

**HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
TUESDAY April 11, 2017
LOCATION: MSU Extension Office CHARLOTTE, MICHIGAN
AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES February 2016

ACCEPTANCE OF FINANCIAL REPORT March 2017

EXECUTIVE DIRECTOR'S REPORT

Monthly Statistics and Activities- Feb and March 2017

OLD BUSINESS

PATH grant application update
Investments update
Golf outing

NEW BUSINESS

Veteran Stand down
Signatory request- Christie Harry
CRCF update
Health Insurance
Walmart grant
Budget preview - *doc to be given @ meeting*
evaluations

| | | | |
|---------|--|-------|--|
| | 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 | 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 | PATH | Homeless Outreach- DHHS |
| HC | Housing Counseling-HUD | | |
| JHLPR | Jackson, Hillsdale, Lenawee Prisoner Re-entry | | |

Next Meeting – June 13, 2017 - Meeting to be held at the 551 Building at 2:00 pm

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

HOUSING SERVICES MID MICHIGAN
February 14, 2017 Meeting

Call to order: President Bob Brown called the meeting to order at 2:08 p.m.

Present: Brown, Nicole Shannon, Jim Dexter, Dar Benjamin, Tom Reich, Levi Martin, Sue Hoffman, Denise Dunn (ex-officio). Fuller provided proxy to Cotter.

Minutes: Approval of the HSMM Minutes for December 2016. Move to approve minutes by Hoffman. Benjamin seconded. Motion carried.

Old Business:

Annual Board Meeting

Nominations Committee Report:

Karen Hathon was taken off the slate and will be thanked for her service. Motion to approve the 2017 Director Slate by Reich. Shannon second. Motion carried.

Brown nominated as President by Hoffman. Shannon second.

Cotter nominated as Vice President by Dexter. Shannon second.

The slate of candidates with Brown as President, Cotter as Vice President, Dexter and Treasurer, and Shannon as Secretary moved by Benjamin. Hoffman second. Motion carried.

Acceptance of Financial Report: Brown asked if there was a threshold where we the Board should be concerned over a discrepancy, proposing 10% as a baseline. Dunn explained the current software does not allow tracking of a 13th month. Dunn is evaluating options regarding tracking. Brown proposed having Dunn preemptively note if there was a discrepancy of 10% from the budget.

Dunn reported the NMS Round 6 funds were not spent and no extension was given.

Dunn reported the payoff on the building is \$148,973.73. Dunn believes that it will not sell for that amount given other recent sales. Martin suggested expensing the depreciation to grants. Benjamin asked about refinancing. Dunn reported that if we got a construction loan it could be rolled together.

Old Business, cont.

Golf Outing:

Benjamin reported he met with the Sunfield Fire Department auxiliary to discuss having them take over the golf outing. He proposed splitting the staffing and proceeds 50/50. Shannon asked whether the sponsors would still be interested given that HSMM serves a broad geographic region whereas the Sunfield Fire Department serves a discrete area. The Board determined that we would need to

ask Eaton Federal Credit Union on how they would like to handle this as the primary sponsor. Cotter advised he would discuss it with the relevant individuals.

Executive Director's Report: Dunn reported the HEART grants are all finally merged. The PATH grant has been funded for the partnership with Advent House. HSMM will subgrant to Advent House. Advent House will handle urban outreach and HSMM will do rural outreach. They will jointly interview for the positions.

Dunn reported that ECUW will likely merge with CAUW. This will likely be straightforward and we will automatically be affiliated with CAUW.

New Business:

CRA First National Bank Award: Awarded \$500.

HUD Audit Issue Information: Dunn reported she had provided information to HUD regarding our risk-status, and the process is now complete.

HUD Announcement: We received \$443,878, from the COC which is double what we originally received from HUD.

HUD Section 8 Changes: HQS inspections are now allowed to pass with comment unless the issue is sufficiently serious.

New Board Member: Sarah Martin from Flagstar is interested in joining the board. They previously had a member on the board. Hoffman moved to accept her as a new member. Dexter second. Carried.

The October Board Meeting is moved from October 10 to October 17.

Brown adjourned at 3:58 p.m.

Respectfully submitted,
Nicole Shannon

Secretary

Housing Services Mid Michigan
Board Report
Month Ending March 31, 2017

| | Current Month Actual | Year to Date Actual | Year to Date Budget | Difference | Annual Budget |
|-------------------------|-------------------------|------------------------|------------------------|-------------|------------------|
| Revenues | | | | | |
| Interest Income | \$ 35.15 | \$ 817.09 | \$ 833.30 | (16.21) | \$ 1,000.00 |
| Contributions - Unrestr | 0.00 | 1,163.42 | 2,083.30 | (919.88) | 2,500.00 |
| Flex plan | 0.16 | 270.21 | 458.30 | (188.09) | 550.00 |
| Fundraising | 2,349.00 | 3,151.00 | 12,500.00 | (9,349.00) | 15,000.00 |
| HUD | 11,625.77 | 157,678.27 | 149,515.80 | 8,162.47 | 179,419.00 |
| MICAH | 0.00 | 4,500.00 | 3,750.00 | 750.00 | 4,500.00 |
| JHLPR | 19,427.23 | 177,565.25 | 174,515.80 | 3,049.45 | 209,419.00 |
| MSHDA | 30,000.00 | 158,506.00 | 115,130.00 | 43,376.00 | 138,156.00 |
| AmeriCorpGrant | 0.00 | 3,750.00 | 3,125.00 | 625.00 | 3,750.00 |
| EFSP | 0.00 | 15,150.00 | 25,250.00 | (10,100.00) | 30,300.00 |
| HEART 900 | 0.00 | 6,477.37 | 6,208.30 | 269.07 | 7,450.00 |
| HEART 900 Tenant co | 0.00 | 112.00 | 562.50 | (450.50) | 675.00 |
| HUD HC | 7,317.14 | 20,024.19 | 18,340.80 | 1,683.39 | 22,009.00 |
| CRCF | 0.00 | 15,000.00 | 12,500.00 | 2,500.00 | 15,000.00 |
| HEART 1300 | 0.00 | 5,784.94 | 6,179.20 | (394.26) | 7,415.00 |
| HEART 1300 Tenant c | 0.00 | 0.00 | 2,500.00 | (2,500.00) | 3,000.00 |
| PSH 1400 | 0.00 | 45,852.72 | 47,885.80 | (2,033.08) | 57,463.00 |
| PSH 1400 Tenant co-pa | 682.00 | 5,212.00 | 2,916.70 | 2,295.30 | 3,500.00 |
| OTHER Income | 1,891.00 | 5,472.81 | 4,166.70 | 1,306.11 | 5,000.00 |
| Project Connect Incom | 0.00 | 400.00 | 333.30 | 66.70 | 400.00 |
| Emergency Fund | 0.00 | 0.00 | 1,666.70 | (1,666.70) | 2,000.00 |
| Adopt A Family Incom | 0.00 | 750.00 | 625.00 | 125.00 | 750.00 |
| IDA | 0.00 | 0.00 | 716.70 | (716.70) | 860.00 |
| HEART 1800 | 0.00 | 11,628.43 | 11,959.20 | (330.77) | 14,351.00 |
| HEART 1800 tenant co | 0.00 | 195.00 | 0.00 | 195.00 | 0.00 |
| Section 8 funds | 37,452.00 | 378,751.00 | 380,000.00 | (1,249.00) | 456,000.00 |
| Section 8 Admin | 3,553.00 | 38,602.00 | 40,929.20 | (2,327.20) | 49,115.00 |
| Section 8 interest | 6.92 | 71.75 | 75.00 | (3.25) | 90.00 |
| Sect 8 Fraud Recovery | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Eaton Co. United Way | 0.00 | 11,274.52 | 10,832.50 | 442.02 | 12,999.00 |
| DCH REACH Admin | 210.30 | 2,265.91 | 1,833.30 | 432.61 | 2,200.00 |
| REACH Tenant co-pay | 1,017.00 | 8,303.00 | 6,833.30 | 1,469.70 | 8,200.00 |

For Management Purposes Only

3

Housing Services Mid Michigan
Board Report
Month Ending March 31, 2017

| | Current Month Actual | Year to Date Actual | Year to Date Budget | Difference | Annual Budget |
|-------------------------|-------------------------|------------------------|------------------------|---------------------|--------------------|
| Eaton County Counseli | 1,250.00 | 12,500.00 | 12,500.00 | 0.00 | 15,000.00 |
| DCH REACH RENTS | 3,317.00 | 35,394.25 | 36,720.00 | (1,325.75) | 44,064.00 |
| NFMC Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPR | 33,165.73 | 190,859.53 | 230,936.70 | (40,077.17) | 277,124.00 |
| SSVF Income | 15,892.05 | 163,372.33 | 153,138.30 | 10,234.03 | 183,766.00 |
| HEP Income | 545.68 | 8,178.81 | 25,974.20 | (17,795.39) | 31,169.00 |
| CoC Planning Grant | 0.00 | 22,243.00 | 18,535.80 | 3,707.20 | 22,243.00 |
| NMS Round 6 Foreclos | 0.00 | (29,493.00) | 63,765.80 | (93,258.80) | 76,519.00 |
| NMS ROUND 7 Forecl | 0.00 | 17,914.81 | 22,916.70 | (5,001.89) | 27,500.00 |
| ESG VET | 0.00 | 0.00 | 6,385.80 | (6,385.80) | 7,663.00 |
| HEART | 0.00 | 0.00 | 39,592.50 | (39,592.50) | 47,511.00 |
| Heart 35 Tenant co-pay | 29.00 | 111.00 | 0.00 | 111.00 | 0.00 |
| Clinton HARA | 10,000.00 | 27,000.00 | 57,590.80 | (30,590.80) | 69,109.00 |
| Clinton EFSP | 0.00 | 4,000.00 | 6,857.15 | (2,857.15) | 8,000.00 |
| Clinton Moteling(ESP) | 3,055.00 | 3,055.00 | 4,500.00 | (1,445.00) | 6,000.00 |
| Eaton Treasurer FC | 0.00 | 2,500.00 | 2,083.30 | 416.70 | 2,500.00 |
| Eaton Commissions | 0.00 | 10,000.00 | 8,333.30 | 1,666.70 | 10,000.00 |
| 5/3 Bank | 0.00 | 0.00 | 2,083.30 | (2,083.30) | 2,500.00 |
| Clinton Tri County | 0.00 | 3,000.00 | 2,500.00 | 500.00 | 3,000.00 |
| Clinton BOS HMIS | 753.97 | 753.97 | 730.00 | 23.97 | 876.00 |
| Heart 35 Client Service | (1,162.50) | (1,162.50) | 0.00 | (1,162.50) | 0.00 |
| Total Revenues | 182,412.60 | 1,548,956.0 | 1,739,369.3 | (190,413.27) | 2,087,615.0 |
| Expenses | | | | | |
| Overhead Expenses | 264.47 | 4,019.37 | 12,333.42 | (8,314.05) | 15,333.36 |
| Flex Plan Expenses | 259.73 | (523.18) | 2,083.30 | (2,606.48) | 2,500.00 |
| HUD Expenses | 14,832.93 | 147,052.89 | 153,265.80 | (6,212.91) | 183,919.00 |
| JHLPR Expenses | 21,223.24 | 193,671.27 | 174,515.90 | 19,155.37 | 209,419.00 |
| MSHDA Expenses | 9,484.59 | 134,920.92 | 116,796.60 | 18,124.32 | 140,156.00 |
| EFSP Expenses | 1,674.93 | 30,385.00 | 25,250.00 | 5,135.00 | 30,300.00 |
| HEART 900 Expenses | 0.00 | 5,543.68 | 6,208.30 | (664.62) | 7,450.00 |

For Management Purposes Only

CONFIDENTIAL

4

Housing Services Mid Michigan
Board Report
Month Ending March 31, 2017

CONFIDENTIAL

| | Current Month Actual | Year to Date Actual | Year to Date Budget | Difference | Annual Budget |
|--------------------------|-------------------------|------------------------|------------------------|---------------------|-----------------------|
| HUD HC | 3,914.77 | 21,051.15 | 15,383.40 | 5,667.75 | 18,460.00 |
| TRI COUNTY Exp. | 1,192.16 | 6,036.94 | 4,166.70 | 1,870.24 | 5,000.00 |
| CRCF Expenses | 0.00 | 14,515.29 | 12,500.00 | 2,015.29 | 15,000.00 |
| HEART 1300 Expense | 0.00 | 2,994.59 | 6,179.10 | (3,184.51) | 7,415.00 |
| PSH Expenses | 5,305.89 | 49,642.15 | 47,885.80 | 1,756.35 | 57,463.00 |
| Other Expenses | 2,008.28 | 14,898.62 | 10,833.30 | 4,065.32 | 13,000.00 |
| IDA Expenses | 0.00 | 424.41 | 716.70 | (292.29) | 860.00 |
| HEART 1800 Expense | 0.00 | 8,222.65 | 11,959.20 | (3,736.55) | 14,351.00 |
| Sec 8 Expenses | 42,337.95 | 420,087.75 | 424,679.20 | (4,591.45) | 509,615.00 |
| ESG Vet Expenses | 353.00 | 4,280.13 | 6,385.90 | (2,105.77) | 7,663.00 |
| REACH Expenses | 4,686.99 | 48,012.53 | 53,053.30 | (5,040.77) | 63,664.00 |
| NMFC Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPR Expenses | 16,347.96 | 186,199.70 | 230,936.60 | (44,736.90) | 277,124.00 |
| SSVF Expenses | 14,364.13 | 166,417.30 | 153,138.30 | 13,279.00 | 183,766.00 |
| HEP Expenses | 508.32 | 8,354.29 | 25,974.20 | (17,619.91) | 31,169.00 |
| Heart Expenses | 5,559.69 | 6,815.46 | 125,555.00 | (118,739.54) | 150,666.00 |
| CoC Expenses | 244.22 | 12,721.55 | 18,535.80 | (5,814.25) | 22,243.00 |
| Clinton HARA Expens | 3,784.99 | 28,615.31 | 57,590.90 | (28,975.59) | 69,109.00 |
| Clinton EFSP Expenses | (727.50) | 8,000.00 | 6,857.15 | 1,142.85 | 8,000.00 |
| Clinton ESP Expenses | 316.84 | 3,663.43 | 4,500.00 | (836.57) | 6,000.00 |
| Clinton Tri County Exp | 855.00 | 1,545.51 | 2,500.00 | (954.49) | 3,000.00 |
| Eaton Commissions Ex | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5/3 Expenses | 29.56 | 142.45 | 0.00 | 142.45 | 0.00 |
| NMS Round 6 Expense | 0.00 | 17,812.31 | 58,870.00 | (41,057.69) | 70,644.00 |
| NMS Round 7 Expense | 0.00 | 13,732.75 | 22,916.60 | (9,183.85) | 27,500.00 |
| Total Expenses | 148,822.14 | 1,559,256.2 | 1,791,570.4 | (232,314.25) | 2,150,789.3 |
| Unrestricted Cash | \$ 33,590.46 | \$ (10,300.14) | \$ (52,201.12) | 41,900.98 | \$ (63,174.36) |

For Management Purposes Only

Mid Michigan Housing Services
Balance Sheet
March 31, 2017

ASSETS

| | | |
|------------------------------|----|-------------|
| Current Assets | | |
| General Checking | \$ | 114,980.16 |
| CD | | 123,101.58 |
| Payroll Checking | | 66,121.68 |
| MSHDA Checking | | 42,377.31 |
| Savings Account | | 24,746.56 |
| Savings Building Acct | | 10,862.60 |
| Section 8 Checking | | 34,882.31 |
| Petty Cash | | 25.00 |
| Flex Plan Checking | | 1,559.36 |
| Hud 1 receivable | | 35,058.18 |
| Prisoner re-entry receivable | | 36,608.36 |
| Other Receivables | | 13,311.77 |
| | | 503,634.87 |
| Total Current Assets | | |
| Property and Equipment | | |
| Building | | 162,065.00 |
| Furniture and Fixtures | | 6,348.59 |
| Leasehold Improvements | | 33,652.00 |
| Land | | 17,750.00 |
| Accum Depreciation | | (76,980.84) |
| | | 142,834.75 |
| Total Property and Equipment | | |
| Other Assets | | |
| CRCF Endowment | | 32,571.55 |
| | | 32,571.55 |
| Total Other Assets | | |
| Total Assets | \$ | 679,041.17 |

CONFIDENTIAL

LIABILITIES AND CAPITAL

| | | |
|-----------------------------|----|-------------|
| Current Liabilities | | |
| Accounts Payable | \$ | 5,817.72 |
| Accrued Payroll | | 4,384.12 |
| Accrued Vacation | | 16,730.61 |
| Deferred Revenue | | 199,229.53 |
| Current portion LTD | | 2,873.00 |
| | | 229,034.98 |
| Total Current Liabilities | | |
| Long-Term Liabilities | | |
| Long Term Debt - House | | 0.16 |
| Mortgage Loan | | 147,801.28 |
| | | 147,801.44 |
| Total Long-Term Liabilities | | |
| Total Liabilities | | 376,836.42 |
| Capital | | |
| Retained Earnings | | 313,812.42 |
| Net Income | | (11,607.67) |
| | | 302,204.75 |
| Total Capital | | |

Unaudited - For Management Purposes Only

Mid Michigan Housing Services
Balance Sheet
March 31, 2017

Total Liabilities & Capital

\$ 679,041.17

2017
2016
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Housing Services Mid Michigan Market Analysis

June 2017 Health Plan

| | CURRENT | ALTERNATIVE | ALTERNATIVE |
|--------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Carrier Plan | PHP Exclusive PFC00600 Platinum | PHP Exclusive PFC00600 Platinum | PHP Exclusive PFC00700 Platinum |
| Enrollment | | | |
| 4 Singles | | | |
| 0 Two Person | | | |
| 0 Family | | | |
| Total Monthly Premium | \$1,509.73 | \$1,666.74 | \$1,579.57 |
| Difference from current rates | | 10.4% | -9.2% |
| IN-NETWORK BENEFIT OPTIONS: | | | |
| Office Visit Copay | \$25 | \$20 | \$25 |
| Specialist Visit Copay | \$50 | \$40 | \$50 |
| Rx Copay | \$20/\$40/\$80 | \$10/\$40 \$80/\$150 | \$20/\$50 \$80/\$150 |
| Urgent Care Copay | \$50 | \$50 | \$50 |
| ER Copay | \$150 | \$150 | \$250 |
| Preventive Care Services | 100% | 100% | 100% |
| Chiropractic Coverage | 80% after ded/ 30 visits | 80% after ded/ 30 visits | 70% after ded/ 30 visits |
| Employee | | | |
| Medical Deductible | \$500 | \$500 | \$250 |
| Coinsurance Copay | 20% | 20% | 30% |
| Coinsurance | \$600 | \$750 | \$6,350 |
| Annual Out of Pocket Max | \$1,100 | \$1,250 | \$6,600 |
| Family | | | |
| Medical Deductible | \$1,000 | \$1,000 | \$500 |
| Coinsurance Copay | 20% | 20% | 30% |
| Coinsurance | \$1,200 | \$1,500 | \$12,700 |
| Annual Out of Pocket Max | \$2,200 | \$2,500 | \$13,200 |

Prepared by Michael Harp, M.A., Michigan Group Benefits, LLC, East Lansing MI 48823
 Phone: (517) 853-3100, ext: 302 * Fax: (517) 324-8731 * email: mike@migroupbenefits.com
 The above rates are not guaranteed and are subject to carrier approval and participation

February 2017

| Date | Funding Source | Program Name | Number Served | Measurement | Outcome | Financials | Comments |
|----------|----------------|--------------|---------------|--|---------|------------|----------|
| 02/01/17 | | | | Filled out unemployment denial paperwork for Jaime Eldred. Our former bookkeeper was let go on 01/26/17 for multiple work absences and failure to adhere to an improvement plan. | | | |
| 02/02/17 | | | | Attended planning group for generosity annual event. | | | |
| 02/02/17 | | | | Attended Clinton CoC via Skype. | | | |
| 02/03/17 | | | | Wrote editorial piece to thank the local H.S. youth who worked in our break room, prepping for paint and new carpet. | | | |
| 2/6/17 | | | | Applied for \$2500 grant from WalMart | | | |
| 2/6/17 | | | | Attended Clinton CoC via Skype | | | |
| 2/7/17 | HUD | | | Listened to HUD debriefing for 2016 CoC grant application | | | |
| 2/8/17 | | | | Interviewed for new HMIS data system worker | | | |
| 2/9/17 | | | | Attended the Balance of State CoC MHAAB meeting, representing Clinton County as a new member | | | |
| 2/9/17 | | | | Hired new HMIS data system worker. | | | |
| 2/10/17 | | | | Completed the mid-year United Way report. | | | |
| 2/13/17 | | | | CoC-Vet Stand Down planning started. Event is June 19th | | | |
| 2/14/17 | | | | Region 7 – sent out agenda requests & final agenda. Chaired meeting. | | | |
| 2/14/17 | | | | HSMH Board of Director's meeting | | | |
| 2/15/17 | | | | Met our health insurance rep to discuss our renewal. | | | |
| 2/16/17 | | | | PATH – met with our Ingham County partner to discuss hiring. | | | |
| 2/17/17 | | | | Attended the Barry County CoC. | | | |
| 2/20/17 | | | | Attended WKAR Thank-You Breakfast | | | |
| 2/20/17 | | | | Spoke to a developer of a new senior housing project in Eaton Rapids. Discussed possibility of issuing a support letter. | | | |
| 2/21/17 | | | | Started a budget adjustment request for SSVF to move projected unused salary to program marketing and financial assistance. | | | |
| 2/22/17 | | | | Spoke with SAGE 50 about our 13 th month issue. Discovered a solution and received the TA to start the process. | | | |
| 2/23/17 | | | | Received notice from MSHDA of an additional \$10,000 award for ESG-Eaton. | | | |
| 2/24/17 | | | | Attended an SSVF Regional call. | | | |
| | | | | | | | |
| | | | | | | | |

March 2017

| Date | Funding Source | Program Name | Number Served | Measurement | Outcome | Financials | Comments |
|----------------------|----------------|--------------|---------------|---|---------|------------|----------|
| 3/1/17 | | | | | | | |
| 3/2/17 | | | | | | | |
| 3/3/17 | | | | Sent staff on Employee Appreciation Day luncheon. | | | |
| 3/6/17 | | | | Attended Eaton Collaborative to report on CoC activities | | | |
| 3/7/17 | | | | Attended MHAAB-the Balance of State Continuum of Care Board-evaluation committee meeting | | | |
| 3/8/17 | | | | Interviewed for the new PATH grant employees-all day | | | |
| 3/9/17 | | | | SSVF Team Meeting | | | |
| 3/10/17 | | | | More interviews for the new PATH grant employees-half day | | | |
| 3/10/17 | | | | SSVF national conference call | | | |
| 3/13/17 - 3/20/17 | | | | Vacation | | | |
| 3/21/17 | | | | Submitted HUD APR (1 of 4) | | | |
| 3/22/17 | | | | Submitted HUD APR (2 of 4) | | | |
| 3/23/17 | | | | Worked on golf outing | | | |
| 3/24/17 | | | | Additional work on golf outing | | | |
| 3/27/17 | | | | Submitted two more HUD APR's (3 & 4 of 4) | | | |
| 3/28/17 | | | | Attended Bal of State CoC (Clinton County) call-in meeting | | | |
| 3/29/17 | | | | Held staff meeting relating to golf outing | | | |
| 3/30/17 | | | | Attended CQI with Christie, Randi, & Alex. Worked on PIT & HIC (HUD-required reports on the entire Eaton CoC) | | | |
| 3/31/17 | | | | Worked with Randi to create a 13 th month in our SAGE financial records. | | | |
| 3/31/17 | | | | Started the ESG grant monitoring of SIREN | | | |
| 3/31/17 | | | | Closed 2 grants (Section 8 & HC) with 3/31 year-endings. | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Eaton/ Barry March 2017

| | |
|---------------------------|-----------|
| Total Inquiries | 162 |
| Intakes | 32 |
| Number of "No Shows" | 18 |
| Rescheduled | 15 |
| Cancelled | 4 |
| File Updates | 18 |
| Foreclosure Follow Ups | 4 |
| Inspections | 0 |
| Veterans | 3 |
| Homebuyer Education | 1 |
| Financial Capabilities | |
| Total Appointments | 91 |
| Total Payments | 27 |
| | 100% |

| CLIENT EMERGENCY STATUS | | |
|-------------------------|----|-----|
| Homeless | 14 | 42% |
| Eviction | 5 | 15% |
| Relocation | 9 | 27% |
| Foreclosure | 3 | 9% |
| Back Property Taxes | 2 | 6% |
| Other | 0 | 0% |

| CLIENT PAYMENTS | | |
|----------------------------|--------------------|-------------|
| Client Paid | \$4,839.83 | 27% |
| Leveraged Funds | \$2,880.23 | 16% |
| HSM | \$10,146.88 | 57% |
| Total Payments Made | \$17,866.94 | 100% |

| Outreach Response | |
|-------------------|----|
| Agency | 9 |
| Facebook | |
| Lender | |
| Mailer | |
| Walk in | 2 |
| Newspaper | |
| Website | |
| Word of mouth | 11 |
| No Response | 3 |

| COUNTY BREAKDOWN | | | | |
|------------------|-----------|-----------|-----------|-------------|
| City | Intakes | Adults | Children | % |
| Bellevue | 1 | 1 | 1 | 3% |
| Charlotte | 12 | 19 | 14 | 38% |
| Dimondale | 2 | 2 | 3 | 6% |
| Eaton Rapids | 3 | 4 | 1 | 9% |
| Grand Ledge | 2 | 2 | 0 | 6% |
| Lansing | 5 | 6 | 3 | 16% |
| Olivet | 2 | 3 | 4 | 6% |
| Pottersville | 1 | 2 | 1 | 3% |
| Hastings | 1 | 1 | 3 | 3% |
| Holland | 1 | 1 | 0 | 3% |
| Lake Odessa | 1 | 1 | 0 | 3% |
| Shelbyville | 1 | 1 | 4 | 3% |
| Williamston | 1 | 1 | 3 | 3% |
| Totals | 32 | 43 | 34 | 100% |

| STATUS | | | | | | |
|-----------|----------|----------|----------|----------|----------|-----------|
| H | E | F | R | T | O | Total |
| 1 | | | | | | 1 |
| 8 | 3 | | 1 | | | 12 |
| | 1 | | 1 | | | 2 |
| 1 | | | 1 | | | 3 |
| | | | | 2 | | 2 |
| 1 | 1 | | | 3 | | 5 |
| 1 | | | | | 1 | 2 |
| | | | | 1 | | 1 |
| | | | 1 | | | 1 |
| 1 | | | | | | 1 |
| 1 | | | | | | 1 |
| | | | | | 1 | 1 |
| | | | | 1 | | 1 |
| 14 | 5 | 3 | 9 | 2 | 0 | 33 |

Clinton March 2017

| Total (Screening) Inquiries | 56 | Client Emergency Status | | | |
|-----------------------------|----|-------------------------|------------|------|--|
| Intakes | 11 | Homeless | 4 | 36% | |
| Number of "No Shows" | 2 | Eviction | 1 | 9% | |
| Rescheduled | 3 | Relocation | 6 | 55% | |
| Cancelled | 1 | | 0 | 0% | |
| File Updates | 7 | | 0 | 0% | |
| Inspections | 1 | | 0 | 0% | |
| Veterans | 0 | | 0 | 0% | |
| | | CLIENT PAYMENTS | | | |
| | | ESP | \$260.00 | 7% | |
| | | Client Paid | \$1,426.25 | 38% | |
| | | Leveraged Funds | \$922.20 | 25% | |
| | | HSMVM | \$1,400.00 | 37% | |
| | | SSVF | \$0.00 | 0% | |
| Total # Payments | 25 | Total Payments Made | \$3,748.45 | 100% | |

| Outreach | Response |
|---------------|----------|
| Agency | 7 |
| Facebook | 0 |
| Lender | 0 |
| Mailer | 0 |
| Walk in | 2 |
| Newspaper | 0 |
| Website | 0 |
| Word of mouth | 0 |
| 211 | 2 |
| No Response | 0 |

COUNTY BREAKDOWN

| City | Intakes | Adults | Children | % |
|-------------|---------|--------|----------|------|
| Bath | 1 | 1 | 0 | 9% |
| Dewitt | 2 | 2 | 4 | 18% |
| Eagle | 0 | 0 | 0 | 0% |
| East Lansir | 0 | 0 | 0 | 0% |
| Elsie | 1 | 1 | 1 | 9% |
| Fowler | 0 | 0 | 0 | 0% |
| Lansburg | 0 | 0 | 0 | 0% |
| Lansing | 2 | 4 | 3 | 18% |
| Maple Rap | 0 | 0 | 0 | 0% |
| Ovid | 0 | 0 | 0 | 0% |
| St. Johns | 5 | 9 | 5 | 45% |
| Watertown | 0 | 0 | 0 | 0% |
| Totals | 11 | 17 | 13 | 100% |

STATUS

| H | E | R | Veteran | Total |
|---|---|---|---------|-------|
| 1 | 0 | 0 | 0 | 1 |
| 0 | 1 | 1 | 0 | 2 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 1 | 0 | 1 |
| 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 0 | 0 | 1 |
| 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 1 | 0 | 2 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| 2 | 0 | 0 | 0 | 2 |
| 0 | 0 | 0 | 0 | 0 |
| 4 | 1 | 6 | 0 | 11 |



HOUSING SERVICES MID MICHIGAN

17th Annual Charity Golf Outing

Proudly sponsored by

Eaton Federal Savings Bank

Friday, May 19th, 2017 • 9:00 am Shotgun Start

Hosted by: Centennial Acres Golf Course



Luncheon Sponsorship
Available at \$350.00 each



Golf Cart Sponsorship
Available at \$1000.00



Breakfast Sponsorship
Available at \$275.00 each



Printing Sponsorship
Available at \$129.00 each



Hole/Tee Sponsorship
Available at \$199.00 each



Contest Sponsorship
Available at \$99.00 each

Please make checks Payable to "HSMM":

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

You can sign up or donate on our website: www.hsmidmichigan.org or

Mail to: HSMM Golf Outing, PO Box 746, Charlotte MI 48813

Tax receipts sent under separate cover following golf outing

Please CALL 517-541-1180 with any questions, FAX: 517-541-0269, or EMAIL: hsmminfo@hs-mm.org

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

| | |
|-------------|-------------|
| Name | Name |
| Address | Address |
| Phone/Email | Phone/Email |
| Name | Name |
| Address | Address |
| Phone/Email | Phone/Email |

Company/Team Name _____ Phone _____

Primary Contact _____ E-mail: _____

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

Any Sponsorships (from above list) = \$ _____ *(All sponsorships are tax deductible)*
Please try to return sponsorship fees before May 6th, 2016 to allow for sign production.

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

Artwork or logo for sponsor sign enclosed? YES NO If No, a general sign with your name will be provided.

I will not be able to play or sponsor this year,
but I would be pleased to help out by:

- Provide Golfer "Goodie Bags" (72 sets)
- Donate Prize/s (Will mail or drop off to you)
- Make a tax-deductible donation \$ _____

A Very Special Thank You To All Our Current Sponsors for the 2016 Golf Outing
Eaton Federal Savings Bank

Luncheon Sponsors
Your Company Here

Golf Cart Sponsor
Your Company Here

Breakfast Sponsors
Your Company Here

Tee or Green Sponsors
Your Company Here

Printing Sponsorships
Your Company Here

Contest Sponsors
Your Company Here



In 2016, HSMM provided case management for 1077 adults and 649 children, with total financial support of \$963,308

~Emergency Rental Assistance: 541 Households with 703 adults and 599 children. Included in this number were 151 homeless, 133 evictions, 202 relocations, 36 foreclosures, and 19 tax foreclosures. 53 of these households were Veterans. Direct financial assistance totaled \$155,928.

~Permanent Supportive Housing: 6 units for singles with severe mental health issues, 8 units for chronically homeless singles, and 3 additional units for families where an adult has a disability. Rental subsidy for these households totaled \$102,462.

~Mainstream Section 8 Voucher: \$449,263 in rental subsidy for the 75 disabled voucher holders which included 106 adults and 47 children.

~Prisoner Re-entry Transitional housing: Lansing Tri-County area assisted 139 adults using \$117,558. Jackson Tri-County area assisted 112 adults using \$138,097.

In 2015, HSMM provided case management for 1110 adults and 739 children, with total financial support of \$880,623

~Emergency Rental Assistance: 589 Households with 782 adults and 701 children. Included in this number were 204 homeless, 137 evictions, 181 relocations, 46 foreclosures, and 21 tax foreclosures. 44 of these households were Veterans. Direct financial assistance totaled \$135,792. Funding sources for 2015 were reduced by \$24,000.

~Permanent Supportive Housing: 6 units for singles with severe mental health issues, 10 units for chronically homeless singles, and 3 additional units for families where an adult has a disability. Rental subsidy for these households totaled \$97,165.

~Mainstream Section 8 Voucher: \$424,620 in rental subsidy for the 75 disabled voucher holders which included 106 adults and 38 children.

~Prisoner Re-entry Transitional housing: Lansing Tri-County area assisted 115 adults using \$114,997. Jackson Tri-County area assisted 88 adults using \$108,049.

Prevention is the key

HSMM's main focus is to prevent homelessness before it occurs. Funding is based upon the availability of grants and donations from our community. Knowledgeable, experienced, and dedicated staff assists clients as quickly as possible and get them in touch with the resources they need to stabilize their situations. Donations may be tax deductible and can be made to HSMM at the address above.

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



U.S. Department of Housing and Urban Development

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

March 3, 2017

Denise Dunn
Executive Director
Housing Services Mid Michigan
319 S Cochran Avenue
Charlotte, MI 48813

SUBJECT: Closure of Independent Auditor Report MI880-05312016

Dear Ms. Dunn:

Thank you for the submission of the independent audit report for the fiscal year ending May 31, 2016. The audit was performed by Abraham & Gaffney, P.C. and contained no findings. As a result, there is no further action required of your agency and the audit is officially closed.

Congratulations! The efforts from you and your staff to implement sound financial practices are greatly appreciated. We wish you continued success in the current fiscal year.

If you have any questions or comments, please feel free to contact Angela Foster, Portfolio Management Specialist, at 313-234-7460, or myself at 313-234-7463.

Sincerely,

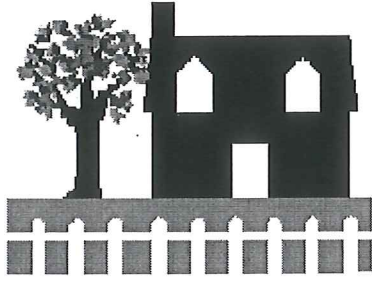
3/3/2017

X 

Douglas C. Gordon
Director, Detroit HUD Field Office of PIH
Signed by: DOUGLAS GORDON

cc:

Robert Brown
President, Board of Commissioners
35 Ferguson Street
Grand Ledge, MI 48837



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

319 S. Cochran, P. O. Box 746

Charlotte, MI 48813

(517) 541-1180 • (517) 541-0269 fax Dial 711 TTY

www.hsmidmichigan.org

hsmminfo@hs-mm.org

April 3, 2017

Chandra M. Broadnax
Program analyst
Detroit Field Office-Public Housing
477 Michigan Ave
Detroit, Michigan 48226

RE: EIV Compliance

Dear Ms. Broadnax,

This letter is in response to your recent request concerning the EIV system and my office. Specifically you requested information about the following:

- HSM is fully compliant with all security requirements
- EIV users who are active are: Charlene Smith-MS151
- Staffing roles have not changed since May 2014
- Completed the EIV training May 27, 2014 and took the annual Security Awareness training on April 18, 2016
- No changes have been made to our EIV policy

Sincerely,

Denise M. Dunn, MA, CFLE
Executive Director





2016 FACT SHEET

319 S Cochran Ave
P O Box 746
Charlotte, MI 48813
Ph: (517) 541-1180
Fax: (517) 541-0269
e-mail: hsmminfo@hs-mm.org
www.hsmidmichigan.org

The Mission of Housing Services Mid Michigan (HSMM) is to assist low to moderate income individuals and families fulfill their need for affordable, safe, and sanitary housing through the participation in federal, state, and local programs and services. Through coordination of such programs and local providers, HSMM will strive to provide a "continuum of care" approach to better serve the diverse needs of program participants and encourage their economic self-sufficiency.

In 2016, HSMM provided case management for 1077 adults and 649 children, with total financial support of \$963,308

~Emergency Rental Assistance: 541 Households with 703 adults and 599 children. Included in this number were 151 homeless, 133 evictions, 202 relocations, 36 foreclosures, and 19 tax foreclosures. 53 of these households were Veterans. Direct financial assistance totaled \$155,928.

~Permanent Supportive Housing: 6 units for singles with severe mental health issues, 8 units for chronically homeless singles, and 3 additional units for families where an adult has a disability. Rental subsidy for these households totaled \$102,462.

~Mainstream Section 8 Voucher: \$449,263 in rental subsidy for the 75 disabled voucher holders which included 106 adults and 47 children.

~Prisoner Re-entry Transitional housing: Lansing Tri-County area assisted 139 adults using \$117,558. Jackson Tri-County area assisted 112 adults using \$138,097.

In 2015, HSMM provided case management for 1110 adults and 739 children, with total financial support of \$880,623

~Emergency Rental Assistance: 589 Households with 782 adults and 701 children. Included in this number were 204 homeless, 137 evictions, 181 relocations, 46 foreclosures, and 21 tax foreclosures. 44 of these households were Veterans. Direct financial assistance totaled \$135,792. Funding sources for 2015 were reduced by \$24,000.

~Permanent Supportive Housing: 6 units for singles with severe mental health issues, 10 units for chronically homeless singles, and 3 additional units for families where an adult has a disability. Rental subsidy for these households totaled \$97,165.

~Mainstream Section 8 Voucher: \$424,620 in rental subsidy for the 75 disabled voucher holders which included 106 adults and 38 children.

~Prisoner Re-entry Transitional housing: Lansing Tri-County area assisted 115 adults using \$114,997. Jackson Tri-County area assisted 88 adults using \$108,049.

In 2014, HSMM provided case management for 1279 adults and 866 children, with total financial support of \$911,188

~Emergency Rental Assistance: 703 Households with 976 adults and 830 children. Included in this number were 271 homeless, 206 evictions, 155 relocations, 47 foreclosures, and 24 tax foreclosures. 52 of these households were Veterans. Direct financial assistance totaled \$159,455.

~Permanent Supportive Housing: 6 units for singles with severe mental health issues, 7 units for chronically homeless singles, and 2 additional units for families where an adult has a disability. Rental subsidy for these households totaled \$89,891.

~Mainstream Section 8 Voucher: \$445,206 in rental subsidy for the 75 disabled voucher holders which included 105 adults and 36 children.

~Prisoner Re-entry Transitional housing: Lansing Tri-County area assisted 109 adults using \$114,345. Jackson Tri-County area assisted 74 adults using \$102,292.

Prevention is the key

HSMM's main focus is to prevent homelessness before it occurs. Funding is based upon the availability of grants and donations from our community. Donations may be tax deductible and can be made to HSMM at the address above.

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



2017-2018 Policy Priorities To End Homelessness in Michigan

AFFORDABLE HOUSING

Individuals experiencing homelessness face unique obstacles accessing good, affordable housing. Communities may lack the number of necessary units, landlords can refuse to rent to these individuals and families, or the cost may be prohibitive. This can leave some with few housing options other than shelters or the street.

STATE IDS

Having a state-issued photo ID can open a lot of doors for services when homeless. Unfortunately, many of these individuals do not have an ID or the documentation necessary to receive one. In a recent study conducted by MCAH, 92 agencies across the state reported assisting an average of 552 clients a month who were seeking an ID. Though there are programs and resources to aid in this process, they are not statewide or funded fully to meet the needs of this many clients.

DECRIMINALIZATION OF HOMELESSNESS

Being homeless can make you a target. Individuals who are homeless are often victims of physical violence, subject to city ordinances that make it illegal to ask for money or sleep in public, and face additional scrutiny from the police and criminal justice system. Often, this vulnerable population doesn't have the necessary protection to stay safe while seeking new housing opportunities.

FUNDING FOR HOMELESS SERVICES

Federal and state monies go a long way towards helping agencies who serve the homeless. But this funding often falls short of providing the beds, extensive services, medical care and more that are required to truly meet needs. Protecting existing funding resources and providing new funding is necessary to make the long-term and permanent solutions needed to end homelessness.

MEDICAID/MEDICARE AND MENTAL HEALTH SERVICES

Individuals experiencing homelessness disproportionately suffer from mental illness and physical disability. All too often, jail or the emergency room are the best option for receiving medical care. Michigan expanded its Medicaid program in 2014, and between 2013-2015 we saw a 51% increase in enrollment just among those who reported being homeless. Federal attempts to repeal the Affordable Care Act or cut funding for health services would cause unnecessary hardships for these individuals, and many more.

Certificate of appreciation for your support to:

WKAR



For your recent gift to WKAR TV.

Is Awarded To

Housing Services of Mid Michigan

Thank you for helping to keep our great programming on air for mid-Michigan to enjoy!

February 22, 2017

Melissa Nay
Melissa Nay
Director of Corporate Development

Cathy Zell
Cathy Zell
Senior Director of Development

Registration Complete for HOUSING SERVICES MID MICHIGAN / 158806393 / 35BX9

Thu 3/30/2017 8:55 AM

From: notification@sam.gov (notification@sam.gov)**To:** ddunn@hs-mm.org (ddunn@hs-mm.org)

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

Dear Denise Dunn,

Congratulations! You have successfully completed the registration process for HOUSING SERVICES MID MICHIGAN / 158806393 / 35BX9 in the U.S. federal government's System for Award Management (SAM).

What happens next?

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

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

Please note:

- If your registration fails the IRS validation step, you will receive an email from SAM.gov with information on next steps needed from you to complete validation.
- If you receive a supplemental email from an "@dla.mil" address regarding issues with your entity and CAGE Code, be sure to follow their instructions critical to passing CAGE validation. CAGE will contact your entity's Government Business Point of Contact as listed in your registration.

Checking the Status of your SAM Registration

You may check on the status of your registration at any time by logging into www.sam.gov and clicking on your Entity Record page. In addition, be sure to check your spam email folder for any communications from SAM, IRS and/or DLA related to your

3-12-17

Mid-Michigan Housing Services golf outing May 19

Eaton Federal Savings Bank's 17th Annual Charity Golf Outing benefiting Housing Services Mid Michigan will be held on May 19, at Centennial Acres Golf Course in Sunfield. The annual classic will begin with a shotgun start at 9 a.m. and feature an all-day BBQ, raffles, prizes and a silent auction. The \$70 entry fee includes the cart, hole contests, continental breakfast and the all-day BBQ. Foursomes may register and receive a discounted price of \$260. Sponsorships are available starting at \$99 for a contest sponsor to \$1000 for the golf cart sponsor. Four-

some/Sponsorship packages are available upon request. In 2016 Housing Services Mid Michigan provided case management for 1077 adults 649 children, with total financial support of \$963,308. Housing services has programs ranging from homeowners and buyer's education programs to foreclosure assistance to our program to support homeless Veterans.

For more information about the EFSB 17th Annual Charity Golf Outing or to register to play, become a sponsor or donate, go to hsmidmichigan.org and click on the "Events" tab, or call (517) 541-1180.

County Journal 3-11-17

Housing Services Mid Michigan offers class for first time homebuyers

Are you dreaming about buying a home for the first time? If you are, then don't miss the opportunity to learn all about the process during a special seminar offered by Housing Services Mid Michigan and ReMax on Saturday, March 18.

The goal of this program is to provide you with basic information to make the home buying process go smoother, with more satisfying results. This free class is perfect for first time homebuyers who want to 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. It is ideal 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 from 9 a.m. to 3 p.m. Saturday, March 18 at RE/MAX Real Estate, located at 6607 W St. Joseph, Suite 150 in Lansing.

Topics covered in this class include:

- Assessing your Readiness for Home Ownership
- Credit Scores and Credit Repair
- Search - Shopping for a Home
- Mortgage Process and Mortgage Products
- Home Inspections
- Owner Maintenance & Financing

The class is free, but pre-registration is required. To register, call Housing Services at (517) 541-1180.

Golf Outing to benefit mid Michigan homeless

Eaton Federal Savings Bank's 17th Annual Charity Golf Outing benefiting Housing Services Mid Michigan will be held on May 19 at Centennial Acres Golf Course in Sunfield. The annual classic will begin with a shotgun start at 9 a.m. and feature an all-day BBQ, raffles, prizes and a silent auction. The entry fee includes the cart, hole contests, continental breakfast and the all-day BBQ.

Foursomes may register and receive a discounted price. Sponsorships are available starting at \$99 for a contest sponsor to \$1,000 for the golf cart sponsor. Foursome/Sponsorship packages are available upon request.

In 2016 Housing Services Mid Michigan provided case management for 1,077 adults 649 children, with total financial support of \$963,308. HSMM has programs ranging from homeowners and buyer's education programs to foreclosure assistance to our program to support homeless Veterans. HSMM has been serving the homeless population since 1993 and now, through our programs, serves the homeless in Eaton and Clinton counties and Barry County through our Veterans program.

Homelessness has been identified as a chronic problem in the mid-Michigan area. HSMM has many programs to assist the

mid-Michigan homeless that include foreclosure prevention counseling, Section 8 Voucher Program, Landlord/Tenant issues, the SSVF program for Veterans and more.

For more information about the EFSB 17th Annual Charity Golf Outing or to register to play, become a sponsor or donate, go to hsmidmichigan.org and click on the "Events" tab, or call (517) 541-1180.

The mission of Housing Services Mid Michigan is to assist low- to moderate-income individuals and families fulfill their need for affordable, safe, and sanitary housing through the participation in federal, state, and local programs and services. Through coordination of



Photo provided
Representatives from Eaton Federal Savings Bank, prepare to tee off in last year's charity event.

such programs, and local providers, Housing Services Mid Michigan will strive to provide a "continuum of care" approach to better

serve the diverse needs of program participants and encourage their economic self-sufficiency.

Housing Service Mid Michigan is a non-profit 501(c)3 organization, donations may be tax deductible.

*Article submitted by
Housing Services Mid Michigan.*

In all your love,

Personal Association

from Bob & Amy Robinson

Hi Denise,

I just wanted to thank you again for volunteering on the grants committee - I know it's a lot of work to prep & participate on grants day. I hope it was a satisfying experience - we greatly appreciate your help!

Pauline
Pasch