

**HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
TUESDAY August 12, 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 June 2014

ACCEPTANCE OF FINANCIAL REPORT July 2014

EXECUTIVE DIRECTOR'S REPORT

Monthly Statistics and Activities- June and July 2014

OLD BUSINESS

Name change work- Continued notifications

Barry County Issues- no response has been received

Payroll Proposal- requested references, received references, checked on references, no returned calls from referrals

ED's goals report

New program up and running – HEP- six clients attended homebuyers class, developed a customer survey- results will be shared with Board at a later date; wrote up application for Christie Harry to be on the LOCCS system, sent to Robert for his signature; taught Christie Harry how to do the HUD draw downs, to code the office bills, and began working on the HUD APR

NEW BUSINESS

Audit Bids- time to send out 3 year bid letters

MSHDA ESG- new requirements for the HARA-us and our Data entry needs- and how to pay for it

HUD APR –will be completed by August 30, 2014- on our grant year 6-1-2013 to 5-31-2014

Dunn's Communication goal- can we discuss how you want this presented??

	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	NDC	Neighborhood Doors Corporation
EFSP	Emergency food and shelter program (FEMA)	NMFC	Neighborhood Works (foreclosure) funds
ESG	Emergency Solutions Grant	NMS	National Mortgage Settlement
HEART	HUD funding for permanent supportive housing	PSH	permanent supportive housing
HEP	Homebuyers Education Program (MSHDA)	REACH	seriously mentally ill PSH
HUD	Housing and Urban Development	SSVF	Supportive Services for Veteran Families
IDA	Individual Development Account		
JHLPR	Jackson, Hillsdale, Lenawee Prisoner Re-entry		

Next Meeting- October 14, 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, June 17, 2014 2:00 pm

Location: MSU Extension Office Charlotte, MI

Call in Number 517-541-1180 (only 1 person)

Call to Order by President Brown

Members Present: Tom Fuller, Dar Benjamin, Karen Hathon, Nicole Shannon, Sean Cotter, Jim Dexter, Bob Brown, and Denise Dunn Ex-Officio

Minutes: The April 2014 minutes were reviewed with two minor changes. Karen Hathon moved to accept with corrections. Jim Dexter supported.

Financial Report: Brown asked question in regards to CAPR. Cotter moved to accept and Fuller seconded the motion. Motion carried.

Executive Director's Report: Monthly Statistics and Activities for April and May 2014 were reviewed by Dunn.

Old Business:

Name change work- Articles of Incorporation have been approved by the State of MI Dunn reported she received the affidavit to use for notifying going forward. Cotter moved and Fullerton supported.

Golf outing Profit- Dunn gave report with the profit statement

MSHDA-HEP award received- Dunn discussed, with the assistance of Cotter, what HOP is (a down payment assistance program through the Federal Home Loan Bank) and how HSMM can partner with Eaton Federal on mortgages using our IDA program and other homebuyer education platforms. Dunn also explained what the HEP award will allow HSMM to provide to first time homebuyers during the 2014-15 year.

Counselor of the Year Award- Dunn gave report will put PR out.

New Business:

Barry County Issues- Brown went over the situation. He felt Dunn was hasty to move and should have spoken with the Barry County UW Director first. Brown read his draft letter and Board agreed to support the letter.

AmeriCorps Member Award- Dunn reported that HSMM had secured a ½ time member again and that the same person from last year was staying for a second year.

Payroll Proposal- Dunn gave the overview of the proposal Cotter discussed. Cotter and Shannon requested Dunn ask for references and report back to the Board.

Budget Discussion pieces- Dexter moved and Cotter seconded. Approved.

Health insurance- Brown explained

Increased Eaton UW award- Dunn reported

New grant for homeownership classes

CRCF award

Section 8 administrative fees-reduction-Brown asked for actual costs
Renewals of HUD awards-Dunn reviewed current budget items

Executive Director's Annual Review- The Board went over Dunn's annual review after Dunn was asked to remove herself from the room.

Budget 2014-2015 Review and Approval

Board approved 2.5% increase across the board for all employees

Bonuses were discussed and awarded. Dunn was given \$7,000 to use as employee bonuses at her discretion.

Dexter moved to approve and Cotter seconded, Budget approved.

Next meeting August 12, 2014 Meeting adjourned.

Housing Services Mid Michigan
Board Report
Month Ending July 31, 2014

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Revenues					
Interest Income	\$ 15.39	\$ 48.47	\$ 250.00	(201.53)	\$ 1,500.00
Contributed Services	0.00	0.00	0.00	0.00	0.00
Contributions - Unrestricted	261.60	317.30	500.00	(182.70)	3,000.00
Flex plan	0.00	0.00	125.00	(125.00)	750.00
Fundraising	199.00	4,154.70	2,500.00	1,654.70	15,000.00
HUD	0.00	25,917.00	30,327.00	(4,410.00)	181,962.00
MICAH	0.00	0.00	750.00	(750.00)	4,500.00
Behavioral Health	0.00	0.00	0.00	0.00	0.00
JHLPR	14,807.87	28,849.27	39,412.66	(10,563.39)	236,476.00
MSHDA	20,000.00	20,000.00	19,338.66	661.34	116,032.00
EFSP	0.00	0.00	6,492.34	(6,492.34)	38,954.00
HEART 900	738.00	2,354.00	1,241.66	1,112.34	7,450.00
HEART 900 Tenant co-pay	56.00	112.00	112.00	0.00	672.00
Tri-County	0.00	0.00	833.34	(833.34)	5,000.00
CRCF	15,000.00	15,000.00	2,500.00	12,500.00	15,000.00
HEART 1300	688.00	2,274.00	1,235.84	1,038.16	7,415.00
HEART 1300 Tenant co-pay	306.00	618.00	612.00	6.00	3,672.00
PSH 1400	4,473.00	12,443.00	8,816.50	3,626.50	52,899.00
PSH 1400 Tenant co-pay	490.00	1,113.00	958.00	155.00	5,748.00
OTHER Income	0.00	0.00	0.00	0.00	0.00
Project Connect Income	0.00	0.00	0.00	0.00	0.00
Adopt A Family Income	0.00	0.00	0.00	0.00	0.00
IDA	0.00	0.00	71.66	(71.66)	430.00
IDA Client payments	0.00	0.00	0.00	0.00	0.00
HEART 1800	0.00	0.00	797.34	(797.34)	4,784.00
HEART 1800 tenant co-pay	0.00	0.00	0.00	0.00	0.00
Section 8 funds	22,959.00	69,874.00	79,000.00	(9,126.00)	474,000.00
Section 8 Admin	3,422.00	6,844.00	7,000.00	(156.00)	42,000.00
Section 8 interest	11.64	24.43	14.16	10.27	85.00
Sect 8 Fraud Recovery	0.00	0.00	0.00	0.00	0.00
Eaton Co. United Way	3,004.50	3,004.50	2,043.34	961.16	12,260.00
NDC	0.00	0.00	0.00	0.00	0.00

For Management Purposes Only

Housing Services Mid Michigan
Board Report
Month Ending July 31, 2014

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
NMS foreclosure	0.00	0.00	9,959.00	(9,959.00)	59,754.00
REACH Tenant co-pay	250.50	667.50	792.00	(124.50)	4,752.00
Eaton County Counseling	2,500.00	2,500.00	2,500.00	0.00	15,000.00
DCH	0.00	3,465.75	7,082.84	(3,617.09)	42,497.00
NFMC Income	0.00	0.00	975.00	(975.00)	5,850.00
CAPR	20,026.58	41,453.43	52,500.00	(11,046.57)	315,000.00
SD Pool	0.00	0.00	0.00	0.00	0.00
SSVF Income	14,667.94	30,126.11	30,333.34	(207.23)	182,000.00
2010 Recapture	0.00	0.00	0.00	0.00	0.00
HEP	3,444.00	3,444.00	1,000.00	2,444.00	6,000.00
CoC Planning Grant	0.00	5,144.00	1,684.34	3,459.66	10,106.00
Total Revenues	127,321.02	279,748.46	311,758.02	(32,009.56)	1,870,548.00

Expenses

Overhead Expenses	1.90	601.90	1,166.68	(564.78)	7,000.00
Flex Plan Expenses	1,244.52	1,050.68	520.00	530.68	3,120.00
HUD Expenses	14,814.74	26,018.44	31,127.00	(5,108.56)	186,762.00
JHLPR Expenses	13,016.84	27,824.71	32,614.34	(4,789.63)	195,686.00
MSHDA Expenses	14,994.55	24,098.32	19,338.18	4,760.14	116,029.00
EFSP Expenses	4,114.45	14,801.37	6,492.32	8,309.05	38,954.00
HEART 900 Expenses	1,491.96	2,230.02	1,241.66	988.36	7,450.00
TRI COUNTY Exp.	2,121.16	2,121.16	833.34	1,287.82	5,000.00
CRCF Expenses	0.00	0.00	2,500.00	(2,500.00)	15,000.00
HEART 1300 Expenses	1,448.45	2,158.02	1,235.82	922.20	7,415.00
PSH Expenses	5,199.92	9,673.13	8,816.50	856.63	52,899.00
Other Expenses	12,772.70	14,551.24	1,666.66	12,884.58	10,000.00
IDA Expenses	(14.65)	(29.31)	71.66	(100.97)	430.00
HEART 1800 Expenses	0.00	0.00	2,391.84	(2,391.84)	14,351.00
Sec 8 Expenses	41,755.76	84,044.93	86,833.34	(2,788.41)	521,000.00
Eaton Cty UW Expenses	0.00	0.00	500.00	(500.00)	3,000.00
NDC Expenses	0.00	0.00	0.00	0.00	0.00

For Management Purposes Only

Housing Services Mid Michigan
Board Report
Month Ending July 31, 2014

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
NMS Expenses	4,384.02	7,879.96	9,656.66	(1,776.70)	57,940.00
REACH Expenses	4,562.10	8,378.02	9,268.16	(890.14)	55,609.00
NMFC Expenses	(115.15)	341.98	0.00	341.98	0.00
CAPR Expenses	28,222.57	47,745.39	51,316.66	(3,571.27)	307,900.00
SSVF Expenses	26,365.73	40,933.67	29,730.00	11,203.67	178,380.00
RECAPTURE Expenses	1,260.00	1,260.00	210.00	1,050.00	1,260.00
HEP Expenses	720.55	841.24	1,000.00	(158.76)	6,000.00
CoC Expenses	295.65	315.76	1,684.32	(1,368.56)	10,106.00
Total Expenses	178,657.77	316,840.63	300,215.14	16,625.49	1,801,291.00
Unrestricted Cash	\$ (51,336.75)	\$ (37,092.17)	\$ 11,542.88	\$ (48,635.05)	\$ 69,257.00

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For Management Purposes Only

June 2014

Total Adults	110	
Total Children	98	
Intakes	71	53%
Number of "No Shows"	20	15%
Rescheduled	19	14%
Cancelled	5	4%
File Updates	8	6%
Foreclosure Follow Ups	5	4%
Budgeting Only	0	0%
SOAR	0	0%
Inspections	0	0%
Mediations	0	0%
Veterans	6	4%
Total Appointments	134	100%
Total Payments	29	

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	1	2	1	1%
Charlotte	28	46	35	39%
Dimondale				0%
Eaton Rapids	7	9	16	10%
Grand Ledge				0%
Lansing	13	19	20	18%
Delta Twp(489)	9	14	13	13%
Mulliken	1	2	4	1%
Nashville				0%
Olivet	1	1	0	1%
Other	4	6	0	6%
Potterville	2	2	1	3%
Sunfield				0%
Vermontville	3	5	6	4%
Barry County	2	4	2	3%
Totals	71	110	98	97%

STATUS						
H	E	F	R	T	O	Total
	1					1
17	5		6			28
						0
3	3		1			7
						0
4	7		2			13
	7		2			9
	1					1
						0
1						1
3		1				4
1		1				2
						0
1	1	1				3
1		1				2
31	25	4	11	0	0	71

CLIENT EMERGENCY STATUS		
Homeless	31	44%
Eviction	25	35%
Relocation	11	15%
Foreclosure	4	6%
Back Property Taxes	0	0%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$13,656.35	44%
Leveraged Funds	\$3,903.16	13%
HSEC	\$13,647.80	44%
Total Payments Made	\$ 31,207.31	100%

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Director's Report June 2014

Meetings

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

Strategies/Grants- X1- jail issues

COI- X1

SSVF-conference calls X1

Clinton County SSVF- met with Collaborative Counsel Coordinator- getting the word out and pre-planning for Veterans Week fundraising/outreach

Section 8 briefing- training new staff

Interviewed for Extended Services Case Manager- hired a former MSW intern

Annual Review -Met with Sean and Bob

Health Plan Board

Reviewed Copier/lease and got new bids-selected new printer

Section 8- met with client over certification issues

Training

Courtney Fowler- new SSVF case manager Clinton County- still working with- by phone
ESG- webinar

Grants

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

Recertification in SAM- governmental data system- HUD requirement

ESG monitoring- I monitor SIREN and CACS per our fiduciary functions for MSHDA- sent out letter to set dates

Performance Objectives

Worked on name change all month

Completed everyone's evaluation

Presentations

Fundraising

Donations

July 2014

Total Adults	110	
Total Children	89	
Intakes	80	50%
Number of "No Shows"	27	17%
Rescheduled	20	12%
Cancelled	4	2%
File Updates	7	4%
Foreclosure Follow Ups	7	4%
Budgeting Only	0	0%
SOAR	0	0%
Inspections	4	2%
Mediations	0	0%
Veterans	12	7%
Total Appointments	161	100%
Total Payments	34	

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue				0%
Charlotte	21	28	19	26%
Dimondale				0%
Eaton Rapids	13	17	11	16%
Grand Ledge	2	2	5	3%
Lansing	17	28	18	21%
Delta Twp(489)	10	14	13	13%
Mulliken				0%
Nashville				0%
Olivet	3	4	3	4%
Other	3	3	3	4%
Pottersville	5	7	4	6%
Sunfield	1	1	0	1%
Vermontville	1	1	5	1%
Barry County	4	5	8	5%
Totals	80	110	89	100%

STATUS						
H	E	F	R	T	O	Total
						0
17	1	1	2			21
						0
5	3		4	1		13
1	1					2
3	10		2		2	17
1	6	1	1		1	10
						0
						0
2	1					3
2			1			3
1	3		1			5
1						1
	1					1
	1			3		4
33	27	2	11	4	3	80

CLIENT EMERGENCY STATUS		
Homeless	33	41%
Eviction	27	34%
Relocation	11	14%
Foreclosure	2	3%
Back Property Taxes	4	5%
Other	3	4%

CLIENT PAYMENTS		
Client Paid	\$11,944.99	30%
Leveraged Funds	\$6,578.71	17%
HSEC	\$21,073.06	53%
Total Payments Made	\$ 39,596.76	100%

Director's Report July 2014

Meetings

Continuum of Care Clinton Co- phone conference, Eaton Co. meeting, Barry- sent Emily Smith Strategies/Grants- X2 (jail issues and HUD/MSHDA grants)

CQI- no meeting

SSVF-conference calls – Courtney and Mel listened

Capital Region Community Foundation- awarded the \$75,000 impact grant

Eaton County UW- asked to sit on a campaign brainstorming team

Training

Section 8- sent Charlene to HQS training and took her on inspections

Barry/Eaton health Dept came in to explain new Medicaid programs for case manager referrals

Grants

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

Recertification in SAM- governmental data system- HUD requirement

ESG monitoring- I monitor SIREN and CACS per our fiduciary functions for MSHDA- completed both reviews- no findings

SSVF quarterly report

ESG quarterly report

Set up our profile in the new MSHDA MATT 2.0 billing system

Performance Objectives

Worked on name change all month

Processed Loccs request for Christie Harry to do HUD draw downs

Site reviews for both CAPR and JHLPR- by MDOC- good reviews- waiting for the final report

Presentations

Held our first homebuyer education class since 2008- had 6 attendees

Staff presented a foreclosure prevention seminar- Eaton County (next month- Barry)

Fundraising

Donations

Jun-14	Bed, Bath & Beyond	\$ 6,837.00
Jul-14	Bed, Bath & Beyond	\$8,089.00
7/2/2014 Anonymous	Gum Labels 2500	\$67.00
7/28/2014 Bags, Paper and More	Paper products	\$315.00
7/28/2014 Staples	4 chairs	\$403.96
7/30/2014 Anonymous	2 circuit analyzers	\$26.00
7/31/2014 Bags, Paper and More	Paper products	\$638.00
		\$16,375.96



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.

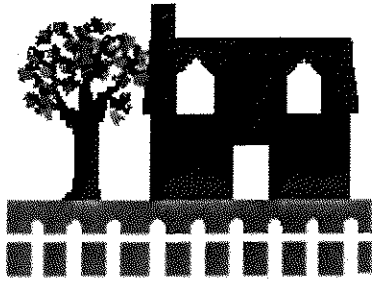
As indicated in Item 3.b. of the Contract, work performed or provided prior to the execution of this agreement will not be eligible for payment.

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

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HOUSING SERVICES MID MICHIGAN
"HSMM is an equal opportunity provider"

319 S. Cochran, P. O. Box 746
Charlotte, MI 48813
(517) 541-1180 • (517) 541-0269 fax Dial 711 TTY
www.hsmidmichigan.org
hsmminfo@hs-mm.org

Homeownership Education Program
Pre-purchase Class Survey

1. How did you hear about us?
 Walk In Lender Referral Family/Friends Advertisement
 Other _____

2. Do you believe you have increased your knowledge on the home buying process? In what area?
 Credit Inspections Mortgage Requirements Mortgage Documents
 Escrow Accounts Working with a realtor/selecting your home Budgeting
 Purchase Agreements Fair Housing Avoiding Predatory Lending
 Other _____
 I do not believe I have increased my knowledge

3. What was most helpful about the class?

4. Which speaker did you find most helpful?

5. Were there topics you felt that were not covered?

6. When will you be home buyer ready?
 Now Within 6 months Within a year More than a year Unsure

7. Do you feel that you need more one-on-one counseling?
 Yes No If yes, what topics _____
Please contact me at: _____

8. Do you feel that you have increased your knowledge on how to improve your credit score?
 Yes No

9. Other comments



**Michigan State Housing Development Authority Certification
In Housing Education**

For the Period July 1, 2014 through June 30, 2015
is awarded to

Denise Dunn

Housing Services for Eaton County

Who Has Successfully Completed
MSHDA's Annual Continuing Education Requirements

Carol Brito

**Carol Brito
Program & Business Development Manager
Division of Homeownership
July 1, 2014**



**Michigan State Housing Development Authority Certification
In Housing Education**

For the Period July 1, 2014 through June 30, 2015
is awarded to

Kalli Dempsey
Housing Services for Eaton County

Who Has Successfully Completed
MSHDA's Annual Continuing Education Requirements

Carol Brito

Carol Brito
Program & Business Development Manager
Division of Homeownership
July 1, 2014



**Michigan State Housing Development Authority Certification
In Housing Education**

For the Period July 1, 2014 through June 30, 2015
is awarded to

Christie Harry
Housing Services for Eaton County

Who Has Successfully Completed
MSHDA's Annual Continuing Education Requirements

Carol Brito

Carol Brito
Program & Business Development Manager
Division of Homeownership
July 1, 2014





U.S. Department of Housing and Urban Development

Michigan State Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226-2592
Tel. (313) 226-7900

JUL 15 2014

Denise Dunn
Executive Director
Eaton County Housing Commission
P.O. Box 746
Charlotte, MI 48813

Dear Ms. Dunn:

SUBJECT: Independent Auditor Report No. MI880-03312012
Fiscal Year Ended March 31, 2012
Audit Signature Date: September 28, 2012
Date Received by HUD Field Office: October 15, 2012

The aforementioned audit was performed by Abraham & Gaffney, P.C. for the Eaton County Housing Commission per fiscal year end March 31, 2012. We are pleased to note that the report contained no findings; therefore, a response is not required.

If you have any questions or comments regarding the audit, please feel free to contact Ulysses Garrison at (313) 234-7462.

Sincerely,

A handwritten signature in black ink, appearing to read "Willie C. H. Garrett".

Willie C. H. Garrett
Director
Office of Public Housing

FW: REVISION!! Attention SSVF Applicant: Important Time-Sensitive Materials!

From: ddunn@housingsec.org

Sent: Fri, Jun 13, 2014 at 1:14 pm

To: info@housingsec.org

14-MI-224.pdf (278.4 KB)

-----Original Message-----

From: "SSVF" <VHAPHI.SSVF@va.gov>

Sent: Friday, June 13, 2014 12:47pm

To: "'ddunn@housingsec.org'" <ddunn@housingsec.org>

Subject: REVISION!! Attention SSVF Applicant: Important Time-Sensitive Materials!

Dear SSVF Applicant:

Thank you for your SSVF application(s) submitted to VA on March 14, 2014. The Supportive Services for Veteran Families (SSVF) Program Office requests your immediate attention to the following information. This is time sensitive material. It is important to read these instructions carefully.

1. Template of a Grant Agreement between VA SSVF and your organization needs to be signed and returned to VA by Monday, June 16, 2014. Our office will need to have a signed grant agreement from your organization should you be selected for funding. DO NOT modify this document in any way. If there is an error on the document please notify the SSVF Program Office immediately and we will issue a new document template.

Carefully review this document paying particular attention to the following areas:

* Box 1: Agency name and address

* Box 2: EIN Number

* Box 5: Project Period (this identifies single or multi-year operation periods)

Once you have verified that all information in the Grant Agreement template is correct:

* Box 18: Clearly write/type the name and title of the authorized official to sign this agreement. Typically this is the Executive Director level or equivalent.

* Box 19: Signature of the person identified in box 18.

* Pages 2-8 (bottom): initials of the person who signed in box 19.

* All original signatures are required. We cannot accept faxed or emailed versions of this document. Please do not cross out any portion of the document or use whiteout on the document.

* DO NOT write anything in boxes 16 or 17. This area is designated for the Acting Secretary's signature should your agency be selected for funding.

* The signed Grant Agreement is due to our office no later than Monday, June 16, 2014. It is strongly recommended that applicants mail this information using priority shipping and have the ability to track the package. VA cannot confirm receipt of mailings at this time.

2. Additionally, should you be selected for funding, our office may need to update your vendor information. If awarded funds, you will be notified at a later date regarding grant payment and accounting information.

Overnight Priority Mail the signed agreement template to:

ATTN: FY2014 SSVF Grant Application

VA Supportive Services for Veteran Families (SSVF) Program Office

4100 Chester Avenue, Suite 201

Philadelphia, PA 19104

We acknowledge the time constraints regarding this deadline, but it is imperative that the

grant agreement is received by June 16, 2014. Should VA not receive the signed agreement by this time, it will not be included in the funding selections presented to the Acting Secretary. Those organizations who have completed these forms will move on for final funding consideration.

Please note, this request is not in any way meant to be an indication of selection for funding. Final selections and announcements of funding are made by Secretary of the Department of Veterans Affairs.

If you have any questions, please reply to this email at SSVF@va.gov<<mailto:SSVF@va.gov>>. Please ensure you identify your agency and the grant award number on the attached file. If your agency submitted multiple applications, you may receive multiple emails with a similar request. Due to the high volume of applicants, the SSVF Program Office is unable to provide additional information regarding the status of the grant applications.

Denise M. Dunn
HSEC
517-541-1180
517-541-0269 fax

This E-mail transmission and any attachments to it are intended solely for the use of the individual or entity to which it is addressed and may contain confidential and privileged information. If you are not the intended recipient, your use, forwarding, printing, storing, disseminating, distribution, or copying of this communication is prohibited. If you receive this communication in error, please notify hsecinfo@housingervicesec.org immediately and delete it from your computer. Thank you. Housing Services for Eaton County, PO Box 746, Charlotte, MI 48813 (517) 541-1180



June 9, 2014

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

*Completed
7/3/14*

RE: FISCAL YEAR END REPORTING REQUIREMENTS 5/31/14

Dear Borrower:

Certain year end reports and information are required in accordance with your loan agreements. Please submit the following items within the next 30 days:

- **AUDIT:** For the fiscal year end completed in accordance with the Generally Accepted Government Auditing Standards (GAGAS), issued by the Comptroller General of the United States. Do not wait for the financial year-end records to be completed before submitting the remaining items.
- **BUDGET:** Copy of the operating budget for fiscal year 2014-2015.
- **FIDELITY BOND:** Please provide proof of your fidelity bond coverage.
- **INSURANCE:** Proof of Hazard Insurance on the financed facility.
- **LIST OF OFFICIALS:** List the names, titles and term of office of all members of the organizations governing body.
- **BANK STATEMENT:** To show the amount deposited in the reserve account or reserve fund.
- **INFORMATION CHANGE:** Please inform us of any changes such as contact person's name and address or any other item you feel we should be aware of.

Please send this information to the following address below:

USDA, Rural Development
PO Box 703180
47526 Clipper St
Plymouth, MI 48170

If you have any questions please do not hesitate to call at (517) 242-5844 or email at bj.haire@mi.usda.gov.

Sincerely,

B.J. Haire
Area Specialist

Rural Development

PO Box 703180, Plymouth, MI 48170
Voice (517) 242-5844 • Fax (734) 468-8500

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Re: FY15 6 Month Extension and Allocation

From: Aubri Anderson
Sent: Thu, Jun 12, 2014 at 11:14 am
To: Denise Dunn
Cc: Theresa Rupley, Becky Powers

Good morning Denise,

Upon review of the FY15 allocations, CAMW! has decided to allocate an additional **\$3,889** to your overall FY 15 budget. This brings your full 6-month allocation to **\$157,839**.

Salary

Please let me know if you have any questions.

Thank you,

On Thu, Jun 12, 2014 at 11:03 AM, <ddunn@housingsec.org> wrote:
I am going to work on it right now- just heard from Teresa as well-

-----Original Message-----
From: "Aubri Anderson" <aanderson@camw.net>
Sent: Thursday, June 12, 2014 10:03am
To: "Denise Dunn" <ddunn@housingsec.org>
Subject: Re: FY15 6 Month Extension and Allocation

Good Morning Denise,

I just realized a major error in the message I sent about the FY 15 budget. The submission date should have been COB June 11, *2014. *Will you be able to submit your completed budget by COB today?

I apologize for the confusion.

On Thu, Jun 5, 2014 at 5:13 PM, <ddunn@housingsec.org> wrote:

- > I will be accepting the contract and will return the budget to you by the
- > deadline. Denise Dunn
- >
- > -----Original Message-----
- > From: "Aubri Anderson" <aanderson@camw.net>
- > Sent: Thursday, June 5, 2014 4:17pm
- > To: "Denise Dunn" <ddunn@housingsec.org>
- > Cc: "Becky Powers" <bpowers@camw.net>, "Theresa Rupley" <truple@camw.net>,
- > "Edythe Hatter-Williams" <ehatter-williams@camw.net>
- > Subject: FY15 6 Month Extension and Allocation
- >
- > Good afternoon Denise,
- >
- > CAMW! has accepted a 6 month extension to continue PR services to begin
- > October 1, 2014 and continue until March 31, 2015.
- >
- > The following is your FY 15 allocation:
- > FY 15: *\$153,950*
- >
- > Please let us know if plan to continue providing services for FY15. If you
- > decide to continue please complete the attached budget and submit it no
- > later than *COB Wednesday June 11. 2015. *
- >

Registration Complete for HOUSING SERVICES FOR EATON COUNTY /158806393 / 35BX9

From: notification@sam.gov
Sent: Mon, Jun 16, 2014 at 1:00 pm
To: ddunn@housingsec.org

This email was sent by an automated administrator. Please do not reply to this message.

Dear Denise Dunn,
Congratulations! You have successfully completed the registration process for HOUSING SERVICES FOR EATON COUNTY / 158806393 / 35BX9 in the U.S. federal government's System for Award Management (SAM).

What happens next?

Your SAM registration will go through an external validation process with the Internal Revenue Service (if applicable) and the Defense Logistics Agency's Commercial and Government Entity (CAGE) Code system.

You will receive another e-mail from SAM.gov once your IRS and/or CAGE validations are complete, which can take as long as 7-10 business days. Until then, you will not be eligible for contracts, assistance awards, or to do business with the Federal government, as determined by your Entity's profile.

Please note:

-- If your registration fails the IRS validation step, you will receive an email from SAM.gov with information on next steps needed from you to complete validation.

-- If you receive a supplemental email from an "@dla.mil" address regarding issues with your entity and CAGE Code, be sure to follow their instructions critical to passing CAGE validation. CAGE will contact your entity's Government Business Point of Contact as listed in your registration.

Checking the Status of your SAM Registration

You may check on the status of your registration at any time by logging into www.sam.gov and clicking on your Entity Record page. In addition, be sure to check your spam email folder for any communications from SAM, IRS and/or DLA related to your entity's registration. Remember CAGE will contact your Government Business POC and not your SAM Entity Administrator.

Additional questions?

If you have not received another email from SAM.gov and it has been more than 10 business days, you may contact the Federal Service Desk (FSD):

-- Submit a question FSD explaining your issue and an agent will respond by email, during normal business hours - Monday through Friday, 8 a.m. to 8 p.m. ET.

-- Phone toll-free: U.S. callers, 866-606-8220; international callers, 334-206-7828; U.S. military, via DSN: 866-606-8220.

Thank you,
The System for Award Management (SAM) Administrator
<https://www.sam.gov/portal/public/SAM>

OTHER RELEVANT INFORMATION related to your registration:

What is a CAGE Code?

Learn more about CAGE Codes and how they are assigned here:
https://www.fsd.gov/app/answers/detail/a_id/186/kw/cage

What is CAGE validation?

When you submit your registration in SAM, it is forwarded to CAGE for additional review and validation. If the data you submitted passes all CAGE edits, the registration will be processed automatically and returned to SAM with minimal processing time. This occurs for the majority of registrations. If the CAGE validation process identifies a potential anomaly when matching the key data elements you entered during SAM registration, your registration will be stopped and placed into a manual review process. During the manual review, the CAGE office may need to receive clarification or valid documentation to support the data you entered into the SAM registration. If this is the case, the CAGE office

Behind on your Mortgage or Taxes?

Don't Lose Your House!!!

Housing Services Mid Michigan (formally Housing Services for Eaton County) is a non-profit agency with MSHDA Certified Housing Counselors who assists the residents of Eaton and Barry Counties with foreclosure prevention counseling. The counselors provide a variety of **FREE** services such as:

- **Free Foreclosure Prevention Seminars!!**

- Next seminar:

- Date- Tuesday 7/29/14

- Time- 12 p.m. – 2 p.m.

- Location-551 Courthouse Dr., Charlotte

Free lunch provided

- Education on options and available programs
- Assistance with communication with your mortgage company
- Help with filling out paperwork and sending program applications

To contact us about our services or sign up for the next foreclosure prevention seminar please call us at:

517-541-1180

Mon.-Fri. 8:30-5:00

Resources can also be found on our website:

www.hsmidmichigan.org



"Opening doors for people in our communities."

July 19, 2014 - Eaton County Journal

7-11-14

FREE Homebuyer Education Class

LEARN ABOUT:

- Down Payment Assistance Programs
- Working with a Realtor
- Mortgage Closing

July 17, 2014 • 9:00 – 3:00
MSU Extension (Community Room)
551 Courthouse Dr. • Charlotte

**Please contact Housing Services
Mid Michigan to register.**

(517) 541-1180

*HSMM is a non-profit agency with MSHDA Certified
Housing Counselors. All services are free to the public.*

Eaton Co. group gets \$15,000 grant to tackle homelessness, foreclosures

By Rachel Greco

rgreco@lsj.com

CHARLOTTE — Preventing Eaton County residents from becoming homeless often starts with one simple outreach, according to Denise Dunn.

The executive director of Housing Services Mid Michigan, formerly Housing Services for Eaton County, said helping residents avoid eviction is key.

"If you can help them stay where they are that's the important piece," said Dunn.

Beginning this month the non-profit, which provides housing assistance to families in Eaton and six other counties, will get a financial boost in its efforts to stop impending evictions.

Capital Region Community Foundation has awarded Housing Services Mid Michigan with a \$15,000 grant. The funds, aimed at homelessness prevention, will be used to assist families in Eaton County who are facing eviction over the next year.

Dunn said last year the non-profit assisted a total of 897 households with

housing issues. The agency spent about \$111,000 in assisting an estimated 280 households facing an eviction in the counties it serves.

Dunn said the new grant funds will prevent an estimated 38 households from being evicted in Eaton County over the next year.

Housing Services receives referrals for assistance from the county court system and the state's Department of Human Services, along with other agencies.

See GRANT, Page 3A

Grant

Continued from Page 1A

Dunn said many families deal with impending evictions after illness prevents them from working, sudden car repairs prove costly, employment hours are reduced or medical bills drain their bank accounts. In many cases though, Dunn said those families simply need one-time assistance to stay where they are.

"There's a lot of reasons why keeping them here is important and money is one of them but there's also a human factor," said Dunn, of homelessness. "For the children in those families that face evictions, they've lost their bedroom, they've gone through an upheaval. These are anxious moments."

Dunn said Housing Services works with clients to help them be able to afford to stay in their residence even after the eviction has been avoided.

Dunn said Housing Services has received annual grant funding from the Capital Region Community Foundation for the last 15 years but the agency has never received the full amount it applied for until now.

"This is the first year that we've gotten full funding," said Dunn.

The \$15,000 grant was one of 85 that were awarded recently by the Foundation, totaling \$608,390 to help nonprofits in Ingham, Eaton and Clinton counties.

Eaton Co. group gets \$15K grant for housing efforts

By Rachel Greco
rgreco@lsj.com

CHARLOTTE — An Eaton County nonprofit organization is getting a \$15,000 grant infusion to help with its efforts to combat homelessness.

Housing Services Mid Michigan, formerly Housing Services for Eaton County, is getting the money from Lansing's Capital Region Community Foundation. It will be used over the next year as the nonprofit works to help Eaton County families facing eviction.

Denise Dunn, executive director of Housing Services Mid Michigan, said helping residents avoid eviction is key.

"If you can help them stay where they are that's the important piece," said Dunn.

Housing Services provides housing assistance to families in Eaton, Clinton, Ingham, Barry, Jackson, Hillsdale and Lenawee counties.

Dunn said last year the nonprofit assisted a total of 897 households with housing issues. The agency spent about \$111,000 in assisting an estimated 280 households facing an eviction in the counties it serves.

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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 (HSMM), 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."

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



Travis Silvas/TCJ

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, Demick 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 added 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 Veteran Families funds, which assist veterans in keeping or securing housing. HSMM 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."

Eaton County



Housing Services changes name

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.

Article submitted by Eaton County Treasurer's office.



Travis Silvas/TCJ

*Housing Services Mid Michigan benefits
from annual golf outing*

Eaton Federal Savings Bank's 14th 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.

07659907

Housing Services Mid Michigan

Wants to know if you or someone you know, has ever served in the Military? Are you Homeless? Facing a Court Ordered Eviction? Delinquent on your Mortgage? If so, call our Housing Specialists-

All services are free

Eaton: 517-541-1180
Barry: 517-231-2029 Veterans
517-983-9277 Foreclosures
Clinton: 517-231-3961



"Opening doors for people in our communities."

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July 22, 2014

Housing Services Mid Michigan

Wants to know if you or someone you know, has ever served in the Military? Are you Homeless? Facing a Court Ordered Eviction? Delinquent on your Mortgage? If so, call our Housing Specialists-

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