

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

Agreement Between

**STATE COURT ADMINISTRATIVE OFFICE
(SCAO)**

and

GRANTEE:

7th Circuit Court

Contract Number: SCAO-2025-141

Grant Amount: \$75,000

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 900 S. Saginaw Street, Flint, Michigan 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.

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.

- 1.05 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.

- 1.06 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.
- 1.07 The term “Equipment” includes tangible property, excluding real property, with a useful life of at least one year.
- 1.08 The term “Grant Amount” is the amount specified as “Grant Amount” on the first page of this Agreement.
- 1.09 The term “Grantee” as used in this Agreement includes the Grantee(s)/party(ies) with which the SCAO is contracting.
- 1.10 The term “Pre-existing 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 prior to this Agreement.
- 1.11 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.
- 1.12 The term “Parties” refers to all parties to the Agreement, including the SCAO and all other parties.
- 1.13 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 also includes Travel Expenses as defined below.
- 1.14 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.
- 1.15 The term “SHCGP” refers to the Legal Self-Help Center Grant Program which is the subject of this Agreement.

- 1.16 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.
- 1.17 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.
- 1.18 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. Work under this Agreement must begin before September 30, 2025.
- 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 included here as **Attachment E**. 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 September 15, 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 C** and may also be accessed at https://www.courts.michigan.gov/49d092/siteassets/committees,-boards-special-initiatives/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, to the SCAO, which are due on the dates listed below:
- January 16, 2026 (reporting period of 9/15/25 – 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 The Grantee shall prepare expenditure reports using the provided expenditure reporting template identified as **Attachment B** in this agreement.
- 7.06 To assure 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.
- 7.07 The Grantee shall submit expenditure reports to the SCAO via email by sending them JFAC@courts.mi.gov with the subject line "SHCGP Report".
- 7.08 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 E**.

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 September 15, 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 E**. 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.
- 11.02 When any required report is 30 calendar days past due, a delinquency notice will 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, will 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 D** 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 Pre-existing 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 Pre-existing 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 Pre-existing 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 Pre-existing 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 Pre-existing Inventions, Patented and/or Copyrighted Materials.
- 14.07 Section 14 of this Agreement survives termination or expiration of this Agreement.

15. INSURANCE

By signing this Agreement, the Grantee confirms that it is self-insured/has procured insurance in an amount and scope sufficient to cover all claims and Liabilities related to (a) the Grantee’s Services and (b) Grantee’s performance of, or failure to perform, its obligations under this Agreement.

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 ensure 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.

- 20.02 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 **Attachments A and B** 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.
- 20.03 Any unused Grant Amount funds are subject to recoupment from Grantee.
- 20.04 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

- 21.01 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.
- 21.02 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

- 22.01 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.
- 22.02 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.
- 22.03 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.

22.04 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

This Agreement, including but not limited to the Scope of Services/Statement of Work and project budget changes, may only be amended by a writing signed by all Parties.

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. Quarterly Program Expenditure Reporting (Attachment B)
- C. FY26 Legal Self-Help Center Grant Program Guidelines (Attachment C)
- D. Michigan Self-Help Center Guidelines (Attachment D)
- E. Approved Grant Application and Budget (Attachment E)

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:

33.02 The Grantee's contacts are:

Rachel Hawrylo
900 S. Saginaw Street
Flint, MI 48502
RHawrylo@geneseecountymi.gov
810-424-4355

AND

Barbara A. Menear
900 S. Saginaw Street
Flint, MI 48502
BMenear@geneseecountymi.gov
810-257-3252

33.03 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
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
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
517-373-1294

34. GRANTEE'S AUTHORIZING OFFICIAL

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.

The remainder of this page is intentionally left blank. Signatures are on the following page.

SIGNATURES OF PARTIES
Legal Self-Help Center Grant
CONTRACT NUMBER: SCAO-2025-141

36. SIGNATURE OF PARTIES

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

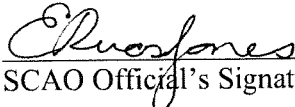
36.02 The signatures on this Agreement are electronic through the DocuSign system.

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

**7th Circuit Court
(Genesee County)**

State Court Administrative Office

Barbara Menear
Authorizing Official's Signature


SCAO Official's Signature

Barbara Menear
Authorizing Official's Name

Elizabeth Rios-Jones
SCAO Official's Name

Court Administrator
Authorizing Official's Title

Deputy State Court Administrator
SCAO Official's Title

9/10/2025
Date Signed by Authorizing Official

09/12/2025
Date Signed by SCAO Official