

# NEW SUBGRANT INQUIRIES

## FORM B

*Applicants should submit a set of answers for each new subgrant.*

*Copy and paste this set of questions for each subgrant into a single word processing document. When finished responding to the inquiries, convert the document to PDF and upload it to the online system at [www.lscgrants.lsc.gov](http://www.lscgrants.lsc.gov).*

*Answer all questions, unless otherwise noted.*

Check the applicable box in the table below:

<input type="checkbox"/>	This is a subgrant of LSC funds
<input type="checkbox"/>	This is a subgrant of non-LSC funds <sup>1</sup>
<input type="checkbox"/>	This is a subgrant of LSC and non-LSC funds <sup>2</sup>

1. Is this subgrant for PAI activities? If yes, in addition to the LSC funds transferred under this subgrant, are non-LSC funds also being transferred to support those PAI activities? If yes, what is the amount of non-LSC funds?
2. Describe the qualifications of the subrecipient (e.g., length of time in existence, number of staff, type of organization, reputation in the legal community):
3. Describe the anticipated benefits to the recipient of the subgrant relationship:
4. Describe the activities to be performed by the subrecipient. In the description state whether services will be targeted to specific population groups, e.g., senior citizens, persons with limited English proficiency, veterans:
5. Describe the recipient's system for assessing the quality of the work performed by the subrecipient (This may include an on-site visit, a monthly or quarterly progress report, review of legal work, monitoring case statistics, reviewing financial/audit report(s), or other methods. Include a description of the oversight provided by the board of directors.):
6. Describe the recipient's system for ensuring that the subrecipient adheres to the terms and conditions of the subgrant agreement and applicable LSC regulatory requirements (This may include an on-site visit, a monthly or quarterly progress report, review of legal work, monitoring

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<sup>1</sup> For purposes of this question, the term "subgrant" is used generally and not as defined in 45 CFR § 1627.2(b)(2).

<sup>2</sup> For purposes of this question, reference to a "subgrant [ ] of non-LSC funds" is used generally and not as defined in 45 CFR § 1627.2(b)(2).

case statistics, reviewing financial/audit report(s), or other methods. Include a description of the oversight provided by the board of directors.):

7. Describe the recipient's system for fiscal oversight of the subgrantee to ensure that the subrecipient adheres to the LSC Accounting and Audit Guides, and has sufficient fiscal internal controls (This may include an on-site visit, training, reviewing financial/audit report(s), or other methods. Include a description of the oversight provided by the board of directors.):
8. Explain whether the subgrantee engages in any LSC-restricted activities. If so, provide a description of: 1) the nature and the scope of this work and 2) the subgrantee's method(s) for ensuring compliance with the prohibitions and any applicable exceptions under 45 C.F.R. Part 1610. (This may include written policies and procedures, trainings, or other methods. Include a description of the oversight provided by the board of directors.):
9. Are/will funds from this subgrant be used to provide a full range of legal services to a specific geographic area within the overall service area, in lieu of such services being provided by the recipient?

*Question Nos. 10-14 below are only for new subgrants that are intended to provide a full range of legal services to a specific geographic area within the overall service area.*

10. Describe the geographical area for which the subrecipient is providing or will provide a full range of legal services:
11. Describe the subrecipient's responsibilities and involvement in assessing the legal needs of the client community; identifying new and emerging legal needs; establishing priorities and setting goals, based on the most critical legal needs; and strategic planning:
12. Describe the subrecipient's office and staffing structure; the operation of the intake system; the subrecipient's Limited English Proficiency policies, and the subrecipient's involvement in outreach efforts:
13. Describe the subrecipient's systems for legal work management and supervision; staff training; plans to ensure access to specialized expertise and legal research materials; use of private attorneys; and community legal education and pro se efforts:
14. Describe the subrecipient's board governance, overall management and administration; financial management, resource development efforts, and participation in an integrated legal services delivery system: