

**State Court Administrative Office  
Legal Self-Help Center Grant**

**Agreement Between**

**STATE COURT ADMINISTRATIVE OFFICE  
(SCAO)**

**and**

**GRANTEE:**

**67<sup>th</sup> District Court**

**Contract Number: SCAO-2026-070**

**Grant Amount: \$53,650**

## 1. DEFINITIONS GOVERNING AGREEMENT

The definitions below govern the terms used in this Agreement.

- 1.01 The term “Agreement” as used in this document means the Agreement between the State Court Administrative Office (the “SCAO”), located in Lansing, MI and the Grantee located at 630 South Saginaw Street, Flint, MI 48502, and includes any subsequent amendments thereto.
- 1.02 The term “Approved Expenses” means all Program Expenses that have been timely reported to the SCAO and verified by the SCAO as an eligible expense not subject to recoupment from grantee.
- 1.03 The term “Authorizing Official” means the individual, named by the application organization, who is authorized to act for the Grantee and to assume the Grantee’s obligation imposed by laws, regulations, requirements, and conditions that apply to grant awards.
- 1.04 The term “Confidential Information” means confidential and/or Proprietary Information belonging to the SCAO which is disclosed to the Grantee or which the Grantee otherwise learns of during the course of or as the direct or indirect result of rendering its Services for the SCAO.
- 1.05 Confidential or Proprietary Information is information not generally known to third parties or to others who could obtain economic value from their disclosure or use of the information. This includes all proprietary technical, financial, or other information owned by the SCAO or any of its vendors, including by way of illustration, but not limitation, computerized data, codes, programs and software, written material, inventions, whether or not patented or patentable, designs, works of authorship, works subject to or under copyright protection, trade secrets or trademark, protected material, performance standards concepts, formulae, charts, statistics, financial records and reports of the SCAO or any entity otherwise affiliated with the SCAO.
- Confidential or Proprietary Information also includes all confidential and proprietary material that the Grantee may design, author, create, distribute or produce during the term of this Agreement when rendering Services thereunder. “Confidential Information” also includes all individualized, nonaggregated data relating to individuals, including, but not limited to, personally identifiable information (“PII”) and information protected by the Health Insurance Portability and Accountability Act. All information gained during the course of Grantee’s retention should be presumed confidential unless the information is clearly identified otherwise or the circumstances of disclosure demonstrate it not to be confidential.
- 1.06 The term “Effective Date” means the date upon which this Agreement becomes effective, which is the date the Agreement is signed by both Parties. If the Parties do not sign the Agreement on the same date, the latest specified date will become the Agreement’s effective date.
- 1.07 The term “Employee Benefits” means any and all Employee Benefits the State Court Administrative Office provides to its employees, including, but not limited

to, workers' compensation benefits, retirement benefits, pension benefits, insurance benefits, fringe benefits, educational and/or training benefits, holiday pay, paid breaks, sick pay, vacation pay, or other such benefits.

- 1.08 The term "Equipment" includes tangible property, excluding real property, with a useful life of at least one year.
- 1.09 The term "Grant Amount" is the amount specified as "Grant Amount" on the first page of this Agreement.
- 1.10 The term "Grantee" as used in this Agreement includes the Grantee(s)/party(ies) with which the SCAO is contracting.
- 1.11 The term "Inventions, Patented and/or Copyrighted Materials" means such writings, inventions, improvements, or discoveries whether or not under an existing copyright, copyright application, patent, or patent application, trademark or trademark application, or any other third party intellectual property right that were written, invented, made, or discovered by the Grantee, including its employees and/or subcontractors under this Agreement.
- 1.12 The term "Liabilities" means any and all liabilities, obligations, damages, penalties, claims, costs, fees, charges, and expenses, including, but not limited to, fees and expenses of attorneys, expert witnesses, and other consultants.
- 1.13 The term "Parties" refers to all parties to the Agreement, including the SCAO and all other parties.
- 1.14 The term "Program Expenses" means all expenses including, but not limited to, license fees and all other types of fees, memberships and dues, insurance premiums, copying costs, telephone costs and all other types of costs, all salary and expenses incurred by the Grantee, and all other compensation paid to the Grantee's employees or subcontractors that the Grantee hires, retains or utilizes for the Grantee's performance under this Agreement. This term includes allowable program costs that have been preapproved by the SCAO and are articulated in the approved program budget in WebGrants. This term also includes Travel Expenses as defined below.
- 1.15 The term "Services" refers to the goods, services, program activities, projects, and initiatives that the Grantee agrees to develop or deliver under this Agreement, as described in the Scope of Services, Scope of Work, and all descriptions of services in any attachments and amendments to the Agreement.
- 1.16 The term "SHCGP" refers to the Legal Self-Help Center Grant Program which is the subject of this Agreement.
- 1.17 The term "Taxes" refers to any and all federal, state, and local taxes, including, but not limited to, income taxes, social security taxes, unemployment insurance taxes, and any other taxes or fees for which Grantee is responsible.
- 1.18 The term "WebGrants" refers to the web-based grant management system used by the SCAO.
- 1.19 The term "Travel Expenses" means expenses Grantee incurs for travel including lodging, mileage, and meals that the Grantee incurs in the reasonable fulfillment of

the terms of this Agreement. Travel expenses may not exceed the state rate or your local rate, whichever is the lesser expense.

- 1.20 The term “Work Product” refers to documents, reports, programs, manuals, tapes and videos and any Intellectual Property prepared under this Agreement, including training materials, power point presentations and/or any other written or electronic materials prepared under this Agreement and amendments thereto. It also includes computer data such as programs and software in various stages of development and source codes and object codes, and any other work product prepared by the Grantee under this Agreement and amendments thereto.

## **2. PERIOD OF AGREEMENT**

2.01 This Agreement shall commence upon the Effective Date.

2.02 This Agreement terminates on **September 30, 2026**.

## **3. AGREEMENT AMOUNT AND BUDGET**

This Agreement incorporates the Grantee’s approved grant application request and most recently approved budget in WebGrants. The SCAO agrees to provide funding in an amount not to exceed the Grant Amount. In no event does this Agreement create for the Grantee’s benefit a lien against or entitlement to any other funds of the SCAO or the Michigan Supreme Court.

## **4. RELATIONSHIP**

4.01 No employer/employee relationship exists between the Parties. Further, no employee or agent of the Grantee is an employee of the SCAO. The Grantee is an independent contractor, not an employee of the SCAO.

4.02 The SCAO is not obligated either under this Agreement or by implication to provide, and is not liable to the Grantee for failure to provide, the Grantee with Employee Benefits. The Grantee is not eligible for and will not receive any Employee Benefits from the SCAO.

4.03 The Grantee is responsible for payment of all Taxes arising out of the Grantee’s Services in accordance with this Agreement.

4.04 The Grantee shall not direct the work or utilize the working time of any SCAO employee under this Agreement. To the extent that the Grantee seeks the assistance of any SCAO employee to perform the Grantee’s responsibilities under this Agreement, the Grantee must provide prior written approval from the State Court Administrator or his/her designee.

4.05 The Grantee does not, and shall not, have the authority to enter into contracts on the SCAO’s behalf.

## **5. SIGMA SYSTEM FOR AWARD MANAGEMENT**

The Grantee must register or update their account in the State of Michigan SIGMA Vendor Self Service to receive distribution of this SHCGP grant administered by the SCAO. The SIGMA Vendor Self Service website is <https://sigma.michigan.gov/PRDVSS1X1/Advantage4>

## 6. CHANGE IN GRANTEE CONTACT

The Grantee must notify the SCAO of any changes in Grantee's contacts identified in Section 33, including changes in names, mailing addresses, e-mail addresses, and telephone numbers.

## 7. USE OF FUNDING

- 7.01 Payments from the SHCGP funds may only be used to cover program expenses incurred on or after October 1, 2025 through September 30, 2026 that are related to the operation and delivery of services for a legal self-help center. See the SHCGP Guidelines for further information regarding eligible expenses. Grantee agrees to comply with all SHCGP Guidelines. These Guidelines are attached as **Attachment B** and may also be accessed via WebGrants [https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatves/justiceforall/fy26\\_shcgrantprogramdetails-final.pdf](https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatves/justiceforall/fy26_shcgrantprogramdetails-final.pdf)
- 7.02 SHCGP funds cannot be used to pay expenses that will be or have been reimbursed by the Grantee or another funding source program.
- 7.03 The Grantee must develop and implement effective internal controls to ensure that funding decisions under the SHCGP award constitute eligible uses of funds.
- 7.04 The Grantee must submit expenditure reports, along with documentation to support the reported expenditures, in WebGrants, on the dates listed below:
- January 16, 2026 (reporting period of 10/1/25 – 12/31/25)
  - April 10, 2026 (reporting period of 1/1/26 – 3/31/26)
  - July 10, 2026 (reporting period of 4/1/26 – 6/30/26)
  - October 9, 2026 (reporting period of 7/1/26 – 9/30/26)
- 7.05 To ensure that expenditures are proper and in accordance with the terms and conditions of the award and approved project budgets, the Grantee's fiscal reports under this Agreement must include a certification, signed by an official who is authorized to legally bind the Grantee. The Grantee must certify that to the best of its knowledge reports are true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes set forth in the award's terms and conditions, and have been incurred by the Grantee. The Grantee is aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject the Grantee to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.
- 7.06 The Grantee may request to amend the approved grant budget by submitting a Contract Amendment in WebGrants. The SCAO must approve any request to amend the grant budget.
- 7.07 Equipment purchases authorized under this agreement become the property of the Grantee. The SCAO maintains no ownership interest in equipment purchased by the Grantee. The Grantee is solely responsible for securing appropriate insurance on all equipment. The Grantee assumes responsibility for all depreciation expenses

for equipment, unless specifically authorized in the Grantee's most recently approved budget, included as **Attachment D**.

## **8. PAYMENT PROCESSING**

- 8.01 The Grantee agrees to lawfully use the grant funds for the purposes and under the conditions specified in this Agreement and in the SHCGP Guidelines.
- 8.02 Unless otherwise pre-approved in writing by the SCAO under the notice provisions of Section 33, only program Services and Program Expenses outlined in the approved budget incurred during the grant period are eligible for approval. Program Expenses incurred that are not identified in Grantee's approved original or amended budget or are incurred outside the grant period of October 1, 2025 through September 30, 2026 will not be approved.
- 8.03 The Grantee is aware that this is a lump-sum grant awarded at the beginning of the grant period and all Expenses are subject to eligibility determination and approval by the SCAO. Grantee's reported Program Expenses that are not approved by the SCAO are subject to recoupment.
- 8.04 Approved Travel Expenses cannot exceed the lesser of the Grantee's published travel rates or allowable State of Michigan travel rates.
- 8.05 Any unobligated balance of grant funds held by the Grantee at the end of the Agreement period will be returned to the SCAO via a check payable to the State of Michigan and mailed to MSC Finance, PO Box 30052, Lansing, MI 48909. Grantee shall provide notice to the SCAO upon mailing of the check.

## **9. SCOPE OF SERVICES**

The Grantee shall use reasonable best efforts and devote such time, attention, skill, knowledge, and professional ability as necessary to most effectively and efficiently carry out and perform the Services.

## **10. STATEMENT OF WORK**

The Grantee agrees to undertake, perform, and complete the Services described in their approved grant application attached to this Agreement as **Attachment D**. This includes the delivery of legal self-help services. The Grantee may not assign the performance of Services under this Agreement to any other entity or person who is not an employee or volunteer of the Grantee except with prior written approval of the SCAO. If performance is so assigned, all requirements in this Agreement shall apply to such performance and the Grantee shall be responsible for the performance of such Services.

## **11. DATA REPORTING REQUIREMENTS**

- 11.01 The Grantee agrees to timely provide all applicable data, including complete and accurate reports as identified in **Attachment A** related to this Agreement and upload all relevant data via WebGrants.
- 11.02 When any required report is 30 calendar days past due, a delinquency notice may be sent notifying the Grantee that it has 15 calendar days to comply with the reporting requirement. When any required report is 45 calendar days past due, the Grantee's funding award, minus the total amount from Grantee's approved

expenditure reports, may be rescinded and the SCAO will send a notice of recoupment notice to the Grantee. The Notices will be sent as provided in Section 33 of this Agreement.

## **12. STAFF AND VOLUNTEER TRAINING**

Grantee agrees to use reasonable best efforts to ensure all program staff or volunteers complete self-help training provided by Michigan Legal Help, if offered.

## **13. Michigan Legal Self-Help Center GUIDELINES**

The Grantee shall use their best efforts to follow and engage in the activities outlined in the Michigan Legal Self-Help Center Guidelines adopted by the SCAO. The operational guidelines are included here as **Attachment C** and are available online at <https://www.courts.michigan.gov/48cbfe/siteassets/reports/special-initiatives/justice-for-all/final-shc-guidelines.pdf>

## **14. RIGHTS TO WORK PRODUCT AND INTELLECTUAL PROPERTY**

- 14.01 All reports, programs, manuals, tapes, listings, documentation, and any other work product created under this Agreement, and amendments thereto (the "Work Product"), belong to the Grantee. Any Work Product created under this Agreement shall be used for the public good.
- 14.02 The Grantee grants the SCAO a perpetual, royalty-free, unlimited license to the Work Product for non-commercial purposes to use, display, reproduce and distribute final versions of such Work Product as the SCAO sees fit.
- 14.03 The Grantee may publish or distribute any printed or visual reports or press releases relating to the services provided under this Agreement but may not include information about the SCAO or its role without the SCAO's permission as outlined in Section 26.02.
- 14.04 The Grantee shall safeguard the Grantee's property, materials and Work Product. The SCAO is not responsible and will not be subject to any Liabilities for any claims related to the loss, damage, or impairment of Grantee's property, materials, and/or Work Product.
- 14.05 The Grantee shall promptly disclose in writing to the SCAO all Inventions, Patented and/or Copyrighted Materials jointly with the SCAO or singly by the Grantee or the Grantee's employees or agents while engaged in Services under this Agreement. As to each such disclosure, the Grantee shall specifically point out the features or concepts related to the Inventions, Patented and/or Copyrighted Materials that are new, unique, or different such that they may qualify for copyright, patent, or other intellectual property protection. Further, upon the SCAO's request, the Grantee shall assist the SCAO in determining and acquiring copyrights, patents, or other such intellectual property protection for any Inventions, Patented and/or Copyrighted Materials for which the SCAO desires to obtain such protection.
- 14.06 The Grantee warrants that as of the Effective Date of this Agreement, there are no such Inventions, Patented and/or Copyrighted Materials for which the Grantee seeks protection or which the Grantee desires to remove from this Agreement. Further, the Grantee warrants that its performance under this Agreement will not

infringe upon or misappropriate any third party's Inventions, Patented and/or Copyrighted Materials.

14.07 Section 14 of this Agreement survives termination or expiration of this Agreement.

## **15. INSURANCE**

The Grantee is self-insured/has procured insurance in an amount and scope sufficient to cover all claims and Liabilities related to the Grantee's Services, Grantee's performance of or failure to perform as required under the Contract and as required by law.

## **16. RECORD MAINTENANCE/RETENTION AND INSPECTION**

16.01 All record retention guidelines set by the SCAO and/or the Grantee must be adhered to if they require additional years beyond the retention guidelines stated herein. The Grantee's accounting system must be maintained to keep grant records separate from the Grantee's other financial records.

16.02 The Grantee agrees to maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this Agreement, as required. The Grantee must assure that all terms of this Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained in accordance with generally accepted accounting principles and will be kept for at least five years after the SCAO's final payment to the Grantee. The Grantee is responsible for the costs to retain these records.

16.03 If an audit begins before the five-year period expires, and it extends past that period, the Grantee must retain all records until the audit is complete.

## **17. AUTHORIZED ACCESS**

The Grantee must permit, upon reasonable notification and at reasonable times, access by authorized representatives of the MSC, the SCAO, the Michigan Department of Treasury and State Auditor General, or any of their duly authorized representatives, to records and documentation related to this Agreement, as authorized and required by law. The SCAO and/or an outside team may conduct on-site monitoring visit(s), evaluations and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, if requested. The Grantee shall work cooperatively with the monitoring, audit, and/or evaluation team to permit full review of the program. Based on the audit, the SCAO may adjust payments. If the audit reveals that the SCAO overpaid the Grantee, the Grantee must immediately refund those amounts to the SCAO.

## **18. CONFIDENTIALITY INFORMATION**

18.01 In the performance of its obligations under this Agreement, the SCAO may disclose Confidential or Proprietary Information pertaining to the SCAO's past, present, and future activities to the Grantee. The Grantee agrees to limit access of Confidential or Proprietary Information to those of its employees who have a need for such access and such employees are bound to the Confidentiality provisions in this Contract. The Grantee shall not disclose Confidential or Proprietary Information to any third party without prior approval from the SCAO, unless disclosure is required by law or court order.

- 18.02 If disclosure of Confidential or Proprietary Information is required by law or court order, the Grantee must notify the SCAO within five (5) business days as provided in Section 33 of this Agreement before disclosure and shall reasonably cooperate with the SCAO to narrowly tailor disclosure and obtain protective orders or other relief as appropriate.
- 18.03 The Grantee agrees to return all Confidential or Proprietary Information to the SCAO immediately upon the termination of this Agreement and permanently delete any electronic copies of the data stored by the Grantee within 30 calendar days after the conclusion of this Agreement. If requested by the SCAO, the Grantee will provide written confirmation that deletion has been completed.
- 18.04 Section 18 of this Agreement survives termination or expiration of this Agreement.

## **19. NOTIFICATION OF CRIMINAL OR ADMINISTRATIVE INVESTIGATIONS**

If the Grantee becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this Agreement, the Grantee shall immediately notify the SCAO of the investigation or charge as provided in Section 33 of this Agreement.

## **20. AGREEMENT/REDUCTION/SUSPENSION/TERMINATION**

- 20.01 The SCAO and/or the Grantee may reduce the project budget, suspend, or terminate this Agreement without further liability or penalty to the SCAO under any of the following circumstances:
  - A. If any of the terms of this Agreement are not adhered to by the Grantee.
  - B. If the Grantee fails to make progress satisfactory to the SCAO toward the project goals, objectives, or strategies set forth in this Agreement, including but not limited to a determination by the SCAO after expenditure reports due April 10, 2026 are submitted, in its sole discretion, that project funds are not reasonably likely to be fully expended by the termination date.
  - C. If the Grantee proposes or implements substantial changes to the Scope of Services/Work such that, if originally submitted, the application would not have been selected for funding.
  - D. The Grantee submits false certification or falsifies any other report or document required hereunder.
  - E. If the Grantee is convicted of any activity referenced in **Section 19** of this Agreement during the term of this Agreement or any extension thereof.
  - F. If the SCAO terminates this Agreement under **Section 20.01**, the Grantee is not eligible for the SCAO grant funding for two years. After the two-year period, the Grantee must verify in writing with the SCAO that the Grantee has corrected the issues
  - G. If funding for this Agreement becomes unavailable to the SCAO due to appropriation or budget shortfalls.

Each Party has the right to terminate this Agreement without cause, including termination by the Grantee if the Grantee has indicated that they do not plan to spend all or some of the grant funds. If the Grantee is the terminating party, the

Grantee must notify the SCAO in writing of such termination in accordance with Section 33 of this Agreement. The Grantee will still be required to fulfill the grant reporting requirements under **Attachment A** as required by the terms of the grant and as otherwise directed by the SCAO. The termination date of this Agreement will be the date that the Grantee has met all grant reporting requirements as determined by the SCAO.

Any unused Grant Amount funds are subject to recoupment from Grantee.

- 20.02 Any funds received by the Grantee that are expended in a manner that does not comply with applicable federal and state laws, guidelines, rules, and regulations shall be returned to the State of Michigan. Any amounts subject to recovery must be repaid within 120 calendar days of receipt of any notice of recoupment.

## **21. FINAL REPORTING UPON TERMINATION**

Should this Agreement be terminated by either party, within 30 calendar days after the termination, the Grantee shall provide the SCAO with all financial and other reports required as a condition of this Agreement. The Grantee shall immediately return to the SCAO any grant funds paid to the Grantee in excess of Grantee's approved expenses.

- 21.01 If this Agreement is terminated by the SCAO for the Grantee's failure to meet the grant management requirements, the Grantee shall not be eligible to seek future grant funding from the SCAO.

## **22. INDEMNITY**

The Grantee agrees to indemnify, defend, and hold harmless the SCAO, the Michigan Supreme Court (the "MSC"), and their respective agents, officers, and employees (the "SCAO, the MSC, and related entities") from any Liabilities that may be imposed upon, incurred by, or asserted against the SCAO, the MSC, and related entities by reason of Grantee's Services provided and/or the Grantee's failure to provide such Services under this Agreement without limitation.

- 22.01 In the event any action or proceeding is brought against the Grantee by reason of any claim covered under this Agreement, the Grantee will, at the Grantee's sole cost and expense, resist or defend the action or proceeding.
- 22.02 In the event that the Grantee consists of more than one entity/individuals, all Liabilities of the Grantees under this Agreement are joint and several.
- 22.03 Section 22 of this Agreement survives termination or expiration of this Agreement.

## **23. COMPLIANCE WITH LAWS**

The Grantee shall comply with all applicable laws, ordinances, ethics rules and codes of the federal, state, and local governments and the judiciary, and shall save and hold the SCAO harmless with respect to any damages arising from any violation of the same by the Grantee.

## **24. MICHIGAN LAW**

This Agreement shall be subject to, and shall be enforced and construed under, the laws of the state of Michigan. Further, the Parties agree to litigate any disputes arising directly or

indirectly from the Agreement in the Court of Claims in the state of Michigan, or if the Court of Claims cannot take jurisdiction over the dispute then by the circuit court determined appropriate by the SCAO.

## **25. CONFLICT OF INTEREST**

The Grantee presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, that would conflict in any manner or degree with the performance of this Agreement. The Grantee is not subject to any nondisclosure, noncompetition, or similar clause with current or prior clients or employers that will interfere with the performance of this Agreement. The SCAO will not be subject to any Liabilities for any such claim.

## **26. PROHIBITION ON USE OF THE SCAO FOR PROMOTIONAL OR MARKETING PURPOSES**

26.01 The Grantee is not permitted to utilize the SCAO's or the MSC's name, logo or other images, or website information for promotional or marketing purposes.

26.02 The Grantee shall not issue press releases, make public statements about or share any of the terms of this Agreement with any third party without doing all of the following: 1) Disclosing to the SCAO the complete content of the intended communication; 2) obtaining the SCAO's written consent; and 3) obligating the third party to abide by the terms of the Confidentiality provisions in this Agreement, including obtaining a written agreement if requested by the SCAO.

## **27. DEBT TO STATE OF MICHIGAN**

The Grantee covenants that it is not, and will not become, in arrears to the State of Michigan or any of its subdivisions upon contract, debt, or any other obligation to the State of Michigan or its subdivisions, including real property, personal property, and income taxes.

## **28. DISPUTES**

The Grantee shall notify the SCAO in writing of the Grantee's intent to pursue a claim against the SCAO for breach of any term of this Agreement within 10 business days of discovery of the alleged breach. Notice must be provided by both electronic mail and by an overnight delivery service that can track and confirm delivery as provided in Section 33 below.

## **29. AMENDMENT TO AGREEMENT**

Any changes to the approved budget or project plan must be approved by SCAO via an amendment request submission in the WebGrants system. An example of a budget amendment is the Grantee requesting to move money from one approved line item in the budget to another approved line item in the budget, and the SCAO approving the requested budget amendment. The SCAO and the Grantee must also notify the other party in WebGrants of any changes in project directors, program judges, agency contacts, financial officers, or authorizing officials, including changes in names, mailing addresses, e-mail addresses, and telephone numbers..

## **30. ENTIRE AGREEMENT**

This Agreement contains the entire agreement between the parties. It does not include any other written or oral agreements, except the following:

- A. Data Reporting Requirements (Attachment A)
- B. FY26 Legal Self-Help Center Grant Program Guidelines (Attachment B)
- C. Michigan Self-Help Center Guidelines (Attachment C)
- D. Grant Application and Budget

### **31. PROGRAM REVIEW OR SITE VISIT**

The SCAO may review the Grantee's performance onsite. As part of the review, the SCAO may interview team members, observe staff meetings, review files, review data, and review financial records.

### **32. SEVERABILITY**

If any provision of this Agreement or of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Agreement.

### **33. DELIVERY OF NOTICE**

33.01 Written notices and communications required under this Agreement shall be delivered in one of two forms to all of the individuals listed below: (1) by electronic mail, with confirmation of delivery receipt; or (2) by overnight delivery sent by a nationally recognized overnight delivery service, upon written confirmation of delivery from the service to the following:

The Grantee's contacts are:

Hon. Vikki Bayeh-Haley  
630 S. Saginaw Street  
Flint, MI 48502  
[VHaley@GeneseeCountyMI.gov](mailto:VHaley@GeneseeCountyMI.gov)  
810-686-6472

AND

Helen Davis  
630 S. Saginaw Street  
Flint, MI 48502  
[HDavis2@GeneseeCountyMI.gov](mailto:HDavis2@GeneseeCountyMI.gov)  
810-766-8964

The SCAO's contacts are

Samantha M. Bigelow  
State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, MI 48909  
[BigelowS@courts.mi.gov](mailto:BigelowS@courts.mi.gov)

517-373-2234

AND

Emilie Tarsin  
State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, MI 48909  
[TarsinE@courts.mi.gov](mailto:TarsinE@courts.mi.gov)  
517-373-1903

AND

Alicia Moon, General Counsel  
State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, MI 48909  
[MoonA@courts.mi.gov](mailto:MoonA@courts.mi.gov)  
517-373-1294

AND

Chris Stickney, Grant Officer  
State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, MI 48909  
[StickneyC@courts.mi.gov](mailto:StickneyC@courts.mi.gov)  
517-373-6956

### **34. GRANTEE'S AUTHORIZING OFFICIAL**

- 34.01 The Grantee's "Authorizing Official" is the individual who signs this Agreement. The "Authorizing Official" is an official of the Grantee who has the legal authority to, is authorized to, and can legally sign contracts on behalf of the Grantee and bind the Grantee to the terms of the contracts, including this Agreement. The Authorizing Official may not be a judge or other state employee. By signing below, the Grantee and Grantee's Authorizing Official warrant that the Authorizing Official has the actual authority to sign the Agreement on behalf of the Grantee.
- 34.02 Only one person may sign this Agreement as the Grantee's Authorizing Official. The Grantee might have more than one individual who is authorized to enter into binding contracts for the Grantee that is receiving funds, or the Grantee's local rules might provide that multiple people must sign contracts. In either case, the Authorizing Official's signature on this Agreement represents the mutual agreement and acceptance of this Agreement by all persons who are authorized to enter into binding contracts for the Grantee.

### **35. COUNTERPARTS**

This Agreement may be executed by electronic signature in any number of counterparts, each of which when so executed will be deemed an original, and all of which together, will constitute one and the same agreement. Signatures sent electronically, by DocuSign, or by similar means (including scanned images of signatures forwarded by e-mail) will have the same binding effect as original signatures.

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**SIGNATURES OF PARTIES**  
**Legal Self-Help Center Grant**  
**CONTRACT NUMBER: SCAO-2026-070**

**36. SIGNATURE OF PARTIES**

36.01 This Agreement is not effective unless signed by both Parties.

36.02 The signatures on this Agreement are electronic through the DocuSign system.

36.03 Selecting from the dropdown menu confirms that the Agreement can now be sent to the Grantee's Authorizing Official for signature.

Agreement is ready for Grantee's Authorizing Official's signature.

36.04 The DocuSign system requires an agent of the SCAO to send this Contract to the Deputy State Court Administrator for review and signature.

Agreement is ready for SCAO's Authorizing Official's signature.

**67th District Court**

**State Court Administrative Office**

*Helen Davis*

*Elizabeth Rios-Jones*

\_\_\_\_\_  
Authorizing Official's Signature

\_\_\_\_\_  
SCAO Official's Signature

Helen Davis

Elizabeth Rios-Jones

\_\_\_\_\_  
Authorizing Official's Name

\_\_\_\_\_  
SCAO Official's Name

Court Administrator

Deputy State Court Administrator

\_\_\_\_\_  
Authorizing Official's Title

\_\_\_\_\_  
SCAO Official's Title

12/9/2025

1/7/2026

\_\_\_\_\_  
Date Signed by Authorizing Official

\_\_\_\_\_  
Date Signed by SCAO Official

## **Attachment A: Data Reporting Requirements**

### **Data Collection Activities**

For this grant period, each grantee will be required to collect some data regarding access to the self-help center services provided. Grantees must submit data collection reports, along with their expenditure reports, via the WebGrants system. The deadlines for reporting are as follows:

- April 10, 2026 (reporting period of Effective Date – 3/31/26)
- October 9, 2026 (reporting period of 4/1/26 – 9/30/26)

### **What Data Must be Collected?**

For this grant cycle, grantees may satisfy your data reporting requirements through any of the following options:

#### **1. Michigan Legal Help Survey Instruments**

If your organization does not currently have a data collection process in place, you may utilize the Michigan Legal Help (MLH) user survey instruments that may be delivered pre- and post-service delivery. A staff survey is also provided to capture the service delivery experience from the self-help center staff perspective. Data collected via the MLH surveys may be reported directly by MLH to satisfy data reporting requirements under this agreement. These survey instruments may be found in Appendix A of the FY26 Legal Self-Help Center Program Guidelines accessible at [https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatves/justiceforall/fy26\\_shcgrantprogramdetails-final.pdf](https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatves/justiceforall/fy26_shcgrantprogramdetails-final.pdf)

Please contact Michigan Legal Help's Statewide Self-Help Center Coordinator, Charlie Campbell at [Ccampbell@lsscm.org](mailto:Ccampbell@lsscm.org) for additional details.

#### **2. New or Existing Organizational Data Collection**

If your organization is currently collecting data regarding the delivery of self-hep center services or establishing a new data collection system, you can satisfy your data reporting requirements by reporting your data collection statistics. However, to aid in the standardization of data collection and analysis, grantees must ensure that their data collection includes information substantially similar to information collected on the standardized pre- and post-service survey instruments.

## **Attachment B: FY 26 Legal Self-Help Center Grant Program Guidelines**

**\* NOTE: These guidelines are also accessible online at**  
[https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatves/justiceforall/fy26\\_shcgrantprogramdetails-final.pdf](https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatves/justiceforall/fy26_shcgrantprogramdetails-final.pdf)

Michigan Supreme Court  
State Court Administrative Office

**Legal Self-Help Centers  
Grant Program Guidelines  
FY 2026**

## Contents

I. Self-Help Center Services in Michigan.....	3
II. Grant Announcement .....	3
a. Summary .....	3
b. Michigan Legal Help and Support for Legal Self-Help Centers in Michigan.....	3
c. Grant Process Timeline.....	4
d. Grant Submission Instructions.....	4
e. Grant Program Contact .....	4
III. Selection Process and Criteria.....	4
a. Grant Review Panel .....	4
b. Grant Considerations .....	5
c. Maximum Grant Award.....	5
d. Notification .....	5
e. Grant Agreement and SIGMA Registration .....	5
IV. Grant Application Guidelines and Requirements.....	5
a. Program Criteria.....	5
b. Application Format and Content.....	6
Fiscal Management .....	6
V. Data Collection Requirements.....	7
VI. Budget Terminology.....	7
Appendix A – MLH Standardized Data Collection Survey Instruments.....	10

## I. Self-Help Center Services in Michigan

Legal Self-Help Centers provide services to those who are seeking to solve legal problems by providing legal information, forms, resources, guidance, and referrals. These services are designed to help educate and empower individuals to effectively advocate for themselves within the legal system. The first<sup>1</sup> self-help center in Michigan was established in 2002. Since that time, Michigan has taken a decentralized approach to opening and operating self-help centers.

The Michigan Justice for All Commission (Commission), created by the Michigan Supreme Court in 2021, is working to ensure that everyone in Michigan can access legal services. The Commission is working to expand and enhance effective, efficient, and sustainable self-help center services across Michigan.

## II. Grant Announcement

### a. Summary

As part of its effort to achieve 100% access to justice, the Commission continues to advocate for resources to expand legal assistance and self-help services throughout Michigan. With funding from the Legislature, the State Court Administrative Office (SCAO) established a grant program to expand legal self-help services in Michigan. The grant program will continue to award funds each year that funds are available.

### Eligibility

Nonprofit and governmental organizations in Michigan are eligible to apply. Grant funds may be used for a broad category of expenditures necessary to establish, continue, or enhance legal self-help center operations or services. See Section VI for additional details.

### Grant Period

Contingent on the appropriation and receipt of funds, the FY 2026 grant program period will start on October 1, 2025, and end September 30, 2026.

These guidelines set forth the administrative and programmatic requirements for the SCAO legal self-help center grant program for FY 2026.

### b. Michigan Legal Help and Support for Legal Self-Help Centers in Michigan

As part of the Michigan Advocacy Program, Michigan Legal Help (MLH) is a statewide program which operates the michiganlegalhelp.org website. MLH has provided support for self-help centers in Michigan for over ten years and is available to provide support to grantees, as appropriate. MLH is the host of the Michigan Self-Help Center Alliance which serves as a network hub for all legal self-help centers in Michigan (mishcalliance.org).

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<sup>1</sup> Legal Assistance Center located in Grand Rapids, MI. <https://legalassistancecenter.org/>

MLH staff will assist new centers established under this program with planning meetings; creating and executing a timeline to open a center; outreach, including brochures for the community and signage for the center (for centers that choose to partner with MLH); selecting appropriate equipment for the center; and initial navigator training for staff working at a self-help center. Existing centers can expect MLH, through the Michigan Self-Help Center Alliance, to provide ongoing training and updates on changes to the law or forms. The Alliance is the host of a statewide data collection system for participating self-help centers. MLH staff will assist centers in implementing existing tools, reporting using those tools, and assist with other data collection issues that may arise.

**c. Grant Process Timeline**

The following is the timeline for the fiscal year 2026 grant cycle:

- Application Opens: May 27, 2025
- Application Closes: July 27, 2025, at 11:59 pm EDT
- Application Review and Award Notification Period: August 2025
- Grantee Contracting and Disbursements: August - September 2025
- Grant Period Begins: October 1, 2025
- Report Due: January 16, 2026 (reporting period 10/1/25 – 12/31/25)
- Report Due: April 10, 2026 (reporting period 1/1/26 – 3/31/26)
- Report Due: July 10, 2026 (reporting period 4/1/26 – 6/30/26)
- Grant Period Ends: September 30, 2026
- Final Report Due: October 9, 2026 (reporting period 7/1/26 – 9/30/26)

**d. Grant Submission Instructions**

All grant application materials must be submitted via email to [JFAC@courts.mi.gov](mailto:JFAC@courts.mi.gov) no later than 11:59 pm EDT on July 27, 2025. **Late applications will not be accepted or reviewed.** Please use the following subject line for your emailed materials “FY26 Self-Help Center Grant Application Materials.”

**e. Grant Program Contact**

Please email [JFAC@courts.mi.gov](mailto:JFAC@courts.mi.gov) with any grant program questions.

### **III. Selection Process and Criteria**

**a. Grant Review Panel**

All timely submitted grants will be reviewed by a panel of individuals and considered for funding.

**b. Grant Considerations**

Legal self-help services may take many forms. Organizations applying for the grant should assess and articulate their ideal plan for offering legal self-help services in their community. The proposed plan should seek to maximize resources to serve all self-represented litigants and specifically those who belong to underserved geographic and demographic populations. While not a requirement to receive funding, applications that discuss plans for sustainability through funding and/or community support may be given priority.

**c. Maximum Grant Award**

The maximum grant award for the fiscal year 2026 program is \$100,000 for grant proposals establishing a new self-help center and \$75,000 for proposals to expand or continue services of existing centers.

For purposes of this grant program, an “existing center” is a legal self-help center that has been recognized by and partners with Michigan Legal Help.

Unless otherwise determined by the SCAO, all grants will be disbursed in a lump-sum payment up front subject to expenditure reporting.

**d. Notification**

The SCAO will send applicants written notice via email of the decision regarding the grant application. A grant decision cannot be appealed, but does not prohibit resubmission of an application in a subsequent funding cycle.

**e. Grant Agreement and SIGMA Registration**

All applicants receiving a grant award determination must sign a grant agreement before disbursement of any grant funds. The grant agreement will be sent for signature via DocuSign. Additionally, all grantees are required to become a registered vendor in the State of Michigan’s SIGMA financial system. You may access the SIGMA Vendor Self Service website at <https://sigma.michigan.gov/PRDVSSIX1/Advantage4>.

## **IV. Grant Application Guidelines and Requirements**

**a. Program Criteria**

All applicants must agree to and meet the following criteria:

- comply with application process requirements;
- comply with Self-Help Center Best Practices adopted by the SCAO;
- comply with grant program and data reporting requirements (see section V);
- comply with required staff and volunteer training provided by Michigan Legal Help;

- not use grant funds to supplant existing funding for new or existing self-help center operations;
- agree to a SCAO audit of financial records related to the grant program, if requested.

**b. Application Format and Content**

The grant application must contain the following items listed below:

1. Legal Self-Help Centers Grant Application FY 2026
2. Grant Application – Budget Worksheet (must be prepared using the provided budget detail worksheet)
3. Budget Line-Item Narrative (must be prepared using the provided budget line-item narrative document)
4. An Appendix containing relevant supporting documentation. Each item in the Appendix must be clearly labeled.

**c. Fiscal Management**

**Budget Components and Template**

All applicants must complete the provided budget template, which includes the following components:

- Accounting
- Contractual
- Equipment
- Travel
- Personnel (i.e. salaries and fringe benefits)
- Operating Expenses
- Other

See the budget terminology below for additional details and description of these items.

**Supplanting of Existing Funds**

Grant funds are intended to provide grantees with additional funding for expenditures that would otherwise be unfunded given existing resources. Therefore, grant funds may not be used on expenditures that would replace existing funding received for operating the self-help center.

**Advertising / Promotional Materials.** Upon request by partnering programs, MLH will provide MLH and center-specific branded materials such as signage and brochures at no cost to a Self-Help Center. Since these materials are provided by MLH, they are not a permitted expenditure under this grant program.

**Commingling Grant Award Money**

Grant awards must be maintained in a distinct account or tracked separately through the organization's accounting system. Under no circumstances may these funds be commingled with other organizational revenues.

**Budget Revisions**

Any request to modify the approved Budget Line-Item Narrative, either through an increase/decrease in dollar amounts or by modifying line-items, must be communicated to and approved by the SCAO by emailing [JFAC@courts.mi.gov](mailto:JFAC@courts.mi.gov).

**V. Data Collection Requirements**

Standardizing data collected by legal self-help centers is critical to statewide and long-term data sharing efforts. Robust statewide data regarding the legal self-help center services provided will assist in design and development of effective self-help center services, as well as ongoing advocacy efforts.

**MLH Standardized Self-Help Center Surveys**

MLH developed three online surveys (see Appendix A for additional details) to assist self-help centers standardize data collection. Self-help centers may partner directly with MLH to utilize a central survey platform (hosted by the Alliance) to administer surveys and collect data. MLH will provide participating self-help centers with custom survey links and access to an online data dashboard containing the center's survey data. For each reporting period, MLH will report the survey data results to SCAO on behalf of grantees, which will satisfy the grantee's quarterly data reporting requirements. All grantees are encouraged, but not required, to partner with MLH for data collection and reporting.

Please contact MLH Self-Help Center Coordinator, Charlie Campbell ([ccampbell@mplp.org](mailto:ccampbell@mplp.org)) with any questions regarding the details of the MLH data collection and reporting assistance program.

**Independent Data Collection and Reporting**

Grantees may choose to independently collect and report data. However, to aid in the standardization of data collection and analysis, grantees must ensure that their data collection includes information substantially like information collected on the standardized pre- and post-service survey instruments (see Appendix A for more details). Grantees are encouraged, but not required, to share their data with MLH, in their capacity as the host of the Alliance, to assemble and analyze comprehensive statewide self-help center data.

**VI. Budget Terminology**

**Accounting**

Fees paid for contractual services by persons or organizations that perform the activities of designing and maintaining financial, staff, program, or property records. This includes summarizing, analyzing, verifying, controlling, and certifying expenditures and receipts. Costs incurred for the performance of financial audits and agreed upon procedures are also appropriate.

### **Contractual**

Amounts paid for services rendered by persons who are not on payroll. This category also includes the services of an interpreter to make accommodations under the American Disabilities Act. The self-help center is responsible for determining if the relationship is that of a contractual nature or employee per IRS regulations.

### **Equipment**

Equipment includes items necessary for the operation and provision of the self-help center program services proposed under the grant. Examples include, but are not limited to, the following:

- **Office** –adding machines, phones, copy machines, computers, software, and equipment maintenance contracts
- **Furniture** – desks, chairs, filing cabinets, tables, display easels.

### **Funding Sources**

- **SHC Grant Funds** – Financial support received from the SCAO under the Self-Help Center grant program. This does not include any grant funding the organization receives from other sources.
- **Agency Funds** – Financial support contributed to the center by itself or an umbrella organization.
- **Other Grant Funds** – This includes any grant funds the organization receives for the center other than those provided by the SCAO legal self-help center grant program.
- **In-Kind** – Support that is given in which no cash transaction is realized. Examples of in-kind support are volunteer time, donated office space, and donated furniture.

### **Operating Expenses**

- **Insurance** – Liability insurance that protects the center in the event of property loss or damages.
- **Maintenance** – Expenditures for repairs and maintenance services that are not provided directly by personnel or landlords.
- **Postage** – Examples: bulk mailings, postage stamps, and express mail.
- **Printing** – Expenditures for job printing, brochures, newsletters, and binding.
- **Rent** – Expenditures for office space or self-help facilities.

- **Supplies** – Expenditures for all supplies that are necessary for the operation of the center. Examples: pens, paper, printer paper, etc.
- **Telephone and Internet** – Expenditures for telephone service including both local and long-distance charges and internet service provider fees. This line item is also appropriate for website hosting fees.
- **Utilities** – Expenditures for services usually provided by public utilities such as water, sewage, electricity, gas, and garbage.

### **Other**

Expenses that are not related to any of the previously mentioned categories. These must be itemized and described separately.

### **Personnel**

- **Wages** – Gross (before federal, state, local taxes) amounts paid to employees. These amounts can be paid on an hourly or salary basis.
- **Benefits** – Amounts paid by the center on behalf of employees for fringe benefits. These amounts are not included in gross salary but are over and above and are generally not paid directly to employees. Examples: health insurance, dental insurance, life insurance, employer paid FICA and Medicare, worker compensation, unemployment insurance, disability insurance, and retirement plans.

### **Travel**

Grant funds may be used to reimburse travel expenses incurred as a result of the regular duties or training of staff. Reimbursements using grant funds may not exceed the approved SCAO rates.<sup>2</sup> Any reimbursements over these amounts must be paid by other sources.

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<sup>2</sup> The schedule of approved travel rates can be accessed at <https://www.courts.michigan.gov/siteassets/court-administration/resources/travel.pdf>

## **Appendix A – MLH Standardized Data Collection Survey Instruments**

- **Pre-Service Delivery**
- **Post-Service Delivery**
- **Staff Survey**

**Please answer these questions about you and the help that you need.** We will use your answers to improve our service. You do not have to answer the questions to use the self-help center. You will not be identified individually.

\* How many times have you visited **this** center before today?

- Never or 0 times
- 1 time
- 2 times
- 3 times
- More than 3 times
- Prefer Not to Answer

What topic(s) do you want to discuss today? Please select all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Family                           | <input type="checkbox"/> Education               |
| <input type="checkbox"/> Personal Safety                  | <input type="checkbox"/> Farmworkers             |
| <input type="checkbox"/> Housing                          | <input type="checkbox"/> Voting and Civil Rights |
| <input type="checkbox"/> Money, Debt, and Consumer Issues | <input type="checkbox"/> Wills and Life Planning |
| <input type="checkbox"/> Public Assistance                | <input type="checkbox"/> Immigration             |
| <input type="checkbox"/> Income Tax                       | <input type="checkbox"/> Going to Court          |
| <input type="checkbox"/> Crime, Traffic, and ID           | <input type="checkbox"/> MiFile                  |
| <input type="checkbox"/> Employment                       |  |

Other (please specify)

What is your zip code? Enter 00000 if you prefer not to answer.

Which of the following do you most identify?

- Female
- Male
- Not Listed
- Prefer Not to Answer

Are you of Hispanic, Latino, or of Spanish origin?

- Yes
- No
- Prefer Not to Answer

How would you describe yourself?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Not Listed
- Prefer Not to Answer

What is your annual household income before taxes?

- Under \$15,000
- \$15,000 to \$24,999
- \$25,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$149,000
- \$150,000 to \$199,999
- \$200,000 and over
- Prefer Not to Answer

Including yourself, how many people live in your household?

- 1
- 2
- 3
- 4
- Prefer not to answer

Other (please specify)

How old are you?

- Under 18
- 18-24
- 25-44
- 45-64
- 65+
- Prefer Not to Answer

**Tell us about your experience today.** We will use your answers to improve our service. Answers are confidential and all data is reported as a group.

Did someone help you during your visit to the center?

Yes

No

Did your visit to the center help you understand the **next step** in your legal issue?

Yes

No

Unsure

**Before** visiting the center, how confident **were** you that you could handle your legal issue without a lawyer?

Not confident at all

0

1

2

3

4

Very confident

5

**After** visiting the center, how confident **are** you that you can handle your legal issue without a lawyer?

Not confident at all

0

1

2

3

4

Very confident

5

Would you recommend the center to a friend or relative?

Yes

No

Unsure

Which topic did you get the most help with today? Please choose the one option that best fits.

- Family
- Personal Safety
- Housing
- Money, Debt, and Consumer Issues
- Public Assistance
- Income Tax
- Crime, Traffic, and ID
- Employment
- Other (please specify)
- Education
- Farmworkers
- Voting and Civil Rights
- Wills and Life Planning
- Immigration
- Going to Court
- MiFile

Is there anything else you'd like us to know about your experience? How could we improve?

**Staff Survey.** Complete this form after each session.

How long did the user wait?

- 0 minutes or No Wait Time
- 1 to 4 minutes
- 5 to 9 minutes
- 10 to 14 minutes
- 15 to 20 minutes
- Over 20 minutes

How long did you spend with the patron?

- Less than 5 minutes
- 5 to 14 minutes
- 15 to 29 minutes
- 30 to 44 minutes
- 45 to 60 minutes
- Over 60 minutes

Legal reason(s) for visit? Please select all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Family                           | <input type="checkbox"/> Education               |
| <input type="checkbox"/> Personal Safety                  | <input type="checkbox"/> Farmworkers             |
| <input type="checkbox"/> Housing                          | <input type="checkbox"/> Voting and Civil Rights |
| <input type="checkbox"/> Money, Debt, and Consumer Issues | <input type="checkbox"/> Wills and Life Planning |
| <input type="checkbox"/> Public Assistance                | <input type="checkbox"/> Immigration             |
| <input type="checkbox"/> Income Tax                       | <input type="checkbox"/> Going to Court          |
| <input type="checkbox"/> Crime, Traffic, and ID           | <input type="checkbox"/> MiFile                  |
| <input type="checkbox"/> Employment                       |  |

Other (please specify)

What service did you provide? Please select all that apply.

	Referral to community organization	Referral to legal aid	Referral to other lawyer
Direct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guide to Legal Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued: What service did you provide? Please select all that apply.

- Forms completion
- Forms review
- Procedural legal information
- Substantive legal information
- Non-substantial

Other (please specify)

## **Attachment C: Michigan Self-Help Center Operating Guidelines**

**\* NOTE: These guidelines are also accessible online at**  
<https://www.courts.michigan.gov/48cbfe/siteassets/reports/special-initiatives/justice-for-all/final-shc-guidelines.pdf>



Michigan  
**Justice for All** Commission

## **Legal Self-Help Center Guidelines**

# Table of Contents

<b>About Legal Self-Help Services .....</b>	<b>3</b>
<b>Self-Help Services in Michigan .....</b>	<b>3</b>
<b>Core Principles of Self-Help Services .....</b>	<b>4</b>
<b>Self-Help Center Programs and Services.....</b>	<b>5</b>
I. Self-Help Center Services .....	5
II. Service Delivery .....	7
III. Program Integrity and Quality Assurance.....	8
IV. Program Evaluation.....	9
<b>Self-Help Center Operations .....</b>	<b>9</b>
I. Operational Models .....	9
II. Facilities .....	9
III. Staff .....	10
IV. Volunteer Program .....	10
V. Marketing and Communication .....	11
VI. Stakeholders, Relationships, and Collaboration .....	11

## About Legal Self-Help Services

Across Michigan, just as across the nation, there are vast unmet civil legal needs. For most, traditional legal representation is out of reach. As a result, 70–80% of people who appear in civil court are not represented by a lawyer but represent themselves. The self-represented encounter a legal system that was not designed for them and remains complex, opaque, and unwelcoming. This is our Justice Gap.

Work is ongoing on many fronts to meet this challenge. Efforts are underway to expand legal aid services and pro bono legal services for those with low income. Courts are working to simplify their processes and become more accessible. Access to personal legal self-help services is essential in meeting the civil legal needs of the public.

Legal self-help services make available to those who are seeking to solve basic legal problems or to use courts on their own access to legal information, forms, resources, guidance, and referrals. These resources help educate and empower them to more effectively use and to better advocate for themselves within the legal system.

With origins in the late 1990s, legal self-help services have grown over the years. In some places such as California, New York, and Maryland, self-help services are widely available and their effectiveness well-demonstrated. In other parts of the country, the development of legal self-help services has been less comprehensive, developing within some courts and communities, and not at all in others.

## Self-Help Services in Michigan

The Michigan Justice for All Commission (JFAC), created by the Michigan Supreme Court in 2021, has undertaken to assure that everyone in Michigan is able to access the legal services they need when they need them. Toward that goal, the JFAC Self-Help Center Work Group is working to expand and enhance effective, efficient, and sustainable self-help center services across Michigan.

Michigan is fortunate to have Michigan Legal Help (MLH), a nationally recognized online legal self-help platform, as the backbone of legal self-help services for the people of Michigan. The Michigan Legal Help website, and its companion Spanish site, Ayuda Legal de Michigan, offer articles on a wide variety of substantive and procedural legal topics along with the ability to use document assembly toolkits to prepare legal forms and court filings. The MLH Guide to Legal Help directs users to resources on the site and other sources of additional legal services, for individuals who might need more assistance with a legal issue. Existing and new Michigan self-help centers can build their services with Michigan Legal Help at the core and can further leverage that tool by helping the public to make the best possible use of Michigan Legal Help.

Michigan is also fortunate that the Michigan Supreme Court's State Court Administrative Office (SCAO) provides a suite of legal forms for use by courts, lawyers,

and the public. Many, not initially designed for public use, will be part of a comprehensive plain language forms revision project to make them simpler and more user friendly in the coming years.

Even with these resources, many without the technology tools and skills to work effectively online risk being left behind. It is also true that often people just need or want to talk to someone about their unique circumstances; someone who will listen to their needs, answer their questions, and help them better understand the path to legal problem solving. For that reason, it is essential to assure that staffed, effective legal self-help centers are available to everyone in Michigan.

Currently across Michigan, 28 counties have self-help centers, located in 58 separate sites. Existing centers are diverse – located in courts, law libraries, public libraries, and community centers. Many are affiliated with Michigan Legal Help and use it exclusively. Many are in libraries; some are in law libraries. A few centers are independent, nonprofit organizations. The services offered are diverse as well, ranging from busy, robustly staffed centers to those with some dedicated staff to those consisting of unstaffed computer kiosks.

These Guidelines are designed to serve as an outline of best practices for self-help centers in Michigan with the expectation that they will be used to expand and enhance effective, efficient, and sustainable self-help center services across Michigan. Recognizing that we all must begin where we are, the intention is to help start new centers, expand and elevate existing centers, and to support the important services they all provide.

## Core Principles of Self-Help Services

- **Commitment to Public Service**  
Self-help centers must be focused on meeting the legal needs of the public and should be a source of neutral, accurate, and reliable legal information and guidance.
- **Commitment to Excellence**  
Self-help centers must assure that they have the legal expertise to support the services they provide and assure that individuals with sufficient knowledge and training are responsible for the design, scope, implementation, delivery, and oversight of self-help services.
- **Commitment to Respect**  
Self-help centers must provide service that is welcoming, kind, respectful, empathetic, and empowering. Self-help center patrons should feel seen, heard, and understood.

- **Commitment to Neutrality**

Self-help services must be neutral such that that all persons seeking assistance receive the same level of service and such that others do not influence the services provided.

- **Commitment to Clarity**

All self-help center communications, including forms, resources, tools, signage, and materials must be clear, simple, and accessible following the principles of plain language writing and user-centered design.

## Self-Help Center Programs and Services

### I. Self-Help Center Services

#### a. Eligibility for Services

Self-help services should be available to all unrepresented persons, without income limitations or other criteria for service. Self-help centers must not discriminate based on race, color, national origin, religion, age, physical or mental disability, sex, gender identity, sexual orientation, marital status, pregnancy, or parenthood.

#### b. Fees for Services

Basic legal self-help services must be free including legal information, resources, guidance, and referrals. Some reasonable costs for resources (such as copies) may be charged to recoup costs expended by the center for providing those resources.

#### c. Scope of Services

Self-help centers should help with as broad a range of substantive legal areas as they can competently and effectively provide, prioritizing areas of greatest need. Each self-help center should intentionally identify and make clear the types of legal issues with which they are able to help.

Areas of greatest need include family matters such as divorce, custody, paternity, child support, and parenting time. Additional areas include housing matters such as eviction, security deposits, and repairs; consumer matters such as responding to a claim for debt, garnishments, and payment plans, as well as small claims cases. Requests for assistance with guardianships and probate indicate a growing need in these areas.

Self-help services should be limited to civil matters, although some matters filed in criminal cases such as a request to waive fines and fees or a request for expungement of a criminal conviction are quasi-civil and are appropriate areas for self-help assistance.

Self-help centers should not assist in the filing of general civil cases for which it would be necessary to craft a unique complaint consistent with the applicable jurisdictional requirements and the elements of the cause of action that form the basis of the complaint.

**d. Legal Information v. Legal Advice**

Self-help centers may provide general legal information, define legal terms and concepts, explain a legal process, describe procedural options, explain what a form may be used for and what it requires, and review forms for completeness. Self-help centers may not recommend a course of action, suggest what someone should or ought to do, predict an outcome, prepare the substance of a form or pleading, or suggest that someone has no legal remedy. Self-help centers may act as scribes, helping people who can't read or read English complete legal forms by reading questions and recording answers.

Self-help center staff may provide legal information, but not legal advice. Staff should be well trained on this distinction and how to manage those limitations in interactions with patrons.

**e. No Attorney-Client Relationship, Waiver**

Self-help centers should make clear that they are not providing legal advice, legal representation, or taking responsibility for any aspect of a patron's legal matter or case and that no attorney-client like relationship is suggested or created when services are provided. This can be accomplished by disclosure of these limitations in signage, a service agreement or waiver, and/or by direct communication to each patron. Self-help centers should be cognizant that where conversations and how conversations with patrons occur may affect perceptions of the limits of self-help center services.

**f. Confidentiality**

Communications with self-help center patrons should be private to the extent that information shared with self-help center staff should not be communicated publicly, with the opposing party to the case or matter, or with the court. Self-help center communications with patrons are not confidential in the same way that attorney-client communications are confidential.

Some affiliated organizations such as libraries have stricter duties of confidentiality. This provision is not intended to supersede those duties or to limit communication with courts about general procedural issues.

**g. Limits on All Self-help Center Staff and Volunteers**

Self-help center staff and volunteers regardless of education, experience, or license, including paralegals and licensed attorneys, are subject to the same limitations on self-help services. This includes providing legal information only, refraining from creating or suggesting an attorney-client relationship, and assuring appropriate self-help center confidentiality.

Should a self-help center offer legal clinics, workshops, or lawyer-for-the-day programs, the role and scope of services provided by the lawyers involved should be clearly defined both internally for the self-help center and for the public who participate in such programs. In addition, it should include, where appropriate, clear agreements about those legal services.

**h. Assistance Limited to Self-Represented Persons**

Self-help center assistance should not be provided to persons who are represented by an attorney. The self-help center may assist persons receiving limited representation by an attorney with the parts of their case or matter for which they are responsible.

**i. Referrals – Legal**

Self-help centers should offer referrals to other legal services such as legal aid, legal clinics, and to attorneys when the assistance needed is beyond the scope or capacity of the self-help center. The self-help center should not refer to individual attorneys or firms, but should refer to the local or state bar lawyer referral service or to an established list of attorneys providing limited scope legal services.

Lawyers or others who volunteer at the self-help center, including at clinics or workshops, should be prohibited from referring matters to themselves, their firms, or other individual attorneys or firms.

**j. Referrals – Community Services**

Self-help centers should maintain or have access to a directory of community services that may be able to assist with patrons' non-legal needs and refer patrons to these services when appropriate. Examples include housing assistance, domestic violence services, disability advocacy, alternate dispute resolution services, discrimination agencies and advocates, and the like.

**II. Service Delivery**

**a. Delivery Channels**

Self-help centers should provide services in person, either directly or remotely. Other remote delivery channels may also be appropriate including services by phone, email, text, chat, or video conference. Self-help centers should be intentional in their choice of service delivery channels to assure that they have the capacity, expertise, and technology to effectively deliver services by the chosen methods.

**b. Customer Service**

Self-help centers must provide excellent customer service, to engage with those needing assistance in ways that are welcoming, kind, respectful, empathetic, and empowering. The self-help center should be the place where people are and feel seen, heard, and understood. The self-help center should be a source of neutral, accurate, and reliable legal information and guidance.

Self-help center staff should be trained and familiar with the challenges faced by people attempting to solve legal problems and use the courts on their own. This includes understanding the impact and effect of stress, trauma, and varied cultural and economic circumstances on capacity, problem solving, and the ability to self-represent. The SHC Coordinator will provide trainings on these topics.

**c. Accessibility**

Self-help center services should be accessible to persons with disabilities. Self-help center design should use the physical configuration of the space and technology to eliminate barriers to service. If possible, self-help centers should try to assist patrons with a preferred language other than English through staff or a translation tool such as Language Line.

**III. Program Integrity and Quality Assurance**

**a. Legal Resources**

Self-help centers should have access to the legal resources and reference materials needed to support the services provided.

**b. Education and Training**

Self-help centers will assure that all staff and volunteers have access to the initial and ongoing education and training necessary to support the self-help services provided. This should include an understanding of the justice gap, the access to justice movement, the needs and challenges of the self-represented, the self-help center service model, providing high-quality customer service, Michigan court structure and jurisdiction, the relevant aspects of civil procedure, and the substantive and procedural aspects of the areas of legal assistance provided by the self-help center. The SHC Coordinator/SHC Alliance will facilitate these trainings.

**c. Program Development/Innovation**

Self-help centers that offer forms or resources other than those provided by Michigan Legal Help should have a process for form and resource development, review, and quality assurance.

**d. Complaints**

Self-help centers should have a process for receiving and addressing patron complaints. Self-help centers that are programs of courts, libraries, or others may use that organization's complaint process.

#### IV. Program Evaluation

##### **Data Collection and Reporting**

The Self-Help Center Alliance will create a common framework for self-help center data collection to allow for the compilation of statewide data about self-help center services to advocate for and support funding for self-help center services. Self-help centers should cooperate with statewide data collection and reporting efforts including alignment with standard data metrics and processes.

### **Self-Help Center Operations**

#### I. Operational Models

Self-help centers are nonprofit programs offering legal self-help services to persons who are not represented by counsel. Self-help centers can operate as programs and services provided by courts, public libraries, law libraries, universities, or as independent, nonprofit organizations. The stakeholder community seeking to offer self-help services should be intentional in selecting the operational model that best meets the needs of their community and with the understanding that the choice of operational model will impact funding, structure, and other operational needs.

#### II. Facilities

##### **a. Location**

The self-help center location should be selected to best meet the needs of the community it intends to serve. Options include locations at or near a courthouse, at or near court related services, or at locations familiar to the public such as libraries and community centers. Consideration should be given to public access including hours, security, parking, and bus service.

##### **b. Hours**

Self-help centers should offer consistent hours, make clear the hours during which staff assistance is available, and make sure that the self-help center hours are posted and easy for the public to find. Self-help center hours should be aligned with community needs and the self-help center capacity. Consideration should be given to staffing for high volume hours which may include normal business hours, lunch hours, and evening and weekend hours.

##### **c. Space**

Self-help centers should be clearly visible and easily accessible, ideally close to the building entrance or, if not, have clear, visible signage

directing the public to the self-help center location. Self-help centers should be configured and furnished in a way that supports the service delivery model and meets the needs of the public and the staff including adequate and functional furnishings, equipment, and supplies. Space and configuration consideration should be given to the possible need for patrons to wait for service, take time to complete paperwork and use computers, and be accompanied by their children.

**d. Equipment and Technology**

Self-help centers should have the equipment and technology needed by patrons and staff. This would include, at a minimum, computers, printers, copiers, scanner, and adequate internet service. Where appropriate, the self-help center may wish to offer public wi-fi to support patron devices and have the capacity to fax documents. Consideration should be given to the IT services that will be necessary to install, support, and maintain self-help center technology.

Self-help centers should have the software needed to support both patron services and staff operational needs. Electronic access to court records where available and to court registers of actions (where available) is essential to effective legal self-help services.

**e. Security**

Self-help centers should have safety, security, and emergency plans that provide for protocols and training in case of fire, threat, or another emergency, and/or follow the security and emergency plans for the building they occupy.

**III. Staff**

Self-help centers should have staff with the education, training, skills, and experience needed to provide quality self-help services. Self-help center staff may include attorneys, paralegals, and/or other trained staff.

Self-help centers should have a director to manage and oversee the services and operations of the self-help center.

The director should be familiar with the challenge of access to justice, the needs of self-represented litigants, court structure and jurisdiction, court processes, rules, and procedures, and the substantive legal areas in which the self-help center provides services.

**IV. Volunteer Program**

Trained, supervised volunteers can help to provide self-help services. Using volunteers can be an effective way to leverage limited staff to expand self-help center services. A self-help center using volunteers should have a structured volunteer program that includes recruitment, training, supervision, management,

and recognition. Such a program may include interns who volunteer for academic credit.

A self-help center using volunteers should be prepared to and able to commit the time necessary to sustain the program. Time and resources will be needed to recruit and train volunteers, manage volunteer schedules, and supervise volunteers. The volunteer program should be structured to assure consistency and continuity. Self-help centers should be aware of and plan for the staffing and infrastructure needed to develop and sustain a volunteer program.

Experienced and skilled staff should assure adequate supervision of volunteers when serving the public to assure that the public receives quality service and addresses any needs that are beyond the skills of volunteers.

#### V. Marketing and Communication

MLH provides marketing materials (SHC-specific brochures and signage, and generic business cards) free of charge to all SHCs wishing to use them. Otherwise, self-help centers should develop and maintain the tools, resources, and capacity to effectively communicate their services to the public and to stakeholders. They should also employ the principles of plain language and user-centered design to assure communications are accessible and easy to understand.

#### VI. Stakeholders, Relationships, and Collaboration

##### a. Stakeholders

Positive, ongoing relationships with self-help center stakeholders are essential for success. Stakeholders who understand and support the self-help center can help communicate the availability of self-help center services and advocate for support of the self-help center in the community. Stakeholders can also provide a valuable perspective to aid in identifying community needs and evaluating self-help center programs and services.

Self-help centers should identify their key stakeholders. Stakeholders may include courts, including Friends of the Court, legal aid providers, libraries, community social service providers – particularly including those providing domestic violence, housing, and 211 services, as well as neighborhood associations, faith communities and organizations, and others.

Having identified key stakeholders, self-help centers should work to develop and sustain ongoing collaborative relationships based in an understanding of one another's goals, needs, programs, and services. Regular and ongoing communication with key stakeholders will assure positive and sustainable working relationships. The self-help director

should lead in creating and sustaining relationships and assuring regular communication.

**b. Relationships with Courts**

Self-help centers should develop and sustain strong working relationships with the courts in their community. Regular communication and collaboration is essential to keep the self-help center informed of changes in court operations. In addition, a working relationship with the court is imperative to assure that the self-help center receives feedback about the quality and effectiveness of their services, and that the unique voice offered by self-help center leadership and staff is present and considered in the development of court operations and functions. Court and self-help center representatives should meet regularly to exchange information and ideas.

**c. Other Community Relationships**

Self-help centers should develop mutually supportive relationships with community organizations where members of the public are served. By exchanging program information and promotional materials, self-help centers can be well positioned to refer and receive referrals from community organizations.

**d. Michigan Self-Help Center Alliance**

Self-help centers should actively participate in the Michigan Self-Help Center Alliance to facilitate professional development of self-help center staff; increase collaboration, coordination, and communication among centers; access shared resources including education, training, and tools for communication and outreach; and support the effort to expand and fund self-help center services across Michigan.

## State Court Administrative Office Legal Self-Help Centers Grant Application FY 2026

**Type of Grant Application:**

- New Self-Help Center  
 Existing Self-Help Center<sup>1</sup>

**Name and Address of Applicant Organization**

67<sup>th</sup> District Court of Genesee County  
630 S. Saginaw Street  
Flint, MI 48502  
810-766-8968

**Organization Type:**

- Government    Non-Profit

**Key Contact(s) for Grant Application**

**Name:** Judge Vikki Bayeh-Haley  
**Title/Role:** Judge  
:  
**Email:** VHaley@GeneseeCountyMI.gov  
**Phone:** 810-686-6472

**Name:** Helen Davis  
**Title/Role:** Court Administrator  
:  
**Email:** HDavis2@GeneseeCountyMI.gov  
**Phone:** 810-766-8964

**Total Grant Project Budget:**

\$ 53,650.00

**Grant Amount Requested:**

\$ 53,650.00

<sup>1</sup> For purposes of this grant program, an "existing center" is a legal self-help center that has been recognized by and partners with Michigan Legal Help.

**SIGMA Account Information**

All grantees are required to be a registered vendor in the State of Michigan's SIGMA financial system. You may access the SIGMA Vendor Self Service website at <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.

If you are currently a registered vendor, please provide your SIGMA vendor ID.

**SIGMA Vendor ID** \_\_\_\_\_

**Grant Agreement - Authorizing Official (required)**

Please provide the following details for the individual authorized to sign the grant agreement in the event your organization is selected as a grant recipient. The Authorizing Official must be a person who is authorized to enter into a binding contract for your organization.

**Name:** Judge Vikki Bayeh-Haley

**Title:** Judge

**Email:** [VHaley@GeneseeCountyMI.gov](mailto:VHaley@GeneseeCountyMI.gov)

**Address:** 630 S. Saginaw Street  
Flint, MI 48502

**Grant Agreement – Reviewing Official (optional)**

In the event your organization is selected as a grant recipient, the grant agreement document will be sent via the DocuSign system. You may designate one individual as a “reviewer” that will receive the grant agreement for review before it is sent to your organization’s authorizing official for signature.

**Name:** Judge William Crawford

**Title:** Chief Judge

**Email:** [WCrawford@GeneseeCountyMI.gov](mailto:WCrawford@GeneseeCountyMI.gov)

**Address:** 630 S. Saginaw Street  
Flint, MI 48502

**1. Please tell us about your organization and why you are interested in beginning or continuing to host a legal self-help center.**

There are 100 District Courts in the State of Michigan and the 67<sup>th</sup> District Court of Genesee County, Michigan is the third busiest in the state. The 67<sup>th</sup> District Court handles all civil cases up to \$25,000 in claims, landlord-tenant matters, and misdemeanor criminal cases as well as the majority of traffic violations. Of the over 95,000 cases heard by the 67<sup>th</sup> District Court in 2024, the vast majority of the litigants were self-represented, often without an adequate understanding of the legal process, limiting their abilities to effectively represent themselves in court.

It is due to the high levels of socioeconomic disadvantages that Genesee County residents face, the increasing number of legal cases heard annually, and the strong belief that no one should be denied the right to properly represent themselves that the 67<sup>th</sup> District Court of Genesee County, Michigan is interested in beginning a Legal Self-Help Center. We believe a Legal Self-Help Center will create a more equitable legal system by closing a service gap in the community, creating autonomy for residents, and strengthening the court's ties to the area. The 67<sup>th</sup> District Court's Chief Judge, the Honorable William Crawford encapsulated this sentiment perfectly when he stated, "we believe that full access to courts will build trust in the community towards government and alleviate fears people have about representing themselves."

**2. Please identify all key program staff who would be working with the self-help center, including their contact information. Provide a brief overview of their role with the self-help center.**

TBD-Navigator with part-time status and no fringe benefit options, will be responsible for assisting clients with understanding their rights and responsibilities in a civil legal matter of their concern. The assigned Navigator will also assist clients with completing legal documentation in connection with their concerns with having their matter heard in District Court. This position will be filled once funding for the program has been secured and contact information will be updated accordingly following hire.

Grant billing and coordination duties will be dispersed amongst existing Genesee County employees.

**3. (For Existing Self-Help Centers Only)**

**Please provide an overview of your current legal self-help center operations:**

**Service Delivery Model:**

*Please indicate the methods in which your center provides services (select all that apply).*

computer kiosk

- on-site staff / volunteer
- virtual (i.e. Zoom/Phone)  MLH Remote Legal Navigator site
- other (please describe)

Due to the sensitive nature of the information being shared, the 67<sup>th</sup> District Court Legal Self-Help Center will be an in-person only opportunity for current residents of Genesee County to access legal documentation assistance with completing all paperwork in connection with their legal concerns.

**Service Hours:**

Please list the days and hours during which services are provided.

The proposed operating hours of operation for the program are 9:00am to 3:00pm every Tuesday, Wednesday, Thursday. When the proposed hours of operation coincide with a holiday, the program will not be available to the public those days and the staffing costs will reflect that decrease in hours.

**Services Provided:**

Please provide a general description of the services currently provided at your legal self-help center.

Due to the sensitive nature of the information being shared, the 67<sup>th</sup> District Court Legal Self-Help Center will be an in-person only opportunity for patrons to access legal documentation assistance with completing all paperwork in connection with their legal concerns. The program will NOT be filing documentation for patrons at this time but will assist them with completing the legal forms necessary to apply for fee waivers as needed or requested and providing patrons with directions on how to independently file completed paperwork as well as the next steps in the legal process that the patrons should expect.

**4. Grant Proposal**

Please provide an overview of how you intend to utilize funds from this grant program to establish, continue, or enhance legal self-help center operations or services. The proposal must include a plan to expend all funds within the grant program timeline.

*(The FY26 Program Guidelines outline eligible expenditures.)*

***\* New Self-Help Center Programs \****

Proposals for new programs should include a description of the proposed service delivery model, service hours, and the services to be provided.

***\* Existing Self-Help Center Programs \****

Proposals should identify any changes in your current service delivery model, service hours, or services described above.

Due to the sensitive nature of the information being shared, the 67<sup>th</sup> District Court Legal Self-Help Center will be an in-person only opportunity for patrons to access legal consultation and receive necessary assistance with completing all paperwork in connection with their legal concern. We believe that having an in-person program will also ensure a higher level of understanding of their personal legal issues amongst clients. The program will NOT be filing documentation for patrons at this time but will assist with completing the legal forms necessary to apply for fee waivers as needed or requested and providing patrons with directions on how to independently file completed paperwork as well as the next steps in the legal process that the patrons should expect.

The target population for the program will consist of all patrons who request assistance with District Court matters. This will be the extent of the program's assessment/screening process since the 67<sup>th</sup> District Court recognizes the immense need of Genesee County's population to have barrier free access to needed services as the median income for an individual is approximately \$36,000/annually, almost half the median income for the State of Michigan. Genesee County continues to have lower than average employment rates with only 55% of its residents currently employed and the county also maintains a post high school education success rate 10% lower than the rest of the state. Due to these alarming socioeconomic concerns, the 67<sup>th</sup> District Court has identified the entirety of the population that requests assistance with legal documentation for District Court matters as the Legal Self-Help Center's targeted service population.

The program will assist patrons with legal documentation assistance in civil matters, including but not limited to consumer defense and landlord/tenant matters. Patrons are responsible for providing proof of economic hardship for all filing fee waiver requests and/or any additional information needed by the courts upon filing. The program will boast a part-time Navigator to assist a minimum goal of 750 clients for an average of 24 hours a week for the duration of the fiscal year following hire.

The 67<sup>th</sup> District Court plan for program sustainability includes diversifying funding sources for subsequent years beyond Fiscal Year 2026 through private grants from local, state, and national foundations such as the Ruth Mott Foundation, Community Foundation of Greater Flint, the Anna Paulina Foundation, and other funding opportunities as they are identified. The long-term goals for the program include a minimum of a 10% increase in the number of clients served annually.

5. **(For New Self-Help Centers Applications Only)**

Please provide an overview of why the proposed services are needed within your target community.

The 67<sup>th</sup> District Court of Genesee County, Michigan heard over 95,000 cases in 2024 in a county with a population estimated to be only 406,000 by the 2020 United States Census. The target population for the program will consist of all patrons who request assistance with District Court matters. This will be the extent of the program's assessment/screening process since the 67<sup>th</sup> District Court recognizes the immense need of Genesee County's population to have barrier free access to needed services as the median income for an individual is approximately \$36,000/annually, almost half the median income for the State of Michigan. Genesee County continues to have lower than average employment rates with only 55% of its residents currently employed and the county also maintains a post high school education success rate 10% lower than the rest of the state. Due to these alarming socioeconomic concerns, the 67<sup>th</sup> District Court has identified the entirety of the patrons who request assistance with District Court matters as the Legal Self-Help Center's targeted service population.

6. **Fees**

Do you intend to charge any fees for services provided to legal self-help center patrons that are funded by this grant?

No  Yes *(please describe below)*

It is due to the high levels of socioeconomic disadvantages that Genesee County residents face, the increasing number of legal cases heard annually, and the strong belief that no one should be denied the right to properly represent themselves that the 67<sup>th</sup> District Court of Genesee County, Michigan will not be charging clients for services, but rather relying on community support and grant funding to maintain the program.

7. **Budget**

Applicants must provide grant application budget details by completing both required documents below:

- a. Budget Worksheet (provided)
- b. Budget Line-Item Narrative (provided)

8. **Accounting**

Please provide a brief description of the accounting system employed by your organization and the individuals and/or entities responsible for the accounting process.

All Legal Self-Help Center invoices will be entered by 67<sup>th</sup> District Court staff in BS&A Software prior to the payment being processed by Genesee County Fiscal Services via check through the ACH Payment System currently being utilized by the county.

**9. Articles of Incorporation**

If your organization is a nonprofit, please provide the Articles of Incorporation.

**10. Audit Report**

If your organization is a 501(c)(3), please provide a copy of your most recent audit report. A certified review of financials may be provided in lieu of an audit report, if unavailable.

**11. Other**

Provide any other relevant information that you believe the review panel should know when deciding on your application.

Attached to this grant application are two letters of support from Legal Services of Eastern Michigan and the President of the Mallory, Van Dyne, Scott Bar Association, Trachelle C. Young, Esq.

**12. (optional) Letters of Support**

Please attach one or more letters of support from a community partner.

**State Court Administrative Office  
Legal Self-Help Centers Grant Application FY 2026**

**Budget Line-Item Narrative (Required)**

**Applicant Organization:** 67<sup>th</sup> District Court of Genesee County

**SHC Grant Budget Total:** \$53,650.00 (Total SHC Grant Budget Request)

**INSTRUCTIONS:**

For each budget category listed below, please indicate the total SHC grant funds amount from your budget worksheet and provide a description of the intended use of the funds budgeted for the line-item. Two examples are provided below for illustration purposes only.

<i>EXAMPLE</i>				
	Total Budget	SHC Grant Funds	Agency Funds	Other Grants In-Kind
<i>Personnel - Wages/Salaries</i>	\$21,840.00	\$21,840.00	\$0	\$0
<p><i>SHC grant funds will be used to employ one PTE at a rate of \$14.00/hr to provide 1-1 assistance patrons for 30 hours each week. This PTE is charged 100% to this grant. This salary will cover the period of October 1, 2025 through September 30, 2026.</i></p>				

**EXAMPLE**

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<i>Equipment</i>	\$6,600	\$3,300	\$3,300	\$0	\$0

*Additional equipment is needed to expand the existing capacity of the self-help center. Two additional workstations will be added. The organization will provide funding for the costs associated with installation of one of the new workstations. Grant funds will be used for remaining expenses.*

*SHC Funds will be used to purchase the following items for the new workstation:*

- *1 all-in-one desktop computer*
- *1 printer/scanner*
- *1 headset*
- *1 adjustable desk*
- *1 desk chair*

**INSTRUCTIONS:**

For each budget category listed below, please indicate the total amount from your budget worksheet and provide a description of the intended use of the funds budgeted for the line-item.

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Personnel - Wages/Salaries</b>	\$33,000	\$33,000	\$0	\$0	\$0

*A part-time Paralegal with CP, ACP, CLA, or PP credentials will be employed at a rate of \$22.00-26.00/per hour for an average of 24 hours per week for 52 weeks and a total of upwards of \$33,000 for the 2026 Fiscal Year. This employee's wages will be 100% funded by the SHC Grant for the 2026 Fiscal Year. The funding source for their wages will be altered the following fiscal year to accommodate the goals of the program.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Personnel - Fringe Benefits</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to allow for Fringe Benefits for the proposed Legal Self-Help Center 2026 Fiscal Year as staff will hold part-time status, so additional benefits are not scheduled or required at this time. Any future Fringe Benefits will be based on need and program growth, and the funding source will be altered following the fiscal year to accommodate the goals of the program.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Contractual</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to allow for Contractual Items for the proposed Legal Self-Help Center 2026 Fiscal Year as services will be provided by 67<sup>th</sup> District Court employee(s) so additional services are not scheduled or required at this time. Any future Contractual Services will be based on need and program growth, and the funding source will be altered following the fiscal year to accommodate the goals of the program.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Equipment</b>	\$10,650.00	\$10,650.00	\$0	\$0	\$0

*The following Equipment items will be purchased using 100% SHC Grant funding for the 2026 Fiscal Year:*

- *Adjustable Height Table*
- *Worksurface (48wx24D) (3)*
- *Worksurface (54Wx24D)*
- *Worksurface Bracket (7)*
- *Panel/Screen 64H (5)*
- *Panel End Assembly 64H (5)*
- *Preconfigured Panel (5)*
- *Chairs (4)*
- *Installation costs*
- *Misc/Unanticipated Items*

*The funding source for Equipment items will be altered following the fiscal year to accommodate the goals of the program.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Travel</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to allow for travel for the proposed Legal Self-Help Center 2026 Fiscal Year as no professional conferences or travel are scheduled or required at this time.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Operating Expenses - Rent</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Rent for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Operating Expenses - Maintenance</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Maintenance for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget and there will be no particular staff member assigned to the Legal Self-Help Clinic due to the multiple building maintenance location demands of the Maintenance Staff.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Operating Expenses - Utilities</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Utilities for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Operating Expenses - Phone/Internet</b>	\$0	\$0	\$0	\$0	\$0
<p><i>The 67<sup>th</sup> District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Phone/Internet Services for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.</i></p>					

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Operating Expenses - Supplies</b>	\$10,000	\$10,000	\$0	\$0	\$0
<p><i>The following supplies will be purchased with 100% SHC Grant funding:</i></p> <ul style="list-style-type: none"> <li><i>• General Office Supplies (staplers, paper supplies, thumb tacks, etc.)</i></li> <li><i>• Locking File Cabinets to increase the safety of clients' private information</i></li> </ul> <p><i>The funding source for the Fringe Benefits will be altered following the fiscal year to accommodate the goals of the program.</i></p>					

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Operating Expenses - Printing</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to utilize grant funds for the Operating Cost of Printing for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Operating Expenses - Postage</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to utilize grant funds for the Operating Cost of Postage for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Operating Expenses - Insurance</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to utilize grant funds for the Operating Cost of Building/Space Insurance for the proposed Legal Self-Help Center 2026 Fiscal Year as Genesee County currently allots for this expense in the annual budget.*

	Total Budget	SHC Grant Funds	Agency Funds	Other Grants	In-Kind
<b>Other</b>	\$0	\$0	\$0	\$0	\$0

*The 67<sup>th</sup> District Court does not anticipate the need to utilize grant funds for the "Other" costs for the proposed Legal Self-Help Center 2026 Fiscal Year as the Court currently allots for this expense from the Court's General Fund.*