



MICHIGAN STATE BAR FOUNDATION

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Linda K. Rexer

March 21, 2008

Via E-mail

«Director»
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Dear «Dear»:

Please submit the 2007 IOLTA and Filing Fees grant report to msbf@msbf.org in electronic format using Adobe Acrobat 7.0 and Microsoft Excel software by **Wednesday, April 30, 2008**. In addition, one complete paper copy should be mailed to the Foundation at 306 Townsend Street, Lansing, Michigan 48933.

You may provide any attachments not available electronically in hard copy. Prior data for current grantees is already imported in electronic files which will be sent to you separately via e-mail. If no prior answer appears for a particular question, you must provide one. The workforce analysis chart will be sent separately in a password protected zip file.

The application and report forms are consolidated so that the same or parallel questions can be used in the same order for either purpose. This allows you to simply check a box when there is no change to the answer you submitted previously or to make edits to update items to show changed or current information. There are a small number of forms that are used for the application but not for the report and vice versa (as noted on the forms). The electronic file will contain only those forms needed for grant report purposes, but you may view all forms and instructions at www.msbf.org/grants/lsgar/index.html.

This year, the report forms contain three changes. The first two were also in last fall's application forms: 1) your policies (if available) for conflicts of interest and disaster preparedness must be attached, and 2) the technology section mirrors LSC's questions about the percentage of your employees who have computers at their desks and receive technology training, your program's capacity to convert paper files to PDF, and your program's ability to do program-wide conflicts checking via case management software. The third change adds a column for hotline volunteers (vs. paid staff) to the staffing FTE forms.

If you experience any difficulty with the software or files, please call Rick Winder immediately. Please also call if you have other questions or need any other type of help to meet the April 30, 2008 deadline for filing this report. Thank you.

Sincerely,

Linda K. Rexer
Executive Director