

FIRST AMENDMENT TO CITY OF ANN ARBOR & WASHTENAW COUNTY  
FY 2015-2016 HUMAN SERVICE CONTRACT WITH  
Legal Services of South Central Michigan

THIS AMENDMENT dated the 22 day of September, 2015, between the City of Ann Arbor, a Michigan municipal corporation, whose address is 301 E. Huron Street, Ann Arbor, Michigan ("City"), Washtenaw County, a Michigan municipal corporation, whose address is 301 E. Huron Street, Ann Arbor, Michigan ("County") and Legal Services of South Central Michigan, a Michigan nonprofit corporation, whose address is 420 North Fourth Avenue, Ann Arbor, Michigan ("Contractor"), amends the agreement as follows:

- 1) SERVICE DESCRIPTION AND OUTCOME TARGETS and SPECIAL CONTRACT CONDITIONS, is amended to include the following Attachment A in addition to existing attachments.
- 2) BUDGET, is amended to increase the contract amount by \$242,060 to \$484,120 and to include the following Attachment B in addition to existing attachments.

Program	Funding Source	Amount
Legal Services for Seniors	Washtenaw County General Funds	\$34,580
Legal Services to Prevent Homelessness	City of Ann Arbor General Funds	\$207,480
<b>TOTAL</b>		<b>\$242,060</b>

- 3) TERM, is amended to terminate on June 30, 2016.
- 10) REPORTS, MONITORING AND EVALUATION, is amended to include the following: By signing this agreement, the Contractor agrees to full participation, as necessary, in the evaluation to be conducted of the Coordinated Funding process during the summer and fall of 2015.

All terms, conditions, and provisions of the original agreement between the parties executed on the 1<sup>st</sup> of July, 2014, unless specifically amended above, are to apply to this amendment and are made a part of this amendment as though expressly rewritten, incorporated, and included herein.

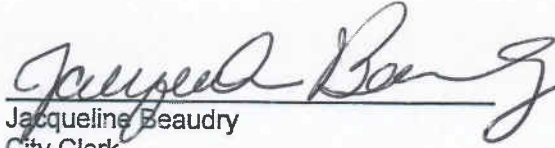
This amendment to the agreement between the parties shall be binding on the heirs, successors and assigns of the parties.


**CITY:**


CITY OF ANN ARBOR, a Michigan municipal corporation

By: Christopher Taylor  
Christopher Taylor  
Mayor

Approved as to Substance:  
By: Steven D. Powers  
Steven D. Powers  
City Administrator

By:   
Jacqueline Beaudry  
City Clerk

By:   
Sumedh Bahl  
Community Services Administrator

Approved as to form:  
By:   
Stephen K. Postema  
City Attorney

**COUNTY:**  
WASHTENAW COUNTY, a Michigan municipal corporation

ATTESTED TO: WASHTENAW COUNTY

By: \_\_\_\_\_  
Lawrence Kestenbaum (Date)  
County Clerk/Register


By: \_\_\_\_\_  
Verna J. McDaniel (Date)  
County Administrator

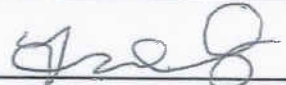
APPROVED AS TO CONTENT: APPROVED AS TO FORM:

By: \_\_\_\_\_  
Brett Lenart (Date)  
Interim Director, Community Development

By: \_\_\_\_\_  
Curtis N. Hedger (Date)  
Office of Corporation Counsel

**CONTRACTOR:**  
Legal Services of South Central Michigan, a  
Michigan Nonprofit Corporation

By:   
Printed Name: ROBERT GILLET  
Its: EXEC. DIR.

By:   
Printed Name: THOMAS DANIELS  
Its: BOARD CHAIR



**Attachment A – FY 2015-2016  
Scope of Services, Outcome Targets and Grant Timeline**

\*If any of the following program information changes within the grant year, please notify Andrea Plevek ([pleveka@ewashtenaw.org](mailto:pleveka@ewashtenaw.org)) immediately.

<b>Agency Name</b>
Legal Services of South Central Michigan
<b>Program Name</b>
Legal Services to Prevent Homelessness
<b>Community-Level Outcome</b>
Housing & Homelessness: Reduce the number of people who are experiencing homelessness
<b>Planning &amp; Coordination Body</b>
Washtenaw Housing Alliance
<b>Program Strategy(s)</b>
Homelessness Prevention
<b>Program Components Description</b>
<p>This program will provide support services, specifically legal services, to quickly stabilize low income Washtenaw County residents who are most at-risk of homelessness. Services will be provided through our office located at 420 N. Fourth Avenue and through our Family Law Project. LSSCM will work closely with Housing Access of Washtenaw County (HAWC). SafeHouse Center does the initial intake and screening for domestic violence survivors and refers low income survivors who need representation in civil cases to LSSCM's Family Law Project. This program and project budget only include the expenses associated with providing legal representation to individuals and families who are most at risk of homelessness. LSSCM will handle the following types of cases to stabilize housing:</p> <ul style="list-style-type: none"> <li>• Housing cases like landlord tenant evictions and foreclosures;</li> <li>• Income maintenance cases;</li> <li>• Consumer cases;</li> <li>• Cases for domestic violence survivors who are facing homelessness.</li> </ul>

<b>Target Population Residency Requirements</b>			
Zip Codes 48197 and 48198	City of Ann Arbor Residents	Urban County Residents	Washtenaw County Residents
63%	26%	95%	100%

<b>Total Number of (Unduplicated) Participants Projected to be Served during FY 2015-2016</b>
550

<b>Program Outcomes</b>		
<i>Outcome</i>	<i>Projected 1<sup>st</sup> Half FY 2015-16 #</i>	<i>Projected 2<sup>nd</sup> Half FY 2015-16 #</i>
Number of people who maintained housing for at least 6 months after receiving direct financial assistance for housing-related payments and/or housing stabilization services	200	200
Number of people who remained stably housed for 6 and 12 months after service intervention	140	140

<b>Program Outcome Measurement Description</b>
Legal Services of South Central Michigan will utilize a comparable database to the Homeless Management Information System (HMIS), as permitted by HUD, to measure the program outcome(s) listed above.

<b>Award Contingencies (if applicable)</b>
Legal Services of South Central Michigan will continue to allow the Coordinated Funders to monitor the use of this funding through the review of redacted client files and other program materials to assess services and client eligibility.

<b>Grant Timeline</b>	
<i>Action</i>	<i>Due Date</i>
FY 2015-16 Grant Start Date	July 1, 2015
Participate in Planning & Coordination Body	Ongoing
Initial 25% Advance*	Upon contract execution & receipt of first invoice**
First Expenditure Report Due*	No later than October 31, 2015
Second 25% Advance	Upon submission of second invoice and approval of first expenditure Report
Semi-Annual Program Report Due	January 31, 2016
Second Expenditure Report Due	No later than January 31, 2016
Third 25% Advance	Upon submission of third invoice and approval of second expenditure report and semi-annual program report
Third Expenditure Report Due	No later than April 30, 2016

Fourth 25% Advance	Upon submission fourth invoice and approval of third expenditure report
Year-end Program Report AND Final Expenditure Report Due	July 31, 2016
<p><i>*All United Way grants will be paid on a monthly distribution cycle and will not require invoices or expenditure reports.</i></p> <p><i>**For all programs funded through the Office of Community &amp; Economic Development, an invoice must be submitted to trigger the disbursement of each advance and must include a request for 25% of the total grant in writing on the agency's letterhead using the OCED-specific format.</i></p> <p><i>***All Ann Arbor Area Community Foundation grants will be paid in full in July 2015.</i></p>	

## Attachment B - FY 2015-16 PROGRAM BUDGET

Agency Name: Legal Services of South Central Michigan

Program Name: Legal Services to Prevent Homelessness

Revenue Source(s):	Washenaw County General Funds	Ann Arbor General Funds	CDBG Funds	United Way Funds	AAACF Funds	Name of Other Funding Sources	Amount of Other Funding Sources	Total
Coordinated Funding Award(s)	\$	\$207,480	\$	\$				\$207,480
Other Grant Amounts						Legal Services Corp.	\$100,000	\$100,000
(Please list each other funding source that supports this program on a separate line.)						MSBF-Filing Fees/IOLTA	\$10,000	\$10,000
						Washenaw Co. Treasurer	\$5,000	\$5,000
						MSHDA	\$16,000	\$16,000
						U of M Law School	\$40,000	\$40,000
						Donations/Fundbalance	\$70,420	\$70,420
Other Support (In-Kind) <sup>a</sup>						Probono Services & FLP Space	\$497,890	\$497,890
Program Fees <sup>b</sup>								\$0
<b>Total Revenues</b>	\$0	\$207,480	\$0	\$0	\$0		\$739,310	\$846,790

Program Expenses	Washenaw County General Funds	Ann Arbor General Funds	CDBG Funds	United Way Funds	AAACF Funds	Amount of Other Funding Sources	Total
Personnel, Taxes & Fringe Benefits* Consultant & Contractual Fees <sup>c</sup>		\$200,720				\$674,043	\$874,763
Administrative Costs**		\$3,360				\$17,295	\$20,655
Specific Assistance to client <sup>d</sup>		\$1,000				\$4,379	\$5,379
Other <sup>e</sup>		\$2,400				\$43,593	\$45,993
<b>Total Expenditures</b>	\$0	\$207,480	\$0	\$0	\$0	\$739,310	\$946,790

\*Personnel category should include salary, taxes, and fringe benefits (including medical, dental, retirement, mileage, etc.).  
 \*\*Administrative Costs include office space, utilities, supplies, audits, marketing and evaluation. No itemization necessary.

### Personnel, Taxes & Fringe Benefits Detail

Position Title (as reflected in proposal; please let us know if this has changed from the proposal)	Amount charged to Washenaw County General Funds	Amount charged to Ann Arbor General Funds	Amount charged to CDBG Funds	Amount charged to United Way Funds	Amount charged to AAACF Funds	Percentage of Time allocated to this Program	Amount charged to other fund sources	Annual Salary including employer share of taxes & fringes
Staff Attorneys (4.3 FTE)		\$126,055				100%	\$111,020	\$237,075
Managing Attorneys (.7 FTE)		\$52,165				70%	\$25,955	\$78,120
Admin. Staff/Intake Workers (2.0 FTE)		\$22,500				100%	\$50,923	\$73,423
Students						100%	\$9,045	\$9,045
Donated Staff Attorneys						100%	\$477,100	\$477,100
<b>Total Personnel Tax &amp; Fringes:</b>	\$0	\$200,720	\$0	\$0	\$0		\$674,043	\$874,763



**FY 2015-16 Program Budget**

(Continued)

<p><b>(a) Describe how in-kind donations are estimated and recorded.</b>                  Our Family Law Project office received donated space from the University of Michigan with a value of \$20,790 (2013 figure). Washtenaw County has a very involved group of attorneys that donate their time. In 2013 there was just over 1470 hours donated for clients, with a market value of \$294,000. Students &amp; Law Graduates had donated time valuing \$183,100.</p>
<p><b>(b) Describe the source of program fees.</b>                  N/A</p>
<p><b>(c) List name of firm and scope of services.</b>                  N/A</p>
<p><b>** List type of expense(s) and identify costs for each if administrative costs total over 25% of program budget.</b>                  N/A</p>
<p><b>(d) Describe eligible uses of funds. Estimate amount per customer and attach the policy for determining the amount of subsidy per customer.</b>                  The amount listed here are court costs forwarded by LSSCM when litigating a client's case. These include service fees in domestic violence cases, motion fees, disposition fees and other fees incurred when litigating a case.</p>
<p><b>(e) List type of expense(s) and identify costs for each.</b>                  Donated Space = \$20,790; Phone = \$4,641; Travel &amp; Training = \$5,706; Library/Research = \$3,907; Dues and Insurance = \$6,275; Other = \$4,674                  If collaborative request, explain how funding is shared across partners.</p>
<p>N/A</p>
<p><b>if applicant is serving as fiscal agent, specify administrative fee assessed (if applicable) to manage these funds.</b>                  N/A</p>



**Attachment A – FY 2015-2016  
Scope of Services, Outcome Targets and Grant Timeline**

\*If any of the following program information changes within the grant year, please notify Andrea Plevak ([pleveka@ewashtenaw.org](mailto:pleveka@ewashtenaw.org)) immediately.

<b>Agency Name</b>
Legal Services of South Central Michigan
<b>Program Name</b>
Legal Services for Seniors
<b>Community-Level Outcome</b>
Aging: Increase or maintain independent living factors for vulnerable, low income adults who are 60 years of age and older
<b>Planning &amp; Coordination Body</b>
Blueprint for Aging
<b>Program Strategy(s)</b>
Senior Crisis Intervention
<b>Program Components Description</b>
<p>This program will provide the following legal services to vulnerable, low income older adults in Washtenaw County:</p> <ol style="list-style-type: none"> <li>1. Counsel and advice;</li> <li>2. Referral to other appropriate agencies;</li> <li>3. Document preparation;</li> <li>4. Assistance in negotiations; and</li> <li>5. Representation in court and administrative hearings.</li> </ol> <p>LSSCM will help seniors with several of the issues outlined in the Washtenaw County Senior Snapshot. Examples of legal issues LSSCM handles for seniors as part of this program are:</p> <ul style="list-style-type: none"> <li>• Financial issues such as consumer matters, including garnishment or other debtor relief.</li> <li>• Housing issues such as getting a landlord to make repairs, terminating leases, defending against evictions and foreclosures.</li> <li>• Health care issues such as Medicare, Medicaid and other health insurance related</li> </ul>



- issues.
- We also help older adults maintain their independence and make their own decisions about their care, preparation of Powers of Attorneys, and advocacy/representation to prevent neglect, abuse or financial exploitation by family members or others.

**Total Number of (Unduplicated) Participants Projected to be Served during FY 2015-2016**  
200

<b>Program Outcomes</b>		
<i>Outcome</i>	<i>Projected 1<sup>st</sup> Half FY 2015-16 #</i>	<i>Projected 2<sup>nd</sup> Half FY 2015-16 #</i>
Number of vulnerable, low-income (at or below 200% FPL) older adults whose critical needs have been reduced	85	85

**Program Outcome Measurement Description**

Legal Services of South Central Michigan will utilize the Washtenaw County Senior Snapshot to measure the program outcome(s) listed above. All questions in the Senior Snapshot will be asked of program participants at program intake *and* program discharge, regardless of the program strategy selected. For participants in programming beyond 6 months, the Senior Snapshot will be utilized at program intake and every 6 months thereafter. See below for additional instructions on how to use the Senior Snapshot:

**Senior Crisis Intervention:**  
For a participant to qualify, two or more of the Independent Living Factors (i.e. types of stress) must be checked "Yes" and the Distress Thermometer must be rated by the participant, caregiver and/or worker at 8 or above. *A successful outcome for program interventions using this strategy would be a distress score of 7 or lower at program discharge or 6 month interval.*

**Award Contingencies (if applicable)**

Legal Services of South Central Michigan will attend all semi-monthly SCIP meetings during the fiscal year.

Legal Services of South Central Michigan will attend at least 2 (two) Blueprint for Aging community meetings during the fiscal year.

<b>Grant Timeline</b>	
<i>Action</i>	<i>Due Date</i>
FY 2015-16 Grant Start Date	July 1, 2015
Participate in Planning & Coordination Body	Ongoing
Initial 25% Advance*	Upon contract execution & receipt of first invoice**
First Expenditure Report Due*	No later than October 31, 2015
Second 25% Advance	Upon submission of second invoice and approval of first expenditure Report
Semi-Annual Program Report Due	January 31, 2016
Second Expenditure Report Due	No later than January 31, 2016

**Attachment B - FY 2015-16 PROGRAM BUDGET**

Agency Name: Legal Services of South Central Michigan

Program Name: Legal Services for Seniors

Revenue Source(s):	Washtenaw County General Funds	Ann Arbor General Funds	CDBG Funds	United Way Funds	AAACF Funds	Name of Other Funding Sources	Amount of Other Funding Sources	Total
Coordinated Funding Award(s)	\$34,580	\$	\$	\$	\$			\$34,580
Other Grant Amounts <i>(Please list each other funding source that supports this program on a separate line.)</i>						Legal Services Corp.	\$39,739	\$39,739
						Area Agency on Aging 1B	\$30,932	\$30,932
						Donations/Fundbalance	\$5,420	\$5,420
Other Support (In-Kind) <sup>a</sup>								\$0
Program Fees <sup>b</sup>								\$0
<b>Total Revenues</b>	\$34,580	\$0	\$0	\$0	\$0		\$76,091	\$110,671
<b>Program Expenses</b>								
Personnel, Taxes & Fringe Benefits*	\$34,580						\$72,106	\$106,686
Consultant & Contractual Fees <sup>c</sup>							\$2,320	\$2,320
Administrative Costs**							\$1,665	\$0
Specific Assistance to client <sup>d</sup>								\$0
Other <sup>e</sup>								\$0
<b>Total Expenditures</b>	\$34,580	\$0	\$0	\$0	\$0		\$76,091	\$110,671

\*Personnel category should include salary, taxes, and fringe benefits (including medical, dental, retirement, mileage, etc.).  
 \*\*Administrative Costs include office space, utilities, supplies, audits, marketing and evaluation. No itemization necessary.

**Personnel, Taxes & Fringe Benefits Detail**

Position Title (as reflected in proposal; please let us know if this has changed from the proposal)	Amount charged to Washtenaw County General Funds	Amount charged to Ann Arbor General Funds	Amount charged to CDBG Funds	Amount charged to United Way Funds	Amount charged to AAACF Funds	Percentage of Time allocated to this Program	Amount charged to other fund sources	Annual Salary including employer share of taxes & fringes
Staff Attorney (1.25 FTE)	\$26,580					100%	\$52,456	\$79,036
Managing Attorney (.1 FTE)						100%	\$9,200	\$9,200
Admin. Staff/Intake workers (.5 FTE)	\$8,000					50%	\$10,450	\$18,450
<b>Total Personnel Tax &amp; Fringes:</b>	\$34,580	\$0	\$0	\$0	\$0		\$72,106	\$106,686

FY 2015-16 Program Budget

(Continued)

(a) Describe how in-kind donations are estimated and recorded.	n/a
(b) Describe the source of program fees.	n/a
(c) List name of firm and scope of services.	n/a
** List type of expense(s) and identify costs for each if administrative costs total over 25% of program budget.	n/a
(d) Describe eligible uses of funds. Estimate amount per customer and attach the policy for determining the amount of subsidy per customer.	n/a
(e) List type of expense(s) and identify costs for each.	n/a
Phone = \$900, Dues = \$600, Training/Travel = \$165	
If collaborative request, explain how funding is shared across partners.	n/a
If applicant is serving as fiscal agent, specify administrative fee assessed (if applicable) to manage these funds.	n/a

# CONTRACT ROUTING FORM

\*NOTE: CITY ATTORNEY MUST REVIEW CONTRACTS BEFORE SUBMISSION TO CITY COUNCIL

SUBMITTED BY: MARY CASEY (FOR ANDREA PLEVEK) M.C. DATE: 8/11/2015

DEPARTMENT: OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT

CONTRACTOR: Legal Services of South Central Michigan

PURPOSE: A2GF – HUMAN SERVICES (COORDINATED FUNDING)

CONTRACT TYPE:  SERVICES  MATERIALS & CONSTRUCTION

CONTRACT AMOUNT: \$207,480

HUMAN RIGHTS APPROVAL DATE: 8-6-15 LIVING WAGE APPROVAL DATE: 4-14-15

RESOLUTION REQUIRED: YES  NO

RESOLUTION NO. R-15-186  
PLEASE ATTACH

SIGNATURES: **PLEASE MARK PAGES**  
(IN ORDER)

(IN ORDER)	REQUIRED	SIGNED	DATE SIGNED
CONTRACTOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SERVICE UNIT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>9/21/15</u>
CITY ATTORNEY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>9/17/15</u>
CITY ADMINISTRATOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>9/18/15</u>
MAYOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>9/21/15</u>
CITY CLERK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>9/22/15</u>

RETURN CONTRACT TO: Shari Norris/Community Services

PHONE: 794-6500 ext 42504