

Application: LSNM - 2026

LSNM Legal Services of Northern Michigan, Inc.
Legal Services Annual Grant

Summary

ID: LS2026-0000000173

Last submitted: Oct 2 2025 02:35 PM (EDT)

Grant Application Narrative

Completed - Sep 30 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.

Updated primary address from:

806 Ludington Street, Escanaba MI, 49829

to

504 Ludington Street, Escanaba MI, 49829

Description of Services

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

LSNM continues to use the funds to provide high quality legal assistance to indigent individuals and as leverage to secure other funding opportunities available to us. LSNM accomplishes this by continuing its history of hiring and retaining quality staff. Just this past year, LSNM hired two more attorneys for its Escanaba and Traverse City office and filled its vacant support staff position in Alpena. LSNM made the difficult decision to close its Sault Ste. Marie office in early 2024. However, by filling an open attorney position and adding a staff attorney in Gaylord, clients in Chippewa, Luce and Mackinac Counties continue to receive services.

Additionally, LSNM provides its staff with professional training opportunities through continued participation in MPLP, CORT, and NITA training series. LSNM also provides quality in-house training to meet immediate staff needs on a more flexible basis.

LSNM also engages in a variety of community outreach activities and innovative approaches to the delivery of legal advice. For example, LSNM hosts standing family law clinics in Marquette, Gaylord, Grayling and Cheboygan. Further, with the use of technology, inherent geographic barriers are mitigated allowing LSNM and its community partners greater flexibility in the design of the outreach for LSNM's community and partner education programs.

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

LSNM leverages its IOLTA and Filing Fee funds to strengthen its case for securing additional funding from sources like AAA Regions 9, 10, and 11. Being a recipient of these funds signifies that LSNM is a trusted and responsible steward of public money, which reassures potential donors and grant partners. To date, these funds have been utilized as matching funds to sustain LSNM's HUD housing grant, various Office on Violence Against Women (OVW) grants and, most recently, to secure a substantial second round of funding from the Veterans Administration's Legal Services for Homeless Veterans (LSV-H) grant.

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

Given the funding climate LSNM and every other legal services program south of Canada will be lucky to maintain existing services. Many have already reduced services. LSNM has not.

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

The Filing Fee and IOLTA funds are thirty to thirty five percent of LSNM's funding. These funds are used to augment LSNM's commitment to provide unfettered access to legal assistance for low-income domestic violence and sexual assault survivors and those facing the loss of their housing. Over the years, the funds have provided LSNM with a stable base to maintain services crucial to our community members and to acquire alternative funding sources to assist community core case needs.

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:

Northern

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.

An LSNM attorney partnered with the local housing commission to develop innovative solutions for tenants facing diminished capacity for self-care. This initiative aimed to find ways to ameliorate dangers and maintain housing stability for these vulnerable individuals, addressing the rising number of adults lacking family support. These tenants often unknowingly put themselves and others at risk, sometimes resisting help from agencies like Adult Protective Services.

The LSNM attorney's work established a vital framework for successful, community-based interventions. In two similar cases, by collaborating with a tenant's relative or case worker, the attorney negotiated agreements that secured the tenants' safety while providing the housing desired assurances. This negotiation resulted in the tenants either remaining securely housed or being granted sufficient time to find alternate, suitable housing. This proactive approach sets a precedent for preserving housing and protecting the most vulnerable, addressing a critical gap in support services within the community.

During a lengthy custody battle, an LSNM attorney uncovered the opposing party's alarming criminal activity, which posed a direct threat to the child, the client, and the broader community's safety.

LSNM acted decisively by swiftly securing both a Personal Protection Order and an Extreme Risk Protection Order (ERPO). This use of an ERPO was a program first and a rare application for the county, demonstrating LSNM's commitment to utilizing all legal tools to protect the public. The judge's decision to uphold the ERPO against challenge further validated its critical application. Crucially, LSNM deputy directors leveraged this experience to produce a lasting community impact by developing and delivering educational presentations for local domestic violence advocacy groups. This initiative addresses a critical training gap and equips key community partners with the knowledge and resources necessary to implement ERPOs, thereby strengthening the overall community's ability to prevent violence and protect at-risk individuals.

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

LSNM remains dedicated to collaborating with private attorneys to enhance our diverse legal services. For our family law pro bono clinics, we invite local attorneys to provide free legal advice to clinic attendees. Additionally, through grant-funded projects such as OVW Justice For Families, we contract with private attorneys to deliver legal services at reduced rates. We also maintain partnerships with local private attorneys to provide essential legal support in our most remote counties, including those in the western Upper Peninsula and southeastern Lower Peninsula.

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

No new innovations or collaborations.

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

LSNM surveys each client upon the conclusion of their case to assess their satisfaction with staff treatment, professionalism, case outcomes, and any unmet needs. Additionally, a community survey is sent out at regular intervals to judges, court administrators, bar associations, affiliated agencies and organizations to solicit feedback on LSNM's work, to identify any unmet community or client legal needs that LSNM could address, and to encourage pro bono support.

Further, LSNM evaluates its staff annually using a layered approach that includes self-assessment, in-person meetings, case type and time analysis, and work product review. This is to ensure that staff activities are focused on meeting the needs of our clients and community members.

These funds also support essential outreach efforts and broader community legal education across various areas of law, ultimately leading to an increase in the number of clients served. In addition, the benefits of community legal education, online pro se materials, as found on Michigan Legal Help, and an informative website are apparent as more low-income individuals effectively advocate for and represent themselves in court.

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.

Peer review done by MSBF and documents and responses have been presented.

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

LSNM staff attorneys receive an annual training stipend which they can use to attend substantive training opportunities throughout the year. Most of the training opportunities are provided by the following: NITA, ICLE, MPLP, CORT and NCLER. Staff attorneys not only travel to training sites, but also use on-line training opportunities. LSNM is now using Zoom or Google Meet for staff training events. This reduces both the cost and down time for training events.

Administrative Capacity (cont.)

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

Responses Selected:

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.

LSNM has three AAA senior contracts which have no income limit. LSNM also receives grant money to assist in Foreclosure cases with no income or asset restrictions. These cases are funded solely through these programs and have separate funding codes in our case management system and our accounting system. LSNM also receives HUD funds through a partnership with Western Tennessee Legal Services and uses these funds to assist clients with housing cases regardless of income.

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

Responses Selected:

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.

LSNM occasionally represents clients whose income is between 125% and 187.5% of poverty pursuant to the procedure allowing such cases in the LSC guidelines. All cases contain documentation of the factors considered in taking the case and the basis for the exception.

LSNM has three AAA senior contracts which have no income limit. LSNM also receives grant money to assist in Foreclosure cases with no income or asset restrictions. These cases are funded solely through these programs and have separate funding codes in our case management system and our accounting system.

LSNM handles a small number of Social Security Disability and SSI Disability cases which a fee is received from the back award upon the award of benefits. This activity has been approved by the Legal Services Corporation.

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

Accounting service is contracted.

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

No

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

In 2023 LSM updated financial procedures and policies, cybersecurity and technology resources policies to comply with LSC's new Financial Guide.

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

(No response)

Case Projections

Completed - Oct 2 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	102	36	138	48
Education	0	6	6	0
Employment	0	0	0	0
Family	122	172	294	54
Juvenile	2	0	2	8
Health	6	0	6	6
Housing	242	134	376	50
Income Maintenance	58	8	66	18
Individual Rights	4	0	4	4
Miscellaneous	144	26	170	16
Total Cases	680.0	382.0	1062.0	204.0

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	16	2	18
Education	0	0	0
Employment	0	0	0
Family	78	6	84
Juvenile	0	0	0
Health	0	0	0
Housing	22	2	24
Income Maintenance	4	0	4
Individual Rights	2	0	2
Miscellaneous	8	0	8
Total PAI Cases	130.0	10.0	140.0

Pro Bono Attorneys

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

4

Staffing

Completed - Oct 2 2025

Staffing

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

No

Please explain any significant staff changes.

(No response)

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	11.13	0	0	11.13
Supervision of Legal Case Work	1	0	0	1
Secretarial Clerical Work	0	0	4.5	4.5
Management and Administration	2	0	1	3
PAI Coordination or Pro Bono Management	0	0	.5	.5
Other 1 (specify below)	0	0	0	0
Other 2 (specify below)	0	0	0	0
Total	14.13	0.0	6.0	20.13

Other 1

(No response)

Other 2

(No response)

Vacant Positions - Current Year

	Lawyers	Paralegals	Others
Vacant Positions included in budget	1	0	.5

Staff Function - Grant Application Year

Type of Work Performed	Lawyers	Paralegals	Others	Total
Legal Case Work	11.13	0	0	11.13
Supervision of Legal Case Work	1	0	0	1
Secretarial Clerical Work	0	0	4.5	4.5
Management and Administration	2	0	1	3
PAI Coordination or Pro Bono Management	0	0	.5	.5
Other 1(specify below)	0	0	0	0
Other 2 (specify below)	0	0	0	0
Total	14.13	0.0	6.0	20.13

Other 1	(No response)
Other 2	(No response)

Vacant Positions - Grant Application Year

	Lawyers	Paralegals	Others
Vacant Positions included in budget	1	0	.5

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	60990
Beginning Other Fund Balance	1515700
Total Beginning Fund Balances	1576690.0

Current Year Revenues

Source of Funding	Current Year
a- IOLTA - Civil Legal Services Grant	93768
b- Filing Fees (1) General Civil Legal Services Grant	470273
b- Filing Fees (2) Statewide Grant	0
c- Legal Services Corporation 1) Basic Field Grant	1199124
c- Legal Services Corporation 2) Other Grants & Revenue	0
d- Foundations (other than IOLTA or Filing Fee program funds)	5000
e- United Way	0
f- 1) State Grants	381202
f- 2) Local Grants	0
f- 3) Community Development Block Grants	0
g- 1) Title III - Administration on Aging	101213
g- 2) Title XX - Health & Human Services	0
g- 3) Violence Against Women Act (VAWA)	15261
g- 4) HUD Grants	29654
g- 5) Other Federal Programs	124204
h- Faith-based funding	0
i- Law Schools	0
j- Attorney Fee Awards or Client Services Fees	38646
k- 1) Access to Justice Fund	95134
k- 2) Other Private Bar Fundraising	0
k- 3) Cy pres Awards	0
k- 4) Other donations/Fundraising	476
l- Income from publications, training, videotapes & other products	0

m- Miscellaneous	48034
Total	2601989.0

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).

LSVH veterans grant was not renewed for 2026. A loss of one attorney and roughly \$124,000.

Current Year Projections - Civil Legal Services

Personnel Costs

	Current Year Projections
1. Lawyers	1188252
2. Paralegals	0
3. Others	300501
4. Employee Benefits	439764
Total Personnel Costs	1928517.0

Current Year Projections - Civil Legal Services

Non-Personnel Costs

	Current Year
1. Space	117511
2. Equipment Rental	4010
3. Supplies	17824
4. Telephone	33039
5. Travel	22627
6. Training	11802
7. Library	11153
8. Insurance	18942
9. Dues & Fees	17042
10. Audit	27450
11. Litigation	5355
12. *Property Acquisition	0
13. Purchase Payments	0
14. *Contract Services to Clients	67429
15. *Contract Services to Program	61750
16. *Other	1231
Total NonPersonnel Costs	417165.0

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

Total Beginning Fund Balance	1576690
Current Year Projected Revenues	2601989
Current Year Projected Expenses	2345682
Total Ending Fund Balance	1832997.0

Breakout of Current Year Ending Fund Balance

The total below should equal the current year Ending Fund Balance of \$1832997.0.

	Current Year
Ending Fund Balance in cash, investments & grants	1832997
Ending Fund Balance in property and fixed assets	0
Total	1832997.0

Donated Services and Property during Current Year

	Current Year
Services, including value of contributed attorney services	92100
Donated property, including space	0
Total	92100.0

Grant Year Financials

Completed - Oct 2 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 \$1832997

	Grant Year
Ending Fund Balance in cash, investments & grants	1832997
Ending Fund Balance in property and fixed assets	0
Total	1832997.0

Grant Year Revenues

Source of Funding	Grant Year
a- IOLTA - General Civil Legal Services Grant	110000
b- Filing Fees (1) General Civil Legal Services Grant	465000
b- Filing Fees (2) Statewide Grant	0
c- Legal Services Corporation 1) Basic Field Grant	1055237
c- Legal Services Corporation 2) Other Grants & Revenue	0
d- *Foundations (other than IOLTA or Filing Fee program funds)	0
e- United Way	0
f- *1) State Grants	370000
f- *2) Local Grants	0
f- *3) Community Development Block Grants	0
g- *1) Title III - Administration on Aging	96368
g- *2) Title XX - Health & Human Services	0
g- *3) Violence Against Women Act (VAWA)	15000
g- *4) HUD Grants	27000
g- *5) Other Federal Programs	0

h- Faith-based funding	0
i- Law Schools	0
j- Attorney Fee Awards or Client Services Fees	20500
k- *1) Access to Justice Fund	95000
k- *2) Other Private Bar Fundraising	0
k- *3) Cy pres Awards	0
k- *4) Other donations/Fundraising	0
l- Income from publications, training, videotapes & other products	0
m- *Miscellaneous	48000
Total	2302105.0

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

None

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

DHHS/SSI \$120,000

EDP \$250,000

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

As listed

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

None

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

Interest income \$48,000

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).

Loss of VA grant. \$124,000 and one attorney.

Grant Year Budgeted Expenditures - Civil Legal Services

Personnel Cost

	IOLTA/Filing	Other	Total
1. Lawyers	252182	837818	1090000
2. Paralegals	0	0	0
3. Others	86900	223100	310000
4. Employee Benefits	108718	348282	457000
Total-Personnel	447800.0	1409200.0	1857000.0

Grant Year Budgeted Expenditures - Civil Legal Services

Non-Personnel Costs

	IOLTA/Filing	Other	Total
1. Space	37719	90101	127820
2. Equipment Rental	200	4200	4400
3. Supplies	6319	14681	21000
4. Telephone	9963	26037	36000

5. Travel	2017	27983	30000
6. Training	1444	10556	12000
7. Library	2965	11035	14000
8. Insurance	6720	12280	19000
9. Dues & Fees	12211	3789	16000
10. Audit	7919	28081	36000
11. Litigation	1133	2867	4000
12. *Property Acquisition	0	0	0
13. Purchase Payments	0	0	0
14. *Contract Services to Clients	28805	41195	70000
15. *Contract Services to Program	15699	39301	55000
16. *Other	829	1921	2750
Total NonPersonnel Costs	133943.0	314027.0	447970.0

Property Acquisitions, including real property (line 12).

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

None

Contract Services to Clients (line 14)

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

Payments to contract attorneys at an hourly rate of \$125. Expected total \$70,000.

Contract Services to Program (line 15)

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

Accounting services \$50,000
Misc payments to contractors as needed \$5,000

Other (line 16)

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

Banking fees. \$2,750

Grant Year Estimated Ending Fund Balance

Total Beginning Fund Balance	1832997
Grant Year Projected Revenues	2302105
Grant Year Projected Expenses	2304970
Total Ending Fund Balance for the Grant Year	1830132.0

Projected Donated Services and Property during Grant Year

	Grant Year
Services, including value of contributed attorney services	90000
Donated property, including space	0
Total	90000.0

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: 79%

Fund balance will likely decrease as the plan is to maintain current staffing in the face of expected revenue losses.

Subgrants, Contracts or Agreements

Completed - Oct 2 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	Rudolph Perhalla, Attorney at Law	1/1/2025 to 5/31/2025	Gogebic and Ontonagon counties.
2	Child & Family Services of Northwestern Michigan	1/1/2025 to 12/31/2025	Grand Traverse, Leelanau, Antrim, Benzie, Wexford, Missaukee and Manistee Counties
3	Jennifer Gray, Attorney at Law	1/1/2025 to 12/31/2025	Grand Traverse, Leelanau, Antrim, Kalkaska, Benzie and Manistee Counties
4	Scott Helmholz, Attorney at Law	1/1/2025 to 12/31/2025	Service area
5	CALL	1/1/2025 to 12/31/2025	Service area
6			
7			
8			
9			
10			

Subgrant 1 Listed Above (upload here)

[Perhalla 2023_2025.pai K.pdf](#)

Filename: Perhalla 2023_2025.pai K.pdf **Size:** 117.3 kB

Subgrant 2 Listed Above (upload here)

[CFS FLAC Contract 2025.pdf](#)

Filename: CFS FLAC Contract 2025.pdf **Size:** 260.0 kB

Subgrant 3 Listed Above (upload here)

[Gray PAI Contract 9.5.24.pdf](#)

Filename: Gray PAI Contract 9.5.24.pdf **Size:** 1.4 MB

Subgrant 4 Listed Above (upload here)

[Helmholz K 2023_2025.doc.pdf](#)

Filename: Helmholz K 2023_2025.doc.pdf **Size:** 125.8 kB

Subgrant 5 Listed Above (upload here)

[CALL LSNM MOU 2025.pdf](#)

Filename: CALL LSNM MOU 2025.pdf **Size:** 62.1 kB

CONTRACT FOR LEGAL SERVICES

This contract is executed by Legal Services of Northern Michigan, Inc., a Michigan nonprofit corporation (hereafter LSNM), funded primarily by a grant from the Legal Services Corporation (hereafter LSC), and, Scott Helmholz a private attorney.

Commencing January, 2023, the effective date of this contract and continuing until December 31, 2023, LSNM contracts with Scott Helmholz to provide legal services to client eligible persons facing eviction or suffering domestic violence in LSNM's Counties, Michigan. The following terms shall apply:

1. For legal services provided to clients after the effective date of this contract, LSNM agrees to pay Scott Helmholz at the rate of \$75.00 per billable hour. Billings will be submitted bi-weekly.
2. Payments shall be made bi-weekly and will be paid promptly after submission of an itemized statement on forms supplied by LSNM, of case activity reports for the month covered by the billing may also be requested by LSNM.
3. LSNM will provide all eligibility screening and will be responsible for assigning cases.
4. Scott Helmholz agrees that legal services files shall be kept separate and distinct from other files handled by Scott Helmholz. LSNM shall have the right to review the legal services files to determine that appropriate action has been taken and that quality service has been provided.
5. Scott Helmholz may address additional legal issues for clients with eviction cases so long as those additional issue will assist the person/family to maintain or find shelter.
6. LSNM agrees to supply back-up assistance to Scott Helmholz upon request and to supply any necessary case reporting forms.
7. Scott Helmholz shall charge no fee for legal services provided to clients served under the contract, but will require clients to pay for costs of service of process and for court fees or costs not waived or suspended pursuant to court rule. If a client is unable to pay costs associated with representation under this contract, LSNM shall be responsible for these costs. Extraordinary litigation costs shall be paid by LSNM provided Scott Helmholz obtains written permission from the Director of LSNM or his designee.
8. Scott Helmholz shall have the right to accept or decline clients referred by LSNM for services under this contract. Declination of services shall be submitted to LSNM within 24 hours so that an alternative counsel may be appointed.
9. Scott Helmholz shall be covered under LSNM's malpractice insurance for work performed under this contract.
10. Scott Helmholz agrees that no appellate action will be undertaken without the prior approval of the Director of LSNM or his/her designee

11. LSNM shall be entitled to any court ordered attorney fees or costs awarded to Scott Helmholz during the representation of a client served under this contract.

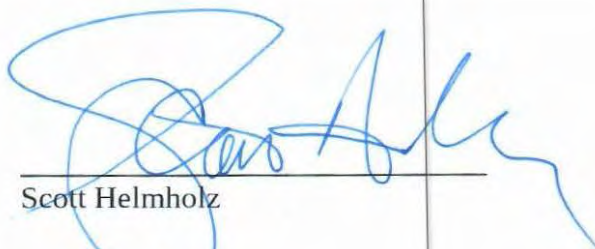
12. This contract may be terminated by either party at any time. If the contract is terminated by Scott Helmholz, he shall be responsible for completing any case he has undertaken at the agreed upon contract rate.

13. This contract shall automatically renew January 1, 2024 and January 1, 2025 unless cancelled by either party.

Legal Services of Northern
Michigan, Inc.

By Kenneth Penokie
LSNM Director

Date:



Scott Helmholz
Date: 1/26/23

CONTRACT FOR LEGAL SERVICES

This contract is executed by Legal Services of Northern Michigan, Inc., a Michigan nonprofit corporation (hereafter LSNM), funded primarily by a grant from the Legal Services Corporation (hereafter LSC), and Rudolph Perhalla (hereafter Perhalla), a private attorney with offices located at 1441 E. Cloverland Dr., Ironwood, Michigan 49938.

NOW THEREFORE,

Commencing January 1, 2023, the effective date of this contract, LSNM contracts with Perhalla to provide legal services to the indigent of Gogebic and Ontonagon Counties, Michigan, under the following terms:

1. For legal services provided to clients after the effective date of this contract, LSNM agrees to pay Perhalla at the rate of \$65.00 per billable hour, not to exceed \$17,200.00 for the calendar year. Monthly payments shall not exceed the unpaid accumulated pro rata share of the annual maximum. If Perhalla chooses to use a paralegal, under his supervision, the paralegal's time shall be billed at \$30.00 an hour.
2. In addition to the payment described in paragraph 1, LSNM agrees to pay Perhalla at the rate of \$65.00 per billable hour, not to exceed \$4,000.00 for the calendar year for the delivery of legal services to persons 60 years of age and older. Monthly payments shall not exceed the unpaid accumulated pro rata share of the annual maximum.
3. Payments shall be made on a monthly basis and will be paid promptly after submission of an itemized statement by Perhalla. The submission, on forms supplied by LSNM, of case activity reports for the month covered by the billing must be completed and submitted with each billing.
4. Perhalla agrees to follow the current poverty guidelines as adopted by LSNM along with all program priorities of LSNM in the provision of services to eligible clients. (See attached guidelines for 2023).
5. Perhalla agrees that legal services files shall be kept separate and distinct from other files handled by Perhalla. LSNM shall have the right to review the legal services files to determine that appropriate action has been taken and that quality service has been provided.
6. In the event that funding for LSNM is terminated or LSNM is not refunded, LSNM shall immediately notify Perhalla and this contract shall be immediately terminated. In the event of termination of this contract by LSNM, LSNM shall be responsible to pay for, or provide substitute counsel for, the completion of cases opened pursuant to this contract.. Perhalla agrees that he shall be responsible for completion of all cases more than one year old at the time this contract is terminated.
7. Perhalla agrees that he will abide by the terms of the LSC Act, regulations, guidelines, instructions and assurances.

8. LSNM agrees to supply back-up assistance to Perhalla upon request and to supply any necessary case reporting forms.

9. Perhalla shall charge no fee for legal services provided to clients served under the contract, but will require clients to pay for costs of service of process and for court fees or costs not waived or suspended pursuant to court rule. If a client is unable to pay costs associated with representation under this contract, LSNM may pay them and seek reimbursement from the client at a later date. Extraordinary litigation costs may be paid by LSNM provided Perhalla obtains written permission from the Director of LSNM or his designee.

10. Perhalla agrees not to accept clients referred by LSNM for services under this contract as clients in his private practice if the case arises out of the same facts or circumstances from which the LSNM referral is made.

11. Perhalla agrees that initial intake of clients to be served under the terms of this contract shall be effected by LSNM by means of a toll free line established for that purpose. LSNM shall refer clients to be served by Perhalla. Perhalla agrees to serve clients referred unless prohibited by ethical considerations.

12. Perhalla agrees that he will maintain a staffed office during regular business hours and that he will provide an answering machine for those times when the office is unavoidably (due to sickness, vacations, or weather) unstaffed during regular business hours.

13. Perhalla agrees that he will carry suitable liability and malpractice insurance. Any work performed pursuant to this agreement shall be covered by this insurance.

14. Perhalla shall be responsible for workers compensation insurance coverage for himself and any employees.


15. Perhalla agrees that he will not commence any appellate action without the prior approval of the Director of LSNM or his designee. Nor will Perhalla agree to represent a client under this contract where the anticipated billable attorney hours are expected to exceed fifteen hours without the prior approval of the Director of LSNM or his designee.

16. LSNM shall be entitled to any court ordered attorney fees or costs awarded to Perhalla during the representation of a client served under this contract.

17. This contract shall automatically renew on the first of January 2024 and 2025 unless terminated by either party. This contract may be terminated by either party at any time for cause or by thirty days written notice by Perhalla. If terminated by Perhalla, LSNM shall have the option of having Perhalla complete pending cases or to make some alternative arrangement.

Legal Services of Northern
Michigan, Inc.

_____ Dated: _____
By Kenneth Penokie
Director LSNM

 Dated: 1/23/23
Rudolph Perhalla

Memorandum of Understanding

Legal Services of Northern Michigan and Lakeshore Legal Aid

2025

Legal Services of Northern Michigan (LSNM) and Lakeshore Legal Aid (Lakeshore) agree to collaborate with Lakeshore providing hotline legal services through its Counsel and Advocacy Law Line (CALL) to LSNM clients.

1. *Agreement Term.* This agreement is effective January 1 through December 31, 2025.
2. *Region to be served.* This agreement covers the region the Michigan Bar Foundation identifies as the "Northern Service Area."
3. *Referring program priorities.* The parties agree to develop referral protocols for each office. These protocols will address both the referral criteria, mechanism, and case priorities.
4. *Process for referral of extended service cases.* CALL will use encrypted emails to electronically refer priority cases back to LSNM as reflected in the office referral protocols and priorities. If the client management systems of Lakeshore and LSNM become compatible for electronic transfers, the parties will work together to accomplish the same outcomes using the new system.
5. *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 LSNM. The parties will work together to develop protocols that avoid the creation of conflicts of interest for either program.
6. *Access to the CALL database.* LSNM's Director and others as assigned by LSNM's Director shall have access to CALL's LSNM database. LSNM agrees that this access is limited to quality review of LSNM's cases and functions necessary to prepare reports for funding entities. LSNM understands and agrees that no client identifying information may be shared with any 3rd party. Should there be a license fee for this access, LNSM agrees to pay same.
7. *Payment amounts and provisions.* LSNM will pay Lakeshore \$27,805 each year for these services. The payments will be made in four installments of

\$6,951.25 each, payable as follows: March 31, June 30, September 30, and December 31.

8. *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.

9. *Legal Service Corporation regulations and restrictions.* Lakeshore understands that LSNM is funded in part by the federal Legal Services Corporation (LSC). Lakeshore is familiar with LSC regulations and restrictions and will operate under the LSC regulations and restrictions. When acting on behalf of LSNM pursuant to this agreement, CALL will not engage in any LSC-prohibited advocacy. CALL will not use funds received from LSNM for advocacy activities that are prohibited by LSC.


10. *Reporting of Services Provided.* CALL will provide LSNM with quarterly reports of the number of clients and types of services provided to clients in the Northern Service Area from information/data which LSNM may not have direct access. The parties will work together to facilitate availability of Northern Service Area information for LSNM.



Ashley E. Lowe
Chief Executive Officer
Lakeshore Legal Aid

Dated: 9/25/2024

**Kenneth
Penokie**



Digitally signed by Kenneth Penokie
DN: cn=Kenneth Penokie, o=LSNM,
ou, email=kpenokie@lsnm.org, c=US
Date: 2024.09.24 15:33:34 -04'00'

Kenneth Penokie
Executive Director
Legal Services of Northern Michigan

Dated: _____

SUBGRANT AGREEMENT FORM

Recipient Name: LEGAL SERVICES OF NORTHERN MICHIGAN, INC

Recipient Number (if any): 423130

Subrecipient Name: CHILD AND FAMILY SERVICES OF
NORTHWESTERN MICHIGAN

Subrecipient Telephone Number: 231/946-8975

Total Amount of to be subgranted: \$10,068.00

Term of Agreement: 1/1/2025 - 12/31/2025

Purpose of Agreement (please state briefly the general purpose of the Subgrant Agreement):

Subrecipient to provide space, supplies, postage, telephone and clerical help for the operation of the pro bono clinic and referral program and for required reporting, supervision, coordination, overhead and related expenses for the operation of the program in Traverse City, Michigan.

Services to be Provided (Please circle the appropriate number(s)):

1. Library/resource material--development
2. Library/resource material--maintenance
3. Resource material--distribution
4. Facilitate cooperation among legal services organizations
5. Public relations
6. Technical assistance
- XX7. General administrative support--space, staff, telephone service
8. Attorney training/training development
9. Public or client training/training development
10. Client intake/screening/referral
11. Attorney recruitment
12. Litigation support
13. Attorney representation-compensated
14. Attorney representation--pro bono
15. Attorney representation--judicare
16. Other (Please describe)

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

I. TERMS AND CONDITIONS

A. Duties of the Parties

(Describe in detail the duties that each party to the agreement will perform)

Include the following information:

- 1** Information on the organizational structure of the Subrecipient;
CFS is a 501(c)(3) non-profit that provides a wide variety of community services through its various programs; Foster Care, Safe Haven and Wrap Around and others.
- 2** State whether the Subrecipient will directly perform the services or will pass all or substantially all the funds to another entity which will perform the services;
CFS will directly perform the agreed upon services.
- 3** The geographic area in which the Subrecipient will operate;
CFS geographic area includes users from the following counties: Antrim, Leelanau, Grand Traverse, Benzie, Manistee, Wexford and Missaukee.
- 4** The priority areas in which legal services will be provided (if applicable);
The areas of priority are: family, housing, benefits and consumer law. CFS will abide by the LSC prohibitions as provided in 45CFR 1600 et. seq.
- 5** Any additional information necessary to fully describe the duties of the parties to this agreement.

(Attach additional pages as necessary)

B. Type of Contract (Mark with an "X")

flat fee ___ fee for service (cost-reimbursable)
___ retainer ___ other (Please state)

C. Term of Contract

(45 C.F.R. Section 1627.3(b)(1) requires the agreement to clearly reflect a term not in excess of one year. The agreement should specify both an effective date and a termination date).

January 1, 2025 to December 31, 2025. PLEASE SELECT ONE APPLICABLE PARAGRAPH FROM EACH SECTION OR EXPLAIN IN THE TRANSMITTAL LETTER WHY NONE IS APPLICABLE. PROVISIONS WHICH DO NOT APPLY MUST BE CROSSED OFF AND INITIALED BY RECIPIENT AND SUBRECIPIENT.

D. Additional Provisions

(Attach additional pages as necessary)

II. ADDITIONAL PROVISIONS

PLEASE SELECT ONE APPLICABLE PARAGRAPH FROM EACH SECTION OR EXPLAIN IN THE TRANSMITTAL LETTER WHY NONE IS APPLICABLE. PROVISIONS WHICH DO NOT APPLY MUST BE CROSSED OFF AND INITIALED BY RECIPIENT AND SUBRECIPIENT.

A. Fidelity Bond Coverage

~~The Parties agree that the Recipient's fidelity bond coverage shall be extended to provide identical coverage to the Subrecipient and the Subrecipient's directors, officers, employees, and agents to the same extent as it would the Recipient.~~

~~or~~

The Subrecipient shall provide its own fidelity bond coverage for the Subrecipient's directors, officers, employees and agents to the same extent Recipient's fidelity bond covers Recipient's directors, officers, employees and agents (45 C.F.R. §1629).

B. Financial Statement Audit Requirements

~~The Parties agree that funds transferred to the Subrecipient under this agreement shall be separately disclosed and accounted for, and reported by natural line item in the Recipient's audited financial statement.~~

~~or~~

The Parties agree that funds transferred to the Subrecipient under this agreement shall be included by natural line item in a separate audit report of the Subrecipient.

~~or~~

~~The Parties agree to an alternative method for satisfying LSC's annual audit requirement. Prior written approval for the alternative arrangement has been obtained from LSC's Compliance and Enforcement Division and is attached to this agreement (45 C.F.R. §1627.3(e); 45 C.F.R. §1614.6(d)).~~

C. Malpractice Insurance

~~The Parties agree that Recipient's Lawyer's Professional Liability Insurance shall be extended in the amount of to cover the Subrecipient and all attorneys recruited by or providing services on behalf of the Subrecipient under this subgrant agreement.~~

~~or~~

All attorneys recruited by the Subrecipient shall provide their own Lawyer's Professional Liability Insurance (LSC Policy).

Subrecipient provides no professional services under the contract, therefore, malpractice insurance is not relevant. However, any private attorney, while acting in a professional capacity on behalf of a client referred by Legal Services of Northern Michigan, Inc., whether or not compensation is received for the services, is covered as an insured in the Legal Services of Northern Michigan professional liability insurance policy.

III. STANDARD PROVISIONS (APPLY TO ALL SUBGRANT AGREEMENTS)

A. LSC Statutes, Regulations, etc.

The Parties agree that if LSC funds are provided under this agreement are governed by the LSC Act, Congressional restrictions having the force of law, Corporation regulations, instructions, guidelines and assurances (45 C.F.R. § 1627.3(e)). The Parties also agree that if this agreement is a transfer of LSC-funds under 45 CFR§1610.7, then the non-LSC funds of the subrecipient are subject to LSC's prohibitions and requirements as specified in 45 CFR§1610, with the specific exceptions in §1610.7 for PAI transfers and the modification on priorities and timekeeping stated therein.

B. Oversight Rights

The Parties agree that LSC has the same oversight rights with respect to the Subrecipient as apply to the Recipient (45 C.F.R. §1627.3(e)).

C. Priorities

The Parties agree that services provided by the Subrecipient will be provided consistent with the Recipient's Priorities (42 U.S.C. 2996f).

D. Audit and Accounting Guide

The Parties agree that funds transferred under this agreement are subject to the audit and financial requirements of LSC's 1996 Audit Guide, including the Compliance Supplement thereto, of LSC's 1997 Accounting Guide for Recipients and Auditors and LSC's 2010 Accounting Guide for LSC Recipients.

E. Recipient Responsibilities

The Recipient agrees that it is responsible for ensuring the proper expenditure, accounting for, and audit of delegated funds in accordance with 45 C.F.R. §1627.3(c); this responsibility includes ensuring that the subrecipient actually submits a timely audit report to LSC, if the subgrant agreement provides for separate reporting by the subrecipient.

F. Orderly Termination

The Parties agree to an orderly termination of this agreement in the event the Recipient's funding is terminated or the Recipient is not refunded by LSC and for suspension of activities if the Recipient's funding is suspended by LSC (45 C.F.R. §1627.3(b)(2)).

G. Training and Community/Client Education

Should the subrecipient provide training or community/client education, it is agreed that the subrecipient will give LSC reasonable notice of these events. Furthermore, the subrecipient will provide LSC with a set of materials pertaining to these events.

H. Migrant/Immigrant Cases

Should the Subrecipient provide legal services in migrant and/or immigration cases, the Parties agree to Comply with 45 CFR§1626 and other applicable law.

I. Treatment of Unexpended Funds

It is understood that all unexpended subgrant funds remaining at the end of the subgrant period must be included in the Recipient's fund balance. Such funds must be returned to the Recipient, unless the subgrant is renewed and these funds are used as a part of the subgrant amount in the next subgrant period. If such unexpended subgrant funds are not returned to the Recipient and are used as part of the next subgrant period's amount, LSC must be notified of the amount of funds so used, and if the amount of funds is more than 10% of either subgrant, LSC approval must be obtained under the procedures of §1627.3(b)(3) (§1627.3(b)(1) and (3)).

On behalf of the Recipient and Subrecipient, I hereby certify that to the best of my knowledge, the information in this Agreement is true and correct and agree to bind the Parties to the provisions of this Agreement.

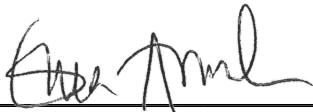
Recipient:

**Kenneth
Penokie**

Digitally signed by Kenneth Penokie
DN: cn=Kenneth Penokie, o=Legal
Services of Northern Michigan, ou,
email=kpenokie@lsnm.org, c=US
Date: 2025.03.20 11:05:23 -04'00'

Kenneth Penokie, Executive Director Date
Legal Services of Northern Michigan, Inc

Subrecipient:



/ 4/1/2025
Date

Gina Aranki, CFO
Child and Family Services of
Northwestern Michigan

CONTRACT FOR LEGAL SERVICES

This contract is executed by Legal Services of Northern Michigan, Inc., a Michigan nonprofit corporation (hereafter LSNM), funded in part by a grant from the Legal Services Corporation (hereafter LSC), and **Jennifer R Gray**, principal, **Gray Law Group PLLC**, a limited liability corporation law firm with offices located at 2817 Sherwood Drive Rd., Traverse City, MI, 49686.

NOW THEREFORE,

Commencing August 15, 2022, the effective date of this contract, and continuing until September 30, 2023, LSNM contracts with Jennifer R. Gray, Principal, **Gray Law Group, PLLC**, to provide legal services to victims of elder abuse or exploitation. The following terms shall apply:

1. For legal services provided under this contract **Legal Services of Northern Michigan** agrees to pay **Gray Law Group, PLLC** at the rate of **\$75.00** per billable hour. Billed amounts shall **not exceed \$18,000 per calendar year without approval from Legal Services of Northern Michigan**. Monthly payments shall not exceed the unpaid accumulated pro rata share of the annual maximum. These limits may be exceeded with the written permission of the LSNM director or designate.
2. Payments shall be made on a monthly basis and will be paid promptly after submission of an itemized statement by **Gray Law Group, PLLC**. The submission, on forms supplied by LSNM, of case activity reports for the month covered by the billing may also be requested by LSNM. The final billing invoice for a case shall be clearly marked as "Final Bill". Prior to the final payment, LSNM will review the case for LSC compliance issues. Each case must have the following items: Signed intake, signed citizenship attestation, signed retainer agreement, client statement (if LSNM is initiating litigation), notes indicating work performed, brief closing memo.
3. **Gray Law Group, PLLC** agrees to follow the current income guidelines as adopted by LSNM along with all program priorities of LSNM in the provision of services to eligible clients. (See attached guidelines for 2022).
4. **Gray Law Group, PLLC** agrees that legal services files shall be kept separate and distinct from other files handled by **Gray Law Group, PLLC**. LSNM shall have the right to review the legal services files to determine that appropriate action has been taken and that quality service has been provided.
5. In the event that funding for LSNM is terminated or LSNM is not refunded, LSNM shall immediately notify **Gray Law Group, PLLC** and this contract shall be immediately terminated. In the event of termination of this contract by LSNM, LSNM shall be responsible to pay for, or provide substitute counsel for, the completion of cases opened pursuant to this contract. **Gray Law Group, PLLC** agrees that it shall be

responsible for completion of all cases more than one year old at the time this contract is terminated.

6. **Gray Law Group, PLLC** agrees that it will abide by the universal restrictions of the LSC Act, regulations, guidelines, instructions and assurances which can be found at the LSNM Wiki the access to which will be provided to **Gray Law Group, PLLC**.

7. LSNM agrees to supply back-up assistance to **Gray Law Group, PLLC** upon request and to supply any necessary case reporting forms.

8. **Gray Law Group, PLLC** shall charge no fee for legal services provided to clients served under the contract, but will require clients to pay for costs of service of process and for court fees or costs not waived or suspended pursuant to court rule. If a client is unable to pay costs associated with representation under this contract, LSNM shall be responsible for these costs. Extraordinary litigation costs shall be paid by LSNM provided **Gray Law Group, PLLC** obtains written permission from the Director of LSNM or his designee.

9. **Gray Law Group, PLLC** agrees not to accept clients referred by LSNM for services under this contract as clients in her private practice if the case arises out of the same facts or circumstances from which the LSNM referral is made.

10. **Gray Law Group, PLLC** agrees that initial intake of clients to be served under the terms of this contract shall be affected by LSNM. LSNM shall refer clients to be served by **Gray Law Group, PLLC**. **Gray Law Group, PLLC** agrees to serve clients referred unless prohibited by ethical considerations.

11. **Gray Law Group, PLLC** agrees that it will carry suitable liability and malpractice insurance. Any work performed pursuant to this agreement shall be covered by this insurance.

12. **Gray Law Group, PLLC** shall be responsible for workers compensation insurance coverage for herself and any employees.

13. **Gray Law Group, PLLC** agrees that it will not commence any appellate action without the prior approval of the Director of LSNM or his/her designee. Nor will she agree to represent a client under this contract where the anticipated billable attorney hours are expected to exceed fifteen hours without the prior approval of the Director of LSNM or his/her designee.

14. LSNM shall be entitled to any court ordered attorney fees or costs awarded during the representation of a client served under this contract.

15. This contract may be terminated by either party at any time for cause or by thirty days written notice by **Gray Law Group, PLLC**. If terminated by **Gray Law Group, PLLC**, LSNM shall have the option of having **Gray Law Group, PLLC** complete pending cases or to make some alternative arrangement. If the contract is terminated by LSNM, LSNM will be responsible for either paying **Gray Law Group, PLLC** to complete open cases or filing a substitution of attorney in said cases.

