



2017 TIG CYCLE INFORMATIONAL WEBINAR

February 13, 2017

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TIG Overview

- ❑ LSC's Technology Initiative Grant (TIG) program began in 2000 when Congress appropriated \$5 million for special grants to improve access to justice through technology.
- ❑ Since 2000, awarded more than 670 grants, totaling over \$57 million.
- ❑ Projects funded demonstrate **Innovation, Replication, and Sustainability** in the use of technology to improve access to justice, program efficiency and services to clients.



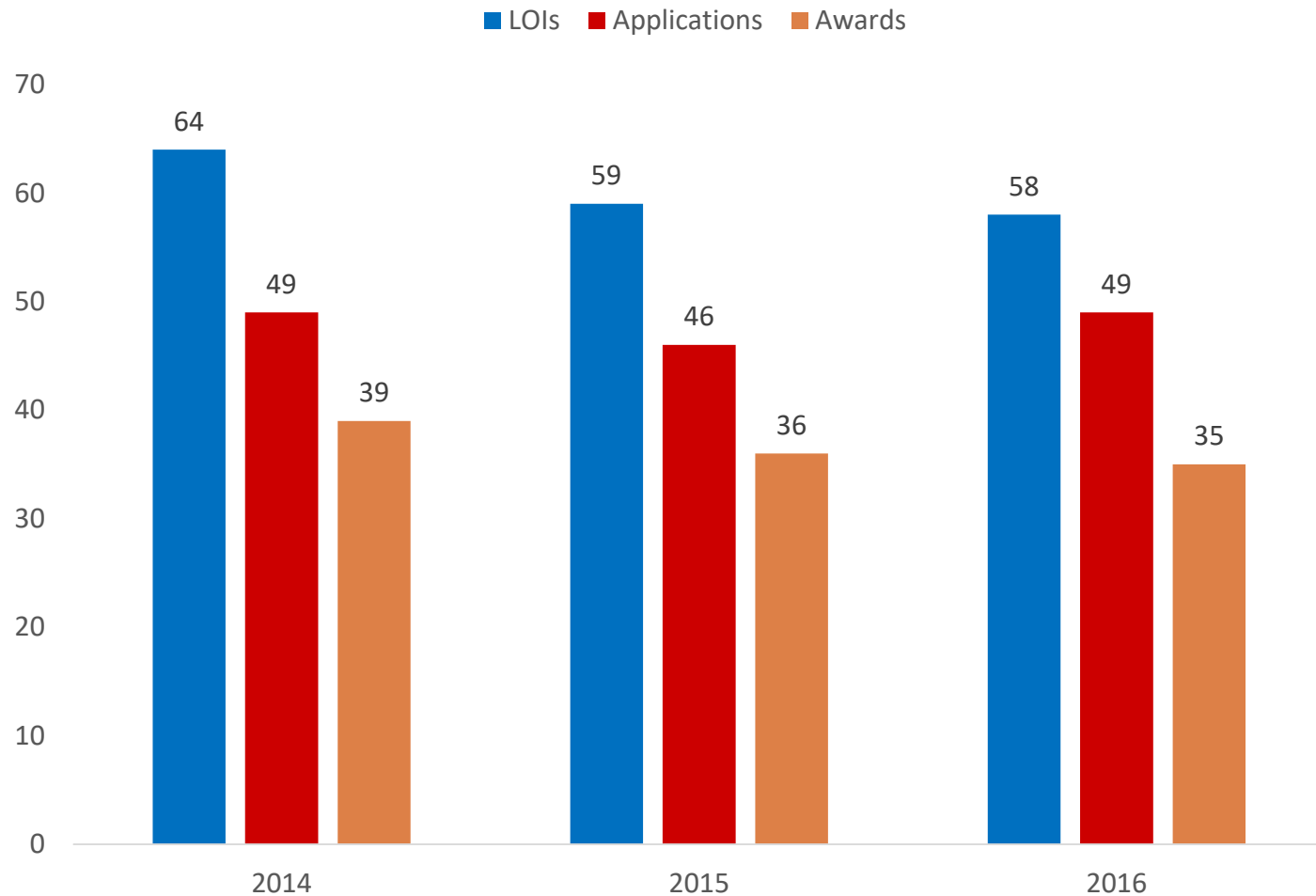
2017 TIG Cycle

- ❑ Appropriation TBD – has been \$4 million
- ❑ Letters of Intent (LOI)
 - Notice Issued: January 26
 - LOIs Due: March 13
- ❑ Invitations for Full Applications: By April 21
- ❑ **Full Applications Due: June 2**
- ❑ TIG Award Notifications: By September 15



Technology Initiative Grants

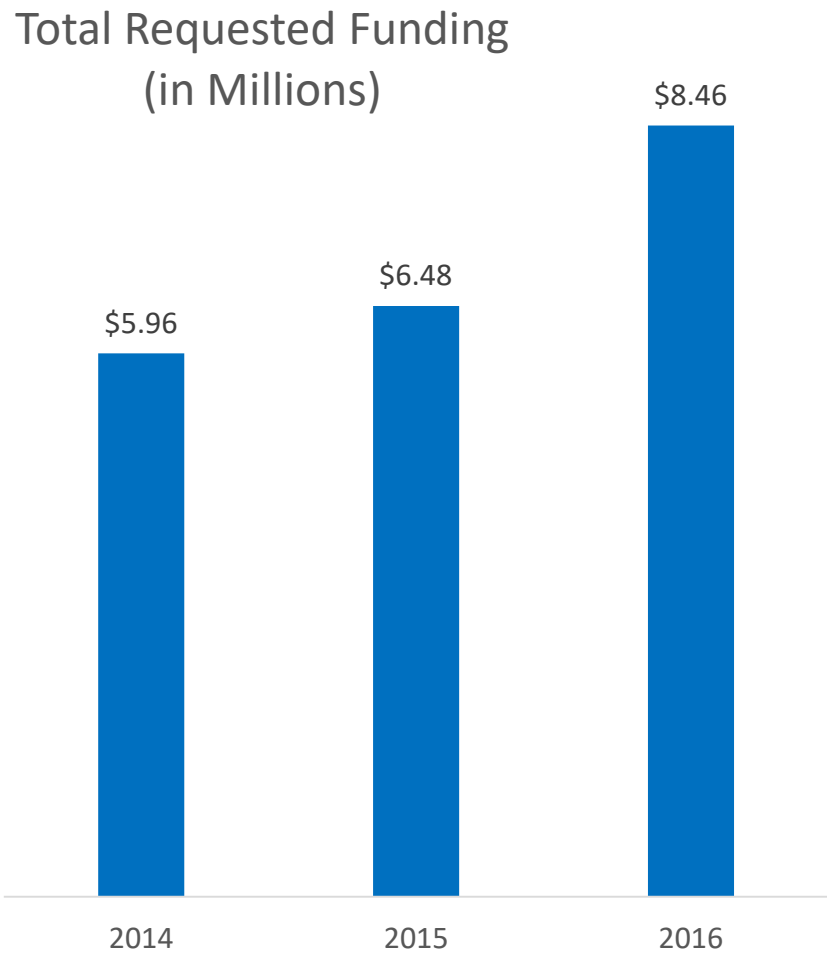
Application and Funding Data 2014-2016





Technology Initiative Grants

Application and Funding Data 2014-2016





Grant Awards

- ❑ We recommend a minimum request of \$40,000, but lower requests will be considered. The upper limit is limited by the amount of the available funds.
- ❑ In 2016, 35 TIG projects received funding with a median funding amount of \$87,211 in 2016. See for more information on past awards.
- ❑ Typical projects last 12 to 24 months plus an additional 9 months for evaluation, final reporting and accounting



TIG 2017 Letters of Intent

Eligibility

- ❑ Only LSC program grantees are eligible to apply for TIG funds. Other entities are encouraged to participate as project partners.
- ❑ Programs must be **up to date on all previous TIG grants** prior to submitting a LOI.
- ❑ LSC recipients that have had a previous TIG terminated for failure to provide timely documentation are not eligible to receive a TIG for three years after their earlier grant was terminated.
- ❑ LSC encourages all grantees to submit LOIs, particularly those that have not previously participated in the TIG program.



TIG 2017 Grant Categories

- ❑ LSC will accept projects in two application categories for 2017:
 1. Innovations and Improvements
 2. Replication and Adaptation



TIG 2017 Grant Categories

- ❑ Innovations and Improvements
 - Implement new or innovative approaches for using technology in legal services
 - Enhance the effectiveness and efficiency of existing technologies so that they may be better used to increase the quality and quantity of services to clients.



TIG 2017 Grant Categories

- Replication and Adaptation – to replicate, adapt, or provide added value to the work of prior TIG projects.
 - **A. Replication of Previous TIG Projects** – e.g., look at projects where software or content has been created and is available at no (or low) cost
 - **B. Automated Form Replication** – identify HotDocs and A2J templates on LawHelp Interactive national document assembly server (<http://www.lawhelpinteractive.org>) that can be replicated for your jurisdiction
 - **C: Replication of Technology Projects in Other Sectors**
 - Examples and final reports of some replicable projects are available at: <http://www.lsc.gov/grants-grantee-resources/grantee-guidance/reporting-requirements/tig-reporting-requirements#FinalReports>



AREA OF INTEREST 2017

Projects responding to one or more of the nine focus areas of LSC's SWWS evaluation:

1. Plain Language
2. Language Access
3. Content Presentation
4. Accessibility
5. User Support
6. Mobile Friendly
7. Community Engagement
8. Ease of Navigation
9. Visual Design & Iconography.



TIG 2017 LOI Requirements

- ❑ One project per Letter of Intent; applicants may submit multiple LOIs
- ❑ Submit online in LSC Grants at <https://lscgrants.lsc.gov>
- ❑ *Reminder:* Programs with prior TIGs must be up to date according to the milestone schedule on all previous grants before the LOI deadline.



What's Needed in the LOI

- ❑ Grant Category
- ❑ Requested Amount
- ❑ Description of Project
- ❑ Major Benefits
- ❑ Estimated Costs
- ❑ Major Partners
- ❑ Innovation/Replication



Estimated Costs

- Include:
 - The amount of funding you are seeking from the TIG program
 - The estimated total project cost,
 - Summary of the anticipated costs of the major components of the project.
 - Any anticipated contributions, both in-kind and monetary, from all partners involved in the project.



LSC Grants Home Page

<http://lscgrants.lsc.gov>

Welcome to your LSC Grants Home

Your LSC Grants home page provides you with links to the different types of submissions that LSC applicants and grantees must complete. The following links will take you directly to the different sections of the page.

COMPETITION - Click here to start a new application for LSC funding or to access your competitive or renewal grant applications.



GAR - Click here to access your Grant Activity Report forms

TIG - Click here to access applications and milestone reports for the TIG competition.

SUBGRANTS - Click here to access Subgrant approval requests.

SANDY - Click here to access Sandy disaster grant applications.

DISASTER - Click here to access LSC Emergency Disaster grant applications.

PRO BONO INNOVATION FUND - Click here to access the Pro Bono Innovation Fund

MIDWEST LEGAL DISASTER COORDINATION PROJECT - Click here to access the Midwest Legal Disaster Coordination Project



Create a New LOI

TIG Letter of Intent Instructions

- To start, view, or edit your TIG letter of intent (LOI), click the link listed below under Tasks in the **TIG LOI/Application** section below. You will be able to return to complete or view your letter of intent. Once you have submitted the letter of intent, you will be able to view but not edit a PDF of your submission.
- TIG staff recommends drafting the different sections needed for the letter of intent in a Word document to cut and paste into the appropriate sections will minimize problems in the event you lose work while you are in the system. You can be logged out of the system after a period of inactivity, so please log in frequently.
- **PLEASE NOTE:**The input fields are HTML boxes and will only accept plain text formatting. **Do not paste any formatted copy from a Word or Excel document, bullets, bold, etc.**
- Be sure to review the [Legal Services Corporation Technology Initiative Grant Program's Notice: Request for Letters of Intent to Apply for 2017 grant funding](#) and guidance on completing the LOI
- Additional Guidance and sample LOIs are available on the [TIG Application Process page](#). These documents are intended to provide general guidance but may not meet all requirements for the 2017 TIG cycle.
- For additional information, please see the [TIG Compliance Resources page](#).
- TIG Letters of Intent must be completed and submitted into the online system no later than 11:59 p.m. EDT, **Monday, March 13, 2017**.

TIG LOI/Application

[Click here to create a new TIG Letter of Intent \(LOI\).](#)

There are no current TIG LOI/Application items.

Choose Category

TIG Letter of Intent

Instructions

- To begin preparing your Letter of Intent (LOI), select one of the TIG LOI categories from the drop down menu in the **TIG LOI Category** section below, and then click **Save and Continue**.
- A grantee program may submit unlimited LOIs in the categories "Innovation and Improvement" and "Replication and Adaptation".
- **DEADLINE:** All LOIs must be submitted no later than 11:59 p.m. EDT on **Monday, March 13, 2017**.

Quick Links

[LSC Grants Frequently Asked Questions \(FAQ\)](#)

TIG LOI Category

<Select>

Save and Continue

Cancel

Top

LOI Responses Page

Letter of Intent to Apply for Funding

Instructions

Provide a response to each of the questions below. You must provide answers to all questions in order to submit your Letter of Intent (LOI). The total length of the LOI should be approximately two (2) pages. To ensure an appropriate response length, the system will limit the character length for each section to either 2500 characters (for Description of Project and Major Benefits) or 1500 characters (for Estimated Costs, Major Partners, and Innovation/Replication). If you're typing text into the text box for a question and you exceed the character length, the page will simply erase any additional characters as you continue to type. If you paste text into this text box from a different source, the text will be cut off after the character limit.

Also, please avoid complex formatting such as bulleted or numbered lists in the response fields below. Approach each field like you would a plain text editor such as Microsoft Notepad.

- Use the **Save** button to save your information and remain on this page.
- Use the **Save and Continue** button to save your information and continue to the Review and Submit page.
- After saving your information, you can log out and return to the system later; your information will be preserved.
- Please note that you could be logged out of the system after a period of inactivity.

Grantee Information

Recipient Number	611010	Recipient Name	Atlanta Legal Aid Society, Inc.
TIG/PBIF Number	16007	Category	Replication
Grant Cycle	2016		

Detail

Amount Request

Are you also requesting funding for this project through LSC's Pro Bono Innovation Fund program ? Yes No

Are you applying for a Pro Bono Innovation Fund that complements this grant? Yes No

Description of Project (maximum 2500 characters) - Briefly describe the basic elements of the project, including the specific technology(ies) the project will develop or implement; how they will be developed, how they will operate, the function they will serve within the legal services delivery system, their expected impact, and similar factors. (The impact should only be highlighted here; more details about the system's benefits should be provided below.)



Save Your Work!



•

Save

Save and Continue

Top



Proof and Submit

Review and Submit

Instructions

The **Validation Summary** section below displays the status of your submission, indicating whether each section is validated (complete).

To make changes to the application before submitting, click the LOI link under Page Name below.

If all the validation rules have been met, you will see a **Submit** button below. Once your LOI is complete, click the **Submit** button to submit the LOI.

Click **View PDF** to view a PDF of your LOI.

[View PDF](#)

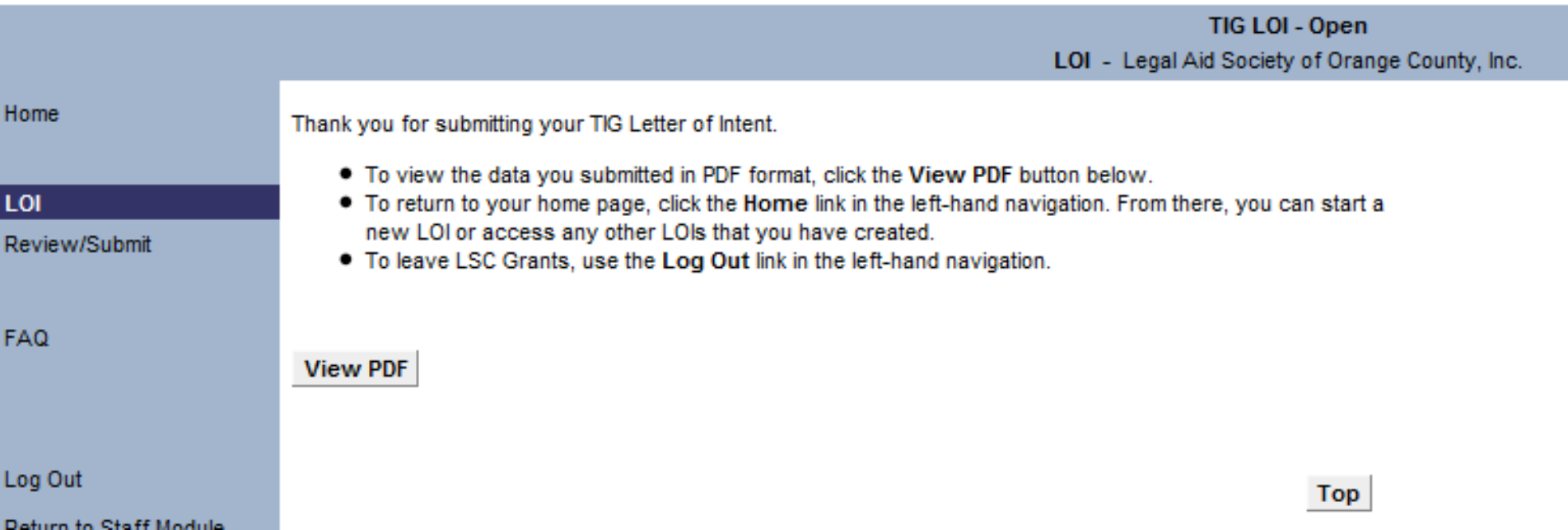
Validation Status

Page Name Status

[LOI](#) ✓ Complete

[Submit](#)

Create New LOI or Exit



The screenshot shows a web application interface. At the top right, there is a header area with the text "TIG LOI - Open" and "LOI - Legal Aid Society of Orange County, Inc.". On the left side, there is a vertical navigation menu with the following items: "Home", "LOI" (highlighted in dark blue), "Review/Submit", "FAQ", "Log Out", and "Return to Staff Module". The main content area contains a message: "Thank you for submitting your TIG Letter of Intent." followed by a bulleted list of instructions:

- To view the data you submitted in PDF format, click the **View PDF** button below.
- To return to your home page, click the **Home** link in the left-hand navigation. From there, you can start a new LOI or access any other LOIs that you have created.
- To leave LSC Grants, use the **Log Out** link in the left-hand navigation.

Below the list, there is a button labeled "View PDF". In the bottom right corner of the main content area, there is a button labeled "Top".



LOI Confirmation

- ❑ Open the PDF of your final LOI submission and save a copy
 - Review the PDF to ensure all information is included in the LOI
- ❑ You'll receive an email confirmation of the LOI submission – also save a copy of this email
- ❑ If you don't receive an email confirmation, email us at techgrants@lsc.gov



Tips & Resources for an LOI

- ❑ Include IT staff, project managers, financial/development/compliance staff and expected users from the beginning
- ❑ Talk to past TIG recipients
- ❑ Review sample LOIs for style and tone
- ❑ Get information about past TIG projects:
 - <http://bit.ly/TIGFinalReports>
 - <http://bit.ly/TIGPastAwards>

Grants & Grantee Resources

Our Grant Programs

[Basic Field Grant](#)[Disaster Relief Emergency Grant](#)[Leadership Development Program](#)[Loan Repayment Assistance Program](#)[Pro Bono Innovation Fund](#)

Technology Initiative Grant Program

[TIG's Impact](#)[Reporting Requirements](#)[TIG Conference](#)[Past Awards](#)

Technology Initiative Grant Program

LSC Technology Initiative Grants (TIG) seek to improve legal services delivery to the low-income population and to increase access by low-income persons to high quality legal services, to the judicial system, and to legal information.

- [Overview](#)
- [Eligibility](#)
- [How To Apply](#)
- [Reporting, Compliance Requirements & Applicable Law](#)
- [Current Grants](#)
- [Submission Deadlines](#)



Technology can and must play a vital role in transforming service

Current Status

No longer accepting applications

Contact

techgrants@lsc.gov

Downloads

 [2015 TIG Notice to Request Letters of Intent](#)

 [2015 TIG Application Instructions](#)

For Further Reading

[TIG Highlights and Impact Summit on the Use of Technology to Expand Access to Justice](#)



More Tips & Resources

- ❑ Talk to TIG staff
- ❑ Explain how you determined the need for the project and how it will benefit clients
- ❑ Utilize TIG-funded support through LSNTAP, A2J Author and LawHelp Interactive
- ❑ Demonstrate how proposal aligns with LSC's Technology Summit vision
 - <http://bit.ly/LSCTechSummit>



Compliance Planning

- ❑ TIGs are subject to all LSC rules, regulations, and guidelines. See Grantee Guidance at:
<http://www.lsc.gov/grants-grantee-resources/grantee-guidance>

Disbursement of TIG grant funds for this project is further conditioned upon the following: 1) compliance with each grant assurance referenced in the attached *2013 TIG Grant Assurances*; 2) the terms of this letter; 3) the LSC Act, as amended; 4) all other applicable LSC statutes including appropriations acts and conditions referenced therein (*e.g.*, Pub. L. 113-6, 127 Stat. 198 (2013)); 5) all LSC rules, regulations, guidelines, and directives; 6) your continued status as an LSC recipient in good standing; 7) completion of the milestones specified in the payment schedule; and 8) accomplishment of the agreed-upon goals and objectives of this grant as outlined in the approved evaluation plan.



TIG Compliance Resources

<http://bit.ly/TIGCompliance>

- ❑ TIG/PBIF Compliance Webinar
- ❑ TIG Grant Assurances
- ❑ Administrative Plans
- ❑ Conflict Policy
- ❑ Technology Standards
- ❑ Third-Party Contracting of TIG Funds



LOI Selection Criteria

- ❑ Projects likely to:
 - improve access to justice
 - Improve the efficiency, effective and quality of legal services
- ❑ Project is specific, clear and well thought out
- ❑ Offers major benefits to client community
- ❑ Involves all the parties/partners needed
- ❑ Innovative and/or cost effective replication



What Comes Next: Full Applications

- ❑ By April 21, LSC invites successful LOI applicants to submit a full application in the LSC Grants online system
- ❑ See Step 2 – Submit a Full Application for more information:

<http://www.lsc.gov/grants-grantee-resources/our-grant-programs/tig#Apply>

TIG Resources

- **Technology Initiative Grants Website:** <http://www.lsc.gov/grants-grantee-resources/our-grant-programs/tig>

- **TIG Conference:** <http://www.lsc.gov/meetings-and-events/tig-conference>
- **Grantee Resources:** <http://www.lsc.gov/grants-grantee-resources/resources>

- **Legal Services Nonprofit Technology Network (LSNTAP):** www.lsntap.org

NTAP helps nonprofit legal aid programs improve client services through effective and innovative use of technology. They provide technology training, maintain information, create online tools and host community forums such as the LSTech email list.

- **LSNTAP's Tech Library:** <http://lsntap.org/library>
- **Upcoming Training:** <http://lsntap.org/trainings>
- **LSTech YouTube Channel:** <http://lsntap.org/aggregator/sources/4>
- **NTAP HelpDesk – Live Chat:** <http://lsntap.org/helpdeskchat>
- **Online Intake Systems:** <http://lsntap.org/blogs/online-intake-and-online-screen-systems>

- **LawHelp Interactive:** www.lawhelpinteractive.org

LawHelp Interactive is an online document assembly service that LSC grantees can use to create online forms

- **Pro Bono Net's Document Assembly Support Site:**

<http://www.probono.net/dasupport>

Contact Claudia Johnson, cjohnson@probono.net or Mirinda Meghelli, mmeghelli@probono.net for password

- **A2J Author:** www.a2jauthor.org

Access to Justice Author (A2J Author®) is a cloud based software tool that delivers greater access to justice for self-represented litigants by enabling non-technical authors from the courts, clerk's offices, legal services organizations, and law schools to rapidly build and implement user friendly web-based interfaces for document assembly.



TIG Resources

- ❑ **Plain Language Resources: www.writeclearly.org**
 - Legal Assistance of Western New York (LawNY) created a robust website of legal aid-focused plain language documents and resources.
 - ❑ <http://openadvocate.org/writeclearly> - Tool to easily test the reading grade level of a web page with a single click.
 - ❑ <http://openadvocate.org/readclearly> - A plain language glossary for websites
 - ❑ **Transcend Plain Language Lessons**
www.transcend.net/services/PL_training.html#lessons

- ❑ **Website Templates**
 - ❑ LawHelp Statewide Websites Support Site: www.probono.net/statewebsites
 - ❑ Drupal for Legal Aid Websites: <http://openadvocate.org/dlaw/>

- ❑ **Self-Represented Litigation Network: <http://www.srln.org/>**
 - ❑ Library of Articles and Resources



TIG Staff Contacts for LOIs

- ❑ **David Bonebrake** – Grant Administration for **North**:
CT, IL, IN, MA, ME, MI, NH, NJ, NY, OH, PA, RI, WI, WV
bonebraked@lsc.gov or 202-295-1547
- ❑ **Glenn Rawdon** – Grant Administration for **West**:
AK, AZ, CA, CO, GU, HI, ID, IA, KS, MP, MN, MT, NE, NV, NM, ND, OK, OR, SD,
TX, UT, WA, WY
grawdon@lsc.gov or 202-295-1552
- ❑ **Jane Ribadeneyra** – Grant Administration for **South**:
AL, AR, DC, DE, FL, GA, KY, LA, MD, MS, MO, NC, PR, SC, TN, VI, VA
ribadeneyraj@lsc.gov or 202-295-1554



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