

Application: LSEM - 2026

LSEM Legal Services of Eastern Mich
Legal Services Annual Grant

Summary

ID: LS2026-0000000172

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Grant Application Narrative

Completed - Oct 10 2025

Organization Information

Have you reviewed the Organization Information Task?

Yes

Have you updated any information in the Organization Information Task?

Yes

If you selected "Yes", please indicate below the sections in which you have made significant changes.

No significant changes were made to the Organization Information section, only minor updates since last year.

Description of Services

1- Briefly list the purposes and use for your IOLTA grant and/or Filing Fees contract:

This award plays a crucial role in advancing LSEM's mission to provide civil legal services for those who need it the most and have the least access. It primarily supports the personnel necessary to deliver legal assistance across a broad range of practice areas, including family law, fair housing and housing, public benefits, bankruptcy, consumer protection, elder law, basic estate planning, and education law. The direct advocacy provided by staff in individual cases has an immediate and meaningful impact on the clients served.

LSEM also uses this funding to satisfy matching or in-kind requirements for leveraging federal grants, such as HUD Fair Housing awards and local CDBG subgrants, as well as local funding sources like senior millage and veteran programs, and certain foundation or special project grants. Specifically, MSBF funding offsets personnel costs—the organization's largest and most critical expense category—helping to cover salaries, fringe benefits, and associated staffing costs while maintaining adequate staffing levels to meet the growing demand for client services. The award additionally supports occupancy, overhead, and litigation-related expenses.

Finally, this funding is essential for LSEM's participation in the statewide integrated intake system with CALL. A significant portion of LSEM's client intake inquiries are referred to CALL for triage, assistance, and appropriate referrals.

In combination, these resources enhance the comprehensiveness of services, improve accessibility for clients, and strengthen the overall outcomes achieved by LSEM's legal programs.

2- Describe how the funds leverage your ability to obtain specific funding from other sources.

LSEM leverages this award to meet matching and in-kind requirements for other funders. In some cases, the award provides financial capacity to support a portion of personnel costs, as well as both direct and indirect service expenses—including staff, mileage, technology, utilities, and administrative support—necessary to sustain a project through in-kind contributions. In other cases, the award fulfills non-federal match requirements for predominantly federal funders that require diversified funding sources. As noted above, MSBF funding helps leverage and support Fair Housing, CDBG, Seniors, and Veterans grants, as well as various special projects.

This award is also critical to the sustainability of the organization. It strengthens LSEM's ability to secure additional funding, enhances the likelihood of successful grant awards, and contributes to overall funding diversification.

3- Explain any plans or activities and a timeline for developing new or expanding current services.

LSEM's 2024 Strategic Plan and 2024–2025 Legal Needs Assessment have guided efforts to identify service gaps and expand legal services for underserved populations, including rural residents, individuals with disabilities, caregivers, and those with limited digital access.

LSEM recently received notice of HUD Education and Outreach Initiative funding, to begin in Q4 of 2025, to help educate the public and housing providers about fair housing laws. Continued funding from the Department of Veterans Affairs and Region VII Area Agency on Aging supports expanded services for seniors and veterans. Over the summer, LSEM piloted a full-day, veteran-specific clinic at both Flint and Saginaw offices, providing holistic legal check-ins, with plans to host additional events.

The addition of a second CVLAP attorney strengthens domestic violence coverage across the region. In the coming year, LSEM will explore the intersection of domestic violence and employment rights, including a “Legal Lounge” to provide targeted assistance in collaboration with its unemployment law specialist.

Eviction prevention and diversion remain central, enabling LSEM to help clients stop evictions or secure additional time to move, promoting housing stability. Through targeted outreach, staffing expansion, and cross-program collaboration, LSEM continues to improve access to justice for vulnerable populations throughout its service area.

4- Describe the unmet client and/or community needs addressed with help of this funding.

This funding directly supports LSEM's initiatives by providing the critical capacity needed to meet emerging needs, sustain expanded outreach, and ensure equitable access to justice across its fourteen-county region.

Guided by the 2024–2027 Strategic Plan and informed by the 2024–2025 Legal Needs Assessment, LSEM is focused on reducing persistent barriers to justice and expanding access to services for those who need it the most and have the least access. The assessment identified continuing service gaps in family law, public benefits, and housing stability—particularly among rural residents, individuals with disabilities, caregivers, and those with limited digital access.

To address these unmet needs, LSEM is implementing targeted strategies to expand outreach and service delivery in underserved areas and among high-need populations. Assessment data underscores the importance of resource realignment and programmatic focus. LSEM is evaluating staffing models and expanding brief and limited-scope services to reach more clients efficiently.

The organization is also advancing technology enhancements to streamline client intake and improve accessibility, including mobile intake tools and texting-based client surveys. Additionally, LSEM continues to build partnerships and mobile outreach models to bring legal services directly into trusted community settings such as senior centers, veteran facilities, and social service agencies.

5- Indicate what region and target population you are proposing to serve with IOLTA and/or Filing Fees funds.

Target Population

Responses Selected:

General low-income population

Region

Responses Selected:

Eastern

The estimated number of people eligible for services in the geographic areas indicated above are as follows (based on the 2022 ACS 5-year estimate at 125% poverty level with a 2020 midpoint):

Eastern - 256,473 (15.3308%)

Metro - 682,661 (40.8063%)

Northern - 136,705 (8.1716%)

Southeast - 267,748 (16.0047%)

Western - 329,343 (19.6866%)

Description of Services *(cont.)*

6- Describe your program's recent community impact and accomplishments.

Over the past year, LSEM has significantly expanded its presence and impact across the service area through strengthened community partnerships, targeted outreach, and high-quality legal education. In 2024 alone, LSEM participated in over 120 outreach events, engaging more than 7,800 community members through presentations, resource fairs, and collaborations with local partners. In late April, LSEM hosted its annual Fair Housing Conference, drawing advocates, community leaders, and legal professionals from across the country to explore current fair housing issues.

LSEM also strengthened awareness of legal services and deepened community partnerships. Collaborations with organizations such as Genesee County Head Start, Commissions on Aging, Genesee County Veterans Services, GenWell, and Disability Networks have been crucial in reaching diverse communities. Through virtual and in-person resource fairs, community coalitions, and cross-sector partnerships, LSEM continues to expand awareness and engage in initiatives addressing poverty, housing stability, and civil legal challenges. These collaborations strengthen referral pathways and connect vulnerable residents—including older adults, veterans, and individuals with disabilities—to the legal help they need. Outreach staff have also increased engagement with rural communities, faith-based groups, and social service agencies to deliver services in trusted, accessible spaces.

Volunteer attorneys and community partners remain essential to LSEM's impact. Through the Private Attorney Involvement (PAI) Program, pro bono attorneys supported clinics in high-impact areas such as bankruptcy and family law. This year, LSEM Pro Bono Volunteer Attorney Kathy Smith was honored by the State Bar of Michigan, and LSEM Board President William Cowdry received awards from the Legal Services Corporation and the Saginaw Bar Association recognizing their exceptional contributions. LSEM staff attorney Kyle Lawrey was also awarded the Jerome O'Rourke Advocacy Award from the Genesee County Bar Association for outstanding client advocacy. Together, these efforts demonstrate LSEM's deep community reach and ongoing commitment to advancing access to justice.

7- What are your program's goals in increasing private attorney involvement for the upcoming year.

LSEM's goals for increasing private attorney involvement in the upcoming year include:

Innovating Pro Bono Opportunities: Coordinators look to identify and develop new and varied ways for attorneys to engage, including short-term, limited-scope projects, virtual clinics, and specialized initiatives to attract diverse skill sets.

Enhancing Recruitment and Awareness: LSEM endeavors to conduct targeted outreach to inform private attorneys about critical legal needs across its service area and the importance of their pro bono contributions. Efforts look to reach both established practitioners and newer attorneys seeking meaningful volunteer opportunities.

Expanding Collaborative Partnerships: The organization aims to strengthen relationships with local law firms, bar associations, and legal networks to create a supportive environment for pro bono participation. Building on prior Bench & Bar events and recent Road to Restoration Clinics, LSEM looks to develop additional partnership-driven initiatives to increase engagement.

Providing Training and Resources: LSEM plans to continue offering training, mentorship, and case support to equip attorneys for effective representation. Enhancements to the program's online platform look to give PAI attorneys convenient access to legal resources, workflows, and guidance.

Streamlining Referrals and Support: LSEM continues to refine its referral processes to connect attorneys with clients efficiently and provide consistent support throughout their involvement.

Program Assessment and Improvement: Feedback from participating attorneys and clients will guide evaluations of PAI effectiveness, identify participation barriers, and inform ongoing program enhancements.

Through these strategies, LSEM aims to sustain momentum, expand attorney engagement, and strengthen the program's capacity to meet the growing civil legal needs of vulnerable communities, ensuring meaningful access to justice for those who need it most.

8- Describe any new recent innovations or collaboration in your program's service delivery area.

Over the past year, LSEM has introduced several innovations and strengthened collaborations to enhance service delivery across its program areas. LSEM began hosting weekly clinics at the Flint VA Community Based Outpatient Clinic (CBOC) as a result of a MOU with the VA Ann Arbor Healthcare System. LSEM also signed a MOU with the Aleda E. Lutz VA Medical Center in Saginaw to host legal clinic hours as space allows, creating impactful Medical-Legal Partnerships. A pilot dual-office veterans event with integrated legal check-ins has demonstrated strong client engagement, and LSEM looks to replicate and expand this model across additional sites. Soft referral forms have been implemented with multiple community partners, including veteran-serving organizations, streamlining client intake and coordination.

Senior Services programming has been expanded with renewed Region VII funding, supplementing existing support from the Region V Valley AAA and Genesee County senior millage. These investments allow LSEM to increase outreach, education, and direct legal services for older adults throughout the region.

The North Flint Project continues to diversify legal clinic focus areas to meet emerging community needs, including expungement, bankruptcy, child support, driver's license restoration, deeds, and property tax foreclosure. Clinics now occur on flexible schedules—weekly, bi-weekly, and monthly—at various partner locations to maximize accessibility and engagement. These collaborative and innovative efforts have been recognized externally, including a community partner receiving an award for impact on the community.

Through these initiatives, LSEM looks to expand service reach, strengthen partnerships, and provide responsive, accessible, and client-centered legal services to veterans, seniors, and underserved populations across its service area.

9- Describe the measures with which you will evaluate your organization's progress in meeting the needs to be addressed.

Annually, LSEM evaluates its progress by analyzing comprehensive Case Management System (CMS) data alongside outcome measures and comparing these findings with the organization's most recent Legal Needs Assessment. The 2024–2025 Needs Assessment incorporated surveys of clients, partner organizations, and the legal community to capture feedback on legal needs, service barriers, and perceptions of the justice system. This dual-source analysis provides a holistic understanding of unmet legal needs and informs organizational decision-making.

Routine evaluation of service and outcome data across substantive areas, special populations, and geographic regions enables LSEM to make ongoing adjustments in outreach, intake procedures, and service delivery approaches. The strategic plan, adopted by the Board of Directors in 2024, is now in full implementation. Staff and board members actively lead efforts to meet the priorities outlined in the plan, ensuring that all initiatives are aligned with LSEM's mission of providing civil legal services for those who need it most and have the least access.

LSEM also maintains mechanisms for collecting feedback from clients and community stakeholders to evaluate programming and services. The CMS continues to provide rich opportunities for data collection and evaluation, supporting ongoing refinement of organizational practices. Planned enhancements, including the exploration of a texting survey feature, will further strengthen feedback collection, ensuring that services remain responsive to client needs and community trends.

Administrative Capacity

1- If you have had a peer review or funder review in the past 3 years, list the major recommendations or suggestions from your recent peer review team and specify the actions your program has begun or completed in response to each. Include estimated time frames for any steps not yet under way or those which are in process.

LSEM has undertaken ongoing reviews to evaluate program performance and identify areas for improvement. A major component of this effort was the 2024–2025 Legal Needs Assessment, which surveyed clients, partner organizations, and the legal community. The assessment provided valuable insights that directly inform LSEM's 2024–2027 Strategic Plan and guide ongoing programmatic priorities.

Efforts supporting the Strategic Plan and reflecting the results of the Needs Assessment include expanding outreach to rural and underserved communities, enhancing access for clients with disabilities or limited digital connectivity, and strengthening partnerships with community-based organizations, courts, and veteran service providers. LSEM has established new medical-legal partnerships to host clinic hours at the the VA Flint CBOC and the Lutz VA Medical Center (as space allows), formalized soft referral forms with key partners, and is reviewing other current partners for potential expansion. Technology improvements—including the creation of a Legal Resource page in JusticeServer and enhanced training materials—ensure consistent, high-quality service delivery. Additionally, LSEM continues to gather client feedback through surveys and is exploring a texting-based survey feature to better capture service impact and continuing community needs.

Through these initiatives, LSEM is actively translating the recommendations of the Needs Assessment into tangible program improvements that align with the Strategic Plan, ensuring that the organization continues to respond effectively to evolving legal needs and access barriers across its 14-county service area.

2- List training or professional development opportunities you anticipate providing to staff, including administrative staff, in the upcoming year.

LSEM staff are committed to ongoing professional development. Building on recent participation in MIE training, staff plan to attend additional sessions in the upcoming year. LSEM also traditionally engages in national conferences and trainings, including the NLADA Fall Conference, the Equal Justice Conference, LSC's Technology Innovations Conference, ABA offerings, and National Fair Housing Training Association events. Fair housing staff regularly attend HUD trainings to meet funding requirements. Staff also plan to participate in the upcoming MLPL Roadshow and CORT trainings.

Cybersecurity training remains a priority, with staff scheduled to participate next year following successful completion of this year's campaign. At the regional level, LSEM encourages staff to engage with CORT-sponsored initiatives, including First Friday Webinars and other substantive and skill-focused programs. At the state and local levels, staff may participate in State Bar of Michigan (SBM) and local bar association sessions, as well as ICLE courses. Senior Services staff actively attend elder law conferences.

LSEM supports flexible, accessible professional development, including virtual offerings and no-cost trainings provided by state and local community partners. New attorneys receive in-house mentorship, while seasoned staff engage in advanced substantive trainings to maintain expertise in key practice areas. Pro bono attorneys also have access to many of these opportunities.

As resources allow, LSEM provides program-wide or office-level training sessions and offers professional development stipends to support staff in pursuing additional targeted learning opportunities. This combination of structured, external, and self-directed training ensures staff at all levels can enhance their skills, stay current on emerging legal issues, and continue to provide high-quality services to the communities we serve.

Administrative Capacity (cont.)

3a- Check boxes (1) through (4) below to indicate activities that are performed by your organization:

Responses Selected:

2 - Fee-generating cases (unless private attorneys generally would not take the case)

4 - Representing individuals whose income is greater than 200 percent of the federal poverty standard

Indicate below the safeguards that are used to ensure that the IOLTA funds are not being used for specifically prohibited purposes. Specify record-keeping and accounting procedures used to verify that IOLTA funds are being spent only for eligible clients/cases.

LSEM's established practice dictates that, in the occasional fee-generating cases that the organization provides advocacy, staff do not log their time in JusticeServer under IOLTA or Filing Fees. Instead, the time is recorded under appropriate designated funding codes that allow this type of service, such as LSC. Similarly, expenses related to fee-generating cases are attributed to non-IOLTA/Filing Fee funds.

LSEM only represents individuals with incomes exceeding 200% of the federal poverty standard if the case qualifies under a specific grant that allows for higher income thresholds (currently Ruth Mott Foundation's North Flint Project, Fair Housing, Veterans, and Seniors). Each funding source is associated with a distinct funding code, and eligible cases are billed accordingly. Periodic quarterly reviews are conducted to ensure that these cases are not billed to grant sources that have lower income restrictions.

3b- Check boxes (1) through (7) below to indicate activities that are performed by your organization:

Responses Selected:

5 - Fee-generating cases for which adequate representation by a private attorney for a fee is feasible.

6 - Representing individuals whose income is greater than 125 percent of the federal poverty standard.

Indicate below the safeguards that are used to ensure that the Filing Fees funds were not being used for specifically prohibited purposes. Specify record-keeping and accounting procedures used to verify that Filing Fees funds are being spent only for eligible clients/cases.

Occasionally, fee-generating cases may emerge where clients could potentially obtain sufficient legal representation from a private attorney for a fee. While this scenario is infrequent and can encompass SSI cases, LSC allows LSEM to accept such cases and collect statutory fees for successful claims. These cases are categorized with funding codes that permit this type of service, such as LSC. LSEM may represent individuals with incomes greater than 125% of the federal poverty standard in two specific scenarios: 1) in those cases where LSC grants an extended eligibility limit due to an offset or exception or 2) when the client belongs to a group covered by a special grant that allows for higher income thresholds (Fair Housing, Ruth Mott Foundation's North Flint Project, Veterans, or Seniors). Unique funding codes are allocated to these grants, ensuring that they are applied only to eligible cases and not billed to awards with more restrictive income criteria.

4- List training or professional development opportunities that accounting and financial staff has had in last 24 months.

In the last 24 months accounting and financial staff have participated in the following training opportunities:

- How to manage and organize accounts payable
- LSC Accounting Guide
- Payroll Law
- Simple training for anyone with new HR responsibilities
- Fraud Awareness and Prevention
- Cybersecurity Training
- MIE Financial Essentials Training
- Facilities Management
- FHIP Grants Management Approaches and Financial Management Training
- LSC Financial Bootcamp
- MIE Record Keeping Training

5- Has your program experienced fraud, misappropriation of funds, embezzlement, or theft within the last twenty-four months?

Yes

If you answered "Yes" or "We are currently investigating a possible incident", please describe the incident, the job title of the personnel involved, what action was taken, what changes were made to your program's fiscal oversight policies and procedures and internal controls following the incident.

Yes, LSEM experienced a cyber incident which was previously reported to the LSC Office of Inspector General. Once the Executive Director was made aware of the incident, they promptly notified the LSC Office of Inspector General. The incident occurred in 2024 and involved a fraudulent message, appearing to come from an LSEM employee, requested a change related to their direct deposit. As a result, \$1,900 was misdirected. The bank initially credited the amount, but it was later clawed back by ADP. To resolve the issue, LSEM allocated a proportionate share of the \$1,900 loss back to the LSC fund account in full, ensuring that LSC funds were made whole.

6- Describe any changes made to your program's accounting manual or procedures in last 24 months.

In November of 2022, Ronald S. Flagg, the President of the Legal Services Corporation, distributed a Program Letter to all organizations funded by LSC. This letter outlined a comprehensive summary of the modifications to LSC's Financial Guide, which took effect on January 1, 2023. The primary objectives behind these changes were to enhance their relevance to LSC-specific needs, eliminate outdated content, eliminate intricate accounting and audit details, and provide clarity on mandated requirements.

In relation to the previously mentioned changes, LSEM executive management members, including financial/accounting staff, received training on the new Financial Guide from an Independent Auditing Firm working for many programs across the state of Michigan. It provided a high-level overview of the new requirements and the changes and deletions from the former Accounting Guide. The training recording slide deck and high-level overview were shared with LSEM's Board of Director's. As a result, the organization adjusted its Accounting Policies & Procedures manual to ensure its compliance with LSC's latest Financial Guide. This updated manual underwent a thorough review and received approval from LSEM's Board of Directors at the beginning of 2023.

LSC further recommended some minor additions in connection with recent updates to the Financial Guide as part of the program's 2025 Basic Field Grant Application review process. These changes were adopted by the LSEM Board in the summer of 2024. In addition, while LSEM's accounting procedures have remained the same, the organization made one administrative change in title. Last fall, LSEM restructured its Administrative Team—replacing the Chief Administrative Officer and Director of Development positions with a Chief Operations Officer (COO) and Grants Manager. The same staff member who previously served as Director of Development now serves as COO, continuing to perform the same fiscal duties under the new title. An Executive Administrative Assistant position was also added to strengthen administrative support.

7- If there is additional information or explanation you would like to provide, please enter it below.

N/A

Case Projections

Completed - Oct 10 2025

Cases

Do you expect to meet your case projections for the current year. If you do not, explain why:

Yes

Do you expect PAI cases to meet your projections for the current year. If you do not, explain why:

Yes

Grant Application Year

Indicate the estimated number of cases in which clients will be provided with direct legal services during the grant application year, assuming the total you budgeted for is available. Please include cases closed by CALL for your service area in the figures below.

Indicate in the last column the number of total projected cases that will be provided legal services through CALL and the case will be closed by CALL.

Grant Application Year Staff Cases

Type of Legal Problem	Cases Closed after Limited Service	Cases Closed after Extended Service	Total Projected Case Services	Number of These Cases Completed on Hotline
Consumer/Finance	450	67	517	271
Education	16	1	17	7
Employment	10	1	11	3
Family	577	32	609	462
Juvenile	36	4	40	26
Health	37	0	37	32
Housing	1854	381	2235	477
Income Maintenance	200	22	222	138

Individual Rights	471	46	517	40
Miscellaneous	2257	48	2305	75
Total Cases	5908.0	602.0	6510.0	1531.0

Grant Application Year PAI Cases

Type of Legal Problem	Cases Closed after Limited Service	Cases Closed after Extended Service	Total Projected Case Services
Consumer/Finance	1	1	2
Education			
Employment	1		1
Family	130	19	149
Juvenile	1		1
Health			
Housing	6	11	17
Income Maintenance	1	1	2
Individual Rights	1	1	2
Miscellaneous	3	1	4
Total PAI Cases	144.0	34.0	178.0

Pro Bono Attorneys

How many pro bono attorneys do you anticipate will assist in handling cases during the grant year?

43

Staffing

Completed - Oct 1 2025

Staffing

Has your program had any significant staff increases or reductions during the current calendar year?

No

Please explain any significant staff changes.

n/a

Civil Legal Services Staffing

Indicate the total number of Full-Time Equivalent (FTE) paid and volunteer staff persons who were directly involved in the activities covered by the total expenditures.

Staff Function - Current Year

Type of Work Performed	Lawyers	Paralegals	Others	Total
Legal Case Work	19.03	3.15	.64	22.82
Supervision of Legal Case Work	.86	0	0	.86
Secretarial Clerical Work	0	0	9.29	9.29
Management and Administration	2.96	0	3.52	6.48
PAI Coordination or Pro Bono Management	.2	0	1.5	1.7
Other 1 (specify below)	0	0	3.13	3.13
Other 2 (specify below)	0	0	1	1
Total	23.05	3.15	19.07	45.27

Other 1	Fair Housing Staff
Other 2	Social Worker

Vacant Positions - Current Year

	Lawyers	Paralegals	Others
Vacant Positions included in budget	1	0	1

Staff Function - Grant Application Year

Type of Work Performed	Lawyers	Paralegals	Others	Total
Legal Case Work	19.11	2	.63	21.74
Supervision of Legal Case Work	.73	0	0	.73
Secretarial Clerical Work	0	0	10.28	10.28
Management and Administration	2.96	0	3.5	6.46
PAI Coordination or Pro Bono Management	.2	0	1.5	1.7
Other 1 (specify below)	0	0	3.13	3.13
Other 2 (specify below)	0	0	1	1
Total	23.0	2.0	20.04	45.03

Other 1	Fair Housing Staff
Other 2	Social Worker

Vacant Positions - Grant Application Year

	Lawyers	Paralegals	Others
Vacant Positions included in budget	1	0	1

Current Year Financials

Completed - Oct 2 2025

Current Year Financials

REVENUES, EXPENSES and FUND BALANCES

Provide a breakdown of projected **Revenues, Expenses and Fund Balances** for the **Current Calendar Year**. If your organization's fiscal year is different, please pro-rate expenditures to cover the current calendar year.

Enter whole numbers, without punctuation (e.g., 10000 not 10,000.00).

Starting Current Year Funding Balance (Carryover from prior year)

Please indicate below the fund balances your program will carry over from the prior year.

	Current Year
Beginning IOLTA Fund Balance	0
Beginning Filing Fees Fund Balance	4717
Beginning Other Fund Balance	1924931
Total Beginning Fund Balances	1929648.0

Current Year Revenues

Source of Funding	Current Year
a- IOLTA - Civil Legal Services Grant	97544
b- Filing Fees (1) General Civil Legal Services Grant	833243
b- Filing Fees (2) Statewide Grant	537021
c- Legal Services Corporation 1) Basic Field Grant	2270725
c- Legal Services Corporation 2) Other Grants & Revenue	25025
d- Foundations (other than IOLTA or Filing Fee program funds)	69500
e- United Way	
f- 1) State Grants	198459
f- 2) Local Grants	441218
f- 3) Community Development Block Grants	65442
g- 1) Title III - Administration on Aging	112223
g- 2) Title XX - Health & Human Services	
g- 3) Violence Against Women Act (VAWA)	
g- 4) HUD Grants	329967
g- 5) Other Federal Programs	165397
h- Faith-based funding	
i- Law Schools	
j- Attorney Fee Awards or Client Services Fees	18000
k- 1) Access to Justice Fund	110829
k- 2) Other Private Bar Fundraising	
k- 3) Cy pres Awards	
k- 4) Other donations/Fundraising	9927
l- Income from publications, training, videotapes & other products	7375

m- Miscellaneous	75126
Total	5367021.0

Changes in Non-IOLTA Funding

If your program lost or gained significant amounts of non-IOLTA/non-Filing Fees funding, please explain (list sources, amounts, and reason for change).

(No response)

Current Year Projections - Civil Legal Services

Personnel Costs

	Current Year Projections
1. Lawyers	1892546
2. Paralegals	170102
3. Others	1022352
4. Employee Benefits	999622
Total Personnel Costs	4084622.0

Current Year Projections - Civil Legal Services

Non-Personnel Costs

	Current Year
1. Space	210418
2. Equipment Rental	21524
3. Supplies	71278
4. Telephone	29241
5. Travel	14400
6. Training	32262
7. Library	27011
8. Insurance	31969
9. Dues & Fees	11958
10. Audit	30850
11. Litigation	2904
12. *Property Acquisition	0
13. Purchase Payments	0
14. *Contract Services to Clients	0
15. *Contract Services to Program	570490
16. *Other	107054
Total NonPersonnel Costs	1161359.0

Current Year Estimated Ending Fund Balance (which is also Grant Year Beginning Fund Balance)

Total Beginning Fund Balance	1929648
Current Year Projected Revenues	5367021
Current Year Projected Expenses	5245981
Total Ending Fund Balance	2050688.0

Breakout of Current Year Ending Fund Balance

The total below should equal the current year Ending Fund Balance of \$2050688.0.

	Current Year
Ending Fund Balance in cash, investments & grants	1174222
Ending Fund Balance in property and fixed assets	876466
Total	2050688.0

Donated Services and Property during Current Year

	Current Year
Services, including value of contributed attorney services	100000
Donated property, including space	0
Total	100000.0

Grant Year Financials

Completed - Oct 10 2025

Grant Year Financials

REVENUES, EXPENSES and FUND BALANCES

Provide a breakdown of your organization's total **Revenue, Expenses** and **Fund Balance** for the **grant year**. If your organization's fiscal year is different, please pro-rate expenditures to cover the grant year indicated.

Enter whole numbers, without punctuation (e.g., 10000 not 10,000.00).

Beginning Grant Year Fund Balance

The total below should equal the current year Ending Fund Balance of \$2050688

	Grant Year
Ending Fund Balance in cash, investments & grants	1174222
Ending Fund Balance in property and fixed assets	876466
Total	2050688.0

Grant Year Revenues

Source of Funding	Grant Year
a- IOLTA - General Civil Legal Services Grant	97544
b- Filing Fees (1) General Civil Legal Services Grant	887882
b- Filing Fees (2) Statewide Grant	609500
c- Legal Services Corporation 1) Basic Field Grant	1975532
c- Legal Services Corporation 2) Other Grants & Revenue	0
d- *Foundations (other than IOLTA or Filing Fee program funds)	71500
e- United Way	0
f- *1) State Grants	216482
f- *2) Local Grants	468772
f- *3) Community Development Block Grants	52818
g- *1) Title III - Administration on Aging	119103
g- *2) Title XX - Health & Human Services	0
g- *3) Violence Against Women Act (VAWA)	0
g- *4) HUD Grants	450496
g- *5) Other Federal Programs	168271

h- Faith-based funding	0
i- Law Schools	0
j- Attorney Fee Awards or Client Services Fees	12000
k- *1) Access to Justice Fund	107800
k- *2) Other Private Bar Fundraising	0
k- *3) Cy pres Awards	0
k- *4) Other donations/Fundraising	12962
l- Income from publications, training, videotapes & other products	10500
m- *Miscellaneous	47200
Total	5308362.0

Provide a Breakdown of d - Foundations (list names, amounts and description)

Ruth Mott Foundation - \$59,500 for North Flint Legal Outreach Immersion Project
American College of Bankruptcy - \$10,000
Genesee County Bar Foundation - \$2,000

Provide a Breakdown of f - State and Local Grants (list names, amounts and description)

Genesee County Senior Millage Grant - \$328,772 - Services to Senior Citizens living in Genesee County
Genesee County 7th Circuit Court - \$140,000 for Pre-petition and Post-Adjudication Ancillary Legal Services
MSBF - UIA Grant - \$80,000 - Services to assist clients with Unemployment benefits
MSBF - DHSSSI Grant - \$136,482 - Services to assist clients with SSI benefits

Provide a Breakdown of g - Federal Grants (list names, amounts and description)

HUD - PEI Grant \$325,496 - Fair Housing
HUD - Education and Outreach Grant - \$125,000 - Fair Housing Education and Outreach
U.S Department of Veterans Affairs - \$168,271 - Legal Services for Veteran - Homelessness

Provide a Breakdown of k - Fundraising (explain any fundraising outside the ATJ Fund)

Miscellaneous donations from non-attorney individual donors and corporations.

Provide a Breakdown of m - Miscellaneous (list names, amounts and description)

Accounting Services - \$20,256
Building Rental Revenue - \$19,944
Interest - \$6,000
Misc Receipts - \$1,000

Changes in Non-IOLTA Funding

If your program anticipates losing or gaining significant amounts of non-IOLTA/non-Filing Fees funding, please explain (list sources, amounts, and reason for change).

n/a

Grant Year Budgeted Expenditures - Civil Legal Services

Personnel Cost

	IOLTA/Filling	Other	Total
1. Lawyers	374870	1614698	1989568
2. Paralegals	30974	132046	163020
3. Others	107697	909450	1017147
4. Employee Benefits	199576	874960	1074536
Total-Personnel	713117.0	3531154.0	4244271.0

Grant Year Budgeted Expenditures - Civil Legal Services

Non-Personnel Costs

	IOLTA/Filing	Other	Total
1. Space	47332	151940	199272
2. Equipment Rental	3300	18700	22000
3. Supplies	26344	39419	65763
4. Telephone	17028	31473	48501
5. Travel	4703	13314	18017
6. Training	8984	35949	44933
7. Library	6079	21286	27365
8. Insurance	4200	28004	32204
9. Dues & Fees	19000	0	19000
10. Audit	6460	27540	34000
11. Litigation	1260	4740	6000
12. *Property Acquisition	0	0	0
13. Purchase Payments	0	0	0
14. *Contract Services to Clients	0	0	0
15. *Contract Services to Program	127618	297777	425395
16. *Other	0	122500	122500
Total NonPersonnel Costs	272308.0	792642.0	1064950.0

Property Acquisitions, including real property (line 12).

Provide below detail/amounts. Total items should equal totals above.

n/a

Contract Services to Clients (line 14)

Provide below detail/amounts. Total items should equal total above.

n/a

Contract Services to Program (line 15)

Provide below detail/amounts. Total items should equal total above.

Independent Contract Attorneys - \$127,721
Technical and IT Support - \$66,760
Fair Housing Testers - \$5,714
Legal Services Contract (Lakeshore) - \$225,200

Other (line 16)

Provide a breakdown of (other) expenses showing detail/amounts. Total items should equal total above.

Depreciation - \$122,500

Grant Year Estimated Ending Fund Balance

Total Beginning Fund Balance	2050688
Grant Year Projected Revenues	5308362
Grant Year Projected Expenses	5309221
Total Ending Fund Balance for the Grant Year	2049829.0

Projected Donated Services and Property during Grant Year

	Grant Year
Services, including value of contributed attorney services	100000
Donated property, including space	0
Total	100000.0

Does your program's board have a plan for increasing or decreasing your fund balance? Please explain below.

Ending Fund Balance as a Percentage of Revenue:

Grant Year: 38%

It is the intent of LSEM's Board of Directors to maintain a fund balance that is prudent for the reasonable, long-term sustainability of the organization. The projected ending fund balance includes \$500,000 in property and equipment owned by the organization and up to \$200,000 reserved for property maintenance.

LSEM continues to find ways to bolster its Fund Development efforts in a deliberate effort to diversify our funding sources to allow for not only enhanced services, but to ensure the long-term financial sustainability of our organization.

Subgrants, Contracts or Agreements

Completed - Oct 3 2025

Subgrants, Contracts or Agreements

Please list any subgrants, contracts, or agreements that your program has with others or organizations who provide legal services to indigents permitted under the IOLTA grant or Filing Fees Contract. Please include the name, the duration of the contract and geographical area covered by this contract.

	Name	Duration of the Contract	Geographical Area
1	Counsel Advocacy Law Line	1/1/2026 - 12/31/2026	14 Mid-Michigan counties, Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, St. Clair, and Tuscola
2	Christine Wasserman, Attorney	11/01/2025 - 10/31/2026	14 Mid-Michigan counties, Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, St. Clair, and Tuscola
3	Dawn Sharer, Attorney	11/01/2025 - 10/31/2026	14 Mid-Michigan counties, Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, St. Clair, and Tuscola
4	Noreen Warwick, Attorney	11/01/2025 - 10/31/2026	14 Mid-Michigan counties, Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, St. Clair, and Tuscola
5			
6			
7			
8			
9			

Subgrant 1 Listed Above (upload here)

[2025 LLA CALL Contract.pdf](#)

Filename: 2025 LLA CALL Contract.pdf **Size:** 656.2 kB

Subgrant 2 Listed Above (upload here)

[Complete_with_Docusign_Wasserman_Independent\(1\).pdf](#)

Filename: Complete_with_Docusign_Wasserman_Independent (1).pdf **Size:** 323.1 kB

Subgrant 3 Listed Above (upload here)

[Complete_with_Docusign_Scharer_Independent_C\(1\).pdf](#)

Filename: Complete_with_Docusign_Scharer_Independent_C (1).pdf **Size:** 319.3 kB

Subgrant 4 Listed Above (upload here)

[Warwick Noreen-05-2025-10-2025.pdf](#)

Filename: Warwick Noreen-05-2025-10-2025.pdf **Size:** 326.4 kB



Independent Contractor Agreement

This Independent Contractor Agreement (Agreement) is entered into this 1st day of May, 2025, by and between Legal Services of Eastern Michigan (LSEM and Organization), and Noreen Warrick, PLLC, an independent contractor (Contractor), in consideration of the mutual promises made herein, as follows:

Term of Agreement

This Agreement will become effective on the 1st day of May 2025, and will continue in effect until October 31, 2025, with the possibility of renewal.

Services to be Rendered by Contractor

Contractor agrees to: provide legal services with the focus on Housing Matters as well as the ability to mutually agree on cases in other areas of law. Schedule is the Contractor's responsibility and the use of LSEM offices should be coordinated with the appropriate LSEM staff member. Hours to be spent on Organizational work is to be no more than twenty (20) per week. Time, for funding reporting purposes only, will need to be entered into the LSEM case management system.

LSEM requires any attorney who works for another organization that may engage in restricted activities to certify by signing this agreement that the attorney will not engage in restricted activity during any time for which the attorney is compensated by LSEM or will not use LSEM resources for restricted activities.

Method of Performing Services:

Contractor will determine the method, details, and means of performing the above-described services as long as they align with the Organization's performance and funding restrictions.

Compensation:

In consideration for the services to be performed by Contractor, Organization agrees to pay Contractor the sum of fifty-five dollars (\$55.00) per hour for services and supplies provided on Organizational work. Invoices will need to be submitted to the appropriate person for payment authorization upon completion of the work. Invoices are to be submitted on a biweekly schedule.

Tools and Instruments:

Organization will supply secure laptop for use in accessing and maintaining organizational information and communication.

Contractor will supply all remaining tools, equipment, and supplies required to perform the services under this Agreement.

Workers Compensation:

Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify Organization for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents.

Obligations of Organization:

Organization agrees to meet the terms of all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Agreement.

Assignment:

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Organization or Contractor without the prior written consent of Contractor and Organization.

Termination of Agreement:

Notwithstanding any other provisions of this Agreement, either party hereto may terminate this Agreement at any time by giving fifteen (15) business days written notice to the other party.

General Provisions

Notices:

Any notices to be given hereunder by either party to the other may be made either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the following addresses:

Organization:

Legal Services of Eastern Michigan, 436 S. Saginaw, Suite 101, Flint, MI 48502

Contractor:

Noreen Warrick, PLLC, 5510 Onna Lane, Midland, MI 48640

Each party may change the above address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date of mailing.

Entire Agreement:

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the performance of services by Contractor for Organization, and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the party to be charged.

Partial Invalidity:

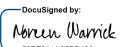
If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

Organization, by  _____

Date 5/8/2025 _____

Contractor, by  _____

Date 5/6/2025 _____

SUBGRANT AGREEMENT

LEGAL SERVICES OF EASTERN MICHIGAN AND LAKESHORE LEGAL AID 2025

Recipient Name: Legal Services of Eastern Michigan

Recipient Number: 423060

Subrecipient Name: Lakeshore Legal Aid

Effective Date of Agreement: January 1, 2025

Term of Agreement: One year

Total Monetary Amount to be Sub-granted: \$167,000.00; LSEM will pay the balance of the contract with other non-LSC funding. The total contract amount is \$225,200.00.

Scope and purpose of the Subgrant Agreement: Legal Services of Eastern Michigan (LSEM) and Lakeshore Legal Aid (Lakeshore) have an ongoing collaboration, with Lakeshore providing telephone intake, advice, and brief services through its attorney-staffed hotline, the Counsel and Advocacy Law Line (CALL) to clients in LSEM’s Eastern Service Region. CALL provides services to all of LSEM’s field offices – Flint, Saginaw, and Caro covering the 14 County M-14 LSC Service Area.

The Recipient and Subrecipient (collectively referred to as the "Parties") hereby agree as follows:

I. TERMS AND CONDITIONS

Amount and Payment Structure of Funds to be Transferred LSEM will pay Lakeshore \$225,200.00 for these services during this contract. Lakeshore will invoice LSEM quarterly by March 1, June 1, September 1, and December 1 in installments of \$56,300.00 per quarter. LSEM will pay Lakeshore within 21 days of receipt of the invoice.

A. Type of Legal Services Corporation Funds Subgranted - Basic Field-General

B. Type of Contract (Mark with an X)

flat fee fee-for-service (cost-reimbursable)

retainer other (Please explain below)

C. Duties of the Parties and Services to be Provided

1. Region to be served. This agreement covers the region the Michigan State Bar Foundation identifies as the "Eastern Service Area." The Legal Services Corporation identifies this region as M-14.
2. Referring program priorities. The parties agree to develop referral protocols for each office. These protocols will address both the referral mechanism and case priorities.
3. Process for referral of extended service cases. CALL will use the parties' mutual client data management systems, JusticeServer, to electronically refer priority "extended services" cases back to LSEM as reflected in the office protocols and priorities.
4. Description of conflict process. At the time of intake, CALL will do a conflict check in the CALL database before accepting a case for assistance by CALL. CALL will not knowingly accept a case for a client who is an adverse party to LSEM. The parties will work together to develop protocols that avoid the creation of conflicts of interest for either program.
5. Access to the CALL database. LSEM will have access to its cases in the CALL database.
6. Capacity and service quality. The parties agree that quality client legal services and client convenience are of the utmost importance, and the purpose of this collaboration. Both parties agree to periodically review the success of the project and will immediately determine the best means of addressing any identified service issues or weaknesses.
7. Legal Services Corporation regulations and restrictions. Lakeshore understands that LSEM is funded in part by the federal Legal Services Corporation (LSC). Lakeshore is also funded by LSC and is familiar with LSC regulations and restrictions and agrees operate under the LSC regulations and restrictions. When acting on behalf of LSEM pursuant to this agreement, CALL will not engage in any LSC-prohibited advocacy. CALL will not use funds received from LSEM for advocacy activities that are prohibited by LSC.
8. Reporting of Services Provided. CALL will provide LSEM with quarterly reports of the number of clients and types of services provided to clients in the Eastern Service Area from information/data which LSEM may not have direct CMS access. The parties will work together to facilitate availability of Eastern Service Area information for LSEM.
9. In 2023, CALL assisted 2607 clients in the Eastern Service Area. CALL closed 2263 cases and referred 444 to LSEM for extended services. The parties expect CALL will provide similar services in 2025. The exact number of cases and clients cannot be projected and will vary with client needs and circumstances.
10. Lakeshore is a subrecipient of LSC and CALL is a department within the organization. CALL is managed by a Director who is responsible for overall program at CALL.

11. The parties will conduct a risk assessment and determine, based on that assessment, the level of monitoring, oversight, and timing and frequency of onsite visits to the subrecipient to ensure the proper accountability and compliance with program and financial requirements and the terms and conditions of the subgrant. LSEM will review (at a minimum) Lakeshore's Accounting manual and/or fiscal policies, Fidelity Bond, Employee Dishonesty, or Crime Coverage and Audited Financial Statements.

II. REQUIRED PROVISIONS

A. Fidelity Bond Coverage

The Parties have read and understand 45 C.F.R. Part 1629 and the Subrecipient shall provide its own fidelity bond coverage that meets the requirements of that Part for the Subrecipient's directors, officers, employees, and agents.

B. Financial Statement Audit Requirements

The Parties have read and understand 45 C.F.R. § 1627.4(f) and Section 3.8 of the LSC Financial Guide (2023 Ed.) or their successors. The Parties agree that funds and/or LSC-funded property or services transferred to the Subrecipient under this Agreement shall be included by natural line item in a separate audit report of the Subrecipient and that the audit and its submission to LSC will be done in accordance with the LSC Office of Inspector General's Audit Guide for Recipients and Auditors.

C. Malpractice Insurance

The Parties agree that the Subrecipient's Lawyer's Professional Liability Insurance shall cover the Subrecipient and all attorneys recruited by or providing services on behalf of the Subrecipient under this Subgrant Agreement.

III. STANDARD PROVISIONS FOR BOTH PARTIES

A. LSC Statutes, Regulations, etc.

The Parties agree that LSC funds provided under this agreement are governed by the LSC Act; Congressional restrictions which have the force of law; and Corporation regulations, instructions, and guidelines, including but not limited to LSC's Office of Inspector General's Audit Guide for Recipients and Auditors and the LSC Financial Guide (2023 Ed.) (45 C.F.R. § 1627.4(g)) or their successors.

B. Applicability of 45 C.F.R. Part 1610 and 45 C.F.R. § 1627.5

The Parties agree that they have read and understand 45 C.F.R. Part 1610 and the provisions and exceptions in 45 C.F.R. Part § 1627.5. They understand that if the sole purpose of this subgrant is to fund PAI activities and the Parties intend for the exception set out in 45 C.F.R. Part § 1627.5(d) to apply, they must maintain records sufficient to show the funds were solely used for PAI activities. If instead of funds the Recipient provides LSC-funded property or services to the Subrecipient for the sole purpose of providing legal information or legal assistance on a

pro bono or reduced fee basis to individuals who have been screened and found eligible to receive legal assistance from an LSC recipient, the Parties must still maintain records sufficient to show that the LSC-funded property or services were used solely to engage private attorneys in the activities described above.

C. Oversight Duties and Rights

The Parties agree that the Recipient has the duty to oversee the Subrecipient to ensure compliance with LSC regulatory and fiscal requirements. The Parties also agree that LSC has the same oversight rights with respect to the subgrant as apply to the Recipient (45 C.F.R. § 1627.4(g)).

D. Priorities

The Parties agree that LSC-funded services provided by the Subrecipient will be provided consistent with the Recipient's Priorities (42 U.S.C. § 2996f) or, pursuant to 45 C.F.R. § 1627.5(b)(2), the Subrecipient will establish its own priorities for the use of the funds consistent with 45 C.F.R. Part 1620.

E. Orderly Termination

The Parties agree to 1) an orderly termination of this Agreement if Recipient's funding is terminated or the Recipient is not refunded by LSC; and 2) for suspension of activities if the Recipient's funding is suspended by LSC. 45 C.F.R. § 1627.4(d).

F. Treatment of Unexpended Funds

The Parties understand that all unexpended subgrant funds remaining at the end of the subgrant period must be included in the Recipient's fund balance. 45 C.F.R. § 1627.4(c). Such funds must be returned to the Recipient, whether or not the subgrant is renewed.

IV. STANDARD PROVISIONS FOR SUBRECIPIENTS

A. Compliance with Federal Laws Relating to the Proper Use of Federal Funds

LSC subgrantee funds are federal funds for purposes of federal laws relating to the proper use of federal funds. If the Subrecipient, its employees, or board members violate any of those federal laws, LSC may immediately terminate this subgrant as authorized by 45 C.F.R. § 1640.4. Subrecipient certifies that they have informed its employees and board members about these laws and the individual and organizational consequences of violating them.

B. Requests for Records

During normal business hours and upon request, Subrecipient must provide LSC, the LSC Office of Inspector General (OIG), their respective agents, and other entities with oversight or investigative authority, e.g., the Government Accountability Office (GAO), (collectively "Authorized Entities"), with access to and copies of records to which they are legally entitled. Subrecipient must provide records, responses to requests for records, and withholding or redaction information through the Authorized Entity's specified process, including format and timelines. (LSC's process is established in the Access to Records Protocol. The LSC OIG does not

follow this protocol.) Nothing in these or other LSC grant terms and conditions limits the authority of any Authorized Entities to obtain these records or your obligation to provide them.

C. Oversight, Audits, and Investigations of Subgrantee Activities

Authorized Entities may oversee, audit, monitor, or investigate the Subrecipient's operations. The Subrecipient will cooperate with Authorized Entities during their programmatic, compliance, or other oversight evaluations, audits, monitoring, and investigations, and will timely and satisfactorily resolve any related findings, recommendations, significant deficiencies, material weaknesses, corrective actions, disallowed costs, fines, or penalties.

D. Requests for Information

During normal business hours and upon request, Subrecipient must provide Authorized Entities with information to which they are legally entitled. When requested, Subrecipient must also provide LSC with information about its program activities and finances (e.g., special grant conditions) and information needed to respond to congressional inquiries, to inform potential policy or administrative changes, or to make data-driven funding decisions (e.g., informal surveys, data requests, or questionnaires). Subgrantee must provide all information (or withhold information, where legally entitled to do so), through the Authorized Entity's specified process, including answering interrogatories, participating in meetings and interviews, and format and timelines.

E. Conflicts of Interest and Whistleblower Protection

Subrecipient must have (1) a written conflict of interest policy that addresses nepotism and covers both staff and board members or separate conflict of interest and nepotism policies that cover the same, and (2) a written whistleblower policy that requires staff to report unlawful or unethical activity (i.e., violation of any law, policy, or regulation; abuse of authority; gross waste of funds; fraud; embezzlement; theft; improper destruction of records; or providing false information) and prohibits retaliation. Staff must have access to the policies and be trained on them.

F. Fraud Prevention Obligations and Procedures

Subrecipient must notify the LSC OIG Hotline (800-678-8868, 202-295-1670, or hotline@oig.lsc.gov) before initiating its own investigation into the matter and within two (2) business days of:

- discovering information indicating that it has been the victim of a loss as a result of any willful misrepresentation or theft, fraud, misappropriation, embezzlement, involving property, client funds, LSC funds, and/or non-LSC funds used for the provision of legal assistance;
- reporting a crime to local, state, or federal law enforcement officials;
- discovering that the Subrecipient has been the likely victim of a cyber incident (please note – the OIG can assist with alerting the FBI's cyber-incident resources);
- discovering the Subrecipient has been the victim of theft or employee misconduct involving credit cards, check stock, passwords, or electronic access codes; or
discovering that any of Subrecipient's key officials or employees with control over its finances are charged with fraud, misappropriation, embezzlement, theft, or any similar

offense, are suspended or disciplined by a professional licensing organization, or have been found to have acted in violation of a conflict of interest policy.

G. Records Management

Subrecipient should establish a Records Management Policy that includes a record retention and disposal schedule. Subrecipient must retain the following types of records as follows:

- closed client files for at least five years or for the period of time set by federal, state, local, or professional ethics rules on record maintenance, whichever is longer;
- all subgrant-related records during and after the subgrant term as prescribed by the LSC Financial Guide (2022 Ed.) or its successor; and
- original financial records and supporting documentation (or digital images of originals unless otherwise required by applicable law) sufficient for LSC to audit and determine whether the costs incurred and billed are reasonable, allowable and necessary under the terms of the grant, as prescribed by the LSC Financial Guide (2022 Ed.) or its successor.

The Parties hereby certify that, to the best of our knowledge, the information in this Agreement is true and correct and agree to bind the Parties to the provisions of this Agreement.

Jill L. Nylander
Executive Director
Legal Services of Eastern Michigan

DocuSigned by:
Jill Nylander
230DD45736C042C...
Signature

Date 9/18/2024

William Cowdry
Chairperson
Legal Services of Eastern Michigan

DocuSigned by:
William Cowdry
489752E54FD34BD...
Signature

Date 9/18/2024

Ashley E. Lowe
Chief Executive Officer
Lakeshore Legal Aid

DocuSigned by:
Ashley Lowe
23B5ED7820A640C...
Signature

Date 9/11/2024

Thomas Linn
Chairperson
Lakeshore Legal Aid

DocuSigned by:
Thomas Linn
9613GD9AC1D7488...
Signature

Date 9/16/2024



Independent Contractor Agreement

This Independent Contractor Agreement (Agreement) is entered into this 1st day of May, 2025, by and between Legal Services of Eastern Michigan (LSEM and Organization), and Law Office of Cris Wasserman, an independent contractor (Contractor), in consideration of the mutual promises made herein, as follows:

Term of Agreement

This Agreement will become effective on the 1st day of May 2025, and will continue in effect until October, 31, 2025, with the possibility of renewal.

Services to be Rendered by Contractor

Contractor agrees to: provide legal services with the focus on Public Benefits/Unemployment. Schedule is the Contractor's responsibility and the use of LSEM offices should be coordinated with the appropriate LSEM staff member. Hours to be spent on Organizational work is to be no more than fifteen (15) per week for attorney services and no more than seven and ½ (7.5) per work for administrative support. Time, for funding reporting purposes only, will need to be entered into the LSEM case management system.

LSEM requires any attorney who works for another organization that may engage in restricted activities to certify by signing this agreement that the attorney will not engage in restricted activity during any time for which the attorney is compensated by LSEM or will not use LSEM resources for restricted activities.

Method of Performing Services:

Contractor will determine the method, details, and means of performing the above-described services as long as they align with the Organization's performance and funding restrictions. It is understood that the use of administrative support staff will be allowable under this agreement. It is the responsibility of the Contractor to compensate administrative support staff and submit for those hours spent on Organizational work via invoice.

Compensation:

In consideration for the services to be performed by Contractor, Organization agrees to pay Contractor the sum of fifty-five dollars (\$55.00) per hour for attorney services and supplies and nineteen dollars (\$19.00) per hour for administrative support services provided on Organizational work. Invoices will need to be submitted to the appropriate person for payment authorization upon completion of the work. Invoices are to be submitted on a biweekly schedule.

Tools and Instruments:

Organization will supply secure laptop for use in accessing and maintaining organizational information and communication.

Contractor will supply all remaining tools, equipment, and supplies required to perform the services under this Agreement.

Workers Compensation:

Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify Organization for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents.

Obligations of Organization:

Organization agrees to meet the terms of all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Agreement.

Assignment:

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Organization or Contractor without the prior written consent of Contractor and Organization.

Termination of Agreement:

Notwithstanding any other provisions of this Agreement, either party hereto may terminate this Agreement at any time by giving fifteen (15) business days written notice to the other party.

General Provisions

Notices:

Any notices to be given hereunder by either party to the other may be made either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the following addresses:

Organization:

Legal Services of Eastern Michigan, 436 S. Saginaw, Suite 101, Flint, MI 48502

Contractor:

Law Office of Cris Wasserman, 9430 Duffield Road, Gaines, MI 48436

Each party may change the above address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date of mailing.

Entire Agreement:


This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the performance of services by Contractor for Organization, and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the party to be charged.

Partial Invalidity:

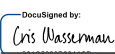
If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

Organization, by  _____

Date 5/8/2025

Contractor, by  _____

Date 5/20/2025



Independent Contractor Agreement

This Independent Contractor Agreement (Agreement) is entered into this 1st day of May, 2025, by and between Legal Services of Eastern Michigan (LSEM and Organization), and Dawn Scharer, an independent contractor (Contractor), in consideration of the mutual promises made herein, as follows:

Term of Agreement

This Agreement will become effective on the 1st day of May 2025, and will continue in effect until October 31, 2025, with the possibility of renewal.

Services to be Rendered by Contractor

Contractor agrees to: provide legal services with the focus on family law matters. Schedule is the Contractor's responsibility and the use of LSEM offices should be coordinated with the appropriate LSEM staff member. Hours to be spent on Organizational work is to be no more than twenty (20) per week. Time, for funding reporting purposes only, will need to be entered into the LSEM case management system.

LSEM requires any attorney who works for another organization that may engage in restricted activities to certify by signing this agreement that the attorney will not engage in restricted activity during any time for which the attorney is compensated by LSEM or will not use LSEM resources for restricted activities.

Method of Performing Services:

Contractor will determine the method, details, and means of performing the above-described services as long as they align with the Organization's performance and funding restrictions.

Compensation:

In consideration for the services to be performed by Contractor, Organization agrees to pay Contractor the sum of fifty-five dollars (\$55.00) per hour for services and supplies provided on Organizational work. Invoices will need to be submitted to the appropriate person for payment authorization upon completion of the work. Invoices are to be submitted on a biweekly schedule.

Tools and Instruments:

Organization will supply secure laptop for use in accessing and maintaining organizational information and communication.

Contractor will supply all remaining tools, equipment, and supplies required to perform the services under this Agreement.

Workers Compensation:

Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify Organization for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents.

Obligations of Organization:

Organization agrees to meet the terms of all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Agreement.

Assignment:

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Organization or Contractor without the prior written consent of Contractor and Organization.

Termination of Agreement:

Notwithstanding any other provisions of this Agreement, either party hereto may terminate this Agreement at any time by giving fifteen (15) business days written notice to the other party.

General Provisions

Notices:

Any notices to be given hereunder by either party to the other may be made either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the following addresses:

Organization:

Legal Services of Eastern Michigan, 436 S. Saginaw, Suite 101, Flint, MI 48502

Contractor:

Dawn Scharer, 2014 Gold Ave., Flint, MI 48503

Each party may change the above address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date of mailing.

Entire Agreement:

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the performance of services by Contractor for Organization, and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the party to be charged.

Partial Invalidity:

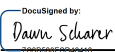
If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

Organization, by  _____

Date 5/8/2025 _____

Contractor, by  _____

Date 5/5/2025 _____