

Technology Initiative Grants Application Instructions for Technology Improvement Projects

Issued: June 10, 2020

Application Submission Deadline: July 24, 2020 by 11:59 p.m. EDT

Submit online at: <http://lscgrants.lsc.gov>

[TIG Application Process](#)

Table of Contents

I. Funding Opportunity Description.....	3
A. Purpose and Key Goals of the Technology Initiative Grant Program	3
B. Grant Categories and Areas of Interest for FY 2020	3
II. Application Deadline	4
III. Eligibility and Funding.....	4
A. Eligible Applicants	4
B. Project Partner Organizations	4
C. Funding Availability and Award Amount.....	4
D. Grant Term	5
E. Activities Prior to Award or Starting Dates	5
F. No Obligation for Future Funding.....	5
G. Type of Funding Instrument	5
H. False Statements	5
IV. Applicable Law and LSC Grant Requirements.....	5
A. LSC Requirements	5
B. Federal Policies and Procedures	6
C. Reporting on Expenditure of Funds	6
D. Waiver Authority.....	6
E. Freedom of Information Act.....	6
V. Application Process.....	7
A. Incomplete Applications.....	7
B. Eligible Costs	7
C. Additional Funds from Other Organizations	7
D. Third-Party Contracting Considerations.....	7
E. Conflicts of Interest.....	9
F. Contact Information.....	9
VI. Selection and Review Criteria.....	10
A. Review Process.....	10
B. Review Criteria.....	10
1. Need for the Project	11
2. Detailed Description of the Project	11
3. Project Timeline and Activities.....	11
4. Project Deliverables	11
5. Program Capacity and Project Staffing.....	11
6. Implementation of the Recommendations	12
7. Cost Effectiveness: Budget and Budget Narrative.....	12
C. Selection Process.....	12

Appendix I: Guidelines for Preparing Applications.....	i
I. Introduction to the Guidelines.....	i
II. Provisions Applicable to All Categories	i
A. <i>Online Application System</i>	i
B. <i>Changes in Applicant's Contact Information</i>	ii
C. <i>Waiver Requests</i>	ii
III. Instructions for Preparing Applications.....	ii
A. <i>TIG Application Form</i>	ii
B. <i>Budget Form</i>	iii
C. <i>Budget Narrative</i>	iii
a. <i>Description of Budget Line Items</i>	iv
b. <i>Reporting on Expenditure of Funds</i>	vi
c. <i>Third-Party Contracting</i>	vi
D. <i>Project Narrative</i>	vii
E. <i>Appendices to the Project Narrative</i>	vii
F. <i>Proposed Payment Schedule and Milestones</i>	viii
G. <i>Conflicts of Interest</i>	viii
IV. General Suggestions	viii
V. Contact Information.....	ix
Appendix II: 2019 TIG Terms and Conditions - Sample.....	x

**Legal Services Corporation
Technology Initiative Grant Program
Application Instructions for Technology Improvement Projects**

I. Funding Opportunity Description

These Instructions provide guidance for submission of applications for the 2020 Technology Initiative Grant (TIG) program. LSC's TIG program was established in 2000. Since that time, LSC has made over 750 grants totaling nearly \$70 million. With these grants, LSC grantees have built a foundation for more efficient and effective service delivery that includes national systems for statewide websites; enhanced capacity for intake and case management systems; and automated forms to support pro se assistance, staff, and pro bono efforts.

A. Purpose and Key Goals of the Technology Initiative Grant Program

TIG awards are intended 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. Through the Technology Initiative Grant program, LSC encourages grantees to use technology in innovative ways to:

1. Effectively and efficiently provide high quality legal assistance to low-income persons and to promote access to the judicial system through legal information, advice, and representation;
2. Improve service delivery, quality of legal work, and management and administration of grantees; and
3. Develop, test, and replicate innovative strategies that can enable grantees and state justice communities to improve clients' access to high quality legal assistance through an integrated and well managed technology system.

B. Grant Categories and Areas of Interest for FY 2020

LSC will accept projects in three application categories:

- 1) Innovations and Improvements
- 2) Replication and Adaptation
- 3) Technology Improvement Projects

These instructions are for category 3 only. Grantees who have been invited to submit applications under categories 1 and 2 have been provided with different instructions.

For additional information on the Grant Categories, see the [Notice of Request for Letters of Intent to Apply for 2020 Technology Initiative Grant Funding](#) issued by LSC on February 7, 2020.

II. Application Deadline

Complete applications for the fiscal year 2020 LSC grant program are due no later than 11:59 P.M. EDT, Friday, July 24, 2020 (see [Appendix I: Guidelines for Preparing Applications](#)).

Applicants must submit applications electronically via the online system found at <http://lscgrants.lsc.gov>. LSC will not accept applications or portions of applications in e-mail or hard-copy format. The online application system will be available by the week of June 15, 2020.

LSC will not accept applications submitted after the application deadline unless a waiver of the deadline has been approved in advance (see Section IV. Applicable Law and Grant Requirements-Waiver Authority).

LSC will provide confirmation via email upon the completed electronic submission of each application. Keep this email as verification that an application was submitted. If no confirmation email is received, inquire about the status of your application at techgrants@lsc.gov.

III. Eligibility and Funding

A. Eligible Applicants

Eligible applicants must be: (1) current grantees of LSC Basic Field-General, Basic Field-Migrant, or Basic Field-Native American grants (2) that have submitted a Letter of Intent and (3) have been invited by LSC to submit a full application. All Applicants must be current with all information and reporting requirements for all other LSC grants (Basic Field, Technology Initiative Grants (TIG), Pro Bono Innovation Fund, or others). TIG awards are available only to current LSC grant recipients that are not subject to any short funding (i.e., less than one year) on basic field grants.

B. Project Partner Organizations

TIG awards are available to existing LSC grantees only. Although other entities are not eligible to apply, they are encouraged to participate as project partners. (See Third-Party Contracting in Section V. Application Process and Instructions).

C. Funding Availability and Award Amount

For FY 2020, LSC's TIG program received an appropriation of \$4 million. TIG grant decisions for FY 2020 for Technology Improvement Projects will be made in October 2020. The maximum award amount for a Technology Improvement Project is \$27,500: \$25,000 for project work and up to \$2,500 for costs to attend the Innovations in Technology Conference.

D. Grant Term

Applicants may propose a grant terms of 12 months. Budgets submitted should be for the entire grant term.

E. Activities Prior to Award or Starting Dates

There is no obligation on the part of LSC to cover pre-award costs. 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.

F. 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 sole discretion of LSC.

G. Type of Funding Instrument

The funding instrument for awards under this program shall be a grant.

H. 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.

IV. Applicable Law and LSC Grant Requirements

A. LSC Requirements

Technology Initiative Grant funds are subject to all LSC requirements, including the requirements of the Legal Services Corporation Act (LSC Act) 42 U.S.C. §§ 2996–2996k; LSC regulations at 45 CFR Parts 1600–1644; LSC's applicable appropriations acts; and any other applicable laws, rules, regulations, policies, guidelines, instructions, and other directives from the Legal Services Corporation (LSC), both procedural and substantive, including, but not limited to, [the LSC Audit Guide for Recipients and Auditors](#), [the Accounting Guide for LSC Recipients](#), and [the CSR Handbook](#).

You will also comply with any new or amended LSC laws, regulations, or guidance that become effective before or during the grant term. LSC provides a number of statutory and regulatory compliance guidance materials for your reference, and you are always encouraged to contact us with compliance questions or requests for technical assistance.

TIG applicants should be familiar with the distinction between and requirements for LSC-funded subgrants under [45 CFR Part 1627](#) and LSC-funded procurements under 45 CFR [Parts 1630](#) and [1631](#). LSC has provided additional material about the distinction

between subgrants and procurements in the chart and examples provided at pages 10,276–10,277 of the Federal Register Notice at [82 FR 37,327 \(Aug. 10, 2017\)](#)

For additional information and resources regarding TIG compliance, including subgrants, third-party contracting, conflicts of interest, grant modification procedures, and special TIG grant assurances, see [LSC's TIG compliance webpage](#).

B. Federal Policies and Procedures

Applicant agrees that as a grantee it will be subject to [all provisions of Federal law relating to the proper use of Federal funds](#). A list of these laws is available at <http://www.lsc.gov/45-cfr-part-1640-applicable-federal-laws>. It understands that if it violates any of the Federal laws on the list, it may be subject to the summary termination of its LSC grant as authorized by Pub. L. 104-193, Tit. V., § 504(a)(19). It represents that it has informed employees and board members of the Federal laws and their consequences both to the recipient and to themselves as individuals as required by 45 CFR § 1640.3. It will also notify any subgrantees about the applicability of these laws and obtain the subgrantees consent to their application.

Furthermore, TIG grants are subject to additional grant conditions, which LSC will base on the 2019 TIG Terms and Conditions available in [Appendix II](#).

C. Reporting on Expenditure of Funds

Grantees must conduct sufficient recordkeeping and have internal controls in place to track and identify the source and application of TIG funds. These methods should include separate reporting of the grant funds by line item in the annual audit and recordkeeping to track all time and costs charged to each TIG separate from other funds.

D. Waiver Authority

Under extraordinary circumstances and when it is in the best interest of the eligible client community, LSC, upon its own initiative or when requested, may waive provisions in these Instructions at its sole discretion. Waivers may be granted only for requirements that are discretionary and not mandated by statute or regulation. Waiver requests must be submitted by email to techgrants@lsc.gov and must set forth the extraordinary circumstances for the request. Copies of approved waiver requests must be included in the Appendices to the Project Narrative. To request a waiver of the application deadline, applicants must contact a TIG staff person prior to the deadline to explain the reasons for the waiver request. Please see the “Contact Information” section of Appendix I for details.

E. Freedom of Information Act

LSC may receive requests for copies of applications submitted to it. Applicants are hereby notified that the applications they submit are subject to the Freedom of

Information Act. For guidance on the availability of information submitted by any applicant, see LSC's Freedom of Information Act Regulation, [45 CFR Part 1602](#). To assist LSC in making disclosure determinations, applicants may identify sensitive information and label it "confidential."

V. Application Process

See [Appendix I: Guidelines for Preparing Applications](#) for additional information and instructions on the required application components.

A. Incomplete Applications

All applications timely submitted will be reviewed for completeness as defined in [Appendix I: Guidelines for Preparing Applications](#). 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. To ensure that the application is considered, timely submit a complete application.

B. Eligible Costs

LSC will allow costs that are directly allocable to the project, subject to [45 CFR Part 1630](#). This includes costs for: personnel; fringe benefits; purchase or rental of computer hardware, software, and other end-user equipment; telecommunication services and related equipment; consultants and other contractual services, including evaluators; travel; and supplies. *Please note: Administrative costs must be captured through these line items only; no general 'administrative cost' line item will be approved. Indirect costs are not eligible costs under a Technology Initiative Grant and will not be approved.* All costs must be reasonable and directly related to the project and included in the approved project budget.

C. Additional Funds from Other Organizations

Applicants are encouraged to seek additional support for projects by partnering with other LSC grantees as well as other organizations. The costs of activities undertaken by other entities should be included in project budgets so that LSC is advised of the total cost of the project and all sources of funding. LSC funds can be used by LSC grantees as matching funds for other federal grants.

D. Third-Party Contracting Considerations

LSC encourages applicants to work with other access to justice partners on projects and realizes that for many projects, grantees will need to contract with third parties to accomplish the goals of the project. Such partnerships and contracts can raise special issues and are subject to certain regulations and procedures, such as those required by [45 CFR §§ 1630.5, 1630.6 and 1631.3](#). Grantees should be familiar with these and take

them into account during the planning of the project. Although applicants may discuss the use of a third-party contractor in their proposal, approval of a TIG application does not imply LSC approval of any specific contractor for the project. All procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open and free competition, and all third-party expenditures, regardless of cost, must be appropriately documented.

[§1630.6 of the LSC regulations](#) requires prior approval for expenditures of LSC funds in the amount of more than \$25,000 for any of the following:

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

If the Technology Initiative Grant for which you are applying includes a request for LSC to fund any of the above, you can request prior approval as part of the grant application.

Steps to Request Prior Approval of a Contract for more than \$25,000:

1. Check the Box on the TIG Application Form indicating you are asking for prior approval.
2. Upload the following as a single PDF on the Appendices to the Project Narrative Form:
 - A statement as to which expenditure this would apply;
 - A statement of need;
 - A copy of your procurement policy; and
 - Documentation showing that you followed your procurement policies and procedures in soliciting, reviewing, and approving the purchase, lease, or contract for services.

If you are requesting prior approvals for more than one expenditure, you must submit a separate upload for each expenditure for which you are seeking prior approval.

LSC will not decide on a prior approval request included in a grant application any sooner than the date of the grant decision. 45 CFR 1631.3(c). If necessary, LSC may request additional information before making its decision.

If you do not seek prior approval during the application process, you can seek it after the award by following the procedures for requesting prior approval found in [45 CFR § 1631.8](#). If you have questions about this process, in the LSC Office of Compliance and Enforcement, please contact Lora Rath, Director, Telephone: 202.295.1524; Email:

rathl@lsc.gov or Megan Lacchini, Deputy Director for General Compliance, Telephone 202-295-1506, Email: lacchinim@lsc.gov.

Three other considerations when dealing with third-party contracts are:

- (1) Competition in contracts for services:** Consistent with your written procurement policy, you must obtain best value –the most advantageous balance of price, quality, and performance – and seek to minimize fraud, waste, and abuse, when purchasing TIG-funded products and services. Best value is typically achieved through transparent and objective competition.

- (2) Subgrants:** All TIG funding is subject to [45 CFR Parts 1610 and 1627](#) regarding restrictions on the use of LSC and non-LSC funds and subgrants, respectively. Applicants should review [LSC Program Letter 10-3](#) for a general explanation of these requirements to ensure compliance with these regulations. Applicants should be aware that LSC revised Part 1627 effective April 1, 2017 and that revised Part 1627 makes two material changes to the information presented in Program Letter 10-3: 1) TIG funding recipients must evaluate all proposed transfers of LSC funds against the criteria stated in section 1627.3; and 2) recipients must seek prior approval only of subgrants whose cost equals \$20,000 or more of LSC funds.

Additional information and resources regarding TIG compliance, including third-party contracting, can be found on the [TIG compliance page](#) on the LSC website.

E. Conflicts of Interest

Applicants must indicate whether the proposed project raises any actual or potential conflicts of interest for staff, management, board members, volunteers, or anyone else involved in the proposed project or its development and application. Applicants must also disclose any actual or potential conflicts or interest in connection with any proposed contracts or subgrants related to the project. TIG awards are subject to the grantee’s written policies regarding conflicts-of-interest and whistleblower protections as outlined in the current [LSC Terms and Conditions](#). Grantees will be required to identify and resolve actual, apparent, or potential conflicts of interest, including updating prior information, at any time that they are discovered, even after payments to third parties are provided. Generally, grantees should identify and resolve possible conflicts prior to starting negotiations with a third party.

F. Contact Information

For information on the status of a current TIG project, contact Eric Mathison, Program Analyst, Telephone: 202-295-1535; Email: emathison@lsc.gov.

For questions about proposals in CT, IL, IN, ME, MA, MI, NH, NJ, NY, OH, PA, RI, WI, WV, VT, contact David Bonebrake, Program Counsel, Telephone: 202.295.1547; Email: dbonebrake@lsc.gov.

For questions about proposals in AK, AZ, CA, CO, GU, HI, ID, IA, KS, MP, MN, MT, NE, NV, NH, NM, ND, OK, OR, SD, TX, UT, WA, WY, contact Glenn Rawdon, Program Counsel, Telephone: 202.295.1552; Email: grawdon@lsc.gov.

For questions about proposals in AL, AR, DC, FL, GA, KY, LA, MD, MS, MO, NC, PR, SC, TN, VI, VA, contact Jane Ribadeneyra, Program Analyst, Telephone: 202.295.1554, Email: ribadeneyraj@lsc.gov.

If you have a general question, please email techgrants@lsc.gov.

VI. Selection and Review Criteria

A. Review Process

Within two weeks of the submission deadline, LSC will notify all applicants that it received a properly completed application or that the application was insufficient in some regard. A notice of a complete submission merely acknowledges receipt of an application that will compete for funding with other applications, not that the application will be funded. The selection process lasts approximately four months and involves multiple stages:

1. During the first stage, each eligible application will be reviewed by LSC staff for completeness and eligibility.
2. Upon completion of the initial review process, each proposal will be reviewed by TIG staff to be sure it meets the Review Criteria as outlined in these Instructions. These analyses may include the suggestion that grants be approved only after substantial modification, improvement, or narrowing of the proposal.

LSC staff completes the proposal review and prepares a funding recommendation. In addition to the staff review, LSC reserves the right to have the proposal reviewed by an outside reviewer.

B. Review Criteria

Reviewers will evaluate and rate each application using the following criteria. All successful applicants will demonstrate that their projects can accomplish LSC's goal of using technology effectively and efficiently to provide high quality legal assistance to eligible clients and to promote full access to the judicial system by low-income people.

See [Appendix I, Part III](#), for detailed instructions on completing each section of the application.

1. Need for the Project

Describe the specific problem(s) the proposed project will address. Identify the nature and scope of the problem(s). How does the project fit with the program’s strategic plan? Does the project address any recommendations from an LSC program visit? How will the project lead to an improvement of the program’s operations?

2. Detailed Description of the Project

You provided a short description of the project in the LOI. In the application, you should expand on this description so that we get a complete picture of your vision for the project. Take the reviewer through all details of the process so it is clear what is being undertaken. Describe what type of project will be undertaken, such as a technology assessment, business process analysis or technology planning process. What is the project goal and objectives?

3. Project Timeline and Activities

A typical TIG project is one to two years. LSC expects Technology Improvement Projects to be completed within 12 months or less. In this section, outline the project timeline and what activities you will need to conduct to complete the project.

4. Project Deliverables

Describe the grant’s end product, such as an assessment of the program’s technology, a project plan for an important technology initiative, or a request for proposal (RFP) for a technology purchase. Also, describe what you plan to do with these deliverables. As the name of the category implies, LSC expects them to lead to program improvements and so you should outline what improvements you hope to see come from the project.

5. Program Capacity and Project Staffing

Reviewers will assess the extent to which the applicant demonstrates the program’s organizational capacities, including:

- Organizational experience and track record in managing and overseeing projects comparable to the one being proposed.
- A staffing plan that identifies specific staff members with sufficient capacity, qualifications, and experience to be effective and compliant with programmatic and fiscal requirements. This includes the involvement of senior management and board members, where appropriate. Identify the proposed staffing for the project as well as who has been involved in planning the project.
- If you plan to hire outside consultants to work on the project, describe the skills that will be needed and the role of the consultant(s) in the project.

6. Implementation of the Recommendations

Discuss the organization's commitment to implement the plan or recommendations that result from the project, including identifying probable financing sources.

7. Cost Effectiveness: Budget and Budget Narrative

Reviewers will analyze the budget request in terms of its clarity, cost-effectiveness, and consistency with the goals and objectives described in the ***Project Narrative***. The proposed budget should be reasonable and appropriate to the activities proposed and sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project activities. [See Appendix I for detailed information about Budget and Budget Narrative requirements.]

C. Selection Process

Funding recommendations are reviewed by the LSC President and Vice President for Grants Management. The LSC President determines the final TIG awards in his best professional judgment based on his overall assessment of the application, the staff recommendations, and achieving a balanced portfolio of grants.

If necessary, negotiations will take place between LSC staff and the applicant to incorporate any suggested project modifications into the grant and to finalize each grant's payment schedule.

Appendix I: Guidelines for Preparing Applications

I. Introduction to the Guidelines

The Legal Services Corporation (LSC) staff designed these Guidelines for Preparing Applications to help applicants provide enough information for LSC to make decisions on funding requests. This document supplements the Application Instructions for 2020 Grant Funding (Instructions).

II. Provisions Applicable to All Categories

A. Online Application System

LSC requires that each TIG applicant submit an online application using the [LSC Grants Online System](http://lscgrants.lsc.gov) at <http://lscgrants.lsc.gov>. The online application system will be available by the week of June 15, 2020. Only those programs that received an invitation following the 2020 TIG Letter of Intent phase are eligible to submit a full application.

The deadline for submission of TIG full applications is July 24, 2020 at 11:59 p.m. EDT. Additional instructions and information can be found [on the TIG website](#).

Submission through the TIG online system should be done by a person authorized to commit the applicant organization. Only one login per program will be able to manage the organization's TIG projects. If you need to change the TIG responsible login for your program, the Executive Director should send a request to techgrants@lsc.gov.

When an applicant logs in to their LSC Grants account, there will be a Task under the TIG section to submit a full application for each project that was invited from the Letter of Intent process. LSC recommends starting applications in the system at least three weeks before the deadline. We also recommend drafting the application in a Word document to cut and paste into the appropriate sections of the application in the online system. This 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 save your work frequently.

Please note that the input fields in LSC Grants will only accept plain text formatting. Do not paste any formatted copy such as tables, bullets, and bold.

Prior to submitting the application in the online system, you will be able to view a PDF of the full application. Be sure to review the PDF for completeness and save a copy of it for your records. Once the application is reviewed and final, submit it by clicking on the Submit button. You will receive a confirmation email upon the completed electronic submission of each application. Please keep this email as verification that an application was submitted. If no confirmation email is received, please inquire about the status of your application at techgrants@lsc.gov.

B. Changes in Applicant's Contact Information

If the contact information submitted on the *TIG Application Form* changes after submission, immediately notify LSC in writing or via email at techgrants@lsc.gov.

C. Waiver Requests

As stated in the *Instructions*, LSC does not intend to waive any provisions of the *Instructions*. Under extraordinary circumstances and when it is in the best interest of the eligible client community, LSC, upon its own initiative or when requested, may waive provisions in these Instructions at its sole discretion. Waivers may be granted only for requirements that are discretionary and not mandated by statute or regulation. Waiver requests must be submitted by email to techgrants@lsc.gov and must set forth the extraordinary circumstances for the request. Copies of approved waiver requests must be included in the Appendices to the Project Narrative. To request a waiver of the application deadline, applicants must contact a TIG staff person prior to the deadline to explain the reasons for the waiver request. Please see the "Contact Information" section of Appendix I for details.

III. Instructions for Preparing Applications

A TIG application is complete only when it contains the items referenced below (excluding the optional items). A sample TIG application is available for review at <http://tig.lsc.gov/grants/application-process>.

- A. TIG Application Form
- B. Budget Form
- C. Budget Narrative
- D. Project Narrative
- E. Appendices to the Project Narrative (Optional) includes timelines, technical diagrams, organizational charts, maps, résumés, etc.¹
- F. Proposed Payment Schedule and Milestones
- G. Conflicts of Interest

A. TIG Application Form

Each application should begin with a completed *TIG Application Form*. The category under which the grant is being submitted will be filled in automatically according to the Letter of Intent submitted. Next, fill in the total amount of funds requested from LSC and the total cost of the proposed project. These amounts do not need to match the estimated request from the Letter of Intent (LOI). LSC recognizes that after the

¹ Do not use pointers to online resources. Reviewers will be instructed to ignore pointers to online resources. To include documentation available on the Internet, print the material and include it in the appendix.

applicant has done more research and planning, the final project cost may have changed from the LOI stage.

Provide a concise, plain language, one-paragraph description of the project that can be published on the LSC website following the grant awards. Finally, fill out the information identifying the applicant and the person LSC should contact about the application.

B. Budget Form

Reviewers will analyze the budget request in terms of its clarity, cost-effectiveness, and consistency with the goals and objectives described in the ***Project Narrative***. The proposed budget should be appropriate to the tasks proposed and sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project activities.

The ***Budget Form*** is part of the online application system available on <http://lscgrants.lsc.gov>. This is the same form that is used for the application in the other categories, so it is likely they are more lines than you will need. It is not anticipated that you will be buying personal property for this project. Most likely, all or most of the grant funds will be used for contracting and personnel.

Indicate who is paying for each of the budget items. The ***Budget Form*** has five columns for (A) the amount requested from LSC, (B) the applicant's contributions, (C) additional funds from other LSC-funded partners, (D) additional funds from non-LSC-funded partners, and (E) the total of (A), (B) (C) and (D). All calculations will be automatically tabulated.

C. Budget Narrative

Use the Budget Narrative to expand on the budget items listed in the Budget Form. This is the place where Applicants detail proposed expenditures in relation to the project timetable.

Fully explain each budget item, including descriptions and specific costs, so that it can be effectively evaluated. If the budget includes a request for personnel costs, identify the proposed personnel and the estimated time they will spend on the project. The budget must be reasonable for the tasks proposed, and the relationship of items in the budget to the Project Narrative, especially the project objectives and activities, should be clearly defined and communicated.

When the grant is awarded, unless it is modified by agreement with LSC, the applicant is committed to the budget submitted in the application, including contributions from the Applicant, from other LSC-funded partners, and from non-LSC funded partners. Be sure that the anticipated additional resources are realistic. Grantees may need to change

their budgets during the project, and many of these TIG budget changes require LSC approval.

LSC will allow costs that are directly allocable to the project, subject to [45 CFR Part 1630](#), *Cost Standards and Procedures*. This includes costs for: personnel; fringe benefits; purchase or rental of computer hardware, software, and other end-user equipment; telecommunication services and related equipment; consultants and other contractual services, including evaluators; travel; and supplies. *Please note: Administrative costs must be captured through these line items only; no general 'administrative cost' line item will be approved. Indirect costs are not eligible costs under a Technology Initiative Grant and will not be approved.* All costs must be reasonable and directly related to the project and included in the approved project budget. The award of a grant does not constitute prior approval of a subgrant or contract unless the grant award document specifically states otherwise.

a. Description of Budget Line Items

Salaries and Wages: Include the salary or wages of all personnel who will staff or have responsibilities for the proposed project, indicating the share that will be attributable to LSC, the applicant, or another partner, either LSC-Funded or Non LSC-Funded. Each staff person included in the budget must be described in both the application *Narrative* and in the *Budget Narrative*. For Columns (A) and (B) list everyone separately with his/her title, the percentage of time or number of hours that will apply to the grant and the annual salary or hourly rate applicable. Example: Joe Smith, the IT Director, will spend 30% of his time on the project. $30\% \times \$60,000 = \$20,000$.

Fringe Benefits: Include the cost of benefit(s) for the project staff. In the *Budget Narrative*, Applicants will identify the fringe benefit rate and the benefit cost for each project staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K or 403(b). Applicants may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the total fringe benefit amount is over 35% of the staff person's salary, applicants must list the covered items separately and justify the cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

Travel: Include costs for project staff travel that is directly related to the project. Allowable costs are transportation, lodging, subsistence, and other related expenses.

New for 2020: Applicants should include funds to send one key grant staff to LSC's Innovations in Technology Conference (ITC). LSC will no longer add an ITC conference fee to each TIG award – it is the applicant's responsibility to request these funds in their budget. At least one staff member must attend the TIG grantee meeting, which will take

place at the LSC Innovations in Technology Conference planned for January 2021. Include all projected travel and registration costs on this line item. The ITC is planned for January 12-15, 2021 at the Westin Galleria Houston.² Room rates are \$131 at the Westin Oaks or \$169 at the Westin Galleria.

Note: Up to \$2,500 in travel funds may be added above the \$25,000 limit for the Technology Improvement Project for ITC travel.

In the *Budget Narrative*, please provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips and grant staff per trip. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless it is Applicant's policy and justified in the *Budget Narrative*. Only domestic travel is allowable. Only costs for economy travel is allowable.

Equipment: Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year. In the *Budget Narrative*, if applicable, please show the unit cost and number of units you are requesting. Provide a brief justification for the purchase or rental of the equipment.

Telecommunications Bandwidth Charges: Technology projects may require the use of additional bandwidth directly related to the purpose of the project. Indicate any additional telecommunications costs, such as the cost of cell phone or tablet data plans, or additional bandwidth needed for a video conferencing project.

Communications and Marketing: Include the costs necessary to maintain communications and connectivity for the project, or to market and promote the project to clients or other constituents. This can include the use of social media, promotional materials, translation services, and advertising.

Software: Software can include the purchase of off-the-shelf software that is directly related to the project. It can also include software subscriptions, user licenses or add-on modules for existing software and necessary for the proposed project. Include each type of software and its purpose for the project.

Supplies: Include the funds for the purchase of consumable supplies and materials. In the *Budget Narrative*, applicants should provide a list of the types of supplies that will be necessary for the project with a calculation for cost determinations.

² LSC is closely monitoring the Coronavirus (COVID-19) situation and will provide grantees updates on the status of the 2021 Innovations in Technology Conference as early as possible.

Contracts and Subgrants: Include costs for third-party contractors to provide services related to the project's operations. This can include contractors to: develop new online templates; provide project management support in technology implementation efforts; conduct technical training; conduct surveys; provide graphic design or user interface services; or conduct web or software development work. In the LSC Grants online application system, Applicants with expenses listed under Contracts and Subgrants will be asked to complete an online Third-Party Contract Form for each proposed contract.

Project Evaluation: Include costs for project evaluation activities, including additional staff time, supervision of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity and not budgeted in Personnel. Please note that applicants should include third-party evaluator contracts under Contracts and Subgrants and not this budget line.

Training: Include the costs associated with training staff on grant requirements or to enhance the skills staff need for effective grant implementation. Training costs may also include the expenses associated with training volunteers including materials, meeting space fees, and incidentals. Costs associated with food and beverages should not be included in the Legal Services Corporation Grant Request. These costs can be included in the applicant share of the budget using non-LSC dollars.

Other: Include and explain any other project-related costs not otherwise captured in the categories above.

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

b. Reporting on Expenditure of Funds

The Applicant should include a statement of the methods that it will adopt and the records that it will keep to track and identify the source and application of the grant funds. These methods should include separate reporting of the grant funds by line item in the annual audit and recordkeeping to track all time and costs charged to this grant separate from other funds. See [LSC's Accounting Guide for LSC Grantees](#), 2010 Edition, for guidance on financial accounting and reporting standards.

c. Third-Party Contracting

Applicants will utilize the ***Third-Party Contracting Form*** to outline the contracts they plan to enter into during the proposed project. Applicants should provide as much information as possible about the planned contracts, such as the expected contract amount, and the contractor's anticipated responsibilities. Third-party contracting requirements are available on the [TIG Compliance page](#) and these requirements should

be reviewed before submitting an application. If the project is funded, grantees can work with TIG staff to modify contracting information if necessary.

Approval of a TIG application does not imply LSC approval of any specific contractor for the project; all procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open and free competition; and all third-party expenditures, regardless of cost, must be appropriately documented.

D. Project Narrative

The ***Project Narrative*** is your opportunity to demonstrate to reviewers that the project fits LSC objectives for this category. Provide specific information about the need for the project, how these needs will be met, what is the expected timeline and end product.

Reviewers will assess the presentation from the perspective of how well the narrative addresses the ***Review Criteria*** defined in the ***Instructions*** (See [VI. Selection and Review](#)). Carefully review the descriptions of each of these criteria in the ***Instructions*** before preparing the ***Project Narrative***.

The ***Project Narrative*** should be clear and concise and address the following per the [Review Criteria outlined in the Instructions](#):

- Need for the Project
- Detailed Description of the Project
- Project Timeline and Activities
- Project Deliverables
- Program capacity and the project staffing
- Implementation of the Recommendations

E. Appendices to the Project Narrative

In addition to the ***Project Narrative***, up to 25 total pages may be submitted to fully document the proposal.

Relevant documentation: Appendices may include documents such as timelines, technical diagrams, organizational charts, maps, letters of commitment from key partners, letters of support and résumés. This may also include information on past projects and credentials of firms and outside consultants involved in the project.

Letters of Commitment from Key Partners: Letters of commitment to the project from any key partner whose participation is necessary for the completion of the project will be required.

Letters of Support: We are recommending that you submit no more than three letters of support. Letters of support may come from members of the community who will benefit from the success of the project.

Requests for Preapprovals: This is where you upload any requests for the preapproval of expenditures of \$25,000 or more for goods and services as explained in [D. Third-Party Contracting Considerations](#) (infra).

Page limit: The Project Narrative Appendices must not exceed 25 pages. Uploads are limited to file extension types of .doc, .docx, .xls, .xlsx, pdf, and .rtf only. Any portion of the application that exceeds the specified page limits will not be reviewed.

F. Proposed Payment Schedule and Milestones

Each grant made in the Technology Improvement Project category will have a fixed set of milestones. The payments made on the grant will depend upon the length of the grant. For example, for a six-month grant request of \$25,000, the two payments would be: payment one (initial payment) in October 2020 for \$10,000 and payment two in June 2021 for \$15,000. For a one-year grant request of \$25,000, the three payments would be payment one (initial payment) in October 2020 for \$10,000; payment two in June 2021 for \$7,500; and payment three in December 2021 for \$7,500.

After the grant is awarded but before the initial payment is made, successful applicants will need to submit a project management plan. Subsequent payment will depend upon the recipient successfully following this plan.

G. Conflicts of Interest

Prior to completing this section, applicants should review their program's written policies regarding conflicts of interest and whistleblower protections as outlined in the current LSC Grant Assurances. Applicants must indicate whether the proposed project raises any actual or potential conflicts of interest for staff, management, board members, volunteers, or anyone else involved in the proposed project or its development and application. If there are potential conflicts, discuss how your program will address them if awarded funding.

IV. General Suggestions

- ***Be succinct and clear.*** Because of page limitations, discuss the project clearly and succinctly. Reviewers should learn what is proposed and how well it responds to the [Review Criteria published in the Instructions](#).
- ***Review the Project Narrative once it is complete.*** It should be a coherent and convincing presentation.
- ***Use appendices to make the proposed project understandable.*** Use the twenty-five (25) pages allocated for appendices to expand upon the important points or to provide additional information not addressed in the project narrative.

- ***Check the application for completeness.*** Reviewers can only evaluate proposals using the documentation that is provided. It is the applicant's responsibility to ensure that the submitted application includes the required materials.

V. Contact Information

For information on grant status of current TIG grant, contact **Eric Mathison**, Program Analyst, Telephone: 202-295-1535; Email: emathison@lsc.gov.

For questions about proposals in CT, IL, IN, ME, MA, MI, NH, NJ, NY, OH, PA, RI, WI, WV, VT, contact David Bonebrake, Program Counsel, Telephone: 202.295.1547; Email: bonebraked@lsc.gov.

For questions about proposals in AK, AZ, CA, CO, GU, HI, ID, IA, KS, MP, MN, MT, NE, NV, NH, NM, ND, OK, OR, SD, TX, UT, WA, WY, contact Glenn Rawdon, Program Counsel, Telephone: 202.295.1552; Email: grawdon@lsc.gov.

For questions about proposals in AL, AR, DC, FL, GA, KY, LA, MD, MS, MO, NC, PR, SC, TN, VI, VA, contact Jane Ribadeneyra, Program Analyst, Telephone: 202.295.1554, Email: ribadeneyraj@lsc.gov.

If you have a general question, please email techgrants@lsc.gov.

Appendix III: TIG Terms and Conditions - Sample

Below are the TIG Terms and Conditions covering *last year's 2019 TIG grant cycle*. All 2020 TIG grantees will be required to sign a similar document. Applicants should expect revised and/or additional terms and conditions.

2019 Technology Initiative Grant (TIG) Special Grant Terms and Conditions

By accepting this 2019 Technology Initiative Grants (Special Grant), you agree to the following terms and conditions, which will govern our relationship and your activities involving this Special Grant.

I. Grant Objective and Approved Grant Initiative.

- A. You will use your Special Grant funds to successfully complete the Approved Grant Initiative as described in your Special Grant application as modified by mutual consent with LSC (including any renewals, extensions, or other materials you submitted). You will comply with these Special Grant Terms and Conditions and your Basic Field Grant Terms and Conditions. The Approved Grant Project may include multiple sources of funding including this Special Grant, your LSC Basic Field Grant, and other public, private, or tribal grants.

II. 2019 Technology Initiative Grant Terms and Conditions. The following Terms and Conditions are specific to this Special Grant Program.

- A. **Innovations in Technology Conference.** You must send one staff member whose attendance will benefit your Approved Grant Project to LSC's 2020 Innovations in Technology Conference on January 15–17, 2020, in Portland, Oregon. LSC will deduct up to \$2,500 (depending on the number of TIG awards made for the year) from your first TIG installment payment to cover your staff member's conference registration, airfare, and hotel costs. You are responsible for all other conference-related expenses. You must account for the \$2,500 conference allotment as both income and an expense in your audited financial statements. No part of the \$2,500 conference allotment will be refunded if you are unable to send a staff member to the conference or if the actual conference-related expenses are less than \$2,500. Unused conference allotment funds revert to LSC for future TIG awards.
- B. **Evaluation Plan, Milestones, & Payment Schedule.** Project management is critical to the success of your TIG. Accordingly, at the beginning of the grant term, you must work with LSC's TIG staff to finalize the Evaluation Plan, Milestones, and Payment Schedule you proposed in your TIG Application. The Evaluation Plan defines the project objectives, identifies the activities that will be performed and strategies that will be used to accomplish project objectives, and specifies the methodologies and

data sets that will be used to evaluate the project's success. The Payment Schedule establishes activities and deliverables, i.e. "milestones," that you must successfully complete before LSC will make an installment payment. The Milestones establish detailed tasks that you will perform and be evaluated on at the end of the grant term.

Once LSC approves your Evaluation Plan, Milestones, and Payment Schedule, they automatically merge into these Grant Terms and Conditions as a requirement of this grant.

If you need to modify your approved Evaluation Plan, Milestones or Payment Schedule (e.g., move, alter, or eliminate goals, objectives, or activities), you must email your TIG liaison. Milestone and Payment Schedule changes must be made before the end of the payment period in which the change is scheduled to be completed.

- C. Payment Requests and Milestone Reporting.** LSC will distribute your TIG funds in installments according to the milestone payment periods (usually every six months) established in your grant award package.

To trigger each installment payment, you must submit a Payment Request and Milestone Completion Report (using the TIG Milestone Reporting tab of [LSC Grants](#)) within 30 days of the end of the milestone payment period. Any delay in submitting your Report may delay your grant payment or result in an automatic termination of your TIG.

The Milestone Completion Report must confirm that the milestones established in your Payment Schedule for the particular payment period have been successfully completed. At the same time as the submission of each payment request except the final one, the grantee will submit an [Interim Financial Report](#) in the format of the approved budget, with any approved modifications, showing the actual expenditures on the project. This will include expenditures for both columns A and B of the approved budget. Assuming successful completion of your milestones and submission of a budget-to-actuals report, LSC will make the installment payment.

Before LSC will pay your final installment payment, you must submit a Final Report and Final Budget. The purpose of the Final Report is to evaluate the overall effectiveness and impact of the work done under the grant. Using the [Final Report Template](#) in LSC Grants, it must address the following:

- project goals and objectives;
- evaluation data and methodologies;
- summary of major accomplishments, recommendations, and future steps;
- in-depth analysis of accomplishments;
- factors affecting project accomplishments;
- strategies to address major challenges; and

- major lessons learned and recommendations for improving the TIG program.

At the same time as the submission of the final payment request, the grantee will submit a Final Financial Report in the format of the approved budget, with any approved modifications, showing the actual expenditures on the project. This will include expenditures for both columns A and B of the approved budget. For any line item for which there is a variance in column A between the approved amount and the actual amount, the grantee will submit an explanation for that variance.

III. Basic Field Grant Terms and Conditions Incorporated by Reference.

Your current and future Basic Field Grant Terms and Conditions are incorporated by reference and merged into these Terms and Conditions and apply to this Special Grant. Where the Basic Field Grant Terms and Conditions conflict with these Special Grant Terms and Conditions, the language of these Special Grant Terms and Conditions will control. To the extent possible, however, the Special Grant and Basic Field Grant Terms and Conditions should be construed to give maximum effect to the language of both documents. In particular, please pay close attention to the following Basic Field requirements that apply to this Special Grant:

- A. Conflicts of Interest.** You must apply your conflicts policies to all work done under this Special Grant, including checking for and resolving all actual or apparent conflicts.
- B. Cost Standards and Procedures**—45 C.F.R. Part 1630 applies to all Special Grant funds.
- C. Procurement**—45 C.F.R. Parts 1630 and 1631 apply to all procurements using funds awarded under this Special Grant, including acquisition of real and personal property and services.
- D. Subgrants**—45 C.F.R. Part 1627 applies to all subgrants involving LSC funds from or LSC-funded in-kind support funded by this Special Grant. After the award of this Special Grant, you must apply for any required LSC prior approvals. 45 C.F.R. § 1627.4(a)(2).
- E. Program Integrity**—45 C.F.R. § 1610.7 requires that you maintain objective integrity and independence from any organization that engages in restricted activities, including organizations that participate in the Approved Grant Initiative.
- F. Plain Language and Limited English Proficiency.** ([Program Letter 04-2](#)) In developing materials for the public and clients, you must 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, and limited access to most web-based or other computer-related systems. For all new publications, forms, and materials developed or improved with any LSC funds you must ensure that they are written in a clear, concise, and well-organized manner, consistent with plain language principles, examples of

which can be found at www.lep.gov, www.writeclearly.org, and www.plainlanguage.gov.

- G. Accessibility.** You must consider and address the special needs of people with disabilities, including ensuring that all electronic and web-based resources developed or improved with any LSC funds are based on or exceed the accessibility standards established in [Section 508 of the Rehabilitation Act](#) and implementing regulations. *See also* [45 C.F.R. Part 1624](#).
- H. Intellectual Property.** The Basic Field Grant Terms and Conditions that address intellectual property also apply to this special grant. The following information provides more detail about those requirements, which apply equally to your basic field grant and to this special grant.

Unless you have an agreement with a third-party vendor establishing otherwise, you own all products, technologies, and software that you develop using Special Grant funds (“Work Products”). Regardless of who owns the Work Products, you and LSC have a royalty-free, nonexclusive, and irrevocable license to use, reproduce, distribute, publish, and prepare derivative works of the Work Products, including making those works available to other LSC grantees and access to justice partners.

LSC’s license does not apply to existing products, technologies, or software that you or a third-party vendor developed using non-LSC funds (“Preexisting Work”). But if you use Special Grant funds to modify or upgrade a Preexisting Work, our license will apply if the modification or upgrade can be licensed and purchased separately from the preexisting work (e.g., as an add-on or a plug-in). If it cannot be licensed and purchased separately, then our license does not apply, and we must purchase rights to use or share the modification or upgrade, if desired.

This provision does not prevent a developer or vendor from charging costs related to the use of the Work Products, such as implementation, integration, and on-going use (e.g., hosting and maintenance) costs.

You must have a written contract with third-party vendors who develop Work Products, or modify Preexisting Work in a separately licensable and purchasable way. The contract must include a provision disclosing your and LSC’s royalty-free, nonexclusive, and irrevocable license and prohibiting third-party vendors from denying its existence, challenging its legality, or interfering with LSC’s full exercise of it.

IV. Terms and Conditions Applicable to All Special Grants.

The following Terms and Conditions apply to all LSC-funded special grants, including this Technology Initiative Grant.

- A. Communicating Changes and Concerns.** You must notify your liaison for this Special Grant immediately when changes or concerns regarding your Special Grant Initiative arise, including staffing changes, contractor changes or issues, partner changes or issues, and subgrant staffing changes or issues. Your liaison will be able to help address any problems or concerns and can guide you on how to request budgetary or programmatic modifications, if necessary.
- B. Approved Budget and Budget Modifications.** Your approved Special Grant budget is included in your grant award package. You will spend your Special Grant funds consistent with your approved Special Grant budget. You may make non-material changes to this Special Grant budget, but must obtain LSC’s preapproval when:
- i) Cumulative changes exceed 10% of the total grant amount and \$10,000.00;
 - ii) Changes to an individual line item in the budget exceeds 20% of the affected line item and is a change of at least \$5,000.00; and
 - iii) Changes to the scope of the project are made.

If you need to modify your project budget, email your liaison for this Special Grant regarding appropriate procedures. If you discover a budget variance for which you should have requested LSC’s pre-approval, but did not, contact your liaison for this Special Grant immediately.

- C. Tracking and Reporting Your Use of Special Grant Funding.** You will track funds from this Special Grant by grant number and will account for them separately from any other LSC Special Grants, your other LSC funds; and your non-LSC private and public funds. You will report funds from this Special Grant by line item in the annual audit report you submit to LSC, with a separate line item for each LSC Special Grant. For additional guidance on these requirements, see [45 C.F.R. § 1628.3\(g\)](#), [45 C.F.R. Part 1630](#), and the [LSC Accounting Guide for LSC Recipients](#).
- D. Time and Recordkeeping.** You must give your employees sufficient time to perform their Special Grant assignments, as established in your Evaluation Plan. You must allocate staff time to this Special Grant consistent with the allocations listed in your approved grant budget and budget narrative, but the total time that an employee spends on this Special Grant *and* other grantee-assigned work combined cannot exceed 1.0 FTE. You will track and keep accurate records of all time spent working on this Approved Grant Project by *any* of your staff members or staff of your subgrantees, including “in-kind” contributions of time (i.e., time that is not chargeable to these Special Grant funds). Attorneys and paralegals working on this Special Grant must keep time as required by 45 C.F.R. 1635. All other staff and subgrantees must maintain personnel activity reports supporting all salary and wages charged directly to this Special Grant as required by 45 C.F.R. 1630.3(d).
- E. Private Attorney Involvement (PAI)—*Special Grant Funds Ineligible.*** 45 C.F.R. Part 1614 requires you to allocate an amount equivalent to 12.5% of your

annualized basic field award to involve private attorneys in your legal services delivery system (“PAI requirement”).

You may not count any of your Special Grant funds toward your PAI requirement (including Special Grant funds used for procurements, subgrants, or in-kind subgrants). This prohibition does not apply to other funds (e.g., non-LSC funds or LSC Basic Field grant funds) that you use to support the Approved Grant Project.

For example: you operate an online legal information service using volunteer attorneys. It meets all the Part 1614 criteria. Half the budget for the service comes from this Special Grant and does not count towards your PAI requirement. The other half comes from your Basic Field Grant or your IOLTA grant and may count towards your PAI requirement.

- G. **LSC Logo.** In addition to the provisions regarding the use of the LSC Logo specified in your Basic Field Grant Terms and Conditions, Work Products developed or improved with Special Grant funds and materials that are used to promote Special Grant Initiatives, including publications, websites, videos, and webcasts, must display LSC’s logo, available at <http://www.lsc.gov/media-center/galleries-multimedia/gallery/media-assets>.
- H. **Closeout.** At the end of the grant term or when this Special Grant is voluntarily or involuntarily terminated, you will comply with instructions from your liaison for this Special Grant for completing an orderly closeout of this Special Grant. All closeout activities must be concluded no later than 180 days from the grant term’s end date or termination. Once you have submitted complete and required closeout information to your Liaison for this Special Grant, LSC will review the grant closeout and provide you with the final grant payment, if any, and any other closeout documentation. LSC intends to finalize closeouts within 90 days of the submission of all materials. Closeouts may take longer depending on issues that arise.

You must retain all grant-related records after the grant term as prescribed by the Accounting Guide for LSC Recipients, Appendix II.

I. **Termination.**

- 1) This Special Grant automatically terminates if:
 - i) your Basic Field grant is voluntarily or involuntarily terminated; or
 - ii) you fail to timely submit a required progress report, unless LSC, in its sole discretion, grants you an extension of time in which to submit your Report.
- 2) LSC may terminate this Special Grant or withhold part or all of any grant payment if:
 - i) you substantially violate these Terms and Conditions,
 - ii) you voluntarily request that it be terminated, or

iii) your Special Grant performance is deficient.

If this Special Grant is terminated for deficient performance or failure to timely submit a required Progress Report, you are barred from receiving another Special Grant for three years. If this Special Grant is voluntarily terminated because circumstances outside of your reasonable control make it impossible to perform your Approved Grant Project (e.g. key staffing changes, technology limitations, a failed proof of concept, etc.), you are still eligible for future Special Grant grants.

Automatic terminations are not appealable. You may, however, appeal discretionary terminations to the LSC President within 15 business days of receiving LSC's termination notice. You may also request to meet with the President. The President's decision will be in writing and is final.

- J. **Property—Real and Personal.** All property purchased with Special Grant funds is subject to LSC requirements for property acquisition, use, and disposal established at [45 C.F.R. Parts 1630](#) and 1631, which continue to apply past the end of the Special Grant. At the end of the Special Grant, you must evaluate whether you continue to have a use for property purchased with Special Grant funds and determine whether to retain or dispose of that property.