Applicant Information

Applicant Information

Recipient Number		**Service Area**	
Applicant Organization		**Application Cycle**	2012

Instructions

The **Applicant Information** page captures information on applicants including position, applicant category, address, telephone and email address.

- In the **Applicant Information** section, click **Edit** to add or edit information about your name, position/title or applicant category
- In the **Address**, **Telephone/Fax** and **Email Address** sections, click **Add** to add additional information
- In the **Address**, **Telephone/Fax** and **Email Address** sections, click **Edit** or **Delete** to edit or delete information
- To go to the next page, click **Continue**

Quick Links

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

Note: The following sections on this page need to be completed:

- Applicant Information
- Address
- Telephone/Fax
- Email Address

Applicant Information

Name
Organization
Applicant Category

In the Application, the Applicant Information page will import Applicant, Address, Telephone/Fax and Email information entered into the NIC. Applicants may edit or add to this information as necessary, or may proceed with the Application.

Edit

Address

Add

Telephone/Fax

Add

Email Address

Add

Continue

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Legal Services Corporation

Project Information

Instructions

The **Project Information** page allows the applicant to review information about the project including Service Area and Estimated Grant Amount.

- All fields marked with an asterisk (*) are required
- To save the data, click **Save**
- To go to the next page, click **Continue**

Quick Links

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

Project Details

Service Area

Estimated Grant Amount

The amount displayed is an estimate based on the prior year's funding for the service area chosen.

Will 25 percent or more of the LSC grant award will be allocated by subgrant, or is a subgrant proposed for delivering a full range of services to a specific geographic area within the applicant's service area?* ○ Yes ○ No

If you answered 'Yes' to the above, identify the number of subgrants being proposed that meet the above conditions.

Save **Continue**

In the Application, the Project Information page will import responses to Project Detail questions entered into the NIC. Applicants may edit this information as necessary, or may proceed with the Application.

Legal Needs Assessment Data Collection Methods

Performance Area 1, Criterion 1 - ***Periodic comprehensive assessment and ongoing consideration of the most pressing legal needs***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to identify the method(s) used to obtain input from each constituency. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov

Quick Links

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

Applicant Information

Recipient Number		**Service Area**	
Applicant Organization		**Application Cycle**	2012

Legal Needs Assessment Data Collection Methods

	Phone and/or in-person interviews	Surveys	Focus groups	Meetings	Other (Specify)
Low-income persons *	<Select>	<Select>	<Select>	<Select>	<Select>
Community Organizations *	<Select>	<Select>	<Select>	<Select>	<Select>
Social Services Organizations *	<Select>	<Select>	<Select>	<Select>	<Select>
Courts *	<Select>	<Select>	<Select>	<Select>	<Select>
Other legal services providers *	<Select>	<Select>	<Select>	<Select>	<Select>
Private Bar *	<Select>	<Select>	<Select>	<Select>	<Select>
Program Staff *	<Select>	<Select>	<Select>	<Select>	<Select>
Program Board *	<Select>	<Select>	<Select>	<Select>	<Select>
Other (Specify) *					

<Select> <Select> <Select> <Select> <Select>

Save Save and Continue

Legal Needs Assessment Data Sources and Tools

Performance Area 1, Criterion 1 - ***Periodic comprehensive assessment and ongoing consideration of the most pressing legal needs***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate whether the Applicant used data from the sources or tools identified. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Quick Links

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

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov

Applicant Information

Recipient Number		**Service Area**	
Applicant Organization		**Application Cycle**	2012

Legal Needs Assessment Data Sources and Tools

1. Census data (e.g. demographic data, employment data)*	○ Yes ○ No
2. Other legal needs studies (e.g. statewide needs studies, needs studies of similar service areas) *	○ Yes ○ No
3. Geographic Information Systems (GIS) mapping *	○ Yes ○ No
4. Other information (e.g. other government data, studies conducted by academics, business groups, or nonprofits) *	○ Yes ○ No
5. Intake data on cases not accepted *	○ Yes ○ No
6. CMS data regarding case types/ problem codes closed with extended or limited service *	○ Yes ○ No
7. CMS data showing geographic location of Applicants for service and clients *	○ Yes ○ No
8. Other (Specify) *	○ Yes ○ No

Save Save and Continue

Intake System Technology

Performance Area Two, Criterion 1 - *Dignity and sensitivity:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to address the technology used in Applicant's intake process. Complete this form by selecting the appropriate choice for each inquiry. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Click here for Intake System technology definitions.

Intake Form

1. How many phone numbers do you publish for intake in your service area(s)?*

a. Are phone numbers directed to different office locations?* ◯ Yes ◯ No

b. Can calls to an intake number be answered at a different location?* ◯ Yes ◯ No

2. What is the maximum number of calls your phone system can receive at the same time?*

3. Does your phone system have the capacity for voice mail for intake calls?* ◯ Yes ◯ No

4. Does your phone system have the capacity for automated attendant technology for intake?* ◯ Yes ◯ No

5. Does your phone system have automatic call distribution?* ◯ Yes ◯ No

a. If so, can callers self-direct their call?* ◯ Yes ◯ No

b. If callers can self-direct, can they self-select to leave a message?* ◯ Yes ◯ No

6. Does your system offer callers the choice to receive a callback?* ◯ Yes ◯ No

a. If yes, does your system return the call automatically?* ◯ Yes ◯ No

7. Does your phone system include computer telephony integration?* ◯ Yes ◯ No

8. Does your system include an interactive voice response feature?* ◯ Yes ◯ No

9. Does your system have call routing by language, substantive and/or geographic area?* ◯ Yes ◯ No

10. Does your system have the ability to serve persons with speaking or hearing disabilities through access to TTY or relay service or other mechanism (e.g.; email or text messaging)?*	◯ Yes ◯ No
11.Does your system have the capacity to review wait times in queue, dropped calls?*	◯ Yes ◯ No
12. Does your system have the ability to provide recorded information to callers while waiting or after hours?*	◯ Yes ◯ No
13. Do you have the capacity to enter data in real time into the case management system as intake is being accomplished including eligibility and appropriate case type data?*	◯ Yes ◯ No

Save Save and Continue

LEP Plan and Components

Performance Area Two, Criteria 2 and 3 - ***Engagement with the low-income population & Access and utilization by the low-income population:***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate whether Applicant has a written Limited English Proficiency (LEP) plan and, if so, whether the plan incorporates the items identified in the form. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Quick Links

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

Applicant Information

Recipient Number	**Service Area**
Applicant Organization	**Application Cycle** 2012

LEP Plan and Components Chart

1. Does Applicant have a written LEP plan * ○ Yes ○ No

2. Does the LEP plan enumerate:

a. Methods for determining the prospective client's need for interpretation and translation services.* ○ Yes ○ No

b. Plans for recruiting and hiring bilingual staff or for language skills training of existing staff.* ○ Yes ○ No

c. Use of language translation and interpretation services when bilingual staff is not available.* ○ Yes ○ No

d. Plans for training staff on the Applicant's LEP policy, how to access language services, and how to work with interpreters.* ○ Yes ○ No

e. Plans for translating all vital program documents into the languages of the LEP communities in the Applicant's service areas.* ○ Yes ○ No

f. Outreach strategies for dissemination of information about the availability of free interpretation and translation services to the members of the LEP client community that are seeking legal assistance.* ○ Yes ○ No

g. Steps for continued oversight and updating of LEP policies and procedures including assigned responsibility for such oversight and updating.* ○ Yes ○ No

Save | Save and Continue

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Training

Performance Area Three, Criterion 1 - *Legal representation:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate what proportion of the staff received each type of training in the last twenty-four months. Complete the form by making a choice from the drop down menu (“all (100%),” “many (50% or more),” “some (less than 50%),” or “none”). Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Training Chart

Type of Training	Position Category				
	Attorneys	Paralegals	Managers/Supervisors	Adminstrators	Support Staff
1. Advocacy Skills *	<Select>	<Select>	<Select>	<Select>	<Select>
2. Substantive Law *	<Select>	<Select>	<Select>	<Select>	<Select>
3. Technology *	<Select>	<Select>	<Select>	<Select>	<Select>
4. Management *	<Select>	<Select>	<Select>	<Select>	<Select>
5. Leadership *	<Select>	<Select>	<Select>	<Select>	<Select>
6. Cultural Competency *	<Select>	<Select>	<Select>	<Select>	<Select>
7. Foreign Language *	<Select>	<Select>	<Select>	<Select>	<Select>
8. Other (Specify)*	<Select>	<Select>	<Select>	<Select>	<Select>

Save | Save and Continue

Available response selections are:
All (1005), Many (50% or more), Some (less than 50%) and None.

Legal Work Management

Performance Area Three, Criterion 1 - *Legal representation:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate how frequently the Applicant uses the methods and/or resources listed to ensure that cases and other services are effectively handled. Complete this form by selecting the appropriate choice for each. If "other" is the appropriate choice, please explain. . Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Legal Work Management Chart

1. Preparation of opening and closing memoranda *

Always Frequently Rarely Never Other/Not Applicable

2. Accompanying newer attorneys to hearings, trials, depositions, oral arguments, etc.*

Always Frequently Rarely Never Other/Not Applicable

3. Review of written work (e.g., briefs, significant memoranda, and pleadings)*

Always Frequently Rarely Never Other/Not Applicable

4. Case acceptance meetings*

Always Frequently Rarely Never Other/Not Applicable

5. Case reviews with staff *

Always Frequently Rarely Never Other/Not Applicable

6. Electronic case reviews *

Always Frequently Rarely Never Other/Not Applicable

7. Mooting appellate arguments *

Always Frequently Rarely Never Other/Not Applicable

8. Supervisor review of files at time of closing *

Always Frequently Rarely Never Other/Not Applicable

9. Availability of a litigation fund (e.g., for depositions, expert witnesses, process servers, trial aids, interpreters, and translators) *

Always Frequently Rarely Never Other/Not Applicable

Save | Save and Continue

Casehandling Protocols

Performance Area Three, Criterion 1 - *Legal representation:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate the Applicant-wide written protocols adopted to ensure that cases are being handled effectively. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Casehandling Protocols Chart

1. Applicant-wide or office systems for calendaring and tickling dates *	○ Yes ○ No
2. Case file coverage for vacation and other case handler absences *	○ Yes ○ No
3. File maintenance *	○ Yes ○ No
4. Timely case closings *	○ Yes ○ No
5. Capturing case outcome(s) *	○ Yes ○ No
6. Case handling standards *	○ Yes ○ No

Save **Save and Continue**

Case Development Activities

Performance Area Three, Criterion 1 - *Legal representation:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate the extent to which the listed case development activities, litigation strategies, and courtroom or litigation activities have been used by the Applicant's attorneys within the last twenty-four months. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Case Development Activities Chart

1. Complex litigation in Federal or state court *

○ Frequently ○ Rarely ○ Never

2. Written discovery in the course of litigation (interrogatories, requests for admission, etc.) *

○ Frequently ○ Rarely ○ Never

3. Depositions *

○ Frequently ○ Rarely ○ Never

4. Use of expert witnesses *

○ Frequently ○ Rarely ○ Never

5. Motions accompanied by written memoranda *

○ Frequently ○ Rarely ○ Never

6. Jury trials *

○ Frequently ○ Rarely ○ Never

7. Appeals to appellate courts *

○ Frequently ○ Rarely ○ Never

8. Enforcement of judgments *

○ Frequently ○ Rarely ○ Never

Save | Save and Continue

Private Attorney Involvement

Performance Area Three, Criterion 2 - *Private attorney involvement :*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to address the Applicant's PAI participation. Complete this form by entering the applicable numbers pertaining to PAI for each inquiry. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Private Attorney Involvement Chart

	Number
1. The number of attorneys eligible to participate in the PAI project in the service area *	
2. The number of attorneys who actively participated in the PAI project as pro bono attorneys in the last year *	
3. The number of attorneys who actively participated in the PAI project as contract attorneys in the last year*	
4. The number of attorneys who participated in the PAI project as judicare attorneys in the last year*	
5. The number of attorneys who made a monetary donation to Applicant in lieu of participating in the PAI project in the last year*	
6. The number of new attorney participants recruited by the Applicant last year*	
7. The number of PAI subgrants awarded *	

Save   Save and Continue

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Methods Used To Recruit Private Attorneys

Performance Area Three, Criterion 2 - *Private attorney involvement :*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate how often the Applicant uses the methods listed to recruit private attorneys. Complete this form by selecting the appropriate choice for each recruitment method. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Methods Used To Recruit Private Attorneys Chart

1. Personal and Written Contacts*

○ Always ○ Frequently ○ Rarely ○ Never

2. Solicitations from organized bar*

○ Always ○ Frequently ○ Rarely ○ Never

3. Solicitations by judges*

○ Always ○ Frequently ○ Rarely ○ Never

4. Public service announcements*

○ Always ○ Frequently ○ Rarely ○ Never

5. Web announcements*

○ Always ○ Frequently ○ Rarely ○ Never

6. Targeted recruitment of lawyers with special skills*

○ Always ○ Frequently ○ Rarely ○ Never

7. Recruiting retired, inactive attorneys*

Always Frequently Rarely Never

8. Recruiting government attorneys*

Always Frequently Rarely Never

9. Recruiting corporate attorneys*

Always Frequently Rarely Never

10. Recruiting law students*

Always Frequently Rarely Never

11. Offers of co-counseling on cases*

Always Frequently Rarely Never

12. Soliciting distant law firms in rural areas*

Always Frequently Rarely Never

13. Encouraging law firms to adopt big issues*

Always Frequently Rarely Never

14. Newly admitted attorneys*

Always Frequently Rarely Never

15. CLE Credit*

Always Frequently Rarely Never

16. Other (please specify)*

Always Frequently Rarely Never

Save | Save and Continue

LSC
Legal Services Corporation

Methods Used To Retain Private Attorneys Volunteers

Performance Area Three, Criterion 2 - *Private attorney involvement :*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate how often the Applicant uses the methods listed to retain private attorney volunteers. Complete this form by selecting the appropriate choice for each specified retaining method. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Methods Used To Retain Private Attorneys Volunteers Chart

1. Recognition ceremonies

○ Always ○ Frequently ○ Rarely ○ Never

2. Recognition in publications or on websites

○ Always ○ Frequently ○ Rarely ○ Never

3. Malpractice insurance

○ Always ○ Frequently ○ Rarely ○ Never

4. Mentoring, co-counseling

○ Always ○ Frequently ○ Rarely ○ Never

5. Free or low cost training

○ Always ○ Frequently ○ Rarely ○ Never

6. Inclusion in substantive law task forces

○ Always ○ Frequently ○ Rarely ○ Never

7. Access to specialized research materials

Always Frequently Rarely Never

8. Other (please specify)

Always Frequently Rarely Never

Save   Save and Continue

LSC
Legal Services Corporation

Board Policies and Practices

Performance Area Four, Criterion 1 - *Board governance:*

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to describe governing board policies and practices. Complete this form by selecting the appropriate choice for each inquiry. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov.

Board Policies and Practices

1. Does the board have a written policy or practice that deals with conflicts of interest or potential conflicts of interest? *	○ Yes ○ No
2. In the last twenty-four months did a quorum of board members attend each scheduled board meeting? *	○ Yes ○ No
3. Is there a limitation on the number of terms board members can serve on the board? *	○ Yes ○ No
4. Are board members given an orientation on board responsibilities? *	○ Yes ○ No
5. Have board members received copies of the 2007 LSC Performance Criteria? *	○ Yes ○ No
6. Have board members received copies of the LSC Act and Regulations? *	○ Yes ○ No
7. Does the board have a finance committee? *	○ Yes ○ No
8. Does the board have an audit committee? *	○ Yes ○ No
9. Does the board have at least one member with expertise in accounting or auditing? *	○ Yes ○ No

Save   Save and Continue

Continuity of Operations Planning

Performance Area 4, Criterion 3 - ***Overall management and administration***

Instructions

Competitive grant Applicants must complete this form for each service area for which they are competing.

Use the web form below to indicate whether the Applicant has a written continuity of operations plan in the event of an emergency or disaster and, if so, whether the plan incorporates the items identified below. Complete this form by selecting the appropriate choice. Each inquiry in the form must be answered before the form can be submitted. Click the save button below once the form is completed and return to the proposal narrative.

Do not paste this form into the proposal narrative. Email questions pertaining to this form to the competition service desk at competition@lsc.gov

Quick Links

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

Applicant Information

Recipient Number		**Service Area**	
Applicant Organization		**Application Cycle**	2012

Continuity of Operations Planning

1. Does Applicant have a written continuity of operations plan * ○ Yes ○ No

2. Does the continuity of operations plan address:

a. ensuring the safety of staff * ○ Yes ○ No

b. continuing client services.* ○ Yes ○ No

c. preserving files, equipment and computer data bases * ○ Yes ○ No

d. continuing communication among program staff, management, the board, other providers and LSC * ○ Yes ○ No

e. relocation of Applicants work site(s), if necessary.* ○ Yes ○ No

f. coordinating with state/local emergency preparedness entities.* ○ Yes ○ No

3. Is the plan reviewed annually? * ○ Yes ○ No

4. Is there assigned staff responsible for regular review and updating of the plan?* ◯ Yes ◯ No

Save Save and Continue

Budget (Form D)

Instructions

The **Budget (Form D)** page captures information on projected expenses, projected revenue, current expenses and current revenue.

- To add a new information, click **Add**
- To edit existing information, click **Edit**
- To delete information, click **Delete**
- To go to the next page, click **Continue**

The following budget forms are to be completed by all applicants:

- Projected Expenses (Form D-12)
- Projected Revenue (Form D-14)

Form D-2 (Current Expenses) and Form D-4 are to be completed by Applicants who are not current recipients of LSC funds.

Quick Links

- LSC Grants Frequently Asked Questions (FAQ)
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Projected Expenses (Form D-12)

Add

Projected Revenue (Form D-14)

Add

Forms D-2 and D-4 are not required for current grantees.

Current Year Expenses (Form D-2)

Add

Current Year Revenue (Form D-4)

Add

Continue

Projected Revenue (Form D-14)

Instructions

The **Projected Revenue (Form D-14)** page captures projected support and revenue data for calendar year 2011.

- **All applicants must complete this page.**
- Applicants who apply for more than one service area must complete a separate form for each service area.
- To save the data and see the totals, click **Save and Calculate**.
- To return to the previous page, click **Close.**
- Click here for Support and Revenue Definitions.

A note about fund balances: The Corporation will assume that differences between projected Support and Revenue shown on Form D-14 and projected expenditures shown on Form D-12 are either planned fund balances or planned deficits. See 45 C.F.R. Part 1628 for LSC rules regarding LSC fund balances and deficits.

Instructions for Section (A):

All Applicants should report:

1. The amount of 2011 support and revenue requested from LSC for each service area.
2. The amount of projected year 2011 support and revenue from interest/investment income to be earned on LSC funds, LSC attorney fee awards, LSC publication income, LSC carryover funds, and other funds.

Instructions for Section (B):

1. **Applicants currently funded by LSC** should report total year 2011 support and revenue from Federal/state funds available under Title XX of the Social Security Act, funds available under the Older Americans Act, state and local grants, private foundations, IOLTA, non-LSC attorney fee awards, non-LSC carryover funds, non-LSC publications' income, and other sources.
2. **State and local government Applicants & sub state regional planning or coordinating agency Applicants** should report their projected year 2011 support and revenue for civil legal assistance activities from all sources using the categories designated in this section.
3. **Attorney and law firm Applicants** should report total projected year 2011 support and revenue from Federal/state funds available under Title XX of the Social Security Act, state and local grants, private foundations, IOLTA, non-LSC attorney fee awards, non-LSC carryover funds, non-LSC publications' income, and other sources.
4. **All Applicants** should include any remaining amounts on Line 99, "Other Funds," that are not otherwise captured under the specific categories of this section.

Instructions for Section (C):

1. **Attorney and law firm Applicants** that will provide civil legal assistance but were not funded to do so by public or private grants, should report projected year 2011 gross fees and receipts from client services. Also, report projected gross receipts from other income earned in for-profit activities.

Quick Links

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

2. **Applicants** who are not Attorney and law firm Applicants should not complete this section.

Instructions for Section (D):

This section is calculated automatically based on the amounts entered in sections (A), (B), and (C).

Follow the steps below for assistance on this form:

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

Service Area

Service Area TX-13 2011

	Fund Codes	Amount
(A) LSC Funding Sources		
Basic Field	10	$
Interest/Investment Income	28	$
Attorney Fee Awards	22	$
Publication Income	23	$
Carryover Funds	24	$
Other Funds	20	$
Subtotal (A) LSC Funding Sources		**$0**
(B) Non-LSC Funding Sources		
Title XX of Social Security Act	30	$
Older Americans Act	32	$
Violence Against Women Act	33	$
Other Federal Grants	34	$
Community Development Block Grants	36	$
State Grants	40	$
Filing Fees, Surcharges, etc.	41	$
Local Grants	42	$
United Way Grants	44	$
Foundation Grants	46	$
Bar Association Grants	48	$
IOLTA Grants	50	$
Attorney Fee Awards	52	$
Carryover Funds	54	$

Publication Income	55	$	
Other Funds	99	$	
Subtotal (B) Non-LSC Funding Sources			**$0**
(C) Client Service Income			
Gross Fees and Receipts from Client Services	57	$	
Other Income Earned in For-Profit Activities	58	$	
Subtotal (C) Client Service Income			**$0**
Total			**$0**

Save and Calculate Close

LSC Legal Services Corporation

Projected Expenses (Form D-12)

Instructions

This **Projected Expenses (Form D-12)** page captures projected LSC and non-LSC expenses for calendar year 2011.

- **All applicants must complete Projected Expenses (Form D-12).**
- Enter your budget detail in the fields below.
- To save the data and see the totals, click **Save and Calculate**.
- To return to the previous page, click **Clos**e.
- Calculate total projected year 2011 expenses based on the most current data available. Do not include expenses related to donated services (e.g., volunteer attorney time, donated office equipment).
- Applicants applying for more than one LSC service area must complete separate forms for each service area.
- Refer to the definitions for expenses at the end of this instruction for a description of the types of expenses to be reported under each expense category.
- Limit projected expenses to those incurred in delivering civil legal assistance to eligible clients as determined by 45 C.F.R. Part 1611.
- Click here to view Expense Definitions.

Quick Links

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

Column (1) LSC Expenditures:

Report total projected LSC expenses for calendar year 2011.

Column (2) Non-LSC Expenditures:

Report total non-LSC expenses projected for calendar year 2011.

Column (3) Total Expenditures:

This is a calculated field and reflects total projected LSC and non-LSC expenses.

A note about fund balances: The Corporation will assume that differences between projected Support and Revenue shown on Form D-14 and projected expenditures shown on Form D-12 are either planned fund balances or planned deficits. See 45 C.F.R. Part 1628 for LSC rules regarding LSC fund balances and deficits.

Follow the steps below for assistance on this form:

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

Service Area

Service Area	TX-13 2011

	LSC Expenditures	Non-LSC Expenditures[1]	Total

Personnel Expenses			
Lawyers Wages	$	$	**$0.00**
Paralegals Wages	$	$	**$0.00**
Other Staff Wages	$	$	**$0.00**
Employee Benefits	$	$	**$0.00**
Subtotal Personnel Expenses	**$0.00**	**$0.00**	**$0.00**
Non-Personnel Expenses			
Space - Rent/Lease	$	$	**$0.00**
Mortgage Payments	$	$	**$0.00**
Other Space Expense	$	$	**$0.00**
Equipment Rental	$	$	**$0.00**
Office Supplies	$	$	**$0.00**
Telephone	$	$	**$0.00**
Travel - Board	$	$	**$0.00**
Travel - Staff/Other	$	$	**$0.00**
Training - Board	$	$	**$0.00**
Training - Staff/Other	$	$	**$0.00**
Library	$	$	**$0.00**
Insurance	$	$	**$0.00**
Dues and Fees	$	$	**$0.00**
Audit	$	$	**$0.00**
Litigation	$	$	**$0.00**
Property Acquisition	$	$	**$0.00**
Purchase Payments	$	$	**$0.00**
Contract Services to Clients	$	$	**$0.00**
Contracts Services to Applicant	$	$	**$0.00**
Other	$	$	**$0.00**
Subtotal Non-Personnel Expenses	**$0.00**	**$0.00**	**$0.00**
Total	**$0.00**	**$0.00**	**$0.00**

[1]Report non-LSC expenses only for the provision of civil legal services.

Save and Calculate | Close

Current Year Revenue (Form D-4)

Instructions

The **Current Year Revenue (D-4)** page captures total projected support and revenue for calendar year 2010.

- **All applicants who are not current recipients of LSC funds must complete Current Year Revenue (D-4).**
- Enter your budget detail in the fields below.
- To save the data and see the totals, click **Save and Calculate**.
- To return to the previous page, click **Close**.
- Calculate total projected 2010 support and revenue based on the most current data available.
- Click here for Support and Revenue Definitions.

Quick Links

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

Instructions for Section (A):

- **State and local government applicants & sub state regional planning or coordinating agency applicants** should report their projected 2010 support and revenue for civil legal assistance activities from all sources using the categories designated in this section.
- **Attorney and law firm applicants** should report total projected 2010 support and revenue from Federal/state funds available under Title XX of the Social Security Act, state and local grants, private foundations, IOLTA, attorney fee awards, carryover funds, publications' income, and other sources.
- **Applicants** should include any remaining amounts on Line 99, "Other Funds," that are not otherwise captured under the specific categories of this section. Other appropriated funds should also be reported on Line 99.

Form D-4 is not required for current grantees.

Instructions for Section (B):

- **Attorney and law firm applicants** that will provide civil legal assistance, but were not funded to do so by public or private grants, should report projected year 2010 gross fees and receipts from client services. Also, report total gross receipts from other income earned in for-profit activities.
- **Applicants** who are not Attorney or law firm applicants should not complete this section.

Totals are calculated automatically based on the amounts entered in sections (A) and (B).

Follow the steps below for assistance on this form:

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

Service Area

Service Area

	Fund Codes	Amount
(A) Non-LSC Funding Sources		
Title XX of Social Security Act	30	$
Older Americans Act	32	$
Violence Against Women Act	33	$
Other Federal Grants	34	$
Community Development Block Grants	36	$
State Grants	40	$
Filing Fees, Surcharges, etc.	41	$
Local Grants	42	$
United Way Grants	44	$
Foundation Grants	46	$
Bar Association Grants	48	$
IOLTA Grants	50	$
Attorney Fee Awards	52	$
Carryover Funds	54	$
Publication Income	55	$
Other Funds	99	$
Subtotal (A) Non-LSC Funding Sources		**$0**
(B) Client Service Income		
Gross Fees and Receipts from Client Services	57	$
Other Income Earned in For-Profit Activities	58	$
Subtotal (B) Client Service Income		**$0**
Total		**$0**

Save and Calculate **Close**

Current Year Expenses (D-2)

Instructions

This **Current Year Expenses (D-2)** page captures projected non-LSC expenses for calendar year 2010.

- **All applicants who are not current recipients of LSC funds must complete Current Year Expenses (D-2).**
- Enter your budget detail in the fields below.
- To save the data and see the totals, click **Save and Calculate**.
- To return to the previous page, click **Close**.
- Calculate total projected 2010 expenses based on the most current data available.
- Do not include expenses related to donated services (e.g., volunteer attorney time, donated office equipment).
- Complete this form based on applicant's best estimate of expenses that will be incurred in providing services to low-income clients.
- Report total 2010 projected expenses for calendar year 2010 from the following sources of non-LSC funding:

  Title XX of the Social Security Act, Older Americans Act, Violence Against Women, Other Federal Grants, Community Development Block Grants, State Grants, Local Grants, United Way Grants, Foundation Grants, Bar Association Grants, IOLTA, Attorney Fee Awards, Carryover Funds, Publication Income, and Other Non-LSC funds

- Law firms and governmental entity applicants should include expenses incurred against public or private grants or contracts to serve low-income clients.
- Click here to view Expense Definitions.

Follow the steps below for assistance on this form:

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

Quick Links

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

Form D-2 is not required for current grantees.

Service Area

Service Area

Expenditures

Personnel Expenses	
Lawyers Wages	$
Paralegals Wages	$

Other Staff Wages	$
Employee Benefits	$
Subtotal Personnel Expenses	**$0**
Non-Personnel Expenses	
Space - Rent/Lease	$
Equipment Rental	$
Office Supplies	$
Property Acquisition	$
Other	$
Subtotal Non-Personnel Expenses	**$0**
Total	**$0**

Save and Calculate Close

Expense Definitions

1 Lawyers: This category should include all salaries, wages and profits paid to attorneys (other than for contract services), whether employed directly or supervised by the applicant and whether part-time, full-time, or temporary. It also includes law school graduates who have not passed a bar examination.

2 Paralegals: This category should include all salaries and wages paid to paralegals, whether employed directly or supervised by the applicant (e.g., senior aides) and whether part-time, full-time, or temporary.

3 Other Staff: This category should include all salaries and wages paid to all other staff, whether administrative/clerical staff, students, or others, and whether full-time, part-time, or temporary (e.g., Work/Study).

4 Employee Benefits: This category should include all fringe benefits paid on behalf of employees, including retirement, FICA, health and life insurance, worker's compensation, disability insurance, unemployment insurance, day care, and other payroll-related costs.

5 Subtotal expenses for salaries and benefits.

6-8 Space: This category includes rent or lease expenses and mortgage payments which are reported separately. It also includes, under "Other Expenses," janitorial, maintenance, and utility expenses.

9 Equipment Rental: This category includes lease or rental expenses for office furniture, fixtures, and equipment (except telephone). It also includes an estimate of maintenance costs for that equipment, whether pursuant to a service contract or an estimate of individual repair bills.

10 Office Supplies and Expenses: This category includes all basic office accessories and supplies, including paper materials and supplies used for copiers. Printing and postage are also to be included in this category. All equipment purchases which cost less than $100 may be placed in this line item.

11 Telephone: This category includes costs for the rent or lease of telephone equipment and long distance calls. Similar and related expenses, such as telegraph or other telecommunications, should be included as well.

12-13 Travel: This category includes travel expenses required by governing body members for fulfillment of the obligations of governing body membership and those travel expenses for staff related to client services (e.g., circuit riding, attendance at meetings, etc.). Training-related travel is to be reported under "Training."

14-15 Training: This category includes all non-personnel costs associated with the training of board members, staff, and others. Continuing education of staff members should also be included here. Examples are: travel to/from training events, per diem, conference registration fees or tuition, purchase of training materials, rent for facilities used in a training event, consultant fees paid to trainers, etc. Material or capital additions (equipment purchases) for training with a value in excess of $100 should be reported under "Property Acquisition." No personnel costs should be included here.

16 Library: This category includes expenses for the maintenance and normal expansion of office libraries, including subscriptions to periodicals, books, reference materials, and multiple volume sets of law books. Capital additions to the library holdings costing over $100 per item should be included under "Property Acquisition."

17 Insurance: This category includes professional liability insurance, errors and omissions insurance, bonding, property insurance (fire and theft), and liability insurance for property and automobiles.

18 Dues and Fees: This category includes dues and fees paid to professional organizations on behalf of the applicant or subrecipient and its staff.

19 Audit: This category includes expenses for auditors.

20 Litigation: This category includes court costs, witness fees, expert witness expenses, sheriff fees, courthouse copying fees, and other expenses incurred but not reimbursed by clients and not recovered in litigation on behalf of eligible clients.

21 Property Acquisition: This category includes equipment, library purchases and other major expenses that occur infrequently, and which are capitalized (e.g., major renovations). **Amortized amounts to be paid toward equipment purchases should be reported under Purchase Payments.**

22 Purchase Payments: This category includes all payments on loans secured to purchase property over $100.

23 Contract Services to Clients: This category includes all payments to private attorneys and other entities who provide legal services to eligible clients, including those services provided pursuant to an LSC subgrant. The applicant's subgrant should be reflected on this line.

24 Contract Services to Applicant: This category includes all other services to the applicant such as legal counsel, consultant fees exclusive of those paid for training, use of a computer service bureau, bookkeeping or other accounting services (other than those listed under "Audit"), etc.

25 Other: This category includes all remaining applicant expenses that are not identified in these definitions.

Close

Support and Revenue Definitions

10 LSC General Basic Field Grant: LSC funding that is allocated based upon the poverty population as determined by the Bureau of the Census. This funding provides legal services to the general poor population.

14 LSC Basic Field Migrant Grant: Basic Field funding that is specifically granted to address the legal needs of migrant farm workers.

16 LSC Basic Field Native American Grant: Basic Field funding that is specifically granted to address the legal needs of Native Americans (American Indians, Hawaiian Natives and Alaskan Indians).

20 Other LSC Funds: Grants that are not within the standard LSC grant categories.

22 Attorney Fee Awards - LSC Cases: The amount received or expected to be received as the result of a judgment, court order, or settlement of cases.

23 Publication Income: Income earned from publications produced in whole or in part with LSC funds, including copyrighted materials.

24 LSC Carryover Funds: LSC funds of any nature that are unexpended from a previous accounting period or calendar year.

28 LSC Interest/Investment Income: Income generated as interest or dividends, income resulting from investment of LSC funds on a short or long-term basis and/or rental receipts.

30 Title XX: Federal/state funds available under Title XX of the Social Security Act. The funding agency is usually the state welfare, human resources, or social services agency.

32 Older Americans Act: Funds available under the Older Americans Act (usually Title III). Providers include state or area aging agencies and/or the U.S. Department of Health and Human Services/Office of Development Services/Administration on Aging.

33 Violence Against Women Act: Funds available under the Violence Against Women Act, including V-STOP and STOP grants. Providers include the U.S. Department of Justice and state and local agencies such as state attorneys general.

34 Other Federal Grants: Other sources of federal funding, including funds received for job training, community action, or community education.

36 Community Development Block Grants: Block grant funds under the Community Development Act administered by HUD. The funds are usually obtained from city or county agencies administering community development programs.

40 State Grants: Public funds received from state agencies, exclusive of those included in the federal categories listed above, or IOLTA category listed below.

42 Local Grants: Public funds from city or county agencies, except those included in the categories listed above.

44 United Way: Funds from United Way, Community Chest, Red Feather, United Givers Fund, or other consolidated community fund-raising organizations.

46 Foundation Grants: Funds from any private foundation, local, regional, or national.

48 Bar Association Grants: Contributions from bar associations and related organizations, but not IOLTA.

50 IOLTA: Interest On Lawyer's Trust Accounts.

52 Attorney Fee Awards/Non-LSC Case(s): The amount received or expected to be received as the result of a judgment, court order, or settlement of cases.

54 Non-LSC Carryover Funds: Funds, other than LSC funds, that are unexpended from a previous accounting period or calendar year.

55 Non-LSC Publication Income: Income earned from the sale of publications produced with non-LSC funds.

57 Gross Fees and Receipts from Client Services: Income earned from fees paid and other receipts attributable to for-profit operation as a law firm.

58 Other Income Earned in For-Profit Activities: Income earned in for-profit operations other than income for legal services to clients.

99 Other Funds: This category includes all remaining support, revenue, or appropriated funding sources that are not identified in these definitions.

Actual Staffing Information (Form E-1)

Instructions

The **Actual Staffing Information (Form E-1)** page captures current 2010 data on applicant full-time and part-time staffing and volunteers.

- **New applicants are required to complete Actual Staffing Information (Form E-1).**
- Prepare Actual Staffing Information (Form E-1) based on positions that are filled at the time the form is completed.
- Use whole numbers without decimal points when entering data.
- Enter your information in the fields below.
- To save the data, click **Save**.
- To go to the next page, click **Continue**.

Quick Links

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

Follow the steps below for assistance on this form:

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

Form E-1 is not required for current grantees

Actual Staffing Information

	Supervising Attorneys	Other Attorneys	Paralegals	Other Staff
Full-Time				
Part-Time				
Volunteers				
Average Salary				
Average Years of Experience				
Male				
Female				
White				
African-American				
Hispanic				
Native American				
Asian				
Other Ethnicity				

LSC
Legal Services Corporation

Current Year Client Services (Form G-1)

Instructions

The **Current Year Client Services (Form G-1)** page captures information on calendar year 2010 client services.

- **New applicants are required to complete Current Year Client Services (Form G-1).**
- Enter your information in the fields below.
- To save the data, click **Save**.
- To go to the next page, click **Continue**.
- **In Column (1)** Report the number of cases that will be closed during the year after "limited service."
- **In Column (2)** Report the number of cases that will be closed during the year after the provision of "extended service."
- **In Column (3)** This is the total number of cases for the year, which is the sum of limited service cases, extended service cases, and the number of cases that will remain open at the end of calendar year 2010.
- **In Column (4)** Report the number of cases that will remain open at the end of calendar year 2010.
- Click here for definitions of description of limited and extended services and examples of legal problems, by type.

Quick Links

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

Form G-1 is not required for current grantees

Follow the steps below for assistance on this form:

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

Add or Edit Current Year Client Services

Type of Legal Problem	Cases Closed after Limited Service	Cases Closed after Extended Service	Total	Cases Remaining Open at Year End
Consumer Finance				
Education				
Employment				
Family				
Juvenile				
Health				
Housing				
Income Maintenance				
Individual Rights				

Miscellaneous			

Total All Cases

Save and Calculate   Continue

LSC
Legal Services Corporation

Current Year Governing/Policy Body Structure (Forms F-1 and F-2)

Instructions

The **Current Year Governing/Policy Body forms (i.e., Forms F-1 and F-2)** capture information on Applicant's governing/policy body members.

Governing/Policy Body member information provided in the Notice of Intent to Compete (NIC) is automatically transferred to Forms F-1 and F-2; however, some additional information is required.

Access Forms F-1 and F-2 to complete the information required for each Governing/Policy Body member.

- To provide information for a new board member, click **Add**
- To edit existing board member information, click **Edit**
- To delete board member information, click **Delete**
- To go to the next page, click **Continue**

Note:

All Applicants must have a governing or policy body consistent with the requirements of 45 C.F.R. Part 1607 within sixty days of receiving an LSC grant.

Applicants that currently do not have a governing/policy body that complies with 45 C.F.R. Part 1607 should enter zero for each category on Form F-1 and must submit a plan for developing its governing/policy body.

Click here for additional information about LSC governing/policy body requirements.

Quick Links

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

Policy Board Structure (Form F-1)

Add

Board Members (Form F-2)

☐ I am a new applicant and do not have a board.

Board Chair

Select the Board Chair (or Interim Board Chair) from the drop-down selector below. Note: an email address and a phone number are required for the board chair.

Use the **Add** button in the **Board Members** section below to add new board member information, including new Board Chair (or Interim Board Chair) information.

Use the **Edit** button below to access the Board Member Editor page to edit any of the existing board member information.

Board Chair <None>

Save

Board Members

Add

Continue

LSC Legal Services Corporation

Policy Board Structure (Form F-1)

Instructions

Applicants who currently have a governing/policy body that conforms to 45 C.F.R. Part 1607 must complete Policy Board Structure (Form F-1). Enter the following information:

- The total number of board members stipulated by the Applicant's Bylaws or Articles of Incorporation for McCollum Attorneys, Other Attorneys, Client Members, and Other members.
- The total number of current vacancies for each category based on the length of vacancy at the bottom.
- To save the data, click **Save**.
- To return to the previous page, click **Close**.

Follow the steps below for assistance on this form:

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

Quick Links

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

Governing/Policy Board Positions

	McCollum Attorneys	Other Attorneys	Client Members	Other Members
No. of Bylaws Positions				

Governing/Policy Board Vacancies

No. of Positions Vacant	McCollum Attorneys	Other Attorneys	Client Members	Other Members
Less than 90 days				
90 days to 1 year				
Greater than 1 year				

Save Close

LSC
Legal Services Corporation

Board Members (Form F-2)

Instructions

Applicants who currently have a governing/policy body that conforms to 45 C.F.R. Part 1607 must complete Board Members (Form F-2).

Enter the following information for each board member:

- Name
- Gender
- Ethnicity
- Contact information
- Indicate whether the contact information entered refers to the board members business or home address
- Appointing organization
- Board member type

Please note the following:

- The system may have already filled in certain fields based on information previously entered
- Update this information as needed
- All fields marked with an asterisk (*) are required
- To save the data, click **Save**
- To return to the previous page, click **Close**

Follow the steps below for assistance on this form:

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

Quick Links

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

Add or Edit Board Members

Name*

<None>
Prefix

First* | Middle | Last*

<None>
Suffix

Status* <Select>

Available Status selections are: Current and Proposed

Appointing Organization*

Relevant Experience*

Gender* ○ Female ○ Male ○ Not Applicable

Ethnicity* <None>

Address*

City*

State* <None>

Zip*

Phone

Address/Phone* ○ Business ○ Home

Type of Member* ○ McCollum Attorney ○ Other Attorney ○ Client Member ○ Other Member

Email Address

Save **Close**

LSC
Legal Services Corporation

Projected Expenditures by Type of Activity (Form G-12)

Instructions

The **Projected Expenditures by Type of Activity (Form G-12)** page captures projected calendar year 2011 expenditures for Cases, Other Services (previously referred to as Matters), and Supporting Activities.

- **All applicants must complete Projected Expenditures by Type of Activity (Form G-12).**
- Enter whole numbers without punctuation such as decimal points or dollar signs.
- To save the data, click **Save and Calculate**.
- To continue to the next page, click **Continue**.
- Calculate total projected 2011 expenses based on the most current data available. Do not include expenses related to donated services (e.g., volunteer attorney time, donated office equipment).
- Total expenditures on this form should equal "Total LSC expenditures" reported on Form D-12.
- Applicants applying for more than one LSC service area must complete separate forms for each service area.
- Limit projected expenses to those incurred in delivering civil legal assistance to eligible clients as determined by 45 C.F.R. Part 1611.
- Percentages in column II of Form G-12 are automatically calculated based on the projected 2011 expenditures entered in Column I.
- Click here for definitions before completing this page.

Quick Links

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

Instructions for completing Section A:

Report projected 2011 LSC expenditures for Cases, Other Services, and Supporting Activities. **Note:** The total of all expenditures entered in Section A must equal the total LSC expenditures reported in Form D-12.

Instructions for completing Section B:

Report projected 2011 LSC expenditures by case type. **Note**: The total for case expenditures, by case type in Section B must equal the amount for cases entered in Section A.

Refer to the definitions at the end of this instruction before completing Form G-12.

Follow the steps below for assistance on this form:

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

Service Area

Service Area:

Projected Expenditures by Type of Activity

SECTION A **Distribution of Expenditures for Cases, Other Services, and Supporting Activities**	**Expenditures ($)**	**% of Total**
1. Cases*		
2. Other Services (formerly referred to as Matters)*		
3. Supporting Activities*		
4. Total *(Total should equal total LSC expenses from Form D-12)*		

SECTION B **Distribution of Expenditures by Case Types**	**Expenditures ($)**	**% of Total**
1. Consumer/Finance*		
2. Education*		
3. Employment*		
4. Family*		
5. Juvenile*		
6. Health*		
7. Housing*		
8. Income Maintenance*		
9. Individual Rights*		
10. Miscellaneous*		
11. Total Case Funding *(The Total Case Funding must equal the amount for Cases only, shown in Section A, Row 1, Column 1)*		

Save and Calculate   Continue

Form G-12 Definitions

- **Cases** are defined as the provision of permissible legal assistance to an eligible client with a legal problem, or set of closely related legal problems, accepted for assistance in accordance with the requirements of the LSC Act, regulations, and other applicable law.
- **Other Services (previously referred to as Matters)** are actions that contribute to the overall delivery of services that do not involve direct legal advice to, or legal representation of, one or more specific clients. Examples include: special project meetings about legal services to the community; community education events; pro se clinics; providing information about the availability of legal assistance; developing informational materials; training; continuing legal education; general supervision of applicant services; the preparation and dissemination of desk manuals; PAI recruitment; and other direct or indirect applicant services that are not actions taken in cases.
- **Supporting Activities** are actions that are administrative in nature and are not cases or matters. Such actions include fundraising and actions classified as "management and general" for accounting purposes. Examples of supporting activities include: fundraising; board meetings; staff breaks; general staff meeting; researching timekeeping systems; and staff evaluations.
- **Consumer Finance** includes, but is not limited to, bankruptcy, debt relief, collection, contracts, warranties, credit access, energy, loans, public utilities, and unfair sales practices.
- **Education** includes, but is not limited to, special education, suspension, and expulsion.
- **Employment** includes, but is not limited to, job discrimination and wage claims.
- **Family** includes, but is not limited to, adoption, custody, visitation, divorce, separation, guardianship, name change, parental rights termination, paternity, spouse abuse, and support.
- **Juvenile** includes, but is not limited to delinquency, neglect and abuse.
- **Health** includes, but is not limited to, Medicaid and Medicare.
- **Housing** includes, but is not limited to, federally subsidized housing, other public housing, home ownership, real property, and landlord/tenant.
- **Income Maintenance** includes, but is not limited to, AFDC, welfare, black lung, food stamps, Social Security, SSI, unemployment compensation, veteran's benefits, and worker's compensation.
- **Individual Rights** includes, but is not limited to, immigration, naturalization, mental health, prisoner's rights, and the rights of the disabled.
- **Miscellaneous** includes, but is not limited to, incorporation, dissolution, Native American tribal law, licenses (auto and others), torts, wills and estates.

PAI Current Year Expenses (Form D-13)

Instructions

This **PAI Current Year Expenses (Form D-13)** page captures projected expenses for PAI from LSC and non-LSC funding sources for calendar year 2010.

- **All Applicants for basic field – general service areas must complete PAI Projected Expenses (Form D-13).**
- Calculate total projected 2010 expenses based on the Applicant's PAI plan and the most current expense data available. (*Note: LSC requires each Applicant to submit a copy of its current 2010 PAI budget and PAI plan along with its 2011 grant application. Review 45 C.F.R. Part 1614 before developing the PAI budget and plan.*
- Recipients are required to devote an amount equal to at least twelve and one-half percent (12 ½%) of the Applicant's total basic field – general grant award in the involvement of private attorneys. (see 45 C.F.R. Part 1614)
- Limit projected PAI expenses to those incurred in delivering civil legal assistance to eligible clients as determined by 45 C.F.R. Part 1611.
- Refer to the definitions for expenses at the end of this instruction for a description of the types of expenses to be reported under each expense category.
- Refer to the 45 C.F.R. § 1614.4(a)(2) and to LSC Program Letter 07-2 for guidance on the types of activities that can be charged to PAI.
- Enter whole numbers without punctuation such as decimal points or dollar signs.
- To save the data, click **Save and Calculate**.
- To continue to the next page, click **Continue**.
- Click here to view definitions related to the types of expenses to be reported under each expense category.

Quick Links

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

Column (1) LSC Expenditures:

Report total projected PAI expenses from LSC funds for calendar year 2010.

Column (2) Non-LSC Expenditures:

Report total PAI expenses from non-LSC funds for calendar year 2010.

Column (3) Total Expenditures:

This is a calculated field and reflects total projected PAI expenses from LSC and non-LSC sources.

Follow the steps below for assistance on this form:

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

Service Area

Service Area LA-1 2011

	LSC Expenditures	Non-LSC Expenditures	Total
Personnel Expenses			
Lawyers Wages	$ 0	$ 0	**$0.00**
Paralegals Wages	$ 0	$ 0	**$0.00**
Other Staff Wages	$ 0	$ 0	**$0.00**
Employee Benefits	$ 0	$ 0	**$0.00**
Subtotal Personnel Expenses	**$0.00**	**$0.00**	**$0.00**
Non-Personnel Expenses			
Space - Rent/Lease	$ 0	$ 0	**$0.00**
Mortgage Payments	$ 0	$ 0	**$0.00**
Other Space Expense	$ 0	$ 0	**$0.00**
Equipment Rental	$ 0	$ 0	**$0.00**
Office Supplies	$ 0	$ 0	**$0.00**
Telephone	$ 0	$ 0	**$0.00**
Travel - Board	$ 0	$ 0	**$0.00**
Travel - Staff/Other	$ 0	$ 0	**$0.00**
Training - Board	$ 0	$ 0	**$0.00**
Training - Staff/Other	$ 0	$ 0	**$0.00**
Library	$ 0	$ 0	**$0.00**
Insurance	$ 0	$ 0	**$0.00**
Dues and Fees	$ 0	$ 0	**$0.00**
Audit	$ 0	$ 0	**$0.00**
Litigation	$ 0	$ 0	**$0.00**
Property Acquisition	$ 0	$ 0	**$0.00**
Purchase Payments	$ 0	$ 0	**$0.00**
Contract Services to Clients	$ 0	$ 0	**$0.00**
Contracts Services to Applicant	$ 0	$ 0	**$0.00**
Other	$ 0	$ 0	**$0.00**

Subtotal Non-Personnel Expenses	**$0.00**	**$0.00**	**$0.00**
Total	**$0.00**	**$0.00**	**$0.00**

Save and Calculate Continue

Technology (Form K)

Instructions

The **Technology Form (Form K)** captures information on Applicant's current technology in place at the time the Application is filed. Answer questions about Applicant's current technology and indicate the types of software applications available along with the versions and the proportions of users for each of the software applications identified. Refer to the technology definitions before responding to the technology questions. Click here for technology definitions.

Quick Links

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

- **All applicants must complete Form K**
- Indicate the operating system used, the version used, and the percentage of staff using this software
- Indicate the email software used, the version used, and the percentage of staff using this software
- Indicate the Internet browser used, the version used, and the percentage of staff using this software
- Indicate the word processing software used, the version used, and the percentage of staff using this software
- Indicate the accounting software used, the version used, and the percentage of staff using this software
- Indicate the case management software used, the version used, and the percentage of staff using this software
- Respond to each of the inquiries pertaining to time keeping, legal research, degree of connectivity, Applicant's network and internet access
- Respond to each inquiry pertaining to Applicant's website and statewide websites
- Provide required information for Applicant's technology contact person
- State whether Applicant is signed up as a host for "LegalMeetings"

Note the following:

- When entering the percent of staff using the software applications listed in the form, use whole numbers without any punctuation such as decimal points. For example, enter the whole number 50 if the proportion of staff using an application is 50% or one-half.
- All fields marked with an asterisk (*) are required.
- To save data, click **Save**.
- To continue to the next page, click **Continue**.

Follow the steps below for assistance on this form:

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

Operating Systems

	Version	Percentage Staff
☐ Windows 98		

- ☐ Windows 2000
- ☐ Windows XP
- ☐ Windows Vista
- ☐ Windows 7
- ☐ Windows (Other)
- ☐ Linux
- ☐ MAC
- ☐ Other

E-mail Software

	Version	Percentage Staff
☐ MS Exchange		
☐ Outlook (without Exchange)		
☐ Outlook Express or Windows Live Mail		
☐ Lotus cc:Mail		
☐ Netscape		
☐ GroupWise		
☐ Eudora		
☐ Gmail		
☐ Other		

Internet Browser

	Version	Percentage Staff
☐ Netscape Navigator		
☐ MS Explorer		
☐ Mozilla Firefox		
☐ Opera		
☐ Chrome		
☐ Safari		
☐ Other		

Word Processing Software

	Version	Percentage Staff
☐ WordPerfect		
☐ MS Word		
☐ Open Office		
☐ Google Apps		

☐ Other		

Accounting

	Version	Percentage Staff
☐ ACCPAC		
☐ ACCPAC Plus International		
☐ ACS-AMERICAN CHURCH SYSTEMS		
☐ ADP/Fixed Asset Systems		
☐ AMERICAN FUNDWARE		
☐ Axcent		
☐ Blackbaud		
☐ BUCS		
☐ Business Works		
☐ Champion		
☐ Cougar Mountain		
☐ CYMA Accounting		
☐ CYMA NOT FOR PROFIT		
☐ DYNAMICS		
☐ Excel Spreadsheets		
☐ Executive Data Systems		
☐ Focus on Business Fund Accounting		
☐ FOR FUND		
☐ Fund Accounting Software Series		
☐ Fund EZ		
☐ Fundware		
☐ Grants Management System		
☐ Great Plains		
☐ Institutional Data Systems		
☐ Kenrick		
☐ Lotus Spreadsheet		
☐ Management Assist, Inc. (MAI)		
☐ Management Information Products		
☐ MAS 90		
☐ Micro Information Products (MIP)		

- ☐ Midwest Computer Center Accounting Package
- ☐ Omni Flex Software Program
- ☐ One Write Plus
- ☐ Open Systems
- ☐ Open Systems Accounting Software
- ☐ Open Systems Travers
- ☐ Peachtree
- ☐ Peachtree Complete Accounting
- ☐ PICK
- ☐ Quattro Pro (Qpro)
- ☐ Quick Books
- ☐ Quick Books Pro
- ☐ Quicken
- ☐ Red Wing
- ☐ Solomon
- ☐ TRLA Accounting System
- ☐ Visual Account
- ☐ Mate Version
- ☐ Other

Case Management

	Version	Percentage Staff
☐ LegalServer		
☐ PIKA		
☐ Practice Manager		
☐ Legal Files		
☐ Kemps		
☐ Time		
☐ Other		

Time Keeping

Do you use a program other than your case management software for your timekeeping?* ○ Yes ○ No

If yes, what software are you using?

Legal Research

Legal Research* ☐ Westlaw ☐ Lexis ☐ Other Description

Degree of Connectivity

Are program computers networked:

Within all program offices? * ○ Yes ○ No

Between all program offices? * ○ Yes ○ No

Network

Do you use Remote Access software?* ○ Yes ○ No

If yes, what software are you using? ☐ Citrix ☐ Terminal Server ☐ PC Anywhere ☐ Other

Are you using a VPN?* ○ Yes ○ No

Internet Access

How are your offices connected to the Internet?

Dial-up? * ○ Yes ○ No

DSL? * ○ Yes ○ No

ISDN? * ○ Yes ○ No

Frame? * ○ Yes ○ No

T1? * ○ Yes ○ No

Cable? * ○ Yes ○ No

Satellite? * ○ Yes ○ No

Fiber optics? * ○ Yes ○ No

Other? * ○ Yes ○ No

Describe

Web Site Information

Programs are expected to, in cooperation with other organizations that are part of the state justice community, to build and maintain a quality statewide web site for legal information. The web site will publish a full range of community legal education/pro se related materials and referral information, at least covering the common topics facing the client community on the subject matters that are the program's priorities.

What is the URL for your Statewide Web Site?*

Name of Statewide Web Site Coordinator*

First Name* Last name*

Telephone* Email Address*

Are you using HotDocs?* ○ Yes ○ No

Are you using LawHelp Interactive?* ○ Yes ○ No

Are you using A2J Author?* ○ Yes ○ No

Has your program made financial contributions to the statewide web sites (SWWS)?* ○ Yes ○ No

If yes, how much?

Has your program provided content for the SWWS?* ○ Yes ○ No

Has your program participated in stakeholder meetings for the SWWS?* ○ Yes ○ No

Has your program done outreach for SWWS?* ○ Yes ○ No

Is there a portion of the SWWS dedicated to the recruitment and support of pro bono attorneys?* ○ Yes ○ No

Does your program maintain a web site separate and apart from the SWWS?* ○ Yes ○ No

If yes, what is the URL?

If yes, are any LSC funds used to maintain this web site? ○ Yes ○ No

Program Technology Contact Person*

First Name* Last name*

Telephone* Email Address*

Statewide Technology Contact Person*

First Name Last name

Telephone Email Address

Is your program signed up as a host for LegalMeetings?* ○ Yes ○ No

Save Continue

Technology Definitions

1. **A2J Author:** This is a user friendly interface for automated forms interviews which incorporates website standards for low-literacy users, including graphics, to create an easy to navigate interview for automated forms. The guided interviews created with A2J Author remove many of the barriers faced by self-represented litigants, allowing them to easily complete court documents that are ready to be filed with the court system. A2J Author is available for free to interested courts, legal service organizations, and members of the HotDocs development community for non-commercial use.
2. **Computer Network:** A shared structure of computer hardware and software that serves users within a confined geographical area. It is made up of servers, workstations, a network operating system and a communications link. Servers are high-speed machines that hold programs and data shared by network users. The workstations are the users' personal computers, which perform stand-alone processing and access the network servers as required.
3. **Email:** Short for electronic mail, this is a system that lets people send and receive messages and files with their computer both internally and externally. The system might be on a large network (such as the Internet), or over an office's own office network.
4. **HotDocs:** This is a commercial document assembly product from HotDocs Limited (previously Capsoft) used to create online forms and pleadings. Once a form has been created and uploaded to the website, pro se users and program advocates can fill in the form by answering questions and entering the information requested. The software then combines the information and supplies a finished form that can be saved and printed.
5. **LawHelp Interactive:** This is a project of Pro Bono Net, a nonprofit committed to increasing access to justice with technology, in cooperation with Ohio State Legal Services Association. The project provides a national server for legal aid programs to post HotDocs to create legal forms and documents. Users are asked a series of questions, and their answers are used to tailor their documents.
6. **LegalMeetings:** Web-based online conference center available at low cost to all LSC funded programs.
7. **VPN:** A virtual private network (VPN) is a network that uses a public telecommunication infrastructure, such as the Internet, to provide remote offices or individual users with secure access to their organization's network.

Close

Technology Budget (Form D-15)

Instructions

Form D-15 captures projected LSC and non-LSC expenses for carrying out Applicant's 2011 Technology Plan.

- **All applicants must complete Form D-15.**
- Enter budgeted expense amounts in the fields below.
- Enter whole numbers without punctuation such as decimal points or dollar signs.
- To save the data and see the totals, click **Save and Calculate**.
- To continue to the next page, click **Continue**.

At a minimum Form D-15 should indicate a planned budget for:

- software and hardware acquisition costs (i.e. **Equipment (Purchase)**, **Equipment (Rental)** and **Software**)
- software and hardware maintenance costs (i.e. **Contracts**)
- IT staffing costs (i.e. **Program IT Staffing Costs** and **External IT Staffing Costs**)
- staff training costs (i.e. **Training for IT Staff** and **Technology Training for other Staff**)

Follow the steps below for assistance on this form:

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

Technology Budget Form

	Expenditures ($)
1. Program IT Staffing Costs *	
2. External IT Staffing Costs *	
3. Space Cost (Rent/Lease) *	
4. Travel *	
5. Equipment (Purchase) *	
6. Equipment (Rental) *	
7. Telecommunications bandwidth charges *	
8. Communications (Other) *	
9. Software *	

10. Supplies *

11. Contracts *

12. Training for IT Staff *

13. Technology Training for other Staff *

14. Other *

15. Total

Save and Calculate

Continue

Organizational Overview

Instructions

LSC requires each Applicant to provide an overview of its organization and delivery system. The overview is to contain a concise description of the geographical and cultural characteristics of the Applicant's service area(s), the scope of legal services provided by the Applicant, and the delivery methods and distinctive characteristics of the Applicant's organization. LSC may use excerpts from the overviews in publications and presentations.

Complete the Overview by addressing the questions below. Each section in the form must be answered before the form can be submitted. Click the save button below once the form is completed.

Do not upload the Overview. Email questions pertaining to this form to competition@lsc.gov

Quick Links

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

Applicant Information

Recipient Number		**Service Area**	
Applicant Organization		**Application Cycle**	2012

Organizational Overview

1. Describe the geographical and cultural characteristics of the service area.

a. Indicate whether the service area is primarily rural, urban, or mixed. Explain which counties or cities (or the number of counties or cities) classify it as such.*

b. If there have been significant changes, explain the changes and how they affect the eligible client population of the service area. If there have been no significant changes, indicate this and explain the characteristics that have consistently affected the eligible client population.*

c. Describe the most distinctive characteristics of the service area. Make note of things such as the service area's poverty, changes in population, area-specific legal issues, or other such characteristics. *

2. Describe the scope of legal services to be provided by the Applicant.

a. State whether the Applicant provides a full range of legal services. Provide examples of what those services include and state whether the full range of service is extended throughout the service area.*

b. If the Applicant does not provide a full range of legal services, identify the parts of the service area that will not be served by the Applicant or that will receive limited service by the Applicant.*

c. If the Applicant does not provide a full range of legal services, identify other providers the Applicant relies on to ensure a full range of legal services to eligible clients; also identify the legal services of the other provider.*

3. Describe the delivery methods and distinctive characteristics of the Applicant's Organization.

a. Briefly describe the service delivery method(s) employed by the Applicant (e.g., specialized law units, legal helplines, impact litigation, compensated and pro bono private attorney models, pro se).*

b. Briefly describe the most distinctive characteristics of the Applicant's organization.*

Save Continue

Instructions

List up to five professional references for the Applicant's organization or, in the case of a new organization, Applicant's principals. Provide mailing addresses, telephone numbers, fax numbers and email addresses

- To provide information for a new reference, click **Add**
- To edit existing reference information, click **Edit**
- To delete reference information, click **Delete**
- To go to the next page, click **Continue**

Quick Links

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

Applicant Information

Recipient Number		**Service Area**	
Applicant Organization		**Application Cycle**	2012

List of References

Add

Continue

List of References

Instructions

Enter the following information for each professional reference:

- Name
- Title
- Organization
- Address Information
- Phone number
- Fax number
- Email address

Please note the following:

- The system may have already filled in certain fields based on information previously entered
- Update this information as needed
- All fields marked with an asterisk (*) are required
- To save the data, click **Save**
- To return to the previous page, click **Close**

Quick Links

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

Add or Edit Professional References

Name*

<None>
Prefix

First*　Middle　Last*

<None>
Suffix

Title*

Organization*

Address*

City*

State* <None>

Zip*

Phone*

Fax*

Email Address*

Save **Close**

LSC Legal Services Corporation

Conflicts, Complaints & Performance Evaluations

Instructions

Complete this form by responding to the questions below. Each section in the form must be answered before the form can be submitted. Click the save button below once the form is completed. Email questions pertaining to this form to the competition service desk at competition@lsc.gov

Quick Links

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

Applicant Information

Recipient Number		**Service Area**	
Applicant Organization		**Application Cycle**	2012

Conflicts, Complaints & Performance Evaluations

LSC requires Applicants to disclose any potential significant conflicts (e.g., Applicant has been retained by a housing authority or financial institution). If there are no potential significant conflicts, indicate this by checking the box below.*

☐ Check here if there are no potential significant conflicts.

Describe the Applicant's capacity to protect against any such conflicts that may arise during the term of the grant or contract.*

List of Disciplinary Complaints and Malpractice Lawsuits

List all professional disciplinary complaints, criminal convictions, civil contempt, and malpractice lawsuits and/or claims made against the Applicant or any of its attorneys during the past thirty-six months. List all pending lawsuits and/or claims against the Applicant, regardless of the date of the lawsuit or the date the claim was initiated. If the Applicant has not had any, indicate this by checking the box below.*

☐ Check here if there have been no disciplinary complaints, criminal convictions, civil contempt, and malpractice lawsuits and/or claims made against the Applicant or any of its current attorneys during the past thirty-six months, and there are no pending lawsuits and/or claims against the Applicant.

List of Performance Evaluation and Monitoring Reports

List all performance evaluation and monitoring reports (PEM) by non-LSC funders, regulatory agencies, or evaluators the Applicant has received within the past thirty-six months. For each report, state the agency issuing the report and the date the report was issued. If the Applicant has not received any program evaluation and monitoring reports, indicate this by checking the box below.*

☐ Check here if the Applicant has not received any program evaluation and monitoring reports during the past thirty-six months.

Save Continue

Uploads

Instructions

The uploads listed in the **Upload Checklist** below are required for this application. To upload a document:

1. In the **Upload Checklist** section below, click to download the template/instructions associated with the document, if available, as a guide to create your upload.
2. Then when you are ready to upload the document, select the **Type** from the drop-down in the **Uploads** section below and click **Select Upload Type**. You will be then be taken to the Upload Editor page where you can upload your document.
3. Follow the instructions on the Upload Editor page to upload the document.

Email competition@lsc.gov with any questions regarding these instructions.

Quick Links

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

Upload Checklist

Type	Required	Template
Proposal Narrative (Form L)	Yes	2011 Proposal Narrative Instruction
Program Evaluation & Monitoring Report (PEM)		N/A
Applicant PAI Plan (PAI Plan)		N/A
Subgrant Certification (RFP Attachment 2)		N/A
Financial Audits (Audits) (new applicants only)		N/A
Technology Plan		N/A
Applicant Staff Contact Information	Yes	Applicant Staff Contact Information
Organizational Chart	Yes	N/A
Resumes	Yes	N/A
Governing/Policy Body Plan	No	N/A
LRI Submission	No	N/A

Uploads

Type*

<Select> **Select Upload Type**

Continue