

**HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
TUESDAY August 11, 2015 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 2015

ACCEPTANCE OF FINANCIAL REPORT July 2015

EXECUTIVE DIRECTOR'S REPORT

Monthly Statistics and Activities- June and July 2015- including my new outcomes report

OLD BUSINESS

New fundraising idea- follow up

Website updates

NEW BUSINESS

ESG funding increase from \$77,483 to \$85,924

HUD Housing Counselor funding- \$18,460- Reimbursement grant

HEP- MSHDA Housing Counselor funding \$15,000- reimbursement grant

AmeriCorp Member slot awarded-conducting interviews

CAPR - \$285,570 and JHLPR-232,312 awarded slight decreases from last year (approx \$9,200 total)

SSVF awarded \$181,947 – possible increase not determined yet

	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 (MSHDA)	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	HC	Housing Counseling-HUD
JHLPR	Jackson, Hillsdale, Lenawee Prisoner Re-entry		

Next Meeting- October 13, 2015 – 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 OF DIRECTORS MEETING

Tuesday, June 9, 2015

Location: MSU Extension Office, Charlotte, MI

Call to Order by President Brown at 2:04 p.m.

Members Present: Dar Benjamin, Robert Brown, Janice Land, Nicole Shannon, Sean Cotter, Susan Hoffman, Karen Hathon, Denise Dunn (ex officio).

Agenda: The Board moved to accept the agenda as amended to include discussion of bids for windows.

Minutes: The Board reviewed the February 2014 and April 2014 minutes. Land moved to accept the minutes. Cotter supported. Motion carried.

Financial Report: Brown had a question concerning the division of Section 8 funds. Dunn reviewed it and explained that it would be revised. Land had a question concerning the SSVF funds. Dunn explained that this is a reimbursement grant, so it will be in balance once the reimbursement is received.

Dunn explained that the City of Lansing had proposed providing HSMM with funds during the last Region 7 meeting. Dunn requested \$15,000, but had not yet heard a response. Board moved to accept the financial report.

Executive Director's Report: Hoffman asked about the jump in clients from April to May. Dunn explained that "couchsurfers" are often asked to move once the temperatures warm up.

Dunn reviewed the Executive Director's Outcomes Report, specifically discussing the 100% error free rate and potential Medicaid funds for serving homeless clients. Dunn also explained that the Assistant Executive Director, Christie Harry, took the lead in writing a major HUD Grant for housing counseling funds. Both Dunn and Harry attended a Veteran's Fair for client outreach. Dunn reported that HSMM's veteran resources are sufficient to allow our service areas to qualify for "functional zero" status, meaning that there are enough resources to immediately serve any homeless veteran. This means that HSMM can now request to use funds for prevention and Dunn has submitted the application.

Old Business: Dunn reported that the Golf Outing realized a profit of \$13,787.64, which is the largest profit ever. Brown observed that it appeared there were more hole sponsors, games, and prizes and that it was a very good event.

New Business:

New fundraising idea: Dunn discussed the possibility of a fundraiser with Buffalo Wild Wings. Members of the board discussed concern with the difficulty in convincing people to attend at full price and difficulty in getting attendees to remember to bring the flyers for the event. Cotter has a Buffalo Wild Wings event coming up in the future, and the Board will ask for more information on his event before deciding whether to pursue one of its own.

Policies: Dunn provided the Board with Drug/Alcohol Policy, Code of Conduct, Sexual Harassment Policy, and Internet/Electronic Media/E-mail Policy. Shannon discussed in-kind gifts from clients, such as cookies and other small items. Dunn advised that in those situations they were generally shared by all staff but these occasions are rare. Shannon moved to approve the policies. Benjamin second. Motion carried.

Program Rules: Dunn provided the Board with Shelter Plus Care Rules. Dunn proposed changing the language of item 16 to state that a client "must" be engaged with the Eaton County Counseling Center as opposed to the current language of "should" be. Hoffman and Shannon suggested changing the language of item 12 to "If the client fails to report household members within this time limit it is grounds for immediate termination." to "If the client fails to report household members within the time required it is grounds for immediate termination. Hoffman moved to change "should" to "must" for item 16 and to change "this time limit" to "the time required" for item 12. Shannon second. Motion carried.

Budget Questions: Dunn explained that the Section 8 accounting was reduced to \$4000 from \$5200 as a result of moving some tasks in-house, eliminating the need to pay a third-party vendor. Dunn also reported that the Barry office budget was higher because it is for a full year rather than pro-rated from last year. Brown asked Dunn about the ratio of direct client dollars on the Veteran's Grant. Dunn reported that HSMM's ratio is actually better than VA's expectations.

Executive Director Annual Review: The Board went into session without Dunn present to discuss her annual review and proposed budget.

Budget final approval: The Board approved 2% raises for staff (Cotter moved, Land second, motion carried); 5% raise for Assistant Executive Director (Land moved, Cotter second, motion carried), 5% bonus to Executive Director (Cotter moved, Brown second, motion carried). The board approved the budget as stated, with the revisions to compensation as noted above. Hoffman moved. Hanlon second. Motion carried.

Windows: Dunn came back to discuss the windows. Dunn explained that HSMM received two bids for windows: Don Keller for \$7,200 and Applegate for \$14,420. A number of board members explained that they had positive experiences with Don Keller. Shannon moved to accept the bid from Don Keller. Hoffman second. Motion carried.

Brown moved to adjourn the meeting at 3:45 p.m. Cotter second. Motion carried.

Next meeting scheduled for Tuesday, August 11, 2015.

Respectfully submitted,

Nicole Shannon

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Housing Services Mid Michigan
Board Report
Month Ending July 31, 2015

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Revenues					
Interest Income	\$ 12.13	\$ 48.26	\$ 166.66	(118.40)	1,000.00
Contributed Services	0.00	0.00	0.00	0.00	0.00
Contributions - Unrestricted	10.80	195.61	416.66	(221.05)	2,500.00
Flex plan	0.00	0.00	125.00	(125.00)	750.00
Fundraising	2,100.00	5,975.55	2,500.00	3,475.55	15,000.00
HUD	0.00	0.00	29,903.16	(29,903.16)	179,419.00
MICAH	4,500.00	4,500.00	1,083.34	3,416.66	6,500.00
JHLPR	17,422.58	33,681.96	39,412.66	(5,730.70)	236,476.00
MSHDA	0.00	0.00	19,338.66	(19,338.66)	116,032.00
EFSP	0.00	0.00	6,333.34	(6,333.34)	38,000.00
HEART 900	783.81	1,564.28	1,262.00	302.28	7,572.00
HEART 900 Tenant co-pay	14.00	70.00	112.50	(42.50)	675.00
HUD HC	0.00	0.00	3,076.66	(3,076.66)	18,460.00
Tri-County	0.00	3,000.00	833.34	2,166.66	5,000.00
CRCF	0.00	0.00	2,500.00	(2,500.00)	15,000.00
HEART 1300	633.81	1,264.28	1,255.34	8.94	7,532.00
HEART 1300 Tenant co-pa	206.00	412.00	500.00	(88.00)	3,000.00
PSH 1400	4,734.16	9,296.59	8,952.50	344.09	53,715.00
PSH 1400 Tenant co-pay	297.00	353.00	666.66	(313.66)	4,000.00
OTHER Income	0.00	20.00	416.66	(396.66)	2,500.00
Project Connect Income	0.00	0.00	166.66	(166.66)	1,000.00
Emergency Fund	0.00	0.00	333.34	(333.34)	2,000.00
Adopt A Family Income	0.00	0.00	41.66	(41.66)	250.00
IDA	0.00	0.00	143.34	(143.34)	860.00
IDA Client payments	0.00	0.00	0.00	0.00	0.00
HEART 1800	951.94	1,892.46	2,431.84	(539.38)	14,591.00
HEART 1800 tenant co-pay	0.00	0.00	350.00	(350.00)	2,100.00
Section 8 funds	36,248.00	72,664.00	72,500.00	164.00	435,000.00
Section 8 Admin	3,541.00	6,872.00	7,000.00	(128.00)	42,000.00
Section 8 interest	0.00	9.76	0.00	9.76	0.00
Sect 8 Fraud Recovery	0.00	0.00	0.00	0.00	0.00
Eaton Co. United Way	3,249.75	3,249.75	2,166.50	1,083.25	12,999.00

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Housing Services Mid Michigan
Board Report
Month Ending July 31, 2015

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	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
NDC	0.00	0.00	1,616.66	(1,616.66)	9,700.00
NMS foreclosure	0.00	12,146.00	9,666.66	2,479.34	58,000.00
REACH Admin	0.00	144.34	366.66	(222.32)	2,200.00
REACH Tenant co-pay	383.50	927.00	800.00	127.00	4,800.00
Eaton County Counseling	0.00	0.00	2,500.00	(2,500.00)	15,000.00
DCH	0.00	2,224.00	7,000.00	(4,776.00)	42,000.00
NFMC Income	0.00	654.00	916.66	(262.66)	5,500.00
CAPR	22,109.09	45,421.72	52,500.00	(7,078.28)	315,000.00
SD Pool	0.00	0.00	0.00	0.00	0.00
SSVF Income	15,437.18	34,530.46	30,324.50	4,205.96	181,947.00
HEP Income	0.00	150.00	1,148.00	(998.00)	6,888.00
Links	0.00	0.00	0.00	0.00	0.00
CoC Planning Grant	0.00	0.00	1,579.84	(1,579.84)	9,479.00
Total Revenues	112,634.75	241,267.02	312,407.46	(71,140.44)	1,874,445.00
Expenses					
Overhead Expenses	1,704.53	2,218.66	1,666.68	551.98	10,000.00
Flex Plan Expenses	1,394.40	1,205.56	93.34	1,112.22	560.00
HUD Expenses	18,151.18	36,815.01	32,043.68	4,771.33	192,262.00
JHLPR Expenses	21,782.55	39,165.13	32,614.34	6,550.79	195,686.00
MSHDA Expenses	12,762.15	15,276.04	21,151.02	(5,874.98)	126,906.00
EFSP Expenses	0.00	0.00	6,333.34	(6,333.34)	38,000.00
HEART 900 Expenses	823.69	1,607.50	1,241.66	365.84	7,450.00
TRI COUNTY Exp.	0.00	0.00	833.34	(833.34)	5,000.00
CRCF Expenses	3,931.37	5,967.96	2,500.00	3,467.96	15,000.00
HEART 1300 Expenses	673.69	1,307.50	1,235.82	71.68	7,415.00
PSH Expenses	3,935.78	8,669.94	8,816.50	(146.56)	52,899.00
Other Expenses	431.45	1,078.45	2,166.66	(1,088.21)	13,000.00
IDA Expenses	0.00	0.00	143.34	(143.34)	860.00
HEART 1800 Expenses	1,044.96	1,996.90	797.50	1,199.40	4,785.00
Sec 8 Expenses	38,830.48	76,469.97	78,666.68	(2,196.71)	472,000.00

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Housing Services Mid Michigan
Board Report
Month Ending July 31, 2015

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Eaton Cty UW Expenses	0.00	0.00	500.00	(500.00)	3,000.00
NMS Expenses	6,426.12	10,012.25	9,656.66	355.59	57,940.00
REACH Expenses	4,334.28	8,086.34	9,268.16	(1,181.82)	55,609.00
NMFC Expenses	531.45	952.98	1,778.00	(825.02)	10,668.00
CAPR Expenses	29,790.74	51,899.83	51,633.64	266.19	309,802.00
SSVF Expenses	21,592.32	37,209.00	28,763.34	8,445.66	172,580.00
HEP Expenses	11.63	503.50	866.66	(363.16)	5,200.00
Links Expenses	0.00	0.00	0.00	0.00	0.00
CoC Expenses	0.00	2,057.00	1,581.00	476.00	9,486.00
Total Expenses	168,152.77	302,499.52	294,351.36	8,148.16	1,766,108.00
Unrestricted Cash	\$ (55,518.02)	\$ (61,232.50)	\$ 18,056.10	(79,288.60)	\$ 108,337.00

Mid Michigan Housing Services
Balance Sheet
July 31, 2015

ASSETS

Current Assets		
General Checking	\$	108,896.88
CD		121,755.05
Payroll Checking		26,233.37
MSHDA Checking		17,941.31
Savings Account		24,672.22
Savings Building Acct		10,824.65
Section 8 Checking		82,147.00
Petty Cash		25.00
Flex Plan Checking		510.12
Hud 1 receivable		19,202.04
Prisoner re-entry receivable		23,722.23
Other Receivables		20,520.23
		456,450.10
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
Behavioral Health		(9,000.00)
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)
Homebuyer		(4,050.00)
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
		57,877.53
Total Other Assets		
Total Assets		
	\$	672,872.65

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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

Unaudited - For Management Purposes Only

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Mid Michigan Housing Services
Balance Sheet
July 31, 2015

Total Current Liabilities		214,189.27
Long-Term Liabilities		
Long Term Debt - House Mortgage Loan	0.16 156,356.41	
Total Long-Term Liabilities		156,356.57
Total Liabilities		370,545.84
Capital		
Retained Earnings	381,217.37	
Net Income	(78,890.56)	
Total Capital		302,326.81
Total Liabilities & Capital	\$	672,872.65

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June 2015

Total Adults	82
Total Children	76
Intakes	62
Number of "No Shows"	25
Rescheduled	21
Cancelled	4
File Updates	17
Foreclosure Follow Ups	4
Inspections	0
Veterans	2
Homebuyer Education	0
Financial Capabilities	12
Total Appointments	133
Total Payments	24
	100%

CLIENT EMERGENCY STATUS		
Homeless	27	44%
Eviction	15	24%
Relocation	14	23%
Foreclosure	4	6%
Back Property Taxes	2	3%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$6,725.09	32%
Leveraged Funds	\$6,684.61	31%
HSM	\$7,878.21	37%
Total Payments Made	\$21,287.91	100%

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Charlotte	22	28	30	35%
Dimondale	1	1	2	2%
Delta Township (48917)	17	23	24	27%
Eaton Rapids	4	7	4	6%
Grand Ledge	2	3	0	3%
Hastings	2	3	1	3%
Lansing	10	12	14	16%
Olivet	1	1	0	2%
Pottersville	2	2	1	3%
Vermontville	1	2	0	2%
Totals	62	82	76	100%

STATUS						
H	E	F	R	T	O	Total
14	2			6		22
					1	1
3	7	2	4	1		17
2	2					4
1				1		2
			2			2
5	3			2		10
1						1
	1			1		2
1						1
27	15	4	14	2	0	62

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July 2015

Total Adults	85
Total Children	84
Intakes	66
Number of "No Shows"	12
Rescheduled	14
Cancelled	5
File Updates	27
Foreclosure Follow Ups	3
Inspections	0
Veterans	3
Homebuyer Education	2
Financial Capabilities	3
Total Appointments	127
Total Payments	27
	100%

CLIENT EMERGENCY STATUS		
Homeless	21	32%
Eviction	20	30%
Relocation	18	27%
Foreclosure	3	5%
Back Property Taxes	4	6%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$11,824.88	35%
Leveraged Funds	\$10,300.58	31%
HSM	\$11,341.74	34%
Total Payments Made	\$33,467.20	100%

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bath	1	1	0	2%
Bellevue	2	2	1	3%
Charlotte	24	34	30	36%
Clawson	1	1	0	2%
Dansville	1	1	0	2%
Delta Township (48917)	11	14	16	17%
Dimondale	1	1	2	2%
Eaton Rapids	8	11	15	12%
Grand Ledge	4	4	1	6%
Hastings	1	2	0	2%
Lansing	9	10	17	14%
Middleville	1	2	0	2%
Pottersville	2	2	2	3%
Totals	66	85	84	100%

STATUS						
H	E	F	R	T	O	Total
	1					1
	1		1			2
10	3	1	9	1		24
1						1
			1			1
1	7			3		11
				1		1
4	1	1	1	1		8
1	2		1			4
					1	1
3	4			2		9
					1	1
1	1					2
21	20	3	18	4	0	66

Jan 2015	180 reviews	Joy Johns & Courtney Hayes				
Jan 2015	SPDAT	Implementation				MSHDA required assessment tool
February 2015						
Feb 2015	90 reviews	Kevin Thompson & Emily Berning				
March 2015						
March 2015	New Project					MOU to assist Eaton Co. homeless in Ingham shelters
March 2015	New Project					Start of Financial Capabilities Series
March 2015	MDOC audit	UPDATE – 100% error free	Pending resuits			Both PR projects reviewed
3/13/15	Dart	\$5000	pending			
3/20/15	HEP	12,500	pending			MSHDA homebuyer education
3/31/2015-4/1/2015	Section 8	SEMAP Completed 5/1/2015				Year End reporting completed
April 2015						
April 2015	New project	H2- TA for Medicaid and Housing Named housing squared				New initiative to learn how to get Medicaid money to pay for housing counseling-homeless persons
April 2015	90 Day Review	Aris Bailey				
April 2015	New Item					HUD – Registered the Eaton COC MI-23 on the E-snaps systems. This was the first step to HUD renewals
April 2015	Training	Denise and Sandra				IDA
	Training	Denise, Christie, and Kalli				MSHDA housing counselor training

April 2015	Presentation						RICC - A support/activities group for adults with developmental disabilities. This presentation was titled "So You Want a Place of Your Own"
April 2015	Grant		Christie				New Grant for housing counseling to HUD submitted
April 2015	CAPR						Reported 7 out of 7 stable at 6 months
4/17/2015	UW	25,000					
May 2015							
May 2015	Presentation		United Way presentation on 5/2/15				Took Christie Harry with me to learn the process
May 2015	Presentation		Veterans Fair - Charlotte, MI				Mei and Tyler attended
May 2015	Presentation						RICC - A support/activities group for adults with developmental disabilities. This presentation was titled "So You Want a Place of Your Own"
May 2015	New Item						Submitted Housing Inventory Chart for the entire COC into HDX. This was another requirement for HUD.
May 2015	New item						Put together a Board training manual
May 2015	New item						Made changes to the computer/internet policy - bringing to board to get approved
May 2015	New Item						Closed HUD grant
May 2015	Grant						
May 2015	Grant		Christie				New Grant for housing counseling to HUD
May 2015	Grant		Christie				Submitted AmeriCorps Member Grant
May 2015	Grant		Christie				Submitted CRCF Grant Evaluation
May 2015	SSVF		Community plans for getting to functional zero				Prepared 3 plans - one for each county
June 2015							
June 3, 15	Board training						Held a board training using our new Board Training Manual

June 3, 15	MOU work		Region 7's MOU work with getting Eaton Clients back into Eaton from Lansing Shelters			Worked on the process of referrals and follow up
June 4, 15	fundraising					Golf outing post mortem
June 4, 15	Admin					Met with Applied Imaging rep about our copier and issues we are having
June 10-13	Staff evaluations					Met with all staff on their evaluations, submitted wage changes to bookkeeping
June 11, 2015	Admin		SSVF webinar			Webinar regarding the functional zero community plan
June 15, 2015	New Item					IDA opened new account
June 16, 2015	New Item					811 Focus Group
June 18, 2015	New Item					Awarded \$18,460 through the HUD Counseling grant
June 27, 2015	Admin - Follow up					Applied Imaging came into the office to set user codes for all staff members. These codes will track department usages, so that we can see where the overages in the office are coming from. While in the office Applied Imaging also did some TA with staff members, which will help us use the equipment effectively.
June 27 th , 2015	New Item					Negotiated HMIS contract
June 27 th , 2015	New Item		Outcomes- % of persons who exited into permanent housing	71%- target was 75%		Submitted APR grant early.
June 29 th , 2015	Admin		% of adults who increased their income from all sources between entry and exit	72%- target was 25%		Interviewed new AARP employee - They will work at the front desk, which will guarantee full coverage M-F.
	New Item					Awarded MSHDA HEP grant worth \$16,500
	New Item					Submitted SSVF community plan

July 2015

July 1 st , 2015	New Item				Christie and Aris implemented a new employee handbook for those employees who are not on HSM's payroll. AARP and long term volunteers
July 9 th , 2015	New Item				Renewed HA agreement through the AARP Foundation
	New Item				Opened new IDA account
	Admin				Completed ESG monitoring of sub-grantees. Including CACS and SIREN
	Grant				Submitted ESG grant to MSHDA
	Grant				Received two HUD grants to execute – completed
	Training				Attended SSVF training in Boston
	Staff Evaluations				Conducted 90 day review with Tyler Langoni
	Admin				Accepted new AARP Foundation worker – this will help to maintain full coverage of the front desk.
July 28, 2015	donation				Received a donation for 96 cases of paper towels. Stored them in our storage unit. Received donation for 5 new pallets to store them on. GM volunteer group picked them up in Okemos and delivered them to us. We are offering them to other non-profits: Courthouse Square, Clothing Center, Hospice, Helping Hands, several churches that support us, etc

6/5/2015 Bed Bath and Beyond #610	General Household Items	\$1,121.54	
6/12/2015 Bed Bath and Beyond #610	General Household Items	\$4,367.17	
6/19/2015 Bed Bath and Beyond #610	General Household Items	\$2,030.24	
6/26/2015 Bed Bath and Beyond #610	General Household Items	\$1,552.44	\$9,071.39
7/1/2015 Bed Bath and Beyond #610	General Household Items	\$1,552.44	
7/10/2015 Bed Bath and Beyond #610	General Household Items	\$1,552.44	
7/16/2015 Bed Bath and Beyond #610	General Household Items	\$1,940.98	
7/24/2015 Bed Bath and Beyond #610	General Household Items	\$7,753.66	
7/28/2015 RJ Schinner	Office/Cleaning Supplies	\$1,380.00	
7/31/2015 Bed Bath and Beyond #610	General Household Items	\$1,691.45	\$15,870.97

P.O. Box 14
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www.ecuw.org



June 3, 2015

Housing Services Mid Michigan
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, 2015 through June 30, 2016. I am pleased to inform you that your program was approved for **\$11,670.00**. Also you received **\$1,329.00 in designations** from donors. Payments will be awarded in Quarterly payments beginning in July 2015. Please note that the final disbursement in April 2016 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 2016).
- 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,

A handwritten signature in blue ink that reads "Joni Risner".

Joni Risner
Executive Director

A handwritten note in blue ink, circled, that reads "12,999 total".