

Legal Services Corporation

GUIDELINES FOR APPLYING FOR DISASTER RELIEF

ELIGIBILITY

The Legal Services Corporation (LSC) has been able, on occasions, to obtain special funding to meet the emergency needs of programs in a disaster area. Only current LSC recipients in a federally declared disaster area are eligible to apply for such funds from the LSC, when such funds are available.

INSTRUCTIONS

To obtain emergency funding from the LSC, recipients shall submit an application in writing to the President, Legal Services Corporation. The application should be signed by the executive director and the chair of the board of directors of the recipient. Nevertheless, if an emergency is such as to preclude the submission of a written application (such as when the office building has been destroyed as a result of the disaster or there is no electricity in the office) the recipient may make a verbal application for initial processing, by telephoning the Disaster Relief Desk (DRD), Kimberly Heron at (202) 295-1521, to be followed by a written request as soon as possible.

The following information must be included in the application:

(1) **Resources, Need and Objectives**

- (a) recipient's name and number;
- (b) description of the damage sustained by recipient and the surge in demand for services as a result of the disaster;
- (c) estimate, in dollars, of lost property, including records, and equipment;
- (d) amount of emergency funds requested;
- (e) a brief narrative stating the purpose of the requested funds;
- (f) recipient's current annual budget of revenue and expenses (LSC and non-LSC);
- (g) recipient's fiscal year.

(2) **Operational Procedures**

Describe the operational procedures for the disaster relief project(s) including the following items where applicable:

- (a) anticipated length of time to restore operations from emergency status to normal;
- (b) anticipated term of the emergency grant (i.e., proposed beginning and termination dates);
- (c) description of the project, including criteria to be used for determining successful completion; and
- (d) assurance that recipient will comply with LSC accounting and reporting requirements for the emergency funds (i.e., separate reporting by natural line item in the annual audit and if requested, periodic progress reports to the LSC).

(3) **Budget**

Provide a detailed budget of expenses for the emergency need, including the following information

- (a) amount of emergency funds requested from LSC;
- (b) projected funding from other (non-LSC) sources, including insurance proceeds;
- (c) any in-kind contributions;
- (d) expenses by natural line item; and
- (e) any anticipated purchases in excess of \$10,000.

(4) **Accounting for the Grant**

Every grant shall have a beginning and termination date and shall not be for a period exceeding twelve months unless extended with the express approval of the LSC. To obtain approval for an extension, a recipient must submit a request in writing no later than sixty days prior to the termination date of the grant. LSC shall respond to such request no later than thirty days prior to the termination date of the grant.

The grant must be separately reported by natural line item in recipient's annual audit(s). This reporting may be done either on the face of the financial statements, or in a schedule attached to the financial statements. **Any fund balance remaining at the end of the grant period shall be refunded to the LSC at submission of the audit report.**

(5) **Case Service Reporting**

In times of crisis, the immediate needs of victims supersede the need to adhere to the recipient's established priorities and recipients confronted by natural disasters generally dispense with the stated priorities to respond to the most pressing needs of their clients. Depending on the extent of the disaster and the impact it has on the recipient's case activities, the recipient may find that it has processed a substantial number of cases outside its normal priorities and the case reporting would reflect this. **To avoid a distorted picture when disaster cases are reported in the regular CSRs, LSC requires that there is separate case reporting for disaster-related cases for which emergency funding was provided.**

(6) **Criteria**

Given the nature of emergency situations arising from natural disasters, requests for assistance will be processed on a priority basis. The primary emphasis will be on restoring, as quickly as possible the program's capacity to serve eligible clients.