

**HOUSING SERVICES MID MICHIGAN  
BOARD OF DIRECTORS MEETING  
TUESDAY June 17, 2014 2:00 pm  
LOCATION: MSU Extension Office CHARLOTTE, MICHIGAN  
Call In Number 517-541-1180 (only 1 person)  
AGENDA**

**CALL TO ORDER**

**APPROVAL OF MINUTES April 2014**

**ACCEPTANCE OF FINANCIAL REPORT May 2014**

**EXECUTIVE DIRECTOR'S REPORT**

Monthly Statistics and Activities- April and May 2014

**OLD BUSINESS**

Name change work- Articles of Incorporation have been approved by the State of MI

Golf Outing Profit

MSHDA- HEP award received

Counselor of the Year Award

**NEW BUSINESS**

Barry County Issues

AmeriCorps Member Award

Payroll Proposal- see attached

Budget Discussion pieces-

Health insurance

Increased Eaton UW award

New grant for homeownership classes

CRCF award

Section 8 administrative fees-reduction

Renewals of HUD awards

Executive Director's Annual Review

Budget 2014-15 Review and approval

	Financial Statement Legend	Con't	
CAPR	Capital Area Prisoner Re-entry	MICAH	Michigan Coalition Against Homelessness
CRCF	Capital Region Community Foundation	MSHDA	Michigan State Housing Development Authority
DCH	Department of Community Health	NMS	National Mortgage Settlement
EFSP	Emergency food and shelter program (FEMA)	PSH	permanent supportive housing
ESG	Emergency Solutions Grant	REACH	seriously mentally ill PSH
HEART	HUD funding for permanent supportive housing	SSVF	Supportive Services for Veteran Families
HEP	Homebuyers Education Program (MSHDA)		
HUD	Housing and Urban Development		
IDA	Individual Development Account		
JHLPR	Jackson, Hillsdale, Lenawee Prisoner Re-entry		

Next Meeting- August 12, 2014 – Meeting to be held at the 551 Building

If you will not be able to attend, please advise Denise Dunn, (517) 541-1180.

## Housing Services for Eaton County Board of Directors Meeting

Tuesday, April 8, 2014

Call to Order by President Brown at 2:06 p.m.

**Members Present:** Tom Fuller, Karen Hathon, Janice Land, Nicole Shannon, Tom Reich, Jim Dexter, Bob Brown, and Denise Dunn  
**Proxies:** Sean Cotter and Dar Benjamin for Bob Brown & Leon Monroe to Jim Dexter

**Minutes:** The Feb 2014 minutes were reviewed and one correction was determined: one director must be homeless or formerly homeless. Jim Dexter moved to accept with correction. Karen Hathon supported.

**Financial Report:** The report has new font which is easier to read. Tom Fuller moved to accept. Jim Dexter supported.

**Executive Director's Report:** Tax foreclosure sales were high in February. Dunn reviewed all her meetings and activities. She explained the Barry/Eaton Health Plan will be ending and the Be Healthy Clinics are closing. Barry County will be the only one open now since Cherry Street (FQHC) was approved to take over in Barry County. The Health Plan has approved a budget to pay for a grant writer to submit an application for Eaton to become an FQHC going forward. Dunn had to do a Section 8 inspection over a complaint. She found no problems. Jennifer Showerman was hired as the administrative assistant. Dunn submitted an application to HUD for HSEC to become a certified housing agency to provide Homebuyer Education. The long awaited EFSP funds are now available.

**March Report:** Dunn went over all of March's activities and included information about her Performance Objectives for review.

**Old Business:** Name change- Articles of Incorporation and Bylaws- Name is Housing Services Mid Michigan- There is no hyphen.

1.01 add under purpose- housing counseling

4.02 Remove the second section of the paragraph that lists the composition of the board

4.04 resident of county being served by.

4.05 and 4.07 Change 2/3 vote to majority

13.01 Change 2/3 vote to majority

14.01 Change to Rule of Order are suspended unless overruled by a majority of board

Tom Reich moved to approve articles and bylaws with recommended changes. It was supported by Nicole Shannon. Motion passed.

Nicole Shannon moved to authorize Dunn to make name change to Housing Services Mid Michigan. Tom Reich supported. Motion passed.

Bill Brown moved a resolution authorizing VP as signatory when President is unavailable. Karen Hathon supported. Motion passed.

**Golf Outing:** We are ahead of past years in getting sponsorships. Karen Hathon reported the Eaton County Mounted Unit will donate printing costs for golf outing. Denise questioned whether we could contract with someone to conduct the golf outing with a 8% to 10% commission. She wants us to think about it. Tom Reich supported

raffles.

**ESFP:** The direct financial assistance funds came in from Emergency Food and Shelter Programs (FEMA). We have received half of the amount. The second half was requested.

**SSVF:** HSEC was granted permission to expand to Clinton County. SSVF requires a conflict of interest document and ethical conduct declaration. Bob Brown moved to approve HSEC code of ethics and conflict of interest declaration. Karen Hathon supported. Motion passed.

Dunn explained that twenty two veterans have been served. We need to serve 80. They must be served by September 30th. With the addition of Clinton County, we expect to meet the goal.

**New Business:** Dunn announced that Christie Harry received the Western Counselor of the Year Award.

MSHDA- They have launched new MATT 2.0. HSEC has to do only one profile a year. We are now applying for a Homebuyer Education Program. Once we have HUD certified HSEC will also be MSHDA certified.

CRCF- We realized 16.4% net gain- Consensus= leave it to grow

Section 8 interest- New ruling by HUD that any interest (annual) above \$100 has to be returned to the Treasury quarterly.

Motion to adjourn by Bob Brown and supported by Karen Hathon.

Housing Services for Eaton County  
Board Report  
Month Ending May 31, 2014

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Revenues					
Interest Income	\$ 905.76	\$ 905.76	1,500.00	(594.24)	1,500.00
Contributions - Unrestricted	4,419.26	4,419.26	3,000.00	1,419.26	3,000.00
Flex plan	309.79	309.79	750.00	(440.21)	750.00
Fundraising	11,710.00	11,710.00	15,000.00	(3,290.00)	15,000.00
HUD	180,435.00	180,435.00	191,886.00	(11,451.00)	191,886.00
MICAH	0.00	0.00	4,500.00	(4,500.00)	4,500.00
Behavioral Health	4,500.00	4,500.00	4,500.00	0.00	4,500.00
JHLPR	179,946.79	179,946.79	185,686.00	(5,739.21)	185,686.00
MSHDA	144,391.00	144,391.00	106,500.00	37,891.00	106,500.00
EFSP	19,477.00	19,477.00	38,954.00	(19,477.00)	38,954.00
HEART 900	0.00	0.00	7,450.00	(7,450.00)	7,450.00
HEART 900 Tenant co-pay	237.00	237.00	0.00	237.00	0.00
Tri-County	5,000.00	5,000.00	5,000.00	0.00	5,000.00
CRCF	4,000.00	4,000.00	7,000.00	(3,000.00)	7,000.00
HEART 1300	3,838.00	3,838.00	7,415.00	(3,577.00)	7,415.00
HEART 1300 Tenant co-pay	206.00	206.00	0.00	206.00	0.00
PSH 1400	50,037.00	50,037.00	52,899.00	(2,862.00)	52,899.00
PSH 1400 Tenant co-pay	4,633.00	4,633.00	479.00	4,154.00	479.00
MSHDA Round 2	15,057.00	15,057.00	15,057.00	0.00	15,057.00
OTHER Income	178.09	178.09	0.00	178.09	0.00
Project Connect Income	1,344.00	1,344.00	1,344.00	0.00	1,344.00
Adopt A Family Income	775.00	775.00	775.00	0.00	775.00
IDA	0.00	0.00	430.00	(430.00)	430.00
HEART 1800	12,078.00	12,078.00	14,351.00	(2,273.00)	14,351.00
HEART 1800 tenant co-pay	379.00	379.00	179.00	200.00	179.00
Section 8 funds	513,232.00	513,232.00	522,500.00	(9,268.00)	522,500.00
Section 8 Admin	17,110.00	17,110.00	0.00	17,110.00	0.00
Section 8 interest	107.50	107.50	85.00	22.50	85.00
Eaton Co. United Way	14,123.38	14,123.38	12,260.00	1,863.38	12,260.00
NDC	19,450.00	19,450.00	0.00	19,450.00	0.00
NMS foreclosure	121,954.00	121,954.00	62,200.00	59,754.00	62,200.00
REACH Tenant co-pay	4,521.00	4,521.00	4,752.00	(231.00)	4,752.00

For Management Purposes Only

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Housing Services for Eaton County  
Board Report  
Month Ending May 31, 2014

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Eaton County Counseling	15,000.00	15,000.00	15,000.00	0.00	15,000.00
DCH	35,158.73	35,158.73	42,497.00	(7,338.27)	42,497.00
NFMC Income	13,845.00	13,845.00	15,000.00	(1,155.00)	15,000.00
CAPR	342,629.53	342,629.53	307,900.00	34,729.53	307,900.00
SSVF Income	78,125.09	78,125.09	118,920.00	(40,794.91)	118,920.00
2010 Recapture	20,000.00	20,000.00	20,000.00	0.00	20,000.00
Links	1,000.00	1,000.00	1,000.00	0.00	1,000.00
CoC Planning Grant	5,144.00	5,144.00	0.00	5,144.00	0.00
<b>Total Revenues</b>	<b>1,845,256.92</b>	<b>1,845,256.92</b>	<b>1,786,769.00</b>	<b>58,487.92</b>	<b>1,786,769.00</b>

Expenses

Overhead Expenses	1,681.11	1,681.11	7,000.00	(5,318.89)	7,000.00
Flex Plan Expenses	445.49	445.49	680.00	(234.51)	680.00
HUD Expenses	197,296.90	197,296.90	191,886.00	5,410.90	191,886.00
JHLPR Expenses	181,635.75	181,635.75	185,686.00	(4,050.25)	185,686.00
MSHDA Expenses	124,553.58	124,553.58	106,500.00	18,053.58	106,500.00
EFSP Expenses	24,197.27	24,197.27	38,954.00	(14,756.73)	38,954.00
HEART 900 Expenses	1,034.24	1,034.24	7,450.00	(6,415.76)	7,450.00
TRI COUNTY Exp.	1,718.87	1,718.87	5,000.00	(3,281.13)	5,000.00
CRCF Expenses	5,726.79	5,726.79	7,000.00	(1,273.21)	7,000.00
HEART 1300 Expenses	4,017.92	4,017.92	7,415.00	(3,397.08)	7,415.00
PSH Expenses	47,451.35	47,451.35	52,899.00	(5,447.65)	52,899.00
Other Expenses	10,678.53	10,678.53	10,000.00	678.53	10,000.00
IDA Expenses	985.90	985.90	400.00	585.90	400.00
HEART 1800 Expenses	11,126.48	11,126.48	14,351.00	(3,224.52)	14,351.00
Sec 8 Expenses	516,445.18	516,445.18	522,500.00	(6,054.82)	522,500.00
Eaton Cty UW Expenses	0.00	0.00	3,000.00	(3,000.00)	3,000.00
NDC Expenses	0.00	0.00	0.00	0.00	0.00
NMS Expenses	53,795.14	53,795.14	62,200.00	(8,404.86)	62,200.00
REACH Expenses	46,006.47	46,006.47	55,996.00	(9,989.53)	55,996.00
NMFC Expenses	4,331.76	4,331.76	15,000.00	(10,668.24)	15,000.00

For Management Purposes Only

Housing Services for Eaton County  
Board Report  
Month Ending May 31, 2014

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
CAPR Expenses	338,552.41	338,552.41	307,900.00	30,652.41	307,900.00
SSVF Expenses	94,769.37	94,769.37	178,380.00	(83,610.63)	178,380.00
RECAPTURE Expenses	17,051.90	17,051.90	20,000.00	(2,948.10)	20,000.00
LINKS Expenses	2,896.94	2,896.94	1,000.00	1,896.94	1,000.00
CoC Expenses	6,558.00	6,558.00	0.00	6,558.00	0.00
<b>Total Expenses</b>	<b>1,692,957.35</b>	<b>1,692,957.35</b>	<b>1,801,197.00</b>	<b>(108,239.65)</b>	<b>1,801,197.00</b>
<b>Unrestricted Cash</b>	<b>\$ 152,299.57</b>	<b>\$ 152,299.57</b>	<b>\$ (14,428.00)</b>	<b>166,727.57</b>	<b>\$ (14,428.00)</b>

**CONFIDENTIAL**

April 2014

Total Adults	79	
Total Children	54	
Intakes	56	47%
Number of "No Shows"	20	17%
Rescheduled	17	14%
Cancelled	6	5%
File Updates	4	3%
Foreclosure Follow Ups	11	9%
Budgeting Only	0	0%
SOAR	0	0%
Inspections	0	0%
Mediations	0	0%
Veterans	4	3%
Total Appointments	118	100%
Total Payments	30	

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	2	3	1	4%
Charlotte	19	26	13	34%
Dimondale	1	2	3	2%
Eaton Rapids	7	9	10	13%
Grand Ledge	4	7	2	7%
Lansing	9	10	11	16%
Delta Twp(489)	4	5	2	7%
Mulliken	1	2	3	2%
Nashville	0	0	0	0%
Olivet	2	4	4	4%
Other	2	3	1	4%
Potterville	1	1	2	2%
Sunfield	2	4	0	4%
Vermontville	1	2	2	2%
Barry County	1	1	0	2%
Totals	56	79	54	98%

STATUS						
H	E	F	R	T	O	Total
1	1					2
10	3	1	5			19
			1			1
1	2	2	2			7
2	1		1			4
2	6		1			9
1	2		1			4
1						1
						0
2						2
2						2
			1			1
1			1			2
			1			1
1						1
24	15	3	14	0	0	56

CLIENT EMERGENCY STATUS		
Homeless	24	43%
Eviction	15	27%
Relocation	14	25%
Foreclosure	3	5%
Back Property Taxes	0	0%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$9,758.25	39%
Leveraged Funds	\$2,721.52	11%
HSEC	\$12,787.32	51%
Total Payments Made	\$ 25,267.09	100%

Director's Report April 2014

**Meetings**

Continuum of Care Clinton Co- phone conference, Eaton Co. meeting

Strategies/Grants- did not meet

CQI- worked on the shared case plan and null data review

Vet grant- monthly roll up, conference call, submission for reimbursement

SSVF-conference calls -2

Battle Creek Medical Center- SSVF connection

SSVF-Clinton Co. visited Bath PHA – they offered office space for Courtney

**Training**

SSVF- Mel and Denise went to Columbus, OH

Christie completed FRS training –Section 8 data base

Courtney Fowler- new SSVF case manager Clinton County

**Grants**

Monthly invoicing – REACH-to DCH, ESG, HUD, CAPR, JHLPR, Section 8, and Eaton Counseling Center

Submitted grant application- for Homeowners Education Program (HEP) a MSHDA grant

Submitted Eaton United Way grant

SSVF- Quarterly Report

**Performance Objectives**

Nothing specific this month

**Presentations**

United Way Allocation Presentation

Eaton County Veterans Fair- Mel and Denise

**Fundraising**

Golf outing

**Donations**

Bed, Bath, and Beyond-\$5240

Bags, Paper and More	Toilet Paper	\$58.00
Anonymous	Cleaning Supplies	\$71.21



Director's Report May 2014

**Meetings**

Continuum of Care Clinton Co- phone conference, Eaton Co. meeting, Barry- sent Emily Smith

Strategies/Grants- X1

CQI- did not meet

SSVF-conference calls X1

SSVF-Clinton Co. visited Clinton DHS – they offered office space for Courtney

501 Aliance Annual meeting

Insurance meeting- review of medical coverages for the office

Section 8 client- intervention (needed various assistance to lease up)

**Training**

SSVF- Mel and Denise went to Columbus, OH

Christie completed FRS training –Section 8 data base

Courtney Fowler- new SSVF case manager Clinton County

**Grants**

Monthly invoicing – REACH-to DCH, ESG, HUD, CAPR, JHLPR, Section 8, and Eaton Counseling Center

CRCF- grant review committee work

**Performance Objectives**

Reported to Review Committee my goal obtainment for the entire year and wrote 2014-15 goals

**Presentations**

**Fundraising**

Golf outing- see profit/loss sheet

**Donations**

Bed, Bath, and Beyond-\$6237

Canada Dry	4 cases of drinks	\$96.00
Anonymous	envelopes	\$24.00
	6 chairs/2	
Staples	briefcases	\$614.98
Pespi	15 cases of product	\$360.00

May 2014

Total Adults	71	
Total Children	60	
Intakes	57	52%
Number of "No Shows"	9	8%
Rescheduled	13	12%
Cancelled	3	3%
File Updates	16	15%
Foreclosure Follow Ups	6	6%
Budgeting Only	0	0%
SOAR	0	0%
Inspections	0	0%
Mediations	0	0%
Veterans	5	5%
Total Appointments	109	100%
Total Payments	41	

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue				0%
Charlotte	20	26	21	35%
Dimondale				0%
Eaton Rapids	9	12	6	16%
Grand Ledge	3	3	4	5%
Lansing	10	14	14	18%
Delta Twp(489)	7	8	4	12%
Mulliken	1	1	3	2%
Nashville				0%
Olivet				0%
Other	2	2	2	4%
Potterville	1	1	0	2%
Sunfield				0%
Vermontville	2	2	6	4%
Barry County	2	2	0	4%
Totals	57	71	60	96%

STATUS						
H	E	F	R	T	O	Total
						0
14	2	1	3			20
						0
2	2	1	4			9
	1		2			3
4	5		1			10
1	5		1			7
1						1
						0
						0
1		1				2
1						1
						0
1			1			2
2						2
27	15	3	12	0	0	57

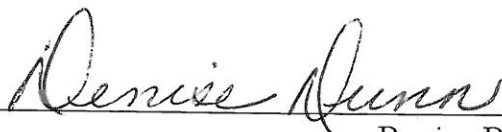
CLIENT EMERGENCY STATUS		
Homeless	27	47%
Eviction	15	26%
Relocation	12	21%
Foreclosure	3	5%
Back Property Taxes	0	0%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$4,154.97	17%
Leveraged Funds	\$5,330.92	22%
HSEC	\$15,074.03	61%
Total Payments Made	\$ 24,559.92	100%

AFFIDAVIT OF DENISE DUNN  
REGARDING NAME CHANGE OF  
HOUSING SERVICES MID MICHIGAN  
FORMERLY KNOWN AS HOUSING SERVICES OF EATON COUNTY

I, Denise Dunn, being first duly sworn, state as follows:

1. I am the Executive Director of Housing Services Mid Michigan.
2. On April 8, 2014, the Board of Directors acted to change the name of Housing Services of Eaton County to Housing Services Mid Michigan.
3. The name change from Housing Services of Eaton County to Housing Services Mid Michigan became effective on May 12, 2014 pursuant to a Certificate of Amendment filed with the State of Michigan (Exhibit A).
4. Housing Services of Eaton County is now known as Housing Services Mid Michigan.

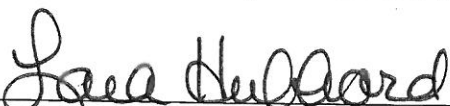
  
Denise Dunn

Subscribed and sworn to

before me on 4<sup>th</sup> day of June, 2014

in Clinton co. acting in Eaton County, Michigan.

My commission expires: 2/14/2021.

  
Notary Public

Acting in Eaton County, Michigan

# EXHIBIT A

Housing Services Mid Michigan *f/k/a* Housing Services of Eaton County  
Certificate of Amendment effective May 12, 2014.

fees paid

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

Date Received

APR 29 2014

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

FILED

MAY 12 2014

BY ADMINISTRATOR  
CORPORATIONS DIVISION  
EFFECTIVE DATE:

Name

Denise Dunn

Address

319 S. Cochran, P.O. Box 746

City

Charlotte

State

MI

ZIP Code

48813

Document will be returned to the name and address you enter above.  
If left blank, document will be returned to the registered office.

**CERTIFICATE OF AMENDMENT TO THE ARTICLES OF INCORPORATION**

For use by Domestic Profit and Nonprofit Corporations

(Please read information and instructions on the last page)

Pursuant to the provisions of Act 284, Public Acts of 1972, (profit corporations), or Act 162, Public Acts of 1982 (nonprofit corporations), the undersigned corporation executes the following Certificate:

1. The present name of the corporation is:

Housing Services for Eaton County

2. The identification number assigned by the Bureau is:

735-880

3. Article 1 & 2 of the Articles of Incorporation is hereby amended to read as follows:

Article 1: The name of the corporation is Housing Services Mid Michigan

Article 2: The purposes for which the corporation is organized are:

See attached

afg

## Purposes of the Corporation

**2.01 Purposes.** Housing Services Mid Michigan is organized for the following purposes:

- (a) to provide a full range of housing and related services to low and moderate income persons, with the intent to assist in securing decent, safe, and affordable housing for residents in Mid Michigan;
- (b) to provide information, referrals, alternatives, resources, and other support to those low and moderate income homeowners, renters, and homeless who need assistance in the prevention of evictions, foreclosures, tax sales and homelessness; including housing counseling.
- (c) to develop and conduct programs educating low and moderate income persons regarding housing resource and eviction prevention, security deposits, and other housing related issues that will assist residents in becoming more self-sufficient;
- (d) to provide a center for the collection and dissemination of information including, but not limited to, assembling and distributing brochures, pamphlets, and other information relating to housing resources for low and moderate income persons; and
- (e) to provide affordable housing for persons of low and moderate income.

The Corporation is a nonprofit organization that will be financed under a general plan which may include, without limitation, contributions from the general public, fund raising activities, loans and grants from third parties, and income from investments, as the Board of Directors shall deem necessary and appropriate to further the purposes of the Corporation.

The Corporation is organized exclusively for charitable purposes, including for such purposes, receiving and administering funds and making distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. It is the intention of the Corporation to remain a not-for-profit in perpetuity.

**6. Nonprofit corporation only: Member, shareholder, or board approval**

The foregoing amendment to the Articles of Incorporation was duly adopted on the 8 day of April, 2014 by the (check one of the following)

**Member or shareholder approval for nonprofit corporations organized on a membership or share basis**

- members or shareholders at a meeting in accordance with Section 611(2) of the Act.
- written consent of the members or shareholders having not less than the minimum number of votes required by statute in accordance with Section 407(1) and (2) of the Act. Written notice to members or shareholders who have consented in writing has been given. (Note: Written consent by less than all of the members or shareholders is permitted only if such provision appears in the Articles of Incorporation.)
- written consent of all the members or shareholders entitled to vote in accordance with section 407(3) of the Act.

**Directors (Only if the Articles state that the corporation is organized on a directorship basis)**

- directors at a meeting in accordance with Section 611(2) of the Act.
- written consent of all directors pursuant to Section 525 of the Act.

Nonprofit Corporations

Signed this 8th day of April, 2014

By Robert A Brown  
(Signature of President, Vice-President, Chairperson or Vice-Chairperson)

Robert Brown  
(Type or Print Name)

President  
(Type or Print Title)

2011 Housing Services for Eaton County  
Income Statement  
For the One Month Ending June 30, 2014

*Any outgoing Profit*

	Current Month	Year to Date
Revenues		
Fundraising	\$ 12,271.25	\$ 3,589.25
Total Revenues	12,271.25	3,589.25
Expenses		
Fundraising expenses	2,960.46	1,680.00
Total Expenses	(9,310.79)	(1,909.25)
Net Income	\$ 9,310.79	\$ 1,909.25

*Receivables  
Walmart \$1,000*

*total Revenue 13,271.25*

*- costs 2,960.46  
\$10,310.79 projected profits*





STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

SCOTT WOOSLEY, CFA  
EXECUTIVE DIRECTOR

May 29, 2014

Ms. Denise Dunn, Executive Director  
Housing Services for Eaton County  
319 S. Cochran Avenue  
Charlotte, Michigan 48813

RE: Announcement of Funding Award, **CONTRACT NO. 2014-HEP-017**

Dear Ms. Dunn:

Congratulations! The Michigan State Housing Development Authority (MSHDA) has approved your application for the Housing Education Program funds to support your educational services in the amount of \$6,888. The purpose of this letter is to inform you of the documentation needed to initiate this contract agreement.

As stated in the HEP NOFA, agencies with an active NMS agreement were asked to take those funds into consideration when completing their application. Because your agency has an NMS agreement expiring after April of 2015 your HEP award does not include requested Foreclosure Service funds. Your agency's **Exhibit B - Project Budget** should be revised accordingly.

Enclosed you will find two (2) copies of your Contract, and the Exhibits listed below. **Carefully** review these documents.

- Exhibit A – Scope of Work
- Exhibit B – Project Budget
- Exhibit C - Key Persons of the Contractor
- Exhibit D – Retiree Rehire Certification
- Exhibit E – Certified Counseling Staff (formerly Exhibit II)

Sign and return both copies of the Contract and all Exhibits completed as necessary to Tara Gilman at: Michigan State Housing Development Authority, 735 E. Michigan Avenue, Lansing, MI 48912.

***As indicated in Item 3.b. of the Contract, work performed or provided prior to the execution of this agreement will not be eligible for payment.***

### **Contract Fund Payments**

Your agency will receive a first disbursement of \$3,444 and one subsequent payment of \$3,444 no later than January 31, 2015. Subsequent funding will be based on reporting compliance and supporting documentation provided.

735 East Michigan Avenue, P.O. Box 30044, Lansing, Michigan 48909  
michigan.gov/mshda • 517.373.8370 • FAX 517.335.4797 • TTY 800.382.4568

MSHDA's Homeownership Counseling Program

## 2014 Housing Counseling Counselor of the Year

AWARDED BY MSHDA

### Christie Harry, Housing Services for Eaton County Counselor of the Year – Western Territory

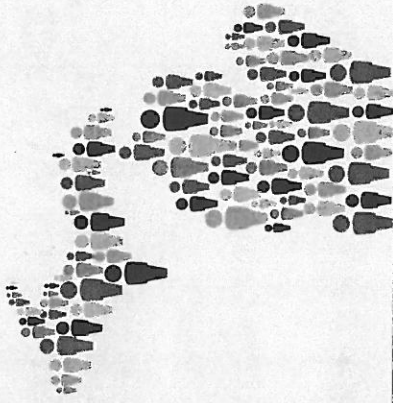
Christie began her journey as a case manager in 2003 when she was hired at Housing Services for Eaton County to work with homeless and eviction cases. She quickly found herself changing her focus to foreclosure prevention when the housing crisis emerged in their community.

As she started her work to provide education and be an advocate for those in danger of losing their homes, her interest in becoming a certified housing counselor increased, and she started attending the various trainings that were available. After becoming certified, she continued expanding her knowledge of the housing industry and has maintained a strong desire to share that knowledge with others.

During this journey, Christie was promoted to Assistant Executive Director for Housing Services for Eaton County, which provided her the opportunity to expand the agency's foreclosure program.

Along with managing her own caseload, she has had the opportunity to share her passion by offering a front line perspective, support, and advice to the agency's new foreclosure case managers as their program has grown.

Christie is thankful for the opportunity to work with the residents of her community by providing counseling and advocacy services and she looks forward to continuing these services for as long as the community has the need.



### BUILDING MICHIGAN COMMUNITIES CONFERENCE

Housing, Assets, People, Partners

# 2014

# AWARDS PROGRAM



## RFP Status

From: Shanelle Oliver

Sent: Wed, May 28, 2014 at 3:56 pm

To: charry

---

Good afternoon Christie,

I am pleased to inform you that HSMM has been selected to serve as a host site for our program during the 2014 - 2015 service year. We were able to grant you the one half-time slot that you applied for.

I will be in contact with you regarding any changes that may need to be made to the position description or training timeline. I will also be in contact regarding the upcoming site supervisor training which is scheduled to take place on June 12th, 2014 at Peckham in Lansing, MI. I plan to have an agenda out to all site supervisors regarding the training early next week.

If you have questions, feel free to let me know.

Thanks!

Shanelle Oliver  
Program Director  
Michigan's Campaign to End Homelessness AmeriCorps Program  
P: 517-853-3897  
F: 517-485-6682  
15851 S. Old US 27, Bldg 30 Ste 315  
Lansing, MI 48906

LIKE us on Facebook! <https://www.facebook.com/MICTEHACP>

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## Payroll Services Proposal

Housing Services of Eaton County  
Denise Dunn

Based on 14 employees with Bi-weekly payroll

Our services and costs are:

\$30 per month plus \$5 per employee per pay period  
First Month Free

### Payroll Services

Dedicated payroll specialists  
Report hours and pay to us by email or fax  
PTO Tracking for up to 2 PTO Types

### Tax Services

Complete federal payroll tax filings and payments  
Complete state payroll filings including 501 Alliance Reports  
Complete 941/944 quarterly forms  
Complete 940 annual forms  
Complete W-2 processing for Employee & Employer forms  
Complete 1099 processing for all 1099 payments including non-employee compensation, medical and rent payments

### Employee Services

Direct Deposit  
Online access to paystub history

### Reporting Services

Payroll Specialists are available to provide additional reporting anytime  
Payroll details may be exported directly into your accounting software  
-Includes most packaged accounting software

### Optional Services

Online Time Tracking and Reporting: \$2 per employee per month -  
Garnishment Service: \$3 per garnishment - same cost  
Additional State Reports: \$10 each - N/A to us  
Annual 1099 Filing: \$5 per 1099 - cheaper than our current prices of \$7.50 (section 8 only)

our views  
Bookkeeper - pulling  
1) grant breakdowns would be helpful  
2) 501 Alliance tracking  
3) info downloads to our SAGE software  
Cons - not tracking all time off categories they can do 2 we have 3 Personal, sick, vacation  
not tracking all grants for Denise over 8 grants

my views  
local  
W2 included - save money  
10% discount level billing

cost estimate  
30 x 12 = 360  
+ 65 x 26 = 1690  
2050

current costs  
2013-14 total 2250 - payroll W2 9.25 each 65.00/pay  
Reports 14.00 x 4 + 29  
time off accrual 5.00/pay

**Budget 2014-2015 All Costs**

proposed 6/17/2014

Revenues	Expenses		
	Client payments	Operation	Program
MSHDA ESG	\$ 106,503.00	\$ 6,300.00	\$ 22,500.00
FEMA	\$ 35,000.00	\$ 34,500.00	\$ 2,000.00
HUD SHP	\$ 181,962.00	\$ 24,000.00	\$ 1,200.00
Eaton Co. UW	\$ 12,018.00	\$ 9,480.00	\$ 31,000.00
Flagstar Bank	\$ 1,500.00	\$ 5,000.00	\$ 100.00
Tri-County Electric	\$ 5,000.00	\$ 106,186.00	\$ 1,000.00
JHLPR	\$ 185,686.00	\$ 15,000.00	\$ 500.00
CRCF	\$ 15,000.00	\$ 15,000.00	\$ 750.00
IDA	\$ 500.00	\$ 1,900.00	\$ 3,000.00
Section 8	\$ 562,976.00	\$ 1,150.00	\$ 250.00
REACH Supportive Housing participants pool	\$ 42,497.00	\$ 37,656.00	\$ 4,500.00
MICAH	\$ 4,600.00	\$ 3,000.00	\$ 1,000.00
Neighborhood Doors	\$ 4,500.00	\$ 500.00	\$ 500.00
MISC	\$ 2,000.00	\$ 1,000.00	\$ 20,290.00
Fundraising	\$ 15,000.00	\$ 3,650.00	\$ 21,000.00
Interest Income	\$ 1,500.00	\$ 5,400.00	\$ 3,000.00
1st National Bank of America	\$ -	\$ -	\$ 4,080.00
Eaton Permanent Supportive Housing participants pool	\$ 52,899.00	\$ 37,800.00	\$ 4,000.00
HEP	\$ 10,000.00	\$ 10,000.00	\$ -
CAPR Prisoner Reentry	\$ 6,888.00	\$ -	\$ -
Foreclosure specialist (s)	\$ 307,900.00	\$ 158,662.00	\$ -
veterans grant	\$ 58,104.00	\$ 44,000.00	\$ -
NFMC	\$ 181,000.00	\$ -	\$ -
HEART 1	\$ 15,000.00	\$ -	\$ -
HEART 2	\$ 7,450.00	\$ 6,091.00	\$ -
HEART 3	\$ 7,415.00	\$ 5,832.00	\$ -
Totals	\$ 14,351.00	\$ 12,000.00	\$ -
	\$ 1,837,249.00	\$ 1,027,936.00	\$ 46,180.00

Revenues	Expenses		
	Client payments	Operation	Program
MSHDA ESG	\$ 106,503.00	\$ 6,300.00	\$ 22,500.00
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Totals	\$ 14,351.00	\$ 12,000.00	\$ -
	\$ 1,837,249.00	\$ 1,027,936.00	\$ 46,180.00

MI Unemploy	3.15% Health IN	Work Comp	S & L Dis
\$ 3,928.70	\$ 21,852.00	\$ 2,270.75	\$ 2,400.00
<b>Total Salary</b>	<b>\$ 573,664.97</b>		
<b>Difference</b>	<b>\$ 42,818.03</b>		

MI Unemploy	2.89% Health IN	Work Comp	S & L Dis
\$ 274.55	\$ 5,463.00	\$ 405.57	\$ 1,000.00
\$ 274.55	\$ 5,463.00	\$ 210.60	\$ 350.00
\$ 274.55	\$ 5,463.00	\$ 140.40	\$ 125.00
\$ 274.55	\$ 5,463.00	\$ 121.68	\$ 125.00
\$ 274.55	\$ 5,463.00	\$ 204.98	\$ -
\$ 274.55	\$ 5,463.00	\$ 201.61	\$ 800.00
\$ 274.55	\$ 5,463.00	\$ 209.85	\$ -
\$ 274.55	\$ 5,463.00	\$ 135.72	\$ -
\$ 274.55	\$ 5,463.00	\$ 74.88	\$ -
\$ 274.55	\$ 5,463.00	\$ 187.20	\$ -
\$ 274.55	\$ 5,463.00	\$ 73.13	\$ -
\$ 274.55	\$ 5,463.00	\$ 44.51	\$ -
\$ 274.55	\$ 5,463.00	\$ 59.34	\$ -
\$ 85.00	\$ -	\$ 15.53	\$ -
\$ 274.55	\$ -	\$ 78.04	\$ -
\$ 274.55	\$ -	\$ 4.75	\$ -
\$ 274.55	\$ -	\$ 102.96	\$ -
<b>3,928.70</b>	<b>\$ 21,852.00</b>	<b>\$ 2,270.75</b>	<b>\$ 2,400.00</b>
<b>Totals</b>	<b>\$ 38,602.73</b>	<b>\$ 25,980.00</b>	<b>\$ 573,664.97</b>

# Housing Services for Eaton County Market Analysis

## July 2014 Health Plan

	CURRENT	ALTERNATIVE BCN HMO Gold	ALTERNATIVE BCN HMO Gold	ALTERNATIVE BCN H.S.A. Gold	ALTERNATIVE BCBS Simply Blue PPO Gold	ALTERNATIVE BCBS Simply Blue PPO Gold	ALTERNATIVE BCBS H.S.A. Gold	ALTERNATIVE PHP HMO-GFDD0200 Gold	ALTERNATIVE McLaren
Carrier Plan	BCN 10	BCN HMO Gold	BCN HMO Gold	BCN H.S.A. Gold	BCBS Simply Blue PPO Gold	BCBS Simply Blue PPO Gold	BCBS H.S.A. Gold	PHP HMO-GFDD0200 Gold	ALTERNATIVE McLaren
Enrollment									
5 Singles	\$455.30	\$2,397.22	\$2,337.21	\$2,403.65	\$2,936.32	\$2,707.41	\$2,742.06	\$2,568.87	Decline to Quote
0 Two Person	\$1,092.72	\$85.65	\$83.51	\$85.89	\$187.58	\$172.97	\$175.15	\$21.83	
0 Family	\$1,729.31	\$2,482.87	\$2,420.72	\$2,489.54	\$3,123.90	\$2,880.38	\$2,917.21	\$2,590.70	
Monthly Premium	\$2,276.50	5.3%	2.7%	5.6%	32.5%	22.2%	23.7%	9.9%	
Monthly Taxes and Fees	\$81.40	\$20	\$20	80% after ded	\$20	\$20	80% after ded	\$25	
Total Monthly Premium	\$2,357.90	\$4/\$15/\$40 \$80/20%/20%	\$4/\$15/\$40 \$80/20%/20%	\$4/\$15/\$40 \$80/20%/20%	\$15/\$50/50% 20%/25%	\$15/\$50/50% 20%/25%	\$10/\$40/\$80 15%/25% after ded	\$10/\$40/\$80	
Difference from current rates		\$50	\$50	\$50	\$60	\$60	80% after ded	\$25	
IN-NETWORK BENEFIT OPTIONS:		\$150	\$150	\$150	\$150	\$150	80% after ded	\$150	
Office Visit Copay	\$20	\$20	\$20	80% after ded	\$20	\$20	80% after ded	100%	
Specialist Visit Copay	\$20	\$40	\$40	\$4/\$15/\$40	\$40	\$40	80% after ded	100%	
Rx Copay	\$10/\$40 CF	\$4/\$15/\$40 \$80/20%/20%	\$4/\$15/\$40 \$80/20%/20%	\$80/20%/20% after ded	\$15/\$50/50% 20%/25%	\$15/\$50/50% 20%/25%	15%/25% after ded	70% after ded/ 30 visits	
Urgent Care Copay	\$35	\$50	\$50	80% after ded	\$60	\$60	80% after ded	\$25	
ER Copay	\$100	\$150	\$150	80% after ded	\$150	\$150	80% after ded	\$150	
Preventive Care Services	100%	100%	100%	100%	100%	100%	100%	100%	
Chiropractic Coverage	\$20 after ded	\$40/30 visits	\$40/30 visits	80% after ded	\$30/30 visits	\$30/30 visits	80% after ded/ 30 visits	70% after ded/ 30 visits	
Medical Deductible / Employee	\$1,000	\$1,500	\$2,000	\$1,300	\$500	\$1,500	\$1,300	\$1,000	
Medical Deductible / Family	\$2,000	\$3,000	\$4,000	\$2,600	\$1,000	\$3,000	\$2,600	\$2,000	
Additional Out of Pocket Max/ Employee	\$1,500	\$2,000	\$1,500	\$1,000	\$3,000	\$2,000	\$1,000	\$3,500	
Additional Out of Pocket Max/ Employee + Deps	\$3,000	\$4,000	\$3,000	\$2,000	\$6,000	\$4,000	\$2,000	\$7,000	
Coinsurance Copay	20%	20% & 50%	20% & 50%	20% & 50%	20%	20%	20%	30%	

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Prepared by Michael Harp, M.A., Michigan Group Benefits, LLC. East Lansing MI 48823  
 Phone: (517) 853-3100, ext 302 \* Fax (517) 374-8731 \* email: mike@migroupbenefits.com  
 The above rates are not guaranteed and are subject to carrier approval and participation.



# Blue Care Network of Michigan Rate Quote

New Policy Small Group Quote

Nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association

## Group/Subgroup/Suffix(Class) Specific Data

Group/Suffix: 000000000 0000

Effective Date: 7/1/2014

Client: Housing Services for EC

Area: G

Renewal Date: 7/1/2014

County: Eaton

Total Eligibles: 9

Zip: 48813

Customer Size: 5

Agency: Charlotte MI 48813  
Michigan Group Benefits

Segment Type: Active Segment

Suffix/Class Size: 5

Agent: Michael Harp

Number of FTE's: 14

Sponsorship: Association

Assoc: None

Group SIC: 8322 Individual and family services

### Quoted Benefits

BCN HMO Gold \$1000 - \$1,000/\$2,000 Deductible, 20% Co-Insurance, \$3,500 OOP Max, RX \$4/\$15/\$40/\$80/20% (max \$200)/20% (max \$300), Elective Abortion

Contract	Relationship	Age	Coverage				Member Total	Total Contract Premium
			Type	Med/RX	Dental	Vision		
Dunn, Denise	Employee	57	Regular	\$648.07	\$0.00	\$0.00	\$648.07	
Contract Totals				\$648.07	\$0.00	\$0.00		\$648.07
McHaney, Mary Lou	Employee	56	Regular	\$620.41	\$0.00	\$0.00	\$620.41	
Contract Totals				\$620.41	\$0.00	\$0.00		\$620.41
Smith, Abigail	Employee	23	Regular	\$265.93	\$0.00	\$0.00	\$265.93	
Contract Totals				\$265.93	\$0.00	\$0.00		\$265.93
Smith, Emily	Employee	26	Regular	\$272.31	\$0.00	\$0.00	\$272.31	
Contract Totals				\$272.31	\$0.00	\$0.00		\$272.31
Winzeler, Bruce	Employee	62	Regular	\$764.02	\$0.00	\$0.00	\$764.02	
Contract Totals				\$764.02	\$0.00	\$0.00		\$764.02

Monthly Premium (does not include Taxes and Fees)

\$2,482.07

Monthly Taxes and Fees

\$88.67

Monthly Premium (including Taxes and Fees)

\$2,570.74

A Summary of Benefits and Coverage corresponding to the coverage being quoted has been provided to your agent by Blue Cross Blue Shield of Michigan. Your Agent is providing an SBC to you with this quote. A paper copy is available free of charge by contacting your agent that has provided the quote.

These figures include certain federal taxes and fees established by the Affordable Care Act as well as certain State taxes and assessments. The figures are estimates and may change for future billings.

Please submit quote with enrollment documentation.

BCBSM reserves the right to adjust rates if any of the assumptions or calculations used in the quoting process are incorrect. Final rates will be determined by BCBSM underwriting based on actual group enrollment and participation.

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P.O. Box 14  
Charlotte, MI 48813  
Tel 517-543-5402  
Fax 517-543-5651  
www.ecuw.org



May 30, 2014

Housing Services for Eaton County  
P.O. Box 746  
Charlotte, Mi 48813

Thank you for your past and current partnership with Eaton County United Way. I want to especially thank you for your hard work in preparing for this year's funding request.

The Board of Directors of the Eaton County United Way has approved community investments for the year July 1, 2014 through June 30, 2015. I am pleased to inform you that your program was approved for **\$10,245.00**. Also you received **\$1,773.00 in designations** from donors. Payments will be awarded in Quarterly payments beginning in July 2014. Please note that the final disbursement in April 2015 will factor in a "pledge loss" percentage based on actual pledges received during that campaign cycle.

In order for the Board to see the progress of your funded program, please be prepared to complete an outcome report in December.

In accordance with our current fund distribution guidelines, funded agencies are expected to expend United Way dollars in the specific program(s) which have been approved for funding. However, we recognize that an agency may find it necessary to move funding to a different program. If you find it necessary to move funding to a different program, please contact me.

As a funded agency, we expect that you will:

- Identify the agency as a funded agency of the United Way and utilize the United Way logo on all appropriate printed and social media materials; e.g., letterhead, mass printed materials, newsletters and brochures (samples will be requested for 2013).
- Cooperate in the organization and promotion of our annual campaign to raise funds in the interest of all community agencies of United Way;
- Conduct an annual United Way campaign at your organization and encourage all board members, staff, and volunteers to support and participate.
- Adhere to the agency agreement.

On behalf of Eaton County United Way, I want to express our appreciation to you and your agency for the services you provide to the residents of Eaton County. If you have any questions about the funding process and would like specific feedback from the review panel, please contact me at (517) 543-5402 to schedule a meeting.

Sincerely,

  
Joni Risner  
Executive Director

*total  
\$12,018  
last yr.  
\$8,082  
-----  
\$3,936 diff*





**Capital Region**  
**community foundation<sup>sm</sup>**  
*The Center for Charitable Giving*

May 29, 2014

Denise Dunn  
Housing Services for Eaton County  
319 S. Cochran Ave, PO Box 746  
PO Box 746  
Charlotte, MI 48813

Dear Grantee:

Re: Grant # 10894

Thank you for submitting your application for funding by the Capital Region Community Foundation. We received 123 qualifying grant requests for consideration this year, with requests totaling approximately \$1.3 million. Applications were reviewed for financial consideration on May 14, by the members of the CRCF Grant Review committee, made up of 30 diverse individuals from Ingham, Eaton and Clinton Counties. At that meeting the Grants Committee selected the applicants for funding for 2014.

We are pleased to advise you that the Capital Region Community Foundation's Board of Trustees has approved a \$15,000.00 grant to the Housing Services for Eaton County. As stated in the grant application, this grant is to be used for the "Homelessness Prevention Program".

Congratulations on being awarded this grant. Please read the enclosed Grant Contract carefully as it covers the terms and conditions of this grant. You must sign and return one copy and keep the other for your files. **No grant payment can be made until the signed contract is returned. Grant funds must be requested and must be paid out within one year of approval or the grant will become void and the grant money will no longer be available.**

The Community Foundation would appreciate your organization placing a press release on this grant award. Photos of the project are also needed for our annual report and other publications. If you have questions please feel free to give me a call.

Sincerely,

Pauline Pasch  
Senior Program Officer

Enclosures: Grant Contract (2 copies)  
Request for Payment Form  
Grant Evaluation Form



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Washington D.C. 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

June 04, 2014

MI880  
HSNG. SERVICES OF EATON COUNTY

Dear Executive Director:

**Subject: Mainstream Five (MS5) Program Calendar Year (CY) 2014 Renewal Funding Allocation**

The purpose of this letter is to advise your agency of the renewal funding allocation for CY 2014 for the Mainstream 5 (MS5) program.

Your agency's CY 2014 MS5 renewal funding is \$459,339.

In prior years, funding for the MS5 program was provided under the Section 811 Appropriations. Beginning in 2011, funding for MS5 was provided under the Tenant-Based Rental Assistance (TBRA) appropriation.

In order to align the calculation of renewal funding for MS5 with the TBRA renewal allocations for the Housing Choice Voucher (HCV) program, the Department has determined that, beginning in CY2014, renewal funding for the MS5 program will be based on the same rebenchmarking methodology as that used for the HCV program.

Attached is your Notice to Amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the change(s) described above. The amendment notice and revised funding exhibits should be filed with your most recent CACC. No execution by HUD or your PHA is required.

To calculate your agency's MS5 renewal funding for CY2014, the Department has established a new baseline for MS5 funding eligibility, based on Voucher Management System (VMS) data for the MS5 program for CY 2013 (January 1, 2013 through December 31, 2013). This practice is commonly referred to as re-benchmarking. The VMS data used is the data reported by each PHA for the MS5 program and accepted in VMS as of March 17, 2014.

It is each PHA's responsibility to retain the appropriate records to support VMS submissions for the collected periods, as they are subject to on-site review by HUD. VMS data is subject to review by our Quality Assurance Division (QAD), and subsequent recalculation of CY 2014 MS5 renewal funding eligibility will occur if a QAD review demonstrates that costs were incorrectly reported, resulting in excess funding.

Additionally, HUD is required to control disbursement of funds to PHAs in such a way as to ensure that PHAs do not receive federal funds before they are needed. Treasury Financial Manual, Vol. 1, Part 6, Section 2025 states: "Advances to a recipient organization will be limited to the minimum amounts necessary for immediate disbursement needs and will be timed to be in accord only with the actual immediate cash requirements of the recipient organization in carrying out the purpose of an approved program or project. The timing and amount of cash advances will be as close as is

administratively feasible to the actual disbursements by the recipient organization for direct program costs and the proportionate share of any allowable indirect costs.” This requirement is reiterated in the Joint Explanatory Statement of the Committee of Conference that accompanies the 2012 Appropriations Act, which states that the conferees expect HUD to follow Treasury’s rules on cash management in the tenant based rental assistance account.

In order to mitigate the accrual of excess MS5 funds at the PHA level and to comply with cash management requirements, the Department will distribute funds for the MS5 program to PHAs monthly, based on the most recent assessment of needs. Procedures for the transition of the MS5 program to cash management will be provided under separate guidance.

Calculations are not included herein for CY 2014 administrative fees. Beginning in CY 2014, fees will be paid for the MS5 program solely on the basis of leasing as of the first of each month and reported in VMS. Monthly fee advances are provided, based on estimated earnings, and are reconciled once actual leasing is reported. National eligibility for the quarter is compared to one-quarter of the appropriations available for MS5 administrative fees, and all PHAs’ fee earnings are prorated at the same percentage of eligibility (estimated at 75%) as in the HCV program. This proration is required by the “Consolidated Appropriations Act, 2014” (PL 113-76), enacted on January 17, 2014 which states:

**Mainstream Five-Year Program:**

“(4) \$106,691,000 for the renewal of tenant based assistance contracts under section 811 of the Cranston-Gonzalez National Affordable Housing Act (42U.S.C. 8013), including necessary administrative expenses: Provided, That administrative and other expenses of public housing agencies in administering the special purpose vouchers in this paragraph shall be funded under the same terms and be subject to the same pro rata reduction as the percent decrease for administrative and other expenses to public housing agencies under paragraph (3) of this heading;”

Fee rates for CY 2014 have been posted on the Department’s web site to enable PHAs to estimate eligibility:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/hcv](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv)

If you have any questions concerning your CY 2014 MS5 program renewal funding, please contact your Financial Analyst at the Financial Management Center.

Sincerely

**Miguel A. Fontánez**

Digitally signed by Miguel A. Fontánez  
DN: CN = Miguel A. Fontánez, C = US, O = Housing  
Voucher Financial Management Division, OU = Director  
Reason: I am approving this document

Miguel A. Fontanez  
Director  
Housing Voucher Financial  
Management Division



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

June 03, 2014

MI880
HSNG. SERVICES OF EATON COUNTY
P.O. BOX 746
CHARLOTTE, MI 48813

Dear Executive Director:

SUBJECT: Administrative Fee Funding for the Mainstream 5-Year Program

This letter is to notify you that funds have been obligated to provide your agency with Administrative Fee funds for the Mainstream 5-Year Program (MS5) for the months of January – December 2014.

Please be advised that in accordance with the Consolidated Appropriations Act, 2014 (PL 113-76), administrative fees for the Mainstream 5 program will be funded under the same terms and be subject to the same pro rata fee reductions that apply to all other PHAs administering vouchers under the HCV program. Administrative fees for January - December 2014 are estimated based on units under ACC, using 2013 administrative fee rates, and prorated at 75%. These fees are subject to reconciliation based on actual units leased as reported by the PHA in the VMS.

To ensure accurate tracking of the admin fees a new program type has been created for purposes of obligations and disbursements of these funds. As reflected in the table below the program type of MS5 admin fees is 8F. The admin fees obligated will be spread evenly over CY2014 and disbursed in equal monthly installments. Your agency will automatically receive retroactive payments for the months in CY14 that should have already disbursed. Since the HAP disbursements you have received to date under program type DV were inclusive of HAP and admin fee, a reconciliation will be done to determine the amount of excess funds received. In addition, any DV payment already scheduled for the remainder of CY14 will be reduced by the admin fee portion to ensure your agency is not receiving excess HAP funds.

Information concerning the renewal(s) for your agency is identified in the table below.

Table with 4 columns: Funding Increment Number, Budget Authority, Effective Date, Term (Months). Rows include MI8808F0001 through MI8808F0004.

Attached is your Notice to Amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the change(s) described above. The amendment notice and revised funding exhibits should be filed with your most recent CACC. No execution by HUD or your PHA is required.

Public housing agencies receiving an increment in excess of \$100,000 in Budget Authority (BA) are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies

MI0277L5F231306  
Homeless and Extended Services Program  
\$181,962

MI0356L5F231303  
Eaton PSH  
\$52,899

MI0327L5F231302  
HEART for Families  
\$7,450

MI0355L5F231302  
HEART for Families 2  
\$7,415

MI0386L5F231301  
HERAT for Families 3  
\$14,351

Total Amount: **\$264,077**



May 20, 2014

Board of Directors

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Pontiac  
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Lansing  
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Lansing

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Idlewild

Lynda Meade  
Lansing

Housing Services for Eaton County  
Ms. Denise Dunn  
PO Box 746  
Charlotte, MI 48813

*Denise*

Dear Ms. Dunn,

We wish to thank you and acknowledge your 2014 membership in the Michigan Coalition Against Homelessness.

By becoming a member of MCAH, you are working together with other individuals and service providers to bring attention and awareness to the plight of those who are without a home, as we work toward solutions to prevent and end homelessness in Michigan.

Again, thank you for your membership in MCAH. Please check out our website at [www.mihomeless.org](http://www.mihomeless.org), on a regular basis, or visit us on Facebook, for opportunities to network with others and for first-hand information regarding legislative initiatives and funding opportunities.

If we can be of any assistance, please contact us at 517.485.6536

Sincerely,

Eric Hufnagel  
Executive Director

*Thanks for your on-going support. Keep up the great work!*

Eric C. Hufnagel  
Executive Director

*This document, acknowledges your \$200.00 donation as a tax-deductible contribution to MCAH as allowable under the law. No goods or services were provided in exchange for your donation.*

### Customer Satisfaction Survey

1. What type of service did you receive? (Circle all that apply)

Shelter    Rental Assistance    Mortgage assistance    Utilities

Other: \_\_\_\_\_

2. Were you treated with dignity and respect?

Yes     No

3. How helpful was your Case Worker/Staff? (Please circle one)

Not Helpful    Somewhat Helpful    Neutral    Helpful    Very Helpful

4. How would you rank the overall services you received? (Please circle one)

Not Helpful    Somewhat Helpful    Neutral    Helpful    Very Helpful

5. Was the agency able to meet your needs?

Yes     No

#### Additional Comments:

*Was somewhat surprised at the friendly governmental people who understood my problems and gave me the best help I needed. Greatly relieved my tensions.*  
If you would like a Case Manager to call you to further discuss your questions/concerns, please provide us with your phone number: \_\_\_\_\_ For assistance with: \_\_\_\_\_

All surveys that are returned COMPLETED will be entered into a drawing for your choice of **ONE FREE PRIZE**. Prizes come from Bed Bath and Beyond. There will usually be two or three to choose from. A new winner will be chosen each month. Winners will be notified via the contact phone number written on this survey and are responsible for picking up their prize.

If you have any questions or concerns please feel free to contact our office at (517) 541-1180.



# HSEC Client Satisfaction Report: Kalli Dempsey

## Ratings

Of the four returned survey's Kalli received the highest marks in all 8 categories on three of them. Of these three they all strongly agreed that Kalli was prompt, respectful, understanding of needs, made appointments that would fit in clients schedule, provided services to help clients function better in life, would refer a friend or family member in need to HSEC, satisfied with services and would return to HSEC if needed.

One survey said that the services provided did not help the client function better in life, but reported that the client agreed or strongly agreed with all other categories.

## Comments

### Improvement of Program

"I am very thankful! The program is excellent and I am very grateful. Maybe more vouchers would help. In addition things like fresh paint, safe door, and new carpet should be mandated"

### Unmet Needs

"I am behind on my car payment due to the high rent and expenses before HSEC opportunity. Very stressful but I am working a plan and have contacted GreenPath."

"Still working on getting cash assistance."

### Other Comments

"Kalli Dempsey is very professional, caring, with exceptional interpersonal skills, effective communication, and excellent resources. Kalli is really understanding and has provided outstanding service, quick, respectful, just overall awesome. Thank you Kalli and all HSEC staff."

"This has been a very hard struggle which I am still working [through]. Without help [through] Housing Services I would not be as far as I am. I am very thankful for the help."

"I have no complaints at all. Eaton County Housing saved me from being homeless and so much more."

"Everyone has been helpful and curtious, but I do have special thanks to Kalli, Abigail, and Lan. Thank you so much!"



# Treasurer's office issues \$5.8 million in delinquent tax payments to local governments

Eaton County Treasurer, Bob Robinson, announced the completion of tax settlement with local units and the county treasurer's office on Monday, June 3. The resulting 2014 payments to local governments, school districts, and special assessment districts for delinquent real property taxes totaled more than \$5.8 million, and were mailed to local municipalities and taxing authorities on June 3.

State law requires local villages, cities, and townships to collect property taxes until March 1 each year. After March 1, the county treasurer must "purchase" delinquent taxes from local governments within the county by paying the taxes owed. This allows local taxing units such as schools, local governments, libraries, and EATRAN to

continue operating unimpeded by delinquent tax debt. The ongoing collection of delinquent taxes then becomes the responsibility of the county treasurer. The dollar amount seems large, but reflects an overall downward trend in delinquent taxes. In 2009, delinquent taxes in Eaton County exceeded \$9 million.

Funding the large payment is done through the management of the Delinquent Tax Revolving Fund (DTRF), established by the Eaton County Board of Commissioners and administered by the treasurer. This allows local taxing units to get property tax revenues now rather than waiting until the delinquent taxes are paid. Full payment of delinquent taxes doesn't usually happen for months, or in some cases even years. When taxpayers

are unable to pay property taxes, the property, by law, is eventually subject to tax foreclosure.

"Tax foreclosures remain at an all time high," said Eaton County Treasurer, Bob Robinson. "So we're still working hard with Housing Services for Eaton County and

the Housing Rights Center of Michigan to help people keep their homes and continue operating their businesses." For more information go to [www.eatoncountytreasurer.org](http://www.eatoncountytreasurer.org).

*Article submitted by Eaton County Treasurer's office.*



**Eaton County**

Housing Services changes name



Travis Silvas/TC

*Housing Services Mid Michigan benefits from annual golf outing*

Eaton Federal Savings Bank's 14<sup>th</sup> Charity Golf Outing, held Friday, May 30 at Centennial Acres, benefitted what is now called Housing Services Mid Michigan (formerly Housing Services for Eaton County). The winning team, Edward Jones came in at 10-under par and consisted of (l. to r.) Doug Freeman, Jeanne Tomasek, Sherrie Schwartz and Paul Tomasek

# Name change signifies growth, regional approach for Housing Services Mid Michigan

Travis Silvas  
Editor

Denise Dunn learned of the power grants can have on an organization early on in her tenure as director of Housing Services of Eaton County (HSEC).

Working in an office on Lawrence Avenue, Dunn recalls standing in line at the printer, floppy disc in hand, waiting to get access. This was a common occurrence any time anyone needed to print something out. Frustrated with the inefficiency, Dunn wrote a grant to the RE Olds Foundation, which awarded HSEC a grant large enough to set up an entire computer network for her and her staff.

"It completely revolutionized us," Dunn said. "Instead of wasting time at the printer, we could actually work on helping people."

The organization has come a long way since its humble beginnings. HSEC was incorporated in 1997 and asked to operate with a \$10,000 budget. In May, Dunn and her staff announced a name change that signifies just how far the organization has come in 17 years.

Housing Services Mid Michigan (HSMIM), as the

organization is now officially known, has increased its reach beyond Eaton County borders, operating with a budget of approximately \$1.8 million. Dunn said there was an apparent need to increase the organization's territory in line with where it received some of its funding and where it had started providing services.

"We now have the capacity to serve outside of Eaton County borders and obtain grants from just outside Eaton County," Dunn said. "We have shown the capacity to handle certain things and if we don't have a program in place at the moment, we can create it."

HSMIM, which will continue to provide a majority of its programs to Eaton County residents, has satellite offices in Jackson, Hastings and St. Johns.

"So many things are going regional now," Dunn said, referencing Governor Rick Snyder's regional prosperity initiative. "It increases capacity and cost effectiveness. We had to get on board with that."

Dunn said HSMIM, which is funded primarily with grants and by bidding on contracts, serves thousands each year with a wide-range of housing issues. HSMIM also receives funding



Housing Services Mid Michigan staff includes (l. to r.) front row — Lan Wilson, Denise Dunn, Abigail Smith, Jaime Eldred, Christie Harry; back row — Mel Burke, Kalli Dempsey and Jennifer Showerman. Not pictured: Bruce Winzeler, Derrick Jones, Charlene Smith, Emily Smith, Travis Barnett, Courtney Fowler and Leah Good.

from the United Way as an Eaton County United Way partner.

The organization landed 75 vouchers through the federal Section 8 voucher program in 2000 and still holds those today, helping 75 low-income families with \$40,000 in rental subsidies each month. Housing Services

tended a down payment assistance program in the mid-2000s and increased its homebuyer educational outreach. In 2005 it started a transitional housing

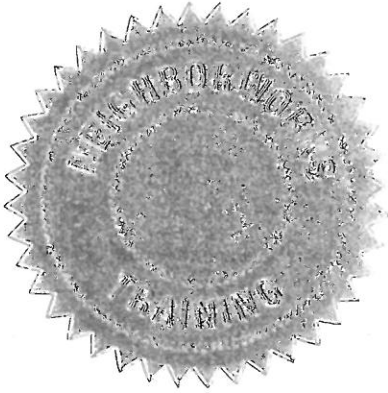
program for people coming out of prison. Last year it added Supportive Services for Veterans and Families funds, which assist veterans in keeping or securing housing. HSMIM is also very active currently in foreclosure prevention services.

"This is a big step toward securing the future of the agency," Dunn said of the organization's regional focus. "Having a really good foundation in place is important."

ATTENTION  
MUSICIANS

# NCHEC Certification in Foreclosure Intervention and Default Counseling

Is awarded to



Emily K. Smith

Presented 10th day of March 2014

for completing the specified training and satisfying the requirements established by NCHEC.

*Certification is valid for three years from date of issuance. It is valid only when housing counseling is performed by or in partnership with a community-based organization.*

Handwritten signature of John McCloskey in black ink.

JOHN MCCLOSKEY  
Vice President, Training Division  
NeighborWorks® America

Handwritten signature of Jayna L. Bower in black ink.

JAYNA L. BOWER  
Senior Director  
NeighborWorks® Center for  
Homeownership Education and Counseling (NCHEC)

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Working Together for Strong Communities



**www.efsp.unitedway.org**

Emergency Food and Shelter Program  
701 North Fairfax Street, Suite 310  
Alexandria, VA 22314-2064  
Phone 703-706-9660 Fax 703-706-9677

31-4560-00 Lansing/Eaton,Ingham Counties, MI

05/30/2014

Carey McLamara  
Capital Area United Way  
330 Marshall Street  
Suite 203  
Lansing, MI 48912-2319

**ORGANIZATION ID: 456000**

RE: Spending End Date Selection

Your current phase spending period end date is: 08/31/2014.

Your Local Board selected the aforementioned end date with the submission of the Local Board Plan for this phase.

This date is the last day in the current phase that Emergency Food and Shelter Program funds may be spent by all of the LROs in your jurisdiction.

If this date is incorrect, please contact your regional representative in our office at the above address or the telephone number below not later than 06/13/2014. No changes will be accepted after that date.

Thank you for your attention to this matter.

Christine Miller

703-706-9672

Sincerely,



Sharon M. Bailey  
Vice President

# The County Journal

- CHARLOTTE
- OLIVET
- BELLEVUE
- VERMONTVILLE
- POTTERVILLE
- SUNFIELD
- MULLIKEN
- EATON RAPIDS RR#6
- DIMONDALE

Vol. 9 No. 5

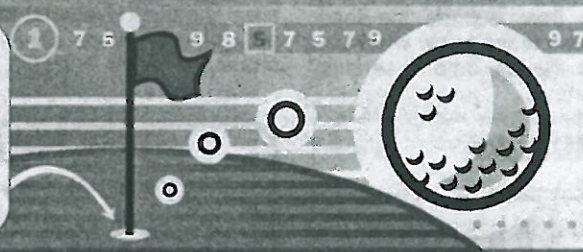
Phone: 517 543-1099  
Fax: 517 543-1993


Saturday, April 19,


## EATON FEDERAL SAVINGS BANK'S 14th Annual Charity Golf Outing FOR HOUSING SERVICES FOR EATON COUNTY Friday, May 30, 2014 • 8:30 am Shotgun Start Hosted by: Centennial Acres, 12485 Dow Rd., Sunfield, MI 48890


Prizes will be awarded for:


- ★ Longest Drive, Men
- ★ Longest Drive, Women
- ★ Longest Putt, Men
- ★ Longest Putt, Women





 Luncheon Sponsorship  
Available at \$350.00 ea.

 Golf Cart Sponsorship  
Available at \$2000.00

 Breakfast Sponsorship  
Available at \$275.00 ea.

 Hole/Tee Sponsorship  
Available at \$199.00 ea.

 Printing Sponsorship  
Available at \$129.00 ea.

 Contest Sponsorship  
Available at \$99.00 ea.

Please make checks Payable to "HSEC":

*Potential sponsors, please try to return sponsorship fees ASAP to maximize the publicity of your company.*

You can sign up or donate on our website: [www.houseingservicesec.org](http://www.houseingservicesec.org) or  
Mail to: HSEC Golf Outing 2014, PO Box 746, Charlotte, MI 48813  
*Tax receipts sent under separate cover following golf outing*

Please call 517/541-1180 with any questions, Fax: 517-541-0269, or Email: [hsecinfo@houseingservicesec.org](mailto:hsecinfo@houseingservicesec.org)

**Please Print** the Names and Addresses of Your Team's Players

Name _____	Name _____
Address _____	Address _____
Phone/E-mail _____	Phone/Email _____
Name _____	Name _____
Address _____	Address _____
Phone/E-mail _____	Phone/Email _____
Company/Team Name _____	Phone _____
Primary Contact _____	E-Mail _____

Single Golfer @ \$70.00 = \$ \_\_\_\_\_ \$260.00/Team of 4 = \$ \_\_\_\_\_  
*(Each golfer's entry includes: 18 holes of golf with a cart, all hole contests, and the all-day barbecue)*

Any Sponsorships (from above list) = \$ \_\_\_\_\_ *(All sponsorships are tax deductible)*  
*Please try to return sponsorship fees before May 16th, 2014 to allow for sign production.*

Package Deal: Sponsor a team of 4 and a hole or tee for \$375.00! = \_\_\_\_\_

TOTAL ENCLOSED: \$       .00       Artwork or logo for sponsor sign enclosed  YES  NO  
If No, a general sign in your line of business will be provided.

- I will not be able to play or sponsor this year,  
but I would be pleased to help out by:
- Provide Golfer "Goodie Bags" (72 Sets)
  - Donate Prize/s (Will mail or drop off to you)
  - Make a tax-deductible donation \$ \_\_\_\_\_



STATE OF MICHIGAN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

RICK SNYDER  
GOVERNOR

SCOTT WOOSLEY, CFA  
EXECUTIVE DIRECTOR

April 11, 2014

Ms. Denise Dunn, Executive Director  
Housing Services for Eaton Co  
319 S Cochran Ave  
PO Box 746  
Charlotte MI 48813-0746

RE: Completed monitoring of Emergency Solutions Grants  
HML-2012-0675-ESF

Dear Ms. Dunn:

Housing Services for Eaton County Emergency Solutions Grants (ESG) was monitored by Scott Clark, Representative of the Michigan State Housing Development Authority, Rental Assistance and Homeless Solutions on August 1, 2013.

This letter is to advise you that the monitoring of the above-referenced grant(s) has been completed in accordance with the monitoring procedures of the Rental Assistance and Homeless Solutions Division. The programmatic and/or administrative problems that were identified during the monitoring review have been resolved and no further actions are required at this time to address the identified issues.

The visit and discussion during the visit provide valuable information on the status of the program in your community. Thank you and your staff for the time and assistance that was provided to the monitoring staff during the monitoring visit for your Emergency Solutions Grants. If you have any further questions regarding this visit, program or available technical assistance please contact your Homeless Assistance Specialist.

Sincerely,

Janet Irrer  
Homeless Assistance Manager  
Rental Assistance and Homeless Solutions

CC: Stephanie Oles



STATE OF MICHIGAN  
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

RICK SNYDER  
GOVERNOR

SCOTT WOOSLEY, CFA  
EXECUTIVE DIRECTOR

April 11, 2014

Ms. Denise Dunn  
Executive Director  
Housing Services for Eaton Co.  
319 South Cochran Avenue  
P.O. Box 746  
Charlotte, MI 48813-0746

**RE: Closeout of Grant # HML-2012-0675-ESF**

Dear Ms. Dunn:

The Michigan State Housing Development Authority (MSHDA) has reviewed the relevant financial and program documentation records related to the grant number referenced above.

Our office now considers this project complete.

Please retain grant records for a period of five years from the date of this letter. MSHDA reserves the right to reopen this grant if circumstances deem it necessary. Should any further information be desired, please contact your Specialist, Stephanie Oles at (517) 241-8591.

Sincerely,

  
Kelly Rose, Director

Office of Rental Assistance and Homeless Solutions

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nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association.

*done*

000642

HOUSING SERVICES FOR EATON COUN  
PO BOX 746  
CHARLOTTE MI 48813

Date: June 5, 2014  
CID: 117832



RE: Action required: Please send your employee counts for 2013

**It was brought to our attention that this survey did not reach all intended recipients. If you have already responded, thank you and please disregard. If you have not, we are requesting your response by June 27th.**

Dear Valued Customer:

Blue Cross Blue Shield of Michigan and Blue Care Network are committed to giving you good value for your health care dollars. One measure of value is the medical loss ratio, which represents the percentage of premium dollars that goes directly to patient care or to improving health care quality.

The Patient Protection and Affordable Care Act requires that all insurers report their medical loss ratios each year. To do so, we need to know the average number of employees in your company for 2013. This number should include all active employees, including nonretiree, part-time and seasonal employees, regardless of their eligibility for benefits.

It's important that you provide accurate employee information. There are significant federal penalties for insurers and employers that fail to follow the law, including a penalty of \$100 for each responsible entity per day for each violation per individual.

To respond, you can either use the enclosed form and return it in the prepaid envelope, or go to **bcbsm.com/rbtsurvey**, to complete the form. **Please respond by June 27, 2014.** You'll also be able to see answers to frequently asked questions on this website. If you have additional questions, please call 1-855-269-9890.

Thank you for your help and for choosing the Blues for your health care coverage.

Respectfully,

*Curt Schoenjahn*  
Curt Schoenjahn  
Director Small Group Underwriting  
Blue Cross Blue Shield of Michigan

*Michelle Pace*  
Michelle Pace  
Director  
BCN Rating and Underwriting

20140605 117832 000642 001001000



DEPARTMENT OF VETERANS AFFAIRS  
Veterans Health Administration  
Washington DC 20420



In Reply Refer To:  
Supportive Services for Veteran  
Families Program  
4100 Chester Avenue, Suite 201  
Philadelphia, PA 19104

May 9, 2014

Denise Dunn, Executive Director  
Housing Services for Eaton County  
319 S. Cochran Avenue  
Charlotte, Michigan 48813

Dear Sir or Madam,

Thank you for your application sent in response to the Department of Veterans Affairs (VA) Notice of Fund Availability (NOFA), published in the Federal Register on January 14, 2014 for the Supportive Services for Veteran Families (SSVF) Program.

This letter is to acknowledge that the Program Office received your application for Priority 2 funding. Your application will be reviewed in accordance with 38 CFR Part 62. Upon completion of the review process, applicants will receive written notification of funding decisions. Please check the SSVF program website <http://www.va.gov/HOMELESS/SSVF.asp> for information updates.

Feel free to contact the SSVF Program Office at [SSVF@va.gov](mailto:SSVF@va.gov) with any additional questions you may have about the review of your organization's application.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Kane". The signature is stylized and written in a cursive-like font.

Vincent Kane,  
Director  
VA National Center on Homelessness Among Veterans