

**HOUSING SERVICES MID MICHIGAN  
BOARD OF DIRECTORS MEETING  
TUESDAY October 11, 2016  
LOCATION: MSU Extension Office CHARLOTTE, MICHIGAN  
AGENDA**

**CALL TO ORDER**

**APPROVAL OF MINUTES August 2016**

**ACCEPTANCE OF FINANCIAL REPORT September 2016**

**EXECUTIVE DIRECTOR'S REPORT**

Monthly Statistics and Activities- August and September 2016

**OLD BUSINESS**

HARA for Clinton County CoC – update

Transportation Policy

Investment Discussion

Electronic vote affirmation for ESG funds

**NEW BUSINESS**

Audit Presentation- Aaron Stevens

New Proposed Board Member – Levi Martin

New Golf Outing Idea- Dar Benjamin

Policy updates-

HR partnership with HGB; Active Shooter Event; Limited English Proficiency

HUD Section 8 Changes – Housing Opportunity Through Modernization Act of 2016

Accept Section 107. Establishment of Fair Market Rent

Change to 120% of FMR as of 4/1/2016 to keep things standardized

Items that will change but no guidance yet

Inspection changes

Rent setting- income verifications

Income deductions

	Financial Statement Legend		
CAPR	Capital Area Prisoner Re-entry	MICAH	Michigan Coalition Against Homelessness
CRCF	Capital Region Community Foundation	MSHDA	Michigan State Housing Development Authority
EFSP	Emergency food and shelter program (FEMA)	NDC	Neighborhood Doors Corporation
ESG	Emergency Solutions Grant (MSHDA)- Eaton and Clinton	NMFC	Neighborhood Works (foreclosure) funds
ESG-Vet	Emergency Solutions Grant – Veterans	NMS	National Mortgage Settlement
HEART	HUD funding for permanent supportive housing	MSHDA	Michigan State Housing Development Authority
HEP	Homebuyers Education Program (MSHDA)	PSH	permanent supportive housing
HUD	Housing and Urban Development	REACH	seriously mentally ill PSH
IDA	Individual Development Account	SSVF	Supportive Services for Veteran Families
HC	Housing Counseling-HUD		
JHLPR	Jackson, Hillsdale, Lenawee Prisoner Re-entry		

Next Meeting – December 6 2016 - Meeting to be held at the 551 Building at noon-

Christmas/Staff meeting

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

## HOUSING SERVICES MID MICHIGAN

August 9, 2016

**Call to order:** President Bob Brown called the meeting to order at 2:05 p.m.

**Present:** Bob Brown, Jim Dexter, BJ Behnke, Dar Benjamin, Janice Land, Sue Hoffman, Tom Fuller, and Denise Dunn (ex officio).

Nicole Shannon gave her proxy to Bob Brown. Sean Cotter and Tom Reich gave their proxies to Jim Dexter.

**Minutes:** Approval of the HSMM Minutes for June 2016. Move to approve minutes by Dexter. Support by Fuller. Motion carried.

**Financial Report:** Dunn gave an annotated report to the Board. Motion to accept financial report. Fuller moved. Land seconded. Motion carried. Brown suggested developing a pie chart to help the Board visualize our funding.

**Executive Director's Report:** Dunn gave a report of her activities for the Board's review. Land requested information regarding the 360 reviews. Brown gave an overview of the reviews.

### Old Business:

Marketing Update: Dunn reported on marketing. She gave an overview of the current billboards, radio, video, and print items which have been completed or are in production.

Golf Outing: After much discussion, during which the staff intensive nature of the outing was pointed out, a motion was made by Fuller to keep the golf outing as a fundraising source. Benjamin seconded, and the motion carried.

HARA- Clinton County: Dunn gave a report on the current status of taking over the Clinton HARA, including funding and office space. Brown requested Dunn get MOU from DHHS regarding office space.

Transportation Policy: Dunn reported she has requested information and input from HSMM's insurance company, and is awaiting his response. She will bring that information to the Board's October meeting.

**New Business:**

Investment and Endowment discussion: Discussion on whether to take the endowment's distribution or leave it in the fund. Motion by Hoffman to roll it into the endowment. Seconded by Benjamin. Motion carried.

Discussion on CD investments. Eaton Federal offering 2% on new 7-year CD's. Benjamin suggests staying with them, as they offer certain degree of liquidity. Dunn was directed to roll August & September into the 7-year, but to hold off on future CDs. The topic will be discussed again at the October Board meeting.

Benjamin moved to adjourn, Dexter seconded. Motion carried.

Meeting adjourned at 4:55p.m.

Respectfully submitted,

Denise Dunn, on behalf of Nicole Shannon

Housing Services Mid Michigan  
Board Report  
Month Ending September 30, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
HEART 1800 tenant co	0.00	0.00	0.00	0.00	0.00
Section 8 funds	37,794.00	150,441.00	129,074.00	21,367.00	387,222.00
Section 8 Admin	6,910.00	17,377.00	14,748.00	2,629.00	44,244.00
Section 8 interest	8.49	28.55	30.00	(1.45)	90.00
Sect 8 Fraud Recovery	0.00	0.00	0.00	0.00	0.00
Eaton Co. United Way	0.00	5,773.02	4,333.00	1,440.02	12,999.00
NDC	0.00	0.00	3,233.32	(3,233.32)	9,700.00
NMS ROUND 5 Forecl	0.00	0.00	0.00	0.00	0.00
DCH REACH Admin	879.28	1,273.56	733.32	540.24	2,200.00
REACH Tenant co-pay	797.00	3,465.00	2,733.32	731.68	8,200.00
REACH Tenant co-pay	0.00	0.00	0.00	0.00	0.00
Eaton County Counseli	0.00	3,750.00	5,000.00	(1,250.00)	15,000.00
DCH REACH RENTS	13,660.00	19,785.25	11,603.76	8,181.49	34,811.25
NFMC Income	0.00	0.00	1,833.32	(1,833.32)	5,500.00
Homebuyer	0.00	0.00	0.00	0.00	0.00
CAPR	19,014.35	81,167.08	92,374.68	(11,207.60)	277,124.00
SD Pool	0.00	0.00	0.00	0.00	0.00
SSVF Income	21,773.38	63,384.32	60,649.00	2,735.32	181,947.00
HEP Income	0.00	1,475.00	533.32	941.68	1,600.00
Links	0.00	0.00	0.00	0.00	0.00
CoC Planning Grant	22,243.00	22,243.00	7,414.32	14,828.68	22,243.00
NMS Round 6 Foreclos	0.00	0.00	18,662.76	(18,662.76)	55,988.23
NMS ROUND 7 Forecl	6,080.00	10,680.42	5,282.76	5,397.66	15,848.23
ESG VET	0.00	0.00	2,554.32	(2,554.32)	7,663.00
HEART 4	0.00	0.00	0.00	0.00	37,071.68
Clinton HARA	0.00	0.00	0.00	0.00	46,069.36
Clinton EFSP	0.00	0.00	0.00	0.00	5,333.36
Clinton Moteling(ESP)	0.00	0.00	0.00	0.00	6,000.00
Eaton Treasurer FC	2,500.00	2,500.00	0.00	2,500.00	0.00
Eaton Commissions	0.00	0.00	0.00	0.00	0.00
Total Revenues	176,456.63	639,386.83	602,172.52	37,214.31	1,900,992.1

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New grant - start date  
2/1/17 (this is 4 mos)  
New funds  
New funds  
New funds coming

Housing Services Mid Michigan  
Board Report  
Month Ending September 30, 2016

Expenses	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Overhead Expenses	200.49	1,868.59	3,333.36	(1,464.77)	15,333.36
Flex Plan Expenses	(294.00)	(798.77)	1,166.68	(1,965.45)	3,500.00
HUD Expenses	15,982.82	65,261.80	59,806.32	5,455.48	179,419.00
JHLPR Expenses	18,010.69	76,383.95	69,806.36	6,577.59	209,419.00
MSHDA Expenses	29,659.96	65,783.78	42,878.64	22,905.14	126,104.88
EFSP Expenses	0.00	0.00	12,133.36	(12,133.36)	36,400.00
HEART 900 Expenses	795.02	3,248.86	2,483.32	765.54	7,450.00
HUD HC	0.00	800.00	6,153.36	(5,353.36)	18,460.00
TRI COUNTY Exp.	0.00	0.00	1,666.68	(1,666.68)	5,000.00
CRCF Expenses	2,480.95	12,223.69	5,000.00	7,223.69	15,000.00
HEART 1300 Expense	126.68	497.01	2,471.64	(1,974.63)	7,415.00
PSH Expenses	4,873.56	20,976.27	17,633.00	3,343.27	52,899.00
Other Expenses	6,153.85	7,117.26	4,333.32	2,783.94	13,000.00
IDA Expenses	74.97	358.30	286.68	71.62	860.00
HEART 1800 Expense	914.68	3,813.98	1,595.00	2,218.98	4,785.00
Sec 8 Expenses	39,882.26	164,364.28	143,822.00	20,542.28	431,466.00
Eaton Cty UW Expense	0.00	0.00	0.00	0.00	0.00
NMS Expenses	0.00	0.00	0.00	0.00	0.00
REACH Expenses	3,906.21	18,121.00	17,470.40	650.60	52,411.25
NMFC Expenses	0.00	0.00	1,383.32	(1,383.32)	4,150.00
CAPR Expenses	16,829.10	80,015.68	92,374.64	(12,358.96)	277,124.00
SSVF Expenses	23,903.55	71,251.35	58,610.60	12,640.75	175,832.00
HEP Expenses	87.41	1,595.87	676.68	919.19	2,030.00
Links Expenses	0.00	0.00	0.00	0.00	0.00
CoC Expenses	9,992.06	10,960.69	3,162.00	7,798.69	9,486.00
Total Expenses	173,580.26	603,843.59	548,247.36	55,596.23	1,647,544.4
Unrestricted Cash	\$ 2,876.37	\$ 35,543.24	\$ 53,925.16	(18,381.92)	\$ 253,447.62

← income against an expense acct insurance check  
→ we still do not have these funds

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Housing Services Mid Michigan  
Board Report  
Month Ending September 30, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference	Annual Budget
Revenues					
Interest Income	\$ 7.87	\$ 72.36	\$ 333.32	(260.96)	\$ 1,000.00
Contributed Services	0.00	0.00	0.00	0.00	0.00
Contributions - Unrestr	0.00	383.85	833.32	(449.47)	2,500.00
Flex plan	0.00	0.00	183.32	(183.32)	550.00
Fundraising	100.00	552.00	5,000.00	(4,448.00)	15,000.00
HUD	18,552.62	76,179.16	59,806.32	16,372.84	179,419.00
MICAH	0.00	4,500.00	1,500.00	3,000.00	4,500.00
Behavioral Health	0.00	0.00	0.00	0.00	0.00
JHLPR	20,343.03	79,701.54	69,806.32	9,895.22	209,419.00
MSHDA	0.00	53,106.00	46,052.00	7,054.00	138,156.00
AmeriCorpGrant	(1,750.00)	(1,750.00)	1,166.68	(2,916.68)	3,500.00
EFSP	0.00	0.00	12,133.32	(12,133.32)	36,400.00
HEART 900	795.02	3,373.08	2,524.00	849.08	7,572.00
HEART 900 Tenant co	14.00	56.00	225.00	(169.00)	675.00
HEART 900 Tenant co	0.00	0.00	0.00	0.00	0.00
HUD HC	0.00	11,907.05	6,153.32	5,753.73	18,460.00
Tri-County	0.00	0.00	1,666.68	(1,666.68)	5,000.00
CRCF	0.00	0.00	5,000.00	(5,000.00)	15,000.00
HEART 1300	126.68	1,186.91	2,510.68	(1,323.77)	7,532.00
HEART 1300 Tenant c	0.00	0.00	1,000.00	(1,000.00)	3,000.00
HEART 1300 Tenant c	0.00	0.00	0.00	0.00	0.00
PSH 1400	5,066.45	20,848.31	17,905.00	2,943.31	53,715.00
PSH 1400 Tenant co-pa	333.00	1,439.00	1,166.68	272.32	3,500.00
PSH 1400 Tenant co-pa	0.00	0.00	0.00	0.00	0.00
MSHDA Round 2	0.00	0.00	0.00	0.00	0.00
OTHER Income	293.78	438.78	166.68	272.10	500.00
Project Connect Incom	0.00	0.00	333.32	(333.32)	1,000.00
Emergency Fund	0.00	0.00	666.68	(666.68)	2,000.00
Adopt A Family Incom	0.00	0.00	96.32	(96.32)	289.00
IDA	0.00	0.00	286.68	(286.68)	860.00
IDA Client payments	0.00	0.00	0.00	0.00	0.00
HEART 1800	914.68	4,049.59	4,863.68	(814.09)	14,591.00

For Management Purposes Only

had to return a check  
they had paid us  
twice

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269.66



## Enclosed is your 2015 rebate check

Due to lower-than-expected medical costs, Blue Care Network of Michigan is sending you a rebate that represents 3.8 percent of your billed annual premium for your employees' 2015 small group BCN health coverage.

## Why we're sending a rebate

We work every day to keep health care costs down and provide high-quality health care coverage for our customers. And it's working through initiatives like our Patient-Centered Medical Home and Value Partnerships quality improvement programs. You can learn more about how these programs eliminate unnecessary costs and promote better health at [bcbsm.com/news](http://bcbsm.com/news) or [valuepartnerships.com](http://valuepartnerships.com).

We've also enclosed a letter that says the rebate is required under the Affordable Care Act. Benefit costs are inconsistent and if those costs don't account for at least 80 percent of a small group's premiums, we must pay back a percentage of the premiums under the ACA. By this calculation, many of our small group customers like you qualified for a rebate this year.

## How to use your rebate

We are required to send rebates directly to employers. Employers are responsible for using the rebate according to federal requirements. For church and non-federal governmental plans, employers can generally:

- Use it to lower the subscriber's portion of premium for the upcoming year or
- Give covered employees a cash refund of the rebate. The federal rules have a number of options for the employer to calculate this amount

For federal requirements on how to distribute the rebate if the group is not a church or a governmental plan, please visit [dol.gov/ebsa/newsroom/tr11-04.html](http://dol.gov/ebsa/newsroom/tr11-04.html) and seek the advice of your own legal counsel. You may receive questions about the rebate from your employees.

## Your employees may ask questions

We're required to let your employees know that we have issued this rebate. A notice will be mailed in the next ten days.

## Questions about your rebate?

Please contact your Blue Cross agent or sales representative.

August 2016							
Date	Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
8/1-8/5							
8/8/16	USDA RD			Limited English Proficiency (LEP) plan was developed and added to our policy manual.			
8/9/16	USDA RD			Annual audit completed; requested documents forwarded to RD.			
8/9/16	HUD	PSH		New bonus money, \$43,646 for PSH, required a new grant to be written.			
8/10/16				Met with Matt Rush, HGB, to discuss assistance with HR issues. Under a new partnership with them, they will provide us free intellectual capital so we stay in compliance-first item will be an assessment tool so we can benchmark where we are currently.			
8/11/16	HUD-ESG			Strats/Grants meeting for HUD & ESG grants.			
8/12/16	HUD			Submitted HUD grants to the CoC application (7 projects).			
8/15-8/19/16				Family in transition			
8/22/16	HUD			Strats meeting – HUD grant work			
8/23/16	AmeriCorps			Conducted 3 interviews for Clinton & Eaton AmeriCorps position			
8/24/16				Conducted an employee 90-day review			
8/25/16				Webinar – HEP funding guideline changes			
8/26/16				EFSP meeting			



## September 2016

Date	Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
9/1/16	HUD			ESG grant submitted			
9/6/16				Collaborative meeting w/RESA			
9/12/16	HUD			Finalized all HUD-SHP grant components and submitted the grant.			
9/13/16				Fair Housing training – entire staff attended.			
9/14/16				New potential board member interview.			
9/15/16				Interviews for 2 AmeriCorps positions.			
9/16/16	MDOC	MPR		Executed the new MDOC contract			
9/20/16				CSH training			
9/26/16				HUD webinar – info regarding changes in monitoring			
9/27/16	MDOC	JHLPR		Contract negotiation with Catholic Social Services and Jackson Parole.			
9/28/16				CRCF foundation webinar – scoring of grants.			
9/29/16		SSVF		Regional call – close-out info			
9/30/16	MDOC	CAPR		Met with MDOC – obtained contract info for 2016-17 year.			

# August 2016

Total Inquiries	179	
Intakes	63	40%
Number of "No Shows"	17	11%
Rescheduled	15	9%
Cancelled	9	6%
File Updates	24	15%
Foreclosure Follow Ups	0	0%
Inspections	11	7%
Veterans	8	5%
Homebuyer Education	11	
Financial Capabilities	1	
Total Appointments	158	88%
Total Payments	24	

CLIENT EMERGENCY STATUS			
Homeless	25	40%	
Eviction	14	22%	
Relocation	21	33%	
Foreclosure	0	0%	
Back Property Taxes	3	5%	
Other	0	0%	

CLIENT PAYMENTS			
Client Paid	\$5,391.50	20%	
Leveraged Funds	\$5,219.10	19%	
HSM	\$16,750.91	61%	
Total Payments Made	\$27,361.51	100%	

Outreach Response	
Agency	24
Facebook	0
Lender	0
Mailer	0
Walk in	5
Newspaper	0
Website	2
Word of mouth	22
211	5
No Response	6

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	2	2	3	3%
Charlotte	20	23	28	32%
Delta Twn(48917)	7	11	7	11%
Dimondale	2	2	2	3%
Eaton Rapids	7	11	7	11%
Grand Ledge	2	3	2	3%
Hastings	2	2	5	3%
Lansing	14	17	20	22%
Mason	1	1	0	2%
Olivet	2	2	1	3%
Pottsville	1	1	2	2%
Vermontville	3	5	6	5%
Totals	63	80	83	100%

STATUS						
H	E	F	R	T	O	Total
1	0	0	0	1	0	2
8	5	0	0	7	0	20
2	4	0	0	0	1	7
1	0	0	0	1	0	2
0	1	0	0	6	0	7
1	0	0	0	1	0	2
1	0	0	0	0	1	2
7	4	0	0	3	0	14
1	0	0	0	0	0	1
1	0	0	0	1	0	2
0	0	0	0	1	0	1
2	0	0	0	0	1	3
						0
25	14	0	0	21	3	63

# September 2016

Total Inquiries	170
Intakes	43
Number of "No Shows"	12
Rescheduled	23
Cancelled	9
File Updates	21
Foreclosure Follow Ups	2
Inspections	2
Veterans	2
Homebuyer Education	3
Financial Capabilities	1
Total Appointments	117
Total Payments	37
	96%
	37

CLIENT EMERGENCY STATUS		
Homeless	12	28%
Eviction	11	26%
Relocation	16	37%
Foreclosure	2	5%
Back Property Taxes	2	5%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$3,663.44	15%
Leveraged Funds	\$4,820.36	19%
HSM	\$16,420.14	66%
Total Payments Made	\$24,903.94	100%

Outreach Response	
Agency	19
Facebook	0
Lender	0
Mailer	0
Walk in	4
Newspaper	1
Website	3
Word of mouth	9
211	2
No Response	5

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	1	1	0	2%
Charlotte	13	19	8	30%
Delta Twn(48917)	5	6	7	12%
Delton	1	1	0	2%
Dimondale	1	1	0	2%
Eaton Rapids	5	7	5	12%
Grand Ledge	3	3	2	7%
Hastings	1	1	0	2%
Lansing	6	9	10	14%
Pottsville	2	3	6	5%
Vermontville	5	6	5	12%
				0%
				0%
Totals	43	57	43	100%

STATUS						
H	E	F	R	T	O	Total
0	1	0	0	0	0	1
5	3	0	0	5	0	13
0	2	2	1	0	0	5
0	0	0	0	0	1	1
1	0	0	0	0	0	1
2	1	0	0	2	0	5
1	0	0	0	2	0	3
0	0	0	0	0	1	1
1	3	0	0	2	0	6
0	1	0	0	1	0	2
2	0	0	0	3	0	5
						0
						0
12	11	2	16	2	0	43



EATON FEDERAL  
SAVINGS BANK

## NOTICE OF CERTIFICATE MATURITY

HOUSING SERVICES MID MICHIGAN  
PO BOX 746  
CHARLOTTE MI 48813

**\*\*ATTENTION\*\***

Please read important disclosure  
information below.

*Renewed  
as a  
7yr*

ACCOUNT NUMBER	MATURING BALANCE	MATURITY DATE	GRACE PERIOD END DATE
100041716	5,822.54	09/29/16	10/06/16

Your account will automatically renew on 09/29/16 as indicated below:

ACCOUNT NUMBER	100041716
RENEWAL AMOUNT*	5,822.54
RENEWAL INTEREST RATE **	NOT YET DETERMINED
ANNUAL PERCENTAGE YIELD (APY) **	NOT YET DETERMINED
RATE TYPE	FIXED
INTEREST PAYMENT FREQUENCY	QUARTERLY
INTEREST COMPOUND FREQUENCY	DAILY SIMPLE
INTEREST PAYMENT METHOD	COMPOUND
RENEWAL TERM	12 MONTHS
NEXT MATURITY DATE	09/29/2017
NEW GRACE PERIOD	7 DAYS
NEXT GRACE PERIOD END DATE	10/06/2017
PRODUCT TYPE	40 - 1 YEAR CERTIFICATE

\* Renewal balance may include earnings not yet credited to your account.

\*\* The renewal interest rate and annual percentage yield (APY) have not yet been determined. You may obtain these rates on or after 09/29/16 by calling the phone number below during business hours.

**PLEASE READ THE IMPORTANT DISCLOSURE INFORMATION LOCATED  
ON THE BACK OF THIS NOTICE**

Eaton Federal Savings Bank 236 South Cochran Avenue Charlotte, MI 48813  
Tel: (517) 543-3880 or (866) 699-EFSB



EATON FEDERAL  
SAVINGS BANK

## NOTICE OF CERTIFICATE MATURITY

HOUSING SERVICES MID MICHIGAN  
PO BOX 746  
CHARLOTTE MI 48813

**\*\*ATTENTION\*\***  
Please read important disclosure  
information below.

ACCOUNT NUMBER	MATURING BALANCE	MATURITY DATE	GRACE PERIOD END DATE
100040932	5,728.72	10/11/16	10/18/16

Your account will automatically renew on 10/11/16 as indicated below:

ACCOUNT NUMBER	100040932
RENEWAL AMOUNT *	5,728.72
RENEWAL INTEREST RATE **	NOT YET DETERMINED
ANNUAL PERCENTAGE YIELD (APY) **	NOT YET DETERMINED
RATE TYPE	FIXED
INTEREST PAYMENT FREQUENCY	QUARTERLY
INTEREST COMPOUND FREQUENCY	DAILY SIMPLE
INTEREST PAYMENT METHOD	COMPOUND
RENEWAL TERM	12 MONTHS
NEXT MATURITY DATE	10/11/2017
NEW GRACE PERIOD	7 DAYS
NEXT GRACE PERIOD END DATE	10/18/2017
PRODUCT TYPE	40 - 1 YEAR CERTIFICATE

\* Renewal balance may include earnings not yet credited to your account.

\*\* The renewal interest rate and annual percentage yield (APY) have not yet been determined. You may obtain these rates on or after 10/11/16 by calling the phone number below during business hours.

**PLEASE READ THE IMPORTANT DISCLOSURE INFORMATION LOCATED  
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EATON FEDERAL  
SAVINGS BANK

## NOTICE OF CERTIFICATE MATURITY

HOUSING SERVICES MID MICHIGAN  
PO BOX 746  
CHARLOTTE MI 48813

**\*\*ATTENTION\*\***

Please read important disclosure  
information below.

ACCOUNT NUMBER	MATURING BALANCE	MATURITY DATE	GRACE PERIOD END DATE
100040471	6,029.81	10/27/16	11/03/16

Your account will automatically renew on 10/27/16 as indicated below:

ACCOUNT NUMBER	100040471
RENEWAL AMOUNT*	6,029.81
RENEWAL INTEREST RATE **	NOT YET DETERMINED
ANNUAL PERCENTAGE YIELD (APY) **	NOT YET DETERMINED
RATE TYPE	FIXED
INTEREST PAYMENT FREQUENCY	QUARTERLY
INTEREST COMPOUND FREQUENCY	DAILY SIMPLE
INTEREST PAYMENT METHOD	COMPOUND
RENEWAL TERM	12 MONTHS
NEXT MATURITY DATE	10/27/2017
NEW GRACE PERIOD	7 DAYS
NEXT GRACE PERIOD END DATE	11/03/2017
PRODUCT TYPE	40 - 1 YEAR CERTIFICATE

\* Renewal balance may include earnings not yet credited to your account.

\*\* The renewal interest rate and annual percentage yield (APY) have not yet been determined. You may obtain these rates on or after 10/27/16 by calling the phone number below during business hours.

**PLEASE READ THE IMPORTANT DISCLOSURE INFORMATION LOCATED  
ON THE BACK OF THIS NOTICE**

Eaton Federal Savings Bank 236 South Cochran Avenue Charlotte, MI 48813  
Tel: (517) 543-3880 or (866) 699-EFSB

Quorum

Board Member	Start Date	End Date	Nature of Topic to be voted on	Notes
	8/31/2016	9/7/2016	MSHDA ESG funding Eaton	MSHDA ESG - Clinton
Bob Brown	yes		yes	
Dar Benjamin	yes		yes	
Sean Cotter	yes		yes	
Nicole Shannon	yes		yes	
Jim Dexter	yes		yes	
Tom Fuller	yes		yes	face to face
Tom Reich	yes		yes	
Janice Land				phone call
Karen Hathon				
BJ Beneke	yes		yes	
Sue Hoffman	yes		yes	
Mike Blau	yes		yes	
				10/12 votes yes



August 16, 2016

Neighborhood Doors Corporation

Ms. Denise Dunn

Housing Resource Center

319 S. Cochran, P O Box 746

Charlotte, MI 48813

Re: Sugar Mill LDHA

Dear Ms. Dunn;

Enclosed is your copy of the Financial Reports for 2015 as prepared by Yeo & Yeo. Sugar Mill does not have the funds available to pay the 2015 Return to Owner. There will be no disbursement this year.

The ending cash balance on the report includes the money held by MSHDA for the taxes. Due to the annual increase in the PILOT tax the taxes have become very high and account for 27% of the expenses. Stephen Werth may be calling you to discuss this issue.

If you have any questions contact my office or Stephen.

Sincerely

Nancy A. Repke

Property Director

442 W. Baldwin

P.O. Box 517

Alpena, Michigan 49707

Phone (989) 354-2424

Fax (989) 354-4969



# *Levi D. Martin*

Dewitt, MI ♦ (817) 913-6783 ♦ [lmartin@inspiredcpts.com](mailto:lmartin@inspiredcpts.com)

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## AREAS OF EXPERTISE

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- |                              |  |                        |
|------------------------------|--|------------------------|
| ✓ Strategic Planning         | ✓ Construction Management                    | ✓ Media Relations      |
| ✓ Change Management          | ✓ Financial Strategy and Oversight           | ✓ Business Development |
| ✓ Organizational Development | ✓ Coaching, Mentoring and People Development | ✓ Contract Negotiation |
| ✓ Partnership Building       |  | ✓ Adaptive Leadership  |
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## CAREER HIGHLIGHTS

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### **INSPIRED CONCEPTS, LLC, Mt. Pleasant, MI**

#### **CHIEF DEVELOPMENT OFFICER / VICE PRESIDENT – 2016**

Lead corporate and business development, infrastructure design and implementation and portfolio diversification for 18-unit restaurant and hospitality corporation. Oversee Human Resources and Information Technology re-engineering and complete administrative restructuring, including accounting and finance standards and protocols. Direct strategic vision and organizational growth strategies.

### **PROTOTYPES, CENTERS FOR INNOVATION IN HEALTH, MENTAL HEALTH AND SOCIAL SERVICES, Los Angeles, CA**

#### **CHIEF FINANCIAL OFFICER / VICE PRESIDENT, FINANCE AND ADMINISTRATIVE OPERATIONS – 2011 to 2016**

Serve the Board of Directors and the CEO of 250-employee, \$30M nonprofit organization supervising Finance and Accounting, Human Resources, IT, Electronic Health Record Systems, Residential and Outpatient Administrative Operations and Contracting, Insurance, Facilities and Safety. Provide strategic vision, organizational development, fiscal, administrative and day-to-day operational oversight for the organization. Participate in Board-level meetings, strategic projects and governmental relations.

#### **DELIVERED RESULTS:**

- Served as Interim President and CEO from January 2013 to April 2013 during CEO's leave of absence.
- Guided organization to its strongest cash position in over 25 years.
- Lead organization to 4 consecutive years of \$100k+ surplus.
- Secured 5 largest corporate sponsorships in the 25-year history of the organization.
- Increased revenues by 25% in three years.
- Raised more than 50% of donations for organization's largest annual fundraising effort.
- Lead \$1.2M Electronic Health Record System implementation and funding negotiations.
- Designed and implemented organizational-wide safety and risk management program, resulting in a loss ratio improvement from 134% to 23%.
- Designed and implemented electronic timekeeping system across organization.
- Designed implementation strategy for all projects, programs and strategic decisions across the organization.
- Cut operating expenses by more than \$500,000 annually.
- Serve as the Trustee for Prototypes' Investment Committees.
- Re-designed all corporate employment standards, recruitment infrastructure and protocols.
- Composed and implemented comprehensive policies and procedures manual, aiding in the Organization's first accreditation in its history.
- Lead the first leadership retreat in more than five years resulting in aligning organization's mission, vision and values.
- Oversaw successful company merger in July 2016.

## **CONTROLLER – 2010 to 2011**

Reported to the President and CEO. Directed the financial affairs of the organization and oversaw financial analyses of operations, including interim and final financial statements and audits with supporting schedules for \$20M operation. Responsible for the company's financial plans and policies, its accounting practices, relationships with lending institutions and the overall fiscal health of the Agency. Supervise accounts payable, accounts receivable, general accounting, administrative coordination and budgetary controls, IT infrastructure and facilities, including 10 staff members. Member of management team directing vision and strategic planning of organization. Participated in the governance of the organization as part of the Senior Leadership Team.

### **DELIVERED RESULTS:**

- Designed productivity metrics to ensure accountability.
- Redesigned internal controls ensuring cross training and enhanced controls.
- Designed in-house IT Support help desk and employee communications.
- Board of Directors and governmental reporting.
- Implemented integrated IT and telecom functionality across 14 locations.
- Designed and implemented infrastructure to support third-party billing and revenue diversification.

## **PROJECT MANAGER/SENIOR ADMINISTRATOR – 2009 to 2010**

Managed and streamlined corporate office operations and all administrative functions. Assisted in the development of a fundraising program and donation tracking system. Aided in the strategic planning and values-defining processes. Drafted and edited funding proposals. Played key role in all aspects of company marketing and image branding, including website re-design. Supported long-term planning and goal setting. Orchestrated corporate office relocation and logistics.

### **DELIVERED RESULTS:**

- Secured \$1.5M+ in funding.
- Relocated corporate offices; negotiated and implemented telecom and IT infrastructure.

## **OFFICE OF GEORGE W. BUSH, WASHINGTON TRANSITION OFFICE, Washington, DC – 2009**

### **ASSOCIATE DIRECTOR**

Aided in the establishment of the former President of the United States' transition office. Managed operations for the permanent move of the Office of George W. Bush to Dallas, Texas. Supervised a team of approximately 50 staff members and volunteers. Drafted and edited documents for the former President's review and signature. Offered continued employment in the Office of George W. Bush in Dallas.

### **DELIVERED RESULTS:**

- Designed all correspondence and photo systems to be used by the Office of George W. Bush in Dallas.
- Managed the dissemination of more than 300,000 pieces of mail inside the six-month post-Administration transition period.

## **THE WHITE HOUSE, EXECUTIVE OFFICE OF THE PRESIDENT, Washington, DC**

### **SPECIAL PROJECTS COORDINATOR FOR TRANSITION – 2008 to 2009**

Selected to spearhead the President of the United States' transition from the White House. Oversaw construction of the President's new office; administered funds, expenses and finances. Collaborated with the First Lady, the Office of Administration, the Oval Office and the White House Counsel's Office on the formation of the Office of the Former President. Served as strategist and liaison on issues regarding infrastructure, design, space planning, furniture, IT and communications related to the Office of the Former President. Led architects and engineers at the forefront on new office configurations and construction. Examined leases and occupancy agreements.

#### **DELIVERED RESULTS:**

- Planned and crafted the Organization Chart and Staffing Plan for the Office of the Former President.
- Aided in the transition of the new Obama Administration to the White House.
- Advised staff and made media and press recommendations for the handling of the Office of the Former President

#### **DIRECTOR, PRESIDENTIAL PERSONAL CORRESPONDENCE — 2008**

Crafted executive correspondence for dissemination to heads of state, foreign dignitaries, high-level constituents and personal friends of the President of the United States for his review and signature. Supervised a staff member and two interns. Executed final review of letters from staff prior to requesting the President's signature.

#### **DELIVERED RESULTS:**

- Oversaw the entire tracking and research process for members of United States Armed Forces killed in the line of duty. Established a communications protocol that advanced from the President of the United States to the immediate family members of troops.
- Executed venue preparation prior to and during the President's visit to each site. Created comprehensive diagrams of each location and met with site staff and executives to map the path of the President and Senior Staff during the event.
- Selected incoming correspondence for the President's review.

#### **DEPUTY DIRECTOR OF PRESIDENTIAL SUPPORT — 2007 to 2008**

Oversaw all aspects of Presidential Correspondence on behalf of the President of the United States. Drafted and edited policy letters, correspondence and staff communications on behalf of the President. Led a team of editors, staff assistants and interns.

#### **PRESIDENTIAL WRITER — 2006 to 2007**

Conducted research and drafted thank you letters, messages, and proclamations for the President of the United States' signature. Collaborated with agencies across the White House and drafted policy letters for constituents.

#### **PRICEWATERHOUSECOOPERS, Dallas, TX — 2005**

#### **INTERN**

Served as staff-level auditor and worked with high-profile public and private clients. Facilitated audits and analyzed business data. Met with senior-level officers of multinational corporations to present key audit findings. Recruited and onboarded new interns. Offered full-time employment.

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### **MEMBERSHIPS**

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INSPIRED CONCEPTS, LLC, Mt. Pleasant, MI | **MEMBER, BOARD OF DIRECTORS**, 2014-Present  
Serve as a member of the Board of Directors for \$25M restaurant and hospitality company.

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### **EDUCATION & CERTIFICATION**

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TEXAS A&M UNIVERSITY, College Station, TX | **MASTER'S OF SCIENCE, FINANCE**, 2006

TEXAS A&M UNIVERSITY, College Station, TX | **BACHELOR OF BUSINESS ADMINISTRATION, ACCOUNTING, MAYS BUSINESS SCHOOL HONORS PROGRAM**, 2006

UNIVERSITY OF CALIFORNIA, LOS ANGELES, Los Angeles, CA | **CERTIFICATE IN FUNDRAISING AND INSTITUTIONAL DEVELOPMENT**, 2009

BETHANY COLLEGE, Bethany, WV | **LEADERSHIP DEVELOPMENT**, The 7 Habits of Highly Effective People

CENTER FOR NONPROFIT MANAGEMENT | **LEADERSHIP DEVELOPMENT**, Nonprofit Leadership Development Program



United States Department of Agriculture

July 21, 2016

Denise Dunn, Executive Director  
Housing Services of Mid Michigan  
319 South Cochran Avenue  
PO Box 746  
Charlotte, MI 48813

Subject: Compliance with Limited English Proficiency (LEP) Requirements

Dear Denise:

Executive Order 13166, "Improving Access to services for Persons with Limited English Proficiency" requires the United States Department of Agriculture (USDA) Rural Development (RD) to ensure services provided by RD recipients comply with the requirements to examine the services provided, identify any need for services to those with Limited English Proficiency (LEP) and develop and implement a system to provide such services to enable persons with LEP have meaningful access to RD funded programs.

The RD LEP Implementation Strategy for Assisted Programs (available at: <http://www.rd.usda.gov/about-rd/offices/civil-rights>) outlines a step-by-step approach to comply with the LEP requirements. LEP is a National Origin issue covered by Title VI of the Civil Rights Act of 1964 and is part of the requirements associated with your RD funded program. Specifically, the Assurance Agreement (RD 400-4) attached to your project assures compliance with Title VI (42 U.S.C. 2000d), 7 CFR Part 15 and 7 CFR Part 1901.202.

The RD LEP guidance will assist you in conducting an LEP 4-Factor Analysis and developing your Language Access Plan (LAP). To comply with the LEP requirements, you must complete the 4-Factor Analysis, develop the LAP, and implement the LAP in your programs and services no later than July 31, 2016.

Please complete and return to our office the form entitled, "Self-Certification of Receipt and Compliance with Limited English Proficiency (LEP)" attached.

If you have any questions or concerns, please contact Sonya Trudgeon at 517-324-5193 or [Sonya.Trudgeon@mi.usda.gov](mailto:Sonya.Trudgeon@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 • TDD (517) 324-5200  
USDA is an equal opportunity provider and employer.

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**HOUSING SERVICES**  
M I D M I C H I G A N

*"Opening doors for people in our communities"*

319 South Cochran Avenue  
PO Box 746  
Charlotte, MI 48813  
Phone: (517) 541-1180  
Fax: (517) 541-0269  
Dial 711 TTY  
[www.hsmidmichigan.org](http://www.hsmidmichigan.org)  
[hsmminfo@hs-mm.org](mailto:hsmminfo@hs-mm.org)

### **Non-English Speaking or Limited English Proficiency (LEP) Clients**

Housing Services Mid Michigan is committed to providing counseling services to all members of our community and believes that language should not create a barrier to receiving those services.

Step 1: HSMM is using data provided by the U.S. Census Bureau to map our potential exposure to clients with a limited English proficiency.

Step 2: HSMM has reviewed its programs and has, at this time, no cases where a client's lack of proficiency in English has been a factor.

Step 3: HSMM cannot identify any programs currently impacted by a client's limited English proficiency.

Step 4: HSMM has identified sources for translation services, when the need arises. Our counselors know where to find translation services and HSMM has funding to provide translation for our clients, if needed. HSMM plans on serving those who are non-English speaking, or possess limited English proficiency, by working with a local translation company.

Policy Revision 08/10/2016



*"HSMM is an equal opportunity provider"*

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#### When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g. bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them, for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

#### Information to provide to 911 operators:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location



# ACTIVE SHOOTER EVENT

## QUICK REFERENCE GUIDE

**For questions or additional assistance contact:**  
Your local law enforcement authorities or FBI Field office :



Department of Homeland Security  
3801 Nebraska Ave, NW  
Washington, DC 20528

An "active shooter" is an individual who is engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- ☐ Victims are selected at random
- ☐ Event is unpredictable and evolves quickly
- ☐ Knowing what to do can save lives

## ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.



### You have three options:

#### 1 RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

#### 2 HIDE

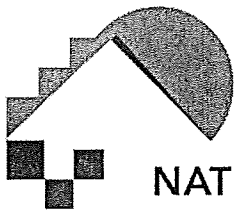
- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

#### 3 FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.



## NATIONAL LOW INCOME HOUSING COALITION

# Housing Opportunity Through Modernization Act of 2016 (H.R. 3700)

April 2016

NLIHC Position: Support Senate passage of the Housing Opportunity Through Modernization Act of (H.R. 3700) by unanimous consent.

H.R. 3700, introduced by Representative Blaine Luetkemeyer (R-MO), would streamline the administration of public and assisted housing, incentivize residents to increase their earned income, help voucher holders move more quickly into private apartments, improve the project-basing of vouchers, and impose limits on housing assistance for high-income families.

**Income Deductions.** H.R. 3700 would change how resident incomes are calculated and their rents are determined in the public housing, housing choice voucher, and project-based rental assistance programs. Current law allows heads of households who are elderly or who have a disability to deduct medical expenses and certain disability assistance expenses above 3% of their income from their total income for purposes of determining rent. H.R. 3700 would increase the threshold over which such households can deduct medical and care expenses from 3% to 10%. Also, currently each household with a head of household who is elderly or has a disability receives a standard annual income deduction of \$400. H.R. 3700 would increase the standard deduction for such households from \$400 to \$525 and index the value of the standard deduction to inflation.

**Rent Setting.** Additionally, H.R. 3700 would require that resident rents be based on prior year income, except when setting initial rents. Residents whose incomes increase in a given year would not have their rents adjusted until the next annual recertification. The bill would also limit the frequency of interim income reviews. PHAs would be required to recertify incomes and adjust rents when a

household's annual income decreases by 10% or more. The same 10% threshold would apply for families whose incomes increase, except the bill excludes interim income reviews when the increase is from earnings.

**Project-Based Vouchers.** The bill would also make a variety of improvements to the project-basing of housing choice vouchers. Currently public housing agencies can project-base up to 20% of their voucher budget authority. H.R. 3700 would give agencies the flexibility to increase project-basing another 10% to serve households in areas where vouchers are difficult to use or to assist persons with disabilities, elderly people, people who were formerly homeless, and veterans. The bill would also allow PHAs to commit project-based vouchers for 20 years, up from the current 15, and give more flexibility to the number of units in any property that can be designated for project-based vouchers.

**Inspections in Housing Choice Vouchers Program.** H.R. 3700 would change inspection protocols for apartments to be rented by voucher holders. Potential apartments could be occupied by voucher holders if the units have been inspected by the PHA, as is current law, but also allow occupancy of units that have been inspected in the previous 24 months under a federal inspection standard that is at least as stringent as the voucher program's Housing Quality Standards. The bill would also allow voucher rent payments and occupancy to begin if the unit does not pass the initial inspection due to non-life threatening conditions. The deficiencies from the failed inspection must be corrected within 30 days of initial

occupancy for the landlord to continue receiving payments from the PHA.

**Over-Income Tenants.** The bill also would impose limits on public housing assistance for households with incomes above 120% of area median income. When a household's income is above 120% of area median income for two consecutive years, the PHA would be required to either terminate the household's assistance within six months or charge the household rent equal to the higher of the fair market rent or the costs of operating and capital subsidies provided for that unit.

**Update to HOPWA Formula.** H.R. 3700 would update and improve the funding formula for HUD's Housing Opportunities for Persons with AIDS (HOPWA) program to better target resources to people living with HIV/AIDS. The bill would change the formulas so that HUD counts people living with HIV/AIDS rather than cumulative AIDS cases to determine how program funds are allocated to cities, states and nonprofit organizations. Currently, HOPWA funds are distributed based on cumulative AIDS cases that date back to 1981—55% of which are people who have died. This formula change will allow jurisdictions with increasing populations of people living with HIV/AIDS to receive more funding.

**Bill Status.** H.R. 3700 was passed unanimously by the U.S. House of Representatives on February 2. It now awaits Senate passage, and has been referred to the Senate Committee on Banking, Housing and Urban Affairs.

For more information, contact Elayne Weiss at [eweiss@nlihc.org](mailto:eweiss@nlihc.org).

Dedicated solely to achieving socially just public policy that assures people with the lowest incomes in the United States have affordable and decent homes





U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT

WASHINGTON, DC 20410-5000

PRINCIPAL DEPUTY ASSISTANT SECRETARY  
FOR PUBLIC AND INDIAN HOUSING

September 26, 2016

Dear Executive Director,

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) (Pub. L. 114-201) was signed by President Obama on July 29, 2016. The law makes a number of changes to the U.S. Housing Act of 1937 that affect the Section 8 Housing Choice Voucher (HCV) and Public Housing programs. Of these, five sections of the Act became effective immediately upon enactment. All of the other sections in HOTMA that impact the HCV and public housing programs require that HUD first issue a notice or regulation for the provision to become effective. Until HUD issues the applicable notices or regulations, your Public Housing Agency (PHA) may not implement those additional sections. This information will also be transmitted in the near future via a Federal Register Notice.

The five immediately effective provisions are:

1. Section 102(d). Reasonable Accommodation Payment Standards - amends section 8(o) of the 1937 Act to expressly provide that PHAs may establish, without HUD approval, a payment standard of up to 120 percent of the Fair Market Rent (FMR) as a reasonable accommodation for a person with a disability.

Implementation guidance: The final rule on "Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs," published on March 8, 2016, at 81 FR 12354, previously provided PHAs with the flexibility to establish a payment standard up to 120 percent of the FMR as a reasonable accommodation for a person with a disability, effective April 7, 2016. As a result, no further action is needed to implement this section.

2. Section 107. Establishment of Fair Market Rent - changes how HUD publishes FMRs, and revises the procedure to allow PHAs and other interested parties to comment on the FMRs and request HUD to reevaluate the FMRs in a jurisdiction before those rents become effective. Section 107 also amends section 8(o)(1)(B) of the 1937 Act to provide that no PHA in the HCV program is required, as a result of a reduction in the FMR, to reduce the payment standard applied to a family continuing to reside in a unit under a housing assistance payment (HAP) contract at the time the FMR was reduced. The program regulations at 24 CFR 982.505(c)(3) further provide that for families under a HAP contract at the time of the decrease in the payment standard, the new decreased payment standard would be applied to those families' subsidy calculations at their second regular reexamination following the decrease in the payment standard amount. As a result of the change in the law, PHAs may choose to continue to use the existing higher payment standard for family subsidy calculations for as long as families continue to receive voucher assistance in their units; however, if PHAs choose to do so, then they must adopt policies in their Administrative Plans that further explain this provision.

Implementation guidance: This provision was effective upon enactment of HOTMA. HUD's FMRs for Fiscal Year 2017, published in the Federal Register on August 26, 2016, reflecting the new procedures for calculation of FMRs. Effective July 29, 2016, PHAs may choose, but are no longer required, to reduce the payment standard for a family that remains under HAP contract at the family's second annual reexamination if, as the result of a decrease in the FMR, the payment standard would otherwise fall outside the basic range. HUD will issue additional guidance on this change in the future.

3. Section 110 Family Unification Program (FUP) for Children Aging out of Foster Care - makes several changes to FUP, including:

a. Revising the length of the term that a FUP-eligible youth may receive FUP assistance, from 18 months to 36 months. This change applies to FUP youth currently receiving FUP assistance as well as any new participants.

b. Expanding the eligibility requirements for FUP-eligible youth to those ages 18 to 24 that are homeless or at risk of being homeless, and for those that left foster care at age 16 or older, or those that are within 90 days of leaving foster care. For the purpose of defining at risk of being homeless, PHAs should refer to the definition of at risk of homelessness at 24 CFR 576.2.

Implementation guidance: The changes to the FUP program described above were effective upon enactment of HOTMA. Our office issued a letter on August 29, 2016, to FUP PHA Executive Directors to ensure they are aware that this provision was effective upon enactment.

4. Section 113. Preference for United States Citizens or Nationals - only applies to Guam and establishes a preference or priority in receiving financial assistance (e.g., admission to public housing, the HCV program, etc.) for any citizen or national of the United States over aliens covered by section 141 of the Compacts of Free Association between the United States and the Marshall Islands, the Federated States of Micronesia, and Palau.

Implementation guidance: This provision was effective upon enactment of HOTMA.

5. Section 114. Exception to Public Housing Agency Resident Board Member Requirement - provides an exception for certain jurisdictions (Housing Authority of the County of Los Angeles or any PHA in the States of Alaska, Iowa, and Mississippi) from the resident board member requirements under section 2(b) of the 1937 Act.

Implementation guidance: This provision was effective upon enactment of HOTMA, although it has been in effect for a number of years through the appropriations acts. This statutory provision does not alter the regulatory provision at 24 CFR 964.405(b). As a result, no further action is needed to implement this section.

We realize that many PHAs are eager to implement the flexibilities and other statutory changes provided under HOTMA, so please be assured that HUD is working diligently to develop and provide the necessary implementation guidance in a timely manner. If you have any questions, please send them to [HOTMAquestions@hud.gov](mailto:HOTMAquestions@hud.gov).

As always, thank you for all you do in service to our shared mission to provide quality, affordable housing for deserving Americans.

With much appreciation,

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DEPARTMENT OF VETERANS AFFAIRS

Veterans Health Administration



August 30, 2016

In Reply Refer To: 10NC1

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

RE: 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 2017 grant term with services beginning October 1, 2016.

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 complete the action items within these emails in a prompt manner. Information will be provided regarding upcoming required trainings, requests for clarification regarding the HHS Payment Management System, confirmation of application and budget content, VA SSVF Regional Coordinator contact information, the signed agreement between your agency and VA, and other helpful tools for continue providing SSVF services in your community.

Should you have questions, 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](http://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.



# Barry-Eaton District Health Department

Be Active • Be Safe • Be Healthy

## Eaton Behavioral Health

1033 Health Care Dr.

Charlotte, MI 48813

Phone: 517-543-2580

Fax: 517-543-8191

### MEMORANDUM OF UNDERSTANDING Referral and Confidentiality Agreement Between

Barry-Eaton District Health Department  
Eaton Behavioral Health Division

*Mid Michigan* AND  
Housing Services of ~~Eaton County~~, 319 S Cochran, PO Box 746, Charlotte MI 48813

The Parties to this agreement do hereby join together in the following Referral Agreement to facilitate providing individuals with the type of confidential, quality care which most suits each individual patient's needs. The purpose of this agreement is to facilitate referrals between the above named agencies and to affirm that each organization is familiar with its responsibilities and/or obligations to comply with accreditation standards and federal and state laws related to maintaining the confidentiality of patient information, including but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the specific requirements regarding the confidentiality of Substance Abuse Treatment information and records under Title 42 Code of Federal Regulations, Part 2 (42 CFR Part 2).

Now therefore, both Parties agree as follows:

- Develop and maintain an understanding of the other Party's programs, services, and circumstances under which an appropriate referral can be made;
- Accept referrals from the other Party, provided that the circumstances of the patient being referred meet the accepting Party's admission criteria and the accepting Party has available space and/or a current treatment vacancy that will accommodate the referred client;
- Provide feedback on client status, progress, prognosis and follow-up arrangements provided that the client has signed an appropriate 'Release of Information' that would allow such information to be released;
- Determine and/or arrange for appropriate follow-up for each client;
- Receiving, storing, processing or otherwise dealing with any information about the client, to be bound by the provisions of Title 42 of the Code of Federal Regulations, part 2 (42 CFR Part 2), 'Confidentiality of Alcohol and Drug Abuse Patient Records';
- That eligibility for services shall not be limited on the basis of race, creed, color, national origin, sexual preference or handicapped status;
- To work in the best interests of each client.

This agreement may only be modified, amended or changed with or amended if the changes are made in writing and accepted by both parties to this agreement. This agreement is in full force and effect from the date of signing for two years as long as it is not terminated by either party by giving sixty (60) days written notice to the other party.

*Colette Scrimger* 328-16  
Colette Scrimger, Health Officer/Date

*Denise M. Dunn* 4/5/16  
Program Representative/Date

*Denise M. Dunn, Executive*  
Printed Name and Title  
*Director*

**SCSEP Host Agency Agreement Renewal Reminder Notice**

TO: Housing Services for Mid-Michigan

Account:316-905

Attention: Denise Dunn

319 S Cochran, Charlotte, MI - 48813

Dear Denise Dunn,

Thank you for participating as a Host Agency in the AARP Foundation's Senior Community Service Employment Program (SCSEP). Your efforts help us restore opportunity to people 55+ who need job training and assistance in finding a job. As you know, through the training process SCSEP participants' community service makes a difference for millions of people in communities around the country. As part of your participation in the SCSEP, the Department of Labor requires that we renew the Host Agency (HA) Agreement that we maintain between your organization and the AARP Foundation SCSEP program.

We want to make this as effortless as we can for you, so we developed an automated Host Agency Agreement Renewal System (HARS). This system is accessible from our Host Agency website which is located at [www.aarpworksearchha.org](http://www.aarpworksearchha.org). This web site also contains link to training videos, manuals, timesheet information and more; please take a few moments to explore this site developed for our Host Agencies.

The HA Agreement Renewal System offers a very simple interface where you can renew your agreement in 5 easy steps:

1. To access the HARS open your internet browser and type the URL below in the address line:  
<https://www.scsep.org/HostAgency/HAUserRenewalHome.aspx>
2. Log in using your account number:316-905; click the Next button
3. Enter your 5-digit zip code ; click the Next button
4. You will automatically be taken to the Agreement Renewal screen
5. Review and electronically sign the agreement by entering your full name and title and then re-enter your 5-digit zip code and click the "Sign and Submit" button

NOTE: If you have trouble using the above link simply go to the [www.aarpworksearchha.org](http://www.aarpworksearchha.org) site and access the renewal system from there.

Please read the entire HA Agreement form before signing.. This is important because the agreement has changed and now includes clauses emphasizing the importance of safety in the workplace and maintenance of effort.

**All agreements must be renewed by August 31, 2016.** We hope that you will find this process easy and quick. However, if you are unable to access the Internet, have difficulties signing the agreement or have any other questions, please contact your local AARP Foundation SCSEP Project Director and they will be happy to assist you through this process..

To learn more about the AARP Foundation, SCSEP and how we assist qualified individuals, here is the link <http://www.aarp.org/aarp-foundation/our-work/income/scsep/>.

As always we thank you for your support and participation in this program.

Corey Hastings, MBA, CPA

AARP Foundation

VP / National Director, Senior Community Service Employment Program (SCSEP)

*Renewed  
7-11-16  
DMast*



United States Department of Agriculture

July 21, 2016

Denise Dunn, Executive Director  
Housing Services for Mid-Michigan  
PO Box 746  
319 S. Cochran Ave.

Charlotte, MI 48813

RE: FISCAL YEAR END REPORTING REQUIREMENTS 5/31/16

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 2016-2017. *Will print off*
- FIDELITY BOND: Please provide proof of your fidelity bond coverage. *- under surety bond ✓*
- INSURANCE: Proof of Hazard Insurance on the financed facility. *- business insurance ✓*
- LIST OF OFFICIALS: List the names, titles and term of office of all members of the organizations governing body. *- BOD list ✓*
- BANK STATEMENT: To show the amount deposited in the reserve account or reserve fund. *- get from finance ✓*
- 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. *N/A*

Please email this information or send to the address below.

If you have any questions please do not hesitate to call at (517) 242-5844 or email at [bj.haire@mi.usda.gov](mailto: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 • TDD (517) 324-5200

USDA is an equal opportunity provider and employer.

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The new 2015 NNEDV Domestic Violence shelter count report can be found [HERE](#) (/local/upload/file/DVCounts14\_NatlReport\_web.pdf) for comparison. Their annual DV count occurs in mid-September of each year and tallies utilization of shelter and services at over 1,900 domestic violence programs in the U.S.

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Originally posted 03.01.16

## Who can use the NHIP website?

One of the purposes of the NHIP is to provide a central place for persons working in homeless services to find and share important data concerning homelessness in their own community, neighboring communities, and national trends.

Many types of people can find the website helpful including:

- Agency management
- Grant writing staff or consultants
- Foundations and private funders
- Media Outlets (local or national)
- Legislators and policymakers
- Researchers and students

The website may especially be helpful to agencies and communities that have limited funding or capacity to find and write data that empirically describes the problems in their communities.

If you or your agency is looking for data and cannot locate it on the web or on our website - please feel free to contact us at [nhipdata@gmail.org](mailto:nhipdata@gmail.org) and we will gladly help you out - **NO CHARGE !**

\*\*\*\*\*

Originally posted 02.09.16

## NATIONAL HOMELESS INFORMATION PROJECT

We are very proud and excited to launch this new collaborative grassroots effort - the National Homeless Information Project (NHIP). The mission of the **NHIP** is to increase knowledge and understanding of homeless services by working collaboratively across the nation.

For too long, the skills of hundreds of homeless service professionals lay underutilized as an engine to propel a greater understanding of homeless services and to foster an increased knowledge base of professional data collection and data analysis skills. The **NHIP** will provide that bridge among peers in an environment of openness and support.

The last decade, especially the last five years, has witnessed tremendous changes in the strategies of homeless services and increased burdens on homeless services data systems. The **NHIP** will specifically focus on supporting all individual professionals and Continuums of Care to build a stronger foundation in the area of homeless data collection and to facilitate sharing homeless data from across the country to better inform both decision-makers, advocates, and homeless line staff workers.

Large cities reporting increases include Los Angeles, Seattle, Miami, Austin, Dallas, Buffalo, and Washington DC. Large cities showing decreases include Riverside, San Bernardino, New York City, Louisville, Charlotte as well as the states of Utah, Connecticut, Vermont and New Hampshire. The decrease in New York City is under much scrutiny for the manner in which data on unsheltered were collected.

For a complete listing of the PIT 2016 results collected to date [CLICK HERE](#)  
(/local/upload/file/Summary%20count%202016%20-%2005\_22\_16.pdf).

*NHIP Special Report 4/1/2016*

## **And the HUD Funding Winner is. . .CA-507 Marin County!**

Using a ratio of the current Continuum ARD funding level and its PPRN amount, the NHIP has developed a measure to assess the success of Continuums in securing funding through the annual McKinney-Vento homeless assistance awards.

In the past decade, HUD has initiated a more competitive process for Continuum funding. The ARD/PPRN ratio provides an empirical tool to assess how successful Continuums have been in securing bonus awards and prioritizing housing projects that can increase its ARD. In general, the higher the ratio, the better the Continuum has performed in the funding competition. The PPRN essentially serves as a baseline funding level, while the ARD is the current funding renewal level of previously awarded projects. The NHIP realizes that additional mitigating circumstances may exist at the Continuum level to explain some of the ratio variance.

The current 2015 ARD total is \$1.83 million, while the PPRN total is \$1.42 million. The overall ARD/PPRN ratio is 1.28. Continuums with a ratio exceeding the national average have fared better over the past decade in securing funding.

### **TOP TEN CONTINUUM ARD/PPRN RATIO**

1. Marin County (CA-507) Ratio = 8.91
2. Mendocino County (CA-509) Ratio = 7.79
3. Nashua/Hillsborough (NH-502) Ratio = 6.48
4. Charles/St. Mary's/Calvert (MD-508) Ratio = 6.18
5. Garrett County (MD-510) Ratio = 4.83
6. Eaton County (MI-523) Ratio = 4.55
7. Eugene/Springfield/Lane (OR-500) Ratio = 4.37
8. Alexandria County (VA-603) Ratio = 4.14
9. Washtenow County (MI-509) Ratio = 4.09
10. Newburg/Middletown/Orange (NY-602) Ratio = 3.77

For a complete list of Continuum Ratios, [CLICK HERE](#)

(/local/upload/file/ARD%20to%20PPRD%20analysis%20-%20all%20continuums.pdf)

### **TOP FIVE STATE ARD/PPRN RATIO**

1. Connecticut - Ratio = 2.68
2. Washington - Ratio = 2.29
3. District of Columbia = Ratio = 2.26
4. Maine - Ratio = 2.20
5. Alaska - Ratio = 2.09

Re: Emily Berning

From: Megan

Sent: Tue, Sep 20, 2016 at 4:50 pm

To: charry@hs-mm.org

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Good afternoon Christie,

I just wanted to take a moment to let you know what a phenomenal experience I had working with Emily. She went above and beyond and was SO easy to work with. She is most definitely someone you will want to hold on to! Should you have any questions, please feel free to contact me at any time.

Thank you so much and have a wonderful day!

**Megan Hoy**

**Property Manager**

Island City Apartments

P: 517.663-6478

F: 517-663-6479



## Class for first time homebuyers planned

Dreaming of buying a home for the first time? A free Saturday class for first time homebuyers is planned, to help potential buyers learn more about all aspects of homeownership - readiness, search, lending, closing - and successful maintenance and finance after you buy.

Several housing experts will be guest speakers. The class is designed for people who are within a year of being ready to become a homebuyer and who haven't owned a home for three years. The class will take place on Saturday, August 27, from 9 a.m. to

3 p.m. (bring a bag lunch) at Complete Inspection Services, 114 E Lawrence, Charlotte, MI 48813.

Topics include: Assessing readiness for home ownership, credit scores and credit repair, searching - shopping for a home and fair housing laws, the mortgage process and mortgage products, home inspections, and owner maintenance and financing. Register by calling housing services at (517) 541-1180. Space is limited to 15.

*Submitted by Housing Services*

## Housing Services Mid Michigan successfully serves homeless veterans for two years

For the last two years Housing Services Mid Michigan has provided case management to more than 150 veterans and their families who where in a housing crisis. Some of those clients lived in tents or in vehicles because they had nowhere else to go. Some are challenged with mental health issues or long-term unemployment. Most are just in need of a hand up so they can move forward and become successful members of our communities.

These men and women have served our country with honor.

Housing Services Mid Michigan has programs available to help veterans and their families who are homeless or at risk of homelessness in Ea-

ton county.

Supportive Services for Veterans Families (SSVF) is a homelessness prevention and rapid re-housing program. It compliments VA's current programs to serve homeless Veterans. SSVF is crucial in serving those veteran families who may need minor, one-time assistance to prevent and/or end their homeless situation.

The program is intended to be a short-term intervention that will help veteran families keep, or rapidly transition to permanent housing. It provides low-income Veteran families with case management services and direct supportive services, including rental assistance, utilities assistance, moving costs, emergency supplies and security

deposits.

SSVF targets veteran families who are at risk of being homeless through eviction, or are currently homeless and is available to all veterans and their families who qualify. In addition to Eaton County, HSMM also serves Clinton and Barry counties with the same SSVF services.

For more information about this and other services, contact Housing Services Mid Michigan by calling (517) 541-1180 or go online at [hsmm.org](http://hsmm.org).

HSMM looks forward to serving local veterans and their families who have honorably served our country.

*Article submitted by Housing Services Mid Michigan.*

County Journal →  
9-3-16  
↓

## New Financial Fitness Seminar Series offered at ALIVE

If you're always short on cash — living paycheck to paycheck — come learn how to take control of your finances. Financial Fitness classes are designed to help you learn how adopt sound and painless money skills. You don't have to go through life with a money complex.

You can improve your money skills through free classes, offered by Housing Services Mid-Michigan, to help you stay in your home and get ready to buy a home. The classes are offered in a private, small group setting

over four weeks.

Class 1 — Money Management and Spending Strategies — will take place Wednesday, Sept. 7 from 6 to 8 p.m., at ALIVE. This class will consider:

- Alternatives To Living Paycheck To Paycheck
- How To Track And Control Spending
- It's Never too Late To Create A Spending Plan

ALIVE is located at 800 W Lawrence Avenue in Charlotte. To register, call (517) 541-1180. The class will be limited to a maximum of 15 participants.

FLASHES 9-17-16

## HSMM offers class for first time homebuyers

Are you dreaming about buying a home for the first time? Housing Services Mid Michigan is hosting a free class for first time homebuyers on Saturday, Sept. 24 from 9 a.m. to 3 p.m. at the Cochran Center, located at 121 S. Cochran Avenue in downtown Charlotte.

The goal of this program is to provide participants with basic information to make the home buying process go smoother, with more satisfying results. Topics covered in the class will include:

- Assessing your Readiness for Home Ownership
- Credit Scores and Credit

Repair

- Search — Shopping for a Home and Fair Housing Laws
- Mortgage Process and Mortgage Products
- Home Inspections
- Owner Maintenance and Financing

Several housing experts will be guest speakers.

The class is idea for people who are within a year of being ready to become a homebuyer and who haven't owned a home for three years.

To register, call Housing Services at (517) 541-1180. You must pre-register as space is limited to 15 participants.

# WEITZBANS...

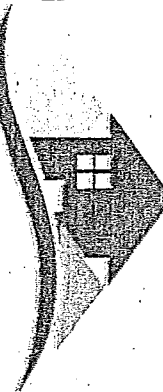
Are you Homeless?  
Are you currently in a court ordered eviction?  
Are you delinquent on your mortgage?

We can help—  
Housing Services Mid Michigan  
517-541-1180



"...opening doors for people in our communities..."

HOUSING SERVICES  
M I D M I C H I G A N



THANK YOU FOR THE  
LOVELY FLOWERS YOU  
SENT.

RON LAND  
&  
FAMILY



The family of  
*Janice Elaine Land*  
acknowledges with deep  
appreciation your kind expression of  
sympathy.