

Rating Factor 5: Logic Model Narrative

The Legal Services of Eastern Michigan (LSEM) sponsored Fair Housing Center of Eastern Michigan delivers broad-based fair housing services to all classes protected under the federal Fair Housing Act, classes protected under the Michigan Elliot Larsen Act, and protection for sexual preference in municipalities that have passed ordinances regarding this. The Center's services appear on the Logic Model along with the need to which they respond, the HUD priorities and goals (See Rating Factor 3) they address, and how their achievement will be measured.

LSEM's Center already has in place a HUD approved system for tracking testing and enforcement and additional evaluative systems that will ensure that the proposed outcomes will be met. All tests are entered into a computerized Enforcement Log. Each record lists details of complaints, dates, protected basis of complaints, the issue, test type, and number of tests used to investigate each allegation, respondent type and test results, time for case processing including judicial or administrative or proceedings, cost of testing activities and case processing, to whom the case was referred, and resolution or type of relief sought and received. An additional monitoring tool is the Expenditure Log that tracks costs for testing on a per test basis. These tools will be used to monitor the testing and enforcement aspects of the Center's work.

To measure the success of other activities listed on the Logic Model, i.e. outreach, education, and staff training the Center will primarily use its computerized PIKA intake and case management system. PIKA has a time keeping component that allows advocates to track their time in 15 minute increments by case work, matters, or supporting activities. Advocates indicate the time they expend on the various activities listed above on the electronic timesheet. For example all fair housing educational presentations are listed on the advocate's timesheet as matters. For outreach that is done via media the number of advertisements run and how often act as measures of success in meeting this outcome. The amount of educational materials distributed is measured by initially ordering 1,000 and then quarterly tracking how many have been used at

Center presentations or are distributed through other community agencies, and then reordering materials as needed.

Special note should be given to the activity of staff training that is listed on the Logic Model. Staff training is listed as a significant activity, because it builds staff skills in implementation of quality testing and enforcement programming. While, the outcome and measurement for this activity is listed on the Logic Model as other, the Center uses a number of means to monitor whether or not each fair housing staff member receives the minimum of 25 hours of training called for in the Logic Model and SOW. First, each staff member attending training must receive pre approval by either the Director of Litigation and Training or the Deputy Director/Grants Manager. Second, the Deputy Director makes all travel arrangements for training, which provides an additional tracking system for staff training attended. Third, each advocate will enter the hours spent in receiving training on his/her electronic timesheet as supporting activities. Third, on returning from training, each staff member must provide the Deputy Director the agenda from the training attended.

All financial recordkeeping for receipt of HUD fair housing moneys, are tracked on LSEM's electronic accounting program, ACCPAC. The Controller prepares financial reporting for the grant, which is in turn reviewed by the Deputy Director and Executive Director, as well as being shared with the Board at its meetings held every other month. Also, LSEM's annual external audit and A-133 review has shown no findings for over 15 years.

LSEM's Fair Housing Center of Eastern Michigan has a track record of meeting or exceeding the outcomes it sets, as witness by the HUD performance ratings of 100, which it routinely receives.

**STATEMENT OF WORK
FAIR HOUSING CENTER OF EASTERN MICHIGAN**

DUNS

The recipient, Legal Services of Eastern Michigan, agrees to undertake the following activities in accordance with its FY2009 application for funding under the Fair Housing Initiative/Private Enforcement/General for a 12 month project commencing, November 15, 2009 through November 14, 2010 in the geographic area(s) of Bay, Genesee, Midland, and Saginaw counties.

- The Center will conduct 10 tester trainings to train 100 persons as testers and to maintain a diverse bank of 100 testers.
- The Center will conduct a minimum of 245 paired tests throughout the counties of Bay, Genesee, Midland and Saginaw counties.
- The Center will refer 25 enforcement proposals generated by complaint and survey based testing to HUD and any other state and federal regulatory agencies, and/or private attorneys. Through submissions to HUD the Center will generate a minimum of 15 conciliation agreements.
- The Center will conduct a minimum of two targeted investigation (systemic project), one per fair housing center office.
- The Center will conduct a minimum of 10 educational and/or outreach sessions, with 2 sessions for disabled individuals or community based groups that target the disabled population, to educate 200 community members on the Fair Housing Act and their rights. The Center will expand its relationship with Minority Serving Institutions by providing educational/outreach sessions to 2 new MSIs. The Center will distribute a 1,000 publications at these outreach sessions and at community agencies.
- The Center will secure 8 working agreements to establish a referral process with agencies in the service area to strengthen its existing services.

Legal Services of Eastern Michigan

STATEMENT OF WORK

ADMINISTRATIVE TASKS

Activities	Responsible Person	Deliverables	Submitted By	Submitted To
1. Reassign and/or hire Staff to Project	Executive Director	Submit names and title of staff along with project responsibilities	90 days	GTR/GTM
2. Complete HUD 2880 Disclosure Statements	Executive Director or Deputy Director	Submit Disclosure Statement. If no changes, submit statement of no changes with Final Report	90 Days/When changes occur/End of Grant	GTR/GTM
3. Complete Revisions on documents as requested by HUD.	Deputy Director	Submit Revised Documents.	90 Days	GTR/GTM
4. Complete SF-269A	Controller or Deputy Director	Submit SF-269A and copy of written Narrative Report	Quarterly	GTR/GTM
5. Voucher for Payment	Controller or Deputy Director	Submit payment request to LOCCS	Per Payment Schedule	GTR/GTM
6. Complete Listing of Current or Pending Grants, Contracts, or Other Financial Agreements	Deputy Director	Submit Listing for Recipient and any contractors	90 Days/ End of Grant	GTR/GTM
7. Complete Demographic Information	Deputy Director	Submit HUD-27061 Race & Ethnic Data Reporting Form	Quarterly	GTR/GTM
8. Complete Logic Model, with Management Questions answered	Deputy Director	Submit Logic Model	Quarterly	GTR/GTM
9. Prepare and submit Draft of Final Report	Deputy Director	Submit Draft of Report.	335 Days	GTR/GTM
10. Complete and submit 2 Final Reports Providing copies of all final products not previously submitted.	Deputy Director	Submit a copy of the final report and all final products.	Within 90 Days of End of Grant Term	GTR/GTM

PROGRAM TASKS

Activities	Responsible Person	Deliverables	Submitted By	Submitted To
11. Provide training to staff, totaling a minimum of 120 hours.	Executive Director, Director of Litigation & Training Program Coordinator Deputy Director	Submit copies of agenda of training in which attorney and coordinator participates, and file for approval of all non-HUD training. Submit copies of receipts, registrations forms, completion certificates (if applicable)	180 Days	GTR/GTM
12. Review and revise if necessary, administrative policies for systemic, realty and financial institution testing into practice.	Executive Director Program Coordinator Staff Attorneys Testing Coordinators	Submit copy of policies and training agenda.	180 Days	GTR/GTM
13. Review and Revise as necessary non-rental or accessibility testing methodology and tester training.	Program Coordinator Testing Coordinators	Submit testing methodology and Tester training to HUD for review and approval.	90 days	HUD HQ and GTR/GTM
14. Update Systemic fair housing training and educational materials as needed.	Program Coordinator Testing Coordinators	Submit copy of revised materials.	365 Days	GTR/GTM
15. Review/Revise format for testing log	Program Coordinator Testing Coordinators	Submit copy of sample log page	90 Days	GTR/GTM
16. Conduct quarterly meetings with Advisory Boards to review activities	Program Coordinator Staff Attorneys Testing Coordinators	Submit copies of meeting agenda and minutes.	90, 180, 270, 365 Days	GTR/GTM
17. Recruit and maintain a bank of 100 Testers for Systemic and Realty Testing	Testing Coordinators	Copy of recruitment procedures and materials. Number of testers recruited	180 Days 365 Days	GTR/GTM
18. Conduct 10 tester training for systemic and realty testing	Program Coordinator Testing Coordinators	Date/location of training, copy of agenda/number of testers trained	180 Days 365 Days	GTR/GTM

PROGRAM TASKS

Activities	Responsible Person	Deliverables	Submitted By	Submitted To
19. Intake and Process Complaints including testing and referral. • LSEM commits to submitting to HUD 25 enforcement proposals that will generate a minimum of 15 conciliation agreements. • LSEM commits to accepting and investigating a minimum of 30 intakes for discrimination or requests for reasonable accommodations from the community.	Executive Director Program Coordinator Staff Attorneys	Submit copy of Enforcement Log and a Narrative Report.	Quarterly	GTR/GTM
20. Conduct 245 paired tests (systemic/ financial institution and reality tests all included)	Testing Coordinators	Submit enforcement and testing logs, summary report.	180 Days 270 Days 365 Days	GTR/GTM
21. Review/Revise if necessary, fair housing educational materials for seminars.	Program Coordinator Staff Attorneys	Submit copy of materials.	180 Days	GTR/GTM
22. Conduct 10 fair housing educational seminars with 2 sessions for disabled individuals or community based groups that target the disabled population.	Program Coordinator Staff Attorneys Testing Coordinators	Dates/locations of seminars. Number of attendees/sign-in sheets, copy of agenda and materials used.	180 Days 365 Days	GTR/GTM
23. Conduct two targeted investigation (systemic project), one per office.	Program Coordinator Staff Attorneys Testing Coordinator	Submit project details, timelines, etc.	180 Days 365 Days	GTR/GTM
24. Obtain a minimum of 8 working agreements to establish referral process/protocols	Program Coordinator Staff Attorneys	Submit copies of working agreements with community agencies to HUD.	180 days	GTR/GTM
25. Maintain and Report Testing Expenditures	Controller Deputy Director	Submit Testing Expenditure Log	Quarterly	GTR/GTM

Grant Application Detailed Budget Worksheet

(Exp. 01/31/2008)

Name and Address of Applicant:
 Legal Services of Eastern Michigan
 436 S. Saginaw Street
 Flint, MI 48502

Public reporting burden for this collection of information is estimated to average 3 hours, 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. Response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality.

Category	Detailed Description of Budget (for full grant period)												
	Position or Individual	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
1. Personnel (Direct Labor)	Executive Director	208	\$52.15	\$10,847	\$0					\$10,847			
	Program Coordinator	2,080	\$18.03	\$37,502	\$28,127					\$9,375			
	Director of Litigation & Training	83	\$32.53	\$2,700						\$2,700			
	Directing Attorney	83	\$28.92	\$2,400						\$2,400			
	Testing Coordinator	1,040	\$14.90	\$15,497	\$13,947					\$1,550			
	Testing Coordinator	2,080	\$9.90	\$20,592	\$20,592					\$0			
	Secretary	104	\$19.28	\$2,005						\$2,005			
	Secretary	104	\$20.71	\$2,154						\$2,154			
	Paralegal	208	\$19.71	\$4,100						\$4,100			
	Staff Attorney - Fair Housing	2,080	\$24.76	\$51,501	\$46,351					\$5,150			
	Staff Attorney - Fair Housing	2,080	\$19.95	\$41,496	\$26,972					\$14,524			
	Staff Attorney	208	\$22.60	\$4,701						\$4,701			
	Staff Attorney	208	\$18.03	\$3,750						\$3,750			
	Deputy Director	208	\$30.29	\$6,300	\$6,300								
Controller	104	\$27.40	\$2,850	\$2,850									
Total Direct Labor Cost				\$208,395	\$145,139					\$63,256			
2. Fringe Benefits	FICA	7.65%	\$208,395	\$15,942	\$11,103					\$4,839			
	Unemployment Insurance	0.85%	\$208,395	\$1,771	\$1,233					\$538			
	Health/Life/Disability Insurances	18.40%	\$208,395	\$38,345	\$26,706					\$11,639			
	Pension	4.00%	\$208,395	\$8,336	\$5,806					\$2,530			
	Dental/Professional	5.23	\$1,110	\$5,805	\$4,329					\$1,476			
	Total Fringe Benefits Cost				\$70,199	\$49,177					\$21,022		
	3. Travel												
3a. Transportation - Local Private Vehicle	Staff	Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
		5451	\$0.550	\$2,998	\$2,398					\$600			
	Testers	7525	\$0.505	\$3,800	\$3,510					\$290			
Subtotal - Trans - Local Private Vehicle				\$6,798	\$5,908					\$890			

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Airfare											
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
HUD Training	1	\$7,000	\$7,000	\$7,000							
Local Training	2	\$250.00	\$500	\$500							
Subtotal - Transportation - Other			\$7,500	\$7,500							
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Per Diem or Subsistence											
Total Travel Cost			\$14,298	\$13,408					\$ 890		
4. Equipment (Only items over \$5,000 Depreciated value)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Total Equipment Cost											

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

5. Supplies and Materials (Items under \$5,000 Depreciated Value)											
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Office Supplies, training packets general office supplied	5.23	\$1,944	\$10,167	\$7,581					\$2,586		
Subtotal - Consumable Supplies											
			\$10,167	\$7,581					\$2,586		
5b. Non-Consumable Materials											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Non-Consumable Materials											
Total Supplies and Materials Cost											
6. Consultants (Type)											
	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Non-Consumable Materials											
Total Consultants Cost											
7. Contracts and Sub-Grantees (List individually)											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Rental Testers	154	\$50.00	\$7,700	\$6,700					\$1,000		
Sales Testers	85	\$70.00	\$5,950	\$5,600					\$350		
Financial Testers	6	\$100.00	\$600	\$500					\$100		
Subtotal - Contracts and Sub-Grantees											
			\$14,250	\$12,800					\$1,450		
Total Subcontracts Cost											

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

8. Construction Costs											
8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Administrative and legal expenses											
8b. Land, structures, rights-of way, appraisal, etc	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Land, structures, rights-of way, ...											
8c. Relocation expenses and payments	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Relocation expenses and payments											
8d. Architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Architectural and engineering fees											
8e. Other architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Other architectural and engineering fees											

Grant Application Detailed Budget Worksheet

8f. Project inspection fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Project inspection fees											
8g. Site work	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Site work											
8h. Demolition and removal	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Demolition and removal											
8i. Construction	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Construction											
8j. Equipment	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Equipment											
8k. Contingencies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Contingencies											
8l. Miscellaneous	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Miscellaneous											
Total Construction Costs											

Grant Application Detailed Budget Worksheet			
Detailed Description of Budget			
Analysis of Total Estimated Costs		Estimated Cost	Percent of Total
1	Personnel (Direct Labor)	\$ 208,395	58.3%
2	Fringe Benefits	\$ 70,199	19.6%
3	Travel	\$ 14,298	4.0%
4	Equipment	\$ -	
5	Supplies and Materials	\$ 10,167	2.8%
6	Consultants	\$ -	
7	Contracts and Sub-Grantees	\$ 14,250	4.0%
8	Construction	\$ -	
9	Other Direct Costs	\$ 40,045	11.2%
10	Indirect Costs	\$ -	
	Total:	\$ 357,354	100.0%
	Federal Share:		
	Match (Expressed as a percentage of the Federal Share):	\$ 258,577	0.72

**BUDGET NARRATIVE
LEGAL SERVICES OF EASTERN MICHIGAN
Fair Housing Center of Eastern Michigan**

The total budget for the Fair Housing Center of Eastern Michigan is [REDACTED] with HUD's portion being \$258,577 approximately 72% of the total (see HUD 424-CBW). The remaining [REDACTED] or [REDACTED] will be paid with leveraging supplied by the following sources: pro-rated portions from grants from the City of Bay City, Genesee County and the Center for Civil Justice, as well as program income derived from fair housing activities.

Personnel and Fringe Benefits Costs: \$278,594

\$208,395 in direct labor costs

\$70,199 in fringe benefits cost

Personnel costs total [REDACTED] and are [REDACTED] of the total budget. Of these costs, [REDACTED] or [REDACTED] of the total budget are direct labor costs. HUD's portion of direct labor costs are \$145,139 or 70%. The remaining [REDACTED] or [REDACTED] will be paid utilizing leveraged funds. In addition to direct labor costs, there are expenses for Fringe Benefits totaling [REDACTED]. Of the fringe benefit total, HUD funds will be used for \$49,177 or 70% of the total fringe benefit expense. The remaining fringe benefit costs of [REDACTED] will be paid by match funds. This budget reflects a true portrait of the staffing needs necessary to combat housing discrimination. Personnel assigned and their responsibilities include:

- Program Coordinator, [REDACTED] (100% or 2,080 hours) [REDACTED] duties include oversight of Testing Coordinators, working with Fair Housing Attorneys on enforcement, and conducting conciliation training. [REDACTED] will also be responsible for assisting in the review and evaluating of all fair housing training materials for staff and testers as well as community education and outreach. [REDACTED] will work with the fair

housing staff to develop review and revise fair housing brochures, under the direction of the Executive Director. The Coordinator is also in charge of providing quarterly staff training. It will also be the responsibility of the Program Coordinator to see that the working agreements are signed with other agencies that will assist in implementation of fair housing programming. HUD will pay for 75% of the costs for this position.

- Executive Director, [REDACTED] (10% or 208 hours) [REDACTED] duties include oversight of all fair housing staff and activities as well as review and signing of all HUD complaints. The expenses for this position will be paid [REDACTED] from leveraged funds.
- Two Directing Attorneys (4% or 83 hours each) Director of Litigation and Training, [REDACTED] will provide direct oversight for quality of legal work done under the Center for the Flint office. [REDACTED] also arranges for training to enhance advocates' skill levels. The expenses for this position will be paid [REDACTED] from leveraged funds. [REDACTED] [REDACTED] the Directing Attorney for Saginaw will provide direct oversight for quality of legal work done under the Center for the Saginaw office. The expenses for this position will be paid [REDACTED] from leveraged funds.
- Two Fair Housing Attorneys (100% or 4,160 hours) will be assigned to the Center. [REDACTED] will be housed in the Flint office and [REDACTED] will be housed in the Saginaw Office. The attorney in the Flint office will be responsible for Genesee County, and the attorney assigned to the Saginaw office will perform all duties in Bay, Midland, and Saginaw Counties. The fair housing attorneys will provide fair housing counseling to clients identified through the screening process as having possible fair housing issues. They will also work with the Testing

Coordinator on follow up to all survey testing and preparation of enforcement complaints. The Fair Housing Attorneys will also assist with community outreach, and work with the Program Coordinator in getting working agreements signed in the four counties served by the Center. The expenses for the [REDACTED] will be split with HUD paying [REDACTED] of her salary and fringe costs. The remaining [REDACTED] of expenses for [REDACTED] salary will be paid from leveraged funds. The salary and fringe expenses for [REDACTED] will be split with HUD paying [REDACTED] of the expenses and the remaining [REDACTED] of expenses being paid with leveraged funds.

- Two Testing Coordinators (100% or 3,120 hours) The Testing Coordinators will be responsible for the recruitment of individuals to participate in tester training; maintaining a list of trained testers; work cooperatively with the Program Coordinator to ensure that an adequate diversified pool of testers is available; assign testers; keep a log of all tests conducted, according to HUD requirements; and work with the Executive Director and Fair Housing Attorneys in filing enforcement complaints. The Testing Coordinator, who will be housed in LSEM's Flint office, will work full-time at 2,080 hours. This position will be paid 100% from HUD funds. The process to hire a full time Testing Coordinator in the Flint office will begin once notification of funding is received. The second Testing Coordinator, [REDACTED] will work part-time at 1,040 hours and will assume these responsibilities for the remaining three counties, Saginaw, Bay, and Midland and be located in the Saginaw office. The expenses for the Testing Coordinator in the Saginaw office will be paid [REDACTED] with HUD funds and [REDACTED] with leveraged funds.

- Two Staff Attorneys (20% or 416 hours) Two Staff Attorneys will provide screening for clients who come to LSEM for housing issues. The screening tools to identify any discrimination issues will be given to clients during the intake process as an attempt to increase complaints. Staff conducting this screening will include the following people. [REDACTED], Housing Attorney in the LSEM's Port Huron office and [REDACTED], Housing Attorney in the Midland office will conduct screening. Each will spend 10% of her time in conducting fair housing screening. The expenses for the two attorneys will be paid [REDACTED] from leveraged funds.
- Paralegal (10% or 208 hours) [REDACTED], a paralegal for the Saginaw office will perform the same screening duties as the Staff Attorneys. Her expenses will be paid [REDACTED] from leveraged funds.
- Two Support Staff (10% or 208 hours) [REDACTED] will provide secretarial support in the Flint office. [REDACTED] will provide the secretarial support in the Saginaw office. The secretarial support persons will be responsible for clerical duties and client intake. [REDACTED] of the support expense will be paid with leveraged funds.
- Deputy Director, [REDACTED] (10% or 208 hours) The Deputy Director provides grant oversight that guarantees program accountability. She uses PIKA to monitor program outcomes. She will provide all program reporting as required by HUD and supervises the Controller. The expenses for this position will be paid 100% with HUD funds.

- Controller, [REDACTED] (5% or 104 hours). The Controller tracks expenses and prepares financial reports as required by HUD. Of these expenses, 100% will be paid from HUD funds.

Fringes: LSEM is a unionized program (non-administrative staff are union members). Consequently, personnel and fringe benefits costs are not variable, but fixed. Salaries for union members are set according to union contract. While LSEM is contractually obligated to pay fringe expenses such as unemployment insurance, health insurance, pension, life and disability rates may vary from year to year. Rates used are projections based on LSEM's experiences. Other fringe expenses such as dental/optical, parking and professional development are set by relevant union contract and program policies. Rates are below:

FICA	.0765
Unemployment Insurance	.0085
Health/Life/Disability Insurance	.1840
Pension	.04
Dental/Optical/Parking/Professional Development	\$1,110 per FTE

Travel - [REDACTED]

The travel expense projection takes into consideration the geographical area that will be covered by this grant. Estimations of mileage for both staff and testers are based on other projects that LSEM provided in the same geographical area. The estimated number of miles for this grant is 12,976. Per union contract requirements, LSEM uses the IRS established per mile rate of \$.55 for staff mileage expenses. However, the 7,525 miles estimated for testing activities by testers is paid at a rate of \$0.505 per mile, totaling \$3,800. Staff travel for meetings, speaking engagements, etc. is estimated at 5,451 miles for a total of \$2,998. Additional travel costs include the mandated \$7,000 training/travel

cost as well as \$1,000 for local training travel. The total travel expenditures are [REDACTED] with \$13,408 or 93% being covered by HUD. The remaining [REDACTED] or [REDACTED] will be covered using leveraged funds.

Materials - [REDACTED]

The operational costs reflected in the budget are justified through use of overall agency historical data, and over eight years experience of implementing a HUD fair housing enforcement program. The amounts for each budgeted item, i.e. supply expenses are based on the previous year's office supply expenses and the number of employees assigned to the grant. The total FTEs assigned to this grant total 5.23 FTEs. The materials category includes office supplies necessary to run the fair housing center, including copying training packets, printing of brochures and informational flyers, and general office supplies. This expense is allocated with 75% or [REDACTED] being paid from HUD and [REDACTED] or [REDACTED] being paid from leveraged funds.

Subcontracts - [REDACTED]

The contracted service part of the budget does not reflect expenditure for the services of a single contractor. Rather, it will pay for many individuals to perform essential program services on a part-time basis. Testers will be hired to complete a minimum of 245 paired tests. Rates or stipends paid to testers vary depending on the type of test conducted. Since the Center uses paired tests, the costs for two testers are needed for each test. For a rental test, each tester is paid \$25 so the result is \$50 per test. LSEM has projected, again using past experiences as a guide, that 154 rental tests at a rate of \$50 each, 85 sales tests at a rate of \$70 each, and 6 financial tests at a rate of \$100 each will be completed during the project period. HUD funds will cover [REDACTED] or \$12,800, of these

expenditures, with the remaining [REDACTED] or [REDACTED] covered using leveraged funds and program income.

Other Direct - [REDACTED]

The total of other direct costs is [REDACTED] with \$30,472 or [REDACTED] being charged to HUD. The remaining direct costs of [REDACTED] or [REDACTED] will be paid using leveraged funds and/or program income.

One of the other direct expenses related to the grant include telephone expenses for local, long distance and Internet access. These expenses are figured on a rate LSEM has contracted with providers and are allocated based on the FTEs assigned to the grant. This amount totals \$7,918 with \$5,905 or 75% being charged to HUD. The remaining [REDACTED] will be paid with [REDACTED] from leveraged funds and [REDACTED] of program income.

Advertising expenses of \$2,400 are also included in this category. As allowed by grant regulations, LSEM has included expenses to promote awareness of this program as well as assist in the recruitment of testers. Advertising will be conducted using both radio and print medias. Individual unit costs are based on previous advertising campaigns. HUD moneys will fund this expenditure 100%.

The cost of space occupancy totals \$27,269, with the HUD amount being \$20,334 or 75%. The remaining \$6,935 will be paid using program income generated from fair housing activities. The expenses are figured on a square foot rate multiplied by the FTE (full time equivalent) assigned to the Flint office. The rate for the Flint office is based on utility and maintenance costs only, as LSEM owns that office space. While the Saginaw office space is based on a per square foot rate that includes rent, utility, and maintenance costs.

The final other direct expenses includes both worker's compensation and malpractice insurance. These costs total [REDACTED], with HUD funds being used for \$ [REDACTED] or [REDACTED]. The remaining [REDACTED] will be paid with leveraged funds. Both worker's compensation and malpractice rates are based on the number of staff in the categories of attorneys, paralegals, support and administrative. The rates change annually. LSEM has based its costs on staff FTEs assigned to the grant. The unit cost was based on the total premiums LSEM paid, divided by the number of total staff to arrive at a per FTE costs.



September 1, 2009

Mr. Edward J. Hoort, Executive Director
Legal Services of Eastern Michigan
436 S. Saginaw Street
Flint, Michigan 48473

Dear Mr. Hoort:

The City of Bay City has approved an allocation of [REDACTED] of Community Development Block Grant funds to help support the testing and enforcement activities pursued by the Legal Services of Eastern Michigan sponsored Fair Housing Center of Eastern Michigan for FY 2009-2010. The City of Bay City has supported this fair housing effort every year since 2004, and is pleased to again allot funding for this worthwhile project.

The City's fiscal year runs from July 1st through June 30th. It is estimated that for the U.S. Department of Housing and Urban Development fair housing grant period of November 15, 2009 – September 30, 2010, [REDACTED] of the City of Bay City's total grant awarded to LSEM will be available as leveraging for the HUD fair housing moneys it is requesting.

I value the service provided by the Fair Housing Center of Eastern Michigan, and look forward to continue working with you during FY 2009-2010. If there is any other way in which I can help with the fair housing services the Center is doing in the City, please let me know, and I will be pleased to assist.

Sincerely,

Debbie Kiesel
Redevelopment Coordinator



COMMUNITY DEVELOPMENT PROGRAM

ROOM 223 – 1101 BEACH STREET
FLINT, MICHIGAN 48502-1470

TELEPHONE (810) 257-3010
FAX (810) 257-3185

JULIE A. HINTERMAN
DIRECTOR-COORDINATOR

September 4, 2009

Mr. Edward Hoort, Executive Director
Legal Services of Eastern Michigan
547 S. Saginaw Street
Flint, Michigan 48502

Dear Mr. Hoort:

The Genesee County Metropolitan Planning Commission, through its Community Development Program, has awarded \$34,657.00 of Community Development Block Grant (CDBG) funding to help support Legal Services of Eastern Michigan's (LSEM) fair housing testing and enforcement activities. The activities will be conducted through LSEM's Fair Housing Center of Eastern Michigan during the FY 2009-2010. The CDBG program year for Genesee County is May 1, 2009-April 30, 2010. It is estimated that \$20,217 of the total Genesee County award to the Fair Housing Center will be available during the U.S. Department of Housing and Urban Development's fair housing program year of November 15, 2009-September 30, 2010.

Genesee County has been providing CDBG assistance to the LSEM sponsored Fair Housing Center since 1999, and looks forward to working with you again during the 2009-2010 FY.

If you have any questions, please contact me at (810) 257-3010.

Sincerely,

Christine A. Durgan, Principal Planner
Genesee County Metropolitan Planning Commission

K:\cd\fairhsng\2009\lsem leveraging letter



An Equal Opportunity Organization

Equal Housing Opportunity

LEGAL SERVICES OF EASTERN MICHIGAN

320 S. WASHINGTON AVENUE • THIRD FLOOR
SAGINAW, MICHIGAN 48607
TELEPHONE (989) 755-4465
(800) 322-4512
FAX (989) 755-2161

September 10, 2009

Edward J. Hoort
Executive Director
Legal Services of Eastern Michigan
436 S. Saginaw Street
Flint, Michigan 48502

Dear Mr. Hoort,

As President of the Board of Directors of Legal Services of Eastern Michigan (LSEM), I congratulate you and the staff of the Fair Housing Center of Eastern Michigan on the commendable body of work being delivered to promote fair housing in Genesee, Saginaw, Bay, and Midland Counties. I also want to assure the Department of Housing and Urban Development that the LSEM Board of Directors, as a whole, supports this work.

This letter is also to act as a commitment from the Board to reinvest, with HUD's permission, all program income received as a result of HUD's Fair Housing Initiative Program (FHIP) into provision of fair housing activities, i.e. testing and enforcement. The amount of FHIP income anticipated to be generated from conciliations, site assessments, and trainings associated with conciliations, for FY 2009-2010, is \$7,500. This projection of FHIP income is based on past amounts of income produced. If the amount of income collected exceeds \$7,500 that too will be reinvested in the Program. If the amount of revenue generated from program income is less than estimated here, the difference will be provided from other LSEM funds.

My 20 years' tenure on the Board has given me the privilege of seeing LSEM and its programming evolve. During that time I have seen the development of many new types of legal services, but achievements made in the area of fair housing are exceptionally significant.

Sincerely,



THOMAS H. FANCHER
President of the Board

AFFIRMATIVE ACTION • EQUAL OPPORTUNITY EMPLOYER

PORT HURON OFFICE
511 FORT STREET • SUITE 540
PORT HURON, MICHIGAN 48060

ADMINISTRATIVE — FLINT OFFICE
436 SOUTH SAGINAW STREET
FLINT, MICHIGAN 48502

MIDLAND OFFICE
148 E. MAIN STREET • SUITE 207
MIDLAND, MICHIGAN 48640



CENTER FOR CIVIL JUSTICE

320 South Washington, 2nd Floor

Saginaw, Michigan 48607

Voice: (989) 755-3120 Fax: (989) 755-3558

Fighting poverty through advocacy, education, and empowerment.

September 10, 2009

Edward J. Hoort, Executive Director
Legal Services of Eastern Michigan
436 S. Saginaw Street
Flint, Michigan 48502

Dear Mr. Hoort,

As the Executive Director of the Center for Civil Justice (CCJ), I am writing to support Legal Services of Eastern Michigan's (LSEM) application to secure continuing funding for its Fair Housing Center of Eastern Michigan. The 2000 Census data documents the need for these services in Genesee County and the Tri-County area of Saginaw, Bay, and Midland Counties. This data shows that the City of Flint in Genesee County and the City of Saginaw in Saginaw County are two of the most racially segregated cities in Michigan. Clearly, the need for delivering fair housing in the Center's service area is critical.

CCJ has a like service area to that served by LSEM, so it is willing to invest in this valuable effort to curb housing discrimination. Annually, CCJ receives a grant from the Michigan State Bar Foundation, which are generated by state court filing fees. CCJ uses part of these State funds to contract with LSEM to provide general field legal services. For FY 2009 (January – December) the amount awarded was \$364,887. CCJ is authorizing LSEM to use a maximum of \$65,060 of that award to leverage its U.S. Housing and Urban Development Private Enforcement Initiative grant. These moneys can be used to partially fund salaries and benefits for two housing attorneys (one in the Port Huron office and one in the Midland office) as well as one Paralegal (in Saginaw) to screen for fair housing issues. These moneys can also be used to help fund supervisory staff, support staff, and financial management costs as well as operating expenses.

The Fair Housing Center of Eastern Michigan's testing and enforcement efforts have positively impacted housing discrimination in its service area. This commitment of leveraging is

AFFIRMATIVELY FURTHERING FAIR HOUSING STATEMENT

Legal Services of Eastern Michigan's sponsored Fair Housing Center of Eastern Michigan ensures equal housing opportunities for all people, regardless of race, sex age, color, religion, national origin, familial, marital, or disability status, as protected under Federal statute. Additionally, the Center upholds the equal housing rights of people protected under Michigan's Elliott Larsen Civil Rights Act regardless of religion, race, color, national origin, age sex height, weight, familial status, and marital status. Protection for sexual preference is also addressed in those municipalities that have passed ordinances regarding this status.

The Fair Housing Center assures these rights by providing testing and enforcement and to a lesser degree outreach and education. The Center acts both reactively and proactively to fair housing concerns. Reactively, the Center addresses the needs of individual clients by responding to housing complaints using testing and enforcement. In addition, the Center responds proactively to discrimination by conducting survey testing and targeted investigations to help identify and resolve problems in the four county area the Center serves.

Within the Center's service area housing discrimination faced by all protected classes is addressed, however, research, confirmed by Center testing shows that certain protected classes in the region it services are particularly subject to discrimination. Race is the protected class in the service area that suffers the greatest level of discrimination, and Blacks are the race most affected by discriminatory practices. Latinos, the largest Limited English Proficiency population in the area also fall victim to housing inequity. The disabled are the next most discriminated against protected class. The Center has also found family status and female heads of household, particularly, female victims of domestic violence, to also be targets for encountering barriers to housing. Therefore a considerable amount of the Center's work is focused on addressing these protected classes. Through funds the Center leverages from local services it has engaged in conducting Impediments to Fair Housing Studies in three of the counties in its service area. That work has allowed the Center to better identify these populations as being in the

most need of fair housing assistance and has helped the Center to target testing to specific communities and even Census Tracts where this type of service is most needed.

Since the Fair Housing Center is not a housing counseling organization and is independent of any governmental affiliation it does not have the ability, in its own right, to impose or eliminate barriers to fair housing. However, the Center impacts housing inequity not only through its testing and enforcement efforts, but also by working with community-based agencies, Minority Serving Institutions (MSIs), and local municipalities to help identify and break down barriers to fair housing. Examples follow. The Center has worked with organizations serving the disabled to implement a Mystery Rider Program to identify any problems in accessing transportation that would act as an obstacle for the disabled to access housing. In partnership with MSIs the Center has trained student and faculties on campuses and succeeded in not only increasing awareness, but also in recruiting testers. The Center's work with local units of government has resulted in changes in policies, composition of local Boards, and ordinances which have helped minimize barriers to fair housing.

Legal Services of Eastern Michigan (LSEM), the Center's sponsor, has in place an affirmative action policy that guarantees equality in hiring and treatment of employees. LSEM also provides equal access to the free civil legal services it offers to all potential eligible clients, regardless of whether they are members of a protected class. These principles are extended to the operation of the Center. To ensure that the Fair Housing Center exercises its full potential for positively impacting equality in housing, it has developed internal policies and procedures that strictly regulate delivery of its fair housing services. First, the Center already has in place a HUD approved testing and enforcement procedure that is implemented with HUD approved training materials. Second, the Center has in place an ongoing tracking and monitoring system in order to ensure that its fair housing outcomes are met. Third, the Center does an annual review of all policies and procedures regarding testing and all materials its uses in outreach and tester training to ensure that it adequately addresses the fair housing needs of its clients. Fourth, the Center staff receives ongoing training that enables its staff to deliver quality fair housing services.

In these ways the Fair Housing Center of Eastern Michigan affirmatively furthers fair housing.

ABSTRACT

Legal Services of Eastern Michigan (LSEM) is requesting \$258,577, or 72% of the total project cost of \$357,354, to continue to offer fair housing services through its Fair Housing Center of Eastern Michigan. LSEM is providing a full-range of fair housing testing and enforcement services to four counties in Mid-Michigan, Bay, Genesee, Midland, and Saginaw, which U.S. Census data and various research studies verify as having some of the highest rates of segregation in both Michigan and the country as a whole. (In addition, complaint-based fair housing services are offered in the other 10 counties in LSEM's service area: Arenac, Clare, Gladwin, Gratiot, Huron, Isabella, Lapeer, Sanilac, St. Clair, and Tuscola Counties). LSEM also works with the Legal Aid and Defender Fair Housing Center that it helped establish, which offers services in Oakland and Macomb Counties. The result is a regional approach to fair housing that has a greater overall impact on housing discrimination than if the program operated on a smaller scale.

The Center has offered fair housing services since 1997, and has a highly skilled staff who can continue to provide the same quality service the Center has delivered for over a decade. Since the Center has been the recipient of HUD funds, it has received excellent ratings of its service. The Center offers proactive services by conducting both survey as well as complaint-based testing. The Center already has a large pool of qualified testers, which will be increased in the coming year. In FY 2009-2010 the Center will train 100 testers, conduct 245 tests, file 25 enforcement proposals, generate 15 conciliation agreements, and conduct two targeted investigations. The Center partners with many other agencies in its delivery of fair housing services. Examples include community and faith-based agencies that assist all protected classes, local units of government, and Minority Servicing Institutions (MSIs). In FY 2008-2009 the Center will sign eight working agreements with other community agencies and work with at least four MSIs. The Center will offer these services with the intent of proactively addressing HUD's national priorities.

Certification of Consistency with the RC/EZ/EC-IIs Strategic Plan

U.S. Department of Housing and Urban Development

I certify that the proposed activities/projects in this application are consistent with the strategic plan of a federally-designated empowerment zone (EZ), designated by HUD or by the United States Department of Agriculture (USDA), the tax incentive utilization plan for an urban or rural renewal community (RC) designated by HUD, or the strategic plan for an enterprise community (EC-II) designation in round II by USDA.

(Type or clearly print the following information)

Applicant Name Legal Services of Eastern Michigan

Name of the Federal Program to which the applicant is applying Fair Housing Initiatives Program - PEI

Name of RC/EZ/EC-II City of Flint

I further certify that the proposed activities/projects will be located within the RC/EZ/EC-II identified above and are intended to serve the residents of the designated area. (2 points)

Name of the Official Authorized to Certify the RC/EZ/EC-II Tracy B. Atkinson

Title Superintendent, Dept of Community Economic Dev. City of Flint

Signature T. B. Atkinson

Date (mm/dd/yyyy) 09/11/09

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Legal Services of Eastern Michigan

Project Name: Fair Housing Center of Eastern Michigan

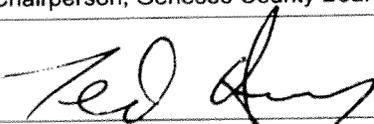
Location of the Project: 436 S. Saginaw Street
Flint, MI 48502

Name of the Federal
Program to which the
applicant is applying: Fair Housing Initiatives Program - PEI

Name of
Certifying Jurisdiction: Genesee County

Certifying Official
of the Jurisdiction
Name: Ted Henry

Title: Chairperson, Genesee County Board of Commissioners

Signature: 

Date: 9-11-09

Acknowledgment of Application Receipt

U.S. Department of Housing and Urban Development

OMB Approval No. 2577-0259 expire 2/29/2012

Type or clearly print the Applicant's name and full address in the space below.

Teresa Trantham
Legal Services of Eastern Michigan
436 S. Saginaw Street
Flint, MI 48502

(fold line)

Type or clearly print the following information:

Name of the Federal Program to which the applicant is applying:

Far Housing Initiatives Program - PEI

To Be Completed by HUD

- HUD received your application by the deadline and will consider it for funding. In accordance with Section 103 of the Department of Housing and Urban Development Reform Act of 1989, no information will be released by HUD regarding the relative standing of any applicant until funding announcements are made. However, you may be contacted by HUD after initial screening to permit you to correct certain application deficiencies.
- HUD did not receive your application by the deadline; therefore, your application will not receive further consideration. Your application is:
- Enclosed
 - Being sent under separate cover

Processor's Name _____

Date of Receipt _____

You are our Client!
Grant Applicant Survey

**U.S. Department of Housing
And Urban Development**
Office of Departmental Grants
Management and Oversight

OMB No. 2535-0116 (exp. 2/29/2012)

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. All information collection contained in this Survey is optional.

The Department of Housing and Urban Development is trying to provide a more user friendly, customer driven funding process. Please let us have your comments and recommendations for improvements to the Notice of Funding Availability Application and forms and/or the Electronic Grant Application Outreach process. You can complete and submit this survey and attach it to your electronic application or you mail directly to: Department of Housing and Urban Development, 451 7th Street, SW – Room 3156, Washington, DC 20410.

Instructions. Listed below are several questions regarding outreach conducted by the Federal Government to prepare organizations for the Grants.gov registration process, the retrieval of funding opportunities, and submission of electronic applications. The grading scale below provides options from extremely helpful to not applicable. In the box provided, grade the government on its outreach efforts from O-None thru G-Not applicable to my needs. Section seven provides space for you to make SUGGESTIONS FOR IMPROVEMENT, please identify the section you are commenting on. Field level help is available by click on the **F1** key.

O = None **A** = Extremely helpful **B** = Somewhat helpful **C** = Helpful **D** = Not very helpful
F = Not helpful **G** = Not applicable to my needs

Section 1 – Electronic Grant Application Outreach Provide details about the type of information you received from HUD about Grants.gov as indicated below.

1. The brochure(s)/guide(s) (insert title(s)):	Grade: O-None
2. Title of the workshop(s) /conference(s)/meeting(s)/training/forum(s)	Date attended: Grade: O-None
3. Title(s) of satellite broadcast(s): FHIP -NOFA	Date(s): Grade: 9/1/2009 B-Somewhat helpful
4. Did you receive information from the Agency Call Center? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the date(s) and rate the quality of assistance received.	Date(s): Grade: O-None
5. Did you receive information from the Grant.gov Contact Center? ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the date(s) and rate the quality of assistance received.	Date(s): Grade: O-None
6. How could we improve our communications to you and others like you (please explain)?	

Section 2 – Electronic Grant Application Registration Process

- Did you find the Grants.gov website information on registration clearer and easier to understand than last year? Yes No
- Do you have access to IBM compatible software? Yes No
- Do you have Internet access within your office or division? Yes No

If no, to question 3, please answer the following questions. Is the access within:

- Within your organization? Yes No
- Available in your building? Yes No

- c. Available at home?
- d. Available within 1 mile of where you work?
- e. Available within 5 miles of where you work?
- f. Available more than 5 miles of where you work?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. Do you have problems with Internet access due to any of the following?
- Cost?
 - Reliability?
 - Office access rights?
 - Poor quality reception?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Section 3 – Funding Opportunities

Please provide CFDA Number for funding opportunity are you commenting on.	Insert CFDA numeral: 14.418
1. Did you find the Submission Checklist helpful?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Were the Funding Opportunity instructions clearer and easier to follow than last year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were the Program specific funding opportunity instructions clearer and easier to follow than last year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Did you find sections of the funding opportunity duplicative?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. If yes, to any of the questions above, identify the section(s) and areas for streamlining the redundant information.	

Section 4 – Finding Grant Opportunities

1. Was it easier to find the Finding Opportunities on-line through Grants.gov than previous methods?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Based on previous years, how easy was it to find grants in the	Choose from dropdown
a. Federal Register	About the same
b. Trade journals	None
c. Agency websites	A little easier
3. How could finding grant opportunities be improved (please explain)?	

Section 5 – Applying for Grant Opportunities

1. How many people were involved in completing the application submission?	Number: 3
2. Did you find the electronic application useful for dissemination purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Did the same individual who downloaded the grant application submit the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Did you know where to look for instructions for completing and submitting the application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. At what point in the process did you download and read the Application Instructions?	A-Before looking at the application
6. What Section of the Electronic Application Desktop Guide were most useful?	
7. How could the Electronic Application Desktop Guide be improved (please explain)?	

8. Did you find the Submission Tips helpful?	Grade C-Helpful
9. Did you find the NOFA Application Submission Checklist helpful?	Grade C-Helpful
10. Did you know how to use the attachment form in the application package?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know
11. Did you have a problem saving your application?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not know

Section 6 – Applicant Information

Organization Legal Name Legal Services of Eastern Michigan		
Address 436 S. Saginaw Street	City Flint	State MI
Zip Code 48502	Telephone Number: (including area code) 810-234-2621	
Contact Name: Teresa Trantham	Email Address ttrantham@lsem-mi.org	

Section 7 – Suggestions

For improving the Electronic Grant process, please specify below. Please identify the section you are commenting on.

