

# RENEWAL SUBGRANT INQUIRIES

## FORM C

*Applicants should submit a set of answers for each renewal 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. When was the subgrant originally initiated:
3. Why was the subgrant initiated:
4. Describe the benefits of the subgrant relationship realized by the recipient in the prior year and those anticipated during the proposed subgrant period:
5. Describe the qualifications of the subrecipient (e.g., length of time in existence, number of staff, type of organization, reputation in the legal community):
6. Describe the activities performed by the subrecipient in the prior year and those to be performed by the subrecipient during the proposed subgrant period. In the description state whether services were/will be provided to specific population groups, e.g., senior citizens, persons with limited English proficiency, veterans:
7. 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(s), review

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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).

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.):

8. 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 (s), 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.):
9. 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.):
10. 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.):
11. Does the amount of this renewal subgrant(s) differ from the previous year? If so, please indicate the change by approximate percentage (+ or -):
12. Do the terms of this proposed renewal subgrant agreement differ from the prior year subgrant agreement? If yes, please briefly explain the difference(s):
13. 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?

*Question Nos. 14-19 are only for renewal subgrants that are to provide a full range of legal services to a specific geographic area within the overall service area.*

14. Describe the geographical area for which the subrecipient is providing or will provide a full range of legal services:
15. 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:

16. Describe the subrecipient's office and staffing structure; the operation of the intake system; the subgrantee's Limited English Proficiency policies, and the subrecipient's involvement in outreach efforts:
  
17. Describe the subgrantee'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:
  
18. Describe the subrecipient's board governance, overall management and administration; financial management, resource development efforts, and participation in an integrated legal services delivery system:
  
19. Describe the three most significant accomplishments of this subgrant relationship over the past year: