

HSMM
Board of Directors
Packet
For
August 8, 2017
Meeting

**HOUSING SERVICES MID MICHIGAN
BOARD OF DIRECTORS MEETING
TUESDAY August 8, 2017
LOCATION: MSU Extension Office CHARLOTTE, MICHIGAN
AGENDA**

CALL TO ORDER

APPROVAL OF MINUTES June 2017

ACCEPTANCE OF FINANCIAL REPORT July 2017

EXECUTIVE DIRECTOR'S REPORT

Monthly Statistics and Activities- June and July 2017

OLD BUSINESS

Building- info about realtor, rentals, etc
Name change on the agency retirement plan (403 b) Mass Mutual
Board Bios for website/pictures
Follow up on RR units for Eaton County
Continued issues with SAGE and moving to a 13th month system

NEW BUSINESS

Fair Housing and Equal Opportunity annual Resolution
Clinton County PSH application
HUD and ESG funding and applications
New fundraising ideas
Audit Bids for 2018-2020 – must award
Housing in Charlotte/Eaton Rapids

	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 – October 10, 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.

1

new Housing Services Mid Michigan
Board Report
For the Two Months Ending July 31, 2017

	Current Month Actual	Year to Date Actual	Annual Budget	Budget Variance
<u>Section 8</u>				
Revenue	\$ 42,692.00	\$ 83,764.05	\$ 505,205.00	(421,440.95)
Expenses	41,303.70	82,341.83	509,615.00	(427,273.17)
Net Income	\$ <u>1,388.30</u>	\$ <u>1,422.22</u>	\$ <u>(4,410.00)</u>	<u>5,832.22</u>
<u>Vets</u>				
Revenues				0.00
ESG Vet	\$ 7,663.00	\$ 7,663.00	\$ 7,663.00	
SSVF	18,654.20	35,353.90	181,947.00	(146,593.10)
Total Revenue	26,317.20	43,016.90	189,610.00	(146,593.10)
Expenses				
ESG Vet	0.00	0.00	7,663.00	(7,663.00)
SSVF	11,520.89	27,178.01	183,766.00	(156,587.99)
Total Expense	11,520.89	27,178.01	191,429.00	(164,250.99)
Net Income	\$ <u>14,796.31</u>	\$ <u>15,838.89</u>	\$ <u>(1,819.00)</u>	<u>17,657.89</u>
<u>CoC Planning</u>				
Revenue	\$ 0.00	\$ 0.00	\$ 26,186.00	(26,186.00)
Expenses	2,737.92	3,009.33	23,961.00	(20,951.67)
Net Income	\$ <u>(2,737.92)</u>	\$ <u>(3,009.33)</u>	\$ <u>2,225.00</u>	<u>(5,234.33)</u>
<u>Prisoner Re-entry</u>				
Revenues				
JHLPR	\$ 21,143.74	\$ 40,427.50	\$ 209,419.00	(168,991.50)
CAPR	16,249.24	35,341.64	277,124.00	(241,782.36)
Total Revenue	37,392.98	75,769.14	486,543.00	(410,773.86)
Expenses				
JHLPR	15,759.08	31,592.85	209,419.00	(177,826.15)
CAPR	18,051.66	34,300.90	277,124.00	(242,823.10)
Total Expense	33,810.74	65,893.75	486,543.00	(420,649.25)
Net Income	\$ <u>3,582.24</u>	\$ <u>9,875.39</u>	\$ <u>0.00</u>	<u>9,875.39</u>

2

new Housing Services Mid Michigan
Board Report
For the Two Months Ending July 31, 2017

	Current Month Actual	Year to Date Actual	Annual Budget	Budget Variance
<u>Clinton</u>				
Clinton HARA	\$ 0.00	\$ 0.00	\$ 69,109.00	(69,109.00)
Clinton EFSP	0.00	0.00	8,000.00	(8,000.00)
Clinton Motel ESP	1,530.19	2,481.64	6,000.00	(3,518.36)
Clinton Tri County	3,000.00	3,000.00	3,000.00	0.00
Clinton BOS HMIS	0.00	0.00	876.00	(876.00)
Total Revenue	4,530.19	5,481.64	86,985.00	(81,503.36)
Clinton HARA	6,577.39	10,993.85	69,109.00	(58,115.15)
Clinton EFSP	0.00	0.00	8,000.00	(8,000.00)
Clinton Motel ESP	676.87	1,927.30	6,000.00	(4,072.70)
Clinton Tri County	0.00	0.00	3,000.00	(3,000.00)
Clinton BOS HMIS	0.00	0.00	876.00	(876.00)
Total Expense	7,254.26	12,921.15	86,985.00	(74,063.85)
Net Income	\$ (2,724.07)	\$ (7,439.51)	\$ 0.00	(7,439.51)
<u>Homeless</u>				
Revenue	\$ 16,032.04	\$ 35,171.25	\$ 183,919.00	(148,747.75)
Expenses	17,475.87	29,012.15	183,919.00	(154,906.85)
Net Income	\$ (1,443.83)	\$ 6,159.10	\$ 0.00	6,159.10
<u>Home Counseling</u>				
Revenues				
HUD	\$ 0.00	\$ 0.00	\$ 18,460.00	(18,460.00)
IDA	0.00	0.00	860.00	(860.00)
HEP	10,234.77	10,234.77	31,169.00	(20,934.23)
Total Revenue	10,234.77	10,234.77	50,489.00	(40,254.23)
Expenses				
HUD	0.00	0.00	18,460.00	(18,460.00)
IDA	0.00	0.00	860.00	(860.00)
HEP	4,943.66	8,835.75	31,169.00	(22,333.25)
Total Expense	4,943.66	8,835.75	50,489.00	(41,653.25)
Net Income	\$ 5,291.11	\$ 1,399.02	\$ 0.00	1,399.02

new Housing Services Mid Michigan
Board Report
For the Two Months Ending July 31, 2017

	Current Month Actual	Year to Date Actual	Annual Budget	Budget Variance
<u>Homeless Prevention</u>				
Revenues				
MSHDA	\$ 0.00	\$ 0.00	\$ 140,156.00	(140,156.00)
EFSP	0.00	0.00	30,300.00	(30,300.00)
Tri County	0.00	0.00	3,749.99	(3,749.99)
CRCF	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	174,205.99	(174,205.99)
Expenses				
MSHDA	13,612.63	27,285.86	148,156.00	(120,870.14)
EFSP	0.00	0.00	30,300.00	(30,300.00)
Tri County	1,203.19	2,026.69	5,000.00	(2,973.31)
CRCF	250.00	250.00	13,630.22	(13,380.22)
Total Expense	15,065.82	29,562.55	197,086.22	(167,523.67)
Net Income	\$ (15,065.82)	\$ (29,562.55)	\$ (22,880.23)	(6,682.32)
<u>Outreach</u>				
Revenue	\$ 0.00	\$ 0.00	\$ 119,228.00	(119,228.00)
Expenses	4,987.43	15,900.61	119,228.00	(103,327.39)
Net Income	\$ (4,987.43)	\$ (15,900.61)	\$ 0.00	(15,900.61)
<u>Supportive Housing</u>				
Revenue	21,480.83	43,918.16	271,793.00	(227,874.84)
Expense	17,810.18	34,082.12	269,393.00	(235,310.88)
Net Income	\$ 3,670.65	\$ 9,836.04	\$ 2,400.00	7,436.04
<u>Other</u>				
Revenue	1,599.00	5,238.32	60,032.25	(54,793.93)
Expense	1,750.42	2,154.35	25,500.00	(23,345.65)
Net Income	\$ (151.42)	\$ 3,083.97	\$ 34,532.25	(31,448.28)
<u>Total</u>				
Revenue	\$ 160,476.01	\$ 302,448.23	\$ 2,307,353.74	(2,004,905.51)
Expense	158,891.87	311,161.96	2,284,330.32	(1,973,168.36)
Net Income	\$ 1,584.14	\$ (8,713.73)	\$ 23,023.42	(31,737.15)

4

For Management Purposes Only

June 2017

Date	Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
6/1/17	PATH			Conducted a comprehensive Tri-County Outreach Meeting to start collaborative outreach in the region – 25 people attended			
6/2/17	PATH			Completed the PATH grant intended use plan			
6/5/17	CoC Planning			Strats meeting – worked on the HUD Coordinated Entry plan docs			
6/6/17	CoC Planning			MSHDA meetings all day			
6/7/17	SSVF			Worked on Board packet. SSVF site monitoring			
6/8/17				Worked on many in-office projects.			
6/9/17	PATH/SSVF			Met with Sheriff Reich regarding the new PATH initiative and SSVF processes.			
6/12/17	CoC Planning			CoC meeting.			
6/13/17				Staff meeting in the morning. Board meeting in the afternoon.			
6/14/17	PATH			PATH team meeting.			
6/15/17	PATH			Tri-County outreach team – continued to work on coordination.			
6/16/17	SSVF			Worked at the SSVF Stand Down			
6/19/17				Maner Costerisan came in to begin our year-end work			
6/20/17	HUD/PATH			Attended a training webinar for our PSH & PATH grants apps for the new requirements			
6/21/17	HUD			Attended MHAAB steering meeting – Balance of State HUD activities – for Clinton, Barry, Eaton			
6/22/17	PATH			Worked on ESG grants which are due July 17 th . Interviewed applicants for open PATH position.			
6/23/17	PATH/HUD			Interviewed applicants for open PATH position. Submitted our ESP vendor application – motel money for Clinton County.			
6/26/17				Went with Sean Cotter to look at the old Michigan National/Standard Federal building.			
6/27/17	CoC Planning			Attended the Strats meeting – discussed the RR funds CACS is giving back. Developed a calendar for presentations to the CoC.			
6/28/17				Internal admin team meeting (Denise, Christie, Randi, & Dennis).			
6/29/17	PATH			PATH outreach team meeting.			
6/30/17	HUD/MDOC			ESP site monitoring. Discussion with Washtenaw Housing about JHLPR program.			

Eaton/Barry June 2017

Total Inquiries	196	
Intakes	55	40%
Number of "No Shows"	25	18%
Rescheduled	22	16%
Cancelled	4	3%
File Updates	20	15%
Foreclosure Follow Ups	2	1%
Inspections	4	3%
Veterans	2	1%
Homebuyer Education	2	
Financial Capabilities	0	
Total Appointments	136	97%
Total Payments	25	

CLIENT EMERGENCY STATUS		
Homeless	19	35%
Eviction	11	20%
Relocation	19	35%
Foreclosure	5	9%
Back Property Taxes	1	2%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$3,441.40	14%
Leveraged Funds	\$9,414.77	37%
HSMH	\$12,343.44	49%
Total Payments Made	\$25,199.61	100%

Outreach Response	
Agency	20
Facebook	
Lender	
Mailer	
Walk in	6
Newspaper	
Website	1
Word of mouth	17
	211
No Response	9

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Bellevue	5	5	5	9%
Charlotte	14	18	20	25%
Delta Township	8	9	6	15%
Delton	1	2	4	2%
Eaton Rapids	8	13	8	15%
Grand Ledge	2	4	2	4%
Lansing	9	10	2	16%
Olivet	1	1	1	2%
Pottersville	3	3	1	5%
Sunfield	2	3	1	4%
Vermontville	1	2	0	2%
Woodland	1	2	3	2%
Totals	55	72	53	100%

STATUS						
H	E	F	R	T	O	Total
2	1	0	0	2	0	5
6	0	2	2	6	0	14
3	2	0	0	3	0	8
0	0	0	0	0	1	1
3	2	0	0	3	0	8
0	0	2	2	0	0	2
1	4	0	0	4	0	9
0	1	0	0	0	0	1
3	0	0	0	0	0	3
1	1	0	0	0	0	2
0	0	0	0	1	0	1
0	0	1	1	0	0	1
19	11	5	5	19	1	55

Clinton June 2017

Total (Screening) Inquiries	45	Client Emergency Status		
Intakes	16	Homeless	6	38%
Number of "No Shows"	4	Eviction	8	50%
Rescheduled	8	Relocation	2	13%
Cancelled	0			0%
File Updates	5			0%
Inspections	1			0%
Veterans	0			0%
		CLIENT PAYMENTS		
		ESP	\$1,170.00	43%
		Client Paid	\$0.00	0%
		Leveraged Funds	\$1,052.53	39%
		HMMM	\$1,657.16	61%
		SSVF	\$0.00	0%
Total # Payments	6	Total Payments Made	\$2,709.69	100%
Total Appo	34			

Outreach	Response
Agency	11
Facebook	0
Lender	0
Mailer	0
Walk in	1
Newspaper	0
Website	0
Word of mouth	2
211	2
No Response	0

COUNTY BREAKDOWN

City	Intakes	Adults	Children	%
Bath	0	0	0	0%
Dewitt	3	4	3	19%
Eagle	0	0	0	0%
East Lansir	1	1	0	6%
Elsie	0	0	0	0%
Fowler	0	0	0	0%
Lainsburg	0	0	0	0%
Lansing	4	6	0	25%
Maple Rap	0	0	0	0%
Ovid	0	0	0	0%
St. Johns	8	10	8	50%
Watertown	0	0	0	0%
Totals	16	21	11	100%

STATUS

H	E	R	Veteran	Total
0	0	0	0	0
1	2	0	0	3
0	0	0	0	0
0	1	0	0	1
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
2	1	1	0	4
0	0	0	0	0
0	0	0	0	0
3	4	1	1	8
6	8	2	1	16

7

July 2017

Date	Funding Source	Program Name	Number Served	Measurement	Outcome	Financials	Comments
7/3/17				Personal Day			
7/4/17				Holiday			
7/5/17				Conducted annual staff reviews			
7/6/17	PATH			Tri-County outreach team worked on the MOU and the first planned outreach			
7/6/17	IDA			Met with a disgruntled IDA client.			
7/7/17	HUD			ESP (Clinton motel funds) site monitoring.			
7/7/17				New Board member training.			
7/10/17				Attended CoC meeting			
7/11/17	PATH			PATH team meeting – Planned and reviewed the planned outreach activity			
7/12/17				Attended Balance of State CoC – MHAAB meeting as the Clinton County representative			
7/13/17				Turned in our first PATH quarterly report – new system			
7/14/17				Provided training for new Board member			
7/17/17				Submitted HUD grant APR into the new reporting system			
7/18/17				Attended a special CoC meeting to determine a new agency to take over a HUD grant. HSMM made a presentation. HSMM was not selected.			
7/19/17				Made a video to market Planned Giving ideas.			
7/20/17				Met with Charlotte Mayor & Manager to discuss the Sugar Mill Apartment's PILOT to get it lowered so we can begin to receive our portion of the cash flow (HSMM owns ½ point).			
7/21/17				Staff meeting			
7/24/17				New AARP person started training in reception.			
7/24/17				Worked on the following grant apps: HUD, ESG (Eaton & Clinton), and Bal. of State (Clinton)			
7/25/17				Attended a Bal of State meeting, representing Clinton County			
7/25/17				Submitted ESG and SSVF quarterly reports and HC report.			
7/26/17				Met with an IDA client regarding a grievance issue and reached a resolution.			
7/26/17				Preparation for the audit on the 31 st .			
7/27/17				Worked on 13 th month accounting issues and new Board reports with Maner and Abraham. Many issues to resolve.			
7/28/17				Attended SSVF Regional monthly call-in meeting			
7/31/17				Audit started today.			

Eaton/Barry July 2017

Total Inquiries	224	
Intakes	54	51%
Number of "No Shows"	18	17%
Rescheduled	14	13%
Cancelled	6	6%
File Updates	7	7%
Foreclosure Follow Ups	2	2%
Inspections	0	0%
Veterans	5	5%
Homebuyer Education	7	
Financial Capabilities	0	
Total Appointments	106	100%
Total Payments	21	

CLIENT EMERGENCY STATUS		
Homeless	14	26%
Eviction	12	22%
Relocation	24	44%
Foreclosure	2	4%
Back Property Taxes	2	4%
Other	0	0%

CLIENT PAYMENTS		
Client Paid	\$4,856.07	36%
Leveraged Funds	\$2,962.72	22%
HSMM	\$5,508.06	41%
Total Payments Made	\$13,326.85	100%

Outreach Response	
Agency	27
Facebook	0
Lender	1
Mailer	1
Walk in	4
Newspaper	0
Website	1
Word of mouth	19
	211
No Response	1

COUNTY BREAKDOWN				
City	Intakes	Adults	Children	%
Charlotte	16	22	23	30%
Eaton Rapids	5	8	7	9%
Delta Township	9	10	4	17%
Grand Ledge	2	2	0	4%
Hastings	1	1	0	2%
Lansing	8	12	5	15%
Olivet	3	6	3	6%
Potterville	4	6	7	7%
Sunfield	2	3	2	4%
Vermontville	2	3	6	4%
Nashville	1	2	4	2%
Dimondale	1	1	0	2%
				0%
				0%
Totals	54	76	61	100%

STATUS						
H	E	F	R	T	O	Total
4	3			9		16
	1			4		5
3	2			4		9
1					1	2
		1				1
1	2			4	1	8
1	1			1		3
1	2			1		4
	1			1		2
1			1			2
1						1
1						1
						0
						0
14	12	2	24	2	0	54

Clinton July 2017

Client Emergency Status	
Total (Screening) Inquiries	68
Intakes	17 40%
Number of "No Shows"	4 10%
Rescheduled	3 7%
Cancelled	2 5%
File Updates	12 29%
Inspections	4 10%
Veterans	0 0%
ESP	\$585.00 7%
Client Paid	\$1,809.29 22%
Leveraged Funds	\$3,228.37 39%
HSMM	\$3,311.64 40%
SSVF	\$0.00 0%
Total Payments Made	\$8,349.30 100%
CLIENT PAYMENTS	
Outreach	6
Agency	0
Facebook	0
Lender	0
Mailer	0
Walk in	5
Newspaper	0
Website	2
Word of mouth	3
211	1
No Response	0

COUNTY BREAKDOWN			
City	Intakes	Adults	Children %
Bath	1	2	1 6%
Dewitt	3	4	2 18%
Eagle	0	0	0 0%
East	3	5	5 18%
Lansing	0	0	0 0%
Elsie	0	0	0 0%
Fowler	0	0	0 0%
Lansburg	0	0	0 0%
Lansing	4	5	4 24%
Maple	0	0	0 0%
Rapids	0	0	0 0%
Ovid	0	0	0 0%
St. Johns	6	8	6 35%
Watertown	0	0	0 0%
In Twn.	17	24	18 100%
Totals	17	24	18 100%

STATUS						
H	E	R	Veteran	Total		
0	0	1	0	1		
0	2	1	0	3		
0	0	0	0	0		
0	2	1	0	3		
0	0	0	0	0		
0	0	0	0	0		
0	0	0	0	0		
1	1	2	0	4		
0	0	0	0	0		
0	0	0	0	0		
0	2	4	0	6		
1	7	9	0	17		



Hartford Life

**GROUP VARIABLE ANNUITY CONTRACT
PARTICIPATION CERTIFICATE ENDORSEMENT
GC-751986**

This Endorsement is issued as part of the Group Variable Annuity Contract Participation Certificate to which it is attached and is effective on **June 30, 2017**. The conditions and provisions of the Group Variable Annuity Contract Participation Certificate shall continue to apply except as amended herein. The provisions set forth in this Endorsement shall supercede and control any conflicting provisions in the Group Variable Annuity Contract Participation Certificate and any Riders and Endorsements attached thereto.

- I. The term "Contract Owner" as set forth on the cover page of the Certificate is hereby amended to read as follows:

"Contract Owner: **Housing Services Mid Michigan**"

- II. The definition of the term "**Contract Owner**", as contained in **Section 12, DEFINITIONS**, of the Certificate is hereby amended to read as follows:

"**Contract Owner**- The 'Contract Owner' is **Housing Services Mid Michigan**."

- III. The definition of the term "**Employer**" as contained in **Section 12, DEFINITIONS**, of the Certificate is hereby amended to read as follows:

"**Employer**- The term 'Employer' means **Housing Services Mid Michigan**."

Signed for Hartford Life Insurance Company by:

Brian Johnson, *President*

Lisa Levin, *Corporate Secretary*

GC-751986

New for October 2017 – Pay for Performance

MSHDA provides a 1:1 match to HUD ESG funding. For 2017-18 ESG MSHDA will use 10% to 20% of the MSHDA matching funds and allocate it within a "Pay for Performance" model to CoC's that meet five out of the eight factors below. Items below that are HMIS measurements will be for the period 1-1-17 to 5-31-17 and reports will be run in early July, 2017.

1. CoCs that have greater than 70% (>70%) of Rapid Re-housing clients that entered from streets, shelter or safe haven. **MSHDA CoC Outcome Report (Measure 1)**
2. CoCs where a minimum of 65% (65%) of all Rapid Re-Housing clients have obtained a unit. **MSHDA CoC Outcome Report (Measure 2)**
3. CoCs where a minimum of 85% of literally homeless Veterans have been discharged into housing (permanent or staying friends/family temporarily). **MSHDA CoC Outcome Report (Measure 3)**
4. CoCs where a minimum of 80% of Prevention and Rapid Re-Housing clients have been discharged into permanent housing. **MSHDA CoC Outcome Report (Measure 4a & 4b)**
5. CoCs that have done a VI-SPDAT (V2) on greater than 80% of Category 1 clients receiving Emergency Shelter and/or Rapid Re-housing services (SSVF/RHY projects excluded) **MSHDA CoC Outcome Report (Measure 5)**
6. CoC where less than 15% (<15%) of those exiting to permanent housing returned to homeless within a two-year time period. **(Measure 6)**
7. CoCs that have a Permanent Supportive Housing registry that is continuously updated and used to prioritize all CoC funded Permanent Supportive Housing placements. Documented by providing MSHDA a copy of the CoC policy outlining their PSH registry process.
8. CoCs that have spent a minimum of 93% of their HUD CoC Program funds. Documented by providing a letter from your local HUD representative that you spent 93% of your CoC Program funds from last year's funding. (Available to Independent Jurisdictions and MSHDA Balance of State CoCs that are recipients of HUD CoC Program funds. Within the BOS CoC, only LPB that received HUD CoC Program funds are eligible.)

File 2017

Housing Services Mid Michigan
Fair Housing Policy
Continuing Resolution

The Housing Services Mid Michigan is committed to fair housing and will work aggressively to ensure that Housing Services Mid Michigan's housing developments and services comply fully with all state, federal and local fair housing laws. The Housing Services Mid Michigan has appointed Abigail Smith, Intake and Follow-up Case Manager as their fair housing contact person. Abigail Smith has an understanding of the Fair Housing Laws and will attend applicable training to remain informed.

The Housing Services Mid Michigan has established a Fair Housing Log. The Fair Housing Log will be maintained by the Intake and Follow-up Case Manager which will disclose information regarding any and all fair housing concerns and their outcomes. Fair housing issues identified in the community, such as in the newspaper, will be recorded in the log. Persons wishing to file a housing related complaint or concern will be referred the Michigan Department of Civil Rights, HUD, and their **local** Fair Housing Center. Persons wishing to file a complaint or concern that is employment related will be referred to the Equal Employment Opportunity Commission and the Michigan Department of Civil Rights. The Intake and Follow-up Case Manager will notify MSHDA if a complaint or concern is filed.

The offices of Housing Services Mid Michigan are accessible and barrier free. The Housing Services Mid Michigan will make every attempt to reasonably accommodate all of its customers.

The Housing Services Mid Michigan will include the Fair Housing Logo on all of its documents and advertisements. The Housing Services Mid Michigan will post a Fair Housing poster in a place visible to the public. The Housing Services Mid Michigan will secure and distribute Fair Housing material provided by MSHDA and various other Fair Housing agencies and organizations. "Fair Housing, It's Your Right" brochures will be distributed to all applicants.

The Housing Services Mid Michigan will consider all applicants and contractors based on qualifications. No applicant or contractor will be denied housing or a contract based on their race, color, national origin, religion, age, sex, marital status, familial status or handicap. Persons raising concerns regarding discrimination will not be retaliated against. Housing Services Mid Michigan will request that both minority and women apply for assistance through the single-family emergency assistance programs.

The Housing Services Mid Michigan is committed to affirmative marketing and will identify their fair housing needs and barriers. The Housing Services Mid Michigan will address these needs and barriers by establishing a plan to resolve and meet fair housing needs.

The Housing Services Mid Michigan is committed to providing safe, affordable, decent, and sanitary housing located in areas where people choose to live.

Reconfirmed on the 8th day of August, 2017.

Secretary

Date



August 1, 2017

Housing Services Mid Michigan
Attn: Denise Dunn, Executive Director
319 S. Cochran
P.O. Box 746
Charlotte, MI 48813

Dear Denise:

Thank you for allowing Stevens, Kirinovic & Tucker, P.C. the opportunity to propose audit services to Housing Services Mid Michigan. We are extremely interested in providing services to Housing Services Mid Michigan and we feel that we would work well with you due to the unique characteristics of our firm. Our firm has significant nonprofit auditing experience which we feel matches or exceeds the experience of any one of the offices of the larger regional firms. Enclosed is our proposal to provide audit services for the years ending May 31, 2018 through 2020.

We are a firm where our number one priority is providing high quality service to all of the clients that we serve and we are committed to assisting the nonprofit organizations and governmental entities that we are associated with to succeed. We are very interested in showing Housing Services Mid Michigan this high level of commitment.

We would be happy to attend a Committee or Board meeting so that we may answer any questions regarding our proposal, if necessary. Thank you again for the opportunity to propose services to Housing Services Mid Michigan. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads 'Aaron M. Stevens'.

AARON M. STEVENS, CPA
Principal

Enclosures

SECTION IV - FEES

Compensation for Requested Services

The cost of the audit is based on the amount of time it takes to perform the financial audit and single audit (if necessary), and prepare the IRS Forms 990 and the Attorney General Renewal Solicitation Registration Form. Our charges for audit or management services are based on the level of team members necessary to perform the services. Our standard hourly billing rates for 2018 are as follows:

Principal	\$150 - 200
Manager	100 - 120
Senior	87 - 97
Accountant	65 - 75
Administrative	55 - 70

These billing rates would also apply to any management services assistance, which Housing Services Mid Michigan may request.

The hours and fees summarized below represent the estimated hours we believe it will take to perform the 2018 audit fieldwork and form preparation. It is our policy to perform services in the most efficient manner possible, thus reducing hours and creating as little disruption to the client's routine as possible. However, if we should have underestimated our time, the additional time will not result in any additional cost to you.

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Aaron M. Stevens, CPA Engagement Principal	18	\$ 220	\$ 3,960
Steven R. Kirinovic, CPA Review Principal	2	220	440
Joshua D. Laramy, CPA Senior Auditor	40	98	3,920
To be determined Auditors	66	70	4,620
Administrative	<u>6</u>	68	<u>408</u>
	<u>132</u>		13,348
Out-of-pocket (travel, meals, etc.) - no charge			-
Discount			<u>(1,148)</u>
Total Not-to-Exceed			<u>\$ 12,200</u>

-17-15



SECTION III - AUDIT APPROACH (CONCLUDED)

Audit Hours Summary

The following summarizes our estimate of the financial audit, single audit (if necessary), Department of Attorney General Renewal Solicitation Registration Form, and IRS Form 990 preparation hours required to complete the services for the fiscal year ending May 31, 2018, detailed by team member level and segment of the engagement:

	Hours		
	<u>Audit Fieldwork</u>	<u>Review and Reporting</u>	<u>Totals</u>
Aaron M. Stevens, CPA Engagement Principal	8	10	18
Steven R. Kirinovic, CPA Review Principal	-	2	2
Joshua D. Laramy, CPA Senior Auditor	28	12	40
To be determined Auditors	56	10	66
Administrative Personnel	-	6	6
	<u>92</u>	<u>40</u>	<u>132</u>

Time Table of Key Dates

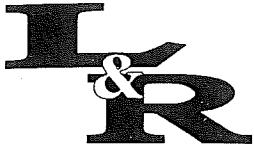
We propose the following tentative time table for the audit of the 2018 fiscal year:

Commencement of Year-End Fieldwork	August 6, 2018
Draft Reports presented to Management	September 7, 2018
Final Reports delivered	September 14, 2018
Presentation to the Board of Directors	October Board meeting

This proposed time schedule was developed based on our understanding of Housing Services Mid Michigan's preparedness and the most convenient timing of the audit for you. This time schedule can easily be adjusted, if desired.

We will present all audit findings (if any) in a summary at the exit conference. At the exit conference it is determined if some findings may be cleared before inclusion in the audit report and what corrective actions or responses you wish to include in the audit report. The draft report will have no surprises but will allow you to review the findings as presented. The final report will be the same as the draft with any acceptable alterations that you request.

Prior to the commencement of preliminary fieldwork, we will provide Housing Services Mid Michigan with a checklist of items needed to complete the audit. We will also meet with the appropriate personnel to assist with the development of our understanding of your internal controls. We will have early and ongoing communication with management to keep them informed of the progress and to assure that there are no surprises.



Layton & Richardson, P.C.

Certified Public Accountants

July 25, 2017

Housing Services of Mid Michigan
Denise Dunn, Executive Director
319 South Cochran, P.O. Box 746
Charlotte, MI 48813

Layton and Richardson, P.C. is pleased to have the opportunity to propose its services to the Housing Services of Mid Michigan. We believe that Layton and Richardson, P.C. is well qualified to provide the desired services and our rates are competitive.

We understand that audit services to be provided for the Housing Services of Mid Michigan are:

- Audit of the Housing Services of Mid Michigan's Financial Statements for May 31, 2018, 2019 and 2020 with an option for 2019 and 2020.
- Single Audit
- Presentation of management letter summarizing reportable conditions, if any, and recommendations to improve efficiencies and strengthen internal controls
- Preparation of 990 and 990T if applicable
- Preparation of License to Solicit
- Filing report through the Federal Audit Clearinghouse

The audits will be performed in accordance with generally accepted auditing standards as set forth by the U.S. General Accounting Office's *Government Auditing Standards* 2011 revision (GAGAS), Michigan Compiled laws chapter 141.

Our audit will determine if the financial statements conform to U.S. generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants (AICPA).

The following reports will be issued at the completion of the audits:

- A. A report on the fair presentation of the financial statements in conformity with U. S. generally accepted accounting principles.
- B. Report on the internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- C. Report on compliance with requirements applicable to each major program and on internal control over compliance required by the Uniform Guidance.
- D. Report on schedule of federal expenditures.
- E. A management letter summarizing reportable conditions and other recommendations.

An exit conference will be held with Organization officials to summarize the results of the field work and to review significant findings.

This proposal is for the years ended May 31, 2018, 2019 and 2020. If the Organization is not satisfied after the first year, the contract may be terminated with no repercussions.

We believe that Layton & Richardson, P.C. has the expertise to perform the services you need in a creative, constructive, personalized and economical manner.

1000 Coolidge Road
East Lansing, MI 48823

(517) 332-1900
(517) 332-2082 fax
Info@LNRCPA.com

Vickie L. Crouch, CPA, CGFM
Principal
Vickie@LNRCPA.com

Stephen D. Plumb, JD, CPA
Principal
Steve@LNRCPA.COM

We believe that Layton & Richardson, P.C. is well qualified to conduct the audit of the Housing Services of Mid Michigan based on these facts:

- A. Our extensive experience with nonprofit organizations and various units of state and local government represents a significant part of our practice. This wide range of experience enables us to provide quality service to all types of nonprofit organizations and governmental units at a reasonable and predictable cost.
- B. Our approach to auditing is management-oriented. As a routine part of our examination of Housing Services of Mid Michigan we will prepare a management letter advising you of opportunities we have observed for improving the economy and efficiency of your operations.
- C. The partner and staff who will be responsible for services to you are highly qualified by education and experience to provide the auditing services which you require.
- D. Our personnel are experienced in all phases of auditing, including governmental contracts and grants.
- E. All our professional staff members participate in education programs sponsored by the Michigan Association of Certified Public Accountants, the Association of Governmental Accountants and the Treasury Department of the State of Michigan.
- F. We currently provide services to several nonprofit organizations, counties and cities in Michigan.
- G. Based on our prior experience with nonprofit entities, several of which are domestic and/or sexual abuse organizations, we have developed an expertise that enables us to provide advice on proven and successful procedures and techniques in maintaining sound accounting procedures for nonprofit entities. Also, we diagnose conditions, report weaknesses, if any, and recommend possible remedies.
- H. We have delivered all financial reports and forms by their applicable due dates. We realize the importance of timely and accurate financial information.
- I. We are available throughout the year for consultation should the need arise.
- J. We are independent of Housing Services of Mid Michigan.
- K. There have not been any complaints leveled against our firm or any of our Partners or Managers by the State Board of Accountancy.

Our maximum annual fees for these services are as follows:

YEAR ENDING	TOTAL
May 31, 2018	\$ 9,500
May 31, 2019	9,600
May 31, 2020	9,700

Fee includes up to two major programs. Additional major programs are \$1,500 each.

All representation for Layton & Richardson, P.C., will be made by Ms. Vickie L. Crouch, Principal, 1000 Coolidge Road, East Lansing, Michigan 48823-2469, (517) 332-1900. Ms. Crouch is also authorized to bind the firm.

Thank you for the opportunity to submit this proposal.

Sincerely,



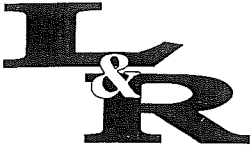
VICKIE L. CROUCH, C.P.A.

Principal

SCHEDULE OF COMPENSATION

	NUMBER ASSIGNED	HOURS	STANDARD HOURLY RATE	QUOTED HOURLY RATE	TOTAL ESTIMATED COST
Partner	1	18	\$ 200	\$ 120	\$ 2,160
Manager	1	25	140	90	2,250
Staff Accountants	2	70	90	70	4,900
Other		—			<u>190</u>
TOTALS		<u>113</u>			<u>\$ 9,500</u>

The rates for additional professional services will be the same quoted hourly rates set forth in the schedule above.



Layton & Richardson, P.C.

Certified Public Accountants

Housing Services Mid-Michigan
Denise Dunn, Executive Director
319 South Cochran
Charlotte, MI 48813

Layton and Richardson, P.C. is pleased to have the opportunity to propose its services to Housing Services Mid-Michigan. We believe that Layton and Richardson, P.C. is well qualified to provide the desired services and our rates are competitive.

We understand the services to be provided are:

- Reconciliation, review, and adjustments of the following specific general ledger accounts:
 - Accounts receivable
 - Grants receivable
 - Accounts payable
 - Deferred revenue

We would like to propose to Housing Services Mid-Michigan the maximum fee for accounting services as follows:

Accounting Services	2,000
---------------------	-------

The total hourly fee for accounting services will be \$150.

We believe that Layton & Richardson, P.C. has the expertise to perform the services you need in a creative, constructive, personalized and economical manner. Our desire is to provide services over a long-term relationship, and we encourage an exchange of information.

We believe that Layton & Richardson, P.C. is well qualified to conduct the accounting services of Housing Services Mid-Michigan based on these facts:

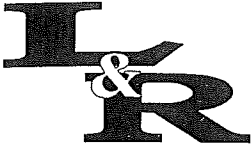
- A. Our extensive experience with non-profit organizations and various units of state and local government represents a significant part of our practice. This wide range of experience enables us to provide quality service to all types of non-profit organizations and governmental units at a reasonable and predictable cost.
- B. The partner and staff who will be responsible for services to you are highly qualified by education and experience to provide the accounting services which you require.
- C. Our personnel are experienced in all phases of accounting and governmental contracts and grants.
- D. All our professional staff members participate in education programs sponsored by the Michigan Association of Certified Public Accountants, the Association of Governmental Accountants and the Treasury Department of the State of Michigan.
- E. We currently provide services to several non-profit organizations, counties and cities in Michigan.
- F. Based on our prior experience with non-profit entities, we have developed an expertise that enables us to provide advice on proven and successful procedures and techniques in maintaining sound accounting procedures for non-profit entities. Also, we diagnose conditions, report weaknesses, if any, and recommend possible remedies.

1000 Coolidge Road
East Lansing, MI 48823

(517) 332-1900
(517) 332-2082 fax
Info@LNRCPA.com

Vickie L. Crouch, CPA, CGFM
Principal
Vickie@LNRCPA.com

Stephen D. Plumb, JD, CPA
Principal
Steve@LNRCPA.COM



Layton & Richardson, P.C.

Certified Public Accountants

Housing Services Mid-Michigan
Denise Dunn, Executive Director
319 South Cochran
Charlotte, MI 48813

Layton and Richardson, P.C. is pleased to have the opportunity to propose its services to Housing Services Mid-Michigan. We believe that Layton and Richardson, P.C. is well qualified to provide the desired services and our rates are competitive.

We understand the services to be provided are:

- Reconciliation, review, and adjustments of the following specific general ledger accounts:
 - Accounts receivable
 - Grants receivable
 - Accounts payable
 - Deferred revenue

We would like to propose to Housing Services Mid-Michigan the maximum fee for accounting services as follows:

Accounting Services	2,000
---------------------	-------

The total hourly fee for accounting services will be \$150.

We believe that Layton & Richardson, P.C. has the expertise to perform the services you need in a creative, constructive, personalized and economical manner. Our desire is to provide services over a long-term relationship, and we encourage an exchange of information.

We believe that Layton & Richardson, P.C. is well qualified to conduct the accounting services of Housing Services Mid-Michigan based on these facts:

- A. Our extensive experience with non-profit organizations and various units of state and local government represents a significant part of our practice. This wide range of experience enables us to provide quality service to all types of non-profit organizations and governmental units at a reasonable and predictable cost.
- B. The partner and staff who will be responsible for services to you are highly qualified by education and experience to provide the accounting services which you require.
- C. Our personnel are experienced in all phases of accounting and governmental contracts and grants.
- D. All our professional staff members participate in education programs sponsored by the Michigan Association of Certified Public Accountants, the Association of Governmental Accountants and the Treasury Department of the State of Michigan.
- E. We currently provide services to several non-profit organizations, counties and cities in Michigan.
- F. Based on our prior experience with non-profit entities, we have developed an expertise that enables us to provide advice on proven and successful procedures and techniques in maintaining sound accounting procedures for non-profit entities. Also, we diagnose conditions, report weaknesses, if any, and recommend possible remedies.

1000 Coolidge Road
East Lansing, MI 48823

(517) 332-1900
(517) 332-2082 fax
Info@LNRCPA.com

Vickie L. Crouch, CPA, CGFM
Principal
Vickie@LNRCPA.com

Stephen D. Plumb, JD, CPA
Principal
Steve@LNRCPA.COM

- G. We have delivered all financial reports and forms by their applicable due dates. We realize the importance of timely and accurate financial information.
- H. We are available throughout the year for consultation should the need arise.

All representation for Layton & Richardson, P.C., will be made by Ms. Vickie L. Crouch, Principal, 1000 Coolidge Road, East Lansing, Michigan 48823-2469, (517) 332-1900. Ms. Crouch is also authorized to bind the firm.

Thank you for the opportunity to submit this proposal.

Sincerely,



VICKIE L. CROUCH
Principal