

**LEGAL SERVICES CORPORATION  
2011 TECHNOLOGY INITIATIVE 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 shall vest in either the Legal Services Corporation (LSC) recipient, or the developer of the software, as the particular agreement between those parties so specifies, provided that LSC shall reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use the product or software, including making the product or software available to other LSC recipients. If ownership of the product or software does not vest with the recipient, the recipient shall reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use the product or software. All contracts with vendors shall include language to this effect to protect the rights of LSC and its recipients and shall acknowledge agreement to this by the vendors.
  - b) Such products or software programs, including websites, shall comply with or conform to the National Subject Matter Index (NSMI) standard developed by the Legal Aid Information Standards Group as found on <http://www.tig.lsc.gov/complianceresources.php>.
  - c) Such products or software programs (including, but not limited to, document assembly products) shall comply with naming conventions currently under development which can be found on <http://www.tig.lsc.gov/complianceresources.php>. Naming conventions are definitions of fields within documents (respondent, litigant, address, etc.). If these conventions substantially impede the successful completion of a project, the recipient shall communicate that to the assigned LSC Technology Initiative Grant (TIG) staff person and request a waiver of this requirement.
2. In the development of any website, *pro se* materials, or other grant-supported product, the recipient shall consider and address the special needs of persons with disabilities to ensure that the sites, materials and other products are accessible to them.
3. In the development of any website, *pro se* materials, or other grant-supported product, the recipient shall consider and address the special needs of persons with limited literacy, limited English proficiency, limited experience with or knowledge of computer-related technologies, limited access to computers, or those who have limited access to most Web-based or other computer-related systems for any reason. Recipients shall write all new publications, forms, and materials produced under this grant in a clear, concise, well-organized manner following plain language principles, examples of which can be found at [www.writeclearly.org](http://www.writeclearly.org) and [www.plainlanguage.gov](http://www.plainlanguage.gov).
4. It shall report to the assigned LSC TIG staff person significant problems, issues or plan modifications (e.g., significant delays, changes in design or equipment, staffing modifications) within 30 days after these are identified even if there is no associated budget revision requiring prior written approval.
5. Any changes in the Payment Schedule timetable for achieving the milestones for this grant, including any modification of a milestone, must be approved in writing by LSC. Failure to achieve milestones in a timely manner may result in the termination of this grant.

6. The grant award package includes the final approved budget for the project. Recipients are required to get prior written LSC approval for any change in this approved budget when the change exceeds 10 percent of the total budget or 20 percent of any line item in the budget. Changes in the approved budget for *any amount* that changes the scope of the project require prior written LSC approval. Requests for budget changes should be made to the TIG staff assigned to the grant who will provide instructions on what must be submitted to request a budget change.
7. All funds disbursed by LSC pursuant to this grant shall be used solely for the project for which this grant is being made. 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 not reprogram these budgetary savings without prior written LSC approval. Absent such written approval, all remaining funds must be returned to LSC no later than 60 days from completion of the project. As part of the final payment request (or as part of the close-out procedures if the grant is terminated), the recipient will submit a final budget in the format of the approved budget, with any approved modifications, showing the actual expenditures on the project, as well as a budget narrative explaining any changes in actual expenditures as compared to the approved budget. Grantees should consult LSC's Accounting Guide for LSC Recipients, 2010 Edition, for guidance on financial accounting and reporting standards.  
[http://www.lsc.gov/pdfs/accounting\\_guide\\_for\\_lsc\\_recipients\\_2010\\_edition.pdf](http://www.lsc.gov/pdfs/accounting_guide_for_lsc_recipients_2010_edition.pdf)
8. It has sole responsibility for any funding obligations that exceed the grant award amount.
9. It will comply with LSC regulations on transfers and subgrants, 45 C.F.R. Parts 1610 and 1627, in regard to the provision of TIG funds to third-parties. The recipient will review all third-party contracting for compliance with these regulations. Third-party contracting is any payment of TIG funds to a third party that is not part of the grantee's ordinary non-subgrant expenditures (such as salary, rent, utilities, etc.) All transfer and subgrant requirements, including LSC pre-approval of subgrants, will be followed. The award of a TIG is not a subgrant pre-approval. LSC should be contacted with any questions regarding which third-party contracts require subgrant approval. LSC may disallow costs if the transfer or subgrant requirements are not followed.
10. Approval of a TIG application does not imply LSC approval of any specific contractor. In the event the recipient expends more than \$10,000 of the funds provided to it pursuant to this grant on a single contract for services to be performed by a third party or is required to develop an administrative plan in conjunction with receiving the grant, it will:
  - (a) Provide to LSC with the payment request for the period in which the contract was executed a statement explaining how the contract will further the fulfillment of the recipient's obligations under the grant; a brief description of the services to be acquired, including the name of the contractor and the total dollar amount of the contract; and a brief description of the competition process used to select the contractor, including the names of the potential contractors who submitted proposals, the amounts of the proposals, and a brief explanation of the reasons for selecting the particular contractor. In the absence of competition, the description should explain what circumstances justified the contract on a sole-source basis;
  - (b) provide a copy of the contract to LSC with the payment request for the period in which the contract was executed; and
  - (c) ensure the proper expenditure, accounting for, and audit of the contracted funds.

11. Within 30 days of the end of each payment period, recipient shall submit payment requests and milestone completion reports through LSC Grants, [lscgrants.lsc.gov](http://lscgrants.lsc.gov), supplemented by supporting documentation as required by LSC. All supporting documentation shall be uploaded using [lscgrants.lsc.gov](http://lscgrants.lsc.gov) and shall be in one of the following formats: Word (.doc), Excel (.xls), Adobe Acrobat (.pdf), or PowerPoint (.ppt).
12. Grants can be terminated for four reasons: 1) by default if the recipient fails to provide required documentation on time, unless LSC, in its sole discretion, provides a written waiver or extension; 2) by modification or withdrawal when the recipient and LSC agree that the TIG should end early by mutual consent; 3) by termination based on LSC concerns about recipient performance and pursuant to LSC procedures as outlined in LSC's TIG Procedures Manual; or 4) by default if the recipient ceases to be an LSC grantee. In situations (1) and (4) the grant automatically terminates and close-out procedures will be initiated for the grant, including the consideration of what funds, if any, will be provided for any milestones of the grant completed prior to the termination of the grant and what funds, if any, will be returned to LSC. UPON AUTOMATIC TERMINATION THERE IS NO RIGHT TO APPEAL. When a grant is terminated for any of these reasons, the recipient agrees to work with LSC staff to close out the grant, to provide a final accounting, to provide a "lessons learned" report detailing why the grant was not completed, and to return any unspent funds. Additionally, if LSC terminates a recipient's TIG for failure of performance or to provide timely documentation, the grantee is not eligible to receive a TIG for three years after the grant is terminated except that this ineligibility shall not apply to programs that work with LSC to end a TIG early after an unsuccessful project implementation resulting from technology limitations, a failed proof of concept, or other reasons outside of the recipient's control.
13. It shall send one person, whose attendance will further the objectives of the grant, to the 2012 TIG Conference sponsored by LSC. This event will be held January 11-13, 2012 in Albuquerque, New Mexico. LSC will add \$1,600 to the amount of each recipient's first TIG payment to cover costs related to this person's attendance at the conference, and this \$1,600 will be withheld by LSC to cover the cost for the person to attend the TIG 2012 conference, including the cost of said person's airfare, hotel room, and conference fee, which provides at least two meals for each day of the conference. The recipient 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 \$1,600. Any unused money provided for the TIG conference purposes shall revert to LSC for future TIG funding. The date and location of the TIG conference are subject to change at LSC's sole discretion.
14. Any materials, including publications, websites, videos, and webcasts, created with grant funds or used to promote TIG projects shall display the LSC logo. It shall forward electronic copies of these materials to the assigned TIG grant manager via email. LSC shall retain a royalty-free, nonexclusive and irrevocable license to use, copy, distribute, and display on the LSC website any such materials.
15. It understands and will comply with the Disclosure of Interests for Determination of Conflicts Policy ("Policy") in the TIG Compliance section of the TIG website (<http://www.tig.lsc.gov/complianceresources.php>); it will distribute the Policy to the persons covered by the Policy; it will ensure that the persons covered by the Policy sign the Conflict of Interest Acknowledgement and Disclosure Form ("Disclosure Form") found in the TIG Compliance section of the TIG website; it will maintain in a single location these forms and any written updates of them

related to new conflict situations, or additional information to correct an inaccurate or incomplete previously signed and provided Disclosure Form; and it will maintain in that location a statement of the resolution of each conflict situation and confirmation that the decision on the conflict resolution is documented in the recipient's board minutes, with a copy of such minutes or a reference to where they are located, including whether the transaction involved is or is not in the best interest of the recipient. These materials will be made available to LSC, including the Office of Inspector General, and other authorized parties as per the general requirements regarding access to recipient records in applicable laws, regulations, policies, grant assurances and other applicable authorities, and these materials will be retained as per normal retention requirements for LSC grant-related documents. Violations of this policy, including failure to identify and resolve these issues in a timely fashion, could result in disallowed costs under 45 C.F.R. Part 1630, as well as other options available to LSC.

- 16. By accepting this grant, it is committing that staff designated to work on this project shall 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 narrative for this grant. The total time commitments of any staff member working on this grant shall not exceed 1.0 Full-time Equivalent (FTE) for all work to be performed for the recipient.
- 17. Any and all other LSC grant assurances for any other LSC grants that the applicant/recipient has agreed to are hereby incorporated by reference, and those grant assurances will apply in full force and effect to the applicant/recipient's use of all of its LSC TIG funding. The other grant assurances incorporated herein include both the grant assurances currently in effect and any future grant assurances agreed to by the applicant/recipient during the term of the TIG funding. In the event of any conflicting language, the later terms will apply.

We have read these grant assurances and understand that by accepting this grant and signing this form, we are agreeing to comply with them.

\_\_\_\_\_  
Name of LSC Recipient

\_\_\_\_\_  
Name of Executive Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Chairperson

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date