maintenance and upgrades to work with corresponding updates to mobile operating systems. Programs interested in mobile apps may want to focus on mobile responsive websites or hybrid mobile apps. Responsive design is the concept of making content viewable on all devices ranging from small smartphones to large desktop computers through one website. Legal Services of Northern Virginia is developing a Legal Case Navigator tool using a mobile-friendly hybrid web app design that will allow a user the ability to access and navigate the court process for his or her legal case. (See also the examples under Pro Bono Websites above.)

Contact: Abhijeet Chavan, chavan@urbaninsight.com; Gwen Daniels, Illinois Legal Aid Online, gdaniels@illinoislegalaid.org or Raquel Bonilla, Legal Services of Northern Virginia, rbonilla@lsnv.org.

Document Assembly – Michigan, New York, Illinois, California, Maine, and many other states have developed document assembly interviews to enhance the legal document preparation process for pro bono attorneys, legal aid advocates, and self-represented litigants. If there are documents that any of these groups will need to produce routinely when doing disaster response work, they should likely be automated. The LawHelp Interactive infrastructure -- https://lawhelpinteractive.org/ -- is one of the TIG program's biggest successes. Grantees might also want to consider using non-attorney volunteers (such as law students) as navigators who could help pro se users utilize these resources.

Contact: Pro Bono Net is the community's national partner on document assembly and can be reached through http://www.probono.net/dasupport/.

Document Assembly to Facilitate Pro Bono - Community Legal Aid Services (CLAS) in Ohio is using automated court forms in clinics so that pro bono attorneys and staff can more easily draft wills for clients. Normally, these types of cases aren't considered high priority for CLAS and wouldn't be handled; however, CLAS is able to provide the service because of volunteer attorneys and the ease of producing the documents through the HotDocs program provided through LawHelp Interactive. This sort of model could be applicable to disaster response work. CLAS is also making good use of their case management system to more effectively refer clients to pro bono attorneys and is beginning to track outcomes from pro bono cases.

Legal Aid Services of Oklahoma used a feature of LawHelp Interactive called LHI Connect to enable pro bono attorneys to review and advise clients on doing their own expungements. The program created a "Guide Me" resource module that included instructions, qualification questions, and an automated interview to create court forms. The automated forms featured a specialized workflow that lets pro bono attorneys review forms once they are assembled so that attorneys can advise users and suggest edits. This model could empower disaster survivors to complete their own drafts of court forms while allowing attorneys to quickly review them for accuracy and provide targeted coaching to ensure more successful outcomes.

Closing the Gap is a project funded by an LSC's Pro Bono Innovation Fund grant to the Legal Aid Society of Northeastern New York. Closing the Gap links urban volunteer lawyers with rural clients through remote assistance technology and collaboration tools, including real time video, remote document sharing, and remote generation of pro se pleadings through LawHelp Interactive. By using attorneys concentrated in metropolitan areas, CTG unlocks a larger pool of assistance than is otherwise available in rural regions and lowers the overall cost of delivering services to communities that are traditionally difficult to reach.

Contact: Steven McGarrity, Associate Director, Community Legal Aid Services (CLAS - OH), 330.983.2518, smcgarrity@communitylegalaid.org; Margaret Hamlett, Margaret.Hamlett@laok.org. Lillian Moi, Executive Director, lmoy@lasnny.org.

Social Media - An effective social media presence on services such as Twitter and Facebook is an important part of a disaster response. Georgia Legal Services program actively used these services when responding to disasters that affected its state. There are several other examples of organizations making effective use of social media, including for disaster response:

- Texas Rio Grande Legal Aid: https://www.facebook.com/TRLegalAid
- Hawaii: https://www.facebook.com/legalaidhawaii
- Montana: https://www.facebook.com/Montana-Legal-Services-Association-117045447823/?ref=ts
- Lone Star: https://www.facebook.com/LoneStarLegalAid

Contact: Mike Monahan, Georgia Pro Bono Project, 404.527.8762, mike@gabar.org, Saundra Brown, Lone Star Legal Aid, sbrown@lonestarlegal.org.

B. Case Management System Enhancements and Virtual Law Offices

Several case management system enhancements could be used in disaster response. Both the TIG program and the LSC's special Superstorm Sandy grant fund have supported pilot projects that integrate the CMS with enterprise volunteer management solutions and with mobile tools such as text messaging. Tools such as an automated pro bono placement system within the CMS could more effectively promote opportunities and streamline the process of accepting a case. Some case management systems already have robust pro bono management modules, and funding could support the implementation and strengthening of these tools. Beyond email outreach to pro bono attorneys, automated social media postings that target volunteer attorneys might also make sense.

LSNYC Pro Bono Platform and CMS Enhancements - In response to Superstorm Sandy, LSNYC used special grant funds to improve its management tools targeted to individual volunteer attorneys and law students. This was done through online software built on the Salesforce platform and integrated with the New York's popular pro bono statewide website. Major components of this effort included creating a uniform online application process for all individual LSNYC volunteers (i.e., those not volunteering on behalf of law firms and corporations), while also adding new functionality to the Probono.net-managed platform. The platform allows LSNYC to better manage individual volunteers through Salesforce by identifying areas of interest and expertise and better tracking work done for the program. It also makes it easy to add pro bono applicants to a sophisticated volunteer management system. The system reduces the administrative burden of processing individual volunteer applications, leaving organizations more time to connect attorneys to meaningful pro bono engagements.

Hundreds of New York attorneys have submitted volunteer applications through Salesforce, and LSNYC mobilized some of these volunteers in its Sandy response. LSNYC was able to channel volunteers to its Sandy personnel quickly, and to interact in a much more efficient manner with volunteers themselves thanks to the new platform. The efficiencies gained through these enhancements will greatly benefit pro bono coordination in the event of another disaster. The tool gives LSNYC the ability to mobilize not just hundreds, but many thousands of volunteers for disaster relief efforts.

Legal Server: LSNYC also developed functionality in Legal Server to allow the organization to better manage pro bono work, particularly engagements involving larger law firms or corporate legal departments. Disaster-response pro bono assignments can be assigned to law firms or legal departments directly, rather than just to individual lawyers. Additional pro bono focused enhancements included:

- Time can now be kept on behalf of a firm or company. This addresses the reality that law firm and corporate volunteers do not provide their time on each case but are usually willing to provide a total for donated time at the end of each year. This data is crucial for monitoring the pro bono work of a particular firm and its trends.

- The organizational assignment tool connects a firm or company's pro bono cases in LegalServer, so a simple click on a law firm or corporation's name shows all cases assigned to that organization.
- A pro bono dashboard tracks outstanding pro bono requests, along with key information related to each case.
- The pro bono assistance request tool allows attorneys and managers throughout LSNYC to conveniently request pro bono assistance. When the request is made, an email is automatically sent to the pro bono department, and the case shows up in the pro bono dashboard as an outstanding request.

Contact: Adam Heintz; Director of Pro Bono Services, Legal Services NYC, 646.442.3582; aheintz@lsnyc.org

Pro Bono Placement and Special CMS Access - In Georgia, programs have set up Legal Server as a statewide CMS -- the system can hold cases in an independent set-up of Legal Server that can then push cases to different partner programs (including pro bono programs) around the state. TIG funding helped with several enhancements to the CMS's pro bono tools. For instance, programs can build content targeted to pro bono attorneys into the CMS based on the problem code of a particular case. That way, an attorney who may be providing assistance on a case outside his/her usual practice area can access manuals and other trainings resources. Systems such as Legal Server allow pro bono attorneys to have limited access to the CMS in order to manage their cases effectively. In Georgia, the volunteer lawyers see client info, documents, and training materials and manuals when they pick up a case in the system.

Contact: Mike Monahan Georgia Pro Bono Project, 404.527.8762, mike@gabar.org.

Integrating SMS with the Case Management System – Because of this integration, Montana Legal Services Association can now send text messages to its clients from its case management system, LegalServer, and receive texts from clients into LegalServer. Advocacy and intake staff can now send short text messages to confirm and remind clients of upcoming appointments, request copies of documents or completion of digital forms, provide links to information such as that on MontanaLawHelp.org, and inform them of significant events happening in their case. Benefits included:

- Reduced time to set up appointments. All but one staff survey respondent said that the ability to text applicants and clients reduced the time needed to set up appointments. The attorney who has not seen a reduction works with Native Americans on reservations where texting is less of an option because cell phone service is unavailable or less reliable.

- Reduced time spent trying to contact clients. Eleven staff survey respondents reported they spend less time trying to contact clients when they use texts, than when they used the other methods of communication.
- Reduced time to gather case data. Four staff survey respondents have found texting has reduced the time needed to gather data for their cases.
- Increased attendance at clinics. Attendance at one clinic jumped from 50% to 78.5% and at another from 38.5% to 77.8%.

Contact: Alison Paul, Executive Director, apaul@mtlsa.org.

Mobile Law Offices - Georgia started a mobile law office that allows attorneys (both staff and volunteers) to assist clients in remote locations. These offices can utilize laptops, printers, scanners, mobile internet access, tablets, and other tools to deliver a law firm-like experience throughout the state. Georgia also elected to give out equipment to some pro bono attorneys, though noted that it's difficult to track equipment, maintain it, and get it back after the event. They were using thin clients instead of full computers in many cases. If adapted for disaster response, programs should ensure that staff and volunteers receive sufficient training and support on using the mobile technology before going into the field. Instant messaging that allows volunteers and staff to communicate back to the legal aid office is also important.

Interactive Legal Information Delivery System (I-LIDS) - Through TIG funding, Lone Star Legal Aid built the Interactive Legal Information Delivery System (I-LIDS). The I-LIDS unit is basically an LCD touchscreen with cell phone/tablet charging capabilities for at least 12-15 devices per unit. The units have the capability to interact with the user by allowing the user to input information to specific webpages or to simply engage the user by showing content from different sources. For example, an I-LIDS unit screen can be partitioned to show a live newscast while displaying current weather information.

The charging capabilities of the units ensure that survivors will have the battery power to use their mobile devices as an information source. During times of disaster, it is more often than not that there are power outages and problems with phone accessibility. Electrical devices are limited to being used if they are unable to turn on for lack of battery power. The I-LIDS units allows users to power their devices while receiving legal information from the DLA site or from other sources depending on the unit's configuration. The units' functionality and portability make it ideal for disaster scenarios. I-LIDS units are portable, and LSLA has purchased a covered trailer that houses the units and can be transported to disaster-affected areas. The trailer also has a generator so that the units are self-powered. Each side of the trailer is configured to display an I-LIDS unit so that information can be disseminated to survivors or any targeted audience.

Contact: Mike Monahan, Georgia Pro Bono Project, 404.527.8762, mike@gabar.org and Saundra Brown, Lone Star Legal Aid, sbrown@lonestarlegal.org.

Virtual Law Offices - A web-based virtual law office (VLO) augments a legal aid provider's existing practice by allowing the provider to deliver legal services to clients online. Virtual law offices enable clients with internet access (either at their home or another location) to connect to a secure, private portal and work with legal aid attorneys to resolve their legal issues. New law office technologies, including robust practice management platforms, electronic signature software, and affordable videoconferencing, replicate the traditional law office experience at a lower cost and greater convenience to clients.

Online Intake - LSC has funded an increasing number of initiatives to provide online intake solutions for prospective clients. Online intake allows these individuals to apply for assistance at any time through the web and could be a component of a disaster response effort. Online intake systems are also integrated into programs' case management systems, which saves time and reduces mistakes by allowing intake staff to simply verify user information instead of inputting it manually into a client database. Project evaluations have shown that online intake systems have resulted in significant time and resource savings.

Contact: See the online intake section of [http://tig.lsc.gov/grants/who-qualifies/final-report-samples-replicable-projects.](http://tig.lsc.gov/grants/who-qualifies/final-report-samples-replicable-projects)

C. Referral Networks

Phone System Enhancements - Enhancement of phone and other communications systems to better direct those in need of assistance and support more centralized disaster response. The enhancements may include the introduction of SMS features to support texting of clients, additional phone lines to support increased call volume, and better designed interactive voice response (IVR) systems to more effectively route callers to assistance.

Contact: David Neumeyer, Virginial Legal Aid Services, davidn@vlas.org

APPENDIX III: 2017 Hurricanes and California Wildfires Grant Questions and Reviewer Rating Criteria

PROJECT DESIGN

***Question 1. Need Statement*: Please provide a description of the disaster-related client need that this project seeks to address and why it is a priority for your organization to address it. Please also provide a statement that sets forth the challenge or inefficiency caused by the disaster affecting your service territory.**

Reviewer Rating Criteria

- Does the response provide a clear description of the specific client need and the current gaps in service?
- Does the response demonstrate why the client need is a high-level priority for the organization?
- Does the response demonstrate the significant impact the disaster had on the program?
- Does the response illustrate need for the project by using available statistical information and other data to identify the gap(s) in services?
- Does the response describe any current efforts (by the Applicant or other entities) that are related to the client needs and gaps in service, including an explanation why the Applicant and other service providers cannot meet the need with current resources?

Question 2. Project Description including Goals, Objectives, and Project Activities:
Please clearly state the project's high-level goals and objectives, then provide a complete description of your project and the project activities that are designed to address the issues identified in the Need Statement and goals of the 2017 Hurricanes and California Wildfires Grant. Your response should also provide a detailed description of the targeted volunteers and their role and activities in the project.

Reviewer Rating Criteria

- Does the response describe a cohesive project with well-defined activities designed to address issues identified in the Need Statement?
- Does the response articulate the project's goals and objectives in clear, compelling, and measurable terms?
- Did the Applicant identify implementation of specific activities and strategies to achieve the goals and objectives?

Question 3. Capacity, Interest, and Recruitment of the Pro Bono Volunteer:
Please provide a description and analysis of (A) the pro bono capacity, including the size and makeup, of the private bar and legal community in your service area, (B) clear evidence of volunteer interest or demand for the project or your assumptions about volunteer motivation

and interest in this project, and (C) a well-defined recruitment strategy for the targeted volunteers.

<u>Reviewer Rating Criteria</u>

- Does the Applicant provide analysis and information about the pro bono capacity of the legal community in Applicant's service area, including trends and demographic shifts using available statistical information and other data?
- Does the response clearly identify the specific segment(s) of the bar or other volunteers who will be the focus of the project?
- Does the response detail a well-defined role for pro bono volunteers, showing how they are well situated to address the client needs and gaps in services?
- Does the response demonstrate that there is strong volunteer interest and support for the project, including volunteer interest in using the resources, and/or engaging in the volunteer opportunities proposed?
- Does the Applicant clearly identify supports and resources needed to leverage the volunteers effectively?
- Does the response describe volunteer motives that are credible and with a basis in the Applicant's or others experiences with volunteers?

<u>Question 4. Proposed Performance Measures:</u>

Please identify the specific, measurable outcomes that the project seeks to accomplish in the proposed timeframe. Please also indicate in this response which measures will best demonstrate the project's effectiveness.

<u>Reviewer Rating Criteria</u>

- Does the Applicant clearly identify measurable outcomes that will be achieved through the proposed project?
- Does the response demonstrate a connection between project activities and meaningful outcomes?
- Does the response include numerical targets for the estimated number of clients who will be served, estimated number of volunteers participating in the project, etc.?
- Does the response specify the outcome measures, evaluation methods, and data sets that will be used to assess and demonstrate the project's achievements?

ORGANIZATIONAL CAPACITY, PROJECT PARTNERS, AND SUSTAINABILITY

<u>Question 5. Project Staffing, Leadership and Oversight</u>**:**

Please describe the role and involvement of key staff in the project. The response should include an explanation of your capacity to provide programmatic and financial oversight of this project,

with information about the role of your executive management in the development or implementation of the project.

Reviewer Rating Criteria

- Did the Applicant present a staffing plan with a qualified roster of key staff members that have the experience and capacity to effectively implement the proposed project and meet the grant's program and fiscal requirements?
- For proposed new position(s), did the Applicant describe the level of experience expected for the position that fits with the project responsibilities, including a timeline and strategy for recruiting qualified candidates to the position?
- Does the response demonstrate a track record of success with pro bono and private attorney involvement efforts?
- Does the response demonstrate a track record of success with technology efforts?
- Does the response describe the Applicant's executive management's level of involvement in the design or implementation of the project?

Question 6. Project Partners:
Please describe the role and involvement of key partners who will be collaborating with your organization on the project. If the project proposes subgrantees and contractors, the response should outline the key project activities and responsibilities of each partner.

Reviewer Rating Criteria

- Does the response demonstrate that key partners who are important to the project's success, have a well-defined and substantive role?
- For proposed subgrantees and/or contractors, did the Applicant clearly describe the role, activities, and qualifications of each that is supportive of the project goals, objectives and activities?
- Did the response demonstrate a history of collaboration with the key partners or community stakeholders, including any prior work with proposed partners such as subgrantees?

COST-EFFECTIVENESS AND BUDGET ADEQUACY

Question 7. Budget Justification: **Please describe how the overall project budget, including other sources of support, will advance the desired goals, objectives, and project activities being proposed. Please include a statement of where the highest percentage of the 2017 Hurricanes and California Wildfires grant will be directed and your justification for this allocation. Please also make clear any pre-award costs and provide proper documentation and descriptions for those costs.**

Reviewer Rating Criteria

- Did the Applicant propose a reasonable and justifiable budget consistent with the proposed goals and objectives of the project?

- Did the Applicant present a budget adequate to successfully support the project activities?
- Did the Applicant submit a budget that is understandable and free from mathematical errors?
- Does the response provide clear detail and adequate budget narrative that demonstrates the relationship of budgeted items to project activities?
- Does the response demonstrate a thoughtful and rational allocation of 2017 Hurricanes and California Wildfires Grant dollars in the project?
- Did the Applicant demonstrate past success in managing LSC grant funds and complying with LSC fiscal requirements and guidelines?

APPENDIX IV: Budget Instructions

The proposed budget should be sufficient to allow the Applicant to perform the activities described in the *Narrative* and provide a full explanation of costs and their purpose, justification, and the basis of Applicant's calculations. Reviewers will consider the budget information as part of their assessment of the *Cost Effectiveness and Budget Adequacy* criteria.

Applicants must submit a proposed budget that includes the proposed LSC's share of the project and other sources of support. Submitting complete budget information requires Applicants to do the following three steps:

1. Complete a grant *Budget Detail* in the template Excel spreadsheet provided which will populate the *Budget Form*;
2. Upload the completed Excel spreadsheet *Budget Detail* into LSC Grants online system; and
3. Reenter *Budget Form* data into LSC Grants online system.

It is important for Applicants to provide the complete and total cost of the grant in the template Excel spreadsheet *Budget Detail* because it automatically calculates and populates the *Budget Form* for the grant. If grant-related expenses, including in-kind staff time, do not appear in the budget, reviewers will assume that no additional resources will be contributed to the project and as part of the grant which may impact Application scoring.

If an Applicant is selected for a 2017 Hurricanes and California Wildfires grant, LSC will determine the final amount of LSC funds and will negotiate the final budgets with Awardees.

A. Eligible Costs

LSC will allow pre-award and proposed project costs that are directly related to the grant, subject to 45 C.F.R. Part 1630, *Cost Standards and Procedures.* This includes costs for: personnel; fringe benefits; purchase or rental of computer hardware, software, and other end-user equipment; telecommunication services and related equipment; consultants and other contractual services; travel; and supplies. All costs must be reasonable and directly related to the grant.

Please note:

- All costs for the proposed grant must be captured through line items—there is no general "administrative cost" line item and indirect costs will not be approved. Costs based on actual usage are allowable and must be justified with backup data and documentation.
- Funds from these grants cannot be used to pay fees for individuals to represent eligible clients, regardless of whether such fees would qualify as Private Attorney Involvement under 45 C.F.R. Part 1614, although funds may be used for otherwise permissible reimbursement for out-of-pocket costs, court fees, or other case expenses.
- All of the Part 1630 requirements must be complied with, including obtaining prior approvals required by Parts 1630, 1631 and 1627, and any other LSC requirements. The

award of a grant does not constitute a Part 1630 prior approval unless it specifically states otherwise.

B. Grant Budget

Applicants are provided with a template Excel spreadsheet to present their total and detailed budget information for the entire grant term and per proposed year of funding. The template is referred to as the *Budget Detail*. The *Budget Detail* template is illustrated in *Appendix V* and provided as a separate document to these *Instructions.*

The first tab of the *Budget Detail* template is called the *Budget Form* and the subsequent tabs provide the specific detailed budget information per year of funding.

There are three budget categories in the *Budget Detail*: *Personnel Expenses*, *Project Expenses*, and *Third-Party Transfers*. Within these categories, there are a total of twelve budget line items available.

The *Budget Detail* also shows who is contributing to each of the twelve budget items in columns for (A) the amount requested from LSC for this grant, (B) the Applicant's contributions from other sources, (C) cash contributions from other partners, and (D) the value of in-kind contributions from other partners.[1] The last column, (E), provides the total of columns (A) - (D).

C. Budget Form

The *Budget Form* provides aggregated, total budget for the grant. In the Excel *Budget Detail* template, the *Budget Form* amounts are automatically tabulated from the amounts the Applicant provides in the *Budget Detail* sheets of the Excel template. After completing the *Budget Detail*, Applicants must also manually enter the *Budget Form* information into a duplicate copy of the *Budget Form* which is in LSC Grants online system.

Each line of the *Budget Form* provides the total for that category. For example, in the *Budget Form*, item 2b will be the total costs for *Equipment* purchases or rental for the Applicant. If the grant plans to make several different equipment purchases, the total is displayed in the *Budget Form* by pulling data from the *Budget Detail* (explained in more detail below). The *Budget Form* is the aggregate amount and the *Budget Detail* is itemized per year.

Below is the *Budget Form* that will be completed in the LSC Grants online system for the grant **and** on the first sheet of the completed Excel template for the *Budget Detail*:

[1] In Column D, please do not include the estimated value of pro bono legal assistance provided through the project to clients. Column D is intended to capture the value of any in-kind contributions to project expenses only.

Budget Form

		A	B	C	D	E
		LSC Share	**Applicant Share**	**Cash Support from Other Partners**	**In-Kind Support from Other Partners**	**Total Columns A through D**
1. Personnel Expenses	a. Salaries/Wages					
	b. Fringe Benefits					
	Subtotal Personnel Expenses					
2. Project Expenses	a. Travel					
	b. Equipment					
	c. Software					
	d. Supplies					
	e. Communication					
	f. Training					
	g. Evaluation					
	h. Other (Identify)					
	Subtotal Project Expenses					
3. Third-Party Transfers	a. Contract					
	b. Subgrant					
	Subtotal Third-Party Transfers					
TOTALS						
Percentage of Total Project						

D. Budget Detail

The *Budget Detail* sets out the itemized description, purpose, and calculation for each budget line item per year. The *Budget Detail* populates the budget items listed in the *Budget Form*. This is where Applicants detail proposed expenditures in relation to the grant activities and timetable. The budget must be reasonable for the tasks proposed, and the relationship of items in the budget to the *Narrative*, especially the grant goals, objectives, and activities, should be clearly defined and communicated to allow for effective evaluation of the grant.

When the grant award is made, unless it is modified by agreement with LSC, the Applicant is committed to the budget submitted in the application, including contributions from the Applicant and from other partners. Please be sure that the anticipated additional resources are realistic and pre-award expenses are well documented. For any pre-award expenses identified in the budget, the grant award will include a specific approval process to charge these costs to the grant. Grantees may need to change their budgets during the grant and these budget changes may require LSC approval.

E. Description of Budget Line Items

1a. Salaries and Wages: Include the salary or wages of personnel who will staff or have responsibilities for the proposed 2017 Hurricanes and California Wildfires grant at the prime applicant organization. Please indicate the share of each staff person that will be attributable to this grant, the Applicant, or another partner. Individuals or personnel from other organizations with whom the Applicant is planning to contract or subgrant will have this information listed separately in the appropriate *Contract* or *Subgrant* budget line and in the *Contract Form* or *Subgrant Form.* This requirement applies to all contracts and subgrants that will be supporting the proposed grant and not only those that are funded directly by the grant.

1b. Fringe Benefits: Include cost of benefit(s) for the grant staff. In the *Budget Detail*, Applicants will identify the fringe benefit rate as a percentage of the salaries to which they apply. Allowable fringe benefits typically include FICA, worker's compensation, retirement, SUTA, health and life insurance, IRA, and 401K or 403(b). If the total fringe benefit amount is over 35% of the salary subtotal line, Applicants must list the covered items separately.

2a. Travel: Include costs for staff travel that is directly related to the grant. Allowable costs are transportation, lodging, subsistence, and other related expenses. In the *Budget Detail*, please provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips and grant staff per trip. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless as a result of Applicant policy. Only domestic travel is allowable. Applicants should include travel costs associated with participation in or presentation at conferences such as LSC's Innovations in Technology Conference, the National Legal Aid and Defender Conference, the Pro Bono Institute's Annual Conference, and state bar conferences. Travel costs associated with research visits and/or learning tours should also be included in this line.

2b. Equipment: Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year. In the *Budget Detail*, if applicable, please show the unit cost and number of units you are requesting. Applicants may be asked to provide further explanation of equipment costs that exceed 10% of the total LSC funds requested.

2c. Software: Software can include the purchase of off-the-shelf software that is directly related to the grant. It can also include subscriptions, user licenses, or add-on modules for existing software necessary for the proposed 2017 Hurricanes and California Wildfires grant.

2d. Supplies: Include the funds necessary for the purchase of consumable supplies and materials. In the *Budget Detail*, Applicants should provide a list of the types of supplies that will be necessary for the grant with a calculation for cost determinations.

2e. Communication: Include the costs necessary to maintain communications and connectivity for the grant, and to market and promote the grant to clients and volunteers. This can include web content development, use of social media, promotional materials, translation services, advertising or other types of outreach. It can also include data charges or plans necessary to maintain communications for the grant.

2f. Training: Include the costs associated with training staff on grant requirements or to enhance the skills staff need for effective grant implementation. These costs can also include the expenses associated with training pro bono volunteers including materials, meeting space fees, and incidentals. Costs associated with gifts, awards, volunteer incentives and/or other marketing items should not be included in the LSC share. These costs can be included in the applicant share of the budget using non-LSC dollars.

2g. Evaluation: Include costs associated with evaluation activities, including additional staff time (for non-programmatic staff not accounted for in Personnel costs) purchase of survey tools and other costs.

2h. Other: Include and explain any other grant-related costs not otherwise captured in the categories above. Please note that general indirect costs are not allowed in the LSC share of the budget. Costs based on actual usage is allowable and must be justified with backup data and documentation.

3a. Contracts: Contracts can include the total costs for third-parties to provide services related to the grant's operations and that are not subgrants for programmatic activities. This can include contracts to: provide software coding for new online templates, provide project management support in technology implementation efforts, conduct technical training, conduct surveys, provide graphic design or user interface services, or conduct web or software development work. Where applicable, please indicate the hourly rate for contractors. See *Appendix VII* for a copy of the *Contract Form*.

Applicants with expenses listed under *Contracts* should list <u>*each*</u> entity or type of entity with whom Applicants propose to contract in *Budget Detail Contracts section in each year the Applicant plans to maintain the contract.*

3b. Subgrants: Subgrants include costs for third parties to engage in programmatic activities that the grantee would otherwise be expected to carry out in furtherance of the grant goals and activities. This can include subgrants towards third-party personnel to conduct intake, place cases, recruit and train volunteers, or develop substantive content in any format for the eligible client population or pro bono volunteers. Applicants should determine that the proposed subgrant meets the characteristics of a subgrant specified in 45 C.F.R. § 1627.3(b).

See *Appendix VI* for a copy of the *Subgrant Form*.

Applicants with expenses for *Subgrants* will be asked to complete and upload a *Subgrant Form* for *each* entity with whom Applicants seeks to subgrant funds.

F. Discounts

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

G. Reporting on Expenditure of Funds

Applicant should have a statement of the methods that it will employ and the records that it will keep to track and identify the source and application of Pro Bono Innovation Fund grant funds. These methods should include separate reporting of the grant funds by line item in the annual audit and recordkeeping to track all time and costs charged to this grant separate from other funds. See LSC's Accounting Guide for LSC Recipients, 2010 Edition, for guidance on financial accounting and reporting standards.

H. Prior Approval for Property Acquisition

The provisions of 45 C.F.R. § 1630, requires prior approval to use Pro Bono Innovation Fund dollars for expenditures of $25,000 or more for any of the following:

1. A single purchase of lease or personal property;
2. A single contract for services;
3. A single combined purchase or lease of personal property and contract for services; and
4. Capital improvements.

In order to expedite purchases after the grant award, Applicants may indicate in their *Budget Narrative* where there are anticipated purchases that will require prior approval once the grant award is made.

APPENDIX V: Budget Detail Instructions

Once the *Budget Detail* is complete, Applicants must additionally manually enter the *Budget Form* information into a duplicate copy of the *Budget Form* which is in the LSC Grants online system.

Below are instructions for Applicants to reference to accurately complete the *Budget Detail* sheets of the Excel template. Please ensure that the budget information presented covers the entire grant term proposed.

1a. Personnel: Salaries/Wages and Fringe Benefits

In the table below, please provide the following detail for each *grant staff person at the Applicant's organization for whom the Applicant is requesting LSC 2017 Hurricanes and California Wildfires Funds*. List each individual separately with his/her name and title, annual salary, the percentage of time that will apply to the grant, the amount charged to the LSC Share, the amount charged to the Applicant's other funds, and the Other Partner(s) shares through cash or in-kind contributions. If the Applicant is planning to subgrant for personnel at another entity as part of this grant, the personnel costs related to each subgrant must be detailed in a separate *Subgrant section of the Budget Detail per year.*

	Project Personnel							
Name & Position Title	**Full Annual Salary**	**% Time Dedicated for this year**	**Prorated project salary**	**LSC Share**	**Applicant Share**	**Cash from other Partner(s)**	**In-Kind from Other Partner(s)**	**Pre-Award Year 0 TOTAL**
Name & Position Title goes here *(insert as many lines as necessary below.) Please make sure to adjust the Total Personnel formula to reflect the additional lines.*			0					0
Name & Position			0					0
Name & Position			0					0
Salary Subtotal			0	0	0	0	0	0
Fringe Benefits Rate								
Total Fringe Benefits				0	0	0	0	0
TOTAL Personnel Expenses				0	0	0	0	0

i. Please ensure the *Narrative* provides detail on the responsibilities of all staff listed in the *Budget Detail.*

ii. For grant staff included in the *Budget Detail* and for whom LSC Funds are not being requested, please ensure the *Narrative* provides a brief explanation of the responsibilities of these individuals.

iii. Please provide a flat Fringe Benefits rate that is consistent with the overall rate in the Applicant organization. For benefit rates charged to the LSC share that exceed 35%, please provide a list of benefits included and the justification for the higher rate in the *Narrative*.

2a. Project Expense: Travel

i. In the table below please include costs for staff travel that is directly related to the grant. Allowable costs are transportation, lodging, subsistence, and other related expenses.

ii. Please ensure the *Narrative* provides an explanation for the Travel planned.

	Travel					
Purpose of Travel	**Calculation for travel**	**LSC Share**	**Applicant Share**	**Cash from other Partner(s)**	**In-Kind from Other Partner(s)**	**Pre-Award Year 0 TOTAL**
Purpose of Travel goes here *(insert as many lines as necessary below.) Please make sure to adjust the Total Travel formula to reflect the additional lines.*						0
Purpose of Travel						0
Purpose of Travel						0
TOTAL Travel		0	0	0	0	0

2b. Project Expense: Equipment

i. Please provide the following detail for equipment necessary for the grant.

	Equipment					
Item/Purpose	**Calculation for Equipment (if applicable)**	**LSC Share**	**Applicant Share**	**Cash from other Partner(s)**	**In-Kind from Other Partner(s)**	**Pre-Award Year 0 TOTAL**
Item/Purpose goes here *(insert as many lines as necessary below.) Please make sure to adjust the Total Equipment formula to reflect the additional lines.*						0
Item/Purpose						0
Item/Purpose						0
TOTAL Equipment		0	0	0	0	0

ii. Please ensure the *Narrative* provides an explanation for planned Equipment purchases.

2c. Project Expense: Software

i. Please provide the following detail for software necessary for the grant.

	Software					
Item/Purpose	**Calculation for Software (if applicable)**	**LSC Share**	**Applicant Share**	**Cash from other Partner(s)**	**In-Kind from Other Partner(s)**	**Pre-Award Year 0 TOTAL**
Item/Purpose goes here *(insert as many lines as necessary below.) Please make sure to adjust the Total Software formula to reflect the additional lines.*						0
Item/Purpose						0
Item/Purpose						0
TOTAL Software		0	0	0	0	0

ii. Please ensure the *Narrative* provides an explanation for planned Software purchases.

2d. Project Expense: Supplies

i. Please provide the following detail for supplies necessary for the grant.

	Supplies					
Item/Purpose	**Calculation for Supplies (if applicable)**	**LSC Share**	**Applicant Share**	**Cash from other Partner(s)**	**In-Kind from Other Partner(s)**	**Pre-Award Year 0 TOTAL**
Item/Purpose goes here *(insert as many lines as necessary below.) Please make sure to adjust the Total Supplies formula to reflect the additional lines.*						0
Item/Purpose						0
Item/Purpose						0
TOTAL Supplies		0	0	0	0	0

ii. Please ensure the *Narrative* provides an explanation for planned Supply purchases.

2e. Project Expense: Communication

i. Please provide the following detail for communication costs necessary for the grant.

	Communication					
Item/Purpose	**Calculation for Communication (if applicable)**	**LSC Share**	**Applicant Share**	**Cash from other Partner(s)**	**In-Kind from Other Partner(s)**	**Pre-Award Year 0 TOTAL**
Item/Purpose goes here *(insert as many lines as necessary below.) Please make sure to adjust the Total Communication formula to reflect the additional lines.*						0
Item/Purpose						0
Item/Purpose						0
TOTAL Communication		0	0	0	0	0

ii. Please ensure the *Narrative* provides an explanation for planned Communication expenses.

2f. Project Expense: Training

i. Please provide the following detail for trainings related-to or required for the grant or for the grant staff to accomplish the goals and activities of the grant.

	Training					
Item/Purpose	**Calculation for Training (if applicable)**	**LSC Share**	**Applicant Share**	**Cash from other Partner(s)**	**In-Kind from Other Partner(s)**	**Pre-Award Year 0 TOTAL**
Item/Purpose goes here *(insert as many lines as necessary below.) Please make sure to adjust the Total Training formula to reflect the additional lines.*						0
Item/Purpose						0
Item/Purpose						0
TOTAL Training		0	0	0	0	0

ii. Please ensure the *Narrative* provides an explanation for planned Training expenses.

2g. Project Expense: Evaluation

i. Please Include costs associated with evaluation activities, including additional staff time (for non-programmatic staff not accounted for in Personnel costs) purchase of survey tools and other costs.

	Evaluation					
Item/Purpose	**Calculation for Evaluation (if applicable)**	**LSC Share**	**Applicant Share**	**Cash from other Partner(s)**	**In-Kind from Other Partner(s)**	**Pre-Award Year 0 TOTAL**
Item/Purpose goes here *(insert as many lines as necessary below.) Please make sure to adjust the Total Evaluation formula to reflect the additional lines.*						0
Item/Purpose						0
Item/Purpose						0
TOTAL Evaluation		0	0	0	0	0

ii. Please ensure the *Narrative* provides an explanation for planned Evaluation expenses.

2h. Project Expense: Other

i. Please Include and explain any other grant-related costs not otherwise captured in the categories above. Please note that general indirect costs are not allowed in the Pro Bono Innovation Fund share of the budget. Costs based on actual usage is allowable and must be justified with backup data and documentation.

	Project Expense: Other					
Project Expense: Other	**Calculation for Other (if applicable)**	**LSC Share**	**Applicant Share**	**Cash from other Partner(s)**	**In-Kind from Other Partner(s)**	**Pre-Award Year 0 TOTAL**
Item/Purpose goes here *(insert as many lines as necessary below.) Please make sure to adjust the Total Other formula to reflect the additional lines.*						0
Item/Purpose						0
Item/Purpose						0
TOTAL Other		0	0	0	0	0

ii. Please ensure the *Narrative* provides an explanation for Other expenses.

3a. Third-Party Transfers: Contracts

i. Please indicate the cost of each contract below. In the LSC Grants online system, Applicants with expenses listed under Contracts must also complete an online Contract Form for each entity with whom Applicant seeks to contract. For costs associated with *Contracts*, please complete the *Contract Form* in the LSC Grants online system, a copy of which can be found in *Appendix VII*.

	Contracts					
Contractor	Calculation for Contract (if applicable)	LSC Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Pre-Award Year 0 TOTAL
lines as necessary below.) Please make sure to adjust the Total Contracts formula to reflect the additional lines.						0
Contractor/Purpose						0
Contractor/Purpose						0
TOTAL Contracts		0	0	0	0	0

3b. Third-Party Transfers: Subgrants

i. In the LSC Grants online system, Applicants with expenses listed under Subgrants must also complete an online Subgrant Form for each entity with whom Applicant seeks to subgrant funds. For costs associated with *Subgrants*, please complete *Subgrant Form* in the LSC Grants online system, a copy of which can be found in *Appendix VI.*

	Subgrants					
Contractor	Calculation for Contract (if applicable)	LSC Share	Applicant Share	Cash from other Partner(s)	In-Kind from Other Partner(s)	Pre-Award Year 0 TOTAL
lines as necessary below.) Please make sure to adjust the Total Subgrants formula to reflect the additional lines.						0
Subgrantee Name/Purpose						0
Subgrantee Name/Purpose						0
TOTALSubgrants		0	0	0	0	0

<u>APPENDIX VI: Subgrant Form</u>

Instructions

This form applies to subgrants of 2017 Hurricanes and California Wildfires grant funds that do not require LSC prior approval under 45 C.F.R. Part 1627. For subgrants requiring LSC's prior approval, detailed application instructions will be issued in the Federal Register and be available on the "How to Apply for a Subgrant" page of LSC's website in early May. For the definition of a subgrant, please see section VI.D.1.

LSC requires additional information about proposed subgrants that are necessary for the proposed grant. On the form below, please provide the requested information on the **<u>subgrants</u>** that your program plans to enter into as part of this proposed grant. While LSC is primarily interested in subgrants that are directly funded by the grant, providing information on non-LSC funded subgrants, if applicable, allows reviewers to have complete information about the grant and the proposed project expenses.

- Please provide one *Subgrant Form* for each subgrant being proposed in your grant. These forms should be saved as Word Documents and uploaded into the LSC Grants online system.
- Provide as much information as possible about the planned subgrant, including the expected subgrant amount, planned oversight activities, and the subgrantee's anticipated role and responsibilities.

1. **Subgrant Amount and Funding Source**

2. **Name of Proposed Subgrantee Organization**

3. **Number of staff**

4. **Subgrantee's total organizational budget for current fiscal year.**

5. **Please identify your proposed methods for providing oversight in (a) assessing the quality of the work being provided by the subgrantee, and (b) ensuring the subgrantee's adherence to applicable LSC requirements.**

6. **Does this proposed subgrantee currently receive a subgrant from your organization of LSC funds or of non-LSC funds for PAI activities? If so, please describe the current subgrant including the amounts of LSC and of non-LSC funds being subgranted.**

7. **Please disclose the nature of any actual or potential conflicts of interest that the Applicant may have with the proposed subgrantee. For example, does the Applicant have staff or board members who also serve as board members or staff at the proposed subgrantee or vice versa?**

8. **For proposed subgrantees who are not current LSC grantees, please provide the names and affiliations of the proposed subgrantee's Board of Directors.**

APPENDIX VII: Contract Form

Instructions

This form applies to procurement contracts under 45 C.F.R. Parts 1630 and 1631 and not subgrants under 45 C.F.R. Part 1627. For the definition of a procurement, please see section VI.D.1. This form is not an application for 45 C.F.R. Part 1630 prior approval, which must be submitted to LSC after the award of a grant.

LSC requires additional information about proposed contracts that are necessary for the proposed grant. Please provide more information on the **contracts** that your program plans to enter into as part of the proposed grant. While LSC is primarily interested in contracts that are directly funded by the grant, providing information on non-LSC funded contracts, if applicable, allows reviewers to have complete information about the grant and the proposed project expenses.

- Please provide one form for each contract being proposed in your grant. **These forms should be saved as Word Documents and uploaded into the LSC Grants online system.**
- Provide as much information as possible about the planned contracts, including the expected contract amount, planned oversight activities, and the contractor's anticipated role and responsibilities.
- Either identify a specific third party that your organization intends to contract with or, if that entity is not yet known, indicate that the contractor will be decided later.
- Specific contractors may be proposed in this application. Please note, however, that a grant award based on your application does not imply LSC approval of any specific contractor for the proposed procurements in the grant. All procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open and free competition; and all third-party expenditures, regardless of cost, must be appropriately documented. *Please see 45 C.F.R. Parts 1630, 1631 and the LSC Accounting Guide for contracting requirements and guidance.*

1. **Contract Amount from 2017 Hurricanes and California Wildfires Grant.**

2. **Are you proposing a specific third-party contractor?**

   If yes, please indicate the proposed contractor.

   If you are proposing a specific third-party contractor, provide an explanation of how and why the proposed contractor was identified, including the competition process. If you are not proposing a specific third-party contract, provide your plan for selecting the contractor, including the competition process.

3. **Please identify your proposed methods of overseeing performance by the contractor. This includes information on what skills your program possesses to fully monitor contract performance.**

4. Please disclose the nature of any actual or potential conflicts of interest that the Applicant may have with the proposed contractor. This includes relations that Applicant staff, board, or family members may have with the proposed contractor.