

Application: MAP 2026 - Michigan Advocacy Program

MAP Michigan Advocacy Program
Legal Services Annual Grant

Summary

ID: LS2026-0000000174
Last submitted: Oct 10 2025 03:57 PM (EDT)

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?

No

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

(No response)

Description of Services

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

We will use the funds received through this grant to support "local services" (i.e., 5 field offices providing direct legal services throughout the service area) and "program wide initiatives" (i.e., planning for intake, pro se access, emerging legal needs, impact and systemic advocacy that benefits the LSSCM region, underserved populations, and other service area initiatives).

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

Stable program wide grants such as the MSBF grants are critical to our ability to attract and retain local funding. MAP receives funding from over 40 funding sources. Along with LSC funding, the MSBF grants are the base upon which our other fundraising efforts are built. In addition, the program wide grants are necessary for the coordination and support of client services provided across the five field offices and across the various funding streams. They permit us to plan and to operate as one program - not as 40 separate restricted grants.

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

MAP will continue focusing on housing, but make a shift to larger, more strategic litigation, using tools like declaratory judgments and mandamus relief to help more people than with individual cases alone. We are currently using this strategy at large subsidized housing complexes in Washtenaw and will expand.

We are increasing focus on mobile homes, as there is a trend of landlords strategically attempting to evict people from parks. MAP will continue litigating a mobile home case in Clinton County and investigate whether veterans are disproportionately targeted in mobile home evictions. Without renewed VA funding, we are exploring ways to continue our veterans work.

MAP expects an even greater focus on unemployment with the return of UIA overpayment demands this fall, with more cases and coordination among providers.

MAP was recently awarded an LSC PBIF grant to leverage its navigator model to healthcare access, assisting clients facing obstacles to Medicaid and challenging systemic barriers to healthcare.

With the instability of federal and state funding, MAP is not currently looking to expand but to shore up the funding necessary to continue our core programming. With potential contraction in 2026, we are hoping to use litigation strategies to maximize targeted, intensive services.

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

Michigan State Bar Foundation IOLTA and Filing Fees funding could not be more important going into 2026. We still do not have a federal budget, and millions of dollars in LSC and state funding is up in the air for MAP. As an organization that relies heavily on government funding, the budget situations are leading to great instability in MAP's budget projections.

At the same time that our funding has become precarious, our clients have more needs than ever before. New federal policies are impacting low-income Michiganders in areas such as housing and benefits, and they need legal services. MAP recently chose a vendor to conduct a Client Needs Assessment that will begin in October and help us prioritize our services as we move into the new year.

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:

Southeastern

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.

LSSCM's Washtenaw office filed a Motion to Intervene for the Arbor One Tenants Union and 9 named Plaintiffs, which was argued in August and granted by the circuit court judge; an amended complaint will be filed for the intervening plaintiffs. LSSCM's Lansing office continues litigation for 3 plaintiffs against a mobile home park that turned off water in April. In July, we obtained an order specifying that potable drinking water be supplied to all park residents; the cases are continuing toward trial in early 2026.

MAP's Director of Advocacy convened an SSI Working Group across offices to develop that practice. LSSCM's Monroe office represented a client in an appeal of a disability denial; without MAP, she would have gone unrepresented, as private bar attorneys will not take these cases. Expanding SSI work and taking more cases to the Appeals Council will have systemic impact.

The Washtenaw office represented a client after MSHDA terminated her housing subsidy without notice. The lower courts all found that they did not have jurisdiction to hear an appeal because no agency hearing took place and no final order was issued, but LSSCM filed for leave to file in the Supreme Court, which remanded the appeal back to the Court of Appeals for further findings.

Through its MLP, the Washtenaw office recently filed a state complaint with the DOE against the Ypsilanti Community Schools for a 4th grader with special needs. The DOE found that the school violated the law and issued a Corrective Action Plan that includes speech therapy, a new IEP for the student, and an order to provide training to all educators in the district around special education evaluations.

LSSCM's Battle Creek office continues to develop expertise and best practices on driver's license restorations, providing direct representation, resource materials, and education.

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

MAP's Pro Bono department, which was established through a Legal Services Pro Bono Innovation Fund (PBIF) transformation grant in 2020, continues to work to connect pro bono attorneys with LSSCM's local offices. The new Clean Slate legislation implemented in Michigan in 2021 led to an explosion of expungement cases, leading MAP to establish a Pro Bono Expungement Project to connect with partners, organize expungement fairs, and assist clients in their expungement cases. In 2022, MAP received an LSC PBIF project grant to continue our expungement work through a new and innovative program that will have volunteer legal navigators assisting clients with the administrative hurdles associated with their expungement cases. In 2024, MAP received a PBIF sustainability grant to allow us to continue this work, potentially expand the substantive areas where legal navigators are used, and evaluate the use of legal navigators. In 2025, MAP received a new PBIF project grant to leverage the navigator model to healthcare work, utilizing non-attorney volunteers to assist clients with issues related to Medicaid applications, cessations, and redeterminations. MAP is in the process of hiring an attorney who will oversee the project and handle both casework and systemic work related to healthcare access. In addition to the attorney, the new grant allows for the hiring of a full-time paralegal to oversee the Benefit Navigator volunteers.

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

MAP has continued collaborating with the Ann Arbor and Battle Creek VA hospitals as part of our grant to provide legal services to veterans at-risk of homelessness, recently starting a clinic at the Battle Creek VA. While the non-renewal of the grant is a setback, we are committed to funding the support we need to continue the partnerships we have built over the last year.

LSSCM's Battle Creek office has been participating in Road to Restoration events with several local Battle Creek-area community-based organizations and government offices, helping people in need of driver's license restoration.

MAP continues to work with the University of Michigan in a variety of innovative ways. Over this past summer, MAP employed an intern from U of M to help with data tracking and setting up systems to allow more streamlined analysis. MAP also worked with the U of M School of Information on an assessment of our pro bono work.

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

MAP tracks individual case outcomes, including identifying cases that need a greater level of service than we have the capacity to provide. MAP recently finished its strategic planning process and developed a dashboard that allows us to track our progress in meeting various goals, including our intended impact - increasing the number of people achieving safety, stability, independence, economic and medical security, and access to the courts.

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.

We have not had a peer review or major funder review in the past 3 years. MAP did have a program engagement site visit with LSC in May 2022 and received positive feedback on its leadership, management, and programming. MAP underwent an LSC 1610 separation visit in August 2024. As a result of that visit, and as our organization continues to grow, MAP is now working with MSAS to make MSAS its own separate 501c3 organization. We expect this process to take at least 6-9 months and will keep the Bar Foundation fully updated.

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

MAP staff are evaluated annually, resulting in the development of a workplan including an individualized training plan. Particularly with the impacts of the pandemic, all advocacy staff are participating in skills and substantive law trainings and taskforces offered by the Michigan Poverty Law Program, COURT, ICLE, MIE, and the national support centers. Administrative and IT staff have the opportunity to attend the LSC IT conference each year and development staff attend the MIE LegalAid Fundraising conference. Administrative staff also attend the annual NLADA conference. MAP plans to hold a strategic planning session for management in early November 2025 and will host a program meeting for all MAP staff in late November or early December of 2025. In 2026, MAP intends to introduce a new in-person de-escalation training.

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.

The program receives several grants that will permit us to serve clients above 200% FPL. The program's timekeeping systems permit us to document that these services are provided with non-IOLTA funding.

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.

The program receives several grants that will permit us to serve clients above 125% FPL. The program's timekeeping systems permit us to document that these services are provided with non-Filing Fee funding.

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

In the past two years (Fall 2023 - Fall 2025), MAP financial staff have attended a number of funder-specific training (i.e. Ageways, Immigrant Justice Corps, VAWA, MDHHS, VA). We have also attended a number of bank system trainings due to changes in our banking portal. We instituted a new credit card system, which required all staff to go through training on that (Ramp). We continue to gain knowledge on that and our accounting software, Intacct, specifically learning about the budget module. We attend training as well as train each other. As a program, MAP offers and requires IT and HR training. Staff have attended cyber security, anti-harassment, and time management training sessions. MAP Central Administration also puts on "Anchor Days" where speakers from the program are invited to speak on client services. This gives the Central Administrative staff training on what the various parts of our program do and client impacts.

More recently (2025), Alex Binkley took a self-paced course on Excel and Python. These skills have been very helpful to making various tasks within the fiscal group much more efficient. We also brought on a new member to the finance group, including Julie Meier, who has been learning all things payroll. Both she and Emly Brown will begin to transition to a third party payroll provided in the fall of 2025. Senior Financial Manager, Emily Brown, attended MIE's "Shortfalls in Funding" seminar. MAP's CFO, Christine Robison, attended LSC's CFO Bootcamp training in September 2025.

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 addition to the changes last reported, the following areas are being updated:

- Removal of all language of the old accounting system's structure.
- Add additional reasons why manual entries are made to our General Ledger.
- Updated petty cash levels.
- Added a section regarding staff reimbursements now being made by direct deposit.
- Updated electronic banking to reflect our regularly paying utility and other bills by EFT rather than check.
- Added the Ramp credit card to our list of credit cards and how that works

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

MAP regularly checks in with their insurance broker to review all coverages including Cyber, Crime, Abuse, Business Liability and Worker's Comp.

It has been critically important to our changing services and priorities to have the MSBF as an active partner in these processes. We particularly appreciate the flexibility and leadership demonstrated by the MSBF as we have all collaborated on new or expanded programs critical to address the needs of Michigan's families and individuals.

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	198	52	250	475
Education	4	1	5	9
Employment	9	2	11	5
Family	744	197	941	891
Juvenile	3	1	4	29
Health	136	36	172	54
Housing	2172	574	2746	928
Income Maintenance	96	25	121	208
Individual Rights	235	62	297	36
Miscellaneous	316	83	399	116
Total Cases	3913.0	1033.0	4946.0	2751.0

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	5	21
Education	0	0	0
Employment	0	0	0
Family	141	47	188
Juvenile	2	1	3
Health	10	3	13
Housing	18	6	24
Income Maintenance	14	5	19
Individual Rights	264	88	352
Miscellaneous	24	8	32
Total PAI Cases	489.0	163.0	652.0

Pro Bono Attorneys

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

100

Staffing

Completed - Oct 9 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	40.85	7.00	0.00	47.85
Supervision of Legal Case Work	2.75	0.00	0.00	2.75
Secretarial Clerical Work	0.00	0.00	9.98	9.98
Management and Administration	2.25	0.00	17.75	20.00
PAI Coordination or Pro Bono Management	3.15	0.00	0.00	3.15
Other 1 (specify below)	1.00	0.00	1.00	2.00
Other 2 (specify below)	0.00	0.00	4.00	4.00
Total	50.0	7.0	32.73	89.73

Other 1	LSNTAP, Program Coordinators
Other 2	Students

Vacant Positions - Current Year

	Lawyers	Paralegals	Others
Vacant Positions included in budget	1.00	0.00	0.00

Staff Function - Grant Application Year

Type of Work Performed	Lawyers	Paralegals	Others	Total
Legal Case Work	40.85	7.00	0.00	47.85
Supervision of Legal Case Work	2.75	0.00	0.00	2.75
Secretarial Clerical Work	0.00	0.00	9.98	9.98
Management and Administration	2.25	0.00	17.75	20.00
PAI Coordination or Pro Bono Management	3.15	0.00	0.00	3.15
Other 1(specify below)	1.00	0.00	1.40	2.40
Other 2 (specify below)	0.00	0.00	5.00	5.00
Total	50.0	7.0	34.13	91.13

Other 1	LSNTAP, Program Coordinators
Other 2	Students

Vacant Positions - Grant Application Year

	Lawyers	Paralegals	Others
Vacant Positions included in budget	2.00	1.00	0.00

Current Year Financials

Completed - Oct 9 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	321531
Beginning Filing Fees Fund Balance	0
Beginning Other Fund Balance	5003228
Total Beginning Fund Balances	5324759.0

Current Year Revenues

Source of Funding	Current Year
a- IOLTA - Civil Legal Services Grant	128392
b- Filing Fees (1) General Civil Legal Services Grant	869876
b- Filing Fees (2) Statewide Grant	0
c- Legal Services Corporation 1) Basic Field Grant	2445571
c- Legal Services Corporation 2) Other Grants & Revenue	351853
d- Foundations (other than IOLTA or Filing Fee program funds)	85000
e- United Way	216801
f- 1) State Grants	2058968
f- 2) Local Grants	652029
f- 3) Community Development Block Grants	11852
g- 1) Title III - Administration on Aging	152893
g- 2) Title XX - Health & Human Services	
g- 3) Violence Against Women Act (VAWA)	
g- 4) HUD Grants	68412
g- 5) Other Federal Programs	233251
h- Faith-based funding	
i- Law Schools	
j- Attorney Fee Awards or Client Services Fees	611690
k- 1) Access to Justice Fund	162456
k- 2) Other Private Bar Fundraising	
k- 3) Cy pres Awards	
k- 4) Other donations/Fundraising	160039
l- Income from publications, training, videotapes & other products	

m- Miscellaneous	1943380
Total	10152463.0

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).

Gained:

Legal Services for Veterans - \$71,918

SSI - Increase of \$70,378 for 2024-25 Award

U of M FLP Support Award - Up to \$50k/yr

MSBF Unemployment - \$20,000 in 2024; \$80,000 in 2025

Lost:

CDBG Battle Creek - \$54,269.07 in 2024; \$1,851.55 in 2025; \$0 in 2026

Current Year Projections - Civil Legal Services

Personnel Costs

	Current Year Projections
1. Lawyers	4028410
2. Paralegals	370596
3. Others	2347462
4. Employee Benefits	1614899
Total Personnel Costs	8361367.0

Current Year Projections - Civil Legal Services

Non-Personnel Costs

	Current Year
1. Space	335122
2. Equipment Rental	10286
3. Supplies	59398
4. Telephone	52287
5. Travel	24484
6. Training	61855
7. Library	46541
8. Insurance	40066
9. Dues & Fees	30289
10. Audit	75000
11. Litigation	46650
12. *Property Acquisition	0
13. Purchase Payments	
14. *Contract Services to Clients	310887
15. *Contract Services to Program	276359
16. *Other	14063
Total NonPersonnel Costs	1383287.0

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

Total Beginning Fund Balance	5324759
Current Year Projected Revenues	10152463
Current Year Projected Expenses	9744654
Total Ending Fund Balance	5732568.0

Breakout of Current Year Ending Fund Balance

The total below should equal the current year Ending Fund Balance of \$5732568.0.

	Current Year
Ending Fund Balance in cash, investments & grants	4105842
Ending Fund Balance in property and fixed assets	1626726
Total	5732568.0

Donated Services and Property during Current Year

	Current Year
Services, including value of contributed attorney services	833737
Donated property, including space	
Total	833737.0

Grant Year Financials

Completed - Oct 9 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 \$5732568

	Grant Year
Ending Fund Balance in cash, investments & grants	4105842
Ending Fund Balance in property and fixed assets	1626726
Total	5732568.0

Grant Year Revenues

Source of Funding	Grant Year
a- IOLTA - General Civil Legal Services Grant	160490
b- Filing Fees (1) General Civil Legal Services Grant	869876
b- Filing Fees (2) Statewide Grant	0
c- Legal Services Corporation 1) Basic Field Grant	2445571
c- Legal Services Corporation 2) Other Grants & Revenue	629769
d- *Foundations (other than IOLTA or Filing Fee program funds)	0
e- United Way	234669
f- *1) State Grants	1904631
f- *2) Local Grants	836438
f- *3) Community Development Block Grants	10000
g- *1) Title III - Administration on Aging	144276
g- *2) Title XX - Health & Human Services	
g- *3) Violence Against Women Act (VAWA)	
g- *4) HUD Grants	78922
g- *5) Other Federal Programs	28906
h- Faith-based funding	
i- Law Schools	50000
j- Attorney Fee Awards or Client Services Fees	
k- *1) Access to Justice Fund	157121
k- *2) Other Private Bar Fundraising	
k- *3) Cy pres Awards	
k- *4) Other donations/Fundraising	12879
l- Income from publications, training, videotapes & other products	

m- *Miscellaneous	1943293
Total	9506841.0

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

(No response)

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

State:

MSBF Housing Pass-Through Funding - \$520,500

MSHDA State Housing - \$534,500

MSBF SSI Pass-Through - \$142,482

MSBF Unemployment Pass-Through - \$80,000

VOCA (State Funds in 2025) - \$627,152

Local:

Battle Creek Senior Millage - \$45,000

Ingham Senior Millage - \$52,900

Ypsi Health Center MLP - \$98,989

City of Lansing HRCS - \$80,000

Washtenaw County IV-E - \$131,499

Washtenaw OCED - \$330,000

Ingham County - \$60,000

Ingham County Register of Deeds - \$18,050

Jackson Treasurer - \$20,000

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

CAA Veterans - \$28,906

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

Senior and Other Non-Attorney Donations: \$12,879

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

Interest: \$15,000

Administrative Fees: \$1,920,293

Student Grans: \$8,000

Changes in Non-IOLTA Funding

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

LSV - \$330,000 Award for 2024-25; \$0 in 2026

Washtenaw United Way - \$30,000 for 2024-25; \$62,500 for 2025-26

Grant Year Budgeted Expenditures - Civil Legal Services

Personnel Cost

	IOLTA/Filling	Other	Total
1. Lawyers	315250	3688504	4003754
2. Paralegals	30000	316525	346525
3. Others	70000	2563691	2633691
4. Employee Benefits	98638	1663167	1761805
Total-Personnel	513888.0	8231887.0	8745775.0

Grant Year Budgeted Expenditures - Civil Legal Services

Non-Personnel Costs

	IOLTA/Filing	Other	Total
1. Space	60000	280185	340185
2. Equipment Rental	250	7400	7650
3. Supplies	2500	81530	84030
4. Telephone	2891	52021	54912
5. Travel	1750	25250	27000
6. Training	28500	51250	79750
7. Library	28000	31960	59960
8. Insurance	850	44570	45420
9. Dues & Fees	36920	0	36920
10. Audit	0	75000	75000
11. Litigation	27930	12070	40000
12. *Property Acquisition	0	10000	10000
13. Purchase Payments	0	0	0
14. *Contract Services to Clients	306887	0	306887
15. *Contract Services to Program	10000	441746	451746
16. *Other	10000	28000	38000
Total NonPersonnel Costs	516478.0	1140982.0	1657460.0

Property Acquisitions, including real property (line 12).

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

(No response)

Contract Services to Clients (line 14)

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

CALL Contract: \$306,887

Contract Services to Program (line 15)

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

LSNTAP Grant Contracts: \$171,480
Legal Counsel: \$20,000
Accounting Software: \$49,000
Payroll Third Party (Paylocity): \$38,000
JusticeServer Support: \$33,600
Case Management Contract: \$57,618
Language Assistance: \$25,000
Other IT Costs (Software): \$57,048

Other (line 16)

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

\$2,000 = Bank Charges, Staff Meetings, etc.

Grant Year Estimated Ending Fund Balance

Total Beginning Fund Balance	5732568
Grant Year Projected Revenues	9506841
Grant Year Projected Expenses	10403235
Total Ending Fund Balance for the Grant Year	4836174.0

Projected Donated Services and Property during Grant Year

	Grant Year
Services, including value of contributed attorney services	833737
Donated property, including space	
Total	833737.0

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: 50%

Starting in 2026, the MAP budget has a deficit. With salary increases and funding cuts, we expect that to be the case for multiple years, which will eat into the Fund Balance. Over \$600,000 of that Fund Balance is an unanticipated Attorney's Fee award - the unrestricted portion of that will help cover the deficit in 2026.

Subgrants, Contracts or Agreements

Completed - Oct 9 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	Lakeshore Legal Aid	1 year	Service area
2	Legal Aid of Western Michigan - CAA	1 year	LAWM counties
3			
4			
5			
6			
7			
8			
9			
10			

Subgrant 1 Listed Above (upload here)

[MAP CALL contract 2025.pdf](#)

Filename: MAP CALL contract 2025.pdf **Size:** 456.2 kB

Subgrant 2 Listed Above (upload here)

[MAP-LAWM CAA rev Subrecipient Agreement 3.4.25.pdf](#)

Filename: MAP-LAWM CAA rev Subrecipient Agreement 3.4.25.pdf **Size:** 590.6 kB

SUBGRANT AGREEMENT

MICHIGAN ADVOCACY PROGRAM AND LAKESHORE LEGAL AID 2025

Recipient Name: Michigan Advocacy Program

Recipient Number: 423010

Subrecipient Name: Lakeshore Legal Aid

Effective Date of Agreement: January 1, 2025

Term of Agreement: One year

Total Monetary Amount to be Subgranted: \$150,000; MAP will pay the balance of the contract with other non-LSC funding. The total contract amount is \$306,887.

Scope and purpose of the Subgrant Agreement: The Michigan Advocacy Program (MAP) 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 MAP's Legal Services of South Central Michigan (LSSCM) division. CALL provides services to all five of MAP/LSSCM's field offices-Monroe, Jackson, Lansing, Battle Creek, and Ypsilanti.

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 MAP will pay Lakeshore \$306,887 for these services during this contract. Lakeshore will invoice MAP quarterly by March 1, June 1, September 1, and December 1 in installments of \$76,721.75 per quarter. MAP 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 "Southern Service Area." The Legal Services Corporation identifies this region as M-12.
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 MAP/LSSCM 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 MAP/ LSSCM. 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. MAP 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 MAP 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 MAP pursuant to this agreement, CALL will not engage in any LSC-prohibited advocacy. CALL will not use funds received from MAP for advocacy activities that are prohibited by LSC.
8. Reporting of Services Provided CALL will provide MAP with quarterly reports of the number of clients and types of services provided to clients in the Southern Service Area from information/data which MAP may not have direct PIKA access. The parties will work together to facilitate availability of Southern Service Area information for MAP.
9. In 2023, CALL assisted 3344 clients in the Southern Service Area. CALL closed 2890 cases and referred 1354 to MAP 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.

II. **REQUIRED PROVISIONS**

[RECIPIENTS MUST SELECT ONE OF THE TWO PARAGRAPHS FROM EACH SECTION BELOW. PROVISIONS THAT DO NOT APPLY MUST NOT APPEAR IN THE AGREEMENT, OR MUST BE CROSSED OFF AND INITIALED BY REPRESENTATIVES OF THE RECIPIENT AND THE SUBRECIPIENT.]

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 subgranted 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 (2023 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 (2023 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.

Shannon Lucas
Executive Director
Michigan Advocacy Program



Signature

Delphia T. Simpson
Chairperson
Michigan Advocacy Program

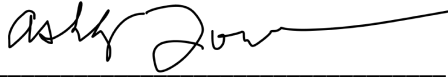


Signature

Date 10/1/2024

Date 10/1/24

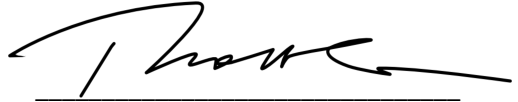
Ashley E. Lowe
Chief Executive Officer
Lakeshore Legal Aid



Signature

Date 10/1/2024

Thomas Linn
Chairperson
Lakeshore Legal Aid



Signature

Date 10/11/2024

SUBRECIPIENT PARTNER CONTRACT FOR SERVICES

This agreement is made between Legal Services of South Central Michigan (hereafter “LSSCM”), and Legal Aid of Western Michigan (hereafter “LAWM”), with a principal place of business at 25 Division Avenue S., Ste 300, Grand Rapids, MI 49503, (collectively, “Parties”), and is effective from 10/1/24 – 9/30/25.

RECITALS

WHEREAS, LSSCM is a non-profit legal aid organization that is a sub recipient of Community Action Agency (hereafter “CAA”), recipient, that has applied for and received a Supportive Services for Veterans Families (“SSVF”, CFDA 64.033) Grant from the Department of Veterans’ Affairs (VA) to provide supportive services, including case management and legal services to very low income veterans.

WHEREAS, LSSCM and CAA have executed a Subgrant Agreement effective 10/1/24 – 9/30/25, requiring that LSSCM will partner with LAWM to provide legal services in both counties outlined in the subgrant.

WHEREAS, LAWM is a non-profit legal aid organization that participated in the development of this subgrant and expressed its interest in participating in this program that will provide legal services to very low income veterans (“the program”);

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the Parties agree as follows:

1. SCOPE OF SERVICES

- A. LAWM will fully participate in the program as described in the attached Subgrant Agreement.
- B. LAWM will assign contacts to provide services to clients identified through the program. These services will be provided on a regional basis in the 2 counties served by LAWM, specifically Cass and St. Joesph Counties. LAWM has supplied LSSCM a list of attorneys assigned to this grant and will notify LSSCM if staff changes.
- C. LAWM understands that this is a new program and that the intake and referral protocols may change over the course of the program.

2. PAYMENTS TO LAWM

LSSCM will pay LAWM a total of \$1,000 over the course of this contract as follows:

- A. \$250 paid quarterly upon completion of the required reporting outlined in 3(b), subject to CAA’s ability to draw down funds.
- B. LAWM understands that LSSCM will promptly pass through funds received from CAA. CAA plans to make quarterly payments to LSSCM. LAWM understands and agrees that LSSCM has no obligation to advance payments to LAWM before funding is received from CAA by LSSCM.

3. FISCAL AND ADMINISTRATIVE RESPONSIBILITIES OF LAWM

- A. LAWM will pay any costs relating to the staff hired for the Program that are not covered by this contract.
- B. LAWM will provide LSSCM monthly programmatic reports by the 28th of each month. The report will include an aggregate report of cases handled. The list will include client names, problem codes, LSSCM outcomes if the case is completed or brief narrative of the status of the case. The brief narrative could be “litigation pending, evaluating case, etc.”
- C. LAWM will provide more detailed programmatic reports and narratives as requested by CAA.
- D. LAWM warrants that it has adequate systems of accounting and internal controls, so that it can:
 - Account for funds relating to this contract so that receipts and expenses can be tracked by budget category and line item;
 - Track historical costs of this contract as required for budgetary and evaluation purposes;
 - Provide cost and property control to ensure optimum use of funds;
 - Assure that funds used conform to the contract’s purposes, including any general or special condition that applies to the recipient;
 - Meet periodic financial reporting requirements;
 - Keep records for a minimum of 3 years after last day of grant activity;
 - Its funds are independently audited and that a copy of any audit will be made available to LSSCM upon request;
- E. LAWM will make its financial information and program records relating to this contract available to LSSCM if necessary to satisfy any audit requirement of LSSCM.
- F. LAWM will maintain insurances (professional liability; management errors and omissions; general liability) in the amount of \$1 million/\$1 million to cover any claims made relating to its services under this contract.
- G. LAWM understands that this is a subgrant of funds from CAA to LSSCM under a Supportive Services for Veterans Families (“SSVF”) Grant from the Department of Veterans’ Affairs; LAWM understands that this funding comes with specified administrative and programmatic requirements; LAWM is aware of and agrees to comply with these requirements.

4. DURATION

This Agreement shall commence on October 1, 2024 and continue until September 30, 2025, unless terminated earlier in accordance with the Termination section of this Agreement or extended by written agreement of the parties.

5. TERMINATION

This Agreement may be terminated by either party, with or without cause, on 60 days written notice.

6. DISPUTE RESOLUTION AND LIMITATION OF LIABILITY

In the event that there is a dispute or disagreement under this agreement, the parties agree to attempt to resolve the dispute or disagreement through discussions mediated by a third party acceptable to both parties.

7. CONTRACTOR RELATIONSHIP

The Parties agree that the organizations are independent entities and that this Agreement creates an “independent contractor” relationship. LSSCM shall be entirely liable for its own debts and obligations, and shall not hold itself or its employees or representatives out to be employees of LAWM; LAWM shall be entirely liable for its own debts and obligations, and shall not hold itself or its employees or representatives out to be employees or agents of LSSCM.

8. APPLICABILITY OF LEGAL SERVICES CORPORATION REGULATIONS

LAWM understands that LSSCM is subject to the restrictions of 42 U.S.C. Section 2996 *et seq.* Public Law Pub. L. 94-104 and its successors, and the LSC regulations which can be found at 45 C.F.R. Part 1600 *et seq.*, and at www.lsc.gov. LAWM understands that funds provided through this contract cannot be used for purposes prohibited by the LSC act and regulations.

9. INDEMNIFICATION

LAWM agrees to indemnify, defend and hold LSSCM and its officers and employees harmless in the event of liability claims arising out of the activities undertaken by LAWM in connection with this agreement. LSSCM agrees to indemnify, defend and hold LAWM and its officers and employees harmless in the event of liability claims arising out of the activities undertaken by LSSCM in connection with this agreement.

10. VALIDITY

If any term of this Agreement is held invalid for any reason, such determination shall not affect the validity of the remainder of the Agreement. The remaining parts of this Agreement shall remain in effect as if the Agreement had been executed without the invalid term.

11. AMENDMENT OF AGREEMENT

This Agreement may be amended only through a writing signed by both parties.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous oral agreements.

13. CONTACT INFORMATION

The following information shall be used for purposes of this Agreement:

Pamela Hoekwater, Executive Director
Legal Aid of Western Michigan
25 Division Ave S
Suite 300
Grand Rapids, MI 49503
(616) 608-8050
(616) 301-1296 (fax)
phoekwater@lawestmi.org


Shannon Lucas, Executive Director
Legal Services of South Central Michigan
15 S Washington Street
Ypsilanti, MI 48197
(734) 665-6181
(734) 665-2974 (fax)
lucass@lsscm.org

14. CHOICE OF LAW


In the event of any dispute arising out of this Agreement, Michigan Law shall govern.

IN WITNESS WHEREOF, the parties hereto acknowledge that they have read this Agreement, fully understand it, and freely and voluntarily agree to each of its provisions.

LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN

Dated: 03/04/2025 By: 
Shannon Lucas, Executive Director

LEGAL AID OF WESTERN MICHIGAN

Dated: 3-4-25 By: 
Pamela Hoekwater, Executive Director