

## **Attachment A**

### **Statement of Work**

The Grantee shall provide a range of Legal Services. The Grantee may provide specific legal services and shall maintain a written record of each encounter with individuals requesting legal services, including client intake data, program applications, action plans, referrals and follow-up.

The record shall fully describe the nature of the request for legal services. As a part of the provision of this legal service, the Grantee shall conduct a complete legal services needs assessment of each individual based on: (a) the initial request for legal services; and (b) the Grantee's additional knowledge of the individual.

The needs assessment shall be written and it shall be maintained within the Grantee's record of legal services provided. *All Legal Services are subject to Grantor's approval.*