



## **Notice of Availability of Funds**

### **Legal Services Corporation Technology Initiative Grants**

**2005**

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## NOTICE OF AVAILABILITY OF FUNDS

### **Summary**

The Legal Services Corporation (LSC) issues this Notice describing the conditions under which applications will be received for 2005 Technology Initiative Grants and how LSC will determine which applications it will fund. This grant program provides an integral tool to help achieve LSC's Strategic Goals: dramatically increasing the quantity and quality of legal services provided eligible persons.<sup>1</sup> TIG-funded projects develop, test and replicate innovative technologies that can enable state justice communities to improve clients' access to high quality legal assistance.

Only those who submitted a "Letter of Intent" and who LSC invited to submit a full application are eligible to apply.

### **Date for Online Submission**

Complete applications for the fiscal year 2005 LSC grant program must be submitted to LSC electronically (paper applications not accepted) no later than 5:00 P.M. EDT, June 24, 2005. All forms needed for the application are available online at [www.lscopp.com/techsite/sitepages/grants2005.htm](http://www.lscopp.com/techsite/sitepages/grants2005.htm). The publication, Guidelines for Preparing Applications is posted at [www.lscopp.com/techsite/home.htm](http://www.lscopp.com/techsite/home.htm) and gives complete details for preparing and submitting applications electronically.

### **One Project Per Application**

Each project for which you seek funding should be submitted in its own application. For example, do not combine a request for a statewide web site grant with a request for a grant to expand the intake system. You may submit multiple applications, but each discrete project must be submitted separately.

### **Evaluation**

Evaluation provides an invaluable project planning and management tool. Effective evaluation mechanisms enable project managers to assess progress toward goals, identify design or implementation problems and make necessary adjustments. Accordingly, applicants should demonstrate that evaluation comprises an integral component of proposed projects, providing effective assessment of each project stage, including development, implementation, and project completion and results.

All proposals should specify evaluation strategies and plans, and, if possible, identify the persons who will conduct the evaluation. To insure continuity in the evaluations nationwide, LSC reserves the right to approve or disapprove proposed evaluation plans or evaluator(s). The LSC technology evaluation page contains evaluation instruments for the evaluations required for TIG-funded projects ([www.lri.lsc.gov/sitepages/tech/tech\\_eval.htm](http://www.lri.lsc.gov/sitepages/tech/tech_eval.htm)). With support from a TIG grant, Innovation Network (InnoNet) has developed a variety of helpful evaluation tools and guidelines. (See: [http://www.innonet.org/services/LSC\\_Train](http://www.innonet.org/services/LSC_Train).) The TIG-funded Technology Evaluation Project (TEP) has developed evaluation tools that applicants may find useful.

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<sup>1</sup> See *LSC Strategic Directions 2000-2005*, adopted by the LSC Board in January 2000.

Information about evaluation resources can be identified through TEP as well as LStech ([www.lstech.org](http://www.lstech.org)), and NTAP ([www.lstech.org/ntap](http://www.lstech.org/ntap)).

### ***Eligible Costs***

If included in the approved project budget, LSC will allow costs for: personnel; fringe benefits; computer hardware, software, and other end-user equipment; telecommunication services and related equipment; consultants, evaluators, and other contractual services; travel; rental of office equipment, furniture, and space; and supplies. Administrative costs must be captured through these line items only; no general 'administrative cost' line item will be approved. All costs must be reasonable and directly related to the project.

We advise applicants to be mindful of the prior approval provisions of Regulation 1630.5 when considering the purchase of any individual item, or of a group of related items, over \$10,000 in value. In order to expedite purchases after the grant award, you may wish to include a request for prior approval in your grant application. The procedures for requesting prior approval can be found in Section 3 of the LSC Property Acquisition and Management Manual. The manual can be downloaded from the LSC website at [www.lsc.gov/FOIA/foia\\_frn.htm](http://www.lsc.gov/FOIA/foia_frn.htm). If you have any questions about this process, please contact Deirdre Crockett in the Office of Compliance and Enforcement at 202.295.1529.

### ***Ineligible Costs***

Costs associated with the construction or major renovation of buildings are not eligible. While costs for the construction of new network facilities are eligible costs, applicants are expected to make use of existing infrastructure and commercially available telecommunications services. Only under extraordinary circumstances will the construction of new network facilities be approved.

### ***Award Period***

Applicants may propose project terms up to 36 months. Budgets submitted should be for the entire term of the project.

### ***Incomplete Applications***

All applications submitted on time will be reviewed to be sure they are complete as defined in the Guidelines. Incomplete applications will not be considered in the selection process. LSC may contact applicants to notify them of deficiencies or omissions in applications and allow additional material to be submitted, but is not required to do so. The only way to ensure that the application is considered is to timely submit a complete application.

### ***Selection Process***

LSC will publish a notice listing all properly completed applications received by LSC. This list will be posted on [www.lscopp.com](http://www.lscopp.com). Listing an application in such a notice merely acknowledges receipt of an application that will compete for funding with other applications. Publication does not preclude subsequent return or disapproval of the application, nor does it ensure that the

application will be funded. The selection process will last approximately four months and involves four stages:

1. During the first stage, each eligible application will be reviewed by LSC staff and/or a panel of outside readers who have demonstrated expertise in both the programmatic and technological aspects of the application. The staff and/or review panels will evaluate applications according to the review criteria provided in this Notice and make non-binding written recommendations to the LSC Director of Program Performance. These recommendations may include the suggestion that grants only be approved after substantial modification, improvement, or narrowing of the proposal.

2. Upon completion of the initial review process, LSC staff will analyze applications as necessary. Staff analysis will be based on the degree to which a proposed project meets the program's funding scope, the eligibility of costs included in an application's budget, and the extent to which an application complements or duplicates projects previously funded or under consideration by LSC or other federal programs. These analyses may include the suggestion that grants only be approved after substantial modification, improvement, or narrowing of the proposal. The analysis of program staff will be provided to the LSC Director of Program Performance in writing.

The LSC Director of Program Performance will then prepare and present a slate of recommended grant awards to the LSC President for review and approval. The Director's recommendations will take into account the selection factors described below. **These factors do not apply to web site grants.** (See p.7 below).

- a. evaluations of the outside reviewers;
- b. analysis of program staff;
- c. degree to which the proposed grants meet the program's priorities as described in the section entitled "Grant Categories;"
- d. geographic distribution of the proposed grant awards;
- e. variety of technologies and strategies employed by the proposed grant awards;
- f. extent to which the proposed grant awards represent a reasonable distribution of funds across application areas;
- g. preference will be given to qualified and competitive applications from states that have not received a TIG grant;
- h. promotion of access to and use of information by rural populations, persons with limited literacy or limited English proficiency, individuals with disabilities, and other underserved groups.
- i. avoidance of redundancy and conflicts with the initiatives of other federal agencies;
- j. availability of funds; and
- k. building state delivery systems

These recommendations may include the suggestion that grants only be approved after substantial modification, improvement, or narrowing of the proposal. The LSC President selects the applications to be negotiated for possible grant award taking into consideration the

recommendations of the LSC Director of Program Performance and the degree to which the slate of applications, taken as a whole, satisfies the program's stated purposes as set forth in the section entitled Program Purposes

3. After applications have been selected in this manner, negotiations will take place between LSC staff and the applicant. These negotiations are intended to resolve any differences that exist between the applicant's original request and what LSC proposes to fund, and if necessary, to clarify items in the application. Not all applicants who are contacted for negotiation will necessarily receive a grant. Final selections made by the President will be based to some extent upon the recommendations by the Director and the Vice President of programs and the degree to which the slate of applications, taken as a whole, satisfies the program's stated purposes as set forth in the section entitled Program Purposes, upon the conclusion of negotiations.

### ***Use of Program Income***

Applicants are advised that any program income generated by a proposed project is subject to special conditions. Program income is defined as gross income earned by the recipient that is either directly generated by a supported activity, or earned as a result of the award. Anticipated program income must be documented appropriately in the project budget and, should an application be funded, said program income must be reported to LSC. In addition, should an application be funded, unanticipated program income must be reported to LSC, and the budget for the project must be renegotiated to reflect receipt of this program income. If you anticipate program income to continue after the term of the project, please indicate this and describe how this income will be spent.

### ***Waiver Authority***

It is the general intent of LSC not to waive any of the provisions set forth in this Notice. However, under extraordinary circumstances and when it is in the best interest of our targeted client community, LSC, upon its own initiative or when requested, may waive the provisions in this Notice. Waivers may only be granted for requirements that are discretionary and not mandated by statute or regulation. Any request for a waiver must set forth the extraordinary circumstances for the request and be included in the application or sent to the address provided in the Addresses section above. LSC will not consider a request to waive the deadline for an application unless the waiver request is received by LSC prior to the application deadline.

### ***Program Purposes***

TIG grants are intended to improve access to justice and to legal information for our targeted client community. They have been divided into two areas that are fully described in the Grant Categories section below. It is LSC's goal that technology is used effectively and efficiently to increase access to and quality of legal assistance. To accomplish this goal, LSC will provide grants to our existing program grantees to promote full access and high-quality legal representation through the use of technology.

### ***Applicable Law***

All grants made pursuant to this solicitation will be subject to the LSC Act of 1974, as amended, applicable appropriations acts, any other laws affecting LSC funds and all lawful

requirements of the rules, regulations, policies, guidelines, instructions, and other directives of LSC. Any amendments or other applicable laws or LSC regulations adopted during the period of this grant shall also apply.

The LSC Act, as amended, can be found at 42 U.S.C. §2996 *et seq.* Public Law Pub. L. 108—447, 118 Stat. 2809 (2005), contains the FY 2005 LSC appropriation. It incorporates the restrictions imposed on recipients of LSC funds by Pub. L. 105-119 and Pub. L. 104-134, the FY 1998 and 1996 LSC appropriations. It is likely that LSC's FY 2006 appropriation will do the same. The LSC regulations can be found at 45 C.F.R. Part 1600 *et seq.* Please see the Federal Register for any regulations that have been revised or promulgated since the last publication of the Code of Federal Regulations. The LSC regulation on competitive bidding for grants and contracts can be found at 45 C.F.R. Part 1634. The LSC Act, applicable laws and regulations can also be found at [www.lsc.gov](http://www.lsc.gov).

### ***Funding Availability***

Approximately \$1.25 million will be available for this program.

### ***Eligible Organizations***

TIG grants are available to existing LSC program grantees only. Although other entities are not eligible to apply, they are encouraged to participate as project partners. Costs borne by other entities may be included in project budgets and will be credited as additional funds for extra points, as explained in Review Criteria.

### ***Additional Funds***

Applicants are strongly encouraged to seek additional support for projects by partnering with LSC grantees as well as other organizations. Applications that have commitments for additional funds will receive extra points in the review process as more fully explained in the section Review Criteria.

There are a few TIG grant categories that require matching funds. If a grant requires matching funds, it will be indicated in the category description. Matching funds can come from the applying program, partner organizations or other funders.

LSC funds can be used by LSC recipients as matching funds for grants received through the Department of Commerce Technology Opportunities Program (TOP) subject to written approval from TOP (or the Department of Commerce) for the use of LSC funds for TOP matching purposes.

### ***Completeness of Application***

LSC will initially review all applications to determine whether all required elements are present and clearly identifiable. The required elements are listed and described in the Guidelines for Preparing Applications. Each of the required elements must be present and clearly identified. Failure to do so may result in rejection of the application.

**Application Deadline**

As noted above, complete applications for the Technology Initiative Grants must be received by LSC no later than 5:00 P.M. EDT, June 24, 2005. Instructions for the electronic submission procedures are located in the Guidelines for Preparing Applications. LSC anticipates that it will take approximately four months to complete the review of applications and make final funding decisions.

**Grant Categories**

Since the inception of TIG, LSC has worked with our grantees to coordinate the expansion of our technological capacity to expand access to justice. Through TIG, statewide web sites have been created in 52 jurisdictions; there is now a National HotDocs Server available to all LSC-funded programs and partners at no cost; and the National Technology Assistance Project (NTAP), LSTech, and LegalMeetings provide online information, technical assistance and training opportunities to LSC grantees, at no cost, to help them learn, exchange ideas, and work together. Working with our partners, such as the National Legal Aid and Defender Association (NLADA) and the Sargent Shriver National Center on Poverty Law, we have developed a National Index for web content that, using the work piloted by TIG in developing the Legal Services XML standard, will allow a search of one web site to return results from all web sites.

As noted in the Letter of Intent, LSC will not be able to fund as many projects as it has in the past. Therefore, the focus of the 2005 grants will be on sustaining ongoing technology initiatives that serve all LSC funded programs. LSC will also consider new, innovative projects that have large significance to the delivery system, are easily replicable, can be done for a relatively modest cost, and that show how the new technological capacity can be interwoven with our traditional delivery system to create an integrated, coordinated approach to serving clients. This year there are two categories – web sites and an open category.

LSC hopes that TIG funding for next year will increase. The Administration's budget for 2006 has specified \$3,500,000 for the TIG program and LSC's budget request has a line item for TIG at \$5,000,000. Every effort will be made to ensure more adequate earmarked funding for TIG in 2006, albeit not at the expense of necessary field funding.

In FY 2005, LSC will accept projects in two application categories described below. LSC's Request for Letters of Intent specified these categories. Project descriptions in applications should amplify, but cannot deviate expected from, the project descriptions contained in the Letters of Intent.

**Web Sites**

As noted above, web site applications will not be evaluated based on the selection criteria described on pp.4-5 above. Instead, eligibility for web site grants is determined by (1) whether applicants have received a new web site grant, or (2) applicants' progress in meeting the milestones of web site grants they have already received. To determine their eligibility for web site grants, applicants should contact Mounia Bensalah, TIG web site grants manager, at 202-295-1553, [bensalahm@lsc.gov](mailto:bensalahm@lsc.gov).

**A. New Web Sites**

In the 2000 round of TIG grants, LSC funded projects to develop web templates that could serve as patterns for statewide web sites. LSC encourages states to implement one of these two templates. LSC will accept letters of intent for statewide websites selecting one of the two available templates. LSC cannot guarantee additional funds for recipients of first-time TIG grants awarded in 2005.

To view a sample of the Kaivo template go to [www.kaivo.com/TIG](http://www.kaivo.com/TIG) and for the Probono.net template go to [www.lawhelp.org](http://www.lawhelp.org).

Maximum grant amount in this category is \$50,000.

**B. Renewal Web Sites**

Recipients of TIG 2001, 2002, 2003 or 2004 statewide web site grants who have not already received a renewal grant, and who anticipate they will complete, report on and be approved by LSC for successful achievement of their milestones through the third payment milestones by May 15, 2005, may submit a letter of intent for additional funding up to \$25,000.

Maximum grant amount in this category is \$25,000.

**C. Continuation Web Site Funding**

Recipients of TIG 2001, 2002, 2003 or 2004 statewide web site grants who have received a renewal web site grant, and who anticipate they will complete, report on and be approved by LSC for successful achievement of their renewal grant first payment milestones by May 15, 2005, may submit a letter of intent for additional funding up to \$25,000.

Maximum grant amount in this category is \$25,000 for twenty-four months.

**Open Category**

Applications for non-website projects should be submitted in the Open Category. Specifically, all grants that are *not* First Year, Renewal, or Continuation website grants should apply in the Open Category. Circuit Rider grants, Template Enhancement grants, etc would fall under the Open Category, not the Website grant categories.

This category has no funding limit or matching requirement. There is only one criterion – any proposed project (large or small) must have the potential to expand the use of technology to increase and/or improve the delivery of legal services to eligible clients.

That said, given the significantly reduced funding level for the TIG program this year, applications with broad applicability and/or that directly address initiatives that have impact throughout the legal services community will receive most favorable consideration. While TIG does not require matching funds, projects with strong support from other partners will be favorably received.

For proposed projects that do not have such broad impact, applicants should carefully consider the size of their requests. Small, focused, pilot projects that balance risk and reward in a cost effective way are significantly more fundable than projects that lack such balance.

## **Guidance for Applicants**

### **Elements of a Successful Application:**

**Partnerships.** LSC encourages projects that are partnerships with state and local courts, client groups, community organizations, libraries, senior organizations, state and local bar systems and advocacy organizations in these endeavors. Applicants should have the support of designated state planning bodies.

**An achievable and practical plan.** Applicants should focus on four issues related to feasibility: (1) the technical approach; (2) the qualifications of the project staff plus any outside contractors or developers; (3) the proposed budget and the implementation schedule; and (4) the applicant's plan for sustaining the project beyond the grant period. In assessing technological approach, reviewers will examine how the proposed system would be built and how it would work, how it would operate with other systems, technological alternatives that have been considered, designs for system maintenance, periodic upgrades, and the system's adaptability to unforeseen developments. Applicants are expected to make use of existing infrastructure and commercially available telecommunications services, unless extraordinary circumstances require the construction of new network facilities.

**An innovative approach with the potential to be replicated broadly throughout the country.** LSC expects that each awarded project will serve as a model for other communities to follow. In addition, since these grants are being provided to improve the delivery of legal services using technology, applications shall benefit – in the most practical way possible – the entire system. Applications will be scored according to how the project will benefit clients in specific localities, and also on how the project will improve the system as a whole.

**Available resources.** In assessing the qualifications of the project team, reviewers will assess the extent to which the applicant and its partners have the resources, expertise, and experience necessary to undertake, evaluate, and complete the project and disseminate results within the proposed period.

**A realistic budget.** The applicants proposed budget should be appropriate to the tasks proposed, sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project narrative, and sufficiently flexible so that it can be modified to reflect changes in technology and opportunity. Reviewers also will assess the degree to which the implementation process as a whole is comprehensive and reasonable.

**A sustainable design.** Applicants should address the potential long-term viability of the project. Reviewers will consider the economic circumstances of the community or communities to be served by the proposed project and the applicant's strategies to sustain the project after the completion of the grant.

**Major Reasons Proposed Projects Have Not Been Funded:**

Unsuccessful applicants for TIG grants did not receive funding for one or more of several different reasons. The factors that most often accounted for this lack of success included the following:

- **Competition for limited resources.** Requests for TIG funding are far greater than the funds available. In 2000, TIG applicants requested \$14.9 million when available funds totaled \$4.2 million. In 2001, applicants requested \$20.4 million when \$6.9 million was available. In 2002, \$12.5 million was requested when only \$4.5 million was available. In 2003, \$11.1 million was requested when only \$3.4 million was available. And in 2004, \$6.9 million was requested with only \$2.9 million available. In this situation, many proposals, even some with significant merit, will not be successful. LSC funded the projects that the review committees deemed the strongest and that staff concluded would be most likely to achieve TIG's objectives.
- **Failure to specify how the proposed project would improve services to clients.** LSC received many unsuccessful applications that proposed to use available technologies in creative and interesting ways. However, these proposals did not answer the most important question: how will the proposed project improve the quality and /or quantity of services provided to eligible clients?
- **Lack of state coordination.** Some applicants failed to address another basic criterion: effectively strengthening state delivery systems. Some proposed projects focused solely on the needs of individual programs. Others revealed the absence of essential coordination and cooperation within a state. For example, LSC received applications from three different programs within a single state. Each of these applicants asserted that their project was part of a statewide initiative supported by all the LSC grantees in the state. None of these applications made any mention of the other proposed projects.
- **Unwarranted requests for staff support.** Many unsuccessful applicants sought TIG funding to support on-going staffing associated with existing systems. TIG does not support basic staffing. Instead, TIG grants fund staffing needed to develop and implement innovative technology initiatives and/or new systems that markedly expand the quality and quantity of services provided clients. Program funding for staffing is limited to short-term support required to implement the new initiatives. Once the new system is implemented, grantees are expected to fund necessary ongoing activities with funds from their basic field grant or other sources.
- **Duplication of other initiatives.** Many applications, even some with considerable merit, were not funded because they were for projects that were the same as or quite similar to projects already being funded through TIG.
- **Inadequate planning and preparation or unrealistic goals.** Some unsuccessful applications failed to demonstrate requisite knowledge or preparation of the project they proposed. This shortcoming took various forms: insufficient knowledge of the costs and capacities of the necessary hardware or software; lack of awareness of the needed staffing

expertise; inadequate arrangements with important partnerships; or unrealistic budgeting. Some applicants also sought goals that were unrealistic given the proposed project's activities and staffing.

- **Absence of innovation.** Numerous applicants did not address the TIG program's fundamental goal: developing or implementing innovations and improvements in their electronic technology systems with the potential to markedly expand the quality and quantity of service to clients. Instead, they sought funding to meet basic technology needs that should be funded through the basic field grant or other sources.

### ***Review Criteria***

Reviewers will evaluate and rate each application using the following criteria. The relative weights of each criterion are identified in parentheses. All successful applicants will demonstrate that their projects can accomplish LSC's goal of ensuring that technology is used effectively and efficiently to increase the accessibility and quality of legal assistance provided to the client community.

#### **1. Need for the Project (15%)**

Describe the specific problem the proposed project will address. Identify the nature and scope of the problem. What specific client groups will the proposed project serve? How will it expand access or increase the amount or quality of services provided clients? Reviewers will examine the degree to which the applicant clearly defines the problem (or deficiency) within the current delivery system and proposes to use technology in creative and practical ways to address the identified problem(s). What is unique about the proposed project? Have TIG-funded or other projects sought to address this or similar issues? How will the proposed project differ from and incorporate the lessons from those projects?

#### **2. Project Goals and Objectives (20%)**

LSC expects that all TIG-funded projects will seek to increase the quality and quantity of services provided clients. In this section describe the proposed project's specific goals and objectives. In realistic and measurable terms, identify the project's anticipated outcomes and potential impacts for the client community. To what extent and in what ways will the(se) system(s) provide services to clients? What will be the project's most significant impact(s)?

#### **3. State Justice Community Partnerships (15%)**

Technology Initiative Grants should reflect optimal collaboration and coordination and should incorporate and implement key elements of the statewide technology plan. Each application will be rated on how well the proposed project makes use of and includes broad participation from stakeholders throughout the state justice community. Most favorable consideration will be given to applications that can clearly demonstrate the participation of appropriate state justice stakeholders in the development and implementation of the proposed project. Potential stakeholders include but are not limited to: court systems, bar associations, client groups, community organizations, public and non-profit social service agencies, and non-LSC funded legal services providers.

#### 4. Replication (15%)

LSC expects that each awarded project will serve as a model for other communities to follow. In addition, because these grants are being provided to improve the delivery of legal services using technology, successful applications shall benefit – in the most practical way possible – the entire system. Accordingly, applications will be rated not only on a project's local impacts but on its ability to improve the system as a whole as well.

To assess this potential for replication and improvement of the system, reviewers will consider three factors:

- a. degree to which the problem identified by the applicant is commonly found in the legal services recipients' environment;
- b. relative advantage of the project's innovations over established approaches to addressing the specified problems;
- c. ease of replication and adaptation, based on considerations such as cost and complexity, including the applicant's plans to build the innovation in such a way that it can be directly used in other jurisdictions, or can be modified at low cost for use in other jurisdictions;

Note that any product or software program developed with these grants will vest in LSC or can be licensed for modification and/or use by other LSC programs for little or no charge (including access to development tools). It is not LSC's intent to help private companies develop products with LSC money, only to have those companies then market these products to other LSC programs at or near the cost for the original development.

#### 5. Evaluation and Documentation (15%)

Each application will be rated on its plan to evaluate and document the effectiveness and efficiency of the project's proposed solution(s) and anticipated outcome(s). Reviewers will assess the degree to which evaluation mechanisms are an integral component of each stage of the proposed project, thus ensuring project managers can assess not just the project's ultimate outcomes but also identify ongoing progress toward goals, design or implementation problems, and appropriate modifications.

When examining an applicant's proposed evaluation efforts, reviewers will assess the evaluation design (including methodological approach and data collection and analysis methods), implementation plan, and the allocation of resources (e.g., budget, staff, and management) for evaluation. Reviewers also will assess the qualifications of any proposed evaluators. Finally, applicants will be rated on the extent to which their plans include effective record keeping strategies that will assist in assessment of the project and facilitate future evaluations of the applicant's efforts.

#### 6. Feasibility (20%)

While feasibility is a threshold criterion – a proposal must be judged feasible to be funded – reviewers will rate feasibility in the scoring process. Reviewers will focus on four criteria to assess the feasibility of each application:

- a. Technical approach, e.g., how the proposed system would be built and how it would work, how it would operate with other systems, technological alternatives that have been considered;

- b. Applicant's organizational capacities, e.g., experience in managing and staffing similar projects, understanding of the organizational support needed for the project, qualifications of the project team and partners;
- c. Proposed budget, e.g., appropriate to the tasks proposed, sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project narrative, sufficiently flexible that it can be modified to reflect changes in technology and opportunity; and,
- d. Work plan implementation, i.e., the major steps, and time frames for implementation, that will be undertaken to achieve the project goals and objectives.

### **Contacts FOR INFORMATION:**

For information regarding preparation and submission of the application, questions about the process, or for inquiries about statewide web site proposals, please contact Mounia Bensalah, Program Analyst, Telephone: 202.295.1543, Email: [bensalahm@lsc.gov](mailto:bensalahm@lsc.gov).

For questions about "Open Category" proposals from: Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Guam, Hawaii, Idaho, Illinois, Kansas, Massachusetts, Michigan, Micronesia, Minnesota, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Oregon, Texas, Virginia, Washington and Wyoming, please contact Glenn Rawdon, Program Counsel, Telephone: 202.295.1552; E-mail: [grawdon@lsc.gov](mailto:grawdon@lsc.gov),

For questions about "Open Category" proposals from: American Samoa, Alabama, Alaska, Delaware, Florida, Georgia, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, Nevada, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virgin Islands, West Virginia and Wisconsin, please contact Joyce Raby, Program Analyst, Telephone: 202.295.1554, Email: [jraby@lsc.gov](mailto:jraby@lsc.gov)

For questions about evaluation issues, please contact Bristow Hardin, Program Analyst, Telephone: 202.295.1553; Fax: 202.337.6813; Email: [hardinb@lsc.gov](mailto:hardinb@lsc.gov).

If you have a general question, please email [techgrants@lsc.gov](mailto:techgrants@lsc.gov).

### **Appendix I**

#### **Other Information**

Electronic Information. This document and the Guidelines for Preparing Applications, can be retrieved electronically via the Internet using the World Wide Web. Use [www.lscopp.com/techsite/home.htm](http://www.lscopp.com/techsite/home.htm).

Application Forms. These forms are for electronic submission only and are explained in the Guidelines for Preparing Applications (see above). The application forms may be accessed at [www.lscopp.com/techsite/sitepages/grants2005.htm](http://www.lscopp.com/techsite/sitepages/grants2005.htm).

Because of the high level of public interest in projects supported by LSC, we anticipate receiving requests for copies of applications. Applicants are hereby notified that the applications they submit are subject to the Freedom of Information Act. To assist LSC in making disclosure determinations, applicants may identify sensitive information and label it "confidential."

Type of Funding Instrument. The funding instrument for awards under this program shall be a grant.

Federal Policies and Procedures. Recipients and subrecipients are subject to all applicable federal laws and federal and LSC policies, regulations, and procedures applicable to federal financial assistance awards.

Pre-Award Activities. If an applicant incurs any project costs prior to the project start date negotiated at the time the award is made, it does so solely at its own risk of not being reimbursed by LSC. Applicants are hereby notified that, notwithstanding any oral or written assurance that they may have received, there is no obligation on the part of the LSC to cover pre-award costs.

No Obligation for Future Funding. If an application is selected for funding, LSC has no obligation to provide any additional future funding in connection with that award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the LSC.

Past Performance. Unsatisfactory performance of an applicant under prior federal financial assistance awards, including TIG funding, may result in that applicant's proposal not being considered for funding.

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.

**Appendix II**

Below is a sample of the Grant Assurances issued for the 2004 TIG grant cycle. All recipients of TIG 2005 grants will be required to sign a similar document.

**2004 TIG GRANT ASSURANCES**

Recipient agrees that:

1) With respect to any product or software program developed with these grant funds:

a) Ownership of the product or software will vest in LSC, or can be licensed for modification and/or use by LSC or other LSC programs, for little or no charge (including access to development tools).

b) Such products, including Web sites, shall comply or conform to the standards developed by the Legal Aid Information Standards Group as found on LSTech ([http://lstech.org/workgroups/tech\\_standards](http://lstech.org/workgroups/tech_standards)) or the LSC Resource Library <http://www.lri.lsc.gov>.

c) Such products (including but not limited to document assembly products) shall comply with naming conventions currently under development. Naming conventions are definitions of fields within documents (respondent, litigant, address, etc.).

2) In the development of any Web site, *pro se* materials, or other grant-supported product, the recipient shall consider the special needs of persons with disabilities to ensure said sites, materials and other products are accessible.

3) In the development of any Web site, *pro se* materials, or other grant-supported product, the recipient shall consider the special needs of persons with limited literacy, limited English proficiency, limited experience with or knowledge of computer-related technologies, who do not own or have limited access to computers, or who because of their national origin or particular cultural needs have limited access to most Web-based or other computer-related systems.

4) Recipient shall report to the LSC TIG contact person significant problems, issues or plan modifications (e.g. significant delays, changes in design or equipment, budget changes, staffing modifications) within 30 days after these are identified.

5) In some cases, the ultimate cost of project implementation will be less than the originally approved budget because of reductions in the anticipated costs of hardware, software or other factors. The recipient may re-program these budgetary savings only upon the written approval of the LSC TIG contact person.

6) The recipient has sole responsibility for any funding obligations that exceed the grant award amount.

7) Within 30 days of the end of each quarter recipient shall submit a quarterly report using the LSC Reporting System. Additionally, recipient shall submit payment requests and milestone completion reports through this system, supplemented by supporting documentation as required by LSC staff. This system will be explained at the TIG 2004 Conference.

8) Recipient shall send one person to the 2004 TIG Conference sponsored by LSC. This event will be held January 26-28, 2005, in Austin, TX. LSC will add \$2,037 to the amount of each recipient's grant to cover costs (with the exception of meals not provided in conjunction with conference sessions) related to this person's attendance at the conference. The grantee is responsible for any expenses that exceed this amount. Recipient has no other rights to this portion of the grant and may not use any portion of it for other purposes, even if, for any reason, the recipient is unable to send a person to the Conference, or the expenses related to the person's attendance are less than \$2,037. Any unused money provided for the TIG conference purposes shall revert to LSC for future TIG funding.

9) The initial payments for Web site renewal grants and the third-year Web site grants will be \$2,037, which will be withheld by LSC to cover the cost for recipients to attend the TIG 2004 conference (see paragraph 8 above). All other payments will be made as the milestones are reached as per the payment schedule, subsequent to completion of the original Web site grant. In short, the renewal grant will not begin until the original Web site grant is successfully completed and the third year grant will not begin until the renewal grant is successfully completed.

10) Recipient must comply with the grant assurances of its LSC "basic field" grant.

11) If the recipient ceases to be a LSC basic field recipient, recipient shall notify the LSC TIG contact person immediately.

12) Any publications created with grant funds or to promote TIG projects shall display the LSC logo. Recipient shall forward two hard-copies of these publications to Mounia Bensalah, Program Analyst, Legal Services Corporation, 3333 K St. NW, 2<sup>nd</sup> Floor, Washington, DC 20007. LSC shall retain a royalty-free license to use, copy, distribute, and display on the LSC website any such publications for purposes relating to the TIG program.

13) By accepting this grant, the grantee is committing that staff designated to work on this project will be given sufficient time to achieve the milestones of the grant in accordance with the FTE or other measure of time allotment represented in the budget and budget narratives for this grant. The total time commitments of any staff member working on this grant, to the program and all funders for all projects and responsibilities, shall not exceed 1.0 FTE.

14) Any changes in the Payment Schedule timetable for achieving the milestones for this grant must be approved by the TIG contact person. Failure to achieve milestones in a timely manner may result in the termination of this grant.