

**HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
TUESDAY October 14, 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 August 2014

ACCEPTANCE OF FINANCIAL REPORT September 2014

EXECUTIVE DIRECTOR'S REPORT

Monthly Statistics and Activities- August and September

OLD BUSINESS

Name change work- Continued notifications

ED's goals report

Closed 4 grants on September 30, 2014 (MSHDA-ESG; SSVF; JHLPR and CAPR)

Personnel reviews conducted

Section 8 SEMAP scored 100%- first time ever!

JHLPR and CAPR monitoring visits= 0 findings

SSVF site review (not a monitoring visit) = 2 findings and 2 concerns- all reports on how we are handling these issues was turned in

New funding source work- HUD homebuyer programs came into the office for a site review- the last stage in getting approved for this new funding source.

HUD grant annual progress report prepared by Christie, reviewed by me, and submitted

Audit Bids- preparing letters for mailing this month

NEW BUSINESS

Annual Audit review

Electronic Voting Procedure

Preparations for HUD application due by Oct 30, 2014

Bonus funds- application from HSMM- additional PSH beds

Proposed Staff/board meeting for December 9, 2014

Proposed closure for the Friday after Christmas and New Years

	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- December 9, 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 Mid Michigan
Board Report
Month Ending September 30, 2014

CONFIDENTIAL

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Revenues					
Interest Income	\$ 13.22	\$ 75.01	\$ 500.00	(424.99)	1,500.00
Contributed Services	0.00	0.00	0.00	0.00	0.00
Contributions - Unrestricted	250.00	567.30	1,000.00	(432.70)	3,000.00
Flex plan	0.00	0.00	250.00	(250.00)	750.00
Fundraising	0.00	4,154.70	5,000.00	(845.30)	15,000.00
HUD	0.00	25,917.00	60,654.00	(34,737.00)	181,962.00
MICAH	0.00	0.00	1,500.00	(1,500.00)	4,500.00
JHLPR	20,039.25	61,905.36	78,825.32	(16,919.96)	236,476.00
MSHDA	0.00	22,580.00	38,677.32	(16,097.32)	116,032.00
EFSP	0.00	0.00	12,984.68	(12,984.68)	38,954.00
HEART 900	402.00	4,201.00	2,483.32	1,717.68	7,450.00
HEART 900 Tenant co-pay	56.00	224.00	224.00	0.00	672.00
Tri-County	0.00	0.00	1,666.68	(1,666.68)	5,000.00
CRCF	0.00	15,000.00	5,000.00	- 10,000.00	15,000.00
HEART 1300	121.00	3,818.00	2,471.68	1,346.32	7,415.00
HEART 1300 Tenant co-pa	220.00	1,048.00	1,224.00	(176.00)	3,672.00
PSH 1400	4,260.00	21,903.00	17,633.00	4,270.00	52,899.00
PSH 1400 Tenant co-pay	253.00	1,652.00	1,916.00	(264.00)	5,748.00
OTHER Income	196.50	196.50	0.00	196.50	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	143.32	(143.32)	430.00
IDA Client payments	0.00	0.00	0.00	0.00	0.00
HEART 1800	0.00	0.00	1,594.68	(1,594.68)	4,784.00
HEART 1800 tenant co-pay	0.00	0.00	0.00	0.00	0.00
Section 8 funds	43,493.00	156,860.00	158,000.00	(1,140.00)	474,000.00
Section 8 Admin	4,077.00	14,343.00	14,000.00	343.00	42,000.00
Section 8 interest	12.64	48.89	28.32	20.57	85.00
Sect 8 Fraud Recovery	0.00	0.00	0.00	0.00	0.00
Eaton Co. United Way	0.00	3,004.50	4,086.68	(1,082.18)	12,260.00
NDC	0.00	0.00	0.00	0.00	0.00
NMS foreclosure	0.00	0.00	19,918.00	(19,918.00)	59,754.00

For Management Purposes Only



Housing Services Mid Michigan
Board Report
Month Ending September 30, 2014

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
REACH Admin	425.50	806.52	0.00	806.52	0.00
REACH Tenant co-pay	250.50	1,341.00	1,584.00	(243.00)	4,752.00
Eaton County Counseling	2,500.00	6,250.00	5,000.00	1,250.00	15,000.00
DCH	6,506.00	15,797.75	14,165.68	1,632.07	42,497.00
NFMC Income	0.00	2,893.00	1,950.00	943.00	5,850.00
CAPR	24,002.98	93,803.98	105,000.00	(11,196.02)	315,000.00
SD Pool	0.00	0.00	0.00	0.00	0.00
SSVF Income	0.00	82,165.20	60,666.68	21,498.52	182,000.00
HEP Income	100.00	3,544.00	0.00	3,544.00	0.00
Links	0.00	0.00	2,000.00	(2,000.00)	6,000.00
CoC Planning Grant	0.00	5,144.00	3,368.68	1,775.32	10,106.00
Total Revenues	107,178.59	549,243.71	623,516.04	(74,272.33)	1,870,548.00

Expenses

Overhead Expenses	0.00	757.17	2,333.36	(1,576.19)	7,000.00
Flex Plan Expenses	158.65	1,147.49	1,040.00	107.49	3,120.00
HUD Expenses	12,205.82	53,162.45	62,254.00	(9,091.55)	186,762.00
JHLPR Expenses	17,739.20	74,011.45	65,228.68	8,782.77	195,686.00
MSHDA Expenses	10,368.64	48,582.02	39,836.36	8,745.66	119,509.00
EFSP Expenses	0.00	14,801.37	12,984.64	1,816.73	38,954.00
HEART 900 Expenses	700.00	3,332.42	2,483.32	849.10	7,450.00
TRI COUNTY Exp.	(16.45)	4,750.00	1,666.68	3,083.32	5,000.00
CRCF Expenses	2,315.02	2,315.02	5,000.00	(2,684.98)	15,000.00
HEART 1300 Expenses	836.43	3,115.02	2,471.64	643.38	7,415.00
PSH Expenses	5,034.27	18,817.34	17,633.00	1,184.34	52,899.00
Other Expenses	(46.00)	4,744.32	3,333.32	1,411.00	10,000.00
IDA Expenses	41.24	53.18	143.32	(90.14)	430.00
HEART 1800 Expenses	0.00	0.00	4,783.68	(4,783.68)	14,351.00
Sec 8 Expenses	37,670.85	164,201.42	173,666.68	(9,465.26)	521,000.00
Eaton Cty UW Expenses	0.00	0.00	1,000.00	(1,000.00)	3,000.00
NDC Expenses	0.00	0.00	0.00	0.00	0.00

For Management Purposes Only

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Housing Services Mid Michigan
Board Report
Month Ending September 30, 2014

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
NMS Expenses	2,947.52	14,823.41	19,313.32	(4,489.91)	57,940.00
REACH Expenses	4,167.19	16,862.88	18,536.32	(1,673.44)	55,609.00
NMFC Expenses	913.31	1,255.29	0.00	1,255.29	0.00
CAPR Expenses	15,579.73	88,661.46	102,633.32	(13,971.86)	307,900.00
SSVF Expenses	17,830.06	84,490.88	59,460.00	25,030.88	178,380.00
HEP Expenses	0.00	2,957.90	420.00	2,537.90	1,260.00
Links Expenses	38.63	1,203.72	2,000.00	(796.28)	6,000.00
CoC Expenses	0.00	318.92	3,368.64	(3,049.72)	10,106.00
Total Expenses	128,484.11	604,365.13	601,590.28	2,774.85	1,804,771.00
Unrestricted Cash	\$ (21,305.52)	\$ (55,121.42)	\$ 21,925.76	\$ (77,047.18)	\$ 65,777.00

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Housing Services Mid Michigan
Balance Sheet
August 31, 2014

ASSETS

Current Assets		
General Checking	\$ 96,851.56	
CD	121,012.29	
Payroll Checking	67,500.59	
MSHDA Checking	12,634.12	
Savings Account	24,143.83	
Savings Building Acct	10,803.03	
Section 8 Checking	106,317.99	
Petty Cash	25.00	
Flex Plan Checking	1,493.75	
Hud 1 receivable	19,202.04	
Prisoner re-entry receivable	23,722.23	
Other Receivables	20,520.23	
	504,226.66	
Total Current Assets		
Property and Equipment		
Building	162,065.00	
Furniture and Fixtures	22,992.00	
Leasehold Improvements	25,492.00	
Land	17,750.00	
Accum Depreciation	(69,753.98)	
	158,545.02	
Total Property and Equipment		
Other Assets		
CRCF Endowment	15,851.00	
HEART 900 Tenant co-pay	(296.00)	
HEART 1300 Tenant co-pay	(215.00)	
PSH 1400 Tenant co-pay	8,457.19	
MSHDA Round 2	(62,762.96)	
REACH Tenant co-pay	(861.85)	
FIP	1,250.00	
Contributed Services	9,181.00	
HUD substance abuse	40,800.00	
MSHDA round 2 salary	13,414.31	
MSHDA round 2 Rapid Re-housing	36,135.00	
MSHDA round 2 Admin	3,997.84	
MSHDA round 2 Prevention	7,227.00	
	72,177.53	
Total Other Assets		
Total Assets	\$ 734,949.21	

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$ 7,006.37	
Accrued Payroll	15,782.18	
Accrued Vacation	15,134.24	
Deferred Revenue	173,693.48	
Current portion LTD	2,573.00	
	214,189.27	

Housing Services Mid Michigan
Balance Sheet
August 31, 2014

Total Current Liabilities		214,189.27
Long-Term Liabilities		
Long Term Debt - House Mortgage Loan	0.16 156,356.41	
	<hr/>	
Total Long-Term Liabilities		156,356.57
		<hr/>
Total Liabilities		370,545.84
Capital		
Retained Earnings	398,849.27	
Net Income	(34,445.90)	
	<hr/>	
Total Capital		364,403.37
		<hr/>
Total Liabilities & Capital	\$	<u>734,949.21</u>

2011 Housing Services for Eaton County
General Ledger Trial Balance
As of Aug 31, 2014

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account I	Account Descriptio	Debit Amt	Credit A
10000 00	General Checking	96,851.56	
10000 00	CD	121,012.2	
10200 00	Payroll Checking	67,500.59	
10300 00	MSHDA Checking	12,634.12	
10400 00	Savings Account	24,143.83	
10500 00	Savings Building Acct	10,803.03	
10700 00	Section 8 Checking	106,317.9	
10800 00	Petty Cash	25.00	
10900 00	Flex Plan Checking	1,493.75	
11000 00	Hud 1 receivable	19,202.04	
11000 00	Prisoner re-entry rec	23,722.23	
11300 00	Other Receivables	20,520.23	
11500 00	Building	162,065.0	
11700 00	CRCF Endowment	15,851.00	
14600 00	Furniture and Fixture	22,992.00	
14700 00	Leasehold Improvem	25,492.00	
14900 00	Land	17,750.00	
16800 00	Accum Depreciation		69,753.98
20000 00	Accounts Payable		7,006.37
20200 00	Accrued Payroll		15,782.18
20200 00	Accrued Vacation		15,134.24
25000 00	Deferred Revenue		173,693.4
28000 00	Long Term Debt - Ho		0.16
28000 00	Current portion LTD		2,573.00
29800 00	Mortgage Loan		156,356.4
39005 00	Retained Earnings		398,849.2
40000 00	Interest Income		61.79
40000 01	Contributions - Unres		317.30
40000 04	Fundraising		4,154.70
40000 05	HUD		25,917.00
40000 06	JHLPR		41,866.11
40000 07	MSHDA		22,580.00
40000 09	HEART 900		3,799.00
40000 09	HEART 900 Tenant c		168.00
40000 09	HEART 900 Tenant c		296.00
40000 12	CRCF		15,000.00
40000 13	HEART 1300		3,697.00
40000 13	HEART 1300 Tenant		828.00
40000 13	HEART 1300 Tenant		215.00
40000 14	PSH 1400		17,643.00
40000 14	PSH 1400 Tenant co-		1,399.00
40000 14	PSH 1400 Tenant co-	8,457.19	
40000 15	MSHDA Round 2		62,762.96
40000 19	Section 8 funds		113,367.0
40000 19	Section 8 Admin		10,266.00
40000 19	Section 8 interest		36.25
40000 20	Eaton Co. United Wa		3,004.50
40000 24	REACH Admin		381.02
40000 24	REACH Tenant co-pa		1,090.50
40000 24	REACH Tenant co-pa		861.85
40000 24	Eaton County Couns		3,750.00
40000 24	DCH		9,291.75
40000 25	NFMC Income		2,893.00
40000 26	FIP	1,250.00	
40000 27	CAPR		69,801.00
40000 28	SSVF Income		82,165.20
40000 30	HEP		3,444.00
40000 31	CoC Planning Grant		5,144.00
60000 00	Repairs and Mainten	757.17	
60000 00	Contributed Services	9,181.00	
60000 02	flex plan expenses	988.84	
60000 04	Fundraising expense	1,680.00	
60000 05	HUD- Payroll	19,560.90	

2011 Housing Services for Eaton County
General Ledger Trial Balance
As of Aug 31, 2014

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account I	Account Descriptio	Debit Amt	Credit A
60000 05	HUD Client assistanc	5,315.00	
60000 05	HUD Admin	7,901.86	
60000 05	HUD MICAH	4,500.00	
60000 05	HUD Mileage	231.42	
60000 05	HUD bus tokens	35.00	
60000 05	HUD Case managem	1,106.35	
60000 05	HUD Extended servic	1,156.10	
60000 05	HUD substance abus	40,800.00	
60000 06	JHLPR payroll	18,861.30	
60000 06	JHLPR rents	30,815.00	
60000 06	JHLPR admin	6,595.95	
60000 07	MSHDA Payroll	30,168.60	
60000 07	MSHDA ESG Admin	1,332.51	
60000 07	MSHDA EGS CACS	1,813.27	
60000 07	MSHDA ESG Siren	4,899.00	
60000 08	EFSP Homeless Prev	14,289.09	
60000 08	EFSP Admin	512.28	
60000 09	HEART 900 salary	406.80	
60000 09	HEART 900 rental le	2,100.00	
60000 09	HEART 900 Admin	125.62	
60000 11	TRI COUNTY Preven	4,766.45	
60000 13	HEART 1300 salary	610.32	
60000 13	HEART 1300 rental l	1,605.00	
60000 13	HEART 1300 admin	63.27	
60000 14	PSH 1400 salary	3,338.15	
60000 14	PSH 1400 rental leas	9,840.00	
60000 14	PSH 1400 admin	604.92	
60000 15	MSHDA round 2 sala	13,414.31	
60000 15	MSHDA round 2 Rapi	36,135.00	
60000 15	MSHDA round 2 Adm	3,997.84	
60000 15	MSHDA round 2 Prev	7,227.00	
60000 16	OTHER payroll/milea	857.37	
60000 16	OTHER prevention p		301.46
60000 16	OTHER sundry	4,234.41	
60000 17	IDA client payments		29.31
60000 17	IDA office expenses	41.25	
60000 19	Sec 8 Payroll	7,315.70	
60000 19	Sec 8 Rental subsidy	114,294.0	
60000 19	Sec 8 Office admin	4,050.87	
60000 19	Sec 8 Accounting Fe	540.00	
60000 19	Sec 8 Audit	330.00	
60000 23	NMS- salary	10,060.61	
60000 23	NMS- admin	101.80	
60000 23	NMS-mileage	763.44	
60000 23	NMS- outreach	950.04	
60000 24	REACH salaries	1,454.41	
60000 24	REACH rental pay	9,629.00	
60000 24	REACH admin	922.28	
60000 24	REACH supportive s	690.00	
60000 25	NFMC salary	387.54	
60000 25	NFMC office expense		45.56
60000 25	NFMC Outreach/Trai	100.00	
60000 27	CAPR Salaries	32,769.22	
60000 27	CAPR Rental payme	27,633.68	
60000 27	CAPR office expense	7,905.36	
60000 27	CAPR Mileage	4,351.17	
60000 27	CAPR SD pool	121.24	
60000 27	CAPR Participant Fu	301.06	
60000 28	SSVF Salary	31,472.26	
60000 28	SSVF Client Payment	7,713.50	
60000 28	SSVF Admin	7,763.69	
60000 28	SSVF Marketing/Outr	497.36	
60000 28	SSVF Client Prevent	12,581.74	
60000 28	SSVF Mileage	1,738.24	

2011 Housing Services for Eaton County General Ledger Trial Balance As of Aug 31, 2014

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account I	Account Descriptio	Debit Amt	Credit A
60000 28	SSVF BUW Operatin	4,075.63	
60000 28	SSVF Training	818.40	
60000 29	2010 Recapture Rent	2,957.90	
60000 30	HEP Admin	1,165.09	
60000 31	CoC Planning Grant	295.65	
60000 31	CoC Planning Grant	23.27	
	Total:	<u>1,345,726</u>	<u>1,345,726</u>

August 2014

Total Adults	92	
Total Children	79	
Intakes	64	43%
Number of "No Shows"	18	12%
Rescheduled	20	14%
Cancelled	6	4%
File Updates	19	13%
Foreclosure Follow Ups	13	9%
Budgeting Only	0	0%
SOAR	0	0%
Inspections	1	1%
Mediations	0	0%
Veterans	7	5%
Total Appointments	148	100%
Total Payments	29	

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	1	2	0	2%
Charlotte	25	37	30	39%
Dimondale				0%
Eaton Rapids	6	8	7	9%
Grand Ledge	2	3	3	3%
Lansing	11	14	16	17%
Delta Twp(489)	11	16	18	17%
Mulliken				0%
Nashville				0%
Olivet	1	2	2	2%
Other	5	6	2	8%
Pottersville	1	2	0	2%
Sunfield				0%
Vermontville	1	2	1	2%
Totals	64	92	79	100%

STATUS						
H	E	F	R	T	O	Total
1						1
10	4	3	8			25
						0
2	2		2			6
1			1			2
	9		2			11
1	8		2			11
						0
						0
	1					1
2		3				5
	1					1
						0
			1			1
17	25	6	16	0	0	64

CLIENT EMERGENCY STATUS		
Homeless	17	27%
Eviction	25	39%
Relocation	16	25%
Foreclosure	6	9%
Back Property Taxes	0	0%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$10,960.40	39%
Leveraged Funds	\$5,576.85	20%
HSEC	\$11,533.15	41%
Total Payments Made	\$ 28,070.40	100%

Director's Report August 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)

COI

SSVF-conference calls and supervision call from SSVF

Training

ESG webinar

IDA- sent Jennifer to regional training

Grants

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

Site Review- SSVF

HUD- uploaded two docs needed for the HUD grant process

Performance Objectives

Worked on name change all month as items arose

90 day review on Courtney Hayes

Presentations

Staff presented a foreclosure prevention seminar- Barry County

Fundraising

Donations

September 2014

Total Adults	92	
Total Children	76	
Intakes	67	48%
Number of "No Shows"	19	14%
Rescheduled	22	16%
Cancelled	13	9%
File Updates	9	6%
Foreclosure Follow Ups	9	6%
Budgeting Only	0	0%
SOAR	0	0%
Inspections	0	0%
Mediations	0	0%
Veterans	1	1%
Total Appointments	140	100%
Total Payments	32	

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	1	1	0	1%
Charlotte	22	32	27	33%
Dimondale	5	5	7	7%
Eaton Rapids	6	10	6	9%
Grand Ledge	2	3	0	3%
Lansing	10	15	12	15%
Delta Twp(489)	11	13	9	16%
Mulliken	0			0%
Nashville	0			0%
Olivet	4	6	5	6%
Other	4	5	6	6%
Potterville	1	1	2	1%
Sunfield				0%
Vermontville	1	1	2	1%
Totals	67	92	76	100%

STATUS						
H	E	F	R	T	O	Total
		1				1
13	2		7			22
2		1	2			5
2	1	1	2			6
1			1			2
3	5		2			10
3	6		2			11
						0
						0
4						4
2		1		1		4
			1			1
						0
1						1
31	14	4	17	1	0	67

CLIENT EMERGENCY STATUS		
Homeless	31	46%
Eviction	14	21%
Relocation	17	25%
Foreclosure	4	6%
Back Property Taxes	1	1%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$8,067.32	31%
Leveraged Funds	\$5,474.00	21%
HSEC	\$12,586.63	48%
Total Payments Made	\$ 26,127.95	100%

Sept home purchase
 \$62,000
 10,000 HOP funds -
 0766 - IDA savings

Director's Report September 2014

Meetings

Continuum of Care Clinton Co- phone conference, Eaton Co. meeting, Barry- sent Emily Smith
Strategies/Grants- X1

CQI

SSVF-Resolution call- final discussion about our new grantee agreement before it goes to execution

Health Plan- beginning of closing out this Board and discussions about the 1.1 million remaining

Region 7- starting up this new set of meetings I will need to attend

Site visit from HUD for our Home counseling application- final step before approval

Training

Homeless Summit- sent Christie

SSVF- sent Mel and Courtney to Columbus

Grants

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

CAPR and JHLPR site review and audit

Turned in ESG grant – Sept 12

Execution of the ESG grant- all week Sept 22-26

Turned in REACH grant on the new online portal

Grant close outs for SSVF, ESG, JHLPR and CAPR on Sept 30, 2014

Performance Objectives

Worked on name change all month as items arose

90 day review on Courtney Hayes

Presentations

Staff presented a foreclosure prevention seminar- Barry County

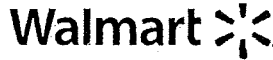
Fundraising

Donations

8/1/2014 Bed Bath and Beyond #610	General Household Items	\$1,159.47	
8/8/2014 Bed Bath and Beyond #610	General Household Items	\$651.80	
8/15/2014 Bed Bath and Beyond #610	General Household Items	\$3,831.38	
8/18/2014 Bed Bath and Beyond #610	General Household Items	\$1,561.06	
8/22/2014 Bed Bath and Beyond #610	General Household Items	\$1,997.80	
8/28/2014 Bed Bath and Beyond #610	General Household Items	\$701.76	\$9,903.27
9/5/2014 Bed Bath and Beyond #610	General Household Items	\$1,760.44	
9/12/2014 Bed Bath and Beyond #610	General Household Items	\$1,506.55	
9/19/2014 Bed Bath and Beyond #610	General Household Items	\$1,872.40	
9/26/2014 Bed Bath and Beyond #610	General Household Items	\$117.94	\$5,257.33



702 S.W. 8th St. BENTONVILLE, ARKANSAS 72716



WACHOVIA BANK, N.A.
CHARLOTTE, NC 28288-0013

66-156
531

Q: B263949

VENDOR NUMBER	DATE OF CHECK		
	MO	DAY	YR
340356997	08	29	14

CHECK NUMBER
3408714

3408714

PAY
TWO HUNDRED FIFTY DOLLARS AND NO CENTS

40100
Donations

DOLLARS	CENTS
*****250	00
NET AMOUNT OF CHECK	

TO THE ORDER OF
HOUSING SERVICES EATON CO
FACILITY# 2869
PO BOX 746
CHARLOTTE MI 48813

WAL★MART STORES, INC.

Senior VP, Finance and Treasurer

"THIS DOCUMENT CONTAINS A COLORED BACKGROUND ON FACE - AND ARTIFICIAL WATERMARK ON BACK - HOLD AT AN ANGLE TO VIEW."

⑈3408714⑈▶⑈053101561⑈:2079900136854⑈

PAYMENT
INVOICES TO

Walmart
702 S.W. 8th ST.
BENTONVILLE, AR 72716

* INCLUDES
AIDCO
SAM'S CLUB
BUD'S OUTLET STORES
CMA*USA
NORTH ARKANSAS WHOLESALE CO., INC.
BEAVER LAKE AVIATION, INC.
PHILLIPS COMPANIES, INC.
WAL★MART PHARMACY OF MICHIGAN, INC.
WAL★MART PUERTO RICO, INC.

DATE			INVOICE NUMBER	STORE NUMBER	DOCUMENT NUMBER	TYPE CODE*	DATE OF CHECK	PAGE	CHECK NUMBER
O.	DAY	YR.					08 29 14	1	3408714
8	27	14	21311667	05-9000	30055830		GROSS AMOUNT	DISCOUNTS/ ALLOWANCES	NET AMOUNT
							250.00	0.00	250.00
							TOTAL	0.00	250.00

340356997/9999999997 Wal-Mart Giving - One Time V

VENDOR: Deduction codes are described on the reverse side of this statement.

JHL PR Quarterly Participant File Monitoring PY 2013-2014

Agency: Housing Services of Eaton County

Quarter Monitoring: 3rd Quarter

Monitoring Date: August 13, 2014

Participant files reviewed:



Items Reviewed:

1. Case Notes: 12/12
2. Individual Service Strategy (ISS) signed signature page: 12/12
3. COMPAS/TAP documentation: 12/12
4. In Reach: 12/12
5. Provision of Service/Meeting documentation/signature sheets: 12/12
6. CAMW! Release Form: 12/12
7. Documentation of Referral from Parole, i.e. CFJ-140: 12/12
8. CAMW! Grievance Procedure/Equal Opportunity Signature Page: 12/12
9. Documentation of participant's non-compliance, i.e. job logs, housing rules compliance: 12/12

Comments:

The files contained all the documents necessary per the contract.

Concerns and Plans for Improvement: N/A

Great work in keeping all the files in order!

DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
Washington DC 20420



In Reply Refer To: 10NC1

August 12, 2014

CEO/Executive Director
Housing Services for Eaton County
319 S. Cochran Avenue, Charlotte, MI, 48813

RE: SSVF Grant Award Number 14-MI-224

Dear Sir or Madam:

Congratulations! On behalf of the Department of Veterans Affairs, we are pleased to inform you that your organization has been selected to receive a renewal grant under the Supportive Services for Veteran Families (SSVF) Program for the FY 2015 grant term with services beginning October 1, 2014.

In the coming weeks, the SSVF Program Office will communicate with grantees via email to provide instruction on next steps for accepting this award. It is important that you review and respond to these emails in a prompt manner. Information will be provided regarding upcoming required trainings, requests for clarification regarding the HHS Payment Management System, confirmation regarding application and budget content, VA SSVF Regional Coordinator contact information, and other helpful tools for preparing to implement SSVF in your community.

Please reference the above-noted award number in the subject line of all correspondence with the SSVF Program Office. A description of all awards is available at www.va.gov/homeless/ssvf.asp. Email and phone traffic is at a high volume at this time and delays may occur with the SSVF Program Office's response time to inquiries. We appreciate your understanding.

Thank you for your efforts to help prevent and eliminate homelessness among our Nation's Veterans. We look forward to working with you. If you have any questions, please contact us at SSVF@va.gov or 1-877-737-0111.

160

DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
Washington DC 20420



9/27/2014

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

Denise M. Dunn
Executive Director
Housing Services for Eaton County
319 S. Cochran
P.O. Box 746
Charlotte, MI 48813

Re: Supportive Services for Veteran Families Grant Agreement **14-MI-224**

Dear Ms. Dunn:

Our Program Office has received **Housing Services for Eaton County's** waiver request to reduce their 60% rapid re-housing TFA requirement (Prevention Waiver Application). As you know, the Department of Veterans Affairs (VA) must approve a proposed significant program change in the Grant Agreement prior to the implementation of the change. At this time the SSVF Program Office **denies** this requested modification to **Housing Services for Eaton County's 2014 SSVF GRANT AGREEMENT (PROGRAM NUMBER 14-MI-224)**. Please contact your SSVF Regional Coordinator to review this decision and discuss alternative strategies. **Please note this letter applies only to the Prevention Waiver Application portion of your Q4 Program Change Request packet.** The HHS subaccount transfer requested in your packet has been **approved** by the Program Office.

Thank you for the services you provide to our nation's Veterans.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Kuhn".

John Kuhn, MSW, MPH
National Director, Supportive Services for Veteran Families
VA National Center on Homelessness Among Veterans



PROGRAM NUMBER: 14-MI-224

Supportive Services for Veteran Families (SSVF) Uniform Monitoring Package (UMP)

Grantee Name:	Housing Services for Eaton County	Name(s) of Reviewer(s):	Adam Kirkman, AHP, Inc.
Program Number:	14-MI-224	Date/Time of Exit Conference:	8/5/2014, 4:30pm
Award Amount:	\$178,380.00	On-Site or Remote:	On Site

Exhibit II: Grantee Monitoring Summary Report

1. Names and Titles of Reviewer(s) Participating in Exit Conference:
Adam Kirkman, SSVF Program Monitor, Advocates for Human Potential

2. Names and Titles of Grantee Staff in Attendance:
Denise Dunn, Executive Director; Christine Harry, SSVF Program Manager/Assistant Director; Mel Burk, Case Manager; Courtney Fowler, Case Manager; Jaime Eldred, Bookkeeper

3. Discussion (Highlights, including areas of disagreement, if any):

Strengths:

- Case files are better than average. Eligibility determination is particularly strong.
- Case managers both appear dedicated to the work they are doing and competent in doing so.
- Outreach efforts are comprehensive and creative. The program has been well established within the community and efforts are being made to identify hard-to-reach veterans.
- The program has made strong connections to other SSVF grantees in the region and regularly turns to them for advice and guidance.

Program Progress:

- Still a long way to go, but doing much better. Client numbers are likely to be below the projections, but that is not due to any lax outreach services. Spending has increased and while still below the projected rate, is close to spending down the grant funds before the end of the grant year.

Overall Management Systems:

- Overall management of the program seems effective, but much of that seems due to how small the program is and how qualified the staff members are.
 - o Consider moving to more formal team meetings and file audits.
 - o Develop additional ways to gather client feedback—agency specific survey, follow-up calls, focus groups, etc.

Outreach Services:

- Outreach services are excellent. Innovative and comprehensive. Mel and Courtney seem to have done a good job of not only introducing the program throughout the three county region, but are also finding clients who are hard to reach, including chronically homeless individuals and homeless families.

Participant Eligibility:

- All of the files reviewed contained the appropriate eligibility documentation. Files showed evidence that staff were working to help clients get needed documentation and were staying on top of them until all those documents were in.
 - o The enrollment process is somewhat vaguely described in the program manual. In addition to including the eligibility requirements, the manual should speak to how the intake process works within HSEC.
 - o Recertification was not well documented in the one file I reviewed. Income and homeless/homeless risk status needs to be documented at recertification.
 - o Program exits are not being well documented. The VA wants to see that 1) the Housing stability plan is the trigger for exit, 2) that it is summarized in writing at exit and that 3) clients are referred to other needed services at exit.

Supportive Services/Case Management Services:

- Case managers are doing good work for their clients. They seem to be flexible and creative in accessing services for their clients. Helpful in locating housing while not making the decision for the client.
- Good connections to other grantees. It was nice to hear about how much the case managers are turning to their mentor and their peer agencies for guidance.

Financial Management:

- Fiscal management seems fine. There is a good process in place for reviewing payments before they go out and expenses are being tracked and double checked.

Policies and Procedures:

- Policy and procedures manual is good, but still could use improvement. It does sound like it is being reviewed and revised regularly and is on its way to being a very good tool for the case managers.
 - o The sections on enrollment, recertification and program exit should be strengthened.

A. Program Progress
This section is designed to ensure that activities are being carried out in a timely manner and that the number of participants served is consistent with the approved application.

Findings:

Concerns:

A1:	Number of participants currently being served is not consistent with the Grantee's approved application (11% variance or more).
A2:	None
A3:	None
Recommendations:	

↓ What did we serve?

H. Vehicle Usage (if applicable)	
This section is designed to review the grantee's use of vehicles funded with SSVF Grant fund in accordance with the grant agreement	
Findings:	
H2:	N/A
H3:	N/A
Concerns:	
Recommendations:	

I. Policy and Procedures	
This section is designed to review the grantee's policies and procedures to ensure compliance with program requirements and achievement of program goals.	
Findings:	
Concerns:	
I1:	None
I2:	None
I3:	None
I4:	None
I5:	None
I6:	None
I	Grantee does not have written policies and procedures describing exit from SSVF or procedures do not contain all elements.
I7:	
Recommendations:	

D. Outreach and Targeting

This section is designed to assess outreach services as described in 38 CFR 62.30. Grantees must a) provide outreach services and use their best efforts to ensure that hard-to-reach very low-income veteran families occupying permanent housing are found, engaged and provided supportive services and b) outreach services must include active liaison with local VA facilities, State, local, tribal (if any), and private agencies and organizations providing supportive services to very low-income veteran families in the area or community served by the grantee.

Findings:

D2: None

Concerns:

D1: None

D3: None

D4: None

D5: None

D6: None

D7: None

Recommendations:

E. Participant Eligibility

This section is designed to assess whether participant eligibility has been adequately documented in terms of each participant's income and housing status upon program entry.

Findings:

E1: None

E5: None

E6: None

E8: Case files do not adequately document recertification of eligibility ever 3 months.

Concerns:

E2: None

E3: None

E4: None

E7: None

E9: Case files do not adequately document exit from the program for each client.

Recommendations:



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-7900 FAX (313) 226-6160

AUG 06 2014
Denise Dunn
Executive Director
Housing Services of Eaton County
319 S. Cochran Ave,
P.O. Box 746
Charlotte, MI 48813

Dear Ms. Dunn:

SUBJECT: Section 8 Management Assessment Program (SEMAP) - FYE March 31, 2014

The purpose of this letter is to notify you of your Section 8 Management Assessment Program (SEMAP) score. Based on the SEMAP certification you submitted for the fiscal year ended March 31, 2014, the Detroit Office of Public Housing has determined that the Housing Services of Eaton County's overall SEMAP score is 100% percent. This score is based on scores for each indicator rated during the assessed fiscal year and the total points after weighing each indicator. Public housing agencies (PHAs) that achieve a SEMAP score of 90 percent or more are designated "high performers." PHAs scoring less than 90 percent but not less than 60 percent are designated "standard performers." PHAs scoring less than 60 percent are designated "troubled." As a result of the Commission's score, it is hereby designated a "high performers."

Your overall SEMAP score is comprised of scores assigned to each of 15 SEMAP indicators listed below. In cases where an agency is small and expends less than \$300,000 in federal funds, SEMAP Indicator Nos. 1 - 7 will not be rated. Indicator No. 14 - Family Self-Sufficiency will be scored only for PHAs receiving an award of Section 8 units between 1991 and 1998, excluding any units awarded for preservation developments. SEMAP Indicator No. 15 - Deconcentration Bonus is mandatory for any PHAs in metropolitan areas using payment standards that that exceed 100 percent of the published FMR set at the 50th percentile.

Table with 2 columns: Indicator No. and Score. Rows include Selection From the Waiting List (15), Reasonable Rent (20), Determination of Adjusted Income (20), Utility Allowance Schedule (5), HQS Quality Control (5), HQS Enforcement (10), Expanding Housing Opportunities (5), Payment Standards (5), Timely Annual Reexaminations (10), Correct Tenant Rent Calculations (5), Pre-Contract HQS Inspections (5), Annual HQS Inspections (10), and Lease-Up (20).

Indicator No. 14 - Family Self-Sufficiency
Indicator No. 15 - Deconcentration Bonus

N/A
N/A

The Housing Commission may appeal an overall rating by providing justification and reasons for the appeal. To assure that the appeal receives a fair review, we recommend that the Commission provide documentation supporting that the Commission has complied with required SEMAP standards during the assessed fiscal year. This letter will serve as your final notification letter unless the Commission chooses to file an appeal.

The Housing Commission must send this office a written report describing correction of any of deficiencies which resulted in a '0' rating for the above indicator(s) within 45 days of the date of this letter. If no response is received within 45 days, or the corrective action does not demonstrate that the deficiency has been corrected, you will be required to submit a corrective action plan in accordance with 24CFR 985.107(c).

If you have any questions concerning this assessment, or need technical assistance to correct the deficiencies identified in this assessment, please contact Nakisha Paul, Public Housing Revitalization Specialist, at (313) 234-7466.

Sincerely,



Willie C. H. Garrett
Director
Office of Public Housing

Internal HUD Distribution:						
Detroit - 5FPH - Chrono						
Detroit- 5FPH- Paul						
Detroit- 5FPH- Broadnax						
Identification Lines:						
Correspondance Code	Originator Paul	Concurrence	Concurrence	Concurrence	Concurrence	Concurrence
Name						
Date						

Official Record Copy
(02/03)

U.S. Department of Housing and Urban Development

form HUD-713.1

Previous edition is obsolete.



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

September 29, 2014

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

Dear Executive Director:

Subject: Notification of Monthly Disbursement Schedule for Mainstream 5 Payments and Administrative Fees

This email serves as HUD's notification that funding will be disbursed for your agency's Mainstream 5 program. Attached you will find the current disbursement schedule reflecting the monthly MS5 HAP and/or Administrative Fee amounts.

If you have any questions regarding how the monthly disbursement amounts were derived, please contact your Financial Analyst at the FMC.

Sincerely,

June E. Burnes

Division Director

Digitally signed by June E. Burnes
DN: CN = June E. Burnes C = US O = Financial
Management Center OU = Division Director
Reason: I am approving this document

Enclosure

Memo Reference: 14-121

Mainstream 5 Program

Disbursement Schedule

FO Code: 5FPH
HA Name: HSNB. SERVICES OF EATON COUNTY
HA Number: MI880
FYE: 03/31

Month	MS5 Disbursement	AF Disbursement
January 2014		\$3,422
February 2014		\$3,422
March 2014		\$3,422
April 2014		\$3,422
May 2014		\$3,422
June 2014		\$3,422
July 2014	\$22,959	\$3,422
August 2014	\$43,493	\$3,422
September 2014	\$43,493	\$3,422
September 2014		\$655
October 2014	\$43,493	\$3,422
November 2014	\$43,493	\$3,422
December 2014	\$43,493	\$3,425

Electronic voting procedure

An electronic vote may be taken in the event that a grantee timeline does not allow for a regular Board meeting to be held within the necessary timeline the funding source has dictated. In the event an electronic vote is necessary, the following will be the protocol:

1. The Executive Director will notify the Board President of the timeline.
2. The Executive Director will send out the voting information to all Board members. Those who do not have internet, will be called.
3. The vote will have a cut-off date for voting.
4. The vote must be recorded by you as a Transcript of Electronic Vote stating the item voted on, what it involved, and why an electronic vote was necessary(all short few word statements).
5. The second part of the transcript would be a roll-call vote, by name, stating who voted and how they voted.
6. The record will state that a quorum was met.
7. The Executive Director will act as the Recording Secretary
8. The document will include a line for the Secretary and the President as well as the Recording Secretary
9. At the next meeting the Transcript of vote must be read into the minutes and signed by the three above mentioned members.



Eagles Auxiliary #3552

September 24, 2014

TO: Eaton Housing Services
P.O. Box 746
Charlotte, MI 48813

FROM: Charlotte F.O.E. #3552 Auxiliary
Debbie Hayes, Aux. Secretary
116 Lansing Street
Charlotte, MI 48813

Charlotte Eagles Auxiliary would like to make a donation to Eaton Housing Services. Please find enclosed our Check #1638 in the amount of \$50.00. Our motto is People Helping People and we are glad to be of help to one of our local organizations. We appreciate all that you do for our community and hope you continue to fill a valuable service to Charlotte and Eaton County communities.

Thank you.

Debbie Hayes

SNOW PLOWING PROPOSAL

Proposed to:
Housing Services for Eaton County
Po Box 746
Charlotte MI 48813

Date	9/10/2014
Start Date	10/15/2014
End Date	4/30/2015

We propose to furnish labor and equipment to plow snow, salt and shovel for the entire lot.

Rates are as follows:

Depth	Plowing Roadways	Shoveling Walks	Deicing parking area	Chloride applied to sidewalks	Total Cost
1-4"	\$25.00	\$10.00	\$20.00	N/A	\$55.00
5-7"	\$30.00	\$20.00	\$20.00	N/A	\$70.00
Over 8"	\$35.00	\$30.00	\$20.00	N/A	\$85.00

We can continue to just clear the sidewalks, just wanted to let you know we can also clear lot

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and area hereby accepted. You are authorized to do the work as specified.

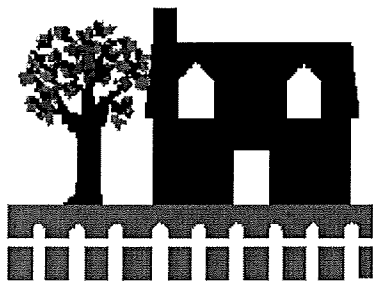
Signature	<i>Denise Dunn</i>
Print Name	Denise Dunn
Date	9/12/14

THE COMPANY:
ERIC ROGERS, LLC
THE MEMBER

A delinquency charge of 1-1/2% per month (but not in excess of the lawful maximum) will be added on any amount not receivable in accordance with specified terms.
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the proposed estimate. Our workers are fully covered by Workmen's Compensation Insurance.

Office:

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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

September 25, 2014

Michigan State Housing Development Authority
Rental Assistance & Homeless Solutions
Ms. Kelly Rose, Director
735 E. Michigan Ave
Lansing, MI 48909

RE: Letter of Recommendation for Becca Management

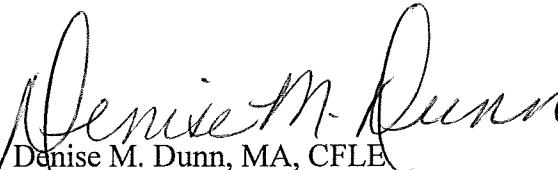
Dear Ms Rose,

It is with great pleasure that I offer you this letter of recommendation for Becca Management. I have worked closely with Becca Management since 2004 when HSMM (formally HSEC) was the rural pilot for the then new homeless voucher initiative. HSMM's staff and Becca's staff have been working closely together ever since.

Becca is an active member of the Eaton County Continuum of Care. The staff is always willing to assist us with clients as we work through the process from homelessness to lease up with a voucher. With the new protocols about verification of homelessness every 120 days, this working relationship will be even more important to the client, my staff, Becca's staff and you the funding source as we move forward to assist the homeless. I believe this relationship will continue to have positive outcomes for our mutual clients.

If you have any other questions, please call me at 517-541-1180.

Very Sincerely,


Denise M. Dunn, MA, CFLE
Executive Director



30

The Reminder 9-13-14

**Behind on your Mortgage or
Property Taxes?**

**Don't Lose Your
House!!!**

Housing Services Mid Michigan is a non-profit agency
with MSHDA Certified Housing Counselors.

**FREE Foreclosure Counseling Services
located in Barry County**

Services Include:

- Education on foreclosure prevention options
- Information on available programs
- Assistance with application process
- Property tax assistance

Please contact Emily at Housing Services:

(517) 983-9277

Mon. and Thurs. 8:30-5:00

231 South Broadway

Suite 103

Hastings, MI

www.hsmidmichigan.org

06850519

(31)

8/30/14

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:

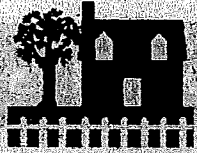
All services are free

Eaton: (517) 541-1180

Barry: (517) 231-2029 Veterans

(517) 983-9277 Foreclosures

Clinton: (517) 231-3961



"Opening doors for people in our communities."

32

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:

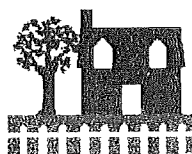
All services are free

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"Opening doors for people in our communities."

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."